

Ashburton District Council

AGENDA

Notice of Meeting:

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

Date: Wednesday 17 December 2025

Time: 1.00pm

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

Membership

| | |
|--------------|------------------|
| Mayor | Liz McMillan |
| Deputy Mayor | Richard Wilson |
| Members | Carolyn Cameron |
| | Russell Ellis |
| | Phill Everest |
| | Deb Gilkison |
| | Jeanette Maxwell |
| | Julie Moffett |
| | Phill Hooper |
| | Tony Todd |

Meeting Timetable

| Time | Item |
|---------------|---|
| 1.00pm | Council meeting commences |
| 1.05pm | Public Forum – John McCaw (1.05pm) – Nick Daniels (1.15pm) |
| 2.45pm | Welcome to new and long-serving Staff |
| 3.30pm | NZTA – Lonnie Dalzell – Project Director 2 nd Ashburton Bridge [Public excluded – Section 7(2)(h) commercial activities] |
| 4.30pm | ACL [Public excluded – Section 7(2)(h) commercial activities] |

1 Apologies

2 Extraordinary Business

3 Declarations of Interest

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

Minutes

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| 6 | Stockwater Transition Working Group – 4/12/25 | 10 |

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| 13 | Reserve and Memorial Hall Boards – triennial appointments | 119 |
| 14 | Mayor's Report | 126 |

Business Transacted with the Public Excluded

| | | |
|----|-----------------------------|--|
| 15 | Council 3/12/25 | PE 1 |
| | • Backflow prevention | Section 7(2)(h) Commercial activities |
| 16 | Rates Remission | Section 7(2)(j) Protection of information for improper use |
| 17 | Mt Hutt Memorial Hall Board | Section 7(2)(a) Protection of privacy of natural persons |
| | | PE 11 |

Cont'd

| | | | |
|-----------|---|--|---------------|
| 18 | Reserve Revocation | Section 7(2)(h) Commercial activities | PE 26 |
| 19 | Elderly Persons Housing | Section 7(2)(h) Commercial activities | PE 83 |
| 20 | EA Networks Centre | Section 7(2)(a) Protection of privacy of natural persons | PE 92 |
| 21 | Rokowhiria Operating Hours | Section 7(2)(a) Protection of privacy of natural persons | PE 131 |
| 22 | Service Provider for CEO review and Board Appointments | Section 7(2)(h) Commercial activities | PE 137 |
| 23 | Audit NZ | Section 7(2)(a) Protection of privacy of natural persons | PE 146 |
| 24 | Ashburton Contracting Ltd | Section 7(2)(h) Commercial activities | Verbal |

4. Council Minutes – 3 December 2025

Minutes of the Council meeting held on Wednesday 3 December 2025, commencing at 1.00pm in the Hine Paaka Council Chamber, Te Whare Whakatare, 2 Baring Square East, Ashburton.

Present

Her Worship the Mayor, Liz McMillan; and Councillors Carolyn Cameron, Russell Ellis, Phill Everest, Deb Gilkison, Phill Hooper, Julie Moffett, Jeanette Maxwell, Tony Todd and Richard Wilson.

In attendance

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

Staff present for the duration of their reports: Mark Low (Strategy & Policy Manager, Emily Reed (Corporate Planner), Shelley Donnelly (Economic Development Manager), Gordon Cruickshank (Financial Performance Manager) Renee Julius (Property Manager) and Annette Littlejohn (Property Asset Management Advisor).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes – 5/11/25

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

Wilson/Cameron

Carried

5 Confirmation of Minutes – 19/11/25

That the minutes of the Extraordinary Council meeting held on 19 November 2025, be taken as read and confirmed.

Hooper/Todd

Carried

6 Audit, Risk and Finance Committee – 19/11/25

That Council receives the minutes of the Audit, Risk & Finance Committee meeting held on 19 November 2025.

Gilkison/Cameron

Carried

- **Bancorp Treasury Report**

That Council receives the Bancorp Treasury report for the September 2025 quarter.

Cameron/Ellis

Carried

7 Three Waters Committee – 19/11/25

That Council receives the minutes of the Three Waters Committee meeting held on 19 November 2025.

Ellis/Moffett

Carried

8 Methven Community Board – 3/11/25

That Council receives the minutes of the Methven Community Board meeting held on 3 November 2025.

Maxwell/Gilkison

Carried

9 2024/25 Annual Report Adoption

Officers reported that the signed, unmodified Audit NZ report has been received today. Council noted that all requirements of the Local Government Act 2002 have been complied with, except for the adoption date of the Annual Report.

- **Elected Members' expenses**

With reference to the elected members' remuneration shown in the Annual Report, it was suggested that better transparency would be achieved through more regular reporting of the allowances and expenses claimed.

That the expenses claimed by elected members be shown in the financial variance report on a quarterly basis.

Cameron/Hooper

Carried

1. **That** Council adopts the 2024/25 Annual Report for the Ashburton District Council.
2. **That** Council authorises the Chief Executive to make any minor amendments or grammatical changes to the final Annual Report, including any identified as a result of Audit New Zealand's request, and report these changes to Council.

Ellis/Wilson

Carried

10 Reallocation of Economic Development Funds

The recommendation to reallocate funding wasn't fully supported. Councillors speaking against the proposal suggested that businesses should be paying for the feasibility study and questioned whether Council has a budget for work that is likely to arise from this study. Preference would be for the \$50k to be retained to reduce the rate requirement.

Those in support commented on the importance of obtaining information that will enable Council to identify ways of creating a vibrancy that will attract new businesses and events to the town.

Officers advised that the scoping study will also provide advice and information to the business community, showing how they can be involved through workshops. This will be formalised in discussions with the survey provider.

Council heard that no additional budget is currently allocated for any work that may result from the study.

That Council reallocates the sum of \$50,000 currently allocated for a feasibility study for the creation of a Learning Hub budgeted within the 2025/26 financial year, to:

Scope and undertake a feasibility study of the opportunities available to increase foot traffic in the Ashburton CBD as described in Goal 3, Objective A.1: of the Ashburton District Economic Development Strategy.

Ellis/Gilkison

Carried

Crs Hooper, Everest and Maxwell recorded their votes against the motion.

11 Financial Report

That Council receives the 31 October 2025 financial variance report.

Todd/Maxwell

Carried

Business transacted with the public excluded 1.50pm

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

| Item No | General subject of each matter to be considered: | In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter: | |
|---------|--|---|--|
| 12 | Council 5/11/25 | Section 7(2)(i) | Conduct of negotiations |
| 13 | Audit, Risk & Finance 19/11/25 | Section 7(2)(a) | Protection of privacy of natural persons |
| 14 | Backflow prevention on Council property | Section 7(2)(h) | Commercial activities |

Ellis/Maxwell

Carried

Council resumed in open meeting at 2.01pm.

Welcome to Staff

People & Capability Manager Katie Perry introduced new staff – Samantha Gatley (Collections & Exhibitions Lead), Raymond Villacarlos (Financial Accountant), Nicky Doole (Horticulturalist), Nicka van Berlo (Lifeguard), Abby Cochrane (Learn to Swim Instructor), Corinne Delainey (Systems Accountant), Prasad Sappa (Senior Development Engineer), Aberdeen Hosseinpour (Stormwater Engineer) and Debbie Watson (Customer Services Officer).

Council also acknowledged the long service – for 10 years Susan Philpott (AAGM Front of House); (for 5 years) Charin Phumcharoen (AAGM Front of House), Mel Neumann (Policy Advisor), Hannah Ashby-Coysh (Team Leader GIS), Lynnea Roach (Customer Services Officer) and Laurretta Smith (Finance Business Partner); and for 20 years – Maree McNally (Assets Manager Officer).

The meeting concluded at 2.20pm.

Confirmed 17 December 2025

MAYOR

5. *Biodiversity Advisory Group –1/12/25*

Minutes of a meeting of the Biodiversity Advisory Group held on Monday 1 December 2025, in the Wakanui Room, 2 Baring Square East, Ashburton, commencing at 1.00pm.

Present

Mayor Liz McMillan; Councillors Richard Wilson (Chair) and Deb Gilkison.

Edith Smith, Val Clemens, Mary Ralston, Simon Waugh, Donna Field, Robb Stevens, Barry Austin, Joe Butler, Sally Stevens, Gen de Spa and Kim Wall.

Also present: Cr Julie Moffett

In attendance

Toni Durham (GM Community & Open Spaces), Ian Soper (Open Spaces Manager), Dr Christian Chukwuka (Ecologist/Biodiversity Advisor), Linda Clarke (Communications Advisor) and Phillipa Clark (Governance Team Leader).

Christian introduced Bill Martin – the Canterbury Regional Coordinator for the NZ Landcare Trust. Based in Christchurch, Bill works with catchment and community groups across the region to support projects that protect and enhance biodiversity, soil and water quality. He is attending today's meeting to learn more about the Ashburton Biodiversity Group, local initiatives and to explore opportunities for collaboration.

Presentations

- 1) Lake Heron Conservation Society – Kai Tegels and John Evans
- 2) Biodiversity Credit System – Duncan Ensor

1 Apologies

Cr Phill Everest, Sarah Mason, Mike Salveson, Ian Fraser and Angela Cushnie.

2 Extraordinary Business

Nil

3 Declarations of Interest

Nil

Presentations

5 Pest Trapping at Lake Heron

Kai Tegels and John Evans presented information on the Lake Heron Conservation Society's trapping programme.

The Society has approximately 120 traps, concentrated mainly on the water shore. The presentation showed the types of animals being caught, notably the increased number of weasels, cats and possums since 2018.

The Society continues to rely on volunteers to run the trap lines.

5 Verity NZ – Biodiversity Credit System

[Verity NZ](#) is a subsidiary of Verity Nature led by Duncan and Fee Ensor, high country farmers from the Rakaia Gorge.

Duncan outlined the company's role in supporting landowners and partnering with communities to develop and manage long-term carbon projects with the aim of achieving environmental, social and economic benefits. They also partner with local communities and landowners to restore nature and combat climate change.

The current focus is on green carbon – using the carbon credits system. Part of marketing Verity's project involves putting information in front of people showing the quality of NZ product (projects must comply with all 10 of the core carbon principles to qualify).

A current case study (South Island Black Hill Station) has 19 field trial plots being monitored. Data is being collected on different regeneration methods under different conditions with the aim of identifying the optimal regeneration project design.

Another case study (Chatham Islands natural regeneration project) aims to remove barriers to native plant growth. This project has an independent A Rating that attracts attention and a premium.

The presentations concluded at 1.57pm.

6 Biodiversity Advisory Group Terms of Reference review

Minor changes have been made, including reference to the annual biodiversity grant being removed. It is no longer a requirement for grant applications to be referred to the Group before going to Council.

Recommendation to Council

That Council adopts the Biodiversity Advisory Group Terms of Reference for the 2025-28 term.

Gilkison/Austin

Carried

7 Ecologist / Biodiversity Advisor's Report

• Biodiversity Strategy Actions Implementation update

The proposal to establish an Environmental Champions Award was supported. The intention is to recognise people, especially landowners, in the district who have demonstrated outstanding commitment to biodiversity conservation and restoration, and environmental initiatives.

The proposed criteria will be referred to Council for consideration.

Recommendation to Council

That the Biodiversity Advisory Group supports the establishment of an Environmental Champions award and recommends that this award category be included in Council's Community Honours Awards.

Gilkison/Wilson

Carried

• Biodiversity Grant applications 2026

Group members were reminded that the next round of applications will open in February. The biodiversity grant limit is \$7500 with the applicant contributing 50% of the project cost.

That the Ecologist/Biodiversity Advisor's report be received.

Gilkison/Smith

Carried

- **Ashburton Water Zone Committee disestablishment**

Toni Durham reported that disestablishment of the Ashburton Water Zone Committee means that funding for environmental and biodiversity projects is no longer available. The Water Zone Committee had been responsible for administering funding from the CWMS Action Plan budget.

The Biodiversity Advisory Group may want to consider lobbying ECan or making a submission on Council managing the defunct Water Zone Committee community funding.

8 Group updates

Brief verbal updates were provided from each of the organisations present.

Forest & Bird representatives thanked Christian for assistance that Council has provided at the Harris Scientific Reserve, including provision of labels and signs being used to identify special plants display at the Harris Scientific Reserve, including *Aciphylla subflabellata* with conservation status "At Risk – Declining".

Next Meeting

Tuesday 17 February 2026, 1pm.

An invitation will be extended to Nicky Snoynk and Professor David Norton to speak about the impact of wild pigs and ungulates on the district's biodiversity. Forest & Bird have observed the detrimental effect of animals grazing on native biodiversity in the foothills.

The meeting concluded at 2.50pm.

6. Stockwater Transition Working Group –4/12/25

Minutes of a meeting of the Stockwater Transition Working Group held on Thursday 4 December 2025, in the Hine Paaka Council Chamber, 2 Baring Square East, Ashburton, commencing at 1.00pm.

Present

Mayor Liz McMillan; Councillors Richard Wilson (Chair) and Carolyn Cameron, David Acland (Federated Farmers), John Wright (Consultant), Darrell Hydes (Federated Farmers), Marcelo Wibmer (ECan)

Via MS Teams Sally Reihana and Treena Davidson (Aoraki Environmental Consultancy) - left the meeting due to technical issues at 1.15pm.

Also present:

Donna Field (ECan) and 6 members of the public

In attendance

Neil McCann (GM Infrastructure & Open Spaces), Andrew Guthrie (Assets Manager), Crissie Drummond (Infrastructure Services Support Lead), and Carol McAtamney (Governance Support).

2 Apologies

Nil.

4 Pudding Hill Race Network – Proposed Closure

A concern was raised that the operational closure date of 30 September 2026 was too soon for both farmers and suppliers.

It was explained that most arable farmers would only require stockwater from Autumn 2027 as they only graze stock in winter.

Recommendation to Council

That Council approves:

- 1.** The closure of the Pudding Hill race network from its connections to Mt Harding Creek at Scarness gate and Drayton's gate, to its terminal discharge points
- 2.** The date of closure being
 - a. For Rating purposes effective from 30 June 2026
 - b. For Operational purposes effective from 30 September 2026
- 3.** That officers commence discussions with Environment Canterbury on the utilisation of the Pudding Hil intake for potential future environmental augmentation of Mt Harding Creek (by others).

Cameron/Wright

Carried

Federated Farmers recorded their vote against the motion.

5 Intake Work Update

The working group received and worked through the updates on the progress of the intake work.

General

Nick Daniels – BCI Chief Executive

Pudding Hill closure:

- It is important to recognise that the benefit of stock water races extends beyond stock water, and includes several community benefits
- BCI are concerned about the potential amount of work and cost involved in providing water to those requiring stock water, and there needs to be a viable business case for BCI to proceed with this work
- BCI would like the opportunity to speak to the report when the recommendation is tabled at the 17 December Council meeting

Janine Holland – Mt Harding Creek Catchment Group

- Would also like to speak with Council at the 17 December meeting
- The Pudding Hill recommendation has support from some members, but still have some questions e.g. who will hold the consents, liaise with ECan etc

9 Next meeting

The next meeting of the Stockwater Transition Working Group is scheduled for 18 February 2026.

The meeting concluded at 1.52pm.

7. *Pudding Hill Race Network, Proposed Closure* — *Recommendation from Stockwater Transition Working Group*

| | |
|-----------------------|---|
| Author | <i>Andrew Guthrie, Assets Manager</i> |
| Activity Manager | <i>Crissie Drummond; Infrastructure Services Support Lead</i> |
| Executive Team Member | <i>Neil McCann, Group Manager Infrastructure</i> |

Summary

- The purpose of this report is to seek Council approval of a recommendation from the Stockwater Transition Working Group (STWG) for closure of most of the Pudding Hill race network.
- The STWG considered this matter at the meeting on 4 December. The report considered by the STWG is attached to this report.
- Officers are also seeking approval of a consequential recommendation to sign the Heads of Agreement between BCI and ADC.

Recommendation from the Stockwater Transition Working Group

That Council approves:

1. The closure of the Pudding Hill race network from its connections to Mt Harding Creek at Scarness gate and Drayton's gate, to its terminal discharge points.
2. The date of closure being:
 - 2.1 For Rating purposes effective from 30 June 2026.
 - 2.2 For Operational purposes effective from 30 September 2026.
3. That officers commence discussions with Environment Canterbury on the utilisation of the Pudding Hill intake for potential future environmental augmentation of Mt Harding Creek (by others).

Additional Officer Recommendation

4. **That** Council approves the signing of the Head of Agreement between BCI and ADC.

Attachment

Appendix 1 Report to Working Group - Pudding Hill Race Network – Proposed Closure

Background

The current situation

1. Stockwater for this system is sourced from the Pudding Hill Stream, via the Pudding Hill intake, situated near the end of Hart Road. The intake has been in existence for over 140 years, being formally opened on 31 January 1881, and is notable as the first intake of the then County Council stockwater network. A newspaper report from the day can be found [here](#)¹.
2. The Pudding Hill intake normally abstracts ~250 litres/second but can peak at ~400 litres/second for short periods of time. The water from the intake is conveyed via a main race to what is now known as Mt Harding Creek. The Mt Harding Creek has operated as a main race and part of the ADC stockwater network since its inception.
3. Key statistics of the race network supplied by the Pudding Hill intake are as follows:
 - Total race network supplied ~220 km comprising:
 - 26.2 km main race
 - 186.3 km local race
 - 6.8 km natural waterway (Mt Harding Creek)
 - 181 rateable properties
 - 93 road culverts
 - 10 siphons under the Rangitata Diversion Race
4. The investigations into the potential closure of the Pudding Hill stockwater intake commenced well-before the 2024 Council decision to exit the stockwater activity. However, once the Stockwater Exit Transition Plan was adopted in December 2024, this work was absorbed into this wider plan and programme.
5. Due to the complexity associated with closure of the Pudding Hill Intake, due mainly to the network's interaction with Mt Harding Creek, a decision on the intake is not being progressed at this time.

¹ Ashburton Guardian, Volume 2, Issue 256, 31 January 1881, Page 2

6. The race network below its divergences from Mt Harding Creek at Scarness gate and Draytons gate can be closed with only minor operational changes required to the affected intakes and Mt Harding Creek.

Previous Council Decisions

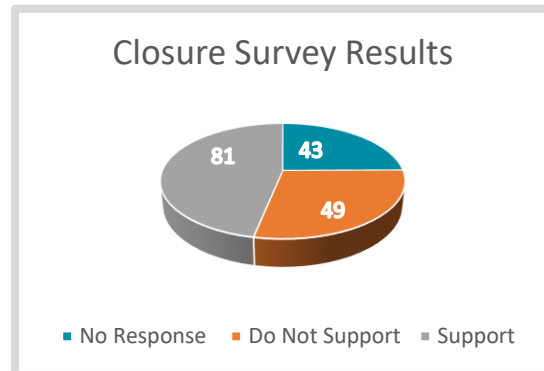
7. Council previously resolved to investigate potential closure of the Pudding Hill intake and associated race network in May 2022. The agenda is available [here](#) including some useful maps showing the then scope. The minutes for that meeting are available [here](#).
8. These investigations were being progressed but ultimately the work was suspended as Council considered the merits of complete withdrawal from the provision of stockwater.
9. This became a key decision as part of its consultation on the 2024-34 Long Term Plan. Ultimately, following strong support for Council's proposal to exit the stockwater activity by 30 June 2027, Council resolved to proceed with the exit and form a working group to monitor progress.
10. The Stockwater Transition Working Group (STWG) was duly formed.
11. The STWG reviewed the draft Stockwater Exit Transition Plan at its 31 October meeting with a final plan considered at the 5 December meeting. The SETP was subsequently adopted by Council on 18 December 2024. The SETP is available [here](#).

Māori and tangata whenua participation

12. Te Rūnaka O Arowhenua is part of the core membership of the STWG and has maintained a representative present at all meetings of the group.
13. Arowhenua's consultancy, Aoraki Environmental Consultancy Ltd, have been providing support for the SETP through the preparation of Cultural Assessments for each intake investigation.
14. The cultural assessment for the Pudding Hill investigations included a site visit to the network. This was undertaken on 16 April 2025. Their assessment report is available on Council's website [here](#).
15. A general summary is provided below:
 - They noted the presence of tuna (eel) in the network remote from the river system was unexpected.
 - Arowhenua supports the fish salvage and relocation plan approach.
 - They request that water no longer required for the network remain in the source rivers.
 - Arowhenua's preference is that where races are no longer required, that these are filled in.

Affected Parties

16. As stated earlier, the investigations for the Pudding Hill system commenced in late 2022 and continued through 2023. Prior to the current SETP programme.
17. The results from a survey undertaken in March 2023, showed strong support for closure of the network.
18. Melius Ltd (John Wright) was engaged to carry out follow-up discussions with landowners to confirm their stockwater requirements. This included following up with landowners that did not respond to the survey.
19. This work (phase 1 report) confirmed that there were **48 properties** that would require an alternative source of stockwater if the race system was closed.
20. Melius Ltd was then asked to identify feasible alternatives to the open race system. The work was captured in the phase 2 report, and detailed concepts for possible network extensions to the Barrhill Chertsey Irrigation Ltd (BCIL) network to service the affected properties. The total combined cost of these extensions was estimated at \$716,000 plus GST.



Alternate Providers

21. The work completed by Melius Ltd, indicated that BCIL has existing piped infrastructure in relatively close proximity to all properties that require a stockwater alternative.
22. Discussions have been ongoing with BCIL management to determine their interest in being an alternate provider of stockwater to these properties.
23. It is only in recent weeks that agreement has been reached on a Heads of Agreement (HOA). The HOA simply confirms the company's willingness to work towards offering a service to properties in the absence of the open race network. The HOA is appended to the STWG report. The HOA agreement applies district wide.
24. The HOA is non-binding, and BCI have indicated that provision of any alternative will need to be financially viable before they commit to providing infrastructure. Notwithstanding the non-binding nature of this agreement, Officers were reluctant to propose a network closure until the HOA was in place.

Ecological Assessments

25. In late 2024, Beca Consultants Ltd were engaged to carry out an ecological assessment of the Pudding Hill network. This report was finalised in March 2025 and formally received by the STWG on 24 June 2025. A copy of the assessment is available on Council's website [here](#).
26. The executive summary notes *"Despite the race network being comprised primarily of man-made watercourses, this assessment has highlighted that there are **moderate to high** ecological values present within the network and that the system supports a range of fish populations including threatened native species such as Canterbury galaxias and Longfin eel."* (emphasis added).
27. The summary also notes *"Although the most recent survey work did not confirm the presence of Canterbury Mudfish, it is also possible that these are present in certain parts of the race network, based on previous survey work done by Opus."*
28. The higher ecological values were assigned to sites within the upper reaches of the Pudding Hill system, the majority of which are outside the scope of the proposed closure.
29. In accordance with the recommendations from Beca, it is proposed that a fish salvage and relocation plan be prepared to support the physical race closure process along with engaging with Department of Conservation and securing the appropriate permits from the Ministry for Primary Industries.

Stormwater Assessment

30. Due to the very expansive nature of the network involved, no specific modelling has been undertaken on the race closure, however, district-wide modelling completed circa 2023 has been used to inform this assessment.
31. Key features in relation to stormwater/drainage in this area are:

- Mt Harding Creek between the Washpen Creek intake and Draytons gate.
- The Dry Creek channel also passes over two key mains and one local race in this network.
- The Rangitata Diversion Race (RDR) also passes through this network with 10 individual crossing points (i.e. races siphon under RDR).



- There are a number of other less formal drainage paths that exist in the area.
32. It is anticipated that there may be changes to the path of overland flows following the closure of the network. The location and magnitude of these changes is difficult to predict without intensive and detailed modelling.
 33. The proposed approach is to progress closure with the knowledge that there may be stormwater issues post-closure that landowners will have to remedy.
 34. Council has recently employed a dedicated Stormwater Engineer to assist with urban stormwater and rural drainage matters. It is envisaged that the stormwater engineer will work closely with the ADC roading team, and Environment Canterbury staff when investigating any issues arising.

Stockwater Transition Working Group

35. The Stockwater Transition Working Group is responsible for considering the results of the various intake investigations and making recommendations to Council.
36. The STWG considered this matter at their meeting held 4 December 2025 and was supported by a report titled *Pudding Hill Race Network – Proposed Closure*. This report is attached in full as Appendix 1.

Options analysis

37. The following options have been identified.

Option one – Approve the Recommendation.

38. Under this option, Council will cease rating for stockwater for the affected properties on **30 June 2026**. The Pudding Hill race network from its two divergences from Mt Harding Creek (at Scarness gate and Draytons gate) to its various terminal discharge points would close from the **30 September 2026**.
39. This approach will have cost implications in terms of reduced income for the period between the “rating” closure and “operational” closure. The loss of income for the 3 months proposed is approximately \$23,000 plus GST.
40. Landowners that require a stockwater service, determined at 48 properties, will be required to seek access to a water supply from an alternate provider. The alternate provider identified for this area is Barrhill Chertsey Irrigation Ltd.
41. The cost and management of providing the alternative will be the sole responsibility of the landowners requiring the service and the alternate provider.
42. A fish salvage and relocation plan will be developed, and the necessary permits sought for this work. The salvage plan will then be implemented as close as practicable to the operational date of closure, commencing at the lower reaches and working up gradient.

43. The Pudding Hill intake will continue to be operated as normal, with flows that would normally be directed to the Pudding Hill race network allowed to continue into the Methven Auxiliary race network at Draytons gate. The Methven Auxiliary intake flows will be reduced to compensate.

| | |
|--|---|
| <p>Advantages:</p> <ul style="list-style-type: none"> • Aligns with recommendation from STWG. • Consistent with Council stated intention to exit the stockwater activity. • Provides clarity to affected landowners. • Confirms Council's commitment to exit the service. | <p>Disadvantages:</p> <ul style="list-style-type: none"> • None identified. |
| <p>Risks:</p> <ul style="list-style-type: none"> • Water from the alternate provider may not be available at time of closure. | |

Option two – Approve Race Closure through a Modified Recommendation.

