

# Ashburton District Council

## AGENDA

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### **Notice of Meeting:**

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

**Date:**           **Wednesday 7 December 2022**

**Time:**           **1.00pm**

**Venue:**          **Council Chamber**

### **Membership**

Mayor	Neil Brown
Deputy Mayor	Liz McMillan
Members	Leen Braam
	Carolyn Cameron
	Russell Ellis
	Phill Hooper
	Rodger Letham
	Lynette Lovett
	Tony Todd
	Richard Wilson

## Meeting Timetable

Time	Item
<b>1.00pm</b>	<b>Council meeting commences</b> - Declaration by Cr Leen Braam
<b>1.05pm</b>	<b>Public Forum</b> Brent McLaren, Wastebusters
1.45pm	ChristchurchNZ Quarterly Report – Kath Lowe, Tracey Wilson & Bruce Moffat
2.15pm	Kiwirail – Mark Heissenbuttel & Dave Allard
2.45pm	Tuia presentation – Shyan Hughes
3.00pm	Welcome to new staff
3.30pm	Ashburton Police – Acting Senior Sergeant Janine Bowden ( <i>Public excluded</i> )

### 1 Apologies

### 2 Extraordinary Business

### 3 Declarations of Interest

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

### Minutes

<b>4</b>	Council 23/11/22	<b>3</b>
<b>5</b>	Audit & Risk Committee 30/11/22	<b>9</b>

### Reports

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<b>13</b>	Barrhill Community Group	<b>78</b>
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<b>15</b>	Mayor's Report	<b>89</b>

### Business Transacted with the Public Excluded

<b>16</b>	Council – 23/11/22		<b>PE 1</b>
	<ul style="list-style-type: none"> <li>Library &amp; Civic Centre PCG - 9/11/22</li> <li>CE decisions in interim election period</li> <li>Building acquisition</li> <li>Land acquisitions</li> <li>Fairfield freight hub agreement</li> <li>Ashburton Contracting Ltd</li> </ul>	<ul style="list-style-type: none"> <li>Section 7(2)(h) Commercial activities</li> <li>Section 7(2)(h) Commercial activities</li> <li>Section 7(2)(h) Commercial activities</li> <li>Section 7(2)(h) Commercial activities</li> <li>Section 7(2)(h) Commercial activities</li> <li>Section 7(2)(h) Commercial activities</li> </ul>	
	[Now in open meeting]		
	<ul style="list-style-type: none"> <li>Library &amp; Civic Centre PCG terms of reference</li> </ul>		
<b>17</b>	Audit & Risk Committee 30/11/22	Section 7(2)(h) Commercial activities	<b>PE 3</b>
<b>18</b>	Plains Museum Trust appointments	Section 7(2)(a) Protection privacy natural persons	<b>PE 4</b>

## **4. Council Minutes – 23 November 2022**

Minutes of the Council meeting held on Wednesday 23 November 2022, commencing at 1.00pm in the Council Chamber, 137 Havelock Street, Ashburton.

### **Present**

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

### **In attendance**

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

Staff present for the duration of their reports: Toni Durham (Strategy & Policy Manager), Richard Mabon (Senior Policy Advisor), Femka van der Valk (Policy Advisor), Tayyaba (Policy Advisor), Tania Paddock (Legal Counsel), Janice McKay (Communications Manager), Erin Register (Finance Manager), Mark Chamberlain (Roading Manager) and Michelle Hydes (Property Advisor).

### **Presentations**

Waka Kotahi 2.12pm-2.57pm

Ashburton Contracting Ltd 4pm-4.24pm

### **1 Apologies**

Cr Leen Braam

Sustained

### **2 Extraordinary Business**

Nil.

### **3 Declarations of Interest**

Nil.

### **Acknowledgement of former Councillor Geoff Stone**

Council observed a moment's silence for former Councillor Geoff Stone. Cr Stone was elected to the Ashburton Borough Council in 1986 and served one term before being elected to the newly formed Ashburton District Council in 1989. He was re-elected in 1992 and 1995 before resigning from Council in February 1997.

### **4 Confirmation of Minutes – 27/10/22**

**That** the minutes of the Inaugural Council meeting held on 27 October 2022, be taken as read and confirmed.

Cameron/Todd

Carried

### **5 Confirmation of Minutes – 9/11/22**

**That** the minutes of the Extraordinary Council meeting held on 9 November 2022, be taken as read and confirmed.

Lovett/Ellis

Carried

**6 Methven Community Board – 31/10/22**

**That** Council receives the minutes of the Inaugural Methven Community Board meeting held on 31 October 2022.

McMillan/Cameron

Carried

**7 Revenue & Financing Policy**

**That** Council confirms that the scope of the 2022/23 review of the Revenue and Financing Policy is confined to the funding of the Methven-Springfield water supply, taking effect from 1 July 2023.

Letham/McMillan

Carried

**8 Elected Members' Allowances & Expenses Policy**

The recommendation to allocate the Methven Community Board members' communications allowance equally between the Chair and Members wasn't fully supported. It was suggested that the Chair should continue to receive a higher amount to recognise the additional demands of that role.

1. **That** Council adopts the Draft Elected Members' Allowance and Reimbursement Policy 2022 as attached in Appendix 1; with the following amendment:

*Methven Community Board communications equipment*

- MCB Chair \$700
- MCB Members \$600

2. **That** Council rolls over the Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines (as attached in Appendix 2).

McMillan/Lovett

Carried

**9 Community Honours Awards Policy**

**That** Council adopts the Community Honours Awards Policy, as attached in Appendix 1.

McMillan/Lovett

Carried

**10 Open Spaces Strategy Review**

Councillors commented on the increasing open space requirements with new developments and questioned whether mapping of residential areas greater than 400m away from open space areas should continue as this is resulting in a number of small areas needing to be maintained.

Comment was also made on the proposal to identify and prioritise future land requirements and the potential impact of legislative (RMA) changes. Members questioned whether Council could pre-empt the RMA by having an early plan for future development in place.

The Chief Executive advised that there's uncertainty around the RMA reform and whether a Canterbury Regional Spatial Plan will be likely to give effect to individual councils' planned work. Council could opt for an earlier review of the Open Spaces Strategy, but if this is given priority then other work will need to be put on hold. Officers could provide Council with an update on work that's already underway, such as the Reserve Management Plan.

**That** Officers report back to Council with further detail on the work being undertaken to identify future land requirements, including priority areas.

Mayor/Cameron

Carried

## **11 Mt Somers Water Treatment Plant – change of reserve classification**

### **That Council**

1. Resolves under the Reserves Act 1977 to classify 1.6187 hectares of land contained within Reserve 4813, Canterbury Land District (*New Zealand Gazette* 1956 p 661) (“the Reserve”) as Local Purpose (Utility) Reserve, subject to the provisions of the Reserves Act 1977.
2. Shall issue public notice of its intention to classify the Reserve in accordance with the Reserves Act 1977.
3. Notes that if any objections are received following the public notice, a subsequent report to Council shall be presented for Council to consider these objections.
4. Authorises the Chief Executive to sign any documentation required to give effect to the Reserve classification.

Ellis/Lovett

Carried

## **12 2023 Meeting Schedule**

With Council’s agreement the Mayor rescheduled the 19 July meeting to Tuesday 25 July.

**That** Council adopts the 2023 schedule of Council and Methven Community Board meetings.

Cameron/Hooper

Carried

## **13 Financial Variance Report – September 2022**

The Finance Manager will clarify and report back on the following:

- Community grants and Water Zone Committee loan repayments reference
- Environmental Services budget and expenditure balance

**That** Council receives the September 2022 financial reports.

Cameron/Letham

Carried

## **14 Deputy Mayor’s Report**

### **• Community Vehicle Trust**

The Deputy Mayor attended the Trust’s AGM on 22 November and has been elected co-Chair. The Trust is receiving more inquiries for passenger services and there is also a need to find more volunteer drivers.

**That** Council receives the Deputy Mayor’s report.

McMillan/Mayor

Carried

## **Waka Kotahi presentation**

Director of Regional Relationships, James Caygill provided Council with an update on the Ashburton (2<sup>nd</sup>) bridge business case. He also acknowledged the success of the new traffic signals at SH1/Walnut Ave which were completed on schedule and officially activated on 18 November. Council’s forbearance and tolerance of traffic issues during construction has been appreciated.

The next significant project is the Tinwald corridor. Full design is expected by the end of the calendar year and, from lessons learned with the Walnut Ave project, Waka Kotahi is working closely with KiwiRail to ensure both design works are carried out consecutively. The project will go to the market next year, with construction expected to start mid year.

Public consultation resulted in one change to the design with vehicle access at the viaduct to be retained. Waka Kotahi took on board concerns raised by Council and KiwiRail about the impact of the proposed change and will be monitoring this.

## **2<sup>nd</sup> Ashburton bridge**

Council's resolutions of 7 August form the basis of the process looking forward.

Mr Caygill explained the three separate funding pools:

- 1) **Local** (Council) – confirmed existing budget of \$7.5m, and would consider increasing through the next annual plan process. Given the cost escalation that occurred during the business case, the indicators are that \$7.5m won't be enough.
- 2) **National** (Waka Kotahi) – project sits within the 2024-2027 NLTP. Aiming to construct the bridge within the next NLTP and that programme will be confirmed by the Waka Kotahi Board in early to mid 2024. A lot of work is required on this and all transport projects to build the programme for adoption.
  - Regional Transport Committee will prioritise regional transport programmes over the next year and they feed into the national prioritisation programme. *Note* the current prioritisation programme flagged the 2<sup>nd</sup> bridge as a project (back in 2020/21).
  - Prioritisation is informed by the Government Policy Statement on land transport (GPS) – in this process it sets policy priorities. Waka Kotahi expect the Minister will soon issue an updated GPS for the next LTP. It's not yet known what priorities the projects will be judged against for the 2024/27 LTP. All going well, if the project prioritises well nationally, Council can expect to get the normal 51% funding from Waka Kotahi.
  - While Council may believe there is a case for more than 51%, it is rare (in non-emergency situations) that Waka Kotahi would go beyond the 51%, but there is criteria for this to happen. Either way, there will likely still be a gap between the local and national funding share.
- 4) **Crown** – an example of this is the Walnut Ave/SH1 traffic signals – result of Ministerial decision and funded directly from the Crown. It is likely that Council will want to have conversations directly with Ministers to gauge the Crown's appetite to close the funding gap.

All three funding processes are interconnected and will require ongoing conversations between now and early 2024. Mr Caygill explained that the purpose of his presentation today is to show the timeline and give assurance that Waka Kotahi are pleased with the work that has been done to date. They are limited by three year funding requirements, and there is a lot of work to be done between now and 2024, but they are committed to continuing to work with Council.

With Council's budget of \$7.5m (business case \$113m), and if a 51% share from Waka Kotahi is achieved, the Chief Executive advised that the shortfall would be around \$50m. He asked how Council would give the community a sense of assurance when each agency has their own rigid regimes to allocate their share.

Mr Caygill advised this will become increasingly clear as work is done over the coming year. Council will have its annual plan process, and there will be a consultation process led by the Ministry on the next GPS (land transport). Waka Kotahi are conscious of the timing issues and will try and align the processes (National Land Transport Programme timing with that of councils' programmes).

Further issues were raised relating to the existing SH1 bridge. Mr Caygill has previously advised that there's limited ability to improve the bridge (and the business case for the 2<sup>nd</sup> bridge examined this more closely).

Waka Kotahi have previously considered but discounted pedestrian 'islands' which are unhelpful from a traffic flow point of view and are unlikely to proceed on Archibald Street. Similarly an underpass near the river would be unlikely. It was suggested these matters would be better discussed with Council in a future workshop.

