

Ashburton District Council

AGENDA

Notice of Meeting:

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

Date: Thursday 27 February 2020
Time: 9.00am
Venue: Council Chamber
137 Havelock Street, Ashburton

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
9am	Council Meeting commences
10.30am	Welcome to new and long-serving staff
10.45am	EMC Quarterly report
1pm	ACL Quarterly report (<i>public excluded</i>)

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.

Minutes

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Business Transacted with the Public Excluded

19	Council – 19/12/19	141
	<ul style="list-style-type: none"> Library & Civic Centre Project Control Group Ashburton Art Gallery & Heritage Centre Eastfield Parking 	<ul style="list-style-type: none"> Section 7(2)(h) Commercial activities Section 7(2)(h) Commercial activities Section 7(2)(h) Commercial activities

[Now in open meeting]

- Plains Museum Trust appointments
- Contract for 3Waters treatment and network operation & maintenance
- Contract for Ashburton CBD streetscape renewal
- CBD pedestrian count

20	Audit, Risk & Finance – 4/02/20	144
	<ul style="list-style-type: none">• Building consent Section 7(2)(h) Commercial activities• PWC tax summary Section 7(2)(h) Commercial activities• EA Shareholders report Section 7(2)(h) Commercial activities• Health & Safety report Section 7(2)(a) Protection of privacy of natural persons	
21	Library & Civic Centre Project Control Group – 30/01/20	146
	Section 7(2)(h) Commercial activities	
22	Appointment of District Licensing Committee Members	151
	Section 7(2)(a) Protection of privacy of natural persons	
23	Awarding Contract CON00109 Bridge Replacements	155
	Section 7(2)(h) Commercial activities	
24	Eastfield Investments Ltd – CBD Parking	165
	Section 7(2)(h) Commercial activities	
25	Ashburton District Council Credit Rating	169
	Section 7(2)(h) Commercial activities	
26	CE Performance Review Process	172
	Section 7(2)(a) Protection of privacy of natural persons	
27	Ashburton Contracting Ltd Quarterly Report	Tabled
	Section 7(2)(h) Commercial activities	

21 February 2020

4. Council Minutes – 19 December 2019

Minutes of the Council meeting held on Thursday 19 December 2019, commencing at 9am, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

In attendance

Hamish Riach (Chief Executive), Paul Brake (GM Business Support), Jane Donaldson (GM Environmental Services), Neil McCann (GM Service Delivery), Sarah Mosley (Manager People & Capability), Ian Hyde (Planning Manager), Ruben Garcia (Communications Manager), and Phillipa Clark (Governance Team Leader).

Staff present for the duration of their reports: Toni Durham (Strategy & Policy Manager), Rachel Thomas (Policy Advisor), Colin Windleborn (Commercial Manager), Tania Paddock (Property Advisor/In-House Counsel), Shyamal Ram (Operations & Projects Manager) and Martin Lo (Graduate Engineer).

Two members of the public.

Presentation

- Hekeao-Hinds Water Enhancement Trust – 1.04pm-1.46pm.

1 Apologies

Nil.

2 Extraordinary Business

That pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 the following item be introduced as extraordinary business and taken with the public excluded (supplementary to item 17):

- Ashburton Art Gallery & Heritage Centre
Section 7(2)(h) Commercial activities

Braam/McMillan

Carried

That item 16, NZTA's request for an easement over Council reserve land at Rakaia becomes the business of open meeting.

Falloon/McKay

Carried

3 Declarations of Interest

Nil.

4 Confirmation of Minutes – 20/11/19

Amendment - Elected members' allowances and reimbursement policy

Minutes amended to record Cr Cameron's request for her vote to be recorded against the motion.

That the minutes of the Council meeting held on 20 November 2019, as amended, be taken as read and confirmed.

Brown/Cameron

Carried

5 Audit, Risk & Finance Committee

That the minutes of the Audit, Risk & Finance Committee meeting held on 4 December 2019, be received.

Braam/McMillan

Carried

6 Review of Speed Limits

1. **That** Council receives the proposals for the speed limit review for local roads in the district.
2. **That** Council agrees with the proposed locations and speed for the speed limit review for local roads in the district.
3. **That** Council proceeds to public consultation for the proposed speed limit changes as shown within the spreadsheet attached and corresponding district and township maps.

Lovett/Braam

AMENDMENT

1. **That** Council receives the proposals for the speed limit review for local roads in the district.
2. **That** Council proceeds to public consultation for the proposed speed limit changes as shown within the spreadsheet attached and corresponding district and township maps.

McKay/Wilson

Carried

The amendment became the substantive motion.

7 LocalismNZ Submission

1. **That** Council receives the report.
2. **That** Council approves the submission to Local Government New Zealand regarding LocalismNZ

McMillan/Rawlinson

Carried

8 Petition on Dog Control Signage at Ashburton Business Estate

The Group Manager Environmental Services advised that the petition has highlighted the need for Council to increase awareness of the dog control bylaw and designated areas where dogs are allowed off leash.

Council heard that extensive consultation was undertaken when the bylaw was reviewed in 2016.

It was generally agreed that Council should wait until the scheduled review before considering further change. The 2021 review will look at the existing dog exercise areas and take into account the feedback from the petition, including comments received about accessibility and the need for mobility scooter-friendly dog parks.

That Council receives the report and acknowledges the concerns expressed by the petitioners regarding the objection to restraining dogs at Ashburton Business Estate North.

Falloon/Letham

Carried

9 Canterbury Local Authorities' Triennial Agreement 2020-22

That Council ratifies the Canterbury Local Authorities Triennial Agreement 2020-22.

McKay/Braam

Carried

10 Reserve and Hall Boards – Triennial Meetings

It was reported that Methven Community Board member's appointee to the Methven Reserve Board is Kelvin Holmes.

- 1 **That** Council receives the report.
- 2 **That** Council approves the appointments submitted by each of the Boards, as detailed in this report.

McKay/Rawlinson

Carried

11 Mayor's Report

That Council receives the Mayor's report.

McMillan/Wilson

Carried

16 Request for Easement – NZTA

The Mayor acknowledged that the easement request is for signage on Council land in the Rakaia township but expressed his concerns with the wider proposal to place a weighbridge between the two Rakaia bridges. His traffic safety concerns are shared by the Mayor of Selwyn District, Sam Broughton who is in discussion with NZTA on this issue.

The Property Advisor and In-house Counsel, Tania Paddock advised that Selwyn District is also required to go through a consenting and easement process as the majority of works falls in the Selwyn District. A Notice of Requirement has just been lodged with Selwyn District Council and will require that Council to consider alternatives. It is possible that Selwyn District will engage with an independent decision maker and will make a recommendation on NZTA's Notice of Requirement application.

The Mayor suggested that Council should advocate for NZTA to review this proposal on the basis that there is a more suitable site for a weighbridge south of the Rakaia township.

That the matter of the easement request for the Rakaia weigh station lies on the table pending the outcome of the consent and Notice of Requirement.

McKay/Falloon

Carried

Cr Wilson recorded his vote against the motion.

Business transacted with the public excluded – 10.11am

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:	
12	Council 20/11/19 • Ashburton Art Gallery & Heritage Centre	Section 7(2)(h)	Commercial activities
13	Audit, Risk & Finance Committee 5/12/19	Sections 7(2)(h) & 7(2)(a)	Commercial activities Protection privacy natural persons
14	Library & Civic Centre Project Control Group 9/12/19	Section 7(2)(h)	Commercial activities
15	Plains Museum Trust Appointments	Section 7(2)(a)	Protection privacy natural persons
16	Easement Request – NZTA [Now in open meeting]	Section 7(2)(h)	Commercial activities

McMillan/Rawlinson

Carried

New and Long Serving Staff

The Manager People & Capability introduced new staff Kerry Healey (Customer Services Officer) and Clare Harden (Community Administration Officer).

Council acknowledged the long service of Anna Sanz (Information Records Officer – 5 years) and Richard Wood, EA Networks Centre Recreation Services Manager (5 years).

Council adjourned for morning tea from 10.45am to 11am.

Business transacted with the public excluded – 11am

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:

17	Ashburton Art Gallery & Heritage Centre	Section 7(2)(h)	Commercial activities
18	Award of CON00108 – Ashburton 3Waters Treatment & Network Operations & Maintenance	Section 7(2)(h)	Commercial activities
19	Award of CON00080 – Ashburton Town Centre Streetscapes Renewal	Section 7(2)(h)	Commercial activities
20	Eastfield Parking	Section 7(2)(h)	Commercial activities

Brown/Rawlinson

Carried

Council resumed in open meeting at 12.33pm and adjourned for lunch until 1.04pm.

Hekeao/Hinds Water Enhancement Trust – MAR Project

Chairman of the Trust Peter Lowe, and Dr Brett Painter presented a summary of the MAR trial Year 3 technical report. The Trust recorded its appreciation of the current and the former Council's ongoing support. Council's funding contribution will be used to protect the Tinwald water supplies (Tinwald plume).

New consents for this project have been received – a sub consent to Council's stockwater consent and three separate discharge consents. The conditions of the test site have been changed to allow more water into current sites and the new lateral site. All consents are running until approximately February 2021.

A copy of the powerpoint presentation was tabled.

Business transacted with the public excluded now in open meeting

• Plains Museum Trust Appointments

That Council appoints Darryl Nelson and Stefan van Vliet to the Plains Museum Trust Board for a period of three years.

McKay/Braam

Carried

• Contract CON00108 – Ashburton 3Waters Treatment & Network Operation & Maintenance

That Council awards the Ashburton Three Waters Treatment and Network Operations and Maintenance (CON00108) Contract to Ashburton Contracting Limited in the amount of \$9,866,500.

Lovett/Cameron

Carried

• Contract CON00080 – Ashburton Town Centre Streetscape Renewal

- That** Council accepts the tender from Tru-Line Civil for the contract CON00080 – Ashburton Town Centre Streetscapes Renewal and awards the contract for \$14,639,619.88.

To enable this tender to be awarded Council also makes the following funding recommendations:

- 2 **That** Council approves delaying the West Street stormwater main project for a further two years and utilises that budget for the stormwater component of the CBD streetscapes renewal project.
- 3 **That** Council approves \$2,200,000 from the Parking Reserve for the project.
- 4 **That** Council approves \$1,000,000 from the Purchase and Improvement reserve towards the open spaces planting component of the project.
- 5 **That** Council approves borrowing of up to \$1,720,000 for the CBD construction project (including \$253,186 for new water capital).
- 6 **That** Council approves borrowing of up to \$1,230,270 if Council is not able to secure NZTA funding subsidy for aspects of the project.
- 7 **That** Council approves funding the footpath renewals (\$1,031,602) from the Ashburton Footpath reserve which has been accumulating over several years for this project.
- 8 **That** Council reflects this funding allocation in both the 2019/20 forecast ledger and the Annual Plan 2020-21

Braam/Rawlinson

Carried

That a pedestrian count be undertaken in the CBD, prior to and following the streetscape renewal work.

Cameron/Falloon

Carried

A show of hands gave 6 for and 4 against the motion.

Confirmed 27 February 2020

MAYOR

5. Community Services Committee Minutes

Minutes of the Community Services Committee meeting held on Thursday 30 January 2020, commencing at 11.00am, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

His Worship the Mayor, Neil Brown; Councillors Angus McKay (Chair), Leen Braam and Diane Rawlinson.

Also present:

Deputy Mayor Liz McMillan; Councillors Rodger Letham and Stuart Wilson.

In attendance

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Neil McCann (GM Service Delivery), Bevan Rickerby (Economic Development Manager), Toni Durham (Strategy and Policy Manager), Rachel Thomas (Policy Advisor), Ian Hyde (District Planning Manager) and Carol McAtamney (Governance Support Officer).

1 Apologies

Crs Carolyn Cameron and Lynette Lovett

Sustained

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Terms of Reference – Community Services Committee

Appendix 1

Cr McKay asked that reference to the Group Manager Community Services be removed from the draft terms of reference as he believes meeting frequency should be determined only by the Chair.

Recommendation to Council

That the Community Services Committee recommends to Council that Council adopts the amended Terms of Reference for the Community Services Committee.

McKay/Mayor

Carried

The motion was passed on the Chair's casting vote.

5 Submission on Proposed National Policy Statement – Indigenous Biodiversity

Appendix 2

Point 3 – remove the reference to dairy farming.

Recommendation to Council

That the Community Services Committee recommends to Council that the submission on the proposed National Policy Statement for Indigenous Biodiversity be approved.

Rawlinson/Braam

Carried

6 Economic Development Quarterly Report

That the Community Services Committee receives the Economic Development Quarterly update.

Rawlinson/Braam

Carried

7 Community Grants and Funding Policy

Appendix 3

Recommendation to Council

That Council adopts the revised Community Grants and Funding Policy, with the next review scheduled for 2025.

Braam/Rawlinson

Carried

The meeting concluded at 11:44am.

Appendix 1

Community Services Committee

Terms of Reference **[Draft]**

Purpose

The purpose of the Community Services Committee is to provide oversight of Council's community services and recreation amenities in a manner that promotes the current and future interests of the community (Local Government Act 2002).

Membership

Membership of the Committee comprises:

- Cr Angus McKay (Chair)
- Cr Carolyn Cameron (Deputy Chair)
- Cr Leen Braam
- Cr Lynette Lovett
- Cr Diane Rawlinson
- The Mayor, Neil Brown (ex-officio)

The quorum is four members.

Meeting Frequency

The Community Services Committee will meet on a six (6) weekly cycle, or more frequently on an as-required basis as determined by the Chair. ~~and Group Manager Community Services.~~

Committee members shall be given not less than 5 working days' notice of meetings.

Delegations

The Community Services Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

Sphere of business

- EA Networks Centre
- Biodiversity
- Welcoming communities
- Refugee resettlement support
- Cemeteries, including historic (closed cemeteries).
- Conservation works, including Ng King Brothers Chinese Market Garden Settlement
- Grants
- Economic development
- Library
- Memorial hall and reserve boards
- Museum
- Parks, reserves and camp grounds
- Public conveniences and caravan waste disposal facilities
- Recreation and sports facilities
- Rural and urban beautification
- Stockwater operations

Reporting

The Community Services Committee will report to the Council.

Submission

Proposed National Policy Statement – Indigenous Biodiversity

PREPARED BY: Ashburton District Council
PO Box 94
ASHBURTON 7774

SUBMITTED TO: Ministry For the Environment
PO Box 10 362
WELLINGTON
6143

CONTACT: Jane Donaldson
Group Manager Strategy & Compliance
Jane.donaldson@adc.govt.nz

indigenousbiodiversity@mfe.govt.nz

Introduction

1. Ashburton District Council ('Council') welcomes the opportunity to submit on the proposed National Policy Statement for Indigenous Biodiversity (the NPS). This submission is being made on behalf of the Council, who approved the submission on 27 February 2020.
2. Located between the Rakaia and Rangitata Rivers respectively to north and south, and an hour's drive south of Christchurch, Ashburton District has a land area of over 6000km² which extends from the Pacific Coastline to the east, through lowland plain onto foothills and river valleys and ending at the eastern face of the Southern Alps.
3. Ashburton district has experienced moderate and sustained population increase since 1996, with growth of over 33%¹. The expansion of irrigation and agricultural diversification on the Canterbury Plains have been major factors in this growth.
4. As a Council, we take seriously the role we play in caring for our native biodiversity. As well as Council-led biodiversity projects such as those at Wakanui Beach, Lake Camp and Lake Clearwater, we have also offered Biodiversity Grants for community projects since 2009.
5. We lead the Ashburton District Biodiversity Working Group (a community group of representatives from a range of organisations) whose purpose is to:
 - Coordinate the implementation of the Ashburton District Biodiversity Action Plan.
 - Maintain partnerships between local and regional organisations with interest in the management of indigenous biodiversity.
 - Provide a forum for discussion and community-wide promotion of biodiversity.
6. Council supports in principle the intentions and aims of the NPS and in particular the national direction for biodiversity efforts across New Zealand.
7. Council appreciates the opportunity to comment on the NPS and through this submission makes the following comments.

¹ Source: Statistics New Zealand Census 2018

Overview

8. Council agrees there is a need for national direction that supports indigenous biodiversity management under the RMA, however it has significant concerns about the practicality of what is proposed, resourcing implications and cost.
9. Council's experience is that identification and protection of indigenous biodiversity, especially on private land, can be contentious and must be carefully addressed. Lack of compensation for landowners may lead to advance destruction of biodiversity that the NPS seeks to protect. Council agrees with the comments in the Regulatory Impact Statement (RIS) that stakeholders may be concerned over constraints of land use and landowners may be dis-incentivised from protecting biodiversity. Some of these landowners are also dealing with the impacts of proposed water quality changes and agricultural emissions. Moreover, related issues such as highly productive land, plantation forestry and the one billion trees programme creates the potential for conflicting priorities. This reinforces the need for support for landowners as well as councils.

Implementation and Resourcing

10. The RIS estimates costs of \$590,000 to \$1,095,000 per Council spread over five years, plus Plan Change costs (\$71,000 to \$247,000). Biannual updates to Significant Natural Area (SNA) schedules will incur further costs. As a district with a large amount of land to review, including remote high country stations, it can reasonably be expected that the costs for Ashburton District will sit towards the higher end of this range.
11. These additional costs need to be considered within the wider context of other expenditure incurred through administering the RMA. This Council loan-funded its last District Plan review. The cost was \$2.28 million, paid back over a fifteen year period ending in 2027. The next review of the District Plan will be commenced next year, six years before the loan from the last review has been repaid. These costs are not sustainable, especially for smaller Councils. It is respectfully suggested that the Government will need to provide funding to cover the cost of the work required to implement the NPS, and it is encouraging to read in the RIS that the provision of central government guidance, funding and support for councils and landowners is considered critical.
12. Identification of SNAs on public land is useful because it will assist in prioritising voluntary conservation efforts conducted on public land as well as providing a district wide perspective of SNAs. However this Council does not support the option of TAs retaining responsibility for identifying and mapping all SNAs on public conservation land. It lacks the resources to be able to do this. Further, this land is non-rateable so it contributes nothing to Council funds and yet would require Councils to spend public money on its management. Responsibility for this work should lie with the owners/managers of the land, with the results incorporated into the local authority led SNA process.
13. In addition to the financial cost of implementing the proposed NPS, resourcing is an issue. This Council considers that the identification and mapping of SNAs within five years and scheduling within six years is unachievable, as is the requirement to update SNA schedules every two years. We have no in-house capacity, and there are not enough ecologists in New Zealand to carry out the required assessments within the proposed timeframes. Other proposed changes around water quality and climate change will worsen this skills shortage. Council suggests a more realistic timeframe for mapping and scheduling of SNAs is 10-12 years, and the updating of SNA schedules every 8 years.

14. Technical guidance and implementation support will be essential, especially for smaller Councils that do not employ specialist staff.

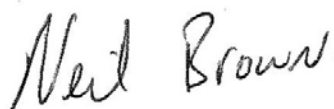
Appendices

15. Council supports the provision of appendices, which provide useful clarification. Biodiversity offsetting and compensation (Appendices 3 and 4) are complex matters which have proved problematic in resource consent assessments and which the principles will help to clarify.

Council thanks the Ministry for the Environment for the opportunity to submit.



HAMISH RIACH
Chief Executive



NEIL BROWN
Mayor

Draft Policy

COMMUNITY GRANTS AND FUNDING POLICY

TEAM:	Community Services
RESPONSIBILITY:	Group Manager Community Services
ADOPTED:	TBC
REVIEW:	February 2025
CONSULTATION:	Council will consult with the previous year's grants recipients.
RELATED DOCUMENTS:	Ashburton District Long Term Plan, Local Government Act 2002, Significance and Engagement Policy.

Policy objective

The purpose of distributing community grants and funding is to support programmes, projects and initiatives that benefit the Ashburton District community and promote the Ashburton District Long-Term Plan. In particular, the objectives of this policy are to:

- determine the funding needs of community organisations,
- determine a responsible approach to the fair distribution of resources, and
- establish effective monitoring and reporting with regard to applications and funds allocation, and accountability for use of funds.

Definitions

Contestable, for the purposes of this policy, means that

- applications are invited during scheduled funding rounds, with publicly advertised opening and closing dates,
- any eligible organisation has an equal opportunity to be considered, and
- clearly defined processes will be applied to all applications.

Council means Ashburton District Council.

Grant means a monetary contribution from Council, for a specific purpose or project, administered through a Council contestable grant scheme.

Funding means a monetary contribution from Council, for operational funding of an organisation, administered through a Council contestable funding process. Funding requests are considered either through the community grants application process, or during budget discussions on the annual or long-term plans.

Policy Statement

1. Introduction

- 1.1 Community grants and funding are administered under the five categories of:
1. Arts and Culture,
 2. Community Development,
 3. Economic Development
 4. Natural and Built Environments, and
 5. Sport and Recreation.
- 1.2 Community grants and funding schemes will be advertised and promoted to the community.
- 1.3 Council's allocation of community grant funding will be prioritised to encourage the following:
- Contribution toward the achievement of Council's long-term goals for Ashburton District.
 - Recognition of volunteer input (including volunteers, in-kind work or materials and financial support).
 - Cost-effectiveness.
 - Number of people in the community who will benefit.
 - Accessibility of the project, programme or initiative to the wider community.
- 1.4 Applications for grants and funding will only be accepted where the event or project is located in Ashburton District.
- 1.5 Priority will be given where the application is:
- available to the wider community, and
 - organised by a non-profit organisation.

2. Criteria

- 2.1 Applications for community grants and funding must demonstrate:
- an identifiable project or need and the benefit to the community,
 - the ability to responsibly plan and administer the project or initiative, and
 - the impact of the project on the wellbeing of the community.
- 2.2 Specific criteria applies to each group where contestable funds are available. The criteria is detailed on the application forms for each fund. The criteria is available to applicants when the application process opens.

3. Community grants

- 3.1 Council administers contestable grant schemes to support projects and initiatives that benefit the Ashburton District community.

- 3.2 Each community grant scheme has an individual purpose and eligibility criteria approved by Council via the Community Services Committee.

4. Funding

- 4.1 Council administers contestable funding to support the operational costs of groups and organisations meeting an evidential need in the Ashburton District community.
- 4.2 Applications for funding will be considered against the priorities for Ashburton District as identified by Council's Long-Term Plan. Council will only fund applications where there is a clear link between these priorities and the projects for which funds are sought.
- 4.3 Applications over \$50,000 are required to supply annual statement of accounts, balance sheets and monthly bank statements on request.

5. Application process

- 5.1 Applications for community grants and funding are open at dates determined by the Community Services Committee.
- 5.2 Applications must complete an application form and include the following information:
- a description of the project / event,
 - the benefit to the community or district,
 - the total cost of the project / event,
 - the reason for the project / event,
 - the outcomes of the project, and
 - the contribution, if any, by the applicant or other organisations.
- 5.3 Successful applications will be notified in writing after the applications close.
- 5.4 .
- 5.5 Applications must be received by the close date specified on the application form. Late applications will not be accepted.
- 5.6 Applicants should endeavour to submit full and complete applications. It is the responsibility of the applicant to ensure all relevant information is included.

6. Who can apply?

6.1 Priority will be given to organisations/individuals that can:

- demonstrate significant value per head;
- demonstrate they are seeking other sources of funding. Council is a complementary rather than a primary funder;
- demonstrate there is both a community need and community support for their project or activity.

6.2 Projects, events or groups which immediately do not qualify:

- those where the sole purpose is to raise funds to further religious or political beliefs;
- groups who seek funds for education centres (i.e. childhood education centres, primary and secondary schools, kindergartens and play centres)

- those run by and for the benefit of commercial or profit-oriented organisations, excepting such organisations registered with the Charities Commission (and excluding heritage buildings);
- travel for meetings, events or conference attendance, except where volunteer training is the primary purpose; and
- projects or events that have already commenced, or equipment that has already been purchased.

6.3 Retrospective applications

Council will not normally fund retrospective applications, except in emergency circumstances, as determined by the Community Services Committee.

7. Requirements of recipients when a grant or funding is received

7.1 Reporting requirements

Council requires all successful applicants to complete a reporting form and provide formal certification/receipt of work completed to the satisfaction of Council, within 12 months of the funding being allocated. Failure to comply with reporting requirements may jeopardise future funding requests at the discretion of the Community Services Committee.

7.2 Return of unused funds

Any unspent funds must be returned to Council if they have not been spent within twelve months of receiving the money.

7.3 Repurposing funds

Council acknowledges that there are situations where funds may need to be repurposed. However, these situations are unlikely to be a common occurrence.

Recipients of funds must contact Council if they wish to repurpose funds with a clear reason and rationale. Quotes are required for the re-purposing of funds.

The Community Services Committee will then determine if the funding can be re-purposed, or if funds should be returned to Council.

8. Appeals

- 8.1 Appeals must be lodged in writing no later than five working days after receipt of the letter from Council advising of the outcome of the application.
- 8.2 Appeals will only be accepted where new information is provided that was not initially included in the application.
- 8.3 The appeal will be reassessed by relevant Council officers. If officers determine the appeal includes new information which requires assessment by the Community Services Committee the application will be presented to the Committee at the next scheduled meeting. If no new information is provided, the applicant will be advised the appeal has been unsuccessful.
- 8.4 Decisions made on appeals are final. The applicant is still entitled to apply for future grants and funding rounds provided the criteria is met.

9. External organisations

- 9.1 Council may at times choose to distribute grant funding through external organisations.

This funding will be subject to criteria prior approved by Council.

10. Conflict of interest

- 10.1 Organisations affiliated in some way to elected members or employees of Council can still be considered for grant funding, however, organisations in this category should note any possible conflict of interest (or perception of a conflict of interest) in their application, to ensure any necessary steps can be taken to mitigate this.
- 10.2 Impacted elected members or Council officers are also required to note any possible conflict of interest (or perception of a conflict of interest), and will not be involved in any assessment or decision-making related to these applications.

6. Environmental Service Committee Minutes

Minutes of the Environmental Services Committee meeting held on Thursday 30 January 2020, commencing at 11.50am, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

His Worship the Mayor, Neil Brown; Councillors Diane Rawlinson (Chair), Rodger Letham and Angus McKay.

