

Ashburton District Council

AGENDA

Notice of Meeting:

A meeting of the Ashburton District Council will be held on:

Date: **Wednesday 18 August 2021**

Time: **1.00pm**

Venue: **Council Chamber**

Membership

Mayor	Neil Brown
Deputy Mayor	Liz McMillan
Members	Leen Braam
	Carolyn Cameron
	John Falloon
	Rodger Letham
	Lynette Lovett
	Angus McKay
	Diane Rawlinson
	Stuart Wilson

Meeting Timetable

Time	Item
1pm	Meeting commences
2.30pm	Key Research (annual residents survey) – Mike Hooker
2.55pm	Welcome to new and long-serving staff
3.45pm	EA Shareholder Committee (Council appointees) – Anne Marrett, David Ward and Tony Potts
4.15pm	ACL Quarterly Report

1 Apologies

2 Extraordinary Business

3 Declarations of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

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Business Transacted with the Public Excluded

22	Council – 28/07/21		PE 1
	<ul style="list-style-type: none"> • Library & Civic Centre PCG – 6/07/21 • Insurance 2021/22 • Freeholding Glasgow leases • Property Holdings Policy • Emergency Relief Fund • Caring for Communities Group • Refugee Resettlement Group 	<ul style="list-style-type: none"> Section 7(2)(h) Commercial activities Section 7(2)(h) Commercial activities Section 7(2)(h) Commercial activities Section 7(2)(h) Commercial activities Section 7(2)(a) Protection of privacy of natural persons Section 7(2)(a) Protection of privacy of natural persons Section 7(2)(a) Protection of privacy of natural persons 	
	[Now in open meeting]		
	<ul style="list-style-type: none"> • Ashburton Water Zone Committee refresh 2021 [30/06/21] • Ashburton Museum & Art Gallery merger [30/06/21] • Ashburton Airport skydiving activities • Methven reservoir upgrade stage 1 • Contract ROAD0205 Sealed road rehabilitation rural 		
23	Executive Committee – 29/07/21		PE 5
	- Emergency relief funding	Section 7(2)(a) Protection of privacy of natural persons	
24	Library & Civic Centre PCG – 10/08/21	Section 7(2)(h) Commercial activities	PE 6
25	Freeholding Glasgow Lease	Section 7(2)(h) Commercial activities	PE10
26	EA Networks Shareholder Committee	Section 7(2)(h) Commercial activities	Verbal
27	Ashburton Contracting Ltd	Section 7(2)(h) Commercial activities	Verbal

4. Council Minutes – 28 July 2021

Minutes of the Council meeting held on Wednesday 28 July 2021, commencing at 1.00pm, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

His Worship the Mayor Neil Brown; Deputy Mayor Liz McMillan; Councillors Leen Braam, Carolyn Cameron, Rodger Letham, Lynette Lovett, Angus McKay, Diane Rawlinson and Stuart Wilson.

In attendance

Hamish Riach (Chief Executive), Paul Brake (GM Business Support), Jane Donaldson (GM Strategy & Compliance), Neil McCann (GM Infrastructure Services), Steve Fabish (GM Community Services), Ruben Garcia (Communications Manager) and Carol McAtamney (Governance Support).

Staff present for the duration of their reports: Andy Guthrie (Assets Manager), Mel Neumann (Policy Advisor), Rachel Sparks (Finance Manager), Ian Hyde (District Planning Manager), Colin Windleborn (Commercial Manager), Michelle Hyde (Property Officer), Zane Adam (Property Officer), Brian Fauth (Contracts Manager), Jeremy Lambert (Roading Engineer – South), Simon Worthington (Economic Development Manager).

Methven Community Board Chair, Dan McLaughlin, and one member of the public.

Presentations

ChristchurchNZ – 2.39pm-3.04pm

Marsh Insurance – 4.45pm- 5.40pm.

1 Apologies

Cr Falloon

Sustained

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

The Mayor welcomed the Chair of the Methven Community Board and invited him to be present for discussion on the 5Ms water treatment plant and the Methven reservoir reports.

That Council grants speaking rights to the Methven Community Board Chairman, Dan McLaughlin.

Letham/McMillan

Carried

4 Confirmation of Minutes – 30/06/21

Methven Strategic Plan – Cr McKay asked that it be clarified that he voted against the motion because it was suggested the Methven Community Board would be meeting the costs which he is opposed to.

Ashburton Museum & Art Gallery Merger – Cr Wilson questioned why the amendment to the motion, showing the full debated process, had been omitted from the open minutes.

The Chief Executive suggested that the matter be further discussed when the public excluded minutes are received and procedural advice can be provided.

That the matter lies on the table and is uplifted for discussion with public excluded item 15.

Wilson/Cameron

Carried

5 Audit and Risk Committee – 23/06/21

That Council receives the minutes of the Audit and Risk Committee meeting held on 23 June 2021.

Braam/Wilson

Carried

6 Ashburton Airport Authority Subcommittee – 30/06/21

That Council receives the minutes of the Ashburton Airport Authority Subcommittee meeting held on 30 June 2021.

Braam/Lovett

Carried

7 Town Centre Subcommittee – 6/07/21

That Council receives the minutes of the Town Centre Subcommittee meeting held on 6 July 2021.

Cameron/Rawlinson

Carried

8 Backflow Prevention Policy

That Council rolls over the current Backflow Prevention Policy with minor amendments, as attached in Appendix 1.

McKay/Braam

Carried

9 Bancorp Treasury Report

That the Bancorp Treasury report (June 2021) be received.

Braam/Rawlinson

Carried

10 Natural and Built Environment Submission

Officers advised of minor amendments made to the circulated submission:

- Title should be Natural and Built Environments Bill Exposure Draft
- Point 10 ‘..... excluding (not including) those currently administered by Regional Councils

Additional point to be included:

- Council does not expect additional costs to be put upon people of the district because of this proposed Bill.
- Submission to be co-signed by Mayor and Chief Executive.

That Council

1. Receives the report; and
2. Approves the submission to the Parliamentary Select Committee for the Environment on the Exposure Draft for the Natural and Built Environment Bill.

Braam/Rawlinson

Carried

12 Naming of Road – 181 Archibald Street, Tinwald

The District Planning Manager reported that subsequent to the recommendation being circulated for Road Two it was discovered that the preferred option, Carr Street is a street name in Methven and the second preference, Winslow Road, is a street name in Hinds.

That the two roads to vest in Council as part of the development of 181 Archibald Street, as detailed within Subdivision Sub21/0047 and as identified on the attached site plan, shall be named Saleyards Road and Sheep Pen Street.

McMillan/Lovett

Carried

13 **5Ms Water Treatment Plant – Feasibility Study**

Officers reported that in addition to the 5Ms Water Treatment Plant feasibility study the option of exploratory drilling has been investigated. An approach has been made by a company offering to take on the risk of this exercise as a personal venture. To date, the proposed drilling locations the Company has submitted are not considered suitable for a community bore.

It was suggested that the two proposed projects, the design of a single treatment facility and exploratory drilling, could be progressed in tandem. This option would mean that if drilling was not successful the project of installing a membrane treatment plant would have commenced and be on its way to fruition.

Cr McKay gave notice that he would be amending the motion and would like to see investigation into the feasibility of using the Spaxton intake as an alternative source.

1. **That** Council receives the report titled *5Ms Water Treatment Plant Feasibility Study Report, July 2021, Beca Limited; and*
2. **That** no further work be undertaken on the larger 5Ms water treatment Plant concept; and
3. **That** detailed design of a treatment upgrade solution for the Methven and Methven Springfield schemes proceeds on basis of a single treatment facility.
4. **That** the physical works budgets for the Methven, and Methven Springfield water treatment upgrades be brought forward to the 2021/22 financial year.
5. **That** Council investigates the viability of a bore to run parallel with the design.

McMillan/Braam

Amendment

1. **That** Council receives the report titled *5Ms Water Treatment Plant Feasibility Study Report, July 2021, Beca Limited; and*
2. **That** no further work be undertaken on the larger 5Ms water treatment Plant concept; and
3. **That** detailed design of a treatment upgrade solution for the Methven and Methven Springfield schemes proceeds on basis of a single treatment facility.
4. **That** the physical works budgets for the Methven, and Methven Springfield water treatment upgrades be brought forward to the 2021/22 financial year.
5. **That** Council investigate the viability of a bore to run parallel with the design.
6. **That** transferring the Methven/Springfield take point to the Spaxton take point be investigated by staff.

McKay/Cameron

Carried

The amendment become the substantive motion and was carried

11 **Christchurch NZ Quarterly Update**

Loren Heaphy and Bruce Moffat were welcomed to the meeting at 2.39pm.

Covid continues to put the Australian inbound tourist market under pressure. Inbound International from Australia for the reported period (March-May 2021) was 69% visiting friends and relatives, 13% leisure and the remainder being business travel.

The impact on the Ashburton district was quite significant. For the period when the Trans-Tasman travel bubble opened and 30 May when it started its closures the international visitor spend was \$791,000 which was down 36% from the same quarter in 2020 and 78% down from 2019. It is expected that the border closures will have a significant effect on Methven and Mt Hutt over the ski season.

That the ChristchurchNZ quarterly report be received.

Lovett/McMillan

Carried

Welcome to new staff (3.04pm)

Jim Henderson, People & Capability Officer, introduced new staff – Hayley Lam (GIS Graduate), Margo Tercier (GIS Graduate) and Daniel Leggett (Swim School Manager).

Council acknowledged the long service of Colin Windleborn (Commercial Manager) - 5 years, Andrea McMurray (Systems Officer – Animal Control) - 15 years, and Rhonda Gallagher (Supervisor Open Spaces) - 20 years.

Council adjourned for afternoon tea from 3.09pm to 3.25pm.

13 Mayor's Report

• Three Waters Reform

It was noted that central government has committed a further \$2.5 billion to the scheme (not \$1.5m as shown in the report).

The Mayor provided an update following his attendance at the LGNZ Conference, reporting that the LGNZ Association has created a Heads of Agreement between themselves and the Sovereign in Right of New Zealand for partnering commitment to support three water service delivery reform.

The Mayor reported that a number of councils have expressed their concerns and disappointment at this Agreement as there had been little to no discussion undertaken with LGNZ members prior to it being signed by the Association. The Association has clarified that the agreement is non-binding for individual councils.

That the Mayor's report be received.

McKay/Cameron

Carried

Business transacted with the public excluded – 3.45pm

That the public be excluded from the following parts of the proceedings of this meeting, namely – the general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
15	Council 30/06/21 Emergency Relief Funding Sale of Land Freeholding of Glasgow lease Land purchase	Section 7(2)(a) Section 7(2)(h) Section 7(2)(h) Section 7(2)(h)	Protection of privacy of natural persons Commercial activities Commercial activities Commercial activities
16	Emergency Relief Funding	Section 7(2)(a)	Protection of privacy of natural persons
17	Airport Authority Subcommittee 30/06/21	Section 7(2)(h)	Commercial activities
18	Caring for Communities Welfare Recovery Group 29/06/21	Section 7(2)(a)	Protection of privacy of natural persons

19	Town Centre Subcommittee 06/07/21	Section 7(2)(h)	Commercial activities
20	Library and Civic Centre 06/07/21	Section 7(2)(h)	Commercial activities
21	Ashburton Refugee Resettlement Steering Group	Section 7(2)(a)	Protection of privacy of natural persons
22	Ashburton Airport Skydiving	Section 7(2)(h)	Commercial activities
23	Freeholding Glasgow Lease	Section 7(2)(h)	Commercial activities
24	Freeholding Glasgow Lease	Section 7(2)(h)	Commercial activities
25	Insurance Arrangements 2021-22	Section 7(2)(h)	Commercial activities
26	Awarding of Contract Wate0153 – Methven Reservoir Upgrade Stage 1	Section 7(2)(h)	Commercial activities
27	Awarding on Contract ROAD0205 – Sealed Road Rehabilitation Rural	Section 7(2)(h)	Commercial activities

That Shaun Pont be present for item 20 and Dan McLaughlin be present for item 26.

Mayor/McMillan

Carried

Council adjourned at 5.53pm and resumed at 11.45am on Thursday 29 July 2021.

Confirmation of minutes – 30/06/21

That the minutes of the Council meeting held on 30 June 2021, be taken as read and confirmed.

McKay/Braam

Carried

Business transacted with the public excluded now in open meeting

- **Ashburton Zone Water Management Committee Refresh 2021** [Council – 30/06/21]

That the Ashburton District Council:

- (a) **Receives** the report.
- (b) **Notes** the recommended changes to the CWMS Ashburton Zone Committee membership will also be received for approval by Environment Canterbury (ECan) at their 8 July meeting.
- (c) **Approves** the reappointment of Chris Allen and Angela Cushnie to the CWMS Ashburton Zone Committee.
- (d) **Approves** the appointment of Clare Buchanan, Adi Avnit and Sidinei Teixeira to the CWMS Ashburton Zone Committee.

Wilson/Lovett

Carried

- **Ashburton Museum and Art Gallery Merger** [Council – 30/06/21]

That the amendment to the Ashburton Museum and Art Gallery merger resolution (30/06/21) becomes the business of open meeting.

Wilson/Braam

Carried

AMENDMENT (30/06/21)

That Council:

1. *Approve the Art Gallery becoming an in-house Council activity and that it is jointly managed with the Museum activity as per Option 4 in this report;*
2. *Create and appoint an Art Gallery and Museum Director, Deputy Museum and Art Gallery Director, and Art Gallery Curator and disestablish the Museum Director role (nett effect is one new position);*

3. *Adopt the Delegation and Management Agreement with the Ashburton Art Gallery as included in Appendix 1 of this report;*
4. *Delegate authority to the Chief Executive or his nominee for all other ancillary matters to give effect to the Art Gallery becoming an in-house Council activity.*

Cameron/Rawlinson **AMENDMENT LOST**

A show of hands gave 5 for and 5 against and on the Mayor's casting vote the amendment was lost.

The original motion was put and on a show of hands (6 for, 3 against and 1 abstention) became the substantive motion and was carried.

- **Ashburton Skydiving activities**

1. **That** a Memorandum of Understanding be entered into with INFLITE Group for the operation of skydiving activities at Ashburton Airport.
2. **That** the current MOU with Skydiving Kiwis be terminated.

Braam/McKay

Carried

Cr Letham recorded his vote against the motion

- **Methven Reservoir Upgrade**

1. **That** Council awards the Methven Reservoir Upgrade Contract to Reliant Solutions Limited for \$1,380,549.44 for the construction of two new reservoirs.
2. **That** Council approves a technical supervision amount of \$92,584.00.
3. **That** Council approves additional borrowing of \$695,633.86.

McMillan/Letham

Carried

- **Award of Contract ROAD0205 – Sealed road rehabilitation rural 2021**

That Council accepts the tender from HEB Construction Ltd for the contract ROAD0205 Sealed Road Rehabilitation Rural 2021-2023 and awards the contract for \$2,287,151.30.

Mayor/Braam

Carried

The meeting concluded at 12.40pm.

Confirmed 18 August 2021

MAYOR

5. Methven Community Board Minutes

Minutes of the Methven Community Board meeting held on Monday 26 July 2021, commencing at 10.30am, in the Mt Hutt Memorial Hall Theatre, 160 Main Street, Methven.

Present

Dan McLaughlin (Chairman), Kelvin Holmes, Ron Smith, Sonia McAlpine, Richie Owen and Crs Liz McMillan and Rodger Letham.

In attendance

Neil McCann (GM Infrastructure Services), Steve Fabish (GM Community Services), Simon Worthington (Economic Development Manager), Ian Soper (Open Spaces Manager) and Clare Harden (Community Administration Officer /Minutes)

1 Apologies

Mayor Neil Brown

Sustained

2 Extraordinary Business

The Chair tabled letters from Paul Dixey and Rob Markillie who have expressed their concern about the Methven water supply. [Later in the meeting the Chairman referred the letters to the Group Manager Infrastructure Services who will provide the Chairman with information to respond].

That correspondence received from Paul Dixey and Rob Markillie be received.

Smith/Holmes

Carried

3 Declarations of Interest

Item 8.3 - Discretionary grants

Dan McLaughlin declared an interest in the Llama funding proposal and withdrew from the discussion and decision.

4 Confirmation of Minutes

That the minutes of the Methven Community Board meeting held on 14 June 2021, be taken as read and confirmed.

McAlpine/Smith

Carried

5 Activity Reports

That the reports be received.

Smith/Holmes

Carried

Community Services

- Open Spaces**

Soft fall being added to playgrounds over the next few weeks.

- **Holmes Road treeline**

Not a reserve but Council staff are undertaking tree pruning and wild seedling removal and will be getting a flail mower in. This will continue through to Barkers Road. Only the road side being done at this point in time.

- **Cemetery**

Open Spaces are working through options, with regards to the northern hedge, to reduce the height and density to enable more wind flow through the cemetery. Steve Fabish advised that the final outcome may be staggered over several years to avoid the cemetery becoming a wind tunnel. The Board are keen to undertake a site visit with staff to get an understanding of the issues and options.

- **Economic Development**

Over the past month Council has been working with Christchurch NZ on a contract for district promotion, marketing, events etc. The Council are working to get more effective KPI's in place.

- **EMC web site** is free to advertise events, previous user pay site did not work. Council staff now have control of events being added to the site. Council is expecting a significant change of how this service will be delivered in the future.

- **Oak Trees**

A report has been prepared on the lighting of two oak trees and this will be forwarded for the next meeting with updated costs. Power supply needs to be re-fitted at a cost of \$21,869 for both trees. The Board are going to leave this on the table until report has been received.

- **Methven Strategic Plan**

Recommendation

That the Methven Community Board requests that Council staff provide a cost estimate and process for the review of the Methven Community Strategic Plan and report back to the Board.

McLaughlin/McMillan

Carried

Funding Proposal – Llama

Dan McLaughlin withdrew from the meeting for the duration of this item.

Sonia McAlpine took the Chair

It was recommended that the Methven Community Board reject the proposal for funding from Llama for the Methven NZ website and instead explore how Methven events can be showcased on the Experience Mid Canterbury site. Consideration may be given to increasing the listings on the current district events page and promoting that site as the vehicle for finding out what's going on in Methven.

This suggestion wasn't fully supported.

That the Methven Community Board funds \$4,300 for Llama as a one off payment from the discretionary fund into the Methven NZ Website to further develop the site, and that a mechanism be found to protect the domain name for the Community.

Owen/Holmes

Carried

7 Infrastructure Services

Drinking water – reservoir project

- The Chair commented that the Methven Community Board have worked hard to get to this point and would like to note that they are restricted by following the process that is in place.

- The Board would like to record that they support the reservoir project on a basis of a single treatment steam brought forward to the 22/23 year and also support bringing forward the design process.

That the Methven Community Board records its support for the recommendations in two reports being considered by Council on 28 July 2021 (5Ms Water Treatment Plant feasibility and the Methven reservoir contract).

Holmes/McAlpine

Carried

Ron Smith abstained from voting.

- **Mackie Street flooding**

Dan McLaughlin noted that this has been ongoing for longer than 8 years, not from just the 2021 flood.

The meeting concluded at 11.55am.

