

Ashburton District Council

AGENDA

Notice of Meeting:

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

Date: Wednesday 15 December 2021

Time: 10.00am *Public excluded*
1.00pm *Public meeting*

Venue: Council Chamber

Membership

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

Meeting Timetable	
Time	Item
10am	Public excluded items
1pm	Council resumes in open meeting
1pm	Public Forum – Rakaia Reserve Board / Rakaia Rugby Club - <i>Bruce Perry & Mark Hanrahan</i>
2.50pm	Welcome to new and long-serving staff
3.30pm	RDR Management Ltd – <i>Tony McCormick and Richard Wilson</i>

1 Apologies

2 Extraordinary Business

3 Declarations of Interest

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

Minutes

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12	Civic Art Collection Policy 2021	68
13	Ashburton District Demography and Positive Ageing	75
14	Communications Policy	107
15	Mayor's Report	130
16	Councillor Reports (<i>nil</i>)	

Business Transacted with the Public Excluded

17	Council – 1/12/21		PE 1
	<ul style="list-style-type: none"> Lake Clearwater Huts Settlement 	Section 7(2)(h) Commercial activities	
	[Now in open meeting]		
	<ul style="list-style-type: none"> Ashburton Domain entrance & access road 		
18	Freeholding Glasgow Lease	Section 7(2)(h) Commercial activities	PE 3
19	Freeholding Glasgow Lease	Section 7(2)(h) Commercial activities	PE 32
20	C-19 Economic Recovery Advisory Group	Section 7(2)(h) Commercial activities	PE 50

Cont'd

21	Caring for Communities Welfare Recovery Group Section 7(2)(a) Protection of privacy of natural persons	PE 54
22	Canterbury Water Management Strategy Zone Committee refresh process Section 7(2)(a) Protection of privacy of natural persons	PE 56
23	Contract CON00108 –Ashburton District 3Waters treatment & network operations & maintenance contract extension Section 7(2)(h) Commercial activities	PE 59
24	Library & Civic Centre - Te Pātaka o Kā Tuhituhi - Te Waharoa a Hine Paaka Section 7(2)(h) Commercial activities	PE 64

4. Council Minutes – 1 December 2021

Minutes of the Council meeting held on Wednesday 1 December 2021, commencing at 1pm in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

In attendance

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

Staff present for the duration of their reports: Toni Durham (Strategy & Policy Manager), Richard Mabon (Senior Policy Advisor), Andrew Guthrie (Assets Manager), Tania Paddock (Legal Counsel), Colin Windleborn (Commercial Manager), Zane Adam (Property Officer) and Ian Hyde (Planning Manager).

MCB members Dan McLaughlin and Sonia McAlpine.

Presentations

Methven Community Board – 1.45pm-2pm

1 Apologies

Nil.

2 Extraordinary Business

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

- Hinds and Rakaia swimming pools – demolition of changing rooms

McMillan/Wilson

Carried

3 Declarations of Interest

Nil.

4 Confirmation of Minutes – 17/11/21

That the minutes of the Council meeting held on 17 November 2021, be taken as read and confirmed.

Braam/Letham

Carried

5 Youth Council – 10/11/21

That Council receives the minutes of the Youth Council meeting held on 10 November 2021, be received.

Lovett/Rawlinson

Carried

Extraordinary Business –

Demolition of the Hinds and Rakaia pool changing rooms

1. **That** Council provides funding of \$27,800 for the demolition costs of the Hinds and Rakaia pools changing rooms and to provide fencing and portaloos.
2. **That** this be funded from Property Reserve Account.

Wilson/Rawlinson

Carried

6 Surface Water Strategy – Progress Report

Council agreed that it would be useful to workshop and review parts of the Strategy in more depth before developing solutions.

The Assets Manager explained that the work is resource intense and a lot of the actions within the strategy have tensions between them. After the workshop in the new year officers will look at what resources are required to achieve outcomes.

It was further noted that the issue of flooding on McKee Street, reported by the Methven Community Board, isn't identified in the Strategy but will instead be investigated by Roading and reported back to the Board in the new year.

1. **That** Council receives the Surface Water Strategy – Progress Report to 30 June 2021.
2. **That** Council workshops the Surface Water Strategy in the new year.
3. **That** the progress report is provided to key stakeholders.

McKay/Cameron

Carried

7 Three Waters Reform – next steps

Council generally supported the inclusion of an additional clause (3) after informal workshop discussion this morning. The workshop looked at alternative three waters models that have been identified by various councils.

That Council approves joining the multi Council campaign to convince the Government to alter its intention to proceed with legislation that will compel councils to transfer their 3 Waters assets into the ownership and/or operational control of another legal entity without the agreement of an affected council to that transfer.

Falloon/McMillan

Carried

That Council notes that the cost to Ashburton District Council to participate in the campaign fund is \$15,000; this fund to be held in trust and administered by Timaru District Council.

Falloon/McMillan

Carried

That Council notes its opposition to the current proposal for reform of the three waters assets, but if reform is to proceed, Council's preference is the Waka Kotahi type model whereby Council continues to manage the assets with funding support from the Crown with investment decided on the merits of various business cases.

Falloon/McMillan

Carried

Crs Cameron, Rawlinson & Wilson recorded their votes against this motion.

8 Community Events Grant – Christmas Market

1. **That** Council allocates \$1,643.75 in event funding for the Christmas Market as per the following category:

1.1. Community Development – Events - \$1,643.75.

2. **That** the funding be made subject to the event being operated under the relevant COVID 19 regulations.

Cameron/Braam

Carried

Methven Community Board – 1.45pm

Board Chairman Dan McLaughlin and Deputy Chair Sonia McAlpine were welcomed to the meeting. Council received updates on –

- *MCB discretionary grants* – around 46k distributed over the past 12 months, including funding to Methven Lions for the walkway project. The Lions Club have undertaken significant work to the value of approximately 200k. The Methven skatepark is another successful project and recipient of Board funding.
- *Methven development* – sections in the new subdivisions have sold quickly, with only 8 remaining. The Board is concerned that population data in the LTP doesn't reflect the actual population increase occurring.
- *MethvenNZ website* – the Board received funding to update the website which includes an events calendar. The impact of Covid on Methven businesses has been significant.

The Mayor thanked the presenters and acknowledged the good work being carried out by the Community Board. He commented on the recent opening of the Opuke hot pools being a highlight for Methven, and the work Council will undertake to upgrade Methven's water filtration and storage.

10 Mayor's Report

- **Civil Defence Emergency Management Committee**

The Mayor reported that the Committee was presented with an update on the government's consideration of three papers seeking resolution of strategic issues and matters identified and highlighted by the Canterbury flood events in May-June.

One relates to the SH1 corridor and supports bringing forward the second bridge across Ashburton River with this to be immediately included in the National Land Transport Programme. The papers will be forwarded to the National Emergency Management Agency (NEMA) to be progressed.

That the Mayor's report be received.

Mayor/McMillan

Carried

Business transacted with the public excluded – 2.13pm.

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 17/11/21 <ul style="list-style-type: none">• Refugee Resettlement Group• Library & Civic Centre PCG 9/11/21• ACL Operations report	Section 7(2)(a) Section 7(2)(h) Section 7(2)(h)	Protection of privacy of natural persons Commercial activities Commercial activities

13	Ashburton Domain	Section 7(2)(h)	Commercial activities
14	Lake Clearwater Huts Settlement	Section 7(2)(h)	Commercial activities

McMillan/Braam

Carried

Business transacted with the public excluded now in open meeting

- **Ashburton Domain – new entrance and access road**

That Council delays the Ashburton Domain road and Walnut Avenue promenade projects and considers them as part of the 2022/23 Annual Plan process.

Braam/Wilson

Carried

The meeting concluded at 2.50pm.

Confirmed 15 December 2021

MAYOR

5. *Methven Community Board –29/11/21*

Minutes of the Methven Community Board meeting held on Monday 29 November 2021, commencing at 10.30am, in the Mt Hutt Memorial Hall Theatre, 160 Main Street, Methven.

Present

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

In attendance

Hamish Riach (Chief Executive), Ian Soper (Open Spaces Manager), Bert Hofmans (Open Spaces Planner) and Clare Harden (Community Administration Officer).

1 Apologies

Mayor Neil Brown	Sustained
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2 Extraordinary Business

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

- | | |
|--|---------|
| • Public forum: Sue Abel from Neighborhood Support | |
| McLaughlin/McMillan | Carried |
| • Methven Collie Club & Mt Hutt Memorial Hall grant applications | |
| Holmes/Owen | Carried |

3 Declarations of Interest

Members declared an interest and gave notice they will withdraw from debate and decision on the following items:

- Kelvin Holmes - Methven Lions Club & Mt Hutt Memorial Hall Board funding applications
- Liz McMillan – Mt Hutt Memorial Hall Board funding application
- Ron Smith – Methven Lions Club funding application

4 Confirmation of Minutes

That the minutes of the Methven Community Board meeting held on 18 October 2021, be taken as read and confirmed.

McAlpine/Holmes	Carried
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Public Forum

Sue Abel from Neighbourhood Support gave an overview of the Neighbourhood Support “Gets Ready” programme which is designed for emergency events such as Civil Defence.

It was noted that it has been a year since Neighbourhood Support have been in Methven. Sue advised that they are always looking for co-ordinators. The “Gets Ready” programme has more of an urban than rural focus, and while its different to emergency response they work with Civil Defence to support the community response teams.

The Board agreed it would be useful to have a community meeting to try and get more support.

5 Methven Cemetery Development Plan

- Topping of trees will be done. Ron is mindful of the costs incurred by chipping timber and asked if it would be cheaper to burn. Ian advised that the Open Spaces team are looking at all options and will also have to align to the Health & Safety Act and the town fire regulations. Grinding is the preferred option as it will allow chip to be used.
- Ian advised that a report has gone to Council and approval has been given for up to \$70,000 for remediation work at the cemetery. He noted that the cemetery will remain operational during this work.
 1. **That** the report be received.
 2. **That** the Methven Community Board adopts the draft Methven Cemetery Plan for implementation over time as funding allows.

Holmes/McMillan

Carried

6 Activity Reports

That the reports be received.

McAlpine/Holmes

Carried

• Open Spaces

That the Board requests Camrose to mow the roadside grass on the adjacent Holmes Rd and main road.

Holmes/McAlpine

Carried

• Roading

The Board asked what Council's process is for following up completed work. It was agreed that the Board will notify Council of any issues via Snap Send Solve, or through the Community Administration Officer so these can be followed up.

• Drinking Water

The Board was updated on the Methven reservoir project and water treatment plant upgrade. It was further noted that the manifold for the water meter trial has arrived and the meters are due to be received in February.

• Discretionary grant requests

Kelvin Holmes and Ron Smith withdrew from debate on the Methven Lions application.

That the Methven Community Board approves funding of \$1,400, from the Board's discretionary fund for the Methven Lions Convention audio-visual system.

McMillan/McAlpine

Carried

That the Methven Community Board approves funding of \$4,206, from the Board's discretionary fund for the Methven tennis and netball court line re-painting.

Holmes/Smith

Carried

Kelvin Holmes and Liz McMillan withdrew from debate on the Mt Hutt Memorial Hall application.

That the Methven Community Board approves funding of \$2,000, from the Board's discretionary fund for the Methven Scarecrow Trail 2022.

Owen / Holmes

Carried

Extraordinary business

– Methven Lions funding request

Kelvin Holmes and Ron Smith withdrew from debate on the Methven Lions application.

That the Methven Community Board approves funding of \$2,910, from the Board's discretionary fund for The Mt Hutt Memorial Hall System upgrade

Letham /McAlpine

Carried

– Methven Collie Club funding request

The recommendation to approve funding for Methven Collie Club event and book publishing for the Club's 125 years of dog trialling at Methven was not supported, due to this organisation not being based within the Community Board boundary.

The meeting concluded at 12pm.

Next meeting: Monday 31 January 2022

Dated 31 January 2021

Chairman

6. Adoption of the Annual Report

Author	<i>Emily Watson; Corporate Planner</i>
Activity Manager	<i>Toni Durham; Strategy & Policy Manager</i>
GM Responsible	<i>Paul Brake; GM Business Support</i>

Summary

- The purpose of this report is to recommend the adoption of the Annual Report for 2020/21.
- Audit New Zealand have audited this report on our behalf and at the time of writing this report, it is anticipated that an unqualified Audit opinion will be issued.

Recommendation

That Council adopts the audited 2020/21 Annual Report for Ashburton District Council.

Attachment

Appendix 1 Annual Report

Background

Explanation of the current situation

1. Every year Council prepares an Annual Report.
2. The 2020/21 Annual Report shows how Council performed (including both financial and non-financial information) against the targets outlined in Year 3 of the 2018-28 Long-Term Plan.
3. Council's Annual Report has been audited by Audit New Zealand. At the time of writing this report, it is anticipated that an unqualified Audit opinion will be issued.
4. An unqualified Audit opinion means that Audit New Zealand are satisfied that the 2020/21 Annual Report and summary documents fairly represent the Council and Group's financial position as at 30 June 2021, and the results of its operations and cash-flow.

Options analysis

Option 1 – Adopt the Annual Report (recommended option)

5. The Council is required to adopt an Annual Report by 30 December 2021. Officers recommend that the Annual Report is adopted by the Council, otherwise Council will breach this statutory deadline.

Option 2 – Do not adopt the Annual Report

6. The Council could decide not to adopt the Annual Report, however this would put Council in breach of its requirements under the Local Government Act 2002.

Legal/policy implications

Legislation

7. Section 98 of the Local Government Act, 2002 requires Council to prepare and adopt an Annual Report within four months of the end of each financial year. Council's end of year is 30 June, therefore, the Council's Annual Report is required to be adopted by the end of October.
8. However, the statutory deadline was extended to 30 December this year in response to the Covid-19 pandemic.

Strategic alignment

9. The Annual Report provides transparency with the community as to our achievement towards all four community outcomes.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	The Annual Report provides transparency with how each activity of Council contributes towards each of the wellbeings.
Environmental	✓	
Cultural	✓	
Social	✓	

Financial implications

Requirement	Explanation
What is the cost?	The cost of auditing the Annual Report is \$125,000.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Within existing budgets.
Are there any future budget implications?	No
Reviewed by Finance	<i>Erin Register; Finance Manager</i>

Significance and engagement assessment

Requirement	Explanation
Is the matter considered <i>significant</i> ?	No
Level of significance	Medium – not significant
Rationale for selecting level of significance	N/A
Level of <i>engagement</i> selected	Officers will inform the community of the adoption of the Annual Report by Council.
Rationale for selecting level of engagement	This level of engagement is appropriate given the significance assessment.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

7. *Implementation of My Vaccine Passes for Council facilities*

Author	<i>Toni Durham; Strategy & Policy Manager</i>
Activity Manager	<i>Sarah Mosley; People & Capability Manager</i>
GM responsible	<i>Hamish Riach; Chief Executive</i>

Summary

- The purpose of this report is for Council to decide on the implementation of the Government's COVID-19 Protection Framework, which took effect from 3 December 2021.
- Where My Vaccine Passes operate, everybody who visits or works within the facility must be vaccinated and show evidence of their pass. This includes all staff, customers, contractors, volunteers and visitors.
- Under the framework, Council has two facilities where My Vaccine Pass is required to continue to operate. These facilities are the EANC Gym and EAT Caf  located at EANC. Given this, the decision was made that the entire EANC will require the use of the My Vaccine Pass to operate.
- The introduction of the framework is voluntary to all other Council facilities and activities. In some instances the framework places restrictions on how the activity is managed at the different levels (green, orange, red), however, there are other activities where no operational restrictions are required at any level.
- The primary responsibility for the safety of Council employees is that of the Chief Executive, however the Health & Safety at Work Act 2015 also places a positive duty on elected members – as officers of a PCBU – to exercise due diligence to ensure that the organisation complies with its health and safety duties and obligations.
- Introducing My Vaccine Passes to Council activities/facilities may reduce the levels of service and access to members of our community/general public who have elected to remain unvaccinated against COVID-19, although we will make every effort to continue to offer services as possible eg click and collect service from the Library.
- Note that as at 8 December, 95% of the eligible population in the Ashburton District had received their first dose, and 91% had received their second dose.
- We are in the process of seeking feedback from staff on a draft COVID-19 Management Policy and Council's COVID-19 risk assessment and a proposal to mandate vaccinations for some staff, plus from various Boards and Committees who oversee a Council facility/area. We will update Council with the final feedback results prior to the Council meeting.

- The recommendations in this report are based on Council taking a pragmatic health first position. Accordingly the recommendations will apply when we are at Orange and Red levels of the COVID Protection Framework, with this covering the potential situation of a rapid change from orange to red in the future. Should we go to Green, it is recommended that the Chief Executive has the ability to review and possibly remove the need for My Vaccine Passes at all or some facilities.

Recommendation(s)

- 1. That** Council receives the report
- 2. That** Council introduces My Vaccine Passes at the following Council facilities:
 - a) Ashburton Administration Building
 - b) Ashburton Public Library
 - c) Ashburton Art Gallery & Heritage Centre
 - d) Ashburton District Council Chambers
 - e) Mt Hutt Memorial Hall
- 3. That** Council does not introduce My Vaccine Passes at the following Council facilities:
 - a) Ashburton Domain Office and Yard
 - b) Staffed camping grounds at Rangitata, Hakatere and Mt Somers
 - c) Resource recovery parks and transfer stations
 - d) Community and Memorial Halls (excluding Mt Hutt)
 - e) Outdoor community swimming pools on Council land - Tinwald, Ruapuna, Rakaia, Hinds, Mt Somers, Mayfield
 - f) Open space areas of Council parks & reserves, cemeteries, playgrounds, public conveniences, camping grounds (without staff), Ashburton Airport
 - g) Elderly Persons Housing
- 4. That** Council commences a contractual change with the contractor operating the Ashburton Holiday Park to introduce My Vaccine Pass to the Ashburton Holiday Park.
- 5. That** Council acknowledges that the introduction of My Vaccine Pass to members only club rooms and/or facilities on Council land as per a lease or licence to occupy is at the clubs discretion.
- 6. That** the above recommendations apply while our district is at either the Orange or Red level of the COVID Protection Framework, with delegation given to the Chief Executive to review, and possibly remove, the need for My Vaccine Passes at all or some facilities should the District move to the Green level.
- 7. That** the Chief Executive will enact any decision to introduce My Vaccine Pass at a facility as soon as practicable taking into account all operational and legal matters.

Appendix One – Summary of staff feedback regarding the proposal

Appendix Two – Summary of Reserve Board/Hall Committee feedback

Background

The current situation

1. Since early 2020 all countries in the world have been facing a global pandemic as a result of the SARS-CoV-2 coronavirus known as COVID-19. With the coming of this pandemic the world changed and changed fast.
2. New Zealand followed an elimination strategy to keep the country free from COVID while the population was vulnerable and unvaccinated.
3. The virus continues to mutate with different variants posing different management challenges. The inability to eliminate the Delta variant outbreak within the Auckland boundary while Alert Level 4 lock-down restriction applied, required the Government to transition from an elimination to suppression strategy. During this time, the focus was to get high vaccination rates across the country, to reduce the impact of the inevitable transmission of COVID-19 within the community.
4. The COVID-19 Protection Framework was announced as the government's response to the Delta variant outbreak. The framework is designed to continue to protect New Zealanders, while also providing more certainty, and potentially less restrictions than the previous Alert Level system.
5. The core principles of the Framework are minimisation and protection¹.

Minimisation means the Government is aiming to keep the spread of COVID-19 and hospitalisations at as low a level as possible. Outbreaks will be contained and controlled, and if practical, stamped out. There will likely be some level of cases in the community on an ongoing basis.

Protection means that the Government will protect people from the virus, with vaccination, infection prevention and control, and general public health measures (for example contact tracing, case management and testing). Response will also focus on minimising significant health impacts through treatment and support. The Government will also protect people's health by ensuring we are not letting cases go to the point where the impacts have flow-on effects to impact other health services.

6. The framework is intended to give as much certainty and stability as possible for people and businesses, reducing the need for widespread lockdowns - instead utilising localised lockdowns if required.
7. The framework maintains the ability to move up levels when needed to control an outbreak, but is more flexible than the alert level system.

¹ Source: [COVID-19 Protection Framework | Unite against COVID-19 \(covid19.govt.nz\)](https://covid19.govt.nz/unite-against-covid-19/) (04.12.2021)

8. On 29 November, Cabinet announced the COVID-19 Protection Framework settings for New Zealand, also known as the traffic lights, with the entire South Island entering the orange setting from the 3 December.
9. The key aspect of the framework is that for vaccinated people, vaccine certificates (known as My Vaccine Pass) will provide greater freedoms at each level with extra public health precautions built in at higher levels to minimise the impact of COVID-19 and suppress the spread of the virus.

Current vaccination rates

10. Latest vaccination rates for Canterbury released by the Canterbury District Health Board, shows that the double vaccination rate has lifted considerably. With the national double-vaccinated rate sitting at 89%, the current district result shows a marked increase from previously reported rates.
11. Canterbury vaccination statistics as at 8 December 2021²:

	First dose	Second Dose
Overall Canterbury	97%	92%
Māori	90%	79%
Pasifika	95%	86%
District	First dose	Second Dose
Ashburton	95%	91%
Chatham Islands	100%	100%
Christchurch City	95%	93%
Hurunui	93%	88%
Kaikoura	89%	84%
MacKenzie	92%	86%
Selwyn	100%	95%
Timaru	93%	88%
Waimakariki	95%	89%
Waimate	91%	85%
Waitaki	92%	86%

12. Like other parts of New Zealand, our vaccination rates for our Maori and Pacific communities are lower than the rest of the community, but are showing steady progress. Latest information reports a double-vaccination rate for eligible residents of 73% for Maori and 78% for Pacific People.

² Source: [COVID-19: Vaccine data | Ministry of Health NZ](#)

13. Within the district, there area where double-vaccination rates are lower than 85%, is the Ashburton Lakes area³.

	Eligible population - double-vaccinated		Eligible population - double-vaccinated
Allenton North	90%	Ealing-Lowcliffe	92%
Ashburton Central	92%	Eiffleton	90%
Ashburton East	87%	Hampstead	85%
Ashburton Forks	87%	Methven	90%
Ashburton Lakes	78%	Netherby	86%
Ashburton North	92%	Rakaia	87%
Ashburton West	90%	Tinwald North	90%
Cairnbrae	94%	Tinwald South	89%
Chertsey	92%	Winch. - Wakanui	90%

What does this mean for Ashburton District Council?

14. For Council, this has meant that EA Networks Centre was required to introduce My Vaccine Pass to operate from 3 December, as per Government regulations. This was because the gym cannot open and the café operation would have been severely restricted unless My Vaccine Pass was used. It was impractical to introduce My Vaccine Pass for only the gym and café, and therefore the decision was made to require the whole building to use My Vaccine Pass.
15. The layout of the facility with a communal foyer and shared public conveniences meant that separating stadium and pool users from gym and café users was nearly impossible to achieve. Only vaccinated people are allowed in the facility – including staff, customers, contractors, volunteers and visitors.
16. Council now needs to decide whether to introduce My Vaccine Pass for all or some other Council facilities. Other than EANC, Council facilities are currently open to all and operating under the Orange setting with displaying QR tracing codes, capacity limits based on 1 metre distancing and mandatory face coverings.
17. Below is the full list of Council facilities that the report relates to:
- Ashburton Art Gallery and Heritage Centre, West Street
 - Ashburton Public Library, Havelock Street
 - Ashburton District Council Administration Building, Havelock Street
 - Ashburton District Council Chamber, Havelock Street
 - Ashburton Domain Office and Yard
 - Mt Hutt Memorial Hall
 - Staffed Camping Grounds: Rangitata, Hakatere, Mt Somers and Ashburton Holiday Park

³ Source: [Map of COVID-19 vaccination rates in New Zealand | Unite against COVID-19 \(covid19.govt.nz\)](https://covid19.govt.nz/map-of-covid-19-vaccination-rates-in-new-zealand/)

- Resource Recovery Parks & Transfer Stations
- Community & Memorial Halls (excluding Mt Hutt)
- Outdoor Community Swimming Pools on Council land: Tinwald, Ruapuna, Rakaia, Hinds, Mt Somers, Mayfield
- Open space areas such as Parks & Reserves, cemeteries, playgrounds, public conveniences, camping grounds (without staff), Ashburton Airport

Noting that EA Network Centre already requires My Vaccine Pass for entry.

Interested and affected parties

18. Council operates a number of prominent public facilities in the district. Therefore, having a clear and concise approach to how these will function under the traffic light system is desirable for the community.
19. The announcement of the use of My Vaccine Pass for EA Networks was met with mixed reactions on social media when it was announced. Those not in support of the decision were concerned about the loss of access for the unvaccinated members of the community and the uncertainty around what this meant for other Council facilities.
20. Any decision to require the use of My Vaccine Pass for Council facilities will mean that all staff who work at that location will be required to be vaccinated also.
21. It is important to note that should Council decide not to introduce My Vaccine Pass to any facility/workplace, the Chief Executive may still require staff to be vaccinated based on the risks associated with their position. This process is running in parallel to this Council report and has included consultation with staff on a Draft COVID-19 Management Policy, COVID-19 Risk Assessment and Proposal that suggests “*all staff, except those that work predominately outdoors, who work onsite at a Council facility/workplace, should be vaccinated in order to lower the risk of COVID-19*”. The final decision regarding the proposal is subject to staff feedback and the outcome of this report.
22. Reserve and Hall Boards and Community Pool Committees operate Council facilities on Council land, providing valuable local community services. The Protection Framework does apply to these facilities, therefore the respective Boards and Committees were asked:
 - *Would you like the Council facility (Hall, Swimming Pool, Camp Ground etc) you oversee to have My Vaccine Pass introduced or not?*
23. While the final decision will rest with Council, the feedback provided by these groups will be important given their role in operating facilities within their respective communities.

24. Council also has a number of lease and license to occupy agreements with member-only clubs and organisations throughout the district. Their visitation is controlled by membership with the COVID-19 Protection Framework providing guidance for gatherings and events. These groups have not been consulted, as the decision to introduce the MVP lies with the respective club/organisation.

What are others doing?

25. Local authorities throughout New Zealand are approaching the implementation of the Covid Protection Framework in different ways.
26. Some have chosen to require My Vaccine Pass when accessing all council facilities. Reasons for this approach include ensuring the health and safety of staff and the wider community, an area's vaccination rate, high deprivation concerns, vulnerable communities and capacity of health services to cope with a widespread outbreak including hospital services.
27. Other Councils have identified some specific facilities and locations where My Vaccine Pass is mandatory, with the remainder of their facilities operating without the mandate. Reasons for this approach include introducing greater safety controls in high use facilities to reduce the spread within a community, to meet customer expectations (with this view held especially by high risk customers, but also vaccinated community members), to take a community leadership position, and to continue to provide access to all essential and lower risk Council services to be available to all in the community.
28. Yet other Councils have decided not to introduce My Vaccine Pass to any Council facility or activity to enable all members of the community, vaccinated or not, to continue to have full access to all services.

29. The table below shows the diversity of approaches within Canterbury alone, noting that information is current at the time of writing the report and may have shifted by when Council considers the report:

Council	My Vaccine Pass Approach (at 6.12.21)	
Kaikoura DC ⁴	✗	No decision has been made to operate a vaccine pass at this time.
Hurunui DC ⁵	/	MVP at Hanmer Springs Thermal Pools only
Waimakariri DC ⁶	/	Partial implementation in Community Centres. Council will review the current position on 13 December
Christchurch CC ⁷	✓	All Council buildings & facilities except transfer stations
ECan ⁸	✗	No decision has been made to operate a vaccine pass at this time
Selwyn DC ⁹	/	Partial implementation of MVP to Pools & Recreation Centres, Council reviewing position 8 December
Timaru DC ¹⁰	✓	All Council facilities except airport, public conveniences, and transfer stations
Mackenzie DC ¹¹	✓	All Council facilities except public conveniences, parks, cemeteries, playgrounds and transfer stations
Waimate DC ¹²	✓	All Council facilities except campgrounds, resource recovery parks, public toilets, parks and reserves

30. While local authorities are not a part of the New Zealand Public Services Commission (NZPSC), the Covid Protection Framework Guidance¹³ released by the Public Services Commissioner is a useful guide for how Council may approach the implementation of the Framework. The guidance states that as a general principle, agencies should require the use of My Vaccine Pass as a condition of entry for visitors, (other than recipients of a service) including for contractors to the workplace.
31. NZPSC states that “consistency and alignment will support continuity of public services for New Zealanders, both public facing and those that maintain the trust and confidence New Zealanders have in government and the Public Service. Above all else, the guidance protects the communities that public servants interact with, and the health and safety of public servants themselves, while ensuring New Zealanders can access the services they need, in line with the COVID-19 Protection Framework”.

