

Ashburton District Council

AGENDA

Notice of Meeting:

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

Date: Thursday 9 April 2020
Time: 1.00pm
Venue: Attendees via Zoom remote access

Membership

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

Meeting Timetable

Time	Item
11am	Experience Mid Canterbury PUBLIC EXCLUDED - James Urquhart (via Zoom)
1.00pm	Council Meeting commences
2pm	NZTA update - Jim Harland (and other NZTA representatives) via Zoom

1 Apologies

2 Extraordinary Business

3 Declarations of Interest

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

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Business Transacted with the Public Excluded

18	Council – 27/02/20	113
	• Audit, Risk & Finance	Section 7(2)(h) Commercial activities
	• ACL Quarterly report	Section 7(2)(h) Commercial activities
	• Eastfield Investments Ltd	Section 7(2)(h) Commercial activities
	[Now in open meeting]	
	• Appointment of DLC Commissioners	
	• Bridge replacements – Arundel Rakaia Gorge Rd	

	<ul style="list-style-type: none"> • ADC credit rating • CE performance review process 	
19	Audit, Risk & Finance – 19/03/20	117
	<ul style="list-style-type: none"> • Health & Safety report Section 7(2)(a) Protection of privacy of natural persons 	
20	COVID-19 Response Committee – 2/04/20	118
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21	Library & Civic Centre Project Control Group – 23/03/20	119
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	<ul style="list-style-type: none"> - CEO Six-month performance review Section 7(2)(a) Protection of privacy of natural persons 	

6 April 2020

4. Council Meeting – 27/02/20

Minutes of the Council meeting held on Thursday 27 February 2020, commencing at 9am, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

In attendance

Hamish Riach (Chief Executive), Paul Brake (GM Business Support), Jane Donaldson (GM Strategy & Compliance), Neil McCann (GM Infrastructure Services), Sarah Mosley (Manager People & Capability), Ruben Garcia (Communications Manager) and Phillipa Clark (Governance Team Leader).

Staff present for the duration of their reports: Richard Mabon (Senior Policy Advisor), Rachel Thomas (Policy Advisor), Bert Hofmans (Open Spaces Planner), Bevan Rickerby (Economic Development Manager), Colin Windleborn (Commercial Manager).

Three members of the public - Dan McLaughlin (Methven Community Board), Lesley Symington and John Driscoll (Community House).

Presentations

- Ashburton Contracting Ltd – 11am-11.45am

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:

- | | |
|---|--------------------|
| • New sound system for Council Chamber – budget request | |
| | McMillan/Rawlinson |
| | Carried |
| • Road Closure – McCrorys Road | |
| | Letham/Falloon |
| | Carried |
| • Library & Civic Centre PCG minutes 24/02/20 (<i>supplementary to item 21</i>) | |
| | Lovett/Braam |
| | Carried |

The Mayor gave notice that item 16 has been withdrawn from the Agenda. Representatives from the Experience Mid Canterbury Board are unable to attend the meeting today.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes – 19/12/19

That the minutes of the Council meeting held on 19 December 2019, be taken as read and confirmed.

McMillan/Cameron

Carried

5 Community Services Committee

That the minutes of the Community Services Committee meeting held 30 January 2020, be received.

McKay/Braam

Carried

- **Terms of Reference – Community Services Committee**

That Council adopts the Terms of Reference for the Community Services Committee, as amended on 30/02/20.

McKay/Mayor

Amendment

That Council adopts the Terms of Reference for the Community Services Committee, as presented and including the GM Community Services.

Wilson/Braam

Carried

The amendment became the substantive motion and was carried.

Cr McKay recorded his vote against the motion

- **Submission on Proposed National Policy Statement – Indigenous Biodiversity**

That Council approves the submission on the proposed National Policy Statement for Indigenous Biodiversity.

McKay/Braam

Carried

- **Community Grants & Funding Policy**

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

McKay/Rawlinson

Carried

6 Environmental Service Committee

That the minutes of the Environmental Services Committee meeting held 30 January 2020, be received.

Rawlinson/Falloon

Carried

- **Terms of Reference – Environmental Services Committee**

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

Rawlinson/Lovett

Carried

7 Infrastructure Services Committee

That the minutes of the Infrastructure Services Committee meeting held 30 January 2020, be received.

Wilson/Braam

Carried

- **Terms of Reference – Infrastructure Services Committee**

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

Wilson/Rawlinson

Carried

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

That Council receives the report; and

That Council notes that the waste disposal levy submission, incorporating the minor adjustments agreed by the Committee, has been forwarded to the Ministry for Environment.

Braam/Wilson

Carried

8 Bylaw and Policy Committee

That the minutes of the Bylaw and Policy Committee meeting held 4 February 2020, be received.

Falloon/McKay

Carried

- **Terms of Reference – Bylaw and Policy Committee**

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

Falloon/Letham

Carried

- **Bylaw and Policy Review Update**

That Council receives the report.

That Council approves the policy projects for 2020.

Falloon/Letham

Carried

- **Procurement Policy**

That Council adopts the revised Procurement Policy.

Falloon/McKay

Carried

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

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

Falloon/McMillan

Carried

- **Review of Assets Disposal Policy**

That Council adopts the revised Asset Disposal Policy subject to a definition of a community group being provided to Council.

Wilson/McMillan

Carried

9 Audit, Risk & Finance Committee

That the minutes of the Audit, Risk & Finance Committee meeting held 4 February 2020, be received.

Braam/Falloon

Carried

10 Town Centre Subcommittee

That the minutes of the Town Centre Subcommittee meeting held 4 February 2020, be received.

Cameron/McKay

Carried

- **Terms of Reference – Town Centre Subcommittee**

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

Cameron/Rawlinson

Carried

- **Street plaques to highlight history of Ashburton**

The Mayor reported that correspondence received from Historic Places Mid Canterbury will be referred to the Town Centre Subcommittee. This group has shown interest in being part of the street plaque project.

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

Lovett/Falloon

Carried

11 Methven Community Board

That the minutes of the Methven Community Board meeting held 20 January 2020, be received.

McMillan/Letham

12 Ashburton Domain Development Plan

While there was some support for removing reference from the plan to the future relocation of the bowling green, Council heard that an amendment would require a full re-work of the draft plan. The Open Spaces Planner reminded Council that the bowling green area has been identified as the 'heart' of the Domain and professional expertise is saying it should be used as a central hub.

Councillors speaking in support of the recommendation agreed that the plan, in its proposed format, should go out for consultation without amendment. All parties will have the opportunity to have their say and Council's decision on whether or not to retain the bowling green on its current site will be made after submissions have been considered.

The Chief Executive reported that he has met with representatives of the Ashburton Bowling Club to explain that this is a 30 year plan and Council is not intending to alter the Club's lease before it expires.

That the Ashburton Domain Development Plan be amended to remove reference to relocating the bowling green.

McKay/Wilson

A show of hands gave a 3 for 7 against and the motion failed to pass.

That Council adopts the draft Ashburton Domain Development Plan for consultation with the community for five weeks.

Braam/McMillan

Carried

13 Delegations Manual

That Council adopts the Ashburton District Council Delegations Manual (2020).

Braam/McMillan

Carried

14 Local Governance Statement

That Council adopts the Local Governance Statement 2019-21.

Falloon/Wilson

Carried

15 Citizens Advice Bureau – Seed funding request

That Council provides Community House Mid Canterbury seed funding of \$48,394 in 2019-20 for the establishment of a Citizens Advice Bureau in Community House

- a) **That** Council provides the seed funding on the condition that the provision of visitor information is included in the CAB for a 12 month trial period.
- b) **That** Council provides the seed funding in 2019/20 from the Economic Development budget.

McMillan/Lovett

Carried

17 Reserve and Hall Boards – Triennial Meetings

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

McKay/Cameron

Carried

18 Mayor's Report

That Council receives the Mayor's report.

Mayor/Rawlinson

Carried

Extraordinary Business

New conference and sound system for Council Chamber

That Council approves the purchase of a new Council Chamber conference system, and this be funded from savings in the 2019/20 Information Services capital expenditure budget.

Braam/McMillan

Carried

Council adjourned for morning tea from 10.15am to 10.35am.

Road Closure – NZ Land Speed Record attempt

That, subject to Council's approval of a safety management plan, the following road will be closed from 8am on Friday 3 April 2020, until 4.30pm on Sunday 5 April 2020 to allow the NZ Land Speed Record attempt to be held:

McCrorys Road from Awaroa School Road to Kyle Road intersection.

McKay/Lovett

Carried

New and Long Serving Staff

The Manager People & Capability introduced new staff Gary Stanforth (Accountant) and Aisling O'Reilly (PA to Chief Executive).

Council acknowledged the long service of Dave Folley (Plant & Maintenance Officer at EANC – 5 years).

Business transacted with the public excluded – 10.43am

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:	
19	Council 19/12/19	Section 7(2)(h)	Commercial activities
20	Audit, Risk & Finance Committee 4/02/20	Sections 7(2)(h) & 7(2)a	Commercial activities Protection privacy natural persons
21	Library & Civic Centre Project Control Group 30/01/20 and 24/02/20	Section 7(2)(h)	Commercial activities
22	Appointment of DLC Commissioners	Section 7(2)(a)	Protection privacy natural persons
23	CON00109 Bridge Replacements - award	Section 7(2)(h)	Commercial activities
24	Eastfield Investments Ltd CBD parking	Section 7(2)(h)	Commercial activities
25	ADC Credit rating	Section 7(2)(h)	Commercial activities
26	CE Performance Review process	Sections 7(2)(h) & 7(2)a	Commercial activities Protection privacy natural persons
27	ACL Report – December 2019	Section 7(2)(h)	Commercial activities

McKay/Letham

Carried

Business transacted with the public excluded now in open meeting

• Appointment of DLC Commissioners

That Council recommend to the Chief Executive that Robin Kilworth and Simon McDonnell be appointed as Commissioners of the District Licensing Committee for a period of five years.

Mayor/Braam

Carried

• Bridge replacements, Arundel Rakaia Gorge Road 2019-20

That Council accepts the tender from Smith Crane & Construction for contract CON00109 – Bridge Replacements, Arundel Rakaia Gorge Road for the amount of \$1,576,469.00 (excluding GST).

McKay/Wilson

Carried

- **ADC Credit rating**

That Council publishes the Fitch rating of AA+.

McMillan/Braam

Carried

- **Chief Executive performance review process**

1. That Council engages Equip (LGNZ Council Consulting) to facilitate the Chief Executive Performance Review as per Option 1.

2. That this contract's term is for the performance year ending 2020 and 2021 (2 year contract).

McKay/Braam

Carried

The meeting concluded at 12.50pm.

Confirmed 9 April 2020

MAYOR

5. Extraordinary Council Meeting – 19/03/20

Minutes of the Extraordinary Council meeting held on Thursday 19 March 2020, commencing at 1.00pm, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

In attendance

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Paul Brake (GM Business Support), Gordon Tupper (Information Systems Manager), Ruben Garcia (Communications Manager) and Phillipa Clark (Governance Team Leader).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Amendment to Standing Orders – audio-visual attendance at meetings

That Council amends the Ashburton District Council Standing Orders to enable elected members to join meetings by audio or audio-visual means.

Braam/Letham

Council generally agreed that the inclusion of the audio-visual attendance provision would be useful in the current circumstances but there was some concern that it may see councillors choosing not to attend meetings in the future.

Amendment

That Council amends the Ashburton District Council Standing Orders to enable elected members to join meetings by audio or audio-visual means, with this decision to be reviewed in October 2020, or sooner if required.

Wilson/Lovett

Carried

A show of hands gave 6 for the amendment and 4 against

The amendment became the substantive motion and was carried.

That the quorum for Council's standing committees (Audit, Risk & Finance, Bylaw and Policy, Community Services, Environmental Services and Infrastructure Services) each reduce in membership by one member, with this decision to be reviewed in October 2020, or sooner if required.

McKay/Cameron

Carried

The meeting concluded at 1.23pm.

Confirmed 9 April 2020

MAYOR

6. Emergency Council Meeting – 25/03/20

Minutes of the Emergency Council meeting held on Wednesday 25 March 2020, commencing at 11am, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

[Crs Letham and Wilson joined the meeting via Zoom]

In attendance

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Paul Brake (GM Business Support), Neil McCann (GM Infrastructure Services), Ruben Garcia (Communications Manager), Aisling O'Reilly (PE to Chief Executive), Casey Lang (IS Support Officer) and Phillipa Clark (Governance Team Leader).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Covid-19 Response Committee

The Chief Executive outlined the purpose of the report and proposal to form a committee of the whole of Council with all necessary powers, except those expressly prohibited by legislation. The committee will have a quorum of only two members who will be required to be physically present at meetings. Remaining members will be able to join meetings via audio-visual means.¹

The Chief Executive advised that the intention is to create an agile vehicle for Council decision-making by meeting on a weekly basis, initially. If the community is in lockdown, and Council's focus is on providing essential services, weekly may be too often and meeting frequency would reduce, subject to the Mayor and Council's agreement.

¹ An amendment to the Local Government Act to remove requirement for a quorum to be physically present at meetings is now in place. The Covid-19 Response (Urgent Management Measures) Legislation Bill was read in Parliament on Wednesday 25 March 2020. The Omnibus Bill received Royal Assent and has been enacted.

Council heard that technology is in place to enable elected members to join meetings remotely and today's meeting is an opportunity to trial this. Meetings will continue to be live-streamed.

1. **That** Council receives the report.
2. **That** Council establishes the Covid-19 Response Committee, in accordance with the Terms of Reference contained in Appendix 1, noting that the Committee will have all the delegated powers, duties and functions of the Council, except those specified in the Local Government Act, and that the Committee will have a quorum of two members.
3. **That** Council resolves, with immediate effect, that meetings of all of Council's committees, with the exception of the Library & Civic Centre Project Control Group, are suspended until further notice.
4. **That** Council notes that the community board meetings will not be held until further notice, and where possible, staff will use best endeavours to seek board member views about matters that are subject to decision that impacts their community board area.
5. **That** Council circulates this report to the Methven Community Board.

McMillan/Braam

Carried

The meeting concluded at 11.24am.

Confirmed 9 April 2020

MAYOR

7. COVID-19 Response Committee

Minutes of the COVID-19 Response Committee meeting held on Thursday 2 April 2020, commencing at 9.35am, via Zoom.

Present

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

In attendance

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Sarah Mosley (Manager People & Capability), Paul Brake (GM Business Support), Neil McCann (GM Infrastructure Services), Toni Durham (Strategy & Policy Manager), Ruben Garcia (Communications Manager), Aisling O'Reilly (PE to Chief Executive) and Phillipa Clark (Governance Team Leader).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Ashburton Domain Development Plan Consultation

The Committee agreed that the Mayor and Chief Executive would jointly decide the date for consultation to close off, and that this wouldn't occur until the pandemic alert has reduced to Level 1.

6. **That** Council approves the extension of the Ashburton Domain Development Plan consultation given the COVID-19 pandemic and associated alert level 4 lockdown.

7. **That** Council delegates to the Mayor and Chief Executive the authority and responsibility to specify the close-off date for the Ashburton Domain Development Plan consultation once the district moves back to level 1.

Wilson/Falloon

Carried

The Strategy & Policy Manager confirmed that officers will continue to generate interest and encourage responses while consultation remains open. Submitters who have already provided input will be contacted and advised of the delay. The expectation is that a longer consultation period could potentially result in a greater range of feedback.

5 Speed Limit Review Consultation

While there was some support for abandoning the speed limit review until pandemic alerts have been completely removed, the Committee acknowledged that the timeline for this is unknown, and a level one alert may be put in place for a long period.

The Committee agreed that approval should be given to the Mayor and Chief Executive to consider whether to go ahead with hearings for the speed limit review consultation after a level one restriction is in place.

1. **That** Council approves the pausing of the Speed Limit Review engagement process given the COVID-19 pandemic and associated alert level 4 lockdown.
2. **That** Council delegates to the Mayor and Chief Executive the authority and responsibility to consider whether to progress the hearing and deliberation dates for the Speed Limit Review once the district moves back to level 1.

McKay/Rawlinson

Carried

6 **COVID-19 Lockdown update**

The Mayor commented positively on the community response and the work being done in the Ashburton district. He stressed the need for people to continue to follow the instructions from central government. The community will continue to be reminded of the need to refrain from using public playgrounds and amenities and additional signage will be put in place where possible.

The Committee heard that Council will be making a funding application to central government's request for projects that are 'shovel ready' and will contribute to keeping the economy going..

The Chief Executive recorded his thanks to ADC staff who have adjusted to working from home at very short notice. He noted the efforts being made to run the Civil Defence welfare centre and keep essential services going. The community is being well served by every person working for ADC.

Executive team members were invited to provide updates:

- **Infrastructure and Community Services**

Neil McCann reported that stockwater rangers are working to ensure stockwater is kept flowing. Problems with two intakes over the weekend have now been settled.

Kerbside glass waste collection will be reinstated but residents will need to ensure that glass goes into the red or yellow bins, and not the green crate. Glass is currently unable to be sorted and will be transported straight to landfill. Residents may continue to store their glass until the normal collection is reinstated.

The public library is looking to bring in a new log-in experience for people to access videos and books online. The 'Authors reading their books' initiative will be publicised once it's up and running.

Free Wi-Fi has been temporarily removed in accordance with central government's instruction, to prevent people from gathering around libraries.

The public toilets at Mayfield have been left open as a means of assisting truck drivers who use the inland scenic route. Public toilets continue to be available in Hinds, Methven and at the Ashburton Domain. (The East St toilets will have a sign to direct people to the Domain).

- **Regulatory & Environmental Services**

Jane Donaldson reported that officers are able to process building and resource consents from home, but are unable to do site inspections. Consent applications need to be electronically lodged at this time.

Other staff resource is going into the emergency operation centre. The incident management team is meeting daily with the Civil Defence group and every second day with the Medical Officer of Health's team. [0800 24 24 11 for MOH advice].

- **People & Capability**

Sarah Mosley reported that best efforts are being made to provide as many services as possible. Two key focuses are continuing business and redeploying staff to perform essential community support duties.

A large number of staff are working from home – around 130 people logging in remotely.

Currently 14 staff are working over shifts with the incident management team coordinating the District's welfare effort. Four staff are at the community based assessment centre (3 Open Spaces staff are responsible for the high level cleaning and one EANC staff member is providing admin support). Positive recognition of their work has been received from the Medical Officer of Health with more requests for further assistance likely, once testing increases.

Some of EANC's full time lifeguards have been deployed to deliver essential items and prescriptions to vulnerable people in the community. Some shifts are coming up for meals on wheels delivery, and Council staff are also keeping key public toilets open. Council has received local and national praise from the transportation industry for having facilities open and maintained to the usual good standard.

The Economic Development team have contacted over 114 businesses in the district to check in. Library staff are about to contact members, particularly elderly, to check in and offer advice about the online library services. The Property team are in contact with the EPH tenants (approximately 100 people).

Council's call centre, through a request from the Civil Defence Group is open for extended hours (7am-7pm). The 0800 welfare number is answered through the call centre. After 7pm, welfare calls are diverted to Christchurch City Council's call centre. General inquiries after hours' calls are dealt with through TAS as usual.

It's expected that redeployment levels will increase. Staff are willing and able, and are helping the community.

- **Business Support**

Paul Brake reported that there are only a few welfare related calls coming through the call centre currently, but that may increase over the next few weeks.