Council's business case for the 2<sup>nd</sup> bridge is being reviewed by Waka Kotahi officers and will go to the Board for decision in the next (2024-27) Plan.

The presentation concluded at 2.57pm.

## 15 Mayor's Report

### • Mayor's Taskforce for Jobs

Following the meeting attended by the Mayor, Deputy Mayor and Chief Executive, the offer has been accepted for Ashburton (as a provincial council) to run a pilot programme that will support youth employment and other youth focussed issues. Council's Welcoming Communities Advisor will be the lead on this and officers are currently going through the process of entering into a contract (\$108k until 30/06/23) which will be paid on the basis of outcomes.

### • Communities for local democracy (C4LD)

The Mayor spoke about meeting held on 4 November where the revised C4LD strategy direction was discussed.

1. **That** Council continues to endorse and support efforts of the Communities for Local Democracy Group and the Mayors of Auckland, Christchurch and Waimakariri in their efforts to overturn the 3Waters legislation; and
2. **That** Council continues to oppose the 3Waters proposal.

Letham/Ellis

Carried

**That** Council receives the Mayor's report.

McMillan/Lovett

Carried

## Welcome to staff – 2.55pm

Sarah Mosley, Manager People & Capability, introduced new staff – Katie Perry (People & Capability Lead), Femke van der Valk (Policy Advisor) and Graeme White (Property Advisor).

Council also acknowledged long-serving staff – Simon Hore (Horticulturist) – 5 years, Terry O'Neill (District Forester) – 30 years and Sarah Mosley (Manager People & Capability) - 15 years.

## Business transacted with the public excluded – 3.19pm

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:	
16	Library & Civic Centre PCG 9/11/22	Section 7(2)(h)	Commercial activities
17	CE Decisions in interim election period 1) Library & Civic Centre PCG 13/10/22 2) Methven membrane treatment	Section 7(2)(h)	Commercial activities

<b>18</b>	Building acquisition	Section 7(2)(h)	Commercial activities
<b>19</b>	Land acquisition	Section 7(2)(h)	Commercial activities
<b>20</b>	Land acquisition	Section 7(2)(h)	Commercial activities
<b>21</b>	Fairfield freight hub agreement	Section 7(2)(h)	Commercial activities
<b>22</b>	ACL quarterly report	Section 7(2)(h)	Commercial activities

Ellis/Cameron

Carried

Council adjourned for afternoon tea from 3.19pm until 3.44pm.

### **Business transacted with the public excluded now in open meeting**

- **Terms of Reference – Library & Civic Centre Project Control Group**

**That** Council adopts the Library & Civic Centre Project Control Group terms of reference 2022.

McMillan/Lovett

Carried

The meeting concluded at 4.51pm.

Confirmed 7 December 2022

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MAYOR



## **5. Audit & Risk Committee Minutes – 30/11/22**

Minutes of the Audit & Risk Committee meeting held on Wednesday 30 November 2022, commencing at 2.30pm, in the Council Chamber, 137 Havelock Street, Ashburton.

### **Present**

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

### **Also present:**

Councillors Phill Hooper, Lynette Lovett, Tony Todd.

### **In attendance**

Leanne Macdonald (GM Business Support), Jane Donaldson (GM Strategy & Compliance), Sarah Mosley (Manager People & Capability), Simon Worthington (Economic Development Manager), Julie Crahay (Safety & Wellness Lead) and Carol McAtamney (Governance Support).

Via MS Teams: CE Hamish Riach

### **1 Apologies**

Councillor Leen Braam and Murray Harrington

Sustained

### **2 Extraordinary Business**

Nil.

### **3 Declarations of Interest**

Nil.

### **5 Current Auditing Challenges**

**That** the Audit & Risk Committee receives the correspondence from the Deputy Controller and Auditor-General.

McMillan/Wilson

Carried

### **Business transacted with the public excluded – 2.44pm**

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:	
6	Health & Safety	Section 7(2)(a)	Protection of privacy of natural persons

Mayor/Cameron

Carried

The meeting concluded at 3.42pm.

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## **6. Council Strategy & Plan Review Programme**

Author	<i>Toni Durham; Strategy &amp; Policy Manager</i>
Executive Team Member	<i>Jane Donaldson; GM Strategy &amp; Compliance</i>

### **Summary**

- The purpose of this report is for Council to consider the Strategy and Plan Review Schedule as outlined in Appendix One.
- The schedule has been developed to provide transparency to Council and the community so that progress can be monitored regularly on Council's strategies and plans.

#### **Recommendation**

1. **That** Council adopts the Strategy and Plan Review Schedule as attached in Appendix One.

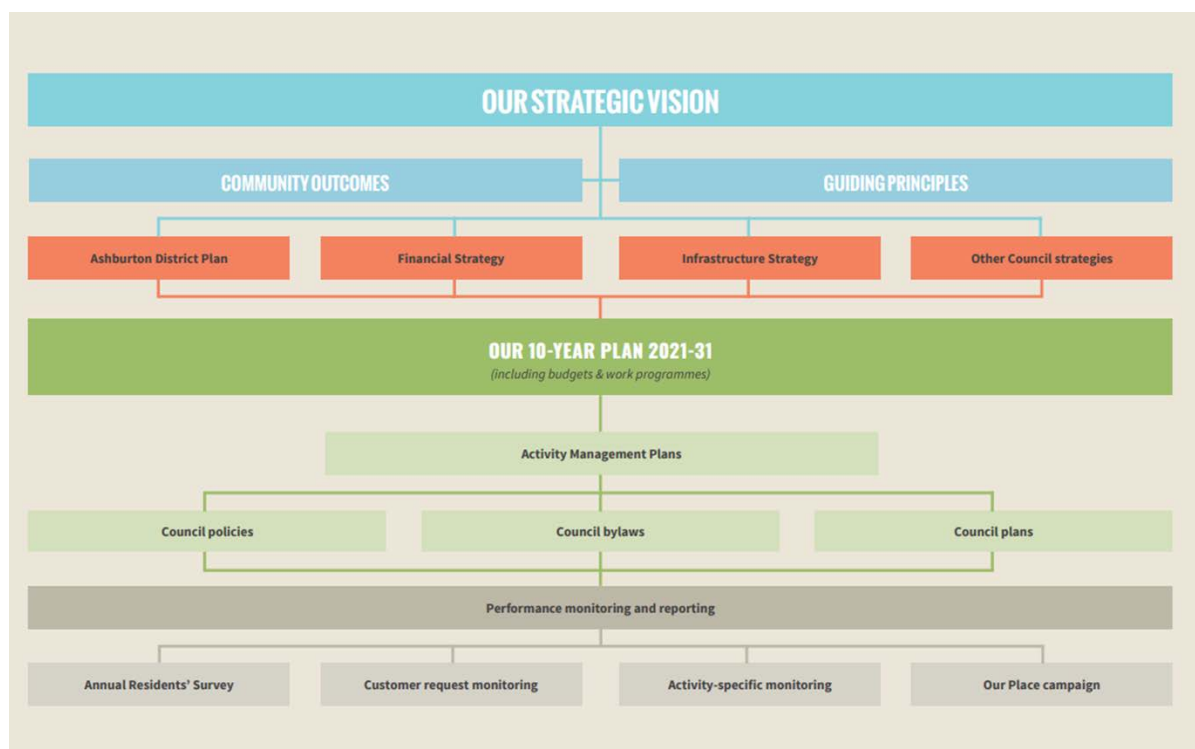
### **Attachment**

**Appendix 1**     Strategy and Plan Review Schedule 2022

## Background

### The current situation

1. Council currently has 8 Strategies and 19 Plans that have been developed to address a range of issues and challenges over the past 6 years.
2. Each of these documents includes specific actions which gives officers the direction of travel on the specific subject.
3. The benefit of having such strategies and plans is to ensure that Council takes measurable steps towards achieving the overarching goals.
4. In reality, the delivery of the goals of strategies and plans comes down their inclusion in work programmes and associated budgets of the respective activity, which are considered by Council during Long-Term Plan and Annual Plan budget workshops.



Source: Long Term Plan 2021-31

5. To date, the updates and reviews of strategies and plans has been on an as needed basis. However, as Council is maturing in its strategic approach to often complex and challenging issues, the need for a schedule to ensure transparency with our community is apparent.

## Options analysis

### Option one – Status quo of ad-hoc reporting and reviews

6. This option would see Council continue to receive progress reports and undertake reviews of strategies and plans on an ad-hoc basis.

<b>Advantages:</b> Ensures that reviews fit into the existing work programme  Reviews can be responsive to changes in outside influences on a plan or strategy	<b>Disadvantages:</b> May result in irregular updates to Council  To bring a review forward requires work programme management which may come at the cost of other work
<b>Risks:</b> Operational – Council may inadvertently make decisions which are not in line with the Strategy or Plan  Reputational – Strategies and plans are developed through engagement with the community, therefore not reporting on progress regularly to key stakeholders may damage relationships	

### Option two – Adopt the schedule as presented in appendix one (recommended option)

7. This option would see Council adopt the schedule attached in appendix one, which officers would then deliver to.
8. Officers consider this to be a pragmatic approach to improving from current practises, without ‘over-reporting’, which can reduce the capacity to make meaningful gains in delivery.

<b>Advantages:</b> Council would improve reporting and reviews of strategies and plans.  Improved accountability and transparency with the community by demonstrating a maturing approach to strategic management	<b>Disadvantages:</b> Council may wish to see some reports/reviews on a different timeframe to that prescribed in the schedule, which may impact other work priorities.
<b>Risks:</b> Reputational – Some community stakeholders may wish to see reporting / reviews more frequently than the schedule states	

### Option three – Council makes amendments to the schedule in Appendix One

9. Council may wish to direct officers to bring some reporting/reviews forward or send backwards in schedule in appendix one.
10. This is entirely up to Council direction; however officers would advise if there were obvious resourcing implications.

<b>Advantages:</b> Council may be aware of challenges / opportunities impacting on the strategy or plan that mean a report or review is required sooner than planned.	<b>Disadvantages:</b> Officer work programmes are managed closely therefore amendments to the schedule may impact on these.
<b>Risks:</b> Operational – Changes to the schedule may result in a delay to delivering other work priorities.	

### Legal/policy implications

11. Generally speaking, strategies and plans have no status under legislation, but provide a formal and public statement of the Council's intentions in relation to the matters covered by the Strategy or Plan. Their adoption does not constitute a decision to act on any specific matter as external events and emerging priorities may require Council to re-allocate resources from time-to-time
12. The exceptions to this are the Infrastructure and Financial Strategies, Activity Management Plans and Waste Management and Minimisation Plans, which are required under legislation.

### Climate change

13. The adoption of the schedule is not impacted by climate change. However, climate change will be a factor in all strategies and plans to some degree. Council can expect to see a greater reflection of this in future reviews.

## Strategic alignment

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

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Council's suite of strategies and plans relate to the 4 well-beings in varying degrees.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	Within existing budgets and resources
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Via cost centre 284 – overhead to UAGC
Are there any future budget implications?	No
Reviewed by Finance	No as no cost implications

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	1. Inform
Rationale for selecting level of engagement	The community will be informed of Council's decision via the usual media channels. As reports and reviews are prepared, community stakeholders and partners will be informed and engaged with as appropriate.
Reviewed by Strategy & Policy	Richard Mabon, Senior Policy Advisor

## Appendix One: Strategy & Plan Review Schedule 2022

The following is the proposed ADC Strategy progress report and review schedule.