Also present:

Deputy Mayor Liz McMillan, Councillors Leen Braam and Stuart Wilson.

In attendance

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Neil McCann (GM Service Delivery) and Carol McAtamney (Governance Support Officer).

1 Apologies

Crs Carolyn Cameron and Lynette Lovett

Sustained

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Environmental Services Committee Terms of Reference

[Appendix 1](#)

Recommendation to Council

That Council adopts the Terms of Reference for the Environmental Services Committee.

Letham/Mayor

Carried

Cr McKay recorded his vote against the motion.

The meeting concluded at 11.55am.

Appendix 1

Environmental Services Committee Terms of Reference **[Draft]**

Purpose

The purpose of the Environmental Services Committee is to provide oversight of Council's regulatory and emergency management services in a manner that promotes the current and future interests of the community (Local Government Act 2002).

Membership

Membership of the Committee comprises:

- Cr Diane Rawlinson
- Cr Carolyn Cameron (Deputy Chair)
- Cr Leen Braam
- Cr Lynette Lovett
- Cr Angus McKay
- The Mayor, Neil Brown (ex-officio)

The quorum is four members.

Meeting Frequency

The Environmental Services Committee will meet on a six (6) weekly cycle, or more frequently on an as-required basis as determined by the Chair and Group Manager Strategy and Compliance.

Committee members shall be given not less than 5 working days' notice of meetings.

Delegations

The Environmental Services Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

Note that for dog control matters the power to appoint hearing panels comprising members of the Environmental Services Committee shall be delegated to the Chair of Environmental Services. Those hearing panels so appointed shall be authorised to deal with the appeal for which they are appointed without further instruction from the Committee.

Sphere of business

- Regulatory activities including:
 - Alcohol licensing
 - Animal control and dog registration
 - Building control
 - Civil defence emergency management
 - Class 4 gambling venues
 - Environmental protection and health, nuisances and complaints
 - Food safety
 - Freedom camping

- Hazardous substances
 - Litter
 - Naming of roads
 - Noise control
 - Parking enforcement
 - Resource management and District Plan
 - Resource management
 - Subdivision and development control
 - Resource management
 - Subdivision and development control
- To recommend the appointment of hearing panels for animal control appeals

Reporting

The Environmental Services Committee will report to Council.

30 January 2020

7. Infrastructure Services Committee Minutes

Minutes of the Infrastructure Services Committee meeting held on Thursday 30 January 2020, commencing at 11.57am, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

His Worship the Mayor, Neil Brown; Councillors Stuart Wilson (Chair), Leen Braam, Rodger Letham and Diane Rawlinson.

Also present:

Deputy Mayor Liz McMillan and Councillor Angus McKay.

In attendance

Hamish Riach (Chief Executive), Neil McCann (GM Infrastructure Services), Richard Mabon (Senior Policy Advisor), Craig Goodwin (Waste Recovery Manager), Shyamal Ram (Projects & Operations Manager) and Carol McAtamney (Governance Support Officer).

1 Apologies

Cr Lynette Lovett

Sustained

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Infrastructure Services Committee Terms of Reference

Appendix 1

Recommendation to Council

That Council adopts the Terms of Reference for the Infrastructure Services Committee.

Rawlinson/Braam

Carried

5 Submission on “Reducing waste – a more effective landfill levy”

Appendix 2

- Point 15 – The need for a programme of work to evaluate the pros and cons of identifying and registering farm pits and their compliance status for farms that do not currently operate under a farm environment plan.
- Point 25 – remove the word ‘whether’

The Committee noted that the deadline for the submission is Monday 3 February.

Recommendation to Council

1. **That** Council receives the report; and
2. **That** Council notes that the waste disposal levy submission, incorporating the minor adjustments agreed by the Committee, has been forwarded to the Ministry for Environment.

Brown/Rawlinson

Carried

The meeting concluded at 12.19pm.

Appendix 1

Infrastructure Services Committee Terms of Reference **[Draft]**

Purpose

The purpose of the Infrastructure Services Committee is to provide oversight of the district's transportation, 3Waters and solid waste infrastructure in a manner that promotes the current and future interests of the community (Local Government Act 2002).

Membership

Membership of the Committee comprises:

- Cr Stuart Wilson (Chair)
- Cr Lynette Lovett (Deputy Chair)
- Cr Leen Braam
- Cr Rodger Letham
- Cr Diane Rawlinson
- The Mayor, Neil Brown (ex-officio)

The quorum is four members.

Meeting Frequency

The Infrastructure Services Committee will meet on a six (6) weekly cycle, or more frequently on an as-required basis as determined by the Chair and Group Manager Infrastructure Services.

Committee members shall be given not less than 5 working days' notice of meetings.

Delegations

The Infrastructure Services Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

Sphere of business

- Land drainage
- Refuse collection, recycling and disposal
- Closed landfills
- Roading, footpaths and bridges
- Cycleways and walkways
- Stormwater
- Stockwater (strategic oversight)
- Street lighting
- Wastewater – sewerage reticulation and disposal (including trade waste and septage disposal)
- Water supplies

Reporting

The Infrastructure Services Committee will report to the Council.

Submission

Reducing waste – A more effective landfill levy

Prepared By: Ashburton District Council
PO Box 94
Ashburton 7740

Richard Mabon; Senior Policy Advisor
Richard.Mabon@adc.govt.nz

Craig Goodwin, Waste Recovery Manager
Craig.Goodwin@adc.govt.nz

SUBMITTED TO:
Waste disposal levy expansion consultation,
Ministry for the Environment,
PO Box 10362,
Wellington 6143.

Introduction

1. Ashburton District Council ('Council') welcomes the opportunity to submit on the Ministry for Environment's consultation document *Reducing waste: a more effective landfill levy*
2. Located an hour's drive south of Christchurch, more than 33,400¹ residents live in the district, with the main town of Ashburton accounting for over 50% of residents. The rest of our residents live rurally or in smaller towns or villages.
3. Ashburton District has experienced moderate and sustained population increase since 1996, with growth of over 33%². The expansion of irrigation and agricultural diversification on the Canterbury Plains have been major factors in this growth.

Key Points

4. Council supports the general intention of this proposal which is to encourage greater diversion of waste from landfill and to fund investment in infrastructure and programmes to support recycling and reuse alternatives.

"Expand then increase"

5. Council supports an approach of "expand then increase". If Government introduces an increased levy before an expanded system of programmes and supporting infrastructure is put in place, there will be a lag period during which waste to landfill is likely to drop with an increase in fly tipping and on-farm disposal.
6. Council advocates for a delayed transition to the waste levy increase to enable communities to position the services and infrastructure to support the change. Council believes this could be funded by raising loans against future waste levies.
7. Council notes that Ashburton has a low ratio of waste per capita per annum of about 370kg. There is a large volume of waste generated by farming activity (some at considerable distance from our recycling hub at Ashburton) and a disposal charging regime based on \$240/tonne.
8. We have a small network of rural transfer stations dealing primarily with domestic recycling. Farm waste must be carted to Ashburton (which can be a notable cost in terms of fuel and time) before incurring a disposal charge at \$240/tonne. We expect that significant volumes of waste material generated from farming may be disposed of on-farm, either to farm pits or by burning.

¹ Source: Statistics New Zealand Census 2018

² Source: Statistics New Zealand Population Estimates 30 June 2018

Council would prefer to invest in solutions that enable more agricultural waste to be disposed to transfer stations closer to the farm to encourage more diversion from land fill and less material being buried or burned on farm.

9. Council operates a number of clean fill sites and is aware of as number of private sites. There will be a need for some sites to invest in weighbridges under some of the options presented, and this will also take time to put in place.

Levy criteria and transparency

10. Council also supports the broad criteria for investment and supports submissions from the WasteMinz Territorial Authority Officer Forum ("the TAO Forum") concerning two other criteria for investment. Council supports local authority transparency over how Council's spend their 50% share and believe that Government must also be completely transparent about how their 50% is expended.

Submission questions

Question 1 - Do you agree the current situation of increasing amounts of waste going to landfill needs to change?

11. Ashburton District Council agrees that the 48% increase of waste to landfill over the last decade is a cause for concern and needs to change. Both local and central government recognise the need to move to a circular economy to ensure that resources are used and reused effectively as in the long term our current consumption patterns are unsustainable. Many councils have aspirational goals of working towards zero waste. The levy as an economic instrument provides funding for waste minimisation activities and infrastructure and if set at a higher rate can make recycling and reusing viable financial options to landfilling.

Question 2 – Do you have any comments on the preliminary Review of the effectiveness of the waste disposal levy outlined in appendix A?

Question 3 - Do you think the landfill levy needs to be progressively increased to higher rates in the future (beyond 2023)?

12. Ashburton District Council also agrees that the landfill levy should be progressively increased to a point where the price differential between landfilling and recycling or other methods of diversion is eliminated. A significant progressive increase to the levy rate, alongside the expansion across landfill classifications, will better support the purpose of the levy under the waste Minimisation Act, raising vital revenue for infrastructure and waste minimisation activities and signalling the true costs of disposal and product design choices to producers and manufacturers. In particular, construction and demolition waste and organics are significant contributors to landfill waste and alternative options and technologies such as composting, reuse and minimisation already exist, but need to be better incentivised.

Question 4 - Do you support expanding the landfill levy to more landfills, including:

- i. **waste disposed of at industrial monofills (class 1)**
- ii. **non-hazardous construction, demolition waste (eg, rubble, concrete, plasterboard, timber) (class 2)**
- iii. **contaminated soils and inert materials (class 3 and 4) (whether requiring restrictions on future use of site or not)?**

Question 5 - Do you think that some activities, sites, or types of waste should be excluded from being classified as disposal facilities subject to the landfill levy, including:

- i. clean fills (class 5)**
- ii. farm dumps**
- iii. any others (e.g., any exceptional circumstances)? If so, please specify.**

- 13. Council supports extending the landfill levy across all five classes of landfill. We see this as consistent with our preferred “expand then increase” approach and the most effective way to address levy avoidance through unlawful disposing of materials at clean fills or class 2 landfills at lower rates. The investment in new weighbridge facilities means this cannot happen overnight and thus is consistent with our favoured “expand then increase” approach.
- 14. We believe that close monitoring at landfills, coupled with a rebate system, will also discourage the dumping of inappropriate materials.
- 15. Council does not support treating farm pits as landfill sites.
- 16. Council notes suggestions of a programme of work to evaluate the pros and cons of identifying and registering farm pits and their compliance status.
- 17. Regional plans in Canterbury require most farmers to produce a farm environmental plan, which identifies environmental risks on-farm. Should an evaluation of farm pits proceed, Council would urge those responsible to consider the information already provided to regional councils through farm environment plans and to avoid, as far as practicable, requiring farmers to duplicate effort in supplying this information to Government.
- 18. Council also notes that smaller farms (less than 50 hectares) with less than half of the property used for intensive winter grazing are not required to prepare a farm environment plan.
- 19. Council is aware that landfills and farm pits (including closed landfills and pits) can be located next to vulnerable waterways and there are concerns that chemicals may be leaching into these waterways. There are also concerns that climate change and rising sea levels may also uncover and wash away land fills or pits. Government and local government are looking at the risks from territorial authority closed landfills. Some councils have reported farm pits comprising significant tonnages of waste, making a known risk of unknown scale.
- 20. Currently there are not many well supported solutions for dealing with rural waste. The Ashburton District Council is mindful of the need to increase and improve waste services to the rural sector in conjunction with any regulation or legislation that represents a change to current waste management practices. Establishing effective product stewardship schemes and increased waste levy funding to other classes of landfill could assist that.

Question 6 - Do you have any views on how sites that are not intended to be subject to a levy should be defined (e.g., remediation sites, subdivision works)?

- 21. The categories of landfill in the consultation document and that are proposed to be included or excluded from the levy are based on the descriptions in the Technical Guidelines for Disposal to Land. For the waste levy to be effectively extended it is recommended that these guidelines are formally adopted by the Ministry for the Environment prior to the expansion of coverage of the levy.

22. Ashburton District Council supports the Technical Guidelines for Disposal to Land becoming a regulatory document for district planning purposes as having a consistent approach to definitions of fill sites will mitigate the potential for inconsistency across the country.
23. For some councils a resource consent is required for any clean fill operation that cannot meet the permitted activity threshold of 250m³ per year. Ashburton District Council recommends that any clean fill activity that requires a resource consent should be subject to the waste levy in order to ensure an even playing field and to avoid inadvertently encouraging poor disposal behaviour.
24. Ashburton District Council also calls for the definitions from the Technical Guidelines for Disposal to Land to be used in the Emission Trading Scheme (ETS) to ensure consistency across legislation.
25. As methane generated at landfills contributes to carbon emissions, there is the opportunity to enhance the effectiveness of the ETS in relation to landfills by using this measure in conjunction with the levy. Ashburton District Council recommends that any increases to the ETS are synchronised with the changes proposed to the landfill levy, to measurably reduce environmental impacts on both the emissions and disposal fronts.

Exemptions

26. Council notes that the Waste Minimisation Act 2008 allows waste arising from a natural disaster such as an earthquake to qualify for an exemption from the waste levy when it is disposed to landfill. However, if a coastal or riverside landfill is exposed due to rising sea levels or flood waters such as occurred with Fox River, or if a territorial authority recognises needs to relocate all or part of a closed landfill as a preventative measure this would not qualify for an exemption.
27. Council believes that the Waste Minimisation Act should be amended to allow for an exemption if waste from a closed landfill is uncovered due to sea level rise or flooding or if a landfill needs to be relocated for those reasons. Firstly, there is no opportunity to minimise or reduce that waste. Secondly, with changing population patterns and the drift from rural to urban living many rural councils will have a much smaller rate payer base now than they had in the past and it may place an overly high burden on existing ratepayers. Finally, in the future in some instances the waste may have already been subject to a levy.

Question 7 - Do you prefer the proposed rate for municipal (class 1) landfills of:

- i. **\$50 per tonne**
- ii. **\$60 per tonne**
- iii. **other (please specify e.g., should the rate be higher or lower)?**

28. Council takes the view that the maximum rate for a class 1 landfill should reach \$50 a tonne from 1 July 2024. This lifts our local rate per tonne from \$240/tonne to \$290/tonne. Based on international experience the Council understands that the levy rate needs to be considerably higher than \$50 per tonne if we are to see waste diversion and minimisation outcomes maximised.
29. Council supports a continued raising of the levy beyond \$50/tonne in gradual increments over a longer time period that is signalled well in advance. Whilst the levy is currently reviewed every 3 years Councils operate their long term plans on a 10-year timeframe so it would assist local government and business if the Ministry of the Environment also developed a longer term plan or

forecast for waste minimisation and levy increases. Aligning the timing of the waste levy review more closely with the long-term plan process would also assist as it currently falls in Year 2 of the long-term plan process.

Question 8 - Do you think that the levy rate should be the same for all waste types? If not:

- i. **should the levy be highest for municipal landfills (class 1)?**
- ii. **should the levy be lower for industrial monofills (class 1) than municipal landfills (class 1)?**
- iii. **should the levy be lower for construction and demolition sites (class 2) than municipal landfills (class 1)?**
- iv. **should the levy be lowest for contaminated soils and other inert materials (class 3 and 4)?**
- v. **should a lower levy apply for specified by-products of recycling operations?**

30. Until the tonnage and types of waste handled by Classes 2-4 and industrial monofills are known in more detail, the diversion potential and opportunities understood, and compliance regimes implemented, it is impossible to determine to what extent a differentiated levy may help to reduce waste. Council does not favour a differentiated levy at the outset.

31. Council's preferred option would be a rebate system supported by monitoring and enforcement for non-compliance rather than a range of levy rates. This rewards the right people for doing the right thing. A key concern is the potential for perverse outcomes from levy avoidance behaviour. Council notes that a rebate system will involve more administrative cost, and is less efficient. The first priority must be a regime that is effective.

Question 9 - 9. Do you support phasing in of changes to the levy, and if so, which option do you prefer – increase then expand (option A); expand and increase (option B); expand then increase (option C); expand then higher increase (option D); or none of the above?

Timing

32. Council's preferred option is option C, expand then increase.

33. Changes that Council would need to make if the levy was expanded include:

- Installing weighbridges and reporting software at new sites.
- Creating reporting processes for reporting on data from new sites.
- Addressing requirements at unmanned transfer stations and clean fills.

34. Other landfill operators may also need to make those changes, as well as other changes including:

- Ensuring that existing landfills comply with the definitions in Technical Guidelines for Disposal to Land
- Changing or amending software used at weighbridges to comply with any data reporting requirements

35. A National Waste Data Framework would also need to be agreed upon to ensure that data was reported in a consistent manner.

36. Council is concerned that the Ministry will not provide sufficient lead-in time to enable a smooth transition. For options B, C, and D most councils would need a minimum of 12 months to implement any expansion once the Ministry had finalized the exact details i.e. reporting categories etc. and 18 months from the date of any initial announcement. If this is to be

introduced at a time that enables the changes to be built into long-term planning, we are looking at an introduction date of 1 July 2024.

37. A disjointed implementation will be less effective at changing consumer behaviour, and may encourage fly-tipping and levy avoidance.

Perverse outcomes

38. Council is strongly concerned at the potential for levy avoidance behaviour, in particular inappropriate disposal of waste at landfills with cheaper disposal fees. Even at a levy rate of \$10 per tonne this behaviour is already occurring.
39. At the same time, the Council recognises that the role of the levy is to minimise waste to landfill and that some types of waste that can only be disposed of appropriately at a class 1 landfill may have no minimisation potential.
40. Council has identified one potential perverse outcome, which relates to incineration technology such as curtain burners. A waste levy based on weight or volume discharged to landfill may encourage more burning of waste. Volumetric charging for this kind of waste disposal is inappropriate, and the discussion document disregards the incineration option on the grounds that New Zealand does not have the economy of scale for a large municipal burner. This may well be true, but smaller scale operations may discharge emissions or create other perverse outcomes unless covered by District Plans or National Environmental standards.

Question 10 - Do you think any changes are required to the existing ways of measuring waste quantities in the Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009?

Question 11 - Do you think any changes are required to the definitions in the Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009?

41. Council has not formed a view on these matters. We note that short timeframes for introducing new requirements will put some landfills in a position where they will need to continue volumetric charging until a weighbridge can be installed and made operational. Consensus in the industry is that weighbridges are the better option, but some interregnum for smaller operations using volumetric charging is foreseeable.

Question 12 - What do you think about the levy investment plan?

42. Ashburton District Council supports the development of a levy investment plan. Whilst it agrees with the six priorities listed in the consultation document, it notes that the following two items may not strictly meet the criteria in Section 32 1a of the Act which states that levy expenditure must be spent on matters to promote or achieve waste minimisation.
- monitoring and enforcement of the levy, including measures to combat inappropriate forms of disposal (littering, fly tipping, illegal dumping)
 - data on waste quantities and composition, behaviour or economic incentives may not strictly meet the criteria under the existing wording of the Act as Section 32 1a states that levy expenditure must be spent on matters to promote or achieve waste minimisation.
43. Council also suggests two additional priorities:
- initiatives that have the potential to prevent waste being created in the first instance i.e. designing out waste. E.g. the redesign of products and packaging

- education and behaviour change initiatives. For example, the funding of programs such as Para Kore Marae Incorporated and Enviroschools. Public understanding and support of waste minimisation and the circular economy is crucial to the success of other waste minimisation initiatives.
44. Council asks the Ministry for the Environment to place a climate lens over the levy investment plan, prioritising projects and initiatives that have a clear climate change mitigation or adaptation focus in line with the Zero Carbon Act, which allows decision-makers to make specific considerations to climate impacts. In particular, both construction and demolition waste and organic waste (food and biosolids) make a significant contribution to the total tonnage of waste to landfill and contribute significantly to methane emissions from landfill. These have huge diversion potential and a combination of increasing the levy while investing in projects which aim to sustainably manage these waste streams could have very positive outcomes for waste and emissions prevention.

Discrete v ongoing funding

45. Ashburton District Council notes that the consultation document suggests that levy funding should primarily be discrete rather than ongoing and that levy funding should be directed to initiatives that need capital at the start to cover setup costs that might otherwise be uneconomical, but over time can become self-sustaining. Council supports this approach.
46. Council also notes that this is not a requirement for Councils' expenditure of the local authority share of levy income as no mention of this is mentioned in the Waste Minimisation Act 2008 or the in the *Waste levy spending: Guidelines for territorial authorities 2013* . Council asks that this distinction continue.
47. A number of councils use waste minimisation funding to employ waste minimisation staff or to support educational programmes such as Enviroschools, Para Kore Marae Incorporated, and/or Waste Free Parenting workshops. Some programmes may never become self-sustaining until compulsory product stewardship schemes are implemented. Some councils also use waste levy funding for e-waste, hazardous chemical and farm chemical collections which are ongoing.

50% funding split

48. Council supports the continued hypothecation of 50% of total waste levy revenue to territorial authorities. Councils are uniquely placed to reach and understand the needs of local communities and influence behaviour, regularly consulting with and engaging ratepayers as well as working alongside industry where possible. A number of councils have set up their own waste minimisation funds allowing businesses and community groups, who may not have the resources to apply to the Government's Waste Minimisation Fund or the time to wait for approval, to apply for funding for smaller projects.
49. Council notes, however, that allocating the 50% split to councils on a per capita basis has left smaller councils at a disadvantage. Some smaller councils such as Mackenzie with 4,158 residents have very high overseas visitor numbers and these councils are struggling to provide the infrastructure required from their rates and waste levy funding. Council suggests that a more equitable approach would be to allocate a minimum level of levy funding per council with the rest allocated on a per capita basis, thus enabling smaller councils to implement effective programs to promote and achieve waste minimisation.

The need to fund national programmes and research

50. In New Zealand, the TAO Forum has funded a number of initiatives such as Love Food Hate Waste and Rethinking Rubbish and Recycling which ideally should be funded and administered by central government. The limitation of using the waste minimisation fund as a funding vehicle for these programs is the length of time for approval processes, the restriction to a 3 year time frame for funding, the requirement for significant amounts of match funding and the inability of all councils to contribute to the funding.
51. Council urges the Ministry to consider funding for research, particularly behavioural insights or detailed analysis of waste streams, and to fund national communication campaigns that would benefit all councils. Examples could include research and campaigns tackling fly tipping and illegal dumping, fabric and textiles; construction and demolition hazardous waste management and disposal etc.

Transparency of reporting

52. Council calls for transparency from the Ministry for the Environment on what the remaining 50% of waste levy funding is invested in. The consultation document proposes to continue mandatory reporting from local authorities to the Ministry on their share of levy expenditure but does not mention mandatory reporting back on Ministry expenditure. In particular, timely reporting on what projects have been funded and whether the project achieved its goals or not is suggested.

Question 13 - If the Waste Minimisation Act 2008 were to be reviewed in the future, what are the changes you would like a review to consider?

53. Council's view is that the Waste Minimisation Act should be amended to allow for an exemption from the levy if waste from a closed landfill is uncovered due to sea level rise and /or flooding or if a landfill needs to be relocated due to sea level rise or flooding.
54. Secondly, the wording of the Act may need to be amended to allow monitoring and enforcement of the levy; data on waste quantities and composition; ongoing behaviour change and education; and economic incentives eligible to be funded by the levy.
55. Finally, the waste definition in the Act needs to include diverted materials for the purposes of data collection. It's not possible currently to license collectors and operators that deal with diverted materials, so no data can be collected on recycling / reuse / recovery data through licensing.

Question 14 - Do you agree that waste data needs to be improved?

56. The TAO Forum called for better waste data in the Local Government Waste Manifesto and Council agrees that waste data needs to be improved and a national waste data framework implemented so that data currently collected can be accurately aggregated at a national level. Better waste data will have a significant positive effect across all aspects of the sector. It will allow councils, the private and community sectors, and government to benchmark their performance, identify areas where performance could be improved, plan with greater confidence, and to monitor and measure the effectiveness of actions.
57. New Zealand lacks comprehensive, reliable waste data. We have good data on the quantity of material that goes to Class 1 (levied) disposal sites, and most councils hold reasonable data on the waste that they manage through their services and facilities. But there is a lack of data on the total amount of waste generated, the amount of material that goes to Class 2-4 disposal sites

and farm pits (together about 70% of all material disposed to land), material that is collected or managed by private operators, and material that is recycled and recovered. This means that our overall understanding of waste flows is severely limited.

58. Three key actions are required to improve waste data

- Require (under section 37 of the WMA) the Waste Data Framework to be used by TAs for compiling and reporting data.
- Develop and implement regulations under Section 86 of the WMA to provide a mechanism for requiring reporting of recovered material data.
- Establish a platform for key parties to enter data into, compile data, and make aggregated data available. Such platforms are already used by some states in Australia.

Question 15 - If the waste data proposals outlined are likely to apply to you or your organisation, can you estimate any costs you would expect to incur to collect, store and report such information? What challenges might you face in complying with the proposed reporting requirements for waste data?

59. The main challenges and concerns that Council has are:

- Implementing changes in short time frames
- A lack of necessary infrastructure such as software or weighbridges at rural transfer station sites and clean fills
- Levy spend reporting is challenging to use
- The lag between when we would start an increased levy and when the community would benefit from increased investment to improve waste management.

Timeframes

60. As mentioned previously the main challenge relating to complying with the proposed reporting requirements is the implementation time period. Councils would require a minimum of 12 months to set up reporting requirements at landfills and transfer stations once the exact details are known. A National Waste Data Framework would need to be agreed on before the weighbridge software requirements could be aligned.

Reporting requirements

61. For councils operating shared services, implementing reporting requirements would also have specific challenges:

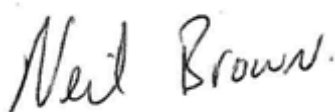
62. If the current National Waste Data Framework is adopted it will reduce the cost and implementation time as many councils have already begun to implement this framework. If an alternative framework is created, this will increase the implementation time required. Some councils may need additional funding in terms of staff resource or to purchase weighbridges or to upgrade existing reporting systems. At Ashburton, we do not anticipate requiring more staff but expect we would need to invest in mobile or fixed weighbridges to extend services closer to the farming community.