Officers are preparing a report on rates relief for Council's consideration on 9 April.

On behalf of Council, the Mayor thanked the Chief Executive and staff for their support.

Colin Windleborn (Commercial Manager) and Shaun Pont (The Logic Group) joined the meeting.

Business transacted with the public excluded – 10.22am

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

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
7	Ashburton Business Estate – Award of contract to develop Stages A & B	Section 7(2)(h)	Commercial activities

That Shaun Pont be present and participate in discussion on the Ashburton Business Estate contract item.

Braam/Falloon

Carried

The meeting concluded at 11.07am.

8. Community Services Committee Minutes

Minutes of the Community Services Committee meeting held on Thursday 12 March 2020, commencing at 1.40pm, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

Also present:

Councillors Rodger Letham and Stuart Wilson

In attendance

Hamish Riach (Chief Executive), Neil McCann (Group Manager Service Delivery), Brian Fauth (Contracts Manager), Andy Guthrie (Assets Manager) and Carol McAtamney (Governance Support Officer).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the Community Services Committee meeting held on 30 January 2020, be taken as read and confirmed.

McKay/Rawlinson

Carried

5 Biodiversity Advisory Group

That the minutes of the Biodiversity Advisory Group meeting held on 5 March 2020, be received.

Wilson/Rawlinson

Carried

- Biodiversity Advisory Group Terms of Reference**

Recommendation to Council

That Council adopts the Biodiversity Advisory Group terms of reference.

Lovett/Rawlinson

Carried

- **ADC Biodiversity Officer**

Recommendation to Council

- 1 That** a business case for a Biodiversity Officer be prepared and considered in the Council's Long Term Plan 2021-2031.
- 2 That** Council notes the pending changes to legislation in the biodiversity area that may override the need to progress the business case.

Lovett/Rawlinson

Carried

6 Six Monthly Performance Report

That the Community Services Committee receives the six monthly non-financial performance report.

McKay/Cameron

Carried

The meeting concluded at 2.10pm

Biodiversity Advisory Group Terms of Reference (draft)

Purpose and Scope

The purpose of the advisory group is to:

- Coordinate the implementation of the Ashburton District Biodiversity Action Plan.
- Maintain partnerships between local and regional organisations with an interest in the management of indigenous biodiversity.
- Provide a forum for discussion and community-wide promotion of biodiversity.

Membership

Representatives on the working group were invited based on their organisation's participation in developing the Canterbury Regional Biodiversity Strategy, and/or their ability to contribute to the implementation of the Ashburton District Biodiversity Action Plan.

Membership of the Advisory Group is:

Mayor, Neil Brown (ex officio)	ADC
Cr Lynette Lovett (Chair)	ADC
Cr Diane Rawlinson	ADC
<i>[No person specified]</i>	Ashburton Water Zone Committee
Gen de Spa	Foothills Landcare Group
Alice Shanks	QE II
Edith Smith/Mary Ralston/Val Clemens	Forest and Bird, ACCT
Bill Hood	Federated Farmers
Mark Webb/Jayde Couper	Fish and Game
Donna Field	Whitcombe Landcare Group
Donna Field/Janine Holland	ECan
Ian Fraser/Brad Edwards	DOC
Michael Edmundson	Synlait
Mat Cullen	Fonterra
<i>[No person specified]</i>	Kanuka Trust
David Askin	Open Spaces Manager, ADC
Bert Hofmans	Open Spaces Planner, ADC

Membership of the group may be amended to include representatives from other organisations. This will be at the discretion of the Ashburton District Council.

To form a quorum, the attendance of representatives from at least 6 of the advisory group member organisations, in addition to at least two ADC local representatives, is required.

Representatives from other organisations may be invited to attend advisory group meetings as the need arises.

Meeting Frequency

Meet five times a year.

Delegations

The representatives on the working group are expected to:

- Meet to coordinate the implementation of the Ashburton District Biodiversity Action Plan.
- Form project groups where appropriate to work towards specific actions in the Biodiversity Action Plan.
- Share information, both on organisational initiatives and collaborative initiatives, to support better decisions and knowledge of biodiversity.
- Communicate and consult with one another in a flexible and open way.
- Maintain confidentiality where appropriate.
- Represent their organisations' policies.
- Respect other organisations' governance and policy approaches and priorities in the district / region, and seek a consensus approach to work with these.

Reporting

The Ashburton District Biodiversity Advisory Group will report to the Community Services Committee.

Costs & Expenses

It is acknowledged that being a member of the advisory group will involve a commitment of members' time and energy, and will involve travel to Ashburton District Council to attend meetings. These costs will be met by the organisation(s) or group(s) that members represent. Costs of meetings and associated catering will be met by Ashburton District Council.

Meetings will generally be held in the Council meeting rooms, and may be held in other venues throughout the district as appropriate.

Reporting

(9 April 2020 TBC)

9. Environmental Services Committee Minutes

Minutes of the Environmental Services Committee meeting held on Thursday 12 March 2020, commencing at 1.30pm, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

Also present:

Councillors Leen Braam and Stuart Wilson.

In attendance

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Neil McCann (GM Service Delivery), Ruben Garcia (Communications Manager) and Aisling O'Reilly (minutes).

Officers in attendance for the duration of their reports: Ian Hyde (Planning Manager), Rick Catchpole (Environmental Monitoring Manager) and Michael Wong (Building Services Manager).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the Environmental Services Committee meeting held on 30 January 2020, be taken as read and confirmed.

Letham /Brown

Carried

5 Six-monthly Performance Report

• Building Regulation

Historical backlog of Code of compliance certificates (CCCs) has gone from 5,000 to 3,389 consents.

It was noted there is an error in the report: IANZ audit advised that the CCC result is 99.5%, not 98.2%.

It was noted for clarification that the swimming pool fence inspection target is to inspect every known pool once every 3 years.

- **District Planning**

Explanation of 'wave': annual resident survey was previously only done once a year. Now it is carried out in 4 waves throughout the year.

- **Emergency Management**

It was noted that the community response plan developed for Hakatere Huts included both communities in these discussions.

That the Environmental Services Committee receives the six monthly non-financial performance report.

Cameron/Lovett

Carried

The meeting concluded at 1:40pm.

12 March 2020

10. Infrastructure Services Committee Minutes

Minutes of the Infrastructure Services Committee meeting held on Thursday 12 March 2020, commencing at 2:12pm, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

Also present:

Councillor Angus McKay and Carolyn Cameron.

In attendance

Hamish Riach (Chief Executive), Neil McCann (Group Manager Service Delivery), Jane Donaldson (Group Manager Strategy and Compliance), Brian Fauth (Contracts Manager), Andy Guthrie (Assets Manager) and Carol McAtamney (Governance Support Officer).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the Infrastructure Services Committee meeting held on 30 January 2020, be taken as read and confirmed.

Letham/Rawlinson

Carried

5 Ashburton District Road Safety Co-ordinating Committee

That the minutes of the Ashburton District Road Safety Co-ordinating meeting held on 11 February 2020, be received.

Letham/Lovett

Carried

- Road Safety Co-ordinating Committee Terms of Reference**

Recommendation to Council

That Council adopts the Road Safety Co-ordinating Committee terms of reference

Lovett/Rawlinson

Carried

6 Central South Water Collaboration

That the Infrastructure Services Committee receives the Central South Water Collaboration report.

Braam/Letham

Carried

7 Ashburton Car Club Road Closures

7.1 Street Sprints and Night Autocross

Recommendation to Council

That Council permits the following roads in the Riverside Industrial Park be closed from 7.30pm Friday 8 May 2020 until 8.00pm Sunday 10 May 2020 to allow the Street Sprints & Night Autocross to be held:-

Smallbone Drive, from River Terrace to Robinson Street

Robinson Street, from Smallbone Drive intersection to McNally Street

Watson Street, from Range Street to Robinson Street

McNally Street, from Range Street to the end of the street.

Brown/Braam

Carried

7.2 Standing Quarter Mile Sprint

Recommendation to Council

That Council permits the following road to be closed from 9.00am until 5.00pm Saturday 18 April 2020 to allow the Standing Quarter Mile Sprint to be held:-

Winslow Willowby Road, from Longbeach Road intersection to approximately 500 metres from the intersection with State Highway 1.

Brown/Rawlinson

Carried

8 Six Monthly Performance Report

That the Infrastructure Services Committee receives the six monthly non-financial performance report.

Lovett/Braam

Carried

The meeting concluded at 1.40pm.

Ashburton District Road Safety Co-ordinating Committee

Terms of Reference

Purpose and Scope

The Ashburton District Road Safety Co-ordinating Committee (ADRSCC) is a community committee, administered by the Ashburton District Council. It is recognised by all participants that to effectively address road safety issues in Ashburton District it will require an integrated combination of engineering, education, and enforcement approaches and initiatives. The committee has, since its inception in 1995, worked collaboratively to promote this.

In undertaking its functions the ADRSCC is to consider road safety matters as they relate to all roads in the Ashburton District, including State Highways, and to all users of these roads.

The ADRSCC should also consider road safety matters as they relate to neighbouring territorial authority areas, the Canterbury region and New Zealand as a whole when more integrated approaches are considered beneficial to the promotion of road safety.

Vision: Ashburton District has safe roads, roadsides and road users which contribute to an ongoing reduction in injuries and fatalities on our roads.

Membership

Membership of the ADRSCC consists of representatives from the following agencies / organisations. Each of the agencies / organisations will endeavour to have at least one representative on the ADRSCC at any one time.

- Ashburton District Council
 - 3 Councillors plus the Mayor (ex officio)
 - Council Rooding Officers (including the Graduate Engineer - Rooding)
- New Zealand Transport Agency
- New Zealand Police
- ACC
- ACADS
- NZ Automobile Association
- Mid Canterbury Principals Association
- FENZ
- South Canterbury Road Safety Co-ordinating Committee

The quorum will be representatives of not less than half the member agencies, with at least one Ashburton District Council elected member present.

- Committee membership is not limited to the above agencies and may include membership from other agencies, organisations or skilled individuals if it is considered by the Committee that they will contribute to achieving the purpose of the District's Road Safety Strategy. Additional members need to be approved by majority vote by the Committee.
- Committee membership will continue until such time as any member wishes to resign, and in that case that member can nominate another person from their agency in their place.
- All members must agree to support the terms of reference.

Key Actions and Functions of the ADRSCC

The ADRSCC will undertake the following core functions to contribute to achieving the Committee's vision:
Support and encourage education programmes that promote safer journeys within Ashburton District.

- Support and encourage visible policing campaigns that have a road safety focus.
- Work collaboratively to prepare an annual Road Safety Action Plan.
- Ensure the efficient and effective delivery of projects and initiatives included in the Road Safety Action Plan.
- Raise the profile of road safety initiatives within member organisations and the wider community.
- Provide networking and information sharing opportunities with regular reporting by member organisations on their projects and priorities.
- Advocate for improved road safety both in the district and nationally.

District Road Safety Action Plan

The Ashburton District Road Safety Action Plan is prepared annually by the ADRSCC and identifies the local road safety goals and actions the Committee will focus on for the year.

The Action Plan details links with the goals and priorities of the "Safer Journeys" strategy and local priorities identified by the ADRSCC. Additional priorities in the Road Safety Action Plan may be added by the Committee. Goals and priorities will be reviewed at least every two years.

The goals of the current Ashburton District Road Safety Plan are:

- 1) A reduction in the number of casualties from crashes involving 16-25 year old drivers and passengers
- 2) A reduction in the number of fatal and serious casualties from crashes involving alcohol or drug impaired drivers
- 3) A reduction in the number of fatal and serious casualties from speed related crashes
- 4) A reduction in the number of fatal and serious casualties from crashes at intersections
- 5) A reduction in the number of motorcyclists killed and seriously injured.
- 6) A reduction in death and serious casualties from lack of restraint, impairment, distraction, speed and fatigue.

Meetings

- The Committee will meet four times a year at the Ashburton District Council. Meetings will generally be open to the public. *(A section may be included on an agenda for items that would be reasonably expected to be considered with the public excluded.)*
- The Committee will be chaired by one of the Council elected members. In the current term, Cr Lynette Lovett is the appointed Chair.
- In the absence of a Council elected member, the Committee will be chaired by the Roading Manager.
- All Committee members have full voting rights.
- Council's Standing Orders will not apply to this Committee.
- Recommendations for agenda items are invited from Committee members no later than 7 days before the date of the meeting.
- Committee decisions and activities are reported through Council's Infrastructure Services Committee.
- Technical officer and administration support will be provided by Council's Infrastructure Services Group and Governance Team including notice of meeting to members, agenda preparation and minutes. . Agendas will be circulated not less than 5 days before the meeting.

Date Adopted:

(TBC 9 April 2020)

11. Bylaw and Policy Committee Minutes

Minutes of the Bylaw and Policy Committee meeting held on Thursday 19 March 2020, commencing at 10.30am, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

In attendance

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

1 Apologies

Cr McMillan

Sustained

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the Bylaw and Policy meeting held on 4 February 2020, be taken as read and confirmed.

Falloon/Letham

Carried

5 Bylaw and Policy Review Update

Recommendation to Council

That Council receives the bylaw and policy review report.

McKay/Mayor

Carried

6 Sensitive Expenditure Policy

Recommendation to Council

That Council adopts the revised Sensitive Expenditure Policy with the next review scheduled for 2025.

McKay/Letham

Carried

The meeting concluded at 10.45am.

Policy

DRAFT SENSITIVE EXPENDITURE POLICY

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

Policy objective

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

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Definitions

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

Council means Ashburton District Council.

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

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

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

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

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

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

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

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

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

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

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

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

Policy statement

1. Introduction

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

2. Application

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

3. Principles

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

4. Approval and reimbursement of sensitive expenditure

4.1. Authorisation must be given:

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

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

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

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

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

5. Sensitive expenditure applicable to both employees and elected members

5.1 Travel and accommodation expenditure

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

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

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

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

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

Air travel

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

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

Accommodation

5.1.8. The maximum amount to be spent on accommodation is \$200.00 (including GST) per night, however those booking accommodation must look for the most cost-effective option. One-up approval may be granted to exceed this limit if there is a clear reason, such as a desire to stay at the location or within close proximity of the event.

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

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

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

Beverages

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

5.1.13. Minibar costs will not be reimbursed.

Meals

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

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

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

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

5.2 Vehicles and taxis

Council pool cars

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

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

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

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

Rental cars

5.2.5 The most economical type and size of rental, consistent with the requirements of the trip, must be used.

5.2.6 Rental cars are only available for business conducted outside the district.

5.2.7 Private use of a rental car is only permitted in exceptional circumstances and requires One-up approval. All additional costs of private use are the responsibility of the individual.

Taxis

5.2.8 Taxis, in relation to this policy, include any other alternative form of 'taxi' or rideshare available, such as Uber or Ola.

5.2.9 Council will pay for appropriate travel by taxi on Council business. The use of taxis must be cost effective relative to other transport options.

5.2.10 Where possible, shuttles should be utilised for transport to and from airports for reasonable distances where time permits (i.e. for shuttling from a hotel or event to the airport).

5.3 Fines incurred in relation to vehicles

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

5.4 Parking

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

5.5 Tipping

5.5.1 Tipping within New Zealand will not be reimbursed.

5.5.2 Appropriate tipping during international travel will be reimbursed only in places where tipping is local practice, such as the United States.

5.6 Private arrangements and stopovers

5.6.1 Employees and elected members with the approval of the Group Manager, Chief Executive or Mayor (as applicable) may undertake private travel before, during or at the end of Council travel, provided there is no additional cost and the private travel is only incidental to the business purpose of the travel. If there are additional costs (such as a difference in the cost of flights) these costs must be covered by the individual.

5.6.2 Travel costs for accompanying spouses, partners or other family members are a personal expense and will not be reimbursed.

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

5.7 Entertainment and hospitality expenditure

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

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

5.7.3 The business purposes of entertainment and hospitality are:

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

5.8 Koha and donations

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

6. Sensitive expenditure applicable to employees only

6.1 Use of private vehicles

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

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

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

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

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

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

6.2 Catering for meetings held internally

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

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

6.3 Credit card usage

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

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

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

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

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

6.4 Goods and services expenditure (loyalty rewards)

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

6.5 Private use of Council assets

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

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

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

6.6 Council use of private assets

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

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

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

6.7 Private use of Council suppliers

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

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

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

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

7. Failure to comply

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

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

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

12. Audit, Risk & Finance Committee – 19/03/20

Minutes of the Audit, Risk & Finance Committee meeting held on Thursday 19 March 2020, commencing at 1.30pm, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

Also present:

Councillors Angus McKay and Diane Rawlinson.

In attendance

Hamish Riach (Chief Executive), Paul Brake (GM Business Support), Jane Donaldson (GM Strategy & Compliance), Neil McCann (GM Infrastructure Services), Rachel Sparks (Finance Manager), Toni Durham (Strategy & Policy Manager), Rachel Thomas (Policy Advisor), Chris Stanley (3Waters Engineer), Bevan Rickerby (Economic Development Manager), Ruben Garcia (Communications Manager) and Phillipa Clark (Governance Team Leader).

Presentation:

Experience Mid Canterbury 1.40pm- 2.09pm

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes 4/02/20

That the minutes of the Audit, Risk & Finance Committee meeting held on 4 March 2020, be taken as read and confirmed.

Cameron/McMillan

Carried

5 Ashburton Airport Authority Subcommittee – 5/03/20

That the Committee receives the minutes of the Ashburton Airport Authority Subcommittee meeting held on 5 March 2020.

Falloon/McMillan

Carried

• Drones

The Commercial Manager confirmed the requirement for drone operators to check the field operations area on AirShare and geo-fence the property they will fly over.

- **Airport Authority Subcommittee terms of reference**

Recommendation to Council

That Council adopts the Ashburton Airport Authority Subcommittee terms of reference.

Falloon/Cameron

Carried

6 Experience Mid Canterbury Quarterly Report

James Urquhart and Bruce Moffat were welcomed to the meeting.

- *Funding request*

Under the circumstances of COVID-19, EMC have withdrawn their request for additional annual funding of \$90,000 and an additional \$36,831 for audit and governance fees.

The presenters commented on the impact that the Covid-19 pandemic will have on tourism, noting

- Spending has increased by \$1m since the EMC report was written but it's expected that will fall by \$3-5m in the March report.
- EMC have been advised to hold off on any marketing internationally and have limited domestic marketing.
- Approximately \$500k of forward bookings have been cancelled in the past few weeks just for this district.
- ChChNZ started a campaign about three weeks ago, which EMC is involved in, but it's now on hold.
- ChCh Airport have agreed to remain as a partner.
- Central government released a \$1m campaign three months ago specifically for tourism agencies to canvas the domestic market, because of the COVID-19 outbreak.
- Methven i-Site has had its worst summer period on record. EMC is looking at its whole operation, including ways that the i-Site can be supported.
- EMC is championing an approach with ChChNZ to ensure that when the market is ready, EMC will be back with its partners.

That the Committee receives the Experience Mid Canterbury Quarterly report.

McMillan/Mayor

Carried

7 Experience Mid Canterbury Draft Statement of Intent 2020-21

Key changes to the 2020-21 draft were noted.

The Committee asked for an additional measure to be added to the draft statement of intent to show the Methven i-Site's gross profit.