Dated 6 September 2021

Chairman

6. Ashburton District Road Safety Co-ordinating Committee Minutes

Date: 3 August 2021
Venue: Council Chamber, 137 Havelock Street, Ashburton
Time: 9.30am

1 Welcome and Apologies

That apologies for absence be received on behalf of Mayor Neil Brown, Cr Liz McMillan, Daniel Naude (South Canterbury Road Safety), Neil Simons (Principals Association), Steve Burgerhout (NZ Police – State Highway), Lesley Symington (Safer Mid Canterbury)

Skevington/Rawlinson

Carried

Present:

Lynette Lovett (Chair)	ADC Councillor	Andrae Gold	ACADS
Diane Rawlinson	ADC Councillor	John Skevington	AA
John Keenan	Waka Kotahi/NZTA	Shane Cochrane	NZ Police – Commercial Vehicle
Sean Nilsson	Waka Kotahi/NZTA	Bevan Findlay	FENZ
Wendi Stewart	ACC		

Also in attendance:

Angus McKay	ADC Councillor		
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In attendance:

Martin Lo	Graduate Engineer – Roading	Carol McAtamney	Governance Support Officer
Brian Fauth	Roading Manager		

2 Notification of Extraordinary Business

Nil.

3 Confirmation of Minutes

That the minutes of the Ashburton District Road Safety Coordinating Committee meeting held on 4 May 2021, be taken as read and confirmed.

Cochrane/Keenan

Carried

4 Reports/Agency Updates

4.1 Dan McLaughlin – Methven Community Board

9.32am – 9.49m

Concerns re the Mt Hutt Station Road (SH77)

- Opuke Hot pools are due to open soon and the entrance/exit is on Mt Hutt Station Road
- Methven Racecourse events have increased from four to 11 per year

- Camrose Estate has had 220 sections sold and construction work has commenced (Holmes Road enters onto Mt Hutt Station Road)

All of these factors will increase use of SH77 which currently has a speed limit of 100km. Would like to see this speed limit reduced. There is no connection/footpath from these public facilities to the town centre for people to safely walk along.

It was advised that a state highway cannot have a footpath on a stretch of road that has a 100km speed limit. The process to follow would be for the Methven Community Board to write to Council requesting a speed limit change and for Council to lobby NZTA. It was also advised that this would not be a quick fix, possibly a 2-3 year process.

4.2 Salvation Army Community Driver Mentor Programme **Keran Tsering (Driver Programme Manager), Heather Daly (Driver Programme Co-ordinator) – 9.51am – 10.06am**

- Community Driver Mentor programme which provides opportunities for supervised driving experience and licence support (currently in six districts in the South Island)
- Programme is for those who have their learners licence and are wanting to get to restricted/full
- It is a 12 week programme, twice a week working with instructors, practicing skills to be a safer driver and pass restricted test
- Have assisted 64 people obtain drivers licences
- Looking for collaboration with other groups to ensure good use of resources, shared knowledge to ensure programme can continue.
- Willing to work with other groups to promote road safety initiatives to programme participants.

4.3 Ashburton District Road Safety

Martin Lo

- Currently working with interested parties (Police, FENZ, ACC, Waka Kotahi) on an updated Road Safety action plan. Expect a draft plan to be presented to the Committee at the next meeting.

4.4 Automobile Association

John Skevington

- Concerns regarding the reflectorized signs for passing lanes etc are very dirty and have become less effective. Is there a regular cleaning programme for these?
- Waka Kotahi advised that there is no regular cleaning programme but they will pass the message on.

4.5 Waka Kotahi New Zealand Transport Agency

The proposed safety crossing for SH77/Moore Street was not able to be completed due to a contractor not being able to be secured to complete the task prior to June 2021. Funding is now being sought to complete this task in the future.

A public announcement was made on 2 August advising that all new vehicles and car sales will be required to display a label which advises the safety rating of the vehicle.

4.6 ACADS

Chris Levitt is conducting one on one sessions for DUI offenders as there are insufficient numbers for group sessions.

4.7 Safer Mid Canterbury

Currently working with Council and ACC on a feature page in both local newspapers focusing on Motor Cycle Awareness Month in September.

The Mid Canterbury Community Vehicle Trust has recently reviewed feedback on the Community Transport Service and will be moving towards an on-demand service Monday to Friday, 9am to 5pm, rather than the fixed day/fixed route service that has been operating on Tuesdays and Wednesdays. The fixed route/day service doesn't suit a lot of people who need to go to Ashburton on other days of the week for hospital appointments, etc.

4.8 Police

Undertook an operation in conjunction with the highway patrol on commercial vehicle safety and breathe tests targeting the Mt Hutt, Remarkables and Coronet Peak ski fields.

792 breathe tests were administered in the Mt Hutt area with 16 showing signs of alcohol, one of which faces prosecution.

4.9 ACC

ACC and Waka Kotahi are partners in delivering DRIVE, a website and app aimed at young people to help them through their licence. The 'Winter Series' campaign is currently live [Winter series \(drive.govt.nz\)](https://drive.govt.nz)

Waka Kotahi have a "Decepta Car" available for educating parents and young drivers about safety ratings for vehicles. The vehicle has a safety rating of one and highlights the dangers of a low safety rated vehicle. The vehicle will be in the Canterbury region during October/November.

A Regional Road Safety workshop, led by Ecan, will be held within the next two months. Looking for suggestions from Council as to what data they would like to capture at the workshop.

5 Next Meeting Date

The next meeting is Tuesday 2 November 2021 at 9.30am.

Meeting closed at 10.51am.

7. Biodiversity Advisory Group

Minutes of the Biodiversity Advisory Group held on Tuesday 3 August, commencing at 1.00pm at the Council Chamber, 137 Havelock Street, Ashburton.

Present: Councillors Lynette Lovett (Chair), and Diane Rawlinson; Bert Hofmans (ADC); Barry Austin (Mt Somers Walkway Soc. & Lake Heron Conservation Soc.); Marcelo Wibmer (Fonterra); Ian Soper (ADC); Edith Smith (Forest & Bird); Val Clemens (ACCT and Forest & Bird); Donna Field (ECan and Whitcombe Landcare Group) and Ian Fraser (DOC).

In attendance: Aisling O'Reilly (Governance Support - minutes); Maria Captein (ECan); and Liv Olsen (Fonterra).

1 Apologies

Mike Salvesen and Mary Ralston.

Austin/Rawlinson

Carried

2 Extraordinary Business

Nil

3 Declarations of Interest

Nil

4 Confirmation of Minutes – 8/06/21

That the minutes of the Biodiversity Advisory Group meeting held on 8 June 2021 be taken as read and confirmed.

Smith/Rawlinson

Carried

5 Agency Updates

5.1 Val Clemens & Edith Smith (Forest and Bird)

- Updated on Braided seminar that occurred recently.
- Played a clip from TVNZ Q&A on significant natural areas (SNAs).

5.2 Bert Hofmans (Ashburton District Council)

- Biodiversity Officer will hopefully be recruited in second half of this year. The priorities of the position are still to be confirmed through the development of the position description. The business case will be used as the basis for this.
- Commented on follow up from field trip on 6 April: There has been no follow up on this other than it is a work in progress.

Ian Fraser (Department of Conservation)

- New whitebait regulations this season. Video explaining rule changes can be viewed here: <https://www.youtube.com/watch?v=bUEDKLgl0Y4>

- Working with landowners/neighbours to repair fences from damage caused by the rain event at end of May.
- Intensification and extensions up tributaries of the Upper Rangitata trapping programme are close to being completed.
- Jobs for Nature projects are underway.
- LINZ have funded significant amount of weed control work in the south branch of the Hakatere river above Blowing Point bridge as well as possum control in the Stour valley in the past few months. This work will continue for the next three years.

Marcelo (Fonterra)

- Work still ongoing for the farms that were affected by the floods.

Barry Austin (Mt Somers Walkway Soc. & Lake Heron Conservation Soc.)

- Working with DOC to clarify where they can and cannot spray.

Donna Field (Ecan and Whitcombe Landcare Group)

- Busy with flood relief.
- A number of audits coming in from farms.

Ian Soper (ADC)

- Plans progressing for native planting area in the Ashburton Domain.

The purpose of the minutes taken for each meeting was questioned. It was clarified that the purpose of minutes taken is to record attendance, recommendations to Council, resolutions and action points.

Action Points

Action	Person Responsible
Circulate report that Mike Harding is working on around Alford Forest Vegetation Monitoring	Bert Hofmans
Circulate web link to District Plan which shows location of all areas of significant nature conservation value (ASCVs).	Bert Hofmans
Invite Ian Hyde to next meeting to get more explanation from him on SNAs. Any questions to be sent to Governance@adc.govt.nz in advance.	Aisling O'Reilly

Next Meeting

Tuesday 2 November 2021 at 1:00pm

The meeting concluded at 2:30pm.

8. Youth Council Minutes – 14 July 2021

Minutes of a meeting of the **Ashburton Youth Council** held on Wednesday 14 July 2021, commencing at 4.15pm Ashburton Museum and Ashburton Council Chambers

Present:

Henry Goodes, Maddie Page, Dom Cotter, Sophia Aguila, John Magyaya, Easterlin Faamausili, Michael Baker

Visitors:

Poppy Vear – YMCA, Stacey Barnett – YMCA, Helen McKeown – Electoral Commission,
Marlon – Electoral Commission,

In attendance:

Crs Diane Rawlinson and Lynette Lovett,
Steve Fabish (GM Community Services) and Verity Jackson.

1	Apologies Janre Lim Lara Sheirlaw Georgia Blundell Beatrice Bernarte
2	YMCA Team Building – Poppy and Stacey Right Family game – We stood in a circle each holding a pencil and heard a story. When we heard the word right, we would pass the pencil right and when we heard the word left, we would pass left. The goal was to by the end to each only have one pencil. Introducing ourselves (Name, how we got into AYC and an interesting fact) Who are they, what are their roles and what does the YMCA do. The YMCA are going to help support the youth council and are going to attend Bite Nite.
3	Electoral Commission – Guest Speakers Helen and Marlon Helen and Marlon ran us through what the electoral commission does and has to offer. We learned that in the North Island there are 6 electorates and 1 South Island electorate and you can vote for Maori electorates or general electorates (you must be of Maori decent to vote for Maori). They teach year 12-13 how to vote by going around schools. Difference in voting ages is especially important because every age group has different values. The electoral commission want to find ways for the youth to get into voting. 82% of Ashburton youth are enrolled however not that many voted. You can get people interested in voting and enthusiastic, but you need to keep the enthusiasm levels up or you have only done half of your job. We looked at statistics and graphs to get an understanding of the voting in NZ.

4	<p>Plains Museum Trust – Steve Fabish</p> <p>The Plains Museum Trust was set up by council to oversee all the activities that happen at the Plains Museum in the Tinwald Domain.</p> <p>Everyone there are volunteers and they are low on volunteers so they will hold a volunteer open day. We talked about how to get more youth volunteers involved.</p>
5	<p>General Business</p> <p>Skate Park bin design – They did some activities then got into designing.</p> <p>The general theme was info based. Having creative designs but also gave you the correct info.</p> <p>Volunteer MC for the NZ Mountain Film Festival plus poster distribution.</p> <p>Articles – Maddie with the meeting wrap up, Georgia with the Environmental Subcommittee and Henry with why people should come and support Bite Nite 2021.</p> <p>Bite Nite flyers were handed out. (Now with the floor plan on the back)</p> <p>Ruben – has arranged for a monthly radio interview with Hoops so we will be organising a monthly slot with him.</p>
10	<p>Next Meeting</p> <p>Wednesday 11th August 2021, 4:00pm to 6.00pm, Ashburton District Council, Council Chambers</p> <p>Any apologies must be sent to Verity or AYC Secretary prior to the meeting commencing.</p>
The meeting closed at 6.11pm	

9. Replacement of bridge to Surrey Hills

Author *Toni Durham; Recovery Manager*
Group manager *Neil McCann; GM Infrastructure Services*

Summary

- The purpose of this report is for Council to consider a funding and ownership proposal for bridge 134 (on Surrey Hills Road to Surrey Hills Station).
- The bridge was swept away in the May flood event, and while it is a public bridge listed in Council's asset register, it is primarily used by the Surrey Hills property.
- The property owners are willing to take over full ownership and responsibility of the bridge once reinstated, but have requested an improved level of service to the lost bridge (for which they are willing to contribute to).
- The total cost of the bridge replacement is \$280,000, of which Council and Waka Kotahi will contribute \$175,000.
- The recommendation is for Council to split the improvement difference with the Surrey Hills Station owners - \$52,500 each to pay for the improvement costs to the bridge (\$105,000).

Recommendation

1. **That** Council replaces bridge 134 to an improved standard, as agreed with the Surrey Hills Station owners.
2. **That** Council splits the improvement standard difference with the Surrey Hills Station owners - \$52,500 each to pay for the improvement costs to the bridge (\$105,000).
3. **That** the Council contribution will be loan funded against the roading activity.
4. **That** Council transfers ownership and ongoing responsibility for bridge 134 to the Surrey Hills Station property, once the bridge is constructed and commissioned.
5. **That** Council removes bridge 134 from its asset register once the bridge is constructed and commissioned.

Background

The current situation

1. The current Surrey Hills Bridge (bridge #134) was swept away by the Ashburton River – South Branch, during the May 2021 flood event. The bridge was located at the end of Surrey Hills Road.
2. The bridge is owned by Council and listed in Council’s asset register, but is primarily used by the Surrey Hills Station property.

	<p>Arrow shows bridge location at end of Surrey Hills Road.</p>
	<p>Damaged bridge in paddock located 500 metres away from original site.</p>

3. As the bridge is listed in Council’s asset register, the replacement of the bridge will be eligible for Waka Kotahi subsidy funding of between 51-71% (as the bridge damage was due to the flood it is likely to attract greater funding than Council’s current 51% subsidy).
4. Following the event, the property owners approached Council to consider if the replacement bridge could be wider than the bridge that was swept away. The wider bridge would enable larger farm machinery to cross the river and save time from having to travel to an alternative bridge several kilometres away.

5. Officers met with the Surrey Hills Station owners on Thursday 29 July to discuss options with the replacement of the bridge.
6. The owners are willing to take full ownership and responsibility for the bridge once replaced, if the replacement bridge is wider than the original.
7. The preferred option was discussed and found favour with all parties, subject to Council approval.

Options analysis

Option one – Do not replace the bridge

8. As the bridge is a listed Council asset, not replacing the bridge is not an option.

Option two – Replace the bridge to the same standard & retain ownership

9. Council could decide to replace the bridge with the same sized bridge as existed before the flood event. This is not the officer's recommended option.
10. The result of this decision, is that the Surrey Hills Station owners would be unlikely to take full ownership and responsibility for the bridge going forward, therefore Council would retain the ownership of the bridge into the future.
11. The bridge was valued at \$175,000 in our asset register. Therefore, the replacement cost to Council would be up to \$85,750, as Waka Kotahi is likely to fund between 51-71% of the bridge replacement.
12. While this option requires less investment from Council initially, the ongoing costs associated with maintaining and managing a bridge which primarily serves to benefit a single property are sizeable.

Replace the bridge to the same standard as before and retain Council ownership	Advantages Less initial investment from Council	Disadvantages Council retains ongoing responsibility for maintenance of a low-use bridge
	Risks Missed opportunity to work alongside the property owner to come to a mutually beneficial outcome Missed opportunity to save ongoing maintenance expenditure for ratepayers	

Option three – Replace the bridge to an improved standard & transfer ownership to the Surrey Hills Station property (recommended option)

13. Council could decide to replace the bridge with a larger bridge as requested by the property owners and transfer ownership to Surrey Hills Station. This is the officer's recommended option.

14. The result of this decision, is that the Surrey Hills Station owners would be willing to take full ownership and responsibility for the bridge going forward. This would remove the bridge from Council's asset register and Council would no longer have maintenance or replacement responsibilities.
15. The bridge was valued at \$175,000 in our asset register. The replacement cost to Council would be up to \$85,750, as Waka Kotahi is likely to fund between 51-70% of the bridge replacement.
16. The increased size of the bridge, as proposed, has been valued at \$280,000. The Surrey Hills Station owners are prepared to split the different with Council, in return for taking on full ownership of the bridge once completed.

Council & Waka Kotahi – to replace bridge	\$175,000
Council contribution- to bridge upgrade	\$ 52,500
Surrey Hills Station owners contribution	\$ 52,500
TOTAL	\$280,000

17. While this option requires more investment from Council initially, the removal of Council from the ongoing costs associated with maintaining and managing a bridge which primarily serves to benefit a single property, is a positive outcome for ratepayers.

Replace the bridge to an improved standard & transfer ownership to the Surrey Hills Station property	Advantages Council transfers a low-use asset to the primary users	Disadvantages Council investment is slightly greater than if the bridge was replaced, like for like
	Risks The upgraded bridge is more costly than initial estimates. To counter this a tender process will be undertaken to ensure value for money for both Council and the Surrey Hills Station owners.	

Legal/policy implications

18. The transfer of the ownership of the bridge to the title of the Surrey Hills Station will be undertaken as soon as possible.

Local Government Act, 2002

19. The recommended option is in keeping with the purpose of local government.

Financial implications

Requirement	Explanation
What is the cost?	Recommended option \$280,000
Is there budget available in LTP / AP?	\$175,000 will attract Waka Kotahi subsidy of between 51-71%, Council cost between \$50,750-\$85,750 (within roading budget) \$52,500 additionally funded by Council, \$52,500 funded by Grigg family Total Council cost \$103,250 - \$138,250
Where is the funding coming from?	\$50,750-\$85,750 within roading budget \$52,500 loan funded to the roading activity
Are there any future budget implications?	Minor impact on future budgets due to interest and loan principal repayments
Reviewed by Finance	Rachel Sparks, Finance Manager

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium; not significant
Level of engagement selected	4. involve
Rationale for selecting level of engagement	The owners of Surrey Hills Station have been involved with Council officers to determine the proposed option. This level of engagement has assisted in recommending a mutually beneficial proposal.
Reviewed by Strategy & Policy	Mel Neumann, Policy Advisor

Next steps

20. A tender process will be held for the bridge construction, with work to commence as soon as practicable.

10. Replacement of bridge to Inverary Station

Author *Toni Durham; Recovery Manager*
Group manager *Neil McCann; GM Infrastructure Services*

Summary

- The purpose of this report is for Council to consider a funding and ownership proposal for Blands Bridge at Inverary Station.
- The bridge was swept away in the May flood event. The bridge is not a public bridge listed in Council's asset register, and is primarily used by Inverary Station.
- When the bridge was re-built in 1954, following the 1951 flood, the Ashburton County Council covered two thirds of the costs, with the property owners funding the remainder. Despite the bridge not being included in Council's asset register, there is no record of the bridge ownership having been transferred to Inverary Station.
- The Inverary Station owners are willing to take over full ownership and responsibility of the bridge once reinstated, but have requested Council contribute two thirds of the cost.
- The total cost of the bridge replacement is \$350,000
- The recommendation is for Council to contribute up to \$233,000 to the replacement of the bridge, with Inverary Station to undertake the procurement and construction of the bridge.



Recommendation

- 1. That** Council contributes up to \$233,000 for the replacement of the bridge (Blands Bridge) over the South Branch of the Ashburton River to Inverary Station.
- 2. That** the Council contribution will be loan funded against the roading activity.
- 3. That** Council formalises the ownership and ongoing responsibility for the bridge (Blands Bridge) to the Inverary Station owners before releasing Council funds.

Background

The current situation

- 1. Inverary Station has an access (private road and bridge) from Ashburton Gorge Road that crosses the South Branch of the Ashburton River before reaching the station boundary. The bridge (known as Bland’s Bridge) was swept away during the May 2021 flood event.
- 2. Council does not have ownership of the access road or bridge and does not have either recorded in its asset register.

	Access off Ashburton Gorge Road, 770 metres after Jig Road. Red arrow shows Blands Bridge.
	All that now remains, red arrow shows new location of the bridge.