Question 16 - What are the main costs and benefits for you of the proposals to increase the levy rate for municipal landfills, expand the levy to additional sites and improve waste data?

63. Council believes that at the proposed rates of increasing the levy the main benefit would be the corresponding increased revenue which would allow the funding of additional waste minimisation projects, enable onshore processing of recyclables and fund improved capital infrastructure and services.
64. Improved data collection will also be a significant benefit as it will improve the accuracy of future waste assessment reporting and allow better investment decisions to be made. Although the cost of disposal will be higher for the community, councils are confident that this can be offset with improved diversion opportunities.

Question 17 – Additional comments

65. As previously noted, it is important that there is alignment across legislation. In particular, Council has concerns over the effectiveness of the Litter Act given that an increase in illegal dumping and fly tipping may occur. Many councils have found it very difficult to enforce the provisions of the Litter Act as it currently stands, as there is a high threshold for the evidence required to issue an infringement, and the cost of chasing fines often outweighs the fine itself. On this basis, it is necessary to review the Litter Act in line with the introduction of the expanded waste levy to enable more effective enforcement.
66. Councils will need to be well resourced to carry out the regular monitoring that will be necessary to minimise instances of illegal dumping. While the Ministry's proposals suggest that enforcement activities can be funded through the council allocation of the WMF, this type of enforcement would generally be carried out by councils under the Litter Act, not the Waste Management Act 2008 (WMA) to which the fund relates.
67. As mentioned earlier definitions for different types of disposal facilities from the Technical Guidelines for Disposal to Land should be adopted by the Emission Trading Scheme (ETS) to ensure consistency across legislation.



NEIL BROWN
Mayor

8. Bylaw and Policy Committee Minutes

Minutes of the Bylaw and Policy Committee meeting held on Thursday 4 February 2020, commencing at 9.00am, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

His Worship Neil Brown (Mayor); Councillors John Falloon (Chair), Rodger Letham, Angus McKay, Liz McMillan and Stuart Wilson.

In attendance

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy and Compliance), Toni Durham (Strategy & Policy Manager), Rachel Thomas (Policy Advisor) and Carol McAtamney (Governance Support Officer).

1 Apologies

Nil.

2 Conflict of Interest

Nil.

3 Extraordinary Business

Nil.

Presentation

Rachel Thomas presented an introduction to Bylaws and Policies detailing the role of this committee, the difference between bylaws and policies and the processes of establishing bylaws and policies.

4 Bylaw & Policy Committee Terms of Reference

[Appendix 1](#)

Recommendation to Council

That Council adopts the Terms of Reference for the Bylaw and Policy Committee.

Wilson/McMillan

Carried

5 Bylaw and Policy Review Update

Recommendation to Council

1. That Council receives the report.

2. That Council approves the policy projects for 2020.

Letham/McMillan

Carried

5.2 Procurement Policy

Appendix 2

Recommendation to Council

That Council adopts the revised Procurement Policy.

Mayor/McKay

Carried

7 Review of Local Government Official Information and Meetings Act 1987 Requests Policy

Appendix 3

Recommendation to Council

That Council adopts the revised Local Government Official Information and Meetings Act 1987 Requests Policy.

McMillan/Wilson

Carried

8 Review of Assets Disposal Policy

Appendix 4

Recommendation to Council

That Council adopts the revised Asset Disposal Policy enclosed as Appendix One subject to a definition of a community group being provided to Council for a decision.

Wilson/Letham

Carried

[Post meeting note]

The following definition of a community group has been added to the Asset Disposal Policy

Community Group means a not-for-profit community organisation based in the Ashburton District.

This definition excludes Reserve Boards and Memorial Hall Boards, which have been included in the 'Managers' definition.

The meeting concluded at 9.55am.

Appendix 1

Bylaw & Policy Committee Terms of Reference **[Draft]**

Purpose

The purpose of the Bylaw and Policy Committee is to develop and review Council bylaws and policies in a manner that promotes the current and future interests of the community (Local Government Act 2002).

Membership

Membership of the Committee comprises:

- Cr John Falloon (Chair)
- Cr Angus McKay (Deputy Chair)
- Cr Rodger Letham
- Cr Liz McMillan
- Cr Stuart Wilson
- The Mayor, Neil Brown (ex-officio)

The quorum is four members.

Meeting Frequency

The Bylaw and Policy Committee will meet on a six (6) weekly cycle, or more frequently on an as-required basis as determined by the Chair and Group Manager Strategy and Compliance.

Committee members shall be given not less than 5 working days' notice of meetings.

Delegations

The Bylaw and Policy Committee has no delegated authority to make decisions. Its role is to consider all bylaws and review matters of strategy, policy or significance not covered by other standing committee's sphere of business, and (if appropriate) to make recommendations to full Council. For clarity, climate change policies will be considered by this committee.

Sphere of business

The Bylaw and Policy Committee has responsibility for the following functions where not covered by the other standing committees:

- Develop, monitor and review Council bylaws and policies
- Approve the bylaw and policy review schedules and monitor review progress
- Receive and consider information to inform bylaw or policy review
- Evaluate relevant information in an objective manner, based on the needs of the community and agree on policy provisions
- Determine and recommend the form and extent of public consultation methods as appropriate in accordance with s82 of the Local Government Act 2002, and approve consultation plans
- Recommend bylaws to Council for special consultative procedure
- Recommend draft policies, as appropriate, to Council for special consultative procedure

- Hear, consider and deliberate on submissions received under the special consultative procedure, or submissions received as part of any consultative process undertaken by Council in relation to any decision or power or recommendation within the committees terms of reference
- Recommend new or reviewed bylaws and policies to Council for adoption.

Reporting

The Bylaw and Policy Committee will report to the Council.

Policy

PROCUREMENT POLICY

TEAM:	Finance
RESPONSIBILITY:	Group Manager – Business Support
ADOPTED:	26 September 2019
REVIEW:	Every three years, or as required
CONSULTATION:	Internal consultation undertaken
RELATED DOCUMENTS:	<p>Council documents:</p> <p>Ashburton District Civil Defence Plan, Climate Change Policy, Conflicts of Interest Policy, Delegations Manual, Economic Development Strategy and Action Plan, Fraud and Corruption Policy, Health & Safety Approved Contractor Booklet, Long-Term Plan 2018-28, Sensitive Expenditure Policy, Significance and Engagement Policy, Transportation Procurement Strategy.</p> <p>Relevant legislation includes but is not limited to:</p> <p>Building Act 2004, Construction Contracts Amendment Act 2015, Consumer Guarantees Act 1993, Commerce Act 1986, Fair Trading Act 1986, Contract and Commercial Law Act 2017, Health and Safety at Work Act 2015, Human Rights ACT 1993, Public Finance Act 1989, Financial Reporting Act 2013, Privacy Act 1993, Official Information Act 1982, Land Transport Management Act 2005, Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Resource Management Act 1991, Public Audit Act 2001, Public Records Act 2005.</p> <p>Central Government guidelines, include but are not limited to:</p> <p>Ministry of Business, Innovation and Employment, Government Procurement Rules, 4th edition, June 2019</p> <p>Ministry of Economic Development, Guide 4 to Sustainable Procurement, July 2010</p> <p>Ministry of Economic Development, Mastering Procurement, March 2011</p> <p>Office of the Auditor General, June 2007, Managing Conflicts of Interest: Guidance for Public Entities</p> <p>Office of the Auditor General, June 2008, Procurement guidance for public entities</p> <p>Office of the Auditor General, October 2010, Guidance for members of local authorities about the local authorities (Members' Interests) Act 1968</p>

Policy Objectives

This policy provides a framework to apply a consistent procurement practice across all activities, in alignment with the Council's vision, strategic priorities and community outcomes. The objectives of this policy are to:

1. Ensure purchasing decisions are consistent, transparent, fair and lawful
2. Deliver procurement outcomes that promote the social, economic, environmental, and cultural well-being of the Ashburton District community in the present and for the future
3. Ensure products, services and works are fit for purpose and are procured using commercially astute and appropriate processes.

Specifically, this policy aims to:

- Promote transparency in how the Council manages procurement
- Ensure procurement practices are consistent with legislation and the approach of central government
- Provide a framework for common understanding of Council procurement practices for potential suppliers.

Council staff should read this policy in conjunction with the internal Procurement Guidelines.

Definitions

Business case is a management tool that supports decision-making when undertaking a new project, or procuring a product or service. A business case will include background information, the expected benefits of the project, options considered, expected costs, resources required and an analysis of potential risks. The requirement for submitting a business case is usually met by Long-Term Plan or Annual Plan budget processes, or Council or committee reporting.

Council means Ashburton District Council, or a duly authorised Council officer.

Emergency procurement means procurement required as part of the response to a sudden unforeseen event, where life, health, property or equipment is at immediate risk, or in order to maintain Council's service delivery to the community.

Procurement is all of the business processes associated with purchasing, from the identification of needs to the end of a contract or the end of the useful life and subsequent disposal of an asset.¹ Procurement starts with identifying a need and planning how to proceed. It includes the specification and sourcing of products or services, negotiation and contracting, the management of supply arrangements, and it finishes with the disposal of products or when the service contracts or agreements come to an end.

Public value means the best available result for Ashburton District for the money spent. It includes using resources effectively, economically and responsibly, and taking into account the procurement's contribution to the desired result for current and future generations, including:

- Council's strategic priorities and community outcomes
- The four well-beings of social, economic, environmental and cultural significance

¹ Based on the definition provided by the Office of the Auditor General; Procurement Guidance for Public Entities - Good Practice Guide, published June 2008.

- The total costs and benefits of a procurement (i.e. total cost of ownership).

Promoting public value does not mean selecting the lowest price but rather the best possible outcome for the whole-of-life of the goods, services or works.

Sustainable procurement is procurement that meets Council's organisational objectives while having a positive impact on public value, i.e. improving social, economic, environmental, and cultural well-being.

Policy Principles

Council follows the 'Five Principles of Government Procurement' which are included in the Government Procurement Rules, 4th edition. These are detailed as the following principles 1-5. Council has chosen to add a sixth principle related to sustainability. This principle establishes Council's commitment to ensuring social, economic, environmental and cultural interests and outcomes are considered.

In making decisions on procurement, Council will consider these principles, along-side other decision-making considerations:

1. Plan and manage for great results

- Manage resources in an effective and efficient manner
- Promote efficient purchasing practices and minimise procurement costs
- Appropriately manage risks associated with procurement processes.

2. Be fair to all suppliers

- Ensure procurement processes are free from bias and real and/or perceived conflicts of interest
- Promote fair and transparent competition between capable suppliers.

3. Get the right supplier

- Provide accurate and relevant information to potential suppliers
- Build demanding but fair and productive relationships with suppliers.

4. Get the best deal for everyone

- Deliver best public value over the whole life of the goods, service or asset
- Ensure decisions are balanced and consider the social, economic, environmental, and cultural outcomes for the community.

5. Play by the rules

- Establish clear processes for identifying methods of evaluation and ensure these are followed
- Ensure purchases are made in an open, fair, transparent and accountable manner
- Identify and manage conflicts of interest.

6. Be sustainable

- Promote Council's commitment to achieving public value
- Consider minimising environmental impacts over the whole life of the goods/services/works
- Require suppliers to adhere to social responsibility practices, including legislative obligations to their employees.

Background

The provision of products, services and works by Council suppliers is essential for the delivery of infrastructure and services to the community. An effective procurement function can make a significant contribution to the following Council community outcomes:

- A balanced and sustainable environment
- A prosperous economy based on innovation and opportunity.

Council's approach to procurement is to firstly consider the principles set out in this policy. These principles align with the Government Procurement Rules, 4th edition. Council will ensure that where possible procurement processes consider the social, economic, environmental, and cultural well-being of current and future communities. Considering these well-being's in procurement contributes to the achievement of Council's community outcomes and strategic priorities. Generally, procurements that are more significant will lead to a greater consideration of the four well-being's.

Council acknowledges procurement processes should adapt to the changing needs of the Ashburton District, and of society as a whole. This policy is a high-level principles based document which provides flexibility to adjust procurement processes to changing needs.

Policy Statement

1. Scope

This policy applies to all supply arrangements of any value for products, services or works, procured by or on behalf of Council.

This policy does not apply to the following activities:

- The employment of staff (excluding the engagement of contractors and consultants to supply services);
- The acquisition or lease of land or buildings (excluding the design, construction or refurbishment of buildings);
- Disposals and sales of Council assets;
- Investments, loans, guarantees, or other financial instruments;
- Gifts, donations and grants;
- Licences and agreements regarding commercial operations carried out by third parties (traders) on Council property;
- Non-contractual agreements between public sector agencies, such as memorandums of understanding; and,
- Statutory or ministerial appointments.

2. Procurement planning

Council will ensure that procurement processes are well conceived and implemented, the right people are involved at the right time, and risks are identified and managed.

Council recognises that poor procurement planning can compromise the efficiency and effectiveness of its procurement process and this typically impacts both Council and suppliers.

Council will ensure that adequate preparation is made prior to market engagement to ensure that its requirements and procurement processes are clear, and that expenditure is budgeted in the applicable Annual Plan or Long-Term Plans. The extent and nature of procurement planning will be proportionate to the total value, complexity and risks associated with the procurement.

Purchases should only be made when there is an approved budget, and if the purchase is within delegated financial authority. Any major alterations to the purpose of a budget must be considered by Council.

3. Public value

Council will seek to achieve public value benefits across procurement processes. Resources will be used effectively, economically and responsibly. Procurement assessments will not default to the cheapest solution at the cost of promoting social, economic, environmental, and cultural outcomes.

Public value may be achieved by:

- Considering the contribution the goods, services or works make to achieving Council's community outcomes, and strategic priorities
- Considering all costs and benefits over the lifetime of the goods or service
- Looking for new and innovative solutions
- Seeking opportunities to promote local value
- Engaging with businesses with good employment practices
- Considering whole of life costs
- Assessing warranties and ongoing maintenance requirements

4. Local value

Council will seek to achieve local value benefits through its procurement activity. Local value benefits in procurement processes are where there is a value in community well-being of Ashburton District residents.

Typical examples of local value benefits are local employment, the utilisation of local resources, or local economic development.

Local outcomes may be achieved through:

- Creating opportunities for local businesses to participate. However, these opportunities will not preclude other suppliers
- Considering potential commercial and practical advantages in purchasing locally produced products and services
- Considering local outcomes when planning major procurement activities, packaging work for contracts, developing specifications and defining selection criteria.

Council staff are required to obtain at least one quote from a local supplier for all verbal and written quotes, and closed tenders. This applies when there is at least one known local supplier who offers the good or service required.

5. Sustainability

Council is committed to sustainability, striving to ensure procurement processes achieve the best public value. Embedding sustainability principles into Council's procurement framework will assist Council to procure goods, services and works that provide social, economic, and cultural benefits, and minimise damage to the environment.

Sustainability will be considered at every stage in the procurement lifecycle, starting with planning and specifying requirements, then in market engagement, selection of products and/or suppliers, and contracting with suppliers. The weight given to the sustainability criterion will be assessed on the needs of the individual project.

Sustainability objectives for procurement may include:

- Protecting human health
- Promoting fair working conditions
- Achieving local value
- Reducing soil, water and air pollution
- Reducing energy consumption and mitigating climate change
- Reducing water consumption
- Reducing materials, packaging and waste
- Protecting habitats and biodiversity.

6. Whole of life costs

Where practicable, Council shall take into account the whole of life costs rather than just the initial “up-front” cost. Typically this involves consideration of the cost of the initial purchase, plus implementation/transition, support and maintenance, operations, and end-of-life/disposal. From time to time, other costs and benefits may also be relevant in the selection decision.

7. Procurement types

A summary of the types of procurement is provided below:

Expenditure type	Purchase amount	Suggested procurement method
a) Minor	Less than \$10,000	Verbal or written estimates Direct purchase in certain circumstances Petty cash can be used for incidental purchases
b) Moderate	\$10,000 - \$74,999	Written quotes or estimates Direct purchase in certain circumstances
c) High	\$75,000 +	Open tender Closed tender in certain circumstances
d) Exceptions	Any	Closed tender or alternative methods Direct purchase in certain circumstances

a) Minor expenditure – less than \$10,000

Council may use verbal quotes or estimates when the transaction value is less than \$10,000. Council may purchase directly from a supplier for minor expenditure when the cost of seeking quotes or tenders would be impractical, or disproportionate to the benefits obtained.

b) Moderate expenditure - \$10,000 - \$74,999

Written quotes or estimates will be obtained for expenditure above \$10,000 but below \$75,000. Three quotes will be sourced with identical specifications and work scope.

c) High expenditure - \$75,000 or above or deemed ‘significant’ (Significance & Engagement Policy) or ‘high risk’

High expenditure is high value expenditure, or where the procurement of a goods, service or works is deemed 'significant' under Council's Significance and Engagement Policy or 'high risk' (refer to Council's Corporate Risk Policy).

Generally, high expenditure is where the value of goods or works proposed to be purchased exceeds \$75,000. An open request for tenders will be issued (unless the exceptions set out in this policy apply), which contains all of the information that suppliers need to prepare and submit a tender.

A detailed description of the goods or services being procured, key timeframes, required service levels, the procurement method and evaluation process will be available. If evaluation criteria are being used, an indication of the relative importance of each criterion will also be provided.

d) Exceptions

Council acknowledges there may be exceptional circumstances where the conditions in this policy cannot be met.

~~A closed tender process (where a pre-qualified list of suppliers is invited to provide a tender) or alternative procurement methods (such as purchasing directly from the supplier or extending a contract) may be used where the Chief Executive, subject to the following circumstances, has granted approval:~~

Circumstances for all types of expenditure where ~~an exception may be granted:~~alternative procurement methods may be used:

1. The services required are specialist technical or professional services;
2. Council is part of a joint procurement process;
3. No acceptable responses were received through open competition for the same core requirements, carried out within the last 12 months;
4. The products, services or works are an addition to, and necessary for the complete delivery of an existing supply arrangement, provided that the original supply arrangement was openly advertised and a change of supplier cannot be made for economic, technical or practical reasons
5. The overall rates offered are the same or lower than that received through open competition for the same core requirements, carried out within the last 12 months.

Additional circumstances for moderate expenditure:

6. The required goods or services are available from only one supplier or provider;
7. Standardisation or compatibility with existing equipment or services is necessary or desirable.

Additional circumstances for high expenditure:

8. The goods or service are only available from a few suppliers;
9. It is not practical or cost-effective to conduct an open tender or proposal;
10. There is limited time for the procurement process.

~~A closed tender process (where a pre-qualified list of suppliers is invited to provide a tender) or alternative procurement methods (such as purchasing directly from the supplier or extending a contract) may be used where the Chief Executive, subject to the following circumstances, has granted approval:~~The Chief Executive must approve any procurement exceptions where the value of the procurement is \$75,000 or above (high expenditure).

~~The Chief Executive must approve procurement exceptions.~~ Council must approve procurement exceptions valued above the Chief Executive's delegated authority as detailed in the Delegations Manual.

8. Procurement methods

e) Multi-stage procurement

Council may use an Expression of Interest (EOI) to shortlist potential suppliers before seeking detailed bids from the shortlisted tenderers. An EOI is generally used when the information required from tenderers is specific but Council is unsure of the capability of suppliers to provide the required goods and services.

A Request for Proposal may be used for a single or a multi-staged process and is used when the project or requirement has been defined, but where an innovative or flexible solution is sought.

f) Emergency procurement

In an emergency situation, it may be necessary to bypass some aspects of the normal procurement process. Circumstances that mandate emergency procurement will normally only be when:

- Life, property or equipment is immediately at risk; or,
- Standards of public health, welfare or safety need to be re-established without delay (such as disaster recovery).

Emergency procurement provisions will only be used in genuinely unforeseen circumstances. The Chief Executive will determine circumstances where emergency procurement is required.

g) Collective arrangements

Council may participate in collective buying schemes that offer public value, such as all of Government supply contracts. In these circumstances, competitive procurement is undertaken by the group as a collective.

h) Standing arrangements

Standing arrangements are procurement agreements where Council purchases goods or services directly from a provider for a fixed period of time. These can be either direct or established through open tendering. Council may set up standing arrangements after a competitive or negotiated process.

9. Late responses

Late tenders or quotations will not be accepted, unless there are exceptional circumstances that have been provided for in the original request for quote, tender or proposal. Late responses must not be accepted if the supplier may have knowledge of the content of any other response or if it would be unfair to any other supplier to accept the late response.

10. Suppliers

a) Prequalified suppliers

Council may assess suppliers of particular goods and/or services against predetermined criteria with no specific contract in mind. An example of this is Council's 'Approved Contractors' process which set health and safety minimum standards for contractors who wish to provide services to Council.

Pre-qualification does not form a contractual or legal relationship between Council and any supplier. While preliminary standard criteria may have been met, suppliers may still be required to meet other evaluation and performance criteria as part of any specific procurement processes.

b) Notifying unsuccessful suppliers

Unsuccessful tenderers for all moderate or high procurement will be notified as soon as practicable once a supplier has been selected.

Further information about the successful bid will be provided upon request, subject to the Council's Local Government Official Information and Meetings Act 1987 Requests Policy.

11. Contract requirements

Any contractual relationship undertaken by Council must meet industry standards, guidelines and best practice, as well as any applicable third party requirements. In the interest of achieving public value, Council expects suppliers to:

- Respect ethical standards in the context of their own working environment
- Respect fundamental human rights
- Treat employees fairly
- Act with integrity and transparency
- Maintain a safe working environment at all times
- Respect the intellectual property rights of others
- Consider the wider implications of their actions in terms of the four well-being's detailed in the Local Government Act 2002 (s.10).

12. Contract extensions, variations and renewals

When the additional costs of a service or project are small in comparison to the costs of undertaking a discrete tender process, a contract extension or variation may be used.

When extension and variations are not specifically provided for within an existing contract, the extension or re-definition of a contract that increases the originally approved contract value must be approved by the Chief Executive. When the additional sum is beyond the delegated authority of the Chief Executive, the contract must be presented to Council for approval.

The refining of service delivery contracts to more closely reflect the amount of work required to maintain services does not need to be openly tendered, but can be managed directly by the appropriate Council officer.

Policy

LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 REQUESTS

TEAM:	Customer Services
RESPONSIBILITY:	Customer Services
ADOPTED:	27 February 2020 (to be confirmed)
REVIEW:	Every 3 years or as required
CONSULTATION:	Consultation undertaken as per s82, Local Government Act 2002
RELATED DOCUMENTS:	Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Privacy Act 1993, Ashburton District Council Schedule of Fees and Charges.

Policy Objective

1. To enable Council to respond to requests for official information under LGOIMA without incurring undue financial impacts on the organisation.
2. To provide clear guidance for requesters of information and Council staff regarding what information will be charged for.

Background

The Local Government Official Information and Meetings Act 1987 (LGOIMA) aims to make official information held by local authorities more freely available.

LGOIMA looks to promote:

- effective participation by the public in actions and decisions of the local authority;
- the open and public transaction of business of the Council; and
- accountability of elected members and Council Officers.

There are protections from disclosure. Reasons to refuse a request are set out in Section 17 of the Act.

If the reply to a request for information is likely to take a significant amount of time to research, collate and copy, the Ashburton District Council is allowed under LGOIMA, to charge for the provision of the information.

Council may work with an applicant to narrow the scope of their request to reduce the time involved in dealing with it.

Policy Statement

1. Official Information Response – Non-chargeable

- 1.1 When fulfilling requests for official information the following will be provided free of charge:
- The first one hour of staff time spent on fulfilling an official information request;
 - The first twenty single side pages of black and white photocopying or printing.

2. Official Information Response - Chargeable

- 2.1 When fulfilling requests for official information the following will be provided and charged for:
- Staff time taken to gather and provide information in excess of one hour.
 - Photocopying or printing in excess of the first twenty single side pages of black and white photocopying or printing.
- 2.2 This will be charged at a rate set in the Council's schedule of Fees and Charges contained in either the Council's Annual Plan or Long Term Plan.
- 2.3 All other charges incurred shall be fixed at an amount that recovers the actual costs involved. This includes:
- producing a document by computer or other like equipment,
 - colour photocopies,
 - reproducing a photograph, film, video or audio recording,
 - arranging for the requestor to hear or view an audio or visual recording, or
 - providing a copy of any maps, plans or similar documents.
- 2.4 The rates charged are as outlined in the Ministry of Justice Guidelines and may be amended in Council's schedule of Fees and Charges to reflect any changes in Ministry Guidelines.

3. Implementation of Charges

- 3.1 The requester will be advised of the estimated cost of their request (if any) as soon as practicable following Council receiving the request. The requester then has the option of proceeding, withdrawing or refining their request.
- 3.2 In accordance with section 13(4) of LGOIMA, Council may require that whole or part of any charge be paid in advance. A deposit will only be requested when the decision has been made to release the information.
- 3.3 Requestors are able to make a complaint to the Office of the Ombudsman in regards to the proposed charge.
- 3.4 The requester will be invoiced for any charges to be paid (net of any deposit already paid) at the time the information is provided and is subject to Council's normal invoicing procedures.
- 3.5 Charges may be waived in whole or in part at the discretion of the Chief Executive Officer. This will generally be in a situation where there is an agreed public interest in the disclosure of the information requested.

4. Managing frivolous, vexatious or trivial requests

- 4.1 Council acknowledges that while most LGOIMA requests are reasonable, there are circumstances where unreasonable conduct will occur.
- 4.2 Council may refuse a request for information under section 17 of the Act where the request is frivolous or vexatious or that the information requested is trivial.
- 4.3 Where a Council officer feels that a request is frivolous, vexatious or trivial, the matter will be escalated to the Chief Executive Officer.

Policy

ASSET DISPOSAL POLICY

TEAM:	Business Support
RESPONSIBILITY:	Group Manager-Business Support
ADOPTED:	27 February 2020 (proposed)
REVIEW:	Every five years, or as required
CONSULTATION:	None required
RELATED DOCUMENTS:	Local Government Act 2002, Public Finance Act 1989, Consumer Guarantees Act 1993, Fair Trading Act 1986 ADC Delegations Manual, Procurement Policy, Significance and Engagement Policy, Property Holdings Policy,

Policy Objective

The objective of this policy is to ensure that Council disposes of assets by observing the principles of the Policy.