Recommendation to Council

That Council receives the Experience Mid Canterbury 2020-21 draft Statement of Intent and make any comments on the draft Statement of Intent to the EMC Board by 30 April 2020.

McMillan/Cameron

Carried

8 Ashburton Contracting Ltd Draft Statement of Intent 2020-21

Recommendation to Council

That Council receives the Ashburton Contracting Limited 2020-21 draft Statement of Intent and make any comments on the draft Statement of Intent to the ACL Board by 30 April 2020.

Mayor/Cameron

Carried

9 Appointment and Remuneration of Directors of Council Organisations Policy

The Policy Advisor noted minor changes and agreed to provide the rationale for Council's involvement in RDR Management Ltd, which will be updated in the draft policy document for Council's consideration on 9 April.

Recommendation to Council

That Council adopts the revised Appointment and Remuneration of Directors of Council organisations policy, with the next review scheduled for 2025.

Cameron/Wilson

Carried

10 Drinking Water Review

The Policy Advisor outlined the report, noting that the cost/benefit analysis will be presented to Council later in the year. The Committee heard that the Residential D metering is being addressed in a separate report as work in that area has already started and it's separate to the funding of the entire service.

The Committee supported the proposal to address this matter after item 11.

That the recommendation lies on the table until item 11 is dealt with.

McMillan/Cameron

Carried

11 Drinking Water Review – Residential D metering

The Policy Advisor responded to questions noting that volumetric quantities are not addressed in this recommendation but instead will be shown in the LTP. There will be opportunity to make changes through the Revenue & Financing Policy, which is currently being reviewed for adoption next year.

The proposal to install water meters on the remaining Residential D properties, without charging, wasn't fully supported. Councillors opposing the recommendation asked whether it is fair that some and not all Residential D property owners are being charged for water use. They suggested that water meter charges be removed for Residential D properties until such time that all property owners are connected.

Members speaking in support of the proposal noted the intention to have the meters installed in the 2020-21 financial year. The 3Waters Engineer confirmed the intention to install the meters as soon as possible. Procurement will start from 1 July with the aim of reading consumption from 1 October this year.

The Group Manager Business Support advised that Council's Revenue & Financing Policy clearly states that Residential D properties are charged for water use. To remove that would trigger a change to the policy and the Special Consultation Procedure. He reminded the Committee that the Policy will soon be reviewed as part of the LTP process. Council can then decide whether a volumetric charge is considered appropriate or not.

The Committee acknowledged that a change to the Revenue & Financing Policy now would be difficult and unnecessary.

Recommendation to Council

That Council approves a budget of \$120,000 to install the remaining water meters on Residential D properties, and this be funded from the Ashburton water reserve account.

Mayor/Cameron

Carried

10 Drinking Water Review

That the recommendation be uplifted.

McMillan/Cameron

Carried

Recommendation to Council

1. **That** Council directs officers to prepare a cost benefit analysis to investigate installing water meters district-wide through the Long-Term Plan 2021-31.
2. **That** Council directs officers to continue to fund drinking water as per the status quo of a fixed charge for connected ordinary properties and a fixed plus volumetric charge for extra-ordinary properties for the Revenue & Financing Policy 2021.

Falloon/Cameron

Carried

12 Development Fund Contributions Policy

The Senior Policy Advisor outlined the purpose of the report which identifies Phase 1 of the 2021 review of the Development Fund Contributions Policy and recommends that items 2-7 and 9 remain for detailed analysis and items 1 and 8 be removed.

Officers advised that, in Option A of the report, the proposal is for Council to abandon development contributions on an ongoing basis, so loans would ultimately be funded from rates. Without the revenue, debt would be cumulatively increasing each year. It was further noted that legislation allows Council to collect in advance of works occurring (in the case of Phase 1 contributions – community infrastructure, from 1 July 2021).

The Senior Policy Advisor explained that the report signals concerns around development contributions for the open spaces and stormwater activities. But there is some value in Council exploring what it might do in the future with transportation as this is one of Council's largest areas of expenditure. Traffic growth means future beneficiaries who could contribute through DCs. This would need careful discussion as transportation is vital to agricultural economy and there's concerns about the impact on that sector. 2020 might be too soon but Council could consider in long term.

The Committee adjourned for afternoon tea from 3.10pm until 3.29pm.

That the Development Fund Contributions Policy report lies on the table and is further discussed at the next Audit Risk and Finance Committee meeting.

Braam/McMillan

Carried

13 Property Leases and Licences Policy

That the Committee receives the updated report on the Property Leasing and Licensing Policy.

Wilson/Falloon

Carried

14 Ng King Bros Chinese Market Garden Settlement – funding request

Recommendation to Council

1. **That** Council approves an additional budget of \$40,000 to fund the complete restoration of the Ng King Bros Chinese Market Garden Settlement buildings; and
2. **That** this funding is subject to the project obtaining Heritage New Zealand listing and receiving confirmation of their 50% contribution.

McMillan/Cameron

Carried

15 Approval to use the Access Trust special fund

The Economic Development Manager reported on the proposal to appoint a person for a fixed period (likely 6-8 months) to co-ordinate the youth driver's licence schemes that are currently offered in the district, without taking away the role of those current service providers. Council will appoint the co-ordinator.

The Committee heard that the Access Trust funding was originally provided by central government as part of Council's involvement in the Task Force Green scheme. Additional funding will be provided through Council's existing budget for the 'My Next Move' scheme.

Recommendation to Council

That Council approves the use of the Access Trust special fund money of \$39,376 to apply towards the youth driver's licence project and the special fund be closed.

Mayor/Wilson

Carried

16 Six- monthly Performance Report

That the Committee receives the six-monthly non-financial performance report.

Falloon/Wilson

Carried

17 Environment Canterbury – draft Annual Plan 2020-21 Submission

The Strategy & Policy Manager reported that ECan have extended the timeframe for submissions to be lodged. Council will have the opportunity to approve a final submission at its meeting on 9 April.

The Committee agreed to amend the draft submission and remove the reference to Council questioning whether Zone Committees are still serving the purpose they were originally established for.

Recommendation to Council

That Council approves the submission to Environment Canterbury about the draft Annual Plan 2020-21.

Mayor/Braam

Carried

18 Consultation for the Annual Plan 2020-21

Recommendation to Council

That Council decide not to consult on the Annual Plan 2020-21 in accordance with section 95 (2)(a) of the Local Government Act 2002.

Falloon/McMillan

Carried

Financial Variance Report – January 2020

- Reference to the \$100k previously allocated to EANC for pool extensions is shown in error and has been corrected.
- Unforecasted / unbudgeted work – wording will be changed to reflect that only critical work will be carried out.

Business transacted with the public excluded – 4.09pm.

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:	
20	Minutes 4/02/20	Sections 7(2)(h) & 7(2)(a)	Commercial activities Protection of privacy of natural persons
21	Airport Authority Subcommittee	Section 7(2)(h)	Commercial activities
22	Health & Safety Report	Section 7(2)(a)	Protection of privacy of natural persons

McMillan/Wilson

Carried

The Committee resumed in open meeting at 4.40pm.

Ashburton Airport Authority Subcommittee

Terms of Reference

Purpose and Scope

To be a reference group for Council to share information, provide feedback, comment and suggestions on forward programmes, budget and other relevant information related to Ashburton Airport.

Membership

Membership of the Subcommittee comprises:

- Cr Leen Braam (Chair)
- Cr Rodger Letham
- Cr Lynette Lovett
- Mayor Neil Brown (ex officio)

The quorum is two members.

External Representatives

The Subcommittee may request representatives from other organisations to attend meetings, as required, to provide information. These representatives may not participate in voting on any matter requiring a vote at the meeting(s) they attend.

Stakeholders from the Ashburton Airport User Group will meet with the Airport Authority Subcommittee as required, but at a minimum tri-annually.

Meeting Frequency

The Subcommittee will meet as required but at a minimum, tri-annually.

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

Responsibilities

The Ashburton Airport Authority Subcommittee has responsibility for the following functions:

- Setting priorities of the work plan
- Approving a detailed work plan to derive expenditure estimates for the Long Term Plan
- Receiving Council officer reports on:
 - work programme progress
 - the level of expenditure against budget
 - health and safety regulation compliance
- Considering and making recommendations on the project plan and timetable.

- Receiving progress reports on projects, where appropriate, and reviewing significant issues and risks arising.
- To make recommendations to the Audit, Risk & Finance Committee on matters which require a formal resolution from Council before they can be enacted.

The Airport Authority Subcommittee has delegated authority to undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other Subcommittee, Committee, or retained by Council.

Reporting

The Ashburton Airport Authority Subcommittee will report to the Audit, Risk & Finance Committee.

Recommendations on items not covered by the Audit, Risk & Finance Committee delegations shall be forwarded to Council meetings.

Date Adopted:

(TBC 9 April 2020)

Draft Policy

APPOINTMENT AND REMUNERATION OF DIRECTORS OF COUNCIL ORGANISATIONS

TEAM:	Strategy and Policy
RESPONSIBILITY:	Group Manager Business Support
ADOPTED:	TBC
REVIEW:	Every five years, or as required
CONSULTATION:	None required
RELATED DOCUMENTS:	Local Government Act 2002, Companies Act 1993, Companies Reregistration Act 1993.

Policy objective

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

Definitions

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

~~**Appointments Committee:** The Appointments Committee is the Executive Committee of Council comprising of the Mayor, Deputy Mayor and the Chairs of the Standing Committees.~~

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

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

Council means Ashburton District Council.

Council organisation (CO) as per section 6 of the Local Government Act 2002, a Council Organisation (CO) is any organisation in which the Council has a voting interest or the right to appoint a director, trustee or manager (however described). This is a wide-ranging definition,

covering a large number of bodies, including Council-Controlled Organisations and Council-Controlled Trading Organisations. For the purposes of this policy, the definition of a CO excludes Memorial Halls and Reserve Boards as these are treated as subcommittees of Council.

Council-Controlled Organisation (CCO) is an organisation in which the Council controls, directly or indirectly, 50% or more of the votes or has the right, directly or indirectly, to appoint 50% or more of the directors, trustees or managers. Council's CCOs are set out in Appendix One.

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

Directors includes company directors, trustees, managers and office holders of an organisation (s.6(3)(b), Local Government Act 2002).

Policy Statement

1. Introduction

- 1.1 Current CCTOs, CCOs and COs are listed in Appendix One.
- 1.2 Council may establish further CCTOs, CCOs and COs during the life of this policy. These will be added to Appendix One.
- 1.3 This policy does not apply to Memorial Halls or Reserve Boards.

2. Skills required

- 2.1 The criteria set out below shall apply to all appointments of directors of CCTOs, CCOs and COs unless an exclusion is noted in Appendix One.
- 2.2 The required skills, knowledge and experience for director appointments are assessed in the first instance by the CCTO, CCO or CO.
- 2.3 Directors are expected to meet a number of competencies as well as the relevant industry-specific or other technical/specialist skills required for the relevant organisation.
- 2.4 Core competencies include (but are not exclusive to):
 - intellectual ability;
 - business experience or other experience, skills or qualifications that are relevant to the activities of the organisation;
 - sound judgement;
 - high standard of personal integrity;
 - no conflict of interest;
 - commitment to the principles of good corporate citizenship; and
 - understanding of the wider interests of the publicly-accountable shareholder.
- 2.5 The following additional competencies are required for directors of CCTOs:
 - commercial experience; and
 - understanding of governance issues.
- 2.6 The following persons may not be appointed as directors, as determined by the Appointments Committee:
 - a bankrupt person who has not obtained a final order of discharge or whose order of discharge has been suspended;
 - a person who has been convicted of any offence punishable by a term of imprisonment; and
 - a person who has been convicted of any offence involving dishonestly.

- 2.7 The mix of skills and experience on the CCTO, CCO or CO board will be taken into account. Consideration will be given to complementing and reinforcing existing skills of board members and reducing known weaknesses where necessary.
- 2.8 It is expected that all appointees to a board will undergo, or already have undergone, formal corporate governance training or have requisite experience in this area.

3. Appointment of directors

3.1 Appointments Committee

3.1.1 Council has varying rights to determine the composition of the Appointments Committee for Council organisations.

3.1.2 For Council's substantive Council organisations (EMC and ACL), Council officers will make a recommendation to Council on the make-up of the Appointments Committee. Officers will consider the skills required for the Appointments Committee to ensure diversity, and a range of skills and experience. The recommendation will state the Appointments Committee include a minimum of:

- One Ashburton District Council elected member (either the Mayor, Deputy Mayor, and/or the Chairperson of a standing committee), and
- One appointed representative (either the Ashburton District Council Chief Executive, the Council organisation Chief Executive, and/or the Board Chair).

3.1.3 Council acknowledges that in some instances the Council organisation will determine their own Appointments Committee (or any similar committee for this purpose) composition through a trust deed, constitution or similar document. These documents override Council policy.

3.1.4 Where a Council organisation has no established process in place, it is expected the minimum Appointments Committee composition as detailed in 3.1.2 will be applied.

3.2 Appointment of new directors

3.2.1 Council has varying rights to appoint directors, depending on the type of organisation and shareholding.

3.2.2 Council's right to appoint directors to CCTOs, CCOs or COs is detailed in Appendix One.

3.2.3 When a vacancy for a new director arises, the Appointments Committee shall be responsible to make a recommendation to Council on the basis of the process set out in this policy.

3.2.4 In selecting a new director, consideration shall be given to ensure that there is an appropriate mix of skills and experience on the board.

3.2.5 The shortlisted candidates will be interviewed by the Appointments Committee to check Curricula Vitae and referees and ensure the candidates meet the criteria specified in 2.4 and 2.5 (if required) and 2.6.

3.2.6 Representative(s) of the Appointments Committee will make a recommendation to Council on the appointment of new directors.

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

3.3 Re-appointing directors

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

- whether the skills of the incumbent add value to the work of the board

- whether there are other skills which the board needs; and
 - succession issues.
- 3.3.2 The Appointments Committee will consider the information obtained and form a view on the appropriateness of reappointment.
- 3.3.3 Representative(s) of the Appointments Committee will make a recommendation to Council when re-appointing directors.
- 3.3.4 Where the Chairperson offers themselves to be reappointed, a representative of the Appointments Committee will liaise with other existing directors.
- 3.3.5 It is the responsibility of the board of each CCTO, CCO or CO to appoint its own Chairperson.

3.4 Term of appointment

- 3.4.1 Initial appointments may be made for a period of one or two years at the discretion of the Appointments Committee.
- 3.4.2 The term of the appointment is set by the entity's constitution document or trust deed. This would not normally exceed three years.
- 3.4.3 There may be circumstances where a lesser period of appointment is appropriate. These circumstances will be determined by the Appointments Committee.
- 3.4.4 Final appointment of directors will be made by resolution of Council.

3.5 Elected members and Council officers

- 3.5.1 In general, elected members and Council officers are not eligible to be appointed to CCTOs or CCOs due to potential conflict of interest situations.

4. Remuneration

- 4.1 Where applicable, directors will be paid by the CCTO, CCO or CO.
- 4.2 Where Council is the sole shareholder, Council will set directors' remuneration either by resolution at the annual general meeting, or will review salaries on an annual basis for organisations that do not have such a meeting.
- 4.3 In reaching a view on the appropriate level of remuneration for directors of Council organisations, Council will consider the following factors:
- the need to attract and retain appropriately qualified people to be directors of the organisation;
 - the levels and movement of salaries in compatible organisations;
 - the objectives and financial situation of the organisation; and
 - the past performance of the organisation.
- 4.4 In cases where Council cannot exercise direct control, such as an organisation where it is one shareholder among many, it will conduct its own monitoring of salaries against the above factors and will take whatever action Council considers appropriate to ensure compliance with the above factors.

5. Conflict of interest

- 5.1 Council expects that Council-appointed directors of any CO will avoid situations where their actions could give rise to a conflict of interest. This includes the acceptance of gifts, discounts, hospitality, travel and entertainment of a personal nature.
- 5.2 Council expects directors to follow the principles of the Institute of Directors in New Zealand (IoD) Conflicts of Interest, and Best Practice for New Zealand Directors Statements to minimise these situations.

Appendix one – Council organisations

Organisation	Type	Ownership structure	Appointment of directors	Remuneration	Scope of activity	Rationale and objectives for Council ownership
Ashburton Contracting Limited (ACL)	CCTO	Council owns 100% of the company.	Council appoints all Directors	Directors are paid by ACL	To provide general civil contracting work, primarily for New Zealand Transport Agency, local authorities and private customers. ACL has expertise in construction and maintenance of: <ul style="list-style-type: none"> • Roads • Footpaths • Water • Stormwater • Wastewater • Concrete production • Plant equipment hire. 	<ul style="list-style-type: none"> • To enable local capacity and capability to undertake civil works, particularly focused on infrastructure.
Ashburton Community Water Trust	CCO	Council owns 100% of the shares.	Council has the right to appoint all voting trustees	Voting trustees receive no remuneration	To carry out research and development planning and education with respect to management of water resources.	<ul style="list-style-type: none"> • To foster a community approach to water in Ashburton District.
Ashburton Stadium Complex Trust	CCO	Registered Charitable Trust. Council is the settlor under the Deed of Trust	Council has the ability to appoint the trustees to this organisation	Voting trustees receive no remuneration	To ensure community participation in decision-making regarding the Electricity Ashburton Networks Centre indoor aquatic centre and sports facility.	<ul style="list-style-type: none"> • To enable charitable funding to be sought for the project.

Organisation	Type	Ownership structure	Appointment of directors	Remuneration	Scope of activity	Rationale and objectives for Council ownership
Canterbury Economic Development Co. Ltd (CEDCo)	CO	Council owns 10% of CEDCo. The remaining 90% is owned by the other territorial authorities in the Canterbury region.	n/a	n/a	To act as a promoter for transformational economic development projects that will benefit Canterbury and to utilise the Canterbury Regional Economic Development Strategy (CREDS) to co-ordinate strategic economic development initiatives Note: CEDCo is currently dormant	<ul style="list-style-type: none"> To act as the regional entity regarding the Regional Strategy Fund (RSF) and Enterprising Partnership Fund To act as the regional interface with the Ministry of Business, Innovation and Employment and NZ Trade and Enterprise
Eastfield Joint Venture	CO	Council is one of five parties to the agreement	Council, and the other parties to the agreement, appoint the Governance Committee	n/a	To enable a comprehensive co-ordinated development of the Eastfields site.	<ul style="list-style-type: none"> To oversee the completion of a long term development on the Eastfields site
Electricity Ashburton (EA) Shareholders Committee	CO	Electricity Ashburton Ltd owns and operates the electricity network in the Ashburton district and carries out the majority of maintenance and capital works on the network. The company is owned by the power consumers in the district.	Council has the right to appoint three members out of seven to the committee	Remuneration of the members of the Shareholders Committee is paid by Electricity Ashburton	To appoint the Directors of the company, receive the annual Statement of Corporate Intent and to report on a regular basis to shareholders on the performance of the company	<ul style="list-style-type: none"> To monitor performance of the Shareholders Committee

Organisation	Type	Ownership structure	Appointment of directors	Remuneration	Scope of activity	Rationale and objectives for Council ownership
Experience Mid Canterbury (EMC)	CCO	Council owns 100% of the company	Council has the right to appoint all voting trustees (between five to seven)	Trustees receive remuneration from EMC	To lead, co-ordinate and promote the Mid Canterbury visitor industry	<ul style="list-style-type: none"> To work with local and non-local visitor industry suppliers to market the district as a visitor destination, and to be accountable through an effective, public accountability structure
Rangitata Diversion Race (RDR) Management Limited	CO	Council owns 20% of the ordinary shares	Council has the right to appoint one director	Directors receive no remuneration	To deliver water for power generation and irrigation	<ul style="list-style-type: none"> Council's role as a shareholder is to monitor the performance of the RDR The objective of Council's shareholding is to enable the supply of water at a local level for power generation and irrigation.
Transwaste Canterbury Limited (TCL)	For the purposes of this policy, TCL is excluded from the definition of CCTO	Council owns 3% of the company. Other shareholders include: Canterbury Waste Services Limited (50%), Christchurch City Council, and Hurunui, Waimakariri District Councils	A Canterbury Regional Landfill Joint Committee ('the Committee') has been constituted and has the power to appoint four directors (i.e. the 50% that represent the interests of the local authorities)	The Committee are responsible for remuneration of Council directors	<p>To own and operate a non-hazardous regional landfill for the disposal of residual solid waste.</p> <p>Associated activities include:</p> <ul style="list-style-type: none"> Transport Farming Forestry <p>Native forest development</p>	<ul style="list-style-type: none"> To provide an environmentally sustainable facility for the disposal of residual solid waste All residual waste from Ashburton District Council waste collection services is transported to Kate Valley for disposal

Submission

Environment Canterbury Draft Annual Plan 2020-21

PREPARED BY:	Ashburton District Council	SUBMITTED TO:	Environment Canterbury
	PO Box 94		PO Box 345
	ASHBURTON		CHRISTCHURCH

Introduction

Ashburton District Council (Council) welcomes the opportunity to comment on matters addressed in Environment Canterbury's draft Annual Plan 2020-21 and on the strategic questions posed for focusing the Long-Term Plan 2021-31.