44. Under this option race closure is still approved subject to minor modifications to the STWG recommendation.

| | |
|--|---|
| <p>Advantages:</p> <ul style="list-style-type: none"> • May address issues identified by Council during their consideration of the matter. | <p>Disadvantages:</p> <ul style="list-style-type: none"> • Inconsistent with direction from the STWG. |
| <p>Risks:</p> <ul style="list-style-type: none"> • May be perceived as weakening the role of the Stockwater Transition Working Group. | |

Option three – Do not approve the recommendation.

45. Under this option, the race closure will not be progressed at this time.

| | |
|--|--|
| <p>Advantages:</p> <ul style="list-style-type: none"> Provides more time for alternate providers to progress alternatives. | <p>Disadvantages:</p> <ul style="list-style-type: none"> Opportunity to demonstrate progress towards the exit is lost. Affected landowners may continue to ignore implications. Programme tasks will start to overlap and overload internal resources. |
| <p>Risks:</p> <ul style="list-style-type: none"> May impact on Council's aim to exit provision of stockwater by 30 June 2027. Landowners may doubt Council's commitment and delay considering and committing to alternatives. | |

Legal/policy implications

Resource Management Act 1991

46. The stockwater activity has consents issued under the RMA. These consents cover the various activities required to operate the network including water abstraction consents.
47. The Pudding Hill Intake abstraction consent is [CRC213528](#). Condition 9 states: "*The use of water shall be only for stock drinking water, treated domestic and community drinking water, and essential domestic and community use*".
48. Based on condition 9, this consent does not permit Council to supply water in Mt Harding Creek for environmental augmentation.
49. However, the interim operating model is that the Pudding Hill intake will continue to operate close to normal, with stockwater flows that would have previously been diverted into the Pudding Hill network through Scarness & Draytons gates, will instead be conveyed downstream to supply the Methven Auxiliary race network.
50. The Methven Auxiliary intake flows will be reduced accordingly to compensate for the flows coming from Pudding Hill intake.

Plans / Policies

Canterbury Land & Water Regional Plan

51. The purpose of the Canterbury Land and Water Regional Plan (CLWRP) is to "identify the resource management outcomes or goals (objectives in this Plan) for managing land and water resources in Canterbury to achieve the purpose of the Resource Management Act 1991 ("RMA"). It identifies the policies and rules needed to achieve the objectives and provides direction in terms of the processing of resource consent applications."

52. The CLWRP contains a policy directly targeted at the ADC stockwater activity. Policy 13.4.1. reads as follows: *“In order to increase the amount of water in the river that is available to meet the proposed increased minimum flows, the taking of water for community stock water supplies from the Ashburton River/Hakatere will progressively decrease so that as soon as possible, but by no later than 1 July 2023, that taking will not exceed 2,900 L/s in total.”*
53. Council has already achieved the reduction required by this policy.

Stockwater Exit Transition Plan

54. The Stockwater Exit Transition Plan was adopted by Council on the 18 December 2024. The Pudding Hill intake was envisaged to be the first intake to be progressed in the SETP, with this closure being implemented by December 2025.
55. The original timeframes for the individual project phases have proven to be quite ambitious. The complexities around the interaction of the network with natural waterways and reaching agreement with potential alternate providers is certainly adding unforeseen delays to the programme.

Agreements

56. Council has confirmed a Heads of Agreement (HOA) between Ashburton District Council and Barrhill Chertsey Irrigation Limited. The HOA was appended to the working group report.
57. NOTE: The signing of the HOA by Council was implied within the STWG report but a separate recommendation was omitted in error from the working group recommendation. This is addressed through the additional officer recommendation in this report.

Climate change

58. The proposed closure of this portion of the stockwater network must be considered in the context of climate change and the council’s Climate Change & Sustainability Strategy.
59. Climate projections indicate increasing variability in rainfall and more frequent extreme weather events, which will influence water availability and management practices.
60. The stockwater system relies on water availability in key river resources, which come under pressure during prolonged droughts. While it offers some seasonal flexibility, its ability to support resilience under future climate extremes is limited.
61. Although closing the stockwater network could create challenges, such as farmers being required to transition to new reticulated supplies, it also presents opportunities. Closure aligns with Goal 1: Sustainable Water Management, which seeks to ensure resilient water systems, promote efficient use, and improve water quality.

62. It is also noted, the decommissioning of open races may reduce contamination risks and nutrient runoff, contributing to improved water quality outcomes.

Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; GM Legal & Democracy

Strategic alignment

63. The recommendation relates to Council's community outcome of **a balanced & sustainable environment** because the progressive closure of open race networks and replacement with individual onsite supply or reticulated supplies (where needed) reduces the overall usage of water for stock purposes.

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|---|
| Economic | ✓ | Management of the open race network is labour intensive. Stockwater can be delivered much more efficiently within reticulated networks. |
| Environmental | ✓ | Open race systems are very inefficient with in excess of 90% of the water conveyed being lost as leakage to groundwater and evaporation. |
| Cultural | ✓ | Due to the significant reduction in water required to provide stockwater, the unused water is not taken and remains in the source rivers. It is noted that Arowhenua support water remaining in the rivers. |
| Social | ✗ | |

Financial implications

| Requirement | Explanation |
|---|---|
| What is the cost? | \$15,000 plus GST. |
| Is there budget available in LTP / AP? | Yes. |
| Where is the funding coming from? | Provided for under District Water Management Investigations. 275 30534 |
| Are there any future budget implications? | Yes. If the operational closure date is later than the rating closure date , there is lost income in the approximate amount of \$7,700 plus GST/month. |
| Reviewed by Finance | Erin Register; Finance Manager. |

64. The costs associated with the stockwater exit programme is being met from budgets in the District Water Management and Stockwater areas. The cost of preparing and

implementing a fish salvage and relocation plan is expected to be in the range of \$10,000 to \$15,000.

65. From a rating standpoint, it is desirable to cease rating at the end of the rating year as it is not possible to remove rates (in part) during the year. If we select 30 June 2026 to cease rating (i.e. a **rating closure date**), it is very unlikely an alternative supply would be constructed and operational by this time.
66. However, selecting an **operational closure date** beyond this time means Council will be operating the network without income from the properties benefiting. As currently proposed, the loss of income would be approximately \$7,700 plus GST/month.

Significance and engagement assessment

| Requirement | Explanation |
|---|---|
| Is the matter considered significant? | Yes |
| Level of significance | Medium. |
| Rationale for selecting level of significance | N/A |
| Level of engagement selected | Inform – One-way communication |
| Rationale for selecting level of engagement | The investigation into closure of this system has been the subject of extensive consultation. Including one to one communication with Council's project consultant with directly affected landowners. |
| Reviewed by Strategy & Policy | Toni Durham: GM Democracy & Engagement |

Next steps

67. Assuming the recommendation is supported by Council, the HOA between BCI and ADC will be signed by Mayor & Chief Executive.

| Date | Action / milestone | Comments |
|------------|--|----------|
| 16/01/2026 | HOA signed and a copy returned to BCI. | |
| | | |
| | | |

Appendix 1 Copy of report

Stockwater Transition Working Group

4 December 2025



4. *Pudding Hill Race Network – Proposed Closure*

| | |
|-----------------------|---|
| Author | <i>Andrew Guthrie, Assets Manager</i> |
| Activity Manager | <i>Crissie Drummond; Infrastructure Services Support Lead</i> |
| Executive Team Member | <i>Neil McCann, Group Manager Infrastructure</i> |

Summary

- The purpose of this report is to seek working group approval of a recommendation to Council for closure of most of the Pudding Hill race network.
- The scope of the proposed closure comprises all network races supplied by the Pudding Hill intake from their divergence from Mt Harding Creek to their respective discharge points. Refer to plan in Appendix 1.
- The Pudding Hill intake itself and main race from the intake to Mt Harding Creek and down to Draytons gate will continue to operate at this time pending further discussions with Environment Canterbury on future potential environmental augmentation of Mt Harding Creek.

Recommendation to Council

That Council approves:

1. The closure of the Pudding Hill race network from its connections to Mt Harding Creek at Scarness gate and Drayton's gate, to its terminal discharge points.
2. The date of closure being:
 - 2.1 For Rating purposes effective from 30 June 2026.
 - 2.2 For Operational purposes effective from 30 September 2026.
3. That officers commence discussions with Environment Canterbury on the utilisation of the Pudding Hill intake for potential future environmental augmentation of Mt Harding Creek (by others).

Attachments

- Appendix 1** Plan 3022 - Proposed Pudding Hill Network Race Closure
Appendix 2 Signed Heads of Agreement between ADC & BCI

December 2025

Background

The current situation

1. Stockwater for this system is sourced from the Pudding Hill Stream, via the Pudding Hill intake, situated near the end of Hart Road. The intake has been in existence for over 140 years, being formally opened on 31 January 1881, and is notable as the first intake of the then County Council stockwater network. A newspaper report from the day can be found [here](#)¹.
2. The Pudding Hill intake normally abstracts ~250 litres/second but can peak at ~400 litres/second for short periods of time. The water from the intake is conveyed via a main race to what is now known as Mt Harding Creek. The Mt Harding Creek has operated as a main race and part of the ADC stockwater network since its inception.
3. Key statistics of the race network supplied by the Pudding Hill intake are as follows:
 - Total race network supplied ~220 km comprising:
 - 26.2 km main race
 - 186.3 km local race
 - 6.8 km natural waterway (Mt Harding Creek)
 - 181 rateable properties
 - 93 road culverts
 - 10 siphons under the Rangitata Diversion Race
4. The investigations into the potential closure of the Pudding Hill stockwater intake commenced well-before the 2024 Council decision to exit the stockwater activity. However, once the Stockwater Exit Transition Plan was adopted in December 2024, this work was absorbed into this wider plan and programme.
5. Due to the complexity associated with closure of the Pudding Hill Intake, due mainly to the network's interaction with Mt Harding Creek, we are not proposing to progress a decision on the intake at this time.
6. The race network below its divergences from Mt Harding Creek at Scarness gate and Draytons gate can be closed with only minor operational changes required to the affected intakes and Mt Harding Creek.

Previous Council Decisions

7. Council previously resolved to investigate potential closure of the Pudding Hill intake and associated race network in May 2022. The agenda is available [here](#) including some useful maps showing the then scope. The minutes for that meeting are available [here](#).

¹ Ashburton Guardian, Volume 2, Issue 256, 31 January 1881, Page 2

8. These investigations were being progressed but ultimately the work was suspended as Council considered the merits of complete withdrawal from the provision of stockwater.
9. This became a key decision as part of its consultation on the 2024-34 Long Term Plan. Ultimately, following strong support for Council's proposal to exit the stockwater activity by 30 June 2027, Council resolved to proceed with the exit and form a working group to monitor progress.
10. The Stockwater Transition Working Group (STWG) was duly formed.
11. The STWG reviewed the draft Stockwater Exit Transition Plan at its 31 October meeting with a final plan considered at the 5 December meeting. The SETP was subsequently adopted by Council on 18 December 2024. The SETP is available [here](#).

Māori and tangata whenua participation

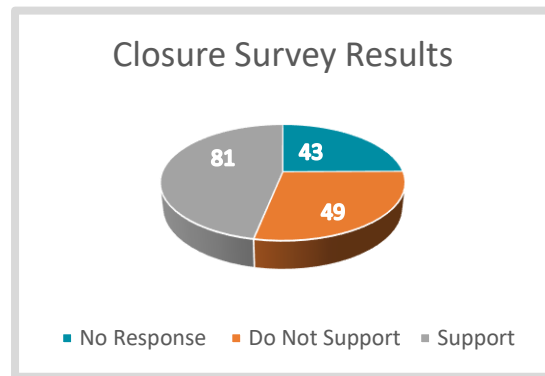
12. Te Rūnaka O Arowhenua is part of the core membership of the STWG and has maintained a representative present at all meetings of the group.
13. Arowhenua's consultancy, Aoraki Environmental Consultancy Ltd, have been providing support for the SETP through the preparation of Cultural Assessments for each intake investigation.
14. The cultural assessment for the Pudding Hill investigations included a site visit to the network. This was undertaken on 16 April 2025. Their assessment report is available on Council's website [here](#).
15. A general summary is provided below:
 - They noted the presence of tuna (eel) in the network remote from the river system was unexpected.
 - Arowhenua supports the fish salvage and relocation plan approach.
 - They request that water no longer required for the network remain in the source rivers.
 - Arowhenua's preference is that where races are no longer required, that these are filled in.

Affected Parties

16. As stated earlier, the investigations for the Pudding Hill system commenced in late 2022 and continued through 2023. Prior to the current SETP programme.

17. The results from a survey undertaken in March 2023, showed strong support for closure of the network.

18. Melius Ltd (John Wright) was engaged to carry out follow-up discussions with landowners to confirm their stockwater requirements. This included following up with landowners that did not respond to the survey.



19. This work (phase 1 report) confirmed that there were **48 properties** that would require an alternative source of stockwater if the race system was closed.

20. Melius Ltd was then asked to identify feasible alternatives to the open race system. The work was captured in the phase 2 report, and detailed concepts for possible network extensions to the BCIL network to service the affected properties. The total combined cost of these extensions was estimated at \$716,000 plus GST.

Alternate Providers

21. The work completed by Melius Ltd, indicated that Barrhill Chertsey Irrigation Ltd (BCIL) has existing piped infrastructure in relatively close proximity to all properties that require a stockwater alternative.

22. Discussions have been ongoing with BCIL management to determine their interest in being an alternate provider of stockwater to these properties.

23. It is only in recent days that agreement has been reached on a Heads of Agreement (HOA). The HOA simply confirms the company's willingness to work towards offering a service to these properties in the absence of the open race network. Refer Appendix 2.

24. The HOA is non-binding, and BCI have indicated that provision of any alternative will need to be financially viable before they commit to providing infrastructure. Notwithstanding the non-binding nature of this agreement, Officers were reluctant to propose a network closure until the HOA was in place.

25. The signing of the HOA by Council would occur following the Council decision.

Ecological Assessments

26. In late 2024, Beca Consultants Ltd were engaged to carry out an ecological assessment of the Pudding Hill network. This report was finalised in March 2025 and formally received by the STWG on 24 June 2025. A copy of the assessment is available on Council's website [here](#).

27. The executive summary notes “Despite the race network being comprised primarily of man-made watercourses, this assessment has highlighted that there are **moderate to high** ecological values present within the network and that the system supports a range of fish populations including threatened native species such as Canterbury galaxias and Longfin eel.” (emphasis added).
28. The summary also notes “Although the most recent survey work did not confirm the presence of Canterbury Mudfish, it is also possible that these are present in certain parts of the race network, based on previous survey work done by Opus.”
29. The higher ecological values were assigned to sites within the upper reaches of the Pudding Hill system, the majority of which are outside the scope of the proposed closure.
30. In accordance with the recommendations from Beca, it is proposed that a fish salvage and relocation plan be prepared to support the physical race closure process along with engaging with Department of Conservation and securing the appropriate permits from the Ministry for Primary Industries.

Stormwater Assessment

31. Due to the very expansive nature of the network involved, no specific modelling has been undertaken on the race closure, however, district-wide modelling completed circa 2023 has been used to inform this assessment.
32. Key features in relation to stormwater/drainage in this area are:

- Mt Harding Creek between the Washpen Creek intake and Draytons gate.
- The Dry Creek channel also passes over two key mains and one local race in this network.
- The Rangitata Diversion Race (RDR) also passes through this network with 10 individual crossing points (i.e. races siphon under RDR).
- There are a number of other less formal drainage paths that exist in the area.



33. It is anticipated that there will be changes to the path of overland flows following the closure of the network. The location and magnitude of these changes is difficult to predict without intensive and detailed modelling. This work is beyond the resources of this project and of questionable value anyway.

34. The proposed approach is to progress closure with the knowledge that there may be stormwater issues to investigate and solve post-closure. This approach will ensure the response is targeted to where the issues arise.
35. Council has recently employed a dedicated Stormwater Engineer to assist with urban stormwater and rural drainage matters. It is envisaged that the stormwater engineer will work closely with the ADC roading team, and Environment Canterbury staff when investigating any issues arising.

Options analysis

36. The following options have been identified.

Option one – Proceed with proposed race closure.

37. Under this option, Council will cease rating for stockwater for the affected properties on **30 June 2026**. The Pudding Hill race network from its two divergences from Mt Harding Creek (at Scarness gate and Draytons gate) to its various terminal discharge points would close from the **30 September 2026**.
38. This approach will have cost implications in terms of reduced income for the period between the “rating” closure and “operational” closure. The loss of income for the 3 months proposed is approximately \$23,000 plus GST.
39. Landowners that require a stockwater service, determined at 48 properties, will be required to seek access to a water supply from an alternate provider. The alternate provider identified for this area is Barrhill Chertsey Irrigation Ltd.
40. The cost and management of providing the alternative will be the sole responsibility of the landowners requiring the service and the alternate provider.
41. A fish salvage and relocation plan will be developed, and the necessary permits sought for this work. The salvage plan will then be implemented as close as practicable to the operational date of closure, commencing at the lower reaches and working up gradient.
42. The Pudding Hill intake will continue to be operated as normal, with flows that would normally be directed to the Pudding Hill race network allowed to continue into the Methven Auxiliary race network at Draytons gate. The Methven Auxiliary intake flows will be reduced to compensate.

| | |
|---|---|
| <p>Advantages:</p> <ul style="list-style-type: none"> • Consistent with Council stated intention to exit the stockwater activity. • Provides clarity to affected landowners. • Confirms Council's commitment to exit the service. | <p>Disadvantages:</p> <ul style="list-style-type: none"> • None identified. |
| <p>Risks:</p> <ul style="list-style-type: none"> • Water from the alternate provider may not be available at time of closure. | |

Option two – Do not proceed with race closure at this time.

43. Under this option, the race closure will not be considered until the future of the Pudding Hill intake and Mt Harding Creek section is known.

| | |
|--|--|
| <p>Advantages:</p> <ul style="list-style-type: none"> • Provides more time for alternate providers to progress alternatives. | <p>Disadvantages:</p> <ul style="list-style-type: none"> • Opportunity to demonstrate progress towards the exit is lost. • Affected landowners may continue to ignore implications. • Programme tasks will start to overlap and overload internal resources. |
| <p>Risks:</p> <ul style="list-style-type: none"> • May not be progressed until much later in the programme due to complexity around Mt Harding Creek. • Landowners may doubt Council's commitment and delay considering and committing to alternatives. | |

Legal/policy implications

Legislation

Resource Management Act 1991

44. The stockwater activity has consents issued under the RMA. These consents cover the various activities required to operate the network including water abstraction consents.
45. The Pudding Hill Intake abstraction consent is [CRC213528](#). Condition 9 states: “*The use of water shall be only for stock drinking water, treated domestic and community drinking water, and essential domestic and community use*”.

46. Based on condition 9, this consent does not permit Council to supply water in Mt Harding Creek for environmental augmentation.
47. However, the interim operating model is that the Pudding Hill intake will continue to operate close to normal, with stockwater flows that would have previously been diverted into the Pudding Hill network through Scarness & Draytons gates, will instead be conveyed downstream to supply the Methven Auxiliary race network.
48. The Methven Auxiliary intake flows will be reduced accordingly to compensate for the flows coming from Pudding Hill intake.

Plans / Policies

Canterbury Land & Water Regional Plan

49. The purpose of the Canterbury Land and Water Regional Plan (CLWRP) is to “identify the resource management outcomes or goals (objectives in this Plan) for managing land and water resources in Canterbury to achieve the purpose of the Resource Management Act 1991 (“RMA”). It identifies the policies and rules needed to achieve the objectives and provides direction in terms of the processing of resource consent applications.”
50. The CLWRP contains a policy directly targeted at the ADC stockwater activity. Policy 13.4.1. reads as follows: *“In order to increase the amount of water in the river that is available to meet the proposed increased minimum flows, the taking of water for community stock water supplies from the Ashburton River/Hakatere will progressively decrease so that as soon as possible, but by no later than 1 July 2023, that taking will not exceed 2,900 L/s in total.”*
51. Council has already achieved the reduction required by this policy.

Stockwater Exit Transition Plan

52. The Stockwater Exit Transition Plan was adopted by Council on the 18 December 2024. The Pudding Hill intake was envisaged to be the first intake to be progressed in the SETP, with this closure being implemented by December 2025.
53. The original timeframes for the individual project phases have proven to be quite ambitious. The complexities around the interaction of the network with natural waterways and reaching agreement with potential alternate providers is certainly adding unforeseen delays to the programme.

Agreements

54. Council has confirmed a Heads of Agreement (HOA) between Ashburton District Council and Barrhill Chertsey Irrigation Limited. The HOA is attached as Appendix 2.

Climate change

55. The proposed closure of this portion of the stockwater network must be considered in the context of climate change and the council's Climate Change & Sustainability Strategy.
56. Climate projections indicate increasing variability in rainfall and more frequent extreme weather events, which will influence water availability and management practices.
57. The stockwater system relies on water availability in key river resources, which come under pressure during prolonged droughts. While it offers some seasonal flexibility, its ability to support resilience under future climate extremes is limited.
58. Although closing the stockwater network could create challenges, such as farmers being required to transition to new reticulated supplies, it also presents opportunities. Closure aligns with Goal 1: Sustainable Water Management, which seeks to ensure resilient water systems, promote efficient use, and improve water quality.
59. It is also noted, the decommissioning of open races may reduce contamination risks and nutrient runoff, contributing to improved water quality outcomes.

Strategic alignment

60. The recommendation relates to Council's community outcome of **a balanced & sustainable environment** because the progressive closure of open race networks and replacement with individual onsite supply or reticulated supplies (where needed) reduces the overall usage of water for stock purposes.

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|---|
| Economic | ✓ | Management of the open race network is labour intensive. Stockwater can be delivered much more efficiently within reticulated networks. |
| Environmental | ✓ | Open race systems are very inefficient with in excess of 90% of the water conveyed being lost as leakage to groundwater and evaporation. |
| Cultural | ✓ | Due to the significant reduction in water required to provide stockwater, the unused water is not taken and remains in the source rivers. It is noted that Arowhenua support water remaining in the rivers. |
| Social | ✗ | |

Financial implications

| Requirement | Explanation |
|---|---|
| What is the cost? | \$15,000 plus GST. |
| Is there budget available in LTP / AP? | Yes. |
| Where is the funding coming from? | Provided for under District Water Management Investigations. 275 30534 |
| Are there any future budget implications? | Yes. If the operational closure date is later than the rating closure date , there is lost income in the approximate amount of \$7,700 plus GST/month. |

61. The costs associated with the stockwater exit programme is being met from budgets in the District Water Management and Stockwater areas. The cost of preparing and implementing a fish salvage and relocation plan is expected to be in the range of \$10,000 to \$15,000.
62. From a rating standpoint, it is desirable to cease rating at the end of the rating year as it is not possible to remove rates (in part) during the year. If we select 30 June 2026 to cease rating (i.e. a **rating closure date**), it is very unlikely an alternative supply would be constructed and operational by this time.
63. However, selecting an **operational closure date** beyond this time means Council will be operating the network without income from the properties benefiting. As currently proposed, the loss of income would be approximately \$7,700 plus GST/month.