Definitions

Asset: Includes, but is not limited to, equipment, furniture and fittings, collections, livestock, plant, vehicles, land and buildings for which Council may have legal title.

Community Group means a not-for-profit community organisation based in the Ashburton District. This definition excludes Reserve Boards and Memorial Hall Boards, which have been included in the 'Managers' definition.

Council means Ashburton District Council.

Disposal: The sale, retirement or exchange of Council assets that are surplus to requirements. Disposal excludes the sale or transfer of assets to another Council team, reserve board or memorial hall committee.

Managers: includes all activity and budget managers, Group managers and the Chief Executive. It also includes Reserve Boards and Memorial Hall Boards who manage public assets on behalf of Council under delegated authority.

Write off: Specifically refers to the removal of the asset from the Council's asset register at nil value.

Policy Principles

These principles underpin the intent and implementation of this asset disposal policy:

1. Council manages asset disposal by meeting its statutory and legal duties
2. Council maximises the value gained from all asset disposal
3. Council undertakes asset disposal in an open, fair, transparent and accountable manner
4. Council manages risk associated with asset disposal in an appropriate manner
5. Council minimises disposal costs.

Policy Statement

1. Surplus Assets

Managers are responsible for determining when assets are surplus to business requirements, and for organising their disposal, subject to clauses 2, 3, 4, 5, 6, 7 and 8 of this Policy, as applicable. Assets considered surplus to business requirements should be disposed of promptly, avoiding prolonged storage and loss of value.

Managers responsible for organising the disposal of assets shall seek approval in writing by the Finance Manager or any member of the Executive Team.

Managers must inform other parts of the organisation, including all Reserve Boards and Memorial Hall Boards of the availability of assets for transfer at an agreed price.

Managers must establish wherever practicable the likely market value of any asset considered surplus to requirements, in a manner that reflects the nature and likely value of the asset. Managers must also consider likely levels of public interest or sensitivity when seeking approval for asset disposal.

2. Authority to approve the write-off or disposal of any asset

The disposal or write-off of any asset must be approved by the Finance Manager or any member of the Executive Team, under the Council's Delegations Manual. The approving manager will consider:

1. the reasons for declaring the asset surplus,
2. the steps taken to ensure that the asset is surplus to the business needs of the organisation;
3. the method recommended for its disposal; and
4. the level of public interest in the disposal of the asset.

Disposal or write-off of an asset likely to be of high public interest or with a value exceeding the financial delegation of the Chief Executive must be referred to the relevant Council Committee for recommendation to Council for approval.

3. Strategic Assets

Council retains a register of strategic assets in its Significance and Engagement Policy.

Under s.97 of the Local Government Act 2002, any decision to transfer the ownership or control of a strategic asset to or from the Council can only be taken if explicitly provided for in Council's Long-Term Plan or through an amendment to the current Long-Term Plan.

4. Transferring Ownership

Managers may transfer asset ownership internally when the value of the asset is less than \$1,000. Assets over a value of \$1,000 may be transferred at the discretion of the Chief Executive. Internal transfer includes transfer to reserve boards and memorial hall boards.

5. Methods of Asset Disposal

Surplus assets with an estimated market value of \$200 or more must be disposed of by public tender, auction or other such means to ensure a transparent and competitive disposal process (unless of a value up to \$1,000 to a community group as below). This does not include assets identified for internal transfer of ownership under clause 4 of this policy.

The method chosen for asset disposal should be efficient in terms of time and cost, proportionate to the approximate value of the item.

Managers will either first offer surplus assets with an estimated market value of less than \$200 to Council employees for purchase or for disposal to a community group as below.

Where a community group approaches Council for preferential access to surplus asset, the Manager can approve disposal up to a value of \$200. The Chief Executive can approve disposal of assets to a community group up to \$1,000.

6. Disposal of real property

Council must dispose of land and buildings by following the Property Holdings Policy and the Council Delegations Manual.

The council must obtain an independent valuation before offering real property to the market for sale.

7. Disposal of vehicles and plant

Council vehicles and plant must be disposed of by trade-in, public auction or tender, carried out under the Procurement Policy.

8. Record Keeping

All sales of surplus assets require the generation of a Council invoice. Invoices must be approved by the manager of the Council Team which owns the asset, and an appropriate member of the Finance team.

If an asset is traded in, the supplier's invoice must show the total cost of the new item and the allowance for the traded item separately.

The Finance Manager is responsible for ensuring that the disposal, transfer or write-off of Council assets is appropriately recorded in the Council's asset register.

9. Audit, Risk & Finance Committee Minutes

Minutes of the Audit, Risk & Finance Committee meeting held on Tuesday 4 February 2020, commencing at 1.30pm, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

His Worship the Mayor, Neil Brown; Councillors Leen Braam (Chair), John Falloon, Carolyn Cameron, Liz McMillan and Stuart Wilson; Murray Harrington (external appointee).

Also present:

Councillors Angus McKay and Diane Rawlinson.

In attendance

Hamish Riach (Chief Executive), Paul Brake (GM Business Support), Jane Donaldson (GM Environmental Services), Sarah Mosley (Manager People & Capability), Rachel Sparks (Finance Manager), Michael Wong (Building Services Manager), Ruben Garcia (Communications Manager) and Phillipa Clark (Governance Team Leader).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes 4/12/19

That the minutes of the Audit, Risk & Finance Committee meeting held on 4 December 2019, be taken as read and confirmed.

Wilson/Falloon

Carried

5 Bancorp Treasury Report

That the December 2019 report be received for discussion.

Falloon/Harrington

Carried

5 Financial Variance Report – December 2019

The Finance Manager outlined the year to date report and an explanation was provided on the variances.

- RDR bridge contract – an update will be provided to the Infrastructure Services Committee. It was noted that the upgrade work delay is due to the race shutdown and the decision to combine three bridges into one contract.
- Lake Clearwater survey of titles – an explanation on the reason for the delay will be reported to the Audit, Risk & Finance Committee in March.

The Finance Manager noted the request for future finance reports to provide more detail on year to year comparisons.

Business transacted with the public excluded – 1.49 pm

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:	
7	Minutes 4/12/19	Sections 7(2)(h) & 7(2)(a)	Commercial activities Protection of privacy of natural persons
8	Electricity Ashburton Shareholder Committee 6 month report	Section 7(2)(h)	Commercial activities
9	Building Consent	Section 7(2)(h)	Commercial activities
10	PWC Annual Tax Summary	Section 7(2)(h)	Commercial activities
11	Health & Safety Report	Section 7(2)(a)	Protection of privacy of natural persons

Falloon/McMillan

Carried

The Committee resumed in open meeting at 2.54pm.

10. Town Centre Subcommittee Minutes

Minutes of the Town Centre Subcommittee meeting held on Tuesday 4 February 2020, commencing at 1.30pm, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

His Worship the Mayor, Neil Brown; Councillors Carolyn Cameron (Chair), Leen Braam, John Falloon, Angus McKay and Diane Rawlinson.

In attendance

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Ian Hyde (District Planning Manager), Crissie Drummond (Service Delivery Support Officer) and Carol McAtamney (Governance Support Officer).

Presentations:

1.30pm – Tru-Line Civil – Daniel Powell (Executive Director), Grant Johnston (Commercial Manager) and Connor Redmond (Project Manager)

2.05pm – Property Economics – Tim Heath (Director)

1 Apologies

Cr Liz McMillan

Sustained

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 CBD Upgrade Contractor Information

Daniel Powell, Grant Johnson and Connor Redmond from Tru-Civil Limited joined the meeting to provide an update on the CBD upgrade project.

- Expressed appreciation to Council for being able to be part of this major project
- Work has commenced on Cass Street, between Burnett and Tancred Streets
- Cass Street residents have been supportive and cooperative.

5 Town Centre Subcommittee Terms of Reference

[Appendix 1](#)

Recommendation to Council

That Council adopts the Terms of Reference for the Town Centre Subcommittee.

McKay/Rawlinson

Carried

6 Street Plaques to Highlight History of Ashburton

Recommendation to Council

That Council prepare a pre-scoping report on incorporating street plaques highlighting the history of Ashburton into the town centre.

McKay/Falloon

Carried

Business transacted with the public excluded – 2.05pm

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:	
7	Ashburton Town Centre Economic Assessment (Property Economics)	Sections 7(2)(h))	Commercial activities

Mayor/Braam

Carried

Ashburton Town Centre Economic Assessment

Tim Heath presented his report.

There being no resolutions passed, the Committee resumed in open meeting and concluded at 3.07pm.

Appendix 1

Town Centre Subcommittee Terms of Reference **[Draft]**

Purpose

The purpose of the Town Centre Working Group is to provide oversight of initiatives for the revitalisation and beautification of the Ashburton central business district.

Membership

Membership of the Committee comprises:

- Cr Carolyn Cameron (Chair)
- Cr Leen Braam
- Cr John Falloon
- Cr Angus McKay
- Cr Diane Rawlinson
- The Mayor, Neil Brown (ex-officio)

The quorum is three members.

Meeting Frequency

The Town Centre Subcommittee will meet as required.

Subcommittee members shall be given not less than 5 working days' notice of meetings.

Delegations

The Town Centre Subcommittee has no delegated authority to make decisions. Its role is to have oversight of CBD initiatives which may be referred by Council and/or the Committees and (if appropriate) to make recommendations to full Council. Initiatives include:

- Engaging with key stakeholders in the CBD (retailers, businesses, developers and property owners)
- Revitalisation and beautification of the CBD
- Transportation and cycleways in the CBD
- Festive lighting
- Parking in the Ashburton urban area

Reporting

The Town Centre Subcommittee will report to the Council.

Methven Community Board

20 January 2020



11. Minutes – 20 January 2020 *[Unconfirmed minutes]*

Minutes of the Methven Community Board meeting held on Monday 20 January 2020, commencing at 10.30am, in the Mt Hutt Memorial Hall Boardroom, 160 Main Street, Methven.

Present

Dan McLaughlin (Chairman), Sonia McAlpine, Ron Smith, Cr Liz McMillan and Cr Rodger Letham.

Also present

Mayor Neil Brown.

In attendance

Jane Donaldson (Group Manager Strategy & Compliance), David Askin (Open Spaces Manager), Martin Lo (Graduate Engineer) and Clare Harden (Community Administration Officer).

Presentation: (10.35am-10.55am)

Safe Communities Co-ordinator, Lesley Symington.

1 Apologies

Kelvin Holmes

Sustained

2 Mayor's speaking rights

That Mayor Neil Brown be granted speaking rights for the term.

McLaughlin/McAlpine

Carried

3 Declarations of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the Methven Community Board meeting held on 2 December 2019, be taken as read and confirmed.

McAlpine/Letham

Carried

5 Safe Communities Presentation

Lesley Symington (Safe Communities Co-ordinator) Presented the Methven Safe Community Plan and Community Transport Survey.

6.1 Environmental Services

Structural changes

Jane Donaldson (Group Manager Strategy & Compliance) reported on structural changes in Council which will see the name of the Environmental Services area changed to the Strategy and Compliance Group.

Council's Leadership Team has also been renamed as the Executive Team.

Building consents

It was noted that the number of building consents issued are down across the whole of the district and not just Methven, but the total value of consents has increased.

6.2 Infrastructure

Water supply and wastewater

The Board noted that they will be invited to a Council workshop on infrastructure to discuss the future of Methven water supply and wastewater.

Trees at Methven walkway and cemetery

Clean-up of the larger trees in the Methven Walkway and the Methven Cemetery remains on the work programme. The date for the work is still to be confirmed. In the meantime, Open Spaces will undertake the weed spraying of this area.

An informal discussion on the planting and work programme was held after the meeting with the Open Spaces Manager, David Askin, who will provide a written report at the Board's meeting on 2 March.

Speed limit review

The Board has been invited to make a submission and provide feedback on the speed limit review when consultation starts.

6.3 Governance & Business Support

By-election 2020

The Board has arranged to meet the candidates evening on 28 January 2020. Ron Smith will liaise with the candidates and confirm details.

Methven Reserve Board

Ron Smith suggested it would be useful to have a Community Board appointee on the Methven Reserve Board and it was agreed that the Community Board's terms of reference will be amended to include this. Kelvin Holmes was appointed as the MCB's representative.

Finance report

The Board received the November 2019 finance report

Clarification has been sought on the amount shown for depreciation of light plant.

The meeting concluded at 11.57am.

Dated 2 March 2020

----- **Chairman**

12. Draft Ashburton Domain Development Plan

Author	<i>Bert Hofmans; Open Spaces Planner</i>
Activity Manager	<i>Toni Durham; Strategy & Policy Manager</i>
GM Responsible	<i>Neil McCann; GM Infrastructure Services</i> <i>Jane Donaldson; GM Strategy & Compliance</i>

Summary

- The purpose of this report is for Council to receive the draft Ashburton Domain Development Plan (ADDP) and adopt this for public consultation.
- The draft plan has been prepared over the past 18 months by Canopy Landscape Architects.

Recommendation

- 1. That** Council adopts the draft Ashburton Domain Development Plan for consultation with the community for one month.

Background

Explanation of the current situation

1. The draft Ashburton Domain Development Plan (ADDP) is a non-statutory document designed to:
 - provide strategic direction and coordination of future expenditure in the Ashburton Domain over the next 30 years;
 - maximise the value of the domain to the public;
 - capture the public thoughts, wishes and ideas about the future direction of the domain.
2. The development plan differs from a reserve management plan which is a statutory document that only provides guidance on the day-to-day operation of the domain.
3. The draft ADDP sets out the context, history and an analysis of the existing activities, features and circulation patterns in the domain. It identifies four long-term goals:
 - Establish a new hub focal point
 - Celebrate the waterway
 - Create a cohesive play environment
 - Strengthen connections between the domain and the township
4. In order to achieve these goals, the draft plan identifies and describes 25 possible improvement projects. Indicative costs and timeframes are included for each project (pages 42-43).
5. While the draft ADDP is a high level document, sufficient information is provided to obtain a clear understanding of each project, its indicative cost, and priority.
6. Once the ADDP is finalised (post-consultation) by Council and the preferred timing of projects is established, further work will be undertaken to confirm design and associated costs for each project with projects incorporated into future activity management plans and Long-Term Plans.

Previous Council decisions or direction

7. On 22 February 2018 Council resolved *“That Council approves the expenditure of up to \$30,000 and \$15,000 from the reserve contribution fund for the Ashburton and Tinwald Domain Development Plans, respectively.”*
8. Canopy Landscape Architects were commissioned to prepare the draft Ashburton Domain Development Plan.

9. The path to prepare the draft Ashburton Domain Development Plan has involved the following stages:
- Workshop with Open Spaces staff (late 2018)
 - Internal managers workshop (late 2018)
 - Initial Elected Member workshop (late 2018)
 - Discussion with iwi about the draft ADDP (early 2019)
 - Ashburton Youth Forum (May 2019)
 - Second workshop with Elected Members (June 2019)
10. The LTP Amendment work in early-mid 2019 meant this project was put on hold while the Ashburton Library and Civic Centre project was finalised due to resourcing implications within Council. Consultation fatigue with the community was an additional factor in delaying consultation on the draft ADDP.
11. The timing of the election in October meant that there was a risk that the previous term of Council would adopt a draft that the new term of Council would be finalising. Therefore, in August 2019 *“Council received the draft Ashburton Domain Development Plan and referred this to the incoming Council to adopt and undertake public consultation upon”*.

Key Projects of the Draft ADDP

12. Many of the projects build and enhance on existing values and facilities in the Domain. Other recommendations are more substantial. The key features are highlighted below:

Central Hub (Project 1, page 21)

13. The draft plan recognises that the domain lacks a central focal point for activity and information. It identifies the current location of the bowling green as the ‘heart of the domain’ and the natural location for this hub. This would be the starting point for people visiting the domain with the area providing a place for information, refreshments, community activities, education and display.
14. The plan proposes relocating the bowling club to the picnic ground to accommodate the central hub. An initial conversation has been held with representatives from the Ashburton Bowling Club regarding this proposal with further conversations anticipated.

Access (Project 5, page 25)

15. The draft plan recommends a new entry and access road into the domain from Walnut Avenue. This is front-footing the possibility that the existing access from West Street will be restricted/limited as a consequence of potential changes to the Walnut Ave and West Street intersection.

Parks & Open Spaces Depot (Project 6, page 26)

16. The draft ADDP proposes moving the bulk of the Parks & Open Space Depot operations out of the domain with the exception of equipment and staff required to support domain operations.

Some of the existing buildings would be removed with the space utilised for a range of purposes including display and demonstration gardens and car parking.

17. Future space and location requirements of the Parks & Open Spaces operations are difficult to quantify given there are a number of influencing factors, such as:
- Changes in the required levels of service for various parks and open spaces could result in increased or reduced operational needs;
 - Technical advancements may result in a reduced demand for ground staff. For instance, robotic lawnmowers are being trialed in Christchurch by City Care;
 - Changes in how the service is delivered. i.e. by in-house staff or by out-sourcing the work to contractors or a combination of the above;
 - Changes in populations and demographics;
 - Changes in the way rural reserves, Domains, and Lake Hood are managed and maintained. These areas provide a significant proportion of the Council's parks and open spaces. Significant increases in resourcing would be required if they were to be managed and maintained in-house.

Options analysis

Option One: Not adopt the draft ADDP for consultation (status quo)

18. Under this option, Council does not adopt the draft plan for consultation and instead relies on past processes to guide future development and expenditure in the Domain. This would go against a previous decision made by Council in February 2018.

Benefits:

- There are no benefits with this option.

Risks:

- This option increases the likelihood of an uncoordinated approach to future development in the Domain.
- There is also a greater chance that expenditure is not used in the most effective and efficient manner and/or that the domain is under-utilised and underappreciated by the public.
- Council would have wasted money on the consultant who has prepared the draft ADDP.

Option Two – Adopt the draft ADDP for Public Consultation (recommended option)

19. Under this option Council adopts the plan as is, for public consultation. While this term of Council has not been directly involved in the development of the draft, the final plan will be determined by the current Council following the deliberations on submissions.

Benefits:

- No delays in consulting the community about their views of the draft ADDP.

Risks:

- If the current Council disagrees with the draft ADDP and wish to make significant strategic changes, the consultation with the community will have been largely ineffective, with further consultation possibly being required.

Option Three – Receive the draft ADDP and request that changes are made before public consultation.

20. Council could decide to make significant strategic changes to the draft ADDP before consultation. This is not the recommended option as the draft plan has been delayed already.

Benefits:

- Council would be confident that the draft plan reflects their strategic direction for the Ashburton Domain.

Risks:

- Delays to consultation with the community could be a source of frustration for some. Given that the draft plan was delayed in 2019, Council's reputational risk on further delays is high.

Legal/policy implications

Legislation

21. Domain development plans are non-statutory documents, therefore, there are no statutory obligations with this.

Council strategies, plans, policies and bylaws

22. The draft ADDP is consistent with the goals and objectives of Council's Open Spaces Strategy (2016-26).

Financial implications

Requirement	Explanation
What is the cost?	Cost of preparing the draft ADDP is ~\$30,000
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Draft ADDP development has been funded through reserve Contribution Account
Are there any future budget implications?	Yes – outlined in the commentary below
Finance review required?	No

23. The total indicative cost of implementing the plan over its 30 year lifespan is estimated to be \$10,680,000 (\$356,000/year). Included is approximately \$2.5 million to relocate the Parks & Open Spaces Work Depot to an alternative site that may need to be purchased by Council. Not included in the plan at this stage are any costs associated with the relocation of the Bowling Club.
24. The work programme and associated expenditure for Yrs 2-10 of the timeline and cost estimate (pg 42) has been designed to align with the budgets (\$1,515,000 in total) already in the current Long-Term Plan (pg 161-2). This means the bulk of the projects and associated costs have been pushed out to Yrs 10-20.
25. It is anticipated that the projects would be funded through a mixture of capital projects, capital renewals, reserve contributions, and possibly from external funding sources such as the NZTA. Requests for additional expenditure would be sought through the Long-Term Plan process after specific detailed design work has been completed for each project.

Significance and engagement assessment

26. The draft ADDP is considered to be of moderate significance when assessed under Council's Significance and Engagement Policy. A comprehensive consultation process is proposed to engage the community given the high regard and likely high public interest in the Ashburton Domain.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium – not significant
Level of engagement selected	Consult – Formal 2-way communication
Rationale for selecting level of engagement	It is likely that the community will have a high level of interest in the draft ADDP as the Ashburton Domain is a prominent area for residents and visitors to Ashburton.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Next steps

Date	Action / milestone
Beginning of April	Consultation closes
By the end of April	Council deliberates on the feedback received
By the end of May	Council directs officers on any changes required to the draft ADDP
End of June	Council adopts the final ADDP

13. Delegations Manual

Author	<i>Rachel Thomas; Policy Adviser</i>
Activity Manager	<i>Phillipa Clark; Governance Team Leader</i> <i>Toni Durham; Strategy & Policy Manager</i>
GM Responsible	<i>Jane Donaldson; Group Manager Strategy and Compliance</i>

Summary

- A review of the Delegations Manual has been undertaken following the triennial elections.
- The purpose of this report is to present recommended changes as a result of the review.
- These changes reflect various legislative, policy and staffing changes, and changes to Council's governance structure.
- The main changes relate to:
 - financial and property delegations;
 - the new committee structure;
 - delegating the power to temporarily close any road, or part of a road, and impose any conditions;
 - the management and governance structures (creating new committees,
 - the new GM role for Community Services, and title changes for the GM Strategy and Compliance, GM Infrastructure Services; and the Support Officer Infrastructure Services); and
 - the change in (and the division of) the Community Relations Manager role into the Strategy and Policy Manager, and Communications Manager positions; and
 - the implementation of new purchase cards for some positions.

Recommendation

1. **That** Council adopts the Ashburton District Council Delegations Manual (2020) as attached as Appendix Two.

Background

Current situation

1. Council's Delegations Manual ('the Manual') defines and authorises the scope of Council's delegations to committees, the Chief Executive, and the Chief Executive's delegations to members of the Executive Team and officers.
2. Council must delegate powers and functions to enable officers to carry out work required for the Council to function effectively and efficiently. While there is no legal requirement to have a delegations manual, individual delegations are required. Capturing these in a manual provides greater transparency and accountability for decisions and processes, and is a key risk management tool for Council in terms of ensuring legislative compliance.
3. The manual contains specific delegations; the Chief Executive has a general 'catch-all' delegation to enable functions that may not be specifically detailed in the manual. Territorial authorities nationwide commonly employ this approach.
4. The Manual details expenditure limits for officers, i.e. the amounts officers are permitted to spend for expenses related to their positions. These reflect the Council's actual operating environment and only apply within budgeted levels in the Annual Plan / Long-Term Plan. The provisions of Council's Procurement Policy and Sensitive Expenditure Policy still apply.
5. Expenditure outside budgeted limits must be approved by Council or the relevant committee.
6. The Manual is reviewed at least once every triennium, usually shortly after the elections. The Manual was last adopted in September 2017. This review was conducted internally with no legal advice obtained. The last full review with legal advice was conducted in February 2014, resulting in a broader and more detailed document.
7. Throughout the Council term, there are often smaller minor changes which emerge. Officers present these to Council through a report and a record of the changes is noted within the manual.

LocoDelegations

8. Officers are currently investigating an automated programme for managing delegations called LocoDelegations. The programme is in the early stages of development and is not expected to be rolled out until later in the year. Generic delegations will come pre-loaded in LocoDelegations, and officers will be able to determine which are applicable to Council. LocoDelegations utilises a legal adviser to ensure legal compliance is achieved with the pre-populated delegations.

9. Council would normally obtain legal advice as part of an in-depth review of the Manual. LocoDelegations will eliminate the need for legal advice. Council can expect a new look Manual at some point throughout 2020.
10. This review deals with urgent changes required. Further in-depth review through LocoDelegations will be carried out later in the year.

Changes proposed

11. Table One summarises the changes proposed. These are considered necessary to perform business as usual, and align with relevant legislation.
12. There are changes proposed to the Property delegations which are significant. These are detailed in Appendix One.
13. Methven Community Board are currently undertaking a review of the Board's delegations and terms of reference. Proposed changes will be recommended to Council for consideration and the Delegations Manual will be updated accordingly.