Council wishes to make the following comments on specific areas of the draft Annual Plan.

General Comments

- 1.1 Council notes that the Environment Canterbury Long-Term Plan 2018-28 indicated an average rate increase in Year 3 (2020-21) of 5.5%, while the draft Annual Plan 2020-21 is showing an average rate increase of 9.8%.
- 1.2 We acknowledge that this is largely due to the increase in funding in the public transport service, of which our district has little public transport services (the only service being the total mobility program) provided by Environment Canterbury.
- 1.3 While Council is concerned with this given that Environment Canterbury's Financial Strategy (which forms a key part of the Long-Term Plan 2018-28) has a rate increase limit of 6% for the first three years of the LTP, the impact on residents in our District appears to be well under the 6% limit.
- 1.4 Council is curious that this draft Annual Plan is not being signalled to the community as a significant change to the Long-Term Plan 2018-28 and that the subsequent feedback process is not a formal submission process. Our interpretation of the Local Government Act would be that this is a significant deviation from the Long-Term Plan 2018-28 and that a formal consultation approach should have been undertaken.
- 1.5 In our Long-Term Plan 2018-28, we agreed to fund a great proportion of our 'people-related activities' through a Uniform Annual General Charge (UAGC). We suggest that Environment Canterbury considers greater use of the UAGC rate through its Long-Term Plan review of funding mechanisms over the next 12 months.

Freshwater Management

- 1.6 Ashburton District Council continues to support Environment Canterbury's role in freshwater management for the region.
- 1.7 We note that additional resources have been included into the draft Annual Plan to drive this area of business. Council is supportive of this and agrees that this is a complex portfolio for Environment Canterbury.
- 1.8 Council notes that additional resources are included in the Zone and Regional Delivery programme for two new positions to support coordination in the southern zone and ongoing implementation. We are not clear if the Ashburton Zone Committee is included in this southern zone. Council is seeking clarification about what benefits we should expect to see if we are in this zone.
- 1.9 Council has been a supporter of the Zone Committee model since they began. However, there is a sense that their focus and direction has changed over time and Council questions if they are still serving the purpose for which they were originally established for.
- 1.10 We note that consent reviews in the Ashburton/Hakatere catchment commenced in 2019-20 and support the continued work in this areas in 2020-21. We look forward to being informed of any future conversations about these consent reviews in our District.

Biodiversity and Biosecurity

- 1.11 Ashburton District Council acknowledges the increased focus of Environment Canterbury in biodiversity. We note the view that the major threats to biodiversity are: introduced plants and animal pests and land-use change and intensification.
- 1.12 Ashburton District Council officers have been involved with the Braided Rivers Action Group (BRAG) project, but notes that this work tailed off in 2019-20. Council notes that the BRAG is still considered to be a part of the collaborative approach for braided rivers and looks forward to being involved as appropriate.
- 1.13 We note the focus on developing ki uta ki tai (from the mountains to the sea) plans with communities but question if the target of 1 plan for a priority river per year is enough given the noted biodiversity issues.

Climate Change, Hazards, Risks and Resilience

- 1.14 Ashburton District Council acknowledges the position of Environment Canterbury about climate change, hazards, risk and resilience.
- 1.15 Ashburton District Council officers are members of the Canterbury Climate Change Working Group, Canterbury Civil Defence Emergency Management (CDEM) Group and the Canterbury Natural Hazard Risk Reduction Group. We support continued collaborative action to maximise the benefits of sharing knowledge and resources in these areas.
- 1.16 We note the work planned in 2020-21 to identify and classify potentially contaminated land in Ashburton District. We look forward to being informed of this work as it is commenced and progressed.
- 1.17 Council is concerned that increased rates are being taken in this area as reserve funding to respond to climate change natural hazards. We consider that the collection of rates now for

possible future events or scenarios is at odds with the principals of inter-generational equity (as outlined in your Financial Strategy 2018).

Air Quality

- 1.18 Ashburton District Council acknowledges the role of Environment Canterbury concerning air quality.
- 1.19 Council is pleased to see that the number of days in Ashburton with PM10 exceeded have steadily reduced over the past ten years. We support the continued monitoring and enforcement of air quality in Ashburton District throughout the year.
- 1.20 Council believes that there is a need for ongoing education and enforcement around smoke management and avoidance of nuisance from smoke leaving properties boundaries. We support Environment Canterbury's continued commitment to this need.

Transportation

- 1.21 Council understands that an Ashburton community group is discussing with Environment Canterbury Community the need for a community vehicle service in our district. We support these discussions and look forward to being informed of progress about this investigative work.

Regional Leadership

- 1.22 Council supports Environment Canterbury's ongoing secretariat and executive support for the Regional Forums. We believe this adds value for all local authorities in Canterbury and that the sharing and understanding of issues helps us all to ensure we have strong relationships in place for when challenges invariably arise.

Strategic Direction Questions

Our current purpose statement is: Facilitating sustainable development for the Canterbury region. Should we change it? And if so, to what?

- Council agrees with this purpose statement and does not see a need to change it.

What do you think the most pressing issue for freshwater is in your local area?

- The most complex issue to deal with for freshwater is balancing the desire for improved freshwater quality with the economic and social costs of being able to achieve such targets.

What do you think the future focus of our ten Zone Committees should be?

- Council has been a supporter of the Zone Committee model since they began. However, there is a sense that their focus and direction has changed over time and we question if they are still serving the purpose for which they were originally established for.
- Council is concerned that the Auditor-General decision (from the Forest & Bird legal challenge in the High Court over the CWMS) barring water zone committee members from taking part in debates and votes on matters in which they have a financial interest will undermine the value, ability and efficacy of the Zone Committees.
-

What do you think the community could/should do to respond to climate change?

- The understanding and awareness of climate change and what it might mean to the communities in which people live is the largest challenge facing a successful response to climate change. Our [Climate Change policy](#) is our first step in educating and preparing our community.

What bothers you most about climate change and how much impact do you think it will have on the region?

- Planning and building resiliency for the impacts of climate change is dependent on the threats and opportunities for each community.

Is there anything keeping you awake at night that you think Environment Canterbury can help with now, or in the future?

- Farming consent conditions effectively limit the options available for different farming types. Therefore it would be good if Environment Canterbury could undertake some evidence-based research as to what the future of agriculture might look like in the region.

We want to ensure that, in the face of climate change or when a disaster strikes, the region can feed itself. How do you think we might do that?

- Our significant agricultural base would mean that as a district we are likely to be able to comfortably feed ourselves and the wider Canterbury region in the event of a natural disaster. Transport linkages would be our main concerns during this time.

Ashburton District Council thanks Environment Canterbury for the opportunity to provide this submission. We do wish to be heard in support of this submission.

NEIL BROWN
Mayor

HAMISH RIACH
Chief Executive

13. Methven Community Board Minutes – 2/03/20

Minutes of the Methven Community Board meeting held on Monday 2 March 2020, commencing at 10.32am, in the Mt Hutt Memorial Hall Boardroom, 160 Main Street, Methven.

Present

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

In attendance

Cr Angus McKay, Brian Fauth (Roading Manager), Neil McCann (Group Manager - Service Delivery), Bevan Rickerby (Economic Development Manager) Mike McKenzie (Methven Townsman) and Clare Harden (Community Administration Officer).

1 Apologies

Mayor Neil Brown

Sustained

2 Extraordinary Business

The Chair was asked to consider an item of extraordinary business, being a request to increase the Board's discretionary funding. The Board agreed to discuss this later in the meeting.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the Methven Community Board meeting held on 20 January 2020, be taken as read and confirmed.

Smith/McAlpine

Carried

5 Declaration of new Board Member

The statutory declaration was made by Richie Owen, as required by cl. 14, Schedule 7 of the Local Government Act 2002. The declaration was witnessed by the Deputy Mayor and the Board Chairman.

6.2 Infrastructure

Neil McCann introduced the new Methven townsman, Mike McKenzie. His work area will include Lake Camp and the inland scenic areas.

- **Paving cleaning**

Clarification was sought on frequency and standard of the paving cleaning. The Board is concerned that the level of service is not up to standard. The Roding Manager agreed to follow this up.

- **Cemetery footpath**

The Roding Manager advised that the extension of the footpath is budgeted in the next financial year. He explained that unspent money from the town centre budget will be used to bring forward the work.

That the Methven Community Board supports the progress of the footpath extension from the end of the footpath on Line Road to the cemetery, as programmed.

McMillan/Smith

Carried

- **Water Supply and Wastewater**

Have had two workshops, the 3rd session is with Paul Dixey 2 March.

- **Trees at Methven Walkway and Cemetery**

The Group Manager Infrastructure Services confirmed that the spraying work can be undertaken by Council if that's the Board's wish.

That the Methven cemetery spraying will be undertaken by Council's open spaces team twice a year.

Smith/McAlpine

Carried

- **Speed Limit Review**

MCB have completed a submission and passed to the Council. The submission hearings are scheduled for Wednesday 1 and Thursday 2 April.

- **Discretionary fund, Mt Harding Track**

A proposed budget was presented for the Board's consideration. This will cover the silica sand and layer of lime chip, also the bridge build for the Mt Harding Road walkway from Mary Holmes boundary to RDR.

That funding for development and maintenance of the Mt Harding Track, in the amount of \$5,155.00, be provided from the Board's discretionary fund.

Holmes/McAlpine

Carried

- **205 Main Street**

Sonya McAlpine noted that a previous request for service to fix a streetlight hasn't been actioned. The Roding Manager agreed to follow this up.

6.3 Governance & Business Support

- **Finance report**

Clarification has been sought to the amount shown on Finance report for insurance budgeted and month to date, why this is different.

The Board agreed that it would useful see available funds in the Discretionary budget on the finance report as an item.

7 Extraordinary Business – Discretionary fund

The Board agreed they would like to have the ability to respond to more requests for funding assistance for Methven community projects and this could only be achieved if the discretionary fund is increased.

Recommendation to Council

That the Methven Community Board requests that Council increases the Board's discretionary fund from \$10,000 to \$25,000 in the 2020-21 year.

Holmes/Smith

Carried

- **Historical panels**

Cr McMillan reported that some sites around the town have been identified as suitable for historical panels. A business case will be presented to the Board's next meeting.

- **Workshop**

The Board will hold an informal workshop on Tuesday 24 March at 5.30pm.

The meeting concluded at 12.11pm.

Dated 6 April 2020

_____ **Chairman**

14. Rate increase for 2020-21 Annual Plan

Author *Paul Brake; Group manager Business Support*
GM Responsible *Hamish Riach; Chief Executive*

Summary

- The current Covid-19 pandemic has resulted in an economic outlook that is significantly different from that existing at the time of the 20/21 budget preparation.
- Council may wish to reconsider the draft budget in light of the change in economic circumstances.
- This report outlines options and strategies to reduce the proposed rate increase from the proposed 4.88% to a lesser figure.

Recommendation

- 1. That** Council approves changes to the draft 2020/21 budget identified as a result of this report

Background

The current situation

1. Council's proposed rate increase for 2020/21 is a 4.88% increase in total rates from the current year. This was a result of budget work and considerations over the last four months.
2. The Covid-19 pandemic and the measures taken to combat this virus has seen the economic outlook in New Zealand (and the Ashburton District) change significantly, and may negatively affect the ability of many of the district's ratepayers to meet their rate payments.
3. Council is already receiving comments from a number of ratepayers stating the difficulty they will face in being able to meet their rate commitments in the coming month(s). There is growing pressure on all Councils to reflect this by adopting a budget and annual plan with a nil or reduced rate increase for the 2020/21 year.
4. Conversely, Council is receiving advice and pressure from Central Government and other national agencies to not alter their original budget in order to support the economy when the Covid19 measures are relaxed.
5. Given the current circumstances, many Councils are re-evaluating their proposed rates, and fees and charges increase for the 2020/21 year. This Council has the opportunity to do likewise, as Council's proposed 4.88% increase has not been formally adopted at this stage, and can be changed.
6. There are several options or combinations of options that the Council could consider that would achieve a 0% or reduced rate increase for 2020/21. A reduction to a 0% rate rise would require a reduction of approximately \$1.8 million in rates and a further \$326,000 if fees and charges are held at the current levels (a total reduction of \$2.1 million). This is a significant reduction from what we had signalled to our community in Year 3 of the Long-Term Plan.
7. Given that our capital projects are mainly funded by depreciation and loan funding, and many of the projects are already contractually committed, the decrease can only be achieved by reducing operating expenditure and/or debt funding operating expenditure.
8. The options are presented on the basis that revenue from Council operations in 2020/21 will remain at the current year's budgeted levels. This assumes that the current lockdown will have been lifted by 30 June 2020, and all Council facilities and services are operating normally from that date.
9. Options 1, 2 and 3 all include maintaining the 2020-21 fees and charges at the current 2019-20 levels. This would decrease Council's proposed 2020/2021 revenue by \$326,000

(excluding dog fee increases) and therefore would be added to the rate requirement. This would see the increase in rates increasing from 4.88 % to 5.8%. Option 4 assumes that the proposed fees and charges increases for 2020/21 will be retained. Option 5 would see Council leaving the annual plan rate increase at the status quo of 4.88%.

10. There was a planned increase in dog fees but if that does not proceed, the reserve may need to go into overdraft as the Revenue and Financing policy only allows a 5% rates contribution.

Options analysis

Option 1 – Use debt funding to reduce the rate increase to zero

11. This would mean that operating expenditure (expenditure from which the benefit is received during the year) will be funded from a loan, and this loan will be repaid over future years. This is not ideal as it is not consistent with the principle of intergenerational equity (those who receive the service at that time should pay for the service at that time). However the Act does envisage that there might be times when Council considers it prudent to do so.
12. The borrowing can be non specific in what operating expenditure it is covering or could be specific as in the following example. The 2020/21 budget for Ashburton wastewater shows funded depreciation (an operating cost) of \$1,573,915, and these funds are used to fund Ashburton wastewater capital expenditure in addition to loan funding of \$3,815,659.
13. The Council could decide not to fund this depreciation and increase the borrowing by \$1,573,915, and this could be done in other areas of depreciation to achieve the full \$2.0 million reduction.
14. s100 of the Local Government Act states that councils must ensure that each year's projected operating revenues are set at a level sufficient to meet that year's projected operating expenses. However, that section also allows Council to deviate from this requirement if it is prudent to do so. Council also must have regard to s101(1) and (2) as follows:

s101(1) A local authority must manage its revenues, expenses, assets, liabilities, investments, and general financial dealings prudently and in a manner that promotes the current and future needs of the community

s101(2) A local authority must make adequate and effective provision in its long term plan and its annual plan (where applicable) to meet the expenditure needs of the local authority identified in that long term plan and annual plan.

15. The Council's Revenue and Financing policy also allows for this option:

Council may choose to not fully fund operating expenditure in any activity in any particular year if the deficit can be funded from operating surpluses in the immediately preceding or subsequent years. An operating deficit will only be budgeted when considered prudent to avoid fluctuations in rates, fees, or charges.

16. It is envisaged that that future year's budgets would rate for a surplus to repay this additional debt.
17. In selecting this option Council must clearly state the following and would need to be by way of resolution before adopting its annual plan.
18. This resolution would cover the following:
 - That Council is adopting a budget that is not a balanced budget in that operating revenues are not set at a level sufficient to meet 2020/21 operating expenses
 - That it has had full regard to the considerations contained in s100 and s101(1) and (2) of the Local Government Act 2002, in particular the requirements to manage its revenues, expenses, assets, liabilities, investments, and general financial dealings prudently and in a manner that promotes the current and future needs of the community.
 - That given the current Covid -19 pandemic and the effect on the local economy and its ratepayers, the Council believes it is acting prudently in adopting an unbalance budget.

Advantages

19. This option would ensure that the Council's level of service would remain as per the proposed 20/21 budget and that the expenditure levels will be maintained to assist the economy to recover.
20. The budget changes are relatively simple to do and will result in a lower or nil increase in rates for 2020/21.
21. Council can take on board additional debt at a short term interest rate of less than 1.5%.

Disadvantages

22. If borrowing to reduce the rate take is preferred this would result in an increase of debt of approximately \$2.1 million that will need repaying in the future.
23. It does not address any expenditure reduction. The absence of any attempt to reduce expenditure could be viewed negatively by the community, who may expect that the reduction is achieved at least partially by cutting spending.

Option 2 - Reduction in operating expenditure of approximately \$2.1 million

24. The council could look to reduce operating expenditure by the required \$2.1 million. This is a significant reduction. As most capital projects of significance are already committed and are funded by loans, there are little savings to be made in those areas.
25. Much of the Council's operating expenditure is also committed, such as interest rates costs, depreciation costs, and employment costs. Employment issues remain unclear, although, as stated earlier in this report, the assumption is that all Council services will be running from 1 July 2020.
26. There are several areas where some cost reduction could be achieved. These include:
 - An identified saving of \$400,000 in interest costs in 2020/21. These interest rate costs have been recalculated using the latest LGFA rates obtained by Council, and factoring in the effect of Council's AA+ Fitch credit rating.
 - Deferral of the new GIS officer position saving \$80,000.
 - Defer the request for additional funding for the Welcoming Communities Programme (\$50,000). Subject to Council maintaining the current level of programme funding, Welcoming Communities could continue during the 2020-21 year on a reduced scale, or alternative sources of funding could be explored at a later date to keep the programme going for the full year. An alternative position would be to cease the programme and withdraw all funding.
 - A review of support to the agencies including Ashburton Art Gallery, ATEC, Safer Ashburton and Sport Mid-Canterbury. Given that Council is seeking to reduce its rates requirement it may be appropriate to reduce each grant by a consistent % (for example a 4.88% reduction from LTP funding).
 - Council may want to defer any discretionary Council grants to the community for the 20/21 year, or reduce total community grants allocations in the expectation that grant recipients as well as the Council should also show expenditure restraint over the coming year. Appendix 1 shows the complete list of community grants and funding for 2020/21 that is currently included in the budget.
 - Council has been advised that Experience Mid Canterbury is urgently reviewing its services in a post lockdown period and the impact that a lack of international tourists over the next 12 months will have on those services. This may reduce the level of support required by Council and this may lead to some rate saving.