Strategy	Adopted	Link	Progress Report	Full Review
Arts, Culture & Heritage Strategy	Not yet developed		Scheduled for development Year 1 of 2024 LTP (2024/25) subject to Council approval	
Infrastructure Strategy	2021	<a href="#">7.0-Infrastructure-Strategy.pdf (ashburtondc.govt.nz)</a>	Not Applicable	Every three years as part of the LTP process
Financial Strategy	2021	<a href="#">8.0-Financial-Strategy.pdf (ashburtondc.govt.nz)</a>	Not Applicable	Every three years as part of the LTP process
Economic Development Strategy	2017	<a href="#">201720ED20Strategy20FINAL.pdfsearched20strategy.pdf (ashburtondc.govt.nz)</a>	December 2022	2032, but possible early review in 2023
Open Spaces Strategy	2016	<a href="#">Open-Spaces-Strategy-2016.pdf (ashburtondc.govt.nz)</a>	2021 (completed 2022 due to resourcing constraints)	2026
Parking Strategy	2021	<a href="#">Ashburton-District-Parking-Strategy.pdf (ashburtondc.govt.nz)</a>	2026	2031
Play, Active Recreation & Sport Strategy	2022	<a href="#">20852-Play-Active-Recreation-Sport-Strategy-FINAL-8-August.pdf (ashburtondc.govt.nz)</a>	Annually via end of year reporting	2027- – to maintain alignment with Government funding
Surface Water Strategy	2018	<a href="#">Surface-Water-Strategy-2019.pdf (ashburtondc.govt.nz)</a>	2021 (three yearly cycle)	2028
Walking & Cycling Strategy	2020	<a href="#">14699-Finalise-Walking-and-Cycling-Strategy-for-publish-compressed.pdf (ashburtondc.govt.nz)</a>	2021 (three yearly cycle)	2025 – to maintain alignment with Government funding

The following is the proposed ADC Plan progress report and review schedule.

Plan	Adopted	Link	Progress Report	Full Review
Activity Management Plans	2021	<a href="#">Activity Management Plans   Ashburton DC</a>	Not Applicable	Every three years as part of the LTP process
Ashburton Airport Development Plan	2022	<a href="#">Ashburton-Airport-Development-Plan-FINAL-DRAFT.pdf (ashburtondc.govt.nz)</a>	Annually via end of year reporting	2032
Ashburton Domain Development Plan	2020	<a href="#">Ash-Domain-Development-Plan.pdf (ashburtondc.govt.nz)</a>	Annually via end of year reporting	2025
Biodiversity Action Plan	2017	<a href="#">Ashburton-District-BAP-2017-2022-Adopted.pdf (ashburtondc.govt.nz)</a>	Annually via end of year reporting	2023
Climate Resilience Plan	2022	<a href="#">Climate-Resilience-Plan-2022-adopted.pdf (ashburtondc.govt.nz)</a>	Every 6 months, as part of the 6-monthly performance reporting	Every three years to coincide with LTP (2024)
Lakes Camp & Clearwater Plan	2022	<a href="#">Final-Lake-Camp-and-Lake-Clearwater-30-Year-Plan-2022-adopted.pdf (ashburtondc.govt.nz)</a>	Annually via end of year reporting	2027
Tinwald Domain Development Plan	2018	<a href="#">Tinwald Final Resouce Doc A3 21-06-10.pdf (ashburtondc.govt.nz)</a>	Annually via the budgeting processes	2023
Waste Minimisation Management Plan	2022	<a href="#">FINAL-WMMP-2022.pdf (ashburtondc.govt.nz)</a>	Annually via activity reporting	Every 6 years 2028



## 7. *External Appointments Policy Review*

Author	<i>Femke van der Valk; Policy Advisor</i> <i>Mel Neumann; Policy Advisor</i>
Activity Manager	<i>Toni Durham; Strategy &amp; Policy Manager</i> <i>Phillipa Clark; Governance Team Leader</i>
Executive Team Member	<i>Jane Donaldson, Group Manager Strategy &amp; Compliance</i>

### Summary

- Council's External Appointments Policy is due for review.
- The purpose of this report is to recommend that Council adopts an amended External Appointments Policy.
- Council has options to:
  - Rollover the current policy (do nothing, status quo); or
  - adopt the amended policy as attached (recommended); or
  - remove the policy.

### Recommendation

1. **That** Council adopts the amended External Appointments Policy as attached in Appendix 1.

### Attachment

#### Appendix 1 External Appointments Policy

## Background

### The current situation

1. Council's External Appointments Policy is now due for review. The policy was last adopted in 2017 and is due for review on a five yearly basis.
2. Council occasionally receives requests from community groups or other government organisations to appoint a Council representative onto a board or committee, often an elected member. Council also makes appointments to joint committees or Council Controlled Organisations (CCOs) as part of its determinations of delegations.
3. The policy was first developed in 2017 to help Council make consistent and clear decisions when requests come in for appointments that align to the Council's priorities.
4. Officers discussed the substance and value of the policy. It was preferred to keep the policy and have it in place in case a (future) request was being made. There is the option for Council to remove the policy, however this is not recommended.
5. Officers have reviewed the current policy and recommend the following changes:
  - Update of policy owner from Community Relations Team to Governance Team, to reflect organisational changes.
  - Update the related documents with the most recent and relevant documentation.
  - Inclusion of definitions for 'Council', 'community group', 'external organisation', and 'kaupapa', to increase clarity.
  - Add for clarity the reference that Council Controlled Organisations and Council Controlled Trading Organisations are not within the scope of this policy. These are covered under Council's Appointment of Directors Policy.
  - Remove the requirement of a community group or external organisation which requests an appointment by Council onto its board or committee 'to be the only group of its kind for a defined geographic area' and instead add this to the list of criteria which Council uses when considering an external appointment for more flexibility.
  - Correct the wording with regards to the 'declaration of interest' of a Council appointee from 'will' to 'may' (declare a conflict of interest).
  - Add a reference to the Council's Code of Conduct and pecuniary interest provisions of the Local Government Act 2002 in the Conflict of Interest paragraph for clarity.

## Options analysis

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

6. Council could decide to roll over the current policy. This is not the recommended option.

<b>Advantages:</b> <ul style="list-style-type: none"><li>• Retains current policy conditions</li></ul>	<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• Missed opportunity to update the policy</li></ul>
<b>Risks:</b> <ul style="list-style-type: none"><li>• No references to the most current and related documentation</li></ul>	

## Option two – Adopt policy as attached in appendix 1 (recommended)

7. Officers have undertaken a review of the policy. There are some proposed changes, which have been incorporated into the policy which is attached in appendix 1. This is the recommended option.
8. The proposed changes can be seen in the appendix as these are tracked into the policy. These changes are not considered to be significant, therefore officers are not proposing to undertake consultation.

<b>Advantages:</b> <ul style="list-style-type: none"><li>• Incorporates improvements identified</li></ul>	<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• No disadvantages</li></ul>
<b>Risks:</b> <ul style="list-style-type: none"><li>• No disadvantages</li></ul>	

## Option three – Remove the policy

9. Removing the policy is not recommended as this may result in inconsistent decisions being made regarding appointment to external organisations.
10. Interested community groups or other government organisations that want to have a Council representative on their board or committee can not be referred to a policy to clarify the requirements.

<b>Advantages:</b> <ul style="list-style-type: none"><li>• No advantages</li></ul>	<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• No policy to refer community groups or other government organisations to when they want to appoint a Council representative onto a board or committee.</li></ul>
<b>Risks:</b> <ul style="list-style-type: none"><li>• Having a policy helps to ensure decisions on external appointments are consistent and aligned with Council priorities. When the policy is removed there is a risk this will not be maintained.</li></ul>	

## Legal/policy implications

### Local Government Act 2002

11. Under section 14 of the Local Government Act 2002, local authorities should conduct business in an open, transparent and democratically accountable manner. The External Appointments Policy helps meet this requirement.

### Climate change

12. Council's decision on the External Appointments Policy will not have an impact on Climate Change.

## Strategic alignment

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	×	
Environmental	×	
Cultural	×	
Social	✓	Council appointments onto external groups may help to strengthen community networks.

## Financial implications

Requirement	Explanation
What is the cost?	Amending the policy has no cost
Is there budget available in LTP / AP?	Not required
Where is the funding coming from?	Not applicable
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager

## Significance and engagement assessment

The recommended option has been assessed against Council's Community Engagement Policy and does not trigger high significance.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	The proposed changes are very minor, therefore this decision is not considered significant
Level of engagement selected	1. Inform
Rationale for selecting level of engagement	No engagement is necessary with this level of change, the community will be informed of the adoption of the Policy through the usual media channels.
Reviewed by Strategy & Policy	<i>Toni Durham: Strategy &amp; Policy Manager</i>

# Draft Policy

## EXTERNAL APPOINTMENTS POLICY

<b>TEAM:</b>	<a href="#">Community Relations Governance</a>
<b>RESPONSIBILITY:</b>	<a href="#">Community Planning Manager Governance Team Leader</a>
<b>ADOPTED:</b>	<a href="#">23 February 2017XXX</a>
<b>REVIEW:</b>	Every five years, or as required
<b>RELATED DOCUMENTS:</b>	Ashburton District Council Delegations <a href="#">Manual</a> , <a href="#">Ashburton District Council Code of Conduct</a> , <a href="#">Appointment of Directors Policy</a> , <a href="#">Local Government Act 2002</a> , <a href="#">(Pecuniary Interests Register) Amendment Act 2022</a>

### Policy Objective

To clarify Council's position when requested to make Council appointments to external organisations and community groups.

### Definitions

**Council** means [Ashburton District Council](#).

**Community group** means [a group of people who work collectively for the benefit of a defined community](#).

**External organisation** means [any organisation outside of Council. This includes Council Controlled Organisations, and Council Controlled Trading Organisations](#).

**Kaupapa** means [a set of values, principles and plans which people have agreed on as a foundation for their actions](#).

### Policy Statement

Council will consider all requests for appointments to external organisations and community groups in a fair and consistent manner, with regard to Council's current priorities and delegations at the time of the request.

[Council Controlled Organisations and Council Controlled Trading Organisations are not within the scope of this policy. These are covered under Council's Appointment of Directors Policy.](#)

#### 1. Requests for Council appointments

Any community group or external organisation which requests an appointment by Council onto its board or committee must:

- 1.1 Hold an open Annual General Meeting (AGM), advertised as widely as practicable to the local community, that includes a process for electing committee members
- 1.2 Have an active membership of at least [six6](#) people

- 1.3 Keep accurate and detailed financial accounts
- 1.4 Meet at least twice per year and keep minutes of those meetings
- 1.5 Agree to make financial accounts and minutes available to Council
- ~~1.6 Be the only group of its kind for a defined geographic area~~
- ~~1.7~~1.6 Have a written constitution, rules or trust deed
- ~~1.8~~1.7 Agree that the Council appointee will have full participation in the governance and decision making of the organisation
- ~~1.9~~1.8 Agree Note that the Council appointee (if an elected member) may will declare a conflict of interest at Council meetings and ~~not~~ participate in any Council discussions or decisions regarding funding for that particular community group or external organisation, ~~including for funding discussions~~
- ~~1.10~~1.9 Have goals and objectives that align with Council's strategic priorities for the district
- ~~1.11~~1.10 Conduct meetings openly, fairly and respectfully, and not behave in an abusive or discourteous manner to the Council appointee or to Council in general

## 2. Council Decision Making Criteria for Making Appointments

Council will consider all requests made for an appointment to an external organisation or community group against the following criteria:

- 2.1 External organisations or community groups that Council is a shareholder or settlor of the trust will have greater priority than those where Council has no financial investment.
- 2.2 The kaupapa or philosophy of the organisation or group should align with Council's strategic priorities, goals and objectives ~~for the district.~~
- 2.3 The organisation or group must be working for the greater good of the community, or to address inequities within the community, and not for any individual's personal or pecuniary advantage.
- 2.4 The appointment must not disadvantage any other organisation, group, or individual in any way and should be the only one of its kind within the district.
- 2.5 The organisation or group must not be in an adversarial position to Council or be in any legal proceedings against, or negotiations with, Council at the time of the appointment.
- 2.6 If the organisation or group is funded by central government organisations, the Council appointment should be a good strategic fit that encourages cross-sector collaboration.
- 2.7 The organisation must have a sound financial basis, not be in debt to Council, and not pose a reputational risk to Council in any way.
- 2.8 The appointment may be an elected member if the Mayor determines there is capacity within the current term of Council's delegations.
- 2.9 Alternatively, private citizens may be appointed to represent Council's interests if the organisation or group agrees, provided they are of good character and pose no reputational risk to Council.
- 2.10 Council officers may be appointed with the permission of the Chief Executive Officer if there is no demonstrable conflict of interest in that appointment.
- 2.11 The organisation or group, or any individuals representing it as such, must not have behaved towards Council in an aggressive or negative manner in the media or public forum.
- 2.12 The organisation or group must have the ability to be self-sustaining for its administrative and financial matters, and not expect the Council appointment to act as an administrator or financial manager for that organisation or group.