Table One - Proposed changes to the Delegations Manual

Detail of change required
<p>Standing Committees</p> <p>These have been updated with subordinate committees post-election. The 'terms of references' have been updated as per the officer's report included in this agenda</p>
<p>Repealed/amended legislation</p> <p>Fire Services Act 1975, and Forest and Rural Fires Act 1977 – these sections of the Manual were removed 13 December 2018 therefore have now been deleted from the Manual. The reference to the Fencing of Swimming Pools Act 1987 has been removed as this Act was repealed on 1 January 2017. The Food Act 1981 was repealed on 1 March 2016 (although some delegations were still required under this Act) and is now longer required. The Food Hygiene Regulations 1974 were revoked by the Food Act 2014 therefore these delegations are no longer required. The Land Transfer Act 1952 is now the Land Transfer Act 2017 -these delegations have been amended throughout the document.</p>
<p>Leadership Team references</p> <p>'Leadership Team' references updated to 'Executive Team'</p>
<p>Staffing position changes</p> <p>The position of Community Relations Manager has been split into the roles of Strategy and Policy Manager and Communications Manager. Changes are also required to reflect the new GM Community Services role, and the re-allocation of teams within the GMs.</p> <p>As such, the delegations proposed reflect the affected staff members' respective duties.</p>
<p>The legal framework</p> <p>The purpose of local government has been updated to align with the amendment to s.10 of the Local Government Act 2002</p>

Detail of change required
<p>Advertising</p> <p>Authorising general advertising and approving distribution of leaflets now delegated to Communications Manager (previously Community Relations Manager)</p>
<p>Asset disposal</p> <p>Officers recently reviewed the Asset Disposal Policy and identified the need to delegate to certain officers the power to accept or decline any contract for the disposal or transfer of assets. Delegations are proposed for the Chief Executive (\$100,000), GMs and Manager People and Capability (\$50,000), and activity managers (\$10,000).</p> <p>If this delegation is not supported all asset disposal decisions will be made by elected members. As many of these decisions relate to assets of low value, this will be a costly and inefficient process that is workable but not consistent with minimising disposal costs.</p>
<p>Civic ceremonies and civic functions</p> <p>The current delegation is for arrangements for civic or mayoral functions to be delegated to the GM Business Support, Community Relations Manager, and EA to Mayor and Chief Executive. Due to a change in responsibilities and positions, it is recommended the Community Relations Manager is removed and the Economic Development Manager, Governance Team Leader and Events Coordinator are now delegated authority.</p>
<p>Emergency Relief Fund</p> <p>Council resolved on 1 August 2019 to delegate the management and distribution of the Emergency Relief Fund to the Executive Committee.</p>
<p>Emergency delegations</p> <p>The Chief Executive's (CE) emergency delegation has been updated from \$1,000,000 to \$1,500,000 to align with the CE expenditure limit which was increased on 13 December 2018.</p>
<p>Financial delegations</p> <p>The Procurement Policy was reviewed and adopted earlier in the year. In the Policy officer expenditure limits have increased therefore these changes need to be reflected in delegations.</p> <p>Officers have been undertaking an internal review of procurement processes and as such additional purchase cards will be provided with a value of \$1,000 (with the ability of up to \$9,999 spent each year) to the positions of: Museum Manager, Library Manager, Open Spaces Manager, Plant and Maintenance Officer, Property Maintenance Officer – Commercial, and Facilities Management Officer – Commercial.</p> <p>Officers have also determined there is a need to delegate authority to Finance staff who commit to financial transactions which have already been approved by Council (such as GST, loan interest, loan principal, property purchases, rates collected on behalf of Environment Canterbury, and other statutory/regulatory payments). This delegation ensures Finance staff are delegated appropriate authority to commit to these transactions, where Council has already granted approval.</p>

Detail of change required
<p>Media statements</p> <p>Authorising media statements is now delegated to Communications Manager (previously Community Relations Manager)</p>
<p>Property – <i>note these changes apply to statutory and non-statutory delegations. See Appendix One for details on the changes.</i></p> <ul style="list-style-type: none"> • Allocation of Council houses delegation extended to Property Officer. Delegation now includes the authority to execute tenancy documentation • New delegations to GM Business Support and Commercial Manager for: <ul style="list-style-type: none"> ○ Authority to assign/transfer existing leases or licenses to occupy (including Wakanui and Lake Clearwater Hut Sites) ○ Authority to grant, vary or surrender easements or land covenants (other than easements required in accordance with the Reserves Act 1977 or Resource Management Act 1991) <p>New delegation for Commercial Manager, Planning Manager and Open Spaces Manager regarding authority to accept land being offered to Council by an applicant who has applied for Overseas Investment Office consent for a land purchase.</p> <p>These delegations relate to the following Acts of Parliament: Land Transfer Act 2017, Local Government Act 1974, Public Bodies Leases Act 1969, Reserves Act 1977.</p>
<p>Food Act 2014</p> <p>Various amendments to the wording of delegations in this section are required to align with a nationwide review of enforcement practices by the Ministry of Primary Industries. These are minor wording amendments which align with the Food Act 2014.</p> <ul style="list-style-type: none"> • Amendments are required for: general powers under the Food Act 2014, s.54, s.62, s.63, s.84, s.85, s.89, s.90, s.91, s.95, s.219, s.294-295 • New delegations are included under: s.55, s.184, s.299, s.300, s.201, s.302, s.304, s.305, s.306, s.307, s.308, s.310, s.311, s.312
<p>Local Government Act 1974</p> <p>The following delegation is proposed under s.342 of the Local Government Act 1974:</p> <ul style="list-style-type: none"> • Council's powers to temporarily close any road, or part of a road, and impose any conditions to the GM Infrastructure Services and the Roading Manager.
<p>Local Government Official Information and Meetings Act 1987</p> <p>Positions changes determine this section needs to be amended. The Community Relations Manager position has been disestablished therefore delegations under this Act are now designated to a GM who will delegate to a nominee if required. The Committee Secretary position has been replaced with Governance Team Leader.</p>

Options analysis

Option one – ‘roll over’ the Delegations Manual

14. Under this option, Council would be making no changes to the 2017-18 Delegations Manual. It is not a viable option for Council to leave outdated legislative references, non-existent job titles or defunct standing committees in the Delegations Manual. This would lead to confusion for officers, elected members and the public, and could lead to legal challenges.
15. This option has no advantages. The disadvantages are that Council would be missing an opportunity to update delegations in line with Council policy, legislative changes, and changes to the committee structure. Continuing to operate under the current delegations puts Council at legal risk if challenged.

Option two – adopt the revised Delegations Manual

16. Under this option, Council would be making the changes to the Delegations Manual as set out in the background sections of this report.
17. The main advantage of this option is ensuring legislative and policy compliance, which is crucial for Council officers in performing their duties. The changes proposed ensure correct processes are in place for decision-making for both officers and Council, and that there is consistency between recent Council decisions and delegations. There are no disadvantages with this option.

Legal/policy implications

Local Government Act 2002

18. The Act does not contain a specific requirement for a delegations manual. However, under s.15 Council must enter into an ‘agreement’ no later than 1 March the year following the election (i.e. March 2020). The Delegations Manual, among other items, *may* be included in this agreement (s.15(3)(b)).

Financial implications

Requirement	Explanation
What is the cost?	There is no cost for this review as it has been conducted internally within existing work programmes
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	No additional funding is required

Are there any future budget implications?	No
Finance review required?	No – there are no financial implications

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Level of engagement selected	Inform – the community will be informed of the changes through this report and by publishing the Delegations Manual on Council's website
Rationale for selecting level of engagement	Community input is not required
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Next steps

Date	Action / milestone	Comments
27 February 2020	Adopt the revised Delegations Manual	

Appendix One – Details of changes to property delegations

Table Two - Changes to statutory property delegations

Note – the changes are shown in red

Act	Section	Description	Delegate	Rationale	Page reference
Land Transfer Act 2017	-	Withdrawal of caveat against Council record of title	GM Business Support Commercial Manager	Considered necessary to perform business as usual. Delegations were previously detailed under the Land Transfer Act 1952 which has been replaced with the Land Transfer Act 2019.	41
Local Government Act 1974	s.327A	Cancel building line restriction	GM Strategy and Compliance Planning Manager	Considered necessary to perform business as usual however not included in previous Manual. This issue was identified in the report to Council from the Planning Manager on 20 November 2019	42-43
Public Bodies Leases Act 1969	s.7, 17, 18, 22, 23A	To sign on behalf of Council, lease, tenancy, service and other miscellaneous agreements where the use of the corporate seal is not required	GM Business Support Commercial Manager	GM added as often these documents require two signatures	45-46
	s.7, 17, 18, 22, 23A	To sign leases, variations to leases and registration documents on behalf of Council, including renewal, transfers, rent reviews that are in accord with legislation and Council policy.	GM Business Support Commercial Manager		45-46
	s.8-9	Leases to be sold by public tender or auction subject to certain conditions	GM Business Support Commercial Manager	GM added as often these documents require two signatures	45-46
	s.23	To authorise process for surrender of leases	GM Business Support Commercial Manager		45-46
Reserves Act 1977	s.74	Authority to grant licences to occupy on Council reserves, where Council is the administering body and the reserve is vested in or	GM Business Support Commercial Manager	Considered necessary to perform business as usual. Council owns or administer a significant area of reserve land (including domains). A	47

Act	Section	Description	Delegate	Rationale	Page reference
		controlled and managed by Council		<p>number of clubs or groups hold licences to occupy for the use of these reserves. Also, the licences to occupy are granted for gravel pits which are generally local purpose reserves under the Reserves Act 1977.</p> <p>This addition will clarify that the GM and CM can sign these licences, rather than the Mayor and the GM.</p> <p>Under s.74 of the Reserves Act, licences can only be granted for up to 10 years. This duration aligns with the extended licence duration as detailed below.</p>	

Table Two - Changes to non-statutory property delegations

DM section	Description	Delegate	Rationale	Page reference
10.15	Allocation of Council houses to employees, pensioners, members of the public and the execution of associated residential tenancy documentation	GM Business Support Commercial Manager Property Officer	<p>Considered necessary to perform business as usual.</p> <p>A property officer will normally meet with an Elderly Persons Housing tenant to sign a tenancy agreement. This meeting could be in Methven or Rakaia, so it is expedient for the officer to negotiate and sign a tenancy agreement at the meeting. This change would also authorise the officer to sign bond lodgement and bond release forms. This change would therefore enable more efficient administration of these leases.</p>	64
	Authority to negotiate, enter into execute and register new leases or licences to occupy for Council properties (including unformed legal roads and the	GM Business Support Commercial Manager	<p>Considered necessary to perform business as usual.</p> <p>A five-year term (including rights of renewal) is considered as very short by the Property team.</p> <p>Capital value is specified for clarity.</p>	64

DM section	Description	Delegate	Rationale	Page reference
	<p>airspace above Council properties or road reserve) on the following basis:</p> <ul style="list-style-type: none"> • That the length of the lease (including rights of renewal) be not more than five ten years; or • That the capital value of the property be not more than \$200,000 		<p>The change would enable longer term leases and licences to occupy to be granted by officers, without needing a Council resolution. This will reduce administration and enable more effective/efficient licences and leases to be granted.</p> <p>An example of how this would increase efficiency is for the licences to occupy for gravel pits. Council has several of these licences, which are currently being reviewed as they have historically been allowed to roll over past its expiry date without a new licence being put in place. If officers had the delegation to grant longer term licences, officers could grant, for example, a three year term, with two rights of renewal of three years each (with the right of renewal being at Council's discretion). This approach allows Council to retain control over the licence/lease with a short term (but control over renewal), and would reduce the administration work in renewing licences/leases frequently.</p>	
10.15	Authority to assign or transfer existing leases or licences to occupy, including leases for Wakanui Hut Sites and Lake Clearwater Hut Sites	GM Business Support Commercial Manager	<p>Considered necessary to perform business as usual.</p> <p>Council owns the land underneath the Wakanui and Lake Clearwater baches and leases the hut sites to the hut owners. When the hut owner sells their bach, their lease requires Council to consent to the assignment of their lease. Council's consent is formalised in a Deed of Assignment. There is no formal delegation for the Commercial Manager to sign the Deed of Assignment, so the Mayor and the GM Business Support are the usual signatories. There are approximately 10-20 hut site assignments per year.</p>	64
10.15	Authority to accept the renewal of, surrender of, or variation to, any lease or licence to occupy	Commercial Manager	<p>Considered necessary to perform business as usual.</p>	64

DM section	Description	Delegate	Rationale	Page reference
10.15	Authority to grant, vary or surrender easements or land covenants in gross, or over Council owned or administered land, other than easements required in accordance with section 48 of the Reserves Act 1977, or easements or land covenants required under the Resource Management Act 1991	GM Business Support Commercial Manager	<p>Considered necessary to perform business as usual.</p> <p>The team get requests from third parties to grant easements or covenants over Council owned or administered land. The reviewing and granting of easements and covenants over Council land is a property related matter. When the Property team receive the third party request, a property officer will circulate the request around to other departments (Open Spaces, Planning, Service Delivery etc) for comment. The Property team prepare the paperwork and liaise with the third party/their solicitor to enable registration of the covenant or easement. A recent example is NZTA requesting an easement over Council land to install a sign.</p>	64
10.15	Authority to accept an interest in land being offered to Council by an applicant who has applied for Overseas Investment Office consent for a land purchase	Commercial Manager Planning Manager Open Spaces Manager	<p>When an overseas person seeks to purchase 'sensitive land', they must apply to the Overseas Investment Office (OIO) for consent to purchase. In deciding whether to grant consent, one of the matters the OIO considers is whether the purchaser's investment will result in a benefit to New Zealand. One of the factors taken into account when assessing this benefit is whether the purchaser proposes to put mechanisms in place to provide, protect or improve walking access over sensitive land, such as land adjacent to significant waterways. One such mechanism is for the purchaser to register an interest in the land (e.g. an encumbrance, covenant or other legal interest) in favour of the territorial authority to provide access adjacent to the waterway. Therefore, the purpose of this proposed delegation is to provide the specified officers with delegation to accept this interest in the land on behalf of Council.</p>	64

Appendix Two – Delegations Manual 2020 *(separate document circulated)*

14. Local Governance Statement 2019-21

Author	<i>Rachel Thomas; Policy Advisor</i>
Activity manager	<i>Phillipa Clark; Governance Team Leader</i> <i>Toni Durham; Strategy and Policy Manager</i>
General manager	<i>Jane Donaldson; Group Manager Strategy and Compliance</i>

Summary

- Council is required under the Local Government Act 2002 to prepare and make publicly available, a Local Governance Statement which must be adopted within six months following the triennial election.
- The purpose of this report is to seek Council adoption of the Local Governance Statement 2019-21.

Recommendation

- 1. That** Council adopts the Local Governance Statement 2019-21.

Background

The current situation

1. The Local Governance Statement is a legislative requirement under s.40 of the Local Government Act 2002. It must be reviewed and adopted within six months of the triennial election.
2. Officers have determined a number of changes are required to the existing Local Governance Statement to reflect current practice, and governance and management arrangements. These include updating:
 - elected member details,
 - legislative links and references,
 - information regarding engaging with **Māori**,
 - policies, bylaws strategies and plans,
 - elected member and Executive Team details, and
 - committees and their delegations.

Options analysis

Option one – Adopt the Local Governance Statement 2019-21

3. This option ensures Council is meeting its legislative requirement to adopt a Local Governance Statement under s.40 of the Local Government Act 2002. The document communicates key Council information, useful for the community and elected members. There are no disadvantages with this option.

Option two – Do not adopt the Local Governance Statement 2019-21

4. This is not a feasible option as adopting a Local Governance Statement within six months of the triennial election is a legal requirement.

Legal/policy implications

Local Government Act 2002

5. Section 40 of the Local Government Act 2002 sets out the content and adoption requirements of the Local Governance Statement, which include:
 - Functions, responsibilities and activities
 - Details of bylaws
 - Current electoral system
 - Representation arrangements
 - Members' roles and conduct
 - Governance and management structures

- Meeting processes
- Consultation policies including policies for liaising with Māori
- Remuneration and employment, and equal opportunities policies
- Information for public access to elected members (i.e. contact details)
- Processes for requests for official information.

Financial implications

Requirement	Explanation
What is the cost?	The review and update of this document has been accommodated within existing work programmes therefore there has been no additional cost.
Is there budget available in LTP / AP?	Yes – met from existing budgets
Where is the funding coming from?	No funding required
Are there any future budget implications?	No
Reviewed by Finance	Not required – no financial implications

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 community will be informed of the decision to adopt the Local Governance Statement through the publication of the Council meeting minutes for 27 February 2020. The document is factual and non-contentious therefore engagement is not required.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Next steps

Date	Action / milestone	Comments
2022	Review and adopt Local Governance Statement	Following the next triennial election of 2022, the Local Governance Statement will be reviewed and presented to Council for adoption

A Guide to Council

Local Governance Statement 2019-21

Adopted 27 February 2020



Ashburton
DISTRICT COUNCIL

If you would like further information or have questions about any information contained in this document please contact Council offices for further information.

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Ashburton 7740
New Zealand

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1. Introduction

This Local Governance Statement provides information about Council's responsibilities, structure and governance processes. It also details how Council engages with the community, makes decisions, and how the community can engage with decision-making and contribute to making our district a better place.

This document is updated within six months of each triennial local authority election, or earlier if required.

District profile

Geography

The Ashburton District is located in the central part of the South Island. The district covers approximately 6,175 square kilometres, bounded in the east by the Pacific Ocean and the west by the Southern Alps. The northern and southern boundaries are the Rakaia and Rangitata Rivers respectively.

Our people

The district's population has grown steadily in recent years, driven primarily by strong local economic growth. Ashburton District's population looks set to continue this growth. The latest subnational population estimates approximate the population of Ashburton District as 34,800 in 2019. 2018 Census information released by Statistics New Zealand shows that in Ashburton District:

- The median age is higher at 39.1 years than the national median of 37.0.
- 18.3% of residents are aged 65 or over, compared to a national figure of 15.7%.
- 85% of people belong to the European ethnic group, whereas nationally only 70.2% of people belong to this group.
- 8% of people belong to the Māori ethnic group, below the national figure of 16.5%.



Figure 1 - Ashburton District

Our towns

- **Ashburton** (population approximately 20,184) is the commercial and services hub of the district, with a strong and growing manufacturing sector. Ashburton is the location of many of the district's major sports and cultural facilities and where the Council offices are located.
- **Methven** (population approximately 2,088) is located at the base of the foothills of the Southern Alps. The tourist centre of the district, servicing the Mount Hutt ski field, Methven's population can more than double during the ski season.
- **Rakaia** (population approximately 1,392) is located on the southern bank of the Rakaia River. Renowned for salmon fishing in the Rakaia River and its highly fertile, productive land, Rakaia is an important service centre for the surrounding area.
- **Mt Somers**, adjacent to Ashburton Gorge, is the gateway to the high country of the district. **Hinds**, **Chertsey**, and **Mayfield**, are local service centres for their respective surrounding rural areas.

2. What Council does

Local government in Ashburton District

There are 78 local, regional and unitary councils in New Zealand. Ashburton District Council (Council) was formed in 1989 with the amalgamation of the Ashburton Borough and Ashburton County Councils.

Environment Canterbury (ECan), the regional authority for Canterbury, was also formed at this time with a mandate to manage the region's environmental well-being, water, air and land. Changes to local government legislation have broadened this mandate but a focus on these issues remains.

Purpose of Local Government

Section 10 of the Local Government Act 2002 ('the Act') sets out the purpose of local government as being:

1. to enable democratic local decision-making and action by, and on behalf of, communities; and
2. to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Functions undertaken by Council

In fulfilling the purpose as described in s.10 of the Act, Council carries out a variety of functions, including:

- formulating a strategic direction and detailing Council's work programmes and budgets through the Long-Term Plan (LTP) and Annual Plan processes;
- determining the services and activities to be undertaken by Council;
- providing and managing local infrastructure including:
 - network infrastructure like roads, footpaths, wastewater, drinking water, stormwater and stock water, and
 - community infrastructure such as the public library, parks and recreational facilities;
- administering various regulations to promote the safety and well-being of residents, including the formulation and enforcement of bylaws;
- advocating on behalf the local community to central government, the regional council, other local authorities and non-government organisations;
- environmental planning, regulation and management through the Ashburton District Plan and through local bylaws;
- ensuring local communities are encouraged to be part of local decision making processes; and
- encouraging residents to be active and engaged members of their local community.

3. Legislative framework

Councils are required to work within and towards implementing the objectives of numerous statutes. Some of the key legislation that applies to all local authorities in New Zealand includes but is not limited to:

- | | |
|---|---|
| • Building Act 2004 | • Local Electoral Act 2001 |
| • Burial and Cremation Act 1964 | • Local Government Act 1974 |
| • Bylaws Act 1910 | • Local Government Act 2002 |
| • Civil Defence Emergency Management Act 2002 | • Local Government (rating) Act 2002 |
| • Dog Control Act 1996 | • Local Government Official Information and Meetings Act 1987 |
| • Food Act 2014 | • Privacy Act 1992 |
| • Gambling Act 2003 | • Public Works Act 1981 |
| • Health Act 1956 | • Reserves Act 1977 |
| • Health and Safety at Work Act 2015 | • Rating Valuation Act 1998 |
| • Litter Act 1979 | • Resource Management Act 1991 |
| • Local Authorities (Members Interest) Act 1968 | • Sale and Supply of Alcohol Act 2012 |

4. Governance

Electoral system

Council uses the first past the post (FPP) electoral system. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner. Electors have a vote for each vacant position.

The other electoral system permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This system is used in District Health Board elections.

Reviewing the electoral system

The Local Electoral Act 2001 requires councils to review its electoral system and representation arrangements at least every six years. As part of a review Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated if at least five percent of electors sign a petition demanding that a poll be held.

Once changed, the electoral system must be used for at least the next two triennial general elections, (i.e. the electoral system cannot be changed for one election and then changed back for the next election).

Council undertook a review of its electoral system and representation arrangements in 2018. This review resulted in the first past the post electoral system being retained.

Representation arrangements

Council

The Ashburton District is divided into three local electoral wards:

Ward	No. of representatives
Ashburton ward	5
Eastern ward	2
Western ward	2

The Ashburton District Mayor ('the Mayor') is elected from the district at large. Councillors are elected from within the wards - there are no councillors elected from the district at large.

A map showing ward boundaries can be viewed at Council offices or online at ashburtondc.govt.nz

Methven Community Board

The Methven Community Board (the Board) has a chairperson and six other members. Five members are elected triennially by voters in the Methven community, and Council appoints two councillors. The Board elects its own chairperson at its first meeting after the triennial election.

Māori wards and constituencies

Council does not have separate Māori wards. The Local Electoral Act 2001 gives Council the ability to establish separate wards for Māori voters. Council may resolve to create separate Māori wards or conduct a poll on the matter, or the community may demand a poll. The demand for a poll can be initiated by a petition signed by five percent of electors within the district.

Reviewing representation arrangements

Council is required to review its representation arrangements at least once every six years. The review must consider:

- the number of elected members (within the legal requirement to have a minimum of 6 and a maximum of 30 members, including the Mayor);

- if elected members (other than the Mayor) will be elected by the entire district, if the district will be divided into wards for electoral purposes, or if there will be a mix of 'at large' and 'ward' representation;
- if election by wards is preferred, the boundaries and names of those wards and the number of members that will represent each ward;
- whether to have separate wards for electors on the Māori roll; and
- whether to have community boards, and if so, how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Council undertook a formal review of representation arrangements in 2018-19. The review resulted in:

- the number of elected members reducing from 12 to 9 plus the Mayor;
- the number of councillors representing the Ashburton Urban Ward reducing from 7 to 5;
- the number of councillors representing the Eastern Ward reducing from 3 to 2;
- the number of councillors representing the Western Ward staying the same at 2;
- boundary amendments including shifting the Eastern-Western ward boundary, including Lake Hood as part of the Ashburton ward, and including the area around Tarbottons Road in the Ashburton ward; and
- the Methven Community Board being retained, with 7 members (5 elected).

Further details on the matters Council must consider in reviewing its representation arrangements can be found in the Local Electoral Act 2001.

Representation reorganisation

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- unify districts or regions,
- create a new district or region,
- abolish a district or region,
- alter the boundaries for a district or region,
- transfer a statutory obligation from one local authority to another, and/or
- allow a territorial authority to assume the powers of a regional council.

The process for reorganising local government was significantly changed in 2012. An application or proposal for change can now be lodged by anyone, provided it shows the rationale for change and explains how the proposed option will promote good local government.

The Local Government Commission (LGC) considers all reorganisation applications and will consult with the community to establish the level of support for reorganisation in the affected areas. The LGC will also conduct its own research to identify all reasonably practicable options.

Should the LGC recommend changes to the current arrangements, a draft proposal will be prepared and the community will be formally consulted. Following the conclusion of this process, if the LGC decides to proceed further, they will issue a final proposal.

A petition signed by 10 percent of the electors in any of the affected districts can demand a poll on the final reorganisation proposal. If the final proposal is supported by a poll, or if no poll is held, then a reorganisation scheme is prepared and implemented by an Order in Council.

Further information on these requirements can be found in the Local Government Act 2002.

The Local Government Commission has guidelines on procedures for local government reorganisation available on their website at lgc.govt.nz

Council Elected Members –2019-2021

Mayor



Neil Brown

mayor@adc.govt.nz

Deputy Mayor [and Western Ward Councillor]



Liz McMillan

liz.mcmillan@adc.govt.nz

Ashburton Ward



Angus McKay

angus.mckay@adc.govt.nz



John Falloon

john.falloon@adc.govt.nz



Diane Rawlinson

diane.rawlinson@adc.govt.nz



Leen Braam

leen.braam@adc.govt.nz



Carolyn Cameron

carolyn.cameron@adc.govt.nz

Eastern Ward



Lynette Lovett

lynette.lovett@adc.govt.nz



Stuart Wilson

stuart.wilson@adc.govt.nz

Western Ward



Rodger Letham

rodger.letham@adc.govt.nz

Methven Community Board Elected Members –2019-21

Chairperson



Dan McLaughlin

dan.mclaughlin@adc.govt.nz

Deputy Chairperson



Sonia McAlpine

sonia.mcalpine@adc.govt.nz

Position curently vacant

TBC

TBC



Kelvin Holmes

kelvin.holmes@adc.govt.nz



Ron Smith

ron.smith@adc.govt.nz

Council Appointees



Cr Liz McMillan

liz.mcmillan@adc.govt.nz



Cr Rodger Letham

rodger.letham@adc.govt.nz

Role of elected members

The Mayor and councillors have the following roles:

- setting the policy direction of Council;
- monitoring the performance of Council;
- representing the interests of the district. All members must declare, on election, that they will perform their duties faithfully and impartially and according to their best skill and judgment in the best interests of the district); and
- employing the Chief Executive. Under the Local Government Act 2002, Council employs the Chief Executive, who in turn employs all other staff on its behalf.

Role of the Mayor

The Mayor is elected by the district as a whole and, as one of the elected members, shares the same responsibilities as other members of Council. In addition the Mayor has the following roles.

Role	Responsibilities
Presiding member at Council meetings	Ensuring the orderly conduct of business during meetings, as determined in the Standing Orders
Advocate on behalf of the community	Promoting the Ashburton District community and representing its interests. Advocacy will be most effective when carried out with the knowledge and support of Council.
Ceremonial head of Council	
Leading Council	Providing leadership and feedback to other Councillors, including teamwork advice and chairing committees.

Changes to the Local Government Act in 2012 expanded the powers and responsibilities available to the Mayor. This means that the Mayor is now able to do the following:

- lead the development of council plans, policies and budgets,
- appoint the Deputy Mayor,
- establish council committees, and
- appoint chairpersons to Council committees.

Council still has the power to disestablish a committee established by the Mayor, or remove a Mayor-appointed chairperson from office.

