

Ashburton District Council

AGENDA

Notice of Meeting:

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

Date: Wednesday 5 April 2023

Time: 1.00pm

Venue: Council Chamber

Membership

Mayor	Neil Brown
Deputy Mayor	Liz McMillan
Members	Leen Braam
	Carolyn Cameron
	Russell Ellis
	Phill Hooper
	Lynette Lovett
	Tony Todd
	Richard Wilson
	<i>[Vacancy – Western Ward]</i>

Meeting Timetable

Time	Item
1.00pm	Council meeting commences
2.50pm	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 – 15/03/23	3
5	Audit & Risk Committee – 22/03/23	6
6	Methven Community Board– 13/02/23	8

Reports

7	Consultation for the Annual Plan 2023-24	11
8	Draft Transportation Bylaw – adopt for consultation	16
9	Explanatory Bylaw Review 2023	69
10	Draft Revenue & Financing Policy (Drinking Water) – adopt for consultation	84
11	Local Governance Statement 2023	98
12	Licence to Occupy – Tinwald stock effluent disposal facility	137
13	Rakaia Rugby Club Lease	145
14	Economic Development Quarterly Report – October to December 2022	153
15	Financial Reports – February 2023	158
16	Mayor's Report	192

Business Transacted with the Public Excluded

17	Council 15/03/23		PE 1
	<ul style="list-style-type: none"> Methven Springfield treatment plant Kainga Ora presentation Extraordinary Business – EANC plant 	<ul style="list-style-type: none"> Section 7(2)(h) Commercial activities Section 7(2)(h) Commercial activities Section 7(2)(h) Commercial activities 	
18	Audit & Risk – 22/03/23	Sections 7(2)(a) & (h) Commercial activities / Protection of privacy	PE 2
19	Methven Community Board – 13/03/23		PE 3
	<ul style="list-style-type: none"> Discretionary grant funding 	Section 7(2)(h) Commercial activities	
20	Library & Civic Centre PCG – 23/03/23	Section 7(2)(h) Commercial activities	PE 4
21	Road Stopping Process	Section 7(2)(h) Commercial activities	PE 8
22	Community House Loan	Section 7(2)(h) Commercial activities	PE 18

4. Council Minutes – 15 March 2023

Minutes of the Council meeting held on Wednesday 15 March 2023, commencing at 1.00pm in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

In attendance

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Neil McCann (GM Infrastructure & Open Spaces), Sarah Mosley (GM People & Facilities), Leanne Macdonald (GM Business Support), Toni Durham (GM Democracy & Engagement), Janice McKay (Communications Manager) and Carol McAtamney (Governance Support).

Staff present for the duration of their reports: Mark Chamberlain (Roading Manager), Ian Hyde (Planning Manager), Nicholas Law (Senior Planner), Tayyaba Latiff (Policy Advisor), Tania Paddock (Legal Counsel), Nathan Harvey (Projects and Compliance Officer), Rick Catchpowle (Environmental Monitoring Manager), Femke van der Valk (Policy Advisor), Martin Lo (Roading and Safety Engineer) and Andy Guthrie (Assets Manager).

Presentations

Kainga Ora – 2.54pm – 3.44pm

The four year anniversary of the Christchurch Mosque terror attack was acknowledged with a moment's silence.

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 with the public excluded:

- EA Networks Centre maintenance Section 7(2)(h) Commercial activities

McMillan/Braam

Carried

3 Declarations of Interest

Nil.

4 Confirmation of Minutes – 1/03/23

That the minutes of the Council meeting held on 1 March 2023, be taken as read and confirmed.

Lovett/Cameron

Carried

5 Biodiversity Advisory Group – 7/02/23

That Council receives the minutes of the Biodiversity Advisory Group meeting held on 7 February 2023.

Braam/Wilson

Carried

6 Proposed Plan Change 5 – approval for notification

That Council notifies Plan Change 5 to the Operative Ashburton District Plan comprising alterations to:

1. Provisions of cycle parking and mobility parking standards.
2. Provision for the assessment of high trip generation activities.
3. Consequential amendments to various sections resulting from the implementation of the National Policy Statement on Urban Development.
4. Updates to the Roding Hierarchy tables in the Transportation section.

Lovett/Braam

Carried

7 Trade Wastes Bylaw Review

That Council adopts the amended Trade Wastes Bylaw as attached in Appendix 1.

Cameron/McMillan

Carried

8 Draft Alcohol Control Bylaw for consultation

1. **That** Council adopts the Draft Alcohol Control Bylaw for consultation from 16 March to 16 April 2023 (option 2).
2. **That** Council adopts the Draft Alcohol Control Bylaw consultation document.

Braam/Lovett

Carried

9 Interim Speed Management Plan – Zoning update

Cr Ellis raised a point of order (upheld) that the reduction of speed limits outside rural schools has been debated previously and approved to be reduced to 30kms.

1. **That** Council approves the extend of speed limit zones for the interim speed management plan.
2. **That** Council adopts the amendment on the speed limits for Dorie School and Lauriston School from variable 30km/h to permanent 30km/h.

McMillan/Braam

Carried

Cr Lovett recorded her vote against the motion

10 Councillor Reports

Amendments

- 5 March: Apology for the Model A Car Club Gala Day
- 14 March: Premier of the Mt Hutt Rescue TV show

That Council receives the Councillor's report.

McMillan/Cameron

Carried

11 Mayor's report

• **Flood Relief Fund**

A total of \$37,360 has been donated from the Ashburton district to eight Council areas affected by Cyclone Gabrielle; Far North, Auckland, Hawkes Bay, Gisborne, Napier, Hastings, Taranaki and our adopted Council, Masterton.

That Council receives the Mayor's report.

Mayor/Cameron

Carried

Business transacted with the public excluded – 2.01pm

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 – 1/03/23	Section 7(2)(h)	Commercial activities
13	Library & Civic Centre PCG – 21/02/23	Section 7(2)(h)	Commercial activities
14	Kainga Ora	Section 7(2)(h)	Commercial activities
15	Extraordinary business: EA Networks maintenance	Section 7(2)(h)	Commercial activities

Braam/Lovett

Carried

The meeting concluded at 3.56pm.

Confirmed 5 April 2023

MAYOR

5. Audit & Risk Committee – 23/03/23

Minutes of the Audit & Risk Committee meeting held on Wednesday 23 March 2023, commencing at 1.30pm, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

Mayor Neil Brown; Councillors Russell Ellis (Chair), Leen Braam, Carolyn Cameron, Liz McMillan and Richard Wilson; Murray Harrington.

Also present:

Councillors Phill Hooper, Lynette Lovett and Tony Todd.

In attendance

Hamish Riach (CE), Leanne Macdonald (GM Business Support), Jane Donaldson (GM Compliance & Development), Sarah Mosley (GM People & Facilities), Katie Perry (People & Capability Manager), Julie Crahay (Safety & Wellness Lead) and Carol McAtamney (Governance Support).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes – 08/02/23

That the minutes of the Audit & Risk Committee meeting held on 8 February 2023, be taken as read and confirmed.

Wilson/Harrington

Carried

5 Ashburton Contracting Limited – Draft Statement of Intent 2023/24

Recommendation to Council

1. **That** Council receives the Ashburton Contracting Limited 2023-24 draft Statement of Intent.
2. **That** Council formally advises the ACL Board of any comments on the draft Statement of Intent before 2 May 2023, including the insertion of a note acknowledging the potential impact from the three waters reform.

Mayor/Braam

Carried

Business transacted with the public excluded – 1.10pm

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	Audit & Risk Committee minutes	Section 7(2)(a)	Protection of privacy of natural persons
8	Health & Safety	Section 7(2)(a)	Protection of privacy of natural persons

McMillan/Cameron

Carried

The meeting concluded at 2.00pm.

6. Methven Community Board – 13/03/23

Minutes of the Methven Community Board meeting held on Monday 13 March 2023, commencing at 10:30am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

Present

Kelvin Holmes (Chair), Richie Owen, Robin Jenkinson, Allan Lock and Megan Fitzgerald.

In attendance

Sarah Mosley (Group Manager People and Facilities), Mark Chamberlain (Roading Manager), Linda Clarke (Communications Advisor) and Mary Wilson (Governance Support - minutes).

The Chair welcomed members of the media and a candidate for the upcoming Western Ward By-election.

1 Apologies

Mayor Neil Brown, Deputy Mayor Liz McMillan

Sustained

2 Extraordinary Business

The Chair sought agreement for late items to be included on the agenda, including a brief update from his meeting with the Mayor and Chief Executive.

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

- Chair's update (meeting with Mayor & CE)
- Signage
- Discretionary grant - public excluded Section 7(2)(i) Commercial activities

Owen/Jenkinson

Carried

3 Declaration of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the Methven Community Board meeting held on 30 January 2022 be taken as read and confirmed.

Owen/Lock

Carried

5 Activity Reports

That the activity reports be received.

Jenkinson/Lock

Carried

5.1 Democracy and Engagement

• Western Ward By-election

To date, more than one candidate has been nominated and the Western Ward By-election will be held on 12 May 2023. Voting will commence from 20 April.

- **Alcohol Control Bylaw**

It was agreed that the Board will prepare a submission, a draft of which will be circulated to members for feedback and review before submitting to Council.

- **Methven Community Plan**

Board members requested a workshop towards the end of 2023 to review the current MCP and provide a starting point.

5.3 Compliance & Development

- **Building Services**

A slight downturn in the number of consents, in terms of value, was noted.

5.4 Infrastructure & Open Spaces

- **Roading**

It was reported that the Better-off funding is to be spent by December 2023.

A request for parking restrictions within the Methven Mall carpark has been made to Council. In the interim Council has requested that the recently installed (unapproved) signs be removed.

- **Drinking water**

A site visit to the Methven water treatment plant will be organised for Councillors and MCB members, and a formal opening will be held.

- **Dog park**

Planning for the Methven dog park upgrade will start once the Ashburton dog park is complete.

- **Public toilets**

It was reported that the toilets at Mt Hutt Memorial Hall appear to have greater use compared to the public toilets. It was noted that the Hall does not receive any funding from Council towards their use.

Trees are to be cleared to make the current public toilet signs more visible, with a second sign also recommended. It was suggested that Waka Kotahi also be asked to install signage to inform of the public toilet location. The Roding Manager agreed to follow this up.

Extraordinary Business

- **Chair's meeting with Mayor and CEO**

The Chair provided updates following his informal meeting with Mayor Neil Brown and Hamish Riach on 9 March.

- **Representation review**

Council will commence a representation review in July 2023. The review will be an opportunity to look at the ward and community board boundaries and the number / ratio of elected members (councillors and board members). Methven Community Board members will be included in the early preparation for consultation.

- **District tourism**

Council's district tourism activity has been brought back in-house. It was agreed that the Economic Development Manager be invited to attend the Board meeting in April to provide an update on this.

- **Long Term Plan 2024-2034**

Preparation for the 2024-2034 Long Term Plan has commenced. Workshops will be held for elected members' input. Early engagement will be undertaken to determine whether projects need to be updated or continue as planned. Consultations will commence in June.

- **Community signage**

During 2021 a request from the local heritage group was received to fund signage to be installed outside the Methven Medical Centre. The signs have been completed, with the stands now ready to go.

The Board has been invoiced for the fabrication of the stands, and approval for payment is sought.

That the Board approves payment to Humm Engineering for the manufacture of sign stands to be installed outside the Methven Medical Centre at a cost of \$1,388.47 plus GST.

Holmes/Lock

Carried

Business transacted with the public excluded – 11:13am

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:	
6	Methven Community Board 30/01/23	Section 7(2)(a)	Protection of privacy of natural persons
7	Extraordinary business: Discretionary grant	Section 7(2)(h)	Commercial activities

Owen/Fitzgerald

Carried

The Board resumed in open meeting at 11:29am.

The meeting closed at 11:30am.

Confirmed 13 March 2023

Chairman

7. Consultation for the Annual Plan 2023-24

Activity manager	<i>Toni Durham; GM Democracy & Engagement</i>
Executive Team Member	<i>Hamish Riach; Chief Executive</i>

Summary

- The purpose of this report is for Council to determine if it wishes to consult on the draft Annual Plan 2023-24 or not.
- The draft Annual Plan 2023-24 has not varied significantly from what Council proposed in Year 3 of the Long-Term Plan 2021-31. This means that consultation is not legally required.
- 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 2023-24 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 mean that the Council's approach to preparing and consulting on an Annual Plan has changed. These changes mean that:
 - There is no requirement to prepare information that duplicates the LTP content.
 - As such, the Annual Plan is an exception based document and the content required to be contained within it is reduced.
 - A Council is not required to prepare a 'Draft Annual Plan' or 'Draft Annual Plan Summary'
2. Consultation on an Annual Plan is not required unless the differences to the LTP are 'significant' or 'material' or the Council chooses to. 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).
3. Where consultation occurs, a Consultation Document (CD) must be prepared.
4. The focus of the CD can only be around the 'significant' and 'material' changes between the 2023-24 year (year 3) of the LTP 2021-31 and the Annual Plan 2023-24.
5. The new Annual Plan process is about not re-debating issues already decided in the LTP. It is effectively an exceptions document that contains the major differences from the LTP. Consultation, if required, focuses around these differences or anything else that the Council wishes to consult on.
6. The 2023-24 Annual Plan is currently showing an average rate increase of 5.97%, slightly higher than the 5.5% planned in year 3 of the Long Term Plan 2021-31.

2023-24 Annual Plan - proposed approach

7. 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.
8. 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 Three of the LTP and the financial and rating impact. There will not be a formal Special Consultative Procedure (SCP) as has occurred in the past.
9. 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, the Library, 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 2023-24

10. The Council may choose to hold a full Special Consultative Procedure as specified under the Local Government Act, producing a Consultation Document based on the proposed changes in the Annual Plan from the LTP. Council officers have assessed these 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.

Advantages: Community has the opportunity to provide direct feedback to the draft annual plan	Disadvantages: Council resources will be directed to this consultation, slowing down planned work on the Long Term Plan 2024-34 Adoption of the Annual Plan 2023-24 would be delayed until the 28 June 2023
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’	

Option Two: Council does not consult on the Annual Plan 2023-24

11. This is the recommended option. This would see Council deciding not to consult on the Annual Plan 2023-24 and adopts it in full at the 8 June Council meeting (earlier adoption is not possible given the planned Revenue & Financing Policy consultation). This would be followed up with information about the Annual Plan as listed above being made publicly available.

Advantages: Council resources can be refocused onto other notable projects, including the Long-Term Plan 2024-34.	Disadvantages: The community would not have the opportunity to provide feedback or make additional budgetary requests of Council.
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	

Legal/policy implications

Legislation

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

Strategic alignment

13. 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 too 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 2023-24 has been assessed as not being a significant change to what Council had in year 3 of the 2021-31 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 2023-24.
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, the Library, and emailed out to stakeholders.
Reviewed by Strategy & Policy	Toni Durham; GM Democracy & Engagement

Next steps

Date	Action / milestone	Comments
8 June 2023	Council to adopt the 2023-24 Annual Plan	

8. Approve draft Transportation and Parking Bylaw 2015 for public consultation

Author	<i>Richard Mabon, Senior Policy Advisor</i>
Activity Manager	<i>Mark Chamberlain, Roading Manager</i> <i>Rick Catchpole, Environmental Monitoring Manager</i>
Executive Team Member	<i>Neil McCann, Group Manager, Infrastructure and Open Spaces</i> <i>Jane Donaldson, Group Manager, Compliance and Development</i>

Summary

- The purpose of this report is to progress the review of the Transportation and Parking Bylaw 2015 (“the Bylaw”) to public consultation.
- The drivers of the review are to meet Local Government Act 2002 (LGA) requirements and to ensure the bylaw is fit for purpose.
- Consultation under section 82 of the LGA is planned as the amendments proposed are more than minor but do not meet the significance threshold for special consultative procedure.
- Changes cover many parts of the Bylaw. The changes most likely to attract public submissions relate to changes to heavy transport restrictions, turning restrictions and one-way roads.
- Officers intend to commence consultation on 13th April, Council resolution permitting.

Recommendation

1. **That** Council approve the draft Transportation and Parking Bylaw 2015 for public consultation, commencing 13 April 2023.

Attachment

Appendix 1	draft Transportation and Parking Bylaw 2015
Appendix 2	Maps of Proposed Changes to Traffic Restrictions
Appendix 3	Register of Resolutions

Background

Previous Council actions

1. Council last conducted a full review of this Bylaw in 2015, adopting the Bylaw on 24 September 2015. The next full review was scheduled for 2025.
2. In 2021, Council completed work on the Ashburton CBD Upgrade, and adopted an Ashburton District Parking Management Strategy and an Ashburton Parking Management Plan.
3. In 2022, Council undertook a partial review of the Bylaw to address speed limits and heavy traffic limits around the newly upgraded CBD. Council resolved on 9 July 2022 to bring the next review of the Bylaw forward into 2022/23.
4. Also in 2022, Council also gave effect to requirements from the National Policy Statement on Urban Development (NPS-UD) removing parking requirements from the District Plan. Council has since begun working on other changes to the Transportation Chapter of the District Plan to address consequential amendments to the Plan following on from the NPS-UD changes. A report on Plan Changes was ready to go to Council's 15 March 2023 Ordinary Meeting as this report was being prepared.
5. Finally in 2022, Waka Kotahi – NZ Transport Agency finalised changes to the processes for changes to speed limits. These changes replace the use of Bylaws as the mechanism for setting speed limits.

Objectives and Scope of review

Objectives

6. The suggested objectives for this project are to:
 - enhance the Ashburton District Council's reputation as a service provider, regulator and road controlling authority with its community and stakeholders;
 - get the optimal solution for Ashburton District Council in terms of:
 - meeting legal requirements for content and process
 - delivering value for money
 - making effective and efficient use of time
 - a Bylaw that is fit for purpose, meeting the needs of stakeholders and the business
 - ease and efficiency of operation
 - customer satisfaction
 - be consistent with Ashburton District Council's policies, bylaws, plans and strategies, as well as relevant regional and national laws, plans, policy statements and strategies.
 - to learn the lessons from this project for the benefit of future governance and service delivery

Scope

7. The scope of this review includes all matters within the scope of the current bylaw excluding speed limits.
8. The “in-scope” matters include parking restrictions and infrastructure, stock driving and dairy cattle on roads, horses on roads, property numbering, footpaths, temporary crossings, vehicle crossings, rural property entranceways, traffic stands (e.g. taxi stands), traction engines, median divided roads, skateboards, roller blades and skates, cycleways, heavy traffic routes, weight restrictions on bridges, special vehicle lanes, one-way roads, mobility parking and residents parking.

Identification of issues

9. Officers held a workshop involving staff from ten teams involved in the work of the Bylaw or closely related issues. The Workshop identified a range of issues for consideration.
10. Officers in the Project Team also conducted a clause-by-clause analysis of the Bylaw and reviewed it for alignment with related Council strategies, policies and plans.
11. Officers also considered issues which had been identified in the period since the last review, including the matter of engine braking raised during the 2021 Long-term plan consultation.

How issues are addressed

Speed limits

12. All clauses and schedules related to the setting of speed limits have been removed from the Bylaw.

Traffic restrictions

13. Officers have reviewed the restrictions on heavy vehicles, one-way roads, and turning restrictions. These are depicted on Appendix 2 – *Maps of proposed changes to traffic restrictions* and are listed and highlighted in Appendix 3 - *Register of Resolutions made under the Ashburton District Transportation and Parking Bylaw (“Register of Resolutions”)*
14. Where changes are proposed, this typically reflects changes in the operating environment such as new roads, new one-way restrictions or new premises that are required to be accessed by heavy vehicles. Officers are happy to answer questions on specific changes.

Alignment with current practise

15. There are two explanatory notes introduced into the Bylaw that relate to alignment with current practise. The first relates to metered parking areas. Since the Bylaw was reviewed in 2015, Council has progressively removed parking meters from the Ashburton CBD. There are some off-street pay and display machines in the Cass Street carpark but no on-street machines. Officers have retained provisions in the Bylaw for

the regulation of metered parking, so that Council may in future have the opportunity to reintroduce parking meters without having to enter into a bylaw review process.

16. The second area of changed practise relates to the bylaw provisions on people working in, or leaving materials in or on, the road corridor. This is now primarily managed through Corridor Access Requests, which are monitored and are also subject to audit. Officers have chosen to retain the Bylaw provisions in case of egregious non-compliance.

Improving ease of use of the Bylaw

17. A number of smaller changes are linked to making the Bylaw easier to work with. These include:

- Some new definitions have been added.
- The Bylaw has been prepared in the format which Council has applied progressively across all its bylaws since 2016.
- Officers have reviewed the document for plain English, to improve readability.
- Some clauses have been tweaked to clarify that they apply to e-scooters and mobility scooters, both of which are expected to become more common in shopping centres over time.
- Some points of duplication and redundant clauses are proposed to be removed from the Bylaw.
- The name of the Bylaw is proposed to be shortened by deleting the word “Management” from the current title “*Transportation and Parking Management Bylaw.*”

Decisions by resolution

18. Another change has reduced ambiguity around the process required to make changes to traffic restrictions. In some parts of the Bylaw, Council may make changes “*by publicly notified resolution*”. In other places, the phrase “*by resolution of Council*” is used. Another alternative used in the Bylaw is “*in accordance with the Local Government Act*”. The diverging approach to public notification in the first two options and the lack of clarity (and the potential for regular and possibly unnecessary public consultation) implicit in the third option are both undesirable.
19. Two changes are proposed. One is to standardise the language on “*by publicly notified resolution of Council*”. This affirms that a resolution may suffice and that all such resolutions must be notified. Council still has a general duty to consider community views when making decisions, which may mean that large-scale or contentious changes to traffic restrictions may still warrant public consultation. This would be the exception, rather than the rule.
20. The second change is to remove the schedules of traffic restrictions from the Bylaw and set up a *Register of Resolutions*. Schedules of parking restrictions have already been removed from the Bylaw, and the practise of appending lengthy schedules to a Bylaw is falling out of favour in the sector. It is proposed that the *Register of Resolutions* would

be updated regularly and posted on Council’s website, with links to the Bylaw. This would be open and transparent.

Interested and affected parties

21. The officer workshop identified a number of possible interested and affected parties. These included: schools, farmers/Federated Farmers, retailers and commercial businesses, users of e-scooters and mobility scooters, network utility operators, taxi drivers, heavy transport/road freight operators, Ashburton Road Safety Committee, and road users (including motorists and cyclists).
22. Officers intend to target communications to these stakeholders during public consultation.

Options analysis

Option one – Legal Status Quo – Rollover the Bylaw with minimal change

23. Under this option, Council would advertise the current Bylaw for public consultation by removing the content related to speed limits which is no longer managed with Bylaws.

Advantages: This option requires less work in terms of consultation material than Options two or three..	Disadvantages: The objective of the review will not be met in terms of a fit-for-purpose solution, efficient and effective use of time, and enhancing Council’s reputation as a regulator.
Risks: There are operational risks in terms of existing provisions in the bylaw which are ambiguous and may lead to inefficient process. There are also operational risks in not updating restrictions related to heavy vehicles, one-way roads and turning restrictions. There are also reputational risks in leaving the document largely unchanged and missing opportunities to update the format and improve the Plain English elements of the Bylaw. Overall risk is assessed as LOW-to-MEDIUM	

Option two – Amend the Bylaw as recommended to ensure it is fit for purpose

24. Under this option, Council would advertise the version of the Bylaw enclosed as Option two. This includes
 - a. removing the content related to speed limits,
 - b. adding and removing some restrictions related to heavy vehicles, one-way roads and turning restrictions,
 - c. aligning the Bylaw with current practise
 - d. improving ease of use of the Bylaw
 - e. updates for changes in the operating environment such as the CBD upgrade and greater use of mobility scooters and e-scooters,
 - f. standardising the process for updating of restrictions by Council resolution and replacing the Bylaw Schedules with a *Register of Resolutions*

<p>Advantages:</p> <p>This option will more fully address the overall objectives of the Review.</p>	<p>Disadvantages:</p> <p>This option requires more work than option one in terms of consultation material. This option may potentially overlook a matter of concern to elected members.</p>
<p>Risks:</p> <p>This option addresses the operational and reputational risks mentioned under option one. It is likely to attract more submissions than option one and may require more staff time in the consultation process and the preparation of advice. This risk brings benefits as well as costs. Overall risk is assessed as LOW.</p>	

Option three – Make changes to the recommended amendments

25. Under this Option, Council may choose to make changes to the version presented as Appendix 2 to better align the document with the views of Elected Members.

<p>Advantages:</p> <p>This option enables elected members to address issues of concern which Officers have overlooked.</p>	<p>Disadvantages:</p> <p>Issues which are raised immediately before public consultation run a risk that they are not fully considered in terms of their implications.</p>
<p>Risks:</p> <p>The risk of making a change before public consultation commences will vary depending on the scale and nature of the change. A dramatic or substantive change may require further advice before launching consultation and require more time and additional resourcing. A small-scale change may make very little difference to meeting timeframes and the level of resourcing required. Overall risk may vary from LOW to HIGH depending on the changes sought.</p>	

Legal/policy implications

Legislation and legal review

26. The draft Bylaw is consistent with the relevant provisions of the Land Transport Act 1998 and the LGA.
27. The draft Bylaw has been reviewed by In-house Counsel to ensure it is legally robust and to check that the Plain English improvements have not materially changed the meaning of the Bylaw.
28. [Section 155 of the Local Government Act 2002](#) requires Council to make the following determinations:

Required Determination	Council Consideration
Whether a bylaw is the most appropriate way of addressing a perceived problem	<p>Council has determined that a bylaw is the most appropriate way of addressing the perceived problem.</p> <p>It is not a legal requirement to have Transportation and Parking Bylaw. However there is a need to minimise the potential for nuisance and risk to people and property from the movement and parking of cars and other vehicles.</p>
Whether the bylaw is the most appropriate form of bylaw	<p>Council's proposed Transportation and Parking Bylaw is the most appropriate form of bylaw because it meets the following tests:</p> <ul style="list-style-type: none"> • It is authorised by statute under section 22AB of the Land Transport Act 1998 • It is not repugnant to the general laws of New Zealand • The bylaw is certain and clear • The bylaw is reasonable • The bylaw is not overly restrictive, onerous on any person, or impractical.
The bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990	The proposed bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990, nor does it impose any restrictions on any of the rights listed in the Act.

Council strategies, plans and policies

29. Council officers have reviewed the draft Bylaw against the provisions of the various Council plans, strategies and policies listed in clause 3 of the draft Bylaw. Officers identified no material inconsistency between the draft bylaw and the other documents.

Climate change

30. The draft Bylaw may contribute to climate mitigation to the extent that it enables people to use low-emission forms of transport including EVs, e-scooters, mobility scooters and walking. The draft Bylaw provides for the even-handed regulation of all forms of transport.

Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; Legal Counsel

Strategic alignment

31. The recommendation relates to Council's community outcomes and statutory wellbeings.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	The Bylaw is part of a regulatory system that enables safe traffic movement and access to parking in urban areas. It also provides designated routes and restrictions on the movement of heavy vehicles in urban areas, which supports the efficient movement of goods. The Bylaw also provides measures to discourage damage to roading infrastructure, which helps to reduce economic costs.
Environmental	✓	There are provisions within the Bylaw addressing the discharge of materials or substances onto the road network that pose environmental, as well as safety risks.
Cultural	✗	
Social	✓	Regulation that supports safe traffic movement reduces health and safety risk to road users. Improved public health is a social benefit.

Financial implications

Requirement	Explanation
What is the cost?	Officers note that the Bylaw consultation and implementation of the adopted bylaw is expected to be delivered within operating budgets. No additional expenditure is required.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Operating budgets for Strategy and Policy will cover the direct costs of consultation. Implementation (including enforcement) is covered by operating budgets in Roading and Environmental Monitoring.
Are there any future budget implications?	No.
Reviewed by Finance	Erin Register; Finance Manager

Financial assumptions

32. Officers have considered whether any changes to the Bylaw will generate additional work and costs. Our best assessment is that, based on current volumes of customer requests and complaints, the only driver of cost increases will be normal inflationary factors.

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium
Rationale for selecting level of significance	N/A
Level of engagement selected	3. Consult – formal two-way consultation
Rationale for selecting level of engagement	Amendments to any Bylaw require public consultation unless they are minor in nature. The amendments to this bylaw are not minor.
Reviewed by Strategy & Policy	<i>Toni Durham; GM Democracy & Engagement</i>

Next steps

Date	Action / milestone	Comments
5 April 2023	Adoption of draft Bylaw for public consultation	
31 May 2023	Hear and deliberate on submissions	
28 June 2023	Adoption of Bylaw	

Bylaw (Draft 4)

TRANSPORTATION AND PARKING

TITLE:	Ashburton District Council Transportation and Parking Bylaw 2017
TEAM(S):	Roading & Environmental Monitoring
RESPONSIBILITY:	Roading Manager & Environmental Monitoring Manager
DATE ADOPTED:	28 June 2023
COMMENCEMENT:	1 July 2023
NEXT REVIEW DUE:	28 June 2033

Table of Contents

1. Title and commencement.....	3
2. Purpose	3
<i>General purpose</i>	3
<i>Specific purposes</i>	3
3. Related documents	4
4. Application	4
<i>Exempted vehicles</i>	5
5. Definitions.....	5
6. Stopping, standing and parking	7
7. Unlawful parking	8
8. Metered and time-restricted parking areas and parking meter zones	8
9. Metered Areas, Parking meter zones, and zone parking.....	9
<i>Discontinued parking place</i>	9
<i>Interference with parking meters or pay and display parking meters</i>	10
<i>Operation of parking meters or pay and display parking meters.....</i>	10
<i>Hours applicable to parking meters or pay and display parking meters.....</i>	10
10. Mobility parking and residents' parking	10

<i>Mobility parking</i>	<i>10</i>
<i>Residents' parking</i>	<i>10</i>
11. One-way roads and turning restrictions	11
12. Heavy and overdimension motor vehicles.....	12
<i>Prohibitions</i>	<i>12</i>
<i>Special vehicle lanes</i>	<i>12</i>
<i>Turning movements permitted by specified classes of vehicles</i>	<i>13</i>
<i>Weights of vehicles or loads over bridges or culverts</i>	<i>13</i>
<i>Overdimension heavy traffic bypass routes</i>	<i>13</i>
13. Safe movement in public places	14
<i>Acts or games to annoyance of persons.....</i>	<i>14</i>
14. Safe movement on roads, footpaths and cycle tracks	14
<i>Disturbing surface of road.....</i>	<i>14</i>
<i>Precautions against injury.....</i>	<i>14</i>
<i>Protection of footpath or berm</i>	<i>14</i>
<i>Pedestrians to move on.....</i>	<i>14</i>
<i>Obstructing footpaths or cycle tracks</i>	<i>14</i>
<i>Bicycles</i>	<i>15</i>
15. Median divided roads	15
<i>Use of median divided roads</i>	<i>15</i>
16. Traction engines.....	15
17. Licensed vehicle stands and stands for animal drawn vehicles	16
<i>Power to appoint stands</i>	<i>16</i>
<i>Authorised use of stands</i>	<i>16</i>
18. Damage to infrastructure	16
19. Entraceways and crossings	17
<i>Entraceways to rural property</i>	<i>17</i>
<i>Vehicle crossings</i>	<i>17</i>
<i>Temporary crossings</i>	<i>18</i>
<i>Reinforcing of footpaths, channel or crossing.....</i>	<i>18</i>
20. Road names, numbering and letterboxes.....	18
<i>Naming of roads.....</i>	<i>18</i>

<i>Property numbering</i>	<i>18</i>
<i>Defacing names and numbers.....</i>	<i>19</i>
<i>Position of urban letterboxes</i>	<i>19</i>
21. Horses, stock and dairy cattle.....	19
<i>Control of horses</i>	<i>19</i>
<i>Driving stock.....</i>	<i>19</i>
<i>Movement of dairy cattle on roads for milking</i>	<i>20</i>
22. Offences and penalties.....	21

1. Title and commencement

The title of this Bylaw is the Ashburton District Council Transportation and Parking Bylaw 2017.
This Bylaw was amended in 2023.

2. Purpose

General purpose

- 2.1 The general purpose of this bylaw is to set controls for parking, all types of traffic and the use of the transportation network within the District, other than State Highways controlled by the New Zealand Transport Agency. The controls are to ensure health and safety, to protect the public from nuisance and to protect transportation infrastructure from damage.

Specific purposes

- 2.2. Without limiting clause 2.1, Council makes this bylaw to:
- (a) Prohibit or otherwise restrict the stopping, standing, or parking of vehicles on any road or part of a road, or on any piece of land owned or controlled by the Council and not being a road or part of a road, including any parking place or transport station;
 - (b) Set aside, designate or reserve any road, part of a road, or any piece of land owned or controlled by the Council and not being a road or part of a road, as:
 - (i) Stopping places or stands for a specified class, classes or types of vehicle, including bus stops, taxi stands and loading zones;
 - (ii) Mobility permit parking spaces;
 - (ii) Parking places and zone parking;
 - (iv) Transport stations;
 - (v) Clearways;
 - (vi) Cycle lanes and cycle paths;
 - (vii) Reserved parking areas;
 - (viii) Residents' parking;
 - (ix) Special vehicle lanes;
 - (x) One-way roads.
 - (c) Prohibit or restrict:
 - (i) U turns;

- (ii) Left turns, right turns, or through movements;
- (iii) Weights and/or speeds of vehicles or loads that may pass over bridges or culverts;
- (iv) Any specified class of traffic, or any specified motor vehicle or class of motor vehicle which, by reason of its size or nature or the nature of the goods carried, is unsuitable for use on any road or roads;
- (v) Parking of heavy motor vehicles or any specified class or description of heavy motor vehicles, on any specified road during such hours or exceeding such period as may be specified;
- (vi) Use of roads by pedestrians;
- (vii) Use of roads by cyclists.
- (viii) Damage being caused to Transportation Infrastructure.
- (d) Permit turning movements to be made only by:
 - (i) Passenger service vehicles;
 - (ii) Vehicles of other specified classes;
 - (iii) Vehicles carrying specified classes of loads or not less than a specified number of occupants.