Council retains the right to decline any requests for representation.

### **3. Conflict of Interest**

**3.1** Council expects that Council-appointed members to any organisation or community group will avoid situations where their actions could give rise to a conflict of interest. This includes the acceptance of gifts, discounts, hospitality, travel and entertainment of a personal nature, as per the requirements in Council's Code of Conduct. Any gifts received over a certain value must be disclosed by a member in their annual pecuniary interests return as per section 54F(1)(b) of the Local Government Act 2002(Pecuniary Interests Register) Amendment Act 2022.

**3.2** Council expects that all appointees will adhere to best practice standards for good governance.

## 8. *Smokefree Outdoor Areas Policy Review*

Author	<i>Mel Neumann; Policy Advisor</i> <i>Femke van der Valk; Policy Advisor</i>
Activity Manager	<i>Toni Durham; Strategy &amp; Policy Manager</i>
Executive Team Member	<i>Jane Donaldson, GM Strategy &amp; Compliance</i>

### Summary

- Council's Smokefree Outdoor Areas Policy is due for review.
- Officers have undertaken a review of the policy and have recommended updates.
- The last review in 2019 resulted in an in-depth review and consultation with some of the key stakeholders. The previous review in 2016 involved public consultation.
- Council has the following options:
  - Rollover the current policy (do nothing, status quo), or
  - Adopt amended policy as attached in Appendix 1 (do some, recommended), or
  - Make further changes to the policy (do most).

### Recommendation

1. **That** Council adopts the amended policy as attached in Appendix 1.
2. **That** Council considers including funding for smokefree signage during the budgeting process for the Annual Plan 2023-24.

### Attachment

**Appendix 1** Updated Smokefree Outdoor Areas Policy



## Background

### The current situation

1. Council's Smokefree Outdoor Areas Policy is now due for review. The policy was last adopted in 2019, and is due for review on a three yearly basis.
2. The policy outlines which outdoor areas owned or managed by Council are promoted as smokefree. The purpose is to allow people (especially children and young people) within the district the right to be able to enjoy outdoor areas and facilities in a smokefree environment.
3. The Canterbury-West Coast Division of the Cancer Society (CWCCS) and Te Whatu Ora – Waitaha Canterbury (Canterbury District Health Board) are members of Smokefree Canterbury and have been involved in the initial development and subsequent reviews of this policy.
4. Tobacco smoking is the main cause of premature death and disability in New Zealand, and results in almost 5000 deaths every year<sup>1</sup>. The Government has set a goal to make New Zealand Smokefree by 2025.
5. In 2018, approximately 14% of people aged 15 and over in Ashburton District were considered to be regular smokers (compared with 13% of New Zealand, and compared with 21% of Ashburton District in 2006). The majority of the regular smokers in Ashburton District were aged between 30-64 years (about 60% of smokers). Smoking was also more prevalent in Māori and Pacific peoples (31.3%, and 27.4% of regular smokers in the district, respectively).<sup>2</sup>

### Enforcing the policy

6. It is important to note that the policy is not a ban on smoking in a public place. This policy is an exception to normal regulatory practice, where Council typically will pursue enforcement measures against deliberate, harmful and persistent breaches of regulations and bylaws. The reasons we don't actively enforce this policy are listed below:
  - The purpose of the policy is to make a positive, public commitment to promoting positive health choices and outcomes. This measure supports the wider public health investment in smoking reduction and reinforces that programme of work in our community.
  - This policy is one of a basket of public policy measures, including tobacco taxes, incentives to quit smoking, public education, bans in workplaces, restaurants, and bars, restrictions on the sale and advertising of tobacco products, and so on. The Government enforces some of these measures because they are both unlawful and

<sup>1</sup> [Smokefree | Community & Public Health \(cph.co.nz\)](#)

<sup>2</sup> [Statistics New Zealand Census Data – Place Summaries | Ashburton District | Stats NZ](#)

practically enforceable. Initiatives like the Smokefree Aotearoa 2050 Goal and Smokefree Outdoor Areas Policies serve to reinforce the more traditional regulatory approaches.

- There are no regulatory instruments available to enforce the policy. Smoking is an unhealthy activity, but in public outdoor spaces, it is not generally unlawful (with some specific exceptions like school grounds, hospital grounds, and outdoor areas during fire bans).
- If there were regulatory instruments available, it would remain difficult to enforce in any case, given the range and scale of public outdoor spaces and the challenges involved in obtaining a robust evidence base.
- There is evidence from other New Zealand communities that even an unenforced Smokefree Area Policy can demonstrably change behaviour.

## Funding

7. Council currently does not provide any funding or resourcing for the implementation of the policy through promotion of smokefree areas (e.g. via signage). This is currently resourced by the Cancer Society and Te Whatu Ora (formerly Canterbury District Health Board).
8. Some of our smokefree areas within the district either do not have signage or have signage that is due for replacement. It is recommended that Council look to include funding in the budgeting process for the next Annual Plan (2023-24), to install more signs and replace any that are due for replacement.

## Options analysis

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

9. Council could decide to roll over the current policy. This is not the recommended option.

<p><i>Advantages:</i></p> <ul style="list-style-type: none"> <li>• Retains current policy conditions</li> <li>• No resourcing required</li> </ul>		<p><i>Disadvantages:</i></p> <ul style="list-style-type: none"> <li>• Missed opportunity to update the policy</li> </ul>
	<p><i>Risks:</i></p> <ul style="list-style-type: none"> <li>• The proposed new location, Methven Skate Park, will not be listed in the policy as a smokefree area. This is a popular site with children and young people.</li> <li>• Reputational risk - the community may think that Council could be doing more.</li> </ul>	

## Option two – Adopt policy as attached in appendix 1 (recommended)

10. Officers have undertaken a review of the policy, with input from the Executive Team. There are some proposed changes, which have been incorporated into the policy which is attached in appendix 1. This is the recommended option.
11. The proposed changes can be seen in the appendix as these are tracked into the policy. These changes are not considered to be significant, therefore officers are not proposing to undertake consultation. The Cancer Society and Te Whatu Ora have been involved in early discussions for this review.
12. Proposed changes include:
  - For the first time included the word ‘vape’ for clarity and completeness of smoking definition
  - Added ‘any new playgrounds’ to cover future developments
  - Added Methven Skate Park for consistency with the Ashburton Skate Park and other sports fields and courts
  - Added ‘Council funded or Council run’ to clarify the definition of ‘Council supported events’
  - Added the Oval Pavilion and Walnut Ave Pavilion (once transferred to Council ownership) for completeness of the list of Council buildings
  - Added that Council will partner with Smokefree Canterbury when reviewing the policy as it is considered best practice to engage with subject matter experts

<b>Advantages:</b> <ul style="list-style-type: none"><li>• Retains current policy conditions</li><li>• No resourcing required</li><li>• Incorporates improvements identified</li></ul>	<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• Elected members may want to further update the policy</li></ul>
<b>Risks:</b> <ul style="list-style-type: none"><li>• Reputational risk - the community may think that Council could be doing more.</li></ul>	

## Option three – Make further changes to the policy –

13. It is acknowledged that while officers do not propose any major changes, Council may feel that further changes are necessary. Therefore, Council could decide to adopt an amended version of the policy.
14. If this was the preferred option, then depending on the significance of the changes, Council would likely be required to undertake consultation. This means the draft revised policy would need to be made available to the community for consultation before the final is adopted.

<p><i>Advantages:</i></p> <ul style="list-style-type: none"> <li>The community has an opportunity to provide feedback</li> <li>Improvements may be picked up that have been missed by officers</li> </ul>	<p><i>Disadvantages:</i></p> <ul style="list-style-type: none"> <li>Resourcing required for consultation</li> <li>The review process would be prolonged and this would have an impact on work programmes. Other deadlines may be missed as a result.</li> </ul>
<p><i>Risks:</i></p> <ul style="list-style-type: none"> <li>Reputational risk - the community may think that Council is doing too much and having an impact on peoples' rights.</li> </ul>	

## Legal/policy implications

### Smoke-Free Environments Act 1990

- Council is not obligated by the Smoke-free Environments Act 1990 to designate public open spaces as smokefree, however, in promoting the broad objectives of the Local Government Act 2002 and Health Act 1956, Council has chosen to do so. Currently, 59 of 67 local authorities have some form of smokefree outdoor area policy. These may cover outdoor dining, CBD/Civic Spaces, Green Spaces, Events, Council Buildings, transport hubs, social housing, and beaches.
- The Smoke-free Environments Act requires all school and early childhood centre buildings and grounds to be smoke free and licensed premises and workplaces to be smoke free indoors amongst other statutory requirements. Most DHBs have a smoke-free policy applying to their premises and grounds, as a signal of their commitment to public health.

### Climate change

- Research<sup>3</sup> has shown that 'the tobacco industry's carbon footprint from production, processing and transporting tobacco is equivalent to one-fifth of the CO2 produced by the commercial airline industry each year, further contributing to global warming'. Promoting smokefree areas can be considered as an encouragement measure in the Smokefree Aotearoa by 2025 goal which will contribute to a lower emission of the tobacco industry.

## Strategic alignment

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

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental	✓	The Smokefree Outdoor Areas Policy may have a positive environmental impact by reducing the number of cigarette butts littered in the smokefree areas.

<sup>3</sup> [WHO raises alarm on tobacco industry environmental impact](#)

Cultural		
Social	✓	The Smokefree Outdoor Areas Policy may have a positive impact on social well-being by improving health outcomes, and allowing users of these spaces (particularly younger people) to have the right to enjoy outdoor areas and facilities in a smokefree environment.

## Financial implications

Requirement	Explanation
What is the cost?	There is no cost for the recommended option, however there will be a cost involved if Council decides to undertake consultation. It is recommended that Council look to include budget for new and updated smokefree signs.
Is there budget available in LTP / AP?	Not required for the recommended option
Where is the funding coming from?	Not applicable
Are there any future budget implications?	Possibly for signage, as budget does not currently exist. If council chooses the recommended option, signage budget will need to be incorporated through the Annual Plan 2023-24 budgeting process.
Reviewed by Finance	Erin Register; Finance Manager.

## Significance and engagement assessment

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

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	The proposed changes are very minor, therefore this decision is not considered significant
Level of engagement selected	20. Inform – one way communication.  The community will be advised of the decision via public meeting minutes and possible media release
Rationale for selecting level of engagement	No engagement is necessary with this level of changes
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

# DRAFT Policy

## DRAFT SMOKEFREE OUTDOOR AREAS

<b>TEAM:</b>	Strategy and Policy
<b>RESPONSIBILITY:</b>	Strategy and Policy Manager
<b>ADOPTED:</b>	<u>87 December 2022</u> <del>15 August 2019</del>
<b>REVIEW:</b>	Every three years, or as required
<b>CONSULTATION:</b>	Consultation undertaken in accordance with section 82, Local Government Act 2002, if required.
<b>RELATED DOCUMENTS:</b>	Elderly Persons Housing Policy 2017 Use of Footpath for Alfresco Dining Policy 2017 Health Act 1956 Local Government Act 2002 Smokefree Environments Act 1990 Smokefree Aotearoa 2025 Goal

### Policy Objective

Ashburton District Council believes the children and young people of our district have a right to be able to enjoy playground and sport field facilities provided by Council in a smokefree environment.