Significance and engagement assessment

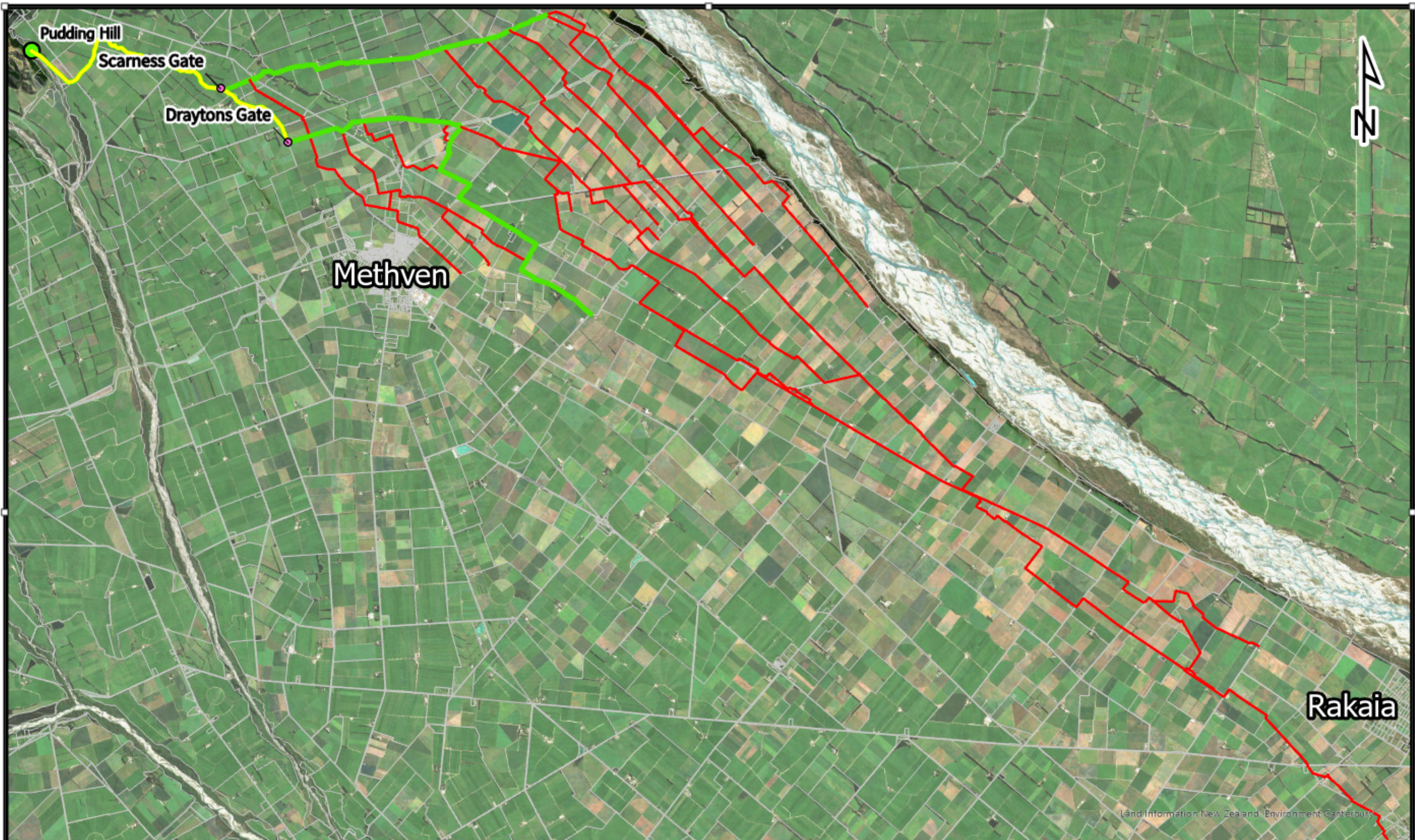
| Requirement | Explanation |
|---|--------------------------------|
| Is the matter considered significant? | Yes |
| Level of significance | Medium. |
| Rationale for selecting level of significance | N/A |
| Level of engagement selected | Inform – One-way communication |

| | |
|---|---|
| Rationale for selecting level of engagement | The investigation into closure of this system has been the subject of extensive consultation. Including one to one communication with Council's project consultant with directly affected landowners. |
|---|---|

Next steps

64. This report will be refreshed and reoriented as a report to Council for the 17 December 2025 meeting agenda.

| Date | Action / milestone | Comments |
|------------|--------------------|---------------------------------|
| 17/12/2025 | Report to Council | To support STWG Recommendation. |
| | | |
| | | |



| | |
|---------------|----------------------------|
| PROJECT NAME: | Stockwater_Transition_2025 |
| PREPARED BY: | A R Guthrie |
| SCALE: | 1:100,000 (at A3) |

Disclaimer Note:
Cadastral data is sourced from Land Information New Zealand's CRS Cadastral Database. Crown Copyright Reserved Digital Licence No. 133563-01. Any color aerial photography is sourced from Air Logistics New Zealand Ltd.

Due to differences in data registration techniques any aerial photography in the map relative to cadastral boundaries should be considered as indicative only and MUST NOT be used for legal purposes.

The information supplied in this image is sourced from information held by the Ashburton District Council - It is supplied in good faith but its accuracy or completeness is not guaranteed.

Proposed Pudding Hill Network Race Closure

Extent of Race Closures (Races marked in yellow are out of scope)

Path: O:\Projects\Andy\Stockwater\Stockwater_Transition_2025.aprx



Plan No: 3022

Sheet 1 of 1 sheets

DATED this

day of

2025

BETWEEN

ASHBURTON DISTRICT COUNCIL

and

BARRHILL CHERTSEY IRRIGATION LIMITED

HEADS OF AGREEMENT

DATE:

PARTIES:

- (1) **ASHBURTON DISTRICT COUNCIL**
- (2) **BARRHILL CHERTSEY IRRIGATION LIMITED** at Ashburton (Company No. 922777)

BACKGROUND

- A Currently ADC distributes stockwater to landholders in Mid Canterbury from a number of take points (ADC Consents) and from water supplied by Rangitata Diversion Race Management Limited (*RDRML*) (together, *ADC Stockwater*).
- B ADC has 17 intakes for water spread over the ADC's district and it wishes to transfer the responsibility for supplying stockwater on an intake by intake basis.
- C BCI has infrastructure delivering irrigation water over substantial areas in the ADC's territorial district (*the District*) and has the capacity and ability to also deliver stockwater.
- D The parties wish to progress further discussions on how BCI can deliver stockwater and the principles are set out in this heads of agreement (*HOA*).

THE PARTIES AGREE AS FOLLOWS:

1 Implementation of Transition

- 1.1 The parties record that over the next two years ADC wishes to implement a transition from being the supplier of stockwater in the District to the delivery of stockwater being carried out by other parties.
- 1.2 BCI has infrastructure delivering irrigation water over material areas within the District and is ideally placed to deliver stockwater to many landowners in the District. ADC agrees to give BCI the option to deliver stockwater to those areas that are in close proximity to BCI's infrastructure and to the ADC's existing delivery points under the ADC's existing stockwater delivery system.
- 1.3 The parties acknowledge that, in addition to BCI, ADC will also be working with other water providers to facilitate the delivery of stockwater in the District. For the purposes of this HOA, BCI and other water suppliers are collectively referred to as '*Alternate Providers*'.
- 1.4 This HOA sets out ADC's general Stockwater Exit Transition Process with Alternate Providers (section 2) and further terms specific to ADC and BCI (sections 3-8).
- 1.5 The parties agree to work together to enable an orderly transition from ADC to BCI of the option to deliver stockwater in those areas where BCI can provide the infrastructure to meet this requirement.

- 1.6 ADC and BCI acknowledge that it may not be economically viable for BCI to deliver stockwater in certain areas. Nothing in this HOA commits BCI to deliver stockwater to landowners affected by ADC's stockwater exit.

2 Stockwater Exit Transition Process with Alternate Providers

- 2.1 Under its Stockwater Exit Transition Plan, ADC will progress the stockwater exit on an intake-by-intake approach. The parties acknowledge that as it is undertaking its intake investigations, ADC will be considering the implications, future stockwater supply needs and ecological needs at a wider or district level. In parallel to ADC's investigations, ADC will be discussing future stockwater delivery options with Alternate Providers.
- 2.2 To ensure ADC exits stockwater delivery by 30 June 2027, ADC anticipates undertaking the following general process:
- (a) ADC will work with existing stockwater users on an intake-by-intake basis to determine their water supply needs, including in accordance with the process in clause 3.2.
 - (b) In parallel, ADC will decide the intakes that will close and those that will remain open (and the purpose for which they will remain open). For the intakes that remain open, ADC will decide the water allocation required for that intake. ADC anticipates completing this process on or before 1 May 2027.
 - (c) ADC will enter into separate Heads of Agreement with Alternate Providers, outlining the process for the Alternate Providers to supply stockwater to existing stockwater users utilising ADC Stockwater. As a minimum, the Heads of Agreements will give the Alternate Providers assurance that ADC is committed, subject to obtaining the necessary approvals, to providing some of the ADC Stockwater to the Alternate Providers who enter into water supply agreements with stockwater users under clause 2.2(d). ADC will communicate these Alternate Providers to stockwater users.
 - (d) Alternate Providers and the stockwater users will negotiate water supply terms and infrastructure connection costs. The Alternate Providers have until 1 May 2027 to obtain water supply agreements with these stockwater users if the Alternate Providers want to supply them with stockwater from the ADC Stockwater allocation. The parties acknowledge that any water supply agreements may have to be conditional on the Alternate Provider obtaining the necessary water allocation from ADC.
 - (e) By 1 May 2027, the Alternate Providers will notify ADC of the stockwater allocations and volumes needed to supply stockwater users who have signed water supply agreements with an Alternate Provider.

- (f) Provided there is sufficient volume available, ADC will negotiate the transfer or licence of the necessary water rights in the ADC Stockwater to the relevant Alternate Providers.

2.3 ADC may transfer the ADC Consents to another entity on or before 1 May 2027, including to enable another entity to be the long term consent holder. In enabling this transfer, ADC will ensure the new consent holder recognises and gives effect to the allocation of stockwater anticipated by the process in clause 2.2.

3 Identification of Potential Stockwater Users for Supply by BCI

3.1 ADC and BCI agree that the volume of water to be available from ADC Stockwater will be determined based on 200 litres per day of stockwater being available for every one hectare of land to the delivery area.

3.2 ADC will implement a programme to determine the number and location of properties willing to receive stockwater delivered via a BCI piped network, including to:

- (a) Identify the ratepayers of ADC currently being supplied with stockwater who are within the area in the District to which BCI can deliver stockwater (*the Potential Users*).
- (b) Enter into discussions with the existing Potential Users to ascertain in respect of each current supply point if those Potential Users require an alternative supply of stockwater when the intake currently supplying those Potential Users closes.
- (c) Transfer the necessary information to BCI, for BCI to make a proposal to those Potential Users for a new agreement being entered into with BCI to supply stockwater at the nominated daily volume in litres per day agreed between BCI and the Potential User.

3.3 After 1 May 2027, ADC has no responsibility for identifying or negotiating alternative water sources for Potential Users.

3.4 The parties will discuss with a view to reaching agreement on the contractual terms on which BCI will supply stockwater to Potential Users including the following:

- (a) That such delivery is subject to stockwater continuing to be available from the ADC Stockwater (including if these water rights are transferred to another entity).
- (b) Any restrictions on the use of the stockwater to be provided.

3.5 BCI and the Potential Users will agree:

- (a) The cost for the Potential Users to connect their property to the BCI infrastructure so stockwater can be delivered, and how and when the Potential User meets this cost.

- (b) The charges to be paid by the Potential Users to BCI for the delivery of stockwater.

4 Cost of New Infrastructure for Supply by BCI

- 4.1 ADC and BCI will undertake to investigate the new infrastructure needed to enable connections to be made to the BCI infrastructure from the properties of Potential Users in each area of supply. ADC's role will be limited to developing a "concept level" design for infrastructure to the property boundary and construction estimates to inform discussions between landowners and BCI.
- 4.2 BCI will be responsible for procuring and completing the construction of the infrastructure required for Potential Users to connect to the BCI network.
- 4.3 Neither ADC or BCI are prepared to finance the cost of infrastructure required to connect recipients of stockwater to the BCI network. These costs will be fully met by Potential Users of the stockwater service, who will commit to providing the capital required to enable the construction of new infrastructure.
- 4.4 An agreement to supply any individual property will be prepared by BCI, including the requirement that revenues from the delivery of stockwater are sufficient to cover service delivery costs and a margin as required by the BCI Board.
- 4.5 The Parties agree that the delivery of stockwater can be assigned by BCI in the future, on the condition that any assignee meets the terms of any final service delivery agreement between ADC and BCI. ADC must consent to the assignment or transfer of any water rights to a third party (where such water rights are held directly or indirectly by ADC or a related entity or organisation).

5 Access to Water

- 5.1 With respect to ADC's RDRML water rights:
 - (a) ADC agrees that where it holds rights from RDRML to take water for that purpose it may licence this right to BCI to the extent required so BCI has the volume of water available to deliver stockwater in replacement of the current stockwater delivery by ADC.
 - (b) Subject to obtaining the necessary approvals, ADC will use its reasonable endeavours to make such arrangements with RDRML that will enable BCI (and where relevant, other Alternate Providers) to take water from the Rangitata Diversion Race at their cost and allow BCI to meet its commitment to supply stockwater to water users. The parties acknowledge that these arrangements will be dependent on ADC completing the process in clause 2.2.
 - (c) ADC acknowledges it has 250 litres per second (l/s) available from RDRML subject to variation and reliability based on the availability of water. ADC anticipates that BCI (and all Alternate Providers) can meet future stockwater demand (based on 200 litres per day of stockwater being available for every one hectare of land to the delivery area) from this 250 l/s available from RDRML.

5.2 With respect to the ADC Consents:

- (a) ADC anticipates the ADC Consents will only be made available to Alternate Providers if the 250l/s RDR water is insufficient to meet future demands for stockwater or where the RDRML water cannot be made available at certain points in the RDR scheme. Where the ADC Consents are required to deliver stockwater:
 - (i) Subject to obtaining the necessary approvals, ADC will use its reasonable endeavours to provide BCI (and where relevant, other Alternate Providers), water from ADC Consents at their cost and to allow BCI to meet its commitment to supply stockwater to water users. The parties acknowledge that these arrangements will be dependent on ADC completing the process in clause 2.2.
 - (ii) ADC is unable to commit a consented volume under this HOA and has not yet decided who will be the long-term holder of the ADC Consents.
 - (iii) BCI and ADC agree that there may be other Alternate Providers providing stockwater through piped infrastructure and taking that water utilising ADC Consents. It is anticipated that BCI and each other Alternate Provider supplying piped stockwater will have the right to water under the ADC Consents in proportion to the volumes of stockwater each such party is providing to Potential Users.

6 Access to Roads

Subject to obtaining the necessary approvals, including corridor access requests, ADC will permit and allow BCI to construct piped infrastructure along all roads controlled by ADC to enable BCI to construct and deliver water to persons and entities who have signed a water supply agreement with BCI.

7 Documents Required

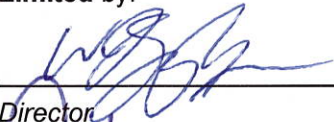
7.1 The parties agree that to implement this agreement the following shall be required:

- (a) A Water Supply Agreement with BCI to be signed by all Potential Users who are persons and entities taking stockwater.
- (b) Agreements between BCI and Potential Users who agree to be supplied with Stockwater committing to provide capital to fund their share of costs for infrastructure required to deliver stockwater.
- (c) An agreement with ADC under which BCI has the option to supply stockwater where BCI has available infrastructure that can be utilised in the delivery of stockwater.


8 Good Faith Negotiations

The parties will enter into negotiations with each other in good faith to implement the terms and conditions of this agreement. For this purpose each party will nominate [2] persons to discuss and resolve the documents and issues arising from this HOA.

Executed by **Barrhill Chertsey Irrigation Limited** by:



Director



Director

Executed by **Ashburton District Council** by:

Authorised Signatory

Authorised Signatory

in the presence of:

Name:

Occupation:

Address:

8. *Economic Development Strategy – 6 Monthly Report*

Author

Shelley Donnelly; Economic Development Manager

GM Responsible

Ian Hyde; GM Compliance & Development

Summary

- The purpose of this report is to provide Councillors with an update on the progress to achieving the action items laid out in the Economic Development Strategy 2023-33.

Recommendation

- 1. That** Council receives the Economic Development Strategy six monthly progress report.

Background

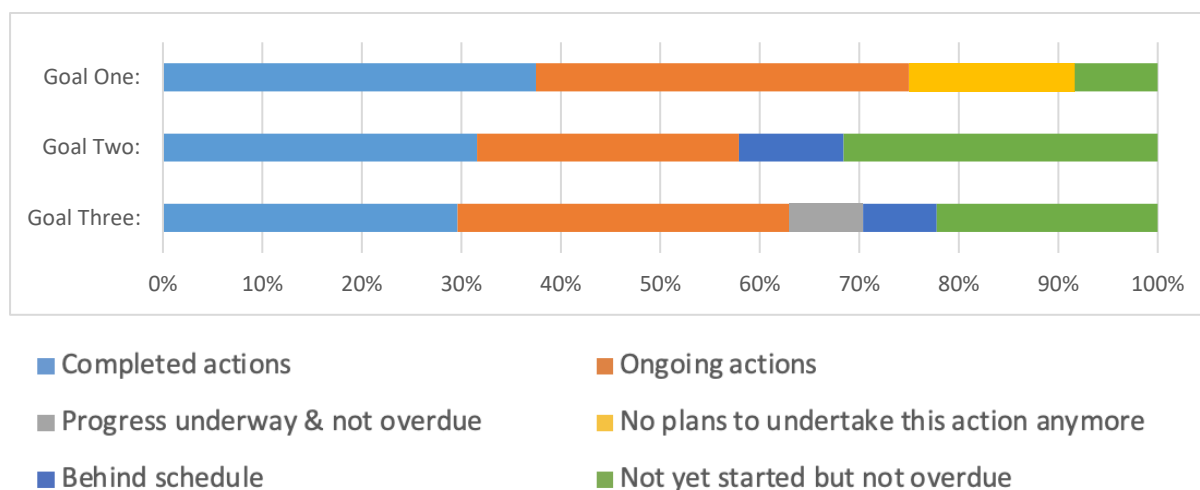
Economic Development Strategy 2023-33

1. The Economic Development Strategy 2023-33 was adopted in December 2023 and sets out the strategic direction for Economic Development over the next ten years. The strategy sets out three goals for development:

- a. Living, working and learning here
- b. Doing business here
- c. Visiting and playing here

Underpinning these goals are a series of actions and this six-monthly report shows the progress on the action items listed under the strategy.





[Read the full strategy here](#)








● completed; > ongoing; ● progress underway & not overdue; NP – not planning to undertake this action anymore;
○ not yet started but not overdue; ● behind schedule

Goal 1: Residents are engaged and invested in our community

Objective A: Provide local training solutions relevant to our economy by strategically partnering with formal and informal education providers to meet local learning and training needs

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|-----------------------|--|----------------|---|
| 1.A.1 Formalise strategic partnership between ADC and education providers (formal and informal) to participate in a Learning Hub. | ED Team | June 2024 |   | Yes | Meetings were held involving, formal and informal education providers including; MOE, Keep Learning Mid Canterbury, Ashburton College, MSD, Business Canterbury, YMCA & UC. |
| 1.A.2 Establish and run working groups to develop a concept for Learning Hub with operating structure, location, participants, courses etc | ED Team | December 2024 |   | Yes | Group discussions and scoping determined the need for a Learning Hub building was less than initially expected. A Learning Network was instead favoured. |
| 1.A.3 Undertake a feasibility study for the creation of an Innovation Centre and Learning Hub. Go/no-go approval required. | ED Team | December 2025 | NP | NP | Innovation Centre renamed to Learning Network. Learning Network has been developing over last 6 months with collaboration from local providers. A more comprehensive programme will be developed in 2026. Learning Hub progression has ceased due to Council decision to reallocate funding. |
| 1.A.4 If feasibility study is approved, develop business case for a Learning Hub where students can learn both virtually and in person with education and training strategic partners. Go/no-go approval required. | ED Team | December 2025 | NP | N/A | |
| 1.A.5 Subject to approval of business case - Implement business plan. | ED Team | December 2025 onwards | NP | | |




 completed;
  ongoing;
  progress underway & not overdue;
 NP – not planning to undertake this action anymore;
  not yet started but not overdue;
  behind schedule

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|--------------|----------|----------------|--|
| 1.A.6 If contained in the feasibility plan and supported by the business plan, commence construction of a learning hub. | ED Team | 2029-31 | NP | | |
| 1.A.7 If feasibility study is successful, develop a business case for an Innovation Centre at the Learning Hub, where industry can develop new ideas and make new connections. | ED Team | 2029-30 | ○ | | Learning Network programme development is planned for 2026/27. |
| 1.A.8 If business case is approved, commence implementation of the case. | ED Team | 2030 onwards | ○ | | |



Objective B: Create an annual calendar of events throughout the district to connect and engage with our community






| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|---------------|----------|----------------|---|
| 1.B.1 Create a district-wide events plan. | ED Team | June 2024 | ● > | | An annual calendar of events is held by Council staff, detailing community and Council led events. This is an ongoing action and improvements are being explored currently. |
| 1.B.2 Identify events to be targeted for delivery in our district. | ED Team | December 2024 | ● > | | Ongoing |
| 1.B.3 Enable and plan for an iconic event per quarter. | ED Team | December 2025 | ● | Yes | Four events now in the calendar: Christmas (Light up the Tree), Live on the Lawn, Glow in the Park and Hakatere Noodle Festival are held throughout the year. |
| 1.B.4 Co-ordinate a full programme of events throughout the year, across the district. | ED Team | December 2026 | ● > | Yes | Officers are working alongside community to enable events across the district throughout the year. |

● completed; > ongoing; ● progress underway & not overdue; NP – not planning to undertake this action anymore;
 ○ not yet started but not overdue; ● behind schedule

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|---------------|---|----------------|--|
| 1.B.5 Develop and circulate event management resource for local event managers – H&S, ADC liaison and best practice guide. | ED Team | December 2025 |  > | Yes | Developing updated H&S templates, event planning modules & guidance on working with ADC. |
| 1.B.6 Develop promotional mediums for promoting district events. | ED Team | December 2025 |  > | | The Experience Mid Canterbury website is utilised wherever possible. Additional digital promotion for Council run events occurs via TVs in Te Whare Whakare, social media and various newsletters. |
| 1.B.7 Engage with new events and integrate into events schedule. | ED Team | December 2026 |  | | |

Objective C. Build a community and workforce that recognises and accommodates the diverse needs of residents, newcomers, migrants, and former refugees

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|--------------------------|---|----------------|---|
| 1.C.1 Develop an accredited Stage 3 Welcoming Communities plan. | WC Advisor | 31 December 2024 |  | Yes | |
| 1.C.2 Implement Welcoming Communities Plan including engagement with ethnic communities and activity schedule. | WC Advisor | 31 December 2024 ongoing |  | Yes | This is BAU work and ongoing. This year included activities such as the successful Hakatere Noodle Festival celebrating Welcoming Week, food handling sessions, Cultural Whānau Fun Day, creation of video for local elections in different languages and a number of various other activities. |

 completed;
  ongoing;
  progress underway & not overdue;
 NP – not planning to undertake this action anymore;
  not yet started but not overdue;
  behind schedule

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|------------------|----------|----------------|---|
| 1.C.3 Integrate Welcoming Communities into workforce initiatives. | WC Advisor | 31 December 2025 | ➤ | Yes | Facilitated the connection between ANZCO and community organisations on their Fun and Wellness day. Visits to farms to share resources and information about services available in the district and how to prevent rural fires. Worked with Rural Women and Federated Farmers to produce a poster to inform staff settling in the district. |
| 1.C.4 Review effectiveness of Welcoming Communities Plan and integrate recommended improvements. | WC Advisor | 31 December 2028 | ○ | | |

Goal 2. Our businesses are thriving, innovative and resilient to change

Objective A. Our business owners and employees are skilled, adaptable and capable

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|---------------|----------|----------------|---|
| 2.A.1 Develop partnerships between ADC, industry organisations and government organisations. | ED Team | June 2024 | ● ➤ | Yes | Relationship building is ongoing and relationships are being proactively initiated and developed as opportunities arise. |
| 2.A.2 Establish a structured approach to identifying and acting on opportunities. | ED Team | December 2024 | ● | Yes | Regular internal information sharing across teams helps to identify opportunities in this area. The MTFJ Coordinator takes a leading role in acting on these opportunities. |

● completed; ➤ ongoing; ● progress underway & not overdue; NP – not planning to undertake this action anymore;
○ not yet started but not overdue; ● behind schedule

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|---|-----------------|-----------------------|----------|----------------|--|
| 2.A.3 Using the partnerships developed above, identify and develop plans to deliver business support that address specific skills and talent needs of local industry. | ED Team | December 2026 | ○ | No | |
| 2.A.4 Develop strategies to attract and retain suitably qualified employees. | ED Team | December 2027 | ○ | | |
| 2.A.5 Establish a development pathway for employees to seek ongoing career development and learning (link with action 1.A.5). | ED Team | December 2025 ongoing | ○ | | Initial survey work has been completed and further investigation is ongoing. A link from this action to the Learning Network is likely to be formalised. |
| 2.A.5 Support local rangatahi (youth) and jobseekers to be retained in employment through the Mayor's Taskforce for Jobs. | ED Team | Ongoing | > | Yes | Targets were achieved in the 2024/25 financial year and work continues under the new contract. |

Objective B. Our businesses have access to the expertise, knowledge, and skills to make informed decisions that enable them to successfully adapt to the changing business environment.