Role of the Deputy Mayor

The Deputy Mayor can be appointed by the Mayor or elected by Council at the first meeting following elections. Generally, the Deputy Mayor exercises the same roles as other elected members.

If the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

Executive Committee

The Executive Committee is comprised of the Mayor, Deputy Mayor and the chairs of the Audit, Risk & Finance, Community Services, and Infrastructure Services Committees. The Executive Committee has delegated authority to:

- make emergency decisions on behalf of Council as and when specifically authorised,
- maintain an overview of Council's operations and interests,
- act on behalf of the full Council at any time when the urgency of the matter would make the delaying of a decision contrary to the best interests of Council or its community,

- undertake the annual performance and remuneration review of the Chief Executive, and
- act as the Code of Conduct review panel and the community awards selection panel.

Council standing committees

Council may create one or more committees of Council. A committee chairperson is responsible for presiding over meetings of the committee, ensuring the committee acts within the powers delegated by Council, as set out in Council's Delegations Manual. A committee chairperson may be removed from office by resolution of Council.

Council reviews its committee structures after each triennial election and is able to make changes at any time by resolution of Council. Following the 2019 election Council established the following standing committees:

Audit, Risk and Finance Committee

Chair: Cr Leen Braam

Deputy Chair: Cr John Falloon

The Audit, Risk and Finance Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

- Sphere of business includes:
- To consider and recommend the project plan and timetable for the following projects -
 - Long Term Plan (LTP) and any amendments
 - Annual Plan & Budget
 - Annual Report and Audit
- To receive progress reports on the above projects, where appropriate, and review significant issues and risks arising.
- To establish and maintain effective relationships with Council's auditors, including meeting with the audit representatives regarding significant policy and planning processes as appropriate, reviewing the Annual Audit Plan, and considering matters of significance raised by Council's auditors and action required.
- To be the primary monitoring mechanism for Council's Council Controlled Organisations (CCOs) and Council Controlled Trading Organisations (CCTOs) and shareholdings.
- To provide overview of Council's performance management framework as included in the Council's LTP, Annual Plan and Annual Report documents.
- To provide an overview of Financial Management including:
 - statutory compliance in respect to financial disclosure
 - corporate risk and internal risk management
 - monitoring and reporting on compliance with the LTP and Annual Plan policies under sections 101A-110 of the Local Government Act 2002
 - Insurance matters
 - Council's special funds accounts, loan accounts and investment portfolios
 - Council's debt levels and profile
 - Writing off debt considered to be bad or uncollectible (greater than \$5,000)
 - Monitoring monthly Financial Variance reports
 - Recommending to Council any proposed changes or additions to internal financial and non-financial controls, and debt and risk management approaches and policies
 - Amending fees and charges

- To consider matters of Organisational Services in the areas of:
 - information services and records management
 - plant and vehicles
 - democracy
 - communications
 - customer services
 - health and safety.

Bylaw and Policy Committee

Chair: Cr John Falloon

Deputy Chair: Cr Angus McKay

The Bylaw and Policy Committee has no delegated authority to make decisions. Its role is to consider all bylaws and review matters of strategy, policy or significance not covered by other standing committee's sphere of business, and (if appropriate) to make recommendations to full Council. For clarity, climate change policies will be considered by this committee.

The Bylaw and Policy Committee has responsibility for the following functions:

- Develop, monitor and review Council bylaws and policies
- Approve the bylaw and policy review schedules and monitor review progress
- Receive and consider information to inform bylaw or policy review
- Evaluate relevant information in an objective manner, based on the needs of the community and agree on policy provisions
- Determine and recommend the form and extent of public consultation methods as appropriate in accordance with s82 of the Local Government Act 2002, and approve consultation plans
- Recommend bylaws to Council for special consultative procedure
- Recommend draft policies, as appropriate, to Council for special consultative procedure
- Hear, consider and deliberate on submissions received under the special consultative procedure, or submissions received as part of any consultative process undertaken by Council in relation to any decision or power or recommendation within the committees terms of reference
- Recommend new or reviewed bylaws and policies to Council for adoption.

Council may establish ad hoc committees and sub-committees as needed to consider a particular issue or issues.

For a full list of Council committees, subcommittees and appointments to other committees and organisations, please see [Appendix One](#).

Community Services Committee

Chair: Cr Angus McKay

Deputy Chair: Cr Carolyn Cameron

The Community Services Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

- Sphere of business includes:

- EA Networks Centre
- Biodiversity
- Welcoming communities
- Refugee resettlement support
- Cemeteries, including historic (closed cemeteries).
- Conservation works, including Ng King Brothers Chinese Market Garden Settlement
- Grants
- Economic development
- Library
- Memorial hall and reserve boards
- Museum
- Parks, reserves and camp grounds
- Public conveniences and caravan waste disposal facilities
- Recreation and sports facilities
- Rural and urban beautification
- Stockwater operations

Environmental Services Committee

Chair: Cr Diane Rawlinson

Deputy Chair: Cr Rodger Letham

The Environmental Services Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

Note that for dog control matters the power to appoint hearing panels comprising members of the Environmental Services Committee shall be delegated to the Chair of Environmental Services. Those hearing panels so appointed shall be authorised to deal with the appeal for which they are appointed without further instruction from the Committee.

- Sphere of business includes:
 - Alcohol licensing
 - Animal control and dog registration
 - Building control
 - Civil defence emergency management
 - Class 4 gambling venues
 - Environmental protection and health, nuisances and complaints
 - Food safety
 - Freedom camping
 - Hazardous substances
 - Litter
 - Naming of roads
 - Noise control

- Parking enforcement
- Resource management and District Plan
- Subdivision and development control

Infrastructure Services Committee

Chair: Cr Stuart Wilson

Deputy Chair: Cr Lynette Lovett

The Infrastructure Services Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

- Sphere of business includes:
 - Land drainage
 - Refuse collection, recycling and disposal
 - Closed landfills
 - Roading, footpaths and bridges
 - Cycleways and walkways
 - Stormwater
 - Stockwater (strategic oversight)
 - Street lighting
 - Wastewater – sewerage reticulation and disposal (including trade waste and septage disposal)
 - Water supplies

Council meetings

Council and its standing committees meet on a six weekly cycle. Extraordinary meetings may be called as required to deal with specific issues that arise.

A schedule of meeting dates for the current year can be found on Council's website. Further details on these committees, including terms of reference, membership and meeting arrangements can be obtained from Council's Governance Team or online at ashburtondc.govt.nz

Conduct of meetings

The legal requirements for Council meetings are detailed in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is a valid reason to consider an item with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council.

LGOIMA contains a list of the circumstances when councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order.

For an ordinary meeting of Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings can be called with three working days notice. The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at their discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with standing orders.

Meeting minutes must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to LGOIMA provisions.

During meetings, the Mayor and councillors must follow Standing Orders (a set of procedures for conducting meetings). Council may suspend Standing Orders with a vote of 75 per cent of the members present. A copy of the Standing Orders can be obtained from the Council reception or online at ashburtondc.govt.nz

Conduct of elected members

Elected members have specific obligations regarding their conduct, as prescribed by the following statutes:

- **Schedule 7 of the Local Government Act 2002** which includes obligations to act as a good employer to the Chief Executive and to abide by the current Code of Conduct and Standing Orders.
- **The Local Authorities (Members' Interests) Act 1968** which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- **The Secret Commissions Act 1910** which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- **The Crimes Act 1961** regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

Code of Conduct

Council has adopted a Code of Conduct for elected members. The Code sets out Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. The Code of Conduct also covers disclosure of information that elected members receive or possess, and details sanctions Council may impose if an individual breaches the code.

Adopting a Code of Conduct is a requirement of Schedule 7 of the Local Government Act 2002. All elected members are required to adhere to the Code of Conduct. Once adopted, it may only be amended by a 75 per cent or more vote of Council.

A copy of the full Code of Conduct can be obtained from the Council reception or online at Council's website ashburtondc.govt.nz

5. Management structures and relationships

Chief Executive

The Chief Executive is appointed by Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages Council's policies and objectives within the budgetary constraints established by Council, and oversees the democracy and governance functions of Council.

Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:



Hamish Riach

Chief Executive

hamish.riach@adc.govt.nz

- implementing the decisions of Council,
- providing advice to Council and the Methven Community Board,
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw, are properly performed or exercised,
- managing the activities of Council effectively and efficiently,
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council,
- providing leadership for the staff of Council, and
- employing staff (including negotiation of the terms of employment for the staff).

Organisation structure

Business Support

This group of Council delivers business support functions. These include:



Paul Brake

Group Manager – Business Support

paul.brake@adc.govt.nz

- Finance
- Information Systems
- Property
- Camping Grounds
- Communications

Community Services

This group of Council delivers community services. These include:

Group Manager position vacant

- Arts, culture and heritage
- Cemeteries
- Community grants and events
- Community Safety and well-being
- District promotion
- Library
- Parks and recreation.

Infrastructure Services

This group of Council delivers infrastructure and community services. These include:



Neil McCann

Group Manager – Service Delivery

neil.mccann@adc.govt.nz

- Drinking water
- Public conveniences
- Recreation facilities and services
- Solid waste
- Stock water
- Storm water
- Transportation
- Waste water.

People and Capability

This group of Council delivers organisation development and human resources support to managers and employees.



Sarah Mosley

Manager – People and Capability

sarah.mosley@adc.govt.nz

- Human resources
- Health and Safety

Strategy and Compliance

This group of Council delivers regulation to ensure community safety and well-being is maintained through education, monitoring and enforcement. These include:



Jane Donaldson

Group Manager - Strategy and Compliance

jane.donaldson@adc.govt.nz

- Alcohol and gambling venue licensing
- Animal control
- Building regulation
- Community planning
- District planning
- Emergency management
- Land information
- Parking
- Public health
- Strategy and policy.

Equal Employment Opportunities Policy

Council is an Equal Employment Opportunity (EEO) employer, has an EEO policy and a commitment to EEO principles.

The recruitment/selection, opportunities for training, promotion and transfer, and conditions of employment are to be undertaken or offered without preference being given on the basis of gender, marital status, religious or ethical belief, race, age, ethnic or national origins, and regardless of any disability irrelevant to an individual's ability to carry out the job.

Remuneration and Reward Policy

Council acknowledges that its remuneration and reward practices are an important factor in attracting, motivating and retaining the talent the Council requires to deliver exceptional service to our community.

Rewarding employees who strengthen the desired culture through delivering organisational values and performance requirements is critical to the ongoing success of the organisation.

6. Key planning and policy documents

For a list of key Council bylaws, policies, plans and strategies please see the appendices.

Long-Term Plan (LTP) details Council's vision for the future of the district, the roles Council undertakes to achieve its stated objectives, and the activities required to carry out these roles. The LTP also details Council's key financial policies and its proposed spending for the coming ten years.

The LTP must be reviewed at least every three years. It can, if necessary, be amended during the three year life-cycle, but any amendment requires a Special Consultative Procedure (SCP) and is subject to external audit. Council amended the LTP in 2019 to increase the budget for building the new Ashburton Library and Civic Centre.

The LTP is available on Council's website ashburtondc.govt.nz. Copies are also available at Ashburton Public Library or from Council offices.

Annual Plan outlines Council's proposed activities, spending and rate requirements for the coming financial year. Under section 95 of the Local Government Act 2002, an Annual Plan is only required in years when no LTP is produced and only if there are significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates. The Annual Plan can be viewed on Council's website ashburtondc.govt.nz, at Council offices, or at the Ashburton Public Library.

Annual Report provides information on how Council has performed over the preceding financial year, whether it has operated within budget and whether it has delivered the levels of service indicated in the LTP and/or Annual Plan. The Annual Report is required under the Local Government Act 2002 to be adopted by the end of October each year.

The Annual Report is audited by Council's independent auditors Audit New Zealand.

Ashburton District Plan gives effect to Council's powers and responsibilities under the Resource Management Act 1991 (RMA), and details the environmental features of the district and how Council proposes to manage and monitor these. The RMA requires Council to monitor the effectiveness of the decisions made under the District Plan and to monitor the state of the environment within the district.

On 7 August 2014, Ashburton District Council formally approved the adoption of the second generation Ashburton District Plan, this decision was notified on 14 August and the District Plan formally became operative on 25 August 2014.

The District Plan is available online at ashburtondc.govt.nz or can be viewed at Council offices.

Ashburton District Waste Management and Minimisation Plan: Council has worked with our community to develop a Waste Management and Minimisation Plan (WMMP) that sets out Council's vision, goals, objectives and specific strategies to promote waste minimisation and reduce the amount of residual waste going to landfill. Council's WMMP can be viewed at Council offices and is available online at ashburtondc.govt.nz.

Triennial Agreement: Section 15 of the Local Government Act 2002 requires all local authorities within a region to agree protocols for communication and collaboration over the next triennium after each triennial election. The Triennial Agreement requires that all local authorities within the region work collaboratively and in good faith for the good governance and success of their districts, cities and region.

Councils must reach agreement not later than 1 March after each triennial general election.

Council bylaws: Council has a number of bylaws in effect to enable the control of certain nuisances. Examples include bylaws to govern dogs, transportation, open spaces etc. A list of all Council bylaws is provided in Appendix Three. The bylaws can be viewed at Council offices or on Council website ashburtondc.govt.nz

Significance and Engagement Policy: Section 76AA of the Local Government Act 2002 requires Council to adopt a policy setting out a general approach to determining significance of proposals and decisions, how Council will respond to community preferences for engagement and how to engage with communities on other matters. This policy enables Council and the community to identify the degree of significance attached to decisions, issues, assets, proposals and activities and provides clarity about how and when communities will be engaged. The policy must also list which assets Council considers to be strategic assets under the Act.

A copy of the policy is available from Council offices or from Council's website, ashburtondc.govt.nz

Council's consultation approaches are also required to meet legislative requirements contained in the Local Government Act 2002, the Resource Management Act 1991 and other relevant legislation.

The Local Government Act 2002 (Part 6) sets out consultation principles and a Special Consultative Procedure (SCP) that local authorities must follow when making certain decisions. Council can and does consult outside of the SCP.

Other legislation which Council is bound by may have statutorily specified consultation processes to be used when the SCP is not used. This includes the Resource Management Act and the Ngāi Tahu Settlements Act 1998.

Other strategic planning documents: Council has prepared a variety of strategic planning documents to guide Council and community decision-making and work programmes. These strategies have been prepared in consultations with the community. These include:

7. Engaging with Māori

Council is committed to developing and maintaining positive working relationships with tangata whenua and taura here. These relationships recognise the spirit of the Treaty of Waitangi and recognise and provide for the special relationship with Māori and for the values of signatory parties. Ngāi Tahu occupies all but the northernmost part of the South Island, which includes the Ashburton district in its entirety.

The Ngāi Tahu Papatipu Rūnanga of Arowhenua and Ngāi Tūāhuriri share mana whenua (customary authority) status and responsibilities in Ashburton district. Arowhenua is the principal Māori kainga (settlement) of South Canterbury and lies between the junction of the Temuka and Opihi Rivers just south of Temuka. Arowhenua's takiwā (district) covers the area between the Rakaia and Waitaki Rivers and inland to the Main Divide. As a Council, we recognise the importance and special position of tangata whenua within the region, and the role iwi play within our community engagement processes.

We continue to be committed to building a strong relationship with Te Rūnanga o Arowhenua and working with the rūnanga in good faith. Te Rūnanga o Arowhenua wholly owns Aoraki Environmental Consultancy Limited (AEC); this charitable company aims to 'enable meaningful relationships with local and regional councils, local resource users, community interest groups and Te Rūnanga o Ngāi Tahu'. Aoraki Environmental Consultancy Ltd (AEC) has the mandate from Arowhenua to be the primary contact for all environmental and resource consent matters. A Service Level Agreement has been signed between AEC and Ashburton District Council to enable this work to take place. AEC will provide a focal point and interface between our plans and Māori interests.

We will look to contribute where appropriate to the achievement of the rūnanga's strategic goals. Arowhenua's strategic vision is:

Arowhenua – *Nuturing our people through generations, guardians of the environments we live in, progressing our future locally and globally.*

Hakatere Marae Komiti

Te Rūnanga o Arowhenua have requested that Council work with the Hakatere Marae Komiti for day-to-day issues in the community, a mataa waka (from many canoes) organisation based at Hakatere Marae north of Ashburton town. Council consults with the Hakatere Marae Komiti when appropriate on issues such as community safety.

8. Official information

Records held by Council

Council is required to keep and manage records in accordance with statutes including the Local Government Act 2002, Local Government Official Information and Meetings Act 1987 (LGOIMA) and Public Records Act 2005. Records kept by Council include but are not limited to:

- standard files containing inward and outward correspondence, memorandums, reports, etc., held on all aspects of Council activities
- financial records, annual budgets and audited accounts
- order papers, agendas and minutes of Council and standing committee meetings
- a register of policy decisions made by Council
- a register of authorities delegated by Council to its Committees and senior officers
- applications, proceedings of hearings and decisions under Resource Management Act 1991 and previous Town Planning legislation
- maps relating to land use
- aerial photographs of streets
- plans of underground reticulation and services (water, sewerage, stormwater and drains)
- Civil Defence plans
- contract documents
- Local Government Act and other Acts relating to the activities of Council
- lease documents and deeds of Council owned real estate.

Requests for official information

All requests for information are considered to be made under LGOIMA and the Privacy Act 1993. Requesters do not have to state that they are making a request under an Act.

Once a request is made, Council must supply the information unless there is a reason for withholding it.

LGOIMA provides that information may be withheld if release of the information would:

- endanger the safety of any person
- prejudice maintenance of the law
- compromise the privacy of any person
- reveal confidential or commercially sensitive information
- cause offence to tikanga Māori or disclose the location of waahi tapu
- prejudice public health or safety
- compromise legal professional privilege
- disadvantage Council carrying out negotiations or commercial activities
- allow information to be used for improper gain or advantage.

Requesting information

Any individual, group or organisation can request information held by the council either about:

- themselves, under Section 33 of the Privacy Act 1993, or
- aspects of Council's activities under Section 10 of the LGOIMA

Requests for official information may be written or verbal.

The request should be as specific as possible - Council may seek clarification to help determine if there is a reason for withholding the requested information.

Council must answer requests for information within 20 working days. If Council needs extra time to source and provide the requested information, the applicant must be advised in writing that an extension of time is required, the reason for this and the estimated period of the extension.

If the information requested is extensive, Council may charge for time spent processing the request and for printing and copying costs. Council's Policy on Charging for Local Government Official Information and Meetings Act 1987 (LGOIMA) Requests includes further information on possible charges. The policy is available online at ashburtondc.govt.nz

If the requested information is held by another agency, Council will either pass your request on to that agency or advise you of the agency to make the request to.

To make a request for official information in writing, please address it to:

Customer Services

Ashburton District Council

PO Box 94

ASHBURTON 7740

To make a request for official information by email, please [email us.](#)

To make a request for official information by telephone, please contact our Customer Services team on (03) 307 7700.

Appendix one – Council committees and appointments

ASHBURTON DISTRICT COUNCIL COMMITTEE STRUCTURE AND APPOINTMENTS TO COMMITTEES AND ASSOCIATED ORGANISATIONS

[Adopted by Council 24/10/19]

Mayor **Neil Brown**
Deputy Mayor **Liz McMillan**

STANDING COMMITTEES

That Council establishes five standing committees and the Executive Committee for the 2019-2022 term:

- Audit, Risk and Finance Committee
- Bylaw and Policy Committee
- Community Services Committee
- Environmental Services Committee
- Infrastructure Services Committee

That the appointments of the standing committee chairs, deputy chairs and members be as follows:

Audit, Risk and Finance

Chair	Leen Braam
Deputy Chair	John Falloon
Members	Carolyn Cameron
	Liz McMillan
	Stuart Wilson
	+ One external appointee
<i>Mayor ex officio</i>	

Bylaw and Policy

Chair	John Falloon
Deputy Chair	Angus McKay
Members	Rodger Letham
	Liz McMillan
	Stuart Wilson
<i>Mayor ex officio</i>	

Community Services

Chair	Angus McKay
Deputy Chair	Carolyn Cameron
Members	Leen Braam
	Lynette Lovett
	Diane Rawlinson
<i>Mayor ex officio</i>	

Environmental Services

Chair	Diane Rawlinson
Deputy Chair	Rodger Letham
Members	Carolyn Cameron
	Lynette Lovett
	Angus McKay
<i>Mayor ex officio</i>	

Infrastructure Services

Chair	Stuart Wilson
Deputy Chair	Lynette Lovett
Members	Leen Braam
	Rodger Letham
	Diane Rawlinson
<i>Mayor ex officio</i>	

Executive Committee

Mayor	Neil Brown
Deputy Mayor	Liz McMillan
Councillors	Braam, McKay & Wilson

Appointments to other committees, organisations and sub-ordinate decision-making bodies

Ashburton Airport Authority

Reports to Audit, Finance & Risk Committee

Crs Leen Braam (Chair), Rodger Letham and Lynette Lovett.

Ashburton District Road Safety Co-ordinating Committee

Reports to infrastructure Services Committee

Crs Lynette Lovett (Chair), Liz McMillan and Diane Rawlinson.

Ashburton Library and Civic Centre Project Control Group

Reports to Council

Mayor, Deputy Mayor and Crs Leen Braam and Diane Rawlinson. Membership of this Group includes the Chief Executive (Chair), Group Manager Business Support and Commercial Property Manager.

Biodiversity Advisory Group

Reports to Community Services Committee

Crs Lynette Lovett (Chair) and Diane Rawlinson.

Creative Communities Assessment Committee

Reports to Creative Communities NZ

Crs Leen Braam and John Falloon.

Methven Community Board

Crs Rodger Letham and Liz McMillan.

Road Reference Groups (Urban and Rural)

Report to Infrastructure Services Committee

Crs Stuart Wilson (Chair) and Lynette Lovett – Rural Road Reference Group.

Crs Diane Rawlinson (Chair) and Carolyn Cameron – Urban Road Reference Group.

Rural Support Trust

Reports to Council

Cr Lynette Lovett.

Safer Ashburton District

Reports to Council

Cr Liz McMillan.

Total Mobility

Reports to Infrastructure Services Committee

Cr Diane Rawlinson.

Water Race Network Advisory Group

Reports to Infrastructure Services Committee

Cr Stuart Wilson.

Town Centre Subcommittee

Reports to Council

Crs Carolyn Cameron (Chair), Leen Braam, John Falloon, Angus McKay and Diane Rawlinson.

Youth Council

Reports to Council

Crs Carolyn Cameron and Lynette Lovett.

Council appointments to community organisations

Ashburton Performing Arts Theatre Trust

Mayoral appointee *[David Welsh]*

Electricity Ashburton Shareholders Committee	External appointees (x3) <i>[David Ward, Ann Marett, Chris Robertson]</i>
Hekeao-Hinds Water Enhancement Trust	Mayor
Plains Museum Trust	External appointees (x2) <i>[Darryl Nelson, Stefan van Vliet] (19/12/19)</i>
Rural Support Trust	Council appointee (<i>Cr Lovett</i>)
Safer Ashburton District	Council appointee (<i>Cr McMillan</i>)
Waitaha PHO Board ¹	External appointee (x1) <i>[Vacancy from November 2019 – appointment pending]</i>

Council Controlled Organisations (CCOs) and Shareholding

Ashburton Community Water Trust	Mayor
Ashburton Contracting Limited	Directors <i>[A Lilley (C), D Prendergast, BWarren, R Pickworth & A Barlass]</i>
Eastfield Investments Liaison	Mayor, Deputy Mayor & GM Business Support
Experience Mid Canterbury	Directors <i>[J Urquhart (C), S Jones, G Lee, G Reed, G Russell & C Gourley]</i>
Rangitata Diversion Race Management Limited (RDRML)	Mayor (CE alternate)
RDRML Remuneration Subcommittee	Mayor

Joint Committees (with other Authorities)

Canterbury Regional Civil Defence Emergency Management Group	Mayor (<i>Cr Lovett alternate</i>)
Canterbury Regional Landfill Joint Committee	Deputy Mayor (<i>Mayor alternate</i>)
Canterbury Regional Land Transport Cmte	Mayor (<i>Cr Wilson alternate</i>)
Canterbury Regional Water Management Cmte	Cr McKay (20/11/19)
Canterbury Waste Joint Committee	Deputy Mayor (<i>Mayor alternate</i>)
Road Safety Co-ordinating Committee	Council appointees (<i>Crs Lovett, McMillan & Rawlinson</i>)

¹ Waitaha PHO Board will select preferred candidate from Council's nomination(s)

Total Mobility Committee	Council appointee (<i>Cr Rawlinson</i>)
Water Management Zone Committee	Council appointee (<i>Cr Wilson</i>) <i>Plus community reps: G Guthrie, B Thomas, J Waugh & G de Spa, C Allen, B Curry, A Cushnie, C Henderson]</i>

Memorial Hall Boards and Reserve Boards

Alford Forest Reserve	Cr Letham	Pendarves Reserve	Cr Rawlinson
Chertsey Reserve	Cr Rawlinson	Rakaia Reserve	Cr Lovett
Dorie Reserve	Cr McKay	Ruapuna Reserve	Cr Letham
Ealing Reserve	Cr Wilson	Seafield Reserve	Cr McKay
Greenstreet Reserve	Cr Cameron	Tinwald Reserve	Cr Rawlinson
Highbank Reserve	Cr Letham		
Hinds Reserve	Crs Lovett & Wilson	Lagmhor Westerfield Hall	Cr Braam
Lynnford Reserve ²	Cr Lovett	Mayfield Hall	Cr Letham
Mayfield Reserve	Cr McMillan	Mt Hutt Memorial Hall Methven	Cr McMillan
Methven Reserve	Cr McMillan	Rakaia Hall	Cr Lovett
Mt Somers Reserve	Cr Braam	Tinwald Hall	Cr Cameron

Environment Canterbury River Rating Districts

Ashburton Hinds Drainage	Cr Lovett	Lower Rakaia River	Mayor
Ashburton Rivers	Cr Letham	Mt Harding Creek	Cr Letham
Ashburton Town Stopbanks	Cr Braam	Rakaia Double Hill	Cr McMillan
Cleardale (Rakaia Gorge)	Cr McMillan	Staveley Stormwater Channel	Cr Letham
Dry Creek	Cr McMillan	Upper Hinds River	Cr Wilson
Lower Hinds River	Cr Wilson		

² Lynnford Reserve Board is in the process of being wound up

Appendix two – Council policies

Policy	Date of adoption	Review schedule	Purpose
Appointment and Remuneration of Directors of Council Organisations	2017	2022	Outlines Council's approach to appointment and remuneration of directors appointed to companies by Council.
Art Collection	2017	2020	Sets out acquisition and maintenance of Council's civic art collection.
Asset Disposal	2015	2020	Ensures disposal of Council assets achieves value for money and is conducted in an efficient, fair and transparent manner.
Backflow Prevention	2015	2020	Outlines Council's responsibility to ensure that measures are in place to mitigate the risk of backflow contamination and to provide guidance and a pragmatic approach to providing water supply backflow prevention devices within the Ashburton drinking water supply network operated by Council.
Buildings Over Pipelines	2001	-	Sets the process for Council officers to follow when processing application to build over/near pipelines that are part of asset networks managed by Council.
Climate Change	2019	2021	Intended as a guide for the actions and decisions of Council in relation to climate change.
Closed Circuit Television	2016	2021	Outlines how Council operates CCTV cameras and the use of images obtained from CCTV footage.
Communications	2019	2021	Provides guidance on the communication processes used by Council and sets standards for elected members in dealing with media enquiries.
Community Grants and Funding	2017	Under review	Details Council's approach to distributing community grants and funding.
Community Honours Awards	2019	2022	Details awards, eligibility and the nomination and selection criteria.
Council Owned or Managed Rural Reserves	2017	2022	Details the conditions for the temporary sole use of part of Council managed domains and reserves.
Customer Privacy	2017	2022	Outlines how Council collects and uses personal information in accordance with the Privacy Act 1993.
Dangerous Insanitary Buildings	2017	2022	Details Council's approach to dealing with dangerous and insanitary buildings.

