

Ashburton District Council

AGENDA

Notice of Meeting:

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

Date: Wednesday 2 April 2025

Time: 1pm

Venue: Hine Paaka Council Chamber
Te Whare Whakatere, 2 Baring Square East, Ashburton

Membership

| | |
|--------------|-----------------|
| Mayor | Neil Brown |
| Deputy Mayor | Liz McMillan |
| Members | Leen Braam |
| | Carolyn Cameron |
| | Russell Ellis |
| | Phill Hooper |
| | Lynette Lovett |
| | Rob Mackle |
| | Tony Todd |
| | Richard Wilson |

Meeting Timetable

| Time | Item |
|---------------|---|
| 1.00pm | Council meeting commences |
| 1.45pm | RDRML Tony McCormick (CE), Richard Spearman (Deputy Chair), Evan Chisnall (Director) |
| 2.45pm | Welcome to new and long-serving staff |

1 Apologies

2 Extraordinary Business

3 Declarations of Interest

Members are reminded of the need to be vigilant and 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

| | | |
|----------|--------------------|----------|
| 4 | Council – 19/03/25 | 3 |
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Reports

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| 5 | Appointment & Remuneration of Directors Policy | 7 |
| 6 | Consultation for the Annual Plan 2025-26 | 26 |
| 7 | Ashburton Cemetery – new public toilets | 31 |
| 8 | Ashburton Car Club Street Sprints Road Closure | 41 |

Business Transacted with the Public Excluded

| | | | |
|-----------|--|---------------------------------------|-------------|
| 9 | Council – 19/03/25 | | PE 1 |
| | <ul style="list-style-type: none"> • Birdsong Initiative Trust Section 7(2)(h) Commercial activities • 2nd Bridge project engagement Section 7(2)(g) Maintain legal professional privilege • 2nd Bridge & Local Road Partner Agreement Section 7(2)(i) Conduct of negotiations | | |
| 10 | Land Purchase | Section 7(2)(h) Commercial activities | PE 4 |

4. Council Minutes – 19 March 2025

Minutes of the Council meeting held on Wednesday 19 March 2025, commencing at 1.00pm in the Hine Paaka Council Chamber, Te Whare Whakatere, 2 Baring Square East, Ashburton.

Present

His Worship the Mayor, Neil Brown; Deputy Mayor Liz McMillan and Councillors Leen Braam, Carolyn Cameron, Russell Ellis, Phill Hooper, Lynette Lovett, Rob Mackle, Tony Todd and Richard Wilson.

In attendance

Hamish Riach (Chief Executive), Helen Barnes (GM Business Support), Toni Durham (GM Democracy & Engagement), Ian Hyde (GM Compliance & Development), Neil McCann (GM Infrastructure & Open Spaces), Sarah Mosley (GM People & Facilities), and Phillipa Clark (Governance Team Leader).

Staff present for the duration of their reports: Brad Thomson (District Planning Manager), Lauren Wright (Planner), Mark Low (Strategy & Policy Manager), Tayyaba Latif (Policy Advisor), Mark Chamberlain (Roading Manager), Erin Register (Finance Manager) and Tania Paddock (Legal Counsel).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

Business transacted with the public excluded – 1.00pm

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: | |
|---------|--|---|--|
| 14 | Council 5/03/25 <ul style="list-style-type: none">Birdsong Initiative TrustH&S reportACL | Section 7(2)(h) Section 7(2)(a) Section 7(2)(h) | Commercial activities Protection of privacy of natural persons Commercial activities |

McMillan/Wilson

Carried

Council resumed in open meeting at 1.09pm.

4 Confirmation of Minutes

- Council – 5/03/25

That the minutes of the Council meeting held on 5 March 2025, be taken as read and confirmed.

Hooper/Cameron

Carried

5 Road Safety Co-ordinating Committee – 4/03/25

Council noted safety concerns with the SH77/Thompsons Track intersection and that a request for improved signage has been made. The Committee will be asked to ensure this, and the issue of trees obstructing signage, is dealt with quickly.

That Council receives the minutes of the Ashburton District Road Safety Co-ordinating Committee meeting held on 4 March 2025.

McMillan/Todd

Carried

6 Stockwater Transition Working Group – 6/03/25

That Council receives the minutes of the Stockwater Transition Working Group meeting held on 6 March 2025.

Wilson/Cameron

Carried

7 Methven Community Board – 10/03/25

That Council receives the minutes of the Methven Community Board meeting held on 10 March 2025.

Cameron/Todd

Carried

8 Local Water Done Well – Service Delivery models for consultation

1. **That** Council receives the information in the Local Water Done Well: Service Delivery Models for Consultation Report.

Cameron/McMillan

Carried

2. **That** Council confirms water services for Ashburton District's Local Water Done Well to be three waters, specifically the drinking water, wastewater and stormwater activities.

Lovett/Braam

Carried

3. **That** Council consults the community on the following two delivery models in the public consultation process:

a. Stand-alone Business unit

b. Water Services Council-Controlled Organisation (WSCCO) Model

Ellis/Hooper

Carried

4. **That** Council selects the Stand-alone Business Unit within Council as its proposal for public consultation.

Hooper/Cameron

Carried

9 Ashburton Residential and Business Land Assessment

That Council receives the Ashburton Residential and Business Land Assessment produced by Property Economics in December 2024 as attached in Appendix 1.

Braam/Cameron

Carried

10 Proposed Private District Plan Change 6 – Pajanti Ltd

That Council adopts the Commissioner’s recommendations, attached to this report, in respect of Plan Change 6 to the Ashburton District Plan, comprising the rezoning of 259 Alford Forest Road from Residential D to Residential C and the addition of the following new rules:

- Rule 4.9.18 (Residential Chapter): Pajanti Outline Development Plan, Ashburton
 - Any development within the Pajanti Outline Development Plan shall be undertaken in general accordance with that Outline Development Plan attached in Appendix 4-7.
- Rule 9.8.12 (Subdivision Chapter) Plan: Pajanti Outline Development Plan
 - Any subdivision and/or development within the Pajanti Outline Development Plan shall be in general accordance with the Outline Development Plan in Appendix 4-7
- Inclusion of a new Outline Development Plan as Appendix 4-7 showing the proposed roading layout, right of way location, and building line restriction along the western boundary.
- The insertion of new rule 4.9.18 will require subsequent renumbering of the Residential Zone rules. This will maintain consistency within the District Plan by grouping all rules relating to developments being undertaken in general accordance with outline development plans being located together.

Braam/Todd

Carried

11 Naming of Road – Camrose Development

That Council **approves** the application to name the right-of-way to be developed as part of subdivision SUB22/0077, known as Camrose Estate, located off Grace Ireland Drive, Methven, as Don Church Lane.

Mayor/Hooper

Carried

12 Financial Report – February 2025

Officers were asked to check and report back on

- Permanent variance due to unbudgeted freeholding of 2 Glasgow leases
- Permanent variance due to vacant tenancy (L1 Te Whare Whakaterere)

That Council receives the financial variance report for February 2025.

McMillan/Cameron

Carried

13 Mayor’s report

• LGNZ Superlocal Conference 2025

That the Mayor and Chief Executive, along with Deputy Mayor Liz McMillan, Crs Leen Braam and Russell Ellis be appointed as Ashburton District Council’s 2025 LGNZ Conference delegates.

Todd/Lovett

Carried

Post meeting note: the Deputy Mayor is now unavailable and Cr Mackle will attend as a delegate.

• 2022-2025 Council term

The Mayor took the opportunity to record his intention to retire from Council at the end of this term.

That Council receives the Mayor’s report.

Mayor/Cameron

Carried

Business transacted with the public excluded –3.08pm

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: | |
|----------------|---|--|--|
| 14 | Council 5/03/25 <ul style="list-style-type: none"> • Birdsong Initiative Trust • H&S report • ACL | Section 7(2)(h) Section 7(2)(a) Section 7(2)(h) | Commercial activities Protection of privacy of natural persons Commercial activities |
| 15 | MCB – 10/03/24 <ul style="list-style-type: none"> • Birdsong Initiative Trust | Section 7(2)(h) | Protection of privacy of natural persons |
| 16 | 2 nd Ashburton Bridge Project – community engagement | Section 7(2)(g) | Maintain legal professional privilege |
| 17 | 2 nd Bridge and Local Road Partner Agreement | Section 7(2)(i) | Conduct of negotiations |

Lovett/Todd

Carried

Council concluded at 4.52pm.

Confirmed 2 April 2025

MAYOR

5. *Appointment and Remuneration of Directors of Council Organisations Policy*

| | |
|-----------------------|---|
| Author | <i>Lou Dunstan, Policy Advisor</i> |
| Activity Manager | <i>Mark Low, Strategy and Policy Manager</i> |
| Executive Team Member | <i>Toni Durham, GM – Democracy and Engagement</i> <i>Helen Barnes, GM – Business Support</i> |

Summary

- The purpose of this report is to seek Council approval of the Appointment and Remuneration of Directors of Council Organisations Policy 2025, as attached in appendix 2.
- The review schedule for this policy is every five years, or as required. As the last review was completed in 2020, it is now due.
- Officers are proposing a series of amendments to better align the policy with relevant legislation and to accurately reflect the processes being carried out by Council when appointing and remunerating directors of a Council organisations.