- 3. While the bridge is considered to be private, Inverary Station does allow public access on request, with a considerable number of vehicles accessing the property each year. The Ministry of Education also utilises the road and bridge for a school bus route and the road is marked as public on AA road maps.

Previous Council decisions

4. The first bridge in this location was constructed by the run holder, Mr Bland, in the early 20th century. This bridge was washed away in 1932 and the Ashburton County Council of the time lobbied Central Government on behalf of Mr Bland for support in funding a replacement bridge. It is unclear of the County Council's contribution, if any, at this time.
5. When this bridge was washed away by flood waters in 1951, the Ashburton County Council covered two-thirds of the costs, with the run-holders funding the remainder one-sixth each.
6. The County Council did receive some central government funding through the Ministry of Works to support the bridge reconstruction in 1954.
7. Despite the bridge not being included in Council's current asset register, there is no record of the bridge ownership having been transferred to Inverary Station, and it is not the current owner's understanding that this has occurred.

Where we find ourselves

8. Following the event, the Inverary Station owners approached Council to consider co-funding the replacement of the bridge.
9. Officers and Councillor Letham met with the owners on Thursday 15 July to discuss options for the replacement of the bridge.
10. The Inverary Station owners are willing to take full ownership and responsibility for the bridge once replaced.
11. Given the significant effect the flood events have had on Council's roading network, officers are concerned with expending staff time in tendering and project managing the construction of a bridge which is not a part of the Council roading network, so have recommended that Council is part-funder only and that all project management and tendering is undertaken by the property owners.
12. The recommended option was discussed and found favour with all parties, subject to Council approval.

Options analysis

Option one – Do not fund the replacement of the bridge

13. The bridge is not listed as a Council asset, therefore not replacing the bridge is a feasible option. Officers are not recommending this option.
14. The bridge connected the property to the wider community and, while 'private', was regularly used by school buses, residents and visitors to the district

15. Given that there is no record of the bridge having ever been transferred to the Inverary Station ownership Council may find not investing an unfavourable decision.

Do not fund the replacement of the bridge	Advantages Council is not investing in an asset that it does not own	Disadvantages The wider community have access to the property using the access road and bridge, without its replacement the alternate route is a considerable distance
	Risks Council could be considered to have acted in bad faith when there isn't an agreement in place that articulates that the bridge is not a Council asset. The property owners ability to recover well from the flood event could be compromised	

Option two – Co-invest in the replacement of the bridge and formalise ownership of the new bridge

16. This option would see Council co-invest in the replacement of the bridge.
17. The result of this decision, is that Inverary Station would take full ownership and responsibility for the bridge going forward. This would ensure that Council had no maintenance or replacement responsibilities in the future.
18. Officers are recommending that the Council investment in the replacement bridge is as a part-funder only, for the reasons stated in point 11.
19. The bridge replacement has been quoted at \$350,000. Two quotes have been received by the property owner.
20. Given the Ashburton County Council contribution in the 1950's was two-thirds of the replacement cost, officers have calculated a 66% contribution as being \$233,000. To ensure that Council is not liable for cost over-runs, the recommendation is for Council to fund **up to** \$233,000.
21. While this option requires Council investment for an asset we don't own, the clear defining of the ownership of the bridge from this point forward, will remove Council from future maintenance and/or replacement costs.

Co-invest in the replacement of the bridge and formalise ownership of the new bridge	Advantages The bridge is reconstructed in a timely manner and access is returned for, occupants on the station, and the wider community	Disadvantages Council is investing in an asset it does not own
	Risks The upgraded bridge is more costly than initial estimates. To counter this the recommended Council contribution has been capped at \$233,000.	

Legal/policy implications

22. The transfer of the ownership of the bridge to the title of the Inverary Station will be undertaken as soon as possible.
23. Bland's bridge is not located on a legal road reserve and has a sign indicating it is a private road from both Ashburton Gorge Road and Quarry Road. Permission needs to be given to access this road.

Local Government Act, 2002

24. The recommended option is in keeping with the purpose of local government.

Financial implications

Requirement	Explanation
What is the cost?	Recommended option – \$233,000 (Council contribution)
Is there budget available in LTP / AP?	No \$233,000 will need to be loan funded by Council, this will sit in the roading activity
Where is the funding coming from?	Loan funding
Are there any future budget implications?	Yes – minor increases in future budget for loan interest and principal repayments on this loan.
Reviewed by Finance	Rachel Sparks, Finance Manager

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium; not significant
Level of engagement selected	4. involve
Rationale for selecting level of engagement	The owners of Inverary Station have been involved with Council officers to determine the proposed option. This level of engagement has assisted in recommending a mutually beneficial proposal.
Reviewed by Strategy & Policy	Richard Mabon, Senior Policy Advisor

11. Replacement of bridge to Mt Possession

Author *Toni Durham; Recovery Manager*
Group manager *Neil McCann; GM Infrastructure Services*

Summary

- The purpose of this report is for Council to consider a funding and ownership proposal for bridge 78 (on Mount Possession Station Road to Mount Possession Station)
- The bridge was swept away in the May flood event. The bridge is not a public bridge listed in our asset register, and is primarily used by Mt Possession Station.
- The owners of Mt Possession Station are willing to take over full ownership and responsibility of the bridge once reinstated, but have requested Council contribute towards the replacement cost.
- The total cost of the bridge replacement is estimated to be \$700,000. This includes higher specifications for the bridge based on the Mt Possession Station owner's requirements.
- As such, the recommendation is for Council to contribute up to \$230,000 (33% of \$700,000) to the replacement of the bridge, with Mt Possession Station owners to undertake the procurement and construction of the bridge.

Recommendation

- 1. That** Council contributes up to \$230,000 (33% of \$700,000) towards the replacement of the bridge on Mount Possession Station Road over the South Branch of the Ashburton River.
- 2. That** the Council contribution will be loan funded against the roading activity.
- 3. That** Council formalises the ownership and ongoing responsibility for the bridge to the Mt Possession Station owners before releasing the Council contribution.

Background

The current situation

1. The current Mount Possession Station Road bridge (bridge #78) was swept away by the Ashburton River – South Branch, during the May 2021 flood event.
2. Council does not own the access road or bridge and does not have either recorded in its asset register.



Previous Council decisions

3. In 2012, Council passed the following resolution:

Legal Status of Bridge #78 and Mount Possession Station Road

That Council posts the Bridge at 50% of Class I at 10kph and enters into consultation with affected landowners/ratepayers regarding the most appropriate way forward; this consultation to take place in the knowledge that there is no legal requirement on the Council to replace the bridge with a similar structure.

4. In essence, by making this resolution, Council was seeking to transfer the ownership and ongoing maintenance costs of the bridge to the Mount Possession Station landowners, Strathallan Farm Ltd.
5. As such, in 2014, Council officers sent to the Mt Possession Station owners a 'Deed of Agreement as to Ownership' document for their signatory. This was never signed by the owners, nor did Council officers at the time follow this up.
6. Despite the bridge not being included in Council's current asset register, there is no record of the bridge ownership having been transferred to Mt Possession Station

owners, however the owners have taken out insurance for the replacement of the bridge.

Where we find ourselves

7. Following the event, the property owners approached Council to consider co-funding the replacement of the bridge.
8. Officers and the Mayor met with the owners on Tuesday 3 August to discuss options for the replacement of the bridge. They see the bridge replacement as an opportunity to enhance and improve the bridge for their farming operation.
9. Mt Possession Station owners are willing to take full ownership and responsibility for the bridge once replaced.
10. Given the significant effect the flood events have had on Council's roading network, officers are concerned with expending staff time in tendering and project managing the construction of a bridge which is not a part of the Council roading network, so have recommended that Council is part-funder only and that all project management and tendering is undertaken by the property owners.
11. The recommended option was discussed and found favour with all parties, subject to Council approval.

Options analysis

Option one – Do not fund the replacement of the bridge

12. The bridge is not listed as a Council asset, therefore not replacing the bridge is a feasible option. Officers are not recommending this option.
13. The bridge connected the property to the wider community and, while 'private', was infrequently used by residents and visitors to the district.
14. Given that there is no signed deed of ownership in place Council may find not investing an unfavourable decision.
15. The fact that the owners have taken out insurance for the bridge implies they understand they have some liability for the replacement of the bridge given it is an integral part of their farming operation.

Do not fund the replacement of the bridge	Advantages Council is not investing in an asset that it does not own	Disadvantages The wider community may have access to the property using the access road and bridge, without its replacement the alternate route is a considerable distance.
	Risks	

	Council could be considered to have acted in bad faith given there isn't a signed agreement in place that articulates that the bridge is not a Council asset, despite appearances that this has been attempted.
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Option two – Co-invest in the replacement of the bridge and formalise ownership of the new bridge

16. This option would see Council co-invest in the replacement of the bridge.
17. The result of this decision, is that the owners of Mt Possession Station would take full ownership and responsibility for the bridge going forward. This would ensure that Council had no maintenance or replacement responsibilities in the future.
18. Officers are recommending that the Council investment in the replacement bridge is as a part-funder only, for the reasons stated in point 10.
19. The bridge replacement is estimated at \$700,000. At the time of preparing this report, Officers had not been sent the quotes for the work that the property owner was seeking.
20. Give this, Council officers have not investigated the 'replacement cost' for the bridge versus the 'enhanced bridge' costs. As such, a recommendation has been included to fund up to \$230,000 (33% of \$700,000).
21. While this option requires Council investment for an asset we don't own, the clear defining of the ownership of the bridge from this point forward, will remove Council from future maintenance and/or replacement costs.

Co-invest in the replacement of the bridge and formalise ownership of the new bridge	Advantages The bridge is reconstructed in a timely manner and access is returned for, occupants on the station.	Disadvantages Council is investing in an asset it does not own
	Risks The upgraded bridge is more costly than initial estimates. To counter this the recommended Council contribution has been capped at \$233,000.	

Legal/policy implications

22. The transfer of the ownership of the bridge to the title of the Mount Possession Station will be undertaken as soon as possible.
23. The bridge is not located on a legal road reserve and has a sign indicating it is a private road from Ashburton Gorge Road. Permission needs to be given to access this road.

Local Government Act, 2002

24. The recommended option is in keeping with the purpose of local government.

Financial implications

Requirement	Explanation
What is the cost?	Recommended option – \$233,000 (Council contribution)
Is there budget available in LTP / AP?	No \$233,000 will need to be loan funded by Council, this will be against the Roding activity
Where is the funding coming from?	Loan funding
Are there any future budget implications?	Yes – minor increases in future budget for loan interest and principal repayments on this loan.
Reviewed by Finance	Rachel Sparks, Finance Manager

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium; not significant
Level of engagement selected	4. involve
Rationale for selecting level of engagement	Owners of Mount Possession Station have been involved with Council officers to determine the proposed option. This level of engagement has assisted in recommending a mutually beneficial proposal.
Reviewed by Strategy & Policy	Richard Mabon, Senior Policy Advisor

12. Lake Clearwater Huts Settlement

Author	<i>Ian Hyde, District Planning Manager</i>
Activity manager	<i>Ian Hyde, District Planning Manager</i>
Group manager	<i>Jane Donaldson, Group Manager Strategy and Compliance</i>

Summary

- The purpose of this report is to update Councillors on the progress of work in and around the Lake Clearwater Huts Settlement, and to seek approval to commence public consultation on the future of the area.
- Issues have been identified with lakes in the area and increasing contamination from nitrates and other minerals. In particular, Lake Clearwater has been identified as being at risk of “flipping”, which is becoming incapable of sustaining life as it has historically. Council staff have been involved in attempting to address these issues.
- Staff have undertaken audits and surveys of toilet facilities in the settlement and upgrades of both private and public facilities are underway.
- Separately to the waste issue, Council Property staff have completed an initial survey of the settlement which has identified property boundaries and should result in greater clarity in the future.
- As a result of these works, it has become apparent that the rules around the settlement may not be fit for current purpose and that it is timely to review how Councillors and the Community see the settlement and its future growth. To this end, staff propose public consultation to identify whether existing rules and strategies are fit for purpose and as a baseline for any changes that might be appropriate.

Recommendation

1. **That** Council receives the report.
2. **That** Council undertakes public consultation to identify the wishes and expectations of the community for the Lake Clearwater Settlement and surrounding areas under Council control or management.

Attachments

Appendix 1	Explanation of Ō Tū Wharekai (Ashburton Lakes) Runanga values
Appendix 2	Lake Clearwater survey plan with toilet facilities marked
Appendix 3	Survey plan
Appendix 4	Draft information brochure
Appendix 5	CLUES nutrient load predictions – supplementary memorandum

Background

The current situation

1. The Lake Clearwater Huts Settlement was first laid out in approximately the 1920's and was gifted to the people of Ashburton County Council between 1926-1964 as part of an endowment gift to the Citizens of the Ashburton District from the holders of the Mount Possession Run (W. Glassey and I. Gallagher in 1926; Samuel Chaffey 1949; Robin Chaffey 1964). In effect the land is held in Trust for the purposes of providing for “fishermen” baches and picnicking. The original wording of the Trust deed is for “accommodation house”.
2. The area is known in Maori as Ō Tū Wharekai. An explanation of the Maori name and values associated with this area is attached as Appendix 1.
3. The Lake Clearwater Huts settlement is located in the Ashburton Gorge and sits between Lake Camp, which is at a higher elevation than the huts and sits to the south, and Lake Clearwater which is lower and to the north. Water travels underground from Camp to Clearwater relatively freely and at a shallow level. Water ponding is also common in some parts of the settlement during and following sustained rainfall periods due to the high water table.
4. The development of the settlement has resulted in 198 individual dwellings now sitting in the village along with approximately 12 vacant sections as well as a public camping ground and two sets of public toilets. A third set of toilets and a further area used for camping sits alongside Lake Camp further to the east but these are outside of the discussions within this report.
5. Historically, dwellings in the settlement were fishing or hunting baches with limited features. Huts were typified by outdoor longdrop toilets, limited water, and no network electricity or phone. Traditionally, improvements to sites appear to often have been “ad hoc” affairs, however more changes to the Building Act and environmental controls have resulted in recent developments generally being of higher value and quality. While there has been an improvement in waste discharge due to requirements for holding tanks in rebuilds, there has also been a general trend towards internal flush toilets, self contained electrical systems (usually by solar power), more efficient heating and generally more comfort than previous buildings. Advertisements on rental webpages have suggested accommodation space for up to 13 people within individual huts.
6. The improvements in living standards, alongside increased popularity of the settlement with hutholders, visitors to the area and tourists (pre covid) have placed stresses on the area, most notably during busy summer holiday periods when multiple cars, caravans, trailers and tents can be seen on and around individual sites.

Leases

7. In 2014 Council entered into new leases with all hutholders which has resulted in terms which require regularisation by way of a resource consent or plan change. These processes will formalise the leased area and resolve the issue.
8. However as the process is a statutory one, outcomes cannot be guaranteed.

Groundwater and pit toilets

9. In recent times, it has also been determined that the Ashburton Lakes generally and more specifically Lake Clearwater and Lake Heron have been reducing in quality. In December 2020, the Canterbury District Health Board issued a public health warning when blue-green algae was found at the lake. Several scientific studies have confirmed that the ecosystem of the lake is out of balance due to high nitrate levels.
10. Investigations are continuing and while no definitive cause has been found, possible factors causing its poor condition are likely to include historic and current farming practices as well as a possible contribution from uncontained waste disposal (longdrop toilet facilities) in the huts settlement. For the past two years a working group of stakeholders including Runanga, LINZ, DOC, ECan, Fish and Game, local farmers and ADC have been meeting periodically to discuss issues and possible solutions. At the last hui ECan advised of their intention to commence testing for nutrient levels via bores within the hut settlement boundaries.
11. In response to concerns around the lake Council staff, in April of 2021, commenced an investigation into the number of long drop toilets remaining in the settlement. This included a survey of hutholders and physical inspections of sites in the Council's role as landowner/lessor. A plan showing the types of toilets remaining in the settlement is attached as Appendix 2.
12. Council staff have engaged with representatives of the Hutholders Association who were supportive of the need to remove long drop toilets from the settlement. A report on wastewater disposal options commissioned by the Council was shared with the hutholders, including recommended options and costs of holding tanks and camp style toilets. Hutholders were informed in April 2021 that long drop toilets must be physically decommissioned by 31 December 2021 in order to comply with the conditions of their leases. The community appears to be receptive to this, with some exceptions, and to date good progress has been made on compliance.

Survey and current rules

13. Concurrently with investigations of waste systems, Council staff commissioned a survey of the settlement to address long standing concerns regarding the accuracy of leasehold boundaries of specific sites. The initial findings of this survey are encouraging and appear to show that most of the main buildings are appropriately sited and that there are only a few sites that require relatively minor adjustments. Appendix 3 is the Survey Plan.

14. In order to find a solution to the discrepancies for the individual lessees a draft informative brochure is being developed - Appendix 4.
15. Currently, the Ashburton District Plan zones the settlement as “Residential B”, a higher density residential zone also found in Ashburton township. Lake Clearwater has exceptions to the general rules to allow for its circumstances such as no requirement for outdoor recreation space and more lenient “recession plane” (daylight) allowances than in other areas.
16. Recent development in the huts settlement has included multi story dwellings, increases in building footprints and often substantial earthworks for foundations and part basements. Often, this will stretch or exceed compliance with the rules of the District Plan.
17. It appears that the increasing popularity of this destination as discussed earlier, and the environmental effects that are occurring in the area suggest that it is timely to review what the direction of the settlement and its future development should be. As a result of this, one of the recommendations of this report is to engage with the Ashburton community.
18. As mentioned at the recent activity briefing, the Ashburton Lakes Working Group received a presentation from DoC and ECan scientists at a meeting held on 26 July. A summary of the findings of the Cawthron report is attached as Appendix 5.

Options analysis

Option 1 – Proceed to consultation

19. This approach would allow staff to commence a consultation process with the community about their aspirations for the Lake Clearwater Settlement area. From this an initial strategy would be able to be developed. This would then be returned to Council for their consideration, potentially leading to a change to the District Plan if appropriate. A separate process may be required to resolve the lease issues if a Plan Change is not proceeded with.

Option 2 –Do nothing (status quo)

20. Council could take no action and let the settlement develop using the controls currently available. This would maintain the status quo and would likely result in greater intensification on existing sites going forward. Additionally, this approach would prevent the community from expressing their aspirations for this area.

Legal/policy implications

Resource Management Act

21. Councils are required to undertake “state of the environment” monitoring of the areas under their control. Commencing this process would be consistent with this requirement.
22. Council entering into the term of the lease requires a resource consent or plan change.

Financial implications

Requirement	Explanation
What is the cost?	Minimal in-house costs
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Consultation costs will be met from within existing budgets
Are there any future budget implications?	Yes if Council proceeds with a Plan Change
Reviewed by Finance	Not required

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium
Level of engagement selected	23. Consult.
Rationale for selecting level of engagement	The overall assessment of significance and the potential range of issues involved aligns well with consultation under s. 82 of the Local Government Act 2002.
Reviewed by Strategy & Policy	Richard Mabon, Senior Policy Advisor

Next steps

24. If the Council accepts this recommendation, staff will commence an engagement process with stakeholders and the community regarding their aspirations for the settlement.

Appendix 1 Explanation of name and values associated with Ō Tū Wharekai (Ashburton Lakes).

This explanation was requested from Aoraki Environmental Limited and is as follows:

For Arowhenua, Ō Tū Wharekai simply means the food store (house) of Tu, a great ancestor.

A more general definition of Ō Tū Wharekai refers to the Maori name for the lakes identified as being the Maori Lakes; however, in this instance the term has been expanded to include the additional lakes and inter-connected wetlands that are located within the wider Ashburton Lakes area.