3. Related documents

- Ashburton District Council Explanatory Bylaw 2016
- Ashburton District Parking Strategy 2021
- Ashburton Town Centre Parking Management Plan 2021
- Ashburton District Cattle and Stock Crossing Code of Practise
- Land Transport Act 1998
- Land Transport (Road Users) Rule 2004
- Land Transport Rule: Heavy Vehicles 2004
- Land Transport Rule: Traffic Control Devices 2004
- Legislation Act 2019
- Local Government Act 1974
- Local Government Act 2002
- Mobility Parking Policy
- Over 80's Parking Policy
- Temporary Closure of Parking Spaces Policy

4. Application

- 4.1 Any matter regulated under this bylaw may apply to a specified class, type, weight or description of vehicle, or any combination of these, and may be expressed or limited to apply only on specified days, or between specified times, or for any specified events or classes of events, or be limited to specified maximum periods of time.
- 4.2 To give effect to any matter regulated under this bylaw the Council will mark the roads and install signs in accordance with the Land Transport Rule: Traffic Control Devices 2004.
- 4.3 Council may, from time to time by publicly notified resolution, make additions to or deletions from the *Register of Resolutions*. Council will make a copy of the Register of Resolutions publicly available. The Register of Resolutions will include the date and text of all resolutions to make additions or deletions.

Exempted vehicles

- 4.4 This bylaw does not apply to emergency vehicles being used in an emergency.
- 4.5 Clauses 7, 12.6, 14.3, and 14.5 of this bylaw will not apply to medical practitioners such as doctors, district nurses and midwives who are attending an emergency.

5. Definitions

- 5.1 For the purposes of this bylaw the following definitions will apply:

Authorised officer means any person appointed or authorised in writing by the Chief Executive or by the Council to act on its behalf and with its authority including a Parking Warden appointed by the Council under the provisions of the Land Transport Act 1998, and an Enforcement Officer.

Corridor access request has the same meaning as in the [National Code of Practice for Utility Operators' Access to Transport Corridors 2011](#)

Council means the Ashburton District Council, or any officer authorised to exercise the authority of the Council.

Emergency vehicle has the same meaning as in the [Land Transport \(Road User\) Rule 2004](#).

Enforcement officer has the same meaning as in the [Land Transport \(Road User\) Rule 2004](#).

Footpath has the same meaning as in Part 2 of the [Land Transport Rule: Traffic Control Devices 2004](#).

Freight container means an article of transport equipment that is:

- (a) specifically designed to facilitate the transport of goods, by one or more modes of transport, without intermediate loading;
- (b) of a permanent character and strong enough to be suitable for repeated use; and
- (c) designed to be secured and readily handled having fittings for these purposes.

Heavy motor vehicle has the same meaning as in the [Land Transport \(Road User\) Rule 2004](#).

Metered area means any road or portion of a road or any area of land or any building owned or controlled by the Council which is authorised by resolution of Council to be used as a parking place and at which parking meters or multiple space parking meters are installed and maintained.

Metered parking space means any part of a road or a space within a metered area or multiple space parking meter area indicated by and lying within markings made by the Council for parking of vehicles.

Multiple space parking meter means a parking meter which functions for more than one parking place.

Mobility parking space means a parking place set aside under Clause 10.1 of this bylaw for use by people who hold a Mobility parking permit

Mobility parking permit means a permit or concession card issued by CCS Disability Action to persons with physical disabilities for the purpose of its mobility parking programme.

Network utility operator has the same meaning as [section 166 of the Resource Management Act 1991](#)

Nuisance means a person, animal, thing or circumstance obstructing, disturbing or harming any other person whether or not that person is in a public place.

Parking fee means a sum of money paid in exchange for the opportunity to park a vehicle for a specified maximum period of time.

Parking meter means a single space parking meter or a multiple space parking meter or a pay and display parking meter (including the stand to which the parking meter is attached) installed under this bylaw being an instrument designed for the purpose of:

- (a) measuring and showing the period of time paid for or which remains to be used; or
- (b) issuing a receipt showing the period of time paid for and accordingly which remains to be used.

Parking place has the same meaning as section [591\(6\) of the Local Government Act 1974](#).

Parking warden means a parking warden appointed under section 7 [128D of the Land Transport Act 1998](#).

Passenger service vehicle has the same meaning as [section 2\(1\) of the Land Transport Act 1998](#).

Pay and display parking meter means a parking meter designed for the purpose of issuing a receipt showing the date and time of payment of a fee, amount of fee paid, and the time until which a vehicle may be parked within a metered area controlled by that pay and display parking meter.

Public Place means any place or space that is owned or controlled by Council and which is open to the public, and any road whether or not it is controlled by the Council, but excludes reserves which are regulated by the Ashburton District Council Open Spaces Bylaw.

Register of Resolutions means the *Register of Resolutions made under the Ashburton District Transportation and Parking Bylaw*.

Resident for any particular road subject to a Residents' Parking Scheme under this bylaw means a person who resides in a dwelling, apartment or other building which has its only or principal access to that particular road or which has such access in the vicinity of that road.

Residents' exemption permit means a permit granted by the Council to eligible residents exempting the permit holder from any time restrictions imposed on any place or area subject to parking restrictions.

Residents' only permit means a permit granted by the Council to eligible residents authorising the permit holder to park in designated Residents' Only parking places specified in the permit.

Residents' parking scheme means the provision by the Council of parking places for residents under clause 10 of this bylaw which may be used in conjunction with any other parking or loading restrictions that apply outside the hours of operation of the Residents' Parking Scheme.

Road has the same meaning as in section 2(1) of the [Land Transport Act 1998](#) and will where the context requires include a street but does not include State Highways controlled by the New Zealand Transport Agency.

Roadway means that portion of the road used or able to be used for vehicular traffic in general.

Single space parking meter means a parking meter designed for the purpose of measuring and showing the time for which a vehicle may be parked in a particular parking place.

Special vehicle lane has the same meaning as in the [Land Transport \(Road User\) Rule 2004](#).

Traffic control device has the same meaning as in Part 2 of the [Land Transport Rule: Traffic Control Devices 2004](#).

Transportation infrastructure means any asset owned or utilised by Council to facilitate safe passage around the districts transport network including but not limited to roads, bridges, culverts, footpaths, swales, berms, kerbs, channels, fencing, streetlights, road markings, signs, drains, sumps and any other item required or constructed to ensure the integrity of the transport network.

Transport station has the same meaning as section [591\(6\) of the Local Government Act 1974](#).

Urban area means an area within a permanent speed limit of less than or equal to 70 kilometres per hour

Vehicle has the same meaning as in section 2(1) of the [Land Transport Act 1998](#).

Vehicle crossing means that part of a road from the kerb to the boundary of the land or premises adjoining the road which is used for the purpose of giving entry or access for vehicles of any description.

Zone parking has the same meaning as in [Land Transport Rule: Traffic Control Devices 2004](#).

6. Stopping, standing and parking

- 6.1 No person will stop, stand, or park a vehicle or vehicle combination on any road, public car park, reserve or any other public place in contravention of a restriction imposed by the Council as evidenced by appropriate signs and/or road markings.
- 6.2 The prohibitions set out in clause 6.1 do not apply where
 - (a) Council has authorised the stopping, standing or parking of specified vehicles subject to conditions appropriate to the circumstances and payment of the prescribed fee; and
 - (b) the person complies with the conditions imposed by Council including the payment of the prescribed fee.
- 6.3 Except with the prior written permission of the Council, no person may park a vehicle on a road or other land under the control or ownership of the Council, for any period exceeding seven days, if that vehicle cannot be easily moved on at the request of the Council.
- 6.4 No person may park or place any machinery, equipment, materials, waste disposal bins or freight containers on any road or public place except with the permission of the Council and in

accordance with any conditions that may be required. This clause does not apply to those containers that are used solely for the purpose of domestic refuse or recycling and placed off the roadway, provided that such containers are not left on any road or public place for a period exceeding 48 hours.

- 6.5 No person may park any vehicle in a parking place which is already occupied by another vehicle. However up to six motorcycles (including motorcycles with sidecars attached) but no other vehicle, may occupy any parking place at the same time, (and such motorcycles must park at right angles to the kerb in the metered space).
- 6.6 No person may repair, alter or add to a vehicle in the course of trade while the vehicle is on the road, unless necessary to enable the vehicle to be removed from the road.
- 6.7 No person may stop, stand or park a vehicle or vehicle combination on any lawn, garden, berm or other cultivation adjacent to, or forming part of, a road.

7. Unlawful parking

- 7.1 A person may not park any vehicle or vehicle combination in a parking place except as permitted by the provisions of this bylaw.
- 7.2 No person may park a vehicle or vehicle combination in a parking place so that any part of that vehicle including a towbar or bicycle rack extends beyond any line defining that space unless by reason of its size it may be necessary for the vehicle to extend onto an adjoining and unoccupied parking place. If the parking places occupied by the vehicle or vehicle combination are metered parking spaces the driver will be liable to pay a parking fee for each space so occupied.

EXPLANATORY NOTE

When this Bylaw was amended in 2023, Council's parking control arrangements consisted of time-restricted on-street parking and a time-restricted pay-and-display off-street parking zone in Cass Street, Ashburton. While Council has previously operated single space parking meters in the Ashburton central business district, this ceased with the rebuild of the CBD in 2021.

Council has retained the provisions for metered parking in this Bylaw in case any future Council wishes to restore or expand metered on-street parking.

8. Metered and time-restricted parking areas and parking meter zones

- 8.1 The Council may from time to time amend this bylaw by publicly notified resolution to:
 - (a) Declare any road or part of a road to be a metered area or zone parking;
 - (b) Declare any piece of land owned or controlled by the Council that is not a road or part of a road, including any parking place or transport station to be a metered area or zone parking;
 - (c) Declare the time allowed for parking in such metered areas and areas of zone parking beyond which it will be unlawful to remain parked;
 - (d) Subject to section 150 of the Local Government Act 2002, fix the fees payable for the parking of vehicles within the metered area and areas of zone parking.

- (e) Direct the classes of vehicles that are ~~be~~ permitted to be parked in any such parking places.
 - (f) Declare the means by which fees may be paid in respect of each parking area including, but not limited to the use of parking meters, parking coupons, attendant issued tickets, and pay and display machines..
- 8.2 Parking meters or pay and display parking meters will be located within the metered area and areas of zone parking that they are to control. Any parking meter or pay and display parking meter may issue a receipt on insertion of the prescribed fee in accordance with the instructions on the meter.
- 8.3 The receipt issued by a parking meter or pay and display meter must be displayed on a motor vehicle parked in the parking area so as to be legible through the front window (where fitted) or visible on the vehicle (where no front window is fitted).
- 8.4 Metered parking spaces must be indicated by white lines painted on the road in accordance with the Land Transport Rule: Traffic Control Devices 2004. Pay and display zones and areas of zone parking must be indicated by signs in accordance with the Land Transport Rule: Traffic Control Devices 2004.
- 8.5 No driver or person in charge of any vehicle may permit the vehicle to be parked in any such parking place except as permitted by resolution of Council.

9. Metered Areas, Parking meter zones, and zone parking

- 9.1 No driver or person in charge of a vehicle may park in a metered parking space or area of zone parking without having paid the appropriate fee and where required correctly activated the parking meter controlling the space or complied with the instructions on the pay and display parking meter controlling the space.
- 9.2 The driver or person in charge of a vehicle may occupy the metered parking space, provided that the appropriate fee has been paid and the maximum period for parking in that metered area is not exceeded.
- 9.3 Where more than one motorcycle occupies a metered parking place it is not necessary for more than one parking fee to be paid. However, each motorcycle that remains parked in the metered space after the time has expired will be in breach of this bylaw.

Discontinued parking place

- 9.4 Where the Council is of the opinion that any metered parking place should be temporarily discontinued as a parking place, the Council may place or erect (or authorise the placing or erecting of) a sign, cones, or notice showing, 'No Stopping' at the affected metered parking space or spaces. It will be unlawful for any person to park a vehicle in a metered parking space when a sign, cone, or notice indicates that it is a reserved parking space, except with the permission of the Council.

Interference with parking meters or pay and display parking meters

- 9.5 Every person commits an offence against this bylaw who:
- (a) misuses any parking meter or pay and display parking meter, or
 - (b) interferes, tampers, or attempts to tamper with the working or operation of any parking meter or pay and display parking meter or
 - (c) without Council authority affixes or attempts to affix anything, or to paint, write upon or disfigure any parking meter or pay and display parking meter.

Operation of parking meters or pay and display parking meters

- 9.6 No person may operate or attempt to operate any parking meter or pay and display parking meter by any means other than as prescribed by this bylaw.

Hours applicable to parking meters or pay and display parking meters

- 9.7 The hours during which payment of the fee for parking meters or pay and display parking meters is required will be as prescribed by the Council by publicly notified resolution and will be indicated by signs or notices affixed to parking meters and pay and display parking meters.

10. Mobility parking and residents' parking

Mobility parking

- 10.1 Where the Council has reserved parking places as mobility parking spaces, the mobility parking permit must be displayed so that it is legible through the front windscreen where fitted, or on the vehicle if no windscreen is fitted. The permit must not be displayed if the mobility parking space is not being used for the benefit of the permit holder.

Residents' parking

- 10.2 The roads and parts of roads listed in Schedule A1 of the *Register of Resolutions* are reserved for the exclusive parking of specified motor vehicles owned by residents of the surrounding area and displaying a residents' only permit issued for any such vehicles. Such part of a road (referred to as a 'residents' only parking area') will be indicated by appropriate signs. The roads and parts of roads listed in Schedule A2 of the *Register of Resolutions* are able to be used for parking by specified vehicles owned by eligible residents of the surrounding area and displaying a valid residents' exemption permit issued for such a vehicle. Such a road or part of a road (referred to as a 'residents' exemption parking area') will be marked out or shown by appropriate signs.
- 10.3 The Council may by publicly notified resolution:
- (a) Impose conditions, and prescribe fees or charges, for use of residents' only parking areas and/or residents' exemption parking areas;
 - (b) Require a valid permit to be held for the use of residents' only parking areas and/or residents' exemption parking areas;
 - (c) Record in the *Register of Resolutions*, the date and text of all resolutions to provide for a road, or part of a road, to be a residents' only parking area, or to provide that a road should cease to be a residents' only parking area;

- (d) Record in the *Register of Resolutions*, the date and text of all resolutions to provide for a road, or part of a road, to be a residents' exemption parking area, or to provide that a road, or part of a road, should cease to be a residents' exemption parking area.
- 10.4 Where a permit is required to be held for the use of a residents' only parking area or residents' exemption parking area
- (a) The parking permit must be displayed so as to be legible through the front window where fitted, or visible on the vehicle where no front window is fitted, on a motor vehicle stopped, standing, or parked in the parking area;
 - (b) The permit must identify the motor vehicle for which it has been issued. The permit applies only to the motor vehicle described in the permit;
 - (c) The permit must be returned to the Council immediately after the resident ceases to be entitled to the permit;
 - (d) The permit is valid and effective only during the time specified on the permit and in the road or area specified on the permit.
- 10.5 No person may park, stop or stand a motor vehicle in a residents' only parking area or residents' exemption parking area without displaying a valid permit except for:
- (a) Vehicles operated by the Council or for the Council if necessary for the provision or maintenance of facilities within the road reserve;
 - (b) Vehicles operated by network utility operators if necessary for the provision of, or maintenance of, a network utility operation;
 - (c) Vehicles driven by authorised officers (e.g. dog control officers, building inspectors)
 - (d) Vehicles being used to pick up or deliver goods to, or in connection with emergency maintenance of, the property of a resident holding a residents' only or residents' exemption permit;
 - (e) Medical practitioners such as doctors, district nurses and midwives who are attending a patient.

11. One-way roads and turning restrictions

- 11.1 A person may only drive a vehicle or ride any horse or bicycle along the roads or parts of roads listed as a 'one-way road' in Schedule B1 the *Register of Resolutions*. in the direction specified.
- 11.2 The Council may amend Schedule B1 of the *Register of Resolutions*. by publicly notified resolution to provide for a road, or part of a road, to be a one-way road, or to provide that a road should cease to be used as a one-way road.
- 11.3 Subject to the erection of the prescribed signs, no person may drive contrary to any turning restriction listed in Schedule C of the *Register of Resolutions*.
- 11.4 The Council may amend Schedule C of the *Register of Resolutions*. by publicly notified resolution to prohibit, subject to the erection of the prescribed signs:
- (a) Vehicles on a roadway turning from facing or travelling in one direction to facing or travelling in the opposite direction (No 'U-turns');
 - (b) Vehicles or specified classes of vehicles from turning to the right or to the left or from proceeding in any other direction.
- 11.5 The Council may amend Schedule C of the *Register of Resolutions*. by publicly notified resolution to provide that a turning restriction be removed or amended.

12. Heavy and overdimension motor vehicles

Prohibitions

- 12.1 No person may drive or permit to be driven any heavy motor vehicle except a passenger service vehicle on or along any urban roads, or parts of such roads with the exception of those roads listed in Schedule D1 of the *Register of Resolutions*. Further exception is made for the purpose of picking up, or delivering goods to an address in the urban area when alternative access is not available for this purpose.
- 12.2 No person may drive, permit to be driven or park any heavy motor vehicle after 8 pm and before 6 am Monday to Friday (excluding public holidays) and all hours of Saturdays, Sundays and public holidays or such periods as may be specified for roads in urban areas or public places, except the roads listed in Schedule D2 of the *Register of Resolutions*. Further exception is made for the purposes of loading or unloading goods or passengers at any property whose access is by way of the road or public place.
- 12.3 No stock may be transported in heavy motor vehicles through urban areas except over the routes specified in Schedule D3 of the *Register of Resolutions*.
- 12.4 The prohibitions set out in Clauses 12.1, 12.2 and 12.3 of this Bylaw do not apply to:
- (a) A network utility operator or its authorised agent or contractor engaged in the provision of, or maintenance of a network utility operation
 - (b) Emergency vehicles, vehicle recovery services, tradespersons' vehicles or campervans
 - (c) Refuse and recycling collections carried out by either the local authority or a contractor engaged by the local authority;
 - (d) Any other class of heavy vehicle the Council may exclude from the prohibitions by publicly notified resolution
 - (e) Vehicles operated by the Council or a council contractor or network utility operator if necessary for the provision or maintenance of services or facilities within the road reserve;
 - (f) Events approved by Council.
- 12.5 The Council may amend Schedule D of the *Register of Resolutions* by publicly notified resolution to prohibit any heavy motor vehicle on any road or roads within the District or to remove a heavy motor vehicle prohibition.

Special vehicle lanes

- 12.6 The roads or parts of roads listed in Schedule E of the *Register of Resolutions* are 'special vehicle lanes'.
- 12.7 The Council may amend Schedule E of the *Register of Resolutions* by publicly notified resolution to provide for a road, or part of a road, to be used as a special vehicle lane either permanently or for a set period of time, or to provide that a road or part of a road should cease to be used as a special vehicle lane.

Turning movements permitted by specified classes of vehicles

- 12.8 Subject to the erection of the prescribed signs, the traffic lanes listed in Schedule F of the *Register of Resolutions* permit turning movements by specified classes of vehicles.
- 12.9 The Council may amend Schedule F of the *Register of Resolutions* by publicly notified resolution to permit turning movements by specified classes of vehicles at a traffic lane, or to provide that a turning movement or turning movements by specified classes of vehicles should cease at a traffic lane.

Weights of vehicles or loads over bridges or culverts

- 12.10 The Council may amend Schedule G of the *Register of Resolutions* by publicly notified resolution to regulate the weights of vehicles or loads that may pass over bridges or culverts or to provide that any such regulation be removed.

Overdimension heavy traffic bypass routes

- 12.11 Over dimension heavy vehicles may not travel through the urban areas of Ashburton, Tinwald or Methven other than for the purpose of picking up and delivery of goods, except over the Routes set out in Schedule H of the *Register of Resolutions* and in accordance with any conditions specified there.

EXPLANATORY NOTE

Anyone planning to carry out any work or activity that affects the normal operation of the road, footpath or berm must apply for a Corridor Access Request (CAR).

A CAR is a permit that helps to ensure that all road worksites meet national regulations, and that they are as safe as possible for workers, motorists, pedestrians and cyclists. Some examples of activities requiring a CAR are:

- **Placing a skip bin or container on the berm.**
- **Using or parking machinery such as cranes, cherry pickers and water blasters on the road corridor.**
- **Digging, drilling, resurfacing, or doing any other activity that will alter, or cause to be altered, the surface of the road corridor.**
- **Placing any pipe, duct, pole, cabinet or other structure below, on or above the road corridor.**
- **Installing a new stormwater drain that leads into the road corridor.**
- **Near or opening manhole access covers.**
- **Events**

Council can approve a CAR subject to conditions. It is common for conditions to include a traffic management plan to ensure the safety of workers and road users.

The National Code of Practice for Utility Operators' Access to Transport Corridors defines the set of standards for working in the road and the Corridor Access Request (CAR) processes. The Code is mandatory under the Utilities Access Act 2010 and applies to all works carried

out in the road corridor, whether the work is for or by a utility, local government, commercial organisation or private individual(s).

13. Safe movement in public places

Acts or games to annoyance of persons

- 13.1 No person may propel, push, pull or ride any trolley or other similar contrivance, fly a kite, ride any e-scooter, mobility scooter or skateboard, use any roller blades or skates, cast, throw or thrust any projectile or play any game in or on any road in a manner that could cause damage, annoyance, danger or nuisance to any person or property.
- 13.2 In addition to the provisions of Clause 13.1 of this Bylaw, the Council may declare by resolution areas in which these activities will be prohibited.

14. Safe movement on roads, footpaths and cycle tracks

Disturbing surface of road

- 14.1 No person may open any drain or sewer on, or disturb or remove the surface of, any road or public place, or make any cellar door or other opening from a public place without the permission of Council, and in accordance with any conditions that are imposed.

Precautions against injury

- 14.2 When opening up any road, any person must take all precautions for guarding against injury to passers-by as necessary or as directed by Council or its authorised officer.

Protection of footpath or berm

- 14.3 No person may drive or take any motor vehicle over any footpath or berm other than at a specifically designed vehicle crossing.

Pedestrians to move on

- 14.4 Pedestrians when found congregated on any road or footpath in the District must move on when requested so to do by a Police Officer or authorised Council Officer.

Obstructing footpaths or cycle tracks

- 14.5 No person may carry or convey any load to the danger or obstruction of persons using any footpath or cycle track, or ride, or drive or lead any stock, or drive any motor vehicle or motorcycle along any such footpath or cycle track.

Bicycles

- 14.6 No person may erect a bicycle stand on any footpath or roadway in the District without first obtaining the written approval of Council.
- 14.7 No person may place or leave any bicycle on any road, footpath, or public place where it likely to be an obstruction, inconvenience, danger or a nuisance to traffic or pedestrians.
- 14.8 No person may place, stop, stand, leave or keep any bicycle on the kerb or on any portion of a road set apart by the Council as a restricted parking area or mobility parking space or taxi and passenger service vehicle stands or stopping places.
- 14.9 The separate carriageways mounted on the northwest side and the southeast side of Ashburton River Bridge, State Highway One are designated for joint use by pedestrians and cyclists.

15. Median divided roads

- 15.1 Those roads named in Schedule B2 of the *Register of Resolutions* and any future roads legally established along the middle portion of which or part of which are laid median strips dividing the said roads or parts of the same into two parts for the purposes of regulation and conduct of traffic, will be deemed to be one-way roads on each side of the median strip.

Provided however that when the median strip is 6.0 metres or more in width between the kerbs each gap or roadway in such median strip by which traffic can cross over and pass from one side to the other of those one-way roads will be deemed to be a road connecting the said one way roads.

Use of median divided roads

- 15.2 No person may drive any vehicle along or over those roads referred to in clause 15.1 and named in Schedule B2 of the *Register of Resolutions* except in the direction required to keep the vehicle moving forward with the right-hand side of the vehicle being nearest to the median strip.
- 15.3 No person may drive any vehicle or stop, stand or park any vehicle on or adjacent to the median or the median strips on those roads, unless permitted by publicly notified resolution of Council.

16. Traction engines

- 16.1 No person may operate any traction engine not fitted with rubber tyres on any road within the District without first obtaining consent in writing from the Council and complying with all conditions the Council sees fit to impose.
- 16.3 Every person who commits an offence in accordance with section 22 of this Bylaw in addition to being liable for payment of a fine upon conviction for such offence will also be liable for and pay compensation to the Council for repairs to any damage which may be caused or be done by a traction engine or trailer to any road sign or pole, road, bridge or culvert or any drain pipe, water pipe or gas pipe or underground cable or any connection thereto. In the case of

dispute as the amount of compensation payable the same will be ascertained and determined by a Court or Tribunal of competent jurisdiction and may be recovered therein by the Council.

- 16.4 The operator of any traction engine must stop at the request or signal of any police officer or authorised Council Officer and if requested must advise their name and address. If they are not the owner of the traction engine, they must also give the name and address of the owner.

17. Licensed vehicle stands and stands for animal drawn vehicles

- 17.1 No person may keep or operate within any urban area any vehicle drawn or propelled by animal power available for the carriage of goods or persons for hire, reward or otherwise, without first obtaining written permission so to do from the Council.
- 17.2 Every application for permission to operate within an urban area a vehicle drawn or propelled by animal power must be in such form as the Council may prescribe and the applicant must supply to the Council any further information that it may require.
- 17.3 The fee payable for an application under this clause of the bylaw will from time to time be fixed by the Council.
- 17.4 The holder of such permission must comply with all conditions subject to which the permission is issued. Failure to observe such conditions or the provisions of this bylaw will be an offence against this bylaw and the permission may at the discretion of the Council be suspended or revoked.

Power to appoint stands

- 17.5 The Council may appoint portions of any roads as stopping places or traffic stands under such conditions as appropriate and may revoke, cancel or alter any such appointment or conditions.
- 17.6 In all cases where no stopping places or stands are appointed by the Council a Police Officer will have power in case of necessity to appoint a temporary stopping place or stand and the driver of any vehicle must use it in accordance with the instructions of the Police Officer.

Authorised use of stands

- 17.7 No person in charge of any animal or vehicle may permit the animal or vehicle to remain stationary upon any stand for a longer period than is reasonably necessary for the loading or unloading of goods or the taking up or setting down of passengers.

18. Damage to infrastructure

- 18.1 No person may cause damage to any Council owned road, footpath, berm, swale or public place including associated transportation infrastructure.

- 18.2 No person may cause or permit to be caused any material or debris or water to be deposited or discharged on a road, footpath, berm, swale or public place except where otherwise provided for in this Bylaw or authorised by other approvals.
- 18.3 Where the actions of a person in breach of clauses 18.1 or 18.2 of this Bylaw have resulted in an immediate danger to public safety or the efficiency or longevity of the Transportation Infrastructure, the Council will require any person to desist from this practice immediately and remove the danger or make the affected area safe without delay.
- 18.4 The cost of repairs to damage caused to any road, footpath, berm, swale, public place or Transportation Infrastructure will be borne by any person who commits or allows this offence to be committed and will if necessary be recoverable from any such person by Council.

19. Entranceways and crossings

Entranceways to rural property

- 19.1 On rural roads where property entranceways are frequently used by heavy vehicles or where vehicles require manoeuvring room the Council may at its discretion require entranceways to be designed and constructed in accordance with requirements as set out by the Council. All costs incurred in constructing accesses to the required standard must be borne by the property owner.

Vehicle crossings

- 19.2 No vehicle may be taken on to any urban property in the Ashburton District other than over a properly formed vehicle crossing.
- 19.3 No person may construct any vehicle crossing across any footpath, berm or water channel without first obtaining a vehicle crossing permit from the Council.
- 19.4 The Council will, subject to the payment of any required application fee, permit the applicant to construct the vehicle crossing (for which the permit has been obtained) in compliance with all such conditions and standards the Council may require.
- 19.5 The Council may refuse to grant a permit if in the opinion of an authorised officer the construction of the vehicle crossing causes, or may be likely to cause, any danger, or obstruction in any public place.
- 19.6 Any person who:
- (a) takes or permits a vehicle to be taken on to any urban property in the Ashburton District across any footpath, berm or water channel other than by way of a properly formed vehicle crossing; or
 - (b) commences work upon the construction of a vehicle crossing without first obtaining the required permit; or
 - (c) having obtained such permit fails to comply in all respects with the conditions attaching to that permit or set out in this bylaw; or

- (d) who upon the expiry of the time specified in the permit fails to leave the vehicle crossing construction site or any part thereof in a good and tidy condition in accordance with the requirements of the vehicle crossing permit;
commits an offence against this bylaw.

Temporary crossings

- 19.7 No person may take or drive a motor vehicle or permit the same to be taken or driven across any footpath or water channel in the course of construction or other work on the adjoining property or to transport building or other materials used in connection unless complying with any conditions the Council may impose, including the provision of a temporary crossing over the footpath or water channel.

Reinforcing of footpaths, channel or crossing

- 19.8 Where any land or premises is occupied or used and any materials, goods, merchandise, articles, or other items are dropped, deposited upon or conveyed across any footpath, water channel or crossing in a manner likely to damage such footpath, water channel or crossing, Council may, by notice in writing require the owner or occupier of such land or premises to provide adequate reinforcement to such footpath, channel or crossing.
- 19.9 Any such owner or occupier who fails to comply with such notice within the period specified commits an offence against this bylaw.

20. Road names, numbering and letterboxes

Naming of roads

- 20.1 No person may give any name to or affix, set up, or paint any name on any road, private road, or public place without the prior permission in writing of Council.

Property numbering

- 20.2 The Council may allocate property numbers for the purpose of identifying individual properties. The owner or occupier of every property must mark such building (subject to Clause 20.1 above) with such allocated numbers, being no less than 50mm in height, as Council will direct or approve, and must renew the numbers if they are obliterated or defaced. Kerb numbering in an approved form will be an acceptable alternative.
- 20.3 The owner or occupier of any building has one month notice from Council to mark such building with such number as Council may direct or approve, or to renew the number as described in clause 20.2. Any owner or occupier who fails to comply with such notice commits an offence against this bylaw.
- 20.4 Council may at any time to alter the number of any property where in Council's opinion it is necessary or advisable to do so.

- 20.5 Each such number allocated by the Council must be placed on property in such a position as to be readily visible from any road fronted by such property; or, if no such position is available, must be placed upon a post, fence, or gate, adjacent to the access point of the property where it is readily visible from, such road. The Council may set fees for the supply and erection of 'RAPID' rural property identification numbers.

Defacing names and numbers

- 20.6 Any person who wilfully or maliciously destroys, pulls down, obliterates, or defaces the name of any road the number of any property, or paints, affixes, or establishes the name of any road, or number to any property, contrary to the provisions of this bylaw, commits an offence against this Bylaw.

Position of urban letterboxes

- 20.7 No person in the urban area may construct or place a letterbox on the road reserve without prior permission of the Council. Council may approve the design and location of letter boxes on the road reserve in certain circumstances.

21. Horses, stock and dairy cattle

Control of horses

- 21.1 No person may ride, lead or drive horses along any footpath or cycle track.
- 21.2 No person may lead a horse or permit a horse to be led from or by a motor vehicle on any public place except on a public road verge. In such case up to four horses (but only two abreast) may be led from a properly constructed frame attached to a motor vehicle.
- 21.3 No person may lead or permit more than one horse to be led from or by any other vehicle on any public place for any purpose whatsoever.

Driving stock

- 21.4 Except as provided for under Clauses 21.5 and 21.6 of this Bylaw, no person may drive any stock without a harness or yoke on any public place, except with the prior permission in writing of Council and then only in accordance with all conditions which may be imposed. "Driving" for the purposes of this section of the bylaw means moving stock on the hoof.
- 21.5 Except for the provisions of Clauses 21.2 and 21.7 of this Bylaw, stock in rural areas may be driven during the period after sunrise and before sunset on District Roads without Council's written permission provided the following conditions are complied with:-
- (a) The number of animals in any one mob may not exceed 600 head of cattle or 3000 head of sheep and drovers in charge of mobs must be at the ratio of one competent drover to every 200 cattle, or 1000 sheep.
 - (b) The drover must keep the animals moving at all times so as to make progress towards the destination at a reasonable rate.
 - (c) Suitable signs must be displayed, and crossings must be sited to permit effective and safe stopping distances for road users. Signs must all be to a standard determined by the Council and Waka Kotahi and all signage must be provided by the stockowner. Signs are to

be put out only on the day of movement and are to be removed within one hour of the stock being removed from the road.

(d) All stock on District roads must be removed from the roadway during the period half an hour after sunset until half an hour before sunrise the following day.

- 21.6 No stock may be driven at any time on any road within any urban area. However, Council may by resolution publicly notify and declare certain roads to be stock routes and prohibit or restrict the use of any other roads for the driving of stock. Any such declaration, prohibition or restriction may in like manner be altered or revoked.

Driving stock at night

- 21.7 No person may drive animals on any road during the period between half an hour after sunset and half an hour before sunrise unless it is considered that doing so does not affect road user safety and is in the best interests of all road users. Prior approval to drive stock during these hours is required from Council which will apply conditions that it deems suitable, including that sufficient warning devices are provided and maintained by such person(s) responsible for driving the stock. These must include use of flashing lights, signs and other effective devices or means to ensure that persons using the road will have adequate notice of the presence of such animals on the road.

Movement of dairy cattle on roads for milking

- 21.8 The provisions of clauses 21.4 to 21.7 of this bylaw do not apply to the movement of dairy cattle on roads for milking.
- 21.9 No person may permit dairy cattle to be driven across or along any road unless an alternative route is not reasonably available. Fenced stock races for the passage of dairy cows along rural roads must not be formed on the road reserve without prior approval from Council.
- 21.10 Any person having control of dairy cattle on any road must ensure that the cattle are driven in such a manner and by such points of access to an exit from the road as to ensure that damage is not caused to the surface or surrounding area of the road and must cross the road by the most direct means as practicable.
- 21.11 Any person having control of dairy cattle on any road must ensure that the cattle are not driven carelessly or without reasonable consideration for other persons using the road.
- 21.12 Any person having control of dairy cattle being driven or allowed to cross on any road on a regular basis must ensure that excrement, urine or other matter deposited upon the road from such stock is removed as far as is practicable from the carriageway of the road without delay.
- 21.13 Dairy cattle crossings used on a regular basis must have suitable signs and warning lights displayed, and crossings must be sited to permit effective and safe stopping distances for road users. Signs and warning lights must be to a standard determined by the Council and provided by the landowner. All regular crossing of dairy cattle across district roads must be managed by the dairy herd owner in compliance with the Council's Cattle/Stock Crossing Code of Practice. The Council may amend this code of practice from time to time.