### Policy Statement

This policy is not a ban on smoking in a public place. No enforcement measures will be used against those who breach the policy. The purpose of the policy is to fulfil Council's commitment to promote positive health choices and outcomes.

The community will be advised through appropriate signage and ongoing communication, as deemed necessary by Council.

Council declares other areas under its control to be smokefree via the Elderly Persons Housing Policy ~~2017~~ and the Use of Footpath for Alfresco Dining Policy ~~2017~~.

For the avoidance of doubt, and for the purposes of this Policy and other Policies regulating smokefree areas, smoking includes the use of e-cigarettes and vapes, and smokefree means free from the smoking of tobacco and e-cigarettes and vapes.

### 1. Playgrounds

All Council owned playgrounds are smoke-free. This includes any new playgrounds when they are

[vested in Council.](#)

## 2. Sports Fields and Courts

The following Council owned sports fields and courts are smoke-free:

- [Argyle Park](#)
- Ashburton Domain
- Ashburton Skate Park
- ~~Argyle Park~~
- Digby Park
- Electricity Ashburton (EA) Networks Centre – outdoor sports courts
- [Methven Skate Park](#)
- Robilliard Park-

## 3. Reserves and Domains managed by Reserves Boards

The following areas of Reserves and Domains managed by Reserves Boards are smoke-free:

- All playgrounds covered by clause 1 of this Policy
- Sports fields or courts covered by clause 2 of this Policy

Specified areas of Reserves and Domains listed in Schedule 1.

## 4. Events

Council recognises the role that public events can play in promoting a positive smokefree message. Council supported events ([Council funded or Council run](#)) will be consistently promoted as Smokefree through inclusion of Smokefree messages on material promoting the events, and advertising at the events.

## 5. Council buildings

Smoking is not permitted [within](#) 10 metres ~~off~~ from the entrances and exits to buildings located at the following areas:

- Ashburton Art Gallery and Heritage Centre
- Ashburton District Council Administration building
- Ashburton District Council Chambers
- [Ashburton District Council Library](#)
- [Oval Pavilion \(once transferred to Council ownership\)](#)
- [Walnut Ave Pavilion \(once transferred to Council ownership\)](#)

## 6. EA Networks Centre

Smoking is not permitted in the following locations at the EA Networks Centre:

- [Within](#) 10 metres ~~of~~ from the entrances and exits to buildings
- The entire car park
- Outdoor sports courts.

## 7. Signage

Where possible signage will be installed to indicate areas that are smokefree. Signage requirements will be assessed on an individual basis.

## **8. Monitoring and evaluation**

Council will partner with Smokefree Canterbury members when reviewing this policy.



## **9. Temporary Closure of Restricted Parking Spaces Policy Review**

Author	<i>Tayyaba Latif, Policy Advisor</i>
Activity Manager	<i>Toni Durham, Strategy &amp; Policy Manager</i>
Executive Team Member	<i>Jane Donaldson, Group Manager Strategy and Compliance</i>

### **Summary**

- The purpose of this report is to review the Temporary Closure of Restricted Parking Spaces Policy.
- This policy sets out the reasons why Council may allow the temporary closure of time-restricted parking spaces and the criteria to be applied when making decisions on applications.
- The Policy is due for review and is being updated to align with changes in the operating environment. The changes are administrative in character.
- Officers recommend that the Policy be amended without public consultation due to the minor impact of the changes.

### **Recommendation**

- 1. That** Council adopts the updated Temporary Closure of Restricted Parking Spaces Policy, as attached in Appendix 1.

### **Attachment**

**Appendix 1** Updated Temporary Closure of Restricted Parking Spaces Policy

## Background

1. The policy aims to promote efficient use and management of parking spaces in time-restricted parking areas, by setting out the rationale for allowing time-restricted parking spaces to be temporarily closed.
2. The power to allow the temporary closure of a parking space is set out in clause 1007 of the Transportation and Parking Management Bylaw. The Bylaw and Policy need to be read together.
3. The policy was last reviewed in December 2017. The Bylaw is due for review in 2022/23 financial year.
4. Applications for temporary closure of a parking space will normally only be considered for the following purposes:
  - To accommodate goods and service vehicles used for the purpose of construction, road works, building maintenance or shifting furniture and items
  - To enable voluntary/community organisations to hold events
5. The criteria to evaluate applications include (but are not limited to) the following factors:
  - impact on surrounding business
  - availability of parking in that area
  - appropriate alternative locations for the type of activity requested
  - the number of spaces that need to be closed
  - whether the period of proposed time is appropriate
6. If approved, applicants are required to pay a fee to Council of \$13 per day, \$56.00 per week or \$202.00 per month. This fee covers any potential loss of income faced by Council. The fees are set in Council's Fees and Charges Schedule in the Annual Plan.
7. Council may exempt community event holders from paying this fee under the policy.

## The Current Situation

8. There are some changes in the operating environment which affect the relevance of small parts of the policy. These changes are:
  - Ashburton District no longer has stand-alone metered parking spaces. There is a multi-space metered carpark in Cass Street which Council has never been approached about for temporary closure of a parking space. For these reasons, the Policy should be amended to delete reference to metered spaces.
  - The Policy is now administered by the Roading Team which liaises with the Property Team or Economic Development Team depending on the nature of the event which triggers the temporary closure. Roading Team approves works in the

roading corridor and is a point of liaison for event operators regarding traffic management plans to ensure the safety of road users.

9. After the opening of Te Pātaka o kā Tuhituhi/ Te Waharoa a Hine Paaka (Ashburton Library and Civic Centre) on Baring Square East the temporary closure of time-restricted parking spaces is expected to occur more frequently due to civic events and use of the event spaces within the facility.

### Proposed Administrative Amendments

10. There is a need to make the following administrative amendments to the policy to line it up with the current operating environment.

- Delete the phrase “metered and” from clause 1 of the Policy and the phrase “metered or” from clause 3 of the Policy.
- Change the responsible Team to “Roading”
- Change the responsible Manager to “Roading Manager in consultation with the Property Manager.”
- Current five-year review time of the policy be changed to ‘every three years or as required’. The policy is expected to benefit from earlier and more frequent review due to the opening of Te Pātaka o kā Tuhituhi/ Te Waharoa a Hine Paaka.

11. Officers do not propose any substantive amendment on the policy.

### Options analysis

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

12. Council could decide to roll over the policy. This option is not recommended.

<p><b>Advantages:</b></p> <p>None identified</p>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Policy would look outdated</li> <li>• Policy would cause confusion due to the inclusion of discontinued practice i.e., metered parking spaces still mentioned in the policy</li> <li>• Next review scheduled for four years after Te Pātaka o kā Tuhituhi/ Te Waharoa a Hine Paaka opens. Issues arising may not be addressed in a timely fashion.</li> </ul>
<p><b>Risks:</b></p> <p>Small reputational risk due to the Policy being out of date.</p> <p>Small operational risk as Council retains a policy that is not fit for purpose.</p> <p>Overall risk is LOW.</p>	

## Option two – Adopt an amended version of the policy with administrative amendments only (Recommended Option)

13. Council could adopt amended version as attached in appendix 1.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>Identifies relevant teams (Roading and Property) who administer the policy</li> <li>Policy is up to date with deleted references to metered parking</li> <li>Fit for purpose.</li> <li>Policy reviewed in a timelier fashion.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>Elected members may want to further update the policy by amending criteria within the policy.</li> </ul>
<p><b>Risks:</b></p> <p>Reputational risk - the community may expect that Council could be doing more. Overall risk is LOW.</p>	

## Option three – Amend the Policy

14. It is acknowledged that officers do not propose any substantive amendment in the policy. However, if necessary, Council could consider amending criteria within the policy.

15. If this was the preferred option, then depending on the significance of the changes, Council would likely be required to undertake consultation. This means the draft revised policy would need to be made available to the community for consultation before the final is adopted.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>Some improvements may come into light that have been missed by the officers.</li> <li>The community has an opportunity to provide feedback.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>Resourcing required for consultation.</li> <li>The review process would be prolonged which would result an impact on other work programmes. Consequently, other deadlines may be missed.</li> <li>May cause inconsistency with Ashburton District Parking Strategy 2021 and Ashburton Town Centre Parking Management Plan 2021.</li> </ul>
<p><b>Risks:</b></p> <p>Reputational Risk - the community may think that Council is doing too much and having an impact on activities that may require temporary closure of parking spaces. Small-to-moderate operational risk from delayed review of the policy.</p>	

## Legal/policy implications

16. There is no legal requirement to adopt a policy related to closure of restricted parking spaces. However, Council allows for such closure in its Transportation and Parking Management Bylaw and the Policy provides guidance on how the Bylaw powers may be exercised.
17. The Policy is consistent with the Bylaw.

## Climate change

18. There are no obvious linkages between the content of the report and climate change mitigation or adaptation.

## Strategic alignment

19. The policy review is not inconsistent with the Ashburton District Parking Strategy 2021 and Ashburton Town Centre Parking Management Plan 2021.
20. The recommendation relates to Council's community outcome of 'a prosperous economy based on innovation and opportunity.'

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	<ul style="list-style-type: none"><li>Efficient management of parking spaces supports economic well-being and growth of the district</li></ul>
Environmental	✗	
Cultural	✗	
Social	✓	<ul style="list-style-type: none"><li>Enabling community events through efficient parking management will contribute to the social well-being</li></ul>

## Financial implications

Requirement	Explanation
What is the cost?	There is no cost involved to carry out recommended option.
Is there budget available in LTP / AP?	Not required for the recommended option
Where is the funding coming from?	N/A
Are there any future budget implications?	No
Reviewed by Finance	Not required

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	<p>1. Inform – One way communication</p> <p>Community will be advised via public meeting minutes and possible media release</p>
Rationale for selecting level of engagement	No engagement is necessary with this level of changes. The community will be informed of the update policy through the usual media channels.
Reviewed by Strategy & Policy	Richard Mabon, Senior Policy Advisor

# Draft Policy

## TEMPORARY CLOSURE OF RESTRICTED PARKING SPACES POLICY

<b>TEAM:</b>	<del>Regulatory Services</del> <u>Roading</u>
<b>RESPONSIBILITY:</b>	<del>Regulatory Manager</del> <u>Roading Manager in consultation with Property Manager</u>
<b>ADOPTED:</b>	<del>17 December 2017</del> <u>TBC</u>
<b>REVIEW:</b>	Every <del>five</del> <u>three</u> years, or as required
<b>CONSULTATION:</b>	None required
<b>RELATED DOCUMENTS:</b>	Ashburton District Council <del>Mobile Shops, Stalls and Hawkers Bylaw</del> <u>Trading in Public Places Bylaw</u> , <u>Transportation and Parking Management Bylaw</u> , <u>Ashburton District Parking Strategy 2021</u> , <u>Ashburton Town Centre Parking Management Plan</u> , <u>and Transportation Bylaw</u> , Local Government Act 2002, <u>and</u> Ashburton District Council Fees and Charges.

### Policy Objective

To promote the efficient use and management of parking spaces in restricted parking areas.

### Policy Statement

#### 1. Purpose of Closure

Council will consider applications for the temporary closure of ~~metered and time~~ restricted ~~limited~~ parking spaces in the Ashburton District.