The Ashburton Lakes area is a very important area for Ngai Tahu due to the food and resources that were once gathered in large quantities by Maori of South Canterbury. The area is also known for its three main pounamu trails, including the Rangitata, Rakaia and Hakatere trails. These trails were interlinked and provided access over to the West Coast through the Whitcombe, Mathias, Browning and Sealey Passes. There is also a trail along the foothills of Alford Forest that linked these three rivers together.

Appendix 2 Plan of long drop holding tanks



KEY	
	Longdrop
	Holding Tank
	Holding tank and Longdrop



Appendix 4 Draft information brochure



In April of 2021 Ashburton District Council commissioned and received updated survey information on the Lake Clearwater Hut settlement.

This work matched existing pegs with known survey points and produced maps which now clearly identify lease boundaries, and these have been superimposed over aerial photographs.

These maps have identified:

- Buildings/structures erected over Council land (with or without permits) outside of lease boundaries
- Buildings which do not meet fire safety requirements

As a way of moving forward Council will require that:

- Any future building work will be required to be within leased areas and in accordance with local planning/building rules.
- Where minor historical intrusions are identified on Council land they will be assessed in terms of seriousness and health and safety risk along with length of time of the intrusion, with licences to occupy invited to be entered into- this will not be automatic.
- Minor intrusions (such as that shown in the picture above) where a water tank has been installed slightly over the road reserve will be permitted to remain in place on the condition that no further boundary intrusions occur. If any alterations are made or the property is sold then these intrusions will be required to be removed.
- Any instances of intrusions between neighbouring properties are encouraged to be dealt with via discussions with neighbours with the goal of reaching a solution or compromise that is acceptable to both neighbours and the Council.

It should also be noted that the current terms of the leases require regularisation by way of a resource consent or plan change whereby Council will undertake a process to formalise the leased area boundaries. Council is committed to resolving the issue and, while likely to be positive, the outcome cannot be guaranteed as this will be subject to a statutory process.



CLUES Nutrient Load Predictions for the Ashburton Basin Lakes – 2021 Cawthron report – Supplementary Memorandum

By Tina Bayer, Adrian Meredith, Tom Drinan & Hugh Robertson

June 2021

Introduction

The purpose of this supplementary memorandum is to:

- i) Provide a simplified summary of the findings of the CLUES Cawthron report.
- ii) Outline the implications of the report to lake management.
- iii) Supply additional technical information to help interpretation of the report including the most recent lake water quality data.

Summary of Cawthron report

The purpose of the modelling report (Kelly et al 2021ⁱ) was to:

- (i) Update previous (2014ⁱⁱ) catchment nutrient load modeling.
- (ii) Estimate the catchment load reductions (for Total Nitrogen and Total Phosphorus) needed to meet the Canterbury Land and Water Regional Plan (LWRP) objectives for lakes in the Ō Tū Wharekai (OTW, Ashburton Lakes) basin and Upper Waimakariri catchment.
- (iii) Provide updated bird contributions to total nutrient loads in the Ashburton Lakes basin.

Key findings:

The Cawthron report provides an estimated reduction in **both in-lake nutrient concentrations and catchment nutrient loads** (detailed in Table 5 of Kelly et al 2021). In-lake nutrient concentrations reflect current conditions in the lakes and can be assessed against LWRP objectives. External catchment loads of nutrients contribute to in-lake nutrient concentrations, but do not translate 1:1 to in-lake concentrations due to nutrient attenuation (i.e., the reduction of nutrients by processes other than dilution – e.g., plant/algal uptake) and processing. The load reductions were determined from both monitoring data and the relationship between lake water quality and catchment loads from the CLUES model¹:

All monitored lakes in the Ashburton Lakes basin need reductions in algal biomass and in-lake Total Nitrogen concentrations to meet the LWRP objectives (outcomes) and limits. Four out of 8 lakes need reductions in in-lake **Total Phosphorus concentrations** to meet the plan limits.

¹ Loads were calculated from the reductions in in-lake concentrations required to meet plan limits which were then translated into an estimated load reduction via the regression models built with CLUES catchment loads estimates and the monitoring data (Vollenweider model). Load reductions estimates are not a direct output of the CLUES model.

Most of the Ashburton Lakes require major reductions in **catchment nutrient loads** to meet the LWRP plan objectives and limits. Of the lakes evaluated²

- 80% of lakes require large **Nitrogen load** reductions.
- 33% of lakes require large or moderate **Phosphorus load** reductions.
- 100% of lakes need **significant reductions in nutrient loads to meet algal biomass** (chlorophyll a) plan objectives.

Similarly, many of the **Waimakariri lakes** also require moderate or large nutrient load reductions to meet plan objectives. Lake nutrient load reductions are therefore not unique to the Ashburton lakes, and may be needed in many high-country lakes across Canterbury.

The **nutrient load reductions are described for entire lake catchments** (catchment-scale), and not for individual farms or sub-catchments, and do not account for fine-scale land cover (e.g. location of winter fodder crops, location of high production areas [e.g. legumes such as lucerne], or other small scale, high-impact activities or areas).

Lakes Emily and Emma have the highest contribution of **bird sources to total nutrient loads**. All other lakes have low bird contributions to total nutrient loads, accounting for less than 9% (of total lake loads) for Total Phosphorus and less than 2% for Total Nitrogen.

Implications for lake management

The Cawthron report provides additional evidence that **significant catchment nutrient load reductions** are needed in all monitored lakes in the Ō Tū Wharekai area and for many of the Waimakariri Lakes. The report also provides an estimate of the magnitude of load reductions required for each lake.

The need for significant nutrient load reductions in the Ashburton Lakes basin is also evident from the Department of Conservation's and Environment Canterbury's stream and lake monitoring data. These monitoring data show:

- increasing trends of total nutrient concentrations and algal biomass in many lakes in the basin (Table 1) along with increasing nutrient concentrations in streams.
- that LWRP objectives are consistently not being met for nutrient concentrations and algal biomass outcomes in the lakes.

As both Nitrogen and Phosphorus availability is likely to control algae, **both Total Nitrogen and Total Phosphorus catchment loads** will need to be co-managed to avoid further increases in algal biomass and failure to achieve the overall algal biomass outcome.

Lakes are often accumulators of nutrients and legacy issues can persist for years after external nutrient loads are reduced. Degradation is not readily reversible; especially once lakes have

² Some lakes were excluded from the load assessment based on poor catchment model fit. These lakes are likely to have additional factors driving nutrient dynamics and algal biomass (beside catchment land cover, soil type, land topography and climate) that were difficult to model. These additional factors may include internal loading processes within a lake and unquantified additional external nutrient sources. The following lakes were removed from load reduction estimates: Lakes Emma, Denny, Clearwater, and Hawdon. **Their removal does not indicate they do not also require significant nutrient load reductions.**

reached their ‘tipping points’. Climate change is likely to further increase the lakes vulnerability. These considerations highlight the need for substantial and urgent action to prevent the Ashburton lakes from entering into (or remaining in) persistent, degraded states.

Supplementary technical information and updated lake water quality data

The Cawthron report does not include the 2020/2021 seasons data or recent (post 2018) land use mapping. As nutrient and chlorophyll a concentrations are continuing to increase in most lakes, even higher nutrient load reductions than indicated in the CLUES modelling report will be required to meet the LWRP objectives and targets.

Table 2 presents an overview of required reductions of in-lake nutrient concentrations and catchment loads needed to meet the LWRP objectives. The data presented in this table uses the load reduction estimates from the Cawthron report, but in-lake concentration reductions are based on 2017-2021 monitoring information and are therefore more up to date than what is shown in the Cawthron report (2015-2020). Updated Trophic Level Index and NPS-FM attribute grades are shown in Table 3.

Specifically, recent monitoring highlighted:

- None of the lakes monitored in the Ashburton basin now meet the plan objectives for the Trophic Level Index in the period between 2017 and 2021 (based on 5-year averages, Table 3).
- Most lakes in the Ashburton basin continue to have increasing trends in in-lake Total Nitrogen concentrations and/or algal biomass (Table 1), and the frequency and magnitude of exceedance of LWRP objectives is increasing.
- There have been recent large increases in algal biomass in Lakes Clearwater and Heron alongside increasing nutrient trends (Figure 1 and 2, Table 1):
 - Lake Heron no longer meets the LWRP Total Nitrogen concentration limit based on the latest 5-year averages (2017-2021)
 - The Lake Heron Total Phosphorus concentration limit was exceeded in the past 2 years, and the Total Nitrogen concentration limit exceeded in the past 4 years.
 - **Lake Heron and Lake Clearwater did not meet the NPS-FM national bottom line for algal biomass in 2020/2021.**
 - Conditions below the national bottom line indicate that lake ecosystems have undergone, or are at high risk of, a shift to a persistent, degraded state.
- Urgent action is needed for Lake Clearwater in particular as there are indications that the lake may be ‘tipping’ (i.e. transitioning from a clear macrophyte dominated state to a turbid algae dominated state).

In terms of land use:

- The report used land use data available from LCDB5 that is based on land use data up until 2018; therefore, it may not detect more recent land use changes. It also uses broad categories and does not account for differences in farming practices.

Additional information for interpretation:

Overall, the catchment model performed reasonably well in predicting lake water quality from catchment land uses for most lakes. However, the Cawthron report clearly states that given the complexity of models and lake ecosystems there are some areas of uncertainty.

The report and our memo have considered land use responses from a water quality limits approach, and have not directly considered the relevance or appropriateness of these (plan) targets and limits to cultural values and Mātauranga measures of the lakes.

Below are notes to assist in interpretation of the report's findings:

- The relationship between in-lake nutrient concentrations and catchment nutrient loads is not linear, so catchment **load** reductions needed are higher % reductions than measured in-lake total nutrient concentrations.
- For the lakes that could not be effectively modelled, significant nutrient load reductions are still likely to be required given their currently degraded water quality status.
- The community of algae present can vary from lake to lake and over time, which can influence lake trophic status and nutrient sensitivity. These relationships may need to be considered when developing individual lake catchment management strategies.
- Investigations into different forms of nutrients (dissolved organic, dissolved inorganic, and particulate) are ongoing for the monitored Ashburton lakes. Preliminary results indicate that the proportion of nutrients that are immediately bioavailable varies markedly between the lakes. This variability could help explain some differences in algal biomass responses to total nutrient concentrations and loads, and poor model fit for some lakes.
- For Lake Heron where a large proportion of Total Nitrogen load is delivered as bioavailable nitrate in some areas, having catchment load limits for Total Phosphorus, Total Nitrogen **and nitrate** may be a more effective management strategy than relying on total nutrient load limits alone.
- While nutrient concentrations are useful indicators of eutrophication, algal biomass indicates the overall ecosystem response. It is the increase in algal biomass above reference conditions that compromises the ecological, cultural, recreation and amenity values. All Ashburton Lakes need higher reductions of algal biomass than nutrient concentrations (both based on current in-lake concentrations and modelling results), which suggests that the current limits for Total Nitrogen and Total Phosphorus are not necessarily conservative enough to achieve the chlorophyll a objectives.
- Because the contribution of birds was excluded from the load reductions, the estimates of Total Phosphorus load reduction required from some lakes (Emma, Emily) may be lower than what is currently estimated, given the recent management of bird populations.
- There is a mismatch between LWRP Schedule 8 and Table 1a in terms of TLI objectives vs. plan limits for Lake Emily and the Maori Lakes. In the report this was resolved by using the plan objectives (TLI of 4 and chlorophyll a of 5 µg/L), and the TP and TN concentrations (350 µg/L TN and 20 µg/L of TP) that correspond to a TLI of 4. This mismatch needs to be resolved in future plan changes.

Table 1: Long-term trends for the Ashburton Lakes (2007-2021)

Lake	Total Nitrogen	Total Phosphorus	Chlorophyll a
Heron	Very likely increasing		Very likely increasing
Maori-Front	Very likely increasing	Likely decreasing	
Maori-Back	Likely increasing		Very likely increasing
Emily		Very likely increasing	Likely increasing
Clearwater	Very likely increasing	Very likely increasing	Very likely increasing
Camp	Very likely increasing		Very likely increasing
Emma	Likely increasing	Likely increasing	Very likely increasing
Denny	Likely increasing		

Very likely >90% likelihood; likely 67-90%

Table 2: Reductions of in-lake concentrations (based on 2017-2021 averages) and catchment loads needed to meet LWRP objectives

Lake	TN in-lake reduction needed	TP in-lake reduction needed	Chla in-lake reduction needed	Estimated TN Load reduction*	Estimated TP Load reduction*
Heron	9%		81%	0-33%*	
Maori Front	45%		54%	>66%*	
Maori Back	34%	13%	63%	>66%*	
Emily	25%	29%	40%	>66%*	33-66%*
Clearwater	74%	55%	80%	ND* likely >66%**	>66%*
Camp	52%		37%	>66%*	
Emma	76%	70%	87%	ND*	
Denny	75%	91%	83%	ND* likely >66%**	

Kelly et al 2021, ND = not determined as outside regression model

** estimated based on 2017-2021 in-lake data only. Lakes Clearwater, Emma and Denny fall outside the regression model. Lake Emma is likely to be affected by internal loading processes. Lakes Clearwater and Denny likely have additional sources of nutrients in their catchments.

Table 3: Updated lake water quality assessments of the Ashburton lakes

Lake	TLI 2020/2021	LWRP assessment (ø 2017-2021)			NPS-FM Attribute State (2017-2021) (in µg/L)				Frequency of NPS-FM D-bands in all years 2017-2021			
		TLI (ø2017-2021)	Grade	LWRP met?	TN - MED	TP - MED	Chla - MED	Chla - MAX	TN	TP	Chla - MED	Chla - MAX
Heron	3.9	3.6	mesotrophic	NO	150	7	6.1	38			1	
Maori-Front	3.8	4.3	eutrophic	NO	620	8	1.8	137				2
Maori-Back	4.8	4.5	eutrophic	NO	410	16	4.3	80			1	1
Emily	4.1	4.4	eutrophic	NO	410	23	3.5	50				
Clearwater	5.4	4.3	eutrophic	NO	510	14	4.3	40	1		1	
Camp	3.6	3.4	mesotrophic	NO	330	7	2.8	6.6				
Emma	5.3	4.8	eutrophic	NO	620	26	10.8	48	1		3	
Denny	4.5	5.0	supertrophic	NO	530	49	8	140		3		

TLI = Trophic Level Index, TP = Total Phosphorus, TN = Total Nitrogen, Chla = chlorophyll a, MED = median, MAX = maximum. NPS band colour coding: Blue = A-band, Green = B-band, Orange = C-band, Red = D-band.

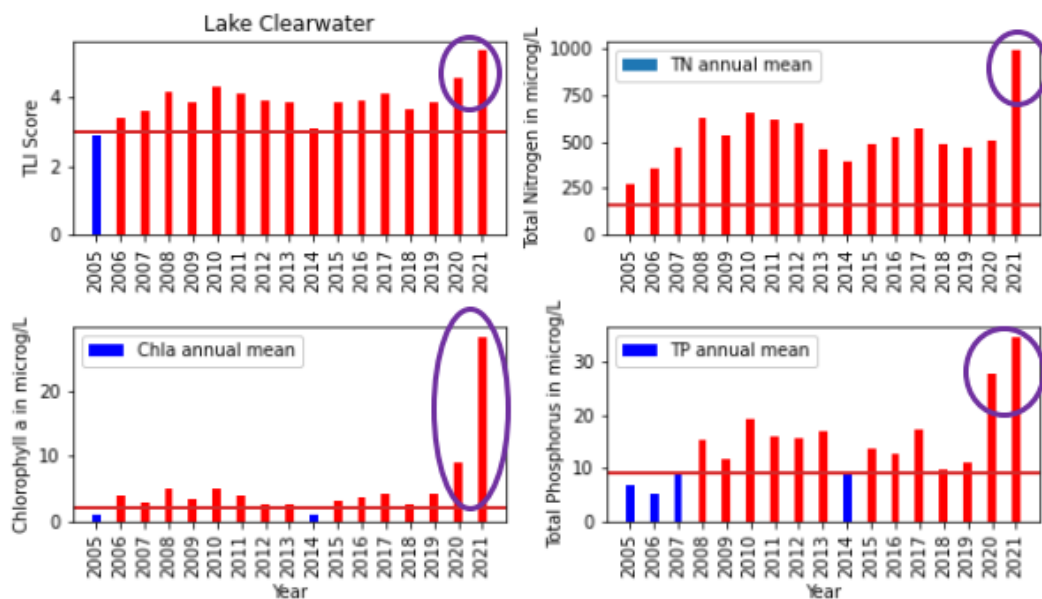


Figure 1: Trophic Level Index, Total Nitrogen, Total Phosphorus and chlorophyll a annual means in Lake Clearwater, 2005-2021. Red line is the LWRP objective/limit. Circle highlights notable recent (2020-2021) increases.

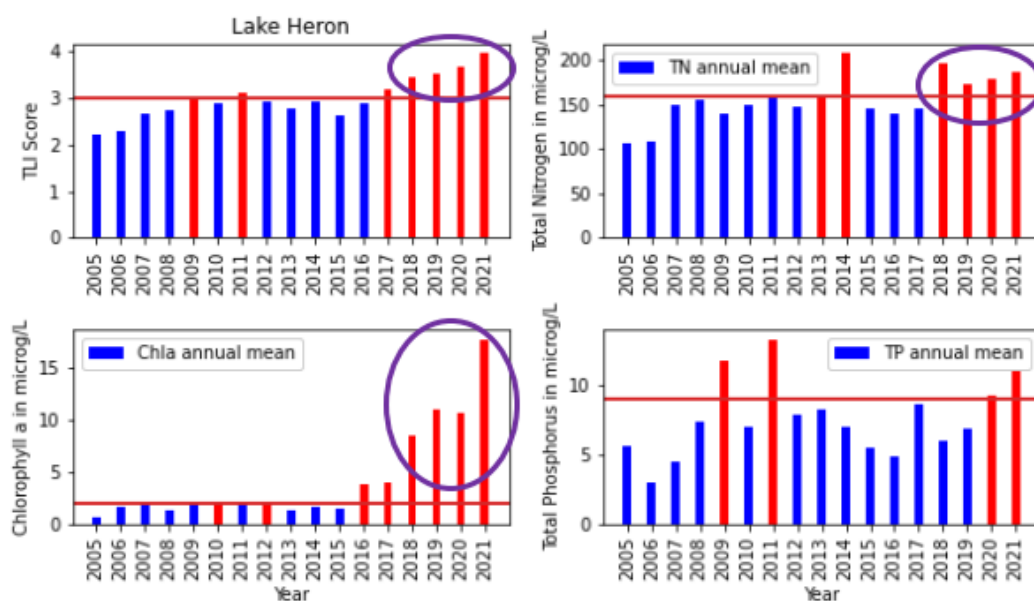


Figure 2: Trophic Level Index, Total Nitrogen, Total Phosphorus and chlorophyll a annual means in Lake Heron, 2005-2021. Red line is the LWRP objective/limit. Circle highlights notable recent (2018 to 2021) increases.