⁴ Source [COVID – 19: Council Facilities Under Orange Alert Level | Kaikōura District Council \(kaikoura.govt.nz\)](https://www.kaikoura.govt.nz/covid-19/council-facilities-under-orange-alert-level/)

⁵ Source: [Life at Traffic Light Orange - Hurunui District Council](https://www.hurunui.govt.nz/covid-19/life-at-traffic-light-orange/)

⁶ Source: [Waimakariri District Council Traffic Light Ready | Waimakariri District Council](https://www.waimakariri.govt.nz/covid-19/waimakariri-district-council-traffic-light-ready/)

⁷ Source: [COVID-19 Protection Framework : Christchurch City Council \(ccc.govt.nz\)](https://www.ccc.govt.nz/covid-19/covid-19-protection-framework/)

⁸ Source: [COVID-19 key updates from Environment Canterbury | Environment Canterbury \(ecan.govt.nz\)](https://www.ecan.govt.nz/covid-19/covid-19-key-updates-from-environment-canterbury/)

⁹ Source: [Selwyn District Council - COVID-19](https://www.selwyn.govt.nz/covid-19/selwyn-district-council-covid-19/)

¹⁰ Source: [Vaccine Pass will be key to most Council facilities from Friday - Timaru District Council](https://www.timaru.govt.nz/covid-19/vaccine-pass-will-be-key-to-most-council-facilities-from-friday/)

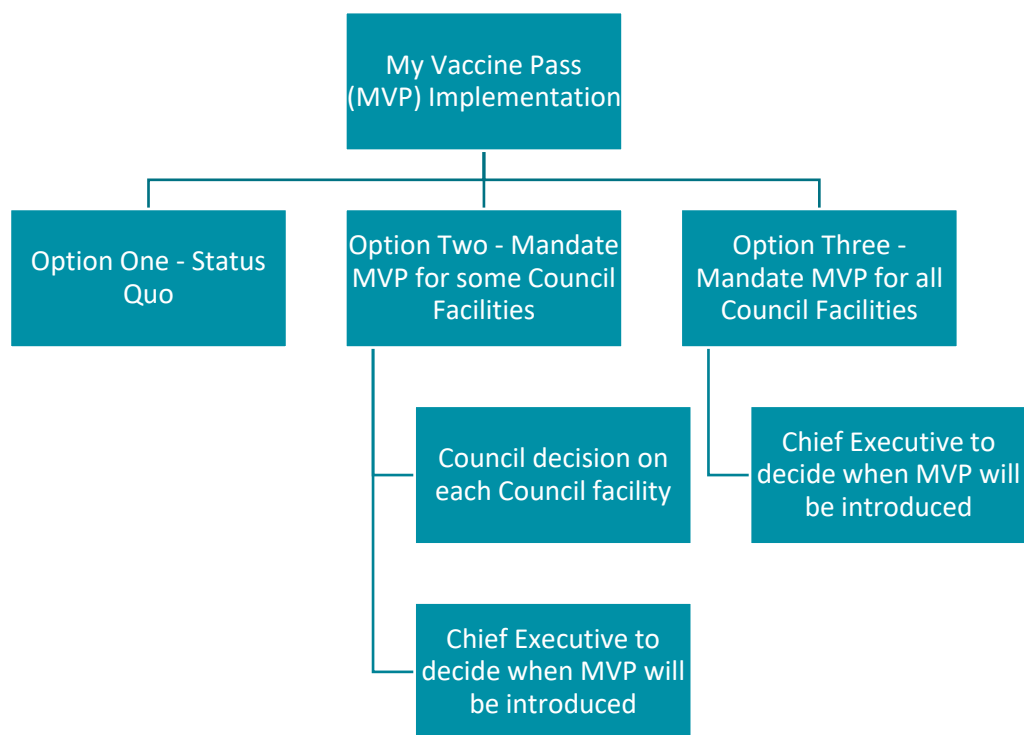
¹¹ Source: [COVID-19 Information | Mackenzie District Council](https://www.mackenzie.govt.nz/covid-19/covid-19-information/)

¹² Source: [COVID-19 - Waimate District Council \(waimatedc.govt.nz\)](https://www.waimatedc.govt.nz/covid-19/covid-19-waimate-district-council/)

¹³ Source: [Public-Service-workforce-guidance-for-the-COVID-19-Protection-Framework.pdf \(publicservice.govt.nz\)](https://www.publicservice.govt.nz/public-service-workforce-guidance-for-the-covid-19-protection-framework.pdf)

Options analysis

32. This report has been prepared on the basis of three options for Council to consider.



Option one – Continue to deliver Council services as currently being provided – specifically with EA Networks Centre the only facility to require My Vaccine Pass (status quo)

33. This is how Council is currently delivering its activities and services. The EA Networks Centre requires My Vaccine Pass for anyone using the facility aged over 12 years and 3 months.
34. Initial feedback after the first few days of operations at EANC indicates that there is widespread acceptance of the approach with few complaints.
35. All other Council facilities and services are operating without requiring My Vaccine Pass. This means unvaccinated members of the community are able to continue to use them.
36. Levels of service remain unchanged, with the exception of the EA Networks Centre.

<p>Advantages:</p> <ul style="list-style-type: none"> • All community members, vaccinated or not are still able to access most Council facilities (exception of EANC) • COVID-19 Protection Framework requirements are met. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Expectation of customers that want Council to introduce My Vaccine Pass are not met. • Unclear approach and reasoning for My Vaccine Pass at Council facilities may exacerbate some in the community
<p>Risks:</p> <ul style="list-style-type: none"> • Operational - Concerned members of the community may not access Council facilities • Reputational & Community Safety - In the event of an outbreak, our facilities may not be considered as being as safe as possible for users and employees and therefore Council may be seen as not taking the public health risk seriously • Our People – Staff working at EANC and those at other facilities that are covered by the Education Health Order are already required to be vaccinated. There may be concern expressed that their colleagues based in other public-facing facilities are not being held to the same standard. 	

Option two –Require the use of My Vaccine Pass at some Council facilities and workplaces (Do Some) (Recommended)

37. This would see Council introduce My Vaccine Pass at some Council facilities and/or workplaces.
38. Only vaccinated people would be allowed into Council facility which requires My Vaccine Pass, including staff, customers, contractors, volunteers and visitors.
39. Where Council decide to introduce My Vaccine Pass on this basis, the Chief Executive will enact this decision as soon as practicable taking into account all operational and legal requirements regarding staff. This may mean that facilities/workplaces introduce My Vaccine Pass in a phased manner.
40. This option does change levels of service from what is in the Long-Term Plan 2021-31, although we will implement safe ways to at least partially access the service (eg, click and collect at the library), and the public health benefits for the majority of the community outweigh the change(s).

<p>Advantages:</p> <ul style="list-style-type: none"> • Provides a higher level of protection than option one • Shows Council to be taking a risk-based approach as opposed to being 'heavy handed' via a blanket requirement. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Unvaccinated residents may feel their rights have been breached due to the reduced level of Council services now available to them. • Less clear approach due to the variable decision of what facilities are included or not.
<p>Risks:</p> <ul style="list-style-type: none"> • Operational - Employees may be challenged by members of the public on Council's position on what may be perceived as an inconsistent approach • Reputational – Community may not understand the rationale for the different approaches across Council facilities 	

41. The following table identifies the officers' recommendations of requiring My Vaccine Pass by facility.

Council Facility	Officer recommendation	Rationale
EA Network Centre	N/A (as My Vaccine Pass already introduced)	Operational decision already made to comply with legal obligation. My Vaccine Pass was introduced as of 3 December 2021.
Ashburton Art Gallery and Heritage Centre	✓	Indoor facility where staff and members of the public interact - high visitation. Anecdotally, many users have expressed the expectation My Vaccine Pass will be introduced to increase their safety. Officers are investigating services for unvaccinated residents including outreach activities, takeaway packs, virtual tour for some exhibitions. 73% of staff feedback supported this position.
Ashburton Public Library	✓	Indoor facility where staff and members of the public interact - high visitation. Anecdotally, many users have expressed the expectation My Vaccine Pass will be introduced to increase their safety. Unvaccinated residents can click and collect books, e-books and audio, reference resources online, online crafting & coding on Facebook and web for children. 57% of staff feedback supported this position.
ADC Administration Building	✓	Indoor facility where staff and members of the public interact - high visitation. Able to provide online and virtual services for unvaccinated residents eg online payment of rates. 59% of staff feedback supported this position.
Ashburton District Council Chamber	✓	Indoor facility where staff and members of the public interact – low to high visitation based on the matters being discussed. Council meetings, hearings & deliberations are live-streamed and virtual presentations are available for unvaccinated residents.
Ashburton Domain Office and Yard	✗	Indoor and outdoor facility where staff and members of the public interact - low visitation. Primary purpose of office visitation is in regards to the essential service of Cemeteries. 58% of staff feedback is contrary to this recommendation.
Mt Hutt Memorial Hall	✓	Indoor facility where staff and members of the public interact – medium visitation. Supported by internal Health & Safety Risk Assessment.

Council Facility	Officer recommendation	Rationale
		Officers considering services available for unvaccinated residents. 67% of staff feedback supported this position. 66% of the board supported this position
Staffed Camping Grounds:		
Rangitata	✘	Predominately outdoor activity with limited indoor facilities. Low to medium visitation. 100% of staff feedback is contrary to this recommendation
Hakatere	✘	Predominately outdoor activity with very limited indoor facilities and low staff interactions. Low visitation. 100% of staff feedback is contrary to this recommendation
Mt Somers	✘	Predominately outdoor activity with limited indoor facilities. Medium visitation. 100% of staff feedback is contrary to this recommendation, with 100% support from the Reserve Board not into introduce My Vaccine Pass
Ashburton Holiday Park	Yes – subject to contractual change.	Predominately outdoor activity with indoor facilities. High visitation. 100% support of this position from the Contractor.
Resource Recovery Parks & Transfer Stations	✘	Predominately outdoor activity offered in a contact-less environment – high visitation and essential service Some indoor facilities with low visitation.
Community and Memorial Halls (excluding Mt Hutt)	✘	Indoor facilities hired for private functions and/or gatherings. COVID-19 Protection Framework specifies how events are required to be managed at each different level. The onus on complying with these restrictions are on the hirer. 100% support from the Boards not into introduce My Vaccine Pass
Members only club rooms and or facilities on Council land as per a lease or licence to occupy	At the Clubs discretion	Indoor and outdoor facilities provided. Low visitation Visitation controlled by membership with the COVID-19 Protection Framework providing guidance for gatherings and events.
Outdoor Community Swimming Pools on Council land: Tinwald, Ruapuna, Rakaia, Hinds, Mt Somers	✘	Outdoor facilities with low to medium visitation. Provide an option for all members of the community to swim over summer. With the exception of Tinwald Pool, all other pools are not permanently staffed therefore verifying My Vaccine Pass would be impracticable. 100% support from the Boards not into introduce My Vaccine Pass
Open space areas such as Parks & Reserves, Cemeteries, playgrounds, public conveniences, camping	✘	Outdoor facilities with high visitation. Verifying My Vaccine Pass would be impracticable as staff are rarely onsite and access is uncontrolled.

Council Facility	Officer recommendation	Rationale
grounds (without staff), Ashburton Airport		
Elderly Persons Housing	x	Vaccination encouraged, but existing tenants are not required to be vaccinated. My Vaccine Pass should not therefore be required. Internal Health & Safety Risk Assessment identifies that interactions with EPH tenants are of higher risk, therefore, it could become an operational decision that all staff and contractors that work within an occupied unit need to be vaccinated against COVID-19 and a condition of future tenancy could be subject to proof of vaccination against COVID-19.

Option three –Require the use of My Vaccine Pass at almost all Council facilities/ workplaces (Do the most possible)

42. This would see Council introduce the use of My Vaccine Pass, therefore only vaccinated people could attend all Council facilities/workplaces which are either staffed and/or where access can be controlled.
43. This would mean the only exception to a requirement of My Vaccine Pass would be Open Spaces areas such as parks & reserves, cemeteries, playgrounds, public conveniences, camping grounds (without staff), and the Ashburton Airport.
44. Where Council decide to introduce My Vaccine Pass under this option, the Chief Executive will enact this decision as soon as practicable taking into account all operational and legal requirements regarding staff. This may mean that facilities/workplaces introduce My Vaccine Pass in a phased manner.
45. This option does change levels of service from what is in the Long-Term Plan 2021-31, although we will implement safe ways to at least partially access the service (eg, click and collect at the library), and the public health benefits for the majority of the community outweigh the change(s).

Advantages: <ul style="list-style-type: none"> Provides the highest level of protection by Council to the community accessing Council facilities Clear, consistent approach and assurance for community interacting with Council Shows Council to be doing all within its power to protecting vulnerable groups within the community 	Disadvantages: <ul style="list-style-type: none"> Unvaccinated residents may feel their rights have been breached Unvaccinated residents will not be able to access many Council services in person
Risks:	

- Operational - Employees may be challenged by members of the public on Council's position therefore will require operational support
- Reputational – Unvaccinated members of the community may feel aggrieved by Council's decision

Legal/policy implications

46. Legal advice regarding the introduction of mandatory vaccination have been sought and then shared by Taituara – Local Government Professionals Aotearoa and Local Government NZ. Additional specific advice regarding Council's employment related matters have also been sought by the People & Capability Manager.
47. Although all employment related advice acknowledges that the law is developing at pace, the consistent message is that introducing mandatory vaccinations within a workplace is permitted following a fair and reasonable process that is supported by a risk assessment and includes consultation with employees and representatives.
48. Introducing the My Vaccine Pass at Council facilities changes the levels of service offered to the minority of residents who have chosen not to be vaccinated. The majority of the community that are vaccinated will not experience a change in level of service. The options presented in this report meet the requirements of the Local Government Act 2002, section 77.

Health & Safety at Work Act 2015

49. Section 44 places a positive duty on elected members – as officers of a person conducting a business or undertaking (PCBU), to exercise due diligence to ensure that the organisation complies with its health and safety duties and obligations.
50. Section 36 the Health and Safety at Work Act 2015 requires a PCBU/employer to ensure, so far as is reasonably practicable, the health and safety of workers (broadly defined to includes volunteers and contractors) and that other people are not put at risk from work carried out as part of the work being performed.
51. Living with COVID-19 and its many variants is likely something New Zealand will experience for the foreseeable future. Council has and will continue to follow Ministry of Health guidance (face coverings, increased hygiene and physical spacing) and all legislative requirements.
52. Should an outbreak of COVID-19 occur within the Ashburton District, it is likely that larger public facilities and or workplaces are more likely to be exposed to the virus due to the number of interactions between people and that transmission often occurs when the carrier is unaware that they have the virus.
53. Vaccination is a safety control that can provide an additional layer of protection to other existing controls, therefore it reduces the risk of transmission and serious health outcomes for the individual and community.

New Zealand Bill of Rights

- 54. Some members of the community may believe The Bill of Rights Act, especially section 11 which 'protects the right to refuse to undergo medical treatment' has been breached by the Government's actions and through the implementation of My Vaccine Pass. This may result in legal challenge against the Government.
- 55. The Government have considered this concern as they developed the Covid Protection Framework and are confident that no such breach has occurred. The Government position is that vaccine mandates comply with the Bill of Rights as the overall benefit to the community of vaccination outweighs people's individual rights¹⁴.

Corporate Risk Policy 2019

- 56. Council officers have undertaken a COVID-19 Risk Assessment in line with Council's Corporate Risk Policy 2019, Corporate Risk Register and Health and Safety Manual.
- 57. Officers consider that our risk currently sits within the Critical to Medium level based on our range of roles, with this reducing to the Medium to Low level with a fully vaccinated onsite workforce or Vaccine Pass certifications at our facilities.
- 58. This assessment is a critical step of the internal process, should Council decide not to introduce My Vaccine Pass to a particular work location, staff may still be required to be vaccinated in order to perform the duties of their role.
- 59. The Chief Executive has a duty to take all reasonably practicable steps to reduce the risk to staff, therefore he may, subject to a fair and reasonable process, introduce a requirement for onsite staff in higher risks positions to be vaccinated in order to be at less risk to themselves and others while performing their work.

¹⁴ Source [The legal and constitutional implications of New Zealand's fight against COVID-19](https://www.beehive.govt.nz/publications/the-legal-and-constitutional-implications-of-new-zealand-s-fight-against-covid-19) | [Beehive.govt.nz](https://www.beehive.govt.nz)

Strategic alignment

61. The recommendation relates to Council's strategic vision of *Ashburton: The district of choice for lifestyle and opportunity*. This report is a critical element of Council's guiding principles to 'Lead the community with clear and rational decision-making' and 'Plan and provide fit for purpose services'.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	The Covid-Protection Framework will begin to get the economy back onto an even footing by reducing the need for lockdowns and introducing less restriction for vaccinated New Zealanders.
Environmental		
Cultural		
Social	✓	This is an unprecedented public health emergency, as a local council it's our duty to help deliver the public health response. Council's priority is to promote healthy and safe community access to our services.

Financial implications

Requirement	Explanation
What is the cost?	<p>The costs to introduce My Vaccine Pass are expected to be minimal, especially compared with past lockdowns.</p> <p>For the Council facilities that generate income, the introduction of My Vaccine Pass may result in a decrease in revenue due to unvaccinated people no longer utilising the service at the facility. However the counter argument is that more vaccinated people might decide to utilise the service as My Vaccine Pass provides them with greater confidence.</p> <p>Other income generating activities, ie Building Services & Planning duties are predominately performed online or onsite. Therefore the introduction of My Vaccine Pass is unlikely to have any financial impact. It may require behavioural change of our customers, should they be unvaccinated, but communication and meetings via remote means would ensure all services are still available.</p>
Is there budget available in LTP / AP?	Any incurred costs would be required to be paid from existing operational budgets.
Where is the funding coming from?	N/A
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium level of significance
Rationale for selecting level of significance	N/A
Level of engagement selected	3. Consult with Council employees and Board/Committee members who oversee the operation a community facility on Council land.
Rationale for selecting level of engagement	<p>The Chief Executive has commenced and will continue to consult with Council employees and volunteers following this Council decision, as there may be some potential employment implications. Council has also sought feedback from reserve and hall boards and Community Pool Committees operating Council facilities in the community. The results of this will be provided to Council when they consider this report.</p> <p>Wider community consultation in a more formal manner is impractical given the timing of the decision and the fast-moving nature of the virus.</p>
Reviewed by Strategy & Policy	Richard Mabon, Senior Policy Advisor

Appendix One – Staff feedback – circulated 13/12/2021

Staff & Volunteer Feedback Received

- Staff & volunteers voted on their preferred level of vaccination at their workplace
 - 1) Full vaccination of all staff, visitors, contractors, and the public, at my workplace
 - 2) Full vaccination of all staff only, at my workplace
 - 3) Vaccination levels at my workplace do not concern me
- 193 replies, 56% response rate, 357 total staff (full time, part time, casuals) & volunteers
- 27 staff provided written feedback on the draft COVID-19 Management Policy, Risk Assessment & Consultation Proposal.

Facility/Workplace	Response Rate	Support My Vaccine Pass introduction
Ashburton Art Gallery and Heritage Centre	92% Staff 42% Volunteers	73% Staff 77% Volunteers
Ashburton Public Library	50%	57%
ADC Administration Building	69%	59%
Ashburton Domain Office and Yard	63%	58%
Mt Hutt Memorial Hall	75%	67%
Rangitata Camping Ground	50%	100%
Hakatere Camping Ground	50%	100%
Mt Somers Camping Ground	100%	100%
Tinwald Pool	N/A	N/A

Appendix Two – Reserve Boards feedback - *circulated 13/12/2021*

Feedback received from Boards/Committees who oversee Council facilities

Facility	Board/ Committee Name	Support My Vaccine Pass introduction
Mt Somers Hall, Camp ground & Reserve	Mt Somers Reserve Board	No
Ashburton Holiday Park	Contractors	Yes
Ruapuna Reserve & Pool	Ruapuna Reserve Board	No
Hinds Reserve	Hinds Reserve Board	No
Alford Forests Hall	Alford Forests Reserve Board	No
Lagmore Westerfield Hall	Lagmore Westerfield Hall Board	No
Mayfield Reserve & Hall	Mayfield Reserve & Hall Board	No
Green Street Hall	Green Street/ Ashburton Forks Reserve Board	No
Mt Hutt Memorial Hall	Mt Hutt Memorial Hall Board	Yes

8. *Ashburton District Council Trail Maintenance Fund*

Author *Steve Fabish; GM Community Services*
GM responsible *Hamish Riach; Chief Executive*

Summary

- The purpose of this report is to highlight to Council that the remaining Braided Waters Trust Trustees approached Council in February 2021, to inform them that the Trust was considering winding itself up and if the Council would consider receiving the remaining Trust funding to be used for a similar purpose as outlined in the purpose of the Trust.
- The Trustees have drawn up a draft “Deed of Distribution of the Braided Waters Trust” with the Distribution clause stating

The Trustees will distribute the amount of \$102,443.00 (at the time of writing the report) from the Trust to the Beneficiary on or about the date of this Deed, as and in the nature of a Capital Distribution (“the Distribution”) to be used over a 5-10 year period for the purpose of the repair and maintenance of the walking, hiking, cycling and mountain biking trails in Mid Canterbury.

- Council is now in the position of deciding if it wishes to receive these funds for the purpose as outlined in the Deed of Distribution.

Recommendation

1. **That** Council agrees to receive the amount of approximately \$102,443.00 from the Braided Waters Trust, to be used over a 10 year period for the purpose of the repair and maintenance of the walking, hiking, cycling and mountain biking trails in Mid Canterbury
2. **That** the funds be distributed annually via Council’s grants scheme.
3. **That** staff develop an application and funds distribution process, with grants being approved by Council.

Attachment

Appendix 1 Deed of Distribution

Background

The current situation

1. Ashburton District has a network of community built and maintained cycle, walking and mountain bike trails.
2. These trails have generally been constructed and maintained by community groups, with financial assistance over the years, for construction, maintenance, site enhancement and plantings.
3. Financial assistance for these trails comes from private donations both in kind and cash, funding from external funders and club membership fees (if applicable).
4. Council currently contributes to these trails by the following discretionary funding streams.
 - Hakatere River trails - \$10,000 Open Spaces budget, established in the 2021-31 LTP
 - Council grants scheme via Community Projects Fund and Community Infrastructure Fund
 - Methven Community Board grant funding for works on the Methven Skills Park and Methven Lions Walkway.
5. External funders generally fund new projects/capital items and not trail maintenance, which is where current community groups often struggle to get funds for.
6. In 2009, the Braided Waters Trust was formed with one of its main purposes being
 - To promote, plan, fund, develop and establish, and while it remains the responsibility of the Trust, to maintain a functional and high quality trail for walking, hiking, cycling, mountain biking and any similar non- motorised recreation leisure activities covering the Ashburton District area whereby such a trail will contribute to the social, cultural, environmental or economic wellbeing of residents or visitors to that area.
7. The Trust were successful in obtaining seed funding for the development of a major district Braided Waters Cycleway. This funding included a Council grant in 2011 of \$25,000.
8. The Trustees were unable to advance the raising of all funds required for construction of the trail and by early 2021 were left with two remaining Trustees and a bank balance of approximately \$102,443.00.
9. The remaining Braided Waters Trust Trustees approached Council in February 2021, to inform them that the Trust was considering winding itself up and asking if Council would consider receiving the remaining Trust funding to be used for a similar purpose as outlined in the purpose of the Trust.
10. The Trustees have drawn up a draft “ Deed of Distribution of the Braided Waters Trust” with the distribution clause stating
 - *The Trustees will distribute the amount of \$102,443.00 from the Trust to the Beneficiary on or around the date of this Deed, as and in the nature of a Capital*

Distribution (“the Distribution”) to be used over a 5-10 year period for the purpose of the repair and maintenance of the walking, hiking, cycling and mountain biking trails in Mid Canterbury.

Options analysis

Option one – Status Quo Do not agree to receive the funds

11. Advantages

- Council will not need to put in place an application and funds distribution process
- The funds may be distributed to another entity for a similar purpose

12. Disadvantages

- Community trails will need to find other sources of funding
- Council will not be seen to be promoting the sustainability of existing community trails
- Council’s Community Projects Fund and Community Infrastructure Fund can be used for other community projects

Option two – Council agrees to receive the funds and distribute as per Deed of Distribution of the Braided Waters Trust” (Recommended Option)

13. Advantages

- Community trails will have an additional source of funding
- Council will be seen to be promoting the sustainability of existing community trails
- Council will be able to provide funding without impacting rates

14. Disadvantages

- Council will need to put in place an application and funds distribution process
- After the total funds are spent there may be an expectation from community groups that this funding will continue in the future

Legal/policy implications

Deed of Distribution

15. The Trustees can choose to dispose of the Trust’s assets as they wish. However, the Trustees are bound by their trustee powers and their duties to the Trust as set out in their Trust Deed, as well as general trustee duties as contained in legislation, for example, Part 3 of the Trusts Act 2019 ([link here](#)).
16. In summary, the Trustees must act prudently, honestly and use the Trust’s funds for the purposes set out in their Trust Deed. Council officers understand the Trustees have received independent legal advice on this distribution.

17. The Deed of Distribution provided to Council expressly states:

2.2 The Trustees agree they have the power to make the Distribution to the Beneficiary under clause 7.1.2 of the Trust Deed.

18. Council should therefore be satisfied that the Trustees have the ability to make the proposed distribution of funds to Council.
19. As discussed earlier in this report, the Deed of Distribution requires Council to use the funds for the purpose of the repair and maintenance of the walking, hiking, cycling and mountain biking trails in Mid Canterbury. Council must therefore use the funds for this purpose

Strategic alignment

20. The recommendation relates to Council's community outcome of "A district of great spaces and places" because this activity will support the District feeling well connected, and our social and recreational facilities enable people to enjoy positive healthy lifestyles.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	The trails, bring visitors to the district to compete in events and to provide additional activities to do while staying in the area.
Environmental	✓	A number of trails undertake native tree and shrub plantings to complement their activity.
Cultural		
Social	✓	The trails provide an environment for people to socialise and exercise

Financial implications

Requirement	Explanation
What is the cost?	Nil cost to Council
Is there budget available in LTP / AP?	No budget is required as the fund is an external grant
Where is the funding coming from?	External Trust
Are there any future budget implications?	No, the application process can be undertaken as part of Council's grant scheme.
Reviewed by Finance	Erin Register; Finance Manager

21. Staff are recommending that the funds be distributed over a 10 year period which will provide an annual grants pool of approximately \$10,000.

Significance and engagement assessment

22. A significance and engagement assessment has been undertaken as per the following table.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	Due to Council receiving the funds to support community trails, there will be no impact on rates. This will result in potentially current Council grants being available for other community projects.
Level of engagement selected	Collaborate – working together and partnering with the community
Rationale for selecting level of engagement	The recommended option will enable Council to support community trail development throughout the district. Council's decision will be communicated through the usual channels.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Next steps

Identified set of steps if Council agree to receive the funds and distribute as per Deed of Distribution of the Braided Waters Trust”.

Date	Action / milestone	Comments
15 December 2021	Council considers report	
16 December- 24 December 2021	Deed of Distribution documents signed	
January / February 2021	Grant applications advertised	

DEED OF DISTRIBUTION OF THE BRAIDED WATERS TRUST

DEED OF DISTRIBUTION OF THE BRAIDED WATERS TRUST

Date:

- (1) **Kelvin Lindsay Holmes and Neil John Donaldson (Trustees)**
- (2) **Ashburton District Council (Beneficiary)**

BACKGROUND

- A. The Trustees are the current trustees of the Braided Waters Trust created by the Trust Deed.
- B. The Beneficiary is the recipient of the remaining capital asset of the Trust.
- C. The Trustees record that they have considered the interests of the Trust, and that having done so, they have decided to exercise their power under clause 7.1.2 of the Trust Deed to distribute part of the Trust Fund to the Beneficiary, as recorded by this Deed.

IT IS THEREFORE AGREED AS FOLLOWS:

1. INTERPRETATION

In this Deed, unless the context indicates otherwise:

1.1 Definitions:

“Trust” means the Braided Waters Trust; and

“Trust Deed” means the deed creating the Trust, dated 9 December 2009;

1.2 **Defined Expressions:** expressions defined in the main body of this Deed have the defined meaning in the whole of this Deed including the background;

1.3 **Headings:** clause and other headings are for ease of reference only and do not affect this Deed’s interpretation; and

1.4 **Plural and Singular:** singular words include the plural and vice versa.

2. DISTRIBUTION

2.1 The Trustees will distribute the total amount of \$ from the Trust to the Beneficiary on or about the date of this Deed, as and in the nature of a Capital Distribution (“the Distribution”) to be used over a 5-10 year period for the purpose of the repair and maintenance of the walking, hiking, cycling and mountain biking trails in Mid Canterbury.