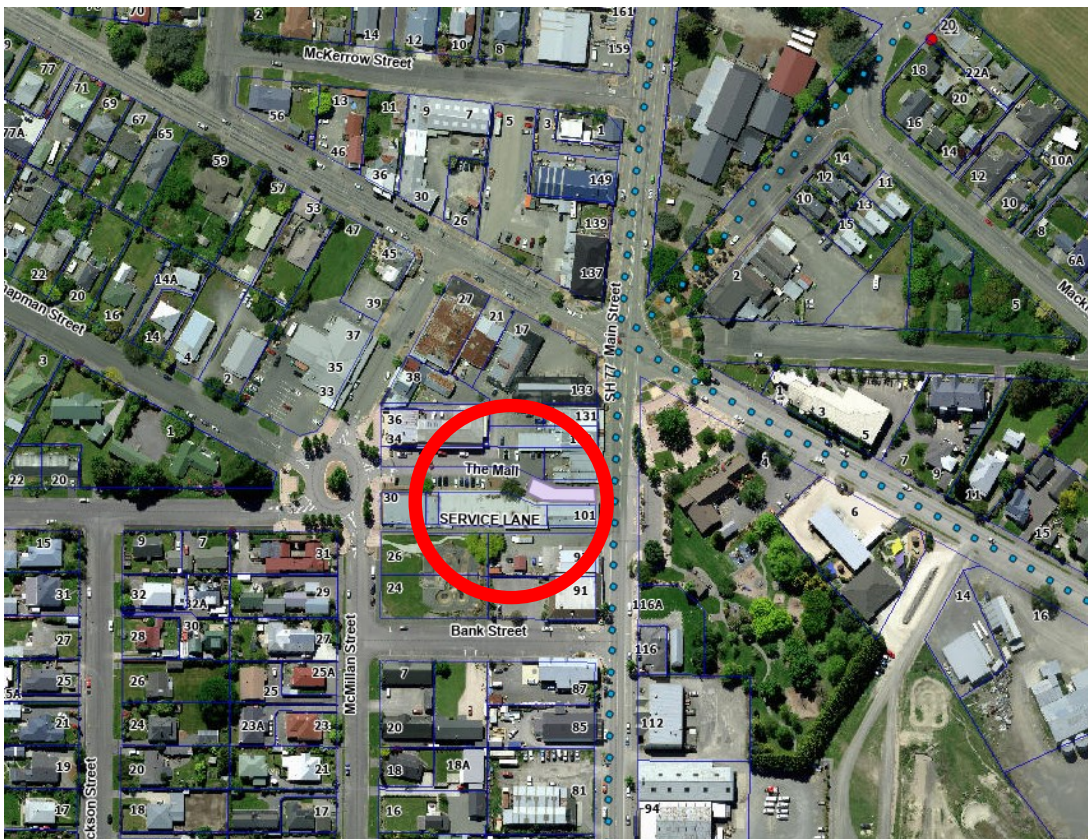
22. Offences and penalties

- 22.1 Every person commits an offence against this bylaw, and is liable on summary conviction to the penalty set out in the Local Government Act 2002, who:
- (a) Fails to comply in all respects with any prohibition, restriction, direction or requirement indicated by the lines, markings, traffic signs and other signs or notices laid down, placed, made or erected on or upon any road, public car park, reserve or other places controlled by the Council under any of the provisions of this bylaw;
 - (b) Fails to comply with any condition, duty, or obligation, imposed by this bylaw.
- 22.2 Every person who breaches any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or breach of any of the provisions of this bylaw or who neglects to do or refrains from doing anything required to be done under the provision of this bylaw commits an offence against these bylaws and on summary conviction will be liable for penalties in accordance with Clause 14.1 of the Ashburton District Council Explanatory Bylaws 2016.
- 22.3 A person may not be subject to proceedings under Clause 22.2 of this bylaw, if that person is also, on the same facts, being proceeded against for a breach of the Land Transport Act 1998.
- 22.4 A person is not in breach of this bylaw if that person proves that the act or omission complained of:
- (a) Took place in compliance with the directions of an enforcement officer, a parking warden or a traffic control device; or
 - (b) Was performed by an enforcement officer or a parking warden and was necessary in the execution of that person's duty.

Appendix 2 – Maps of Changes to Traffic Restrictions – Review of Transportation and Parking Bylaw 2015



Map 1 – One-way restriction to be introduced at Lake Hood Drive Extension, between Lake Hood Drive and Lake Hood Drive (refer Schedule B – *Register of Resolutions*)



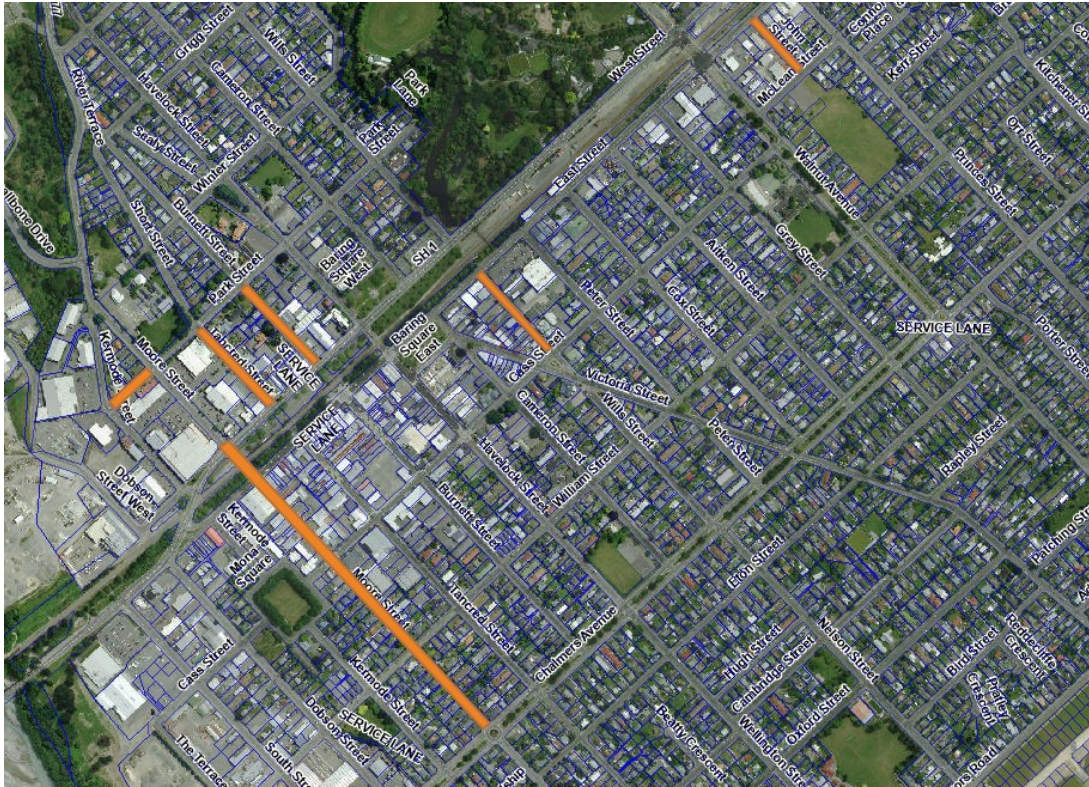
Map 2 – One-way restriction to be introduced at The Mall, Methven (refer Schedule B *Register of Resolutions*)



Map 3 – No Right-Turn restriction to be introduced at the intersection of Saleyards Road and SH1, South Tinwald. (Refer Schedule C, - *Register of Resolutions*)



Map 4 – Heavy traffic permitted to travel on roads in urban areas – Agnes Street, Drovers Lane, McMurdo Street and Saleyards Road, all Tinwald (refer Schedule D1, *Register of Resolutions*)



Map 5 – Heavy traffic permitted to travel on roads in urban areas – Burnett Street West, John Street, Moore Street, Park Street, Tancred Street West & Willis Street East - all Central Ashburton (refer Schedule D1, *Register of Resolutions*)



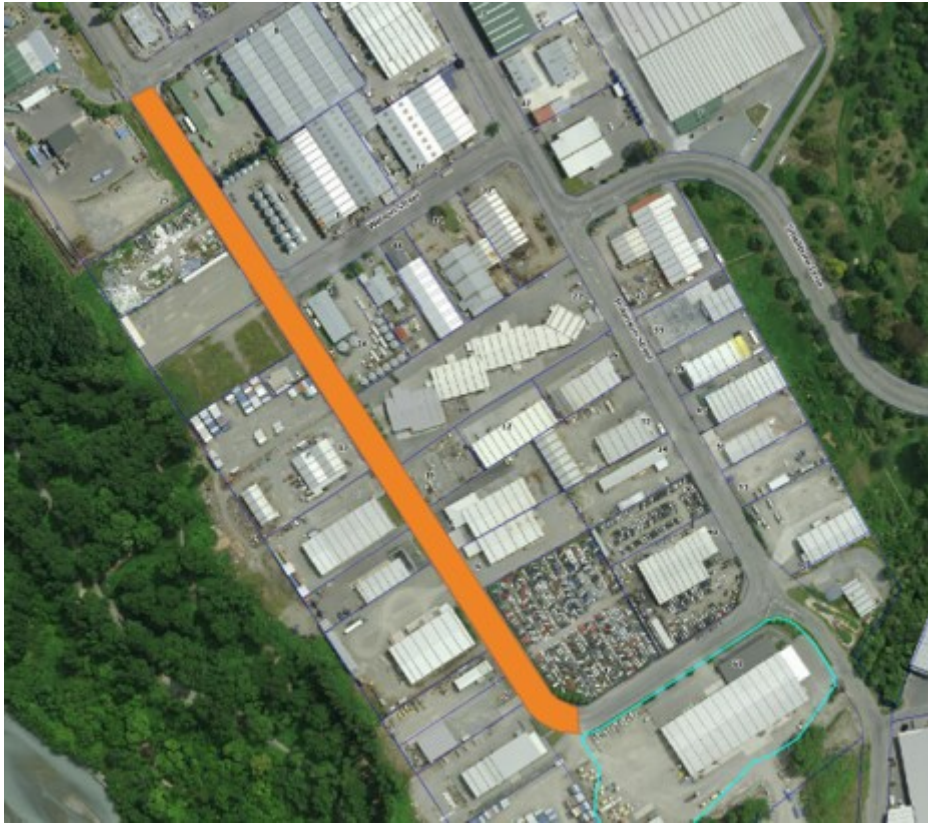
Map 6 - Heavy traffic permitted to travel on roads in urban areas – J B Cullen Drive – Ashburton Business Estate (refer Schedule D1, *Register of Resolutions*)



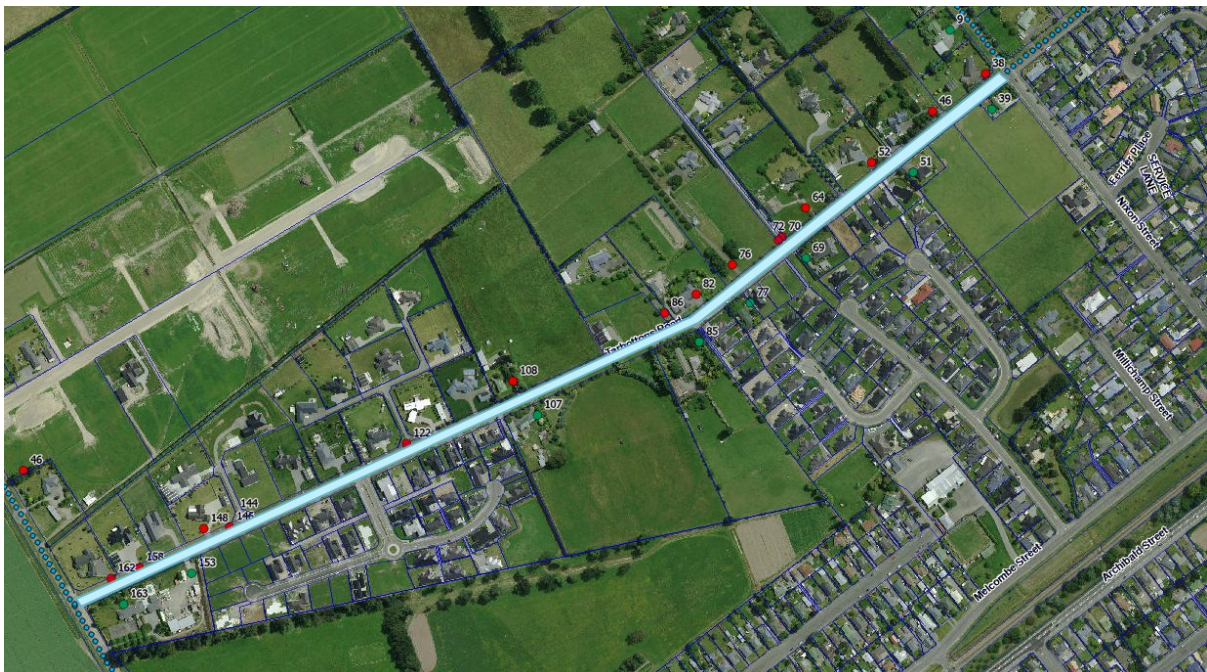
Map 7 - Heavy traffic permitted to travel on roads in urban areas – Melrose Road & Woollen Mills Drive – Allenton West (refer Schedule D1, *Register of Resolutions*)



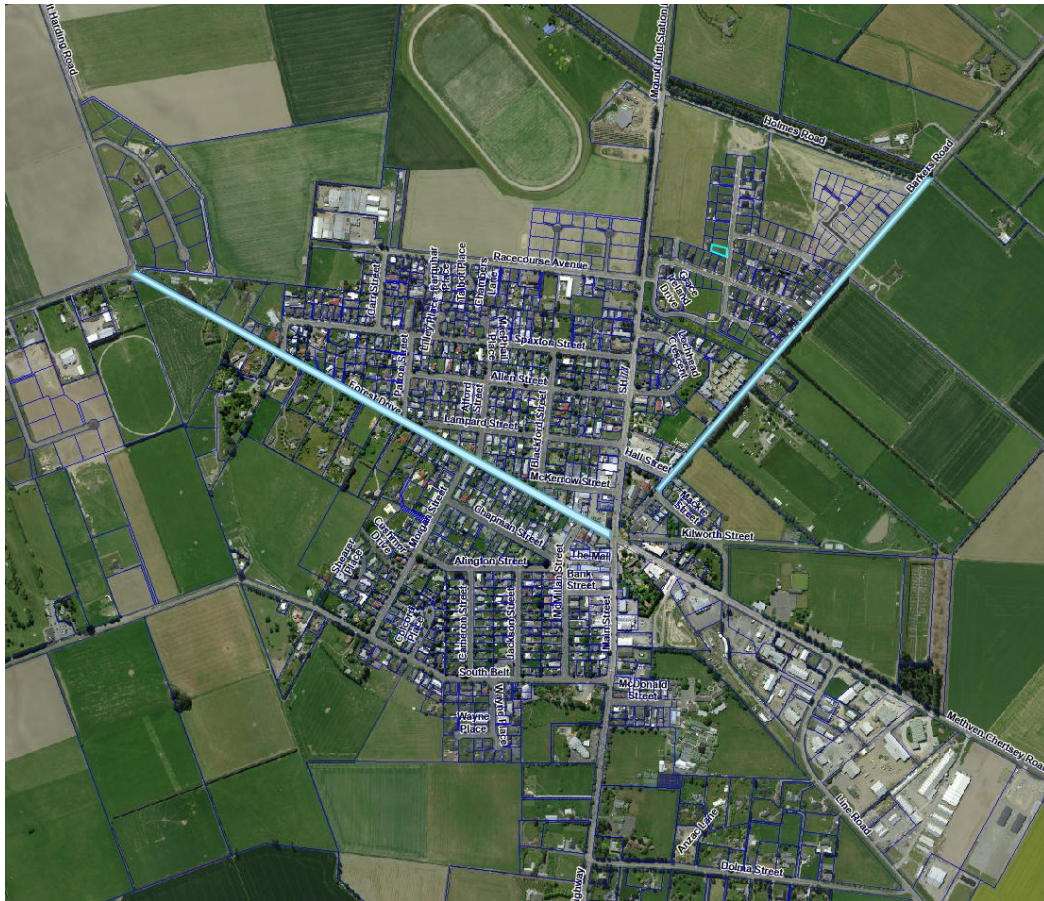
Map 8 - Heavy traffic permitted to travel on roads in urban areas – Bowen Street East, Chapman Street, Fergusson Street & Rolleston Street East, Rakaia (refer Schedule D1, *Register of Resolutions*)



Map 9 - Heavy traffic permitted to travel and park on roads in urban areas – Range Street, Riverside Industrial Park (refer Schedule D2, *Register of Resolutions*)



Map 10 - Heavy traffic not permitted to travel and park on roads in urban areas – Tarbottons Road, Tinwald West (refer Schedule D2, *Register of Resolutions*)



Map 11 - Heavy traffic not permitted to travel and park on roads in urban areas – Barkers Road & Forest Drive - Methven (refer Schedule D2, *Register of Resolutions*)



Map 12 - Heavy traffic permitted to travel and park on roads in urban areas – Hoods Road, Mt Somers (refer Schedule D2, *Register of Resolutions*)

Register of Resolutions
made under the
Ashburton District
Transportation and Parking
Bylaw 2015

Updated as at 7 June 2023

Contents

SCHEDULE A – RESIDENTS’ PARKING AREAS	3
SCHEDULE B - ONE WAY ROADS	3
SCHEDULE C - TURNING RESTRICTIONS	4
SCHEDULE D - HEAVY TRAFFIC PROHIBITIONS	5
SCHEDULE E - SPECIAL VEHICLE LANES	15
SCHEDULE F - TURNING MOVEMENTS PERMITTED BY SPECIFIED CLASSES OF VEHICLES	15
SCHEDULE G - WEIGHT OR SPEED RESTRICTIONS OVER BRIDGES OR CULVERTS	16
SCHEDULE H - OVERDIMENSION HEAVY TRAFFIC ROUTES	16

Draft Register of Resolutions

SCHEDULE A – RESIDENTS’ PARKING AREAS

Schedule A1

Roads reserved for the exclusive parking of specified motor vehicles owned by residents of the surrounding area and displaying a Residents’ Only Permit

Road	Section/Part	Date of Resolution

There are currently no roads specified in this schedule

Schedule A2

Roads able to be used by specified vehicles owned by eligible residents of the surrounding area and displaying a valid Residents’ Exemption permit issued for such a vehicle.

Road	Section/Part	Date of Resolution

There are currently no roads specified in this schedule

SCHEDULE B - ONE WAY ROADS

Schedule B1 - Roads deemed to be one way roads:

Road	Section/Part	Permitted Direction of Travel	Date of Resolution
Oak Grove	Semi-Circular section between northbound lane and southbound lane on Oak Grove near the intersection with Walnut Avenue.	From northbound lane to southbound lane	24 September 2015
East Street Extension	Area linking East Street to East St (SH1) along shop frontage.	From southbound East Street to East St (SH1) southbound	24 September 2015
Burnett Street	Between Cass St and East St	From westbound Cass St to East St	24 September 2015
Tancred Street	Between East St and Cass St	From eastbound East St to Cass St	24 September 2015

Road	Section/Part	Permitted Direction of Travel	Date of Resolution
Lake Hood Drive Extension	Lake Hood Drive to Lake Hood Drive	Southeast from Lake Hood Drive	7 June 2023
The Mall (Methven)	From Main Street (SH77) for 23 m	From Main Street (SH77)	7 June 2023

Schedule B2 - Roads deemed to be two one-way roads because of medians:

Road	Section/Part	Permitted Direction of Travel	Date of Resolution
Chalmers Avenue, Ashburton	South St to Walnut Avenue	In the direction required to keep the vehicle moving forward with the right-hand side of the vehicle being nearest to the median strip	24 September 2015
Walnut Avenue East, Ashburton	Chalmers Avenue to East St	In the direction required to keep the vehicle moving forward with the right-hand side of the vehicle being nearest to the median strip	24 September 2015
Oak Grove, Ashburton	Alford Forest Road to Harrison St	In the direction required to keep the vehicle moving forward with the right-hand side of the vehicle being nearest to the median strip	24 September 2015
Elizabeth Avenue, Rakaia	Bridge St (SH1) to Railway Terrace East	In the direction required to keep the vehicle moving forward with the right-hand side of the vehicle being nearest to the median strip	24 September 2015

SCHEDULE C - TURNING RESTRICTIONS

Road	Section/Part	Turning Restriction	Date of Resolution
Cox St, Ashburton	At intersection with northbound lane of Chalmers Avenue	No right turn	24 September 2015
East Street, Ashburton	At southern intersection with southbound lane of West Street (SH1)	No right turn	24 September 2015
Saleyards Road, Tinwald	At intersection with Hinds Highway (SH1)	No right turn	7 June 2023

SCHEDULE D - HEAVY TRAFFIC PROHIBITIONS

Schedule D1 – Roads in Urban Areas on which heavy motor vehicles are permitted to travel

Road	Section/Part	Date of Resolution
Ashburton & Tinwald – Schedule D1		
Agnes Street	SH1 to McMurdo Street	7 June 2023
Albert Street	Chalmers Avenue to Trevors Road	24 September 2015
Allens Road	State Highway 77 to Racecourse Road	24 September 2015
Ashford Avenue	Company Road to End of Road	24 September 2015
Beach Road	Chalmers Avenue to Beach Road East	24 September 2015
Beach Road East	Beach Road to end of urban area	24 September 2015
Belt Road	Walnut Avenue to Racecourse Road	24 September 2015
Bremners Road	East Street to Northpark Road	24 September 2015
Bridge Street (Ashburton)	Chalmers Avenue to Glassworks Road	24 September 2015
Bryant Street	Melcombe Street to Lagmhor Road	24 September 2015
Burnett Street West	Park Street to SH1	7 June 2023
Cameron Street East	East Street to Cass Street	24 September 2015
Chalmers Avenue	South Street to Walnut Avenue	24 September 2015
Company Road	Seafield Road to end of urban area	24 September 2015
Crum Street	JB Cullen Drive to Ashford Avenue	24 September 2015
Drovers Lane	Saleyards Road to end	7 June 2023
East Street	State Highway 1 (North Intersection) to Havelock Street	2 February 2022
East Street	State Highway 1 (South Intersection) to Moore Street	2 February 2022
Farm Road	State Highway 77 to Racecourse Road	24 September 2015
Fords Road	Thomson Street to end of urban area	24 September 2015

Road	Section/Part	Date of Resolution
Frasers Road	Tinwald Westerfield Mayfield Road to end of urban area	24 September 2015
Glassworks Road	Bremners Road to Company Road	24 September 2015
Graham Street	State Highway 1 to Grove Street	24 September 2015
Grahams Road	Grove Street to end of urban area	24 September 2015
Harrison Street	Oak Grove to State Highway 77	24 September 2015
Hassal Street	State Highway 1 to Thomson Street	24 September 2015
Havelock Street	Chalmers Avenue to Walker Street	24 September 2015
J B Cullen Drive	Northpark Road to Works Road	7 June 2023
John Street	East Street to McLean Street	7 June 2023
Lynn Street	JB Cullen Drive to Ashford Avenue	24 September 2015
Malcolm McDowell Avenue	Bremners Road to end of road	24 September 2015
Maronan Road	State Highway 1 to end of urban area	24 September 2015
McMurdo Street	Grahams Street to Agnes Street	7 June 2023
Melcombe Street	Maronan Road to Bryant Street	24 September 2015
Melrose Road	SH77 to end (river)	7 June 2023
Moore Street	SH77 to Chalmers Avenue	7 June 2023
Northpark Road	State Highway 1 to JB Cullen Drive	24 September 2015
Oak Grove	State Highway 77 to Walnut Avenue	24 September 2015
Park Street	SH77 to Kermode Street	7 June 2023
Racecourse Road	State Highway 1 to end of urban area	24 September 2015
Saleyards Road	SH1 to Hassal Street	7 June 2023
Seafeld Road	Bremners Road to Bridge Street	24 September 2015
Sim Place	JB Cullen Drive to End of Road	24 September 2015
South Street	State Highway 1 to Chalmers Avenue	24 September 2015
State Highway 1	Nth Ashburton Speed Restriction signs 50/100 to Sth Ashburton Speed Restriction signs 70/100	24 September 2015

Road	Section/Part	Date of Resolution
State Highway 77	State Highway 1 (West Street) to West Ashburton Speed Restriction signs 50/100	24 September 2015
Tancred Street West	Park Street to SH1	7 June 2023
Tarbottons Road	Hollands Road to Tinwald Westerfield Mayfield Road	24 September 2015
Tinwald Westerfield Mayfield Road	Frasers Road to end of urban area	24 September 2015
Trevors Road	Albert Street to end of road	24 September 2015
Victoria Street	Cameron Street East to Chalmers Avenue	24 September 2015
Wakanui Road	Chalmers Avenue to end of urban area	24 September 2015
Walker Street	State Highway 77 to Havelock Street	24 September 2015
Walnut Avenue	Oak Grove to Chalmers Avenue	24 September 2015
Wilkin Street	State Highway 1 to Grove Street	24 September 2015
Wilkins Road	Grove Street to end of urban area	24 September 2015
Wills Street East	East Street to Cass Street	7 June 2023
Woollen Mills Drive	SH77 to end	7 June 2023
Works Road	JB Cullen Drive (railway crossing) to end of urban area	24 September 2015
Methven – Schedule D1		
Barkers Road	Mackie Street to end of urban area	24 September 2015
Dolma Street	State Highway 77 to Line Road	24 September 2015
Forest Drive	State Highway 77 to Mt Harding Road	24 September 2015
Hall Street	State Highway 77 to Barkers Road	24 September 2015
Hobbs Road	Morgan Street to end of urban area	24 September 2015
Line Road	Methven Chertsey Road to end of urban area	24 September 2015
Mackie Street	Barkers Road to Methven Chertsey Road	24 September 2015
Methven Chertsey Road	State Highway 77 to end of urban area	24 September 2015

Road	Section/Part	Date of Resolution
Pudding Hill Road	Mt Harding Road to end of urban area	24 September 2015
South Belt	State Highway 77 to Morgan Street	24 September 2015
State Highway 77	Sth Methven Speed Restriction signs 50/100 to Nth Methven Speed Restriction signs 50/100	24 September 2015
Rakaia – Schedule D1		
Acton Road	Burrowes Road to end of urban area	24 September 2015
Bowen Street East	SH1 to Railway Terrace	7 June 2023
Burrowes Road	South Town Belt to Acton Road	24 September 2015
Chapman Street	Elizabeth Avenue to South Town Belt	7 June 2023
Elizabeth Avenue	West Town Belt West to Burrowes Road	24 September 2015
Fergusson Street	SH1 to Railway Terrace	7 June 2023
Michael Street East	State Highway 1 to Railway Terrace East	24 September 2015
Railway Terrace East	Michael Street East to South Town Belt	24 September 2015
Rakaia Barrhill Methven Road	West Town Belt West to end of urban area	24 September 2015
Rolleston Street East	SH1 to Railway Terrace	7 June 2023
South Town Belt	Burrows Road to West Town Belt East	24 September 2015
State Highway 1	Nth Rakaia Speed Restriction signs 70/100 to Sth Rakaia Speed Restriction signs 70/100	24 September 2015
Thompsons Track	South Town Belt to end of urban area	24 September 2015
West Town Belt East	South Town Belt to Normanby Road	24 September 2015
Chertsey – Schedule D1		
Chertsey Kyle Road	State Highway 1 to end of urban area	24 September 2015
Chertsey Line Road	Chertsey Kyle Road to end of urban area	24 September 2015
Chertsey Road	Wards Road to end of urban area	24 September 2015
Wards Road	Chertsey Kyle Road to end of urban area	24 September 2015

Fairton – Schedule D1		
Fairfield Road	Silver Fern Farms Access [Private] to end of urban area	24 September 2015
Fairfield Road West	Silver Fern Farms Access [Private] to end of urban area	24 September 2015
Hinds – Schedule D1		
Cracroft Street	State Highway 1 to Nugent Street	24 September 2015
Delamaine Street	State Highway 1 to Hinds Arundel Road	24 September 2015
Framptons Road	Delamaine Street to End of Road	24 September 2015
Hinds Arundel Road	Delamaine Street to end of urban area	24 September 2015
Hinds Lismore Road	Hinds Arundel Road to end of urban area	24 September 2015
Isleworth Road	State Highway 1 to end of urban area	24 September 2015
Nugent Street	Isleworth Road to Cracroft Street	24 September 2015
State Highway 1	Nth Hinds Speed Restriction signs 70/100 to Sth Hinds Speed Restriction signs 70/100	24 September 2015
Mayfield - Schedule D1		
Arundel Rakaia Gorge Road	Sth Mayfield end of urban area to Nth Mayfield end of urban area	24 September 2015
Lismore Mayfield Road	Arundel Rakaia Gorge Road to East Mayfield end of urban area	24 September 2015
Mayfield Klondyke Road	Arundel Rakaia Gorge Road to West Mayfield end of urban area	24 September 2015
Mt Somers - Schedule D1		
Ashburton Gorge Road	East Mt Somers end of urban area to West Mt Somers end of urban area	24 September 2015
Hoods Road	Nth Mt Somers end of urban area to Sth Mt Somers end of urban area	24 September 2015

Schedule D2 – Roads in Urban Areas on which heavy motor vehicles are permitted to travel or park between 8 pm on any weekday and 6 am the next day, and any Saturday, Sunday or Public holiday except for deliveries.

Road	Section/Part	Date of Resolution
Ashburton & Tinwald - Schedule D2		
Bridge Street (Ashburton)	Tuarangi Road to Glassworks Road	24 September 2015
Chalmers Avenue	South Street to Walnut Avenue	24 September 2015
East Street	Walnut Avenue to State Highway 1 (Nth Int)	24 September 2015
Racecourse Road	State Highway 1 to Allens Road	24 September 2015
Range Street	Robinson Street to McNally Street	7 June 2023
South Street	State Highway 1 to Chalmers Avenue	24 September 2015
State Highway 1	Nth Ashburton Speed Restriction signs 50/100 to Sth Ashburton Speed Restriction signs 70/100	24 September 2015
State Highway 77	State Highway 1 (West Street) to West Ashburton Speed Restriction signs 50/100	24 September 2015
Tarbottons Road	Hollands Road to Tinwald Westerfield Mayfield Road	24 September 2015 7 June 2023
Methven - Schedule D2		
Barkers Road	Mackie Street to end of urban area	24 September 2015 7 June 2023
Forest Drive	State Highway 77 to Mt Harding Road	24 September 2015 7 June 2023
Hall Street	State Highway 77 to Barkers Road	24 September 2015
Line Road	Methven Chertsey Road to end of urban area	24 September 2015
Mackie Street	Barkers Road to Methven Chertsey Road	24 September 2015
Methven Chertsey Road	State Highway 77 to end of urban area	24 September 2015
Pudding Hill Road	Mt Harding Road to end of urban area	24 September 2015

Road	Section/Part	Date of Resolution
State Highway 77	Sth Methven Speed Restriction signs 50/100 to Nth Methven Speed Restriction signs 50/100	24 September 2015
Rakaia - Schedule D2		
Acton Road	Burrowes Road to end of urban area	24 September 2015
Burrowes Road	South Town Belt to Acton Road	24 September 2015
Michael Street East	State Highway 1 to Railway Terrace East	24 September 2015
Railway Terrace East	Michael Street East to South Town Belt	24 September 2015
Rakaia Barrhill Methven Road	West Town Belt East to end of urban area	24 September 2015
South Town Belt	Burrows Road to West Town Belt East	24 September 2015
State Highway 1	Nth Rakaia Speed Restriction signs 70/100 to Sth Rakaia Speed Restriction signs 70/100	24 September 2015
Chertsey - Schedule D2		
Chertsey Kyle Road	State Highway 1 to end of urban area	24 September 2015
Chertsey Line Road	Chertsey Kyle Road to end of urban area	24 September 2015
Chertsey Road	Wards Road to end of urban area	24 September 2015
Wards Road	Chertsey Kyle Road to end of urban area	24 September 2015
Fairton - Schedule D2		
Fairfield Road	Silver Fern Farms Access [Private] to end of urban area	24 September 2015
Fairfield Road West	Silver Fern Farms Access [Private] to end of urban area	24 September 2015
Hinds - Schedule D2		
Cracroft Street	State Highway 1 to Nugent Street	24 September 2015
Delamaine Street	State Highway 1 to Hinds Arundel Road	24 September 2015
Hinds Arundel Road	Delamaine Street to end of urban area	24 September 2015
Isleworth Road	State Highway 1 to end of urban area	24 September 2015

Road	Section/Part	Date of Resolution
State Highway 1	Nth Hinds Speed Restriction signs 70/100 to Sth Hinds Speed Restriction signs 70/100	24 September 2015
Mayfield - Schedule D2		
Arundel Rakaia Gorge Road	Sth Mayfield end of urban area to Nth Mayfield end of urban area	24 September 2015
Lismore Mayfield Road	Arundel Rakaia Gorge Road to East Mayfield end of urban area	24 September 2015
Mayfield Klondyke Road	Arundel Rakaia Gorge Road to West Mayfield end of urban area	24 September 2015
Mt Somers - Schedule D2		
Ashburton Gorge Road	East Mt Somers end of urban area to West Mt Somers end of urban area	24 September 2015
Hoods Road	From Ashburton Gorge Road south to end of urban area	7 June 2023

Schedule D3 Roads in Urban Areas on which stock are permitted to be transported in heavy motor vehicles

Road	Section/Part	Date of Resolution
Ashburton & Tinwald - Schedule D3		
Albert Street	Chalmers Avenue to Trevors Road	
Beach Road	Chalmers Avenue to end of urban area	
Bremners Road	East Street to Northpark Road	
Bridge Street (Ashburton)	Walnut Avenue to Seafield Road	
Chalmers Avenue	South Street to Walnut Avenue	
East Street	Walnut Avenue to Bremners Road	
Frasers Road	Tinwald Westerfield Mayfield Road to end of urban area	24 September 2015
Fords Road	Thomson Street to end of urban area	24 September 2015
Glassworks Road	Bridge Street to Bremners Road	24 September 2015
Graham Street	State Highway 1 to Grove Street	24 September 2015
Grahams Road	Grove Street to end of urban area	24 September 2015
Hassal Street	State Highway 1 to Thomsom Street	24 September 2015
JB Cullen Drive	Northpark Road to Works Road (railway crossing)	24 September 2015

Road	Section/Part	Date of Resolution
Lagmhor Road	State Highway 1 to Tinwald Westerfield Mayfield Road	24 September 2015
Maronan Road	State Highway 1 to end of urban area	24 September 2015
Racecourse Road	State Highway 1 to end of urban area	24 September 2015
Seafield Road	Bremners Road to end of urban area	24 September 2015
South Street	State Highway 1 to Chalmers Avenue	24 September 2015
State Highway 1	Nth Ashburton Speed Restriction signs 50/100 to Sth Ashburton Speed Restriction signs 70/100	24 September 2015
State Highway 77	State Highway 1 (West Street) to West Ashburton Speed Restriction signs 50/100	24 September 2015
Tinwald Westerfield Mayfield Road	Frasers Road to end of urban area	24 September 2015
Trevors Road	Albert Street to end of road	24 September 2015
Wakanui Road	Albert Street to end of urban area	24 September 2015
Walnut Avenue	State Highway 1 to Chalmers Avenue	24 September 2015
Wilkin Street	State Highway 1 to Grove Street	24 September 2015
Wilkins Road	Grove Street to end of urban area	24 September 2015
Works Road	JB Cullen Drive (railway crossing) to end of urban area	24 September 2015
Methven – Schedule D3		
Barkers Road	Mackie Street to end of urban area	24 September 2015
Forest Drive	State Highway 77 to Mt Harding Road	24 September 2015
Hall Street	State Highway 77 to Barkers Road	24 September 2015
Line Road	Methven Chertsey Road to end of urban area	24 September 2015
Mackie Street	Barkers Road to Methven Chertsey Road	24 September 2015
Methven Chertsey Road	State Highway 77 to end of urban area	24 September 2015