ⁱ Kelly, D, Floerl, L, & P Cassanovas (2021). Updating CLUES nutrient load predictions for Ashburton Basin and Waimakariri high-country lakes. Prepared for Department of Conservation & Environment Canterbury. Cawthron Report NO 3589

ⁱⁱ Kelly, D, Robertson, H, & C Allen (2014). Nutrient loading to Canterbury high-country lakes for sustaining ecological values. Prepared for Department of Conservation and Environment Canterbury. Cawthron Report NO. 2557

13. Sensitive Expenditure Policy

Authors	<i>Mel Neumann; Graduate Policy Advisor Richard Mabon; Senior Policy Advisor</i>
Activity managers	<i>Toni Durham; Strategy & Policy Manager Paul Brake; Business Support Group Manager</i>
GM Responsible	<i>Jane Donaldson; Strategy & Compliance Group Manager Paul Brake; Business Support Group Manager</i>

Summary

- The purpose of this report is to recommend an amendment to the Sensitive Expenditure Policy.
- The policy amendment is proposed as market rates for accommodation in some centres have outstripped the limits prescribed in the policy.
- The purpose of the policy is to ensure prudent control of expenditure.
- Council has options to:
 - Keep the current Sensitive Expenditure Policy – status quo
 - Increase the accommodation allowance (recommended)
 - Remove the accommodation allowance and replace with criteria

Recommendation

- 1. That** Council adopts the amended Sensitive Expenditure Policy as attached in Appendix 1.

Attachment

Appendix 1 Amended Sensitive Expenditure Policy

Background

The current situation

1. Sensitive expenditure is any expenditure which, while incurred in the course of normal business of Council, could appear to be an excessive cost or provide a level of benefit to an individual beyond that necessary to meet the business need. Examples of sensitive expenditure include (but are not limited to) travel to desirable locations, business class travel, expensive hotel stays, entertainment, employee recognition and gifts.
2. Council has requested officers review the accommodation allowance set out in the Sensitive Expenditure Policy.
3. The current Sensitive Expenditure Policy provides a framework for managing sensitive expenditure and any related conflicts. The purpose is to ensure that all Council expenditure is undertaken in ways that are transparent and prudent.
4. The policy applies to both elected members and employees. It is reviewed every three years and was last reviewed in 2020.

Accommodation costs and limits

5. Officer research into average accommodation prices resulted in the following findings¹:

	Auckland	Wellington	Dunedin	Christchurch
Thursday night average price (GST inclusive)	\$238	\$244	\$176	\$147
Saturday night average price (GST inclusive)	\$256	\$249	\$185	\$155

6. It is not always possible to find accommodation at the average rates, as anyone who has had to find accommodation in a major centre at the time of a concert or major sporting event can attest. Even a large local government event can push prices up – and some events are arranged on the premise that attendees are staying in the event venue. Rising accommodation prices could also be attributed to the fact that there is less availability, due to hotels being reserved for use as Covid-19 managed isolation facilities.
7. The current policy, which was reviewed and adopted in April 2020, states that:
“The maximum amount to be spent on accommodation is \$200.00 (including GST) per night, however those booking must look for the most cost-effective option. One-up approval may be granted to exceed this limit if there is a clear reason, such as a desire to stay at the location or within close proximity of the event.”

¹ This research was done via a simple accommodation search on Booking.com and therefore is only an indication of accommodation prices.

8. In practice, these bookings are normally made through the Governance Team or respective group administrative staff, who are aware of the policy limit and who place bookings within the limits where possible. When this cannot be achieved, the person responsible for the booking will seek the lowest available price above the limit. One-up approval is confirmed when payment is authorised. This is a more efficient process than obtaining approval before placing the booking and equally transparent.
9. Lower cost accommodation is often located further away from town and city centres. It is important to note that savings from lower cost accommodation can sometimes be offset by extra travel costs – for example, if an employee or elected member is staying further away from an event they may use taxis or public transport to reach their destination, whereas if they are staying in close proximity they could walk.

What do others do?

10. Officers have carried out research into 31 other Councils to see how they approach the accommodation allowance in their Sensitive Expenditure Policies.
11. The research showed that:
 - Two of 31 councils specified a price limit. The limits were \$190 and \$250 (including GST)
 - 6 of 31 councils specified factors for decision-making² (4 councils) or special approval arrangements (2 councils)
 - 23 councils had no policy at all.
12. Of those six councils that did not list a specific price limit, four listed factors that were to be considered. One mentioned that one-up approval was needed for any sensitive expenditure, and three others mentioned that Chief Executive approval was necessary for the use of '5 star' or 'luxury' accommodation.

Options analysis

Option one – Keep the current Sensitive Expenditure Policy - status quo

13. This option would see Council keeping the current Sensitive Expenditure Policy.
14. The current accommodation limit is less than what other Councils allow for, and is lower than the average accommodation prices for Auckland and Wellington. However, there is scope for approval outside the specified limits as it states that one-up approval³ may be granted if there is a specific reason for staying in a more expensive accommodation.

² These included factors like cost-effectiveness, accommodation is appropriate to requirements, location, standard and safety.

³ Group Manager Business Support authorises payment involving the Mayor. Chief Executive authorises payment involving his direct reports. Mayor authorises payment involving the Chief Executive.

Option two – Increase the accommodation allowance (recommended option)

15. If Council wished, the accommodation allowance could be increased to a maximum of \$300.00 (including GST) per night. This is the recommended option.
16. As shown by the prices under clause 5 of this report the increase would make the allowance more equal to average accommodation prices and will reduce the incidence of above limit authorisations. Increasing the limit to \$300.00 per night also means that the policy will likely not need to be reviewed again until the next review date, even with increasing accommodation rates. It is important to note that those responsible for booking accommodation will continue to seek the best value within the price limit.

Option three – Remove the accommodation allowance and replace with criteria

17. This option would see Council removing the accommodation limit (clause 5.1.8 of the policy) and replacing it with the following statement:

“Accommodation should be of a reasonable cost, considering cost-effectiveness, location to the event venue, safety and security considerations and personal preference – only after the prior considerations have been satisfied. The standard of accommodation must be appropriate; the use of ‘5 star’ or ‘luxury’ accommodation requires the approval of the Chief Executive Officer prior to booking and requires a justifiable business purpose.”
18. By removing the limit, it would mean that the accommodation price can be more appropriate to the location (for example, the same standard of accommodation may be more expensive in Wellington than it is in Christchurch). The disadvantage to this option is that by removing the price limit, Council could be seen as not being prudent with their spending.
19. Staff also considered three other options, but none of them are reasonable and practicable options to achieve the objective of the decision. Those other options were:
 - Status quo and individuals pay the difference
 - A two-tiered allowance system
 - Remove the policy altogether

Legal/policy implications

Local Government Act 2002

20. Section 14(1)(a)(i) of the LGA requires local authorities to conduct its business in an open, transparent and democratically accountable manner. One of the ways that Council does this is through having a Sensitive Expenditure Policy.
21. Council also has a requirement under Section 101 of the LGA to be prudent and to manage expenses in a manner that promotes the current and future interests of the community.

Local Government Official Information and Meetings Act 1987

22. Details of allowance and expense claims are discoverable under the Local Government Official Information and Meetings Act 1987.

Elected Members' Allowances and Reimbursement Policy

23. This report is consistent with Council's Elected Members' Allowances and Reimbursement Policy.

Financial implications

Requirement	Explanation
What is the cost?	Cost of expenditures deemed sensitive is contained in approved operating budgets
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Budgets are across the range of council activities, and funded in accordance with Revenue & Financing Policy
Are there any future budget implications?	Only normal inflation adjustments, which are included in LTP budgets
Reviewed by Finance	Paul Brake; Business Support Group Manager

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Level of engagement selected	1. Inform – one way communication
Rationale for selecting level of engagement	The recommended option is of low significance because there is no substantive change to the policy. The community will be informed of this decision via public Council meeting minutes.
Reviewed by Strategy & Policy	Richard Mabon; Senior Policy Advisor

Policy

SENSITIVE EXPENDITURE POLICY

TEAM:	Finance
RESPONSIBILITY:	Business Support Group Manager
ADOPTED:	18 August 2021
REVIEW:	Every five years, or as required
CONSULTATION:	Internal consultation with employees
RELATED DOCUMENTS:	<p>Council policies and strategies include:</p> <ul style="list-style-type: none">Code of Conduct (Council and Methven Community Board)Conflicts of Interest Policy (internal)Corporate Gifts Policy (internal)Delegations ManualElected Members' Allowances and Reimbursement PolicyFraud and Corruption PolicyProcurement PolicyVehicle Use & Eligibility Policy (internal) <p>Relevant legislation includes but is not limited to:</p> <ul style="list-style-type: none">Commerce Act 1986Sale of Goods Act 1908Fair Trading Act 1986Consumer Guarantees Act 1993Public Finance Act 1989Financial Reporting Act 1993Privacy Act 1993Official Information Act 1982Local Government Act 2002Local Government Official Information and Meetings Act 1987Public Audit Act 2001

Policy objective

This policy provides a framework for managing sensitive expenditure and any related conflicts. The purpose is to ensure that all Council expenditure is undertaken in ways that are transparent, appropriate, conservative and has a justifiable business purpose.

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Definitions

Actual means as evidenced by the original tax receipt attached to the claim form.

Council means Ashburton District Council.

Council business (in the context of sensitive expenditure) means attendance at meetings/events for work purposes, which include:

- Conferences
- Training courses
- Statutory hearings
- Meetings with stakeholders and/or community members
- Fact-finding or investigative travel
- Travel as part of a Sister/Friendship City Delegation, where the host city does not wholly cover the cost of such travel.

Council business shall be performed in accordance with all other relevant Council policies and guidelines. Meetings/events which are primarily a social activity, such as recreational events including concerts or sporting games, are specifically excluded from the Council business definition.

Note – the Elected Members' Allowances and Reimbursement Policy contains an elaborated version of this definition to account for circumstances relevant to matters in that policy.

Credit card includes vehicle fleet cards, purchase cards and equivalent cards used to obtain goods and services before a payment is made.

Employee means a person employed by the Ashburton District Council on a temporary, permanent or contractual basis.

Elected member means the mayor, any councillor or Methven Community Board member.

Koha is a gift, present, offering, donation or a contribution. A koha is often given as a sign of appreciation to maintain social relationships.

One-up approval is approval granted by a person senior to the person who will benefit, or who might be perceived to benefit, from a purchase. In most instances, this will be the manager, group manager or Chief Executive.

Reasonable means that it is appropriate, fair, moderate, sensible, and within the amount specified by this policy or as deemed reasonable by the appropriate one-up approval.

Sensitive expenditure means any expenditure which could, or could be seen to, give an unjustifiable private benefit to an individual additional to the Council benefit for which the expenditure is incurred. Examples of sensitive expenditure include (but are not limited to) travel to desirable locations, business class travel, expensive hotel stays, entertainment, employee recognition and gifts.

Supplier means a current or potential provider of goods or services to Council.

Policy statement

1. Introduction

- 1.1. From time to time, employees and elected members incur expenses which are considered 'sensitive expenditure'. Reimbursement of these expenses is only available when acting in the capacity of their position on Council business.
- 1.2. Council spends public money and, as a consequence, all expenditure is subject to the standard of probity and financial prudence expected of a local authority. Expenditure must be capable of withstanding public scrutiny.
- 1.3. Sensitive expenditure will normally have one or more of the following attributes:
 - potentially results in a perceived or real private benefit to an individual,
 - considered an 'unusual' expenditure item for Council,
 - does not directly align with the core business of Council or has an unclear link to the normal business purposes of Council,
 - may involve a conflict of interest (legal or ethical), and/or
 - may be considered an extravagant or immoderate expenditure.

2. Application

- 2.1. This policy applies to both employees and elected members. All clauses apply to employees, and some to both employees *and* elected members.
- 2.2. For employees, the policy should be read alongside the external Procurement Policy, and the internal Corporate Gifts Policy, and Council Vehicle Use & Eligibility Policy. For elected members, the policy should be read alongside the Elected Members' Allowances and Reimbursement Policy, and the Code of Conduct.

3. Principles

- 3.1. Employees and elected members must exercise proper and prudent behaviour in relation to all expenditure. This includes being honest, accountable and complying with expenditure controls. The lowest overall cost to the Council should be preferred.
- 3.2. Relevant principles are:
 - there must be a justifiable business purpose,
 - expenditure decisions must preserve impartiality,
 - expenditure must be moderate and conservative, having regard to the circumstances, and
 - the process must be transparent with the appropriate approvals obtained.
- 3.3. Expenditure must not be motivated by the potential for individual benefit.
- 3.4. In the absence of a specific rule, good judgement must be exercised by taking into account the principles of this policy and the context of a given situation.

4. Approval and reimbursement of sensitive expenditure

4.1. Authorisation must be given:

- before the expenditure is incurred, wherever practical;
- by applying the one-up principle; and
- where a justified business purpose is evident, in the opinion of the person giving approval.

4.2. Approval for sensitive expenditure must be granted by the appropriate one-up approval

Position seeking approval	Approval granted by
All employees	Manager
Manager	Group Manager
Group Manager	Chief Executive
Chief Executive	Mayor
Mayor	Group Manager – Business Support
Elected members	Governance Team (on behalf of the Chief Executive) in line with this policy

4.3. All claims must be submitted promptly after the expenditure is incurred. Except in exceptional circumstances this means within one month of the transaction.

4.4. Sensitive expenditure will only be reimbursed if it is deemed to be reasonable, actual and has been incurred directly in relation to Council business.

5. Sensitive expenditure applicable to both employees and elected members

5.1 Travel and accommodation expenditure

5.1.1. Travel and accommodation costs may be incurred while conducting Council business elsewhere in New Zealand or overseas. The principles of a justified business purpose, and moderate and conservative expenditure, are particularly relevant for travel and accommodation expenditure.

5.1.2. All travel and accommodation arrangements must be made well ahead of the travel date so the expenditure is cost effective.

5.1.3. Bookings can be made to leave the day prior to an event, if it is considered reasonable.

5.1.4. Wherever possible, Council's preferred suppliers should be used.

5.1.5. Reasonable expenses will be met for unexpected events, e.g. overnight expenses due to a cancelled plane flight.

Air travel

5.1.6. Discounted economy or economy class and/or a discount airline must be the first choice.

5.1.7. Air points - provided the use of carriers supplying air points does not result in Council incurring additional costs, air points rewards accruing may be kept by the employee.

Accommodation

5.1.8. The maximum amount to be spent on accommodation is \$300.00 (including GST) per night, however those booking accommodation must look for the most cost-effective option. One-up approval may be granted to exceed this limit if there is a clear reason, such as a desire to stay at the location or within close proximity of the event.

5.1.9. Discretionary entertainment expenses such as movies will not be reimbursed. However, WIFI costs will be reimbursed if required for work purposes.

5.1.10. Accommodation check-out times are to be observed. Any additional costs of failing to check out in time are the responsibility of the individual, unless unexpected events have occurred.

5.1.11. Where travel arrangements are extended to accommodate personal arrangements, all costs in addition to the business component of the trip are the responsibility of the individual.

Beverages

5.1.12. Council will pay for a maximum of two beverages (alcoholic or non-alcoholic) with an evening meal. These must be identifiable on receipts supporting the expenditure.

5.1.13. Minibar costs will not be reimbursed.

Meals

5.1.14. Reasonable meal costs will be met. In general, the total cost (including beverages) is not expected to exceed:

- Breakfast - \$30.00
- Lunch - \$30.00
- Dinner - \$60.00

5.1.15. One-up approval is required for reimbursement of meals where the limits are exceeded.

5.1.16. Separate meal expenses will not be met where a meal has been provided as part of the meeting, conference, training, or included in the room price.

5.2 Vehicles and taxis

Council pool cars

5.2.1 Where possible, Council pool cars are to be used for reasonable distances of travel within the South Island.

5.2.2 Council vehicles (except those provided under a remuneration arrangement) are not available for private use.

5.2.3 Employees and elected members should endeavour to return Council vehicles as soon as possible following the completion of use.

- 5.2.4 The Finance Team must be advised if a vehicle is taken home for the night, as Fringe Benefit Tax will apply.

Rental cars

- 5.2.5 The most economical type and size of rental, consistent with the requirements of the trip, must be used.
- 5.2.6 Rental cars are only available for business conducted outside the district.
- 5.2.7 Private use of a rental car is only permitted in exceptional circumstances and requires One-up approval. All additional costs of private use are the responsibility of the individual.

Taxis

- 5.2.8 Taxis, in relation to this policy, include any other alternative form of 'taxi' or rideshare available, such as Uber or Ola.
- 5.2.9 Council will pay for appropriate travel by taxi on Council business. The use of taxis must be cost effective relative to other transport options.
- 5.2.10 Where possible, shuttles should be utilised for transport to and from airports for reasonable distances where time permits (i.e. for shuttling from a hotel or event to the airport).

5.3 Fines incurred in relation to vehicles

- 5.3.1 Any fines (parking or traffic offences) incurred while using a Council vehicle or a rental are the responsibility of the driver (unless the fine relates to an aspect of the condition of the vehicle outside the driver's control).

5.4 Parking

- 5.4.1 The most cost effective parking option must be utilised. The cost of parking will be reimbursed provided the purpose of the trip is for Council business.

5.5 Tipping

- 5.5.1 Tipping within New Zealand will not be reimbursed.
- 5.5.2 Appropriate tipping during international travel will be reimbursed only in places where tipping is local practice, such as the United States.

5.6 Private arrangements and stopovers

- 5.6.1 Employees and elected members with the approval of the Group Manager, Chief Executive or Mayor (as applicable) may undertake private travel before, during or at the end of Council travel, provided there is no additional cost and the private travel is only incidental to the business purpose of the travel. If there are additional costs (such as a difference in the cost of flights) these costs must be covered by the individual.
- 5.6.2 Travel costs for accompanying spouses, partners or other family members are a personal expense and will not be reimbursed.

5.6.3 The cost of stopovers will only be reimbursed when they are pre-approved and have a clear business purpose.

5.7 Entertainment and hospitality expenditure

5.7.1 Entertainment and hospitality can cover a range of items from tea, coffee and biscuits to catering, such as meals and alcohol. It also includes non-catering related items, such as entry to sporting or cultural events.

5.7.2 All entertainment and hospitality expenditure must be pre-approved where possible and supported by clear documentation.

5.7.3 The business purposes of entertainment and hospitality are:

- building relationships,
- representing the organisation,
- reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality, and
- building revenue.

5.8 Koha and donations

5.8.1 Koha payments and/or donations must be approved by the Chief Executive and must not exceed \$1,000.

6. Sensitive expenditure applicable to employees only

6.1 Use of private vehicles

6.1.1 Council will not normally pay for travel by private vehicle when travel by other means is more practical and cost effective. Individuals must use a Council vehicle for Council business, if there is one available.

6.1.2 Prior one-up approval is required for reimbursement for the use of a private vehicle.

6.1.3 Circumstances where the use of private vehicles may be considered appropriate include where:

- an absence for a period of longer than two days, or
- no pool cars are available (it is the responsibility of the employee to ensure pool cars are booked as soon as possible to avoid this circumstance).

6.1.4 Reimbursement will be based on the distance travelled in the most direct route and will be made in accordance with the mileage rate set by the Executive team or as specified in the employee's Employment Agreement.

6.1.5 The vehicle owner must ensure that they have appropriate insurance cover for the vehicle while it is being used on Council business.

6.2 Catering for meetings held internally

6.2.1 Where meetings are hosted internally by employees, external catering should only be provided where either:

- external parties will be in attendance,
- the meeting extends over the lunch time period,
- one-up approval has been obtained, or
- elected members are present, such as for a workshop, working group, or Council meeting.

6.3 Credit card usage

6.3.1 Credit card use is monitored. The card holder is responsible for all purchases made using their card.

6.3.2 The use of Council credit cards for private expenditure or credit is prohibited except in exceptional circumstances, when prior approval is required by the Group Manager or Chief Executive. In these rare cases the expenditure is to be fully reimbursed to Council prior to the credit card payment being due.