Applications will normally only be considered for the following purposes:

- Goods and service vehicles used for the purpose of construction, road works, building maintenance or shifting furniture and items
- Voluntary/community organisations

Other circumstances will be considered on a case by case basis.

#### 2. Applications

Factors Council will take into account when considering an application include, but are not limited to, the following:

- Impact on surrounding businesses

- Availability of parking in that area
- Appropriate alternative locations for the type of activity requested
- The number of spaces that need to be closed
- Whether the period of time proposed is appropriate

### 3. Fees

Applicants will be required to pay a fee to Council for the closure of a ~~metered or time-restricted~~ limited parking spaces, as per the Ashburton District Council Fees and Charges schedule. A permit will be issued.

### 4. Fee Exemptions

Council will consider applications for fee exemptions from voluntary and community groups that require the temporary closure of a parking spaces for a charitable event.

### 5. Parking Space Closure

Valid permits for the closure of restricted parking spaces must be clearly displayed on the dashboard of the approved vehicle.

Applicants may use traffic cones to signal that the parking spaces is unavailable to the public, provided that the traffic cones and their placement comply with NZTA and Council regulations and bylaws.



## 10. ChristchurchNZ Quarterly Report

Authors *Bruce Moffat, Mid Canterbury Tourism Development Manager*  
*Kath Low, ChChNZ Head of Tourism*

### Introduction

The visitor economy continues to be impacted by the effects of Covid, high cost of living, reduced airline capacity, diminished rental car capacity and inflated airfares; however, Mid Canterbury's Tourism spend is showing promising signs of recovery, especially in the domestic sector.

General feedback from operators across the region (including Christchurch) is that business is showing good recovery signs, but the tight labour market is limiting businesses to either trade at full capacity or the owner/operators are running themselves ragged.

Maintaining contact and engagement with media and trade over the past few years of lockdowns and Covid impact has proven worthwhile, with the region experiencing nine media/trade famils over the past two months. The region is appearing in a range of media stories and being considered for trade itineraries by several key operators, which is encouraging longer term.

### Mid-Canterbury Tourism performance data

The below data shows the Tourism spending by credit cards for Ashburton District:



### Ashburton ECT Visitor Spending (July-September 2022)

Throughout the report, the months in 2022 are compared to the same month last year, 2021 and the same month in the year 2019, which represents our previous year of regular visitation (pre-Covid).

#### July 2022 commentary

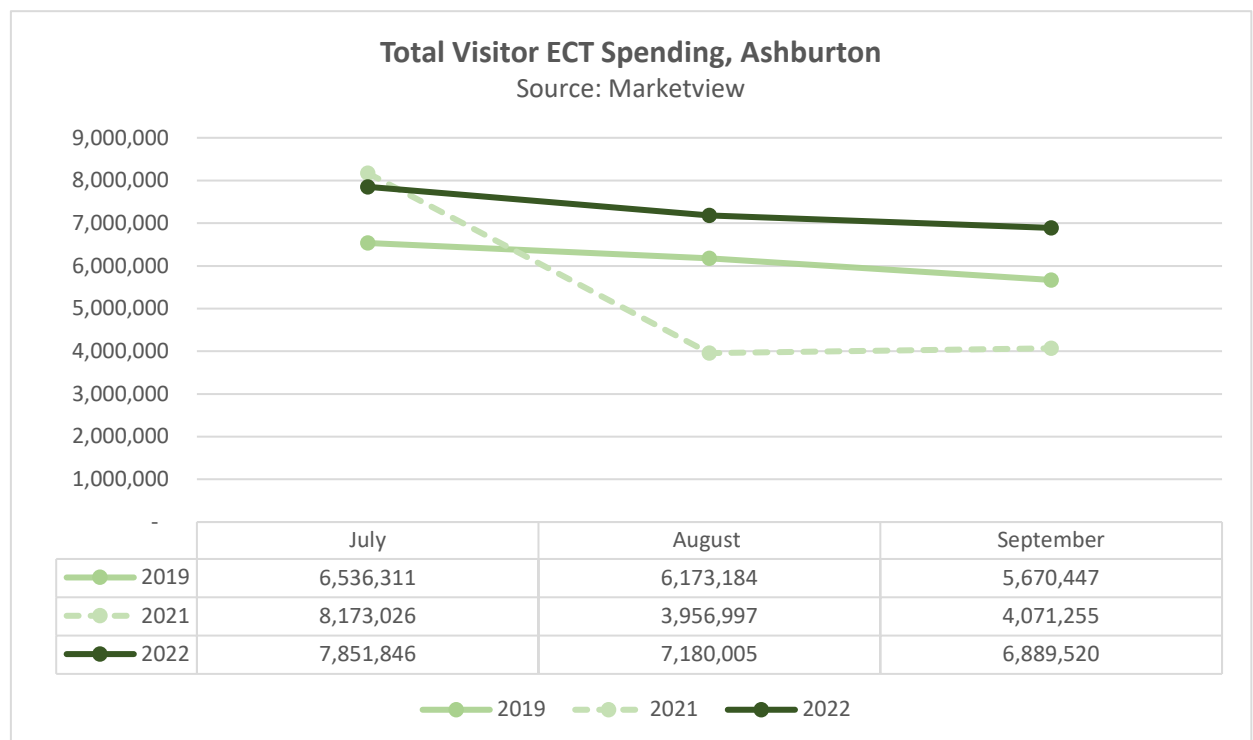
- On 02 July 2022, the Government announced an end to the requirement for border workers and corrections staff to be fully vaccinated.
- New Zealand borders were fully reopened on 31 July 2022.

#### August 2022 commentary

- In August 2021, New Zealand was in a nationwide lockdown under COVID Response Alert Level 4, resulting in a very low baseline. Therefore, the high percentage increase this month compared to the same month in 2021 does not reflect a proper year-on-year visitor activity growth.

#### September commentary

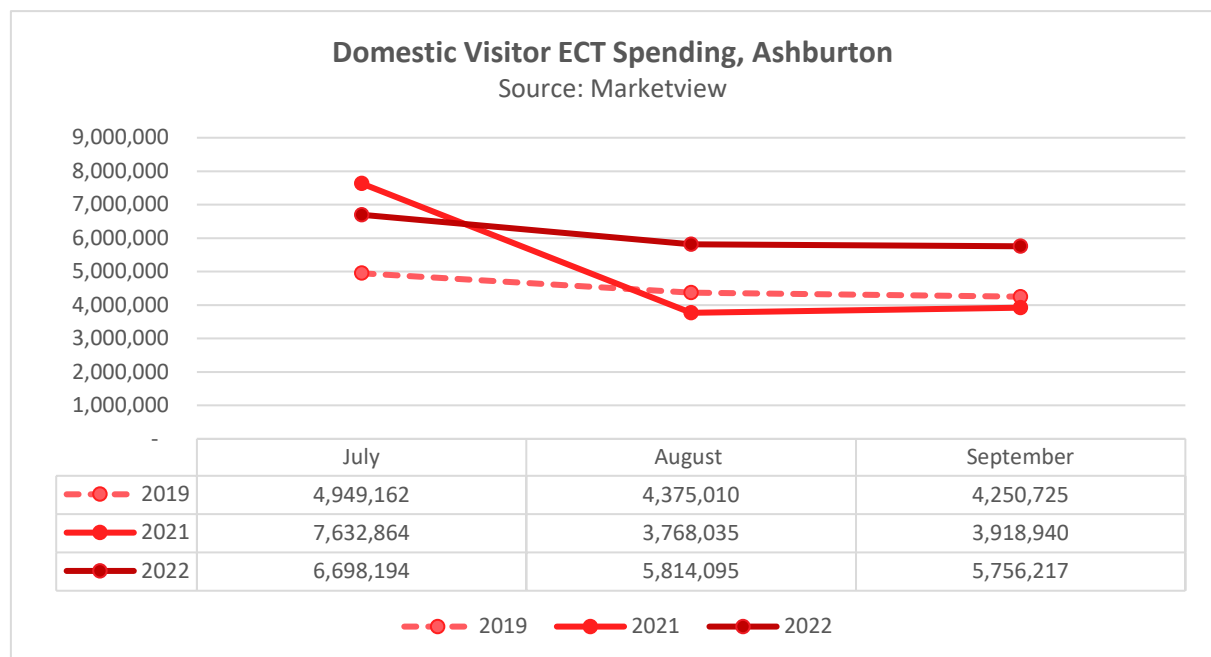
- There were local COVID restrictions, and Auckland was in Level 4 during September 2021, so the growth rates from 2021 were excessively high.



Total Visitor **ECT Spending in July 2022 was \$7.8m, up 20% from July 2019** and a decrease of -4% from July 2021.

Total Visitor **ECT Spending in August 2022 was \$7.2m, up 16% from August 2019** and an increase of 81% from August 2021.

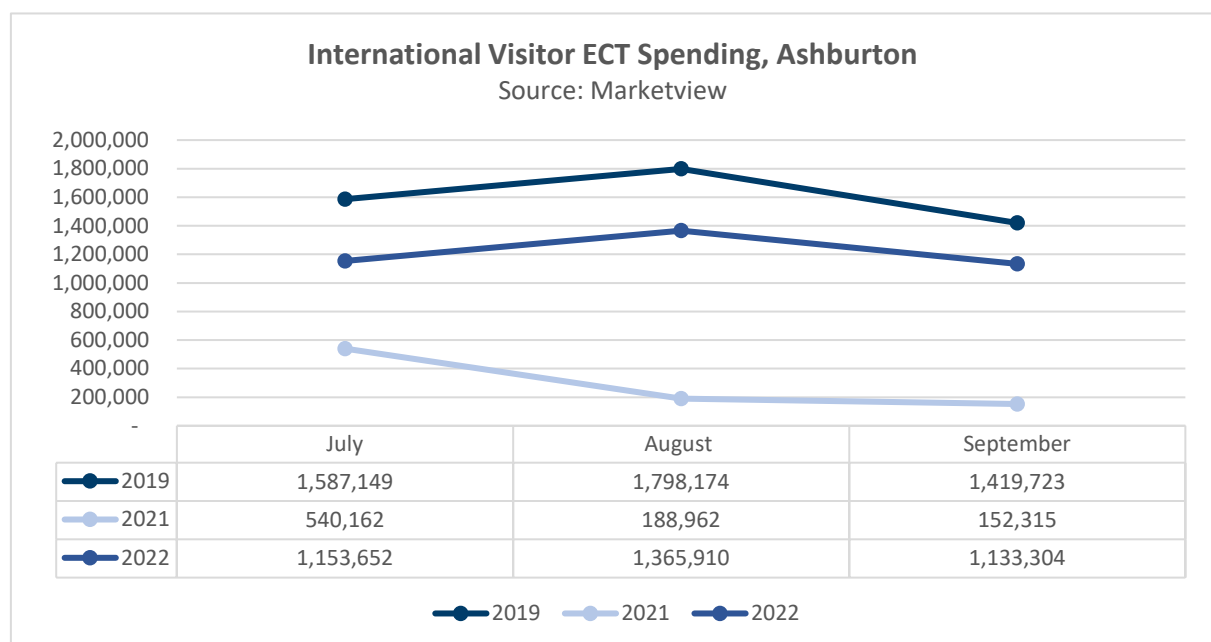
Total Visitor **ECT Spending in September 2022 was \$6.9m, up 21% from September 2019** and an increase of 69% from September 2021.



Domestic Visitor **ECT Spending in July 2022 was \$6.7m, up 35% from July 2019** and a decrease of -12% from July 2021.

Domestic Visitor **ECT Spending in August 2022 was \$5.8m, up 33% from August 2019** and an increase of 54% from August 2021.

Domestic Visitor **ECT Spending in September 2022 was \$5.8m, up 35% from September 2019** and an increase of 47% from September 2021.