2.2 The Trustees agree they have the power to make the Distribution to the Beneficiary under clause 7.1.2 of the Trust Deed.

3. RECEIPT AND INDEMNITY

The Beneficiaries:

- 3.1 Receipt:** acknowledges that the Beneficiaries have received the Distribution from the Trustees; and

4. LIMITATION OF LIABILITY OF TRUSTEES

- 4.1** It is acknowledged that the liability of Kelvin Lindsay Holmes and Neil John Donaldson in relation to this Deed and all documents referred to in this Deed shall be limited to the extent of the assets for the time being in their hands as Trustees of the Braided Waters Trust and they shall be under no personal liability in respect of this Deed.

5. COUNTERPARTS

- 5.1** This Deed may be executed in any number of counterparts and all the counterparts when taken together will constitute one deed. Each party may enter into this Deed by executing a counterpart. The parties acknowledge that this Deed may be executed by an exchange of facsimile and/or scanned and emailed PDF copies and execution of this Deed by that means is valid and sufficient execution.

Executed as a deed.

Signed by Kelvin Lindsay Holmes)
as Trustee in the presence of:) _____

Witness's Signature _____

Full Name _____

Occupation _____

Address _____

Signed by Neil John Donaldson)
as Trustees Pin the presence of:) _____

Witness's Signature _____

Full Name _____

Occupation _____

Address _____

Signed by Ashburton District Council)
by two Representatives as Beneficiary)
in the presence of:) _____

Witness's Signature _____

Full Name _____

Occupation _____

Address _____

9. *Additional Roothing Funds 2021-22*

Author	<i>Deborah Barron; Asset Management Officer - Transportation</i>
Activity Manager	<i>Brian Fauth; Roothing Manager</i>
GM Responsible	<i>Neil McCann; Group Manager – Infrastructure Services</i>

Summary

- The purpose of this report is for Council to consider funding options for roading works not budgeted in the 2021-31 Long Term Plan (LTP).
- In May and July 2021, two major rain events caused extensive damage, with estimated costs of \$4.4M.
- Council has agreed to proceed with the Ashburton Tinwald Connectivity Detailed Business Case. The estimated cost for this work is \$0.9M, but only \$0.5M was budgeted in the LTP.
- Waka Kotahi approved only 50% of the 2021-24 Low Cost / Low Risk Improvements (LCLR). This means there are budgeted funds that could be used to offset the additional roading costs.
- The recommendation is for Council to finance the additional 2021-22 roading costs with a combination of unspent 2021-22 LCLR funds and disaster 'self'-insurance reserve.

Recommendation

1. **That** Council does not proceed with the Year 1 low cost-low risk improvement projects that did not receive Waka Kotahi funding, shown as \$775,665 in Year 1 of the Long-Term Plan 2021-31.
2. **That** Council redirects \$193,550 from the budgeted Year 1 Low Cost-Low Risk Improvements funding to the Ashburton - Tinwald Connectivity Detailed Business Case.
3. **That** Council funds the roading emergency works (from the May 2021 and July 2021 rain events) by redirecting \$582,115 from the budgeted Year 1 Low Cost-Low Risk Improvements funding, with the balance of \$961,793 to be allocated from Council's disaster 'self'-insurance reserve.

Attachment

Appendix 1 Low Cost – Low Risk project list

Background

Roading Issue 1: Emergency Works

1. In late May 2021, a slow-moving high-rainfall low pressure system caused extensive and severe flooding across the district. This resulted in widespread damage to the road network, ranging from minor scours to complete destruction of the carriageway.
2. Repair works are continuing, with estimated costs of \$4,265,669 approved by Waka Kotahi as a subsidised emergency work activity.
3. In July 2021, a low pressure system that caused major flooding on the West Coast spilled over to the Canterbury High Country. This resulted in additional damage to some of the Ashburton district's high country and foothill unsealed roads.
4. Repair works for the July event are complete, with final costs of \$162,137 approved by Waka Kotahi as a subsidised emergency work activity.
5. Emergency Work activities, where they are deemed "major" events, can be eligible for an increased Funding Assistance Rate (FAR). In Ashburton's case, this means that most of the May event costs will be subsidised by Waka Kotahi at 71%, instead of the normal 51%. A detailed explanation of the process can be found on this Waka Kotahi webpage: [WC 141: Emergency Works](#).
6. The total cost for the two emergency events is \$4,427,806, shown in detail below.

May 2021 Rain Event	2020-21	2021-22	Total
Total Approved	\$1,062,820	\$3,202,848	\$4,265,668
ADC 49%	\$520,782	\$36,389	\$557,171
ADC 29%		\$907,290	\$907,290
Subtotal ADC	\$520,782	\$943,679	\$1,464,461
WK 51%	\$542,038	\$37,874	\$579,913
WK 71%		\$2,221,295	\$2,221,295
Subtotal NZTA	\$542,038	\$2,259,170	\$2,801,208

July 2021 Rain Event	2020-21	2021-22	Total
Total Approved		\$162,137	\$162,137
ADC 49%		\$79,447	\$79,447
WK 51%		\$82,690	\$82,690

May + July Rain Events	2020-21	2021-22	Total
Total Approved	\$1,062,820	\$3,364,986	\$4,427,806
ADC	\$520,782	\$1,023,126	\$1,543,908
WK	\$542,038	\$2,341,860	\$2,883,898

7. While there is a nominal provision made in the LTP for minor emergency works, major emergency works are not usually budgeted, mainly due to the unpredictability of the scope and extent of possible events and their consequences.

Roading Issue 2: Ashburton Tinwald Connectivity Detailed Business Case

8. Council approved the advancement of the Ashburton Tinwald Connectivity (ATC) project to the next phase of the business case (Detailed Business Case or DBC) on 6 October 2021.
9. The detailed business case will include the requirement for the bridge and roading design. These design costs have been included in future years of the Long-Term Plan 2021-31.
10. Officers, working with Waka Kotahi, provided a request for service for the DBC to Stantec. An offer of service for this work was received from Stantec on 10 November 2021 with a quote of \$895,000.
11. Waka Kotahi have indicated (but not yet confirmed) that the DBC will be eligible for the standard FAR of 51%.
12. \$500,000 was included in the LTP for work relating to the business case requirements, based on the best information available at the time.
13. The difference is a shortfall of \$395,000 as shown below, with the indicated allocations.

	Quote	Budget	Difference
Total	\$895,000	\$500,000	-\$395,000
ADC 49%	\$438,550	\$245,000	-\$193,550
WK 51%	\$456,450	\$255,000	-\$201,450

Roading Issue 3: Low Cost / Low Risk Improvements

14. Low Cost / Low Risk Improvements (LCLR) encompass multiple Waka Kotahi Activity Classes. The classes relevant to Ashburton's network are Road to Zero, Walking and Cycling Improvements and Local Road Improvements.
15. It should be noted that the LCLR projects are improvements, and denoted as capital works. They are not maintenance, operations or renewal works, which are included in a separate 2021-24 Waka Kotahi activity. This activity was approved at 98% of the requested allocation.
16. Council's proposed LCLR project list for the 2021-24 period was submitted in May for approval by Waka Kotahi as part of the National Land Transport Programme (NLTP) process. The total amount requested for approval was \$11,000,117.
17. Council approved the LCLR budget as part of the 2021-31 Long Term Plan (LTP) process.
18. Waka Kotahi signalled early in 2021 that there would likely be severe funding constraints on all 2021-24 NLTP projects, and especially in the LCLR area.
19. Along with statutory investment principles set out in the Land Transport Management Act 2003, Waka Kotahi uses their Investment Decision-Making Framework (IDMF) to develop, assess and prioritise funding transport investment proposals.

20. The IDMF reflects the Government Policy Statement on Land Transport (GPS), which places more emphasis on social, economic, cultural and environmental outcomes in transport planning. The IDMF tends to favour issues where there are higher numbers of fatal or serious injury crashes, or where larger and/or more vulnerable populations will benefit from the improvements proposed.
21. Compared with many other regions in New Zealand, the Ashburton District performs well when looking at the GPS priorities, and also has much lower crash rates, a lower population and less social vulnerability.
22. These factors resulted in an initial approved 2021-24 LCLR amount of \$1,930,477. \$1,392,830 of this was allocated to the remaining committed 2018-21 CBD works, which was not subject to IDMF, so only \$537,647 was deemed to have met the IDMF requirements.
23. Responding to national concerns about the funding constraints, the Government agreed to additional financing, and a commitment was made that each RCA would receive, at minimum, 50% of their submitted proposal amount.
24. This meant that ADC were able to re-submit projects totalling \$3,478,000 for Waka Kotahi review to meet the 50% threshold.
25. These re-submitted projects were approved by Waka Kotahi in October, which has left projects totalling \$5,143,700 currently not approved by Waka Kotahi as eligible for subsidy.
26. The breakdown per year is shown in detail below.

2021-24 LCLR	2021-22	2022-23	2023-24	Total
ADC Budget (as per LTP)	\$4,791,065	\$2,864,670	\$3,344,442	\$11,000,177
ADC 49%	\$2,347,622	\$1,403,688	\$1,638,777	\$5,390,087
NZTA 51%	\$2,443,443	\$1,460,982	\$1,705,665	\$5,610,090
Waka Kotahi Approved (as at Oct 2021)	\$3,208,076	\$1,209,700	\$990,247	\$5,408,023
ADC 49%	\$1,571,957	\$592,753	\$485,221	\$2,649,931
NZTA 51%	\$1,636,119	\$616,947	\$505,026	\$2,758,092
Difference (shortfall)	-\$1,582,989	-\$1,654,970	-\$2,354,195	-\$5,592,154
ADC 49%	-\$775,665	-\$810,935	-\$1,153,556	-\$2,740,155
NZTA 51%	-\$807,324	-\$844,035	-\$1,200,639	-\$2,851,999

27. Waka Kotahi will review funding availability at least annually, and there is a possibility that currently unapproved projects could be re-submitted and approved as subsidised works in the future. It's expected there will be intense competition across RCAs for any additional funds, and it is unlikely that Ashburton projects would gain approval should the IDMF process be used to prioritise candidates.

28. The full LCLR project list is provided in Appendix 1.
29. This report is seeking Council decision on the 2021-22 (year 1) funding shortfall only. Discussions on the funding shortfall in 2022-23 will be a part of the Annual Plan 2022-23 budget discussions.

Options analysis

30. Council finds itself on the position of needing to confirm how it will fund each of the three roading issues identified above.
31. Officers used the following matrix to determine the viable options available to address the three roading issues presented above:

Roading Issue	No additional funding	Loan Fund	Disaster Relief Fund
Emergency Works	Not viable – work needs to be undertaken now. Road maintenance budget would need to be utilised, reducing road maintenance for 21/22.	Viable option	Viable option
ATC Detailed Business Case	Not viable option as the project is committed via the LTP.	Viable option – would enable DBC to proceed	Not viable as project is ineligible
LCLR	Somewhat viable option – reduced programme of work	Viable option – full programme of work could proceed	Not viable as project is ineligible

Option 1 – Fund Emergency Works and ATC - DBC with unutilised 2021-22 LCLR budget and loans

32. This option would see Council not continue with the unfunded LCLR projects despite Council having approved the full 2021-22 LCLR programme through the adoption of the LTP. There is a budgeted amount from ADC of \$775,665 available as the projects (totalling \$1,582,989) were not approved by Waka Kotahi.
33. The ADC ATC DBC shortfall of \$193,550 (from a total cost of \$395,000) could be funded from this LCLR amount, leaving \$582,115 that could be used for part of the ADC emergency works cost contribution of \$1,543,908 (total project cost \$4,427,806).
34. This would leave \$961,793 of the emergency works cost of \$4,427,806 to be loan funded by ADC.

Disadvantages:

- 35. ADC will not fully meet the LTP commitment to carry out the 2021-22 LCLR works, with network users waiting longer for the affected improvements, and less work available for contractors than expected. The total amount of underspend in 2021-22 will be \$1,582,989.
- 36. Council's debt will be increased by the loan of \$961,793 and Council would be loan funding maintenance.

Advantages:

- 37. The ATC DBC will be fully funded and Council will meet their commitment to advance this project.
- 38. The LCLR funds used for the emergency works cost reduce the amount required to borrow.

Option 2 – Fund Emergency Works and ATC - DBC with unutilised 2021-22 LCLR budget, and funds from the Disaster Insurance Fund - Recommended

- 39. This option is per Option 1 but rather than take a loan, Council could utilise the disaster insurance special fund for the emergency works, which has a balance of \$2,458,000.

Disadvantages:

- 40. Council will be utilising some of the special fund provision although the fund was created by Council for this purpose.
- 41. Council will not be delivering on the agreed levels of service relating to the LCLR projects as per the LTP.

Advantages:

- 42. Council will not need to take up a loan for the shortfall of \$961,793.

Option 3 – Fund Emergency Works, ATC - DBC and 2021-22 LCLR budget shortfall with loans

- 43. This option would see Council proceed with the unfunded LCLR projects, emergency works and ATC - DBC shortfall by taking out loans for all additional funding requirements.
- 44. This would equal \$2,544,782, made up of \$807,324 for LCLR 2021-22, \$1,543,908 for emergency works, and \$193,550 for the ATC DBC.

Disadvantages:

- 45. Council's debt will be increased by the loan \$2,544,782 some of which will be loan funding maintenance.

Advantages:

46. ADC will meet their commitments for the 2021-22 LCLR works (as per the Long Term Plan), the ATC DBC and essential emergency works.

Legal/policy implications

Legislation

Local Government Act 2002

47. The recommended option is in keeping with Council's obligations under section 79 of the Local Government Act 2002.
48. The Long-Term Plan 2021-31 is Council's commitment to deliver an agreed level of service to the community. The reduced funding from Waka Kotahi for the LCLR projects leaves Council in a position of not having the money to deliver the agreed level of service.

Land Transport Management Act 2003

49. Waka Kotahi make funding decisions based on the statutory investment principles set out in the Land Transport Management Act 2003, as well as their investment decision-making framework.

Strategic alignment

50. The recommendation relates to Council's community outcomes of '*A district of great spaces and places*' and '*A prosperous economy based on innovation and opportunity*' because the roading network is a critical aspect of our infrastructure for our community.
51. As an ever-present and topical issue with the community through the Annual Residents Survey, ensuring our roading network is fit for purpose is a top priority for Council.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Supports the local economy through the transportation of goods and services
Environmental		
Cultural	✓	Connecting communities to enable, business, leisure and social activities.
Social	✓	

Financial implications

52. Option 1 and 3 include additional loan funding, with option 2 making use of the disaster 'self'-insurance reserve.

Requirement	Explanation
What is the cost?	<p>Per option 1: \$1,737,450 (loan funding of \$961,793, remainder from unspent LCLR year 1)</p> <p>Per option 2: \$1,737,450 (disaster 'self'-insurance reserve of \$961,793, remainder from unspent LCLR year 1)</p> <p>Per option 3: \$2,544,782 (loan funding all)</p>
Is there budget available in LTP / AP?	No, the loan per option 1 and 3 are above any other budgets. Option 2 is using a reserve, but the use of that reserve was not included in the LTP as the Waka Kotahi funding shortfall and the extent of the flood recovery work was not known at the time of the LTP preparation.
Where is the funding coming from?	<p>Option 1 – unspent budgeted LCLR funding and loan</p> <p>Option 2 – unspent budgeted LCLR funding and disaster 'self'-insurance reserve</p> <p>Option 3 – loan funding of all</p>
Are there any future budget implications?	Interest costs on the loan funding options are not budgeted for. At an average rate of interest of 2.25% the annual interest cost per option 1 is \$19,000 and option 3 is \$83,000. The terms of the loan would need to be short as funding maintenance from debt is not usual. Officers suggest the loans are taken out as interest-only for 2 years, with future debt repayments and funding towards the disaster 'self'-insurance reserve discussed at the next Long-Term Plan budgets.
Finance review required?	Paul Brake: Group Manager Business Support

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium
Rationale for selecting level of significance	N/A
Level of engagement selected	Inform – one way communication
Rationale for selecting level of engagement	The community will be informed of Council's decision through the usual media channels. It is expected that the decision will be of interest to the community given that roading is one of Council's high interest activities.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

APPENDIX 1

Approved	Approved in initial WK deliberations.
Committed	Works committed via contract in 2020-21 but to be completed in 2021-22.
Declined	Not approved in initial WK deliberations.
New	Not included in initial WK deliberations, resubmitted to contribute to 50% top-up amount, and subsequently approved.
Resubmitted	Not approved in initial WK deliberations, resubmitted to contribute to 50% top-up amount, and subsequently approved.

Notes	Activity name	Activity status	Location description	Activity class	Requested budget this NLTP period by year			Total cost \$'s 2021/24	WK status
					Total cost \$'s 2021/22	Total cost \$'s 2022/23	Total cost \$'s 2023/24		
Declined	New Footpaths - Ashburton	Not Approved	Ashburton township; 2021/22: Albert Street RP 590-718 LHS, Albert Street RP 7188-1200 LHS, Phillip Street RP 368-510 LHS, Walker Street RP 15-65 LHS 2022/23: Archibald Street (Sh 1) RP 2825-2945 RHS, Tarbottons Road RP 835-1285 LHS 2023/24: Racecourse Road RP 1431-1670 LHS, Tarbottons Road RP 1300-1650 LHS	Walking and Cycling	\$92,230	\$65,550	\$53,475	\$211,255	Declined
Declined	New Footpaths - Methven	Not Approved	Methven township; 2021/22: Mackie Street (Methven) RP 10-170 LHS 2023/24: Dolma Street RP 597-822 LHS	Walking and Cycling	\$18,400		\$25,875	\$44,275	Declined
Declined	New Footpaths - Rakaia	Not Approved	Rakaia township; 2021/22: Cridland Street RP 122-232 RHS, Elizabeth Avenue RP 0-33 LHS, Elizabeth Avenue RP 47-79 LHS, Railway Terrace East RP 607-655 LHS 2022/23: Mackie Street (Rakaia) RP 358-464 LHS, Michael Street East RP 0-45 RHS, Railway Terrace East RP 226-337 LHS 2023/24: Rolleston Street West RP 229-329 RHS, Rolleston Street West RP 329-437 RHS, Tancred Street (Rakaia) RP 695-740 LHS	Walking and Cycling	\$27,830	\$29,440	\$29,095	\$86,365	Declined
Declined	New Footpaths - Rural	Not Approved	Rural townships; 2021/22: <i>HINDS</i> : David Street RP 450-630 RHS, John Street (Hinds) RP 10-130 RHS, Robert Street RP 15-130 RHS <i>MT SOMERS</i> : Pattons Road RP 535-675 LHS 2022/23: <i>HINDS</i> : Gray Street RP 15-146 RHS, Gray Street RP 160-370 RHS <i>MT SOMERS</i> : Pattons Road RP 521-632 RHS 2023/24: <i>MT SOMERS</i> : Pattons Road RP 20-520 RHS	Walking and Cycling	\$63,825	\$51,980	\$57,500	\$173,305	Declined
Declined	New Kerb & Channel - Ashburton	Not Approved	Ashburton township; 2021/22: Albert Street RP 7188-1200 LHS 2022/23: Tarbottons Road RP 835-1285 LHS 2023/24: Racecourse Road RP 1431-1670 LHS, Tarbottons Road RP 1300-1650 LHS	LR Improvements	\$120,500	\$112,500	\$147,250	\$380,250	Declined
Declined	New Kerb & Channel - Methven	Not Approved	Methven township; 2023/24: Dolma Street RP 597-822 LHS	LR Improvements			\$56,250	\$56,250	Declined
Declined	New Kerb & Channel - Rakaia	Not Approved	Rakaia township; 2021/22: Chapman Street (Rakaia) RP 145-255 LHS 2022/23: Chapman Street (Rakaia) RP 74-140 LHS + RHS, Fergusson Street RP 180-310 RHS 2023/24: Rolleston Street West RP 329-437 RHS, Tancred Street (Rakaia) RP 695-740 LHS	LR Improvements	\$28,250	\$65,500	\$38,250	\$132,000	Declined

Approved	Approved in initial WK deliberations.
Committed	Works committed via contract in 2020-21 but to be completed in 2021-22.
Declined	Not approved in initial WK deliberations.
New	Not included in initial WK deliberations, resubmitted to contribute to 50% top-up amount, and subsequently approved.
Resubmitted	Not approved in initial WK deliberations, resubmitted to contribute to 50% top-up amount, and subsequently approved.

Notes	Activity name	Activity status	Location description	Activity class	Requested budget this NLTP period by year			Total cost \$'s 2021/24	WK status
					Total cost \$'s 2021/22	Total cost \$'s 2022/23	Total cost \$'s 2023/24		
Resubmitted: Initial submission \$150k per year, reduced to meet 50% allocation totals	Major Accessways - Sealing	Implementation	District-wide	LR Improvements	\$50,000	\$30,000	\$30,000	\$110,000	Approved
Declined	Minor Accessways - Sealing	Not Approved	District-wide	LR Improvements	\$100,000	\$100,000	\$100,000	\$300,000	Declined
Resubmitted	Rural Intersection Sealbacks	Implementation	District-wide	LR Improvements	\$150,000	\$150,000	\$150,000	\$450,000	Approved
Resubmitted	Railway Crossing Sealbacks	Draft	District-wide	LR Improvements	\$50,000	\$50,000	\$50,000	\$150,000	Approved
Resubmitted	Drainage Improvements	Draft	District-wide	LR Improvements	\$150,000	\$150,000	\$150,000	\$450,000	Approved
Resubmitted	Roadside Hazard Mitigation - Culvert Headwalls	Draft	Rural culverts	LR Improvements	\$20,000	\$20,000	\$20,000	\$60,000	Approved
Resubmitted	Rural Delineation Improvements	Draft	Rural Primary Collector roads	LR Improvements	\$25,000			\$25,000	Approved
Resubmitted	Rural Curve Safety Improvements	Draft	Rural out-of-context curves	LR Improvements		\$50,000	\$50,000	\$100,000	Approved
Approved	Railway Crossing Road/Rail Improvements	Draft	District-wide	LR Improvements	\$30,000	\$30,000	\$30,000	\$90,000	Approved
Approved	Pedestrian Safety Improvements - Cass/Victoria/Wills	Draft	Cass St /Victoria St /Wills St area	Walking and Cycling	\$50,000	\$150,000		\$200,000	Approved
Resubmitted	Pedestrian Safety Improvements - Walkway Lighting	Draft	Urban walkways	Walking and Cycling		\$50,000		\$50,000	Approved
Resubmitted	Urban Crossing Accessibility	Draft	Urban areas	Walking and Cycling	\$30,000	\$30,000	\$30,000	\$90,000	Approved
Resubmitted	Urban Delineation Improvements	Draft	Urban intersections	LR Improvements	\$50,000	\$50,000	\$50,000	\$150,000	Approved
Resubmitted	Urban School Crossing Improvements	Draft	Urban schools	Walking and Cycling	\$25,000	\$25,000	\$25,000	\$75,000	Approved
Resubmitted	School Speed Environment Improvements	Draft	All Schools	Road to Zero	\$550,000	\$28,000	\$28,000	\$606,000	Approved
Resubmitted	Urban Cycle Lane Marking Improvements	Draft	Ashburton township	Walking and Cycling	\$25,000	\$25,000	\$25,000	\$75,000	Approved
Resubmitted	Urban Cycle Network Planning	Draft	Ashburton township	Walking and Cycling			\$60,000	\$60,000	Approved
Resubmitted	Urban Cycle Route Delineation Improvements	Draft	Ashburton township	Walking and Cycling	\$5,000	\$5,000	\$5,000	\$15,000	Approved
Declined	Melcombe Rail Crossing North - Cycle Access	Not Approved	Railway underpass on Melcombe Rail Crossing North	Walking and Cycling		\$25,000		\$25,000	Declined
Approved	Intersection Safety Improvements - Belt/Middle	Implementation	Belt Rd / Middle Rd intersection	LR Improvements	\$10,000			\$10,000	Approved
Approved	Intersection Safety Improvements - Chalmers/Wellington/Havelock	Draft	Chalmers Ave/Wellington St/Havelock St	Road to Zero	\$150,000			\$150,000	Approved
Resubmitted	Intersection Safety Improvements - Bridge/Glassworks	Draft	Bridge St /Glassworks Rd corner	LR Improvements	\$100,000			\$100,000	Approved
Approved	Intersection Safety Improvements - Havelock/Park	Draft	Havelock St / Park St intersection	Road to Zero		\$30,000		\$30,000	Approved
Approved	Intersection Safety Improvements - Hepburns/Racecourse	Draft	Hepburns Rd / Racecourse Rd intersection	Road to Zero	\$70,000			\$70,000	Approved
Resubmitted	Intersection Safety Improvements - Oak/Elizabeth	Draft	Oak Grove / Elizabeth St intersection	LR Improvements		\$50,000		\$50,000	Approved
Resubmitted: Initial submission \$10k Year 3, reduced to meet 50% allocation totals	New Streetlights (Flag Lights)	Draft	District-wide	LR Improvements	\$10,000	\$10,000	\$8,500	\$28,500	Approved
Resubmitted	New Streetlights (Undergrounding)	Draft	District-wide	LR Improvements	\$250,000	\$250,000	\$250,000	\$750,000	Approved
Declined	Seal Widening - Seafield/Taverners/Barnswood	Not Approved	Seafield Rd RP 11818-15812 (existing seal width 5m), Taverners Rd RP 0-8277 (4.2m), Barnswood Rd RP 0-7453 (4.6m) (total length 12724m)	LR Improvements			\$1,000,000	\$1,000,000	Declined
Declined	Seal Widening - Thompsons Track	Not Approved	Thompsons Track RP 20635-21500 and 22250-24420 (total length 3035m)	LR Improvements		\$1,000,000		\$1,000,000	Declined
Declined	Seal Widening - Thompsons Track/Mayfield Valetta Rd	Not Approved	Thompsons Track RP 35000-36186, Mayfield Valetta Rd RP 250- 1750 and 5250-8250 (total length 5686m)	LR Improvements	\$1,000,000			\$1,000,000	Declined
Declined	Bridge Replacement RDR Tramway Road	Not Approved	RDR bridge #251 on Tramway Road	LR Improvements		\$60,000	\$620,000	\$680,000	Declined
Declined	Dry Creek Flood Mitigation	Not Approved	Methven Chertsey Rd (600m between Cairnbrae Rd and Lyndhurst Rd)	LR Improvements			\$80,000	\$80,000	Declined

Approved	Approved in initial WK deliberations.
Committed	Works committed via contract in 2020-21 but to be completed in 2021-22.
Declined	Not approved in initial WK deliberations.
New	Not included in initial WK deliberations, resubmitted to contribute to 50% top-up amount, and subsequently approved.
Resubmitted	Not approved in initial WK deliberations, resubmitted to contribute to 50% top-up amount, and subsequently approved.

Notes	Activity name	Activity status	Location description	Activity class	Requested budget this NLTP period by year			Total cost \$'s 2021/24	WK status
					Total cost \$'s 2021/22	Total cost \$'s 2022/23	Total cost \$'s 2023/24		
Declined	Stock Underpass Installation	Not Approved	District-wide	LR Improvements	\$25,000	\$25,000	\$25,000	\$75,000	Declined
Committed: Initial submission \$380,337 - changed to match forecast works	Ashburton CBD Revitalisation - Drainage	Committed	Ashburton CBD	LR Improvements	\$126,847			\$126,847	Approved
Committed: Initial submission \$12,493 - changed to match forecast works	Ashburton CBD Revitalisation - Rain Gardens	Committed	Ashburton CBD	LR Improvements	\$107,981			\$107,981	Approved
Committed: Initial submission \$1,000,000 - changed to match forecast works	Ashburton CBD Revitalisation - Pavement & Surfacing	Committed	Ashburton CBD	LR Improvements	\$929,048			\$929,048	Approved
Approved	RSP - Motorcycle safety campaign	Implementation	District-wide	Road to Zero	\$1,500	\$3,000	\$3,000	\$7,500	Approved
Approved	RSP - Staying Safe course	Draft	District-wide	Road to Zero	\$1,500	\$3,000	\$5,000	\$9,500	Approved
Approved	RSP - Walking in Safe Routes	Draft	District-wide	Road to Zero	\$9,000	\$9,000	\$9,000	\$27,000	Approved
Approved	RSP - Winter Safety Campaign	Draft	District-wide	Road to Zero	\$1,200	\$1,200	\$1,247	\$3,647	Approved
Approved	RSP - Leading Learners	Draft	District-wide	Road to Zero	\$1,500	\$1,500	\$1,500	\$4,500	Approved
Approved	RSP - Drug driving campaign	Draft	District-wide	Road to Zero	\$1,500	\$3,000	\$3,000	\$7,500	Approved
Approved	RSP - Bike Ready Campaign	Draft	District-wide	Road to Zero	\$6,000	\$6,000	\$6,000	\$18,000	Approved
New	Pudding Hill Road RDR Bridge - Guardrail Installation	Implementation	Pudding Hill Road - Methven	LR Improvements	\$222,000			\$222,000	Approved

10. Stockwater Race Closure – SKW/024/20

Author *Crissie Drummond, Support Officer Infrastructure Services*
Activity Manager *Andrew Guthrie, Assets Manager*
GM responsible *Neil McCann, Group Manager Infrastructure Services*

Summary

- The purpose of this report is for Council to approve the closure of a local stockwater race in the Tinwald Westerfield Mayfield Road area.
- The total distance to be closed is 9,713m.
- There are 23 affected properties affected by the race closure that are owned by 19 owners. Seventeen owners have consented to the closure with the remaining two owners, who own four properties (3 properties and 1 property) between them not consenting to the closure.
- The owner of the three properties has irrigation, along with domestic and stockwater wells on two of their properties, and two of the three properties are irrigated. These three properties therefore have access to an alternative stock water supply.
- The owner of the remaining property does not have a well on their property, and therefore does not have direct access to an alternative stock water supply if the race is closed. However, the applicant has offered that property owner what they believe to be a reasonable offer to cover the cost of installing a well on the property for stockwater. This offer has been turned down by the property owner.
- This application has been assessed under Council's "Standard Operating Procedure Water Race Alterations (including closures)". Given the number of properties who have consented to the closure, one owner of three non-consenting properties having an alternative water supply, and the remaining property owner having been provided with an option for an alternative supply which was not accepted, it is recommended that the closure proceed.