Road	Section/Part	Date of Resolution
Pudding Hill Road	Mt Harding Road to end of urban area	24 September 2015
State Highway 77	Sth Methven Speed Restriction signs 50/100 to Nth Methven Speed Restriction signs 50/100	24 September 2015
Rakaia – Schedule D3		
Acton Road	Burrowes Road to end of urban area	24 September 2015
Burrowes Road	South Town Belt to Acton Road	24 September 2015
Michael Street East	State Highway 1 to Railway Terrace East	24 September 2015
Railway Terrace East	Michael Street East to South Town Belt	24 September 2015
Rakaia Barrhill Methven Road	West Town Belt East to end of urban area	24 September 2015
South Town Belt	Burrows Road to West Town Belt East	24 September 2015
State Highway 1	Nth Rakaia Speed Restriction signs 70/100 to Sth Rakaia Speed Restriction signs 70/100	24 September 2015
Thompsons Track	South Town Belt to end of urban area	24 September 2015
West Town Belt East	South Town Belt to Normanby Road	24 September 2015
Chertsey – Schedule D3		
Chertsey Kyle Road	State Highway 1 to end of urban area	24 September 2015
Chertsey Road	Wards Road to end of urban area	24 September 2015
Wards Road	Chertsey Kyle Road to end of urban area	24 September 2015
Fairton – Schedule D3		
Fairfield Road	Silver Fern Farms Access [Private] to end of urban area	24 September 2015
Fairfield Road West	Silver Fern Farms Access [Private] to end of urban area	24 September 2015
Hinds – Schedule D3		
Cracroft Street	State Highway 1 to Nugent Street	24 September 2015
Delamaine Street	State Highway 1 to Hinds Arundel Road	24 September 2015

Road	Section/Part	Date of Resolution
Hinds Arundel Road	Delamaine Street to end of urban area	24 September 2015
Isleworth Road	State Highway 1 to end of urban area	24 September 2015
State Highway 1	Nth Hinds Speed Restriction signs 70/100 to Sth Hinds Speed Restriction signs 70/100	24 September 2015
Mayfield - Schedule D3		
Arundel Rakaia Gorge Road	Sth Mayfield end of urban area to Nth Mayfield end of urban area	24 September 2015
Lismore Mayfield Road	Arundel Rakaia Gorge Road to East Mayfield end of urban area	24 September 2015
Mayfield Klondyke Road	Arundel Rakaia Gorge Road to West Mayfield end of urban area	24 September 2015
Mt Somers - Schedule D3		
Ashburton Gorge Road	East Mt Somers end of urban area to West Mt Somers end of urban area	24 September 2015
Hoods Road	Nth Mt Somers end of urban area to Sth Mt Somers end of urban area	24 September 2015

SCHEDULE E - SPECIAL VEHICLE LANES

Schedule E

Road	Section/Part	Date of Resolution

There are currently no roads specified in this schedule

SCHEDULE F - TURNING MOVEMENTS PERMITTED BY SPECIFIED CLASSES OF VEHICLES

Schedule F

Road	Section/Part	Date of Resolution

There are currently no roads specified in this schedule

SCHEDULE G - WEIGHT OR SPEED RESTRICTIONS OVER BRIDGES OR CULVERTS

Schedule G

Name of road	Name of bridge or culvert, and water way crossed	Weight limit		Speed limit	Date of Resolution
		Maximum weight on any axle	Gross weight (maximum sum of axle weights)		
Hakatere Heron Road	Bridge No. 49 Lake Stream		50% Class 1	10 kph	18 May 2016
Double Hill Run Road	Bridge No. 130 Unnamed Creek		3,500kg		18 May 2016
Shepherds Bush Road	Bridge No. 151 Water Race			10 kph	18 May 2016

SCHEDULE H - OVERDIMENSION HEAVY TRAFFIC ROUTES

Road	Section/Part	Date of Resolution
Ashburton & Tinwald - Schedule H		
Beach Road	Chalmers Avenue to end of urban area	24 September 2015
Bremners Road	East Street to Seafield Road	24 September 2015
Bridge Street (Ashburton)	Walnut Avenue to Seafield Road	24 September 2015
Chalmers Avenue	South Street to Walnut Avenue	24 September 2015
East Street	Bremners Road to State Highway 1	24 September 2015
Fords Road	Thomson Street to end of urban area	24 September 2015
Frasers Road	Tinwald Westerfield Mayfield Road to end of urban area	24 September 2015
Graham Street	State Highway 1 to Grove Street	24 September 2015
Grahams Road	Grove Street to end of urban area	24 September 2015
Hassal Street	State Highway 1 to Thomson Street	24 September 2015
Lagmhor Road	State Highway 1 to Tinwald Westerfield Mayfield Road	24 September 2015

Road	Section/Part	Date of Resolution
Maronan Road	State Highway 1 to end of urban area	24 September 2015
Racecourse Road	State Highway 1 to end of urban area	24 September 2015
Seafield Road	Bremners Road to Bridge Street	24 September 2015
South Street	State Highway 1 to Chalmers Avenue	24 September 2015
State Highway 1	North Ashburton Speed Restriction signs 50/100 to South Ashburton Speed Restriction signs 70/100	24 September 2015
State Highway 77	State Highway 1 (West Street) to West Ashburton Speed Restriction signs 50/100	24 September 2015
Methven - Schedule H		
Barkers Road	Mackie Street to end of urban area	24 September 2015
Dolma Street	State Highway 77 to Line Road	24 September 2015
Forest Drive	State Highway 77 to Mt Harding Road	24 September 2015
Hall Street	State Highway 77 to Barkers Road	24 September 2015
Hobbs Road	Morgan Street to end of urban area	24 September 2015
Line Road	Methven Chertsey Road to end of urban area	24 September 2015
Mackie Street	Barkers Road to Methven Chertsey Road	24 September 2015
Methven Chertsey Road	State Highway 77 to end of urban area	24 September 2015
Pudding Hill Road	Mt Harding Road to end of urban area	24 September 2015
State Highway 77	Sth Methven Speed Restriction signs 50/100 to Nth Methven Speed Restriction signs 50/100	24 September 2015

9. *Explanatory Bylaw Review*

Author *Tayyaba Latif; Policy Advisor*
Executive Team Member *Toni Durham, GM Democracy & Engagement*

Summary

- Council's Explanatory Bylaw is being reviewed before its scheduled review in September 2026.
- Officers have assessed that a correction is required in the Explanatory Bylaw.
- Officers have proposed to make two minor amendments in the bylaw.
- Council has options to:
 - Option 1: Maintain status quo until scheduled review in September 2026
 - Option 2: Adopt amended Explanatory Bylaw (Appendix 1)
 - Option 3: Revoke Explanatory Bylaw.

Recommendation

- 1. That** Council adopts the amended Explanatory Bylaw as attached in Appendix 1.

Attachment

Appendix 1 Draft Explanatory Bylaw

Background

1. Council adopted the 'Ashburton District Council Explanatory Bylaw'¹ (Explanatory Bylaw) in September 2016.
2. Officers are proposing to review the Explanatory Bylaw before its scheduled review in September 2026.
3. Section 159 of the Local Government Act 2002 obligates Council to review a bylaw no later than 10 years after it was last reviewed, meaning a bylaw can be reviewed earlier if required.

The current situation

4. The review of Explanatory Bylaw has been triggered due to the inclusion of Schedule 1 that lists penalties and infringement fines for breaches of bylaws.
5. Our Legal Counsel has advised that Council do not have lawful authority under the Local Government Act 2002 to charge infringement fines, other than for a limited range of circumstances which are set by statute. These are:
 - Dog Control Bylaw as per the Dog Control Act 1996
 - Litter as per the Litter Act 1979
 - Parking related offences as per the Land Transport Act 1998.
6. This means that most of the penalties and fines mentioned in Schedule 1 of Explanatory Bylaw cannot be charged by Council, therefore, should be removed.
7. Officers are proposing to correct the Explanatory Bylaw by removing Schedule 1.

Other Proposed Amendments Explanatory Bylaw

8. In Section 3 of the Explanatory Bylaw, there is a mention of three repealed Acts/Regulations, which now should be removed from the bylaw.
 - Forest and Rural Fires Act 1977,
 - Forest and Rural Fires Regulations 2005; and
 - Reserves and Domains Act 1953.
9. Clause 14.1 of the Bylaw has been reviewed and minor rewording of the clause has been suggested for the purpose of greater clarity.

¹ [160922-FINAL-Explanatory-Bylaw.pdf \(ashburtondc.govt.nz\)](https://ashburtondc.govt.nz/160922-FINAL-Explanatory-Bylaw.pdf)

10. Council officers consider the proposed removal of Schedule 1, removal of the reference to repealed Acts/Regulations and minor rewording of clause 14.1 does not adversely affect existing rights and interests of the public. The proposed amendments also do not affect an existing status or capacity of any person to whom the bylaw applies.
11. Therefore, we suggest that the proposed amendments can be made under section 156(2) of the Local Government Act, meaning the amendments can be made by resolution being publicly notified and without undertaking public consultation.

Options analysis

Option one – Do not Review the Explanatory Bylaw (Status Quo)

12. Under this option Council can decide not to review the bylaw before the scheduled review in September 2026.

Advantages: <ul style="list-style-type: none"> None Identified 	Disadvantages: <ul style="list-style-type: none"> Council could not make necessary correction in the Bylaw. The Bylaw will remain with the mention of repealed Acts/Regulations which could cause confusion.
Risks: Reputational risk due to not making necessary correction to the Bylaw.	

Option two – Adopt Amended Explanatory Bylaw as attached in appendix one. (Recommended Option)

13. Under this option Council adopts the Bylaw with the proposed correction and minor amendments.

Advantages: <ul style="list-style-type: none"> Adopting proposed correction and minor amendments would mean that the Bylaw would resume in the most appropriate form. The correction and minor amendments can be adopted without consultation meaning the Bylaw review will be completed in a resource efficient manner. 	Disadvantages: <ul style="list-style-type: none"> None Identified
Risks: None Identified	

Option three – Proceed to Revoke Explanatory Bylaw

14. Council could choose to revoke Explanatory Bylaw.

Advantages: <ul style="list-style-type: none">Revoking the bylaw would save financial and staff resource spent on review and consultation.	Disadvantages: <ul style="list-style-type: none">Revoking the bylaw would mean there would be no common definitions to apply across all the bylaws. This could prove problematic as some of the Councils current bylaws do not include definitions.
Risks: <ul style="list-style-type: none">Reputational Risk – Revoking the bylaw could impact making, reviewing or amending other bylaws in timely manner.	

Statutory implications

Section 155 Determination - Local Government Act 2002

15. In reviewing an existing bylaw, and when making or amending a bylaw, the Local Government Act 2002 requires Council to go through an analysis in accordance with section 155. This requires Council to determine whether the bylaw is the most appropriate way of addressing the perceived problem, whether the bylaw is in the most appropriate form, and if there are any implications under the New Zealand Bill of Rights Act 1990.

16. The requirements of section 155 have been considered and it is determined that:

- The draft bylaw is considered the most appropriate form of bylaw; and
- The proposed bylaw is not inconsistent with the New Zealand Bill of Rights Act (NZBORA).

Section 156 Determination - Local Government Act 2002

17. Section 156 outlines consultation requirements while making, amending, or revoking bylaws made under this Act. Section 156(1) states that the making, amending, or revoking of the bylaw requires implementation of special consultative procedure under section 86.

18. Section 156(2) states that, despite subsection (1), local authority may, by resolution publicly notified,

- make minor changes to, or correct errors in, a bylaw, but only if the changes or corrections do not affect—
 - an existing right, interest, title, immunity, or duty of any person to whom the bylaw applies; or
 - an existing status or capacity of any person to whom the bylaw applies.

19. In view of explanations in paragraph 10 and 11, Explanatory Bylaw has been assessed under Section 156(2).
20. Considering that proposed correction of Schedule 1, removal of repealed Acts/Regulations and minor rewording of clause 14.1 are minor changes, the amended Explanatory Bylaw can be adopted without consultation and by the resolution being publicly notified.

Section 160 Determination – Local Government Act 2002

21. This bylaw has been assessed with regard to section 160(3)(a), which mentions that if after the review, the local authority considers that the bylaw,
- a. should be amended, revoked, or revoked and replaced, it must act under section 156.
22. The proposed amendments in the Bylaw have been through legal review. As mentioned in paragraph 10, 11 and 18, it has been assessed that the proposed amendments can be made under section 156 (2). The proposed amendments would update bylaw in most appropriate form and will not have a significant impact of the public.
23. Under Council’s Community Engagement Policy, the Bylaw with proposed amendments is assessed as a matter of low significance.

Review of legal / policy implications

Reviewed by In-house Counsel	Tania Paddock; Legal Counsel
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Climate change

24. The Explanatory Bylaw does not have any direct or indirect effects on climate change.

Strategic alignment

25. The recommendation relates to Council’s community outcome of environmental well-being.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✗	
Environmental	✓	Explanatory bylaw supplements other bylaws of Councils that play a fundamental role in regulating environment well-being of the district.
Cultural	✗	
Social	✗	

Financial implications

Requirement	Explanation
What is the cost?	There is no cost to carry out the recommended option
Is there budget available in LTP / AP?	Not required for the recommended option
Where is the funding coming from?	N/A
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
Level of significance	Low
Rationale for selecting level of significance	<i>Low level of significance is assigned because proposed change is assessed as minor amendment.</i>
Level of engagement selected	1. Inform – One way communication
Rationale for selecting level of engagement	No engagement is necessary for the recommended option.
Reviewed by Strategy & Policy	Toni Durham: GM Democracy & Engagement

Draft Bylaw

EXPLANATORY BYLAW

TITLE:	Ashburton District Council Explanatory Bylaw 2016
TEAM:	Community Relations Strategy and Policy
RESPONSIBILITY:	Community Relations Strategy and Policy Manager
DATE ADOPTED:	22 September 2016XXX 2023
COMMENCEMENT:	22 September 2016XXX 2023
NEXT REVIEW DUE:	22 September 2026XXX 2033

1. Title

The title of this bylaw is Ashburton District Council Explanatory Bylaw 2016.

2. Purpose

The purpose of this bylaw is to have in one place a set of provisions which are common to, and form part of, all Ashburton District Council Bylaws.

3. Related documents

- Animal Welfare Act 1999
- Building Act 2004
- Dog Control Act 1996
- Health Act 1956
- Health & Safety at Work Act 2015
- [Forest and Rural Fires Act 1977](#)
- ~~[Forest and Rural Fires Regulations 2005](#)~~
- Impounding Act 1955
- Land Transport Act 1998
- Local Government Act 2002
- Reserves Act 1977
- ~~[Reserves and Domains Act 1953](#)~~
- Resource Management Act 1991

4. Definitions

4.1. In this bylaw, unless the context otherwise requires:

Agent means a person or business authorised to act on another's behalf.

Animal means stock, poultry and any other animal that is kept in a state of captivity or is dependent upon human beings for its care or sustenance.

Approved means approved by Council or by any officer of the Council authorised in that behalf.

Authorised Officer means any person appointed by the Council to act on its behalf in a limited capacity and with its authority.

Bylaw means a bylaw of Council for the time being in force, made under the provisions of any Act or authority enabling Council to make bylaws.

Council means Ashburton District Council.

Council Officer or Officer means the Ashburton District Council or any officer of the Ashburton District Council to whom authority is delegated by Council to take action in relation to any particular bylaw or to undertake the duties of a Council Officer under the bylaw.

Delegated Authority is the means by which the Council sets out its policy on what functions, duties and powers that it must, or wishes to, retain responsibility for and those that it wishes to delegate.

District means Ashburton District.

Dwelling means and includes any house, tent, vehicle, or other structure, whether permanent or temporary, and whether attached to the soil or not, used in whole or in part for human habitation, and includes the land appurtenant to a dwelling.

Enforcement Officer means an individual as defined in the Local Government Act 2002 Section 5(1) and generally means any person appointed by Council to exercise the power of an Enforcement Officer in relation to offences against, and infringements under, the Local Government Act 2002 or any bylaw.

Licensed means holding a licence under this bylaw or under any statute.

Local Authority as defined in the Local Government Act 2002 Section 5(1) and generally means a regional Council or territorial authority.

Motor Vehicle shall have the meaning assigned to it from time to time by the Transport Act 1998 and its amendments and re-enactments.

Nuisance shall include but not be limited to the meaning assigned to it by the Health Act 1956 Section 29 its amendments and/or re-enactments.

Occupier means the inhabitant or occupier of any property, and in any case where any building, house, tenement, or premises is or are unoccupied shall be deemed to include the owner as hereinafter defined.

Offence includes any act or omission in relation to any bylaw or any part thereof for which any person can be punished either on indictment or by summary process.

Owner of any property, or as applied to any land, building, or premises, means any person for the time being entitled to receive the rent of such property, or who would be so entitled if the same were let to a tenant at a rack market; and where any such person is absent from New Zealand, shall include their attorney or agent.

Person includes any individual, company, or other commercial body.

Poultry means any live domesticated bird including but not limited to, domestic fowls, ducks, geese, turkeys, guinea-fowl, pheasants and pigeons.

Premises means any of the following:

- (a) A property or allotment which is held under a separate certificate of title (or for which a separate certificate of title may be issued) and in respect to which a building consent has been (or may be) issued; or
- (b) A building or part of a building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available; or
- (c) Land held in public ownership (e.g., reserve) for a particular purpose.

Property means a separately rateable property.

Public Notice has the meaning as defined in the Local Government Act 2002 Section 5(1) and generally means a notice published in 1 or more local newspapers, or any other publication that Council thinks is appropriate.

Public Place has the meaning as defined in section 147(1) of the Local Government Act 2002.

Reserve As defined in section 2(1) of the Reserves Act 1977.

Road shall have the meaning assigned to it in the Land Transport Act 1998 and its amendments and re-enactments.

Rural Area means properties within rural A, B and C zones of the Ashburton District Plan.

Should refers to practices that are mandatory for compliance with this bylaw, or other Ashburton District Council bylaws.

Shall refers to practices that are optional for compliance with this bylaw, or other Ashburton District Council bylaws.

Stock has the same meaning as the Dog Control Act 1996 and includes but is not limited to:

- (a) Any live horse, cattle, sheep, swine, alpaca, llama, bison, donkey, hinny, mule, or water buffalo that is not in a wild state:
- (b) Any deer, goat, thar, rabbit, possum, or other animal that is kept within a fence or enclosure for domestic or farming purposes.

Street, Private Road, Footpath and Private Way shall have the meanings assigned to them in the Local Government Act 1974 and shall where the context requires include a road.

Urban Area means properties not within rural A, B and C zones of the Ashburton District Plan.

Vehicle has the same meaning as in the Land Transport Act 1998 and generally means a man-made device for land transport, including, but not limited to, cars, trucks, heavy machinery, motorbikes, and bicycles and any other machine with wheels, tracks, rollers, or skids; but does not include prams, strollers, wheelchairs or other mobility scooters.”

Writing, Written or any term of like import means and includes words printed, painted, engraved, lithographed, or otherwise traced or copied.

- 4.2. Words importing the singular number include the plural number, and words importing the plural number include the singular number; for the purposes of this bylaw the word “shall” refers to practices that are mandatory for compliance with this bylaw, while the word “should” refers to practices which are advised or recommended.
- 4.3. Words referring to any district, locality, place, person, office, officer, functionary, party, or thing shall be construed distributively as referring to each district, locality, place, person, office, officer, functionary, party, or thing, to whom or to which the provision is applicable.
- 4.4. The headings to the clauses of this bylaw shall not affect the construction thereof.
- 4.5. Where in any bylaw there is a reference to New Zealand statute or regulation, that reference shall include in all instances any amendments or re-enactments of such statute or regulation.

5. Application

- 5.1. This bylaw applies to all other Ashburton District Council Bylaws which are in force on or after the date of commencement of this bylaw, except for where those other bylaws or any Act may expressly provide otherwise.

6. Schedules and advisory notes

- 6.1. Every Schedule and Advisory Note to a bylaw is deemed to be part of that bylaw.

7. Officers to continue in office

- 7.1. All officers appointed by Council under or for the purpose of any repealed bylaw and holding office at the time of the coming into operation of this bylaw, shall be deemed to have been appointed under this bylaw.

8. Serving of orders and notices

- 8.1. Except where otherwise expressly provided for in any Act, in any case where it is provided by this bylaw, an order may be made, or notice may be given to any person requiring them to do or abstain from doing anything. Such order or notice shall be delivered to such person and may be delivered to them either personally or by sending the same by post to them at their last-known residence or business.
- 8.2. If such person is absent from New Zealand the order or notice may be sent to their agent instead of to such person, in any manner mentioned in 8.1.
- 8.3. If such person is not known, or is absent from New Zealand, and has no known agent in New Zealand, and the order or notice relates to any land or building the order or notice, addressed to the owner or occupier of such building or land, as the case may require, may be served on the person in occupation thereof, if there is no person in occupation, may be put up on some conspicuous part of such building or land. It shall not be necessary in such notice to name the occupier or the owner of such land or building.
- 8.4. Where an order or notice is sent by registered post it shall be sent so as to arrive in the due course of post on or before the latest time on which such order or notice is required to be served.
- 8.5. Any order or notice issued shall state the time within which the remedial action is to be carried out, this may be extended from time to time by the written authority or an authorised officer.
- 8.6. Every order, notice, or other document sent by the Council will, except as otherwise provided by any Act or bylaw, be signed by the Chief Executive or any other person who has delegated authority by the Council to act on its behalf in that respect and need not be under seal.

9. Powers of delegation

- 9.1. In all cases where Ashburton District Council bylaws provide for the issue of any order, notice or licence, such order notice or licence shall be deemed to be issued in compliance with this bylaw if the same be issued by any officer of Council authorised by Council for that purpose.
- 9.2. Where pursuant to this bylaw any powers or duties are imposed on a Council Officer that officer may with the consent of Council delegate any of those powers or duties either generally or particularly to any other officer of Council.

10. Powers of entry for purposes of this bylaw

- 10.1. Except where provided for under any enactment, sections 171,172,173 and 182 of the Local Government Act 2002 apply to power of entry under this bylaw.

11. Licences and permits

- 11.1. A licence or permit must be obtained from Council before any activity is conducted whereby a licence or permit may be required under a bylaw.
- 11.2. An application for a licence or permit must:
- 11.1.1 be made in writing on the appropriate form provided by Council (if such a form exists);
 - 11.1.2 contain all the required information; and
 - 11.1.3 be lodged with the appropriate application fee (if such a fee is required).
- 11.3. A licence or a permit may contain such terms and conditions as Council sees fit.

12. Suspension and revocation of licences and permits

- 12.1. Council may immediately revoke or suspend any licence or permit for any specified time, if the licence holder is convicted of any offence relating to their suitability to hold the licence.
- 12.2. Should it be brought to the notice of Council that:
- 12.1.1 the holder of any licence or permit has acted or is acting in a manner contrary to the true intent and meaning of the bylaw;
 - 12.1.2 the holder of any licence has failed to comply with any of the conditions of the licence or permit;
 - 12.1.3 the holder of any licence or permit is in any way unfit to hold the licence;
 - 12.1.4 the premises for which any licence was issued are being used for any purpose other than that stated in the licence;
 - 12.1.5 a bylaw under which any licence is issued is not being properly observed; then:
- Council may by notice in writing call upon the licence or permit holder to appear before Council and give reasons why the licence or permit should not be revoked or suspended.
- 12.3. Council may revoke or suspend the licence or permit if it considers that allegations are correct in relation to clause 12.2, or if there is no appearance by the holder of the licence or permit.

13. Breaches of bylaws

- 13.1 Any person commits a breach of a bylaw who:
- (a) does, or causes to be done, or knowingly permits or suffers to be done, anything that is contrary to any provisions of a bylaw;

- (b) fails to do, or knowingly permits or suffers to remain undone, anything which that person was required to do under a bylaw;
 - (c) refuses or neglects to comply with any notice or direction duly given to that person under a Bylaw within the time period specified in that notice or direction;
 - (d) obstructs or hinders any Council Officer in the performance of his or her duties under a bylaw;
 - (e) omits, neglects or fails to obtain a current licence or permit where required under a Bylaw;
 - (f) omits, neglects or fails to pay a licence or permit fee fixed by Council in respect of a licence or permit granted to such person;
 - (g) fails to comply with any conditions contained in a licence or permit granted by Council.
- 13.1. Any person commits a breach of a bylaw who:
- (a) having constructed, erected, affixed, provided, or removed, or caused to be constructed, erected, affixed, provided, or removed, any building or any part of a building, or any work, appliance, or material of any description whatsoever, contrary to, or otherwise than in accordance with the provision of that particular Bylaw; or
 - (b) having omitted to construct, erect, affix, provide or remove any work, appliance or materials as required thereby;
- and who does not within a reasonable time after notice in writing has been given to them by Council or any enforcement officer, carry out the remedial action specified in that notice.
- 13.2 If it appears that any person has committed a breach of a bylaw, that person must, on the request of a Council Officer, supply their full name and address to the Council Officer.
- 13.3 Clause 13.1 applies even if the relevant bylaw does not state that breach of the terms of the bylaw is an offence.

14. Penalties for breach of a bylaw

- 14.1. Every person who breaches a bylaw commits an offence and is liable ~~to pay:~~
- 14.1.1 ~~to pay a fine or for any other penalty as specified in the Local Government Act 2002; and/or the maximum fine set out in the Local Government Act; and~~
 - 14.1.2 ~~for~~ any other penalty specified in another Act for the breach of that bylaw.
- 14.2. In accordance with section 162 of the Local Government Act 2002, Council may apply to the District Court for an injunction to restrain a person from committing a breach of continuing to breach a bylaw.
- 14.3. Breaches of bylaws shall be considered Infringement Offences as may be prescribed under section 259 of the Local Government Act 2002 or in the Act under which the bylaw was made.

15. Repair and removal of works

- 15.1. Council may, under sections 163, 164, 165, 167 and 168 of the Local Government Act 2002, repair, remove, or later, or cause to be repaired, removed, or altered, any work, material, or thing erected or done in contravention of any bylaw.
- 15.2. Council may, under section 163 of the Local Government Act 2002, recover the costs of such removal or alteration from the person who committed the breach.
- 15.3. The exercise of this authority under this clause shall not relieve any such person from responsibility for any penalty for erecting or permitting the continued existence of any such work, material, or thing.

16. Dispensing power

- 16.1. Council may grant a dispensation from full compliance with any provision in a bylaw where, in the opinion of Council or any Council Officer, any provision would needlessly or injuriously affect any person or business or needlessly result in inconvenience or loss to any person or business without any corresponding benefit to the public.
- 16.2. Any application for dispensation shall be made in writing. It must provide full details of the relief sought and the reasons for the application and include supporting information as requested by Council.
- 16.3. Council, or any Council Officer, may either refuse or grant the application for dispensation, subject to such conditions as are considered appropriate by Council.

17. Fees and charges

- 17.1. Council may at any time by ordinary resolution prescribe fees that may be charged in respect of any certificate, authority, approval, consent given, inspection made, or service given by the Council under the provisions of the Local Government Act 2002 or any other enactment where that enactment contains no provision for authorising the Council to charge a fee.
- 17.2. Where any inspection or service for which a fee has been paid (under the provisions of clause 17.1) has not been given or made, the Council may refund any such fee or portion thereof as it may determine.

Schedule 1—Penalties for breach of bylaws

Bylaw Title	Maximum Penalty	Maximum Infringement Fine
Control of Advertising Signs, Placards, and Footpath Advertising	\$5,000	\$500
Keeping of Animals, Bees and Poultry	\$20,000	\$500
Construction, Demolition and Maintenance of Buildings and Site Works	\$20,000	\$500
Dog Control	\$20,000	As Set by the Dog Control Act (see Schedule 2) Otherwise \$500
Fires in the Open Air	\$20,000	\$500
Mobile Shops, Hawkers and Itinerant Traders	\$20,000	\$500
Transportation and Parking Management	As per Land Transport Act otherwise \$20,000	As set by Land Transport Act otherwise \$500
Public Places	\$20,000	\$500
Brothel Location	\$20,000	\$500
Wastewater Drainage	\$20,000 and/or 3 years imprisonment	\$500
Water Supply	\$20,000 and/or 3 years imprisonment \$20,000	\$500
Stockwater		\$500
Solid Waste		\$500
Trade Waste	\$20,000	\$500
Open Spaces	\$20,000	\$500
Cemeteries	\$20,000	\$500

10. Approve draft Revenue & Financing Policy – Drinking Water – for public consultation

Author	<i>Richard Mabon, Senior Policy Advisor</i>
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Summary

- The purpose of this report is to enable Council to approve a draft Revenue & Financing Policy for drinking water (and associated rating policies) for public consultation.
- Council is investing \$7.1M on upgrading the Methven Water Treatment Plant to meet community expectations of service quality and NZ Drinking Water Standards.
- The impact on operating costs for Methven-Springfield ratepayers is expected to be unacceptable and Council has advised ratepayers that it will review its policies to find an acceptable funding solution.
- The recommendations below take Council through the decision-making process in a structured way. The rationale is explained in detail in the report.

Recommendation

1. **That** Council support public consultation on the District Water Group (DWG) option in preference to retaining the Status Quo for Methven-Springfield water.
2. **That** Council select a preferred option from options 2A, 2B, 2C or 2D as the preferred Option for public consultation.
3. **That** Council support public consultation on the policy that serviceable properties will not be charged a half charge in the Methven-Springfield supply area.
4. **That** Council approve the draft Revenue and Financing Policy – Drinking Water attached as Appendix 1 for public consultation, commencing 6 April 2023.

Attachment

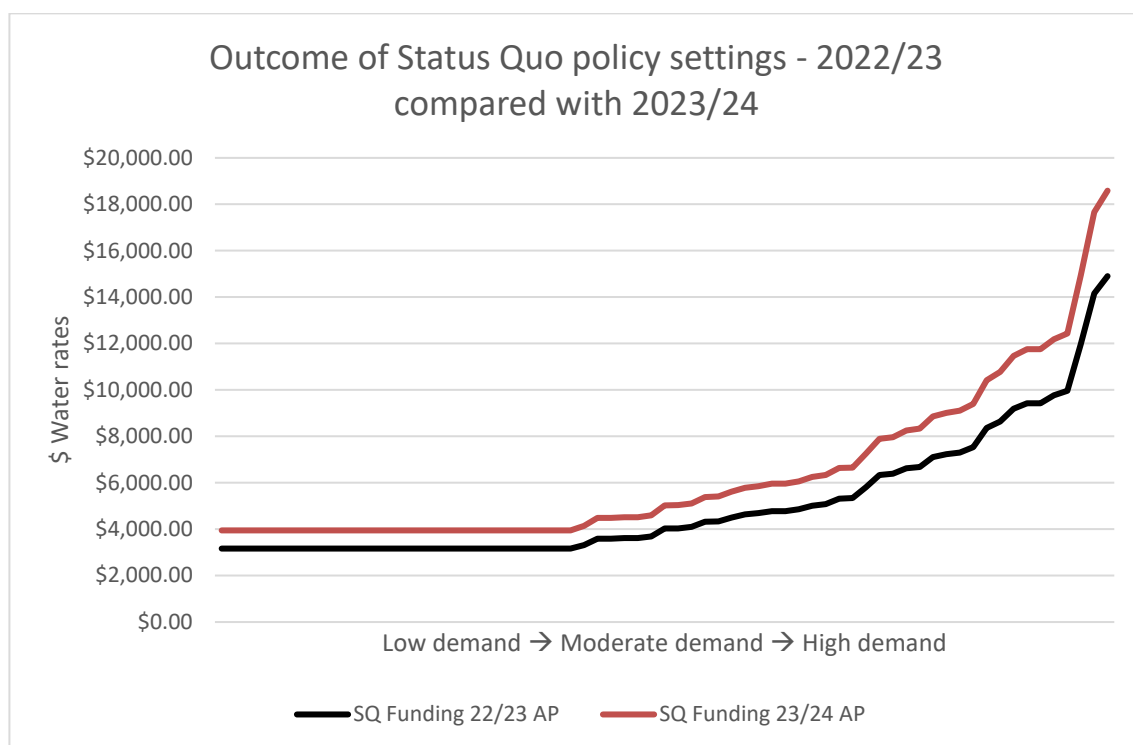
Appendix 1 Draft Revenue & Financing Policy – Drinking Water

Background

The current situation

Rising costs

1. Council is currently upgrading the Methven Water Treatment Plant to provide membrane filtration and other upgrades to meet NZ Drinking Water Standards and address community concerns about the quality of drinking water and repeated use of boil water notices. The plant will provide treated water to both the Methven township and the Methven-Springfield water supplies. The budget for this work is \$7.1M.
2. Methven township is already part of the DWG². There are around 11,700 households and businesses in the Group. This spreads the increased costs and means that major upgrades are more affordable for small communities.
3. Methven-Springfield is not part of the DWG. There are 67 connected units in the Methven-Springfield Supply. A “household” in Methven-Springfield pays \$3,165.90 in 2022/23 for drinking water. This will increase about 21% to \$3,848.90 in 2023/24. A household in the DWG will increase around 6.7% to \$548.90 by comparison.
4. **Graph 1 – Expected Increase in Methven-Springfield water rates under Option one – Status Quo (SQ)**



² Supplies in the Group are Ashburton, Chertsey, Fairton, Hakatere, Hinds, Mayfield, Methven, Mt Somers and Rakaia.

5. Given the magnitude of increases in the Long-term Plan, Council has already signalled its intention to review the Revenue and Financing Policy (R&FP) for Drinking Water to solve this problem.