Policy	Date of adoption	Review schedule	Purpose
Development and Financial Contributions	2018	Under review	Outlines the approach used for charging of costs associated with servicing new development or connections to council infrastructure.
Dog Control	2016	2021	Details requirements and conditions for dog owners.
Elderly Persons Housing	2017	Review on hold	Provides guidelines on tenant eligibility for persons wanting to live in Council-owned elderly persons housing.
Elected Members Allowance and Reimbursement	2019	2020	Sets out expense allowances for elected members.
Equal Employment Opportunities			Sets out Council's commitment to equal opportunities for employment.
External Appointments	2017	2022	Details Council's position when requested to make Council appointments to external organisations and community groups.
Fraud and Corruption	2017	2020	Provides guidance for Council officers and elected members who encounter or suspect fraud and/or corruption.
Gambling Venue Policy	2019	2022	Sets out the location and number of gaming machines permitted in Ashburton District.
Library Collection	2017	2020	Sets out the criteria to be used in selecting, maintaining and withdrawing library material.
Local Alcohol Policy	2017	2023	Sets out guidelines for Council functions regarding liquor licensing.
Local Approved Products Policy	2019	2024	Provides the Psychoactive Substances Regulatory Authority with a local policy framework when making decisions on licence applications to sell psychoactive products in Ashburton District.
Local Government Official Information and Meetings Act 1987 Requests	2017	2020	Details Council's process and charges for responding to LGOIMA requests.
Mobility Parking	2019	2024	Ensures holders of mobility permits have access to appropriate vehicle parking.
Naming	2018	2023	Provides clarity and consistency in the naming of assets vested in Council and details the process for residents to suggest names which are of significance to the local area.
Partnerships with the Private Sector	2019	2024	Details Council approach to partnerships of a business nature with the private sector.

Policy	Date of adoption	Review schedule	Purpose
Procurement	2019	Under review	Details Council's principles and approach to procurement.
Property Holdings	2017	2022	Details Council's approach to properties, including: Glasgow leases, freeholding residential leasehold land, leased industrial properties and rural leasehold land.
Protected Disclosures	-	-	Sets out Council's approach to protected disclosures as per the requirements of the Protected Disclosures Act 2000.
Rates Postponement	2018	2021	Outlines Council's requirements for postponing rates payments.
Rates Remission	2018	2021	Details Council's approach to the provision of non-commercial community services, facilities and recreational opportunities in the district by way of rates remission.
Revenue and Financing	2018	Under review	Details Council's approach to funding its operating and capital expenditure, determining who pays for Council activities and on what basis, with a view to achieving the fairest funding mix for the community as a whole.
Sensitive Expenditure	2017	Under review	Sets guidelines around sensitive expenditure.
Significance and Engagement	2017	2020	Details Council's approach to determining the significance of proposals and issues and how Council will engage with the community on decisions.
Smokefree Outdoor Areas	2019	2022	Designates certain areas of Ashburton District as smokefree.
Stockwater Race Closures - Closure Guidelines	2011	-	Identifies the issues and options for closing lengths of stockwater race or areas serviced by the race network.
Temporary Closure of Parking Spaces	2017	2022	Sets out conditions for closing restricted parking spaces for exclusive use.
Treasury Management	2018	2021	Sets out procedures and guidelines to be used to safeguard Council's investments, maximise returns and minimise its risks, both in investing and its borrowing liability.
Use of Footpath for Alfresco Dining	2017	2022	Sets out the conditions that are to be met when a business within the Ashburton District wishes to make use of the footpath area in front of their

Policy	Date of adoption	Review schedule	Purpose
			premises to allow patrons to dine with or without alcohol.
Use of Pole Mounted Banners	2014	2019	Sets out the conditions for the attachment of display banners on streetlight poles.
Use of Sports Fields	2018	2020	Ensures a consistent approach is undertaken with regard to the management, development and maintenance of Council owned or managed sports fields and domains.

Appendix three – Council bylaws

Title	Date of adoption	Review schedule	Purpose
Advertising	2017	2027	Ensures that advertising signs are erected, maintained, and displayed in such a manner that they do not create a nuisance, cause offence or present a hazard or a danger to public safety.
Alcohol Control	2018	2023	Reduces the potential for alcohol-related offensive behaviour and harm, damage, disorder and crime.
Brothel Location	2016	2021	Regulates the location of brothels and minimise the potential and/or perceived community harm or offence.
Cemeteries	2017	2027	Protects the public from nuisance and to protect, promote and maintain health and safety regulating the use of cemeteries in Ashburton District.
Dog Control	2016	2021	Sets standards of control which must be observed by dog owners, covering matters such as dogs in public places, wandering dogs, ownership of three or more dogs and nuisances caused by dogs.
Explanatory	2016	2026	Provides a set of provisions which are common to and form part of, all Council Bylaws.
Keeping of Animals, Bees and Poultry	2016	2026	Outlines requirements for the keeping of animals, bees and poultry. The requirements are deemed necessary for the protection of neighbouring property owners.
Mobile Shops, Stalls and Hawkers	2016	2026	Regulates trading in public places in order to protect the public from nuisance and to protect, promote and maintain public health and safety.
Open Spaces	2016	2021	Protects Council's open spaces from damage or misuse and to allow for their effective management for the benefit and enjoyment of all users.
Public Places	2018	2028	Ensures public places are used in a manner that will not cause obstruction, protects the public from nuisance, and maintains public health and safety.
Solid Waste	2018	2023	Sets conditions that ensure waste is collected and disposed of in a manner that protects the health and safety of the public and the Council's employees and contractors.
Trade Wastes	2013	2023	Controls and monitors trade waste discharges into public sewers to protect the public from nuisance, protect the environment and ensure compliance with discharge consent conditions.

Title	Date of adoption	Review schedule	Purpose
Transportation and Parking	2015	2024	Sets controls for parking, all types of traffic and the use of the transportation network within Ashburton District, other than State Highways controlled by the New Zealand Transport Agency.
Wastewater Drainage	2016	2021	Controls and monitors trade waste discharges into public sewers.
Water Races	2019	2024	Defines Council's requirements for the protection of water races and maintenance of water quality.
Water Supply	2016	2026	Manages and protects Council's water supply systems from misuse or damage and to protect the public from nuisance.

Appendix four – Council plans and strategies

Title	Date of adoption	Purpose
Annual Plan 2019/20	2019	Prepared in years when a Long-Term Plan is not produced. The plan details the work programme and expenditure for the coming year.
Annual Report 2018-19	2018	Reports on the achievement of targets set in the Long-Term Plan or Annual Plan for forecast income and expenditure, planned work programmes, and level of service provided to the community.
Biodiversity Action Plan	2011	Describes the voluntary commitment from the Ashburton District to protecting and enhancing biodiversity.
District Plan	2014 Plan change 1 2017 Plan change 2 2019	Describes and regulates the means in which use, development and protection of the District's natural and physical resources will be managed in the future.
Economic Development Strategy	2017	Framework and action plan for economic development in the district.
Long-Term Plan 2018-28 Volume 1 Long-Term Plan 2018-28 Volume 2	2018	A long-term strategic planning document that forecasts Council's budgets and project priorities over the coming ten years. The Long-Term Plan is prepared every three years.
Open Spaces Strategy	2016	Identifies clear principles, goals, objectives and actions for open spaces within the District.
Sports and Recreation Strategy	2010	Strategic plan for sport and recreation over the coming ten years.
State of the Community Report	2015	Provides current and key information as well as measures the progress made over the previous three years.
Surface Water Strategy	2018	Details how surface water within the district will be safeguarded and sustainably managed.
Tinwald Domain Development Plan	2018	A working document that helps protect and enhance both the landscape and historical values of the Tinwald Domain.
Waste Minimisation and Management Plan	2016	Proposes how Ashburton District Council will manage the district's waste while continuing to work towards the goal of zero waste over six years.

Community Strategies

Title	Date of adoption	Purpose of Community Strategic Plans
Mayfield Strategic Plan	2013	These plans identify goals and objectives that the community hopes to achieve. They also describe how local community can work together to achieve these goals over the next five to ten years.
Methven Strategic Plan	2009	
Mt Somers Strategic Plan	2003	
Rakaia Strategic Plan	2009	

Reserve Management Plans

Title	Date of adoption	Purpose of Reserve Management Plans
Ashburton Domain and Gardens Reserve Management Plan	2013	Provides for and ensures the use, enjoyment, maintenance, protection, preservation and development of the reserve.
Hinds Reserve Management Plan	2013	
Mayfield Reserve Management Plan	2012	
Methven Reserve Management Plan	2012	
Mount Somers Reserve Management Plan	2012	
Rakaia Reserve Management Plan	2012	
Tinwald Reserve Management Plan	2011	

Activity Management Plans

Title	Purpose of Activity Management Plans
Building Regulation	These plans describe the key duties of each activity, as well as goals, performance measures, changes, key projects, standards, funding impact statements and future management for the coming ten years.
Cemeteries	
Community Governance and Decision Making	
District Planning	
Drinking Water	
EA Networks Centre	
Economic Development	

Title	Purpose of Activity Management Plans
Emergency Management	
Land Information	
Library	
Museum	
Parks	
Public Conveniences	
Regulatory Compliance	
Stockwater	
Stormwater	
Transportation	
Waste Reduction and Recovery	
Wastewater	

15. Citizens Advice Bureau – Seed funding request

Activity manager *Toni Durham; Strategy & Policy Manager*
Group manager *Jane Donaldson; GM Strategy & Compliance*
 Hamish Riach; Chief Executive

Summary

- The purpose of this report is for Council to consider providing seed funding of \$48,394 to Community House Mid Canterbury to open a Citizens Advice Bureau in Ashburton.
- The seed funding would bring forward the establishment of the Citizens Advice Bureau. If not provided, the opening of the CAB will be delayed by 6-9 months while funding is secured.

Recommendation(s)

- 1. That** Council provides Community House Mid Canterbury seed funding of \$48,394 in 2019-20 for the establishment of a Citizens Advice Bureau in Community House
 - a) That** Council provides the seed funding on the condition that the provision of visitor information is included in the CAB for a 12 month trial period.
 - b) That** Council provides the seed funding in 2019/20 from the Economic Development budget.

Background

The current situation

1. Currently, there is no Citizens Advice Bureau (CAB) in Ashburton, with the nearest located in Timaru and Hornby.
2. Residents from the district have been utilising the CAB services in both Timaru and Hornby respectively, signalling that there is a need for the service in Ashburton.
3. Community House Mid Canterbury (CHMC) claim that access to quality community information in the district is a challenge for residents, with a need for a one-stop-shop. Anecdotal evidence supports this, with community safety, health and social services and community recreation activities information appearing challenging to maintain and keep up to date.

Previous Council direction

4. CHMC approached Council in December 2019 to propose the concept of establishing a CAB in Ashburton.
5. Council directed CHMC to prepare a business case on establishing a CAB in Ashburton and to present this to Council alongside the agency budget requests in February 2020.
6. CHMC presented the business case to Council on 13 February 2020. This business case sought immediate seed funding of \$48,394 in 2019-20 to enable the establishment of the CAB to take place immediately. The business case also sought 2020-21 operational funding of \$15,000 and it was indicated that this would be an ongoing annual request.
7. Council passed a motion seeking an officer's report on the immediate seed funding for the 27 February 2020 Council meeting, with the 2020-21 operational funding to be considered as a part of the Annual Plan 2020-21 budget workshops.

What is a Citizens Advice Bureau?

8. CAB focuses on quality, independent, up to date information and advice and is considered the foremost information service in New Zealand. There are more than 2,600 volunteers in 80 locations around New Zealand. Volunteers are supported by a comprehensive national database of information and an online community directory.
9. CAB provides free, confidential information and advice to help people know and understand their rights and responsibilities.

What is being proposed?

10. CHMC have proposed that a CAB is established at Community House given the linkages into a number of community and social services already located there.

11. New CAB services are established under the umbrella of an existing CAB. Given our geographic distance from our closest CABs in Timaru and Hornby, the national office of CAB (CABNZ) will assist CHMC with the forming of a local steering group to establish and help set up an Ashburton CAB.
12. CABNZ have estimated that it will contribute more than 178 hours of staff time to the initial establishment of the branch here.
13. Once a steering group is in place, a paid CAB branch co-ordinator will be employed. The CAB would be open to the public within 6 months.

Visitor information

14. Visitor information is currently being provided in Ashburton by brochure stands in the Ashburton Library and Somerset Grocer. Experience Mid Canterbury provide the online presence for visitors to the district through the site <https://midcanterburynz.com/>.
15. Council is including space in the Ashburton Library and Civic Centre building for the provision of visitor information.
16. Council may wish to consider extending the provision of visitor information to within the Citizens Advice Bureau, given that CHMC have indicated that a small number of visitors seek information through Community House currently. This could be an interim measure until the Ashburton Library and Civic Centre is built.

Options analysis

Option one – Council does not provide seed funding for the CAB (status quo)

17. This option would see Council **not** providing seed funding to CHMC for the establishment of a CAB in Ashburton. Council would consider the request for \$15,000 of operational funding as a part of the Annual Plan 2020-21 budget considerations.

Advantages

- Council would not be spending additional funding that has not been included as a part of the Annual Plan 2019-20
- Council would not be setting a precedent for the community that grant funding is available outside of the usual Community Grants and Funding processes.

Disadvantages

Council would miss an opportunity to support CHMC in establishing the CAB quickly. While Council could still choose to support CAB in 2020-21, the loss of momentum for the proposal is real and is a risk.

CAB are a proven service that often become a part of the fabric of the community. Not supporting this request could damage Council's reputation particularly with the reinstatement of the well-beings into the Local Government Act last year.

Option two – Council does provide seed funding for the CAB in 2020-21 (recommended option)

18. This option would see Council provide seed funding of \$48,394 to the CHMC for the establishment of the CAB in 2019-20. Council would consider the request for \$15,000 of operational funding as a part of the Annual Plan 2020-21 budget considerations.
19. Given some concern in the community about the availability of visitor information, Council could request, as a condition of supporting the funding, that the provision of visitor information is included in the CAB. This would enable funding to be allocated from within the Economic Development area of Council.

Advantages

- Council would be supporting a community organisation with the establishment of a CAB in Ashburton and support residents' ability to access free, confidential independent information and advice.
- The CAB would improve the availability and quality of community information significantly for the district.

Disadvantages

- Council has not budgeted for this expenditure in the 2019-20 Annual Plan, therefore the \$48,394 would need to be found from within existing budgets.

Legal/policy implications

Legislation

20. In supporting the recommendation, Council would be within its mandate as set under the purpose of the Local Government Act 2002 (section 10(b)) to 'promote the social, economic, environmental and cultural well-being of communities in the present and for the future'.

Long-Term Plan 2018-28

21. In the LTP 2018-28, Council as a community outcome of 'Residents are included and have a voice'. Supporting this request would be in accordance with this outcome.

Financial implications

Requirement	Explanation
What is the cost?	\$48,394
Is there budget available in LTP / AP?	Yes – through the Economic Development budget there is funding available.
Where is the funding coming from?	Under the R&F Policy the Economic Development activity is funded 100% from General Rate.
Are there any future budget implications?	No
Reviewed by Finance	Not required as the funding is available within the current Economic Development budget.

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low – Not significant
Level of engagement selected	Inform – 1 way communication with the community
Rationale for selecting level of engagement	The community will have a high degree of interest in the CAB establishment. Council's decision to support the establishment of the CAB will be communicated via media release and social media.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Quarterly Update – February 2020

Final Audit Opinion:

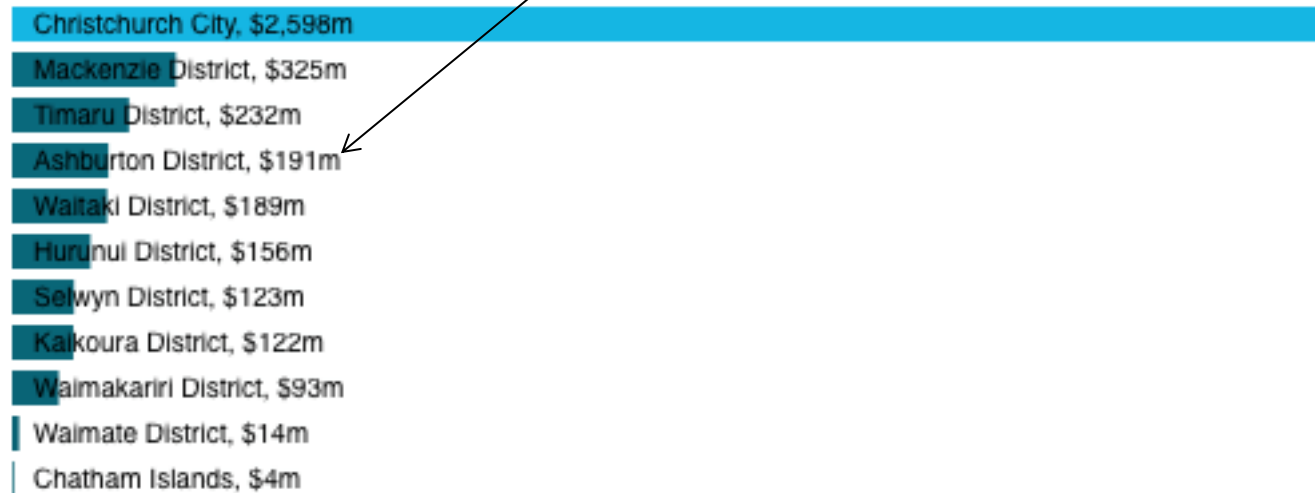
EMC is still awaiting the final audit opinion from Audit New Zealand, during the initial Audit, Audit New Zealand found that EMC had been paying too much tax and was due to refund. EMC's accountant Croy's worked with the IRD over 12 weeks to obtain a return of the overpaid taxes, which we received late December. Audit New Zealand's tax Manager in Auckland is still investigating to ensure we have received all monies owed. As of 13 February 2020, we are still awaiting sign off by Audit NZ. They have confirmed all other aspects of the EMC Audit are completed.

District Visitor Performance:

MBIE's Monthly Regional Tourism Estimates (MRTE) Visitor Spend Results are run from April – March each financial year.

We have just received the MBIE Visitor Spend data to the end of November, and we are happy to confirm that we are on track to achieve our visitor spend objective in the Statement of Intent 2019 – 2020. As at 10 February EMC's visitor spend contribution to the local GDP is \$191m up by \$6m from the previous report \$185m. Pending the impacts of the Coronavirus outbreak, we should meet the \$193m target.

Overall estimated Visitor Spend to November 2019 - \$191m



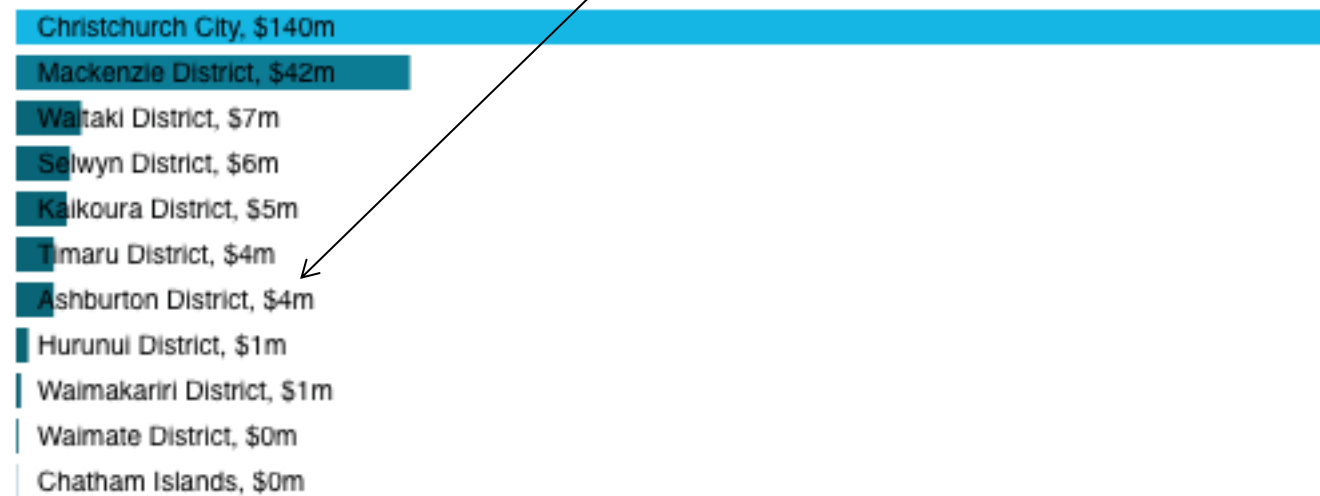
These figures do not include, Airbnb or any booking type made online before visiting the district. This data is from direct transactions at the EFTPOS, ATMs within the community only.

Coronavirus Outbreak:

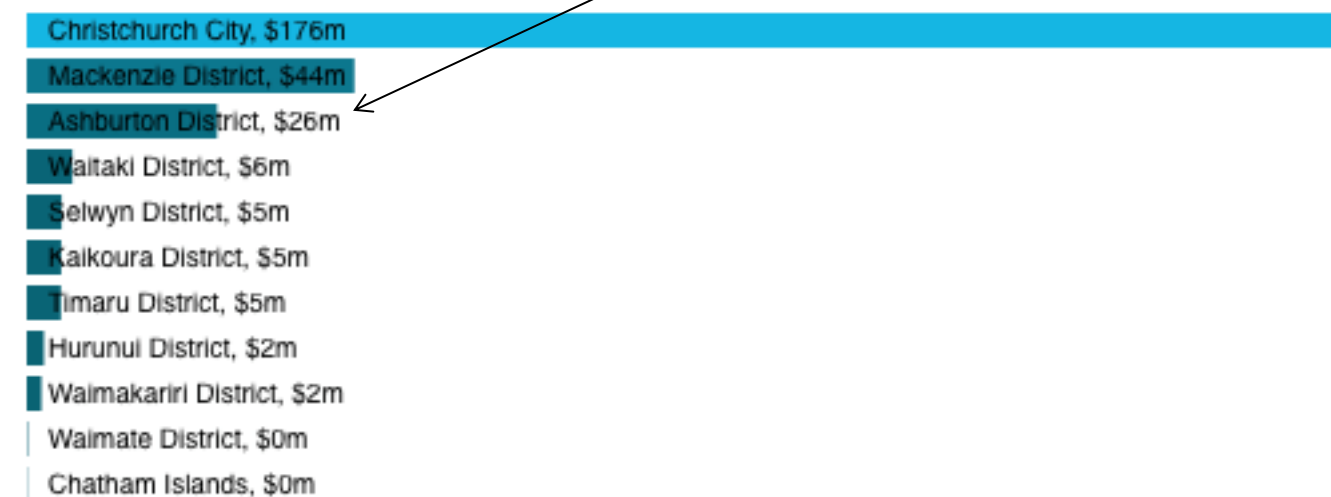
While it's too early to determine the visitor spend impacts in our district, we expect the Coronavirus will reduce spend from our Chinese and Rest of Asia markets. While the focus is on China, we will see a reduced spend from our Singapore, Malaysia, Indonesia Markets, which is EMC 2nd largest international market by spending.

Our strategic partners such as Christchurch Airport and Tourism New Zealand will likely activate post Coronavirus campaigns with China South Airlines, Singapore Airlines and New Zealand to ensure a swift recovery.

Current spend by Chinese visitors – November 2019 - \$4m



Current spend by "Rest of Asia" visitors – November 2019 - \$26m



There have been many media stories in recent weeks of other districts across New Zealand who are suffering from significant downturn from the virus, in many ways, this is due to their extensive focus on the Chinese market. Over recent years EMC has used its learning from the SAR's and Christchurch Earthquake situations to ensure we diversify our markets. So while the Coronavirus will have some impact on our overall visitor spend, we hope that the work we are doing in the Australian market will help to recover any loss.