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|---------------|----------|----------------|---|
| 2.B.1 Establish a Business Leadership group. | ED Team | June 2024 | ● | Yes | |
| 2.B.2 Undertake sector analysis of emerging risks and opportunities for the district economy (linked to 2.1.B). | ED Team | December 2024 | ● | No | No available budget to progress this action formally, however investigative work is ongoing through BAU activities. |
| 2.B.3 Develop a plan for addressing risks and utilising opportunities. | ED Team | December 2027 | ○ | | |
| 2.B.4 Partner with Lincoln University and their Centre of Excellence to establish a Centre of Expertise – a virtual network of | ED Team | December 2027 | ○ | | |

● completed; > ongoing; ● progress underway & not overdue; NP – not planning to undertake this action anymore;
○ not yet started but not overdue; ● behind schedule

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|---|-----------------|---------------|----------|----------------|----------|
| expertise in land use and water (link to Action 1.A.7). | | | | | |
| 2.B.5 Support the distribution of expert knowledge to the business community through the Centre of Expertise. | ED Team | December 2027 | ○ | N/A | |

Objective C. Our small to medium businesses (SMEs) are well supported locally to enable them grow and thrive

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|---|-----------------|---------------|----------|----------------|---|
| 2.C.1 Undertake a gap analysis of informal industry capability development offered in the district (linked to Action 2.A.2). | ED Team | December 2024 | ● | | No available budget to progress this action formally, however investigative work is ongoing through BAU activities. |
| 2.C.2 Partner with organisations, such as the Business Canterbury and Institute of Directors (IOD), to increase the number of trainings provided to our SMEs locally. | ED Team | June 2025 | ● > | Yes | Relationships exist and will be maintained. Several trainings were offered and held by Business Canterbury in the District early in 2025. Additional workshops and courses are being investigated to add to the Learning Network Programme. |

Objective D. New businesses are well supported when establishing themselves in the district

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|-------------------|----------|----------------|---|
| 2.D.1 Liaise with ADC colleagues to identify ways to lower barriers to | ED Team | June 2024 ongoing | ● > | Yes | This is an ongoing continuous improvement process |

● completed; > ongoing; ● progress underway & not overdue; NP – not planning to undertake this action anymore;
○ not yet started but not overdue; ● behind schedule

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|-----------------------|----------|----------------|---|
| businesses interested in setting up in our district. | | | | | |
| 2.D.2 Develop and implement processes within Council to streamline the pathway for potential investors interested in coming to our district. | ED Team | December 2024 ongoing | ● > | Yes | <p>The following processes/approaches exist:</p> <ul style="list-style-type: none"> • Strategic Advisory Group – cross Council internal officer group who discuss strategic opportunities and emerging topics across the district on a monthly basis to ensure organisational awareness and promote co-operation. • A formal process for pre application meetings with potential investors and developers has been established. This allows direct contact and free information flow between parties, often facilitated by the Economic Development Team. <p>All of Council start up meetings with investors and developers</p> |

● completed; > ongoing; ● progress underway & not overdue; **NP** – not planning to undertake this action anymore;
 ○ not yet started but not overdue; ● behind schedule

Goal 3. Our district is a destination of choice for locals and visitors, with great leisure, entertainment and recreational activities




Objective A. Support the development of the Ashburton CBD into a must-visit destination




| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|---|-----------------|---------------|----------|----------------|---|
| 3.A.1 Scope and undertake a feasibility study of the opportunities available to increase foot-traffic in the Ashburton CBD. Go/no-go decision required. | ED Team | December 2025 | ➤ | No | Budget for this was allocated December 2025. Work is underway to scope the requirements of a feasibility study. |
| 3.A.2 Following feasibility study approval, develop business case. | ED Team | December 2026 | ○ | N/A | Progression of this objective will be dependent on the outcome of action 3.A.1. |
| 3.A.3 Subject to Business Case approval, implement Business Case. | ED Team | December 2028 | ○ | N/A | |
| 3.A.4 Secure participating businesses and confirm commitment. | ED Team | December 2027 | ○ | N/A | |
| 3.A.5 CBD retail venue design and construction (linked to 3.A.3). | ED Team | December 2030 | ○ | N/A | |



Objective B. Develop the 'Ashburton District story'

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|------------------|----------|----------------|--|
| 3.B.1 Undertake research to understand what we are known for and what our district has to offer. | ED Team | 31 December 2024 | ● ➤ | No | Initial research has been completed studying external views on the district. Additional research is currently being conducted for brand awareness. |
| 3.B.2 Based off the research undertaken above, develop a narrative that promotes our district's unique attributes. | ED Team | 31 December 2025 | ● ➤ | No | Consistent messaging and promotion of our district's offerings are woven through all marketing. References to |

● completed; ➤ ongoing; ● progress underway & not overdue; NP – not planning to undertake this action anymore;
○ not yet started but not overdue; ● behind schedule

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|---|-----------------|--------------------------|--|----------------|---|
| | | | | | our authentic, raw landscapes and people are emerging as a strong narrative. Alongside cooperation with neighbouring and regional partners, organic brand development is ongoing. |
| 3.B.3 Integrate the Ashburton District Story narrative across the district. | ED Team | 31 December 2027 |   | No | The ongoing development of the district's brand and narrative is nurtured through all promotions (advertising, emails, collaborations, newsletters, brochures). |
| 3.B.4 Further development of the story and its execution in the district. | ED Team | 31 December 2028 ongoing |  | N/A | |

 completed;
  ongoing;
  progress underway & not overdue;
 NP – not planning to undertake this action anymore;

 not yet started but not overdue;
  behind schedule

Objective C. Develop promotional strategies and create and distribute promotional material for our district

| ACTION | WHO RESPONSIBLE | DATE BY | PROGRESS | WITHIN BUDGET? | COMMENTS |
|--|-----------------|-----------------------|----------|----------------|--|
| 3.C.1 Develop a Destination Marketing Plan (DMP). | ED Team | June 2024 | ● | Yes | Led by ChChNZ the DMP was developed. |
| 3.C.2 Implement the Destination Marketing Plan. | ED Team | June 2024 ongoing | ● > | N/A | No budget identified for the implementation plan. Some work is being carried out currently with several councils and ChChNZ. A Food & Beverage Strategy has been developed for the region and neighbouring districts. Work is ongoing to blend this within BAU operations. |
| 3.C.3 Establish the Highway 72 collaborative group. | ED Team | June 2024 ongoing | ● | N/A | This action is dependent on cooperation between relevant Councils. Initial discussions have occurred. |
| 3.C.4 Promote the inland scenic route as a place of interest for visitors. | ED Team | December 2025 | ● | N/A | Not achievable without C.3 being completed. |
| 3.C.5 Engage with the Methven business community and scope Destination Methven concepts. | ED Team | December 2026 | ● > | Yes | |
| 3.C.5 Promote Methven as a unique destination within our district. | ED Team | December 2026 ongoing | ● > | Yes | |
| 3.C.6 Investigate strategies to increase bed-nights in Ashburton township. | ED Team | December 2025 | > | No | |
| 3.C.7 Implement strategies to increase bed-nights in Ashburton township. | ED Team | December 2026 ongoing | ○ | Yes | |
| 3.C.8 Develop and strengthen relationships with key stakeholders | ED Team | Ongoing | ● > | Yes | |

● completed; > ongoing; ● progress underway & not overdue; NP – not planning to undertake this action anymore;
○ not yet started but not overdue; ● behind schedule

Legal/policy implications

Climate Change Outcomes

- Climate change outcomes are reflected throughout the strategy. Specific initiatives that relate to climate change outcomes include the 30/30 initiative and Action 2.A1 in our work with Government Agencies and Partner Organisations.

Strategic alignment

- This report directly relates to the Economic Development Strategy 2023-33 and its Action Plan.
- The recommendation to receive the information relates to all four of the Council's community outcomes of Economic, Environmental, Cultural and Social.

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|---|
| Economic | ✓ | The actions in the strategy address the economy and economic wellbeing. |
| Environmental | ✓ | There are key links to environmental and climate change outcomes for the Ashburton District in the Economic Development Strategy. |
| Cultural | ✓ | The Strategy addresses our diverse population within the three strategic goals. |
| Social | ✓ | A number of initiatives in the strategy address improving social outcomes in Mid Canterbury. |

Financial implications

| Requirement | Explanation |
|---|----------------------------------|
| What is the cost? | Nil |
| Is there budget available in LTP / AP? | N/A |
| Where is the funding coming from? | Resourced from existing budgets. |
| Are there any future budget implications? | N/A |
| Reviewed by Finance | Erin Register; Finance Manager. |

Significance and engagement assessment

| Requirement | Explanation |
|---|---|
| Is the matter considered significant? | No |
| Level of significance | Low |
| Rationale for selecting level of significance | This report is to provide information only. As no decision is being made, there is no impact from receiving this report. |
| Level of engagement selected | Inform |
| Rationale for selecting level of engagement | The Strategy was widely consulted on and this report is information only, providing an update on progress. It does not seek more resourcing, however it does show where there may be constraints on the current funding levels. |
| Reviewed by Strategy & Policy | Mark Low; Strategy and Policy Manager |

Next steps

6 Next report will be due in June 2026.

9. *Community Grants and Funding Policy review*

| | |
|-----------------------|--|
| Author | <i>Femke van der Valk; Policy Advisor</i> |
| Activity Manager | <i>Ann Smith; Community Liaison Officer</i> |
| Executive Team Member | <i>Toni Durham; GM Community & Open Spaces</i> |

Summary

- The purpose of this report is to review the Community Grants and Funding Policy.
- Officers have reviewed the policy and propose minor changes and updates to keep the policy current. The changes are not considered significant and engagement is not required.
- Council has the following options:
 - Adopt the Community Grants and Funding Policy 2025 as presented in Appendix 1 (recommended option), or
 - Adopt an amended version of the policy

Recommendation

- 1. That** Council adopts the Community Grants and Funding Policy 2025 (Appendix 1)

Attachment

Appendix 1 Community Grants and Funding Policy 2025

Background

The current situation

1. The Community Grants and Funding Policy provides a framework for distributing community grants and for community projects, services, facilities and events. Grants are predominately for 'not-for-profit' community and voluntary groups working for the benefit of Ashburton District communities.
2. In 2025/26, Council distributed \$427,360 in contestable grant funding as per the tables below:

| Category | Grant | Funds in Annual Plan 2025/26 |
|------------------------------|---------------------------------------|------------------------------|
| Arts & Culture | Community Libraries | \$16,913 |
| Community Development | Community Agencies | \$106,600 |
| | Community Projects | |
| Economic Development | Community Events | \$21,321 |
| Natural & Built Environments | Biodiversity | \$16,913 |
| | Community Infrastructure | \$63,960 |
| | Community Pools | \$102,500 |
| | Heritage | \$10,660 |
| Sport & Recreation | School Holiday Programme | \$5,330 |
| Discretionary | Council Discretionary | \$16,913 |
| | Methven Community Board Discretionary | \$30,750 |
| | Mayoral Fund | \$35,500 |
| TOTAL | | \$427,360 |

3. A further \$782,912 was distributed to agencies as per Service Level Agreements / long-standing arrangements.

| Grant | Funds in Annual Plan 2025/26 | Grant | Funds in Annual Plan 2025/26 |
|----------------------------------|------------------------------|--------------------------------|------------------------------|
| Ashburton Trust Event Centre | \$346,245 | Safe Communities | \$55,350 |
| Base Café – Youth Advisory Group | \$15,000 | Safer Mid Canterbury | \$226,012 |
| Citizens Advice Bureau | \$16,015 | Sport Mid Canterbury | \$69,290 |
| Methven Lighting Project – OPEX | \$5,000 | Upper Rangitata Landcare Group | \$5,000 |
| Methven Swimming Pool | \$25,000 | Total | \$782,912 |
| Plains Museum Trust | \$20,000 | | |

4. The policy objectives are to:
 - determine the funding needs of community organisations,
 - determine a responsible approach to the fair distribution of resources, and
 - establish effective monitoring and reporting with regard to applications and funds allocation, and accountability for use of funds.
5. Under the Revenue & Financing Policy, the community grants and funding activity has a 100% community-wide benefit, provided through residents being able to access community services, facilities, projects and events funded by Council grants.

6. Council grants and funding fall into seven main categories from a contestable pool of annual funding. These seven categories are: Arts & Culture; Community Development; Community Pools; Economic Development, Natural & Built Environments; Sports & Recreation and the Discretionary, with the following grants available:

| Category | Grant |
|------------------------------|--|
| Arts & culture | Community Libraries |
| Community Development | Community Agencies Community Projects |
| Community Pools | Community Pools |
| Economic Development | Community Events |
| Natural & Built Environments | Biodiversity Community Infrastructure Heritage |
| Sport & Recreation | School Holiday Programme |
| Discretionary | Discretionary |

7. The Community Grants and Funding Policy was last reviewed in January 2020, when it was updated to meet the latest change in organisational and committee structure. The policy review cycle is every 5 years or as required.
8. The policy is due for review and officers aim to have the new policy in place prior to the next round of Community Grants and Funding, which opens in February 2026.
9. Officers have reviewed the policy and are proposing to make some minor changes to reflect current and best practice. These changes include but are not limited to:
- Updating the former 'Community Services Committee' to 'Group Manager' throughout the policy.
 - Referencing the *Community Engagement Policy* to determine the need for consultation instead of a consultation 'with previous years' grant recipients' for consistency with other Council policies.
 - Adding 'sustainability' to the list of priorities within the grant funding allocation.
 - Adding details on the discretionary fund.
 - Referencing that the process has been digitalised with applications now being made online and notifications are sent via email.
 - Adding a section to clarify the process for the carry-over of funds.

Interested and affected parties

10. Those interested or affected by this policy include:

- Elected members – who make decisions on grant funding as per the application criteria for different grant categories (detailed on the application forms), and the policy.
- Council officers – who make recommendations to Council on the distribution of grants and funding, and who use the policy to guide the process.
- Future applicants – who will be subject to the policy.

Options analysis

Option one – Adopt the Community Grants and Funding Policy 2025 as presented in Appendix 1 (recommended option)

11. Under this option Council would adopt the policy including the proposed changes.

| | |
|--|--|
| <p>Advantages:</p> <p>Council would have a current and fit for purpose policy that provides clear guidance to all parties involved (Elected Members, Officers, applicants and the wider community)</p> <p>Policy would be in place before the next round of grants and funding opening in February 2026</p> | <p>Disadvantages:</p> <p>Council may want to consider further or other changes to the policy.</p> |
| <p>Risks:</p> <p>No risks identified</p> | |

Option two – Adopt an amended version of the policy

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

| | |
|---|--|
| <p>Advantages:</p> <p>Council could consider any further changes to the policy.</p> | <p>Disadvantages:</p> <p>Depending on the extent of the changes, additional staff time may be required.</p> |
| <p>Risks:</p> <p>If Council would consider significant changes, this could trigger the requirement to have community consultation on the draft and might put the intended timeline, to have the new policy in place by February 2026, at risk.</p> | |

Legal/policy implications

Local Government Act 2022

13. There is no legislative requirement to have a policy in relation to community grants and funding. However, the provision of community grants and funding, and maintaining a policy, could be considered in support of ‘enabling democratic local decision-making’ and ‘promoting the social, economic, environmental and cultural well-being of communities in the present and for the future’ (s.10, Local Government Act 2002).

Climate change & Sustainability

14. The policy covers the ‘Natural & Built Environment’ through the biodiversity grant. The proposal to add ‘sustainability’ to the list of priorities within the grant funding allocation, would contribute to action 3.4 A in the [Climate Change & Sustainability Strategy](#) that referenced “Council to demonstrate sustainable actions in its own operations”.

Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; GM Legal & Democracy

Strategic alignment

15. The recommendation relates to Council’s community outcome of a district of great spaces and places.

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|--|
| Economic | ✓ | Providing grant funding to support a range of community groups and organisations to undertake their projects in our community. |
| Environmental | ✓ | |
| Cultural | ✓ | |
| Social | ✓ | |

Financial implications

| Requirement | Explanation |
|---|---|
| What is the cost? | There is no cost to adopt or implement this policy and the changes proposed are unlikely to have any impact on the overall budget as no new grant categories are being introduced |
| Is there budget available in LTP / AP? | NA |
| Where is the funding coming from? | NA |
| Are there any future budget implications? | no |
| Reviewed by Finance | Erin Register; Finance Manager. |

Significance and engagement assessment

| Requirement | Explanation |
|---|--|
| Is the matter considered significant? | No |
| Level of significance | Low |
| Rationale for selecting level of significance | No major changes proposed |
| Level of engagement selected | 1. Inform |
| Rationale for selecting level of engagement | Changes are not significant, with wider community engagement not required. The community will be informed of the decision to adopt the policy. |
| Reviewed by Strategy & Policy | Mark Low; Strategy and Policy Manager |

Policy

DRAFT COMMUNITY GRANTS AND FUNDING POLICY

| | |
|-----------------|--|
| TEAM: | Community and Open Spaces |
| RESPONSIBILITY: | Group Manager Community & Open Spaces |
| ADOPTED: | 17 December 2025 |
| REVIEW: | Every 5 years or as required. |
| CONSULTATION: | As required by the Community Engagement Policy RELATED DOCUMENTS: Ashburton District Long Term Plan, Local Government Act 2002, Community Engagement Policy. |

| |
|--|
| Deleted: Community Services |
| Deleted: Community Liaison Officer |
| Deleted: Services |
| Deleted: 27 February 2020 |
| Deleted: Council will consult with the previous year's grants recipients... |
| Deleted: Significance |

Policy Objective

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

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

Definitions

Contestable, for the purposes of this policy, means that:

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

Council: means Ashburton District Council.

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

Funding: means a monetary contribution from Council, for operational funding of an organisation, administered through a Council contestable funding process. Funding requests are considered

either through the community grants application process, or during budget discussions on the annual or long-term plans.

Policy Statement

1. Introduction

1.1 Details on the available Community Grants & Funding can be found on Councils website.

1.

Deleted: administered under the five categories of:

Deleted: <#>Arts and Culture, ¶
Community Development, ¶
Economic Development, ¶
Natural and Built Environments, and ¶
Sport and Recreation. ...

1.2 Community grants and funding schemes will be advertised and promoted to the community.

1.3 Council's allocation of community grant funding will be prioritised to encourage the following:

- Contribution toward the achievement of Council's long term community outcomes for Ashburton District.
- Recognition of volunteer input (including volunteers, in-kind work or materials and financial support).
- Cost-effectiveness and sustainability
- Number of people in the community who will benefit.
- Accessibility of the project, programme or initiative to the wider community.

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1.4 Applications for grants and funding will only be accepted where the event or project is located in Ashburton District.

1.5 Priority will be given where the application is:

- available to the wider community, and
- organised by a non-profit organisation.

2. Criteria

2.1 Applications for community grants and funding must demonstrate:

- an identifiable project or need and the benefit to the community,
- the ability to responsibly plan and administer the project or initiative, and
- the impact of the project on the wellbeing of the community.

2.2 Specific criteria apply to each grant or fund where contestable funds are available. The criteria are detailed on the application form and available to applicants when the application process opens.

Deleted: group

Deleted: s for each fund. The criteria is

2.3 The Discretionary grant gets budgeted annually through the Annual or Long-Term Plan budget process. This funding is available from 1 July each year for any purpose by resolution of Council.

2.4 There are no criteria for the allocation of the Discretionary Grant and therefore in

previous years, the Grant has been allocated by Council as applications are received throughout the year. Council considers any application through a report.

3. Community grants

- 3.1 Council administers contestable grant schemes to support projects and initiatives that benefit the Ashburton District community.
- 3.2 Each community grant scheme has an individual purpose and eligibility criteria approved by Council.

Deleted: via the Community Services Committee

4. Funding

- 4.1 Council administers contestable funding and contractual agreements to support the operational costs of groups and organisations meeting an evidential need in the Ashburton District community.
- 4.2 Applications for funding will be considered against the priorities for Ashburton District as identified by Council's Long-Term Plan. Council will only fund applications where there is a clear link between these priorities and the projects for which funds are sought.
- 4.3 Applications over \$20,000 are required to supply the latest annual statement of accounts, balance sheets and bank statement as part of their application.

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5. Application process

5.1 Applications for community grants are open at dates determined by the Group Manager.

Deleted: and funding

5.2 For contractual agreements business cases must be provided.

Deleted: Community Services Committee.

5.3 Applications must complete an online application form and include the following information:

- a description of the project / event,
- the benefit and need to the community or district,
- the total cost of the project / event,
- the reason for the project / event,
- the outcomes of the project
- the contribution, if any, by the applicant, volunteers or other organisations, and
- if other sources of funding is being sought.

5.4 Successful applications will be notified via email after the applications close.

Deleted: in writing

5.5 Applications must be received by the closing date specified. Late applications will not be accepted.

Deleted: on the application form

5.6 Applicants should endeavour to submit full and complete applications. It is the responsibility of the applicant to ensure all relevant information is included.

6. Who can apply?

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

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

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

- those where the sole purpose is to raise funds to further religious or political beliefs;
- groups who seek funds for education centres (i.e. childhood education centres, primary and secondary schools, kindergartens and play centres)
- those run by and for the benefit of commercial or profit-oriented organisations, excepting such organisations registered with the Charities Services (and excluding heritage buildings);
- travel for meetings, events or conference attendance, except where volunteer training is the primary purpose; and
- projects or events that have already commenced, or equipment that has already been purchased.

Deleted: Commission

6.3 Retrospective applications

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

Deleted: Community Services Committee

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

7.1 Reporting requirements

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

Deleted: the Community Services Committee

7.2 Return of unused funds

Any unspent funds must be returned to Council if they have not been spent within twelve months of receiving the money in their bank account, unless they have been approved to carry-over funds as per clause 7.4.

7.3 Repurposing funds

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

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

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

Deleted: Community Services Committee

7.4 Carry-over of funds

When a recipient is unable to use the funds at the intended time, they must contact Council with a clear reason and rationale on why they wish to carry over the funds to a

later date.

The Group Manager will then determine if the funding can be carried over, or if funds should be returned to Council.

8. Appeals

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

Deleted: the Community Services Committee

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9. External Organisations

- 9.1 Council may at times choose to distribute grant funding through external organisations. This funding will be subject to criteria prior approved by Council.

10. Conflict of interest

- 10.1 Organisations affiliated in some way to elected members or employees of Council can still be considered for grant funding, however, organisations in this category should note any possible conflict of interest (or perception of a conflict of interest) in their application, to ensure any necessary steps can be taken to mitigate this.
- 10.2 Elected members or Council officers are also required to note any possible conflict of interest (or perception of a conflict of interest), and will take appropriate actions as required.

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Deleted: not be involved in any assessment or decision-making related to these applications.

10. *Dangerous & Insanitary Buildings Policy Review*

| | |
|-----------------------|--|
| Author | <i>Femke van der Valk; Policy Advisor</i> |
| Activity Manager | <i>Michael Wong, Building Services Manager</i> <i>Mark Low, Strategy and Policy Manager</i> |
| Executive Team Member | <i>Ian Hyde, GM – Compliance and Development</i> |

Summary

- The Ministry of Business, Innovation and Employment (MBIE) requested Council to update the Dangerous & Insanitary Buildings Policy to meet the requirements of the Building Act 2004, by referencing ‘Affected buildings’ in the policy.
- Community consultation (Special Consultative Procedure under Section 87 of the Local Government Act 2002) on an updated draft, took place from 29 September till 27 October, in a joined consultation with the Gambling Venue Policy.
- On Tuesday 25 November Council deliberated on the community feedback.
- Council has the following options:
 - Adopt the Dangerous, Affected and Insanitary Buildings policy 2025 as presented in Appendix 1 (recommended option), or
 - Adopt an amended version of the policy

Recommendation

1. **That** Council adopts the draft Dangerous, Affected and Insanitary Buildings Policy 2025 (Appendix 1)

Attachment

Appendix 1 Dangerous, Affected and Insanitary Buildings Policy 2025

Background

The current situation

1. The Dangerous and Insanitary Buildings policy was adopted in 2017 and last reviewed in 2022. A policy review is required every five years, or earlier if required.
2. Following an assessment by the Ministry of Business, Innovation and Employment (MBIE) in 2024 Council was informed that it needs to amend its current Dangerous and Insanitary Buildings Policy to take into account affected buildings as defined by s121A in the Building Act 2004 (the Act). This policy amendment is required because section 132A of the Building Act requires Council's Dangerous and Insanitary Buildings Policy to take into account affected buildings.
3. The Ministry (MBIE) also recommended further changes to the policy. Officers reviewed these changes and where considered relevant and appropriate incorporated these as proposed changes in the draft policy.
4. Officers also conducted a further review of the policy and identified some additional changes to improve clarity.
5. On 17 September 2025 Council adopted the draft policy for community consultation from 29 September till 27 October, in a joint process alongside the Gambling Venue Policy consultation.
6. There were six submissions received during consultation and no submitters indicated they wanted to speak at the hearing.
7. During the deliberations, that took place on 25 November, Council discussed the submissions and recommendations.
8. The proposed changes to the policy from MBIE, the internal review and submitter feedback include, but are not limited to:
 - Adding 'Affected' throughout the policy where applicable (this is not an option but a requirement in accordance with section 132A Building Act).
 - Adding 'or a dangerous dam' to the definition of affected building to match the definition in the Act.
 - Clarifying Council's approach to the identification of dangerous, affected and insanitary buildings as partially re-active, meaning it will not actively inspect but will act following complaints from the community, advice from Council officers or from other agencies (e.g. local health providers, NZ Police, NZ Fire Service, tradespersons etc)
 - Adding reference to consult with owners on buildings that are identified as affected on the appropriate risk management of the building.

- Clarifying the role of the Environmental Health Officer in the policy by adding the role to the definitions list and specific mentioning in paragraph 3.5.2.
9. Other smaller changes are made to improve clarity throughout the document. These are highlighted with ‘track changes’ in the policy (Appendix 1).

Options analysis

Option one – Adopt the Dangerous, Affected & Insanitary Buildings policy 2025 as attached in Appendix 1 (recommended option)

10. Under this option, Council would adopt the Dangerous, Affected and Insanitary Buildings Policy 2025.

| | |
|--|---|
| <p>Advantages:</p> <ul style="list-style-type: none"> - Policy will be updated to meet legislative requirements. - Community feedback on the draft is considered. | <p>Disadvantages:</p> <p>None identified</p> |
| <p>Risks:</p> <p>Some submitters may not be satisfied with changes made by Council..</p> | |

Option two – Adopt an amended version of the Dangerous, Affected & Insanitary Buildings policy

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

| | |
|--|---|
| <p>Advantages:</p> <p>Council could consider any further changes to the policy.</p> | <p>Disadvantages:</p> <p>Depending on the complexity of the changes additional staff time is required.</p> |
| <p>Risks:</p> <p>Depending on the significance another round of community consultation might be required.</p> | |

Legal/policy implications

Building Act 2004

12. Section 131 of the Building Act 2004 requires Councils to have a policy on dangerous and insanitary buildings. The policy is required to state:
- the approach that the territorial authority will take in performing its functions under this part; and

- the territorial authority's priorities in performing those functions; and
 - how the policy will apply to heritage buildings.
13. Section 132 of the Building Act 2004 states that a policy may be amended or replaced only in accordance with the special consultative procedure in section 83 of the Local Government Act 2002.
14. The policy is also required (under section 132A) to take into account affected buildings. Affected buildings are defined in section 121A of the Building Act as "a building that is adjacent to, adjoining, or nearby a dangerous building or a dangerous dam."

Local Government Act (LGA) 2002

15. Section 83 and 87 of the LGA sets out the requirements of the special consultative procedure. This includes the preparation and adoption of a statement of proposal, a consultation period of at least one month, and hearings and deliberations.

Climate change

16. This report has no implications for climate change.
17. There is no link in the policy to climate change, apart from a potential higher pressure on dams ('see definition of affected building) due to predicted changes in the weather, like more frequent and heavier rainfall or longer period of draught.

Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; GM Legal & Democracy

Strategic alignment

18. The recommendation relates to Council's community outcomes of 'a district of great spaces and places'.

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|---|
| Economic | ✓ | Required remedial work will have an economic impact on building owners. |
| Environmental | ✓ | The Dangerous and Insanitary Buildings Policy helps Council to ensure that the built environment within the Ashburton District is safe and healthy. |
| Cultural | X | |
| Social | ✓ | Policy principles reflect the concern with the health and safety of the public in buildings. |

Financial implications

| Requirement | Explanation |
|---|---|
| What is the cost? | No costs related to the adoption of the amended policy. Processes described in the policy are regular operations for the Building Team. |
| Is there budget available in LTP / AP? | NA |
| Where is the funding coming from? | NA (regular Operational Buildings Team budget) |
| Are there any future budget implications? | no |
| Reviewed by Finance | Erin Register; Finance Manager. |

Significance and engagement assessment

19. The recommended option to adopt the draft policy has been assessed against Council's Community Engagement Policy and does not trigger high significance. Community has

| Requirement | Explanation |
|---|---|
| Is the matter considered significant? | No |
| Level of significance | Low |
| Rationale for selecting level of significance | Proposed changes are following Ministry recommendations and community consultation. |
| Level of engagement selected | 1. Inform – one way communication |
| Rationale for selecting level of engagement | Council was legally required to consult using the Special Consultative Procedure. Feedback was received on the proposal from 29 September to 26 October 2025. Council has consulted with the community on the proposed changes as required and the next step in the process is to inform the community of the policy once it gets adopted by Council. Submitters will be advised of the outcome once a final policy has been adopted. |
| Reviewed by Strategy & Policy | Mark Low; Strategy and Policy Manager |

DRAFT Policy

DANGEROUS, AFFECTED AND INSANITARY BUILDINGS

| | |
|--------------------|--|
| TEAM: | Building Services |
| RESPONSIBILITY: | Building Services Manager |
| ADOPTED: | <u>TBC</u> |
| REVIEW: | Every five years or as required |
| RELATED DOCUMENTS: | CONSULTATION: Special Consultative Procedure required when amending or replacing Ashburton District Council LongTerm Plan, Ashburton District Plan, Building Act 2004, Building (Earthquake-prone Buildings) Amendment Act 2016, Health Act 1956, Health and Safety at Work Act 2015, Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Resource Management Act 1991. |

Deleted: 7 September 2022

Policy Objective

This policy aims to achieve compliance with the Building Act 2004 and other relevant legislation with respect to dangerous, affected and insanitary buildings.

Definitions

Act, for the purposes of this policy, means the Building Act 2004.

Affected building has the same meaning as section 121A of the Act and generally means a building that is adjacent to, adjoining, or nearby a dangerous building as defined in section 121 of the Act or a dangerous dam within the meaning of section 153 of the Act.

Council means Ashburton District Council.

Dangerous building has the same meaning as section 121 of the Act and generally means a building that, for reasons other than earthquakes, is likely to cause injury or death, by collapse or otherwise, or is likely to cause damage to other property.

Environmental Health Staff is the Council official that is involved when Council deals with insanitary buildings by exercising Council's powers and duties under the Health Act 1956.

Heritage building, for the purposes of this policy, are those listed in Council's District Plan Schedule, Maraes and buildings listed in the New Zealand Heritage List.

Insanitary building has the same meaning as section 123 of the Act and generally means a building:

- that is offensive or injurious to the health of people because of the situation, construction or disrepair;
- where moisture penetration makes the building damp or causes dampness in an adjoining building; or
- which does not have adequate drinking water or sanitary facilities for its intended use.

Policy Statement

1. Introduction and background

1.1 As per requirements of the Act, this policy states:

- the approach that Council will take in performing its functions under the Act;
- Council's priorities in performing those functions; and
- how the policy will apply to heritage buildings.

1.2 All buildings, at the time of construction are required to meet the safety and sanitary requirements of that era. With time, a building can become dangerous and/or insanitary. While an event such as a major fire may change the status of a building, these changes are usually the result of changing safety and sanitation requirements, neglect, unauthorised building alterations or unauthorised change in use.

1.3 Throughout Ashburton District there are a number of heritage and historic buildings which are a vital part of the district's cultural identity. These buildings will be categorised and assessed in the same manner as all other buildings in the district and will be subject to the same time-frames.

2. Overall approach

2.1 Policy principles

Council has noted that provisions of the Act in regard to dangerous and insanitary buildings reflect the government's broader concern with the health and safety of the public in buildings.

Deleted: <#>This policy replaces the Dangerous Earthquake-prone and Insanitary Buildings Policy, first adopted in 2006 and last reviewed in 2012.¶ The Building (Earthquake-prone Buildings) Amendment Act 2016 was enacted on 1 July 2017. Council's policy on earthquake-prone buildings ceased to apply and Council is required to work to standards under national earthquake-prone building legislation.¶

2.2 District characteristics

- 2.2.1 The built environment of Ashburton District has developed over the last 150 years. European settlement has largely been based around the successful agricultural economy of the district. Construction of buildings has been according to the standards and styles of the period.
- 2.2.2 Local buildings comprise a range of types and ages with construction techniques ranging from wood and unreinforced masonry buildings and an increasing number of modern buildings built to higher recent and current building standards. Most buildings are only one or two-storeys.

Deleted: to a small number of modern steel and concrete buildings...

3. Dangerous, Affected and Insanitary Buildings

- 3.1 Council is committed to ensuring that Ashburton District is a safe and healthy place to live.
- 3.2 Council acknowledges that conversions of existing buildings, lack of maintenance, lack of appropriate facilities, overcrowding and un-consented alterations can cause serious health and safety problems. The failure to obtain a building consent or the use of buildings for unauthorised purposes can pose a danger to the occupants as well as users. Dangers may include danger of collapse, inadequate fire protection or means of escape.
- 3.3 Dangerous, affected and insanitary buildings will be dealt with in much the same way as Council already deals with those buildings - by responding to complaints received from the public and advice received from the New Zealand Fire Service.
- 3.4 Council is actively involved in educating the public on Act matters with a view to encourage owners to obtain a building consent where necessary. Council treats building safety as a serious matter; buildings must be safe for their intended use and for occupiers.

3.5 Identifying Dangerous, Affected or Insanitary Buildings

- 3.5.1 Council has a partially reactive approach to identify potentially dangerous, affected or insanitary buildings, which means Council will not actively inspect but will undertake proactive information collection, i.e. on receipt of information.

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- 3.5.2 The need for identification will be based on:

- complaints from members of the public,
- advice received from Council officers, including the Council Environmental Health staff, and
- complaints or advice from other agencies (e.g. local health providers, NZ Police, NZ Fire Service, tradespersons etc).

Deleted: Officer

- 3.5.3 When a building is identified by these means Council will investigate and assess the condition of the building to determine whether it is dangerous or insanitary in terms of sections 121, 121A and 123 of the Act.

3.6 Assessment/prioritisation criteria

- 3.6.1 Council will endeavour to assess potentially dangerous, affected or insanitary

buildings in accordance with s121 (1), s121A, s123 or s123A of the Act within 5 working days. Where Council is satisfied a building is dangerous, affected or insanitary it will also assess the level of risk to public health or safety that is presented.

3.6.2 Council will give priority to buildings that have been determined to present such a high level of risk as to warrant immediate action to remove the risk to the users of the building and members of the public.

3.6.3 Options for immediate action include:

- Prohibiting any person from occupying or using the building;
- If necessary, erecting barriers and warning signs, plus securing the building to prevent entry until such time as remedial action can be taken;
- Undertaking remedial action under s129 of the Act. Note that in the case of insanitary buildings, Council reserves the right to use powers available under s34 of the Health Act 1956.

3.6.4 Where Council undertakes remedial action under either s129 of the Act or s34 of the Health Act, all costs will be recoverable from the building owner(s) as provided for in the relevant legislation.

3.6.5 Buildings that are determined to present a serious risk which is not immediate will be subject to the minimum timeframes for reduction or removal of the danger (being not less than 10 days) as set out in s125(1)(d) of the Act.

3.6.6 In addition to remedial action, the Act also empowers Council to prosecute building owners and the exercise of this power may also be considered at times by Council.

3.7 Investigation and enforcement process

3.7.1 Council will endeavour to:

- Respond to and investigate all building complaints received within 5 working days.
- Identify from these investigations any buildings that are dangerous, affected or insanitary.
- Assess the level of risk presented by the building and, if required, take immediate action.
- Inform the owner and occupier of the building to take action to reduce or remove the danger or insanitary condition, as required by s124 and s125 of the Act.
- Liaise with Fire and Emergency New Zealand when Council deems it appropriate, in accordance with s121 (2) of the Act.

3.7.2 Where the building is a heritage building listed in Council's District Plan, a Marae or building listed in the New Zealand Heritage List, Heritage New Zealand shall also be advised and consulted.

3.7.3 If the building is found to be dangerous, affected or insanitary but does not present an immediate risk, Council may:

- Make every attempt possible to contact the building owner prior to attaching a written notice to the building. Where contact cannot be made with the building owner, written notice will be attached to the building requiring work to be carried out on the building, within a time stated in the notice being not less than 10 days, to reduce or remove the danger.
- Give copies of that notice to the building owner, occupier and every person who has an interest in the land, or is claiming an interest in the land, as well as Heritage New Zealand (if the building is a registered heritage building) and record this information on property records generally available to the public.
- Contact the owner at the expiry of the time period set down in the notice in order to gain access to the building to ascertain whether the notice has been complied with.
- Where the danger is the result of non-consented building work the owner will formally be requested to provide an explanation as to how the work occurred and who carried it out and under whose instructions.
- Pursue enforcement action under the Act and Health Act 1956 and recover actual and reasonable costs, including but not limited to, utilising powers under s126.
- Consult with the owner of any affected building regarding appropriate risk management for the affected building.

3.7.4 If a building owner disputes a Council decision, or proposed action, relating to the exercise of Council's powers under this Policy, all owners have the right to apply to the Ministry of Business, Innovation and Employment (MBIE) for a determination under s177(1)(b) of the Act.

3.8 Interaction between this policy and related sections of the Act

3.8.1 Section 41 (1)(c) of the Act provides for situations where, because of the urgency of work required, it is not practical to apply for a building consent before the work is undertaken. In these cases the application for a Certificate of Acceptance may be required.

3.8.2 In cases where a building is assessed as being immediately dangerous, Council may not require a building consent for urgent work. However, building owners must submit a written proposal to Council for agreement, before any work is undertaken.

3.9 Economic impact of policy

3.9.1 The intent of this policy is to protect the health and safety of people who use buildings. However, Council needs to be conscious of the costs of any work required to remove dangerous or insanitary conditions in the broader social and economic context of the community.

4. Heritage buildings

4.1 Philosophy

- 4.1.1 Where buildings are identified as dangerous, affected or insanitary, Council will work with the building owner and advise the owner to consult with Heritage New Zealand, pursuant to section 125 (2)(f) of the Act.
- 4.1.2 Council will inform the building owner of any other obligations known to exist relating to other legislation such as the Resource Management Act 1991 and the possible requirements of a resource consent. Peer review of structural strength assessment reports may be required if a resource consent application is lodged to demolish a heritage building. Where possible, Council will seek a mutually acceptable solution that meets heritage objectives and Act requirements included in this policy.
- 4.1.3 Council will serve notices requiring upgrading or demolition within specified timeframes, in consultation with building owners. A copy of any notice issued under s124 of the Act will be sent to the Heritage New Zealand in the case of all heritage buildings.
- 4.1.4 Any upgrading work must take into account the principles of the International Council on Monuments and Sites (ICOMOS) NZ Charter, any advice from Council's heritage staff or other heritage professionals or organisations, where applicable and should be designed to involve minimal loss to heritage fabric.
- 4.1.5 Waivers or modifications of the building code will be considered on a case by case basis.
- 4.1.6 Council funding of structural strength assessments and strengthening works will be subject to availability of Council grants, as determined by the Heritage Grants criteria.
- 4.1.7 Council will encourage building owners to retain heritage buildings wherever practicable.

Deleted: negotiate

Deleted: , Long-Term Plan and Revenue and Financing Policy

5. Post disaster assessment

- 5.1 If, following a seismic event a building had previously been assessed as not dangerous, affected or insanitary, then Council will reassess the building under the conditions set out in this policy.

11. *Elected Members' Allowances and Reimbursement Policy Review 2025*

| | |
|------------------|---|
| Author | <i>Femke van der Valk; Policy Advisor</i> |
| Activity Manager | <i>Phillipa Clark; Governance Team Leader</i> <i>Mark Low; Strategy & Policy Manager</i> |
| GM responsible | <i>Tania Paddock; GM Legal and Democracy</i> |

Summary

- The purpose of this report is to consider the review of the Elected Members' Allowances and Reimbursement Policy which details expenses that may be claimed by elected members for Council business.
- The Remuneration Authority release an annual 'Determination' which sets out maximum allowances payable to elected members. Council can decide what to include in the policy and how much to pay, up to the maximum set by the Determination.
- The Remuneration Authority released the [Local Government Members 2025/26 Determination](#) in July, and this was received by the previous Council on 6 August 2025.
- There are some differences between our current policy and the new determination. These have been presented to Council at a public workshop on 20 November. The draft policy (see Appendix 1) has been updated with Council direction following the workshop.
- Council has the following options regarding the policy:
 - Rollover the current policy (status quo),
 - Adopt the updated draft policy as attached (recommended), or
 - Adopt an amended version of the policy.

Recommendation

1. That Council:

- (a) adopts the Draft Elected Members' Allowance and Reimbursement Policy 2025 as attached in Appendix 1; and
- (b) rolls over the Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines (as attached in Appendix 2).

Attachments

| | |
|-------------------|--|
| Appendix 1 | Draft Elected Members' Allowance and Reimbursement Policy 2025 |
| Appendix 2 | Elected Member's Attendance at Conferences, Training Courses and Seminars Guidelines |

Background

The current situation

1. The Remuneration Authority ('the Authority') is the independent body responsible for setting elected members' remuneration and expenses and allowances entitlements.
2. Each year the Authority release a Determination which establishes the maximum amounts payable to the elected members. Each individual council considers its approach to the determination and develops its own policy. Available allowances are:
 - Communications equipment /ICT
 - Vehicle-kilometre
 - Mayoral vehicle
 - Travel-time
 - Childcare
 - Home security system (new)
3. Funding for the allowances (excluding the new security system allowance in the Determination) is set aside in the 2025/26 Annual Plan, with a total of \$25,750 for Council's elected members and \$3,588 for MCB. To date in 2025/26, elected members have claimed \$11,690 and MCB members have claimed \$1,675.
4. There is no provision in the 2025/26 budget for the security system allowance as it is a new allowance. If all elected members claimed the maximum allowance it would cost up to \$55,000 in 2025/26, then \$10,000 per annum thereafter, plus the cost of undertaking the independent security threat and risk assessment required by the Determination.
5. Council's Elected Members' Allowances and Reimbursement policy provides details of the allowances and expenses available to elected members during their term of office and clarifies the process for reimbursement.
6. The policy objective is to avoid unjustified expenditure and ensure transparency in the reimbursement process. The policy does not cover the elected member remuneration pool. This is received by Council at the start of the new triennium and updates are adopted annually following the release of the new determination.
7. On 6 August 2025 Council adopted the Local Government Members (2025/26) Determination which came into force on 1 July 2025 and will expire on 30 June 2026. An amended Determination has since been received which includes updated vehicle-kilometre rates.
8. A Council workshop on the policy review took place on Thursday 20 November 2025.

Allowance amount references in policy

9. The policy currently references specific dollars for the allowances and has an annual review period, to match any changes to the new declaration. In practice however, the policy is reviewed every three years, making it not in line with the latest release of the Remuneration Authority Determination for the last one or two years (depending on any changes in the determination).
10. At the workshop Council was asked to consider the following options:
 - annually review the policy after a new determination is released to update any changes to the allowance amounts; or
 - reference “as set out in the current Remuneration Authority Determination” rather than a specific dollar amount.
11. Council indicated a preference for a standard reference ‘as set out in the current Remuneration Authority Determination’ where relevant. This has been updated in the proposed draft policy accordingly.

The 2025-26 Determination vs current policy

12. At the workshop, Council was presented with an overview of all the allowances available through the determination and the differences between the current policy and 2025-26 determination.
13. Council provided direction on any changes to be made to the policy. These changes are presented in the table further below.

Home security system allowance

14. The Local Government Elected Members (2025/26) Determination introduced a new provision allowing reimbursement for a home security system. This change reflects growing concerns about the safety of elected officials and aligns with similar provisions in other public service roles.
15. Eligibility for this allowance is contingent on an independent security threat and risk assessment authorised by the Council and the member residing within the local authority area (some exceptions possible).
16. Under the new determination elected members may be reimbursed for:
 - Up to \$4,500 for the purchase and installation of a home security system; and
 - Up to \$1,000 (per annum) for monitoring, call-outs, and repairs.
17. Additional security measures may be reimbursed if this is recommended through the assessment and approved by the Remuneration Authority.

18. At the workshop Council was informed that if they want to implement this provision, they could include a statement in the policy on what happens to the member's home security system if:
 - the member's position (office) becomes vacant
 - the member is not re-elected
 - the member changes their primary place of residence
19. Any costs related to removal or re-installation would be at the expense of the elected member.
20. Other options Council discussed were the possibility to lease a security system. This has been added as a preferred method to the draft policy.
21. The possibility to use the "Get Home Safe" app which has a monthly fee was also discussed and further research requested. Since the purpose of the app is for awareness/getting support for field based staff during working hours and the Police would always be the preferred option for any situation at an Elected Members' home, the use of the app by Elected Members is not recommended.

Travel-time allowance

22. The travel-time allowance is available to Council but it has not been standard practice for it to get reimbursed. At the workshop Council debated the removal of the allowance from the policy. If Council wishes to do so they can confirm this at the 17 December Council meeting.

Allowance overview and Council direction provided at workshop

| Current policy 2023 + proposed changes | 2025-26 Determination |
|---|--|
| Communications equipment /ICT (total \$1,400) – Council <ul style="list-style-type: none"> • \$150 for a telephone (mobile or handset) • \$450 for mobile telephone service • \$800 for internet service • no print/ICT consumables provided | Communications equipment/ICT <ul style="list-style-type: none"> • \$200 for a telephone (mobile or handset) • \$500 for mobile telephone service • \$800 for internet service • \$200 for ICT consumables |
| Workshop direction: Alter the value in accordance with the 2025/26 determination for ADC EM's and remove all \$ amounts and detail as per the determination. | |

| Current policy 2023 + proposed changes | 2025-26 Determination |
|---|--|
| Communications equipment /ICT – Methven Community Board Chair (total \$700) <ul style="list-style-type: none"> • \$100 for a telephone (mobile or handset) • \$200 for mobile telephone service • \$400 for internet service Board member (total \$600) <ul style="list-style-type: none"> • \$100 for a telephone (mobile or handset) • \$100 for mobile telephone service • \$400 for internet service no print/ICT consumables provided for chair or member | Communications equipment/ICT <ul style="list-style-type: none"> • \$200 for a telephone (mobile or handset) • \$500 for mobile telephone service • \$800 for internet service • \$200 for ICT consumables |
| Workshop direction: MCB Chair and Members will remain with the current policy. \$700 MCB Chair and \$600 MCB board members. | |
| Vehicle Mileage Mileage for approved Council business by an elected member will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination. | Vehicle-kilometre <u>Petrol vehicle</u> <ul style="list-style-type: none"> • 1.17c per km for a maximum of 14,000km • 37c per km after 14,000km <u>Diesel vehicle</u> <ul style="list-style-type: none"> • 1.26c per km for a maximum of 14,000km • 35c per km after 14,000km <u>Petrol hybrid vehicle</u> <ul style="list-style-type: none"> • 86c per km for a maximum of 14,000km • 21c per km after 14,000km <u>Electric vehicle</u> <ul style="list-style-type: none"> • 1.08c per km for a maximum of 14,000km • 19c per km after 14,000km |
| Workshop direction: keep as is in the policy | |
| Mayoral Vehicle <ul style="list-style-type: none"> • \$55,000 for petrol or diesel vehicle • \$68,500 for electric or hybrid vehicle | Mayoral Vehicle <ul style="list-style-type: none"> • \$60,000 for petrol or diesel vehicle • \$70,500 for electric or hybrid vehicle |
| Workshop direction: remove all \$ amounts in policy and detail ‘as per the current Remuneration Authority determination’ | |

| Current policy 2023 + proposed changes | 2025-26 Determination |
|--|---|
| Travel-time \$40.00 per hour after the first hour | Travel-time <ul style="list-style-type: none"> \$41.30 per hour after the first hour (pro-rate in case of a part of an hour) Max total amount in a 24-hour period is 8 hrs |
| Workshop direction: remove all \$ amounts in policy and detail ‘as per the current Remuneration Authority determination’. | |
| Childcare allowance <ul style="list-style-type: none"> \$6,000 limit (per child, per year) Max of \$12,000 per family Max of \$20 dollar per hour | Childcare <ul style="list-style-type: none"> \$7,500 limit (per child, per year) |
| Workshop direction: remove all \$ amounts in policy, including the references to the max per family and max per hour. Detail “as per the current Remuneration Authority determination”. | |
| <i>Not included in current policy</i> | Home security system (new) <ul style="list-style-type: none"> Up to \$4,500 (per term) for the purchase and installation of a home security system Up to \$1,000 (per annum) for monitoring, call-outs, and repairs. Additional expenses if: <ol style="list-style-type: none"> the security threat and risk assessment recommends supplementary security measures approval from Remuneration Authority |
| Workshop direction: add to policy, detail ‘as per the current Remuneration Authority determination’. See reference in the report for statement on a member’s position becoming vacant, a member not getting re-elected or moving house. | |

23. It is important to note that the values in the table above are the *maximum* allowances as noted in the determination. Council’s current policy does not necessarily need to allow for the maximums under the determination – for example, the communications allowances in the current policy are less than the maximums allowed under the determination.

24. Officers have incorporated the proposed updates into the policy. See Appendix 1.

Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines

25. In 2023, alongside the Elected Members' Allowances & Reimbursement Policy, Council adopted the Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines. Officers are not proposing any changes to these guidelines and recommend rolling over the guidelines.

Options analysis

Option one – Roll over the current policy (status quo)

26. Council could decide to roll over the current policy, as well as the Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines. This is not the recommended option.

| | |
|--|---|
| Advantages: No further work required on updating the policy | Disadvantages: The policy would not align with the 2025/26 determination. Council's proposed changes would not be incorporated. |
| Risks: Council may not attract quality future candidates for not keeping up with current determinations, as allowances and reimbursements support elected members to undertake their duties for the community. | |

Option two – Adopt the policy and guidelines as attached in appendix 1 (recommended)

27. Council could decide to adopt the policy as attached in appendix 1. The attached policy includes updated information in line with the recently released Remuneration Authority Determination and is updated following Council direction at the workshop. This is the recommended option.
28. Officers are not proposing any changes to the current Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines, so these are recommended to be adopted with the proposed policy.
29. The proposed changes to the policy include but are not limited to:
- Change from an annual to a three yearly review
 - Replace specific \$ amounts in policy and replace with 'as per the most recent determination'
 - Add the allowances and statements for the home security system

30. Other minor changes have been made to the policy, which can be seen in the policy attached in the appendix of this report.

| | |
|---|--|
| <p>Advantages:</p> <p>In line with the most recent determination from the Remuneration Authority</p> <p>The policy ensures appropriate costs recovery for members</p> <p>Policy would not require annual review</p> | <p>Disadvantages:</p> <p>Possible increased expenditure for allowances and reimbursements</p> |
| <p>Risks:</p> <p>Home security allowance is currently not budgeted for in the current budget. If the allowance got requested in 2025/26, it is anticipated the allowances budget would be overspent. Funds would need to get allocated for this purpose in future annual budgets</p> | |

Option three – adopt an amended version of the policy

31. Council could decide to adopt an amended version of the policy. It is acknowledged that Council may wish to make further changes than those that are proposed under option two.
32. Officers are not proposing any changes to the current Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines, so these are recommended to be adopted alongside an updated policy.

| | |
|--|--|
| <p>Advantages:</p> <p>Elected members may identify other improvements to the policy than what officers have signalled</p> | <p>Disadvantages:</p> <p>Depending on the significance of changes this could require extra staff time to process the changes.</p> |
| <p>Risks:</p> <p>Unintended consequences of amending the policy with further changes may not be apparent</p> | |

Legal/policy implications

Local Government Act 2002

33. There is no legislative requirement to have such a policy. The [Local Government Act 2002 \(s.6\(3\)\(e\)\)](#) states the Remuneration Authority may approve rules proposed by a local authority for reimbursing expenses incurred by members, subject to any rules that the Authority thinks fit, and that it may direct a local authority to make publicly available any rules the Authority had approved. These legislative requirements indicate that it is desirable or expected practice to have a policy.

Remuneration Authority

34. The Remuneration Authority sets remuneration for elected positions in local government (as well as Government and the Judiciary), and sets the rules for reimbursement of costs met by members through an annual determination.

Council strategies, plans, policies, bylaws

35. This policy is related to the Council's Sensitive Expenditure Policy, however the Elected Members' Allowances and Reimbursement Policy differs by applying only to elected members, and is based on the annual Remuneration Authority determination.

Climate Change & Sustainability

36. The review of the Elected Members' Allowance and Reimbursement policy includes a reference to the preference for a hybrid or electric vehicle in the Mayoral vehicle section, considering the Climate Change & Sustainability Strategy 2025.

Strategic alignment

37. The recommendation relates to Council's community outcome of 'Residents are well represented, included and have a voice', because having a policy provides transparency to the community.