Recommendation

1. **That** Council adopts the 2025 Appointment and Remuneration of Directors of Council Organisations policy, as attached in appendix 2.

Attachment

| | |
|-------------------|---|
| Appendix 1 | Summary of changes |
| Appendix 2 | Appointment and Remuneration of Directors of Council Organisations Policy |

Background

1. Ashburton District Council currently owns, or part owns, a number of organisations in which Council has the right to appoint directors.
2. The objective of the policy is to set out, in accordance with section 57(1) of the Local Government Act 2002, an objective and transparent process for the:
 - a) identification and consideration of the skills, knowledge and experience required of directors of a council organisation.
 - b) appointment of directors to a council organisation; and
 - c) remuneration of directors of a council organisation.

The current situation

3. The review period for this policy is every five years, or as required. The last review was carried out in 2020, meaning a review is now due.
4. Officers are proposing a number of amendments to the policy to better align it with relevant legislation and to accurately reflect the processes being carried out by Council when appointing and remunerating directors of a Council organisations.

Proposed changes

Alignment with Section 57(1) of the Local Government Act 2002.

5. The Local Government Act 2002 (LGA), section 57, specifies that Councils must adopt a policy that sets out an objective and transparent process for the identification of skills, knowledge and experience, the appointment, and remuneration of directors of a Council organisation.
6. Under section 57 (3) of the LGA, Council must also consider whether knowledge of tikanga Māori may be relevant to the governance of any council-controlled organisation.
7. Officers are recommending updating the policy objective, along with section 2 of the policy to better reflect the requirements of the LGA.

Alignment with the Local Government (Water Services) Bill

8. Council is currently undertaking work to consult on possible options for the future delivery of water services under the Local Government (Water Services) Bill (the Bill).
9. Section 40 of the Bill defines the governance structure of water organisations, in particular the board directors.
10. Under the Bill, a director of a water organisation must:

- a) be appointed on the basis of their competency to perform the role
 - b) have an appropriate mix of skills, knowledge and experience in relation to the activity
 - c) must not be an elected member or employee of a territorial authority that is a shareholder in the water organisation.
11. Given that no decision has been made in relation to the future delivery model, Officers are recommending amendments to sections 2.3 and 3.3 of the policy to align the policy with relevant sections of the Bill. This will ensure the policy aligns with either of the possible service delivery options.

Changes to remuneration process

12. The current policy does not provide clear guidance for the remuneration of directors who are elected members or Council officers.
13. Under Appendix one of the current policy, it is indicated that Council representatives of the Rangitata Diversion Race Management Limited (RDRML) do not receive remuneration.
14. Officers are recommending that the policy be updated to reflect the preferred process whereby director remuneration is paid directly to the person holding the position. This shall apply in cases where an elected member or Council officer holds a paid directorship of a council organisation.

Removal of Directors

15. While it is not a requirement under the LGA, the current policy doesn't indicate the process for the removal of a director of a Council organisation.
16. Officers are recommending a section be added to the policy which indicates Council's ability to terminate a director appointment by resolution, where Council has the power to do so under the organisation's rules, deed or constitution.

Other Changes

17. Other minor changes made to the policy are detailed in appendix 1 attached.

Options analysis

Option one – Roll over the current policy (Status Quo)

18. Under this option, the policy would be rolled over as it currently is without any amendments being made, this option is not recommended.

| | |
|--|---|
| <p>Advantages: Nil.</p> | <p>Disadvantages: Council would miss the opportunity to better align the policy with relevant legislation.</p> <p>Council would miss the opportunity to update the policy to better reflect the preferred process.</p> |
| <p>Risks: A policy should reflect good practice. Failure to do this could result in legal challenge or result in unclear interpretation when the policy is being applied.</p> | |

Option two – Adopt the reviewed policy

19. Under this option, Council would adopt the policy to take effect in April 2025. Amendments made in the policy would better align the policy with current practice and relevant legislation. This option is recommended.

| | |
|---|---------------------------------------|
| <p>Advantages: Policy would be better aligned to relevant legislation.</p> <p>Policy would accurately reflect current and preferred processes.</p> | <p>Disadvantages: Nil.</p> |
| <p>Risks: Council organisations may not agree with some/all of the amendments made to the policy.</p> | |

Option three – Adopt an amended version of the policy

20. It is acknowledged that Council may feel further changes are necessary. Therefore, Council could decide to adopt an amended version of the policy.

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| <p>Advantages: Improvements may be picked up that have been missed by officers.</p> | <p>Disadvantages: Further officer time would be required to make any additional changes to the policy.</p> |
| <p>Risks: There is a possibility that additional changes may not align with relevant legislation.</p> | |

Legal/policy implications

Legislation

21. The Appointment and Remuneration of Directors of Council Organisations Policy is in line with the following relevant legislation.
- Local Government Act 2002
 - Companies Act 1993

Trust Deeds and Company Constitutions

22. As indicated in the policy, relevant company constitutions and trust deeds should be considered in conjunction with the Appointment and Remuneration of Directors of Council Organisations policy.

Climate change

23. This policy has no climate change implications.

Strategic alignment

24. The policy aligns with all four wellbeing's by ensuring Council organisations have strong governance in place that recognise and contribute to the wellbeing of the community they operate within.

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|--|
| Economic | ✓ | The policy supports economic wellbeing by ensuring the directors of Council organisations, particularly CCTOs, have the relevant, skills knowledge and experience to positively contribute to the local economy. |
| Social | ✓ | Council organisations help deliver services that contribute to the social, environmental, and cultural wellbeing of the district. The policy ensures these organisations have effective governance in place by appointing directors in an objective and transparent way. |
| Environmental | ✓ | |
| Cultural | ✓ | |

Financial implications

| Requirement | Explanation |
|---|--|
| What is the cost? | There is no additional cost for the recommended option. |
| Is there budget available in LTP / AP? | Not required for the recommended option |
| Where is the funding coming from? | Not applicable. Director fees are paid by the relevant Council organisation. |
| Are there any future budget implications? | Anticipate that the directors' fees for RDRML directorship will no longer be paid to Council once the policy is adopted. |
| Reviewed by Finance | Erin Register; Finance Manager. |

Significance and engagement assessment

25. The recommended option has been assessed against Council’s Community engagement Policy and does not trigger high significance.

| Requirement | Explanation |
|---|---|
| Is the matter considered significant? | No |
| Level of significance | Low |
| Rationale for selecting level of significance | The proposed changes to the policy do not directly affect the community. There is very little public interest expected in relation to the policy. |
| Level of engagement selected | 1. Informal one way communication. |
| Rationale for selecting level of engagement | Council organisations will be contacted via letter to provide an explanation of the changes to the policy. The community will be notified via the usual channels. |
| Reviewed by Strategy & Policy | Mark Low; Strategy and Policy Manager |

Appendix One – Summary of Changes

| Clause | Action/rationale |
|--------------------------------|--|
| Team and Responsibility | No change |
| Adopted | Action: Changed date Rationale: To reflect most recent adoption date |
| Related documents | Action: Removed Companies Registration Act 1993 Rationale: Act has been repealed |
| Policy Objective | Action: Updated wording Rationale: To reflect the requirement of the LGA to have a policy in place that sets out an objective and transparent process for the: a) identification and consideration of the skills, knowledge and experience required of directors of a council organisation. b) appointment of directors to a council organisation; and c) remuneration of directors of a council organisation. |
| Definitions | Action: removed wording from company definition Rationale: To reflect the repeal of the Companies Registration Act 1993. Action: updated definition for Council Organisation Rationale: To align with LGA section 6(1) Action: updated definition for Council-Controlled Organisation Rationale: To align with LGA section 6(1) Action: updated definition for directors Rationale: To align with LGA and provide greater clarity |
| Policy Statement | |
| 1. Introduction | Action: Added clause 1.4 Rationale: To make clear that the policy is supplementary to the relevant trust deeds / company constitutions of Council organisations. |
| 2. Skills Required | Action: Updated to eligibility and competency Rationale: To group all sections relating to candidate eligibility into one section for ease of use. |
| 2.1 Considerations | Action: Added heading Rationale: To group all relevant clauses together for ease of use. Action: Updated wording in 2.1.1 Rationale: To provide greater clarity for the application of the policy Action: Added new clause 2.1.4 Rationale: To better align policy with LGA and Water Services Bill |
| 2.2 Eligibility | Action: Added heading Rationale: To better group all relevant clauses together for ease of use. Action: Added bullet points – |