6.3.3 On the card holder's termination of employment, the Finance Manager will arrange with the bank to cancel the card. The credit card must be returned to the Finance Manager, who will ensure it is physically destroyed.

6.3.4 Credit cards may not be used for cash advances unless:

- cash is required in an emergency (usually related to travel on Council business), or
- cash is required for official purposes (in rare circumstances) and has prior approval.
- Credit card payments made online need to reflect good security practice as per below:
- purchases are made only from established and reputable companies, and
- the card holder must retain a copy of the online order form and invoice to support the payment.

6.4 Goods and services expenditure (loyalty rewards)

6.4.1 Loyalty rewards associated with transactions required to carry out Council duties are the property of Council. However, individual employees can accrue loyalty rewards to their personal accounts where the accrual is for small and/or infrequent purchases. It is up to the employee to ensure this privilege is not abused. The best price and value should always be considered. The potential accrual of awards should not dictate a purchasing decision.

6.5 Private use of Council assets

6.5.1 Any physical item owned, leased or borrowed by Council is considered an asset for the purpose of this policy. This includes photocopiers, telephones, cell phones, cameras, means of accessing the Internet, and stationery.

6.5.2 The costs to Council of private use will be recovered, unless it is impractical or uneconomic to separately identify those costs.

6.5.3 The use of Council assets in any private business that any employee may operate is not permitted.

6.6 Council use of private assets

6.6.1 The main issue associated with Council's use of private assets is the risk of Council paying or reimbursing amounts that inappropriately benefit employees. Therefore, prior one-up approval is required.

6.6.2 Council may decide that reimbursing employees for use of private assets is appropriate for reasons such as cost, convenience or availability. Council may also decide to do this in circumstances where it would not fully use an asset of the same type if it acquired it directly. Examples include private vehicles, private cell phones and private computers.

6.6.3 Employees must not approve or administer payments to themselves for the Council's use of their private assets.

6.7 Private use of Council suppliers

6.7.1 Employees may have access to some Council suppliers on the same basis as Council, and they may receive preferential access to goods or services, potentially at a preferential price.

6.7.2 The selection of suppliers must be in the interest of Council. The availability or possibility of employees purchasing privileges must not factor into this selection.

6.7.3 Employees may make use of any preferential access to goods or services through Council's suppliers provided the discount offered must be the same discount offered to all Council employees. Payment for any purchases must be made by the employee at the time of purchase.

6.7.4 In rare circumstances a Council order may include expenditure with a personal component, such as a travel or accommodation booking. In this case, payment to Council for the personal component must be made on confirmation of the cost or the receipt of the invoice from the supplier, whichever occurs first.

7. Failure to comply

7.1 Compliance with this policy is expected. Failure to do so may result in disciplinary action.

7.2 Examples of non-compliance include, but are not limited to:

- Unauthorised use or misuse of a Council credit card
- Failure to obtain appropriate one-up approval
- Private use of a Council pool car
- Failure to declare a gift.

14. 2020/21 Annual Residents' Survey

Author	<i>Emily Reed; Corporate Planner</i>
Activity manager	<i>Richard Mabon; Acting Strategy & Policy Manager</i>
Group manager	<i>Jane Donaldson; Group Manager, Strategy & Compliance</i>

Summary

- The purpose of this report is to receive the 2020/21 Annual Residents' Survey.
- The survey was conducted quarterly across 2020/21 by Key Research, and received 847 responses.

Recommendation

- 1. That** Council receives the 2020/21 Annual Residents' Survey report.

Attachment

Appendix 1 2020/21 Annual Residents' Survey *[Circulated with this agenda]*

Background

1. The Annual Residents' Survey was run this year on Council's behalf by Key Research.
2. This survey collected data at four time points throughout the year: 14 September – 14 October 2020, 7 December – 13 January 2021, 6 March – 5 April 2021 and 5 – 30 June 2021, by posting out 4,000 invitations to an online survey.
3. Residents were randomly selected to receive an invitation from the electoral role – 847 residents responded.
4. The survey collects resident responses to a range of questions about Council facilities and services.

Legal/policy implications

5. Many of the results are used to monitor Council's non-financial performance measures in the Long-Term Plan.

Financial implications

Requirement	Explanation
What is the cost?	The survey is funded from approved operating budgets for Strategy & Policy
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Strategy and Policy is funded as an overhead across a wide range of Council activities, each of which are funded in accord with the Revenue and Financing Policy
Are there any future budget implications?	Only normal inflation adjustments, which are included in LTP budgets
Reviewed by Finance	Not required

6. There are no financial implications for this as the costs associated with the Annual Residents' Survey are met from within existing budgets.

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Level of engagement selected	2. Informal – two way communication
Rationale for selecting level of engagement	The Annual Residents' Survey results will be published on the Council website with specific results also reported through the Annual report and the Summary Annual Report.
Reviewed by Strategy & Policy	Richard Mabon: Senior Policy Advisor

Next steps

7. The 2021/22 survey will begin collecting responses in September 2021.

15. End-of-year performance report

Author	<i>Emily Watson; Corporate Planner</i>
Activity manager	<i>Richard Mabon; Acting Strategy & Policy Manager</i>
Group manager	<i>Jane Donaldson; Group Manager: Strategy & Compliance</i>

Summary

- The purpose of this report is provide the end-of-year non-financial reporting against the performance measures set in Year 3 of the Long-Term Plan 2018-28.
- These results are for the 2020/21 financial year, from 1 July 2020 – 30 June 2021.

Recommendation

- 1. That** Council receives the end-of-year non-financial performance report.

Attachment

Appendix 1 End-of-year performance report

Background

The current situation

1. Council monitors its progress towards achieving the non-financial performance measures. These are reported to Council mid-way through the financial year and at the end of the financial year.
2. As part of the long-term plan process, Council sets levels of service for each activity. Accompanying these levels of services are performance measures and targets.
3. Performance measures enable Council and the community to assess whether the levels of service are being delivered to the community. Targets for each performance measure show the level of achievement Council is aiming for each year.
4. The end of year results are also included in Council's annual report.

Legal/policy implications

Legislation

5. Council is required (Local Government Act 2002) to report against the performance targets set for each activity in the Annual Report.
6. While Council isn't required by legislation to provide progress reports, to do so informs both Council and the community with how well Council is tracking on a timely basis.

Financial implications

Requirement	Explanation
What is the cost?	Monitoring Council's performance is met from within existing budgets.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	284 Community Planning
Are there any future budget implications?	No
Reviewed by Finance	Not required

Significance and engagement assessment

7. The progress reporting of Council's achievement towards its non-financial performance measures is not considered significant and is of low significance to the community.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low; Not significant
Level of engagement selected	1 – Inform the community
Rationale for selecting level of engagement	The community will be informed of Council's progress in achieving the non-financial performance measures through relevant media channels when the annual report is adopted.
Reviewed by Strategy & Policy	Richard Mabon; Acting Strategy & Policy Manager

End-of-year performance report

Local Infrastructure

END OF YEAR PERFORMANCE REPORT - DRINKING WATER

What we're aiming for: To promote the health and safety of the community through the provision of an efficient, safe and reliable water supply.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We provide quality drinking water to connected properties	All Council drinking water schemes achieve bacteria compliance	11/12	100%	12/12	✓	
	All Council drinking water schemes achieve protozoal compliance	2/12	100%	0/12	X	Ashburton Rakaia, Hinds, Dromore, Mayfield, Fairton and Chertsey supplies have lost secure ground-water status and are therefore no longer protozoa compliant. Methven, Mount Somers and Hakatere have protozoa treatment in place. But investigations indicate further upgrading is necessary. Rural schemes Methven/Springfield & Montalto are currently without protozoa treatment pending upgrades.
Council contractors respond to drinking water failures and requests with median response times	Median response time (in hours) to urgent and non-urgent callouts	Urgent call-out attendance	0.33 hours (20 minutes)	1 hour	0.75 hours (45 minutes)	✓
		Urgent call-out resolution	2.4 hours	4 hours	4 hours	✓
		Non-urgent call-out attendance	0.26 days (6.19 hours)	1 day	0.99 days (23.92 hours)	✓
		Non-urgent call-out resolution	0.96 days (23.02 hours)	5 days	1.12 days (26.82 hours)	✓
We provide efficient and sustainable	Reduction in real water loss from the reticulated systems	56%	34%	55%	X	Not all properties on Council supplies are metered and so the approved water loss

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)		2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
drinking water services							calculation yields a coarse figure and includes losses on private reticulation.
	Reduction in average consumption (per resident per day)		714 L	≤706 L	671 L	✓	
The majority of residents are satisfied with our drinking water services	Customer satisfaction with drinking water services	a) Clarity b) Taste c) Odour d) Pressure or flow e) Continuity of supply f) Council's response to any of these issues	7.85 complaints / 1,000 connections	≤ 10 complaints / 1,000 connections	5.51 complaints / 1,000 connections	✓	
	Residents are satisfied with Council's drinking water supplies		83%	80%	82%	✓	

END OF YEAR PERFORMANCE REPORT - WASTEWATER

What we're aiming for: To help protect community health and safety, and the environment, through the provision of reliable and efficient wastewater schemes.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)		2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We provide an efficient and sustainable wastewater service	Dry weather overflow incidents		0.31 / 1000 connections	≤1.0/1000 connections	0.41/1000 connections	✓	
	Compliance with resource consents	Abatement notices	0	0	0	✓	
		Infringement notices	0	0	0	✓	
		Enforcement orders	0	0	0	✓	
		Convictions	0	0	0	✓	
Council contractors respond to wastewater failures and requests with median response times	Median response time (in hours) to callouts	Call-out attendance time	0.5 hours (30 minutes)	1 hour	0.53 hours (32 minutes)	✓	
		Call-out resolution	3.0 hours	4 hours	2.58 hours	✓	
The majority of residents are satisfied with our wastewater services	Customer satisfaction with wastewater services	a) Sewage odour b) Sewerage system faults c) Sewerage system blockages d) Council's response to issues with our sewerage system	5.70 complaints/1,000 connections	≤10 complaints/1,000 connections	5.62 complaints/1,000 connections	✓	

END OF YEAR PERFORMANCE REPORT - STORMWATER

What we're aiming for: To help protect community health and safety, and the environment, through the provision of reliable and efficient wastewater schemes.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We provide protection from flooding for private properties	Flooding events from stormwater overflows *	0	0	0	✓	
	Number of habitable floors affected for each flooding event *	0	0	0	✓	
	Median response time (in hours) to callouts *	N/A	1 hour	N/A	N/A	Not applicable as there were no relevant events during this period.
We provide efficient and sustainable stormwater services	Compliance with resource consents *	0	0	0	✓	
		0	0	0	✓	
		0	0	0	✓	
		0	0	0	✓	
The majority of residents are satisfied with our stormwater services	Customer satisfaction with stormwater services (complaints / 1,000 connections) *	1.94	≤5	1.43	✓	

END OF YEAR PERFORMANCE REPORT - STOCKWATER

What we're aiming for: To promote the productivity of rural land through the efficient provision of clean, reliable stockwater.

WHAT WE'RE WORKING TOWARDS	HOW WE'LL MEASURE PROGRESS		2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
(Levels of service)	Performance measures)						
We provide efficient and sustainable stockwater services	Compliance with resource consents	Abatement notices	0	0	0	✓	
		Infringement notices	0	0	0	✓	
		Enforcement orders	0	0	0	✓	
		Convictions	0	0	0	✓	

END OF YEAR PERFORMANCE REPORT - TRANSPORTATION

What we're aiming for: To enable efficient travel throughout the district to support economic and social interaction.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We provide quality transportation services for the district	The footpath network is well maintained *	94%	85%	94%	✓	
	The sealed local road network is smooth *	96%	90%	96%	✓	
	The sealed local road network is well maintained *	5.6%	4%	6.0%	✓	
	Volume of metal replaced on unsealed roads *	48,926m ³	48,000m ³	41,695m ³	X	2018-19 60,321m ³ 2019-20 48,296m ³ 2020-21 41,695m ³ 3 year average for 2018-21 50,314m ³
	Reduction in fatalities on local roads * <i>The change in the number from the previous financial year.</i>	0 (2 fatalities)	≤2	+4	X	6 fatalities in 2020/21 (2 fatalities in 2019/20)
	Reduction in serious injury crashes on local roads * <i>The change in the number from the previous financial year.</i>	-1 (7SCI)	≤2	+1	X	9 serious injury crashes in 2020/21 8 serious injury crashes in 2019/20)
Council contractors respond to transportation network failures and requests within required response times	Roading service requests are responded to on-time *	56%	75%	77%	✓	
	Footpath service requests are responded to on-time *	61%	70%	78%	✓	
The majority of residents are satisfied with Council's transportation services	Residents are satisfied with Council's unsealed roads	51%	80%	53%	X	Although far from the target, some slight improvement, perhaps due to changes in the new Road

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
						maintenance contract.
	Residents are satisfied with Council's sealed roads	34%	80%	38%	X	As above

END OF YEAR PERFORMANCE REPORT - WASTE REDUCTION & RECOVERY

What we're aiming for: To develop a cost-effective range of waste management services to ensure sustainable management, conservation of resources, and protection of the environment and public health.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We provide kerbside collection services to the majority of residents in the district	Increase the volume of recyclable material from kerbside collection services	-11%	+1%	-13.9%	X	Changes in Recycling implemented in August 2020
	Kerbside collection service complaints are responded to within 24 hours (response time – contract KPI)	95%	95%	95%	✓	
We provide waste reduction and recovery facilities throughout the district	Increase the volume of recyclable/recoverable material recovered from the waste stream	-5%	+1%	0%	X	This has improved in the second half of the year

Public Services

END OF YEAR PERFORMANCE REPORT - DEMOCRACY

What we're aiming for: To engage in meaningful conversations and lead the community with clear and rational decision-making that is based on robust monitoring, research and analysis.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
The community to be informed of, and involved in, local decision making	Residents are satisfied that the Council provides opportunities to have their say	86%	80%	88%	✓	
	Residents are satisfied with the quality of information about Council activities and events	92%	80%	92%	✓	
The community's views are taken fully into account for effective governance by elected members	Residents are satisfied with the performance of the Mayor and councillors	78%	80%	89%	✓	

END OF YEAR PERFORMANCE REPORT - COMMUNITY GRANTS & FUNDING

What we're aiming for: To support other organisations in the community in areas that are far better serviced by these groups than what we could do.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
Community-led projects are well supported to enhance community development and wellbeing	Residents are satisfied that the Council provides opportunities for grants and funding to support community-led projects	95%	80%	95%	✓	

END OF YEAR PERFORMANCE REPORT - ECONOMIC DEVELOPMENT

What we're aiming for: To support the local economy by assisting tourism, employment and business development initiatives.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
Commercial property assets that are financially sustainable	Occupancy of all commercial tenancies at or above 95% at all times	98%	≥95%	98%	✓	
Council will provide, through Experience Mid Canterbury and Methven i-SITE, a tourism promotion service that meets the needs of the tourism industry and visitors	The EMC business membership will show an increase each year	13%	≥ 2%	N/A	N/A	
	Total visitor guest nights in the Ashburton District will show an increase each year	Unable to be measured	≥ 2%	Unable to be measured	Unable to be measured	

END OF YEAR PERFORMANCE REPORT - COMMUNITY SERVICES

What we're aiming for: To provide community services that meet resident's needs

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
The majority of residents are satisfied with Council-provided public conveniences	Residents are satisfied with Council-provided public conveniences	94%	80%	92%	✓	
Ashburton District is a safe community	Residents are satisfied with Council's provision of CCTV and security patrols within the district	91%	80%	89%	✓	
Council will provide rental accommodation that meets the specific needs of eligible elderly members of the community	Occupancy rates of Elderly Persons Housing	97%	95%	96%	✓	

END OF YEAR PERFORMANCE REPORT - PARKS AND OPEN SPACES

What we're aiming for: To provide the district with a network of open green spaces that contribute towards the beauty and enjoyment of the area for residents and visitors alike.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We provide residents with accessible, fit for purpose Parks & Open Spaces	Urban residents live within 400 metres of a park or open space.	95%	100%	95%	X	No new parks acquired in existing residential areas
	Urban residents have access to open spaces (per 1,000 residents).	8,715 m ²	≥4,000m ²	8,230m ²	✓	
	Residents throughout the district have access to sports parks (per 1,000 residents).	3.5 ha	≥3.5 ha	3.4ha	X	The district's population has increased without an increase in sports parks.
Council responds to Parks & Open Spaces failures and requests within median response times	Complaints are responded to within ten working days.	58%	100%	71%	X	Improved performance from increase in resources.
The majority of residents are satisfied with our Parks & Open Spaces	Residents are satisfied with Council-provided Parks & Open Spaces	92%	80%	96%	✓	
Council responds to cemetery failures and requests within acceptable response times.	Complaints are responded to within ten working days.	100%	100%	100%	✓	
The majority of residents are satisfied with our cemeteries.	Residents are satisfied with Council-provided cemeteries.	97%	80%	97%	✓	

END OF YEAR PERFORMANCE REPORT - RECREATION FACILITIES

What we're aiming for: To provide recreation services that are well utilised and meet the needs of the community.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We provide all residents and visitors with accessible library resources for recreation and discovery	The Ashburton Public Library is well utilised	90,931	130,000 visitors	97,402	X	Several schools that used to make class visits have their own libraries back from being classrooms.
	Most households in the district utilise the library	9, 122	10,100	9,248	X	We are working on widening appeal and range of users.
We will have a library that is a welcoming and community-centred destination	Users are satisfied with Council's library services	97%	80%	98%	✓	
	Free public internet sessions (Aotearoa People's Network Kaharoa) are well utilised and increasing each year	36,486	47,200	31,453	X	15,255 Chromebook sessions, 16,198 Wifi. More people use devices at home now, so target too high to reflect this.
We provide a modern museum for the community that aligns with NZ Museum Standards	Museum programmes and services are well utilised and increasing	20,567	16,700	19,046	✓	
	Ashburton Museum meets New Zealand Museum Standards	75%	100%	80%	X	Staff member left in February, still to complete some sections. Then needs to go to a panel for review and comments.
The majority of users are satisfied with the Museum	Users are satisfied with Council-provided Museum services and programmes	94%	80%	90%	✓	
We provide quality gym, pool, and stadium facilities	EA Networks Centre is well utilised	359,739	>480,000	403,799	X	Covid-19 and commercial impacts have caused a reduction in attendance
	Swim School is well utilised	3,523	>4,500	3548	X	
	The gym is well utilised	956	>1,100	899	X	Covid-19, commercial

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
						competition, and comparative pricing models has caused a decrease in membership.
The majority of users are satisfied with EA Networks Centre	Users are satisfied with EA Networks Centre services and programmes.	88%	80%	93%	✓	

Regulatory Services

END OF YEAR PERFORMANCE REPORT - BUILDING REGULATION

What we're aiming for: To implement the requirements of the Building Act 2004 fairly and impartially so the public has confidence that buildings in the district are constructed in accordance with the building code.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We provide quality building regulation services	Building consents are processed and decisions made within 20 working days	99.1%	100%	81.4%	X	528 out of 649 consents were processed within the timeframe
	Code of Compliance Certificates are processed and decisions made within 20 working days	99.4%	100%	99.7%	X	734 out of 736 certificates were processed within the timeframe
	Buildings with compliance schedules are audited each year	10.3%	10%	11.4%	✓	
	Swimming pool fences are inspected every year	35.5%	33%	48.6%	✓	
Council responds to concerns with building regulation services within required response times	Building service complaints are responded to within two working days	100%	100%	100%	✓	

END OF YEAR PERFORMANCE REPORT - DISTRICT PLANNING

What we're aiming for: To achieve a fit for purpose function which meets statutory obligations and customer expectations, while anticipating and reacting to the changing needs of the district.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We provide quality district planning services	Resource consent applications and exemptions are determined within statutory timeframes	99.5%	100%	99.5%	X	One of 216 resource consents went overtime by 1 day during the period.
	Subdivision plan approval certificates (RMA s.223) are determined within ten working days	98%	100%	95%	X	3 of 60 223 Certificates went overtime during the period.
Council responds to concerns with district planning services within required response times	District planning service complaints are responded to within five working days	100%	100%	100%	✓	
The majority of residents are satisfied with the standard of our district planning services	Residents are satisfied with the standard of Council's planning services	82%	80%	86%	✓	

END OF YEAR PERFORMANCE REPORT - EMERGENCY MANAGEMENT

What we're aiming for: To support the community's ability to respond to and recover from emergency events.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We support emergency preparedness through community-based emergency management	A community response plan is developed or renewed annually	1	1	1	✓	
The majority of residents are satisfied with the standard of our civil defence services	Residents are satisfied with the civil defence services provided by Council	96%	80%	96%	✓	

END OF YEAR PERFORMANCE REPORT - LAND INFORMATION

What we're aiming for: To provide an efficient production of Land Information Memoranda (LIMS's) within statutory timeframes and with a high degree of accuracy.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We provide quality land information services efficiently	LIM applications are processed within ten working days	100%	100%	99.9%	X	1 of 1116 Lim applications was processed outside of statutory timeframes.