Recommendation

1. **That** Council approves the closure of the stockwater race from a junction at 198 Mill Road (Lot 17 DP 3820, PN: 3265), and finishing at 46 Tinwald Westerfield Mayfield Road (LOT 4 DP 540232, PN: 24422)

Attachment

Appendix 1 Map

Background

The current situation

1. An application has been received from the owners of PN: 24422; 46 Tinwald Westerfield Mayfield Road to close the local stockwater race that runs through their property.
2. The applicants own the last property on the race, and are presently developing their property into a housing subdivision, and therefore would like to close the race.
3. The race is fed from a junction on PN: 3265, 198 Mill Road and runs for a total distance of 9,713m.
4. This is a local race which is connected to an Environment Canterbury (ECan) drain at the top junction, and finishes at an ECan drain at the bottom end.
5. ECan were consulted regarding this closure. They consented to the closure proceeding provided Council requested property owners retain the race as a swale through their properties. This request will be included in the consent conditions issued to the applicant, and copied to all parties.
6. Of the 23 property owners, 19 have consented to the closure.
7. One of the non-consenting property owners has three separate title properties located side by side (PN's: 16375, 16376 and 3230). All three properties were individually surveyed as part of the consultation process and did not support the closure on their three survey forms.
8. The survey form for PN: 16376 advised this property does not have a well (the middle property of three) but it is irrigated. PN: 16375 (immediately east of PN: 16376), has two wells, one for irrigation and the other for domestic/stockwater. The survey form returned for PN: 3230 (immediately west of PN: 16376) advised this property does also have a well.
9. The second non-consenting property owner (PN: 15660) did not provide any feedback on the closure proposal, despite being provided with the necessary consent and survey forms.
10. The applicant attempted to contact the property owner on several occasions seeking consent to the closure. Contact was eventually made but the consent form was not signed. The applicant attempted to broker an agreement with the property owner by way of offering to assist with the installation costs for a well to be drilled on the property. This offer was not accepted.
11. There is one road crossing affected by this closure on Timaru Track Road. Council's roading team inspected the crossing and advise that the culvert can remain in place.

Māori and tangata whenua participation

12. Aoraki Environmental Consultancy provided a cultural assessment of the proposal to close the race. This assessment advised that no cultural values are impacted by this closure.

Options analysis

Factors to be considered:

a	Length and location of section of race to be altered or closed	A total of 9,713 metres will be closed from a junction at 198 Mill Road and finishing at 46 Tinwald Westerfield Mayfield Road.
b	Number of properties that will be affected	23 properties are affected by this closure.
c	Current use of the section of race proposed to be altered or closed	The race is used for stockwater when water is flowing, but it is an unreliable water source.
d	Percentage of landowners/occupiers in support of the closure	19 (82.6%) of the property owners representing 9,119 (93.8%) support the closure. The two non-consenting property owners represent 595m (6.2%) of the total 9,713 m length of race to be closed
e	Economic analysis of race closures and alterations, including the operating and capital costs and benefits for all affected parties, and the equitable distribution of those costs and benefits.	Operational costs of this race are the sole responsibility of the landowners. Once the race is closed, there will be no further associated maintenance costs for these landowners.
f	Cost-effective water sources available to properties, including costs of in-farm infrastructure, such as wells, pumps, tanks and reticulation	The three properties owned by the one owner do have an alternative supply available via irrigation and domestic/stockwater wells located on two of the three properties. The remaining property, which was identified as not having alternative water, was offered assistance from the applicant for the installation of a well, however this option was not accepted. When the race is closed this property owner will have to make alternative arrangements for stockwater on/to this property.

g	Whether the race is a main race or a local race	It is a local race.
h	Cultural values affected by the alteration or closure	A cultural assessment was received from Te Runanga O Arowhenua on 30 September 2021. This assessment advised that no cultural values are impacted by this closure.
i	Ecological values affected by the alteration or closure	A Rapid Field Assessment was undertaken at three locations along the race on 5 May 2021. No evidence of ecological significance was detected at any of the sites.
j	Land/storm water drainage values affected by the alteration or closure	The race will not impact detrimentally on drainage or storm water. The advice to affected parties will request that the race remains as a swale through properties, as per ECan's conditional support.
k	Fire-fighting values affected by the alteration or closure, such as the availability of water within that section of the race to provide a source for fire-fighting	Available water supply for firefighting will be affected. However as the water supply was intermittent at best, it has not been a reliable source of water for firefighting.
l	Physical effects of closure on other network infrastructure	No other network infrastructure will be affected by the works.
m	Impacts of mitigation measures that may reduce the effects of race closures or alterations	Consideration must be given for the race to be swaled through the properties as mitigation for heavy rain events.
n	Achievement of the objectives of the Surface Water Strategy, the Ashburton Water Zone Implementation Programme, and the Canterbury Water Management Strategy and the Council meeting its obligations under the Canterbury Land and Water Regional Plan	<p>The closing of this section of stockwater race will contribute to a more efficient race network, which is entirely consistent with the Surface Water Strategy and Ashburton ZIP.</p> <p>It will also contribute to the incremental reduction of stockwater required to be taken from the Ashburton River system.</p>

Option one – Decline the water race closure application (not recommended)

13. Under this option the race will remain in its current location despite 19 of the 23 property owners wishing to close the race.

14. The one property who does not currently have an alternative supply has 2.04% of the total race length running through their property.
15. All property owners would be required to continue to maintain the race, and pay stockwater rates for a race they no longer require.
16. One property does not currently have an alternative stockwater supply, however an offer for a supply to be made available was not accepted.
17. Analysis of the 14 bylaw criteria does not support this recommendation.

Option two – Approve the water race closure application (recommended)

18. Under this option, the race which 19 of the 23 property owners no longer require would be closed.
19. Analysis of the 14 bylaw criteria supports the position that closure of this race can proceed.

Legal/policy implications

Legislation

20. The Water Races Bylaw, under which the closure process sits, meets the bylaw requirements under the Local Government Act 2002.

Bylaw

21. Council adopted the Water Race Bylaw in 2019. At the time of this being developed, officers also received the Standard Operating Procedure for Water Race Alterations (including Closures). The recommended option is compliant with the Bylaw and SOP.

Strategies

22. Council adopted the Surface Water Strategy in 2018. This ten year strategy includes Council's water race network. The recommended option also aligns with the direction of the Strategy.

Strategic alignment

23. The recommendation relates to Council's community outcomes of '*A district of great spaces and places*', '*A prosperous economy based on innovation and opportunity*' and '*A balanced and sustainable economy*' because the closure of unused/needed water races supports the long-term goal of leaving water in rivers.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	The recommended option to close the water race supports these three wellbeings by improving the efficiency of the race network and ultimately leaving water at its source.
Environmental	✓	
Cultural	✓	
Social		

Financial implications

Requirement	Explanation
What is the cost?	There will be no cost to Council for the closure to proceed.
Is there budget available in LTP / AP?	NA
Where is the funding coming from?	NA
Are there any future budget implications?	The amount of stockwater rates currently received will cease on 30 June 2022. This equates to a reduction in revenue of \$10,400 which will either need to be met next year from all other stockwater ratepayers or saved through cost efficiencies.
Reviewed by Finance	Paul Brake: Group Manager Business Support

Significance and engagement assessment

24. All property owners were consulted as part of the application process.
25. Two external stakeholders, Environment Canterbury and Te Runanga O Arowhenua were also consulted as part of the application process.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	The recommended option has triggered low level significance under Councils Community Engagement Policy. All factors triggered a low threshold, except for the possible impact on Te Rūnanga o Arowhenua. Engagement with iwi is an important aspect of all race closure applications and was completed for this.
Level of engagement selected	2 - Comment – informal two-way communication
Rationale for selecting level of engagement	Officers have engaged property owners, Environment Canterbury and iwi in preparing this report. The feedback received has informed the recommended option. The affected parties and wider community will be informed of Council's decision.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Appendix 1





11. Health (Fluoridation of Drinking Water) Amendment Act 2021

Author	<i>Andrew Guthrie, Assets Manager</i>
Activity Manager	<i>Andrew Guthrie, Assets Manager</i>
GM Responsible	<i>Neil McCann, Group Manager Infrastructure Services</i>

Summary

- The purpose of this report is inform Council of the implications arising from the introduction of the Health (Fluoridation of Drinking Water) Amendment Act 2021.
- Council was advised on 11 November 2021 that the then Bill had passed its third reading and would become law 28 days following Royal assent.
- Royal assent was given on 15 November so the new legislation will be effective from early January 2022.

Recommendation

1. **That** Council receives the report.

Attachment

Appendix 1 Ministry of Health correspondence

Background

History

1. The Health (Fluoridation of Drinking Water) Amendment Bill was first introduced to parliament on 17/11/2016.
2. At the time of its introduction, it was intended to amend Part 2A of the Health Act 1956 by inserting a power for **DHBs** to make decisions and give directions about the fluoridation of drinking water supplies in their areas.
3. The bill languished through the select committee stage and when it eventually resurfaced for its second reading on 8 June this year, decision-making power had changed to the **Director-General of Health**.
4. On 11 November, Council received formal advice from MOH (refer Appendix 1) that the Health (Fluoridation of Drinking Water) Amendment Bill had passed its final reading in parliament and will come into force 28 days after Royal assent.
5. Royal assent was duly given on 15 November 2021.
6. So, the new legislation, [Health \(Fluoridation of Drinking Water\) Amendment Act](#), delegates decision-making power in regard to fluoridation of public water supplies to the Director-General of Health.

Key Aspects

7. The Director General of Health (DGoH) can direct a local authority water suppliers to fluoridate a public water supply.
8. Before issuing a direction, the DGoH will be required to consider a number of factors for each individual drinking water supply.
9. The DGoH must consider - the scientific evidence on the effectiveness of adding fluoride to drinking water in reducing the prevalence and severity of dental decay.
10. The DGoH must consider - whether the benefits of adding fluoride to the drinking water outweigh the financial costs, taking into account:
 - the state or likely state of the oral health of the local community or population group associated with the water supply;
 - the number of people who are reasonably likely to receive drinking water from the local authority supply;
 - the likely financial costs and savings of adding fluoride to the drinking water, including any additional costs of ongoing management and monitoring.

11. Before issuing any direction to fluoridate, the DGoH must seek written comment from the local authority on the estimated cost of introducing community water fluoridation, and the date by which the local authority could comply.
12. The new legislation also specifically exempts Council from the need to consult with the affected communities on the decision to fluoridate.

Implementation

13. The Ministry of Health anticipates the DGoH could commence issuing directions from mid-2022 onwards.
14. The implementation is intended to be phased over time, with some funding available to support local authorities with fluoridation-related capital works.

Legal/policy implications

Obligations

15. A local authority must comply with a direction from the DGoH to add fluoride to a water supply.
16. Specifically, “the local authority must take **all practicable steps** to ensure that the specified level of fluoride is present in the water immediately before it is available for consumption”, (*emphasis added*).
17. A local authority must continue to add fluoride to a water supply if it was already doing so at the time the legislation comes into force, unless directed not to by the DGoH. This is relevant to the Methven Water Supply.

Offences

18. Failure to comply with a direction is an offence under the new legislation.
19. The local authority would be liable upon conviction to a fine not exceeding \$200,000, and if a continuing offence, a fine of up to \$10,000 per day or part day that it continues.

Impact on Current Programmes

20. The legislation will not have any impact on our programmes directly at this time.
21. Obviously, receipt of a direction from the DGoH would change that position.
22. The only immediate impact, would be in terms of any pending water upgrades that include building extensions or new buildings.
23. We propose during design phases to consider the space requirements of fluoridation equipment and management, in advance of receiving any direction, and make due provision.

Strategic alignment

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Raising Council's awareness of the new legislation allows officers to consider the implications of the new obligations that apply and make due provision within infrastructure design. This is expected to contribute to increased efficiency in building design and ultimately reduced costs.
Environmental		
Cultural		
Social		

Financial implications

24. There are no financial implications arising from the receipt of this report.
25. There may be financial implications arising from directions from the DGoH when or if these are issued.
26. The cost implications of any direction is unknown at this stage however, it is considered the legislative process will provide sufficient lead-in time to align any required additional expenditure with Council budgeting / planning cycles.

Requirement	Explanation
What is the cost?	Nil.
Is there budget available in LTP / AP?	Not applicable.
Where is the funding coming from?	Not Applicable.
Are there any future budget implications?	Yes when/if Council receives a direction to fluoridate, but costs are unknown at this stage.
Finance review required?	No.

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low.
Rationale for selecting level of significance	The matter of fluoridation of water supplies can be controversial, however this report is informational only and the decision to receive the report is not considered significant.
Level of engagement selected	Inform – One way communication.
Rationale for selecting level of engagement	This matter relates to New Zealand legislation which water suppliers have to comply with. There is no practical purpose to engage with the community beyond making the community aware of the requirements the legislation imposes on Council.
Reviewed by Strategy & Policy	Toni Durham; Manager of Strategy & Policy

11 November 2021

Tēnā koe

This letter is to update you on the Health (Fluoridation of Drinking Water) Amendment Bill (the Bill) and what it means for you.

As you may be aware, on Tuesday 9 November 2021, the Bill passed its final reading and will come into force 28 days after Royal assent. The new legislation amends the Health Act 1956 to give the Director-General of Health the power to issue a direction to local authority water suppliers (including bulk water suppliers) to fluoridate a public drinking water supply. The changes do not apply to private drinking water supplies.

Key content of the new legislation

Under the new legislation, when deciding whether to issue a direction to fluoridate, the Director-General of Health will be required to consider for each individual drinking water supply:

- the scientific evidence on the effectiveness of adding fluoride to drinking water in reducing the prevalence and severity of dental decay
- whether the benefits of adding fluoride to the drinking water outweigh the financial costs, taking into account:
 - the state or likely state of the oral health of the local community or population group associated with the water supply
 - the number of people who are reasonably likely to receive drinking water from the local authority supply
 - the likely financial costs and savings of adding fluoride to the drinking water, including any additional costs of ongoing management and monitoring.

Before issuing any direction to fluoridate, the Director-General of Health must seek written comment from the local authorities on the estimated cost of introducing community water fluoridation, and the date by which the local authority could comply.

The new legislation exempts you from any requirement to consult with your communities on the decision to fluoridate.

Further information on these changes and the obligations for local authorities is in the attached fact sheet.

Implementation

The Ministry of Health (the Ministry) intends to facilitate swift transition to the new fluoridation decision-making process, and anticipates that the Director-General of Health could commence issuing directions from mid-2022 onwards. Implementation will be phased over time and there will be some funding available to support local authorities with the costs of fluoridation-related capital works.

The Ministry is working through implementation details and expects to be able to provide further information to you in the next month.

The Ministry acknowledges the significance of the Government's Three Waters Reform programme on local authorities, including the recent announcement of the creation of the new water service entities. The Ministry of Health is working closely with the Department of Internal Affairs to ensure that implementation planning aligns with the reform programme and factors in current service delivery pressures across the water services sector.

Resources for your communities

You may receive queries from your communities about community water fluoridation now that the new legislation has been passed. We encourage you to refer members of the public or interested groups to the resources below. They reflect the position of the Ministry of Health, World Health Organization, and Centres for Disease Control and Prevention that community water fluoridation is a safe, effective and affordable public health measure to improve the oral health of communities.

<https://www.fluoridefacts.govt.nz/>

<https://www.pmcsa.ac.nz/topics/fluoridation-an-update-on-evidence/>

We look forward to working with you to implement these new changes that will have an important health impact on the communities you serve. We will be in touch again shortly.

Ngā mihi



Deborah Woodley
**Deputy Director-General
Population Health and Prevention**



Riana Clarke
**National Clinical Director, Oral Health
Ministry of Health**

cc: Regional Council Chief Executives

Jon Lamonte, Chief Executive, Watercare

Colin Crampton, Chief Executive, Wellington Water

Bill Bayfield, Chief Executive, Taumata Arowai

District Health Board Chief Executives

Public Health Unit Managers

12. *Civic Art Collection Management Policy*

Author	<i>Mel Neumann; Graduate Policy Advisor</i>
Activity Managers	<i>Shirin Khosraviani; Art Gallery & Museum Director</i> <i>Toni Durham; Strategy & Policy Manager</i>
GM Responsible	<i>Jane Donaldson; Group Manager Strategy & Compliance</i> <i>Steve Fabish; Group Manager Community Services</i>

Summary

- The purpose of this report is to review Council's Civic Art Collection Management Policy.
- Officers have identified improvements and amendments for the policy following Council's resolution to make the Art Gallery an in-house activity. These changes also ensure the policy is consistent with governance and organisational restructures that have occurred since the last review. These have been incorporated into the draft policy (refer Appendix 1).
- Council has options to:
 - Adopt the draft policy (recommended), or
 - Adopt an amended policy, or
 - Do not adopt the policy.
- Officers are also recommending that Council approves the details of the Civic Art Collection be made public on eHive, once the information has been retrieved and uploaded.

Recommendation

1. **That** Council adopts the draft Civic Art Collection Management Policy 2021.
2. **That** Council approves the information of the Civic Art Collection be accessible to the public on eHive.

Attachment

Appendix 1 Draft Civic Art Collection Management Policy 2021

Background

The current situation

1. Council's current Civic Art Collection Management Policy is now due for review.
2. The policy provides a framework for the acquisition, display, loan and management of Council's civic art collection. The latest audit of the collection in 2020 identified 189 pieces of art.
3. On 30 June 2021, after consultation with the Art Gallery Committee and Ashburton Museum & Historical Society, Council passed a resolution to amalgamate the Ashburton Museum and Art Gallery and therefore make the Art Gallery an in-house activity.
4. Staff held a civic art collection workshop with Council on 10 November 2021, to discuss the future management of the collection. Elected members indicated a preference for Council to retain ownership of the collection, and to include budget for the conservation and maintenance works of some of the collection. Budgets will be proposed during the Annual Plan budget process.
5. Officers have assessed the current policy and are proposing to incorporate the following changes in order to ensure the policy is consistent with the Art Gallery now being an in-house activity:
 - update the team responsible for the policy,
 - add references and delegations to Art Gallery & Museum Director
 - remove references to external groups, and
 - remove references to the memorandum of understanding (as this is now void).
6. We are also proposing to:
 - add a definition for 'works of art' to incorporate works other than paintings;
 - add a definition for 'acquisition' to include gifts and commissioning;
 - add a section about de-accessioning artworks from the collection;
 - make wording adjustments to increase the clarity of the policy and ensure it is fit for purpose;
 - extend the review period to every five years, or as required (instead of every three years).

eHive website

7. eHive is an online tool that is used by hundreds of small museums and private collectors to catalogue objects, manage acquisition information and share their collections online.
8. The Ashburton Art Gallery uses eHive to keep a catalogue of artworks, however the information is not available to the public.

9. Staff are recommending that once the relevant information on the civic art collection has been compiled and input into the eHive system, it can be made available to the public so that residents have the ability to search information about pieces in our collection, including where they are housed.
10. If Council agrees to make the information publicly available, it is important to note that this process will not happen instantly as there is copyright information that needs to be researched and approved prior to this.

Options analysis

Option one – adopt the draft policy (recommended)

11. This is the recommended option. The proposed changes are detailed under points 5, 6 and 7 of this report, and in the draft policy attached in appendix 1.
12. This option is recommended as the changes reflect the resolution of Council from 30 June (to bring the art gallery in-house), as well as organisational and governance restructures that have occurred since its last review. The amended policy also incorporates wording changes which officers believe will increase the clarity of the policy and ensure it is consistent with best practice.

Option two – adopt an amended policy

13. Council has an option to make amendments to the draft policy before adoption, if they see fit. This is not the recommended option as officers believe they have covered what needs to be in the policy through the updates made in the draft document shown in appendix 1.

Option three – do not adopt the policy

14. Council has an option to advise officers to do more work on the policy and bring it back to Council at a later date. This is not the recommended option as it would delay the adoption of an updated policy, meaning our current policy (which is not consistent with our current collection management) would stand until the new policy is adopted.

Legal/policy implications

Local Government Act 2002

15. There is no legislative requirement to have such a policy.

Strategic alignment

16. The recommendation relates to Council's community outcome of 'a district of great spaces and places' and 'residents are included and have a voice' because the civic art collection celebrates our identity, heritage and culture.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural	✓	The Civic Art Collection is culturally significant and contains history of the Ashburton District.
Social		

Financial implications

Requirement	Explanation
What is the cost?	There are no costs to adopting the policy. Any budget required for maintaining artworks will be proposed through the Annual Plan budget process
Is there budget available in LTP / AP?	Not applicable
Where is the funding coming from?	No funding necessary at this stage
Are there any future budget implications?	Yes – if Council decides to fund conservation and maintenance works. This will be determined via the Annual Plan process
Finance review required?	Erin Register; Finance Manager

Significance and engagement assessment

17. This matter has been considered in regards to Council's Community Engagement Policy and does not trigger a high level of significance.

Requirement	Explanation
Is the matter considered <i>significant</i> ?	No
Level of significance	Low
Level of <i>engagement</i> selected	Inform – the community will be advised on the adoption of this policy via publicly available 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. Council's civic art collection is not considered to be a strategic asset
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Policy

CIVIC ART COLLECTION MANAGEMENT

TEAM:	<u>Community Relations Art Gallery & Museum</u>
RESPONSIBILITY:	<u>Community Relations Manager Art Gallery & Museum Director</u>
ADOPTED:	<u>23 February 2017 15 December 2021</u>
REVIEW:	Every five three years, or as required
CONSULTATION:	None required.
RELATED DOCUMENTS:	Copyright Act 1994, Ashburton District Council Art Collection Register.

Policy Objective

To ensure that Ashburton District Council's civic art collection is:

- a coherent collection of works with recognisable and understandable links to Ashburton District, the Canterbury region and the South Island,
- maintained in an appropriate condition, and
- displayed and accessible to the community.

Definitions

~~AAG means the Ashburton Art Gallery Inc.~~

Civic art collection means Ashburton District Council's art collection.

Civic offices includes the Civic Office building at 5 Baring Square West, Ashburton as well as the Council Meeting Chambers at ~~2 Baring Square East, Ashburton.~~ 131 Havelock Street, Ashburton.

Council means Ashburton District Council.

Works of art means any piece of visual art created by an artist. This could include (but is not limited to) ~~paintings, pottery, sculptures, and embroidery.~~

Acquisition means the formal process of acquiring an artwork. This can occur via gift, bequest, purchase or through commissioning. ~~Curator means person or designate who manages or oversees care of the civic art collection.~~

Policy Statement

1. Collection criteria

- 1.1. The civic art collection will contain works of art which meet one or more of the following criteria:
 - reflect a variety of images which depict Ashburton District, the Canterbury region and the South Island,
 - do not over-represent any one artist or duplicate images,

- are by contemporary New Zealand artists working in Ashburton District and the Canterbury region but not necessarily images of the local physical environment,
- represent a unique one-off opportunity to acquire a work of art,
- are of historic significance ~~due to the reason they are in collection e.g.~~ marking an occasion in Council's history,
- are works which reflect the diversity and multi-cultural nature of the region,
- ~~are works recognising the Treaty of Te Tiriti o~~ Waitangi which honours Māori as tangata whenua.

~~, and~~

- 1.2 ~~The works must are works that are~~ be able to be appropriately stored, displayed, maintained and insured by Council within reasonable budget and resourcing levels.

2. Collection Ownership and Management

- 2.1. Ashburton District Council will retain ownership of all works of art in the civic art collection.

~~The curator of the civic art collection is the Council's Group Manager: Business Support or designate.~~

- 2.2. Care of the civic art collection will be managed (including the storage of works) by the Ashburton Art Gallery ~~Inc (AAG) by way of a Memorandum of Understanding between Council and AAG. & Museum Director.~~

3. Display of Works

- 3.1. Works ~~will may~~ be displayed in the civic offices, the Ashburton Public Library, ~~the Ashburton Trust Event Centre~~, the Ashburton Art Gallery and in other public spaces at the discretion of ~~Council in discussion with AAG. the Art Gallery & Museum Director.~~

4. Acquisitions

- 4.1. Any new acquisitions will come under this policy and must meet the collection ~~objectives~~ criteria stated in section 1 of this policy.
- 4.2. The Council observes a policy of selective acquisition, and is under no obligation to accept works offered to it.
- 4.3. The ~~Finance and Business Support Committee Council~~ will have the authority to accept or decline a gift/bequest upon advice from ~~AAG. the Art Gallery & Museum Director.~~
- 4.4. ~~Policy 4.2 does not apply to~~ Corporate gifts given to Council in a professional capacity are not automatically part of the Civic Art Collection and are subject to section 4.2.

5. De-accessioning

- 5.1. Council has the authority to de-accession works of art upon advice from the Art Gallery & Museum Director.
- 5.2. Deaccession and disposal will be considered in instances, where works are:
 - a duplication of, or inferior to, some related work already in the collection
 - not original or authentic or its provenance is found to be false
 - lost or stolen
 - not within the scope of this policy

- extensively damaged or irreversibly deteriorated and conservation is not feasible
- found not to be legitimately acquired by either the donor or the Council
- found to be a danger to members of the public and/or staff, or could damage other collection items in the building the collection item is stored.

4.4.5.3. Should a de-accessioning process occur, it will be carried out in line with best practice, as advised by the Art Gallery & Museum Director.-

5.6. Loans of Art Works

6.1 Inward Loans

5.1.1.6.1.1. Generally Council will not seek or accept inwards loans of art work as the conditions of the civic offices are not to gallery standard.

5.1.2.6.1.2. Where Council does receive offers of inwards loans of art work, offers will be referred to AAG, Ashburton Museum or another appropriate facility.the Art Gallery & Museum Director.

5.1.3. There may be rare circumstances where loans of art work will be accepted. These circumstances will be determined by AAG or the Ashburton Museum.

6.2 Outgoing Loans

6.2.1 The curator (or designate) in consultation with the Finance and Business Support Committee with advice from AAG Art Gallery & Museum Director will have authority to approve or decline outgoing loan requests.

6.2.2 In making a decision regarding an outgoing loan request the following will sections 6.2.3 to 6.2.8 be considered.

6.2.26.2.3 Any outward loans are subject to a loan agreement.:

6.2.36.2.4 Art work from the Council's collection will not be loaned to private individuals or private/commercial galleries, except for the purposes of conservation or framing.

6.2.46.2.5 A loan will be declined if, in the opinion of the curator in consultation with the Finance and Business Support Committee and AGG Art Gallery & Museum Director, the condition of the work would be threatened by travel or if the art work is exceptionally rare or unique.

6.2.5 Loans to the Ashburton Art Gallery, or the Ashburton Trust Event Centre may be for an indefinite period.

6.2.6 Council will able to provide six months' notice for the return of any loan at any time.

6.2.7 If a loan is agreed to with any organisation other than the Ashburton Art Gallery or the Ashburton Trust Event Centre a loan agreement should be completed.

6.2.86.2.7 Council ownership of the work will be acknowledged in publications, labels and other written texts, where appropriate.

6.2.96.2.8 Copyright permission, in accordance with the Copyright Act 1994, must be sought by the borrowing institution, where appropriate.