| | |
|---|---|
| | <p>Any person who has previously been disqualified from being a director or board member within New Zealand</p> <p>Any person who is under 18 years of age</p> <p>Rationale: To better align policy with other councils and relevant legislation.</p> |
| 2.3 Skills, knowledge and experience | <p>Action: Added heading</p> <p>Rationale: To group all relevant clauses together for ease of use.</p> <p>Action: Added bullet point - Understanding of relevant legislation including Health and Safety at Work Act 2015</p> <p>Rationale: To ensure that candidates have an understanding of relevant legislation.</p> |
| 2.4 Governance Training | <p>Action: Added heading</p> <p>Rationale: To group all relevant clauses together for ease of use.</p> |
| 3.1 Appointments Committee | <p>Action: Updated wording 3.1.2</p> <p>Rationale: The term “substantive” doesn’t relate to any other Council organisations other than Auckland Council which have been enacted by specific legislation. Updated wording to better define intent.</p> <p>Action: Updated wording 3.1.3</p> <p>Rationale: To clarify why there are instances where a CO may determine their own appointment committee.</p> |
| 3.2 Appointment of new Directors | <p>Action: Updated clause 3.2.5</p> <p>Rationale: To reflect numbering changes made in the policy</p> |
| 3.3 Elected members and Council officers | <p>Action: Updated wording in clause 3.3.1</p> <p>Rationale: To better define what organisations elected members and council officers are eligible for.</p> <p>Action: Added clause 3.3.2</p> <p>Rationale: To clearly define the presence of a conflict of interest permits elected member or council officer eligibility.</p> <p>Action: Added clause 3.3.3</p> <p>Rationale: To confirm that the appointment of an elected member or employee is subject to them representing Council. Should their duties as a Council representative end, so too will their appointment as director of a Council organisation.</p> |
| 3.4 Re-appointing directors | <p>Action: Updated wording 3.4.4</p> <p>Rationale: improve clarity</p> <p>Action: Updated wording 3.4.5</p> <p>Rationale: improve clarity</p> |
| 3.6 Removal of directors | <p>Action: Added new heading and clause 3.6.1</p> <p>Rationale: To confirm Councils ability to remove a director</p> |
| 4. Remuneration | <p>Action: Added clause 4.4</p> <p>Rationale: To define the process for director remuneration where the director is an elected member or officer of the Council.</p> |

| | |
|---|--|
| | <p>Action: Added additional bullet point to 4.3 Rationale: To reflect current practice</p> |
| 5. Conflict of Interest | <p>Action: Added clause 5.3 Rationale: To align the policy with relevant legislation.</p> |
| Appendix One – Council Organisations | <p>Action: Removed Ashburton Stadium Trust Rationale: No longer an active Council organisation</p> <p>Action: Removed Canterbury Economic Development Co Ltd Rationale: No longer an active Council organisation</p> <p>Action: Removed Experience Mid Canterbury Rationale: No longer an active Council organisation</p> <p>Action: Updated remuneration of RDR Rationale: to reflect recommended practice</p> <p>Action: Updated number of parties in Eastfield Joint Venture from 5 to 4 Rationale: to reflect current arrangement</p> <p>Action: Added column in table – appointment of chairperson Rationale: to reflect current arrangements</p> |

Policy

APPOINTMENT AND REMUNERATION OF DIRECTORS OF COUNCIL ORGANISATIONS

| | |
|---------------------------|---|
| TEAM: | Strategy and Policy |
| RESPONSIBILITY: | Group Manager Business Support |
| ADOPTED: | 2 nd April 2025 |
| REVIEW: | Every five years, or as required |
| CONSULTATION: | None required |
| RELATED DOCUMENTS: | Local Government Act 2002, Companies Act 1993 |

Policy objective

To set criteria and ensure an objective and transparent process is followed for selection, appointment, and setting of remuneration of directors appointed to companies by Council.

The purpose of this policy is to set out, in accordance with section 57 (1) of the Local Government Act 2002 (LGA), an objective and transparent process for the:

- a) identification and consideration of the skills, knowledge and experience required of directors of a council organisation.
- b) appointment of directors to a council organisation; and
- c) remuneration of directors of a council organisation.

Definitions

Appointments Committee is the committee responsible for appointing directors to Council organisations. At a minimum, the Committee will comprise of one Ashburton District Council elected member (either the Mayor, Deputy Mayor, and/or the Chairperson of a standing committee) and one appointed representative (either the Ashburton District Council Chief Executive, the Council organisation Chief Executive, and/or the Board Chair).

Candidate a person who has submitted an ~~written~~ application for a director's position or has formally agreed to be considered for such a position.

Company has the same meaning as that of the Companies Act 1993 and means a company registered under Part 2 of the Companies Act 1993 ~~or a company reregistered under that Act in accordance with the Companies Reregistration Act 1993~~. Generally, a company means a body

corporate.

Council means Ashburton District Council.

Council organisation (CO) means the same as the definition as set out in section 6(1) of the Local Government Act 2002, a Council Organisation (CO) is any organisation in which the Council has a voting interest or the right to appoint a director, trustee or manager (however described). This is a wide ranging definition, covering a large number of bodies, including Council Controlled Organisations and Council Controlled Trading Organisations. For the purposes of this policy, the definition of a CO excludes Memorial Halls and Reserve Boards as these are treated as subcommittees of Council.

Council-Controlled Organisation (CCO) means the same as the definition as set out in section 6(1) of the Local Government Act 2002, is an organisation in which the Council controls, directly or indirectly, 50% or more of the votes or has the right, directly or indirectly, to appoint 50% or more of the directors, trustees or managers. Council's CCOs are set out in Appendix One.

Council Controlled Trading Organisation (CCTO) is an organisation that operates a trading undertaking for the purpose of making a profit (as per s.6 of the Local Government Act 2002). Ashburton District Council's CCTOs are set out in Appendix One.

Directors includes company directors, trustees, managers and office holders of an organisation (s.6(3)(b), Local Government Act 2002). company directors of a CCO or CCTO, and where the Council Organisation is not a company, any references in this policy to the directors and board includes trustees, managers and office holders, however described in that organisation.

Policy Statement

1. Introduction

- 1.1 Current CCTOs, CCOs and COs are listed in Appendix One.
- 1.2 Council may establish further CCTOs, CCOs and COs during the life of this policy. These will be added to Appendix One.
- 1.3 This policy does not apply to Memorial Halls or Reserve Boards.
- 1.4 This policy should be considered in conjunction with relevant trust deeds and/or company constitutions.

2. Skills required Eligibility and Competency

2.1 Considerations

- 2.1.1 The criteria set out below shall apply to all appointments of directors of CCTOs, CCOs and COs where Council has the right to appoint directors. unless an exclusion is noted in Appendix One.
- 2.1.2 The required skills, knowledge and experience for director appointments are assessed in

the first instance by the CCTO, CCO or CO.

- 2.1.3 The existing mix of skills and experience on the CCTO, CCO or CO board will be taken into account. Consideration will be given to complementing and reinforcing existing skills of board members and reducing known weaknesses where necessary.

2.1.4 When identifying the skills, knowledge, and experience required of directors of a CO, the local authority must consider whether knowledge of tikanga Māori may be relevant to the governance of that CO.

2.2 Eligibility

- 2.2.1 The following persons may not be appointed as directors, as determined by the Appointments Committee:

- Any person who is under 18 years of age; or
- Any bankrupt person who has not obtained a final order of discharge or whose order of discharge has been suspended; or
- Any person who has been convicted of any offence punishable by a term of imprisonment; or
- Any person who has been convicted of any offence involving dishonestly; or
- Any person who has previously been disqualified from being a director or board member within New Zealand.

2.3 Skills, Knowledge and Experience

- 2.3.1 Directors are expected to meet a number of competencies as well as the relevant industry-specific or other technical/specialist skills required for the relevant organisation.

- 2.3.2 Core competencies include (but are not exclusive to):

- Intellectual ability
- Business experience or other experience, skills or qualifications that are relevant to the activities of the organisation
- Sound judgement
- High standard of personal integrity
- No conflicts of interest
- Commitment to the principles of good corporate citizenship
- Understanding of the wider interests of the publicly accountable shareholder
- Understanding of governance issues.
- Understanding of relevant legislation including Health and Safety at Work Act 2015

- 2.3.3 The following additional competencies are required for directors of CCTOs:

- commercial experience

2.4 Governance Training

- 2.4.1 It is expected that all appointees to a board will undergo, or already have undergone, formal corporate governance training or have requisite experience in this area.

3. Appointment of Directors' Process

3.1 Appointments Committee

- 3.1.1 Council has varying rights to determine the composition of the Appointments Committee for COs.
- 3.1.2 ~~For Council's substantive Council organisation (ACL)~~ For COs that are 100% owned by Council, officers will make a recommendation to Council on the make-up of the Appointments Committee. Officers will consider the skills required for the Appointments Committee to ensure diversity, and a range of skills and experience. The recommendation will state the Appointments Committee include a minimum of:
- One Ashburton District Council elected member (either the Mayor, Deputy Mayor, and/or the Chairperson of a standing committee), and
 - One appointed representative (either the Ashburton District Council Chief Executive, the Council organisation Chief Executive, and/or the Board Chair).
- 3.1.3 Council acknowledges that in some instances where Council appoints directors in conjunction with other entities, the CO will determine their own Appointments Committee (or any similar committee for this purpose) composition through a trust deed, constitution or similar document. ~~These documents override Council policy.~~
- 3.1.4 Where a CO has no established process in place, it is expected the minimum Appointments Committee composition as detailed in 3.1.2 will be applied.