Current policy settings

6. The full R&FP for drinking water is enclosed as Appendix 1. In summary, it states that:
 - The benefits of this activity are primarily private so funding through a targeted rate is considered appropriate.
 - Business and extra-ordinary residential connections are considered “high-users” and are charged for excess consumption above their allocation.
 - Vacant sections and unconnected rating units benefit from the provision of fire-fighting capacity and are charged an availability charge.
 - Exceptions from the Policy include Methven-Springfield.
7. The Water Supply Bylaw states that “**extraordinary supply** means a category of on demand supply including all purposes for which water is supplied other than ordinary supply and which may be subject to specific conditions and limitations”

Rating policy, the District Water Group and Methven-Springfield Supply

8. Rating policy for the District Water Group includes:
 - A targeted rate based on a fixed amount per separately used or inhabited part (SUIP)³ of a rating unit in the water supply areas.
 - A full charge applies to connected rating units. A half charge applies to unconnected rating units for which a connection is available. These are referred to as “serviceable” rating units.
 - Some water supplies are expressly excluded from the Group. These include rural agricultural water supplies, like Methven-Springfield.
 - High users are charged for extraordinary supply on the basis of a fixed amount per 1,000 litres of water consumed in excess of a specified threshold.
9. Rating policy for the Methven-Springfield supply includes:
 - Methven-Springfield is currently identified as an exception to the DWG.
 - A targeted rate per connected unit for supply up to 12m³ per day for a year.
 - No charge for serviceable properties.
 - Properties using more than 12m³ per day are charged on the basis of a fixed charge per 1,000 litres per day for a year.

³ Council defines an SUIP as “any portion of a rating unit used or inhabited by any person, other than the ratepayer or member of the ratepayer’s household, having a right to use or inhabit that portion by virtue of a tenancy, lease, license or other agreement.” In the rural-agricultural context of Methven-Springfield an SUIP would often be farm workers’ accommodation.

Outcomes from the Council Workshop

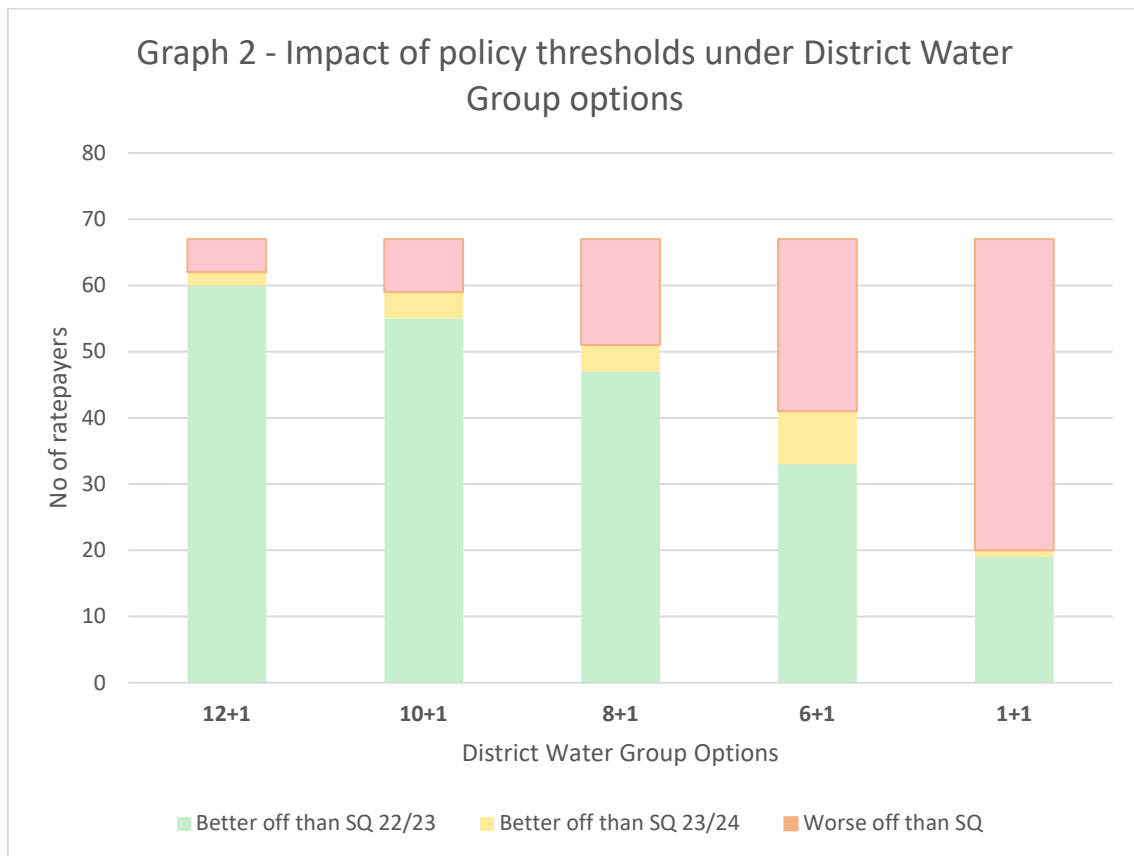
10. Officers presented on the options available to Council to address the objectives of this decision.
11. It was identified that:
 - Option Two – District Water Group – is more affordable than Option One - Status quo - and fairer than other alternatives.
 - Officers would undertake some pre-engagement via survey of Methven-Springfield water Consumers, including seeking information on the availability of alternative water.
 - Councillors would like to see metering introduced as rates based on the maximum amount of water that can pass through a restrictor can result in overcharging.

Events since the Council Workshop

12. Officers are progressing the installation of meters. An estimated completion date will be reported at the meeting.
13. Council received eleven responses to the survey by 24 March. Key points are:
 - Eleven responses from 57 property owners is 19.29%. While useful, it is a small sample and the risk of inaccuracy is higher than a larger sample.
 - 82% of responses favoured Option Two – Joining the District Water Group
 - 45% of respondents said they had access to an irrigation scheme.
 - 63.63% of respondents said that if they joined an irrigation scheme, they would retain the Council supply for drinking water.
14. Conversation with staff and with people who received the survey highlighted that there are grey areas in how the District Water Group policy settings should be applied to Methven-Springfield.
15. These areas include:
 - Treating unconnected properties in close proximity to the existing reticulation as “serviceable” properties is not appropriate as these properties are likely to be entirely self-sufficient due to well water.
 - The DWG is set up, in general terms, on the basis of a 1+1 formula – meaning the targeted rate pays for the first 1,000 litres per day and then high users pay for every extra 1,000l used.
 - Methven-Springfield is set up on the basis of a 12+1 formula – meaning the targeted rate pays for (up to) 12,000 litres/day/year and then high users pay for every extra 1,000 litres used.
 - A 1+1 formula at Methven-Springfield does not successfully address the affordability issues that kicked off this work. It treats everyone uniformly within the DWG, so may be perceived as fair and equitable.

- As some properties in Methven Springfield have multiple SUIPs in the rating unit⁴, this creates another “formula”, the 12+12+1 – where people pay for 12,000 litres with their first SUIP, another 12,000 units for the next and any subsequent SUIP. This results in some perverse outcomes as very high users with multiple SUIPs will see their rates go down (in one case dropping by \$10,000 to \$4,000) while someone with one SUIP and half the overall water allocation is paying \$9,000. For this and other reasons, the 12+12+1 model is not seen as a reasonable and practicable option.
16. Officers have identified four Options based on the DWG approach that we consider reasonable and practicable to achieve the outcomes of this decision. These are:
- **Option 2 – the 12+1 model** – this is the closest in concept to the current Methven-Springfield arrangements. From a residential viewpoint, this is the least fair and equitable. From an affordability viewpoint, this is the best of the options presented.
 - **Option 3 – the 10+1 model** - this means that everyone using more than 10m³ per day on average is liable for meter charges. This offers slightly less affordability benefit to Methven-Springfield ratepayers and is slightly fairer and more equitable from a residential viewpoint.
 - **Option 4 – the 8+1 model** – like the shift from 12+1 to 10+1, the shift to 8+1 is also slightly less affordable and slightly more equitable, viewed from a residential perspective.
 - **Option 5 – the 6+1 model**. Again, this offers less affordability benefit and by this stage more than half of Methven-Springfield ratepayers will pay more in water rates compared with 2022/23. When compared with the Status Quo under 2023/24 budgets just over half are better off – so this Option sits on the cusp of nett zero benefitting ratepayers. Again, from the residential perspective, this is the most equitable of the reasonable and practicable Options.
17. Where Council chooses to set the policy threshold for the amount of water per SUIP, and the amount for the first SUIP, has a potentially significant impact for Methven-Springfield ratepayers. This information is summarised in Graph 3 below and further discussed under Options analysis.

⁴ 29 ratepayers have more than one SUIP on their connected unit.



Options analysis

Criteria for analysis of Options

18. Council identified that a good solution will be:

- Lawful in terms of substance and process – as set out in the Local Government Act 2002 and the Local Government (Rating) Act 2002
- Timely – decision to be implemented from 1 July 2023
- Affordable to ratepayers
- Fair to ratepayers and other affected parties
- Acceptable to the community and decision- makers
- Cost-efficient to deliver

Decision Tree

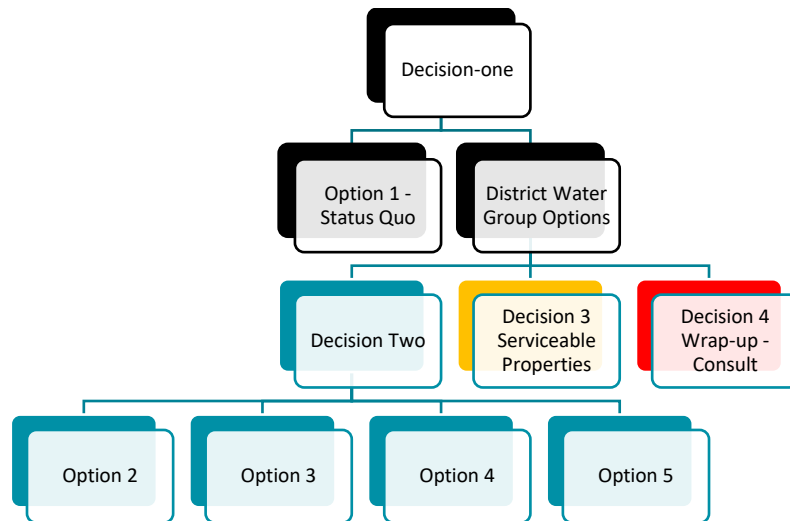
19. Officers drafted a decision tree to illustrate the choices available to Council

20. The first decision for Council is whether to retain the status quo or move to the District water group Options. If Council opts for status Quo no further decisions are required on Options.

21. If Council, as recommended, opts for the District Water Group Options, the next decision relates to a preferred Option. Options 2-5 are the choices presented in this report.

22. The next decision is about serviceable connections, regardless of the preferred District water group option.
23. The fourth and final decision is a wrap-up resolution to consult on the basis of the earlier decision(s).

Picture 1 – Decision-tree



Option 1 – Status quo

24. Under this Option, the proposed 2023/24 budget will be applied using the current policy settings. Methven-Springfield consumers will continue to pay a fixed amount for each connected rating unit. In 2023/24 this would be \$3,848.90. This entitles the ratepayer to up to 12 units of water passing through their meter per day. Where a ratepayer consumes more than 12 units per day they pay a rate per additional unit of \$263.90 (including GST). A unit equals 1,000 litres per day.

Advantages:

- Under this Option, the costs per ratepayer in the DWG are lower than Options 2-5
- Considering this option enables consumers and decision-makers to compare the status quo with alternatives.

Disadvantages:

- Under this Option, the forecasted increase for 2023/24 is over 24%. Council expects most Methven-Springfield ratepayers will find this unacceptable.
- Many high-volume consumers use most of their supply for stock water and do not require NZDWS water. They might choose to switch to an irrigation company, passing costs to remaining consumers. The impact on affordability for those remaining on the scheme would worsen.
- The ideas behind the DWG are that Group funding improves overall affordability and ensures that people pay the same amount for similar quantities of water treated to the same standards, even when on different

	supplies. Under Option one, most Methven-Springfield ratepayers will pay far more for their water than consumers in the DWG.
<p>Risks:</p> <p>There are financial risks in this Option if high-volume users opt out of the Methven-Springfield supply. There are also financial risks for consumers relating to the affordability of the water upgrades, which are mandatory. These financial risks, and the perceptions that the Status Quo is unfair for most Methven-Springfield consumers, may translate to reputational risks for Council. This is a lawful option with no legal risks attached. Overall risk assessment is LOW-to-MEDIUM.</p>	

Option 2 – Bring Methven-Springfield into the District Water Group on the 12+1 model

25. Under this Option, the Methven-Springfield consumers would move into the DWG on a similar basis as consumers on other supplies. In 2022/23, there are around 11,700 ratepaying businesses and households in the Group. These water consumers all pay a fixed amount for each separately used or inhabited part (SUIP) of a rating unit. In addition, where they are identified as extraordinary consumers they will be metered and billed for their additional consumption.
26. Where it differs from the treatment of consumers on other supplies is that (aside from domestic use) other extraordinary consumers are charged on a volumetric basis for all consumption over an average of 1m³ to 1.2m³ per day. The threshold will be higher in Methven-Springfield than the balance of the DWG at 12m³ per day for the first SUIP on a rating unit and then at 1m³ for the second and any other SUIP, and then at \$1.00/m³ for all water beyond that.
27. Under this Option, 60 of 67 Methven-Springfield ratepayers are better off in 2023/24 than in 2022/23. 2 of the 67 are worse off than in 2022/23 but better off than they would be under the Status Quo based on 2023/24 budgets. 5 are worse off compared with the Status Quo in both 2022/23 and 2023/24. See Graph 2 – Impact of policy thresholds.

<p>Advantages:</p> <ul style="list-style-type: none"> • This option results in lower rates for the largest majority of Methven-Springfield consumers at 90-93%. • Under this funding model, the supply costs are spread across the entire DWG, making the funding much less vulnerable to high-users withdrawing from the supply. • A third advantage is that Methven-Springfield “households” are more fairly treated when compared with a household in Ashburton or Rakaia. • In concept, this is closest to the current 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • 5 Methven-Springfield ratepayers will be worse off. As these users typically use water for stock, they do not need NZDWS water. It may be in their long-term interests to source their agricultural water from an irrigation company. • The 5 users may find that they do not have alternatives, in which case Council has to weigh up the fairness and equity for the consumers overall • This option also slightly increases costs for other supplies in the District Water Group.
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funding arrangement for Methven-Springfield and will be viewed as fair and equitable from a rural-agricultural viewpoint.	<ul style="list-style-type: none"> • High-use consumers in Methven-Springfield would be treated more generously than high-use consumers in the DWG.
<p>Risks:</p> <p>There are less risks in this Option if high-volume users opt out of the Methven-Springfield supply because the overall number of ratepayers in the DWG is approaching 12,000. There are also financial risks for the five Methven-Springfield consumers relating to the affordability of policy change, especially if they cannot source alternative supply.</p> <p>There is also a risk relating to the accuracy of some of the underlying modelling data and a future financial risk related to the volumetric revenue as we only “know” the maximum amount of water people can use – we do not know actual usage.</p> <p>The possible inequity for a small minority of consumers may translate to reputational risks for Council, as may the fact that there is a higher threshold before volumetric charging kicks in. 1 This is a lawful option with no legal risks attached. The Overall risk assessment is LOW.</p>	

Option 3 – Bring Methven-Springfield into the District Water Group on the 10+1 model

28. This is closely related to Option 2. Where it differs from Option 2 is that the threshold for volumetric charging is lowered from 12,000 litres per day to 10,000 litres per day.
29. Under this Option, 55 of 67 Methven-Springfield ratepayers are better off in 2023/24 than in 2022/23. 4 of the 67 are worse off than in 2022/23 but better off than they would be under the Status Quo based on 2023/24 budgets. 8 are worse off compared with the Status Quo in both 2022/23 and 2023/24. See Graph 2 – Impact of policy thresholds.

<p>Advantages:</p> <ul style="list-style-type: none"> • This Option still results in lower rates for the majority of Methven-Springfield consumers, though slightly fewer at 82-88%. • This is the next closest option to option 2. It will be viewed as slightly less equitable from a rural-agricultural viewpoint and slightly more equitable from a residential viewpoint. • Other advantages as per Option 2 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Disadvantages very similar to Option 2.
<p>Risks:</p> <p>Similar to Option 2 with a larger proportion of ratepayers paying more. Overall risk assessment is LOW to MEDIUM.</p>	

Option 4 – Bring Methven-Springfield into the District Water Group on the 8+1 model

30. This is closely related to Option 2. Where it differs from Option 2 is that the threshold for volumetric charging is lowered from 12,000 litres per day to 8,000 litres per day.
31. Under this Option, 47 of 67 Methven-Springfield ratepayers are better off in 2023/24 than in 2022/23. 4 of the 67 are worse off than in 2022/23 but better off than they would be under the Status Quo based on 2023/24 budgets. 16 are worse off compared with the Status Quo in both 2022/23 and 2023/24. See Graph 2 – Impact of policy thresholds.

<p>Advantages:</p> <ul style="list-style-type: none"> • This Option still results in lower rates for the majority of Methven-Springfield consumers, though slightly fewer again at 70-76%. • This is the next step down from option 3. It will be viewed as slightly less equitable from a rural-agricultural viewpoint and slightly more equitable from a residential viewpoint. • Other advantages as per Option 2. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Disadvantages very similar to Option 2.
<p>Risks:</p> <p>Similar to Option 3 with a still growing number of ratepayers paying more. Overall risk assessment is MEDIUM.</p>	

Option 5 – Bring Methven-Springfield into the District Water Group on the 6+1 model

32. This is closely related to Option 2. Where it differs from Option 2 is that the threshold for volumetric charging is halved from 12,000 litres per day to 6,000 litres per day.
33. Under this Option, 33 of 67 Methven-Springfield ratepayers are better off in 2023/24 than in 2022/23. 8 of the 67 are worse off than in 2022/23 but better off than they would be under the Status Quo based on 2023/24 budgets. 26 are worse off compared with the Status Quo in both 2022/23 and 2023/24. See Graph 2 – Impact of policy thresholds.

<p>Advantages:</p> <ul style="list-style-type: none"> • This Option still results in lower rates for 49 to 61% of Methven-Springfield ratepayers. • This is the next step down from option 4. It will be viewed as least equitable from a rural-agricultural viewpoint and the most equitable from a residential viewpoint. 	<p>Disadvantages:</p> <p>Disadvantages very similar to Option 2.</p>
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Other advantages as per Option 2.	
Risks: Very similar to Option 4. Overall risk assessment is MEDIUM .	

Recommended option

34. Officers believe that this decision is ultimately a judgement about the trade-off between fairness and affordability, which is a political choice that will be tested under public consultation. For this reason, Officers offer no recommendation in regard to a preferred Option.

Other Options examined

35. Council officers have examined a range of other options. These include Options 1, 2, 3, 4 & 5 as well as the following:

- Option 6 - Lowering the extraordinary usage rate across the whole District Water Group, to \$0.90c or \$0.84c
- Option 7 - Holding the extraordinary usage rate at \$0.96c per m3 as set out in the Long-term Plan.
- Option 8 - Funding half the Methven-Springfield scheme from the Status Quo and half from the District Water Group.
- Option 9 - The 12+12+1 Model

36. For various reasons, which can be provided orally, we felt none of these were reasonable and practicable ways to achieve the objectives of this decision.

Legal/policy implications

Revenue & Financing Policy

37. The draft Revenue and Financing Policy is attached as Appendix 1. Edits are shown.

Local Government Act 2002

38. The Options and consultation programme are compliant with the Local Government Act 2002

Local Government (Rating) Act 2002

39. The rating tools proposed in all of the Options are lawful under the Local Government (Rating) Act 2002.

Climate change

40. Council has ensured that the Methven Water Treatment Plant is designed to be resilient for adverse events which will be more frequent and severe due to our changing climate. This includes risks such as floods, wind and snow.

Strategic alignment

41. The recommendation relates to Council's community outcomes as described in the table below.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Fair allocation of costs through good policy has a beneficial economic impact on the community
Environmental	✗	
Cultural	✗	
Social	✓	Avoiding unfair allocation of costs through good policy has a beneficial social impact on the community

Financial implications

Requirement	Explanation
What is the cost?	Direct costs relate to the development of, and consultation and decision-making on, the policy. There are costs associated with collection of revenue. These costs are covered by operating budgets.
Is there budget available in LTP / AP?	Yes. Operating budgets for Strategy and Policy, Communications and Finance Teams.
Where is the funding coming from?	These operating budgets are effectively funded by the allocation of overhead costs to activities from rates, fees and charges.
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager

Significance and engagement assessment

42. Following the Council Workshop, officers have contacted Methven-Springfield ratepayers seeking their feedback on the options, and the extent to which irrigation water is a viable alternative for consumers. This was undertaken by way of letter to all Methven-Springfield consumers and an email to those consumers we hold email addresses for (about half). This was sent out from 9th to 24th March.
43. Feedback closed on 24th March and Council received eleven responses. Those responses are summarised in paragraph 14.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium
Rationale for selecting level of significance	N/A
Level of engagement selected	3. Consult – formal two-way communication
Rationale for selecting level of engagement	Statutory requirement and proportionate to the overall significance of the matter.
Reviewed by Strategy & Policy	<i>Toni Durham; GM Democracy & Engagement</i>

Next steps

27. Through this process, Council will conduct public meetings to determine the matters set out in the table below.

Date	Action / milestone	Comments
5 April 2023	Adoption of draft Revenue & Financing Policy for public consultation	
31 May 2023	Hear and deliberate on submissions	
7 June 2023	Adoption of Revenue & Financing Policy	

Appendix 1 – draft Revenue & Financing Policy – Drinking Water

Activity description	Council provides drinking water to homes and businesses through 12 potable water schemes which service over 70% of residents. Council is responsible for sourcing, treating, reticulating and monitoring the water supplied. Council rates for the loan interest and principal costs for two non-Council drinking water supplies – Lyndhurst and Barrhill. This is done through a voluntary rate as provided for under this policy
Community outcome(s)	<p>A balanced and sustainable environment - the sustainable use and management of water is of central importance to all residents and promotes environmental well-being.</p> <p>A prosperous economy based on innovation and opportunity - access to safe quality drinking water is important for economic wellbeing.</p>
Who benefits and when?	Group benefit 100% - provided to residents able to connect to Council water schemes and access water on a daily basis.
Whose acts create a need?	High users can place extra burden on the supply necessitating greater storage capacity etc. Such users should pay for their supply on a volumetric basis. Vacant sections and unconnected rating units benefit from the provision of firefighting capacity and should be charged an availability charge
Separate funding	The benefits of this activity are primarily private therefore separate funding through a targeted rate is considered appropriate. Non-residential and extra-ordinary residential connections are considered ‘high users’ therefore are charged for any excess of their allocation.
Funding Sources	<p>Operating expenditure – targeted rate UAC 100%</p> <p>Rated as a fixed rate on all connected properties to promote affordability. The exceptions are:</p> <ul style="list-style-type: none"> • Lyndhurst and Barrhill (fully funded within each scheme) • Methven/Springfield and Montalto (rate is based on water used and property size), non-residential and residential extra-ordinary properties (targeted fixed rate for a set amount of water with excess water charged per cubic metre) • Serviceable but not connected properties (charged half the fixed rate) except in Methven-Springfield. <p>Capital expenditure</p> <ul style="list-style-type: none"> • Sourced from operating expenditure, reserves or loan funding. • Development contributions are levied under Council’s Development and Financial Contributions policy • Government subsidies may be provided for some expenditure. Council rate contribution is net of any subsidies

11. Local Governance Statement 2022-2025

Author *Phillipa Clark; Governance Team Leader*
Executive Team *Toni Durham: GM Democracy & Engagement*

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 2022-25.

Recommendation

- 1. That** Council adopts the Local Governance Statement 2022-25.

Attachment

Appendix 1 ADC Local Governance Statement 2023

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.

Advantages: Transparency with the community on how Council functions and operates Ensures Council is compliant with Local Government Act requirements	Disadvantages: Nil
Risks: Nil	

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.

Advantages: Nil	Disadvantages: Council would not be meeting its legal requirements
Risks: Reputational – Council may be perceived as lacking transparency with the community	

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.

Strategic alignment

6. The recommendation relates to Council's community outcome "*Residents are included and have a voice*"

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural		
Social	✓	Transparency with the community about how Council functions and operates.

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	Erin Register; Finance Manager

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Level of engagement selected	1. Inform – one-way communication
Rationale for selecting level of engagement	The 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; GM Democracy & Engagement

Appendix 1

A Guide to Council

Local Governance Statement 2022-25

Adopted 5 April 2023

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

Contact Us

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Ashburton 7740
New Zealand

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ashburtondc.govt.nz

Contents

1. Introduction	4
District profile	4
2. What Council does	5
Local government in Ashburton District.....	5
Purpose of Local Government.....	5
Functions undertaken by Council	5
3. Legislative framework	6
4. Governance	7
Electoral system.....	7
Reviewing the electoral system	7
Representation arrangements	7
Council Elected Members –2019-2022	9
Methven Community Board Elected Members –2019-22	10
Role of elected members.....	11
Council standing committees	12
Council meetings	13
Conduct of elected members	14
5. Management structures and relationships	15
Chief Executive.....	15
Organisation structure	15
Equal Employment Opportunities Policy	17
6. Key planning and policy documents	18
7. Engaging with Māori	19
Developing Māori capacity to contribute to decision-making	20
8. Official information	20
Records held by Council	20
Requests for official information	20
Appendix one – Council committees and appointments	22
Appendix two – Council policies	27
Appendix three – Council bylaws	31
Appendix four – Council plans and strategies.....	33

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 the approximate population of Ashburton District as 36,300 in 2022. 2018 Census information released by Statistics New Zealand shows that in the Ashburton District:

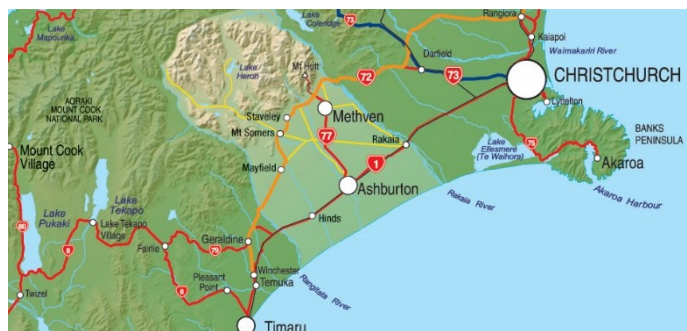


Figure 1 - Ashburton District

- 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%.

Our towns

- **Ashburton** (population approximately 21,100) 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 1,970) 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 1,560) 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
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Civil Defence Emergency Management Act 2002
- Dog Control Act 1996
- Food Act 2014
- Gambling Act 2003
- Health Act 1956
- Health and Safety at Work Act 2015
- Litter Act 1979
- Local Authorities (Members Interest) Act 1968
- Local Electoral Act 2001
- Local Government Act 1974
- Local Government Act 2002
- Local Government (rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Privacy Act 1992
- Public Works Act 1981
- Reserves Act 1977
- Rating Valuation Act 1998
- Resource Management Act 1991
- 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 was 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 [LocalMaps \(adc.govt.nz\)](http://LocalMaps(adc.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 as per the [Local Electoral Act 2001](#).

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 six 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 twelve to nine plus the Mayor;
- the number of councillors representing the Ashburton Urban Ward reducing from seven to five;
- the number of councillors representing the Eastern Ward reducing from three to two;
- the number of councillors representing the Western Ward staying the same at two;
- 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 seven members (five 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
- 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 –2022-25

Mayor



Neil Brown

mayor@adc.govt.nz

Deputy Mayor [and Western Ward Councillor]



Liz McMillan

liz.mcmillan@adc.govt.nz

Ashburton Ward



Leen Braam

leen.braam@adc.govt.nz



Carolyn Cameron

carolyn.cameron@adc.govt.nz



Russell Ellis

russell.ellis@adc.govt.nz



Phill Hooper

phill.hooper@adc.govt.nz



Tony Todd

tony.todd@adc.govt.nz

Eastern Ward



Lynette Lovett

lynette.lovett@adc.govt.nz



Richard Wilson

richard.wilson@adc.govt.nz

Western Ward

Position curently vacant

TBC

TBC

Methven Community Board Elected Members –2022-25

Chairperson



Kelvin Holmes

kelvin.holmes@adc.govt.nz

Deputy Chairperson



Richie Owen

richie.owen@adc.govt.nz



Megan Fitzgerald

megan.fitzgerald@adc.govt.nz



Robin Jenkinson

robin.jenkinson@adc.govt.nz



Alan Lock

alan.lock@adc.govt.nz

Council Appointees



Cr Liz McMillan

liz.mcmillan@adc.govt.nz

Position curently vacant

TBC

TBC

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 Councillors Braam, Cameron and Lovett. 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 2022 election Council established the following standing committee:

Audit and Risk Finance Committee

Chair: Cr Russell Ellis

Deputy Chair: Cr Leen Braam

Purpose

The purpose of the Audit & Risk Committee is to provide oversight of Council's audit processes, statutory compliance and internal risk management in a manner that promotes the current and future interests of the community (Local Government Act 2002).

Membership

Membership of the Committee comprises:

- Cr Russell Ellis (Chair)
- Cr Leen Braam (Deputy Chair)
- Cr Carolyn Cameron
- Cr Liz McMillan
- Cr Richard Wilson
- External appointee – Murray Harrington
- Mayor, Neil Brown (ex-officio)

The quorum is four members.

Meeting Frequency

The Audit & Risk Committee will meet on a six-seven weekly cycle, or on an as-required basis as determined by the Chair and Group Manager Business Support.

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

Delegations

The Audit & Risk 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

- To receive and consider 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 receive reports on all external party audits of any and all Council activities and review significant issues and risks arising.
- To be the primary monitoring mechanism for Council's Council Controlled Organisations (CCOs) and Council Controlled Trading Organisations (CCTOs) and shareholdings. Review the CCOs' draft statements of intent and advise CCOs of any comments.
- To provide overview of Council's performance management framework as included in the Council's LTP and Annual Plan documents.
- To provide overview of Council's statutory compliance and legal matters, monitoring any areas of statutory non-compliance.
- To provide overview of risk management and insurance. Review corporate risk assessment and internal risk management practices. Review insurance arrangements annually and monitor insurance claims.
- Monitor and review Health & Safety related matters. Participate in national risk management practices and implementation of risk management processes.
- To consider matters of organisational services in the area of Health & Safety.

Reporting

The Audit & Risk Committee will report to the Council.

Council meetings

Council and its standing committees meet on a twice-monthly meeting 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:



Leanne Macdonald

Group Manager – Business Support

leanne.macdonald@adc.govt.nz

- Finance
- Information systems
- Property
- Legal counsel

Democracy & Engagement

This group of Council delivers community, democracy and engagement services. These include:



Toni Durham

Group Manager – Democracy & Engagement

toni.durham@adc.govt.nz

- Communication
- Democracy
- Grants & funding
- Memorial halls & reserve boards
- Strategy & policy

Compliance & Development

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



Jane Donaldson

Group Manager – Compliance & Development

jane.donaldson@adc.govt.nz

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

Infrastructure & Open Services

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



Neil McCann

Group Manager – Infrastructure & Open Spaces

neil.mccann@adc.govt.nz

- Cemeteries
- Drinking water
- Parks & open Spaces
- Public conveniences
- Solid waste
- Stockwater
- Stormwater
- Transportation
- Wastewater

People & Facilities

This group of Council delivers organisation development and human resources support to managers and employees, and our recreation facilities.



Sarah Mosley

Group Manager People & Facilities

sarah.mosley@adc.govt.nz

- Ashburton Library
- Ashburton Museum & Art Gallery
- Customer services
- EA Networks Centre
- Human resources
- Health and safety
- Tinwald pool

Equal Employment Opportunities Policy

Council is an Equal Employment Opportunity (EEO) employer and 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 appendixes.

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.

The LTP is available on Council's website [Long-Term Plans | Ashburton DC](#). Copies are also available at the 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, consultation on 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 [District Plan | Ashburton DC](#) 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 [Waste Minimisation and Management Plan | Ashburton DC](#).

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 [Bylaws | Ashburton DC](#).

Significance and Engagement Policy (known as the Community 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, [Community-Engagement-Policy-2021-Significance-and-Engagement-Policy.pdf](https://ashburtondc.govt.nz/Community-Engagement-Policy-2021-Significance-and-Engagement-Policy.pdf) (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 Ngai 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 consultation with the community. These include:

- Ashburton District Parking Strategy
- Economic Development Strategy
- Financial Strategy
- Infrastructure Strategy
- Open Spaces Strategy
- Play, Active Recreation and Sport Strategy
- Surface Water Strategy
- Walking & Cycling Strategy

7. Engaging with Māori

The Ngāi Tahu Papatipu Rūnanga– Te Rūnanga o Arowhenua, Te Ngāi Tūāhuriri Rūnanga and Te Taumutu Rūnanga 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), which has the mandate from Arowhenua to be the primary contact for all environmental and resource consent matters. We have signed a service level agreement with AEC to enable this work to take place. AEC provide a focal point and interface between our work and Māori interests.

Hakatere Marae Komiti

The Hakatere Marae is a mataa waka (from many canoes) organisation based at Hakatere Marae north of Ashburton town. Council works with the Hakatere Marae Komiti when appropriate on issues such as community safety and emergency management.

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 determine if the scope can be more specific.

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. The fees and charges schedule in the Long-Term Plan and Annual Plan for Local Government Official Information and Meetings Act 1987 (LGOIMA) Requests includes further information on possible charges.

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 27/10/22]

Mayor **Neil Brown**

Deputy Mayor **Liz McMillan**

STANDING COMMITTEE			
Audit and Risk Committee		Executive Committee	
Chair	Russell Ellis	Mayor	Neil Brown
Deputy Chair	Leen Braam	Deputy Mayor	Liz McMillan
Members	Carolyn Cameron	Councillors	Leen Braam
	Liz McMillan		Carolyn Cameron
	Richard Wilson		Lynette Lovett
	+ external appointee <i>Mayor ex officio</i>		

Council Activity Briefings Chairperson
Deputy Mayor Liz McMillan

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

Ashburton Airport Authority

Crs Leen Braam and Lynette Lovett (*plus vacancy to be filled after by-election*)

Ashburton District Road Safety Co-ordinating Committee

Crs Liz McMillan (Chair), Phill Hooper and Richard Wilson

Ashburton Library and Civic Centre Project Control Group

Mayor, Deputy Mayor and Crs Leen Braam and Russell Ellis. Membership of this Group includes the Chief Executive (Chair).