13. Ashburton District Demography and Positive Ageing

Author *Mel Neumann; Graduate Policy Advisor*
Activity Managers *Toni Durham; Strategy & Policy Manager*
GM Responsible *Jane Donaldson; Group Manager Strategy & Compliance*

Summary

- The purpose of this report is for Council to consider the ‘Demography and Positive Ageing Background Report’ attached in Appendix 1.
- Elected Members requested a report from staff regarding the development of an ‘Age Friendly Policy’ or similar. This report outlines research findings and decisions required by Council.
- Council has options to:
 - Develop a draft Positive Ageing Plan; or
 - Develop a draft Youth Plan; or
 - Do not develop a Positive Ageing or Youth Plan (status quo, recommended).

Recommendation

- 1. That** Council receives the Demography and Positive Ageing Background Report as attached in Appendix 1.
- 2. That** Council does not develop a Positive Ageing or Youth Plan.

Attachment

Appendix 1 Demography and Positive Ageing Background Report

Background

The current situation

1. Ashburton District's population is ageing. Statistics New Zealand data shows that in 2018, 17.9% of our population were over 65 years old. This percentage is expected to grow and reach 21.7% by 2048.
2. There are multiple factors that can lead to an ageing population. These include:
 - Increased life expectancy
 - Decreasing fertility rates / people having fewer children
 - Younger residents leaving the district
 - Older residents moving / returning to the district
3. During the deliberations on the Long-Term Plan 2021-31, Elected Members requested a report from staff on the development of an 'Age-Friendly Policy' or similar document.
4. Officers undertook background research into the demographics of the Ashburton District. The Demography & Positive Ageing Background Report' provided in Appendix 1 of this report identifies that youth leaving the Ashburton District is a leading cause of our ageing population.
5. The background report also identifies that an ageing demographic is occurring throughout the country, and is happening much faster in other territorial authority areas than it is within the Ashburton District.

What is Council currently doing?

Our ageing population

6. Our commitment to ensuring our facilities, services and infrastructure are appropriate for our ageing population is noted in our Long-Term Plan 2021-31.
7. Other Council documents that take our ageing demographic into account include:
 - CBD Revitalisation Plan & Design
 - Walking & Cycling Strategy
 - Ashburton Domain Development Plan
 - Parking Strategy and Parking Management Plans
 - Over 80's Parking Policy (in development)
8. Council also contributes to the older population by:
 - Providing Elderly Persons Housing for our vulnerable residents aged 65 and over
 - Offering discounted memberships at EA Networks Centre
 - Offering free swimming for over 80's at EA Networks Centre
 - Providing Library services

- Providing community safety services through CCTV in public areas
- Funding to community organisations such as Safe Communities, Age Concern Ashburton, and Sport Mid Canterbury.

Our younger residents

9. Council provides opportunities for youth to be involved in democratic processes through the Youth Council.
10. Council documents that have a youth focus include:
 - Ashburton Domain Development Plan (through its focus on children and family areas such as playgrounds)
 - Economic Development Strategy (review underway)
11. Council services that have a youth focus include:
 - Hosting community events (e.g. bite night, Christmas events)
 - Providing Library services
 - EA Networks Centre – swimming lessons, group fitness etc
 - Providing and maintaining open spaces across the district – playgrounds and sports fields etc
 - Often providing community grants and/or funding to organisations such as HYPE Youth Health Centre, BASE Youth Centre, and Mid Canterbury Youth Charitable Trust.

What do other councils do?

12. Officers have carried out desktop research to see what other councils' approaches to an ageing population include.
13. Out of 31 Councils sampled, it was observed that:
 - 10 had some form of age friendly / positive ageing policy, strategy or plan, and
 - 5 had some form of youth strategy or plan.

Do we have a problem?

14. Based on the research undertaken, officers are not convinced that there is a need to proceed with developing a positive ageing plan.

Options analysis

Option one – develop a draft Positive Ageing Plan

15. Council could develop a draft Positive Ageing Plan, to bring together the things we are currently doing and the things we plan to do in terms of ensuring our facilities, services and infrastructure are appropriate for an ageing population.

Advantages:

- Weaving together everything we are doing and plan to do in terms of providing for an ageing community.
- Provides a form of accountability to ensure our older demographic are adequately considered.
- Attempts to reduce the impacts of an ageing population.

Disadvantages:

- Officers do not believe that this is necessary and consider that the older demographic is adequately considered during the development of projects, plans and services, including the CBD redevelopment project, Parking Strategy & Parking Management Plan, and services provided by EA Networks Centre.
- This age group is over-represented in community engagement processes, such as project consultations and the Annual Residents Survey.
- Creating a Positive Ageing Plan will take time and resources to develop and implement. It is unclear where the responsibility for the implementation of the Plan would sit within the current organisational structure.

Option two – develop a draft Youth Plan

16. Council could develop a draft Youth Plan, to bring together things we are currently doing with the things we are planning to do, to encourage youth to stay in the district.

Advantages:

- Weaves together everything we are doing and plan to do in terms of providing for our younger residents.
- Provides a form of accountability to ensure our younger residents are adequately considered.
- Attempts to provide a solutions to reduce youth leaving the district.

Disadvantages:

- Could create a duplication of actions through the development of a Youth Plan at the same time as the review of the Economic Development Strategy, which aims to have a focus on youth and increasing the number of youth in the local workforce.

- Creating a Youth Plan will take time and resources to develop and implement. It is unclear where the responsibility for the implementation of the Plan would sit within the current organisational structure.

Option two – do not develop a Positive Ageing or Youth Plan (status quo, recommended)

17. Council could decide to do nothing and stick with the status quo. This is the recommended option, as officers believe that our facilities, services and infrastructure are appropriate for an ageing population, and our demographic is adequately considered during development of projects and plans.
18. Officers have identified that there is an issue with youth leaving the district, however are aware of the focus that the Economic Development team have on youth when re-developing the Economic Development Strategy. Although this will be focussed on increasing the number of youth in the district's workforce, we believe this work may be reflected in other social and cultural changes in the community. Officers recommend to look back at this in a few years' time to determine if the issue is still predominant.
19. While there could be an option to develop both a Positive Ageing Plan and a Youth Plan, officers believe that by having both documents it could essentially invalidate the aim of either document. Therefore, this is not an option that has been provided.

Advantages:

- Provides the opportunity to re-assess and develop a Youth Plan or Ageing Plan in future, if found necessary or desirable.

Disadvantages:

- Does not necessarily provide a solution specifically focussed to our youth or aged population.
- Does not provide a form of accountability to ensure our older or younger demographic are adequately considered.

Assessment of options

	Advantages	Disadvantages
Option one – Positive Ageing Plan	<ul style="list-style-type: none"> • Weaves together what we are doing and what we plan to do • Provides a form of accountability • Attempts to attenuate an identified issue 	<ul style="list-style-type: none"> • Could be seen as unnecessary • This age group is already largely over-represented in engagement processes
Option two – Youth Plan	<ul style="list-style-type: none"> • Weaves together what we are doing and what we plan to do 	<ul style="list-style-type: none"> • Could result in duplication of actions between Youth Plan

	Advantages	Disadvantages
	<ul style="list-style-type: none"> Provides a form of accountability Attempts to attenuate an identified issue 	and Economic Development Strategy
Option three – Status Quo	<ul style="list-style-type: none"> Provides the opportunity to reassess in the future, and develop either an Youth Plan or Ageing Plan if found necessary or desirable 	<ul style="list-style-type: none"> Does not provide a solution specific to youth Does not provide a form of accountability to ensure demographic issues are adequately considered

Legal/policy implications

Local Government Act 2002

20. There is no legislative requirement to have a Positive Ageing Plan or a Youth Plan.
21. In performing the role of a local authority, the Local Government Act (LGA) does require councils to take into account the diversity of the community, and the interests of future as well as current communities (section 14(1)(c)).
22. Section 10(1)(b) of the LGA states that the purpose of Local Government is to promote the social, economic, environmental and cultural well-being of communities in the present and in the future.

Council strategies, plans, policies, bylaws

23. Council's commitment to ensuring our services, infrastructure and facilities are appropriate for our demographic is noted in our Long-Term Plan 2021-31.

Strategic alignment

24. The recommendation relates to Council's community outcome of 'residents are included and have a voice' because the status quo has a focus on social connectedness and gives residents the opportunity to have their say on Council business. The status quo also contributes to the outcome of 'a district of great spaces and places' as our older residents are catered for within our community through social and recreational activities as well as our facilities and infrastructure.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural		
Social	✓	The status quo contributes to the social wellbeing of the district as the opportunity of our older residents are well considered in Council's decision-making.

Financial implications

Requirement	Explanation
What is the cost?	There is no cost for the recommended option as it is a continuation of the status quo
Is there budget available in LTP / AP?	Not applicable
Where is the funding coming from?	No funding necessary
Are there any future budget implications?	No
Finance review required?	Erin Register; Finance Manager

Significance and engagement assessment

25. This matter has been considered in regards to Council's Community Engagement Policy and does not trigger a high level of significance.

Requirement	Explanation
Is the matter considered <i>significant</i> ?	No
Level of significance	Low
Level of <i>engagement</i> selected	Inform – the community will be advised of this decision via the publicly available meeting minutes.
Rationale for selecting level of engagement	The recommended option is to continue with the status quo, therefore there is no cost and no change to level of service.
Reviewed by Strategy & Policy	Toni Durham: Strategy & Policy Manager



Ashburton District Demography & Positive Ageing

Background report

Document Control

Revision	Name	Author	Reviewed by	Date
1	First draft	Mel Neumann	Toni Durham	19.11.2021

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1. Executive Summary

It is important for Council to ensure that our facilities, services and infrastructure are appropriate for our community. Council has long been aware that our community is ageing, and therefore we have taken this into account when developing our strategies and plans. Our changing demographics have been noted in Long-Term Plans going back to at least 2009.

Council requested a report from staff to identify whether or not there was a need for the development of a Positive Ageing Plan, or similar.

This report goes into how much and how quickly our community is ageing, our trends compared to other districts, what the causes are, and what the issues are that need to be addressed.

The objectives of this report are to:

- set the scene on the demography in the Ashburton District;
- identify specific issues that may exist;
- outline Council's current approach to these issues;
- identify what gaps and issues there are in our approach; and
- provide information on the approach other councils take.

It was found that although the population of Ashburton District is ageing, our demographic is not changing as quickly as other territorial authority areas.

A leading cause for our ageing population is that residents of younger age groups are migrating out of the district. Therefore, Council may wish to develop a positive ageing plan to reduce the effects of our ageing population, or develop a youth plan to address the leading cause of the issue.

Current situation

1.1. About Ashburton District

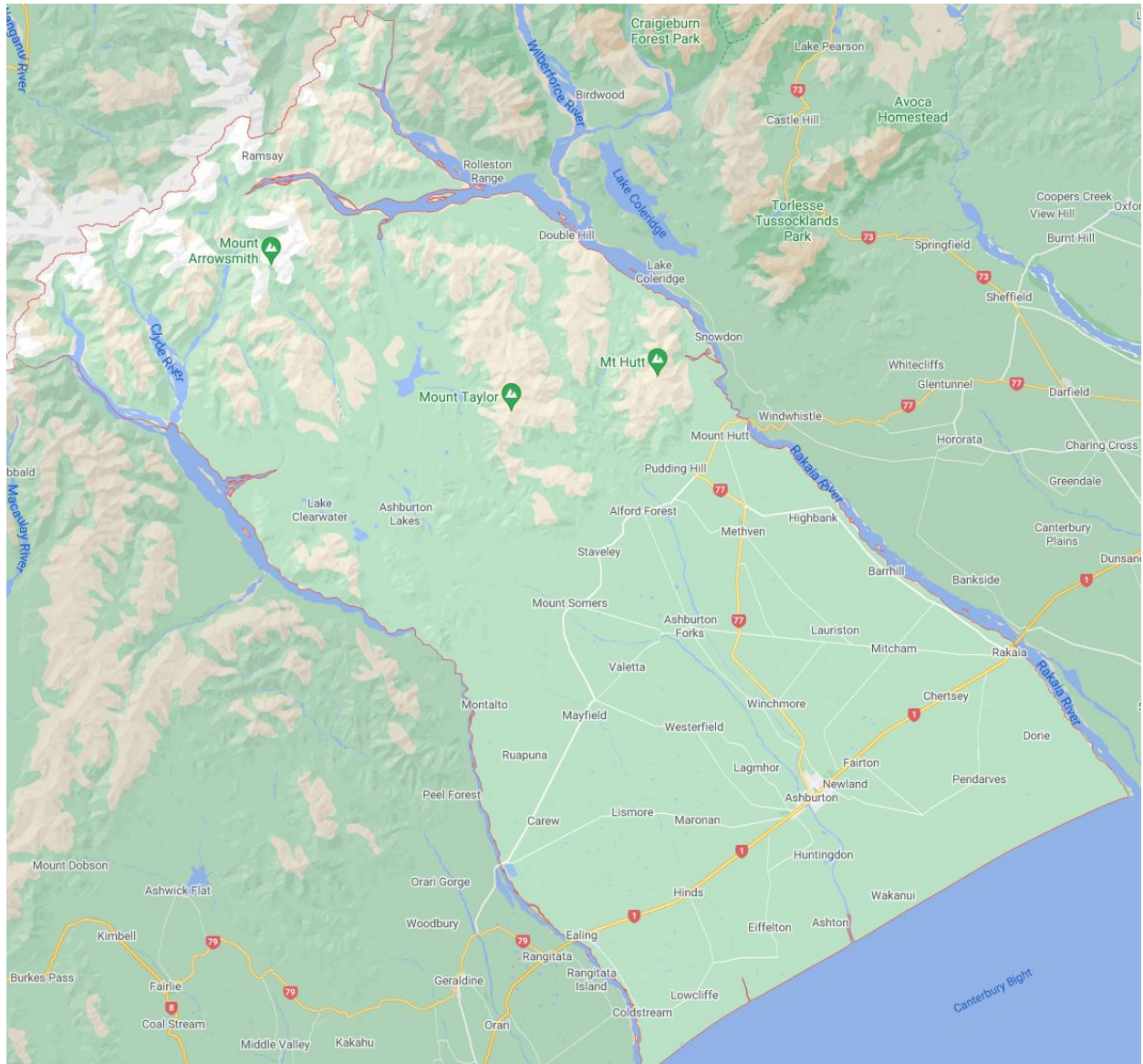


Figure 1. Image of Ashburton District outlined in red, retrieved from Google Maps.

The Ashburton District covers a geographic area of 6,190 square kilometres, with a population of 33,423 people recorded in 2018. Ashburton is a growing district, as seen from the population growth of 2,382 people since 2013. It is also estimated that in 2020, our population had increased another 1,977 people to 35,400.

The Ashburton District Council is the 35th largest council in New Zealand, out of 68 territorial councils. The urban area with the highest number of people is Hampstead with 2,922 people, compared to the area with the least amount of people being Ashburton Central and West with

1,098 people. The rural area with the highest number of people is Eiffelton with 2,463 people, compared to the rural area with the least amount of people being Cairnbrae with 1,446 people.¹

The population of the Ashburton District is projected to grow, with the population expected to reach 43,449 by 2048.

The number of dwellings in the Ashburton District is also forecasted to grow from, 13,690 in 2013 to 18,632 in 2048. However, the average household size is expected to drop from 2.51 in 2013 to 2.45 in 2048². This could be due to an increase in single person households or more parents living alone.

Age

The median age of people living in the Ashburton District is 39.1 years, 1.7 years older than the median age for New Zealand at 37.4 years³. The highest age group that makes up the district's population are those aged 35 to 49 equating to 18.6% of the district. However, we have seen a 1.7% increase since 2013 in the young workforce with those age 25 to 34 making up 13.7% of the district⁴.

The area with the highest median age is Ashburton Central and West with 56 years. This could be an outlier but may also be a reflection of the provision of healthcare services for the elderly in this location, such as retirement villages and homes. Ashburton North and Allenton North followed with median ages of 48, followed by Ashburton East with a median age of 46. Ealing-Lowcliffe has the lowest median age in the district of 30 years, followed by Ashburton Lakes and Forks with 33, and then Chertsey and Cairnbrae with 35 years⁵. This may be related to a younger working age population in rural areas due to the large amount of farm workers.

Overall population structure is split relatively evenly with 49.1% female and 50.9% male. 22.5% of the male population, and 20.6% of the female population are at childbearing age (15-49)⁶.

The age group that has the largest observable gender split is the population aged 85 years and older. Only 1.8% of Ashburton District males are 85 years and over, compared to 3% of females, a possible reflection of the differences of life expectancies of men and women⁷.

New residents to the district

Almost half (46.7%) of the district's total residents have moved between 2013 and 2018. 27.4% moved within the district, 13% from another part of New Zealand, and 6.3% moved from another country. Residents who did not move between 2013 and 2018 made up 36.1% of our population.

The Ashburton District saw 99 people move from the Auckland region, followed by Grey District with 33, and Buller and Waimate District at 30. Those moving from Auckland may be retiring in Mid-Canterbury due to the cheaper housing.

¹ Statistics NZ - usually resident population by area unit, 2013 & 2018 census (compiled and presented by .id)

² Population and household forecasts, 2013 to 2048, prepared by .id, the population experts, December 2019.

³ Statistics NZ - usually resident population, 2018 census. (compiled and presented in atlas.id by .id)

⁴ Statistics NZ - usually resident population, 2013 and 2018 census. (service age groups - compiled and presented by .id)

⁵ Statistics NZ - usually resident population, 2018 census. (compiled and presented in atlas.id by .id)

⁶ Statistics NZ - usually resident population, 2018 census. (age and sex pyramid - compiled and presented by .id)

⁷ Statistics NZ - 2018 Census place summaries (Ashburton District webpage), population counts by age and sex.

In terms of those leaving the district, Ashburton lost 357 people to Christchurch, followed by Selwyn District with -96, and Tasman District at -78⁸. Those leaving the district could be students moving to undertake tertiary study at Canterbury or Lincoln, but may also be retirees moving to be closer to a major hospital.

1.1. Demographic trends

Our population is ageing

While all age groups in the district are expected to grow, it is projected that the 65 years and over age group will grow the most. The following graph (figure 2) shows the projected increase of the percentage of our population that will be 65 years and over, from 2013 to 2043.

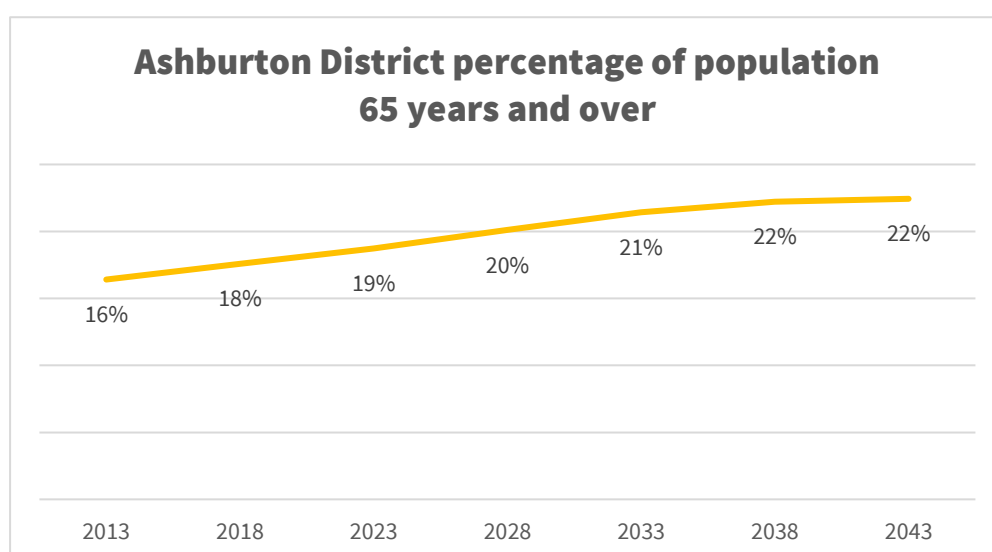


Figure 2. Projected increasing trend in population 65 years and older in Ashburton District from 2013 to 2043⁹.

Distribution of population over 65 years

Table 1. Data showing the distribution of residents aged 65 and over and the change from 2013 to 2018¹⁰.

People aged 65 years and over Ashburton District			
Area	2013 Percent %	2018 Percent %	Change 2013 to 2018 (number of people)
Allenton East	27.1	26.4	-12
Allenton North	21.4	28.9	+273
Allenton South	16.5	16.7	+15
Ashburton Central and West	40.2	41.0	+21

⁸ Statistics NZ – usual residence 5 years ago, 2018 census. (migration by location – compiled and presented in profile.id by .id)

⁹ Statistics NZ – area unit population projections, by age and sex, 2013-2043. (NZ.Stat)

¹⁰ Statistics NZ – 2013 & 2018 census of population and housing. (people aged 65 and over, compiled and presented in atlas.id by .id)

People aged 65 years and over Ashburton District			
Area	2013 Percent %	2018 Percent %	Change 2013 to 2018 (number of people)
Ashburton East	27.6	26.7	+3
Ashburton Lakes and Forks	7.0	7.9	+36
Ashburton North	20.5	22.8	+33
Cairnbrae	5.3	8.1	+42
Chertsey	7.5	9.7	+36
Ealing-Lowcliffe	5.8	5.4	+3
Eiffelton	9.2	12.5	+105
Hampstead	17.9	16.2	-15
Methven	14.6	15.3	+21
Netherby	16.1	15.7	+39
Rakaia	18.3	17.6	+18
Tinwald North	19.9	21.1	+36
Tinwald South	17.8	20.5	+96
Winchmore-Wakanui	15.5	16.5	+33

As is evident in the table above and the distribution map below, the highest percentage of population 65 years old and over is in Ashburton Central and West (the centre of town). The area that has grown the most in terms of residents 65 and over between 2013 and 2018 was in Allenton North. The number of older residents is increasing more in urban areas than in rural areas. The high percentage of residents 65 and over in the town centre may be a reflection of the location of facilities such as retirement homes and villages.

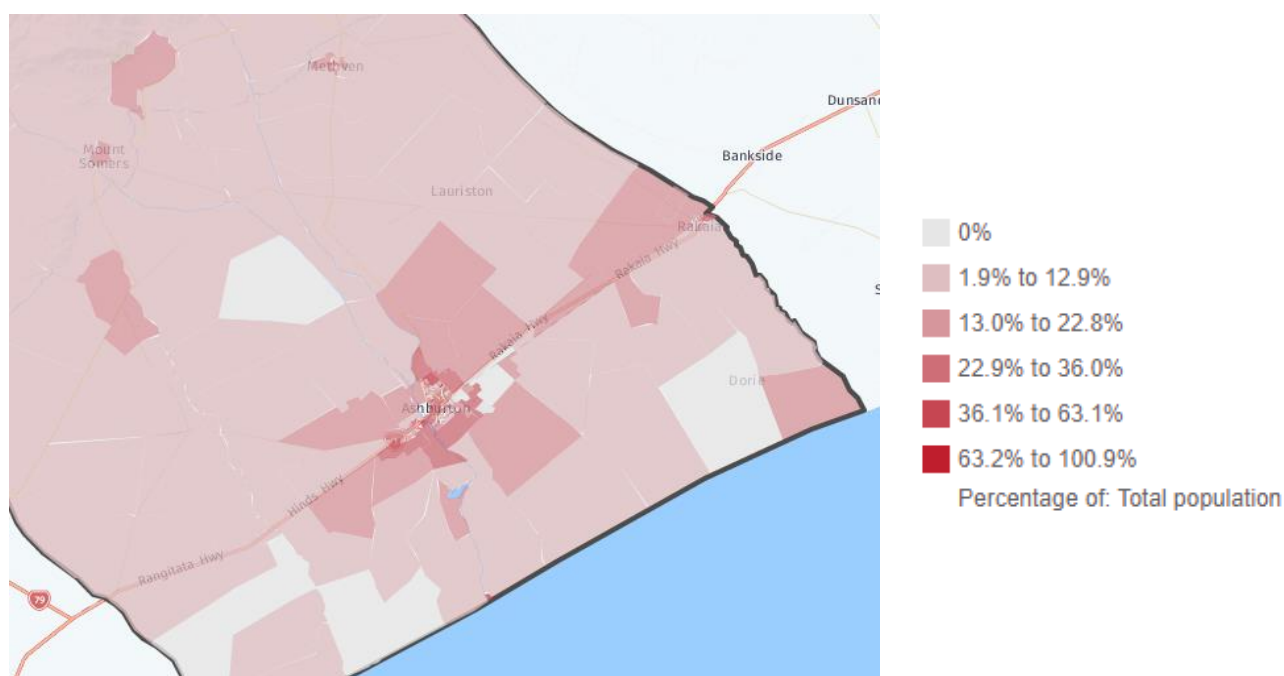


Figure 3. Map showing the distribution of residents aged 65 and over throughout Ashburton District¹¹.

¹¹ Statistics NZ – 2018 census of population and housing. (people aged 65 and over, compiled and presented in atlas.id by .id) – screen snip of social atlas map view.

Possible causes of an ageing population

The main demographic factors responsible for an ageing population include:

- Increasing life expectancy (better health and medical care etc.)
- Ageing of the baby boomer cohort (generally regarded as those born in the years 1946-1965, who started turning 65 from 2011)
- Decreasing fertility rates or women having fewer children on average
- Younger residents leaving the district for study, travel or work
- Older residents moving or returning to live in the district.

Figure 4 below shows that the loss of youth exacerbates the ageing demographic in our district.

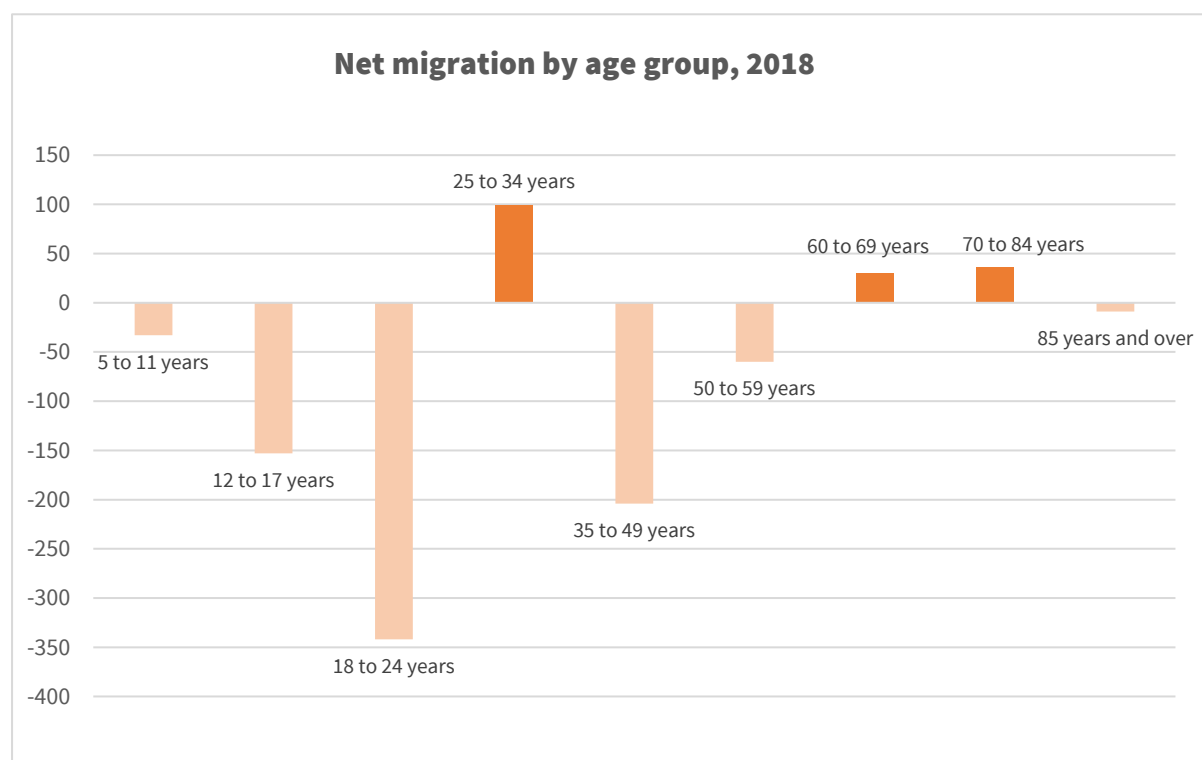


Figure 4. Graph showing net migration of age groups from to/from Ashburton District¹².