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|--|
| Economic | | |
| Environmental | | |
| Cultural | | |
| Social | ✓ | The policy relates to elected members, who are elected through a democratic process. By having a policy, Council is being open and transparent with the community which may strengthen community networks. |

Financial implications

| Requirement | Explanation |
|---|---|
| What is the cost? | Minor |
| Is there budget available in LTP / AP? | Yes |
| Where is the funding coming from? | Existing budgets Note: home security allowance is currently not budgeted for in the current budget. If the allowance got requested in 2025/26, it is anticipated the allowances budget would be overspent. Funds would need to get allocated for this purpose in future annual budgets |
| Are there any future budget implications? | Yes – to be met from future budgets to match latest determination. |
| Reviewed by Finance | Erin Register; Finance Manager. |

Significance and engagement assessment

38. This matter has been considered in regard to Council's Community Engagement Policy and does not trigger a high level of significance. However, the policy could attract community interest.

| Requirement | Explanation |
|---|---|
| Is the matter considered significant? | No |
| Level of significance | Low |
| Rationale for selecting level of significance | The proposed changes to the policy are minor and are in line with the determination. The changes do not relate to a strategic asset, have low impact on the community and Te Rūnanga o Arowhenua, and have a low cost or impact on levels of service. |
| Level of engagement selected | 1. Inform – one way communication. The community will be advised of the decision via public meeting minutes. |
| Rationale for selecting level of engagement | This policy is of low significance given the changes proposed are minor. The policy is not a legal requirement, and has not in the past been subject to community consultation. |
| Reviewed by Strategy & Policy | Mark Low, Strategy and Policy Manager |

Draft Policy

ELECTED MEMBERS' ALLOWANCES AND REIMBURSEMENT

| | |
|--------------------|--|
| TEAM: | Governance |
| RESPONSIBILITY: | <u>GM Legal and Democracy</u> |
| ADOPTED: | <u>17 December 2025</u> |
| REVIEW: | Every <u>three</u> years |
| CONSULTATION: | None required |
| RELATED DOCUMENTS: | ADC Conference Attendance Guidelines (Elected Members), ADC Elected Members Code of Conduct, ADC Sensitive Expenditure Policy, Local Government Act 2002, Remuneration Authority Act 1977, <u>current</u> Local Government Elected Members Determination |

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Deleted: 2022/23.

Policy Objective

This policy provides details of the allowances and expenses available to elected members during their term of office and details the process for reimbursement. The objective is to avoid unjustified expenditure and ensure transparency in the process for reimbursement.

Definitions

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

Council means Ashburton District Council.

Council business is elected members' attendance at meetings/events that have been authorised through resolution of Council (i.e. adopting the Council meeting calendar and appointments schedule). This includes:

- Official meetings of the Council, including:
 - any committee/subcommittee
 - working groups
 - Council workshops
- Seminars, training courses and conferences*
- Statutory hearings
- Any fact-finding or investigative travel outside of New Zealand to inspect or evaluate initiatives, facilities or operations which may benefit Ashburton District

Council business also includes the mayor attending external meetings/events where the Council has a business interest. The mayor may also invite other elected members to attend, either on behalf of or in addition to their attendance. Attendance at such external meetings/events does not require a

Deleted: <#>Any travel as part of a Sister/Friendship City Delegation, where the host city does not wholly cover the cost of such travel.¶

resolution of Council.

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.

**The Methven Community Board (MCB) Chair approves attendance for MCB members through resolution to the Board.*

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

Reasonable means that it is appropriate, fair, moderate, sensible, and within the amount specified by this policy or as deemed reasonable by the mayor and/or chief executive.

Remuneration Authority is a body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

Deleted: Family member of the member has the same meaning as s.14(2) of the Remuneration Authority Determination and means a spouse, civil union partner, or de facto partner.¶

Policy Statement

1. Introduction

- 1.1 From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of Council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.
- 1.2 This policy applies to all elected members. It is intended to be read alongside the Council's Sensitive Expenditure Policy which states the specific limits for accommodation and meal expenses.
- 1.3 Elected members are expected to exercise proper and prudent behaviour in relation to expenditure. This includes being honest and accountable, and complying with expenditure controls. 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 and appropriate in all respects; it should be able to withstand public scrutiny and have appropriate approvals.
- 1.4 Claims must be considered reasonable. Any concerns regarding whether a claim is reasonable should be discussed with the Governance Team prior to submitting a claim. Any disputed claims are to be referred to the GM Legal & Democracy.
- 1.5 Council officers will ensure good financial controls and scrutiny of expenditure in the administration of this policy and elected members are expected to exercise sound judgment and integrity.
- 1.6 Details of allowance and expense claims are discoverable under the Local Government Official Information and Meetings Act (LGOIMA) 1987, and subject to Council's LGOIMA Policy.

2. Authentication of expense reimbursements and allowances

2.1 The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis,
- expense claims are reconciled and approved for payment, by the Governance Team,
- full original receipts are required for all claims, and
- cost reimbursements will be made via the payroll system.

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2.2 In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

2.3 In the case of a mayoral vehicle, vehicle mileage, travel time, communications, childcare and home security system allowance, no limits set in this document exceed the Remuneration Authority's Determination.

2.4 As recommended by the Remuneration Authority, the Council's internal audit work programme includes sampling expense claims and allowances paid to elected members.

Deleted: and staff

2.5 All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

3. Allowances and expenses

3.1 Communications/ICT equipment

| Position | Entitlement |
|------------------------|---|
| <u>Elected members</u> | <u>Provision of a tablet computer. Full technical support is provided. Tablet is to remain property of Council and to be returned at the end of the term.</u> |
| Mayor | Provision of a cell phone which includes full payment of the base rental and Council-related usage. The Mayor identifies and reimburses Council for personal usage over and above Council's plan. |
| Councillors | Provision of an annual allowance for any or all equipment provided by the elected member <u>as set out in the current Remuneration Authority Determination, excluding:</u> <ul style="list-style-type: none"> - <u>for the use of a multi-functional or other printer, and</u> - <u>for the use of ICT consumables.</u> |

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Deleted: Provision of a tablet computer. Full technical support is provided

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 \$150 for a telephone (mobile or handset)¶
 \$450 for mobile telephone service ¶
 \$800 for internet service ¶
 Total - \$1,400.00

| Position | Entitlement |
|-------------------------------|--|
| Methven Community Board Chair | Provision of an annual allowance for any of the following equipment provided by the Community Board Chair, as follows: <ul style="list-style-type: none"> • \$100 for a telephone (mobile or handset) • \$200 for mobile telephone service • \$400 for internet service |

Deleted: Provision of a tablet computer. Full technical support is provided.¶

| | |
|---------------------------------|--|
| | Total - \$700.00 |
| Methven Community Board members | Provision of an annual allowance for any of the following equipment provided by the Community Board member, as follows: <ul style="list-style-type: none"> • \$100 for a telephone (mobile or handset) • \$100 for mobile telephone service • \$400 for internet service |
| | Total - \$600.00 |

Deleted: Provision of a tablet computer. Full technical support is provided.¶

3.2 Vehicle- kilometre

In the first instance, elected members (excluding the mayor if the mayor has opted for a mayoral vehicle) should request usage of a Council vehicle for attendance at Council business. Where a vehicle is unavailable, or it would be unreasonable to use a Council vehicle, elected members may use their own vehicles and claim kilometres.

Vehicle-kilometres for approved Council business by an elected member will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination. Kilometres travelled may be claimed for either a petrol, diesel, ~~hybrid or an~~ electric vehicle.

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The maximum kilometre payable to a member is for the first 14,000km of eligible travel in the determination term. For any distance over 14,000km of eligible travel in the determination term, the lower payment per kilometre applies.

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As per clause 11(4) ~~of~~ the determination, if a member resides outside of the local authority area, then the member's eligibility for the vehicle-kilometre allowance begins after they enter the district boundary.

Under clause 11(5), a member may apply to the Authority for an exemption on the boundary restrictions, if:

- The member's primary place of residence was outside the local authority at the time of the local election; or
- An exceptional circumstance beyond the member's control requires them to move outside of the local authority area.

The application must then go to the mayor, and the mayor will make a recommendation to the Authority.

The application will only be accepted if the Authority determines, on application from the member and having considered the recommendation of the mayor, that the restriction does not apply.

Vehicle-kilometres will be paid to eligible members on receipt of a completed and signed Vehicle-kilometres claim, and approved by the Governance Team.

Deleted: will not be paid to the mayor, where the mayor is travelling to the Council office from their personal residence. It would not be considered reasonable to reimburse for a daily trip to/from the office.

3.3 Mayoral vehicle

The Mayor will have the option to be provided with a vehicle that will also be available for private use, provided the following conditions of use and eligibility are met:

- The mayor will not be able to claim for vehicle-kilometres if a vehicle is provided.

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- The mayor must use the mayoral vehicle for travel to and from Council business.
- The mayor may suggest a vehicle for purchase but the vehicle must satisfy Council's Plant Purchasing Policy requirements. The maximum purchase price is available as per the current Remuneration Authority Determination.
- Considering Council's Climate Change and Sustainability Strategy 2025 the preference would be for the purchase of a hybrid or electric vehicle.
- ▼
- The mayor will be provided with a fuel card to cover fuel costs. The mayor is expected to act prudently with the use of this card.
- If the mayor opts for an electric vehicle, the cost of electricity to charge the vehicle will be reimbursed. However, to ensure the accuracy of the reimbursement, a monitor will be purchased to record exact electricity usage at the mayor's personal residence. The cost of the monitor will be counted towards the total vehicle purchasing cost. Reimbursements must be submitted with a copy of the mayor's power bill stating the electricity rates for that month, and details of the actual electricity used to charge the vehicle (produced from the monitor).
- If Council in the future were to install a charging station at the Councillor parking area at Te Whare Whakare, it would be recommended for the mayor to make use of the charging station for their electric vehicle.
- If the mayor wishes to have an electric charging station installed at their own residence, they must do so at their own cost as this is a permanent feature.

Deleted: : (a) Petrol or diesel vehicle - \$55,000, or (b) Electric or hybrid vehicle - \$68,500. These prices are inclusive of goods and services tax and any on-road costs

Deleted: Appropriate adjustments will be made for the Government Clean Car Discount whereby the rebate a council may receive can be deducted from the purchase price of the eligible vehicle (including on road costs and GST) before calculating the deduction to the mayor's remuneration for the full or partial private use of the vehicle.

Deleted: An electric charging station will be provided in the new Council building. However, Council is unable to provide a charging station at the current Council workplace of 5 Baring Square West. Given the Council will soon be shifting to a new building, it is not considered reasonable to install such a station for temporary use.

Usage type

The mayor must determine the type of usage prior to the provision of the mayoral vehicle. The Determination sets out three types of usage:

Full private use – the vehicle:

- is usually driven home and securely parked by the mayor;
- is available for the mayor's unrestricted personal use; and
- is used by the mayor for a mix of Council business; private use; and may also be used by other elected members or staff on Council business, with the permission of the mayor.

There will be a salary deduction as required by the Determination for this type of usage.

Partial private use – the vehicle:

- is usually driven home and securely parked by the mayor;
- is used by the mayor for a mix of Council business and private purposes;
- may also be used by other local authority members or staff on Council business, with the permission of the mayor;
- is used for private purposes accounting for no more than 10% of the vehicle's annual mileage; and
- all travel in the vehicle is recorded in a logbook.

There will be a salary deduction as required by the Determination for this type of usage.

Restricted private use – the vehicle:

- is usually driven home and securely parked by the mayor;
- is otherwise generally available for use by other elected members or staff on Council business;
- is used solely for Council business; and
- all travel in the vehicle is recorded in a logbook.

There is no deduction from the annual remuneration if the mayor opts for restricted private use.

3.4 Travel time

As per the Sensitive Expenditure Policy, elected members are expected to consider the cost implications of travel. The most economical mode of transport, taking into account the cost of travel allowance, should be pursued.

Elected members are entitled to reimbursement as per the current Remuneration Authority Determination per hour for travel time (including travel to and from the member's residence) for travel undertaken on any one day to attend Council business with a minimum threshold of one hour of time travelled. Only time in excess of this threshold will qualify for payment and only if the travel is by the quickest form of transport reasonable in the circumstances.

Deleted: at \$40.00

As per clause 12(4) of the determination, if a member resides outside of the local authority area, then the member's eligibility for vehicle mileage allowance begins after they enter the district boundary.

Under clause 12(4) (a), a member may apply to the Authority for an exemption on the boundary restrictions, if:

- The member's primary place of residence was outside the local authority at the time of the local election; or
- An exceptional circumstance beyond the member's control requires them to move outside of the local authority area.

The application must then go to the mayor, and the mayor will make a recommendation to the Authority.

The application will only be accepted if the Authority determines, on application from the member and having considered the recommendation of the mayor, that the restriction does not apply.

3.5 Childcare allowance

Council will pay a childcare allowance to eligible elected members as per the Remuneration Authority determination. This allowance is claims based, and claims must be submitted as soon as possible following the childcare. This allowance is intended as a contribution towards childcare costs for qualifying members when they are attending Council business.

Elected members will be paid a contribution as per the current Remuneration Authority Determination by the member for childcare provided while the member is engaged on Council business, provided the following conditions are met:

Deleted: that does not exceed \$20.00 per hour incurred

- The member is a parent or guardian of the child, or is the person who usually has

responsibility for the day-to-day care of the child (other than on a temporary basis).

- The child is aged under 14 years of age.
- The childcare is provided by a person who is not a parent of the child or a spouse, civil union partner, or de facto partner of the member, and does not ordinarily reside with the member.
- The member provides evidence to Council of: the amount paid for childcare and the hours claimed, who (person or organisation) has provided the childcare, and the age of the child requiring care.

Deleted: is not a family member of the member (see definitions section)

No more than the limit stated in the current Remuneration Authority per annum per child will be paid in childcare allowances.

Deleted: \$6,000

Deleted: , up to a maximum of \$12,000 per family

The claim for reimbursement may include the time taken for the elected member to travel to the location of business, provided this is the time the childcare began/finished.

3.6 Home security system allowance

Elected members may be eligible for reimbursement of expenses related to the installation and monitoring of a home security system at their primary residence within the local authority area.

- Eligibility is subject to a formal security threat and risk assessment undertaken by an independent, suitably qualified expert as authorised by Council.
- Elected members may be reimbursed for the purchasing and installing of the security system and an annual fee for monitoring, call-outs, and repairs. The allowances are capped as per the current Remuneration Authority Determination. On application the merits of purchase or lease of the system would be considered.

Additional security measures may be reimbursed if recommended by the security threat and risk assessment and approved by the Remuneration Authority.

When the elected member:

- vacates office or is not re-elected they do not need to reimburse Council for the approved allowance
- relocates the costs to remove and/or reinstall the system are at the expenses of the elected member.

Appendix 1 – Reimbursement of vehicle-kilometres

Councillors and the Mayor (if no mayoral vehicle)

| Type of meeting/function | Mileage | |
|---|---------|----------|
| | Paid | Not paid |
| Official meetings of Council (any committee/subcommittee reporting directly to Council)* | ✓ | |
| Working groups (only paid to members of the working group) | ✓ | |
| Community Board meetings (other than the Council appointees) | | ✓ |
| Reserve board meetings (other than the Council appointees) | | ✓ |
| Community consultation meetings** | ✓ | |
| Constituency “meetings” (either with individuals or organisations)** | | ✓ |
| Briefings and discussions with the mayor, chief executive, managers and officers | ✓ | |
| Statutory hearings (only if attendance requested) | ✓ | |
| Field trips or site visits/inspections (including site visits for resource consent hearings where approved by mayor or Committee Chairperson) | ✓ | |
| Where councillors officiate at “official” functions as determined by the mayor | ✓ | |
| Conferences/seminars/training within New Zealand (if an appointed representative) | ✓ | |
| Social events – including concerts, shows and sporting events | | ✓ |

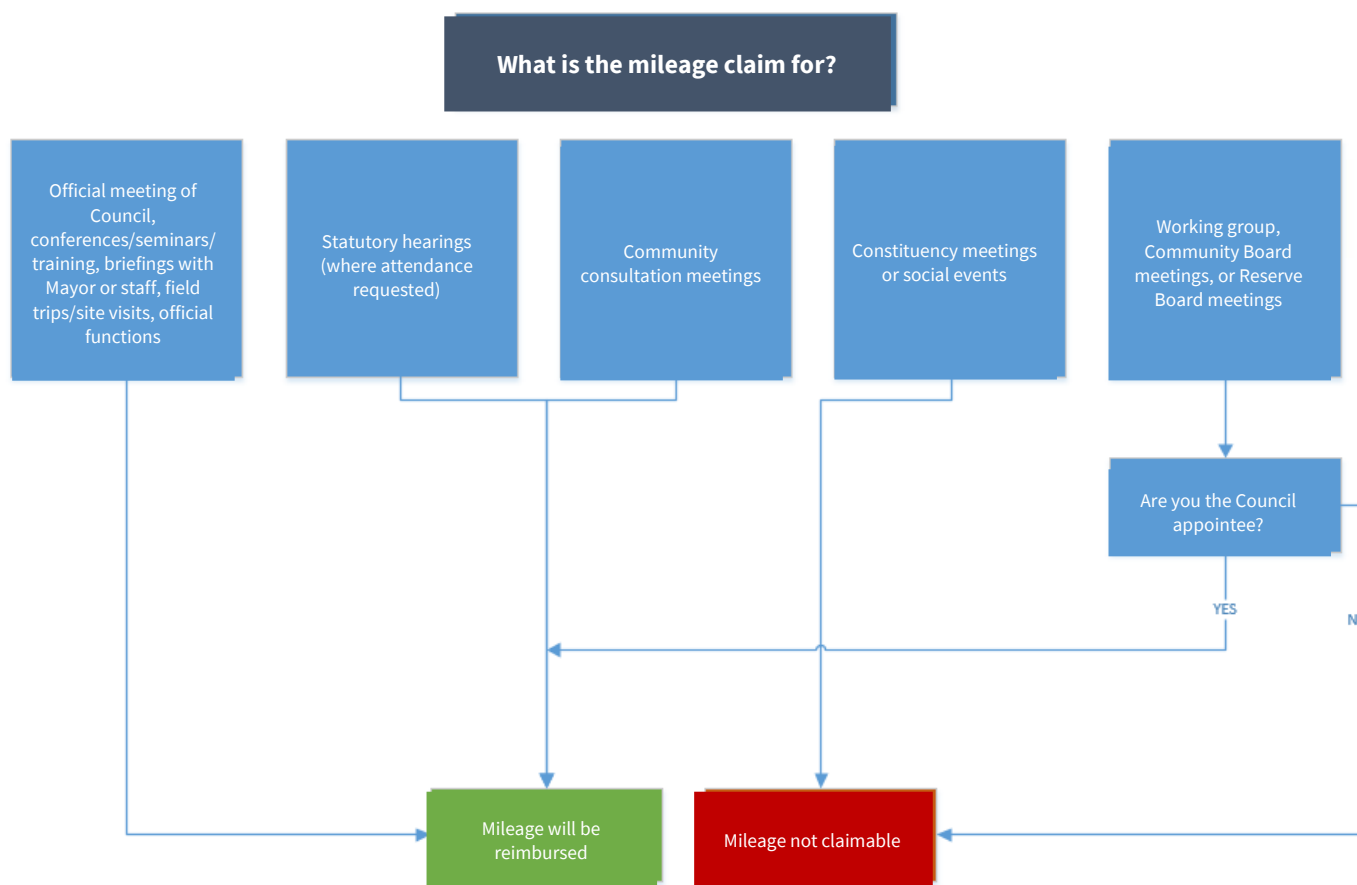
Community Board members

| Type of meeting/function | Mileage | |
|---|---------|----------|
| | Paid | Not paid |
| Council meetings (ordinary, extra-ordinary and emergency)** | | ✓ |
| Community Board meetings | ✓ | |
| Community consultation meetings (only if attendance requested) | ✓ | |
| Constituency “meetings” (either with individuals or organisations)** | | ✓ |
| Briefings and discussions with the mayor, chief executive, managers and officers | ✓ | |
| Conferences/seminars/training within New Zealand (if an appointed representative) | ✓ | |
| Social events – including concerts, shows and sporting events | | ✓ |

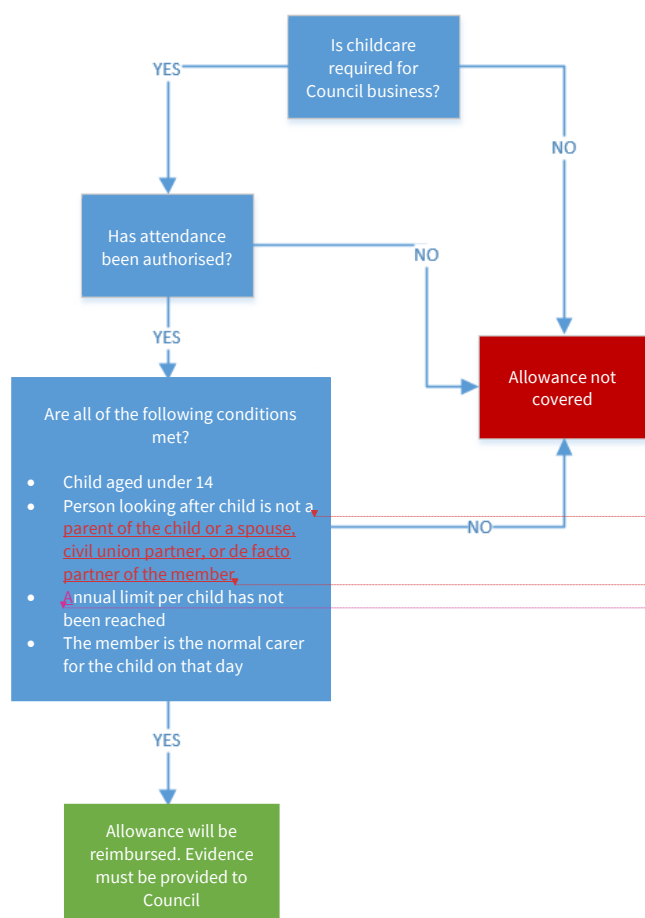
*All councillors are permitted to claim vehicle-kilometres, regardless of their membership

**Unless attendance has been requested by the mayor or granted by resolution of Council.

Appendix 2 - Vehicle-kilometre approval process for councillors and the mayor (if no mayoral vehicle)



Appendix 3 – Childcare allowance reimbursement



Deleted:

Deleted: family member

Deleted: \$6,000 a

Guidelines

ELECTED MEMBERS’ ATTENDANCE AT CONFERENCES, TRAINING COURSES AND SEMINARS

| | |
|--------------------|--|
| TEAM: | Governance |
| RESPONSIBILITY: | Governance Team Leader |
| ADOPTED: | December 2025 , by Council |
| RELATED DOCUMENTS: | Elected Members Code of Conduct, Elected Members Allowance and Reimbursement Policy, Sensitive Expenditure Policy. |

Deleted: November 2022

Deleted: (Expenses)

General

Elected Members are frequently invited to attend conferences, training courses, and seminars. Financing the costs associated with attendance of these events is outlined in the Elected Members’ Allowances and Reimbursement Policy and the Sensitive Expenditure Policy. These guidelines set the process for attendance and provide criteria for the Council to consider when approving attendance.

The Council is responsible for ensuring these guidelines are followed.

1. Attendance by resolution

- 1.1 The Council must approve attendance by any councillor or the Mayor at any conference, training course or seminar.
- 1.2 The Methven Community Board Chair must approve attendance by any Community Board member at any conference, training course or seminar. Where attendance falls outside of the budgeted allowance, the Methven Community Board Chair must make a recommendation to Council.
- 1.3 Attendance must be granted by resolution, either by the Council or the Methven Community Board, depending on which member is seeking approval.
- 1.4 The Mayor’s Report at the Council meeting will detail any upcoming opportunities for attendance by councillors or the Mayor. The report must include details of who is being recommended to attend including the purpose.
- 1.5 An inclusive approach to attendance should be endorsed by ensuring all elected members are

provided an opportunity to attend conferences, seminars or training courses. Council should ensure the diverse interests of the communities in the district are represented when determining which elected members will attend events under these guidelines.

2. Criteria

2.1. Elected member attendance at a conference, seminar or course must be for the purpose of acquiring knowledge or transacting business that is appropriate to their position. The following criteria should be considered:

- Knowledge to be acquired
- New developments relevant to Council activities
- Personal development relevant to the responsibilities of their role within Council
- Cost and value to the organisation
- The number of other events the elected member has attended during that term.

3. Local Government New Zealand Conference / Annual General Meeting (LGNZ Annual Conference)

- 3.1. A report will be considered by the Council each year to determine attendance, by way of resolution.
- 3.2. The Mayor, Chief Executive and up to two councillors shall attend North Island conferences, and the Mayor, Chief Executive and up to three councillors shall attend South Island conferences.
- 3.3. Reasonable costs for the official representatives will be paid by Council including partner's registration (if applicable) but excluding partner's travel expenditure and any separate partner programmes.
- 3.4. The Deputy Mayor should attend at least one conference during their term.
- 3.5. Attendance by other members should rotate to ensure each member attends at least once per term.

4. Elected Member training

- 4.1. Elected member training is encouraged by Council.
- 4.2. Elected members are free to recommend their preferred event to be authorised by the Council. The criteria in these guidelines will be considered when determining the suitability of attendance.

5. Debrief

- 5.1. Councillors, after attendance at an approved course/seminar/conference, should submit a report to the next appropriate Council meeting on relevant matters including course content, matters of interest to other members and staff, and should provide an assessment of the value of the course to the Council. The preference is for this report to be received in writing and included in the agenda to ensure the attendance is recorded appropriately.