Freedom Camping Performance:

Freedom Camping

Overnight stays in the Ashburton District of travellers using a Geozone website:

	Total Overnight Stays	Ashburton Area	Methven Area	Rakaia Area	South East Area	Other Areas
Jan-19	2931	1847	528	322	264	29
Feb-19	2973	2022	446	268	208	30
Mar-19	2954	1950	502	295	207	0
Apr-19	1791	1290	251	143	107	0
May-19	1860	1246	353	130	112	19
Jun-19	1457	947	248	189	73	0
Jul-19	1741	1114	296	226	87	17
Aug-19	2038	1223	469	224	122	0
Sep-19	1971	1222	453	158	138	0
Oct-19	1907	1182	381	267	76	0
Nov-19	1371	836	260	151	110	14
Dec-19	2032	1361	366	203	102	0
Jan-20	1962	1354	314	235	59	0

Overnight stay by location

The overnight stay data below has been captured by the number of times users of the GeoZones “Campermate” app viewed a Campground profile in the Ashburton District. This data gives a good sense of popularity. Geozone uses this data to determine what freedom campsites in our region are getting the most views and therefore are the most popular.

Total views of Camp Sites in the Ashburton District **(Non-Commercial sites only)**

	Rakaia Huts Reserve	Taylors Stream Closed	Bowyers Stream	Hinds River
Jan-19	2210	467	1838	1526
Feb-19	1887	450	1854	1505
Mar-19	1748	1388	1850	1598
Apr-19	1047	1408	1252	1208
May-19	761	1090	809	749
Jun-19	405	450	415	356
Jul-19	407	180	645	378
Aug-19	542	168	676	429
Sep-19	692	234	870	712
Oct-19	1094	298	959	814
Nov-19	1616	192	1214	1152
Dec-19	2045	2514	1989	2046
Jan-20	2104	1751	1362	1358

Methven i-Site Visitor Information Centre:

Methven i-Site Visitor Information Centre has had the most challenging summer on record, while this is consistent across all i-Site's nationwide, it's made it very difficult for the Methven i-Site team to create a profitable return. Retail sales have been significantly decreased due to the lack of foot traffic into the i-Site. EMC advanced funds in November and December to ensure the i-Site wasn't carrying debit. We are hoping for a stronger revenue outcome as we move into the winter months.

	Jan-20	Dec-19	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19
Income								
Booking Commission Income	173.07	223.12	246.03	30.20	85.87	0.00	0.00	0.00
Gross Booking Sales	1,844.35	2,716.54	2,743.91	1,274.79	4,189.14	8,057.21	7,717.38	5,085.24
Retail Sales	1,781.42	3,004.17	2,067.35	4,397.70	4,450.12	8,116.92	7,878.69	4,658.78
Total Income	3,798.84	5,943.83	5,057.29	5,702.69	8,725.13	16,174.13	15,596.07	9,744.02
Less Cost of Sales								
Cost of Book Sales	1,708.61	1,993.54	2,091.52	1,910.83	6,703.03	8,457.20	8,841.99	3,831.44
Retail Stock Purchases	934.24	314.25	336.24	(154.17)	2,138.06	7,372.60	3,835.39	2,267.76
Total Cost of Sales	2,642.85	2,307.79	2,427.76	1,756.66	8,841.09	15,829.80	12,677.38	6,099.20
Gross Profit	1,155.99	3,636.04	2,629.53	3,946.03	(115.96)	344.33	2,918.69	3,644.82
Total Operating Expenses								
Total Operating Expenses	7,090.99	5,527.66	7,197.76	9,302.93	12,965.60	14,514.64	9,034.80	7,949.50
Net Profit	11,021.89	2,456.46	3.69	(1,008.75)	(12,905.52)	(12,739.36)	28,451.38	(3,624.54)

Ashburton Library Information Centre:

We continue to monitor the brochure stock weekly and answer tourism questions from the Ashburton Library staff. We observed a considerable uptick in information enquires in December as we come into the summer holidays.

Below is the matrix of visitors attending the library from the information centre's inception:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017											23	75
2018	129	99	105	78	79	39	54	63	50	74	62	32
2019	53	62	91	68	60	20	49	35	26	29	41	90
2020	53											

Digital Marketing

We have a couple of local story writers in our district that wrote blogs on things to do in Summer. In Mid-November, we launched a "Summer is on its way" Facebook and Instagram campaign, targeting 18-55 demographic in Sydney, Melbourne, Brisbane, Perth and key domestic cities. We received a good reach of 3,035 users, and 143 clicked through to read the stories.

In early December we launched 2 USA focused Facebook campaign – "American Airlines is coming to Christchurch and Mid Canterbury" with a focus on users in San Diego, Los Angeles, Santa Barbara, San Jose and San Francisco. We launched with the EMC district video. The campaign was not as effective as campaigns launched in Australia, Asia or New Zealand, which is not surprising as it's a new market for our region.

Overall, we had 2115 thru plays (meaning the user watched the entirety of the video) and it cost EMC \$0.05c per view. While the target audience was age 25-60, most of the observations were made by 25-44-year old's. This level of detail will help refine our campaigns targeting the USA more effectively.

We ran a new social media campaign targeting residents from the North of the South Island travelling South for their Christmas Holidays to stop, eat and stay in our district and not get caught up in the traffic delays. The post received 1372 views with a reach of 1996, so this was a good outcome. The majority of the users were female aged 18 - 34.

International Marketing:

- In October EMC travelled to Brisbane to promote Mid Canterbury at the Flight Centre World Expo courtesy of Christchurch Airport, this expo was attended by 18,743. EMC distributed 360 official visitor guides while at the show, each of the people receiving these got a thorough understanding of the Ashburton District, how to travel within it and things to see and do. These consumer events have a crucial for our visitor growth from Australia, as we are talking directly to the buyer.
- While in Australia we try to meet with key travel partners to ensure they are up to date with what's taking place in our district, following the Flight Centre Expo in Brisbane we meet with ANZCRO, Snow n Ski and Experience OZ. We expect to see more booking come our way as a result of the training visits.
- In November we trained 100 Australia Travel Agents at the Tourism New Zealand 100% Aussie Specialist training famil in Christchurch. Agents from across all states in Australia attended the ten-session training event to upskill their knowledge.

Governance:

Trustee Service Matrix – 01 July 2019 – 01 June 2020

EMC Trust deed was re-drafted July 2014 to align all trustees to an October expiry date.

2018 / 19	Position	Start	End	Status
James Urquhart	Chair	14 Jul 2014	01 Oct 2020	3 years – Term 2
Anton Wilke	Deputy Chair	03 Dec 2015	29 January 2019	Resigned
Gary Lee	Trustee	26 Aug 2016	01 Oct 2019	3 years – Term 1
Bevan Rickerby	Trustee	01 Jul 2018	31 July 2019	Resigned
Sarah Jones	Trustee	01 Jul 2018	01 Oct 2021	3 years – Term 1
Gareth Reed	Trustee	01 Jul 2018	01 Oct 2021	3 years – Term 1

Quorum – 4 Trustees

End of report

Funding Proposal – Experience Mid Canterbury Tourism (EMC) February 2020

At the meeting held on Thursday 31 October, Mayor Neil Brown requested that Experience Mid Canterbury board members and management review their 2019 / 20 budget and provide a full review of further funding required to support tourism growth in the Ashburton District.

We are requesting an increase in our annual funding of \$90,000.00 + GST. Plus \$36,831.00 for Audit and governance fees. A full funding total of \$501,829.00.

The following document outlines the value and activation of the new funding model to support Experience Mid Canterbury's drive to grow visitor spend.

EMC is funded \$374,998.00, which equates to 0.2% of the \$185m total visitor spend contributed to the local Ashburton District economy. Of which \$60,000.00 is provided to Methven i-Site as operational funding and \$43,000.00 is attributed to governance, audit and accounting costs, which were added when becoming a Council Controlled Organisation. Thus leaving EMC \$271,998.00 for operational expenses and overheads, within this is \$155,128.00 employment-related costs. EMC obtains an additional income of \$38,946.00 through local business partnerships and joint venture activity.

The total operating cost and overheads are not nearly enough to expand the marketing and promotion of the district to where it needs to be. Our key markets are New Zealand, Australia, Singapore, Malaysia, United States of America and China in the current spend order. The majority of our promotional activity is supported through joint venture activity with Christchurch Airport, Christchurch NZ and NZSKI.com, without these relationships, EMC would not be able to meet its statutory requirements in growing the visitor pie.

Key areas that need additional funding:

Markets identified with Threats /Opportunities	Market Dynamics	Needs/Solutions	EMC Budget needs	Market Value by Spend	% of funding vs tourism spend.
New Zealand	<p>The New Zealand marketing is the largest contributor to the Ashburton District economy.</p> <p>There are very few consumer events that subscribe to domestic New Zealand travel and its not a mandate for Tourism New Zealand.</p>	<p>As part of EMC 2018 – 2015 Strategy page, We need to grow the domestic portfolio by engaging in consumer marketing content.</p> <p>The district needs to highly visual in Auckland and Wellington.</p> <p>The most effective content to use in the major cities is billboards and Cinema activities, capturing thousands of eyes and ears.</p> <p>We propose to run a series of cinema and digital billboards in June and November, highlighting things to do in the Ashburton District.</p>	<p>\$45,000.00</p> <p>Cinema AKL & WLG June, November & December 4 week Campaigns \$24,750.00</p> <p>Billboard Status display Pitt Street, AKL x 3 months \$8250.00</p> <p>Thorndon Quay Taranaki Street WLG x 3 Months \$9000.00</p>	\$128m	0.00035%

Markets identified with Threats /Opportunities	Market Dynamics	Needs/Solutions	EMC Budget needs	Market Value by Spend	% of funding vs tourism spend.
United States of America	<p>In October 2020, American Airlines will launch its tri-weekly service between Los Angeles and Christchurch.</p> <p>A crucial opportunity to obtain more visitor spend from the USA market.</p> <p>The USA traveller enjoys the luxury of backcountry New Zealand and engages in hunting and fishing, luxury backcountry lodgings, ballooning, farm experiences, heliskiing, rafting all of which Mid Canterbury has to offer.</p> <p>So this is a natural market is secure and grow.</p>	<p>The USA market is critical in our 2018 – 2015 Strategy page. We need to grow the broader West Coast of the USA portfolio by engaging in consumer and trade marketing content.</p> <p>We need to activate more Social media content into California and cities such as Seattle. Once we have a significant number of followers from this region, we will expand into more extensive parts of the US market.</p> <p>Christchurch Airport and Tourism New Zealand will be providing a series of trade events around the west coast in the latter part of the financial year to support the services operated by AA.</p> <p>It would be highly beneficial if EMC could attend these events to gain access to more US market.</p> <p>We would also like to create an Agents Famil of Mid Canterbury, so the Travel agents get the first-hand experience of our products</p>	\$30,000.00	\$4m	0.0075%

Markets identified with Threats /Opportunities	Market Dynamics	Needs/Solutions	EMC Budget needs	Market Value by Spend	% of funding vs tourism spend.
Rest of Asia – Includes Singapore, Malaysia, Indonesia, Philippines and India.	<p>The Rest of Asia market is the Ashburton Districts most significant international contributor to the local GDP.</p> <p>The Southeast Asia market is fascinated by our culture and backcountry experiences.</p> <p>Jetboating, Luxury stays, farm stays, gardens, rafting, Lord of the Rings and Ski and all activities this market likes to play in</p>	<p>Approximately 22% of our social media followers are from the South East Asia region.</p> <p>As part of the 2018 – 2015 extended team strategy, we need to grow this market to \$35-\$40 million dollars. To achieve this goal we need to be in the market more with the travel trade such as Travel Agents, wholesales and Corporate travel facilitators.</p> <p>The market is very responsive to face to face training programs so EMC would like to schedule training programs in Singapore, Malaysia and Jarkata (Indonesia) to help drive new business.</p> <p>We would also like to create an Agents Famil of Mid Canterbury, so the Travel agents get the first-hand experience of our products.</p>	\$15,000.00	\$26m	0.000575%

We appreciate your understanding and consideration for the above funding proposal.

27 February 2020

17. Reserve and Memorial Hall Boards

<i>Author</i>	<i>Clare Harden; Community Administration Officer</i>
<i>Activity Manager</i>	<i>Phillipa Clark; Governance Team Leader</i>
<i>General Manager responsible</i>	<i>Hamish Riach, Chief Executive</i>

Summary

- Since the October 2019 elections, 14 of the 20 reserve boards and memorial hall boards administered by Council have held their triennial meetings and elected their new boards for the 2019-22 term.

Recommendation

- 1. That** Council receives the report.
- 2. That** Council approves the appointments submitted by each of the Boards, as detailed in this report.

Background

1. Council administers 16 reserves boards and 5 memorial hall boards. With the exception of Lynnford Reserve Board, which is in the process of being wound up, each Board is required to hold a public election within three months of Council's triennial elections in order to elect a new Board.
2. It is acknowledged that the three month timeframe has not been met by some of the boards. Historically this has been a challenge for a number of board members due to seasonal work demands over the summer period (eg harvesting).
3. Triennial meetings are publicly notified and Council's appointee chairs the public meeting. The Council appointee, or a retiring Chairperson will convene a Board meeting immediately after the public meeting to elect the officers for the new term.
4. Board members nominated at the public meeting must be eligible and also consent to stand for election.
5. Following their meetings Boards are required to submit nominations to Council for approval. In the event that any member is not approved by Council, the matter will be referred back to the Board with an explanation and a request for further nomination.
6. Dorie Reserve Board and Mayfield Memorial Hall & Reserve Board have both decided to appoint more than the seven members currently specified in their Constitutions. Both took into account the value of having this level of support in their communities and will look to amend their Constitutions. Nine years ago Mayfield informally merged their hall and reserve boards. With both on the one site, it was considered more efficient. They would like to formalise this arrangement in due course.
7. To date for 2020, the following boards have held their triennial meetings and elected their members:

Board	Date	Members
Alford Forest Reserve Board <i>Council appointee: Cr Letham</i>	21/01/2020	Malcolm Cretney (Chair) Nicola Norrie (Tre/Sec) Kehi Jufer Martin Armour Julian Chamberlain Aidan Febrery Richard Ellis
Seafeld Reserve Board <i>Council appointee: Cr McKay</i>	28/01/2020	Chris Keenan (Chair) Rachel Arnold (Tre/Sec) Elizabeth Rankin Paul Arnold Bill William Sue Keenan

Dorie Reserve Board <i>Council appointee: Cr McKay</i>	29/01/2020	David McKimmie (Chair) Shane Foster (Tre/Sec) Peter Webster Dean Pye Dave Jackways Trina Milne Phil Sloper Steve Hooker
Rakaia Memorial Hall Board <i>Council appointee: Cr Lovett</i>	06/02/2020	Fred Clarkson (Chair) Linda Hammerich (Tre/Sec) Jim Stuart Mark Malcolm Pip Townsend Liz Dupree Glen Coburn
Mayfield Memorial Hall & Reserve Board <i>Council appointees: Cr Letham, McMillan</i>	19/02/2020	Barry Austin (Chair) Jill Ludemann (Sec) Brent Murdoch (Tre) Cushla Murdoch Ricky Taylor John Milan John Fleming Val Fleming Gerald Jacobson Aafke Husimann David Greenslade

Scheduled meetings

8. The following Boards have confirmed dates for their triennial meetings.

Ruapuna Reserve Board <i>Council appointee: Cr Letham</i>	22/02/2020
Greenstreet Ashburton Forks Reserve Board <i>Council appointee: Cr Letham</i>	12/03/2020
Tinwald Memorial Hall <i>Council appointee: Cr Cameron</i>	Meeting held on 11 February. A further meeting will be scheduled to appoint officers.

9. Remaining Boards are aware of their meeting requirements and dates will be confirmed in due course.
10. The Community Administration Officer will continue to liaise with the boards and provide administrative and meeting support.

Financial implications

11. There are no financial implications. The officer support and cost of advertising triennial meetings is met within existing budgets.

Significance and Engagement

12. There are no significance and engagement issues.

18. Mayor's Report

Summary

- The purpose of this report is to inform Council of meetings and events attended by the Mayor, or his appointees, during the reporting period.

Recommendation

That Council receives the Mayor's report.

1. Global Ambassador Programme

The Council has launched a new Global Ambassadors programme and on 13 January the five newly appointed ambassadors, Mary Bernarte, Jasaiah Claydon-Wade, Marc Juntilla, Jade Kruger and Fylgia Romero, were officially welcomed into their role. The ambassadors will be working with Council to support Ashburton's international partnerships. Their first assignment was to assist the Welcoming Communities programme in its support of the upcoming Holi Festival of Colours, hosted by the Ashburton Indian Multicultural Charitable Trust on 15 February. The ambassadors also assisted at the citizenship ceremony. They are all very committed and will be a valuable asset to the community.

2. Canterbury Mayoral Forum – Food and Fibre Innovation Young Peoples Forum

The Canterbury Mayoral Forum has been working with New Zealand Young Farmers to start a Food and Fibre Young Peoples Forum initiative. In June last year, a pilot Young Peoples Forum was held in Methven. One of the outcomes of that Forum was a request that the group have the opportunity of presenting their findings to a key group of Canterbury Mayors with the view of discussing the findings and outlining key actions for 2020. I attended this meeting and found it very informative.

3. Christchurch City Council – Petition Presentation

I have been assisting Jason Alexander with the process of presenting a petition for changes to the Summit Road to the Christchurch City Council following the tragic loss of his two daughters.

On Thursday 23 January I accompanied Jason to the Christchurch City Council meeting where he presented the petition. The petition was referred to the Urban Development and Transport Committee for consideration.

4. Ō Tū Wharekai/Ashburton Lakes Hui

Myself, Councillor Wilson and Jane Donaldson (Group Manager Strategy & Compliance) attended a hui with Ngai Tahu on Friday 24 January. It was a good meeting which outlined the problems facing the Ashburton Lakes. The next step is for a smaller group of appointees to meet with the landowners to establish a strategy for improving water quality in these lakes – by no means is this going to be an easy task.

5. Canterbury Mayoral Forum

The Canterbury Mayoral Forum hosted a strategic day to ascertain what the district Mayors wanted to see achieved during this term. A draft 'Plan for Canterbury' will be presented at the Mayoral Forum meeting scheduled for 28 February.

6. Crusaders v Hurricanes Rugby Match

The rugby match between the Crusaders and Hurricanes held at the Showgrounds 18 January was a very successful occasion. A total of \$7,300 was raised for the very worthwhile "Life's Worth Living" mental health campaign which is a fantastic effort. Now that the Crusaders have seen what Ashburton has to offer and the support shown for the team we are hopeful that they are keen to come back at some point in the future – who knows, perhaps an actual competition game.

7. Arowhenua Marae Visit

Councillors and senior staff members undertook their annual visit to Arowhenua Marae 28 January. It was a good collaborative meeting to build on the existing relationship and to understand each other and our issues.

8. LGNZ Attendance

This year's LGNZ Conference and Annual General Meeting will be held in Blenheim from Sunday 16 to Tuesday 18 July. As the Mayor is unavailable to attend the Deputy Mayor and Chief Executive will be attending and there is opportunity for further Councillors to register.

9. Sister Cities Conference 2020

Ashburton is to host the 2020 Sisters Cities conference from 30 April to 2 May. The theme for the conference is 'Growing Cultural Diversity in Regions'. Deputy Mayor Liz McMillan and Councillors Lynette Lovett and Diane Rawlinson have been appointed Council representatives at this conference.

10. TUIA 2020

Former Ashburton College student, Jasaiah Claydon-Wade has been selected to be the participant for the 2020 Tuia programme. Jasaiah will attend five wanangas throughout the year with the first being in Hamilton 6/8 March 2020. Jasaiah is very enthusiastic to be part of this programme and it will be a pleasure to work with and mentor Jasaiah over this year.

11. Alexandra Cojocaru visit – gift from Romania

I had a visit from Alexandra Cojocaru (aged 10) and her parents, originally from Romania, who now reside in Ashburton. Alexandra had recently travelled back to her home town of Constanta, Romania where she met the Deputy Mayor who presented her with a book showcasing Constanta to be gifted to the Ashburton District Council.

12. 2019 John Grigg Scholarship

Ashburton College has advised that at their 2019 Year 13 Graduation Ceremony the John Grigg Scholarship was awarded to Brittany Fowler. Brittany is studying at Lincoln University undertaking a Bachelor of Agricultural Science degree.

13. Citizenship Ceremony

The first citizenship ceremony of 2020 was held on Thursday 20 February and saw 28 new citizens sworn in. These ceremonies are extremely well run and appreciated by the new citizens who have decided to make New Zealand the country of their choice.

14. Canterbury Water Management Strategy Regional Committee (CWMS)

The Canterbury Water Management Strategy Regional Committee met on 11 February 2020 and Council appointee Cr Angus McKay has provided the following report:

Conflict of Interest

The committee began implementing the new process to manage conflict of interest. Committee members were asked to populate the Conflict of Interest Register that will now be in every agenda. They were then asked to declare any conflict associated with the agenda before them.

Membership

Membership of the Regional committee is currently going through a phase of change as new council and Rūnanga representatives join the committee, zone committees appoint their representatives and community members approach their refresh.

2019 Annual Report was adopted

The 2019 Annual Report was adopted. The report will be presented to Environment Canterbury by the Chair in the next couple of months

Mayoral Forum and Central Government Update

This update provided the committee with a good overview of the work underway with the Mayoral Forum to identify initiatives TAs have underway that contribute to the CWMS and central government's freshwater and biodiversity initiatives.

Priorities for 2020

With the context of the Mayoral Forum and central government work underway the committee then turned their attention to priorities for 2020. They have identified a long list that they are yet to prioritise.

WATERSHED 2020

During the Zonal Chairs/Deputy Chairs meeting in June 2019 they recommended holding a similar event as WATERSHED 2018 to bring all zone committee members together in 2020. Initial planning for the event has begun including dates identified (8-9 June) and a draft run sheet is being prepared. The Regional Committee ran out of time to discuss the draft run sheet as a committee but members were invited to send in their comments by email.

15. Condolences to the Lovett Family

It is with sadness, that we acknowledge the passing of Tim, the son of Councillor Lynette Lovett. Our thoughts are with Lynette and her family at this difficult time.

16. Meetings

December 2019

- 19 December: Brian Davidson
- 19 December: Council meeting
- 20 December: Mark Dewhirst
- 20 December: Senior Sergeant Leigh Jenkins and Superintendent David Gaskin
- 23 December: James Urquhart – EMC with CE Hamish Riach and Deputy Mayor Liz McMillan

January 2020

- 13 January: Ashburton Global Ambassadors Welcoming and Induction
- 13 January: Hukatere Maori Komiti Hui
- 15 January: Canterbury Mayoral Forum – Food and Fibre Innovation Young Persons Forum
- 17 January: Mayor Lianne Dalziel with Ashburton resident Jason Alexander
- 18 January: Crusaders v Hurricanes pre-season match at Ashburton Showgrounds
- 20 January: Methven Community Board
- 20 January: Milan Talley and Aaron Chudleigh – Talleys with CE Hamish Riach
- 22 January: Ashburton Youth Council
- 23 January: Christchurch City Council meeting – petition presentation
- 24 January: Hokonui Radio Interview
- 24 January: Ō Tū Wharekai/Ashburton Lakes Hui with Cr Stuart Wilson and Group Manager Environment Services
- 26 January: Ashburton's Festival of Pipe Band Music
- 27 January: Alyce Lysaght – 2019 TUIA participant
- 27 January: Tihou Weepu – TUIA Programme
- 27 January: Lake Hood Extension Project and Aquatic Park Trust
- 27 January: Advance Ashburton Scholarship Ceremony
- 28 January: Arowhenua Marae Visit
- 28 January: Ashburton Aquatic Park AGM
- 28 January: Alister Lilley with CE Hamish Riach
- 29 January: Marie Ward – Ministry of Social Development with Deputy Mayor Liz McMillan
- 29 January: Kevin Clifford – Safer Mid Canterbury with Deputy Mayor Liz McMillan
- 29 January: ADC Executive Committee meeting
- 30 January: Library and Civic Centre Project Control Group meeting
- 30 January: Council Infrastructure Services, Environmental Services and Community Services Committee meetings
- 31 January: Ray Smith – Director General and Charlotte Austin – Northern South Island Regional Manager from MPI

- 31 January: Consular Office of Japan – His Majesty the Emperor of Japan 60th Birthday Celebrations

February 2020

- 1 February: Ashburton Toy Library 25th birthday celebrations
- 3 February: Canterbury Mayoral Forum – Mayors and CE's workshop
- 4 February: ADC Audit, Risk and Finance and By-Law and Policy meetings
- 4 February: South Island Destination Plan workshop
- 5 February: Hokonui Radio Interview
- 5 February: Rangitata Diversion Race Management Ltd Board meeting
- 5 February: Ian Cullimore and Phil McKendry
- 5 February: Rakaia Memorial Hall Triennial meeting
- 6 February: Multicultural Bite
- 6 February: Hakatere Marae Waitangi Day celebrations
- 8 February: Filipino Dairy Workers – opening ceremony of basketball and volleyball league
- 10 February: Ashburton Work and Income new building opening
- 10 February: Welcoming Communities Steering Group meeting
- 11 February: Ashburton Trust/Lion Foundation meeting
- 12 February: Jasaiah Claydon-Wade – TUIA representative
- 12 February: National Land Transport Programme Information Session with Deputy Mayor Liz McMillan and Cr Stuart Wilson
- 13 February: Council agencies six monthly reports
- 13 February: Town Centre Subcommittee meeting
- 14 February: Jo Luxton – Labour MP with CE Hamish Riach
- 14 February: Mandy Casey and Carly McDowell – Cancer Society/Smokefree
- 14 February: Hekeao Hinds Water Enhancement Trust meeting
- 15 February: Ashburton Indian Multi Cultural Trust – Holi – Festival of Colours
- 17 February: Bernice Marra – Canterbury District Health Board with Cr Carolyn Cameron
- 17 February: Advance Ashburton meeting
- 20 February: Citizenship Ceremony
- 20 February: Council workshop
- 21 February: Hokonui Radio Interview
- 21 February: RDR Strategy workshop
- 22 February: Chief Fire Officer Alan Burgess – 50 year service medal
- 24 February: Library and Civic Centre Meeting
- 24 February: Council workshop – Long Term Plan Strategic vision
- 25 February: Council budget workshop
- 26 February: Council budget workshop

Neil Brown

Mayor