International Visitor **ECT Spending in July 2022 was \$1.2m, down -27% from July 2019** and an increase of 114% from July 2021.

International Visitor **ECT Spending in August 2022 was \$1.4m, down 24% from August 2019 and an increase of 623% from August 2021.**

International Visitor **ECT Spending in September 2022 was \$1.1m, down -20% from September 2019 and an increase of 644% from September 2021.**

The above insights tell us that regardless of the limitation to international visitor arrivals caused by airline capacity limitation, Covid 19, visa issues, the region is already performing very strongly and at similar levels to pre-Covid. Some of our operators are reporting a 20% increase in booking vs the same period prior to the pandemic.

## Trade and Media Famils

We have received 50% more trade and media famils enquiries during this quarter, the majority being from Australia. This is an excellent opportunity for our district and the operators participating in the famils. Below is a matrix showing the famils conducted during this quarter.

Company	Location	Channel	Brief	The towns included in famil
Get your Guide	Australia	Trade	Online Travel focused on activities	Mt Hutt, Methven, Ashburton
Avenues Magazine	Christchurch	Media	Christchurch Centric lifestyle magazine	Methven, Staveley, Ashburton
Snow Scene Holidays	Australia	Trade	Key winter activity wholesaler	Mt Hutt, Methven
Screen Canterbury	Christchurch	Film	ChristchurchNZ in-house film office	Methven, Staveley, Ashburton
Tourism New Zealand – Western markets gathering	USA	Trade	Key wholesales from across the USA hosted by TNZ	
Thrillist Magazine	Australia	Media	21 -45 Adventure	Methven
9 Honey (9News Group)	Australia	Media	Broad travel promotion	Methven, Ashburton
New Zealand Herald / Frommers Travel Guide	Auckland & USA	Media	International travel guide and publisher	Methven
Travelo	Australia	Trade	Trade Agent	Methven, Ashburton

## PR

### EXPLORE REGIONAL PARTNERSHIP 2022

#### Objective:

Increase awareness and drive booking conversion from domestic and Australian visitor markets from May – November 2022.

#### Creative

Mid Canterbury featured in 30-second special interest vignettes primarily produced for the campaign + .60 second hero regional video. Mid Canterbury locations and products were tagged throughout the videos. These critical assets were used in six months of paid display campaign on paid media channels to target domestic audiences.

In addition, the video vignettes were used on the big screen at the All Blacks and Black Ferns international fixtures in Christchurch. They were also used throughout the Fast Five Netball on Sky TV and PRIME broadcast and will feature in the broadcast promotions for Black Clash in January with TVNZ.

It is anticipated that this video footage will be used for the ongoing international promotion of Christchurch for Sail GP in March 2023.

#### Content:

Mid Canterbury is featured in 40 pieces of written content on the ChristchurchNZ/Explore landing pages. Each piece was promoted and linked on ChristchurchNZ-owned social channels – Facebook and Instagram. In turn, this was tagged and shared on the Mid-Canterbury pages.

#### Australian Market:

The investment included featuring in all lifestyle and travel media pitches by Christchurch NZ's Sydney-based agency - History will be Kind.

Mid-Canterbury has been included in several recent press trips, including **Qantas Inflight Magazine** (editorial Feb 2023) print and online, **Thrillist** digital platform and this week, the travel and lifestyle platform for **9News Australia**. Content on each will be published in the coming months.

Mid-Canterbury also fully briefed the agency in person on complete destination and winter offerings, attractions and activities for the Australian leisure traveller.

#### Domestic Media:

Mid Canterbury also featured in several earned media pieces, most notably in a significant unique print and digital features in:

- Mindfood Magazine
- Snow n Ski
- Stuff Travel
- The Herald
- NZ Mountain Biker Magazine

#### Other PR events:

Mid Canterbury exhibited at a front-line tourism front-line training event at the Distinction Hotel Christchurch on 22 November, training 70 + hotel concierges, front office staff, booking agents, and airport and inbound travel agents.

## New Product

The former Topp Lodge in Burgess Road, Staveley, has been sold and transformed into a luxury lodge called The Staveley Boutique Lodge. The lodge welcomes guests who appreciate unique style, luxurious comfort and sophistication. Whilst it is early days, bookings are slow over the summer period. However, the lodge is receiving substantial enquiries for winter 2023.

## Film Opportunities

ChristchurchNZ has been engaging with local film studio Torrent Films to find a location and land access in Methven to produce a film titled Trolgar & Me.

Trolgar and Me is a 92-minute production using both animation and real-life actors and scenes with an approximate value of \$2,000,000.00

### **The film storyline is:**

Trolgar, a banished Norwegian troll, becomes friends with 12-year-old Maia and her dad Dave. Together they must form a plan to help Maia's new BFF leave New Zealand and return safely to Norway, all while evading the suspicious Mayor.

The production team is keen to film most of the film in the wider Methven area and has contracted South Cross Lodge as their full-time accommodation whilst on location. (approx. 5-6 weeks)

During a recent famil of Mid Canterbury with the Christchurch Film Office – Screen Canterbury, more film locations were reviewed for future films.

## Social Media Campaigns

During this quarter, we have activated 60+ posts on Facebook and Instagram featuring Whats on in Mid Canterbury, adventure activities, winter adventures, things to do in Mid Canterbury and Christmas function hints.

## Mid-Canterbury Promotional Initiatives – July 2021 – June 2022

Status Index	KPI Met	KPI On track	Deferred or Cancelled
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Initiative	Commentary	Status
Business Support	<ul style="list-style-type: none"> <li>Continued business support throughout the Covid19 period, training and webinars implemented.</li> <li>ChristchurchNZ set up a Mid Canterbury Tourism Operators forum (Private Facebook page) with 40+ Members to help disseminate the knowledge</li> <li><b><i>A Business Support Communications matrix is included in the appendix</i></b></li> </ul>	
Inland Scenic Campaign	Completed at Mid Canterbury level, waiting on neighbouring regions to finalise partner operators	
Destination Marketing Plan (DMP)	The Mid Canterbury DMP is in the early stages of construction. RFP has been completed.	
Tourism New Zealand NZME Summer Campaign	Mid Canterbury featured well in this nationwide campaign, focusing on relaxation & revitalisation with Opuke Thermal Pools and Spa and Summer adventure activities – Ballooning, Jetboating and Ultra Terrain vehicle experiences	
Tourism New Zealand Australian Virtual Roadshow	Mid Canterbury has attended two virtual roadshows to educate Australian trade. Along with the Tourism New Zealand Roadshow held in Sydney in May.	
Social Media	Ongoing social media has been strong for Mid Canterbury – Focusing on Food & Beverage, Accommodation and Family activities.	
Media Famil	<p>Four highly successful media famils have taken place during this period.</p> <ul style="list-style-type: none"> <li>AA Traveller – Nationwide Travel magazine -three-page editorial on the district</li> <li>Otago Daily Times – Dunedin-based nationwide newsprint – 1-page editorial on Mid Canterbury gardens</li> <li>Kia Ora Magazine – Air New Zealand's inflight Magazine – 4-page editorial on things to do in Mid Canterbury</li> <li>Stuff Travel Media famil – Methven and Opuke Thermal Pools and Spa.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Mindfood Magazine – May famil to Opuke and Methven for the June edition, which is now in the market</li> <li>• Inbound Tour Operators Famil – May</li> </ul>	
Social media Influencers' famil	Planning in place to hold a Mid Canterbury Influencers famil to support the generation of social content and domestic awareness	
Agritourism Growth	The Agri community is focused on critical farming factors and is not ready to explore agri-tourism options	
Mid Canterbury Cycleway	No funding is available from the previous trust.	
Ashburton Farmers Market	Ongoing partnership with ADC Economic development team	
NZMCA Motorhome Expo	Cancelled due to Covid19	
Tourism New Zealand Australian Roadshow	This critical event, designed to educate the Australian travel trade, has been postponed till border openings	
Inbound Tour Operator's Famil	Conducted in May 2022 – 15 New Zealand-based inbound tourism operators attended the famil	
Australia Ski Travel Expos in Melbourne and Sydney	Attended by ChristchurchNZ and Mt Hutt	



## ChristchurchNZ Mid Canterbury KPI's 2021-2022 Tracking

KPI	Strategic Priority	Activity	Target	Measure	Progress
<b>Target Domestic Visitors</b>	Destination recovery	Domestic campaigns: 2 x Mid-Canterbury specific 1 x Explore CHC (Canterbury campaign inclusion)	Resident households in Christchurch, Canterbury, Wellington and Auckland with HHI above \$100,000	Reach: Canterbury – 365,000 digital impressions Auckland – 500,000 digital impressions Grow domestic GDP spend – establish a baseline	ExploreCHC content and launch.  YouTube Campaign
<b>Industry Partnerships and Engagement</b>	Destination alignment	Create cohesion within the local tourism industry through regular engagement	Mid Canterbury Tourism Advisory Group meetings x 4 annually All-of-industry networking x 2 annually	Delivery of planned engagement	MCTAG meetings ongoing Past meetings held: <ul style="list-style-type: none"> <li>08 March 2022</li> <li>27 April 2022</li> <li>08 June 2022</li> </ul> <i>A schedule of the six weekly meetings is referenced in the appendix</i>  All of the industry networking – Met during Mega Met
<b>District Media exposure</b>	Domestic & local marketing,	Host media famils to showcase Mid	Domestic and Australia	\$4,000,000 EAV in 12 months	Channel 9' Today Show with live

	media and brand development	Canterbury in target markets	International long-haul if Covid-19 restrictions allow		<p>broadcasts from the Mt Hutt Base. EAV \$2.85m</p> <p>YouTube Campaign July - September EAV \$1.27m</p> <p>AA Traveller,</p> <p>Kia Ora Magazine</p> <p>ODT media famils.</p> <p>Stuff Travel Media Famil</p>
<b>District Trade Exposure: Domestic &amp; International</b>	Converting campaigns into visitation to Ashburton District	<p>IBO Trade Famils</p> <p>Australian wholesale training</p> <p>Domestic packaging to generate sales</p>	<p>2 x inbound tour operator famils</p> <p>2 x Domestic Travel famil.</p> <p>2 x Australian travel wholesaler famil</p> <p>2 x domestic package inclusions (House of Travel and Flight Centre)</p>	<p>Establish baseline</p> <p>Generate revenue through packages</p> <p>Grow domestic GDP spend – establish a baseline</p>	<p>Hosted one domestic Famil with Auckland based Fuzion Travel</p> <p>Will host Australian Trade and media when COVID19 restrictions allow</p> <p><b>IBO Trade Famil was held on 15 May. New Zealand based inbound tour operators attended the famil.</b></p>

## Appendix

- Business support Communication Matrix as referenced in Mid Canterbury Promotional Initiatives 2022

Business Support Communication Matrix		
A list of business support correspondances to Mid Canterbury Tourism Operators 2022		
Date	Mechanism	Topic
21 February 2022	Webinar	New Financial support for Omicron affected businesses.
24 February 2022	EDM	Moving to phase 3 of the omicron response
24 February 2022	EDM	Managing the impact of COVID-19 cases at your business
24 February 2022	EDM	Staff Testing and returning to work during Omicron
25 March 2022	EDM	Newsletter to all Mid Canterbury Operators
26 April 2022	EDM	Newsletter to all Mid Canterbury Operators
26 June 2022	EDM	Newsletter to all Mid Canterbury Operators
30 June 2022	EDM	Winning of ANZ Business Award - Tourism Category
12 July 2022	EDM	Tourism New Zealand Spring & Summer breaks
5 September 2022	EDM	International Visitor Survey
12 September 2022	EDM	Go with Tourism - Staff Recruitment
28 September 2022	Webinar	Health & Safety Planning Workshop

- Scheduled dates for the Mid Canterbury Tourism Advisory Group are as follows:

08 March 2022	27 April 2022	08 June 2022	12 July 2022	23 August 2022
04 October 2022	15 November 2022	20 December 2022		

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## ***11. Economic Development quarterly report – July, August & September 2022***

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

### **Summary**

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

### **Recommendation**

- 1. That** Council receives the July, August & September 2022 Economic Development quarterly update.