6. Arrangements for travel and registration

- 6.1. On approval, officers will make the arrangements for registration, travel, and accommodation.

12. *Gambling Venue Policy 2025*

| | |
|-----------------------|--|
| Author | <i>Mel Neumann; Policy Advisor</i> <i>Lou Dunstan; Policy Advisor</i> |
| Activity Manager | <i>Mark Low; Strategy & Policy Manager</i> <i>Rick Catchpowle; Environmental Monitoring Manager</i> |
| Executive Team Member | <i>Toni Durham; Group Manager - Community & Open Spaces</i> <i>Ian Hyde; Group Manager - Compliance & Development</i> |

Summary

- The purpose of this report is to present the final Gambling Venue Policy 2025 to Council for adoption.
- Under the Gambling Act 2003 and Racing Industry Act 2020, Council is legislatively required to conduct a review of the policy every 3 years. As the last review was carried out in 2022, the review is now due.
- Officers have undertaken a review of the policy, including a social impact assessment, early engagement with stakeholders, and a public workshop with Council.
- Formal consultation was open from 29 September to 26 October 2025, and a total of 23 submissions were received.
- Hearings and deliberations were held on 25 November 2025, with four submitters speaking at the hearing. Council discussions during deliberations indicated a preference to keep the final policy largely the same as the draft, with the exception of removing the allowance for stand-alone TAB venues to establish in the district.
- The policy has now been updated based on feedback from the deliberations, and is attached to this report for adoption.

Recommendation

1. **That** Council adopts the Gambling Venue Policy 2025 as attached in Appendix 1.

Attachment

Appendix 1 Gambling Venue Policy 2025

Background

1. The Gambling Act 2003 requires Council to have a policy on class 4 gambling venues. The Racing Industry Act 2020 also requires Council to have a policy on TAB venues. Council's Gambling Venue Policy covers the requirements of both of these Acts, noting that the district does not currently have any stand-alone TAB venues.
2. Both Acts require that the policy be reviewed within three years of adoption, and every three years thereafter. The last review of the Gambling Venue Policy was carried out in 2022 and resulted in a rollover of the policy with minor amendments and no consultation.
3. The purpose of the policy is to guide Council decisions on the issuing of new gambling venue consents. The policy can prescribe a number of controls including the location of venues, number of venues, the number of gaming machines permitted at each venue within the district, and whether venues are permitted to relocate. It also states whether new stand-alone TAB venues can be established and their location.

The current situation

4. Officers undertook a review of the policy, including:
 - Stakeholder engagement (in May/June 2025)
 - A social impact assessment (June/July 2025)
 - A workshop with Councillors (July 2025)
5. Council adopted a Draft Gambling Venue Policy 2025 on 17 September. Formal consultation followed, and was completed alongside the Draft Dangerous & Insanitary Buildings Policy from 29 September to 26 October 2025.

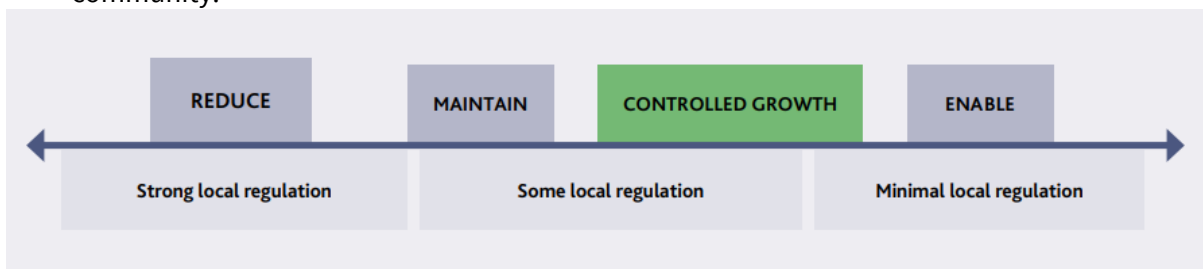
Online casino gambling

6. In recent years, online casino gambling has become more popular. While online casinos based in New Zealand are illegal, it is legal for New Zealanders to gamble on offshore online casino websites.
7. Online casino gambling is currently an unregulated activity and there are no guarantees of player safety. Currently, the only control in place is that it is illegal to advertise offshore online gambling in New Zealand. There is also no monetary return to New Zealand, and no harm minimisation interventions in place.
8. The Department of Internal Affairs (DIA) is developing online casino gambling legislation, and building a new regulatory system with the intention of channelling customers towards up to fifteen licensed platforms who must meet a range of regulatory requirements. DIA will regulate the new system, and the Online Casino Gambling Bill is expected to be enacted by early 2026.

9. It was also announced by Central Government on 29 October 2025 (after Council’s consultation closed), that the proposed Offshore Gambling Duty will be increased from 12 percent to 16 percent, with the additional 4 percent being ringfenced specifically for community returns (such as local sports and community groups).

What was proposed as part of the Draft Policy

10. When considering what the policy can influence, it can be thought of as a spectrum as outlined below: at one end, stronger local regulation can gradually reduce the presence of gambling over time; on the other, more flexible rules may allow venues greater freedom to establish and operate. Following the review of the policy, Council proposed to take a “controlled growth approach” as the most appropriate approach for our community.



11. The proposed changes to the current policy included:
- The introduction of a gambling venue cap within the district;
 - A new relocation policy;
 - The introduction of a new location control relating to deprivation levels; and
 - Other minor changes.
12. The table below discusses the proposal that we presented to the community. It includes the changes we proposed to make, as well as what we proposed to keep the same as the 2022 policy.

| Proposal consulted on | Change from 2022 policy? | Why? | Other possible options (not preferred by Council for consultation) |
|--|---|--|---|
| <p><u>Stand-alone TAB venues</u></p> <p>We proposed to keep this section of the policy the same, to allow stand-alone TAB venues to establish in the district given they meet the conditions of the policy.</p> | No | <p>Unlikely for TAB venues to look to establish given that betting is largely conducted through the online app or TAB machines in other venues.</p> <p>New location control to protect areas with high levels of deprivation.</p> | <p>Reduce/maintain – prohibit stand alone TAB venues from establishing.</p> <p>Enable – allow venues to establish without any additional local control.</p> |
| <p><u>Gaming machine cap</u></p> <p>We proposed to keep the limit of five gaming machines for new venues. The law currently allows a maximum of nine.</p> | No | <p>Considered to be an effective way to manage overall growth of machine numbers in the district. The cap of five (as opposed to nine) allows new venues to establish and benefit, but limits the scale of gambling at each location potentially helping to reduce harm.</p> | <p>Reduce – sinking lid policy (no new venues, even if another venue closed)</p> <p>Maintain – no new venues (unless another venue closed)</p> <p>Enable – increase limit to maximum of nine</p> |
| <p><u>Gambling venue cap</u></p> <p>Council proposed to introduce a cap of 20 gambling venues within the district, which is an additional 8 new venues allowed (beyond the existing 12 venues).</p> | Yes. The 2022 policy has no cap on gambling venues. | <p>Strikes a balance between enabling future business development, while maintaining control over gambling expansion. To ensure that growth is gradual and measured, rather than reactive or unchecked.</p> | <p>Reduce – sinking lid policy (no new venues)</p> <p>Maintain – cap at 12 venues (no new venues unless another venue closed)</p> <p>Enable – no restriction on number of venues</p> |

| Proposal consulted on | Change from 2022 policy? | Why? | Other possible options (not preferred by Council for consultation) |
|---|--------------------------|---|---|
| <p><u>Location controls</u></p> <p>A new location control was proposed, which prohibits venues from establishing in areas that have high levels of deprivation (a socio-economic deprivation score of eight or more).</p> | Yes | There is extensive evidence that gambling harm is disproportionately experienced by individuals living in areas of high socioeconomic deprivation. The Gambling Act 2003 requires Council to specifically consider the impact of gambling on these communities when reviewing this policy. | <p><i>Reduce / maintain</i> – introduce further/ additional location controls to restrict where venues can establish or move to</p> <p><i>Enable</i> – remove any additional location controls</p> |
| <p><u>Relocation policy</u></p> <p>We proposed a new relocation policy, allowing existing venues to relocate for specific reasons. Relocations would only be permitted where a venue moves within the same town and to a medium to low deprivation area.</p> | Yes | <p>In response to a recent Court of Appeal decision, our policy needed updating to line up with the interpretation of the Gambling Act 2003.</p> <p>The proposed approach was considered to strike the right balance between supporting local businesses while meeting our responsibility to help minimise gambling-related harm in the district.</p> | <p><i>Reduce / maintain</i> – prohibit the relocation of existing class 4 gambling venues</p> <p><i>Enable</i> – allow relocations of existing venues for any reason, without additional conditions</p> |
| <p><u>Other changes</u></p> <p>Other changes were proposed such as the introduction of principles and definitions, merging of clauses, minor wording and heading updates, and a new clause regarding applications and fees.</p> | Yes | To define, clarify and increase efficiency. | There was an option not to propose these changes. |

Gaming machine and venue limits

13. Council proposed to keep the machine cap at a maximum of five for new class 4 venues, instead of the maximum of nine allowed under legislation. It was also proposed to introduce the venue cap for the district of 20, which is in line with the controlled growth approach.
14. The table below shows possible gambling machine numbers under different scenarios.

| Approach | Number of machines currently in the district | Number of venues currently in the district | Gaming machine limit (new venues) | Gambling venues limit | Total new machines (maximum allowed) | Total machines allowed (current and future) |
|---|---|---|--|------------------------------|---|--|
| 2022 Policy | 136 | 12 | 5 | No venue limit | No limit | No limit |
| Proposed approach (controlled growth) | 136 | 12 | 5 | 20 (+8 new venues) | 40 | 176 |
| Less regulation | 136 | 12 | 9 (+4 new machines per venue) | 20 (+8 new venues) | 72 | 208 |
| More regulation | 136 | 12 | 5 | 15 (+3 new venues) | 15 | 151 |
| Sinking lid approach | 136 | 12 | No new venues | 20 (no new venues) | No new machines | 136 |

Feedback received

15. A total of 23 submissions were received in response to the proposed policy, and four submitters attended the hearing on 25 November. Feedback was mixed, with some submitters wanting Council to take a more conservative approach (allowing less machines and venues), while others thought that the policy found a good balance between providing for entertainment and community funding and minimising harm. There were also a number of submitters who thought the policy should be less restrictive.

16. The Full Submission Booklet and the Summary of Feedback document, which includes statistics regarding support for the proposals, is available online here - <https://itsourplace.nz/gambling-venue-policy-review>.

Council direction at deliberations

17. During deliberations Council directed officers to keep the proposed policy largely the same as the draft policy (including the proposed changes in this policy), but requested that the section allowing stand-alone TAB venues to establish in the district be removed (section 4 amended, 4.1 removed). References to TAB venue applications have also been removed (sections 5.1.2, 6.1, and 6.3). This was based on feedback from the community suggesting that there should be less opportunity to gamble, and from the viewpoint that it is unlikely for a stand-alone venue to look to establish here in the near future due to the popularity of placing bets online.
18. All changes made to the policy following deliberations are highlighted for clarity. The updated policy is attached in Appendix 1.

Options analysis

Option one – Rollover the current policy, but include the relocation policy (status quo)

19. Council could choose to go back on the proposal that was consulted on, and instead rollover the current (2022) policy. The new relocation policy (section 5.3 in attached policy) would need to be included to ensure the policy is legally compliant. The policy would be reviewed again in three years.
20. This option is not recommended as it is not in line with what we proposed to the community and is not in line with direction given at the deliberations.

| | |
|--|---|
| <p>Advantages:</p> <ul style="list-style-type: none"> • None identified | <p>Disadvantages:</p> <ul style="list-style-type: none"> • Not in line with what was proposed • Not in line with direction given at deliberations • Improvements identified would not be incorporated into the policy |
| <p>Risks:</p> <ul style="list-style-type: none"> • Reputational risk – could be seen as a waste of time and money following consultation on a new proposal that was not adopted. • Operational risk – the current policy is not as clear as the proposed new policy, which could lead to more time spend by officers assessing venue consent applications and therefore reducing operational efficiency • Community safety – the 2022 policy does not have as many controls (e.g. there is no venue cap or consideration of deprivation levels), which could contribute to higher levels of gambling related harm in the community. | |

Option two – Adopt the updated policy following deliberations as attached (recommended)

21. This is the recommended option, and would see Council adopting the updated policy following deliberations as attached in Appendix 1.
22. The policy attached is the same as what was proposed to the community for consultation, with the exception of stand-alone TAB venues no longer being able to establish in the district.

| | |
|--|--|
| <p>Advantages:</p> <ul style="list-style-type: none"> In line with what was proposed and the feedback received In line with direction given at deliberations The proposed policy is legally-compliant | <p>Disadvantages:</p> <ul style="list-style-type: none"> None identified |
| <p>Risks:</p> <ul style="list-style-type: none"> Community safety – while more restrictive than the 2022 policy, the draft still allows for new venues to establish in the district (e.g. eight more than the current number of venues), which could contribute to higher levels of gambling related harm in the community. | |

Option three – Adopt an amended policy

23. Council could choose to make further amendments to the policy before adopting.
24. This would be the appropriate option if Council decided to retain the clause allowing stand-alone TAB venues to establish in the district.
25. If Council were looking to make significant changes, further consultation may be required.

| | |
|---|---|
| <p>Advantages:</p> <ul style="list-style-type: none"> Further improvements identified (if any) can be incorporated into the policy | <p>Disadvantages:</p> <ul style="list-style-type: none"> Not in line with direction given at deliberations May not be in line with what was consulted on Further consultation may be required |
| <p>Risks:</p> <ul style="list-style-type: none"> Depending on any amendments that Council may wish to make, there could be: <ul style="list-style-type: none"> Reputational risks – if the amendments are not in line with feedback received it could look like Council didn't listen to the community Legal risks – amendments may cause the policy to be non-compliant Operational risks – amendments could have an unintentional impact on operational efficiency | |

- **Community safety** – amendments may inadvertently contribute to increased levels of gambling related harm in the community.

Legal/policy implications

Gambling Act 2003 and Racing Industry Act 2020

26. Under section 101 of the Gambling Act 2003, Councils are required to have a class 4 venue policy.
27. Under section 96 of the Racing Industry Act 2020, Councils are required to have a policy on TAB venues.
28. Under both these Acts, the policy must specify whether or not venues may be established in the territorial authority district and if so, where they may be located.
29. The Gambling Act further specifies that the policy:
 - may specify any restrictions on the maximum number of gaming machines that may be operated at a class 4 venue; and
 - may include a relocation policy.
30. In adopting a policy, Council must have regard to the social impact of gambling within the district.
31. Both Acts state that a policy must be reviewed every three years and may only be amended or replaced in accordance with the special consultative procedure.
32. Upon adoption of a final policy, Council is required as soon as practicable, to provide a copy of the policy to the Secretary of the Department of Internal Affairs (DIA, under the Gambling Act), as well as the TAB NZ and the Chief Executive of the DIA (under the Racing Industry Act). This will be completed by officers following adoption of a policy.

Waikiwi Case Law – Court of Appeal Decision

33. The Court of Appeal ruling in 2025 upheld the 2024 High Court ruling that “Waikiwi” relocations of class 4 venues are no longer permitted within the Court’s interpretation of the Gambling Act.
34. This determination means that the Department of Internal Affairs cannot grant relocations in accordance with the Waikiwi precedent without Council consent.
35. Council’s Gambling Venue Policy must explicitly specify whether venue relocations will be permitted and may specify circumstances for which relocations are considered. Section 5.3 in the updated policy as attached in Appendix 1 meets this requirement.

Local Government Act 2002

36. Any amendment, or replacement of the Gambling Venue policy must follow the Special Consultative Procedure (SCP) under section 83.

Climate change

37. Some population groups will be more affected by climate change impacts than others. Existing social system inequities will be exacerbated by climate change, with groups including lower-income communities, and Māori and Pasifika communities being disproportionately affected¹. Research shows that these communities are already more likely to experience gambling harm, therefore climate change could contribute to even more harm.

Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; Group Manager Legal & Democracy

Strategic alignment

38. The recommended outcome ensures Councils Gambling Venue Policy takes a balanced approach in considering the positive and negative social impacts of class 4 and TAB gambling in the district.
39. The recommendation relates to Council's community outcomes of:
- Ka whai mana, ka whai wāhi, ā, ka whakaputa kōrero kā kainoho (Residents are well-represented, included and have a voice), because Council has completed early engagement with key stakeholders, formal consultation, and given submitters the opportunity to be heard at the hearing. The proposed policy has taken the feedback received into account.
 - He taiao toitū (A balanced and sustainable environment), because the policy aims to find a balance between providing for entertainment opportunities, community and grants funding, and harm minimisation.
 - He ohaka whairawa i ruka i te aroka hou, i te whai āheika me te tūāhaka kouka (A prosperous economy built on innovation, opportunity and high quality infrastructure), because the policy aims to find a balance between reducing harm to those in lower socio-economic areas and those facing financial hardship, while also providing for grants and funding for volunteer groups such as sports and arts.

¹ Ministry for the Environment - <https://environment.govt.nz/publications/our-environment-2025/impacts-on-people-society-and-the-economy/>

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|---|
| Economic | ✓ | The recommended outcome balances the potential negative financial impact of gambling harm and problem gambling with the positive economic benefits of grant funding generated by class 4 machine proceeds. The recommended outcome also ensures venues have the opportunity to diversify their income by hosting gaming machines. |
| Environmental | | |
| Cultural | ✓ | Research suggests that Pasifika, Māori and Asian communities can be more at risk of gambling harm. The recommended outcome helps mitigate gambling related harm amongst at risk communities. |
| Social | ✓ | Class 4 gambling impacts on the social wellbeing of the district. Problem gambling can have a negative impact individuals and their whānau. Grants have a positive impact on volunteer groups such as sports and arts. The proposed outcome works to balance both the positive and negative social impacts. |

Financial implications

| Requirement | Explanation |
|---|--|
| What is the cost? | The policy review and cost of consultation has been carried out within existing budgets. There is not expected to be any additional cost as a result of adopting the final policy. |
| Is there budget available in LTP / AP? | N/A |
| Where is the funding coming from? | Existing operational budget |
| Are there any future budget implications? | No |
| Reviewed by Finance | Erin Register; Finance Manager. |

Significance and engagement assessment

| Requirement | Explanation |
|---|---|
| Is the matter considered significant? | No |
| Level of significance | Medium |
| Rationale for selecting level of significance | Overall, the Gambling Venue Policy has some impact on the wider community where the policy works to mitigate gambling related harm within the district. Certain parts of the community such as venue owners and community groups who receive grant funding are likely to experience a |

| | |
|---|---|
| | higher degree of impact and interest, particularly where the draft policy proposes additional restrictions. |
| Level of engagement selected | 1. Inform – one way communication |
| Rationale for selecting level of engagement | Council was legally required to consult using the Special Consultative Procedure. Feedback was received on the proposal from 29 September to 26 October 2025. Council has consulted with the community on the proposed changes as required and next step in the process is to inform the community of the policy once it gets adopted by Council. Submitters will be advised of the outcome once a final policy has been adopted. |
| Reviewed by Strategy & Policy | Mark Low; Strategy and Policy Manager |

DRAFT Policy

GAMBLING VENUE

| | |
|-------------------------|--|
| TEAM: | Compliance & Development |
| RESPONSIBILITY: | Group Manager – Compliance & Development |
| ASSOCIATED DELEGATIONS: | As per Delegations under the Gambling Act 2003 |
| ADOPTED: | 17 December 2025 |
| REVIEW: | 17 December 2028 |
| CONSULTATION: | Consultation as required by the Gambling Act 2003 and Racing Industry Act 2020. |
| RELATED DOCUMENTS: | Gambling Act 2003, Racing Industry Act 2020, Local Government Act 2002, District Plan, and Sale of Liquor Policy / Local Alcohol Plan, Class 4 Gambling Social Impact Report 2025. |

Deleted: Strategy & Compliance

Deleted: Strategy &

Deleted: 2006, none required on roll-over.

Glossary and Definitions

Business Zone means the same as stated in the Ashburton District Plan.

Class 4 Gambling means gaming machines within pubs and clubs (i.e outside a casino), which the Gambling Act 2003 classifies as high-risk, high turnover gambling. Class 4 gambling may only be conducted by a corporate society and raise money for authorised (e.g. community and non-commercial) purposes.

Council means Ashburton District Council.

Designated Site means the same as stated in the Ashburton District Plan.

Gambling Harm means the same as stated in the Gambling Act 2003.

Gambling Venue means a class 4 gambling venue or a stand-alone TAB gambling venue.

Gambling Venue Consent means a formal approval issued by a territorial authority under the Gambling Act 2003 to a corporate society, permitting the establishment or relocation of a Class 4 gambling venue or a stand-alone TAB venue at a specified location within the district. This consent is a prerequisite for the corporate society to apply for a gambling licence from the Department of Internal Affairs (DIA). The consent is permanent, unless the venue ceases to operate for a continuous period of six months or more, in which case a new consent may be required. The granting of a territorial authority consent does not guarantee that a gambling licence will be issued by the DIA.

Gaming Machine means the same as stated in the Gambling Act 2003. Often referred to as pokie or slot machines.

High Deprivation means the most deprived areas in New Zealand, represented in the NZDep index as areas with a decile score 8-10.

Low Deprivation means the least deprived areas in New Zealand represented in the NZDep index as areas with a decile score of 1-3.

Medium Deprivation means areas in New Zealand that have moderate levels of deprivation, represented in the NZDep index as areas with a decile score of 4-7.

New Zealand Deprivation Index (NZDep) means the index used to measure socioeconomic deprivation in New Zealand using Statistics NZ mesh block (small area) data whereby decile 1 represents the least deprived areas in New Zealand and decile 10 represents the most deprived areas.

Problem Gambling means gambling that results in severe harm to individuals, families and communities.

Relocation means an existing class 4 venue can move from the current site to a new site while retaining the same consent conditions e.g. same number of gaming machines where consent has been granted by a territorial authority.

TAB Venue means a stand-alone venue operated by TAB New Zealand where horse and sports betting services are offered.

Territorial Authority means the same as stated in the Local Government Act 2002.

1. Introduction

1.1. The Gambling Act 2003 and the Racing Industry Act 2020 require territorial authorities to adopt a class 4 Gambling Venue Policy and a TAB Venue Policy for its district. This Gambling Venue Policy covers both class 4 or “pokie” gambling, and TAB New Zealand (hereafter referred to as TAB) gambling venues.

- “Class 4 gambling venue” refers to a place where gaming machine (pokie machine) gambling can take place under the Gambling Act 2003.
- “TAB” venue refers to a venue owned or leased, and operated, by TAB New Zealand and where the main business carried on at the premises is providing racing betting or sports betting services as provided for in the Gambling Act 2003 and the Racing Industry Act 2020.

1.2. The Gambling and TAB Venue Policy must be reviewed at least every three years and adopted in accordance with the requirements of the Gambling Act 2003 and the Racing Industry Act 2020.

1.3. The Gambling and TAB Venue Policy will guide Council decisions on the issuing of class 4 gambling venue consents required for all new class 4 gambling venues and for existing venues seeking to increase the number of gaming machines operated at a particular venue. It also covers whether or not TAB gambling venues may be established in the district and where they may be located.

Deleted: and the policy development process must conform to the requirements of the special consultative procedure set out in the Local Government Act 2002

Deleted: <#>The Gambling Venue Policy must be reviewed at least every three years, in accordance with the requirements of the Gambling Act 2003 and the Racing Industry Act 2020 and the policy review process must conform to the requirements of the special consultative procedure set out in the Local Government Act 2002. ¶

2. Policy Objectives

- 2.1. To ensure the council and the community has influence over the provision of new class 4 and TAB gambling venues in the Ashburton District.
- 2.2. To enable the council and the community to influence the operation of existing class 4 and TAB gambling venues in the Ashburton District.
- 2.3. To allow those who wish to participate in class 4 and [TAB](#) gambling to do so within the Ashburton District.
- 2.4. To minimise any potential negative social and economic impacts of class 4 and [TAB](#) gambling in the Ashburton District.
- 2.5. To ensure the Ashburton District community is able to maximise the benefits from class 4 gambling proceeds returned to the community.

Deleted: Objectives of the Policy

Deleted: horse and sports

Deleted: horse and sports

3. Policy Principles

[The following principles have guided the development of the Ashburton District Council Gambling and TAB Venue Policy.](#)

1. Gambling is a legitimate form of entertainment

[Gambling is a popular and legitimate form of entertainment. Council believes class 4 and TAB gambling is entertainment that the majority of people who choose to, can enjoy in a responsible and safe manner.](#)

2. Gambling harm effects individuals, families, and the wider community

[While many people gamble without harm, Council acknowledges that a proportion of the community may experience gambling related harm or have higher risk of developing problem gambling behaviours. Problem gambling can result in significant negative social and economic impacts, some of which will be serious for the individuals affected, their families and friends and for the community as a whole. Council recognises the need to mitigate both problem gambling and the wider spectrum of gambling harm.](#)

3. Harm minimisation is a shared responsibility

[Venue operators and corporate societies have the ultimate responsibility to ensure harm minimisation processes are developed and implemented to minimise the potential negative effects of problem gambling. Council will seek to encourage a responsible approach to gambling and consider harm minimisation when reviewing this policy.](#)

4. Allowing controlled growth

[Council supports a controlled growth approach to Class 4 gambling, recognising that while Council can apply regulatory controls, the gambling environment is largely shaped by external market forces such as consumer demand, economic conditions, and national policy settings. Council believes that growth should be carefully managed to ensure that any expansion is socially responsible and maintains the right balance between entertainment, harm minimisation, and community funding.](#)

5. Equitable and localised distribution of proceeds

Council does not have direct control over the distribution of community funding generated through Class 4 gambling. However, Council will support and facilitate local decision-making to ensure that proceeds are returned to and benefit the Ashburton community wherever possible.