¹² Statistics NZ census of population and housing (net migration by age group 2018 – compiled and presented by .id)

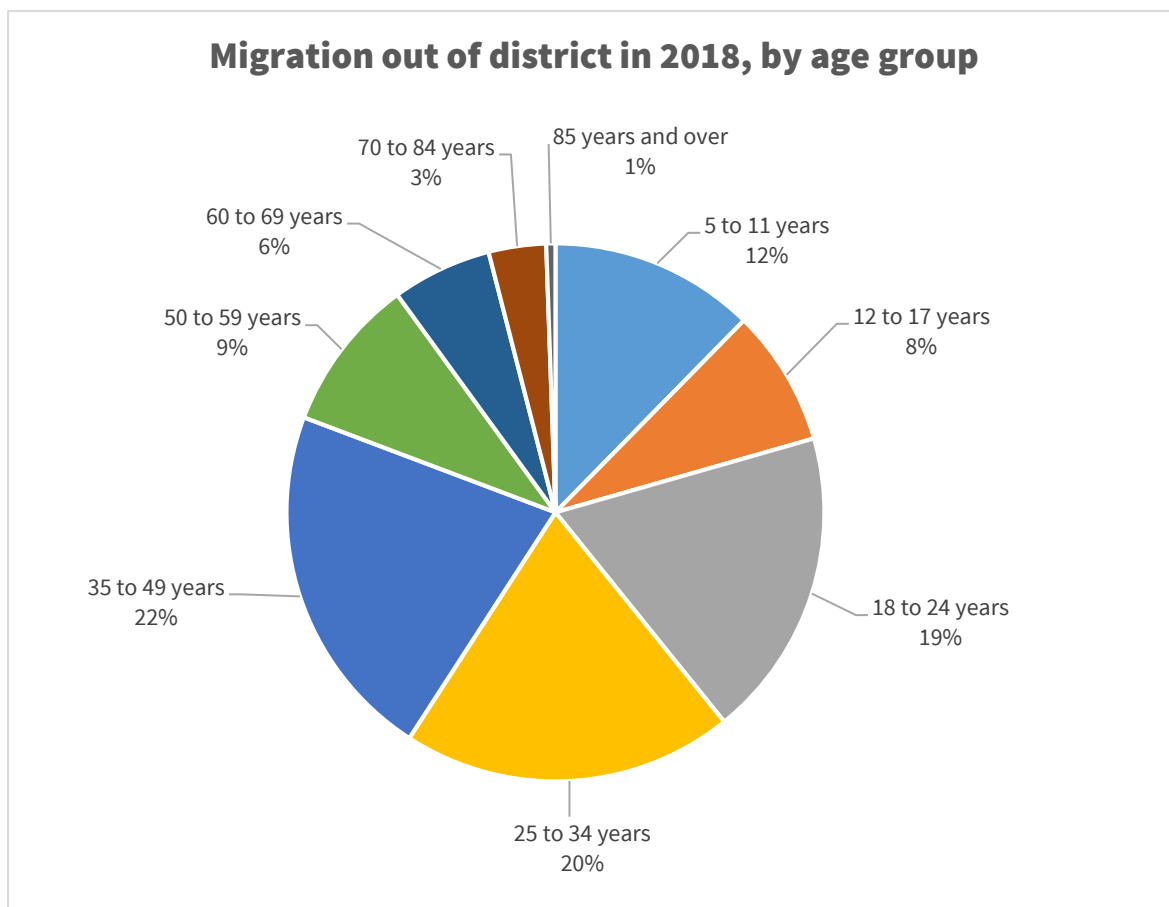


Figure 5. Pie chart showing the total migration out of Ashburton District in 2018, by age group¹³.

Table 2. Table showing the percentage of each age group that migrated out of Ashburton District in 2018¹⁴.

Age group	2018 residents	2018 out migration	2018 out migration %
5 to 11 years	3,312	537	16%
12 to 17 years	2,457	357	15%
18 to 24 years	2,418	810	33%
25 to 34 years	4,587	867	19%
35 to 49 years	6,207	939	15%
50 to 59 years	4,278	402	9%
60 to 69 years	3,708	261	7%
70 to 84 years	3,402	150	4%
85 years and over	801	24	3%

Table 2 above shows that the amount of people aged 18 to 24 that moved out of the district in 2018, was equivalent to 33% of the total population aged 18 to 24 in Ashburton District in 2018.

¹³ Statistics NZ census of population and dwellings (migration by age group 2018 – compiled and presented by .id)

¹⁴ Statistics NZ census of population and dwellings – usually resident population 2018 (service age groups), and out migration by age group 2018 (compiled and presented by .id)

Our median age compared to other Local Authority Areas

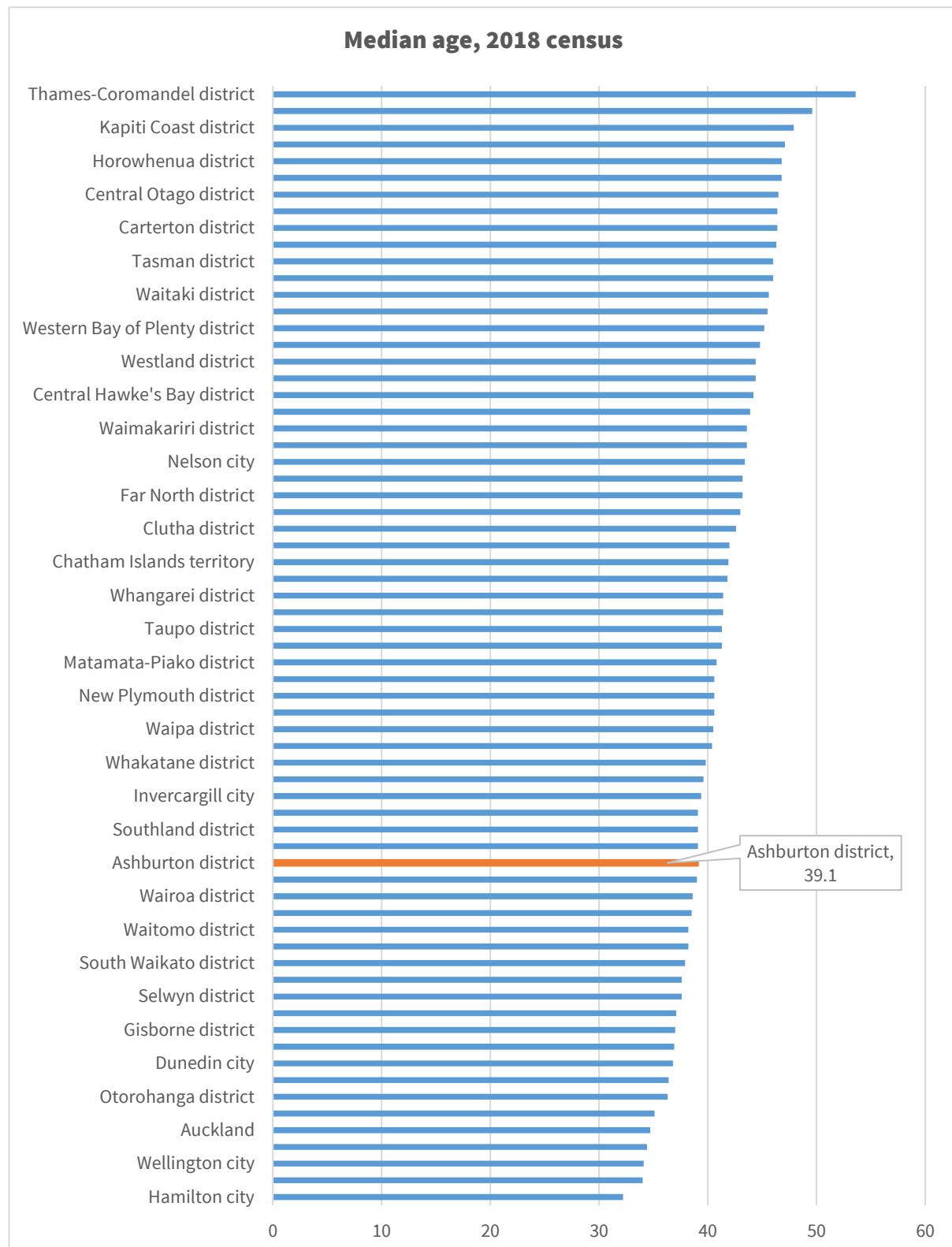


Figure 6. Graph showing median age of Ashburton District compared to other territorial authority areas¹⁵.

¹⁵ Data collected from Statistics NZ website, place summaries search function. (2018 census data)

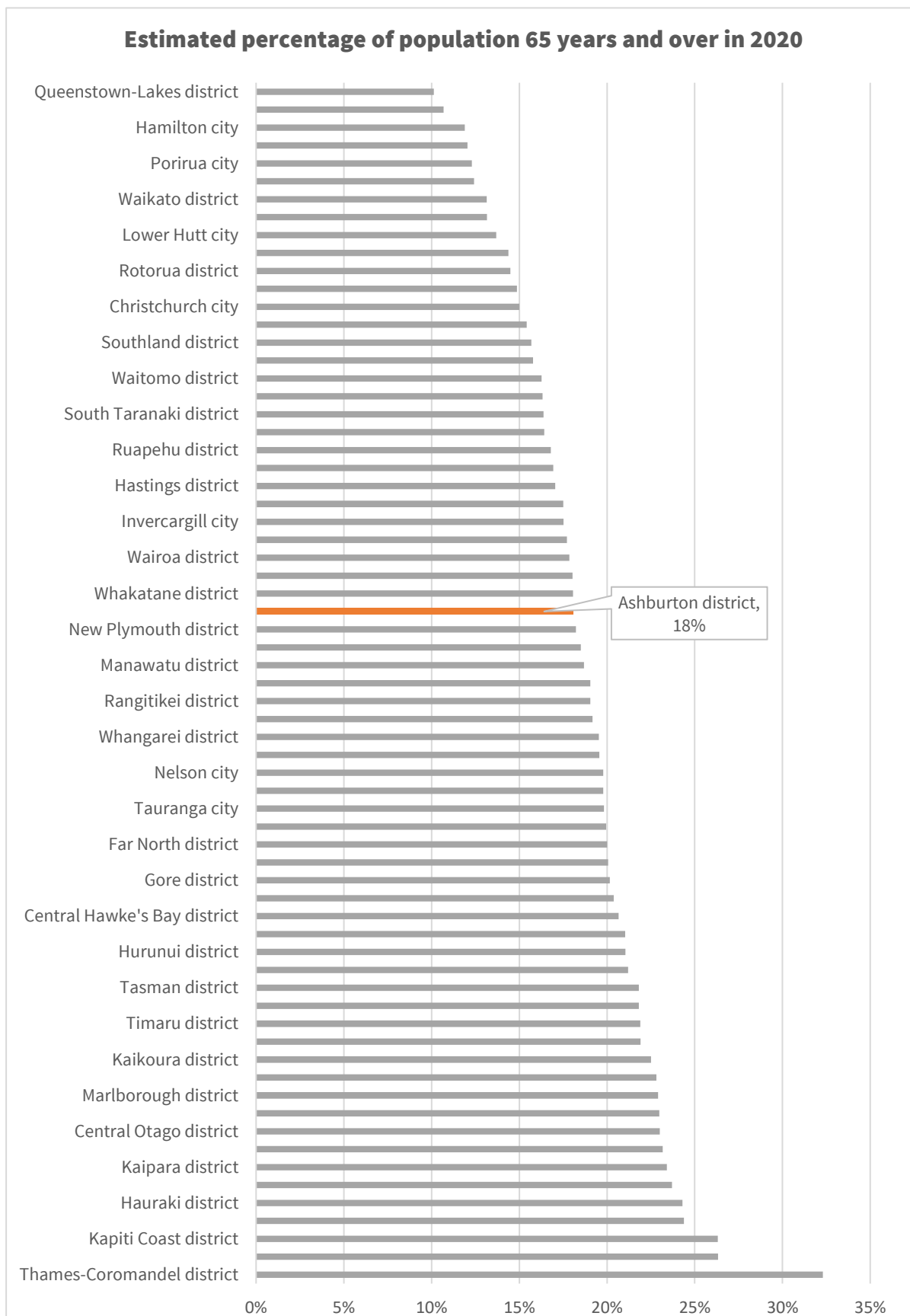


Figure 7. Graph showing the estimated percentage of residents 65 years and over within Ashburton District in 2020, compared to other territorial authority areas.¹⁶

¹⁶ Statistics NZ – subnational population estimates (TA, community board), by age and sex, at 30 June 2018-2021. (NZ.Stat)

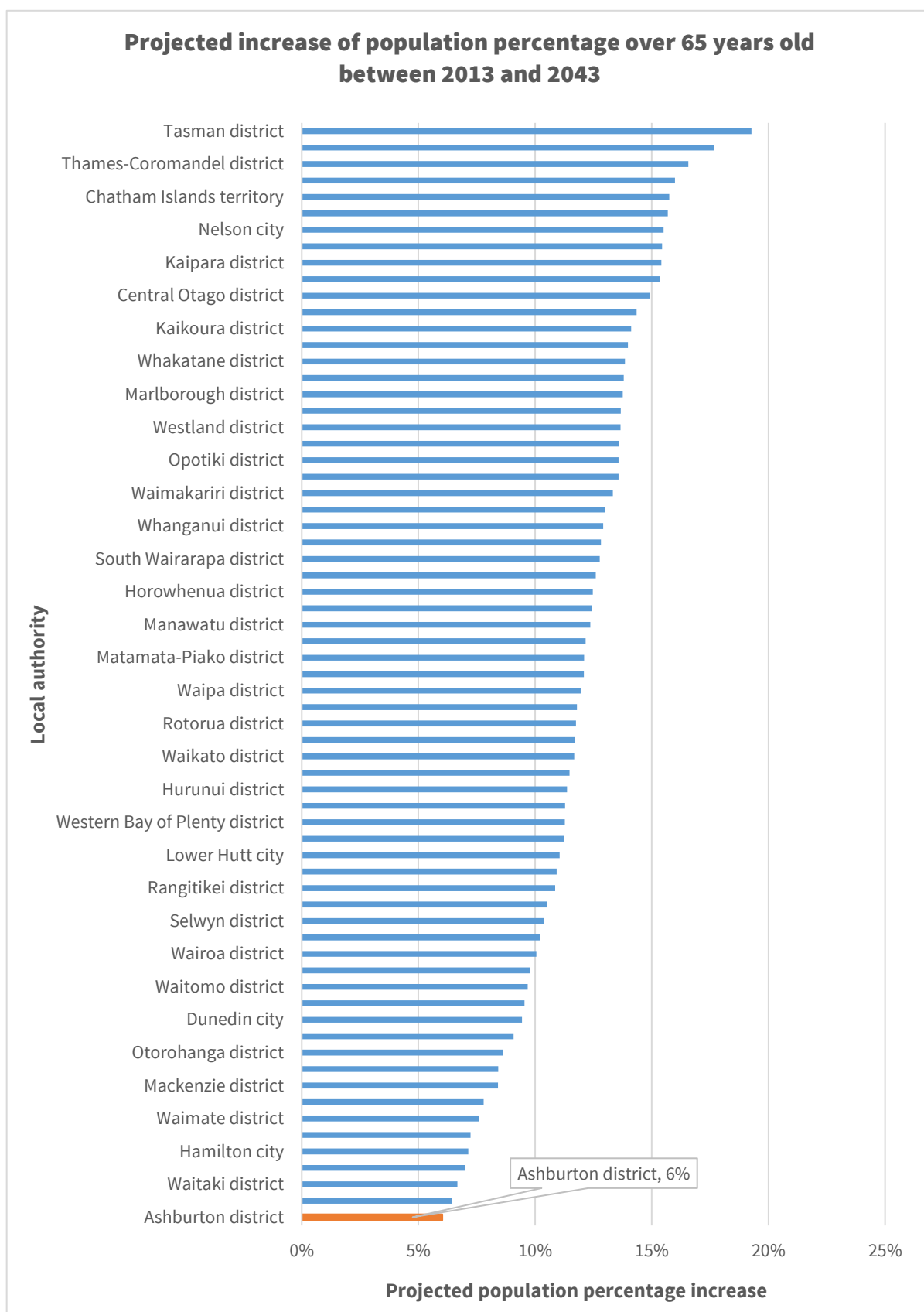


Figure 8. Graph showing the projected difference in percentage of population 65 years and over within the Ashburton District between 2013 and 2043, compared to other territorial authority areas.¹⁷

¹⁷ Statistics NZ – area unit population projections, by age and sex, 2013-2043. (NZ.Stat)

In 2013, 16% of our population were 65 years and over. It is projected that in 2043, this percentage will increase to 22%. Therefore, this equals a difference of 6% as shown in figure 8. This shows that our increase in percentage of residents 65 and over is projected to be very low when compared to other local authority areas.

The reasons for our slower increase in older residents compared to other territorial authority areas could be due to our population growth being caused largely by the agricultural sector, which is often a workforce that has a younger age profile. It could also be that we are under-served by the retirement village sector and meaning the market could provide more capacity to accommodate this age-group.

1.2. What Council is currently doing

Our commitment to ensuring our facilities, services and infrastructure are appropriate for our ageing population is noted in our Long-Term Plan 2021-31.

Other Council documents that take our demographic changes into account include:

- CBD Revitalisation Plan & Design
- Walking & Cycling Strategy
- Ashburton Domain Development Plan
- Parking Strategy and Parking Management Plans
- Over 80's Parking Policy (in development)

Council also contributes to the older population by:

- Providing Elderly Persons Housing for our vulnerable residents aged 65 and over
- Offering discounted memberships at EA Networks Centre
- Offering free swimming for over 80s at EA Networks Centre
- Providing Library services
- Providing a community safety activity, (while intended for all residents, may benefit older residents more given their heightened perception of being unsafe)
- Often providing community grants and/or funding to organisations such as Safe Communities, Age Concern Ashburton, and Sport Mid Canterbury.

Organisations such as Safe Communities, Sport Mid Canterbury and Age Concern Ashburton provide services to the community such as the Mid-Canterbury Connector, Positive Ageing Expos, courtesy drivers, health promotion seminars, exercise classes and social connection services.

2. Issues and gaps that Council can address

2.1. 0-11 year olds

It is difficult to discuss issues and gaps for this age group, as residents of this age group are highly likely to be part of a family. The number of residents aged between 0 and 14 years old steadily increased between 2013 and 2018 (see appendix 1). In 2018, net migration resulted in a loss of 33 residents aged between 5-11 (figure 4). Those migrating out of the district are likely to be migrating with parents / family.

2.2. 12-17 year olds & 18-24 year olds

This age group is generally referred to as the youth of our district.

Migration

2018 data has shown that migration is an issue for our residents within these age groups.

- In 2018, net migration resulted in a loss of 153 residents aged 12-17, and 342 residents aged 18-24 (figure 4)
- The net loss of residents aged 18-24 was the highest loss from any age group due to migration (figure 4)
- The number of 18-24 year olds that migrated out of the district in 2018 is equivalent to 33% (or approximately one third) of the population aged 18-24 in 2018 (table 2)
- 18.6% of those who migrated out of Ashburton District in 2018 were aged 18-24 (rounded to 19 in figure 5).

This data shows that it is highly likely that youth moving away from the district is a contributing factor to our ageing demographic.

Long-Term Plan Pre-Engagement Survey

The need for more facilities, activities, entertainment, job opportunities and support services for youth is a key theme that came out of both the Long-Term Plan 2018-28 and 2021-31 pre-engagement work, with numerous comments noting the need for more of these things.

YMCA Youth Survey

Every two years, YMCA undertakes a Mid & South Canterbury Youth Survey.

The survey seeks to give a voice to young people aged 12-24 years living in the Mid and South Canterbury region.

The responses of the survey are *“shared with local government, health, education and social sector organisations and the business community to help inform and improve services for young people. It is the YMCA’s great hope and expectation that service providers, planners, strategists and decision-makers across our region will take note and take action.”*

The most recent results report, released in September 2021, noted that¹⁸:

- 66% say Ashburton District is a good place to be a young person
- 33% disagree or disagree strongly that there are good opportunities for social activities and entertainment in their district
- Better jobs/opportunities and study/training/university are the main reasons young people choose to leave their district, consistent with responses to this question in every survey since 2014
- 41% of young people disagree or disagree strongly that there are opportunities for them to advance a career locally
- In the Ashburton District, 48% say there is work experience on offer, and 47% say there are apprenticeships on offer
- Only 26% of those surveyed from Ashburton say that they will most likely look for a full-time job in Ashburton District.

Representation

While this age group is represented by the Ashburton Youth Council, they were under-represented in the Long-Term Plan 2021-31 consultation held March-April 2021. It is estimated that in 2020, 31% of our population was aged 15-39, however only 9% of total submissions received (15% of all those who supplied their age) were from residents of this age group. It is also important to note that 42% of respondents did not provide their age.

18-24 year olds are a group which is difficult to get enough responses from for the Annual Residents' Survey. The age group generally requires weighting adjustments to be undertaken for the final results.

2.3. 25-34 years olds

While 19.9% (867) of those who migrated out of Ashburton District in 2018 were aged 25-34 (figure 5), net migration resulted in an increase of 25-34 year olds of 99 (figure 4).

This service age group is referred to as the 'young workforce' so it may be likely that these residents are moving in or out of the district to begin their careers.

25-34 year olds are another group which is difficult to get enough responses from for the Annual Residents' Survey. The age group generally requires weighting adjustments to be undertaken for the final results.

2.4. 35-49 year olds

In 2018, net migration resulted in a loss of 204 residents aged between 35 and 49 years old (figure 4). This is the second highest loss from any age group due to migration. 21.6% of those who migrated out of Ashburton District in 2018 were aged 35-49 (figure 5).

¹⁸ YMCA Mid & South Canterbury Youth Survey, released September 2021. [2021 YMCA South & Mid Canterbury Youth Survey - Full Report FINAL.pdf \(dropbox.com\)](#)

Between 2013 and 2018, the percentage of the total population aged between 35 and 44 decreased from 13.3% to 12.5% - a total reduction of 90 people. This was the only age group that had an overall decrease in the number of residents (as can be seen in appendix 1).

This service age group is referred to as 'parents and homebuilders', therefore the loss from migration could be associated with families moving away from the district. This could be families with children aged 12 to 24, therefore linking the migration trends for these age groups.

Long-Term Plan Pre-Engagement Survey

The need for more facilities, activities, entertainment, areas and affordable prices for families were key themes that came out of our Long-Term Plan 2021-31 pre-engagement survey, with approximately 47 comments noting the need for more of these things.

Representation

Residents in this, and younger, age groups are under-represented on Council and the Methven Community Board. Therefore it could be argued that a focus on retaining and attracting younger people and their families to the district is more needed than a 'positive ageing strategy'.

2.5. 50-59 year olds

In 2018, net migration resulted in a loss of 60 residents within the 50-59 years old age group (figure 4).

This service age group is referred to as 'older workers and pre-retirees'. There is no obvious reason for a loss in residents aged 50-59 years, but it could be due to family reasons including that children have moved out of home.

2.6. 60-69 year olds

In 2018, net migration resulted in a gain of 30 residents within the 60-69 years old age group (figure 4).

This service age group is referred to as 'empty nesters and retirees' so it is likely that this increase is related to people moving to/back to Ashburton District for retirement, or because there are no/less family ties to a particular location.

Residents aged 65 and over were over-represented in our Annual Residents Survey responses. The age group generally requires weighting adjustments to be undertaken for the final results.

2.7. 70 years and over

In 2018, net migration resulted in a gain of 27 residents within the 70 years and over age group (figure 4).

These service age groups (70-84 and 85 and over) are referred to as 'seniors' and 'elderly'. The net migration increase may be related to people moving to/back to Ashburton District for retirement.

Representation

Our older residents are generally well engaged with local government processes, which is evident in the Long-Term Plan 2021-31 response data. This showed that at least 25% of submissions came from residents that were 65 or over, meaning that age group was over-represented in the feedback we received. It is also important to note that 42% of respondents did not provide their age.

Residents 65 years and over are generally over-represented in our Annual Residents Survey responses. The age group generally requires weighting adjustments to be undertaken for the final results.

Implications of an ageing population

These can include:

- Population growth slowing over time – there may be a natural decline in the population and growth will depend on migration
- Smaller working age population and potential labour market shortages (particularly in the rural sector)
- More older people in employment
- A growing consumer group
- Demand for more houses and smaller houses
- Demand for affordable housing to rent
- Increasing demand for safe, warm, low-maintenance and accessible housing
- More land needed for retirement villages
- Increase in need for elderly care
- Increasing number of residents on limited incomes
- Increasing number of residents with disabilities and health issues (including dementia)
- Increased pressure on the health system
- Increase in health and pension costs
- Changes in transportation needs
- Increasing need for accessible footpaths, seating and toilets
- Increasing demand for accessible walkways, cycleways and recreation opportunities
- A need for opportunities for social connection
- An increasing number of volunteers
- A need to adapt the way information and services are provided.

3. Other valuable information

3.1. Deprivation and residents aged 65 and over

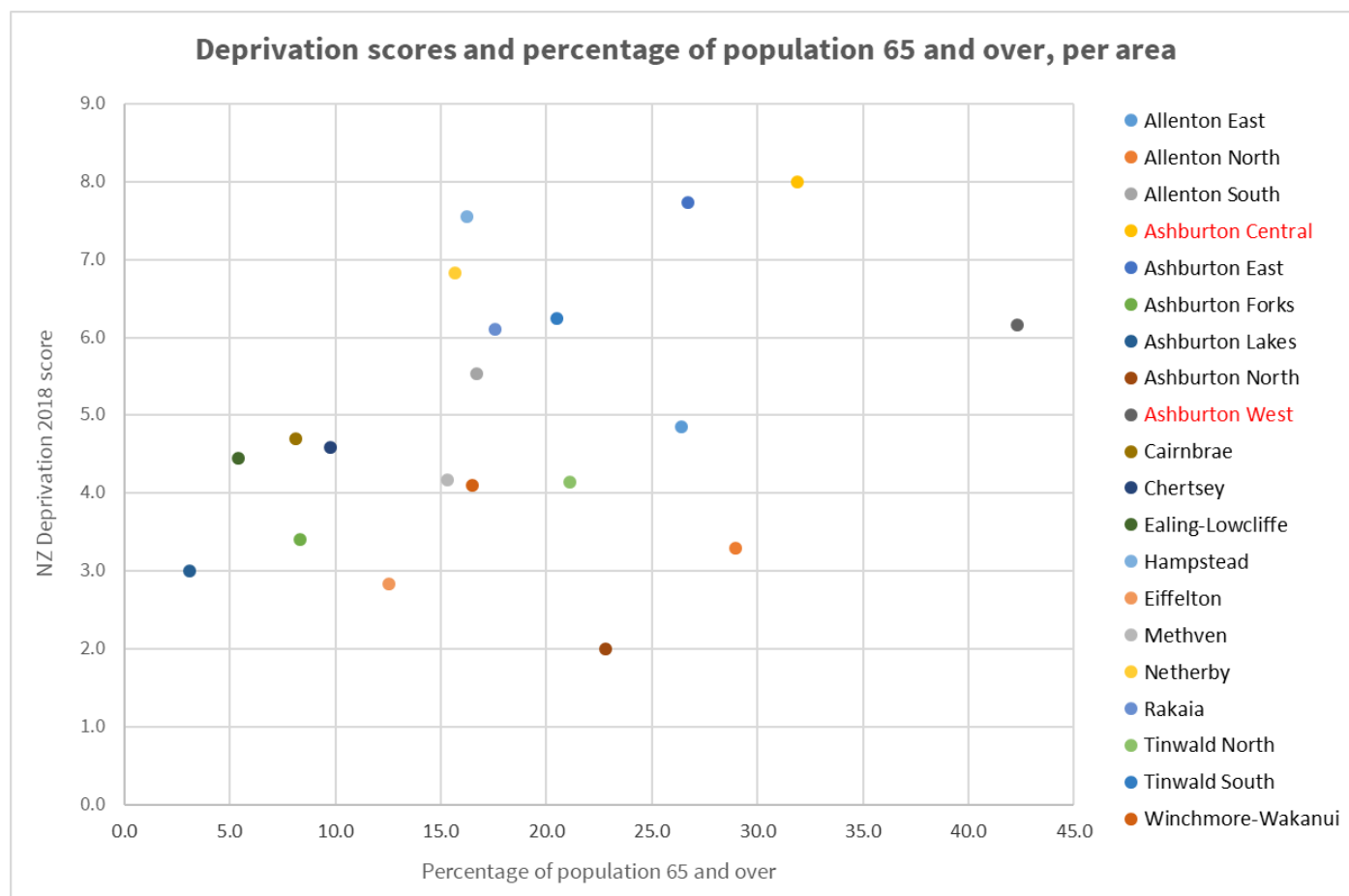


Figure 9. Scatter graph showing relationship between deprivation score and percentage of population 65 and over, per area¹⁹.

As shown in Figure 9 above, there is a relationship between the percentage of population aged 65 and over, and the deprivation scores. R squared value of 0.15 show that the percentage of population aged 65 years and over accounts for 15% of the deprivation score. However, the relationship between these two variables is not considered to be statistically significant.

Data points worth pointing out are those for Ashburton West & Ashburton Central. Ashburton West has the highest percentage of population 65 and over (43.2%), and has a reasonably high deprivation score of 6.2. Ashburton Central has the second highest percentage of 65 and over (31.9%), and has the highest deprivation score of all areas, with a value of 8.