Ashburton Resettlement Group

Crs Carolyn Cameron (Chair) & Liz McMillan

Biodiversity Advisory Group

Crs Leen Braam (Chair), Lynette Lovett and Richard Wilson

Creative Communities Assessment Committee *Reports to Creative Communities NZ*

Crs Leen Braam and Tony Todd

Heritage Mid Canterbury Working Group

Crs Carolyn Cameron (Chair) and Tony Todd

[Membership of this group includes a community representative and a representative each from Historic Places Mid Canterbury and Ashburton Museum & Historical Society]

Methven Community Board

Cr Liz McMillan (*plus vacancy to be filled after by-election*)

Road Reference Group

Crs Carolyn Cameron (Chair), Tony Todd and Richard Wilson (*plus vacancy to be filled after by-election*)

Mid Canterbury Rural Support Trust

Cr Richard Wilson

Safer Mid Canterbury Board

Crs Liz McMillan and Tony Todd

[Includes Safe Communities Steering Group and Mid Canterbury Community Vehicle Trust]

Total Mobility

Cr Tony Todd

Youth Council

Crs Russell Ellis & Phill Hooper

Council appointments to community organisations

Electricity Ashburton Shareholders Committee	External appointees (x3) <i>[David Ward, Anne Marett, Tony Potts]</i>
Hekeao-Hinds Water Enhancement Trust	Mayor
Plains Museum Trust	External appointees (x2) <i>[Stefan van Vliet & Alden Thomas until October 2025]</i>
Regional Event Funding Committee	Council appointee <i>(Cr Hooper)</i> [1/02/23]
Mid Canterbury Rural Support Trust	Council appointee <i>(Cr Wilson)</i>
Safer Ashburton District	Council appointee <i>(Crs McMillan & Todd)</i>
Seniors Centre	Council appointee <i>(Cr Ellis)</i>
Waitaha PHO Board	External appointee (x1) <i>[Georgina McLeod]</i>

Council Controlled Organisations (CCOs) and Shareholding

Ashburton Community Water Trust	Mayor
Ashburton Contracting Limited	Directors <i>[Alister Lilley (C) and Darcy Prendergast (to 2023), Andrew Barlass, Darin Cusack & Ross Pickworth (to 2025)]</i>
Eastfield Investments Liaison	Mayor, Deputy Mayor & GM Business Support

Rangitata Diversion Race Management Limited (RDRML)	Mayor (<i>Cr Wilson alternate</i>)
RDRML Remuneration Subcommittee	Cr McMillan

Joint Committees (with other Authorities)

Biodiversity Champions Group	Cr Wilson [7/12/22]
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 Committee	Mayor (<i>Deputy Mayor alternate</i>)
Canterbury Waste Joint Committee	Deputy Mayor (<i>Mayor alternate</i>)
Central Biodiversity Advisory Group	Cr Leen Braam [1/03/23]
Climate Change Action Planning Reference Group	Cr McMillan [7/12/22]
Road Safety Co-ordinating Committee	Council appointees (<i>Crs McMillan, Hooper & Wilson</i>)
Total Mobility Committee	Council appointee (<i>Cr Todd</i>)
Water Management Zone Committee	Council appointee (<i>Cr Wilson</i>) [1/02/23] <i>Community reps: B Thomas & G de Spa, C Allen, A Cushnie, Clare Buchanan, Adi Avnit, Sidneii Teixeira</i>
Wakanui Working Group	Cr Lovett

Memorial Hall Boards and Reserve Boards

Alford Forest Reserve	Cr Liz McMillan	Pendarves Reserve	Cr Lynette Lovett
Chertsey Reserve	Cr Lynette Lovett	Rakaia Reserve	Cr Lynette Lovett
Dorie Reserve	Cr Lynette Lovett	Ruapuna Reserve	TBC after by-election
Ealing Reserve	Cr Richard Wilson	Seafield Reserve	Cr Lynette Lovett
Greenstreet Reserve	Cr Carolyn Cameron	Tinwald Reserve	Cr Phill Hooper
Highbank Reserve	Cr Liz McMillan	Lagmhor Westerfield Hall	Cr Leen Braam
Hinds Reserve	Cr Richard Wilson	Mayfield Hall	TBC after by-election
Mayfield Reserve	TBC after by-election	Mt Hutt Memorial Hall	TBC after by-election

Methven Reserve	Cr Liz McMillan	Rakaia Hall	Cr Lynette Lovett
Mt Somers Reserve	Cr Leen Braam	Tinwald Hall	Cr Carolyn Cameron

Environment Canterbury River Rating Districts

Ashburton Hinds Drainage	Cr Richard Wilson	Lower Rakaia River	Mayor Neil Brown
Ashburton Rivers	TBC after by-election	Mt Harding Creek	Cr Liz McMillan
Ashburton Town Stopbanks	Cr Leen Braam	Rakaia Double Hill	Cr Liz McMillan
Cleardale (Rakaia Gorge)	Cr Liz McMillan	Staveley Stormwater Channel	TBC after by-election
Dry Creek	Cr Liz McMillan	Upper Hinds River	Cr Richard Wilson
Lower Hinds River	Cr Wilson		

Appendix two – Council policies

Policy	Date of adoption	Review schedule	Purpose
Appointment and Remuneration of Directors of Council Organisations	2020	2025	Outlines Council's approach to appointment and remuneration of directors appointed to companies by Council.
Asset Disposal Policy	2020	2025	Ensures disposal of Council assets achieves value for money and is conducted in an efficient, fair and transparent manner.
Backflow Prevention Policy	2021	2026	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.
Civic Art Collection Management	2021	2026	Sets out acquisition and maintenance of Council's civic art collection.
Climate Change Policy	2022	2025	Intended as a guide for the actions and decisions of Council in relation to climate change.
Close Circuit Television (CCTV)	2021	2026	Outlines how Council operates CCTV cameras and the use of images obtained from CCTV footage.
Communications Policy	2021	2024	Provides guidance on the communication processes used by Council and sets standards for elected members in dealing with media enquiries.
Community Engagement Policy	2021	2024	Details Council's approach to determining the significance of proposals and issues and how Council will engage with the community on decisions.
Community Grants and Funding Policy	2020	2025	Details Council's approach to distributing community grants and funding/
Community Honours and Awards Policy	2022	2025	Details awards, eligibility and the nomination and selection criteria.
Corporate Risk Policy	2019	2022	This risk management policy provides the context and framework for how risks to ADC are to be managed.
Council Owned or Managed Rural Reserves Policy	2017	2022 (On hold)	Details the conditions for the temporary sole use of part of Council managed domains and reserves.

Policy	Date of adoption	Review schedule	Purpose
Customer Privacy Policy	2020	2025	Outlines how Council collects and uses personal information in accordance with the Privacy Act 1993.
Dangerous and Insanitary Buildings Policy	2022	2027	Details Council's approach to dealing with dangerous and insanitary buildings.
Development & Financial Contributions Policy	2021	2024	Outlines the approach used for charging of costs associated with servicing new development or connections to council infrastructure.
Dog Control Policy	2021	2026	Details requirements and conditions for dog owners.
Elderly Persons Housing Policy	2021	2024	Provides guidelines on tenant eligibility for persons wanting to live in Council-owned elderly persons housing.
Elected Members Allowances and Reimbursement	2022	2023	Sets out expense allowances for elected members.
Equal Employment Opportunities	2022	2027	Sets out Council's commitment to equal opportunities for employment.
External Appointments Policy	2022	2027	Details Council's position when requested to make Council appointments to external organisations and community groups.
Fraud & Corruption Policy	2022	2027	Provides guidance for Council officers and elected members who encounter or suspect fraud and/or corruption.
Gambling Venue Policy	2022	2025	Sets out the location and number of gaming machines permitted in Ashburton District.
Library Collection Policy	2020	2023	Sets out the criteria to be used in selecting, maintaining and withdrawing library material.
Local Alcohol Policy	2017	Under Review	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	2020	2023	Details Council's process and charges for responding to LGOIMA requests.
Mobility Parking Policy	2019	2024	Ensures holders of mobility permits have access to appropriate vehicle parking.

Policy	Date of adoption	Review schedule	Purpose
Naming Policy	2023	2028	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.
Over 80's Parking Policy	2022	2027	To enable the elderly driving community to easily access services within the Ashburton District.
Partnerships with the Private Sector	2019	2024	Details Council approach to partnerships of a business nature with the private sector.
Pressure Sewer Systems Policy	2020	2023	Detail the use of pressure sewer systems as a wastewater reticulation, the ownership of on-property equipment, responsibilities for installation and for operation and maintenance.
Procurement Policy	2020	2023	Details Council's principles and approach to procurement.
Property Holdings Policy	2017	2022 (On Hold)	Details Council's approach to properties, including Glasgow leases, freeholding residential leasehold land, leased industrial properties and rural leasehold land.
Protected Disclosures Policy	2022	2025	Sets out Council's approach to protected disclosures as per the requirements of the Protected Disclosures Act 2000.
Rates Postponement Policy	2021	2024	Outlines Council's requirements for postponing rates payments.
Rates Remission Policy	2021	2024	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 Policy	2020	2023	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 Policy	2021	2026	Sets guidelines around sensitive expenditure.
Smokefree Outdoor Areas	2022	2025	Designates certain areas of Ashburton District as smokefree.
Temporary Closure of Parking Spaces	2022	2025	Sets out conditions for closing restricted parking spaces for exclusive use.
Treasury Management Policy	2021	2024	Sets out procedures and guidelines to be used to safeguard Council's investments, maximise

Policy	Date of adoption	Review schedule	Purpose
			returns and minimise its risks, both in investing and its borrowing liability.
Use of Footpath for Alfresco Dining	2022	2027	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 premises to allow patrons to dine with or without alcohol.
Use of Pole Mounted Banners	2019	2024	Sets out the conditions for the attachment of display banners on streetlight poles.
Use of Sports Field & Domain Usage	2018	2020 On Hold until the finalisation of (Reverse Management Plan)	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 & Signage in Public Places	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	Under Review	Reduces the potential for alcohol-related offensive behaviour and harm, damage, disorder and crime.
Brothel Location	2021	2031	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 Bylaw	2021	2026	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	Under Review	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.
Open Spaces	2021	2026	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 Management & Minimisation	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.
Stormwater	2022	2027	Manage and regulate the land, structures, and infrastructure associated with Ashburton District Council's Stormwater Networks.
Trade Wastes	2023	2033	Controls and monitors trade waste discharges into public sewers to protect the public from nuisance,

Title	Date of adoption	Review schedule	Purpose
			protect the environment and ensure compliance with discharge consent conditions.
Trading in Public Places	2022	2032	Regulate trading in public places in order to protect the public from nuisance and to protect, promote and maintain public health and safety.
Transportation and Parking	2015	2023 Under Review	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	2021	2031	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
Ashburton District Parking Strategy	2021	Sets out the desired outcomes for parking across our district and identifies a range of methods that can help meet our objectives.
Ashburton Airport Development Plan	2022	Contains a 30-year vision for the facility.
Ashburton Domain Development Plan	2020	Covers improvements to be undertaken over the next 30 years at the Ashburton Domain.
Ashburton Town Centre Parking Plan	2021	Sets out of plan for managing parking in the Ashburton town centre, now and in the longer term (beyond five years).
Annual Plan 2022/23	2022	Prepared in years when a Long-Term Plan is not produced. The plan details the work programme and expenditure for the coming year.
Biodiversity Action Plan	2011	Describes the voluntary commitment from the Ashburton District to protecting and enhancing biodiversity.
Climate Resilience Plan	2022	Weaves together all of the climate change projects and actions that Council is undertaking, along with plans for the next 10 years.
District Plan	2014	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. Plan Change 1 2017 Plan Change 2 2019 Plan Change 3 2021
Economic Development Strategy and Action Plan	2017	Framework and action plan for economic development in the district.
Financial Strategy 2021-31	2021	Outlines how we will manage our finances over the ten years of the Long-Term Plan.
Infrastructure Strategy 2021-51	2021	Looks across the next 30 years and lays out the most likely scenarios for how our critical infrastructure will be managed.
Lake Camp & Clearwater Plan	2022	Our 30-year plan for the Lake Camp and Clearwater area.
Long-Term Plan 2018-28 Volume 1 Long-Term Plan 2018-28 Volume 2	2021	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.

Title	Date of adoption	Purpose
Open Spaces Strategy	2016	Identifies clear principles, goals, objectives and actions for open spaces within the district.
Play, Active Recreation and Sport Strategy	2022	Provides a strategy for the future of play, active recreation and sport with the Ashburton district.
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.
Walking & Cycling Strategy	2020	Provides a framework for making walking and cycling (for transport and recreation) safer and more attractive, with the aim of increasing the number of people using the walking and cycling network.
Waste Minimisation and Management Plan	2022	Sets out our plans to minimise and manage waste in our district.

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	

Title	Date of adoption	Purpose of Reserve Management Plans
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
Ashburton Library	<p>These plans (adopted in 2021 in preparation of the LTP 2021-31) 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.</p>
Ashburton Museum	
Building Regulation	
Cemeteries	
Community Governance and Decision Making	
District Planning	
Drinking Water	
EA Networks Centre	
Economic Development	
Emergency Management	
Land Information	
Parks & Open Spaces – Part A	
Parks & Open Spaces – Part B	
Public Conveniences	
Regulatory Compliance	
Stockwater	
Stormwater	
Transportation	
Waste Reduction and Recovery	
Wastewater	

12. Licence to Occupy for Tinwald Stock Effluent Disposal Facility

Author	<i>Tania Paddock; Legal Counsel</i>
Executive Team Member	<i>Leanne Macdonald; Group Manager – Business Support</i>

Summary

- The purpose of this report is to seek approval for Council to enter into a long-term licence to occupy with Carrfields Investments Limited in relation to the power supply for Council's Tinwald stock effluent disposal facility.

Recommendation

- 1. That** Council enters into a Licence to Occupy with Carrfields Investment Limited for the power supply for the Tinwald stock effluent disposal facility for a term of 30 years, plus a further right of renewal of 30 years.

Attachments

Appendix 1	Subdivision plan
Appendix 2	Plan showing location of the power connection

Background

The current situation

1. Carrfields Investments Limited are undertaking a subdivision at 181 Archibald Street, Tinwald, known as the Tinwald Business Park. A copy of the subdivision plan is contained in **Appendix 1**.
2. As part of the subdivision, a road off State Highway 1 has been formed to service the lots in the subdivision (shown as lot 13 on the subdivision plan in **Appendix 1**). Within this new road reserve is the stock effluent disposal facility which has been on the site since 2004. The location of this effluent disposal facility is shown in the plan in **Appendix 2**.
3. The effluent disposal facility includes an underground tank which captures effluent and discharges it into Council's wastewater network as trade waste. The effluent disposal facility is maintained by Council on behalf of Environment Canterbury, which enables Council to claim a 51% Waka Kotahi subsidy for environmental maintenance. Council's remaining share of the maintenance cost (49%) is then invoiced to Environment Canterbury. Council is then in turn invoiced by Environment Canterbury for Council's share of the region wide cost of stock effluent disposal.
4. The effluent disposal facility has been on private land since it was constructed, however it has always been available for use by any passing stock trucks. The facility was previously on the Tinwald Saleyards site, but the saleyards were cleared and the property sold to Carrfields Investments Limited in 2017.
5. Council's rights to operate and maintain the disposal facility on third party land have previously been protected by an easement in favour of Council over the area of the facility. However, this easement is being surrendered because the disposal facility is now within the road reserve that vests to Council as part of this subdivision.
6. Through the subdivision process, it was identified that the power connection for the disposal facility came from the adjacent land to the east (the CLAAS Harvest Centre property), which is also owned by Carrfields Investments Limited.
7. While the CLAAS Harvest Centre site is not part of this subdivision, Council officers wanted to ensure there is long-term protection for the disposal facility's power connection by requiring the adjacent land owners to continue to supply power to the facility. Obtaining this protection through an easement is not possible, as the disposal facility is within the road reserve and easements cannot be granted over roads.
8. Council and Carrfields Investments therefore agreed a licence to occupy arrangement would be the best option to protect the power supply into the disposal facility.

Licence to Occupy

9. Council officers and Carrfields Investments have agreed the licence to occupy terms in principle and the licence to occupy is now in a position to be finalised and signed by Council, subject to obtaining Council approval. Council officers only have delegation to sign licences to occupy for a term (including renewals) of up to 10 years. Therefore, the purpose of this report is to seek Council approval to enter into this licence to occupy.

10. The key terms of the licence to occupy are:

- a. Term: 30 year initial term, with a further right of renewal of 30 years.
- b. Rental: 10c per annum, if requested.
- c. Licensed Area: The red line shown on the plan attached in **Appendix 2**.
- d. Licensed Use: Means the transmission of electric power through underground electricity infrastructure.
- e. Council's rights: Council has the right to install and maintain any necessary electricity infrastructure within the Licensed Area and to convey power through the Licensed Area.
- f. Licensor's obligations: The Licensor (Carrfields Investments), as owner of the adjacent land, has an ongoing obligation to continue to supply electricity to the Licensed Area. The Licensor cannot build over the Licensed Area and must take reasonable steps to ensure anyone on its property does not damage the electricity infrastructure.
- g. Transfer of Licensor's Interest: If the Licensor sells the property subject to this licence to occupy, the Licensor must procure the new owner to enter into a Deed of Adherence requiring the new owner to be bound by the terms of this Licence to Occupy.
- h. Maintenance and Outgoings: Council is responsible for any maintenance and outgoings associated with the Licensed Use.

Options analysis

Option one – Council enters into a Licence to Occupy with Carrfields (recommended option)

11. Under this option, Council would enter into a Licence to Occupy with Carrfields Investments Limited.

<p>Advantages:</p> <ul style="list-style-type: none"> - Currently, there is no legal protection for the power supply into the effluent disposal facility. A licence to occupy would therefore provide some ongoing protection for the power connection into the disposal facility. - The ongoing use of this effluent disposal facility benefits the district, as it provides an appropriate disposal facility for trucks transporting stock through the district. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> - A power connection that comes from an adjacent property is not as secure as having the power supply come from within Council's land.
<p>Risks:</p> <p>Either party could choose not to give effect to the terms of the licence to occupy, which may put the power supply to the effluent disposal facility at risk.</p>	

Option two – Council does not enter into a Licence to Occupy with Carrfields

12. Under this option, Council would not enter into a Licence to Occupy with Carrfields Investments Limited.

<p>Advantages:</p> <ul style="list-style-type: none"> - This option may require Council to find an alternative power connection to the effluent disposal facility in the future, at Council's cost. However, there is no budget for this work. - Any new power connection may also require the newly formed road within the subdivision to be dug up in order to install a new power connection through the road reserve. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> - There would be no legal protection for the power supply into the effluent disposal facility.
<p>Risks:</p> <p>Council may lose its power connection into the effluent disposal facility as there would be no certainty as to ongoing supply, which would require stock trucks to find an alternative location to dispose of stock effluent.</p>	

Legal/policy implications

Licence to Occupy

13. As discussed earlier in this report, Council proposes to enter into a licence to occupy with Carrfields Investments Limited to formalise the power connection into Council's stock effluent disposal facility.
14. As it is not possible to register an easement over road reserve, a licence to occupy is considered the next best alternative option for the parties.

Climate change

15. One of the goals in Council's Climate Resilience Plan 2022⁵ is to investigate the viability of using solar panels for power supply on Council assets. Officers consider that a solar power solution would likely be a more sustainable option for the power supply for this site. Solar panels would also have the added benefit of providing a standalone connection that does not rely on a network connection from an adjacent property.
16. However, no current budget exists to convert the existing power supply. This option could however be explored in the future.

Strategic alignment

17. The recommendation relates to Council's community outcome of a balanced and sustainable environment because the ongoing use of the effluent disposal facility ensures effluent from stock trucks is appropriately disposed of within Council's wastewater network.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental	✓	Providing ongoing protection for the effluent disposal facility ensures a facility is available for truck drivers to appropriately dispose of stock truck effluent.
Cultural		
Social		

⁵ [Climate Resilience Plan 2022](#)

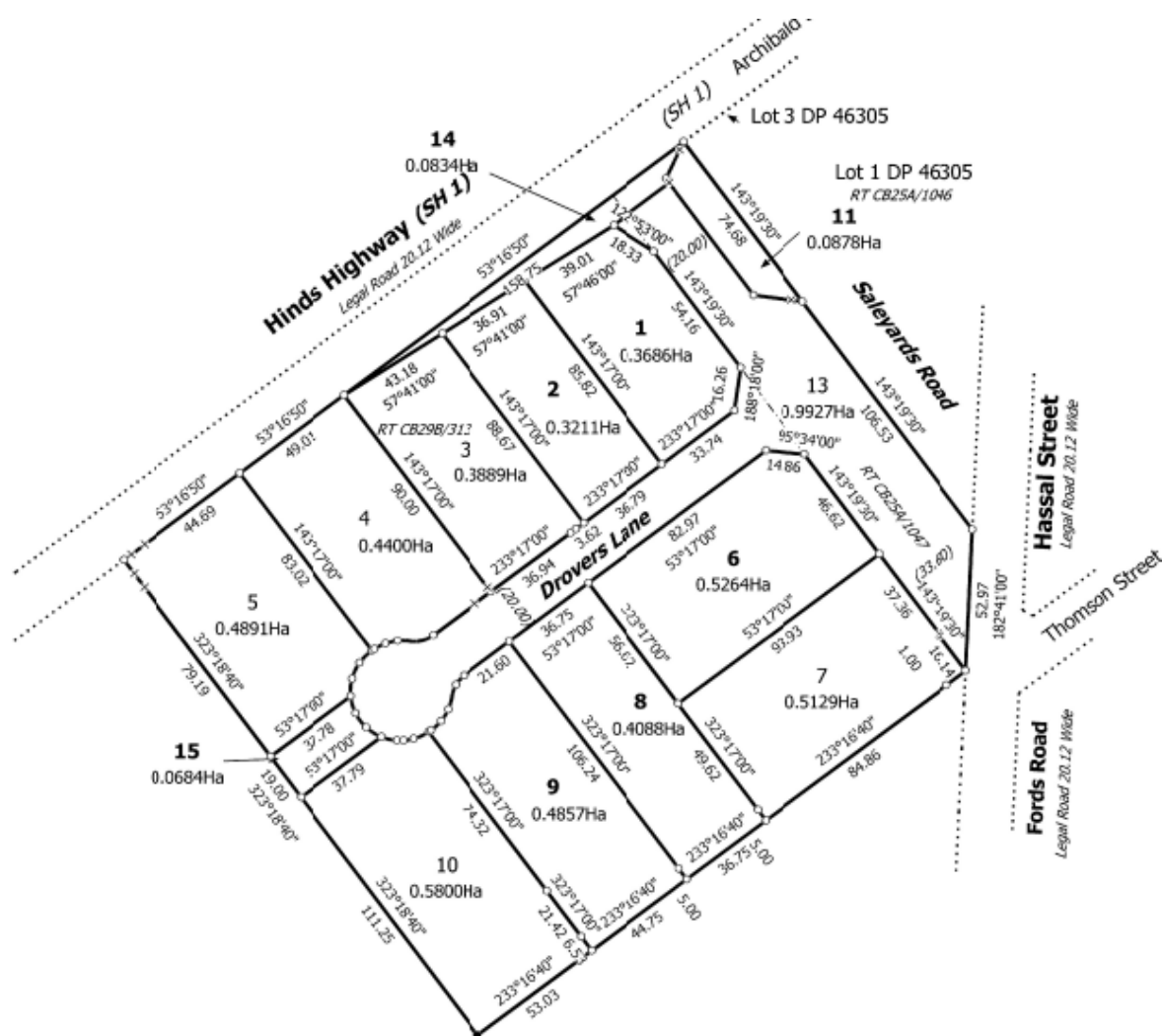
Financial implications

Requirement	Explanation
What is the cost?	There is no additional cost to Council approving the recommended option, as it formalises an existing arrangement. Council already pays the monthly power invoice, which is approximately \$50/month.
Is there budget available in LTP / AP?	Any costs associated with operating the effluent disposal facility will be met within existing budgets. As explained in paragraph 3 above, Council obtains a 51% Waka Kotahi subsidy for maintenance and invoices Environment Canterbury for the remaining 49% cost. Council is then invoiced by Environment Canterbury for its share of the region-wide cost of stock effluent disposal.
Where is the funding coming from?	Existing budgets and Waka Kotahi subsidy.
Are there any future budget implications?	Not applicable.
Reviewed by Finance	Erin Register; Finance Manager.

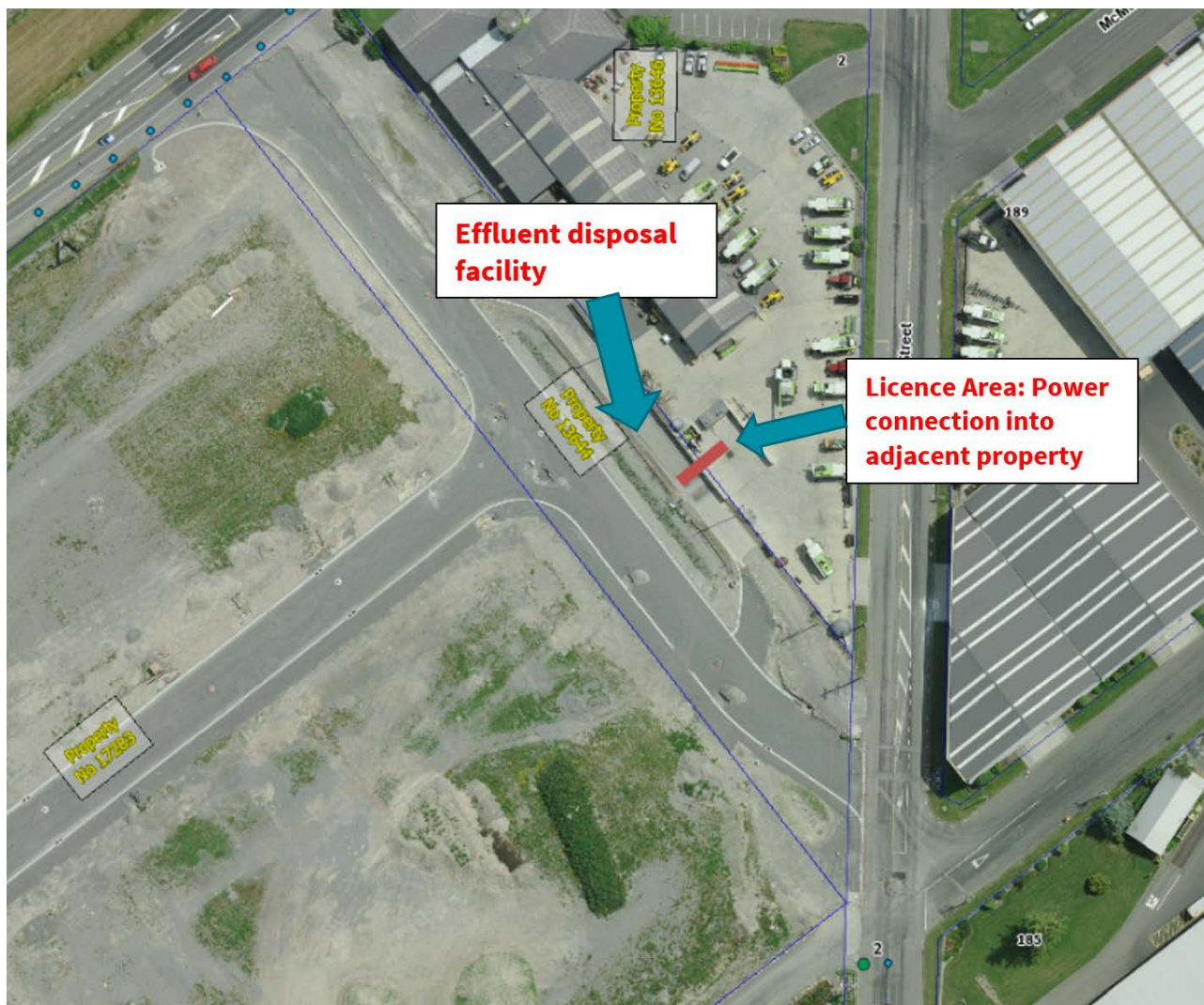
Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	Not applicable.
Level of engagement selected	1. Inform – one-way communication
Rationale for selecting level of engagement	Officers have negotiated licence to occupy terms with the adjacent land owner to ensure ongoing protection for this disposal facility. This licence to occupy is considered to be an operational matter and therefore does not require formal public consultation.
Reviewed by Strategy & Policy	Tayyaba Latif; Policy Advisor

Appendix 1 – Subdivision Plan



Appendix 2 – Location of Power Connection



13. Rakaia Rugby Club Lease

Author *Tania Paddock; Legal Counsel*
Executive Team Member *Leanne Macdonald; Group Manager – Business Support*

Summary

- The purpose of this report is seek Council approval for the granting of a long term lease for the Rakaia Rugby Club Incorporated on the Rakaia Domain.

Recommendation

- 1. That** Council approves the granting of a Deed of Lease under section 54(1) of the Reserves Act 1977 to Rakaia Rugby Club Incorporated for part of the Rakaia Domain (as contained within Reserve 4638) for a term of 10 years, plus two rights of renewal of 10 years each.

Attachment

Appendix 1 Site plan

Background

Rakaia Recreation Centre

1. The Rakaia Domain is a reserve land vested in the Ashburton District Council in trust for recreation purposes. The Rakaia Reserve Board are responsible for managing the Rakaia Domain on behalf of Council. Due to the reserve status of the Rakaia Domain, Council and the Reserve Board must therefore act in accordance with the requirements of the Reserves Act 1977.
2. There are a number of different users of the Domain, including the Rakaia Bowling Club, Rakaia Squash Club, Rakaia Rugby Club and the Rakaia Pony Club.
3. Rakaia Rugby Club Incorporated (“RRCI”) are building new clubrooms and changing sheds building in the Rakaia Domain, which will be known as a recreation centre for the community. Council is also building new public toilets at the eastern end of this recreation centre.
4. Council’s Annual Plan 2022/23⁶ provided:

Rakaia Recreation Centre

The Rakaia Rugby Club are building a new clubrooms and changing shed in the Rakaia Domain. This will serve as a recreation centre for the wider Rakaia community also. We are taking the opportunity to upgrade our public conveniences in the Rakaia Domain and have budgeted \$350,000 to do so. This will be loan funded. We are also providing the Rakaia Rugby Club with a commercial loan of up to \$200,000 to support their fundraising efforts with the centre. This will not impact on rates.

5. Council has therefore committed a budget of up to \$350,000 for the public toilets, as well as agreeing to provide RRCI with a loan of up to \$200,000 to assist with construction of the building.
6. RRCI are going through final design stage for the building and intend to lodge building consent for the building soon. RRCI, in conjunction with Council officers, will be running the construction procurement process. Construction is intended to commence later in 2023. Council and RRCI have entered into a separate agreement which sets out the parties’ allocation of responsibilities during the design, procurement, construction and operational phases.

Deed of Lease

7. RRCI have an existing lease on the Rakaia Domain. However, RRCI and Council have agreed that RRCI will surrender its existing lease and enter into a new lease for the

⁶ [Annual Plan 2022-23](#) at page 63

extended building footprint and to recognise the split use of the recreation centre building with Council.

8. A site plan for the Rakaia Domain showing the footprint of the existing clubrooms, overlaid with the new building footprint, is contained in **Appendix 1**.
9. The Rakaia Domain is a recreation reserve under the Reserves Act 1977 (“the Act”). The Act places restrictions on the types of activities that can be undertaken on a reserve, with activity predominantly to be linked to a ‘recreation’ type purpose. The Act also places constraints on the types of leases that be granted and the length of such leases.
10. The proposed lease falls within the types of activities that are considered appropriate to be undertaken on recreation reserve land (section 54 of the Act). Further, the Rakaia Domain Reserve Management Plan⁷ anticipates that RRCI will continue to occupy the Domain.
11. The Reserve Board does not have delegation under its Constitution to grant long term leases. Therefore, it is proposed that Council (on behalf of the Reserve Board) will grant this lease, subject to obtaining Council approval. Council, as administering authority for the Rakaia Domain, has delegated authority from the Minister of Conservation to grant leases over recreation reserve land under section 54(1) of the Act (by way of delegation dated 1 July 2013).
12. The key terms of the lease are:
 - i. Term: 10 year initial term, with two rights of renewal of 10 years each.
 - j. Rental: Based on existing rental set by the Reserve Board, the rental is \$3,500.00 including GST per annum.
 - k. Rent Reviews: Undertaken annually, with rentals set by the Rakaia Reserve Board. The lease does also provide that, in the event a Council Leases and Licences Policy is adopted that contains mechanisms for setting rents on community spaces, this policy must be used for future rent reviews.
 - l. Outgoings: Council and RRCI will pay the outgoings for their respective portions of the building.
 - m. Maintenance: Council and RRCI will be responsible for maintenance on their respective portions of the building.
 - n. Expiry of Lease: At the lease expiry (if RRCI does not wish to renew), the parties shall, in good faith, discuss and agree what shall happen to the ownership of the lessee’s portion of the building. If no agreement can be reached, the parties must go through the disputes resolution process in the lease.

⁷ [Rakaia Reserve Management Plan](#) at page 7.

13. Through its lease, Rakaia Rugby Club also has use of the grounds on the Rakaia Domain. Outside of its building footprint, the lease terms state RRCI cannot otherwise limit or restrict the public from using the Rakaia Domain.
14. The joint nature of the building means that all parties will need to work together with respect to any issues that arise with the building, for example, in relation to maintenance requirements where responsibility is not clearly delineated.
15. RRCI, the Reserve Board and Council officers have discussed these lease terms and the lease is now in a position to be finalised and signed, subject to obtaining Council approval. Council officers only have delegation to sign leases for a term (including renewals) of up to 10 years, therefore officers are seeking Council approval to grant this lease.

Options analysis

Option one – Approve the granting of the Deed of Lease to RRCI (recommended option)

16. Under this option, Council approves the granting of the lease to RRCI on the lease terms discussed earlier in this report.

<p>Advantages:</p> <ul style="list-style-type: none"> - Gives RRCI certainty as to the leased area for the new recreation centre. - The recreation centre will be a significant asset for both the Domain and the community and will be a substantial improvement on RRCI's current building. - This option will ensure RRCI and Council/Reserve Board have adequate lease arrangements in place to reflect the nature of the recreation centre that is being constructed. This includes clarifying the split of maintenance responsibilities. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> - Granting a long term lease ties up the use of the Rakaia Domain for the building footprint area. The Reserve Management Plan does however anticipate that rugby use will continue on the Domain.
<p>Risks:</p> <p>The split ownership of the building is a risk to Council, as there could be disputes over the split of responsibility in the future. It is however hoped that the parties will be able to work together should any dispute arise in the future.</p>	

Option two – Do not approve the granting of the new lease (status quo)

17. Under this option, Council would not grant RRCI a new lease.

Advantages: <ul style="list-style-type: none">- A smaller building will likely remain on the Rakaia Domain, which will mean less of the Domain is covered by building footprint.	Disadvantages: <ul style="list-style-type: none">- Under this option, RRCI would be forced to continue under its existing lease. However, the existing lease is not adequate for the split ownership of the proposed recreation centre, nor does it cover the extended footprint required for the new building.- This option may prevent RRCI from building the recreation centre in a form that it wishes to build, which will have a negative flow on impact to the community. It will also impact on RRCI, as they already well advanced in this project.- Council approved funding for the construction of the public toilets within the recreation centre through the 2022/23 Annual Plan. Adopting this option may therefore seem inconsistent with Council's decision in the Annual Plan.
Risks: <p>Council may be seen to be acting inconsistent with its decision in the Annual Plan 2022/23.</p>	

Legal/policy implications

Reserves Act 1977

18. Council has delegated authority from the Minister of Conservation under section 54(1) of the Act to grant leases over recreation reserve land. This includes leases for buildings associated with and necessary for the use of the reserve for sports and other recreational activities. This delegated authority is relied on for the purposes of granting the proposed lease.