3.2 Appointment of new directors

- 3.2.1 Council has varying rights to appoint directors, depending on the type of organisation and shareholding.
- 3.2.2 Council's right to appoint directors to CCTOs, CCOs or COs is detailed in Appendix One.
- 3.2.3 When a vacancy for a new director arises, the Appointments Committee shall be responsible to make a recommendation to Council on the basis of the process set out in this policy.
- 3.2.4 In selecting a new director, consideration shall be given to ensure that there is an appropriate mix of skills and experience on the board.
- 3.2.5 The shortlisted candidates will be interviewed by the Appointments Committee to check Curriculum Vitae and referees and ensure the candidates meet the criteria specified in 2.2 and 2.3. 2.4 and 2.5 (if required) and 2.6.
- 3.2.6 Representative(s) of the Appointments Committee will make a recommendation to Council on the appointment of new directors.

3.2.7 If required, external contractors will be employed to assist with the recruitment process.

3.3 Elected members and Council officer appointment

3.3.1 In general, elected members and Council officers are not eligible to be appointed to CCTOs or CCOs except in due to potential conflict of interest situations. Elected members and Council officers are eligible for appointment as directors of Council Organisations, except to Council-Controlled Organisations and Council Controlled Trading Organisations. The Council will consider the potential for any conflict of interest before appointing an elected member or Council officer as a CO director.

3.3.2 Elected members and Council officers appointed as directors to COs should not hold other interests in the organisation they have been appointed to.

3.3.3 Elected member and Council officer appointments as directors will terminate on completion of their duties with Council, and Council must ensure the elected member or Council officer is formally removed from its appointment in accordance with the removal process under the CO's constitution, rules or deed.

3.4 Re-appointing directors

3.4.1 Where a director's term of appointment has expired and they are offering themselves for reappointment, a representative of the Appointments Committee will consult on a confidential basis with the Chairperson of the CCTO, CCO or CO on:

- whether the skills of the incumbent add value to the work of the board
- whether there are other skills which the board needs; and
- succession issues.

3.4.2 The Appointments Committee will consider the information obtained and form a view on the appropriateness of reappointment.

3.4.3 Representative(s) of the Appointments Committee will make a recommendation to Council when re-appointing directors.

3.4.4 Where the Chairperson offers themselves to be reappointed as a director, a representative of the Appointments Committee will liaise with other existing directors.

3.4.5 It is the responsibility of the board of each CCTO, CCO or CO to appoint its own Chairperson, unless the CCTO, CCO or CO's constitution, deed or rules require Council to appoint the Chairperson.

3.5 Term of appointment

3.5.1 Initial appointments may be made for a period of one or two years at the discretion of the Appointments Committee.

- 3.5.2 The term of the appointment is set by the entity's constitution document or trust deed. This would not normally exceed three years.
- 3.5.3 There may be circumstances where a lesser period of appointment is appropriate. These circumstances will be determined by the Appointments Committee.
- 3.5.4 Final appointment of directors will be made by resolution of Council.

3.6 Removal of directors

- 3.6.1 Directors appointed to COs by Council are generally in the role at Council's discretion. Where Council has the authority to do so in a CO's constitution, deed or rules, Council may terminate a director's appointment at any time by way of Council resolution and subsequent written notice to the CO.

4. Remuneration

- 4.1 Where applicable, directors will be paid by the CCTO, CCO or CO.
- 4.2 Where Council is the sole shareholder, Council will set directors' remuneration either by resolution at the annual general meeting or will review salaries on an annual basis for organisations that do not have such a meeting.
- 4.3 In reaching a view on the appropriate level of remuneration for directors of CO, Council will consider the following factors:
- the need to attract and retain appropriately qualified people to be directors of the organisation;
 - the levels and movement of salaries in compatible organisations;
 - the objectives and financial situation of the organisation;
 - the past performance of the organisation; and
 - comparable market data for directorships.

- 4.4 Directors' remuneration shall be paid to the person holding the position. Where an elected member or Council officer is a director of a CO, Council will not receive the fees.

- 4.5 In cases where Council cannot exercise direct control, such as an organisation where it is one shareholder among many, it will conduct its own monitoring of salaries against the above factors and will take whatever action Council considers appropriate to ensure compliance with the above factors.

5. Conflict of interest

- 5.1 Council expects that Council-appointed directors of any CO will avoid situations where their actions could give rise to a conflict of interest. This includes the acceptance of gifts, discounts,

hospitality, travel and entertainment of a personal nature.

5.2 Council expects directors to follow the principles of the Institute of Directors in New Zealand (IoD) Conflicts of Interest, and Best Practice for New Zealand Directors Statements to minimise these situations.

5.3 Council expects that Council-appointed directors will perform their role in accordance with Part 8 of the Companies Act 1993.

Appendix one – Council organisations

| Organisation | Type | Ownership structure | Appointment of directors | Appointment of Chairperson | Remuneration | Scope of activity | Rationale and objectives for Council ownership |
|--|------|---|--|--|---|--|--|
| Ashburton Contracting Limited (ACL) | CCTO | Council owns 100% of the company | Council appoints all Directors | Council or the Board may appoint the chairperson | Directors are paid by ACL | To provide general civil contracting work, primarily for New Zealand Transport Agency, local authorities and private customers. ACL has expertise in construction and maintenance of: <ul style="list-style-type: none"> • Roads • Footpaths • Water • Stormwater • Wastewater • Concrete production • Plant equipment hire. | <ul style="list-style-type: none"> • To enable local capacity and capability to undertake civil works, particularly focused on infrastructure. |
| Ashburton Community Water Trust | CCO | Council owns 100% of the shares | Council has the right to appoint all voting trustees | Trust board elects the chairperson | Voting trustees receive no remuneration | To carry out research and development planning and education with respect to management of water resources. | <ul style="list-style-type: none"> • To foster a community approach to water in Ashburton District. |
| Ashburton Stadium Complex Trust | CCO | Registered Charitable Trust. Council is the settlor under the Deed of Trust | Council has the ability to appoint the trustees to this organisation | | Voting trustees receive no remuneration | To ensure community participation in decision making regarding the Electricity Ashburton Networks Centre indoor aquatic centre and sports facility. | <ul style="list-style-type: none"> • To enable charitable funding to be sought for the project. |
| Canterbury Economic Development Co. Ltd (CEDCo) | CO | Council owns 10% of CEDCo. The remaining 90% is owned by the other territorial authorities in the | n/a | | n/a | To act as a promoter for transformational economic development projects that will benefit Canterbury and to utilise the Canterbury Regional Economic Development Strategy (CREDS) to | <ul style="list-style-type: none"> • To act as the regional entity regarding the Regional Strategy Fund (RSF) and Enterprising Partnership Fund • To act as the regional |

| Organisation | Type | Ownership structure | Appointment of directors | Appointment of Chairperson | Remuneration | Scope of activity | Rationale and objectives for Council ownership |
|--|------|--|---|--|--|--|--|
| | | Canterbury region | | | | co-ordinate strategic economic development initiatives Note: CEDCo is currently dormant | interface with the Ministry of Business, Innovation and Employment and NZ Trade and Enterprise |
| Eastfield Joint Venture | CO | Council is one of four parties to the agreement | Council, and the other parties to the agreement, appoint the Governance Committee | JV chairperson is only required at AGM, and is the chair of the JV's governance committee. | n/a | To enable a comprehensive co-ordinated development of the Eastfields site. | <ul style="list-style-type: none"> To oversee the completion of a long term development on the Eastfields site |
| Electricity Ashburton (EA) Shareholders Committee | CO | Electricity Ashburton Ltd owns and operates the electricity network in the Ashburton district and carries out the majority of maintenance and capital works on the network. The company is owned by power consumers in the district. | Council has the right to appoint three members out of seven to the Shareholders Committee | The committee members elect the chairperson of the shareholders committee | Remuneration of the members of the Shareholders Committee is paid by Electricity Ashburton | To appoint the Directors of the company, receive the annual Statement of Corporate Intent and to report on a regular basis to shareholders on the performance of the company | <ul style="list-style-type: none"> To monitor performance of the Shareholders Committee |
| Experience Mid Canterbury (EMC) | CCO | Council owns 100% of the company | Council has the right to appoint all voting trustees (between five to seven) | | Trustees receive remuneration from EMC | To lead, co-ordinate and promote the Mid Canterbury visitor industry | <ul style="list-style-type: none"> To work with local and non-local visitor industry suppliers to market the district as a visitor destination, and to be accountable through an effective, public accountability structure |

| Organisation | Type | Ownership structure | Appointment of directors | Appointment of Chairperson | Remuneration | Scope of activity | Rationale and objectives for Council ownership |
|--|--|--|--|-----------------------------------|--|---|--|
| Rangitata Diversion Race (RDR) Management Limited | CO | Council owns 20% of the ordinary shares | Council has the right to appoint one director | Directors appoint the chairperson | The Council representative shall receive remuneration. Remuneration is paid by RDRML. receives no remuneration | To deliver water for power generation and irrigation | <ul style="list-style-type: none"> Council's role as a shareholder is to monitor the performance of the RDR The objective of Council's shareholding is to enable the supply of water at a local level for power generation and irrigation. |
| Transwaste Canterbury Limited (TCL) | For the purposes of this policy, TCL is excluded from the definition of CCTO | Council owns 3% of the company. Other shareholders include: Canterbury Waste Services Limited (50%), Christchurch City Council, and Hurunui, Waimakariri District Councils | A Canterbury Regional Landfill Joint Committee ('the Committee') has been constituted and has the power to appoint four directors (i.e. the 50% that represent the interests of the local authorities) | Directors appoint the chairperson | The Committee are responsible for remuneration of Council directors | <p>To own and operate a non-hazardous regional landfill for the disposal of residual solid waste.</p> <p>Associated activities include:</p> <ul style="list-style-type: none"> Transport Farming Forestry Native forest development | <ul style="list-style-type: none"> To provide an environmentally sustainable facility for the disposal of residual solid waste All residual waste from Ashburton District Council waste collection services is transported to Kate Valley for disposal |