- Signalling a low or 'zero' percent increase in all staff wages in the 20/21 year. Even if a 'zero' percent option was preferred, Council would need to ensure all legal wage obligations are met. The budget currently contains a provision of \$735,500 for remuneration increases. This is higher than normal due to 34% or 93 staff being appointed below the market rate, therefore \$280,000 was budgeted to recognise staff developing in their role. This is in addition to the assumed 3% market movement increase (\$445, 000). Lump sum payments to financially recognise those staff who performed at an outstanding level (\$38,000 in 2019) are also funded from within these amounts.
- Managers reviewing all non-critical expenditure that could be reduced from the budget.

Advantages

27. Council is seen to act prudently by re-evaluating all operational expenditure needs and demonstrating cost reductions to the community.
28. Given that there will be job losses in the wider community due to the Covid -19 lockdown, and genuine hardship that will be experienced by some ratepayers it would seem incongruous that Council is budgeting for salary and wage increases at this time, and that retention of jobs should instead be the priority.
29. The savings areas identified above will minimise any significant impact on Councils service levels.

Disadvantages

30. Reducing operating expenditure by the full \$2.1 million may reduce levels of service to some degree but the aim per paragraph 29 is to minimise this.
31. It may be unlikely that the full reduction required to get to a nil rate increase can be achieved using this option alone, and the Council may need a combination of options 1 and 2.
32. A reduction in agency and community grants support may place those operations at risk of failure or jeopardise the ability of community organisations to provide local initiatives, support and projects to the local community at a time when this could be most needed.
33. The effect of no salary and wage increases in 2020/21 impacts most severely on Council's lower-paid positions. Some may receive a small movement through legal obligations, such as minimum wage increases; however, those who fall just above the line would receive nothing. This could damage Council's competitiveness within the labour market especially against local industries such as agriculture or transportation. This could be mitigated by budgeting for a modest increase in salary and wages for all lower-paid positions (noting that inevitably some staff will be just above the designated

level and will likely feel aggrieved they were not included). Likewise a modest sum could be allocated to those furthest away from the market salary range also.

34. The whole budget will need to be rewritten, and the financial statements amended. This will put pressure on staff to get this completed and the Annual Plan adopted by 30 June, although this is considered to be achievable at this stage given the decision to date to not consult. If Council makes substantial changes from what has been proposed here, it may need to reconsider the need for consultation.

Option three- A combination of option 1 and 2 (recommended option)

35. A combination of options 1 and 2 is the recommended option unless the full \$2.1 million can be achieved per option one.

Advantages

36. Council is seen to act prudently by re-evaluating all operational expenditure needs and demonstrating cost reductions to the community.
37. Given that there are job losses currently occurring due to the Covid -19 lockdown in the community, the retention of jobs should be the priority at this stage for Council rather than budgeting for salary and wage increases.
38. See Option two for further advantages.

Disadvantages

39. Depending on where the reductions are made, levels of service may be reduced, at least temporarily.
40. See option 2 for further disadvantages.

Option Four – Leave fees and charges increases as signalled, and address a rate reduction only

41. The total fees and charges increase (excluding dog fees) is \$326,000

Advantages

- Fees and charges are relatively discretionary and are not incurred by everyone. Those who select that service know the cost and can make the decision to proceed accordingly
- Increasing the fees and charges (most of which were relatively minor) will reduce the amount of rates required (see attached fees and charges schedule of proposed changes, and the areas where the fee income would reduce if the increase is removed). The proposed rate increase of 4.88% included fees and charges increases

so if these are reduced the actual rates before any savings will be 5.8% so larger expenditure reductions would need to be identified.

Disadvantages

- There will still be an increase in fees and charges (albeit modest) for some Council customers.

Option 5 –Leave the proposed 2020/21 budget as it is with a 4.88% rate increase along with the proposed fees and charges increase (status quo option)

Advantages

42. All works and the level of service will remain as considered and agreed by Council
43. Does not require any changes to the budget and therefore the budget and Annual Plan can be adopted earlier than June 2020
44. Leaving the expenditure at the proposed levels will assist in contributing to the economy's recovery.

Disadvantages

45. The budget would not reflect the significant changes in the economy and the circumstances that many ratepayers will find themselves in.
46. The council could be seen as not listening to the community concern or being unwilling to take steps to reduce the rate burden next year.

Legal/policy implications

47. The balanced budget provisions are contained in s100 of the Local government Act 2002

Local government Act 2002 -S100 –Financial management

- (1) A local authority must ensure that each year's projected operating revenues are set at a level sufficient to meet that year's projected operating expenses.
- (2) Despite subsection (1), a local authority may set projected operating revenues at a different level from that required by that subsection if the local authority resolves that it is financially prudent to do so, having regard to—
 - (a) the estimated expenses of achieving and maintaining the predicted levels of service provision set out in the long-term plan, including the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and

- (b) the projected revenue available to fund the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and
- (c) the equitable allocation of responsibility for funding the provision and maintenance of assets and facilities throughout their useful life; and
- (d) the funding and financial policies adopted under section 102.

48. The need to consider community views in relation to decisions is covered in [section 78](#) of the Local Government Act 2002. Specifically, *‘a local authority must, in the course of its decision-making process in relation to a matter, give consideration to the views and preferences of persons likely to be affected by, or have an interest in, the matter. A local authority is not required by this section to undertake any consultation process or procedure. This section is subject to section 79.’*
49. [Section 79](#) allows Council to use its discretion to make judgments about what issues or matters require engagement or consultation with the community in accordance with Council’s Significance and Engagement Policy. Officer commentary has been provided for this in more detail in the Significance and Engagement section.

Financial implications

50. The financial impact will depend on the options selected and the areas of savings.
51. The first three options will all impact on the rates and fees and charges that will need to be set in the first year of the new 2021-31 Long Term Plan, with the worst case being that the rates for that year will need to be increased by the 4.88% as a starting point, if we are to return to normal Council services and operations. There are several large projects whose full costs will impact in 2021/2022 year including the Ashburton wastewater river pipe project, Ashburton CBD upgrade, and the Library and Civic Centre project.

Requirement	Explanation
What is the cost?	Depends on the approved options.
Is there budget available in LTP / AP?	No, this report addresses changes to the full 2020/21 budget that are different to what Council had signalled to the community in Year 3 of the Long-Term Plan 2018-28.
Where is the funding coming from?	<i>As per the options</i>
Are there any future budget implications?	Yes- reductions to the 20/21 budget will impact on the 21/22 budget.
Finance review required?	Yes

Significance and engagement assessment

52. An overall rate increase of 0% has been used to determine if the issue is significant and subsequently assess the level of significance.
53. A reduction to 0% is considered to be a significant issue with a medium level of significance. Under Council's Significance and Engagement Policy this would typically signal the need to engage and consult with the community before a final decision is made.
54. The Local Government Act 2002 ([section 95](#) (2A)) allows for Council to not consult on the Annual Plan if the ... *"proposed plan does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates"*.
55. On face value a reduction in the rate increase to 0% would be a significant or material difference from Year 3 of the LTP.
56. However, the rate increase of 0% is being achieved using a range of mechanisms including adjusting interest rates in light of the recently received AA+ Fitch rating, not increasing staff wages or salaries to reflect the challenging economic conditions and removing projects that were not originally in the 2021-31 Long-Term Plan. As such, the levels of service that Council will provide the community will not change from what was indicated in Year 3 of the LTP. Therefore, Council could consider this to be not a significant or material difference.
57. Given the highly unusual circumstances with the Covid-19 pandemic alert level 4 lockdown, genuine consultation and engagement with the community at this time could be challenging and problematic but is not a reason to avoid doing so.
58. The timing of consulting and engaging with the community would be the largest challenge for officers to still meet the 30 June statutory deadline. It is unlikely that the deadline would be met therefore the adoption of the 20-21 Annual Plan would be delayed by up to 4 weeks.

Requirement	Explanation
Is the matter considered significant?	Yes
Level of significance	Medium level of significance
Level of engagement selected	Typically, a 0% rate increase would be consulted with the community. However, given that the levels of service for the community will not change from Year 3 of the LTP with the 0% increase in 2020/21, inform is the level of engagement recommended by officers in this instance.
Rationale for selecting level of engagement	Council will need to inform the community clearly and openly about how the 0% rate increase has been achieved. It is recommended that this is undertaken using the range of media available to Council.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Appendix 1: 2020/21 Community Grants & Funding Operational Expenditure

Grant	Applicants	Total funding sought	Funding in draft 20/21 budget
Arts and Culture – Ashburton Art Gallery		\$395,000	\$394,083
Arts and Culture – ATEC		\$298,860	\$298,860
Arts and Culture - Community Library Grant	3	\$10,800	\$15,000
Community Development - Agencies Grant	15	\$178,046	\$100,000
Community Development - Community Projects Grant	15	\$78,365	
Community Pools Grant	Applications not sought yet		\$50,000
Community Safety - Safer Ashburton		\$180,793	\$180,793
Community Safety – Safer Communities		\$35,787	\$35,787
Community Safety – Community House CAB	(+\$49,000 seedfunding 19/20)	\$15,000	\$15,000
Economic Development - Community Events	6	\$20,339	\$20,000
Natural & Built Environment - Biodiversity	5	\$28,600	\$15,000
Natural & Built Environment - Community Infrastructure	12	\$79,522	\$60,000
Sport and Recreation - School Holiday Programme	5	\$10,688	\$5,000
Sports Development	4	\$89,245	\$63,000
School Grants (MHC & AC prizegiving)	2	\$1,000.00	\$1,000
Total	67	\$1,381,717	\$1,253,523

Appendix 2 Fees and charges schedule 2020/21

Notes: The following should be read in conjunction with the schedule of fees and charges.

- All fees and charges are inclusive of GST at the rate of 15%.
- All fees and charges scheduled apply to the 2020/21 year only. Changes may be made during the year by resolution of Council or statutory requirement.
- While Council has aimed to provide a complete and accurate schedule of charges, if any errors or omissions are identified, charges will be calculated by reference to the appropriate underlying authority/ resolution. Council reserves the right to vary and introduce fees and charges at its discretion.
- All fees are fixed fees, unless stated as minimum charge and charged at time and cost (T/C).
- Fees set by statute are not included and can be found in the relevant Act.

1.0 Building regulation

Building fees and charges are charged under the Building Act 2004. Building infringements are determined by statute and can be found in the Building (Infringement Offences, Fees and Forms) Regulations 2007. The Building Research Association of New Zealand (BRANZ) levy is charged under the Building Research Levies Act 1969. The Ministry of Business, Innovation and Employment (MBIE) levy is charged under the Building Levy Order 2005.

Additional costs incurred by Council to provide the service required, such as materials and consultants, are charged at the cost to Council plus 10% cost for administration.

(A) These fees are a **minimum** charge. When the cost to Council of providing the service exceeds this minimum charge, the Council may recover all additional costs on a time and cost basis. Time in excess of that covered by minimum fees will be charged in 15 minute increments to the nearest quarter hour. Building consent processing is charged at a fixed hourly rate, in 15 minute increments.

		1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021
1.1	Charge-out rates		
	Administration Officer - per hour	\$92.00	\$96.00
	Building Official – per hour	\$132.00	\$141.00
	Senior Building Official – per hour	\$159.00	\$169.00
	Miscellaneous Documents	\$92.00	\$94.00
	Scanning fee (where a digital copy of an application is not provided at time of lodgement)	\$82.00	\$84.00
1.2	Building Consent – Projects up to \$19,999 value		
	PIM Fee (up to 30 minutes) ^(A)	\$80.00	\$84.00
	Administration ^(A)	\$158.00	\$144.00
	Processing (per hour)	\$132.00	\$141.00
	Code of Compliance Certificate Fee (up to 30 minutes) ^(A)	\$67.00	\$70.00
	Inspection Fee (per inspection) ^(A)	\$166.00	\$170.00
	District Plan Compliance Fee ^(A)	\$33.00	\$36.00
1.3	Building Consent – Projects between \$20,000 and \$99,999 value		
	PIM Fee (up to one hour) ^(A)	\$158.00	\$169.00
	Administration ^(A)	\$199.00	\$192.00
	Processing (per hour)	\$132.00	\$141.00
	Code of Compliance Certificate (up to one hour) ^(A)	\$132.00	\$141.00
	Inspection Fee (per inspection) ^(A)	\$166.00	\$170.00
	BCA Accreditation levy - per \$1,000 of project value	\$0.50	\$0.50
	BRANZ levy – per \$1,000 of project value	\$1.00	\$1.00
	MBIE levy - per \$1,000 of project value	\$2.01	\$1.75

	District Plan Compliance Fee ^(A)	\$62.00	\$70.00
1.4	Building Consent - Projects Between \$100,000 and \$499,999		
	PIM Fee (up to one hour and 45 minutes) ^(A)	\$278.00	\$295.00
	Administration ^(A)	\$318.00	\$288.00
	Processing (per hour)	\$132.00	\$141.00
	Code of Compliance Certificate Fee (up to 2 hours) ^(A)	\$265.00	\$282.00
	Inspection Fee (per inspection) ^(A)	\$166.00	\$170.00
	BCA Accreditation levy - per \$1,000 of project value	\$0.50	\$0.50
	BRANZ levy – per \$1,000 of project value	\$1.00	\$1.00
	MBIE levy – per \$1,000 of project value	\$2.01	\$1.75
	District Plan Compliance Fee ^(A)	\$123.00	\$127.00
1.5	Building Consent - Projects \$500,000 and Above		
	PIM Fee (up to 2.5 hours) ^(A)	\$397.00	\$422.00
	Administration ^(A)	\$396.00	\$384.00
	Processing Fee (per hour)	\$132.00	\$141.00
	Code of Compliance Certificate Fee (up to 2 hours) ^(A)	\$265.00	\$282.00
	Inspection Fee (per inspection) ^(A)	\$166.00	\$170.00
	BCA Accreditation levy - per \$1,000 of project value	\$0.50	\$0.50
	BRANZ levy – per \$1,000 of project value	\$1.00	\$1.00
	MBIE levy – per \$1,000 of project value	\$2.01	\$1.75
	District Plan Compliance fee ^(A)	\$133.00	\$141.00
1.6	Building Consents – General Fees		
	Demolition (Residential) ^(A)	\$312.00	\$319.00
	Building Consent Amendment - Application Fee	\$99.00	\$101.00
	Building Consent Amendment – Processing Fee (per hour)	\$132.00	\$141.00
	Additional Inspection (per inspection) ^(A)	\$166.00	\$170.00
	Building Consent Extension of Time	\$99.00	\$101.00
	Building Consent Activity Report - per month	\$15.00	\$40.00
	Building Consent Activity Report - per year	\$154.00	\$400.00
	Swimming Pool Inspection – (per inspection) ^(A)	\$166.00	\$170.00
	Compliance Schedule Fee ^(A)	\$132.00	\$135.00
	Compliance Schedule Audit ^(A) – section 111 Building Act (per hour)	\$138.00	\$141.00
	Compliance Schedule Amendment Application Fee	\$99.00	\$101.00
	Marquee Application Fee (max. of 3 Marquees per application)	\$172.00	\$176.00
	Marquee Inspection Fee (per inspection) ^(A)	\$166.00	\$170.00
	Heating Appliances ^(A)	\$350.00	\$358.00
	Solar Hot Water Heater (Stand Alone) ^(A)	\$443.00	\$453.00
	Notice to Fix ^(A)	\$300.00	\$307.00
	Notices for section 73 or 77 of the Building Act 2004 ^(A)	\$143.00	\$250.00
	Certificate for Public Use ^(A)	\$255.00	\$300.00
	Building Exemption Processing ^(A)	\$251.00	\$257.00
1.7	Hairdresser Warrant of Fitness	\$32.00	\$33.00

1.8	Building Warrant of Fitness - Administration Fee	\$113.00	\$115.00
1.9	Property File Inspection Fee ^(A) – per file/per hour. Minimum of half hour charge (Note: ADC ratepayers can inspect one of their own files once per year free of charge)	\$62.00	\$63.00
1.10	Written/Photocopied Information in respect of any Building Consent ^(A)	Admin fee per half hour \$46.00 Photocopy charges - see section 20.3	Admin fee per half hour \$48.00 Photocopy charges - see section 19.3
1.11	Certificate of Acceptance - Application Fee (section 96-99 Building Act 2004)	\$1,200.00	\$1,226.00
1.12	Fire Service Audit Fee	\$166.00	\$170.00
	Fire Service Report Fee	At cost	At cost
1.13	Building Infringements	Statutory fee	Statutory fee
1.14	Certificate of Title Request Fee	\$16.00	\$20.00

2.0 Development contributions

Development contributions are charged under the Local Government Act 2002. Further information on development contributions can be found in Council's *Development and Financial Contributions Policy*.

Catchment	Water 2018/19	Water 2019/20	Waste water 2018/19	Waste water 2019/20	Community Infrastructure 2018/19	Community Infrastructure 2019/20	Total 2019/20
Ashburton *	\$878.00	\$878.00	\$3,604.00	\$3,604.00	\$2,875.00	\$2,875.00	\$7,357.00
Methven	\$3,718.00	\$3,718.00	\$336.00	\$336.00	\$2,875.00	\$2,875.00	\$6,929.00
Rakaia	\$256.00	\$256.00	-	-	\$2,875.00	\$2,875.00	\$3,131.00
Hinds	\$917.00	\$917.00	-	-	\$2,875.00	\$2,875.00	\$3,792.00
Fairton	\$2,367.00	\$2,367.00	-	-	\$2,875.00	\$2,875.00	\$5,242.00
All Other	-	-	-	-	\$2,875.00	\$2,875.00	\$2,875.00

*Ashburton includes Lake Hood.

3.0 Food licences

As from 1 March 2016 the registered food premises administered under the Food Hygiene Regulations 1974 will be progressively phased under the Food Act 2014 and Food Regulations 2015.

Important Note:

- Food Control Plans registered under the new Act prior to 1 March 2016 have a 3 year registration period until 29 February 2019.
- However, these premises are still subject to verification audits and monitoring at an audit frequency reflective of the business risk.

The following fees and breakdowns are therefore reflective of the above changes in legislation and additional audit activities.