Policy Statement

4. TAB Venue Policy

Council **does not permit** the establishment of stand-alone TAB gambling venues within the Ashburton District.

5. Class 4 Gambling Venue Policy

Council permits the establishment of new class 4 gambling venues within the Ashburton District provided they meet the requirements of this policy.

5.1 Location of Class 4 Gambling Venues

Class 4 gambling (pokie machine) venues may be established in Ashburton District subject to:

5.1.1 Meeting application and fee requirements set by the Council and by the relevant legislation administered by the Department of Internal Affairs;

5.1.2 The primary activity of the venue being for the sale of liquor or for liquor and food, and the location of gaming machines within the venue being in an area where under 18 year-olds do not have free access to;

5.1.3 The venue being located within a Business Zone of the Ashburton District Plan or otherwise permitted by way of resource consent;

5.1.4 All necessary resource consent(s) having been granted and complied with;

5.1.5 The venue not being one where the primary activity of the venue is associated with family or children's activities and is not on a site listed as a "designated site" within the Ashburton District Plan;

5.1.6 The venue being located in an area in the district with a socio-economic deprivation score of decile 7 or less².

5.2 Venue and Gaming (pokie) Machine Limits

Number of machines allowed at a venue

5.2.1 New class 4 gambling venues shall be permitted a maximum of 5 gaming machines.

² This means that the area will be a statistical area 1 (SA1) on the New Zealand Deprivation Index (NZDep) of 1-7. The NZDep decile rating will be that which applies at the time the application is submitted to Council.

Deleted: provided they meet the requirements of this policy

Deleted: ~~<#>Where TAB venues may be established¶~~

TAB gambling venues may be established in Ashburton District subject to:¶

¶ Meeting application and fee requirements set by the Council from time to time and by the relevant legislation administered by the Department of Internal Affairs;¶

¶ 4.1.2 The venue being controlled by TAB New Zealand or a venue owned or leased, and operated by TAB New Zealand for the purposes of race and sports betting;¶

¶ 4.1.3 The venue being located within a Business Zone of the Ashburton District Plan or otherwise permitted by way of resource consent;¶

¶ 4.1.4 All necessary resource consent(s) having been granted and complied with; ¶

¶ 4.1.5 The venue is not one where the primary activity of the venue is associated with family or children's activities and is not on a site listed as a "designated site" within Appendix A.1 of the Ashburton District Plan.¶

¶ 4.1.6 The venue being located in an area in the district with a socio-economic deprivation score of decile 7 or less¹. ¶

Deleted: ~~Where class 4 gambling venues may be established~~

Deleted: from time to time

Deleted: ~~or the venue being a TAB New Zealand venue;~~

Deleted: Appendix A.1 of

Deleted: ~~Number of gaming (pokie) machines to be allowed at a venue~~

Deleted: ; unless the consent conditions are being transferred from an existing venue under section 6 of this policy.

5.2.2 As per section 92 of the Gambling Act 2003, existing class 4 gambling venues with a licence issued before 17 October 2001 shall be permitted a maximum of 18 gaming machines, provided there has been no period of 6 months or more since 17 October 2001 when no class 4 venue licence was held for the venue.

Deleted: and operating more than 9 gaming machines on 22 September 2003

5.2.3 As per section 93 of the Gambling Act 2003, existing class 4 gambling venues with a licence issued after 17 October 2001 but before 1 July 2004 shall be permitted a maximum of 9 gaming machines.

5.2.4 No venue may, under any circumstances, operate more than 18 gaming machines.

Deleted: Existing class 4 gambling venues and operating 7 or less gaming machines on 22 September 2003, shall be permitted a maximum of 7 machines. (See note below)³.

District wide venue cap

5.2.5 The total number of class 4 venue licences (including those licenced on or prior to 17 October 2001) in the district shall not exceed 20.

5.3 Relocations of Existing Class 4 Venues

Grounds for Relocation Consent

5.3.1 As per the Gambling Act 2003, Council may grant consent for an existing Class 4 venue to relocate within the district, provided that the application demonstrates one or more of the following grounds:

- a) There are unforeseen circumstances that prohibit continued operation at the current location, including but not limited to:
 - i. Acquisition of the property under the Public Works Act 1981;
 - ii. The corporate society is a tenant in a premises, and the landlord is either selling the premises, or the tenant's lease expires and obtaining a new lease is not possible;
 - iii. Closure due to natural disaster, fire, or other unforeseen events.
- b) The venue proposes to relocate to a lower deprivation area within the district, as defined by the latest NZ Deprivation Index.
- c) The venue seeks to move to newly developed or more economically viable premises.
- d) In circumstances not specifically outlined in this policy, delegated officers may exercise discretion to approve a venue relocation consent application, provided that the application aligns with the overall intent of the policy and the objectives of the Gambling Act 2003.

Deleted: Transfer of existing class 4 gambling venue conditions

Deleted: <#>Where an existing class 4 gambling venue is address and meets the following criteria, it will not be considered as a new venue or a relocation, and the existing consent and conditions will remain:¶
¶
The new building will be in a site that is very close to the existing site;¶
The class 4 venue's name will be the same;¶
the ownership and management of the venue will be the same; and¶
for all intents and purposes, the patrons and public will regard the venue as being the same venue, even though its physical location will change in a relatively minor way. ¶

Conditions for Relocation Consent

5.3.2 In addition to the requirements in sections 5.1 and 5.2, the following conditions must be met for relocation consent to be granted:

- a) The existing venue must cease operating as a Class 4 licensed premises upon relocation.
- b) The new venue must be located within the same geographical area (e.g., the same town) as the original venue and be in an area that is decile 7 or lower.

c) The same corporate society must operate the new venue as operated the original venue.

6. Applications and Fees

6.1 A venue consent application is required for all reasons as specified under section 98 of the Gambling Act 2003.

Deleted: or section 93 of the Racing Industry Act 2020.

6.2 Venue consent applications must be made on the approved form and must provide all the information requested.

Deleted: Venue consent Applications for Ashburton District Council territorial authority consent must be made on the approved form and must provide all the information requested.

6.3 Any venue consent application will require payment of a fee. The fee will be known as the Gambling Venue Consent Fee, and the amount will be specified in Council's schedule of fees. The Gambling Venue Consent Fee must be paid prior to the consent being processed and is not refundable.

Deleted: (for Class 4 or TAB venue)

6.4 The Gambling Venue Consent Fee will be set by Ashburton District Council, and may include consideration for:

Deleted: from time to time

- a. the cost of processing the application;
- b. the cost of inspecting gambling venues on a regular basis to ensure compliance with consent conditions;
- c. a contribution towards the cost of a triennial assessment of the social impacts of gambling in Ashburton District and the review of Council's Gambling and TAB Venue Policy;
- d. Any other matters prescribed in the Local Government Act 2002 relating to the setting of fees by a Council.

7. Decision Making

7.1 Council has 30 working days in which to determine a consent application upon receiving a complete consent application containing all required information, and receipt of the full application fee.

7.2 Decisions will be made at officer level under appropriate delegated authority and be based on the criteria detailed in this policy. Any decision may be referred to the relevant committee or Council for a final decision at the officer's discretion.

Deleted: a panel of Council's Environmental Services Committee

7.3 Where a decision made at officer level is objected to by the applicant there will be the opportunity for the applicant to present a submission to the relevant committee or Council for review and a final decision.

Deleted: a panel of Council's Environmental Services Committee

8. Monitoring and Review

8.1 Council will review the policy within three years of its last adoption.

8.2 Council will monitor the social and economic impacts of gambling on the community as part of the policy review process.

8.3 Any review or amendment of the policy, will be consulted on as required by the Gambling Act 2003 and Racing Industry Act 2020. Council may amend this policy at any time within the three-year policy review cycle.

Deleted: including the setting of fees,

Deleted: undertaken in accordance with

Deleted: using the special consultative procedure prescribed in the Local Government Act 2002.

8.4 Council reserves the right to introduce bylaws it deems necessary to control signage, advertising and visibility of machines issues; which may not be considered to be sufficiently covered by the Gambling Act 2003 regulations.

9. Commencement of Policy

9.1 The policy will take effect from the day after its adoption by Council.

13. *Reserves and Memorial Hall Boards – Triennial Appointments*

Author *Ann Smith, Community Liaison Officer*
Executive Team Member *Toni Durham, GM Community and Open Spaces*

Summary

- The purpose of this report is to update Council on the 2025 triennial meetings of Reserve Boards and Memorial Hall Boards.
- To date, 12 of the 20 Reserve Boards and Memorial Hall Boards administered by Council have held their triennial meetings and elected their new boards for the 2025-28 term.

Recommendation

1. That Council approves the appointments submitted by each of the Boards.

| Board | Members |
|---|--|
| Tinwald Memorial Hall | Thorsten Windhorst (Chair) Murray Reeves (Dep Chair) Karen Jones (Tres) Jenny Proctor Pony Proctor Richard Ward Richard Pearce |
| Ruapuna Reserve Board | Robbie Watson (Chair) David Whillans (Sec/Tres) Rebecca Whillans Duncan King Fraser Tasker Johnny Bell |
| Lagmhor/Westerfield Memorial Hall Board | Shannon Johnson (Chair) Daryl Oldham (Sec/Tres) Mike Spence Rhys Roberts Nicola Sim Jane Tait Jacob Holdaway |
| Mt Somers Reserve Board | Nathan Huggins (Chair) David Mathews (Tres) Rhonda Huggins (Sec) Heath Heaven Maryann Heaven Colleen Stanley |

| | |
|--|---|
| Pendarves Reserve Board | Andrew Sparks (Chair) Justin Watson (Tres) Chris Keenan Warrick Sparks Paul Stuart Jake Sparks |
| Hinds Reserve Board | Garry Brown (Chair) Dean McConnell (Tres) Dave Kingsbury Angela Cushnie Jock Moore Damian Perriton Rodrick Sowman |
| Tinwald Reserve Board | Leen Braam (Chair) Ainsley Braam-Smith (Tres) Graham Ackroyd Michelle Box Raymond Nicholson Mark Scammell |
| Mayfield Reserve & Memorial Hall Board | David Greenslade (Chair) Brent Murdoch (Tres) John Milne Helen Saxelby Tim Boyd Paul Dalgety Aafke Baxter Reon Balke |
| Rakaia Reserve Board | Bruce Perry (Chair) Margaret Crozier (Sec/Tres) David Boag Alistair Sutherland Michelle Scrivenor |
| Methven Reserve Board | Colin Maw (Chair) Graeme Smith (Tres) Murray Holmes Chris Lock Charles Whitehead Mark Smith |
| Alford Forest Reserve Board | Richard Ellis (Chair) Carol Jones (Sec/Tres) Malcolm Cretney Danny Symons Matt Symons Martin Armour Katrin Geilfuss |

Background

1. Council administers 15 reserve boards and five memorial hall boards. 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. Triennial meetings are publicly notified and Council's appointee chairs the public meeting.
3. Board members nominated at the public meeting must be eligible and consent to stand for election.
4. Following their meetings, Boards must send 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.
5. To date, the following Boards have held their triennial meetings and elected their members:

| Board | Date | Members |
|---|-------------|--|
| Tinwald Memorial Hall <i>Council appointee: Cr Cameron</i> | 05/11/2025 | Thorsten Windhorst (Chair) Murray Reeves (Dep Chair) Karen Jones (Tres) Jenny Proctor Pony Proctor Richard Ward Richard Pearce |
| Ruapuna Reserve Board <i>Council appointee: Cr Gilkison</i> | 06/11/2025 | Robbie Watson (Chair) David Whillans (Sec/Tres) Rebecca Whillans Duncan King Fraser Tasker Johnny Bell |
| Lagmhor/Westerfield Memorial Hall Board <i>Council appointee: Cr Ellis</i> | 11/11/2025 | Shannon Johnson (Chair) Daryl Oldham (Sec/Tres) Mike Spence Rhys Roberts Nicola Sim Jane Tait Jacob Holdaway |
| Mt Somers Reserve Board <i>Council appointee: Cr Gilkison</i> | 11/11/2025 | Nathan Huggins (Chair) David Mathhews (Tres) Rhonda Huggins (Sec) Heath Heaven Maryann Heaven Colleen Stanley |

| | | |
|---|------------|---|
| Pendarves Reserve Board <i>Council appointee: Cr Ellis</i> | 18/11/2025 | Andrew Sparks (Chair) Justin Watson (Tres) Chris Keenan Warrick Sparks Paul Stuart Jake Sparks |
| Hinds Reserve Board <i>Council appointee: Cr Wilson</i> | 20/11/2025 | Garry Brown (Chair) Dean McConnell (Tres) Dave Kingsbury Angela Cushnie Jock Moore Damian Perriton Rodrick Sowman |
| Tinwald Reserve Board <i>Council appointee: Cr Hooper</i> | 24/11/2025 | Leen Braam (Chair) Ainsley Braam-Smith (Tres) Graham Ackroyd Michelle Box Raymond Nicholson Mark Scammell |
| Mayfield Reserve & Memorial Hall Board <i>Council appointee: Cr Gilkison</i> | 27/11/2025 | David Greenslade (Chair) Brent Murdoch (Tres) John Milne Helen Saxelby Tim Boyd Paul Dalgety Aafke Baxter Reon Blake |
| Rakaia Reserve Board <i>Council appointee: Cr Everest</i> | 01/12/2025 | Bruce Perry (Chair) Margaret Crozier (Sec/Tres) David Boag Alistair Sutherland Michelle Scrivenor |
| Methven Reserve Board <i>Council appointee: Cr Maxwell</i> <i>Methven Community Board appointee: Simon Wareing</i> | 02/12/2025 | Colin Maw (Chair) Graeme Smith (Tres) Murray Holmes Chris Lock Charles Whitehead Mark Smith |
| Alford Forest Reserve Board <i>Council appointee: Cr Maxwell</i> | 05/12/2025 | Richard Ellis (Chair) Carol Jones (Sec/Tres) Malcolm Cretney Danny Symons Matt Symons Martin Armour Katrin Geilfuss |

Remaining Boards

6. Dorie Reserve Board, Highbank Reserve Board and Ealing Reserve Board have scheduled their meetings on 20 January, 27 January, and 24 February 2026 respectively.
7. Ashburton Forks/Greenstreet Reserve Board, Chertsey Reserve Board, Rakaia Memorial Hall and Seafield Reserve Board, are still to schedule their triennial meetings.
8. The Community Liaison Officer will continue to liaise with these boards to arrange their triennial meetings. .

Options analysis

Option one – Council approves the appointments submitted by each of the Boards, as detailed in the report (recommended option)

9. Reserve and Hall Boards are made up of community volunteers who manage and maintain Council owned assets on Council's behalf.

| | |
|--|---|
| Advantages: <ul style="list-style-type: none">• Maintains continuity of governance and operations for community facilities.• Strengthens community engagement and supports local decision-making.• Reduces Council's operational burden by delegating day-to-day management. | Disadvantages: <p>No disadvantages identified for this option.</p> |
| Risks: <p>Minimal risk associated with this option. Potential issues could include:</p> <ul style="list-style-type: none">• Reputational risk if an appointed member acts outside Council policy.• Volunteer capacity and commitment may affect service delivery.• Limited oversight could lead to inconsistent practices | |

Option two – Council does not approve some or all of the appointments submitted by the Boards

10. Under this option, Council would decline some or all of the nominations provided by the Boards and request alternative candidates.

| | |
|---|--|
| Advantages: <p>Allows Council to address concerns about nominees and ensure alignment with governance standards.</p> | Disadvantages: <ul style="list-style-type: none">• Delays Board operations and may discourage volunteer participation.• Creates additional administrative work for Council and Boards. |
| Risks: <p>Reputational risk</p> | |

Legal/policy implications

Climate change

11. The adoption of this is not impacted by climate change. However, climate change will be a factor in all Reserve and Hall Boards to some degree. Council can expect to see a greater reflection of this in the future

Review of legal / policy implications

Reviewed by In-house Counsel

Jacqui Watson; Senior Legal Counsel

Strategic alignment

12. The recommendation relates to Council's community outcomes and the overarching vision for the district of Ashburton: District of choice for lifestyle and opportunity.

| Wellbeing | | Reasons why the recommended outcome has an effect on this wellbeing |
|---------------|---|--|
| Economic | ✓ | Reserve and Hall Boards all contribute to the local identity and fabric of each community, this enhances the well-being. |
| Environmental | ✓ | |
| Cultural | ✓ | |
| Social | ✓ | |

Financial implications

| Requirement | Explanation |
|---|---|
| What is the cost? | There is minimal cost associated with appointments other than internal staff resources utilised through the appointment process. |
| Is there budget available in LTP / AP? | Yes. |
| Where is the funding coming from? | N/A |
| Are there any future budget implications? | Not directly from the appointment process. However, in their capacity as board members, decisions made will have financial implications — for example, mowing lawns. Boards must adhere to the budgets provided by Council, which are allocated annually through the Annual Plan (AP). |
| Reviewed by Finance | <i>Gordon Cruickshank, Financial Performance Manager</i> |

Significance and engagement assessment

| Requirement | Explanation |
|---|--|
| Is the matter considered significant? | No |
| Level of significance | Low |
| Rationale for selecting level of significance | N/A |
| Level of engagement selected | 1. Inform |
| Rationale for selecting level of engagement | The community will be informed of Council's decision via the usual media channels. |
| Reviewed by Strategy & Policy | Mark Low; Strategy and Policy Manager |

14. *Mayor's Report*

14.1 Biodiversity Champions Group

The Canterbury Mayoral Forum has agreed to endorse the Biodiversity Champions councillor group being restarted this term. ADC will continue to be represented.

Recommendation

That Councillor Deb Gilkison be appointed as Council's representative on the Biodiversity Champions Group.

14.2. Government Reforms

With the recent announcements on simplifying Local Government, rates capping, the RMA replacement Bill, and the Emergency Management Bill we have significant work ahead to understand these reforms and their implications.

To assist with this LGNZ has scheduled several webinars to unpack the details and implications of these changes. Councillors have been invited to attend these sessions.

14.3 Mayoral Forum

A copy of the draft Canterbury Local Authorities Agreement for 2025-2028 was presented at the Mayoral Forum held 28 November and is required to be ratified by Council's by 1 March 2026.

The draft agreement includes the Terms of Reference for the Mayoral Forum and mandates the Mayoral Forum as the primary mechanism for implementing the Agreement in Canterbury and mandates the Chief Executives and other regional forums and working groups.

The draft Agreement will come to Council in the new year.

14.4 Merry Christmas and a Safe and Happy New Year

I would like to take this opportunity to wish everybody a very Merry Christmas and a safe and happy New Year.

This festive season is a time to reflect on the year that has passed and look forward to the opportunities ahead. Thank you for your continued support and commitment to our community.

Enjoy the festivities, and here's to a fantastic year in 2026!

14.5 Meetings

- **Mayoral calendar**

October 2025

- 13 October: Hokonui Radio interview
- 14 October: Audit New Zealand with CE Hamish Riach
- 14 October: RDR AGM with CE Hamish Riach
- 15 October: The Breeze radio interview
- 15 October: Meeting with new and returning Councillors
- 16 October: Council induction workshop
- 16 October: Jen Crawford – RDR
- 17 October: Transwaste Canterbury independent director interviews
- 19/21 October: Mayor's School
- 20 October: Southern Health School – Ashburton Community Classroom opening – Cr Carolyn Cameron deputised
- 22 October: Ashburton College Art Exhibition – Cr Carolyn Cameron deputised
- 22 October: Governance 101 workshop
- 23 October: ECan severe weather update
- 23 October: Ashburton College Year 13 graduation ceremony
- 27 October: Ashburton Trotting Club race meeting – Cr Carolyn Cameron deputised
- 28 October: Ashburton College Year 11 & 12 prizegiving - Cr Carolyn Cameron deputised
- 29 October: CWMS next steps debrief
- 29 October: Inaugural Council meeting
- 30 October: ACL AGM
- 30 October: Council Induction workshop (part 2)
- 30 October: Mayor's Emergency Responsibility management
- 31 October: A&P Show
- 31 October: NZ Sheep Dog Trial Association (Trans Tasman Test Series) – Deputy Mayor Richard Wilson deputised

November 2025

- 3 November: Inaugural Methven Community Board meeting
- 4 November: Chinese Consulate General – Beyond Borders: Weaving Cultures Through Artistic Expression art performance
- 5 November: NZ Police meeting with Council
- 5 November: Council meeting
- 6 November: Office of Auditor General meeting with CE Hamish Riach
- 6 November: Industry Training Awards graduation ceremony
- 6 November: JP Association AGM
- 7 November: Mary Ross – Advance Ashburton
- 7 November: Tayla Argyle – TUIA representative
- 7 November: Methven Primary School book week
- 7 November: Rural Women – Centennial Garden party
- 10 November: EA Networks mini golf planting
- 11 November: Armistice Day celebrations
- 11 November: Mt Somers Reserve Board triennial meetings
- 12/13 November: LGNZ Rural and Provincial with CE Hamish Riach

- 13 November: The Breeze radio interview
- 14 November: Mayor's Taskforce for Jobs meeting
- 17 November: Methven Care Trust and Methven Community Board representatives
- 17 November: Leeann Watson and Tait Dench – CECC with CE Hamish Riach
- 17 November: Mayor's Taskforce for Jobs update (Via Teams)
- 17 November: Lion Foundation/Braided Rivers Trust (via Zoom)
- 18 November: Hokonui Radio interview
- 18 November: Ex Pandora 2025: Declaration and media stand up training
- 18 November: Lion Foundation/Braided Rivers Trust
- 18 November: Grassroots Dairy Management graduate programme
- 19 November: Year 8 'My Path, My Choice, exploring our futures'
- 19 November: TVNZ interview
- 19 November: Extraordinary Council meeting
- 19 November: Three Waters Committee
- 19 November: Audit, Risk & Finance Committee
- 20 November: Blair McKenzie, Angela Talbot and Jane Walker – MSD with CE Hamish Riach
- 20 November: Elderly Persons Housing review workshop
- 20 November: CWMS Local Leadership group workshop
- 20 November: Elected Members allowances workshop
- 20 November: Opuke Innovation Hub launch
- 21 November: Waireka Croquet Club – 3rd Invitation Croquet NZ tournament
- 21 November: Kevin Donaldson
- 21 November: Rural Drivers Licensing Trust luncheon
- 21 November: HHWET
- 21 November: Official opening of EA Networks mini golf course
- 22 November: 125 years of CFM Fairton Freezing Works celebration
- 24 November: Advance Ashburton
- 25 November: Rakaia Four Square opening
- 25 November: Keran Tsering, Salvation Army
- 25 November: Gambling Venues Policy hearings and deliberations
- 25 November: Salvation Army driver programme graduation celebration
- 26 November: Hokonui radio interview
- 26 November: Forestry workshop
- 27 November: Lake Hood update with CE Hamish Riach
- 27 November: Janine Bowden and Vicki Walker, NZ Police
- 27 November: Civil Defence Emergency Management
- 28 November: Otuwharekai – Hakatere heritage joins Tohu Whenua – Deputy Mayor Richard Wilson deputised
- 28 November: Canterbury Mayoral Forum
- 29 November: Methven Playcentre 60 year anniversary celebrations
- 29 November: Light up the Night
- 30 November: Methven Clay Target centenary

December 2025

- 1 December: Light up the EA Networks Christmas tree
- 1 December: Mid Canterbury Riding for Disabled Christmas luncheon
- 1 December: MP James Meager - Central South Island Mayoral group meeting with CE Hamish Riach (via MS Teams)

- 1 December: Ladies InterProvincial National golf tournament opening ceremony
- 2 December: Hokonui Radio interview
- 2 December: Alan Martin
- 2 December: Tony Sands
- 2 December: Fiona Pimm, Arowhenua Chair with CE Hamish Riach
- 2 December: CWMS LLG group meeting
- 3 December: Annual Plan & Budget workshop
- 3 December: Council meeting
- 3 December: Advance Ashburton Donor Christmas function
- 4 December: Local Water Done Well webinar
- 4 December: Rebecca Williams, Nick Daniels and Andrew Mockford – ALIL/BCI/MHV with CE Hamish Riach
- 4 December: Stockwater Transition working group
- 5 December: International Volunteers Day celebrations
- 5 December: No 24 (Ashburton) Squadron Air Training Corps Final Parade – Crs Carolyn Cameron and Julie Moffett deputised
- 8 December: MP James Meager with Deputy Mayor Richard Wilson
- 8 December: Methven Central Care Home official opening
- 8 December: Alford Forest Reserve Board triennial meeting
- 9 December: Road Safety Committee meeting
- 9 December: Mayor's Taskforce for Jobs update (via Teams)
- 10 December: Mayor Tania Tapsell (Rotorua DC) with CE Hamish Riach (via Teams)
- 10 December: Bylaws work programme workshop
- 10 December: Activity briefings
- 10 December: Mid Canterbury Boxing Academy prize giving – Crs Phill Hooper and Julie Moffett deputised
- 11 December: Methven security cameras
- 11 December: Business of the Year Awards judging with CE Hamish Riach
- 12 December: Elderly Persons Housing Christmas function
- 12 December: HHWET
- 15 December: Simon Coleman – Ashburton College with CE Hamish Riach
- 15 December: Advance Ashburton
- 16 December: Hokonui Radio Interview
- 16 December: Rangitata Diversion Race with CE Hamish Riach
- 16 December: RMA Replacement Legislation workshop
- 16 December: Annual Plan workshop
- 17 December: Citizenship Ceremony
- 17 December: Council meeting

Recommendation

That Council receives the Mayor's report.

Liz McMillan
Mayor