¹⁹ Deprivation data retrieved from – Socioeconomic Deprivation Indexes: NZDep and NZiDep, Health Inequalities Research Programme (HIRP), University of Otago, Wellington, University of Otago, New Zealand. Population data retrieved from Statistics NZ – usually resident population, 2018 census. (NZ.Stat – age and sex by ethnic group)

About the deprivation scores:

The higher the value, the higher the deprivation.

The NZDep2018 (the deprivation score used) is measured by combining the following census data:

- Communication – access to internet
- Income – people receiving benefits, living in a household below income threshold
- Employment – unemployment
- Qualifications – people without qualifications
- Owned home – people not living in own home
- Support – single parent families
- Living space – households below a bedroom occupancy threshold
- Living condition – living in dwellings that are always damp or have mould²⁰.

3.2. Median income per age group

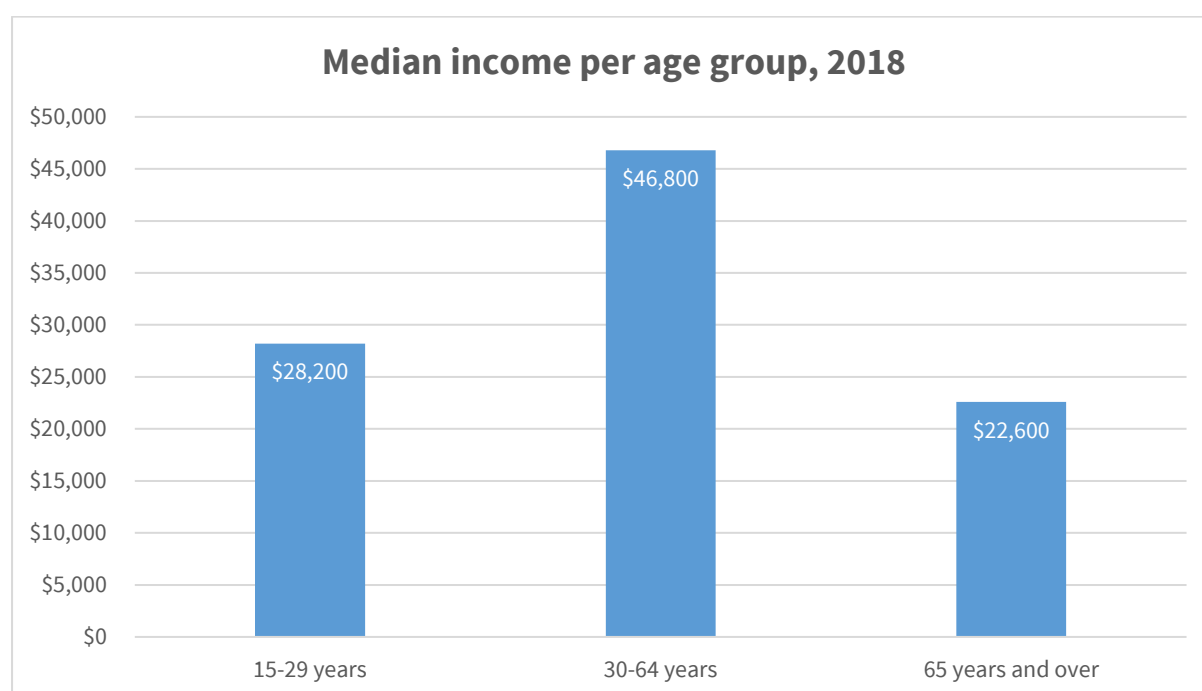


Figure 10. Bar graph showing median income per age group in 2018 ²¹.

Figure 10 above shows the difference in median income between the age groups. The superannuation in 2018 was \$24,078.08 annually for a single person living alone, and \$18,239.52 per person for a couple (before tax)²². This is reflected in the median income for those 65 years and

²⁰ NZDep2018 Index of Deprivation User's Manual

²¹ Data retrieved from Statistics NZ – usually resident population, 2018 census (total personal income (grouped and median) by age group and sex).

²² Work & Income website – 2018 superannuation, benefit payment rates from 1 April 2018.

over. 2018 data for superannuation has been used for comparison against median income from the 2018 census.

3.3. Ethnicity profile per age group

Table 3. Data showing ethnicity profiles per age group in the Ashburton District in 2018. Percentages are taken from those who stated their ethnicity, not total people²³.

Ashburton District ethnicity profiles per age group				
	Under 15 years	15-29 years	30-64 years	65 years and over
European	79.5%	77.6%	83.0%	97.1%
Maori	15.1%	11.4%	6.0%	2.3%
Pacific peoples	10.1%	7.4%	3.9%	0.3%
Asian	8.7%	9.3%	8.6%	0.8%
Middle Eastern/Latin American/African	1.5%	2.1%	1.3%	0.1%
Other Ethnicity	0.9%	0.8%	1.3%	0.9%

Table 3 gives a snap shot of the ethnic diversity within different age groups in the district. This shows increased ethnic diversity amongst our younger residents.

4. Options summary

How could/should Council be approaching these issues and gaps?

Council has options to:

- Approach the **outcome** – an ageing population – by producing a positive ageing plan; or
- Approach the **causes** – decrease in youth in our district – by producing a youth plan.

4.1. Positive Ageing Plan

If desired, Council could develop a 'Positive Ageing Plan'. The plan would weave together the things that we are currently doing, and the things that we plan to do, to ensure that our services, facilities and infrastructure are suitable for an ageing population. The plan could also incorporate social aspects such as ways to ensure social connections for those that may need it.

4.2. Youth Plan

It is highly likely that a factor contributing to our ageing demographic is that fact that youth are moving out of the Ashburton District. If desired, Council could develop a Youth Plan. The Youth

²³ Data retrieved from Statistics NZ – usually resident population, 2018 census. (ethnic group by age and sex)

Plan would incorporate the things we currently do to ensure we adequately provide for the youth in our district, and the things we plan to do.

4.3. What do other councils do?

Officers have carried out desktop research to see what other councils' approaches to an ageing population include.

Out of 31 councils sampled, it was observed that:

- 10 had some form of age friendly / positive ageing policy, strategy or plan, and
- 5 had some form of youth strategy or plan.

5. Legal and policy implications

Local Government Act 2002

The Local Government Act 2002 states that the purpose of local government is:

- (a) *“to enable democratic local decision-making and action by, and on behalf of, communities; and*
- (b) *to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.”*

An ageing demographic is likely to have an impact on the social and economic well-being of our communities.

Council bylaws policies, plans, strategies

- The 2021-31 Long-Term Plan notes the importance of planning for the future by ensuring our facilities, services and infrastructure are appropriate to serve an ageing population.
- The Elderly Persons Housing Policy outlines how Council will provide Elderly Persons Housing and sets out the guidelines for eligibility.
- Many of Council's strategies and plans note our demographic changes, and take into account the need to ensure our facilities, services and infrastructure are appropriate to serve an ageing population – including the CBD Revitalisation Plan & Design, Walking & Cycling Strategy, Ashburton Domain Development Plan, and the Parking Strategy.

6. *Next steps*

6.1. Decisions required

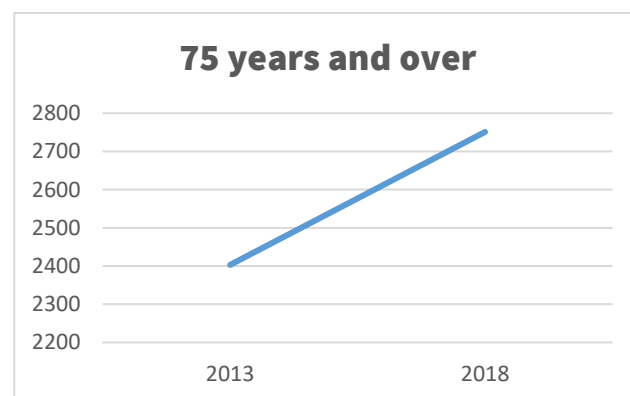
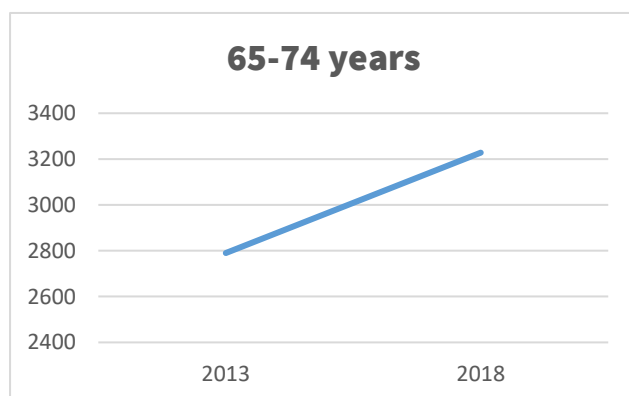
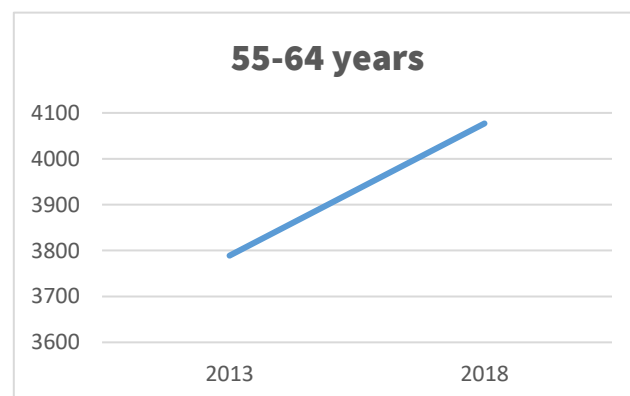
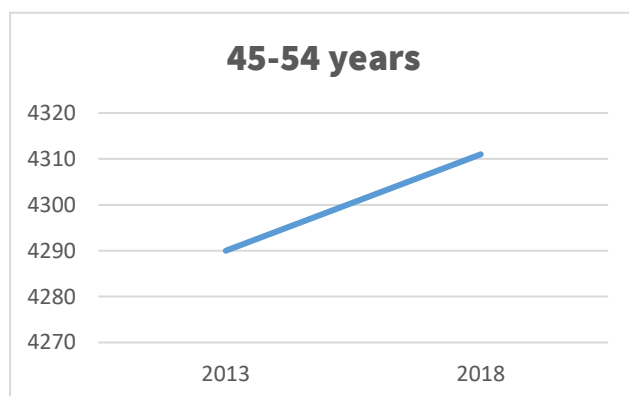
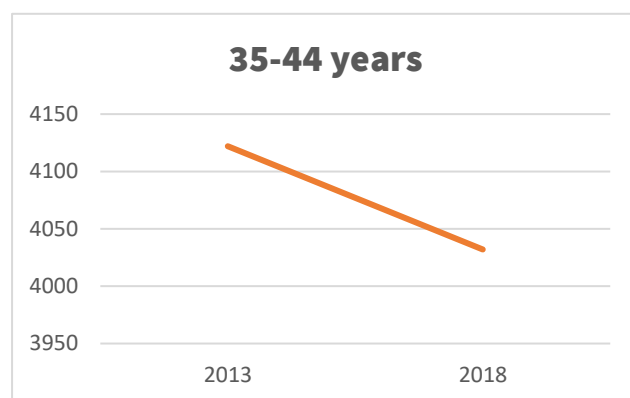
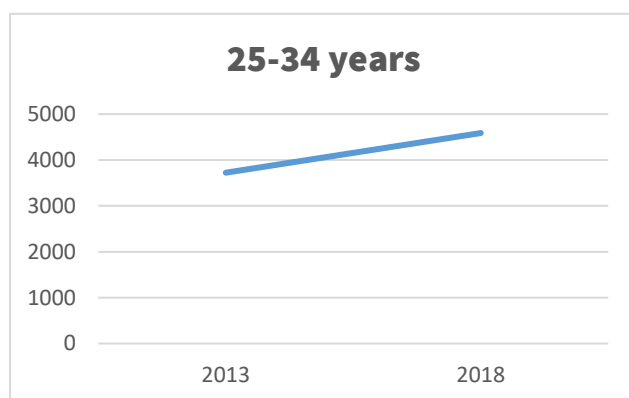
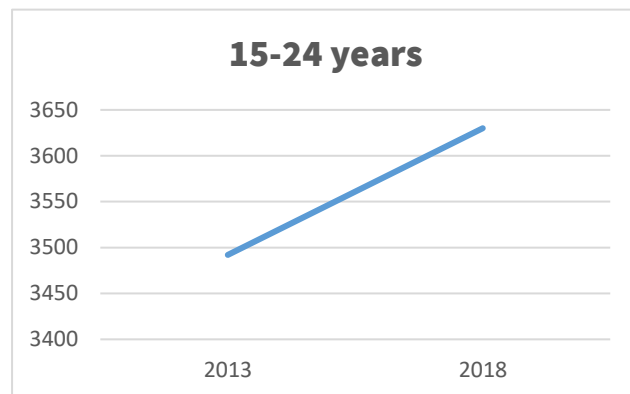
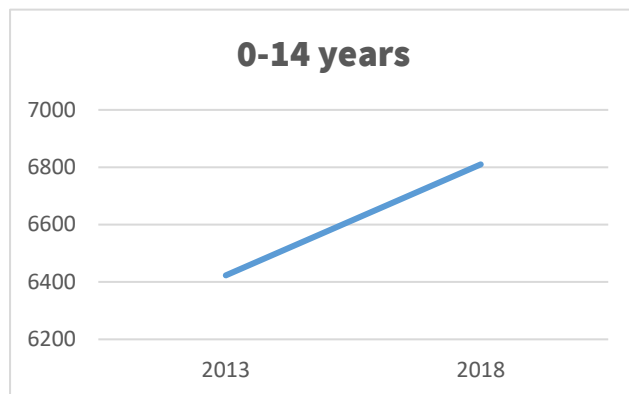
Council must firstly determine whether our current approach to provide for our changing demographic is sufficient.

- Is the current mechanism for integrating the ageing population into our planning the best fit?
- Is there a desire to develop a 'Positive Ageing Plan'?
- Is the current mechanism for reducing factors causing the ageing population the best fit?
- Is there a desire to develop a 'Youth Plan'?

THEME ONE – Increase in elderly	THEME TWO – Decrease in youth
<p>1. Stick with the status quo, or do something different?</p> <p>If status quo, discussion concludes.</p> <p>If something different, officers will prepare a draft Positive Ageing Plan to bring back to Council.</p>	<p>1. Stick with the status quo, or do something different?</p> <p>If status quo, discussion concludes.</p> <p>If something different, officers will prepare a draft Youth Plan to bring back to Council.</p>

Appendix 1

Graphs showing the change in population per age group between 2013 and 2018²⁴.



²⁴ Statistics NZ – census data 2013 and 2018, compiled and presented by .id (age structure).

Appendix 2

The following table shows the percentage of Long-Term Plan 2021-31 submissions per age group, compared with the percentage of the population per age group.

Proportion of Long-Term Plan 2021-31 submissions per age group

	0-14 years	15-39 years	40-64 years	65 years and over
Population percentage (2020 estimated population)	20%	31%	30%	18%
2021-31 Long-Term Plan submissions percentage (*42% of submitters did not provide their age)	0%	9%	25%	25%
Only those who provided their age in the LTP 21-31 submissions	0%	15%	42%	42%

Appendix 3

Further reading

Document	Details	Links to information
Tasman District Council Ageing Population Report	Tasman have one of the fastest ageing populations. Details are set out in this Ageing Population Report	Tasman's Ageing Population July 2018.pdf
Long-Term Plan 2021-31 Pre-Engagement Survey Results Summary	Survey results from the community as to what they would like us to do more or less of	https://www.ashburtondc.govt.nz/_data/assets/pdf_file/0013/46003/Our-Place-Our-Plan-LTP-pre-engagement-survey-results-summary.pdf
YMCA Mid & South Canterbury Survey Response Report	Survey results from the youth of Mid & South Canterbury	2021 YMCA South & Mid Canterbury Youth Survey - Full Report FINAL.pdf (dropbox.com)

14. Communications Policy

Author	<i>Rachel Thomas; Policy Adviser</i>
Activity manager	<i>Toni Durham; Strategy and Policy Manager</i> <i>Ruben Garcia; Communications Manager</i>
Group manager	<i>Jane Donaldson; GM Strategy and Compliance</i>

Summary

- The purpose of this report is to recommend Council adopt the Communications Policy.
- The key changes proposed are:
 - Introducing a requirement for staff to respond to community and media requests within a specified timeframe.
 - Requiring all external correspondence from staff to the community to be signed off by an individual as opposed to a team.
 - Extending the policy review date from two years to three.

Recommendation

1. **That** Council adopts the revised external Communications Policy.

Attachment

- Appendix 1** Draft Communications Policy 2021 (external)
Appendix 2 Draft Communications Policy 2021 (internal)

Background

The current situation

1. The Communications Policy was last reviewed in 2019. During the review officers determined two policies should be maintained:
 - Internal policy – provides guidance for staff. Adopted by the Executive Team.
 - External policy – provides guidance for elected members and sets out the general communication principles. Adopted by Council. Available on [Council's website](#).
2. There are a number of changes proposed to the external policy to improve our level of service. The most notable change being to include target response times for officers when requests for information or enquiries are received. Another change is to require an individual to sign-off external correspondence to improve accountability. Under current practice it is often a team signing off correspondence which can make it difficult if there are enquiries related to the information received. Other changes have been included for readability.
3. Through the Annual Residents Survey it is evident some residents are unhappy with the response received from Council when contacting Council by phone. In 2020 the dissatisfaction level was 11%. This increased to 13% in 2021. When analysing the comments received, many people had received either a delayed response (up to six weeks) or no response. It is important to note that responses could be from any area of Council and this dissatisfaction rate is not the result of any one team.

Proposed response times

4. The table below shows the target response timeframes. This is a significant change from current practice, where there are no response times set.
5. Officers consider these reasonable maximum timeframes although responses may take more or less time than the target. It is likely in some circumstances that obtaining all the information required is not possible within the set timeframes. In these instances, officers will inform the person requesting the information of a realistic timeframe.
6. Media requests for information are likely to be urgent therefore the target response is two business days. These requests are mainly managed by the Communications Team.
7. General correspondence or requests which come from any member of the community (and may be phone, email, in-person) have a proposed response time of five business days. This may be an ambitious target and will require monitoring.

	Acknowledgement	Response
Media request	Within 1 business day	Within 2 business days

General correspondence or request	Within 2 business day	Within 5 business days
LGOIMA¹⁵ request	Within 1 business day	Within 20 business days
Officer request (any email or phone call from another officer) (this target is included in the internal policy only)	Within 2 business days	Within 5 business days

8. Response timeframes for ‘service requests’ (where officer attendance is required) are detailed in the Long-Term Plan and excluded from the policy. The majority of the timeframes fall within the policy. The requests with a greater response time are highlighted.

- Drinking water – urgent (1 hour call out, 4 hours resolution) and non-urgent callouts (1 day attendance, 5 days resolution)
- Wastewater - Call out attendance (1 hour) / resolution (4 hours)
- Stormwater – response time to callouts (1 hour)
- Transport – service request response time (5 working days)
- Open spaces failures and requests – complaints responded to within 10 days
- Cemetery failures and requests – complaints responded to within 10 days
- Building service complaints – responded to within 2 working days
- District planning service complaints – responded to within 2 working days
- Animal control – urgent incidents responded to within 1 hour
- Noise complaints – responded to within 2 hours

Options analysis

Option one – roll over the existing policy for a further two years

9. Under this option, no changes are made to the policy. Council would be missing an opportunity to improve the level of service. There are no advantages in rolling over the policy.

Option two – adopt an amended policy (recommended)

2. Under this option, the new draft policy as attached will be adopted.
3. The advantages are :
 - Improved level of service – through implementing target response timeframes.
 - Greater transparency – the new policy provides greater clarity on Council’s approach.

¹⁵ Requests received under the Local Government Official Information and Meetings Act (LGOIMA) 1987 are dealt with under Council’s [LGOIMA Policy](#).

- Potential to improve resident satisfaction –measured through the Annual Residents Survey.
4. The disadvantages are:
- Increased resource demands with a pressure to respond – this could lead to greater resource requirements which could be costly. However, the times proposed are considered reasonable and realistic.
 - Response timeframes could prove unachievable for staff.
 - Lack of buy-in – staff may not support the proposed timeframes and this could impact on the ability to meet the targets.

Legal/policy implications

Local Government Act 2002

5. There is no legislative requirement to have such a policy.

Strategic alignment

6. The recommendation relates to Council's community outcome of 'residents are included and have a voice'. The principles in the Communications Policy support open and transparent communication which informs residents of Council activities, services and engagement.

Wellbeing		7. Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural		
Social	✓	Ensuring timely and appropriate communications contributes to social well-being as it enables our residents' to be informed and engaged

Financial implications

Requirement	Explanation
What is the cost?	There are no anticipated costs associated with either rolling over the policy or adopting the amended policy. However, if the response timeframes cannot be met this could signify a resourcing issue.
Is there budget available in LTP / AP?	Yes – the cost of policy development is covered
Where is the funding coming from?	Funding will be met from within existing budgets (Strategy & Compliance and Communications)
Are there any future budget implications?	No
Finance review required?	Not required – no additional funds required.

Significance and engagement assessment

This matter has been considered in regards to Council's Community Engagement Policy and does not trigger a high level of significance.

Requirement	Explanation
Is the matter considered <i>significant</i> ?	Yes
Level of significance	High
Level of <i>engagement</i> selected	Inform – the community will be advised on the adoption of this policy via publicly available meeting minutes
Rationale for selecting level of engagement	This matter is of high significance given the perceived high level of community interest. It is likely the community will be interested in commenting on the response timeframes proposed. However, the timeframes are realistic given current resourcing therefore are unlikely to change as a result of consultation. Asking the community for their view on this therefore would not be useful. Feedback obtained through the Annual Residents Survey has supported this review and suffices as a form of consultation.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Draft Policy

COMMUNICATIONS

TEAM:	Communications
RESPONSIBILITY:	Communications Manager
ADOPTED:	
REVIEW:	Every three years or as required
CONSULTATION:	None required
RELATED DOCUMENTS:	Elected Members Code of Conduct, Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Privacy Act 1993.

Purpose

The purpose of this policy is to detail Ashburton District Council's ('Council') approach to communicating with community members and the media. Council utilise a range of communication tools to raise awareness on a range of matters in Ashburton District.

We prioritise open, honest and transparent communication. This Communications Policy is an important document that helps ensure we achieve this priority, and that we are consistent and accurate in the information we provide the community.

Policy objectives

- To improve awareness and understanding of Council activities, plans and strategies through proactive, timely and appropriate communications.
- To ensure there are strong two-way communication channels between Council and the community.
- To communicate in a way that reflects Council's vision, strategic direction and priorities.
- To maintain an effective and ongoing flow of information among Council officers, and between officers and Elected Members.
- To adhere to the principles of transparency, consistency, clarity, and accuracy in communication with the community and key stakeholders.
- To provide information in a cost-effective way that meets the needs of key audiences.

Definitions

Communications Team means the individuals who hold a position within the Communications Team, including the Communications Manager.

Council means Ashburton District Council.

Council business for the purposes of this policy, means any matter related to the operational, governance or management of Council. Note – the [Elected Members' Allowance and Reimbursement Policy](#) defines Council business in terms of attendance which differs from 'Council business' in respect of this policy.

Council officer(s) means all employees including, fixed-term contract, casual, work experience, contractors, consultants, and volunteers of Council.

Elected Member(s) means the individuals holding the office of a member of Ashburton District Council, and includes the Mayor.

Executive Team means the individuals who hold the position of Group Manager, Manager People & Capability, and the Chief Executive.

Managers means Council employees who hold a position of management at Council.

Scope

This policy applies to Elected Members and states the Council's general principles for responding to and managing media relations.

Policy Statement

1 Introduction

- 1.1 Council recognises that the key to building positive and lasting partnerships with the community requires effective two-way communication. To ensure Council is delivering services in-line with community needs and expectations, Council communicates through a variety of channels.
- 1.2 We accept the important role of the media to report on issues of interest and its right to scrutinise Council activities. We strive to maintain positive and respectful relationships with media outlets.
- 1.3 This policy is used to state the Council's general approach to communication including response timeframes, spokespeople, communication channels and making comments to the media. It contains guidance for Elected Members and Council officers on communication matters.

2 Commitment to respond

- 2.1 All enquiries from any member of the community will be acknowledged by Council once received, and responded to once the enquiry has been assessed and information obtained.
- 2.2 It is acknowledged that enquiries are received through multiple channels, including: phone, email, written correspondence and social media.
- 2.3 All enquiries will be investigated, with the exclusion of comments received on Facebook or Instagram posts¹. Officers will assess the urgency of requests on a case-by-case basis. Where possible, responses will be provided within the journalist's or community members'

¹ Council is not currently resourced to address social media comments. Comments are often negative therefore it is not advisable for officers to enter into a debate on social media.

timeframe.

- 2.4 All Council responses will be easy to understand, current, accurate, meet Council standards, and uphold the reputation of Council.
- 2.5 Target response times are provided in the table below. Where there are legislative and/or statutory processes in place that dictate response times, those timeframes will take precedence. At times it will not be possible to provide a response within the target timeframes. In these instances officers will inform the person requesting the information of a realistic timeframe.
- 2.6 Response timeframes for service requests (where attendance from an officer is required) are detailed in the Long-Term Plan. Service requests are excluded from this policy.

	Acknowledgement	Response
Media request	Within 1 business day	Within 2 business days
General correspondence or request	Within 2 business days	Within 5 business days
LGOIMA² request	Within 1 business day	Within 20 business days

3 Council correspondence

- 3.1 All correspondence in person, over the phone (text or call), using a Council email address or on Council letterhead will be of a professional standard.
- 3.2 All official correspondence from Elected Members will be on Council letterhead, with the exception of official correspondence from the Mayor, who has their own personalised letterhead.
- 3.3 Personal correspondence from individuals that is not on behalf of Council will not use Council letterhead.

4 Engaging with media

- 4.1 Media relations are a key part of Council's operations, an important source of information for our community, and a significant part of Council's role as a community leader and advocate within the region.
- 4.2 Should Council choose not to provide a response to media, or in the event that a response time cannot be met due to the complexity of the request, the journalist and/or media contact will be advised.
- 4.3 All planned media coverage related to Council business must be discussed with the Communications Team who will assist in planning an appropriate approach.
- 4.4 Any Elected Member may, in a private capacity, engage with the media on matters outside of Council business or activities. In these situations it must be made clear that they are speaking as private individuals and not as representatives of Council and no Council position titles, logos, or letterhead templates must be used. It is recommended that elected members advise the Communications Team of any media interactions so that a Council-wide

² Requests received under the Local Government Official Information and Meetings Act (LGOIMA) 1987 are dealt with under Council's [LGOIMA Policy](#).

perspective can be obtained and the Mayor may be informed.

5 Spokespeople

5.1 All media comments by Council spokespeople, including Elected Members, should accurately reflect the Council's position on the topic as determined by Council in adopted documents, including the Long-term Plan, Annual Plan, the District Plan, Council strategies, bylaws, policies and plans, and Council decisions minuted from Council meetings.

5.2 The roles and responsibilities of officers and Elected Members are as follows:

Authorised officer	Roles and responsibilities
Mayor	<ul style="list-style-type: none"> Official spokesperson on all decisions of Council and governance matters. Responsible for allocating public speaking roles at Council events requiring elected member participation.
Deputy Mayor	<ul style="list-style-type: none"> Acts as the Mayor's delegated spokesperson if the Mayor is not available.
Elected Members	<ul style="list-style-type: none"> Able to speak to the media in their capacity as individual Elected Members. May be delegated by the Mayor on matters relevant to a specific area of portfolio.
Chief Executive	<ul style="list-style-type: none"> Primary spokesperson on operational or management matters. May respond to direct media inquiries. May answer letters to the editor or respond to criticism in the media of Council. Can appoint a nominee to undertake any of the above
Executive Team	<ul style="list-style-type: none"> Official spokesperson as delegated by the Chief Executive. May respond to direct media inquiries. Must advise the Communications Team of any interaction with the media.
Managers (excluding managers of public facilities) and Council officers	<ul style="list-style-type: none"> Not permitted to be interviewed or provide responses to the media. Limited to the research of operational or technical matter, to provide information for the drafting of a proposed media inquiry response. Must forward inquiries to appropriate Executive Team member or Communications Manager. Must forward all media requests to the Communications Team.
Managers of public facilities	<ul style="list-style-type: none"> Can directly communicate with the media on marketing and promotional matters.
Communications Manager	<ul style="list-style-type: none"> Provides liaison support between media inquiries and Council officers, the Executive Team and Elected Members. Is not a quoted spokesperson. Makes suggestions to the Chief Executive on spokespeople.
Communications Team	<ul style="list-style-type: none"> Responsible for coordinating responses and providing information to the media on behalf of Council.