END OF YEAR PERFORMANCE REPORT - REGULATORY COMPLIANCE

What we're aiming for: To improve, promote, and protect public health within the district by the promotion of sustainable environmental practices and the monitoring and enforcement of associated legislation and bylaws.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2019/20 RESULTS	2020/21 TARGET	2020/21 RESULTS	TARGET MET?	COMMENTS
We provide quality alcohol licensing services	Licensed premises are monitored each year	100%	100%	100%	✓	
	Stakeholder meetings are held each year	26	10	36	✓	
The majority of residents are satisfied with Council's role in alcohol licensing	Residents are satisfied with how Council undertakes its role in alcohol licensing	90%	80%	92%	✓	
We provide quality animal control services	Known dogs are registered	96%	95%	95.1%	✓	
Council contractors respond to animal control incidents within contractual response times	Urgent incidents are responded to within one hour	100%	100%	100%	✓	
	Found, wandering or barking dog incidents are responded to within five working days	100%	100%	100%	✓	
The majority of residents are satisfied with our animal control services	Residents are satisfied with Council's animal control services	86%	80%	87%	✓	
We provide quality environmental health services	Registered food premises are risk assessed each year	81%	80%	91%	✓	
Council contractors respond to environmental health issues within contractual response times	Noise complaints are responded to within two hours	100%	100%	100%	✓	

16. Recommendation for District Promotion Contracting

Author	<i>Simon Worthington, Economic Development Manager</i>
Activity manager	<i>Simon Worthington, Economic Development Manager</i>
General manager	<i>Steve Fabish, GM Community Services</i>

Summary

- This report presents a recommendation to Council to agree a range of Key Performance Indicators (KPI's) and to agree to staff signing a three year contract to deliver District Promotion Activities by ChristchurchNZ.
- The KPI's, which can be found in Schedule 1, cover the first year of the contract and focus on maximising domestic tourism whilst New Zealand retains its current border conditions. As the New Zealand government reduces the border conditions and international markets open up ADC will work with ChristchurchNZ to increase the promotion to overseas markets.

Recommendation

- 1. That** Council agrees to staff signing the attached contract with ChristchurchNZ, for the delivery of Ashburton district promotion, for a 3 year period; and
- 2. That** KPI's are reviewed and agreed on an annual basis between ADC and ChristchurchNZ.

Attachment

Appendix 1 ChristchurchNZ Contract for Destination Marketing Services

Background

The current situation

1. Following the presentation of the Ashburton District Tourism Promotion Options Review by APR Consultants Ltd at the 7 April 2021 Council meeting, Councillors agreed to enter into contract negotiations with ChristchurchNZ, for the delivery of Ashburton District Promotion for a three year period and that KPI's are reviewed in the new contract to be more specific on deliverables and results.
2. Deliverables listed in the CNZ contract are:
 - Specifically the contract will focus on two strategic KPI's
 - Increasing the number of domestic visitors to the Ashburton District
 - Increasing the dollar spend per domestic tourist
 - Staff have recommended reducing the international focus in the first year of the contract in response to international visitor's difficulty in entering New Zealand. It is the intent to stage the return of promotion in future years to international visitors as the New Zealand Government changes the policy settings and allow international visitors to return to New Zealand.
 - Underpinning these KPI's will be a series of activities that aim to increase awareness and translate this awareness into people visiting the region. These will be assessed throughout the contract period to establish their effectiveness and a quarterly report will be provided to Council.
 - In addition to the domestic priorities the contract is designed to
 - increase the capacity and capability of local providers by providing opportunities for local providers to upskill;
 - develop the Mid Canterbury brand, creating a strong distinct brand identity that showcases Mid Canterbury's unique selling propositions; and
 - reduce seasonality by identifying new products that can be developed outside of the current winter season.
 - Outside of this contact but strongly aligned, ChristchurchNZ are currently applying for funding to develop the destination marketing strategy for the Canterbury Region, Ashburton District will be included in the strategic development and the branding and stories that drop out of this work will be used to develop the proposition for people to visit the district. It is anticipated that this work will fit under the Economic Development Strategy and form a tourism focus under that strategy. It is important to note that this activity will not come out of the \$195,000 but will rather complement its activities.

- Ashburton District do not have Regional Tourism status and monies for the district are allocated to ChristchurchNZ. ChristchurchNZ have agreed to additional capacity building work for the Ashburton District from our share of the regional tourism money and additional Strategic Assets Protection Programme (STAPP) funding that was provided by the government to support the tourism industry in a post COVID environment. This will be covered in a separate letter to the Council from ChristchurchNZ.
3. Following Council's direction to enter into contract negotiations there are two options for consideration
- To accept the attached contract and fund ChristchurchNZ to undertake Destination Marketing and Promotion services on behalf of the Ashburton District for a period of three years; or
 - Direct Council Staff to recommence negotiations with ChristchurchNZ with different KPI's for District Promotion.

Options analysis

4. Summary matrix (pros and cons)

Options	Advantages	Disadvantages
1. Accept the Recommendation	<p>Stakeholder feedback identified a preference to continue contracting district tourism promotion to ChristchurchNZ.</p> <p>Contracting to ChristchurchNZ offers synergies within an integrated regional approach, offering greater reach and leverage of ratepayer funds.</p> <p>Ability for Council to take a relatively flexible approach to annual budgeting for tourism promotion (scale up or down).</p> <p>Opportunity for Council to potentially make use of the Mid Canterbury Tourism Advisory Group to support strategic decision-making.</p>	<p>Less local coordination of tourism promotion.</p> <p>Potentially less ability to access additional revenue streams that link into other Economic Development activities.</p> <p>Contract oversight by Council staff who have limited relevant tourism promotion experience.</p>

2. Direct Council Staff to recommence negotiations with ChristchurchNZ with different KPI's for District Promotion	Councillors may have other priorities that can be included in the contract	<p>Further delays will slow the ability for Destination marketing initiatives to encourage domestic visitors to visit the region, replacing lost international visitors.</p> <p>Risk that ChristchurchNZ will back out of further negotiations which leave Ashburton District Council without promotion activity.</p>
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Financial implications

Requirement	Explanation
What is the cost?	\$195,000 per year
Is there budget available in LTP / AP?	\$195,000 has been included in the 2021-31 Long Term Plan.
Where is the funding coming from?	<p>Operating expenditure – targeted CV rate 50%, general rate 50%</p> <ul style="list-style-type: none"> Pro rata allocation based on the capital value of businesses in the Ashburton, Methven and Rakaia urban areas. <p>Capital expenditure</p> <ul style="list-style-type: none"> Sourced from operating expenditure, reserves or loan funding.
Are there any future budget implications?	No, the contract and the deliverables with Christchurch NZ match the budget.
Reviewed by Finance	Not required

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium significance
Level of engagement selected	2. Comment – key stakeholders have been engaged
Rationale for selecting level of engagement	While this report recommends the continued delivery of tourism services via Christchurch NZ, it considers alternatives that would equate to a change in the level of service for the community. History shows that the community has a high level of interest on some tourism-related decisions (such as the closure of the Ashburton i-site), therefore the report has been assessed to be of moderate significance.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Next steps

Date	Action / milestone	Comments
7 April 2021	Council consideration of the report and recommendation	
May- June 2021	If recommendation is adopted, then contract negotiations with Christchurch NZ to be completed by end of June 2021	
1 July 2021	Contract extended for a month whilst negotiations are ongoing	
1 August 2021	If approved new contract commences, contract and payment will apply from the 1 July 2021	

CHRISTCHURCHNZ
CONTRACT FOR DESTINATION MARKETING SERVICES

PARTIES

The parties to this contract are:

(a) **ChristchurchNZ Limited** (hereinafter referred to as "**CNZ**")

And

(b) **Ashburton District Council** (hereinafter referred to as "**ADC**") *

KEY TERMS

PROJECT NAME

Mid Canterbury Destination Marketing

DETAILS OF FUNDING

ADC has agreed to provide up to \$195,000 NZD to fund destination marketing services for Mid Canterbury (the "Funding") each year for a 3-year period.

PAYMENT TERMS

Payment will be made on receipt of the appropriate invoice as follows (the "Payment Terms"):

- Year 1: Quarterly payments on signing, 01 October 2021, 01 January 2022 and 01 April 2022
- Year 2: Quarterly payments on 01 July 2022, 01 October 2022, 01 January 2023 and 01 April 2023
- Year 3: Quarterly payments on 01 July 2023, 01 October 2023, 01 January 2024 and 01 April 2024

PURPOSE

This contract outlines how ChristchurchNZ will work to progress the purpose of destination marketing of Ashburton and Mid Canterbury to grow tourism and visitation. CNZ will lead on destination marketing as agreed by both parties.

TERM AND EXPIRY

This agreement shall commence upon signing of this agreement by both parties and expire on **30 June 2024** (the "expiry date") unless terminated earlier under the provisions of section 9 of the Terms and Conditions of this agreement. The parties will review the arrangement in the final quarter of this term and may agree to extend the arrangement beyond the term on mutually acceptable terms and conditions.

DELIVERABLES

- ChristchurchNZ will resource the contract to fulfil the duties of the agreement and manage the day-to-day district tourism duties.
- As part of its service delivery, CNZ will develop a set of strategic destination priorities with ADC which will support decision making around activity. These are outlined in Schedule 1.
- The roles and responsibilities are outlined in Schedule 2. A comprehensive schedule of activity will be developed in conjunction with ADC upon signing of the agreement.
- CNZ will work to achieve an agreed set of KPI's (Schedule 3), which will form part of CNZ's quarterly reporting to ADC.

ANNUAL BUDGET AND APPROVAL OF COSTS

The budget will be set annually by ChristchurchNZ, to a total value of \$195,000 plus GST.

ChristchurchNZ will:

- Keep a record of all expense items that are included in the activity cost and make these records available to ADC upon request.

There is no provision for the contract to exceed the total amount of \$195,000 unless third party funding is secured. Should it eventuate that an activity cost is forecast to exceed the contract indicated in Schedule 3, CNZ will seek prior approval from ADC for the additional expense prior to the cost being incurred or propose measures to reduce the expense, to ensure that the established budget can be complied with. Where third party funding is secured ChristchurchNZ will inform Ashburton District Council of the terms and deliverables of this additional funding and report on these accordingly.

Ashburton District Council will:

In year one ADC will provide a vehicle and cover reasonable transportation costs for travel to Council and around the region as a core function of the delivery of services. The provision of the car will be reviewed in years two and three and will take into account the deliverables agreed as part of the KPI re-scoping process.

REPORTING

CNZ will:

- Provide quarterly progress reports, including financial reporting, to ADC and make its representative/s available in Ashburton for review meetings once a year.
- Meet ADC on a quarterly basis to review quarterly reports and align for the next quarter. Digital meetings are acceptable if CNZ staff are unable to meet in person.
- Continue to meet strategic obligations with the Mid Canterbury Tourism Advisory Group (MCTAG) on a quarterly basis.

This Agreement may be executed in any number of counterparts each of which is deemed an original, but all of which together will constitute a single instrument, and either party may enter into this Agreement by executing any counterpart.

SIGNATORIES

Signed for and on behalf of ChristchurchNZ: <hr/>	In the presence of: <hr/>
Signed for and on behalf of Ashburton District Council <hr/>	In the presence of: <hr/>

Dated this day of 2021

TERMS AND CONDITIONS

1. Definitions and interpretation:

1.1. In this agreement:

Agreement means the terms and conditions of this agreement in its entirety, including the Key Terms and all attached schedules.

Confidential Confidential Information means all information concerning the organisation, administration, operation, business, clients, finance and methods of either party, including any information provided by either party to the other under or in connection with this Agreement..

Deliverables means the deliverables set out in the Key Terms.

Force Majeure Event means an event or circumstance beyond the reasonable control of either party which makes compliance with obligations under this agreement impossible or illegal to perform.

Funding means the funding set out in the Key Terms.

GST means goods and services tax chargeable, or to which any person may be liable, under the Goods and Services Tax Act 1985 (New Zealand), and any penalties, additional tax or interest payable in respect of goods and services tax.

Intellectual Property means all rights to copyright, inventions, patents, trademarks, designs, or other proprietary rights or rights derivative of those rights anywhere in the world, whether registered or unregistered.

2. Term

This Agreement commences on the date it is signed by both parties and expires on the Expiry Date, unless terminated earlier in accordance with clause 9 (the "Term").

3. Application of Funding

ChristchurchNZ will only use or apply the Funding in direct connection with the Purpose.

4. Obligations of ChristchurchNZ

4.1 In consideration for the Funding, CNZ must:

- (a) complete the Deliverables by the date as specified in the Key Terms or as agreed in writing by the parties;
- (b) provide and deliver the Deliverables to ADC's satisfaction, acting reasonably.
- (c) exercise reasonable endeavours to perform its obligations and act:
 - (i) in a professional manner and in accordance with practice applicable to an organisation operating in CNZ's industry; and
 - (ii) in accordance with all applicable laws, regulations, rules and professional codes of conduct or practice.

5. Intellectual Property

Each party shall retain ownership of its intellectual property in existence as at the start date. A party may use the trademarks of the other party during the Term in connection with the performance and promotion of the Activities and the Funding subject to complying with the reasonable written requirements of the trademark owning Party as to the use and presentations of its trademarks. Each party warrants that the use by the other Party in accordance with this Agreement of the first Party's intellectual property will not infringe the intellectual property of any third party.

6. Confidentiality

The terms of this Agreement, including any negotiations of or amendments to this Agreement, are Confidential Information. The parties will not, during or after this Agreement, disclose Confidential Information directly or indirectly to any third party except with the other party's prior written consent or as required by law. This clause survives termination or expiration of the Agreement.

7. Health and Safety

Each party shall comply with the requirements of the Health and Safety at Work Act 2015. Each party is responsible for the health and safety of all its staff, contractors and invitees at events

associated with this Collaboration Agreement and for ensuring their compliance with all health and safety requirements when undertaking work associated with this Collaboration Agreement.

8. Force Majeure

Neither party will be liable to the other party for any delays or failure to perform its obligations under this Agreement caused by a Force Majeure Event, provided that each party has taken all reasonable steps to minimise any loss, damage or delay resulting from any Force Majeure Event.

9. Termination

- 9.1 The parties may agree in writing to terminate this Agreement by giving three months' written notice to the other party.

In the event that this Agreement is terminated under this clause, ADC shall pay for work completed by CNZ up to the date of termination, but without prejudice to the rights of either party against the other accruing prior to the date of termination

- 9.2 Either party may terminate this Agreement immediately if the other party commits a breach of this Agreement and fails to remedy the breach within ten (10) Working Days of receipt of written notice requiring it to do so.
- 9.3 Either party may terminate this Agreement immediately by notice in writing if the other party becomes the subject of an Insolvency Event.

10. Resolution of Disputes

The parties acknowledge that they wish to avoid or minimise any disputes between them and will seek to resolve any disputes arising in connection with this Agreement amicably, in good faith and in a timely manner by direct negotiation before instituting legal proceedings.

If the dispute is not resolved by mediation within 30 Working Days of referral to mediation (unless such period is extended by agreement of the parties) either party may refer the dispute to arbitration under the Arbitration Act 1996 before a sole arbitrator agreed by the parties (or failing agreement nominated by the Chair of the Resolution Institute (formerly LEADR))

Limitation of Liability

Save for any claims relating to damage to any physical property, injury to any person, or infringement of any intellectual property rights, each party's liability to each other (in contract, tort, or equity), howsoever caused, shall be limited to the amount of any Fee paid under this Agreement. Neither party shall be liable to the other party for any indirect or consequential losses or damages (whether for loss of profit or otherwise), costs, expenses or other claims for consequential compensation whatsoever, arising out of or in connection with this Agreement.

11. No Waiver

No waiver or amendment of any provision of this Agreement shall be effective unless it is recorded in writing and has been signed by both parties. Any waiver shall only affect the matter that it expressly refers to and shall not apply to any other or later matter.

12. Variation and Whole Agreement

This Agreement contains all terms of the agreement between the parties and supersedes and replaces any prior agreements between the parties. This Agreement may only be modified by written agreement signed by both parties.

13. Governing Law

This Agreement is governed by, and will be construed in accordance with, the laws of New Zealand.

14. Legal Status

Both parties agree that they are independent parties and not the other's agent, partner or employee.

15. Change of Tax Status

ChristchurchNZ must notify ADC in writing of any change in its income tax status. In the event the ChristchurchNZ fails to notify ADC and the New Zealand Inland Revenue Department imposes taxes and penalties on ADC, ChristchurchNZ must reimburse Council for those taxes and penalties on demand and such contract will be recoverable from ChristchurchNZ as a debt due to ADC.

Schedule 1. Strategic Objectives:

The strategic objectives below are valid for the 2021/2022 financial year and will be reviewed annually in consultation with ADC and MCTAG.

The Strategic Objectives are guided by two overarching success measures for the year:

- Grow value from visitor spend 2021/2022: \$57,800,800 (increase of 2%)
- Grow domestic visitor market share 2021/2022: 6.5% (increase from 6.2%)

The above success measures are not attributable to CNZ's work programmes, and therefore should not be considered Key Performance Indicators, but provide a guiding framework to measure success. Performance against these measures will be reported in the Quarterly Report.

Key considerations:

- Strategic priorities beyond FY21-22 will be adjusted to reflect the outcomes and guiding principles of destination management planning and the global economic environment.
- The COVID-19 environment is uncertain and unprecedented. FY21-22 strategic priorities are based on the following assumptions:
 - Australia borders may have reopened however the leisure market opportunity will be Q3/Q4 of FY2021/22 earliest.
 - Longer haul markets may start to open in Q3/Q4 of 2021/22 however a much slower return for leisure travellers is forecasted from these markets.