6. *Consultation for the Annual Plan 2025/26*

| | |
|-----------------------|---|
| Author | <i>Emily Reed, Corporate Planner</i> |
| Activity manager | <i>Mark Low, Strategy & Policy Manager</i> |
| Executive Team Member | <i>Toni Durham, GM Democracy & Engagement</i> |

Summary

- The purpose of this report is for Council to determine if it wishes to consult on the draft Annual Plan 2025/26 or not.
- The draft Annual Plan 2025/26 has not varied significantly from what Council proposed in Year 2 of the Long-Term Plan 2024-34. This means that Council can choose whether or not they wish to consult.
- Officers are recommending that Council does not consult on the Annual Plan and instead informs the community of the major projects in the Annual Plan.

Recommendation to Council

1. **That** Council decides not to consult on the Annual Plan 2025/26 in accordance with section 95 (2a) of the Local Government Act, 2002.

Background

The current situation

1. Changes to the Local Government Act 2002 in 2014 meant that the Council's approach to preparing and consulting on an Annual Plan changed.
 - There is no requirement to prepare information that duplicates the LTP content.
 - The Annual Plan is an exception based document and the content required to be contained within it is reduced.
2. Consultation on an Annual Plan is not required unless the differences to the LTP are 'significant' or 'material' or the Council chooses to.
3. The Annual Plan is not required to go through a formal Special Consultative Procedure (SCP) as previously carried out. If consultation is carried out, it must give effect to the consultation principles under the LGA (S82).
4. Where consultation occurs, a Consultation Document (CD) must be prepared.
5. The focus of the CD can only be around the 'significant' and 'material' changes between the 2025/26 year (Year 2) of the LTP 2024-34 and the Annual Plan 2025/26.
6. The Annual Plan process is about not re-debating issues already decided in the LTP, rather signifying the major differences from the LTP. Consultation, if required, focuses around these differences or anything else that the Council wishes to consult on.

Draft Annual Plan 2025/26

7. Following a number of workshops held across January to March 2025, the draft Annual Plan has an overall increase in Council's rate take of 7.3%, compared with 10.1% signalled in the Long-Term Plan. The rate increase for individual properties will vary across the district, depending on their location, capital value and services they receive.
8. Fees and charges have been increased by 2.5%, with the exception of food licence fees which were increased by 12% and animal control fees which increased by 7%. There are a number of additional minor changes throughout the other fees and charges.
9. The key differences from Year 2 of the Long-Term Plan 2024-34 and the Annual Plan 2025/26 are the following:
 - Removal of the planned upgrade to Robilliard Park.
 - 5% increase to the drinking water rate (from \$706.10 in 2024/25 to \$741.50 in 2025/26).
 - Deferral of the stormwater attenuation and treatment facility on West Street to 2026/27.
 - \$83,000 included to bulk purchase heatpumps to replace units as they fail in our Elderly Persons Housing units.

- Alignment of the transportation budget with the reduced NZTA Waka Kotahi funding, and an additional \$3 million of unsubsidised Council funding.
- Use of Financial contributions to fund Open Spaces projects rather than loan funding
- Reduction in depreciation funding for open spaces and stormwater

2025/26 Annual Plan - proposed approach

10. Based on our analysis from the Budget workshops, it is proposed by officers that the Annual Plan does not need to be consulted on with the community and that instead Council takes more of a notification and information sharing approach.
11. This will include an overview of what the main projects are for the coming year, any new projects included, changes to what was included in Year Two of the LTP and the financial and rating impact.
12. Information on the Annual Plan will be included as part of the Council Brief, on the Council’s website, made available from Council Customer Services Reception Area, and emailed out to stakeholders on Council’s database.

Options analysis

Option One: Council directs officers to consult the community on the draft Annual Plan 2025/26

13. The Council may choose to consult on the Annual Plan as specified under the Local Government Act, producing a Consultation Document based on the major differences in the Annual Plan from the LTP. Council officers have assessed the plan against the Significance and Engagement Policy as not being of material significance, so Council will need to determine the exact nature of the content for consultation to be based on.

| | |
|--|--|
| <p>Advantages: Community has the opportunity to provide direct feedback to the draft Annual Plan</p> | <p>Disadvantages: Adoption of the Annual Plan 2025/26 would be delayed until the 18 June 2025</p> |
| <p>Risks: Reputational – Council would need to determine issues and projects within the Annual Plan for consultation to be meaningful, otherwise the community may consider the process to be ‘lip-service’</p> | |

Option Two: Council does not consult on the Annual Plan 2025/26

14. This is the recommended option. This would see Council deciding not to consult on the Annual Plan 2025/26. Once the Annual Plan has been adopted, information about the Annual Plan will be made available to the public, as listed above.

| | |
|--|---|
| <p>Advantages: Council resources can be refocused onto other notable projects</p> | <p>Disadvantages: Community would not have the opportunity to provide feedback or make additional budgetary requests of Council.</p> |
| <p>Risks: Reputational – Some may consider no consultation to be a sign of Council not engaging with the community, however consultation that isn't genuine can undermine Council's standing.</p> | |

Legal/policy implications

Legislation

15. The recommended approach is consistent with [s95 \(2a\)](#) of the Local Government Act 2002.

Strategic alignment

16. The recommendation relates to Council's vision of *'the district of choice for lifestyle and opportunity'*

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|---|
| Economic | ✓ | The Annual Plan includes all Council activities and services which contribute to all four well-beings |
| Environmental | ✓ | |
| Cultural | ✓ | |
| Social | ✓ | |

Financial implications

| Requirement | Explanation |
|---|---|
| What is the cost? | Consultation typically costs approximately \$25,000 (inclusive of officers' time). Deciding to not consult will result in these resources being reallocated to other projects and work. |
| Is there budget available in LTP / AP? | Yes |
| Where is the funding coming from? | Existing budgets |
| Are there any future budget implications? | No |
| Reviewed by Finance | Erin Register; Finance Manager |

Significance and engagement assessment

| Requirement | Explanation |
|---|---|
| Is the matter considered significant? | No – the Annual Plan 2025/26 has been assessed as not being a significant change to what Council had in year 2 of the 2024-34 Long-Term Plan. |
| Level of significance | Medium – not significant |
| Level of engagement selected | If Council supports the officers' recommendation, the engagement approach will be to inform the community of the key projects and priorities for 2025/26. |
| Rationale for selecting level of engagement | This level of engagement has been selected based on the most efficient and effective use of Council resources. Information on the Annual Plan information will be included as part of the Council Brief, on the Council's website, made available from Council Customer Services Reception Area, and emailed out to stakeholders. |
| Reviewed by Strategy & Policy | Toni Durham: GM Democracy & Engagement |

Next steps

| Date | Action / milestone | Comments |
|---------------------------|--|----------|
| Prior to end of June 2025 | Council to adopt the 2025-26 Annual Plan | |

7. *Ashburton Cemetery - New Public Conveniences*

| | |
|-----------------------|---|
| Author | <i>Bert Hofmans; Open Spaces Planner</i> |
| Activity Manager | <i>Ian Soper; Open Spaces Manager</i> |
| Executive Team Member | <i>Neil McCann; GM Infrastructure and Open Spaces</i> |

Summary

- The purpose of this report is to obtain Council direction regarding the provision of new toilet facilities at the Ashburton Cemetery. Two new facilities are proposed in the 2024-34 Long Term Plan.

Recommendation

1. **That** Council constructs a new toilet facility in the Seafield Lawn as well as a new facility in the Bremner Lawn to replace the existing toilets in the Bremner Lawn (as per the LTP 20234-24).

Attachment

Appendix 1 Summary table of advantages, disadvantages and risks for Options 1-3

Background

The current situation

1. The Ashburton Cemetery is currently provided with one toilet block. The toilet block is located near the Bremners Road entrance to the cemetery (Figure 1). Constructed in the 1960's with concrete block walls and an iron roof, the toilets have separate men's and women facilities with flush toilets and a septic tank.
2. The toilets do not meet current accessibility standards and are rated poorly in terms of Crime Prevention through Environmental Design principles. It is the only cemetery in the District provided with toilet facilities.