6 Engaging with stakeholders

6.1 We will work with a range of stakeholders as often as possible for mutual benefit. Engagement methods include regular meetings, workshops, presentations, and direct communications as needed.

- 6.2 Engagement with stakeholders is carried out as per the Council's [Community Engagement Policy](#).

7 How we communicate

- 7.1 A variety of communication tools are utilised to provide the media and the community with timely information and maintain strong two-way communication between Council and people in the Ashburton District where possible.
- 7.2 While a number of channels including traditional, online and social media will be used to ensure information reaches people from all parts of the community, the dissemination of information by digital communication channels is the preferred method.
- 7.3 **Media releases**
- 7.3.1 Media releases are a vehicle to communicate critical or substantial Council decisions or announcements.
- 7.3.2 Media releases are distributed to local and regional media outlets (where appropriate) and posted on the Council's website.
- 7.3.3 Joint media releases involving external third parties are discouraged and may only be issued with the approval of the Executive Team and/or Communications Manager.
- 7.4 **News stories**
- 7.4.1 New stories are informational content posted only to social media and Council's website.
- 7.5 **Digital communications (including SMS, social media and websites)**
- 7.5.1 Council recognises digital communication is an effective way to engage with the community. Council creates specific content that meets and exceeds the expectations of a target audience in a specific digital platform, and is in line with the Council's strategic objectives.
- 7.5.2 Council's website ashburtondc.govt.nz is the primary digital communication tool. Other digital tools such as SMS and social media will be used as required.
- 7.5.3 Other subsidiary websites may be established to communicate subject specific information.
- 7.5.4 Whilst hosting a range of content specific to the services, events and programmes offered by Council, websites also provide an avenue to distribute information to the community and media.
- 7.5.5 Elected Members are not permitted to post on Council's digital communications channel or post comments under Council posts, and Council will not tag individual Elected Members in posts. Elected Members are encouraged to share Council's content on their personal accounts.
- 7.5.6 Council officers are not responsible for posting any content on Elected Members' social media sites, and are also not responsible for monitoring these sites or responding to any requests received. It is up to the individual Elected Member to manage the content on their own social media sites.
- 7.6 **Live streaming of meetings**
- 7.6.1 Council meetings held in the Council Chamber will be live streamed at Council's discretion via the Council website and social media channels. This will include hearings of Council.
- 7.6.2 Confidential Council meetings will not be recorded or live streamed.
- 7.6.3 Other public meetings held in the Council Chamber may be streamed live, as authorised by the Chief Executive, or a nominated representative.

- 7.6.4 The Chair and/or Chief Executive have the discretion and authority at any time to direct the termination or interruption of live streaming if they believe it is advisable to do so. Such direction will only be given in exceptional circumstances, where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.
- 7.6.5 As per the Ashburton District Council Code of Conduct, Elected Members should act respectfully and objectively to uphold the democratic process. In this regard, Elected Members are not permitted to engage in online dialogue during the course of the meetings being live streamed.
- 7.6.6 During the course of the meeting, Elected Members are not permitted to discuss matters raised in posts on social media which occur as the meeting is being live streamed. This is to ensure objectivity is maintained during discussion and that no advantage is provided to those who engage in feedback online. The Chair holds discretion to dismiss any comments of this nature raised by Elected Members if they arise.
- 7.6.7 There may be situations where, due to technical difficulties a live stream may not be available. Whilst every effort will be made to ensure the live streaming and website are up and running smoothly, Council takes no responsibility for and cannot be held liable for, the live streaming or Council website being temporarily unavailable due to technical issues beyond its control.

7.7 Publications

- 7.7.1 The Communications Team prepare and issue information to residents, via editorial and advertising means on a regular basis.
- 7.7.2 Generalised publications for elected members through the Communications Team is the preferred option for communication. Content that is unrelated to Council matters, overly religious, political or offensive may not be published.

7.8 Advertising

- 7.8.1 Council will undertake advertising to communicate information and promote events, activities and services to both the local community and beyond.
- 7.8.2 Advertising is recognised as a key tool for marketing purposes.
- 7.8.3 Advertising will be placed within the channel most appropriate to reach the target audience with the relevant content and includes (but is not limited to):
- Print media: local and/or regional
 - Publications: local magazines, specialist industry specific publications
 - Broadcast media: television and/or radio
 - Online: Google, social media, relevant websites and other platforms
 - Digital: AV screens in various locations
 - Outdoor advertising: billboards etc.

8 Breaches

- 8.1 Elected member breaches of this Policy will be dealt with in accordance with the Elected Members Code of Conduct.

Draft Policy

COMMUNICATIONS

TEAM:	Communications
RESPONSIBILITY:	Communications Manager
ADOPTED:	TBC by the Executive Team
REVIEW:	Every three years, or as required
CONSULTATION:	None required

Purpose

The purpose of this policy is to provide Ashburton District Council ('Council') officers with an understanding and guidance for the appropriate use of communications tools, including verbal, printed, and digital, by Council while conducting Council business.

It is the policy of Council to communicate openly and honestly as a transparent organisation and to maximise public knowledge of our activities. This Communications Policy helps to protect Council's reputation by ensuring consistency and accuracy in the information Council places in the public realm.

Policy Objectives

- To ensure officers adhere to the highest standards of ethical practice and professional competence.
- To ensure there are strong two-way communication channels between Council and the community, encouraging confidence and involvement in local democratic processes.
- To communicate in a way that reflects the vision, strategic direction and priorities as established by Council.
- To maintain an effective and ongoing flow of information among Council officers, and between officers and elected members.
- To adhere to the principles of transparency, consistency, clarity, and accuracy in communication with the community and key stakeholders.
- To develop and support management processes that ensure effective internal communications.

Definitions

Council means Ashburton District Council.

Council business for the purposes of this policy, means any matter related to the operational, governance or management of Council. Note – the [Elected Members' Allowance and Reimbursement Policy](#) defines Council business in terms of attendance which differs from 'Council business' in respect of this policy.

Council officer(s) means all employees including, fixed-term contract, casual, work experience, contractors, consultants, and volunteers of the Ashburton District Council.

Elected member(s) means the individuals holding the office of a member of Ashburton District Council, and includes the Mayor.

Executive Team means the individuals who hold the position of Group Manager, Manager People and Capability and the Chief Executive.

Managers means Council employees who hold a position of management at Council.

Scope

This policy applies to all Council officers, including the Executive Team and the Chief Executive.

This policy does not apply to elected members, who are guided by Council's external Communications Policy, or those employed by Council's Council Controlled Organisations.

Policy Statement

1. Introduction

- 1.1. Effective communication supports positive relationships both internally between officers, and externally with officers and the community.
- 1.2. As officers we adhere to the principles of transparency, consistency, clarity, and accuracy in communication with each other and our community.
- 1.3. This policy details the expectations of officers in respect of communication. It includes response timeframes, media engagement requirements, crisis communication management, and communication channels.

2. Commitment to respond

- 2.1. Officers are required to acknowledge and respond to all enquiries received. This applies both internally between officers and externally between officers and the community.
- 2.2. Enquiries are received through multiple channels, including: phone, email, written correspondence and social media.
- 2.3. All enquiries will be investigated, with the exclusion of comments received on social media platforms¹. Officers will assess the urgency of requests on a case-by-case basis. Where possible, responses will be provided within the requested timeframe.
- 2.4. All Council responses shall be easy to understand, current, accurate, meet Council standards, and uphold the reputation of Council.
- 2.5. Target response times are provided in the table below. Officers should acknowledge all requests received as soon as practicable to ensure effective communication. At times it will not be possible to provide a response within the target timeframes. In these instances officers will inform the person requesting the information of a realistic timeframe.

	Acknowledgement	Response
Media request	Within 1 business day	Within 2 business days

¹ Council is not currently resourced to address social media comments. Comments are often negative therefore it is not advisable for officers to enter into a debate on social media.

General correspondence or request	Within 2 business day	Within 5 business days
LGOIMA² request	Within 1 business day	Within 20 business days
Officer request (any email or phone call from another officer)	Within 2 business days	Within 5 business days

- 2.6. Where there are legislative and/or statutory processes in place that dictate response times, those timeframes will take precedence.
- 2.7. Response timeframes for service requests (where attendance from an officer is required) are detailed in the Long-Term Plan. Service requests are excluded from this policy.

3. Engaging with media

- 3.1. Media relations are a key part of Council's operations, an important source of information for our community, and a significant part of Council's role as a community leader and advocate within the region.
- 3.2. When a media enquiry is received, the nature of the enquiry and how it should be dealt with, will be assessed per the process detailed in Appendix 1.
- 3.3. The Executive Team are the only Council officers who may comment or respond to direct media inquiries. The Executive Team will endeavour to respond to media enquiries within the journalist's deadline where possible, and provide a response to all enquiries within 48 hours of being received.
- 3.4. Should Council choose not to provide a response, or in the event that a response time cannot be met due to the complexity of the request, the journalist and/or media contact will be advised by the Communications Team.
- 3.5. Any Council officer who wishes to participate in talk-back radio programmes in their capacity as a Council employee must have approval from the Chief Executive in each instance.
- 3.6. Any Council officer may, in a private capacity, engage with the media on matters outside of Council business or activities; in these situations it must be made clear that they are speaking as private individuals and not as representatives of Council and no Council position titles, logos, or letterhead templates must be used.
- 3.7. All planned media coverage must be discussed with the Communications Team who will assist in planning an appropriate approach. Refer to Appendix 2.
- 3.8. The Communications Team will prepare a communications plan for any significant project or issue and will assist in drafting media releases/collateral as required.

4. Spokespeople

- 4.1. Council officers are not permitted to be interviewed or provide a response to direct media enquiries. Any and all relevant details must be forwarded to the Communications Team and/or relevant Executive Team member to manage response (see Appendix 1).
- 4.2. All media comments by Council spokespeople should accurately reflect the Council's position on the topic as determined by Council in adopted documents, including the Long-Term Plan, Annual

² Requests received under the Local Government Official Information and Meetings Act (LGOIMA) 1987 are dealt with under Council's [LGOIMA Policy](#).

Plans, the District Plan, Council strategies, bylaws, policies and plans, and Council decisions minuted from Council meetings.

4.3. The roles and responsibilities of officers are as follows:

Authorised officer	Roles and responsibilities
Chief Executive	<ul style="list-style-type: none"> • Primary spokesperson on operational or management matters (as defined by Appendix 3) • May respond to direct media inquiries. • May answer letters to the editor or respond to criticism in the media of Council. • Can appoint a nominee to undertake any of the above
Executive Team	<ul style="list-style-type: none"> • Official spokesperson as delegated by the Chief Executive. • May respond to direct media inquiries. • Must advise the Communications Team of any interaction with the media.
Managers (excluding managers of public facilities) and Council officers	<ul style="list-style-type: none"> • Not permitted to be interviewed or provide responses to the media. • Limited to the research of operational or technical matter, to provide information for the drafting of a proposed media inquiry response. • Must forward inquiries to appropriate Executive Team member or Communications Manager. • Must forward all media requests to the Communications Team.
Managers of public facilities	<ul style="list-style-type: none"> • Can directly communicate with the media on marketing and promotional matters.
Communications Manager	<ul style="list-style-type: none"> • Provides liaison support between media inquiries and Council officers, the Executive Team and elected members. • Is not a quoted spokesperson. • Makes suggestions to the Chief Executive on spokespeople.
Communications Team	<ul style="list-style-type: none"> • Responsible for coordinating responses and providing information to the media on behalf of Council.

2 Engaging with stakeholders

- 2.1 We work with a range of stakeholders as often as possible for mutual benefit. Engagement methods include regular meetings, workshops, presentations, and direct communications as needed.
- 2.2 Engagement with stakeholders is carried out as per the Council's [Community Engagement Policy](#).
- 2.3 The Strategy & Policy team is responsible for community engagement and should be contacted in the planning stages of any project.

5. Issues or crisis communication management

- 5.1. Timely response and communications are often required in civil defence emergencies, recovery or public health crises. In both response and recovery situations, managers appointed to key positions (such as the Public Information Manager and Recovery Manager) may have a direct line of contact with the Chief Executive for communication matters.
- 5.2. The Communications Team, or the Recovery Manager or Public Information Manager, will work to develop a Crisis Communication Management Plan at first opportunity when a potential issue or crisis is identified.
- 5.3. Any issue that has a potential impact on the Council's business or programmes, or carries any

reputational risk, must be reported with as many details as possible in a timely manner by officers, via their managers, to the Executive Team or the Communications Team.

6. Internal communication

- 6.1. Officers are provided with different internal communication channels to enable effective communication and engagement. These channels include but are not limited to e-newsletters, the intranet, internal social platforms (i.e. Workspace), mobile text alerts and digital signage.
- 6.2. Emails addressed to “all-users” will be limited for use by the Executive Team, in the case of an emergency, or as determined by the Chief Executive.

7. Marketing and promotional communication for public facilities

- 7.1. Council’s public facilities include:
 - Ashburton Library, located at 180 Havelock Street
 - Ashburton Art Gallery & Museum, located at 329 West Street
 - EA Networks Centre, located at 20 River Terrace.
- 7.2. Ongoing marketing and promotional communication is required for these facilities. Managers of these facilities manage their own social media and some communication materials.
- 7.3. Marketing and promotional communication from these servicing centres related to ongoing programs, events, and/or activities shall be allowed with the approval of the respective facility manager and relevant Executive Team member.

8. How we communicate

- 8.1. A variety of communication tools are utilised to provide the media and the community with timely information and maintain strong two-way communication between Council and people in the Ashburton District where possible.
- 8.2. While a number of channels including traditional, online and social media will be used to ensure information reaches people from all parts of the community, the dissemination of information by digital communication channels is the preferred method.
- 8.3. Council's communication channels are for the use of the organisation's events and priorities only.
- 8.4. The Communications Team is responsible for coordinating, approving and dispatching all media releases, news stories, e-newsletters, photo opportunities and media briefings following appropriate authorisation. The Communications Team is also responsible for managing Council’s social media channels.

8.5. Media releases

- 8.5.1. Media releases are a vehicle to communicate critical or substantial Council decisions or announcements.
- 8.5.2. Media releases are distributed to local, regional and/or national media outlets (where appropriate) and posted on the Council’s website and social media channels
- 8.5.3. Protocol for quoting in media releases (to be used by the Communications Team):
 - Council-wide or policy-oriented stories are to quote the Mayor or delegated portfolio holder as determined by the Mayor.
 - Stories connected to a specific ward or geographic location may quote the relevant elected member and/or the Mayor.
 - Contentious issues that are governance in nature are quoted on by the Mayor. See

Appendix 3.

- Operational (or management) issues are quoted on by the Chief Executive or relevant Executive Team member or their delegate. See Appendix 3.

8.5.4. Joint media releases involving external third parties are discouraged and may only be issued with the approval of the Executive Team and/or Communications Manager.

8.6. News stories

8.6.1. New stories are informational content posted only to social media and Council's website.

8.7. Websites

8.7.1. Council's website ashburtondc.govt.nz is the primary digital communication tool.

8.7.2. Other subsidiary websites may be established to communicate subject specific information.

8.7.3. Whilst hosting a range of content specific to the services, events and programmes offered by Council, they also provide an avenue to distribute information to the community and media.

8.7.4. Within Council, there are designated 'content managers' (Power Users) who can update their relevant content areas of the website.

8.7.5. Every piece of content on Council's websites automatically apply a six month review period. The Power User responsible for the content will receive notification of the review. Power Users will own their portion of the website. The distribution to update the website is across the organisation.

8.7.6. Infrastructure changes to the website require discussion with the Communications Team.

8.7.7. The development of sub-sites, including social media pages, is discouraged, and all requests must be approved by the Communications Manager.

8.8. Social media

8.8.1. The Communications Team manage all Council's social media channels. They do not provide any response to comments received on social media (unless exceptional circumstances apply). The approach is to provide proactive communication to equip residents with the information they require.

8.8.2. Comments that are offensive will be hidden.

8.8.3. Inbox messages (direct or private) are responded to and will follow the timeframes and process established by this policy. As per 9.3.2. of this policy, responses to social media messages must be signed off by an individual.

8.8.4. Requests for posting on the Council social media channels must be made to the Communications Team.

8.8.5. Officers are not permitted to answer any comments on Council posts from their personal accounts. Officers should exercise caution when using personal social media accounts.

8.8.6. Officers are encouraged to share Council's content on their personal accounts.

8.8.7. Officers are not responsible for posting any content on elected members' social media sites, and are not responsible for monitoring these sites or responding to any requests received. It is up to the individual Elected Member to manage the content on their own social media sites.

8.9. Publications

- 8.9.1. The Communications Team prepare and issue information to residents, via editorial and advertising means on a regular basis. Internal publications are also provided to staff.
- 8.9.2. Publications by Council groups/units must be professionally produced by a member of the Communications Team or their graphic designer designee, meet Council editorial standards and style guides, and be proofread before seeking final approval from the Communications Manager. Content that is unrelated to Council matters, overly religious, political or offensive may not be published.

8.10. SMS

- 8.10.1. SMS can be used to contact residents who are already listed on a database with the purpose of being contacted by Council. People who are added to future databases, must be informed of their choice as to whether they do or do not want to be contacted by SMS.
- 8.10.2. It is vital that the wording in a text message is clear and concise and does not exceed 160 characters. Abbreviations can be used if necessary; however, care must be taken to ensure that this can be understood by a wide audience.
- 8.10.3. It must be identified in the text that the message is from Council or an individual from the organisation and provide some form of contact detail, whether that is an email address, physical address or a telephone number.
- 8.10.4. An opt-out system must be made available and people who request not to be contacted by SMS need to be removed from the database.

8.11. E-newsletters

- 8.11.1. External E-newsletters (Electronic Direct Mail) provide specific information to targeted audiences via email. All E-newsletters must follow Council branding requirements.
- 8.11.2. The Communications Team must sign off the graphic design template including logo use for the first edition. Subsequent editions must continue to use the approved template. If re-branding is required, the Communications Team must review and approve prior to the next edition.
- 8.11.3. All content must be reviewed by the Communications Team and relevant department manager prior to each edition being published.
- 8.11.4. Subscription information should be listed on Council's website to encourage sign-up. Privacy and anti-spamming legislation must be adhered to, including the ability to subscribe/unsubscribe from the E-newsletter.

8.12. Email signature banners

- 8.12.1. Email signature banners are provided by the organisation and may be used to promote high-level Council initiatives, events and/or advocacy priorities.
- 8.12.2. The use of email signature banners can be requested to the Communications Team who will review the details of each instance and seek Executive Team approval prior to implementing.
- 8.12.3. All banners must be professionally designed in accordance with the Ashburton District Council Branding Guidelines.

8.13. Email

- 8.13.1. All Council officers must display appropriate email etiquette and best practices when writing emails to prevent privacy breaches or reputational issues for Council. Council's responsibilities under the Privacy Act 2020 are detailed under Council's [Customer Privacy Policy](#).

9. Branding requirements

The Communications Team is the custodian of the Council brand and all representations of the brand must be approved by the Communications Team prior to being distributed.

Third parties wishing to use Council branding in any form of promotional or advertising material must seek the relevant approvals from the Communications Team.

9.1. Logo usage

- 9.1.1. Council logos are to appear on all Council communications including correspondence, publications, forms, advertisements, displays, signage, employee uniforms, fleet vehicles and other facilities, electronic communications and any other relevant communication medium.
- 9.1.2. Where appropriate and in-line with contractual obligations, Council contractors are to display the Ashburton District Council logo on their vehicles/facilities/publications, with the approval of the Communications Team.
- 9.1.3. Co-branded media releases are discouraged and may only be issued where there is a significant non-commercial partnership, alliance or sector leading innovation.
- 9.1.4. All Council logos are to be used in-line with the respective Branding Guidelines. Approval must be sought by the Communications Team prior to using a logo. Failure to use a Council logo without permission is in breach of Council's copyright and intellectual property.

9.2. Signage

- 9.2.1. All Council signs (including digital signs) are to adhere to the standards outlined in the respective [Branding Guidelines](#) and must be approved by the Communications Team.
- 9.2.2. All signage content must be developed in conjunction with the Digital Signage Strategy.
- 9.2.3. All Council displays or exhibits are to include the appropriate Council logo and be of a professional standard.

9.3. Council correspondence and templates

- 9.3.1. All correspondence in person, over the phone (text or call), using a Council email address or on Council letterhead will be of a professional standard.
- 9.3.2. All correspondence (including letters, emails and social media messages) must be signed off by an individual person. This is to ensure a point of contact is clearly identifiable. Bulk forms of communications such as newsletters and SMS messages are not required to be signed off by an individual.
- 9.3.3. Personal correspondence from individuals that is not on behalf of Council will not use Council letterhead.
- 9.3.4. All official correspondence from Council officers should be on Council letterhead or from a Council email address, with the exception of official correspondence from the Mayor, who has their own personalised letterhead.
- 9.3.5. Personal correspondence from individuals that is not on behalf of Council must not use Council letterhead.
- 9.3.6. All correspondence on Council letterhead must be of a professional standard and follow the letter template located on the Council's intranet.
- 9.3.7. Approved Council templates must be used for all Council documentation and presentations. Templates for general business purposes are available for Council officers on Council's intranet.

10. Advertising

- 10.1. Council will undertake advertising to communicate information and promote events, activities and services to both the local community and beyond.
- 10.2. Advertising is recognised as a key tool for marketing purposes.
- 10.3. Advertising will be placed within the channel most appropriate to reach the target audience with the relevant content and includes (but is not limited to):
 - Print media: local and/or regional
 - Publications: local magazines, specialist industry specific publications
 - Broadcast media: television and/or radio
 - Online: Google, social media, relevant websites and other platforms
 - Digital: AV screens in various locations
 - Outdoor advertising: billboards etc.
- 10.4. All public advertisement templates must seek the approval of the Communications Team and/or Executive Team and meet brand and style guide requirement.

11. Administrative updates

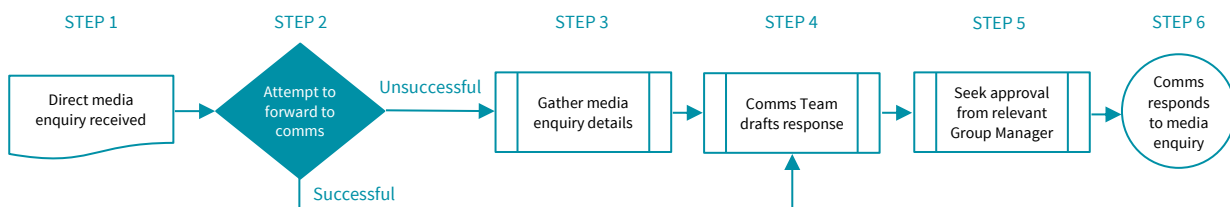
- 11.1. Where a minor update does not materially alter this document, such a change may be made administratively.
- 11.2. Any change or update which materially alters this document must be by the Executive Team.

Appendix 1

Process for handling media enquiries for non-authorised spokespersons

All direct media enquiries must be handled per the process illustrated and detailed below. This process aims to ensure Council's response is coordinated, professional and provides an efficient and effective service to the media.

NOTE: Only Executive Team members or managers of public facilities may comment and/or respond to direct media inquiries.



Step 1. Direct media enquiry received

A media inquiry may be received by phone, electronic communication (e-mail, texts, chats, etc.) or in person.

Managers have the option of gathering the enquiry details (Step 3) prior to forwarding the enquiry to the Comms team, however, managers are not permitted to respond directly to media enquiries.

Step 2. Attempt to forward to Communications Team

When a media enquiry is received, an attempt to forward the request to the Communications Team for handling (step four) shall be made. If unsuccessful (in person request or over-the-phone), proceed with step three.

Step 3. Gather enquiry details

Acknowledge the reporter's request for information by asking and noting the following:

- The reporter's name and publication/media organisation
- Contact details (phone number and/or email address)
- Question line or narrative of story being inquired
- The media deadline for information response.

Forward the noted details of the enquiry to the Communications Team to manage response. Provide any notes or comments to be considered in response.

Step 4. Communications Team drafts response

The Council's proposed response will be coordinated by the Communications Team per an approved response strategy in each instance. In partnership with the Chief Executive, relevant Executive Team member, relevant activity manager, and/or subject matter expert, the Communications Team will:

- Draft a general response or Media Statement where appropriate
- Coordinate consecutive draft reviews.

During this process, one working copy of the general response or draft media statement, managed by the Communications Team, will be the preferred administration method.

Step 5. Seek approval from the relevant Executive Team Member

The finalised general response or Media Statement must be reviewed and approved by a relevant Executive Team member prior to distribution.

Step 6. Communications Team Responds to Media Enquiry

The Communications Team will respond to the media enquiry with the approved general response or Media Statement. The Executive Team member providing approval shall be attributed where required.

Appendix 2

Guidelines for seeking media coverage

The media plays a key role in conveying information to the community so it is important for all officers to be proactive in providing information and stories likely to be of interest to the media and the community.

If you believe you have a news story to share with the community, discuss your idea(s) with your manager, the Executive Team, or the Communications Team, regarding how best to present it.

Council officers are not to call a reporter and/or media outlet directly without first consulting the Communications Team.

The following general guidelines for seeking media coverage should be considered:

- It is important to obtain advice from the Communications Team on any issues that are likely to be complex or contentious.
- Allow an appropriate amount of time before your proposed media coverage activity. This allows the Communications Team to consider options that would result in the best coverage and effectiveness.
- Only the Communications Team is authorised to distribute news releases, feature stories and/or pitch coverage to the media.

The Communications Team will work with you to develop a communications plan and determine if and how the news media should be contacted or where the story should be placed. It is important to note however that editors and reporters ultimately determine if your story is newsworthy.

Some news items may be more appropriate for internal communication such as the fortnightly staff newsletter or Thor. The Communications Team will make this determination with each instance, and may consult with the Executive Team as needed.

The Communications Team will work with relevant staff to produce a communications plan which will ensure that balanced, timely information is provided to all parties.

Appendix 3

Governance vs. Management

It is important to understand the difference between the role of governance and the role of management when handling and/or responding to a media inquiry.

Governance refers to oversight and decision-making related to strategic direction, financial planning, and Council's policies and bylaws. Governance decisions provide guidelines for management.

Examples of media inquiries that may involve governance include, but not limited to:

- Involves a current serving Councillor
- Relating to policy and bylaw decisions, strategic planning, and annual budget
- Relating to Community Boards or committees
- Relating to special events and engagements in which the Ashburton District Council is formally represented.

Management refers to the routine decisions and administrative work related to the daily operations of the Ashburton District Council. Management decisions should support or implement goals, objectives and values defined by governing bodies (such as the Council) and key Council strategic documents (such as the Annual and Long-Term Plans, District Plan, and Council bylaws and policies).

Examples of media inquiries that may involve management include, but not limited to:

- Involves an Ashburton District Council employee
- Involves contractors, consultations, and/or any other external service provider performing work on behalf of the Ashburton District Council
- Related to the delivery of a product or service provided by Ashburton District Council
- Issues that are in active litigation (or in the process of legal action).

This above determination will help to identify the appropriate escalation process, messaging, stakeholder(s), and/or spokesperson(s) that should be involved in the response strategy.

15. Mayor's Report

15.1 Meetings

- **Mayoral calendar**

November 2021

- 27 November: Light Up of the CBD Christmas tree
- 29 November: Robb Stevens – Fonterra with CE Hamish Riach

December 2021

- 1 December: Alternative Structures for the 3Waters Reform workshop
- 1 December: Council meeting
- 1 December: Official opening of Te Ara Ātea, Selwyn and Rolleston's new library and Community Centre
- 2 December: Deputy Prime Minister Grant Robertson and MP for Rangitata Jo Luxton (via Zoom)
- 2 December: Civil Defence Emergency Management Covid response discussion (via Zoom)
- 2 December: Federated Farmers Christmas function
- 3 December: Hokonui on Air radio interview
- 3 December: Hekaeo/Hinds Water Enhancement Trust
- 3 December: Tru-Line Civil – end of CBD upgrade project function
- 6 December: Tihou Messenger-Weepu – Tuia Mentor programme with Deputy Mayor Liz McMillan
- 7 December: Tony Todd and Leandra Fitzgibbon – Trotts Gardens
- 7 December: Library and Civic Centre project control group
- 7 December: Ashburton Art Gallery Christmas card competition winner presentation – Deputy Mayor Liz McMillan deputized
- 7 December: Newstalk ZB radio interview
- 7 December: Magic Talk radio interview
- 8 December: Kai for Kids – morning tea
- 8 December: Lions Club of Rakaia
- 9 December: LGNZ 3Waters update (via Zoom)
- 10 December: ACADS summer promotion launch
- 10 December: M. Bovis Advisory group
- 12 December: Refugee afternoon tea
- 12 December: Dorie cycling/walking track opening

Recommendation

That Council receives the Mayor's report.

Neil Brown

Mayor