		1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021
Food Hygiene Regulations 1974			
3.1	Food Control Plan Licence (Renewal)		
	Low Risk Pre-packed food/No kitchen	\$204.50	\$209.00
	Medium Risk Café/Small Eating House	\$307.00	\$314.00
	High Risk Restaurant/Large Eating House	\$358.00	\$366.00
Food Act 2014			
3.2	New Registration		
	Food Control Plan – Single Site	\$153.50	\$157.00
	Food Control Plan – Multi Site	\$230.50	\$234.00
	National Programme	\$153.50	\$157.00
	Food Control Plans or National Programmes >1 hour (per hour)	\$153.50	\$157.00
	Advisory Fee or Pre-opening visits (per hour)	\$153.50	\$157.00
	Food Control Plan mentoring fee	\$306.70	\$313.00
3.3	Registration Renewals		
	12 Month Food Control Plan Single Site Renewals	\$153.50	\$157.00
	12 Month Food Control Plan Multi Site Renewals	\$230.50	\$234.00
	24 Month National Programme Renewals	\$194.00	\$198.00
3.4	Monitoring and Compliance		
	Food Control Plans – annual (including those registered before 1 March 2016)	\$76.50	\$78.00
	National Programmes – 24 months	\$153.50	\$157.00
3.5	Verification		
	Food Control Plan – single site audit (including follow up to 15 minutes)	\$511.00	\$522.00
	Food Control Plan – multi site audit (including follow up to 15 minutes) (per hour)	\$153.50	\$157.00
	Food Control Plan audit follow up over 15 minutes (per hour)	\$153.50	\$157.00
	National Plan Level 1 Check (one-off) (per hour)	\$153.50	\$157.00
	National Plan Level 2 Audit – 3 yearly (per hour)	\$153.50	\$157.00
	National Plan Level 3 Audit – 2 yearly (per hour)	\$153.30	\$157.00
3.6	Complaints		
	Complaint resulting in issue of improvement notice by Food Safety Officer and its review (per hour)	\$153.50	\$157.00

	Additional visits for non-compliance (per hour)	\$153.50	\$157.00
3.7	Exemptions		
	Application	\$153.50	\$157.00
	Assessment over 1 hour (per hour)	\$153.50	\$157.00

4.0 Land information memorandum (LIM)

LIM fees are charged under the Local Government Official Information and Meetings Act 1987.

		1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021
4.1	Land Information Memorandum (LIM) fee		
	Residential property	\$254.00	\$260.00
	Non-residential property	\$508.00	\$520.00

5.0 Alcohol licensing and gambling venue consent fees

Alcohol licensing fees are charged under the Sale and Supply of Alcohol Act (Fees) Regulations 2013. Gambling venue consent fees are charged under the Gambling Act 2003 and Racing Act 2003.

		Licence Application		Licence Annual Fee	
		1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021	1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021
5.1	Cost and Risk Fee Category				
	Very low	\$376.00	\$384.00	\$164.50	\$168.00
	Low	\$623.00	\$637.00	\$399.50	\$408.00
	Medium	\$834.50	\$853.00	\$646.00	\$660.00
	High	\$1,046.00	\$1,069.00	\$1,058.00	\$1,081.00
	Very high	\$1,234.00	\$1,261.00	\$1,469.00	\$1,501.00

		1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021
5.2	Special Licenses		
	Class 3 - One or two small events	\$63.25	\$65.00
	<i>Note: A “small” event is an event that will have less than 100 attendees</i>		
	Class 2 – Three to 12 small events or one to three medium events	\$207.00	\$212.00
	<i>Note: A “medium” event is an event that will have between 100 and 400 attendees</i>		
	Class 1 – 13 or more small events or; four or more medium events or; a large event and / or (irrespective of number of attendees) the event is a Rodeo	\$575.00	\$588.00
	<i>Note: A “large” event is an event that will have more than 400 attendees</i>		
5.3	Application Type		

	Manager's certificate application	\$316.25	\$323.00
	Temporary authority for on/off licenses	\$296.70	\$303.00
	Temporary licence during repairs or unforeseen events	\$296.70	\$303.00
5.4	Gambling Venue Consent Fee	\$588.00	\$601.00

6.0 Public health licensing

Public health licence fees are charged under the Health (Registration of Premises) Regulations 1966.

		1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021
6.1	Hairdressers Licence	\$130.50	\$150.00
	Change Of Ownership	\$54.50	\$56.00
	Extra inspection fee for non-compliance per inspection	\$81.50	\$83.00
6.2	Funeral Directors Licence	\$130.50	\$150.00
	Change of Ownership	\$54.50	\$56.00
	Extra inspection fee for non-compliance per inspection	\$81.50	\$83.00
6.3	Camping Ground Licence	\$130.50	\$150.00
	Change of Ownership	\$54.50	\$56.00
	Extra inspection fee for non-compliance per inspection	\$81.50	\$83.00
6.4	Offensive Trades Licence	\$130.50	\$150.00
	Change of Ownership	\$54.50	\$56.00
	Extra inspection fee for non-compliance per inspection	\$81.50	\$83.00

7.0 Mobile shops, stalls and hawkers permits, and amusement devices fees

Mobile shops, stalls and hawkers are charged under the Ashburton District Council Mobile Shops, Stalls and Hawkers Bylaw. The amusement devices fee is set by the Amusement Devices Regulations 1978. Ground rental for the use of Council open space, such as the use of grounds required for circuses or fairs is charged under section 14, Open Spaces Fees.

		1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021
7.1	Hawkers and Itinerant Traders Permit	\$54.00	\$100.00
7.2	Circuses and Fairs Licence – per day	\$77.00	\$100.00
7.3	Amusement Devices Fee - first device	\$11.50	\$12.00
	Each subsequent device	\$2.40	\$2.00
7.4	Annual Mobile Shop or Stall Permit*		
	Risk A – No food	\$54.50	\$80.00
	Risk B – Food with food plan	\$102.00	\$130.00
	Risk C – Food with no food plan	\$153.50	\$180.00
	Additional Inspection Fee (per inspection)	\$81.50	\$83.00
7.5	One Day Mobile Shop or Stall Permit*		
	Risk A – No food	\$21.50	\$40.00
	Risk B – Food with food plan	\$51.00	\$65.00
	Risk C – Food with no food plan	\$76.50	\$90.00
	Additional Inspections Fee per inspection	\$81.50	\$83.00

8.0 Planning and resource consents

Planning and resource consent fees are charged under the Resource Management Act 1991. Fees indicated by a ^(B) below are a **minimum** fee. Council may recover all additional costs on a time and cost basis. Additional charges will be determined on the basis of actual and reasonable costs. Time in excess of that covered by minimum fees will be charged in 30 minute increments to the nearest half hour.

Costs incurred by Council, such as travel, materials and consultant fees are charged at the cost to Council plus 10% cost of administration.

Costs associated with the review of compliance with the provisions of the Resource Management Act 1991, the Ashburton District Plan and the monitoring of resource consent conditions will be recovered on a time/cost basis. For the monitoring of consent conditions, any costs to be recovered will be less any monitoring fees paid at the time of application.

If the cost of receiving and processing a resource consent application is less than the prescribed fee, Council may refund the difference to the applicant ^(C).

For Land Use Consents a \$70 monitoring fee will be charged. This fee is refundable where consent is not granted or the application is withdrawn ^(D).

Council may create and install a new rapid plate and number on a site where it has been identified that the existing plate has been moved from its surveyed location by more than 20m. All costs associated with resurveying, creating and installing new plates will be passed on to the landowner.

		1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021
8.1	Charge-out Rates - per hour		
	First 30 minutes of pre-application advice is free of charge		
	District Planning Manager / Senior Planner	\$183.50	\$187.00
	Planner / Environmental Monitoring Staff	\$138.00	\$145.00
	Graduate Planner	\$128.00	\$131.00
	Planning Administration Officer	\$102.00	\$104.00
	Internal technical advice / Support	\$153.50	\$157.00
	Consultants	Cost + 10% admin fee	Cost (no admin fee)
	Legal advice	Cost + 10% admin fee	Cost + 10% admin fee
	Scanning fee (where a digital copy of an application is not provided at lodgement)	\$82.00	\$84.00
	Misc Charges ^(B)		
	Affixing seal	\$153.50	\$157.00
	Miscellaneous documents	\$153.50	\$157.00
8.2	Application for change to District Plan ^{(B)(C)}	\$25,500.00	\$26,061.00
8.3	Land Use Consent Applications – Minimum charges ^(B)		
	Non-notified ^(D)	\$1,068.00	\$1,092.00
	Non-notified (non-complying status) ^(D)	\$1,303.00	\$1,332.00
	Limited notified ^{(C)(D)}	\$4,236.00	\$4,329.00
	Full notified ^{(C)(D)}	\$6,178.00	\$6,314.00
	Limited notified (non-complying status) ^{(C)(D)}	\$4,440.50	\$4,538.00
	Full notified (non-complying status) ^{(C)(D)}	\$6,484.50	\$6,627.00
	Non-notified application for non-compliance with internal setback and / or recession plane rules only	\$664.50	\$679.00

	Resource Consent exemption for boundary intrusion	\$250.50	\$256.00
	Resource consent exemption for minor or temporary non compliance	\$817.50	\$835.00
8.4	Subdivision Consent Applications – Minimum charges ^(B)		
	Change to Flats Plan or Unit Title	\$996.50	\$1,018.00
	Non-notified	\$996.50	\$1,018.00
	Non-notified (non-complying status)	\$1,201.00	\$1,227.00
	Limited notified ^(C)	\$4,267.00	\$4,361.00
	Full notified ^(C)	\$6,106.50	\$6,241.00
	Full / limited notified (non-complying status) ^(C)	\$6,311.00	\$6,450.00
	Per lot fee (for the fourth lot and each additional lot, including reserves for utilities / recreation)	\$56.00	\$57.00
	Section 223 Certificate	\$255.50	\$261.00
	Section 224 Certificate	\$255.50	\$261.00
	Section 226 Certificate	\$409.00	\$418.00
	District Land Registrar consultation	\$107.50	\$110.00
	Right of way consent – Section 348 of LGA 2002	\$357.50	\$365.00
8.5	Hearing Panel Charges (additional to fee for full / limited notification)		
	Commissioner	At cost + 10%	At cost + 10%
	Panel comprising 2 Councillors (per hour)	\$184.00	\$188.00
	Panel comprising 3 Councillors (per hour)	\$265.50	\$271.00
	Pre-hearing meeting (per hour)	At cost	At cost
8.6	Other Applications – Minimum charge ^(B)		
	For any application lodged under the following sections		
	1. S125 Extension of time for consent (non-notified)	\$613.00	\$626.00
	2. S125 Extension of time for consent (notified)	\$5,723.00	\$5,859.00
	3. S127 Application to change / cancel a condition (non-notified)	\$817.50	\$835.00
	4. S127 Application to change / cancel a condition (notified)	\$5,927.50	\$6,058.00
	5. S139 Certificate of Compliance	\$1,533.00	\$1,567.00
	6. S139A Certificate of Existing Use	\$1,022.00	\$1,044.00
	7. S10 (2) Extension of existing use rights	\$1,022.00	\$1,044.00
	8. S168/168A Notice of Requirement for designation	\$5,110.00	\$5,222.00
	9. S181 Application for alteration to a designation	\$1,226.50	\$1,253.00
	11. S182 Removal of a designation	\$255.50	\$261.00
	12. S184 Extension of time for designations	\$511.00	\$522.00
	13. S176 Application for outline plan	\$511.00	\$522.00
	14. S176A Application for outline plan waiver	\$153.50	\$157.00
	15. Preparation / change or cancellation of consent notices	\$153.50	\$157.00
	16. Removal / refund of bonds and caveats	\$255.50	\$300.00
	17. Review of delegated decision to reject application	\$817.50	\$835.00
	18. Cancellation of amalgamation	\$920.00	\$940.00
	19. Overseas investment certificate application	\$204.50	\$209.00

	20. Removal of building line restriction	\$511.00	\$522.00
8.7	Rapid Number Plate		
	Allocation of new Rapid Number (Includes plate)	\$61.50	\$63.00
	Resurveying site access where allocated number is no longer correct.	At cost	At cost
	Replacement Rapid Number plate	\$25.50	\$26.00

9.0 Bylaw fees and fines

Bylaw fees and fines are charged under the Local Government Act 2002. When the cost of bylaw monitoring and/or enforcement related processes exceeds the stated fee, (minimum charge), Council may recover all additional costs on a time and cost basis ^(E).

		1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021
9.1	Fees under the Ashburton District Bylaws		
	Licence to keep bees (urban areas)	\$27.00	\$50.00
	Licence to keep poultry or stock (urban areas)	\$27.00	\$100.00
	Removal of advertising signs ^(E)	\$163.00	\$167.00
	Regulatory functions and enforcement ^(E)	\$81.50	\$83.00
9.2	Litter Fines – Maximum permitted under the Litter Act 1979	\$418.00	\$427.00
	Clean-up relating to litter and illegal dumping infringements ^(E)	\$54.50	\$56.00
9.3	Noise Equipment Seizure - Return of seized equipment ^(E)	\$108.50	\$120.00

10.0 Water sampling – private supplies

Water sampling fees are charged under the Health Act 1956. The fee stated below is a **minimum** fee. When the cost of water testing exceeds the stated fee (minimum charge) the Council may recover all additional costs on a time charge basis ^(F).

		1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021
10.1	Bacteriological Water Testing - Minimum charge ^(F)	\$30.00	\$31.00

11.0 Water services

Water service connection fees are charged under the Ashburton District Council Water Supply Bylaw.

		1 July 2019 – 30 June 2020	1 July 2020 – 30 June 2021
11.1	Service Connection Application and Inspection Fee (payable on application)		
	Single Service – for one type of service i.e. water only or sewer only	\$337.50	\$345.00
	Multiple Services – two or more types of service i.e. water & sewer or sewer & stormwater etc.	\$398.50	\$407.00
Note: Only Council-approved contractors can undertake service connection or disconnection work. The scope of the work includes all construction from the property boundary up to and including connection to the Council main* (or kerb and channel for stormwater connections). The applicant is required to engage an “Approved Contractor” of their choice and meet the costs of the work directly. Council normally inspects the work during and / or at the completion of construction. Written approval of the physical work will be provided to the applicant and the contractor.			
11.2	Water Main Tapping Fee (payable on application)		
	Connections 50mm diameter and smaller - Ashburton only	\$194.00	\$198.00
	Connections 50mm diameter and smaller - Other ADC supplies	\$306.50	\$313.00
	Connections greater than 50mm diameter (All Supplies)	At cost (deposit \$1,000)	At cost (deposit \$1,000)
	Physical work associated with live tapping of water mains shall be undertaken only by Council’s maintenance contractor. The cost of this work will be recovered by Council.		
11.3	NW Ashburton Reticulation Cost Recovery Fee	\$1,319.50	\$1,349.00
	This fee recovers the cost of providing reticulation to the North West Ashburton area and is payable at the time of application to connect to the Ashburton water supply. This fee is in addition to development contributions, service connection application and inspection fee and main tapping fee. The fee applies to new connections to the Ashburton water supply in the following locations: <ol style="list-style-type: none"> 1. Farm Road (Middle Road to Racecourse Road) 2. Allens Road (Mill Creek to Racecourse Road) 3. Carters Road (Farm Road to Allens Road) 4. Racecourse Road (Farm Road to Belt Road) 5. Charlesworth Drive (including Verona Dr (Pvt)) 6. Primrose Place 7. Hanrahan Street (Extension) 8. Douglas Drive 9. Ayers Green 		
11.4	Additional Inspection – payable by contractor should re-inspection be required	\$165.60	\$169.00
11.5	Service Disconnection Fee (Invoiced at completion)	At cost	At cost
11.6	Bulk Water Charge (Per m³) – For water supplied through contractor filling points (or nominated hydrants) for purposes other than fire- fighting and hydrant testing	\$4.40	\$5.00
11.7	Water Meter Testing Charge (Payable on Application)		
	Customers who believe their water meter is not measuring correctly can apply to have the meter tested for accuracy. This fee includes the cost of recovering the meter, testing at an approved facility, and provision of a test report. If the tested meter fails to meet accuracy requirements		

	detailed in the ADC Bylaw, the cost of the testing is refunded.		
	Meter smaller than 25mm diameter – Ashburton water supply	\$300.50	\$307.00
	Meter smaller than 25mm diameter – Other ADC water supplies	\$402.50	\$411.00
	Meter 25mm diameter or larger – All ADC water supplies	At cost	At cost
11.8	Stormwater Resource Consent Monitoring – Council reserves the right to recover costs arising from third party non-compliance with resource consent conditions	At cost + 10% admin fee	At cost + 10% admin fee

12.0 Roading and footpaths

Roading and footpath fees are charged under the Local Government Act 1974.

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
12.1	New vehicle crossing	\$153.50	\$157.00
	Includes application fee and two inspections		
	Costs to construct are the responsibility of the applicant		
12.2	Temporary fence	\$153.50	\$157.00
	Includes application fee and two inspections		
	Costs to construct are the responsibility of the applicant		
12.3	Oil on road	\$153.50	\$157.00
	Includes application fee and two inspections		
12.4	Additional inspections	\$153.50	\$157.00
12.5	Pipe under road	\$153.50	\$157.00
	Includes application fee and two inspections		
	Costs to construct are the responsibility of the applicant		
12.6	Abandoned vehicle recovery Ashburton		
	Urban area	\$153.50	\$157.00
	All other areas	\$306.50	\$313.00

13.0 Open spaces

Open spaces hire fees are charged under the Ashburton District Council Open Spaces Bylaw. Fees are also included in Council's Use of Sports Fields Policy. Please note – some exemptions and restrictions apply for the use of open spaces. For more information, see the Use of Sports Fields Policy.

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
13.1	Casual usage (per day)		
	Hire of picnic ground for casual usage, per day (plus \$25 refundable key bond)	\$30.50	\$31.00
	Field size – up to 200m ²	\$30.50	\$31.00
	Field size - 200m ² to 5,000m ²	\$51.00	\$52.00
	Field size – 5,000m ² to 10,000m ²	\$102.00	\$104.00
	Field size – 10,000m ² to 50,000m ²	\$158.50	\$162.00
	Field size – 50,000m ² to 100,000m ²	\$214.50	\$219.00
	Field size – 100,000m ² to 200,000m ²	\$271.00	\$277.00
	Field size – greater than 200,000m ² (plus \$1,300 refundable bond)	\$357.50	\$365.00
13.2	Ongoing usage (per season)		
	Field size - 200m ² to 5,000m ²	\$102.00	\$104.00
	Field size – 5,000m ² to 10,000m ²	\$204.50	\$209.00
	Field size – 10,000m ² to 50,000m ²	\$317.00	\$324.00
	Field size – 50,000m ² to 100,000m ²	\$429.50	\$439.00

14.0 Property

Property fees are charged under the Local Government Act 2002.