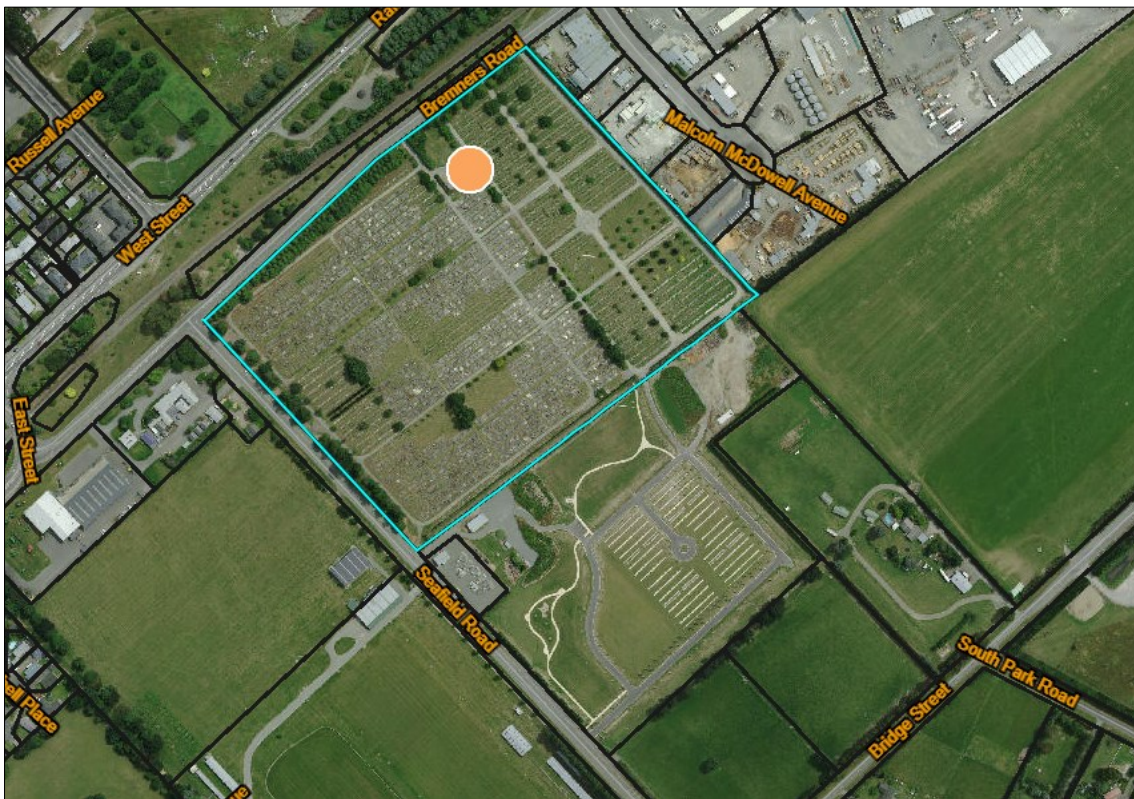


Figure 1 – Location of Existing Toilets in the Ashburton Cemetery (Bremner Lawn)

3. In 2020, the Council opened the Ashburton Cemetery extension. Referred to as the 'Seafield Lawn', the extension was necessary to meet the demands for burials that could no longer be accommodated in the existing cemetery i.e. 'Bremner Lawn'.
4. When the original concept plan was prepared for the cemetery extension, new toilets were proposed near the carpark (Figure 2) in the Seafield Lawn but were not constructed due to budgetary constraints.



Figure 2 –Proposed Location of New Toilets in Original Concept Plan (Seafield Lawn)

5. The extension required land use resource consent from Ashburton District Council. The consent received a number of submissions and was approved on the basis, among other things, that the toilets are located as per the concept plan.
6. The 2024-34 Long Term Plan confirmed funding for new toilets as follows:
 - Year 2 (2025-26) - \$288,435 for new toilets in the Seafield Lawn;
 - Year 3 (2026-27) - \$310,509 for new toilets in the Bremner Lawn to replace existing toilets.
7. These costs cover the purchase of two new two (2) pan unisex units with accessible stalls, flushing toilets and hand washing facilities. It also includes the cost of demolishing the existing toilets in Bremners Lawn.
8. All facilities would be provided with below ground holding tanks that are emptied when necessary. This is the most practical option for this location considering its proximity to Council provided reticulated services and the low volumes of use/waste. Staff consider the alternative options for waste disposal are:
 - septic tank – would require discharge consent(s) from Environment Canterbury and is problematic given recent concerns about groundwater contamination in the area. Requires ongoing maintenance.

- network connection - discharging waste into the Council’s reticulated network is also difficult and costly given wastewater would need to be pumped more than 500m away to the nearest connection on Bridge Street. This solution would have ongoing issues due to the low waste volumes and distance of travel. It was foreseen that these parameters of use would create frequent blockages due primarily to the low volumes.
9. During Council’s deliberations on the 2024-34 Long Term Plan, staff were asked to investigate combining the two proposed facilities into one new toilet facility for the entire cemetery - the purpose being to rationalise service provision onsite with a more fiscally prudent solution.

Options analysis

10. The following is an analysis of the various options in terms of their advantages, disadvantages and risks. A consolidated assessment is included in Appendix 1.

Option One – construct two new toilet blocks in the Ashburton Cemetery Seafield Lawn and Bremners Lawn (recommended)

11. This option is as per the Activity Management Plan and the Long Term Plan 2024-34. It involves replacing the existing toilets in the Bremner Lawn with new facilities and also involves building a second facility in the Seafield Lawn at a combined total cost of \$598,944 (CAPEX).

| | |
|---|--|
| <p>Advantages: Accessibility –both facilities will have accessible toilets. Distance – highest level of service for users of Bremners Lawn and retains a level of service near the Cemetery Kiosk and RSA areas in this lawn.</p> | <p>Disadvantages: Cost - most expensive option in terms of capital and operating expenditure.</p> |
| <p>Risks: The new facilities in the Bremner Lawn could end up being underutilised as the number of burial services and activity in the Bremner Lawn diminishes.</p> | |

Option Two – construct one new toilet block in the Ashburton Cemetery Seafield Lawn

12. This option involves constructing only one new toilet facility for the entire cemetery in the location shown in Figure 2 above. It also involves retaining the existing Bremner Lawn toilets and keeping them open and functioning as long as possible at minimal cost while there is still some activity in this area. This option is costed at \$288,345 (CAPEX) plus an additional \$15,000¹ to remove the existing facility when asset end-of-life is reached.

¹ This cost will be greater than \$15,000 at end of asset life.

Advantages:

Infrastructure – does not require any changes to existing infrastructure i.e. proposed location is next to water connection and sealed carpark with existing accessibility park.

Amenity values - facilities are safe distance from existing burial areas. Is also the most visually discrete location.

Safety - location allows for passive surveillance of facilities from cemetery depot. Is also handy for staff based out of the cemetery depot.

Consent – has resource consent from ADC for this location.

Disadvantages:

Accessibility - existing toilets in the Bremner Lawn are not accessible.

Distance – represents a long term reduction in service for Bremners Lawn including RSA areas.

Risks: Possible ongoing waste discharges from septic tank at existing Bremner Lawn facilities.

Option Three – construct one new toilet block in the Ashburton Cemetery between the Seafield and Bremner Lawns

- 13. This is the same as Option Two as it only proposes one new toilet block but positions it in a more central location between the Bremners and Seafield Lawns (refer Figure 3 below). It requires partial removal of the existing hedge. The existing toilets in the Bremner Lawn would no longer be required and would be removed soon after the new toilets are opened.