Rakaia Domain Reserve Management Plan

19. The Rakaia Domain Reserve Management Plan was created under section 41 of the Act. The Management Plan provides for ensures the use, enjoyment, maintenance, protection, and preservation of the Domain as a recreation reserve.

20. The Management Plan requires leases to be granted where organisations have erected a building on the Domain, with these leases to be granted by Council, on recommendation from the Reserve Board. Further, the Management Plan requires any lease must not unreasonably impede or restrict public access to the Domain and associated facilities or be seen as a detriment to rights of the public.
21. The proposed lease is considered to be in conformity and contemplated by the Management Plan. Therefore, in accordance with section 54(2A) of the Act, Council is not required to give public notice of the proposed lease under section 54(2).

Climate change

22. There is no obvious link between the content of this report and climate change factors.

Strategic alignment

23. The recommendation relates to Council's community outcome of a district of great spaces and places because the granting of the lease will enable the construction of a new, purpose-built building that can be used by the local community, along with providing modern public toilets for users of the Rakaia Domain.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural		
Social	✓	Granting the Deed of Lease enables RRCI to construct the building, which will be a great asset for the community.

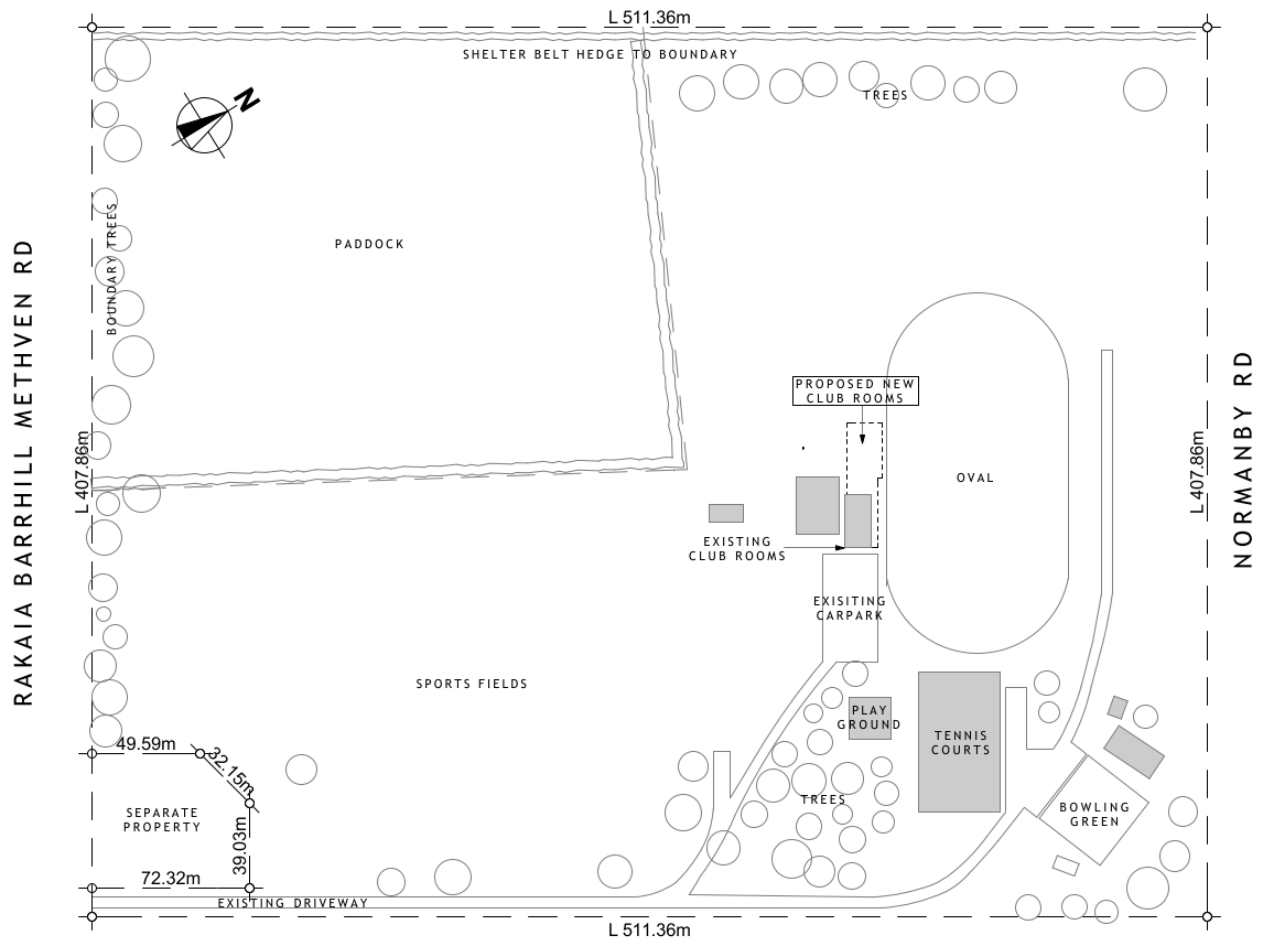
Financial implications

Requirement	Explanation
What is the cost?	There is no cost to granting the lease, other than officer time in preparing and negotiating the lease. Council has already considered the cost of funding the public toilets and loan to RRCI through the Annual Plan 2022/23.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Officer's time is covered within 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
Level of significance	Low
Rationale for selecting level of significance	Council has already committed funding to this project through the Annual Plan. The purpose of this report is to authorise the granting of the lease for the building footprint.
Level of engagement selected	2. Comment – informal two-way communication
Rationale for selecting level of engagement	No public notice of this proposed lease is required under section 54(2) of the Act, as the lease is anticipated by the Rakaia Domain Reserve Management Plan. However, officers have consulted with both RRCI and the Reserve Board in preparing the terms of this lease.
Reviewed by Strategy & Policy	Femke van der Valk; Policy Advisor

Appendix 1 – Site plan



14. Economic Development quarterly report – October, November & December 2022

Author *Simon Worthington; Economic Development Manager*
Executive Team Member *Jane Donaldson; GM Compliance and Development*

Summary

- The purpose of this report is to provide Council with a high-level update on Economic Development activity and progress from October to December 2022.
- The report is framed around the seven pillars included in Council's adopted Economic Development Strategy and Action Plan.
- These seven pillars are now under review as part of the Economic Development Strategy refresh.

Recommendation

- 1. That** Council receives the October, November & December 2022 Economic Development quarterly update.

Background

1. Work is ongoing on a range of projects that seek to develop the Economic Environment in the Ashburton District.
2. Work is underway with a number of investors / developers to bring new businesses and expand businesses in the Ashburton District.
3. The team is looking at projects that Council can facilitate that will make a material difference to economic outcomes for the district.
4. Alongside this the Economic Development Team are working with the community and community organisations to welcome new residents to the district and explore opportunities to better connect people with employment opportunities.

Reporting Against Strategic Framework

Pillar 1: Signalling Council is Open for Business

This pillar relates to Council setting up, establishing its position, and delivering its services in a way that supports economic development. With the outbreak of COVID 19 having a dramatic effect on all of New Zealand it has been key for Council to work with industry to ensure positive outcomes. Action was required to lead the district community as they navigated their way through the COVID 19 lockdown and the subsequent commencement of recovery.

Update

5. Section 17A Review
 - 5.1. As part of the Local Government Act a local authority must review the cost-effectiveness of current arrangements at least every six years. Economic Development was reviewed in 2017 and is therefore being reviewed currently. A separate paper will be provided to Council with the findings of the review.

Pillar 2: Placemaking and Branding

Placemaking is about creating the space(s) where people want to live, work and play – places where people and business want to be.

Update

6. Placemaking and branding feature strongly in the work to refresh the economic development strategy. Building on the revitalisation work Council completed in 2021 in the Ashburton Central Business District is a key element of the thinking.

7. With the appointment of a full time Events Advisor in Council the immediate focus has been on the delivery of the Council's core events:
 - 7.1. Xmas Events
 - 7.1.1. Light up the Tree
 - 7.1.2. Movie Night
 - 7.1.3. Buskers
 - 7.2. Citizenship Ceremonies
 - 7.3. Apprenticeship Ceremonies – these are run in partnership with the Mayors' Taskforce for Jobs and celebrate the achievements of our local community in upskilling and gaining new qualifications.
 - 7.4. Looking forward this role will look to streamline the events process within Council and look to attract new events to the District.
8. Officers from the Economic Development, Planning, Building and Commercial Property teams have been working with developers in the triangle precinct in Ashburton to assist in the development and attraction of new and expanded businesses. The first stage involved the development of the Triangle Café which has proved to be a huge success. The recent developments will see Smoke Restaurant and Butchery established and future developments include possible craft breweries and boutique shopping experiences.
9. The Visitor Promotion contract with ChristchurchNZ will end in February 2023, following ChristchurchNZ giving notice to the Council. This clearly leaves a big gap in the telling of the Ashburton Story and Officers are working with businesses in the visitor sector to explore opportunities for future provision.

Pillar 3: Unlocking Latent Potential

Developing a mechanism to deal with projects that come to Council.

Update

10. No activity undertaken in this reporting period.

Pillar 4: Agriculture and Technology

Assisting the agriculture and technology sectors' existing industry bodies to assimilate technology into the sector.

Update

11. Officers are working with Distinguished Professor Caroline Saunders and Professor Paul Dalziel from the Agribusiness Economic Research Unit at Lincoln University to support a project that measures the true (integrated) effects of land use change. This work considers a broader set of wellbeing indicators that go beyond the typical economic indicators when considering land use change. The work is at a preliminary stage and will be developed over the course of 2023.

12. Supporting Land Use Adaption for a Climate Changed Future Project:

- 12.1. As an additional measure to the press release stories emphasized in the prior quarterly report, significant persons such as farm consultants, farmer extension specialists, research groups specializing in farmer behaviour change, and farmers themselves were directly provided with a copy of the report.
- 12.2. A community meeting was convened on December 12th, to present the report's findings. The event was attended by approximately 50 people, including farmers, Timaru District Council representatives, members of MPI and ECAN, irrigation company CEOs', bankers, lawyers, Ashburton District Councillors, and other members of the agri-service industry.
- 12.3. A panel discussion followed the presentation of the findings which aimed to foster discussion among key stakeholders. Questions from the audience were directed towards the panel to stimulate discussion and exchange ideas and experiences on the topic of climate change impacts and agriculture.

13. Resilient Business Project:

- 13.1. Further feedback was received from the Ministry of Primary Industries (MPI) to refine the proposal to the Sustainable Food and Fibre Futures Fund
- 13.2. The proposal was revised to integrate the feedback received, along with the development of supplementary material such as outcome logic models.
- 13.3. The proposal was resubmitted to MPI on December 21st.
- 13.4. This project will also deliver to pillar 5 & 6.

Pillar 5: Natural Resource Management

Protecting and enhancing the district's natural capital, particularly recognising water as a crucial resource.

- 14. Officers conducted an evaluation to determine the potential impact on the district of the government's proposed "Pricing of Agricultural Emissions," in comparison to the He Waka Eke Noa proposal.
- 15. The analysis and research were used to inform a submission on the Pricing of Agricultural Emissions made by the Ashburton District Council.

Pillar 6: Start-up, SME's and Business Support

Lobbying, advocacy and influencing policy settings important to business.

Update

16. Officers are continuing to discuss the options for increasing the presence of business support agencies such as the Canterbury Employers' Chamber of Commerce (CECC). Currently CECC administer the Governments Regional Business Partner Programme in Mid Canterbury and have personnel in the district for a day a week. Currently membership numbers do not allow for more focus and local businesses can connect virtually to the Chambers services.

17. Labour force

17.1 Officers have engaged with the Regional Skills Leadership Group (RSLG) to explore how the Primary Sector skills development can be profiled in the next Canterbury Workforce Plan. The Primary Sector were missing as a priority sector in the first workforce plan and officers have argued that the primary sector should be central to any Canterbury plan for Workforce Development.

18. Mayors Taskforce for Jobs (MTFJ)

18.1 Officers have submitted application for Mayors Taskforce for Jobs Rural Resilience Programme.

18.2 The proposal demonstrates to the MTFJ and their funding partner the Ministry of Social Development how we will deliver sustainable employment outcomes for young and disadvantaged people in our community. Our proposed approach is to employ a youth coach in the Economic Development Team who will prepare the young person for employment and support the businesses who employ them.

18.3 The proposal was accepted and funding from MTFJ will be provided to Council, this includes wages, administration costs and pastoral care and business support.

18.4 The KPI's for this initiative are very simple, 12 young people must be placed into employment during the six-month pilot period. The team are chasing other outcomes including engagement in local support services, placement into training and work trials.

Pillar 7: Connecting and Supporting Infrastructure

Acknowledging Ashburton District's reliance on key infrastructure like roading and telecommunications.

Update

19 No activities undertaken in this period for this pillar.

15. Financial Reports

Author *Erin Register, Finance Manager*
GM responsible *Leanne Macdonald, GM Business Support*

Attachments

Financial variance (preliminary) report February 2023
EA Networks Centre income & expenditure report – February 2023

***Ashburton District Council
Financial Variance Report
For the period ending
28 February 2023***

Variances greater than \$100,000 are highlighted in **red bold**. If the variance is permanent an explanation is provided.

F (favourable variance) means that either actual revenue is greater than budget or actual expenditure is less than budget.

U (unfavourable variance) is **when** actual revenue is less than budget or actual expenditure is greater than budget.

Please note: The Balance Sheet is draft in this report as we are yet to enter opening balances. This is something that is processed after the audit is complete.

Contents

Income and Expenditure – Overview.....	3
Income and Expenditure – Summary	4
Transportation – Income & Expenditure Report.....	5
Drinking Water – Income & Expenditure Report	7
Wastewater – Income & Expenditure Report	9
Stormwater – Income & Expenditure Report.....	11
Stockwater – Income & Expenditure Report.....	13
Waste Reduction & Recycling – Income & Expenditure Report.....	15
Recreation Facilities – Income & Expenditure Report	16
Recreation & Community Services – Income & Expenditure Report	17
Economic Development – Income & Expenditure Report	19
Parks & Open Spaces – Income & Expenditure Report.....	21
Community Governance & Decision Making – Income & Expenditure Report	23
Environmental Services – Income & Expenditure Report.....	24
Miscellaneous, Dividends & Internal Overheads – Income & Expenditure Report	25
Balance Sheet.....	28
Net Debt and Borrowings.....	29
Council Investments	31
Receivables Summary (Including Prior Month Comparative)	32

Income and Expenditure – Overview

For period ending 28 February 2023

\$57.84 M Actual YTD Operating Income	\$88.00 M Forecast Full Year Operating Income	-\$30.15 M Variance Operating Income	66% % of Forecast Operating Income
\$49.90 M Actual YTD Operating Expenditure	\$75.89 M Forecast Full Year Operating Expenditure	-\$25.99 M Variance Operating Expenditure	66% % of Forecast Operating Expenditure
\$2.25 M Actual YTD Capital Income	\$71.38 M Forecast Full Year Capital Income	-\$69.13 M Variance Capital Income	3% % of Forecast Capital Income
\$30.15 M Actual YTD Capital Expenditure	\$93.10 M Forecast Full Year Capital Expenditure	-\$62.95 M Variance Capital Expenditure	32% % of Forecast Capital Expenditure
\$5.00 M Actual YTD Loans Repaid	\$8.50 M Forecast Full Year Loans Repaid	-\$3.50 M Variance Loans Repaid	59% % of Forecast Loans Repaid

Income and Expenditure – Summary

For period ending 28 February 2023

	Actual YTD	Full Year Budget	Variance	Percentage of Budget
Revenue				
Rates	29,490,456	44,264,172	(14,773,716)	67%
Fees and Charges	7,282,331	9,341,051	(2,058,720)	78%
Subsidies and Grants	11,796,599	18,512,632	(6,716,033)	64%
Finance Income	527,482	351,450	176,032	150%
Other Revenue	4,701,885	6,773,806	(2,071,921)	69%
Other Sales	870,898	1,588,199	(717,301)	55%
Development / Financial Contributions	1,733,411	617,400	1,116,011	281%
Gain on Sale of Assets	1,440,961	3,975,542	(2,534,581)	36%
Vested Assets	0	2,571,498	(2,571,498)	0%
Total Revenue	57,844,022	87,995,750	(30,151,727)	66%
Operating Expenditure				
Payments to Staff and Suppliers	35,910,864	55,870,322	(19,959,458)	64%
Finance Costs	2,146,243	2,482,221	(335,978)	86%
Other Expenses	160,005	190,717	(30,712)	84%
Depreciation	11,678,080	17,343,722	(5,665,643)	67%
Total Expenditure	49,895,193	75,886,983	(25,991,790)	66%
Net operating surplus (deficit)	7,948,830	12,108,767	(4,159,937)	66%
Capital Income				
Loans Raised	0	65,595,213	(65,595,213)	0%
Land Sales	2,054,880	5,680,000	(3,625,120)	36%
Other Asset Sales & Disposals	194,018	103,000	91,018	188%
Total Capital Income	2,248,898	71,378,213	(69,129,314)	3%
Capital Expenditure				
Infrastructural Assets	6,664,496	25,021,010	(18,356,514)	27%
Cyclic Renewals	9,658,850	22,523,977	(12,865,127)	43%
Plant	152,771	631,515	(478,744)	24%
Additions/Alterations	12,907,287	34,098,335	(21,191,048)	38%
Other Assets	763,565	10,820,872	(10,057,307)	7%
Total capital expenditure	30,146,969	93,095,709	(62,948,741)	32%
Loan Repayments	5,000,000	8,503,149	(3,503,149)	59%
Total capital to be funded	32,898,070	30,220,645	2,677,425	109%

Note: \$5m of Loan Repayments relates to last years budgeted loan repayments which were actioned in this financial year due to the timing of loans maturing. This repayment will be in addition to the budgeted repayments for the current year ending June 2023

Transportation – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Footpaths	705,303	1,368,219	(662,915)	52%	No
Roading	12,476,597	14,837,479	(2,360,882)	84%	No
	13,181,901	16,205,698	(3,023,797)	81%	
Operating Expenditure					
Footpaths	869,672	1,391,426	(521,754)	63%	No
Roading	11,886,872	13,984,340	(2,097,468)	85%	Yes
	12,756,545	15,375,766	(2,619,222)	83%	
Capital Income					
Footpaths	0	763,732	(763,732)	0%	No
Roading	0	1,319,813	(1,319,813)	0%	No
	0	2,083,545	(2,083,545)	0%	
Capital Expenditure					
Footpaths	151,099	1,449,620	(1,298,521)	10%	Yes
Roading	6,358,821	10,775,211	(4,416,391)	59%	No
	6,509,920	12,224,831	(5,714,912)	53%	
Loan Repayments					
Footpaths	59,922	20,379	39,543	294%	
Roading	105,804	201,385	(95,581)	53%	
	165,726	221,764	(56,038)	75%	

The above financials include the following:

Development Contributions	0	0	0	0%
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The above financials do not include the following:

Vested Assets	0	950,690	(950,690)	0%
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The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Transportation – Operating Expenditure

Roading

\$2,097,468F

Reason for variance

Operating expenditure is sitting at 79% of full year budget mainly due to the cost of the repairs from the July rain events but also reseals and subsidised rehabilitations are completed.

The cost of emergency works for the July heavy rain event is currently at \$2.453m. Following review by Waka Kotahi staff some of the repair work will be a cost to routine maintenance. The adjusted funding request of \$2.308m has been approved by Waka Kotahi and included in the February claim.

Subsidy is 51% for \$1.316m and 71% for \$0.992m of the approved funding. Council's share is \$0.932m and a report will be presented to Council with options on how to fund this.

With the unbudgeted cost of emergency works there will be an overspend for operating expenditure at the end of the 2022/23 year.

Transportation – Capital Expenditure

Footpaths

\$1,298,521F

Reason for variance

Contracts are let for footpath renewals and new footpaths with most of the construction to be completed in the second half of 2022/23.

Drinking Water – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Group Water Supplies	3,965,683	5,748,179	(1,782,496)	69%	No
Methven/Springfield Water Supply	201,343	293,032	(91,689)	69%	
Montalto Water Supply	214,933	319,018	(104,085)	67%	No
Lyndhurst Water Supply	11,262	16,619	(5,357)	68%	
Barhill Water Supply	3,037	4,488	(1,451)	68%	
	4,396,259	6,381,336	(1,985,078)	69%	
Operating Expenditure					
Group Water Supplies	3,640,486	5,653,888	(2,013,403)	64%	No
Methven/Springfield Water Supply	162,706	296,606	(133,901)	55%	No
Montalto Water Supply	198,952	321,864	(122,912)	62%	No
Lyndhurst Water Supply	3,685	3,571	114	103%	
Barhill Water Supply	1,063	1,063	1	100%	
	4,006,892	6,276,993	(2,270,101)	64%	
Capital Income					
Group Water Supplies	0	16,251,156	(16,251,156)	0%	No
Methven/Springfield Water Supply	0	1,189,786	(1,189,786)	0%	No
Montalto Water Supply	0	321,472	(321,472)	0%	No
	0	17,762,414	(17,762,414)	0%	
Capital Expenditure					
Group Water Supplies	3,618,057	17,606,532	(13,988,475)	21%	Yes
Methven/Springfield Water Supply	282,579	1,298,498	(1,015,919)	22%	Yes
Montalto Water Supply	40,836	431,032	(390,196)	9%	Yes
	3,941,472	19,336,062	(15,394,590)	20%	
Loan Repayments					
Group Water Supplies	470,896	593,375	(122,479)	79%	No
Methven/Springfield Water Supply	6,937	16,315	(9,378)	43%	
Lyndhurst Water Supply	13,048	13,048	0	100%	
Barhill Water Supply	3,425	3,425	0	100%	
	494,306	626,163	(131,857)	79%	
<i>The above financials include the following:</i>					
Development Contributions	182,377	129,168	53,209	141%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	381,100	(381,100)	0%	

The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Drinking Water – Capital Expenditure

Group Water Supplies

\$13,988,475F

Reason for variance

The % of budget expended is low, but the majority of this budget relates to the Methven water treatment plant upgrade project. The physical works relating to this project has commenced and is being accelerated so budgets are expected to be drawn on at pace. Due to revised timing of this project (commissioning now indicated for July) there will be some level of favourable variance expected at 30 June 2023.

For other projects the design phase is substantially complete and will be tendered within the next month. As such will not draw on budgets significantly until the related physical works gets underway.

Methven Springfield

\$1,015,919F

Reason for variance

The % of budget expended is low, but the majority of this budget relates to the Methven water treatment plant upgrade project of which this scheme is part. As noted above, the physical works relating to this project has commenced and is being accelerated so budgets are expected to be drawn on at pace. Due to revised timing of this project (commissioning now indicated for July) there will be some level of favourable variance expected at 30 June 2023.

Montalto

\$390,196F

Reason for variance

The % of budget expended is low. This is the design phase budget for a treatment solution for the Montalto scheme. At this point little work has been progressed on design as the focus of resources is currently on the larger scheme projects.

Wastewater – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Ashburton Wastewater	3,622,687	4,807,546	(1,184,859)	75%	No
Methven Wastewater	356,769	412,983	(56,213)	86%	
Rakaia Wastewater	227,186	359,289	(132,103)	63%	No
	4,206,642	5,579,818	(1,373,175)	75%	
Operating Expenditure					
Ashburton Wastewater	3,048,925	4,464,082	(1,415,157)	68%	No
Methven Wastewater	283,346	412,904	(129,558)	69%	No
Rakaia Wastewater	252,960	360,751	(107,791)	70%	No
	3,585,232	5,237,738	(1,652,506)	68%	
Capital Income					
Ashburton Wastewater	0	12,640,324	(12,640,324)	0%	No
Rakaia Wastewater	0	178,356	(178,356)	0%	No
	0	12,818,680	(12,818,680)	0%	
Capital Expenditure					
Ashburton Wastewater	5,444,183	13,944,000	(8,499,818)	39%	Yes
Methven Wastewater	108,634	110,267	(1,632)	99%	
Rakaia Wastewater	171,704	274,228	(102,524)	63%	No
	5,724,521	14,328,495	(8,603,974)	40%	
Loan Repayments					
Ashburton Wastewater	911,137	1,126,249	(215,112)	81%	No
Methven Wastewater	12,443	16,277	(3,834)	76%	
Rakaia Wastewater	45,818	47,192	(1,374)	97%	
	969,398	1,189,718	(220,320)	81%	

The above financials include the following:

Capital Services Contribution	385,632	383,791	1,841	100%
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The above financials do not include the following:

Vested Assets	0	612,850	(612,850)	0%
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The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Wastewater – Capital Expenditure

Ashburton

\$8,499,818F

Reason for variance

The % of budget expended is low, but the majority of this budget relates to the North-west Ashburton wastewater servicing project and other projects already committed and underway. Other renewal projects are in the design phase (for the most part, nearing completion) and as such don't draw on budgets significantly until the related physical works gets underway. There may be some level of favourable variance at year end, but it is too early forecast the scale of this at this time.

Stormwater – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Ashburton Stormwater	815,006	1,199,732	(384,725)	68%	No
Methven Stormwater	70,114	103,739	(33,625)	68%	
Rakaia Stormwater	35,944	53,394	(17,450)	67%	
Hinds Stormwater	7,415	11,161	(3,746)	66%	
Rural Stormwater	35,470	52,151	(16,680)	68%	
	963,949	1,420,176	(456,227)	68%	
Operating Expenditure					
Ashburton Stormwater	745,401	1,318,452	(573,051)	57%	No
Methven Stormwater	80,047	119,906	(39,859)	67%	
Rakaia Stormwater	40,360	68,905	(28,545)	59%	
Hinds Stormwater	4,167	11,182	(7,015)	37%	
Rural Stormwater	4,748	52,735	(47,987)	9%	
	874,723	1,571,180	(696,457)	56%	
Capital Expenditure					
Ashburton Stormwater	8,644	284,840	(276,196)	3%	Yes
	8,644	284,840	(276,196)	3%	
Loan Repayments					
Ashburton Stormwater	263,647	273,939	(10,292)	96%	
Methven Stormwater	7,539	7,539	0	100%	
	271,186	281,478	(10,292)	96%	

The above financials include the following:

Development Contributions	0	0	0	0%
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The above financials do not include the following:

Vested Assets	0	626,858	(626,858)	0%
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The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Stormwater – Capital Expenditure

Ashburton

\$276,196F***Reason for variance***

The % of budget expended is low. Budget relates to the detailed design phase of the West Street Attenuation and Treatment facility. Due to competing demands on design services, this work wasn't scheduled to commence until later in the financial year.

Stockwater – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Stockwater	932,922	1,032,155	(99,233)	90%	
	932,922	1,032,155	(99,233)	90%	
Operating Expenditure					
Stockwater	1,141,262	1,042,341	98,920	109%	Yes
	1,141,262	1,042,341	98,920	109%	
Capital Income					
Stockwater	0	148,473	(148,473)	0%	No
	0	148,473	(148,473)	0%	
Capital Expenditure					
Stockwater	242	148,473	(148,231)	0%	Yes
	242	148,473	(148,231)	0%	
Loan Repayments					
Stockwater	9,174	17,674	(8,500)	52%	
	9,174	17,674	(8,500)	52%	

The above financials include the following:

0	0	0	0%
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The above financials do not include the following:

0	0	0	0%
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The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Stockwater – Operating Expenditure

Stockwater

\$98,920U

Reason for variance

Operating expenditure is sitting at 90% of the full year budget mainly due to the cost of reinstating river intakes as a result of the July and ongoing rain events. The Methven Axillary intake required major repairs to prevent the river washing away the intake gate and associated infrastructure.

Significant mains race cleaning is carried out during spring and early summer which will ease off in the new year. Traffic Management requirements are adding to the cost of some main race cleaning.

It is therefore trending to exceed the available budget provision within the next few months. Officers continue to monitor maintenance activity and will progress only urgent and essential maintenance.

Stockwater – Capital Expenditure

Stockwater

\$148,231F

Reason for variance

The % of budget expended is low as no work has commenced at this point. The budget relates to the detailed design phase of fish screens at the Brothers and Methven Auxiliary intakes. Beca consultants will be doing this work and were briefed on the project on 29 November.

Waste Reduction & Recycling – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Refuse Collection	1,731,820	2,518,797	(786,978)	69%	No
Refuse Management	3,077,604	4,717,076	(1,639,473)	65%	No
	4,809,423	7,235,873	(2,426,450)	66%	
Operating Expenditure					
Refuse Collection	1,686,682	2,525,103	(838,421)	67%	No
Refuse Management	3,330,298	4,796,389	(1,466,091)	69%	No
	5,016,980	7,321,493	(2,304,513)	69%	
Capital Income					
Refuse Management	0	94,465	(94,465)	0%	
	0	94,465	(94,465)	0%	
Capital Expenditure					
Refuse Collection	8,217	0	8,217	0%	
Refuse Management	147,955	204,512	(56,558)	72%	
	156,172	204,512	(48,341)	76%	
Loan Repayments					
Refuse Collection	1,511	4,462	(2,951)	34%	
Refuse Management	36,103	27,171	8,932	133%	
	37,614	31,633	5,981	119%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Recreation Facilities – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Ashburton Museum and Art Gallery	1,129,101	1,669,455	(540,354)	68%	No
Library	905,624	1,326,781	(421,157)	68%	No
Recreation Facilities and Services	3,816,292	5,760,613	(1,944,321)	66%	No
	5,851,017	8,756,849	(2,905,832)	67%	
Operating Expenditure					
Ashburton Museum and Art Gallery	1,296,438	2,161,032	(864,594)	60%	No
Library	1,023,457	1,630,441	(606,984)	63%	No
Recreation Facilities and Services	4,212,087	6,940,797	(2,728,710)	61%	No
	6,531,982	10,732,270	(4,200,288)	61%	
Capital Income					
Library	0	177,598	(177,598)	0%	No
Recreation Facilities and Services	0	33,000	(33,000)	0%	No
	0	210,598	(210,598)	0%	
Capital Expenditure					
Ashburton Museum and Art Gallery	7,582	114,546	(106,963)	7%	No
Library	123,765	265,917	(142,152)	47%	No
Recreation Facilities and Services	112,004	281,947	(169,943)	40%	No
	243,351	662,410	(419,058)	37%	
Loan Repayments					
Recreation Facilities and Services	6,846	10,822	(3,976)	63%	
	6,846	10,822	(3,976)	63%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Recreation & Community Services – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Public Conveniences	446,668	494,633	(47,966)	90%	
Elderly Persons Housing	413,393	743,756	(330,363)	56%	No
Memorial Halls	278,526	312,755	(34,229)	89%	
Reserves and Camping Grounds	538,456	860,563	(322,107)	63%	No
Reserve Boards	406,334	676,777	(270,443)	60%	No
Community Safety	34,800	47,296	(12,496)	74%	
	2,118,177	3,135,781	(1,017,603)	68%	
Operating Expenditure					
Public Conveniences	486,480	578,289	(91,809)	84%	
Elderly Persons Housing	494,969	662,429	(167,460)	75%	Yes
Memorial Halls	436,737	636,788	(200,051)	69%	No
Reserves and Camping Grounds	654,102	1,024,143	(370,041)	64%	No
Reserve Boards	415,653	699,263	(283,610)	59%	No
Community Safety	40,817	57,803	(16,985)	71%	
	2,528,757	3,658,715	(1,129,957)	69%	
Capital Income					
Public Conveniences	0	1,281,771	(1,281,771)	0%	No
Elderly Persons Housing	0	157,234	(157,234)	0%	No
Reserves and Camping Grounds	0	45,000	(45,000)	0%	
Reserve Boards	0	97,084	97,084	0%	
	0	1,581,089	(1,386,921)	0%	
Capital Expenditure					
Public Conveniences	261,681	1,196,979	(935,299)	22%	Yes
Elderly Persons Housing	8,691	216,531	(207,841)	4%	Yes
Memorial Halls	0	20,169	(20,169)	0%	
Reserves and Camping Grounds	8,702	145,000	(136,298)	6%	No
Reserve Boards	11,144	167,623	(156,479)	7%	No
	290,218	1,746,302	(1,456,085)	17%	
Loan Repayments					
Public Conveniences	6,942	210,171	(203,229)	3%	No
Elderly Persons Housing	0	3,640	(3,640)	0%	
Reserves and Camping Grounds	1,200	37,508	(36,308)	3%	
Reserve Boards	40,000	18,250	21,750	219%	
	48,142	269,569	(221,427)	18%	
<i>The above financials include the following:</i>					
Development Contributions	300	0	300	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Recreation & Community Services – Operating Expenditure

Elderly Persons Housing

\$167,460F

Reason for variance

Expenditure is above budget for the upgrading of units. The majority of this work has been budgeted under capital expenditure so it is likely there will be a permanent difference.

Recreation & Community Services – Capital Expenditure

Public Conveniences

\$935,299F

Reason for variance

Replacement facilities at Rakaia Gorge with Matariki viewing platform (\$466,000) and Rakaia Domain (\$195,000) are possibly going to require carry forward at this financial year's end due to project timing issues.

Replacement facilities at the West End of Lake Camp (\$170,000) were scheduled for delivery this financial year. The Council has been advised of some production line delays at the Permaloo factory, which may compromise this timeline.

Elderly Persons Housing

\$207,841F

Reason for variance

The upgrading of units has been budgeted as capital expenditure but due to the nature of the improvements it has been classed as operational expenditure.