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
14.1	Signing documents under seal	\$153.50	\$157.00
	Registerable Memorandum of Transfer of Lease	\$153.50	\$157.00
	Registerable Memorandum of Variation of Lease	\$153.50	\$157.00
	Registerable Memorandum of Lease	\$153.50	\$157.00
	Registerable Deed of Lease	\$153.50	\$157.00
	Registerable Variation of Deed of Lease	\$153.50	\$157.00
	Non-Registerable Deed of Lease (Reserves, Hut Sites etc.)	\$153.50	\$157.00
	Consent to Transfer Lessees Interest (non-registerable deeds)	\$153.50	\$157.00
	New Lease prepared "in house" (non-registerable deed)	\$153.50	\$157.00
	New Licence to Occupy prepared "in house"	\$204.50	\$209.00
	Consents (Council approval as affected party)	\$102.00	\$104.00
14.2	Mobile shop or stall site rental		
	Methven site rental – per week	\$128.00	\$131.00
	Ashburton site rental – per week	\$128.00	\$131.00
	Footpath rental fee (CBD) – for alfresco dining	\$225.00	\$230.00
	Footpath rental fee for temporary usage - i.e. demolition (per day)	\$10.00	\$10.00
	License to Occupy application fee	\$148.00	\$151.00
14.3	Additional administration charges (first hour free, all extra time charged on an hourly basis)		
	Commercial manager / senior property officer	\$153.50	\$157.00
	Property officer/ facilities management officer	\$112.50	\$115.00
	Administration officer	\$92.00	\$94.00

15.0 Refuse & recycling

Refuse and recycling fees and charges are charged under the Waste Minimisation Act 2008

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
15.1	Kerbside refuse collection		
	Prepaid refuse bags – roll of 5 bags	\$12.00	\$12.00
	Individual prepaid refuse bag	\$2.50	\$3.00
	New or additional green recycling crate	\$17.00	\$17.50
	Replacing an old/damaged green crate (in exchange for old/damaged green crate)	Free	Free
	Replacement 240 L recycling wheelie bin (yellow lid) - delivered	\$36.00	\$37.00
	Replacement 80 L rubbish bin (red lid) - delivered	\$31.00	\$32.00
	Additional refuse collections		
	Additional 80 L rubbish wheelie bin collection service (each/year)	\$145.00	\$148.00

	Additional 120 L rubbish wheelie bin collection service (each/year)	\$182.00	\$186.00
	Additional 240 L rubbish bin wheelie collection service (each/year)	\$293.50	\$300.00
	Additional 80 L rubbish wheelie bin CBD collection service (each/year)	\$290.50	\$297.00
	Additional 120 L rubbish wheelie bin CBD collection service (each/year)	\$364.00	\$372.00
	Additional 240 L rubbish wheelie bin CBD collection service (each/year)	\$586.50	\$599.00
	Additional rubbish bin – upsize swap (administration and re-issue charge)	\$82.50	\$84.00
	Additional recycling collections		
	Additional 240 L recycling bin collection service (each/year)	\$58.00	\$59.00
	Additional 240 L recycling bin CBD collection service (each/year)	\$116.50	\$119.00
	The glass crate collection service is limited to three per household and six per business	Paid for on rates	Paid for on rates
	Additional recycling bin or crate retrieval	Free	Free
15.2	Ashburton & Rakaia Resource Recovery Park fees		
	Residual waste minimum charge (up to 40 kg)	\$6.00	\$6.60
	Residual waste minimum charge (40 – 80 kg)	\$16.00	\$17.40
	Residual waste minimum charge (80 – 120 kg)	\$26.00	\$28.20
	Residual waste loads over 120 kg (rate per tonne)	\$240.00	\$260.10
	Green Waste – Minimum charge (up to 80kg)	\$10.00	\$10.00
	Green waste (per tonne)	\$102.50	\$105.00
	Car / light truck / 4x4 (per tyre)	\$5.50	\$6.00
	Heavy truck (per tyre)	\$11.00	\$11.00
	Standard tractor tyre under 150 kg (per tonne)	\$42.50	\$43.00
	Heavy machine tyre under 1500 mm diameter (per tonne)	\$282.00	\$288.00
	Heavy machine tyre over 1500 mm diameter (per tonne)	\$395.00	\$404.00
	Car body (stripped / each)	\$63.50	\$65.00
	Cleanfill and rubble (per tonne)	\$147.00	\$150.00
	Electronic waste – flat screens, CRT monitors, TVs, stereos and computers	Free	Free
15.3	Methven drop-off site - greenwaste		
	Minimum charge	\$9.50	\$10.00
	Green waste (per m ³)	\$27.50	\$28.00

16.0 Cemeteries

Cemetery fees are charged under the Burial and Cremation Act 1964 and Ashburton District Council Cemeteries Bylaw.

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
16.1	Purchase of burial or cremation plot: For exclusive right in perpetuity of burial in Division 1 of the standard cemetery or the lawn cemetery and the issue of a Certificate of Purchase.		
	Grave plot 2.75m by 1.22m (standard cemetery) - no concrete beam	\$833.00	\$851.00
	Grave plot 3.12m by 1.22m (lawn cemetery) - includes concrete beam	\$1,390.00	\$1,421.00
	Grave plot 1.8m by 0.60m (children's section) - includes concrete beam	\$853.50	\$872.00
	Cremation plot	\$644.00	\$658.00
	Duplicate Certificate of Purchase	\$87.00	\$89.00
16.2	Interment fees		
	Burial fee	\$1,247.00	\$1,274.00
	Burial of stillbirth child	\$281.00	\$287.00
	Burial of infant under 9 years	\$485.50	\$496.00
	Burial of ashes	\$276.00	\$282.00
16.3	Additional interment fees		
	Additional fee for less than eight (8) working hours' notice of burial	\$245.50	\$251.00
	Additional fee for burial performed up to 1:00 pm on a Saturday (including digging and /or burial where the casket is in the ground and ceremony completed)	\$245.50	\$251.00
	Additional fee for burial past 1:00 pm on Saturday, all day Sunday, and on any statutory or recognised holiday (the additional fee outlined for a Saturday burial prior to 1 pm is not charged if this fee is applicable).	\$705.00	\$751.00
	Additional fee for work after 4:30 pm (where possible funeral ceremonies should be clear of the cemetery by 4:00 pm to enable the sexton to close the grave).	\$245.50	\$251.00
	Disinterment fee	\$598.00	\$611.00
	Re-interment fee	\$598.00	\$611.00
	Extra depth (i.e. grave deeper than 1.5 m / 200 mm)	\$138.00	\$141.00
	Re-open grave for second interment (in addition to interment fee)	\$128.00	\$131.00
16.4	For work involved in piercing, cutting or removing stone, brickwork, concrete, or similar material for the purpose of opening, for interment, disinterment, or any other purpose any grave or vault (in addition to any interment, disinterment, reopening and other fees payable).	\$337.50	\$345.00
	Non-resident / ratepayer fee applies to all cemeteries	Additional 30%	Additional 30%

	'Resident of Ashburton District' means any person who has resided in the District for a period of 3 months of his or her life, and does not include a person who has been temporarily in the District at the time of death or during illness immediately preceding death.	of plot and interment fee	of plot and interment fee
16.5	Approval of plans and specifications of proposed tombstone, memorial, vault or similar and the issue of a permit for the erection and construction.	\$61.50	\$63.00
16.6	Cemetery record printout	\$5.00	\$5.00

17.0 Trade waste disposal

Trade waste fees are charged under Ashburton District Council Bylaws - Trade Wastes Bylaw.

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
17.1	Trade waste application fee	-	-
	Registration fee for a trade waste consent	\$129.00	\$132.00
	Annual charge for a permitted category	\$97.00	\$99.00
	Annual charge for conditional consent	\$161.50	\$165.00
	Transgression follow up inspections/ investigations	At cost	At cost
	Trade waste excess volume charges (per m ³)	\$0.50	\$0.60
	Trade waste excess BOD5 charges (per kg)	\$2.00	\$2.00
	Septic tank waste (per m ³)	\$25.50	\$26.00

18.0 Parking

Parking fees are charged under the Ashburton District Council Transportation and Parking Management Bylaw.

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
18.1	Parking meter charges		
	P60 meters (per hour)	\$1.00	\$1.00
	P120 meters (per hour)	\$0.60	\$0.60
	Cass St car park pay and display meter (per day)	\$2.00	\$2.00
18.2	Parking permit – metered parking space		
	Day	\$12.50	\$13.00
	Week	\$51.00	\$52.00
	Month	\$184.00	\$188.00
18.3	Parking permit – restricted parking space		
	Day	\$6.00	\$6.00
	Week	\$25.50	\$26.00
	Month	\$92.00	\$94.00

19.0 Administration

Administration fees are charged under the Local Government Act 2002.

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
19.1	Research and archive retrieval fee – per hour, minimum half hour charge	\$82.00	\$84.00
19.2	Taxi rank fee – per taxi per year	\$78.50	\$80.00
19.3	Photocopy charges		
	A4 – per page black and white	\$0.20	\$0.20
	A4 – per page colour	\$0.50	\$0.50
	A3 – per page black and white	\$0.50	\$0.50
	A3 – per page colour	\$1.00	\$1.00
	A2 plans per page	\$4.00	\$4.00
	A1 plans per page	\$6.00	\$6.00
	A0 plans per page	\$9.00	\$9.00
	A2 / A0 full colour posters	At cost	At cost
	Microfiche reader print – per A4 page (library)	\$0.50	\$0.60
19.4	Rates search & GIS fees - per hour, minimum half hour charge	\$153.50	\$157.00
19.5	Sales		
	Rapid map – laminated	\$15.50	\$16.00

20.0 Library

Library charges are charged under the Local Government Act 2002.

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
20.1	Rentals and services		
	Reserved books	\$2.00	\$2.00
	Inter-loan requests (minimum fee)	\$5.50	\$6.00
	DVDs – adults (per week)	\$2.50	\$2.50
	DVD sets – adults (per week)	\$6.00	\$6.00
	Rental magazines (per issue)	\$1.00	\$1.00
	Replacement card	\$3.50	\$3.50
	Cancelled books	\$1.00	\$1.00
	Non-resident issues – adults surcharge	\$1.00	\$1.00
	Non-resident issues – children’s surcharge	\$0.50	\$0.50
	Library research fee (per 30 minutes)	\$16.00	\$16.00
	Book covering (per book)	\$3.50	\$4.00
20.2	Fines		
	Overdue fines – adults (aged 16 and over) (per week or part thereof)	\$1.00	\$1.00
	Overdue fines – children (aged 15 and under) (per week or part thereof)	Free	Free

21.0 Animal control

Animal control fees are charged under the Dog Control Act 1996.

Details of the ‘Responsible Dog Owner Status’ can be found in Section 4 of Council’s Dog Control Policy.

^(H) When the cost of animal control and enforcement and related processes exceeds the stated fee (minimum charge) the Council may recover all additional costs on a time and cost basis. Note: Dogs must be registered by three months of age.

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
21.1	Dog registration fees		
	Rural dogs*		
	Rural (per 1 st and 2 nd dog)	\$54.00	\$55.00
	Rural (per subsequent dog)	\$27.00	\$28.00
	Late registration penalty fee - rural	\$27.00	\$28.00
	Menacing dog – rural	\$54.00	\$55.00
	Dangerous dog – rural	\$81.00	\$83.00
	Urban dogs		
	Urban un-neutered dog	\$83.00	\$85.00
	Urban de-sexed dog	\$54.00	\$55.00
	Urban de-sexed dog fee reductions will only be given at the commencement of the registration year		

	and upon receipt of a veterinarian's certificate.		
	Late registration penalty fee – urban	\$41.00	\$42.00
	Menacing dog - urban	\$83.00	\$85.00
	Dangerous dog – urban	\$124.00	\$127.00
	Disability assist dogs	Free	Free
	Responsible dog owners (per dog)	\$49.00	\$50.00
	Penalty fee for late registration of urban desexed dogs	\$27.00	\$28.00
	Licence to keep three or more dogs (urban)	\$46.00	\$47.00
	Renewal of licence to keep three or more dogs	\$24.00	\$25.00
	Micro-chip fee per dog ^(H)	\$16.00	\$16.00
Dog owners are advised that the fees set out above become due for payment on 1 July each year.			
* Rural fees apply to all dogs that are kept on properties within the Rural A, B & C Zones of the Ashburton District Plan. For all other zones the urban dog registration fee will apply.			
21.2	Impounding fees - dogs		
	First offence	\$82.00	\$84.00
	Second or more offence (per offence)	\$204.00	\$208.00
	Microchip fee ^(H)	\$16.00	\$16.00
	Daily sustenance fee – charged on impound and every 24 hours thereafter	\$16.00	\$16.00
21.3	Impounding fees – stock		
	Stock call-out fee ^(H)	\$54.00	\$120.00
	Impounding fee per head (when stock have to be transported to alternative area for impounding)	\$54.00	\$100.00
	Daily sustenance fee	At cost	At cost

22.0 Local Government Official Information and Meetings Act 1987 (LGOIMA) requests

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
22.1	Official Information Request – staff time		
	First hour	Free	Free
	Per further half hour	\$41.00	\$41.00
	Copying and printing is charged as per the fees in 19.3. All other charges incurred in responding to a request for official information will be recovered on an actual cost basis.		

23.0 EA Networks Centre

EANC - Pool		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
23.1	Casual prices		
	Adult	\$6.70	\$7.00
	Child (5-17 years)	\$4.00	\$4.00
	Child under 5 years	Free	Free
	Parent with 1 child under 5 years	\$6.70	\$7.00
	Senior (≥65 years)	\$4.00	\$4.00
	Senior (≥ 80 years)	Free	Free
	Student with ID	\$4.00	\$4.00
	Families (2 adults & 2 children or 1 adult & 3 children)	\$16.00	\$16.00
	Aquacise class - adult	\$9.00	\$9.00
	Aquacise class - senior (≥65 years) / student	\$5.50	\$6.00
23.2	Concession cards		
	Pool – 10 swims		
	Adult	\$60.30	\$62.00
	Senior (≥65 years) / student / child	\$36.00	\$38.00
	Aquacise – 10 sessions		
	Adult concession card	\$81.00	\$83.00
	Senior (≥65 years) / student concession card	\$49.50	\$51.00
23.3	Squad prices (please note monthly charges are calculated over 11 months)		
	Gold	\$1,680.00	\$1,717.00
	Silver	\$1,380.00	\$1,410.00
	Bronze	\$1,200.00	\$1,226.00
	Develop	\$960.00	\$981.00
	Youth / fitness	\$720.00	\$736.00
	Tri / fitness	\$1,200.00	\$1,226.00
23.4	Learn to swim – per lesson		

	Waterbabies	\$8.50	\$9.00
	Preschool levels 1 to 3	\$8.50	\$9.00
	School age levels 1 to 6	\$10.50	\$11.00
	Level 7	\$11.50	\$12.00
	Level 8	\$15.00	\$16.00
	Individual lessons		
	30 minute	\$40.00	\$41.00
	20 minute	\$27.00	\$28.00
	15 minute	\$20.00	\$20.00
23.5	Pool hire - per hour		
	Main pool (incl timing equipment and pool entry)	\$200.00	\$204.00
	Per lane	\$15.00 plus pool entry	\$16.80 plus pool entry
	Learners pool	\$75.00 plus pool entry	\$77 plus pool entry
	Hydro therapy pool	\$75.00 plus pool entry	\$77 plus pool entry

EANC - Gym		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
23.6	Gym casual		
	Adult	\$16.00	\$16.00
	Senior (≥65 years) / Student	\$11.00	\$11.00
23.7	Concession cards – 10 sessions		
	Adult – gym	\$144.00	\$147.00
	Senior (≥65 years) / student - gym	\$99.00	\$101.00
	Adult – group fitness classes	\$144.00	\$147.00
	Senior (≥65 years) / student	\$99.00	\$101.00
23.8	Memberships		
	Silver (gym / pool / group fitness)		
	Adult	\$780.00	\$797.00
	Senior (≥65 years) / student	\$702.00	\$717.00
	Gold (gym / pool / group fitness)		
	Adult	\$962.00	\$983.00
	Senior (≥65 years) / student	\$884.00	\$903.00
	Platinum (gym / pool / group fitness)		
	Adult	\$1,222.00	\$1,249.00
	Senior (≥65 years) / student	\$1,066.00	\$1,089.00
	Replacement card	\$5.00	\$5.00
	Hold fee	\$5.00	\$5.00
	Re-joining fee	\$49.00	\$50.00
23.9	Facilities		
	Group fitness – large (per hour)	\$30.00	\$31.00
	Group fitness – large (per day)	\$120.00	\$123.00

23.10	Personal training charges		
	30 minute session	\$27.50	\$29.00
	60 minute session	\$55.00	\$56.00
	30 minute session for couples	\$22.00 per person	\$23.00 per person
	60 minute group session	\$27.50	\$29.00

EANC – Stadium		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
23.11	EANC – stadium		
	Please note that the Stadium Fees have had a 10% + CPI increase for 2020/21. Further information can be found in our Revenue and Financing Policy at www.ashburtondc.govt.nz		
	Casual rate		
	Adult	\$4.00	\$5.00
	Student	\$4.00	\$5.00
	Indoor inflatable – adult or child	\$5.00	\$6.00
	Single court indoor		
	Peak time (Monday – Friday after 3 pm & weekends)	\$41.00	\$46.00
	Off-peak time (Monday – Friday 6 am – 3 pm)	\$28.00	\$32.00
	Single court outdoor		
	Single court outdoor without lights	\$13.50	\$15.00
	Single court outdoor with lights	\$27.00	\$30.00
23.12	Meeting rooms		
	Meeting room (per hour)	\$30.00	\$34.00
	Meeting room - non-profit group (per hour)	\$15.00	\$17.00
	Meeting room (per day)	\$120.00	\$135.00
	Meeting room - non-profit group (per day)	\$60.00	\$67.00
	Community meeting room (per hour)	\$30.00	\$34.00
	Community room - non-profit group (per hour)	\$15.00	\$17.00
	Community room (per day)	\$120.00	\$135.00
	Community room - non-profit group (per day)	\$60.00	\$67.00

24.0 Tinwald pool

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
24.1	Casual prices		
	Adult	\$4.00	\$4.00
	Child (5-17 years)	\$3.00	\$3.00
	Adult with 1 child under 5 years	\$4.00	\$4.00
	Second Child (under 5 years)	Free	Free
	Senior ≥ 65 years	\$3.00	\$3.00
	Senior ≥ 80 years	Free	Free
	Student with ID	\$3.00	\$3.00
	Families (2 adults & 2 children or 1 adult & 3 children)	\$12.00	\$13.00
	Adult 10 concession	\$34.00	\$36.00
	Child 10 concession	\$24.00	\$25.00

25.0 Ashburton Museum

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
25.1	Research/retrieval per 30 minutes (first 30 minutes are free)	\$41.00	\$42.00
	Digital or hardcopy scan	\$20.50	\$21.00
	Large digital or hardcopy scan	Research / retrieval fee + cost	Research / retrieval fee + cost
	Photocopying	As per Section 19 (administration fees)	As per Section 19 (Administration fees)
	PRA 2005 research/retrieval	No fee allowed	No fee allowed