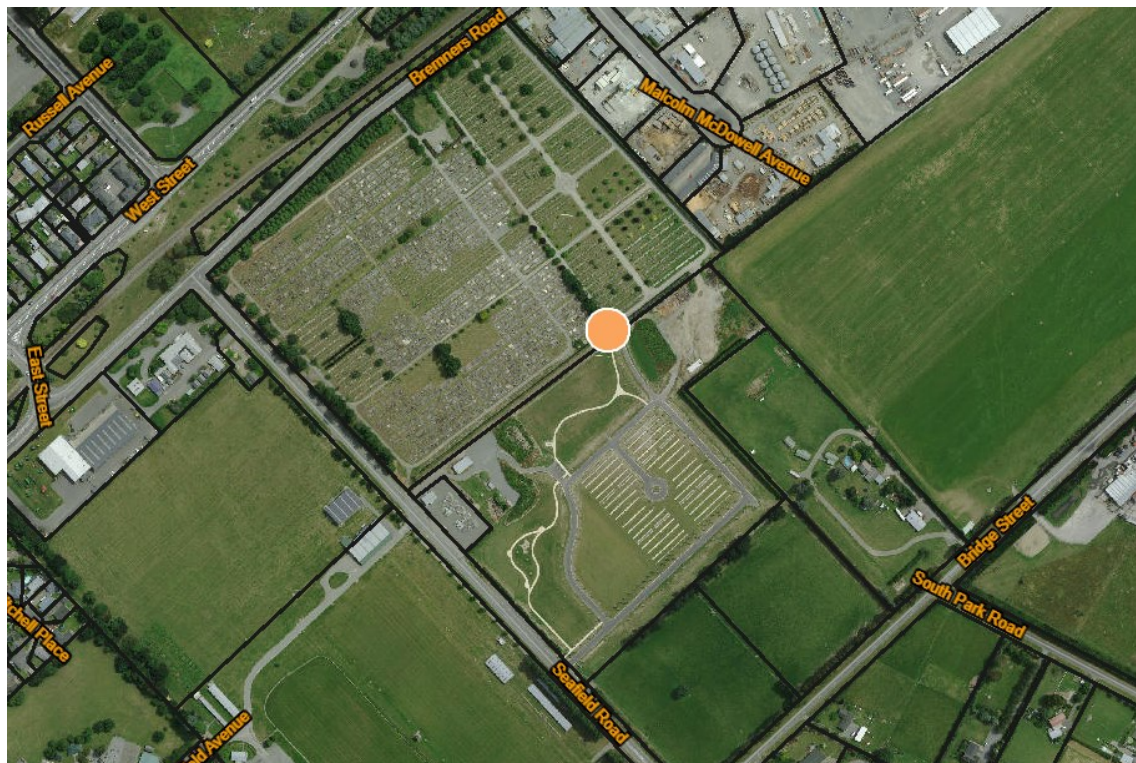


Figure 3 –Proposed Location of New Toilets in Option Three

| | |
|--|--|
| <p>Advantages:</p> <p>Cost –greatest cost savings in terms of capital and operating expenditure (negates the need to keep the existing facilities in the Bremners Lawn open).</p> <p>Distance -more central location and therefore better suited to catering for both Bremners Lawn and Seafield Lawn visitors.</p> | <p>Disadvantages:</p> <p>Consent – resource consent likely required from ADC for this location.</p> <p>Infrastructure – some changes to infrastructure required i.e. partial hedge removal, accessibility carparking, and extension of water line.</p> <p>Safety - proposed location does not allow for passive surveillance of facilities from cemetery depot.</p> <p>Vehicle manoeuvrability –partially restricted due to proximity to internal road intersection.</p> <p>Visual effects – is more visually obtrusive in this location.</p> |
| <p>Risks: Resource consent application may not be approved for this location. There may be complaints about the proximity of the toilet facility to existing graves.</p> | |

- The cost of this option is the same as Option Two, except the \$15,000 costs for demolition of the existing facilities in Bremner Lawn would be required in the next couple of years rather than at end of asset life.

Legal/policy implications

Climate change

- Constructing only one new toilet block instead of two is more consistent with Council’s climate change policy. This is because our public conveniences are typically constructed from concrete.²

| Review of legal / policy implications | |
|---------------------------------------|-------------------------------------|
| Reviewed by In-house Counsel | <i>Tania Paddock; Legal Counsel</i> |

Strategic alignment

- The recommendation relates to Council’s community outcome of a district of great spaces and places because it provides facilities and infrastructure that meet current and future needs.

² Cement and concrete production generates as much as 9 percent of all CO₂ emissions (<https://www.scientificamerican.com/article/solving-cements-massive-carbon-problem/>)

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|---|
| Economic | | |
| Environmental | ✓ | Providing public conveniences reduces the risk of pollution and land contamination. |
| Cultural | | |
| Social | | |

Financial implications

| Requirement | Explanation |
|---|--|
| What is the cost? | <p>Option 1:</p> <ul style="list-style-type: none"> • \$288,435 Seafield Lawn toilets 2025/26 • \$310,509 Bremner Lawn toilets 2026/27 <p>Option 2</p> <ul style="list-style-type: none"> • \$288,435 Seafield Lawn toilets 2025/26 • \$15,000³ to demolish existing Bremner Lawn toilets at end of asset life. <p>Option 3</p> <ul style="list-style-type: none"> • \$288,435 Central Location 2025/26 • \$15,000 for demolition of existing Bremner Lawn toilets 2026/27. <p>Option 1 and Option 3 have the highest and lowest operating expenditure respectively</p> |
| Is there budget available in LTP / AP? | Yes |
| Where is the funding coming from? | Capex - Depreciation and Loan Funded Opex – UAGC 80% and Targeted Rate 20% |
| Are there any future budget implications? | Yes, Options 2 and 3 represent a savings of approximately \$290,000 in capital expenditure. |
| Reviewed by Finance | <i>Erin Register; Finance Manager.</i> |

³ To be included in future Long Term Plan

Significance and engagement assessment

| Requirement | Explanation |
|---|---|
| Is the matter considered significant? | No |
| Level of significance | Low |
| Rationale for selecting level of significance | Not applicable |
| Level of engagement selected | Inform |
| Rationale for selecting level of engagement | This decision is related to finalising the approach to a project already consulted on through the LTP 2024-34. Whichever option is chosen will not reduce the existing level of service available at the cemetery. The community will be informed through the usual media channels. |
| Reviewed by Strategy & Policy | <i>Mark Low; Strategy and Policy Manager</i> |

Appendix 1

Summary table of advantages, disadvantages and risks for Options 1-3

| | <i>Option 1 - new facilities in both Bremners and Seafield Lawns</i> | <i>Option 2 – one new facility Seafield Lawn</i> | <i>Option 3 – one new facility between Seafield and Bremners Lawns</i> |
|-----------------------|--|--|---|
| Advantages: | <p>Accessibility –both facilities will have accessible toilets.</p> <p>Distance – highest level of service for users of Bremners Lawn and retains a level of service near the Cemetery Kiosk and RSA areas in this lawn.</p> | <p>Infrastructure – does not require any changes to existing infrastructure i.e. proposed location is next to water connection and sealed carpark with existing accessibility park.</p> <p>Amenity values - facilities are safe distance from existing burial areas. Is also the most visually discrete location.</p> <p>Safety - location allows for passive surveillance of facilities from cemetery depot. Is also handy for staff based out of the cemetery depot.</p> <p>Consent – has resource consent from ADC for this location.</p> | <p>Cost –greatest cost savings in terms of capital and operating expenditure (negates the need to keep the existing facilities in the Bremners Lawn open).</p> <p>Distance -more central location and therefore better suited to catering for both Bremners Lawn and Seafield Lawn visitors.</p> |
| Disadvantages: | <p>Cost - most expensive option in terms of capital and operating expenditure.</p> | <p>Accessibility - existing toilets in the Bremner Lawn are not accessible.</p> <p>Distance – represents a long term reduction in service for Bremners Lawn including RSA areas.</p> | <p>Consent – resource consent likely required from ADC for this location.</p> <p>Infrastructure – some changes to infrastructure required i.e. partial hedge removal, accessibility carparking, and extension of water line.</p> <p>Safety - proposed location does not allow for passive surveillance of facilities from cemetery depot.</p> |

| | | | |
|---------------|---|--|---|
| | | | <p>Vehicle manoeuvrability –partially restricted due to proximity to internal road intersection.</p> <p>Visual effects – is more visually obtrusive in this location.</p> |
| Risks: | <p>The new facilities in the Bremner Lawn could end up being underutilised as the number of burial services in the Bremner Lawn diminishes.</p> | <p>Possible ongoing waste discharges from septic tank at existing Bremner Lawn facilities.</p> | <p>Resource consent application may not be approved for this location.</p> <p>There may be complaints about the proximity of the toilet facility to existing graves.</p> |

8. Road Closure - Ashburton Car Club Street Sprints

| | |
|-----------------------|--|
| Author | <i>Poppy Surrige; Applications Officer - Roading</i> |
| Activity Manager | <i>Mark Chamberlain; Roading Manager</i> |
| Executive Team Member | <i>Neil McCann; Group Manager – Infrastructure & Open Spaces</i> |

Summary

- This report considers an application from the Ashburton Car Club for temporary road closures of sections of Smallbone Drive, Robinson Street, Watson Street, McNally Street from Friday, 25 April 2025 to Sunday, 27 April 2024 to hold the Street Sprint Event.
- Range Street will be open during the day to allow access to the resource recovery park and other surrounding businesses. Range Street will close in the evening from 6.00 pm on Saturday, 26 April 2025 until 6.30 am on Sunday, 27 April 2025.
- This report outlines the benefits and risks to be taken into consideration regarding whether to approve or decline the road closure.

Recommendation

- 1. That** Council permits the temporary road closure of Smallbone Drive, Robinson Street, Watson Street and McNally Street from 6.00pm on Friday, 25 April 2025 until 8.00pm on Sunday, 27 April 2025 and the temporary road closure of Range Street from 6.00pm Saturday, 26 April 2025 until 6.30am on Sunday, 27 April 2025 to allow the Street Sprint Meeting to be held.