Economic Development – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Commercial Property	8,498,304	19,945,300	(11,446,996)	43%	No
Business & Economic Development	550,579	626,637	(76,058)	88%	
District Promotion	183,461	270,465	(87,004)	68%	
Forestry	236,262	966,643	(730,380)	24%	Yes
	9,468,606	21,809,045	(12,340,439)	43%	
Operating Expenditure					
Commercial Property	3,904,453	5,232,004	(1,327,552)	75%	No
Business & Economic Development	571,438	801,554	(230,115)	71%	No
District Promotion	163,032	252,177	(89,146)	65%	
Forestry	318,885	540,373	(221,488)	59%	No
	4,957,807	6,826,108	(1,868,301)	73%	
Capital Income					
Commercial Property	2,054,880	28,530,280	(26,475,400)	7%	No
Business & Economic Development	0	3,000,000	(3,000,000)	0%	No
	2,054,880	31,530,280	(29,475,400)	7%	
Capital Expenditure					
Commercial Property	12,404,228	34,582,010	(22,177,782)	36%	Yes
	12,404,228	34,582,010	(22,177,782)	36%	
Loan Repayments					
Commercial Property	2,660,897	2,519,965	140,932	106%	No
Business & Economic Development	0	3,000,000	(3,000,000)	0%	No
	2,660,897	5,519,965	(2,859,068)	48%	

The above financials include the following:

Development Contributions	0	0	0	0%
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The above financials do not include the following:

Vested Assets	0	0	0	0%
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The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Economic Development – Operating Income

Forestry

\$730,380U

Reason for variance

The log market has now stabilised with log prices lifting and following marketing proposals being submitted by significant Canterbury log buyers a marketing arrangement from Forest Management Ltd has been accepted. It is expected that harvesting will commence at the start of April and most of the block should be harvested prior to the conclusion of the financial year. Estimates of log sale value suggest that forestry will finish with a favourable variance.

Economic Development – Capital Expenditure

Commercial Property

\$22,177,782U

Reason for variance

\$1,923,800 budgeted for the Art Gallery and Heritage Centre for the progressive upgrade of air-conditioning and building work to stabilise the interior environment will remain unspent at year end. The expected completion date for this project is June 2026 and will continue to be a carry-over request as agreed in the 2022/2023 carryover request.

It is likely the Rakaia Medical Centre project will no longer use the majority of the capital funds as they plan to manage and fund much of the renovations themselves. However, Methven Medical Centre is still exploring their requirements, so there will likely be a request for some of this funding to be carried forward into 2023/24 financial year.

There will be a permanent difference on the Te Pataka o Ka Tuhituhi and Te Waharoa a Hine Paaka new build due to timing. Any unspent funds will be subject to a carryover request.

Parks & Open Spaces – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Cemeteries	444,817	560,624	(115,807)	79%	No
Parks and Recreation	4,206,775	4,262,102	(55,327)	99%	
	<u>4,651,592</u>	<u>4,822,726</u>	<u>(171,134)</u>	<u>96%</u>	
Operating Expenditure					
Cemeteries	309,163	589,110	(279,947)	52%	No
Parks and Recreation	2,885,205	3,855,385	(970,180)	75%	No
	<u>3,194,368</u>	<u>4,444,494</u>	<u>(1,250,127)</u>	<u>72%</u>	
Capital Income					
Cemeteries	0	244,379	(244,379)	0%	No
Parks and Recreation	0	4,666,397	(4,666,397)	0%	No
	<u>0</u>	<u>4,910,776</u>	<u>(4,910,776)</u>	<u>0%</u>	
Capital Expenditure					
Cemeteries	5,235	285,906	(280,671)	2%	No
Parks and Recreation	451,456	5,469,751	(5,018,294)	8%	Yes
	<u>456,691</u>	<u>5,755,656</u>	<u>(5,298,965)</u>	<u>8%</u>	
Loan Repayments					
Cemeteries	2,121	5,023	(2,902)	42%	
Parks and Recreation	80,681	58,168	22,513	139%	
	<u>82,802</u>	<u>63,191</u>	<u>19,611</u>	<u>131%</u>	

The above financials include the following:

Development Contributions	300	0	300	0%
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The above financials do not include the following:

Vested Assets	0	0	0	0%
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The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Parks and Open Spaces – Capital Expenditure

Parks and Recreation

\$5,018,294F

Reason for variance

There will be a permanent variance of \$420k in expenditure of capital compared to budget in relation to the Domain Promenade Project. It has been put on hold due to insufficient funding being available to complete the project once the project scope was finalised and costs assessed by a quantity surveyor.

A contract has been awarded for the Ashburton Baring Square East Re-development totalling \$2,449,903. It is expected that approximately 50% of the contract amount will be spent by 30th of June 2023. Contract works is expected to be completed in September 2023.

Ashburton Domain Pond Edging \$305,000 - Contractors are now forecasting a delivery timeline of mid-year. Therefore, staff expect this will most likely roll over the year's end date and require a component of carry forward.

Ashburton Domain Lighting upgrade \$123,000 - Work has commenced however, contractors have flagged some component delivery timeline pressures. So, a component of this funded allocation may need to be rolled over at year's end and require of carry forward.

Community Governance & Decision Making – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Council	1,742,379	2,613,197	(870,818)	67%	No
Methven Community Board	101,743	145,179	(43,436)	70%	
Youth Council	7,790	10,485	(2,696)	74%	
Community Grants Funding	1,437,104	1,471,781	(34,677)	98%	
Water Zone Committee	160,680	244,427	(83,747)	66%	
	3,449,697	4,485,070	(1,035,373)	77%	
Operating Expenditure					
Council	2,000,990	3,456,427	(1,455,438)	58%	No
Methven Community Board	78,875	150,495	(71,620)	52%	
Youth Council	4,014	14,664	(10,650)	27%	
Community Grants Funding	877,498	1,150,462	(272,964)	76%	No
Water Zone Committee	99,888	472,580	(372,692)	21%	No
	3,061,264	5,244,628	(2,183,364)	58%	
Loan Repayments					
Community Grants Funding	99,000	99,000	0	100%	
Water Zone Committee	18,000	18,000	0	100%	
	117,000	117,000	0	100%	

The above financials include the following:

Development Contributions	775,966	512,560	263,406	151%
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The above financials do not include the following:

Vested Assets	0	0	0	0%
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The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Environmental Services – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Environmental Health	64,214	110,471	(46,257)	58%	
Building Regulation	1,793,249	2,334,311	(541,062)	77%	No
Emergency Management	123,251	185,148	(61,897)	67%	
Liquor Licensing	164,678	191,294	(26,616)	86%	
Land Information Memorandum	57,802	104,593	(46,791)	55%	
Parking	150,058	249,083	(99,025)	60%	
Animal Control	408,266	509,177	(100,911)	80%	No
Resource Consents	438,839	699,119	(260,280)	63%	No
Monitoring and Enforcement	215,057	333,114	(118,057)	65%	No
Planning	345,895	509,871	(163,976)	68%	No
	3,761,309	5,226,182	(1,464,872)	72%	
Operating Expenditure					
Environmental Health	170,836	214,123	(43,286)	80%	
Building Regulation	1,686,549	2,409,734	(723,185)	70%	No
Emergency Management	59,926	119,216	(59,290)	50%	
Liquor Licensing	122,540	219,393	(96,853)	56%	
Land Information Memorandum	67,882	104,593	(36,712)	65%	
Parking	164,994	260,544	(95,550)	63%	
Animal Control	352,504	546,645	(194,141)	64%	No
Resource Consents	449,213	763,266	(314,053)	59%	No
Monitoring and Enforcement	189,377	430,058	(240,681)	44%	No
Planning	302,968	517,523	(214,555)	59%	No
	3,566,790	5,585,096	(2,018,306)	64%	
Loan Repayments					
Animal Control	8,800	4,400	4,400	200%	
Planning	128,109	144,302	(16,193)	89%	
	136,909	148,702	(11,793)	92%	

The above financials include the following:

Development Contributions	0	0	0	0%
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The above financials do not include the following:

Vested Assets	0	0	0	0%
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The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Miscellaneous, Dividends & Internal Overheads – Income & Expenditure Report

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Dividends and Interest	2,119,960	2,151,450	(31,490)	99%	Yes
Library and Civic Centre	219,302	485,873	(266,571)	45%	No
Leadership Team	1,058,050	1,698,806	(640,756)	62%	No
People & Capability	643,464	1,199,319	(555,855)	54%	No
Information Systems	2,251,408	3,745,331	(1,493,923)	60%	No
Customer Services	444,219	736,471	(292,253)	60%	No
Treasury	770,991	1,508,289	(737,298)	51%	No
Rates	468,546	812,446	(343,900)	58%	No
Community Relations	527,629	969,454	(441,825)	54%	No
Communications	532,545	952,570	(420,025)	56%	No
Property Administration	997,034	1,611,079	(614,045)	62%	No
Service Delivery	2,890,789	4,035,272	(1,144,483)	72%	No
Parks Administration	2,150,863	3,736,098	(1,585,234)	58%	No
Plant Operations	823,504	869,489	(45,985)	95%	
	15,898,304	24,511,947	(8,613,643)	65%	
Operating Expenditure					
Dividends and Interest	147	52,556	(52,409)	0%	
Library and Civic Centre	228,166	485,873	(257,708)	47%	No
Leadership Team	1,058,050	1,698,806	(640,756)	62%	No
People & Capability	643,464	1,421,819	(778,355)	45%	No
Information Systems	2,295,377	3,745,329	(1,449,952)	61%	No
Customer Services	444,177	736,471	(292,294)	60%	No
Treasury	770,315	1,548,289	(777,974)	50%	No
Rates	519,653	812,446	(292,793)	64%	No
Community Relations	527,573	989,449	(461,876)	53%	No
Communications	532,545	805,636	(273,091)	66%	No
Property Administration	997,037	1,701,019	(703,981)	59%	No
Service Delivery	2,890,789	4,035,534	(1,144,745)	72%	No
Parks Administration	2,158,112	3,739,251	(1,581,139)	58%	No
Plant Operations	712,026	869,489	(157,463)	82%	No
	13,777,432	22,641,966	(8,864,535)	61%	
Capital Income					
Information Systems	0	134,893	(134,893)	0%	No
Plant Operations	194,018	103,000	91,018	188%	
	194,018	237,893	(43,875)	82%	
Capital Expenditure					
Information Systems	256,653	619,104	(362,451)	41%	Yes
Plant Operations	152,771	631,515	(478,744)	24%	No
	409,424	1,250,619	(841,195)	33%	

The above financials include the following:

Development Contributions	0	0	0	0%
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The above financials do not include the following:

Vested Assets	0	0	0	0%
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The above financials do not include appropriations - to and from activities

Note: Loan Repayments include a portion relating to last years budgeted loan repayments due to timing of loans maturing.

Miscellaneous, Dividends & Internal Overheads – Operating Income

Dividends and Interest

\$31,490U

Reason for variance

Dividends for the year have been received from Transwaste of \$549,000 and ACL of \$1,043,478. Interest income for the period ending February is already well above the full year budgeted amount and will be a permanent difference. This is due to general interest rate increases which have been actively taken advantage of.

Miscellaneous, Dividends & Internal Overheads - Capital Expenditure

Information Systems

\$362,451F

Reason for variance

Commitments of \$82,000 exist for planned works that are on-going. Future works related to the renewal of core server infrastructure, desktop infrastructure and aerial imagery are planned, but are yet to commence or incur cost. While work is expected to commence before the end of the financial year, these may not be completed by 30 June and therefore a permanent variance is indicated.

Loan Repayments

For period ending 28 February 2023

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Loan Repayments	5,000,000	8,503,149	(3,503,149)	59%	No

\$5m of Loan Repayments relates to last years budgeted loan repayments which were actioned in this financial year due to the timing of loans maturing. This repayment will be in addition to the budgeted repayments for the current year ending June 2023.

Balance Sheet

As at 28 February 2023

	YTD Actual	2022 Actual
Public Equity		
Ratepayers Equity	510,413,159	496,053,000
Revaluation Reserves	359,380,997	359,381,082
Funds and Reserves	66,194,898	66,002,918
	935,989,054	921,437,000
Non-Current Liabilities		
External Loans	85,600,000	90,600,000
Other Term Liabilities	339,151	696,000
	85,939,151	91,296,000
Current Liabilities		
Trade Creditors	963,117	3,529,670
GST	(665,408)	(1,358,019)
Deposits & Bonds	1,553,477	809,081
Other Current Liabilities	2,774,570	1,194,190
Accrued Liabilities	4,375,880	9,592,078
	9,001,636	13,767,000
Total Equity & Liabilities	1,030,929,841	1,026,500,000
Fixed Assets	147,166,918	149,578,997
Infrastructural Assets	780,353,949	789,688,225
Work in Progress	63,900,111	34,493,430
Advances	576,402	608,482
Shares	10,471,686	10,471,686
Current Assets		
Cash & Bank	11,660,881	11,432,424
Cash Investments	9,100,859	20,000,000
Receivables	4,491,643	(1,476,327)
Provision for Doubtful Debts	(58,933)	(58,939)
Stock	76,705	75,824
Accruals	2,483,761	10,998,784
Other Current Assets	705,861	687,414
	28,460,776	41,659,180
Total Assets	1,030,929,841	1,026,500,000

Net Debt and Borrowings

As at 28 February 2023

Net Debt

85.60 M External Loans	-	20.76 M Liquid Assets	=	64.84 M Net Debt
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External Borrowing

Local Government Funding	Amount	Rate		Maturity
LGFA 2022	7,000,000	5.15%	Floating	13-May-23
LGFA 2017	5,000,000	4.65%	Floating	15-Apr-23
LGFA 2018	2,000,000	4.23%	Floating	15-Apr-24
LGFA 2020 Coupon	5,000,000	4.56%	Floating	15-Apr-24
LGFA 2022	5,000,000	4.29%	Floating	15-Apr-24
LGFA 2022	3,000,000	4.30%	Floating	15-Apr-25
LGFA 2022	5,000,000	4.36%	Floating	15-Apr-25
LGFA 2021	7,000,000	4.38%	Floating	15-Apr-25
LGFA 2020	10,000,000	4.64%	Floating	15-Apr-26
LGFA 2020 Coupon	5,000,000	1.99%	Fixed	15-Apr-27
LGFA 2020 Coupon	5,000,000	1.66%	Fixed	15-Apr-27
LGFA 2021 Coupon	16,600,000	2.61%	Fixed	15-May-28
LGFA 2022	<u>10,000,000</u>	4.75%	Floating	20-Apr-29
Total External Funding	85,600,000			

Borrowing by Activity

As at 28 February 2023

Activity	External Borrowing	Internal Borrowing
Commercial Property	42,369,238	4,962,685
Wastewater	18,310,980	708,879
Drinking Water	10,404,987	1,938,505
Environmental Services	833,006	-
Stormwater	2,916,797	-
Cemeteries	1,650,960	85,490
Water Resources	343,360	-
Arts & Culture	2,146,004	-
Refuse and Recycling	676,735	138,412
Stockwater	219,567	113,727
Roading	3,013,289	4,168,126
Footpaths	684,328	-
Recreation Facilities	49,106	-
Civic Building	43,794	-
Parks	1,046,865	709,194
Camping	16,873	-
Public Conveniences	184,112	-
Reserve Boards	690,000	-
Total	85,600,000	12,825,019

Council Investments

As at 28 February 2023

Listed below are the current significant investments held by Council.

Term deposits	Principal	Interest	Term	Maturity
Westpac	5,000,000	4.11%	1 Month	24-Mar-23
Kiwibank	1,000,859	5.72%	5 Years	19-Oct-27
	6,000,859			

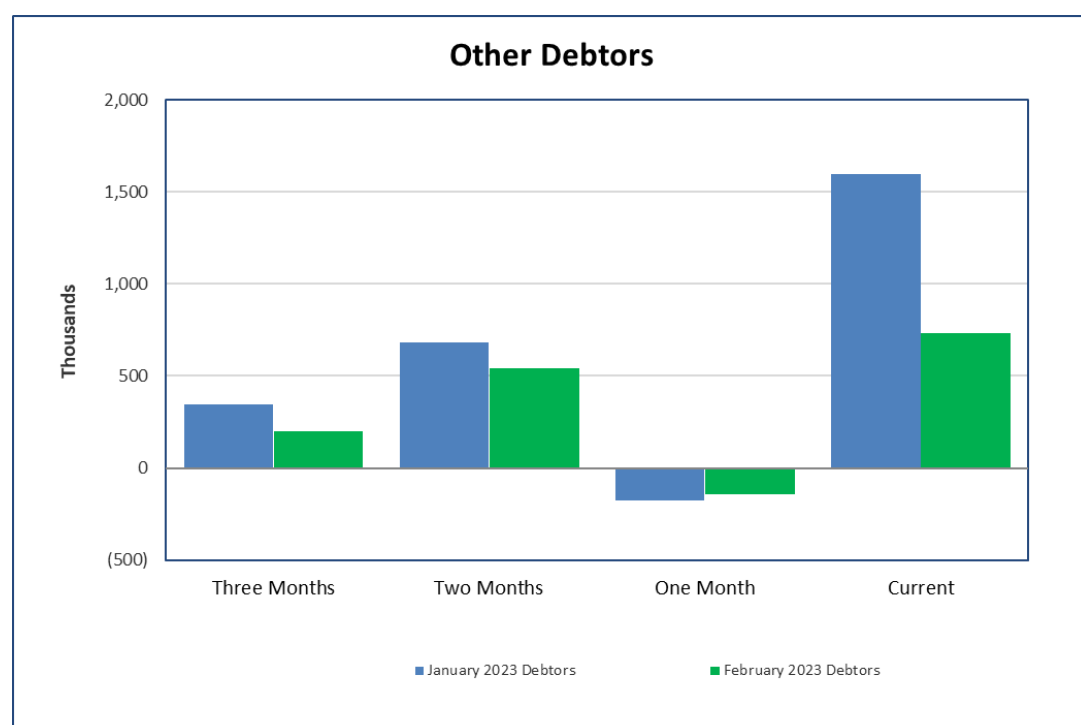
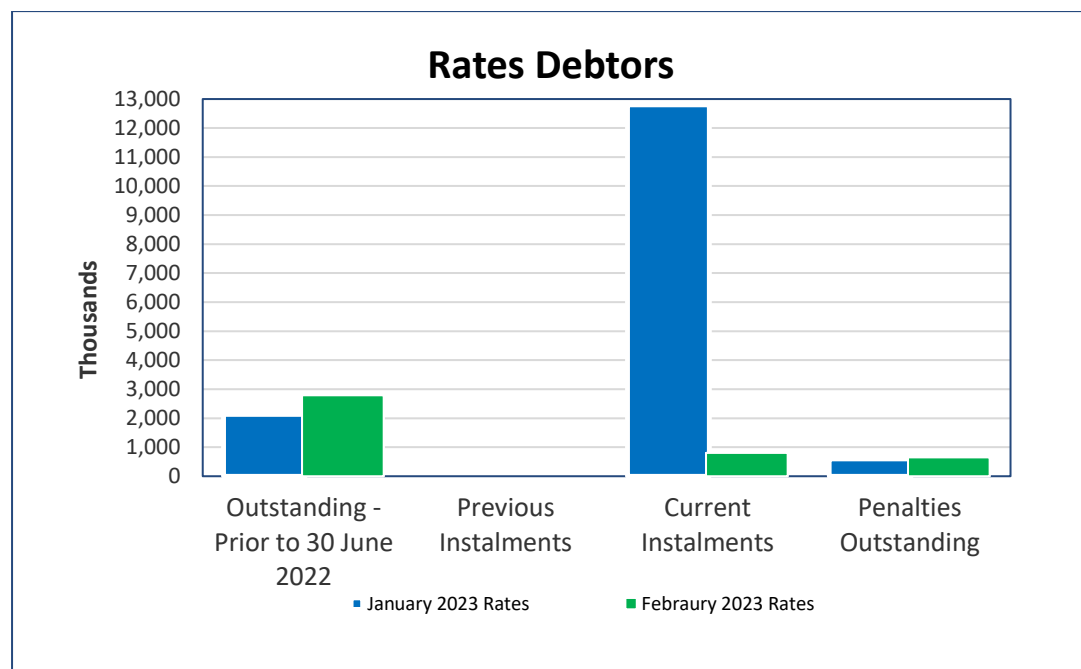
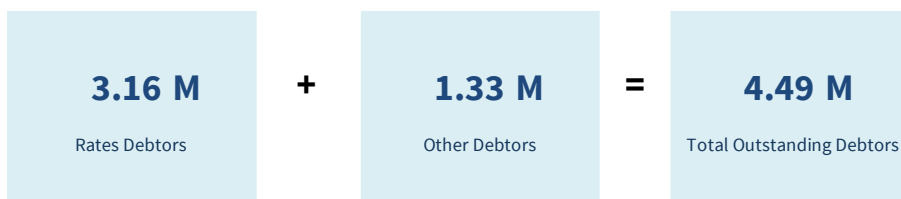
Local Authority Stock and Bonds	Principal	Coupon	Yield	Maturity
Bonds				
BNZ	1,000,000	4.10%	4.51%	15-Jun-23
ANZ	1,000,000	3.00%	6.07%	17-Sep-26
Westpac	1,100,000	6.19%	6.05%	16-Sep-27
	3,100,000			
	9,100,859			

Advances	
Eastfield Investments	576,402
	576,402

Shares	
Ashburton Contracting Ltd	4,500,000
NZ Local Govt Co-op Shares	55,456
RDR Management	1,146,430
Transwaste Canterbury Ltd	1,128,000
ATS	500
Electricity Ashburton Rebates	1,300
LGFA Equity	1,875,000
Eastfield Investments	1,765,000
	10,471,686

Receivables Summary (Including Prior Month Comparative)

As at 28 February 2023



Ashburton District Council
EA Networks Centre - Income & Expenditure Report
for period ending 28 February 2023

	Transfers	Default	Retail	Room Rental/Events				Aquatic				Fitness				Grand Total			
	Transfers	Default	Retail	Meeting Rooms	Stadium	Events	Total	Pool	Tinwald Pool	Learn to Swim	Total	Gymnasium	Aquasize	Group Fitness	Total	Total		Variance	Percentage of Budget
	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Budget Full Year		
Operating Income																			
Fees	655	-	-	-	93,582	46,151	139,733	299,618	-	287,144	586,763	224,675	13,306	95,721	333,702	1,060,854	1,743,197	682,343	61%
Grants	18,000	-	-	-	2,492	-	2,492	6,352	-	-	6,352	-	-	-	-	26,844	82,320	55,476	33%
Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	432	432	0%
Sales	-	-	78,246	-	-	-	-	-	-	-	-	-	-	-	-	78,246	72,030	(6,216)	109%
Sundry Income	-	-	-	-	-	190	190	-	-	-	-	-	-	-	-	190	-	(190)	0%
Treasury Internal Recoveries	-	41,182	-	-	-	-	-	-	-	-	-	-	-	-	-	41,182	-	(41,182)	0%
Rates	-	2,593,040	-	-	-	-	-	-	-	-	-	-	-	-	-	2,593,040	3,862,635	1,269,595	67%
Other Income	-	-	-	-	-	-	-	7,847	-	1,505	9,352	3,250	-	3,334	6,584	15,936	-	(15,936)	0%
	18,655	2,634,222	78,246	-	96,074	46,341	142,415	313,817	-	288,650	602,467	227,925	13,306	99,055	340,286	3,816,292	5,760,613	1,944,321	66%
Operating Expenses																			
Variable costs																			
Personnel Costs	-	-	-	-	26,393	35,202	61,595	-	-	257,223	257,223	-	-	96,143	96,143	414,960	648,332	233,372	64%
Financial / Professional Costs	35,435	-	-	-	5,994	-	5,994	7,984	-	-	7,984	5,994	4,272	-	10,266	59,678	104,285	44,607	57%
Promotional Costs	5,618	1,962	-	-	234	2,341	2,575	1,938	255	402	2,596	104	-	-	104	12,855	47,925	35,070	27%
General Costs	56,883	9,100	-	-	520	17	538	30,735	7,361	-	38,096	2,666	-	739	3,405	108,022	143,879	35,858	75%
Purchases	5,201	121	59,972	-	1,627	19	1,646	7,455	2,397	3,589	13,442	935	591	1,380	2,906	83,287	100,902	17,615	83%
Property / Plant Costs	73,324	1,171	-	-	720	-	720	1,474	-	-	1,567	817	-	20	837	77,620	161,058	83,438	48%
Energy Costs	(97,158)	-	9,424	5,770	36,927	-	42,697	280,885	2,636	-	283,521	13,925	-	8,001	21,926	260,410	513,555	253,145	51%
Centre Maintenance	75,757	-	-	-	1,380	-	1,380	19,136	-	-	19,136	1,750	376	-	2,125	98,399	144,735	46,336	68%
	155,060	12,354	69,396	5,770	73,795	37,579	117,144	349,607	12,649	261,307	623,563	26,191	5,239	106,282	137,713	1,115,230	1,864,671	749,440	60%
Contribution Margin	(136,404)	2,621,868	8,850	(5,770)	22,279	8,762	25,272	(35,790)	(12,649)	27,342	(21,097)	201,734	8,067	(7,228)	202,573	2,701,062	3,895,943	1,194,881	69%
Fixed costs																			
Salaries	367,466	15,537	-	-	-	-	-	437,780	-	-	437,780	216,148	1,426	-	217,574	1,038,357	1,683,370	645,013	62%
Office Costs	27,330	-	-	-	535	658	1,193	4,140	80	545	4,765	6,407	70	11,201	17,677	50,965	118,095	67,130	43%
Registrations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,627	-	0%
Security	8,834	-	-	-	177	-	177	-	-	-	-	-	-	-	-	9,010	3,408	(5,602)	264%
Fire Protection	-	-	-	-	32	-	32	706	-	-	706	-	-	-	-	739	-	(739)	0%
Interest	4,153	413	-	-	-	-	-	-	-	-	-	-	-	-	-	4,748	6,304	1,556	75%
Internal Rental	-	-	7,141	11,659	559,601	-	571,259	403,671	-	-	403,671	52,755	-	30,311	83,066	1,065,137	1,597,706	532,568	67%
Centre Overhead	(606,873)	-	49,921	10,256	117,856	-	128,113	161,849	4,563	70,430	236,843	138,276	-	53,720	191,996	-	-	-	0%
	(199,090)	15,950	57,062	21,915	678,200	658	700,773	1,008,147	4,643	70,975	1,083,765	413,585	1,496	95,415	510,496	2,168,957	3,411,510	1,242,553	64%
Surplus (Loss) before Council Overhead	62,686	2,605,918	(48,212)	(27,685)	(655,921)	8,104	(675,502)	(1,043,937)	(17,293)	(43,632)	(1,104,861)	(211,851)	6,571	(102,643)	(307,922)	532,105	484,433	(47,672)	110%
Council Overhead	-	704,413	-	-	-	-	-	-	-	-	-	-	-	-	-	704,413	1,163,898	459,485	61%
Operating Profit / (Loss)	62,686	1,901,505	(48,212)	(27,685)	(655,921)	8,104	(675,502)	(1,043,937)	(17,293)	(43,632)	(1,104,861)	(211,851)	6,571	(102,643)	(307,922)	(172,308)	(679,465)	(507,157)	25%
Depreciation Costs																			
Depreciation - Office Equipment	1,110	41,727	-	-	-	-	-	-	-	-	-	-	-	-	-	42,837	500,719	457,882	9%
Depreciation - Furniture & Fittings	8,434	91	-	-	-	-	-	-	-	-	-	-	-	-	-	8,525	-	(8,525)	0%
Depreciation - Computer Equipment	3,081	-	-	-	-	-	-	68	-	-	68	-	-	-	-	3,149	-	(3,149)	0%
Depreciation - Buildings	58,540	-	-	-	25,299	-	25,299	204	-	-	204	-	-	-	-	84,043	-	(84,043)	0%
Depreciation - Light Plant	700	-	-	-	16,188	-	16,188	24,977	298	-	25,276	42,769	-	-	42,769	84,933	-	(84,933)	0%
	71,866	41,817	-	-	41,486	-	41,486	25,250	298	-	25,549	42,769	-	-	42,769	223,487	500,719	277,232	45%
Capital Expenditure																			
Loan Principal Repayment	-	6,846	-	-	-	-	-	-	-	-	-	-	-	-	-	6,846	10,822	3,976	63%
Additions / Alterations	-	-	-	-	-	-	-	4,624	-	-	4,624	-	-	-	-	4,624	10,000	5,376	46%
Other Asset Purchases	1,081	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,081	22,074	20,993	5%
Cyclic Renewals	-	-	-	-	-	-	-	96,648	-	-	96,648	4,452	-	2,948	7,400	104,048	216,873	112,825	48%
Cyclic Renewals Carryovers	2,251	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,251	33,000	30,749	7%
	3,332	6,846	-	-	-	-	-	101,272	-	-	101,272	4,452	-	2,948	7,400	118,850	292,768	173,919	41%

16. Mayor's Report

16.1 Flood Relief Fund

Funds have now been paid to the various cyclone-affected Councils and we have received the following messages of appreciation from the recipient Councils:

E te Rangatira, tēnā kōe Neil

My sincere thanks for your support and contribution to our relief efforts. We are humbled by how our local government whānau have swung in behind us, and the generosity from around the country and even the world is amazing. Now that we are 4 weeks in, our people are now grappling with how to find some sort of normality as they try to juggle damage, clean-up, insurance companies, finance and uncertainty – on top of work and family life. The things we are being able to do with the Mayoral Fund are offering small but important relief opportunities to give these families something “normal” to grasp on to – food, supplies, dog kennels, firewood, lawn mowers – the small things that are so easy to overlook but are so vital.

Ngā Manaakitanga
Mayor Alex Walker

Central Hawke's Bay District Council

Kia ora Mayor Neil!

Our huge thanks to Ashburton for the support! The funding will help whānau directly impacted by Cyclone Gabrielle!

Ngā mihi nui,
Mayor Moko Tepania

Far North District Council

Hi Neil - that is fantastic and so generous.

Thank you very much!

Kind regards,
Mayor Rehette Stoltz

Gisborne District Council

Kia Ora Neil

Many thanks for sharing your kind words and wonderful support from Ashburton. The enormity of the situation is really hitting home.

It is so sad and so hard for so many across the District. We are tracking well with a Regional Recovery Plan, focusing firstly on the hardest hit, the Primary Sector and Horticulture Sector with a Plan going to the Government. We have 28,000 damaged homes, 800km of rural roads which have been cleared and 5 Bailey bridges going in over the next 5 weeks. Each day brings more improvements - collection of silt and flood damaged goods is on-going for the next three months.

Thank you again for your kind donation. We are grateful to our Local Government partners, whom we could not get through this without.

Ngā mihi
Mayor Sandra Hazlehurst
Hastings District Council

Hi Neil

Thank you for reaching out and your support during this difficult time. Please extend our thank you to your community for their generous donation.

Nga mihi nui
Mayor Kirsten Wise
Napier City Council

Kia ora Mayor Neil

Thank you for your email and kind words.

We are so very grateful to the Ashburton community for their generous donations to contribute to our Mayoral relief fund. Please pass on our appreciation and especially the heartfelt thanks from those affected in the Tinui district.

Can you please advise if you would be happy for us to publicise how appreciative we are that your community have 'adopted' us and contributed generously towards those in need after the effects of Cyclone Gabrielle?

Once again, a huge thank you to the Ashburton District Council and Ashburton community.

Ngā mihi
Mayor Gary Caffell
Masterton / Whakaoriori

Tēnā koe Neil

Mayor Wayne Brown has asked me to pass on his sincere thanks to you and the entire Ashburton region for supporting Aucklanders during their time of need.

Your support and generosity are greatly appreciated. I have asked the team managing the fund to contact your office directly with the bank details.

Ngā mihi
Ropu Erueti
Office of the Mayor of Auckland

Tararua District Council – letter attached

Appendix 1

16.2 Second Urban Bridge

Myself and the CE met with Hon. Michael Wood in Wellington on Tuesday 28 March to discuss funding of the second urban bridge. We received a positive reception with both parties agreeing that there is a definite need for a second bridge and the main reason being resilience of the network to connect the South Island and Tinwald and Ashburton in the event that the existing SH1 bridge is damaged in a weather event.

There is significant pressure on the National Land Transport Programme due to Cyclone Gabrielle and Minister Wood requested that we explore alternative funding options that will make the bridge project a reality.

16.3 Meetings

- **Mayoral calendar**

March 2023

- 13 March: Transwaste's Shareholders Event
- 14 March: Bev Skates
- 14 March: David Simpson – HEB with CE Hamish Riach
- 15 March: Poppy Surridge – TUIA representative with Deputy Mayor Liz McMillan
- 15 March: Pamela Peters – Pamela Peters Limited
- 15 March Council Meeting
- 16 March: Standing Orders workshop
- 16 March: LGNZ Leaders' meeting (via Zoom)
- 16 March: Official opening of Mainfreight's new Ashburton facility
- 17 March: The Breeze radio interview
- 17 March: Christine Sanderson
- 17 March: HHWET
- 18 March: Methven A&P show
- 20 March: Mt Hutt College International students
- 21 March: RDRML Board meeting
- 22 March: C4LD Plenary Group meeting (via Zoom)
- 22 March: Council Activity briefings
- 22 March: Audit & Risk
- 22 March: Councillor only activity briefing
- 28 March: Minister Wood and Minister McAnulty with CE Hamish Riach
- 28 March: National MP Simeon Brown
- 28 March: NZ Airport Association reception hosted by Minister McAnulty
- 29 March: Lower Rakaia River Rating Liaison committee
- 30 March: Councillor Bus Trip
- 30 March: LGNZ Leaders' meeting (via Zoom)
- 31 March: Hokonui radio interview
- 31 March: Selwyn District Council Civic reception

April 2023

- 3 April: Andrew Colville – Bell Electric with CE Hamish Riach
- 3 April: Grasshoppers meeting
- 4 April: Waka Kotahi presentation of final design for Tinwald corridor upgrade
- 4 April: Ākōna Wellbeing workshop
- 4 April: Ashburton Town Watch Society meeting
- 5 April: LTP workshop
- 5 April: Council meeting

Recommendation

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

Appendix 1



27 March 2023

Ashburton District Council
Via email: mayor@adc.govt.nz

Kia ora Neil

Thank you so very much for your kind words and support for the pain we are experiencing as we face our recovery from Cyclone Gabrielle.

The support from Ashburton District Council has been incredible and really demonstrates how as local government and a nation that we look after each other and those in need. We will announce and acknowledge the generous support of your community at our council meeting this week and I know that it means a great deal to know others care when people need it the most.

We are six weeks in and our farmers are still working hard to get full access to their properties, clearing fences, our coastal communities are still clearing silt and whilst roads are open, I describe them as a 4x4 adventure.

The funds you have raised will assist meeting the many needs in our community. Like all those districts impacted, the gravity of recovery and wide social and financial impacts are starting to be seen and felt.

Our sincerest thanks and we will remember your generosity always.

Tararua District Mayoral Relief Fund account number: 03-0614-0088406-01

Ngā mihi nui

Tracey Collis
Mayor