26.0 Ashburton Airport

		1 July 2019 - 30 June 2020	1 July 2020 - 30 June 2021
26.1	Landing fee (per landing)	\$5.00	\$5.00

Manager		Cost Centre	Account	Current Revenue	Revised Revenue	Change
David A	Ashburton Cemetery	179	10115	103,340	101,148	-2,192
David A	Ashburton Cemetery	179	10141	118,421	115,853	-2,568
David A	Methven Cemetery	180	10115	8,981	8,790	-191
David A	Methven Cemetery	180	10141	13,982	13,678	-304
David A	Rakaia Cemetery	181	10115	7,628	7,466	-162
David A	Rakaia Cemetery	181	10141	13,318	13,030	-288
David A	Rural Cemeteries	182	10115	5,784	5,662	-122
David A	Rural Cemeteries	182	10141	5,012	4,906	-106
Michael W	Building Consents	217	10105	1,583,000	1,463,238	-119,762
Michael W	Building Consents	217	10143	15,060	14,700	-360
Ian H	LIMs	220	10114	210,000	205,380	-4,620
wlan H	Resource Consents	223	10105	245,280	239,884	-5,396
Brian F	Roading	229	10143	26,100	25,526	-574
Andy G	Ashburton Water Supply	235	10103	109,940	109,456	-484
Andy G	Ashburton Water Supply	235	10104	21,037	20,574	-463
Andy G	Methven Water Supply	236	10104	3,142	3,073	-69
Andy G	Rakaia Water Supply	237	10104	2,154	2,107	-47
Andy G	Hinds Water Supply	240	10104	796	778	-18
Andy G	Ashburton Wastewater	253	10104	5,734	5,608	-126
Andy G	Ashburton Wastewater	253	10114	60,500	59,169	-1,331
Andy G	Methven Wastewater	254	10104	886	867	-19
Andy G	Methven Wastewater	254	10114	2,000	1,956	-44
Andy G	Rakaia Wastewater	255	10104	488	477	-11
Andy G	Rakaia Wastewater	255	10114	1,500	1,467	-33
Andy G	Ashburton Stormwater	269	10104	502	491	-11
Shyamal / Craig	Ashburton RRP	263	10114	1,983,415	1,843,510	-139,905
Shyamal / Craig	Methven RRP	264	10114	5,000	4,885	-115
Shyamal / Craig	Rakaia RRP	265	10114	30,500	30,343	-157
Shyamal / Craig	Recycling	268	10139	2,300	2,247	-53
Steve P	EANC	282	10114			-52,210
TOTAL						-325,808

2019/20	\$				
rates total	36,915,017				
Proposed 20/21	\$				
total rates	38,718,192				
Current rate	\$				
increase in \$	1,803,175	Cumulative	Remaining rate	Rates increase %	Savings
Previous year's		saving	increase		Options
increase					

Based on fees and charges still increasing - If they don't then we will need to save an additional \$326,000

Savings					
Reduction in	-				Recommend this be
interest costs	400000	-400000	1403175	3.8%	accepted as is
GIS officer					
position	-80000	-480000	1323175	3.6%	Recommend this be
					accepted as is
Removal of provision for salary and	-				
wages movements	735500	-1215500	587675	1.6%	Could have a lesser reduction, but full
					reduction offered as is
Welcoming Communities Programme	-				
	50,000	-1,265,500	537,675	1.5%	Could have a greater reduction (\$80,000) if programme ceases
					completely at the end of August 2020
Savings in agency					
budgets	-45000	-1,310,500	492,675	1.3%	See para 26, 4.88% reduction in ATEC, Safer Community, Art
					Gallery and Sports Mid Canterbury
Other savings required to get to zero	-				
	492675	-1,803,175		0.0%	

15. 2019-20 Rates – Instalment Four penalty

Activity Manager *Paul Brake; GM Business Support*
GM Responsible *Hamish Riach; Chief Executive*

Summary

- Council's fourth rates instalment will be sent to ratepayers within the next three weeks. This timing means that this instalment will be received during the period of the Covid -19 lockdown
- Some ratepayers may face financial hardship in paying their rates during this period.
- This report shows that there is no legal ability to alter the 10% penalty that will be applied on rates not paid by the penalty date.
- Council does have its Remission and Postponement policy that allows the write off of penalties under specific criteria, including financial hardship.
- The recommendation is that the Council relaxes the criteria and process to allow those facing difficulty paying the fourth instalment on time to more easily make an application for penalty remission on instalment four.
- This report does not address rates yet to be levied for the 2020/21 year. The setting of rates and penalties for that year will be subject to a later report to Council (when Council adopts the 2020/21 Annual Plan).

Recommendation

1. **That** Council relaxes the criteria and process in the Rates Remission and Postponement Policy for penalty write-offs for instalment 4 of the 2019-20 rates, specifically;
 - 1.1 **That** Council waives the restriction to allow for penalty waivers to be applied if applicants have already received a waiver in the past 24 months.
 - 1.2 **That** Council allows applicants to apply for a penalty waiver in writing, via an online form or over the phone.

Background

Current Situation

1. Although we are in a Covid-19 Level 4 lockdown, Councils are continuing to operate to provide the essential services that communities need to stay safe and healthy. It is important that Council can continue to deliver these essential services, and receive their budgeted revenue to allow these services to continue.
2. Part of Council's revenue stream are rates, and Council's fourth rates instalment for the 2019/20 year will be sent out in the next few weeks with the rates instalment likely to be received by ratepayers on 1 May 2020
3. Any rates unpaid by the penalty date on 20 May 2020 will automatically attract a penalty of 10% as set in Council's 2019/20 rate resolution
4. The Covid-19 pandemic, and the measures taken to combat this virus, has seen the economic situation in New Zealand (and the Ashburton District) decline significantly.
5. The Government has provided an extensive support package to support some people's incomes during the COVID-19 event.
6. There is also other assistance to ratepayers and homeowners including banks offering flexibility around mortgage repayments (including interest or principal "holidays"), and the Government offers the accommodation supplement in addition to its existing rates rebate scheme. Benefits and the minimum wage have both been increased.
7. Despite the above assistance packages, there may be still some ratepayers facing genuine financial hardship who may have difficulty meeting the fourth instalment.
8. This report outlines what Councils can currently offer for those in genuine financial hardship and any additional measures that could be provided.
9. There are limits to what the Council can do. Rates are effectively a tax. They are levied under the Local Government (Rating) Act 2002. This is a prescriptive Act in that it only allows Councils to do what is explicitly authorised in that Act. There is no flexibility to do anything that is not authorised by the Act even if the Council wanted to. Hence there are only limited options available to Council at this time.

Rates Remission and Postponement Policy, 2018

10. Council's current rates remission and postponement policy (updated 28 June 2018) recognises that instances of hardship will exist from time to time and allows for a write off of a penalty when an instalment has not been paid by the due date. The current policy states:

7. Remission of Rates Penalties

Council may agree to the remission of rates penalties where payment has been late due to significant family disruption, death, illness, accident or genuine mistake.

Council will only consider one remission of rates penalties per applicant within a 24 month period, applicable to a single rates instalment (three-monthly).

Penalties resulting from Council error will be remitted.

Rates penalties on single rates instalments (excluding annual penalties) may also be remitted as part of an agreed repayment plan for ratepayers with significant arrears as a result of financial hardship or difficulties.

11. This policy allows the Council to remit one penalty in a 24 month period for those ratepayers who are facing financial hardship and agree to enter a payments plan. These repayment plans are where the ratepayers agrees to pay the instalment off over a finite period in addition to meeting the next instalment when they are due in full. This will be available to ratepayers who incur a penalty on instalment four due to financial hardship, but will not be available if they have already had a penalty written off in the last 24 month period.

Options analysis

Option 1 – Relaxing the policy on penalty write-offs from that in the Rates Remission and Postponement Policy (recommended option)

12. The rates Remission and Postponement Policy only allows one penalty remission for hardship in a 24 month period. For instalment 4 of the current year, Council may wish to waive this restriction, so that all genuine hardship cases can be approved whether a penalty write off has been made in the last 24 months or not. Also, ratepayers facing hardship will be able to request a repayment plan be put in place for instalment four ahead of the penalty being applied.
13. The current policy requires the application to be in writing, but it is intended to offer the following application methods:
 - In writing
 - Via an online form
 - By phone
14. Information and an application form will be included with the rates instalment notice, will be available on the Council's website and through media releases.

Advantages

- This would allow hardship cases to be approved whether a penalty write off has been made in the last 24 months or not.
- The write off categories remain as per Council's current Rates Remission and Postponement Policy. These are significant family disruption, death, illness accident,

genuine mistake and financial hardship. The only change is to the financial hardship penalty write off provisions and only to 2020/21 instalment 4. This would still signal the Council's expectation that those who can pay rates should pay them before penalties are applied.

- Deciding on a case by case basis ensures as far as possible that only those facing genuine financial hardship will receive the penalty write off.

Disadvantages

- This may result in an increased number of rate penalty write-offs. The average penalty run to date is \$64,000. It is difficult to estimate what the cost to Council will be resulting from the change in the policy.
- The council could receive a significant number of applications for a penalty write off; however, this may have been the case under the existing policy anyway. Council has staff resources that can be allocated to assist in the processing of these applications.

Option 2 –Make no change for 2019/2020 instalment four penalties from that in the Rates Remission and Postponement Policy

Advantages

- Council still can remit penalties.

Disadvantages

- The current criteria limits penalty remissions to one in a 24 month period and the requirement to make the application in writing is still required. This may be too onerous and restrictive at this point in time.

Option 3 –Consideration of adjustment to the rate penalty on instalment four

15. There has been some discussion on whether the Council could reduce the penalty rate to less than the current 10% or remove the penalty altogether. The Council was keen to explore these options.

Council has received legal advice as follows:

There is no lawful mechanism in the Local Government (Rating) Act 2002 for changing the penalty (either to 0% or a rate less than 10%) after it has been resolved under section 57 of that Act and has then been incorporated into the rates assessment and rates invoices.

In addition, there is no lawful authority for remitting it for all ratepayers under an applicable remission policy.

The council has an overarching obligation to act prudently (section 101(1)) and to recover amounts lawfully owing.

The rating legislation operates as a taxing regime under which powers must be exercised strictly in accordance with the legislation.

16. The advice confirms that the Council cannot alter the penalty despite any desire to do so.

Legal/policy implications

Local Government (Rating) Act 2002

17. Council's rates are set as authorised by the provisions of the Local Government (Rating) Act 2002.
18. S57 of that Act is as follows:

S57 Penalties on unpaid rates

(1) A local authority may, by resolution, authorise penalties to be added to rates that are not paid by the due date.

(2) A resolution made under subsection (1) must—

(a) be made not later than the date when the local authority sets the rates for the financial year; and

(b) state—

(i) how the penalty is calculated; and

(ii) the date that the penalty is to be added to the amount of the unpaid rates.

(3) A penalty must not—

(a) exceed 10% of the amount of the unpaid rates on the date when the penalty is added; or

(b) be added to rates postponed under [section 87](#) until the rates become payable

19. As stated in s57(2)(a) the penalties cannot be set after the date Council sets the rates, which for instalment four was June 2019.

Financial implications

20. Council may face an increase in applications from ratepayers for the remission of the penalty on instalment four due to financial hardship, and if all applications meet the criteria, Council may receive less penalty income than would typically be received.
21. There may be a delay in receiving the full instalment from those ratepayers receiving the penalty remission if a repayment plan for the instalment is put in place, however, the effect on Council's revenue and will be minimal

Requirement	Explanation
What is the cost?	Unknown at this time. The average penalty income per instalment is \$64,000
Is there budget available in LTP / AP?	Not applicable
Where is the funding coming from?	The reduced penalties will be met from the Council's operating reserve.
Are there any future budget implications?	No
Finance review required?	Yes

Significance and engagement assessment

22. The recommended option is not considered significant and is of low significance under Council's Significance and Engagement Policy. While for those facing hardship at this point in time the relaxing of the criteria and process will be welcomed, it is not expected that the use of the penalty waiver will be widespread.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low – not significant
Level of engagement selected	Inform – 1-way communication
Rationale for selecting level of engagement	The community will be informed of Council's decision once it has been made. If the preferred option is adopted, Council will use all available communication methods to ensure the community is well-informed of the penalty waiver.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

16. Reserve and Hall Boards Report

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

Summary

- The purpose of this report is to update Council on the 2020 triennial meetings of reserve boards and memorial hall boards.
- Since the October 2019 elections, 16 of the 20 reserve boards and memorial hall boards administered by Council have held their triennial meetings and elected their new boards for the 2019-22 term.

Recommendation

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

Background

1. Council administers 16 reserves boards and 5 memorial hall boards. With the exception of Lynnford Reserve Board, which is in the process of being wound up, each Board is required to hold a public election within three months of Council's triennial elections in order to elect a new Board.
2. It is acknowledged that the three month timeframe has not been met by some of the boards. Historically this has been a challenge for a number of board members due to seasonal work demands over the summer period (eg harvesting).
3. Triennial meetings are publicly notified and Council's appointee chairs the public meeting. The Council appointee, or a retiring Chairperson will convene a Board meeting immediately after the public meeting to elect the officers for the new term.
4. Board members nominated at the public meeting must be eligible and also consent to stand for election.
5. Following their meetings Boards are required to submit nominations to Council for approval. In the event that any member is not approved by Council, the matter will be referred back to the Board with an explanation and a request for further nomination.
6. To date for February March 2020, the following boards have held their triennial meetings and elected their members:

Board	Date	Members
Ruapuna Reserve Board <i>Council appointee: Cr Letham</i>	22/02/2020	No Members elected
Greenstreet Ashburton Forks Reserve Board <i>Council appointee: Cr Cameron</i>	12/03/2020	Ian Hodge Chair Alison Ashen Sec/Treasurer Sue Scott Peter Elder Rob Marriott Johnathan Ward Nathalie Hastie

Scheduled meetings

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

Tinwald Memorial Hall <i>Council appointee: Cr Cameron</i>	Meeting held on 11 February. A further meeting will be scheduled to appoint officers.
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8. Remaining Boards are aware of their meeting requirements and dates will be confirmed in due course.

9. The Community Administration Officer will continue to liaise with the boards and provide administrative and meeting support.

Financial implications

Requirement	Explanation
What is the cost?	Officer support and advertising of meetings.
Is there budget available in LTP / AP?	Yes – met from existing budgets
Where is the funding coming from?	No funding required
Are there any future budget implications?	No
Reviewed by Finance	Not required – no financial implications

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Level of engagement selected	Collaborative – working together and partnering with the community.
Rationale for selecting level of engagement	This level of engagement is appropriate given the significance assessment. Participation on reserve and memorial hall boards is open to the public.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

17. *Mayor's Report*

Summary

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

Recommendation

That Council receives the Mayor's report.

1. COVID-19

COVID-19 is consuming a lot of time around responses and what Council can do to help the community in this time of need. The Prime Minister has announced a state of emergency and has enacted level 4 status which means lock down of people apart from emergency and essential services. This is going to cause disruption to our people, their businesses and the general economy. Everybody will be affected one way or another and the best way to deal with is to stay at home.

We all need to look out for one another and support each other through this tough time to contain the spread of this virus, now is the most important time to observe the government's ruling.

2. TUIA Mayoral Training – 4 March

This training session gave me a good understanding of the requirements for the programme and how to enhance the mentoring experience with our selected rangatahi, Jasaiah Claydon-Wade, to assist him to develop from the programme and provide positive benefits to our community.

3. LGNZ Rural and Provincial – 5/6 March

Topics discussed included:

- President and Provincial and Rural Prospectives

Dave Cull - President LGNZ, Alex Walker – Chair rural sector, Hamish McDouall – National Council representative provincial sector.

- LGNZ Update

Malcolm Alexander – LGNZ CE

- Equip

Building a highly effective governance team, culture and strategic leadership

Steven Findlay – Equip General Manager, Investment, Infrastructure, and Governance Group.

- Forestry Panel
Kerry Gregory – National Commander FENZ, Oliver Hendrickson – Director Forestry and Land Management Te Uru Rakau, Paul Hope – Finance and Corporate Development Group, Waitaki District Council
- Freshwater Reform
Doug Leeder – Chair Regional Sector
- Container Return Scheme
George Fietje – Project Manager
- Minister for Disability Issues
Hon. Carmel Sepuloni
- National Party Transport Policy
Chris Bishop – National Party Spokesperson
- Far North District Council – Approach to CouncilMark Assessment
Shaun Clarke - CE
- Road Efficiency Group
Malcolm Alexander - LGNZ CE, Jim Harland – REG Chair
- Nitrates and Drinking Water – Ministry of Health’s Work Programme
Ian Town – Chief Science Advisor
- NZTA – Introduce new Chief Executive
Nicole Rosie
- Freedom Camping Ambassadors Trial – Update
Tim Cadogan – Mayor Central Otago District, Sandra Goudie – Mayor Thames Coromandel District
- Associate Minister of Transport – GPS 2021
Hon. Julie Anne Genter
- Ombudsman’s Office
Magnus O’Neill – Assistant Ombudsman, Ainslie Fenwick – Official Information Practice Investigations Manager

4. Mayors Task Force for Jobs – 13 March

Max Baxter – Mayor of Otorohanga and Noa Woolloff

Deputy Mayor Liz McMillan and I met with Max Baxter – Mayor of Otorohanga and Noa Woolloff – Taskforce Coordinator MTFJ. A productive discussion was held around employment and barriers around it with young people. They reinforced the ‘My Next Move’ programme and how the planned youth drivers licencing programme fits into it .

5. Xianyang Municipality

A letter has been received from Liu Changjun – Director, Foreign Affairs & Reception Centre of Xianyang Municipality advising of their statistics in regard to the Covid-19 virus as at 10 March and offering their support to the citizens of Ashburton in the efforts to combat the virus.

6. Petition

On 10 March I was presented a petition from Holly Esler, aged 10, for the installation of a hydroslide at the EA Networks Centre.

7. Ashburton Youth Council

The current Council appointees on the Youth Council are Councillors Carolyn Cameron and Lynette Lovett. Councillor Cameron has withdrawn from this committee and it is recommended that Councillor Diane Rawlinson be appointed as her replacement.

Recommendation

That Council appoints Diane Rawlinson to the Ashburton Youth Council in replacement of Councillor Carolyn Cameron.

8. Meetings

February 2020

- 27 February: Council meeting
- 27 February: Regional Transport Committee meeting
- 28 February: Canterbury Mayoral Forum
- 28 February: Civil Defence Emergency Management Joint committee

March 2020

- 3 March: Tony Todd with CE Hamish Riach
- 3 March: Rangitata Diversion Race management meeting
- 4 March: TUIA Mayoral Training, Wellington
- 4 March: LGNZ Rural and Provincial with CE Hamish Riach
- 5 March: Hokonui on Air radio interview
- 5 March: Hydralink business opening
- 9 March: Blinc Workshop – Food Transparency and Trust
- 10 March: Ashburton Combined Friendship Club
- 10 March: Leeann Watson – Canterbury Employers Chamber of Commerce
- 12 March: ADC Workshop – new Council Chamber design
- 12 March: Environmental Services, Community Service and Infrastructure Services committee meetings
- 13 March: Mayor's Task Force for Jobs – Mayor Max Baxter, Noa Woolloff
- 13 March: Andrew Falloon – Rangitata MP
- 13 March: Jasaiah Claydon-Wade – TUIA representative
- 14 March: St Andrew's Presbyterian Church – Pie Making fundraiser
- 14 March: Mayfield A&P Show
- 15-17 March: LGNZ Zone 5 & 6 Conference – Cancelled
- 17 March: Ashburton Aquatic Park Appointments committee meeting
- 17 March: Ashburton Trust/Lion Foundation
- 18 March: Red Cross Refugee Resettlement
- 18 March: ECan Liaison meeting
- 19 March: ADC Policy & Bylaw

- 19 March: Ecan presentation – Canterbury Water Management Strategy
- 19 March: ADC Extraordinary Council meeting
- 19 March: ADC Audit, Risk & Finance
- 20 March: Hokonui Radio Interview
- 20 March: Hekeoa Hinds Water Enhancement Trust
- 23 March: Library and Civic Centre Meeting
- 23 March: Infrastructure Service workshop
- 25 March: Emergency council meeting
- 26 March: Government announces Level 4 lock down status
- 27 March: Canterbury Mayoral forum
- 31 March: ADC Executive committee meeting
- Contact is being undertaken with the Chief Executive via phone or Zoom
- Numerous events have been cancelled since 20 March

Neil Brown

Mayor