Attachment

- Appendix 1** Road closure diagram
Appendix 2 Road closure diagram – Range Street closure only

Background

The proposal

1. The Ashburton Car Club has applied for a road closure to hold the Street Sprint Event. The period of closure is from 6.00pm on Friday, 25 April 2025 until 8.00pm on Sunday, 27 April 2025.
2. Range Street is also to be closed overnight from 6.00pm on Saturday, 25 April 2025 until 6.30am on Sunday, 27 April 2025. Range Street will be open during the day to allow access to the resource recovery park and other surrounding businesses.
3. The affected road sections are:
 - **Smallbone Drive** from River Terrace to Robinson Street
 - **Robinson Street** from Smallbone Drive to McNally Street
 - **Watson Street** from Range Street to Robinson Street
 - **McNally Street** from Range Street to Robinson Street
 - **Range Street** from Robinson Street to end
4. The event has been advertised with a period for objections to be submitted, and no objections were received by the closing date of 4.00pm on Friday, 21 March 2025.
5. The required insurance and traffic management plan have been received.
6. This application must be considered by Council under clause 11(e) of the Tenth Schedule of the Local Government Act 1974, because New Zealand Motorsport, of which the Ashburton Car Club is a member, requires roads to be closed for motorsport events under the Local Government Act, as event participants may be under 18 years of age.
7. The Ashburton Car Club has run car racing events safely and successfully for over 18 years. Their events are well organised, and every risk and precaution is taken by the organisers to ensure that the highest levels of safety are maintained. Their events are highly supported by the local community and are a valued attraction to the district.
8. Council is not obliged to approve any road closures. Our practice has been to approve such requests, subject to being confident that the event organisers can manage the event safely, and that the road will be restored to pre-race condition.
9. Officers are satisfied that the Ashburton Car Club can meet these expectations, as they have repeatedly done so for many years. This event requires a detour and two of the roads concerned do experience high traffic volumes. Full detour signage will be in place and this event will be well advertised for these reasons.

Options analysis

Option one – Approve road closure (recommended option)

10. Our practice has been to approve such requests, subject to being confident that the event organisers can manage the event safely, and that the road will be restored to pre-race condition.
11. Ashburton Car Club has a strong record of safe and successful management of these events in the district for over 18 years.
12. The responsibility for risk-free operation lies with the organisers and all contingencies are covered in the conditions of closure.
13. The road condition will be inspected by Roding staff before and after the event. Staff are confident that the asset will be returned to its pre-existing condition after the event.

| | |
|--|--|
| <p>Advantages: Ashburton Car Club events are supported by the local community. They have been running without issue for many years.</p> | <p>Disadvantages: If an incident occurs this could prevent access to the road for a period of time.</p> |
| <p>Risks: Safety issues due to it being a motor vehicle event. Travel impact on residence, road users, spectators, and local businesses. The impact on the condition of the road. These risks are considered LOW overall as they can all be successfully managed.</p> | |

Option two – Decline road closure

14. As per option 1 our practice has been to approve such requests, subject to being confident that the event organisers can manage the event safely, and that the road will be restored to pre-race condition.
15. Ashburton Car Club has proven they can run this event with no issues so declining the temporary closure is not recommended by officers.

| | |
|--|--|
| <p>Advantages: Any safety, travel delay or impact on road condition are avoided.</p> | <p>Disadvantages: Many people look forward to these types of events and they provide positive attraction to the district.</p> |
| <p>Risks: Reputational risk to Council to hold motorsport events within the district.</p> | |

Legal/policy implications

16. Clause 11 of the Tenth Schedule of the Local Government Act 1974 provides –

“That Council may, subject to such conditions as it thinks fit... close any road or part of a road to all traffic (e)... for any exhibition, fair, market, concert, film making, race or other sporting event or public function.”

17. As noted previously, our practice is to enable these events to proceed subject to ensuring the safety of road users, residents, and spectators

Review of legal / policy implications

| | |
|------------------------------|------------------------------|
| Reviewed by In-house Counsel | Tania Paddock; Legal Counsel |
|------------------------------|------------------------------|

Strategic alignment

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|---|
| Economic | ✓ | Events attract visitors from outside the district. |
| Environmental | | |
| Cultural | | |
| Social | ✓ | Connect communities to enable business, leisure and social activities (social, cultural wellbeing). |

Financial implications

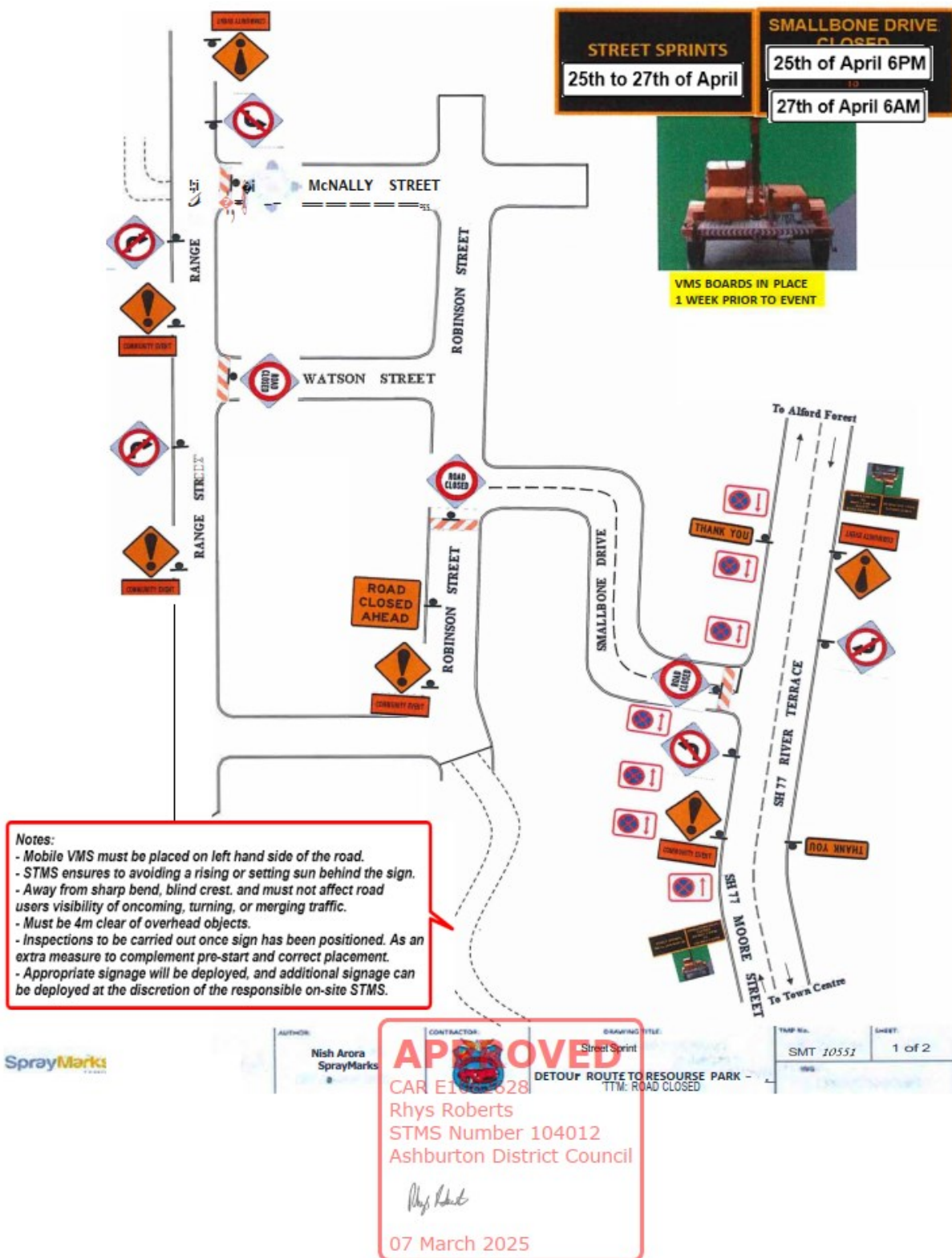
| Requirement | Explanation |
|---|--|
| What is the cost? | No costs to Council |
| Is there budget available in LTP / AP? | N/A |
| Where is the funding coming from? | All costs associated with this event are being paid by the organisers (Ashburton Car Club) |
| Are there any future budget implications? | N/A |
| Reviewed by Finance | Erin Register; Finance Manager. |

Significance and engagement assessment

18. There will be a letter drop to the business owners in the affected areas so they are aware of the event and road closures.
19. The event has been publicly notified.
20. Emergency services are provided with a copy of road closure information after approval has been given.

| Requirement | Explanation |
|---|--|
| Is the matter considered significant? | No |
| Level of significance | Medium |
| Rationale for selecting level of significance | N/A |
| Level of engagement selected | Level 3 – Consult. Council must advertise the closure and consider objections if any are received. |
| Rationale for selecting level of engagement | This level of engagement is required to meet statutory requirements. |
| Reviewed by Strategy & Policy | Mark Low; Strategy and Policy Manager |

Appendix one – road closure diagram



Appendix two – road closure diagram – Range Street closure only