1. Domestic: Grow domestic visitor value and increase the resilience of the Mid Canterbury visitor economy through greater diversification (mid-long term)

- Well executed 'always on' activity, proactive publicity to target key market segments in Canterbury, Auckland and Wellington and other drive markets
- Maximise ExploreCHC exposure opportunities for the Mid Canterbury region
- Fully leverage partnership opportunities - eg. Tourism New Zealand, ChristchurchNZ, airlines, airport
- Leverage domestic trade opportunities to drive conversion, and utilise ChristchurchNZ's trade communication channels and relationships to increase the profile of Mid Canterbury's product
- Support the promotion of local events and work collaboratively with the sector as a key domestic driver
- Partner with the regional DTO's to harness opportunities for storytelling and itinerary development around food provenance

2. Industry Capability: Provide opportunities for industry to upskill

- Continue to invest in developing key skillsets amongst operators (eg. Digital, domestic marketing, cultural, trade capability)
- Work collaboratively with industry partners and neighbouring districts to ensure a coordinated approach to networking and capability building

3. Reduce seasonality:

- Identify new product development which can increase visitation in off-peak times, including: agri-tourism and food provenance, mountain biking, health and wellness
- Ensure a balanced approach to marketing ensuring high seasons are down weighted where capacity issues are identified (e.g. school holidays)

4. International: Rebuild international markets when appropriate.

- Fully leverage Mid Canterbury exposure opportunities within ExploreCHC as the vehicle to Australian market
- Work collaboratively with ChristchurchNZ's Asian Markets Manager to rebuild and re-engage China, Japan, Korea markets as/when appropriate
- Work with Tourism New Zealand and the trade and media specialists within ChristchurchNZ to maximise offshore opportunities eg. content integration, media and trade famils, offshore exhibiting
- Understand the new post-COVID trade ecosystem, and share learnings with industry
- Maximise TRENZ as an opportunity to re-engage the 'new trade' industry

5. Destination Management: Engage in the development of a Destination Management Plan (being managed by ChristchurchNZ) and harness the insights from this process to clarify district brand identity

- Work with industry and Ashburton District Council to identify destination strengths and key selling points
- Utilise data to understand visitor behaviour, customer segmentation, brand benchmarking and to inform marketing decision making.
- Be an active participant in topics that influence regional profile

Schedule 2. Roles and Responsibilities

<p>Responsibility: ChristchurchNZ – resources the contract and delivers the key responsibilities of a district tourism organisation.</p>	<p>The delivery of the below services is up to the value of \$195,000. CNZ will track value provided to ADC through CNZ’s internal project management process.</p> <ul style="list-style-type: none"> • Local tourism stakeholder management including managing the Mid Canterbury Tourism Advisory Group, and quarterly industry newsletters • Hosting media famils • Content development – written material to market the district and acquisition of photographic material • Manage the local brand identity and domestic marketing campaigns into Christchurch or other national markets • Operator upskill programmes x 2 per annum • Local industry communications and newsletters • Day to day contact person for local Council on tourism issues • Inclusion in ChristchurchNZ regional trade and consumer marketing of Canterbury • Digital support and pages in association with ChristchurchNZ sites • Access to ChristchurchNZ channels for local and domestic marketing (subject to content approval) • Coordinate tradeshow exhibition booth under the Christchurch and Canterbury stand at TRENZ and lead on international travel tradeshow attendance as part of the Tourism New Zealand IMA programme • Centralised Famil coordinator • Host travel trade famils • Trade marketing, engagement, and product updates • Sales – active participation in NZ and Australian based trade events as appropriate. • Data & insights – 6-monthly reports from CNZ data and insights team (2 annual)
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	<ul style="list-style-type: none"> • Operator training and capability building as part of ChristchurchNZ's Business Partner Programme, for industry members • Regional destination management with the Canterbury Mayoral Forum • Contract and team management • Centralised CRM system for the use of the contract
Ashburton District Council	<ul style="list-style-type: none"> • Retains own local brand identity • Retains ownership of own channels and digital assets • Undertakes Council obligations of destination management (infrastructure, toilets etc) • Applies for PGF and TIF investment into new tourism infrastructure • Sets annual strategic priorities in conjunction with ChristchurchNZ

Schedule 3: ChristchurchNZ Mid-Canterbury Key Performance Indicators (KPIs) 2021-2022

The KPIs below are valid for the 2021/2022 financial year and will be reviewed annually in consultation with ADC and MCTAG. Performance against these KPIs will be reported in the Quarterly Report.

KPI	Strategic Priority	Activity	Target	Measure	Risk
Target Domestic Visitors	Grow domestic visitor value and increase market share	Domestic campaigns: 1 x Experience Mid Canterbury 2 x Explore CHC (Canterbury campaign inclusion)	Resident households in Christchurch, Canterbury, Wellington, and Auckland with HHI above \$100,000	Reach: Canterbury – 365,000 digital impressions Auckland – 500,000 digital impressions	Covid-19 re-emerges and New Zealand re-enters lockdown
Social Media Campaigns	Grow domestic visitor value and increase market share Diversify markets and support the reopening of Australia	Up to 3 posts per week on Mid Canterbury's main Facebook and Instagram page 3 post per week on Scenic72 campaign page	Organic and paid growth of followers on both platforms Marketing across Christchurch, Canterbury, Wellington and Auckland, Sydney, Melbourne, and Brisbane.	50% growth in followers per year	Recovery of tourism is hindered due to Covid-19
District Media exposure	Grow domestic visitor value and increase market share Diversify markets and support the reopening of Australia	Host media famils to showcase Mid Canterbury in target markets	Domestic and Australia International long-haul if Covid-19 restrictions allow	\$4,000,000 EAV in 12 months	Note: EAV in 19/20 was \$11m, however this has been reduced due to the closure of international borders
District Trade Exposure: Domestic & International	Grow domestic visitor value and increase market share	IBO Trade Famils	2 x inbound tour operator famils	Establish baseline	Recovery of tourism is

	Diversify markets and support the reopening of Australia	Australian wholesale training Domestic packaging to generate sales	2 x Domestic Travel famil. 2 x Australian travel wholesaler famil 2 x domestic package inclusions (House of Travel and Flight Centre)	Generate revenue through packages	hindered due to Covid-19
Industry Partnerships and Engagement	Strategic priority development	Create cohesion within the local tourism industry through regular engagement	Mid Canterbury Tourism Advisory Group meetings x 4 annually All-of-industry networking x 2 annually	Delivery of planned engagement	Lack of consensus between community groups
Maintain Mid Canterbury Website	Build capability in digital and travel trade	Maintain and review website for best technology and search engine optimisation with Google.	Site is updated with correct and timely information pertaining to the local products and services in Mid Canterbury	Google Analytics Customer Experience	Cyber-security
Local Industry development and upskilling programs	Build capability in digital and travel trade	Capability training, understanding the industry distribution channels and how to use them	70% of industry partners are updated on new developments	40% of the operators have an external agreement with a wholesaler, ITO or a supplier that supports wider distribution of their product.	Industry partners not prepared to create new relationships based on commission and incentives.

17. Naming of Road – 37 Pudding Hill Road, Methven

Author	<i>Ian Hyde, District Planning Manager</i>
Activity manager	<i>Ian Hyde, District Planning Manager</i>
Group manager	<i>Jane Donaldson, Group Manager Strategy and Compliance</i>

Summary

- The purpose of this report is to name a road to vest in Council under Sub19/0068. This relates to a subdivision to create a 20 lot residential development off Pudding Hill Road. A plan which identifies the road now proposed to be named is attached.
- The applicant provided three name options for the roads, with the names: Westward Way (preferred choice), Kakariki Way or Alpine Way.
- The names have been checked against the Council's adopted Naming Policy and the Australian/ New Zealand Addressing Standard. The names have been confirmed to be compliant.

Recommendation

- 1. That** the road to vest in Council as part of Subdivision Sub19/0068, at 37 Pudding Hill Road, be named Westward Way.

Attachment

Appendix 1 Subdivision Plan 37 Pudding Hill Road

Background

The current situation

1. The area in question forms part of a subdivision development.
2. The justifications for the proposed names proposed by the applicants are as follows:

Westward Way, Kakariki Way or Alpine Way

Westward and Alpine Views have obvious links to the hills nearby. Additionally, the applicant has provided the following justification for the preferred name:

My Nana's (Natalie Currie) family farmed a block called Westward Ho in the early 1900's. On selling this farm we purchased our family farm. Westward Ho is also the name of a Golf Hole on the Methven golf course which my grandparents were involved in establishing and my parents are still involved with today. The views from the subdivision are also all to the west so it seems fitting.

The applicants have provided the justification for Kakariki as the location allows for green views and is also located next to a golf course so is a play on words (green views).

3. It is considered that the preferred names demonstrate a suitable relationship to their environment and local history as expected within the Council's naming policy.

Options analysis

Option One - Do nothing

4. This is not a practical option as there is currently no adopted name for the road.

Option Two - Name the roads – (Preferred option)

5. It is recommended that the proposed preferred name be adopted.

Legal/policy implications

Legislation (Statutes & Regulations)

6. The Local Government Act 1974 [Clause 319\(j\)](#) which relates to the powers of councils in respect to roads and includes naming responsibilities.
7. Accordingly, there are no statutory implications other than to inform LINZ and other affected stakeholders of the new name.

Council Strategies, Plans, Policies, Bylaws

8. Ashburton District Council has adopted a policy on road naming, the relevant sections of this policy can be found [here](#).

Financial implications

Requirement	Explanation
What is the cost?	Costs will be paid by the applicant.
Is there budget available in LTP/AP?	No budget required.
Where is the funding coming from?	The developer
Are there any future budget implications?	No
Finance Review Required?	No – there are no financial implications for Council.

Significance and engagement assessment

Requirement	Explanation
Requirement	Explanation
Is the matter considered <u>significant</u> ?	No
Level of <u>significance</u>	Low
Level of <u>engagement</u> selected	Inform – 1-way communication
Rationale for selecting level of engagement	Because the proposal does not require changes to existing addressing details for any neighbour or other party who might be affected, further engagement is not considered to be required.

Appendix 1 Subdivision plan 37 Pudding Hill Road



18. Replacement of public conveniences – Tourism Infrastructure Fund

Author	<i>Bert Hofmans, Open Spaces Planner</i>
Activity manager	<i>Ian Soper, Open Spaces Manager</i>
General manager	<i>Steve Fabish, Community Services General Manager</i>

Summary

- The purpose of this report is to request that Council bring forward capital expenditure of \$172,000 for the replacement of toilets at Awa Awa Rata and Taylors Stream Reserves from Year 3 of the Council's Long Term Plan (LTP) to Year 1.
- The reason for this request is that the Council has been successful with an application to the Tourism Infrastructure Fund (TIF) for a \$158,328 contribution towards the project. The additional funding will allow Council to provide a greater level of improvements to these sites than originally planned - including a double pan toilet at Awa Awa Rata Reserve and landscaping enhancements at both sites.
- TIF co-funding is contingent on Council bringing forward its Year 3 expenditure.

Recommendation

- 1. That** the Council instructs staff to bring forward \$172,000 of capital expenditure from year three to year one of the 2021-31 Long Term Plan to enable the Council to uplift a further contribution from the Tourism Infrastructure Fund for the replacement of public conveniences and landscaping enhancements at Awa Awa Rata and Taylors Stream Reserves.
- 2. That** the Council approves the \$172,000 capital expenditure to be fully loan funded.

Background

The current situation

1. The public toilets at Awa Awa Rata and Taylors Stream Reserve are ageing and no longer fit for purpose. Neither facility provides wheelchair access nor do they meet current standards for disabled facilities. Both facilities have rudimentary effluent treatment systems. Furthermore, there have been water supply issues at Taylors Stream Reserve that require temporary closures of these facilities. Portaloos are currently provided for visitors to this site.
2. It is proposed to replace these facilities with dry vault toilet blocks similar to what has been installed at Lake Camp, Wakanui Beach and Bowyers Stream Rest Area. Funding was set aside for this work in 2026/27 in the 2018-28 Long Term Plan and this has been brought forward in the 2021-31 Long Term Plan to Year 3 (2023/24). \$86,000 has been budgeted for each site.
3. Earlier this year, Council submitted an application to the Tourism Infrastructure Fund (Round 5) seeking an additional \$158,328 to enable Council to not only install a double pan toilet at Awa Awa Rata Reserve, but to also undertake landscaping enhancements at both sites.
4. Data collected from a visitor survey conducted over the 2019/20 summer period at these sites was used to support the application. Aoraki Environmental Consultancy, Christchurch NZ, and the Awa Awa Rata Reserve Society were also consulted and provided letters of support for funding. The latter requested a double pan facility to cater for large groups that arrive by bus at Awa Awa Rata Reserve.
5. Council staff have recently been advised the application has been successful but central government co-funding is contingent on Council bringing forward its planned expenditure from 2023/24 to this current financial year.

Options analysis

Option one – Status quo

6. The Council can choose to not bring forward allocated capital funds for the replacement of the public conveniences at Awa Awa Rata and Taylors Stream Reserves. This direction would result in the Council not being in a position to uplift the \$158,328 of TIF funding. The toilets at Awa Awa Rata Reserve would be limited to a single pan unit and there would be no funding for landscaping enhancements at either site.

Option two – Bring expenditure forward (recommended)

7. By giving approval for staff to bring forward \$172,000 of capital funding currently allocated in year three of the LTP, the Council will enable the uplifting of a comparable

amount as approved by the Ministry for Business Innovation and Employment's Tourism Infrastructure Fund. It will allow asset replacement for almost half of the ordinary cost to Ashburton District Council ratepayers whilst providing a higher level of improvements for visitors to these sites than originally planned. The successful application means that the Ashburton District Council can leverage its contribution by almost 50% to provide a greater level of improvements at the reserves. This is the recommended option.

Legal/policy implications

Compliance

8. The proposed dry vault systems are fully sealed units that do not discharge to ground. They are therefore more consistent with Regional and District Plan objectives and policies. They are also designed and outfitted to comply with the New Zealand standard for public conveniences NZS 42421:1999.

Financial implications

Requirement	Explanation
What is the cost?	\$172,000 (already included in the LTP in Year 3)
Is there budget available in LTP / AP?	Yes, in Year 3 for the capital expenditure. However, the funding will change as the depreciation contribution in Year 3 is not available in Year 1, therefore the CAPEX in Year 1 will need to be fully loan funded..
Where is the funding coming from?	Public conveniences in the Ashburton District are largely funded through the Uniform General Charge.
Are there any future budget implications?	There will be some minor changes to budgets due to CAPEX being brought forward, but nothing significant.
Reviewed by Finance	Rachel Sparks, Finance Manager

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Level of engagement selected	Informal two-way consultation
Rationale for selecting level of engagement	Consultation has already been undertaken through the LTP to improve these reserves. Further consultation has been held with some users of the sites, and key organisations have provided letters of support for the funding applications. The proposal enables greater improvement to the sites than envisaged in the LTP at no additional cost to the ratepayers.
Reviewed by Strategy & Policy	Richard Mabon, Senior Policy Advisor

19. Financial variance report – 30 June 2021

Attached

[Preliminary financial variance report for the period ending 30 June 2021]

20. Mayor's Report

20.1 LGNZ Conference – 15-17 July

Councillors interested in viewing video presentations from the 2021 Conference will find these available on the LGNZ [website](#).

- **Remits**

All 78 member councils were able to debate and vote on the remits proposed at the LGNZ annual general meeting. The seven remits approved for consideration were all passed and will direct LGNZ's policy advocacy.

A brief summary of the remits was included in Council's 30 June report, and the voting results are shown below.

- 1) Tree protection (proposed by Auckland Council) – 93% support
- 2) Rating value of forestry land (proposed by Gisborne City Council) – 91% support
- 3) Funding of civics education (proposed by Hamilton City Council) – 93% support
- 4) Promoting local government electoral participation (proposed by Palmerston North City Council) – 91% support
- 5) Carbon emission inventory standards and reduction targets (proposed by Palmerston North City Council) – 96% support
- 6) WINZ accommodation supplement review (proposed by Queenstown Lakes District Council) – 72% support.

The sector further supported (69%) that LGNZ advocate for an ongoing two-yearly review of the accommodation supplement system in partnership with territorial authorities.

- 7) Liability – building consent functions (proposed by Waikato District Council) – 93% support.

We look forward to next year's LGNZ conference which will be held in Palmerston North from 21-23 July.

20.2 Meetings

- **Mayoral calendar**

July 2021

- 28 July: Minister Damien O'Connor – meet with Flood Recovery team
- 28 July: Council meeting
- 29 July: Dog Control and Open Space Bylaw Hearings and Deliberations
- 29 July: Executive Committee – Emergency Relief Funding
- 30 July: Hokonui Radio interview
- 31 July: South Island Target Shooting Association Championships

August 2021

- 2 August: James Busby, Hepburns Road resident
- 4 August: LGNZ Zone 5&6 – 3 Waters
- 4 August: Progressing the Takiwā approach to 3 Waters
- 5 August: Jinn Chen, Newsbridge 2021
- 5 August: Rapid Relief Team, BBQ lunch for farmers
- 5 August: 3Waters webinar
- 5 August: LGNZ, 3 Waters update via Zoom
- 6 August: Canterbury Mayoral Forum and Canterbury Papatipu Rūnanga
- 6 August: Flood Recovery Hui
- 6 August: ANZ Business of the Year Awards – Deputy Mayor Liz McMillan deputised
- 7 August: Mid-South Canterbury Registered Master Builders 2021 House of the Year Awards – Crs Lynette Lovett and Diane Rawlinson deputised
- 7 August: Murray Turley – 50 Years of Farming
- 8 August: MainPower Stadium Opening, Rangiora – Waimakariri District Council
- 9 August: Canterbury Mayoral Forum (via Zoom)
- 9 August: 3Waters webinar
- 9 August: Essential Freshwater Steering Group
- 10 August: Library and Civic Centre Project Control Group
- 10 August: KiwiRail representatives with CE Hamish Riach
- 11 August: Council Activity Briefings
- 11 August: Parking Workshop
- 11 August: Audit and Risk Committee
- 12 August: Chief Executive's Annual Review
- 12 August: Executive Committee – Emergency Relief Funding
- 12 August: Covid Economic Recovery Advisory Group
- 13 August: Mid Canterbury Rural Women NZ Provincial AGM
- 14 August: Ashburton Indian Charitable Trust Multicultural Night – Crs Lynette Lovett and Diane Rawlinson deputised.

Recommendation

That Council receives the Mayor's report.
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Neil Brown
Mayor

21. Councillor Reports

Deputy Mayor *Liz McMillan*

21.1 LGNZ Conference

Much of the conference concentrated on the 3Waters reform, as reported by the Mayor on 28 July. I attended the wellbeing workshop which was a visit to the My Space community youth centre. This was a great space which connected a number of youth services for the Marlborough district.

Conference highlights were the breakfast session with Dr Michelle Dickinson "Nanogirl", the closing keynote from Jamie Fitzgerald and the Conference dinner and Excellence awards. It was pleasing to see Minister Mahuta attend all the sessions.

21.2 Additional meetings attended

- 8 July – Westpac Rescue helicopter visit – Ashburton airport
- 21 July – Community Vehicle Trust.
Results from a survey showed that more people want an on-demand service, which was agreed to start in October. Funding received from ECan and NZTA Waka Kotahi (\$10,000).
- 20/22/23 July – video updates re Methven and Methven Springfield boil water notices
- 23 July – Brinkley Resort local water meeting with Neil McCann, Hamish Riach and Ruben Garcia
- 23 July – Double Hill Run Road community meeting with Jo Luxton at the Redcliffe bridge
- 24 July – Welcoming mural launch – Armadillos building Cass Street.
- 26 July – Methven Community Board and MHMH meetings
- 30 July – Safer Mid Canterbury board meeting
- 2 August – Canterbury Regional Landfill Joint Committee and Canterbury Waste Joint Committee. Landfill transport costs to be kept at status quo for this financial year and we will receive a report at the April meeting regarding costs going forward. An update was received from Gill Cox in the public excluded part of the meeting.