### **Attachments**

- Appendix 1** Economic Development Projects Process Flow  
**Appendix 2** Land use adaptation for a climate changed future *[Supplemental document]*

## Background

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

## Reporting Against Strategic Framework

### **Pillar 1: Signalling Council is Open for Business**

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

#### *Update*

5. Welcoming Communities
  - 5.1 Welcoming Plan – the previous plan from 2017 has been updated (draft at this stage) and will shortly be workshopped with key stakeholders, employers and community groups who work in the welcoming space.
  - 5.2 Work continues on improving Ashburton’s accreditation from Level 2 Established to Level 3 Advanced. Officers continue to work with the Ministry of Business, Innovation and Employment who administer the accreditation. It is expected that the accreditation process will take place in Quarter 4 of 2023.
6. Section 17A Review
  - 6.1 As part of the Local Government Act a local authority must review the cost-effectiveness of current arrangements at least every six years. Economic Development was reviewed in 2017 and is therefore being reviewed currently. A separate paper will be provided to Council with the findings of the review.

## Pillar 2: Placemaking and Branding

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

### Update

7. A workshop was held with Central Business District (CBD) businesses to explore what can be done to enhance the vibrancy of the CBD and increase the numbers of people interacting with businesses there. The workshop centred around six questions:

Questions	Responses
What is great about the CBD?	<ul style="list-style-type: none"><li>• The streetscape is a major improvement</li><li>• Green space is welcoming</li><li>• Free parking for an hour</li><li>• The trees lit up at night create a nice ambiance</li><li>• Passionate retailers</li></ul>
What's not so good about the CBD?	<ul style="list-style-type: none"><li>• Vacant space</li><li>• Earthquake prone buildings</li><li>• Unsafe playground equipment</li><li>• All the little developments elsewhere are putting pressure on the CBD</li><li>• A lot of retailers are not proactive</li></ul>
What are the opportunities to make the CBD a great place for business?	<ul style="list-style-type: none"><li>• Encourage more cafes and restaurants</li><li>• Attraction of businesses with offices</li><li>• Bring young people into the CBD</li><li>• Parking buildings</li><li>• Night markets</li><li>• More interaction between retailers</li><li>• Move market into CBD</li><li>• Collaboration with community events</li></ul>
What is going to stop us realising these opportunities?	<ul style="list-style-type: none"><li>• High rentals (especially for new buildings replacing earthquake prone buildings)</li><li>• Not seen to be cool by potential shoppers</li><li>• Building quality is very poor</li><li>• The telling of the Ashburton story is not happening</li><li>• Apathetic business owners</li></ul>
What can local businesses do to improve the CBD?	<ul style="list-style-type: none"><li>• Wake up! Be proactive! Participate!</li><li>• Encourage new retailers, hobby retailers are not helping</li><li>• Work with landlords to improve the store frontages</li><li>• Shop local campaign to continue</li></ul>

	<ul style="list-style-type: none"> <li>• Retailers work together – same opening hours, providing consistency to shoppers</li> </ul>
What do Council need to do to help CBD development?	<ul style="list-style-type: none"> <li>• Town planning to stop retail sprawl</li> <li>• Keep working with the Economic Development team to maintain progress</li> <li>• Work with retailers to promote events to encourage people into the CBD</li> <li>• Visit and talk to all businesses</li> <li>• Relax rules on outdoor dining</li> <li>• Overpass or underpass to connect shopping areas each side of East Street and West Streets</li> <li>• Do not shut streets and bring in outside retailers (Boulevard Day), instead use West Street car park</li> </ul>

8. The first Citizenship Ceremony since Covid19 restrictions was held in September 2022. This ceremony was a requirement of granting Citizenship to any people approved after 1 August 2022, but it also provided an opportunity for those who were granted citizenship during the Covid19 restrictions to attend a ceremony and receive a welcome and gift from the Mayor. In total 96 people received their Citizenship or were welcomed as new citizens to the district.

### **Pillar 3: Unlocking Latent Potential**

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

#### *Update*

9. Officers continue to work with investors, developers and local businesses who are working to introduce new concepts to the region. A multi-disciplinary team from across Council including Economic Development, Planning, Building, Assets and Commercial Property meet with the groups proposing new ideas to ensure that they feel welcomed into the district, know who to talk to and can work on solutions prior to any regulatory work being undertaken.
10. A deliverable from the existing strategy action plan was clear articulation of how Council responds to new opportunities and as a result a process flow has been developed for how Economic Development engage across Council to ensure projects are successfully delivered. This process flow can be seen in Appendix 1, this will be reviewed as the Economic Development team work with developers and investors.

### **Pillar 4: Agriculture and Technology**

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

#### *Update*

## **11. Land Use Adaption in a Changing Climate project**

- 11.1 This project has been completed and has been publicly released.
- 11.2 The report has received high praise from Our Land, Our Water. The report will feature in New Ground magazine and Officers will present the report to the local community, key stakeholders and invited guests in December.
- 11.3 A copy of the report can be found in appendix 2

## **12. Resilient Business Project:**

- 12.1 Officers have submitted the application and continue working with the Ministry of Primary Industries (MPI) to refine the proposal to the Sustainable Food and Fibre Futures Fund.
- 12.2 Further work is currently underway to enhance transferability to other regions and look for cost reductions where possible.
- 12.3 Written support for the project was received from all partners in this project (BCI, MHV, ALIL, ECAN, FAR, DNZ, MC Catchment Collective, AEC).
- 12.4 This project will also deliver to pillar 5 & 6.

## **Pillar 5: Natural Resource Management**

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

*Update*

- 13. Nothing of significance to report since the last report

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

*Lobbying, advocacy and influencing policy settings important to business.*

*Update*

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



15. As part of the exploration of a Learning Hub for Ashburton, Officers are investigating whether an incubator could be established. Initial conversations have taken place with the University of Canterbury's Centre of Entrepreneurship regarding the potential for a satellite incubator to enhance the work currently underway in Christchurch.

### **Pillar 7: Connecting and Supporting Infrastructure**

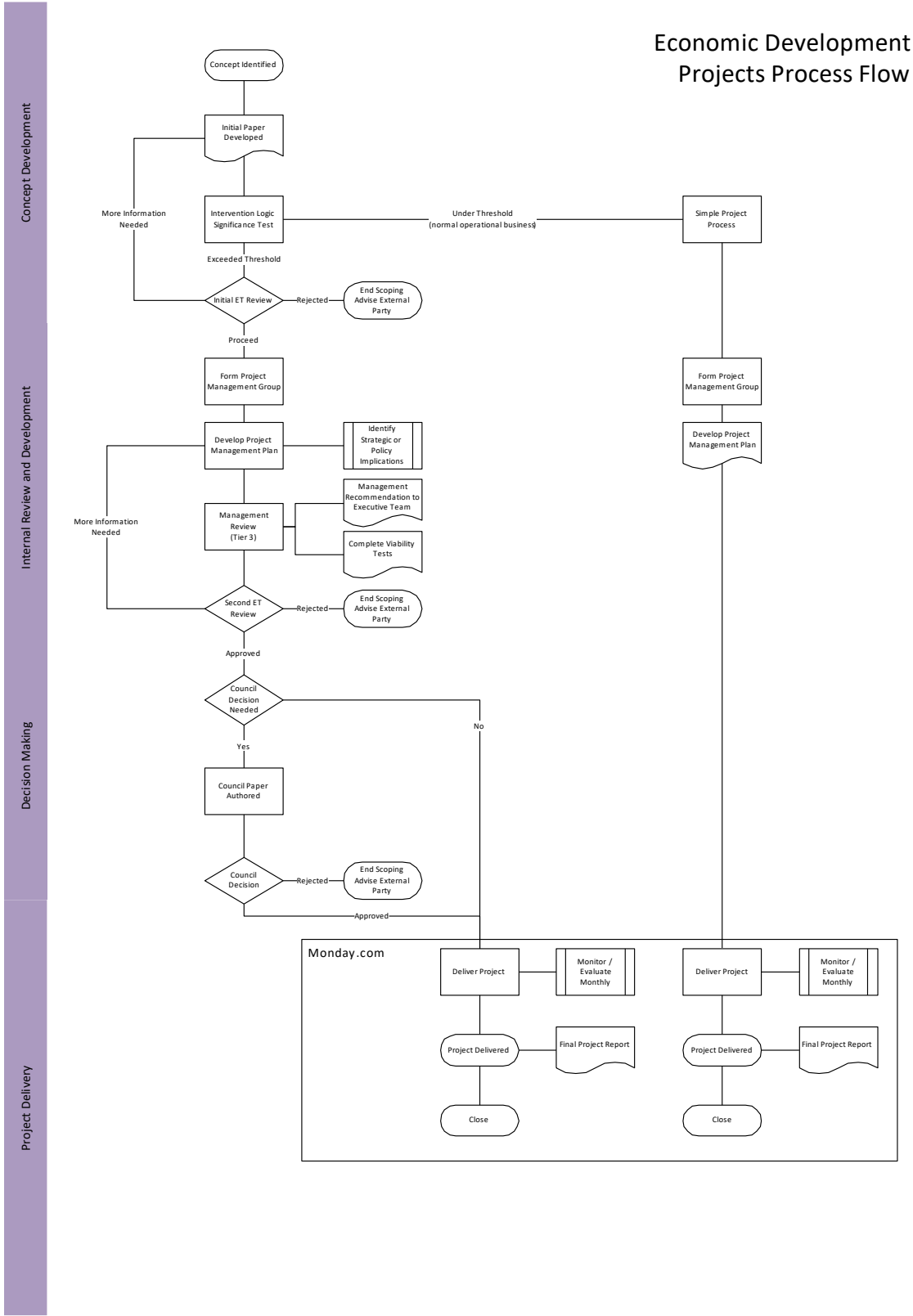
*Acknowledging Ashburton District's reliance on key infrastructure like roading and telecommunications.*

#### *Update*

16. Officers continue to work with Kanoa (a government fund for business growth and development), there are two projects that officers are supporting local enterprises to apply for this funding.
17. The work to create infrastructure to service the emerging sheep milk market has been delayed and is unlikely to occur until late 2023 and only then on the basis that waste water infrastructure has the capacity to cope with discharges from the plant.

The next economic development quarterly report will be presented to Council at the meeting on 1 February 2023.

Appendix 1



## **12. Economic Development Strategy – Progress Report**

Author	<i>Toni Durham; Strategy &amp; Policy Manager</i>
Activity Manager	<i>Simon Worthington; Economic Development Manager</i>
Executive Team Member	<i>Jane Donaldson; GM Strategy &amp; Compliance</i>

### **Summary**

- The purpose of this report is to present the Economic Development Strategy – Progress Report to 31 October 2022.
- Council adopted the Economic Development Strategy prepared by Market Economics, in September 2017.
- Given that it has been over 5 years since adoption, it is timely to check-in on progress.
- Officers are recommending that Council revisit the Economic Development Strategy again with the community due to the changes since 2017, including reforms impacting on agriculture and the impacts of Covid-19 on local business.

#### **Recommendation**

1. **That** Council receives the Economic Development Strategy – Progress Report to 31 October 2022.
2. **That** Council provides the progress report to key stakeholders and makes it available on Council's website.
3. **That** Council direct officers to prepare a refreshed Economic Development Strategy (Option 3) for consultation with the community in early 2023.

### **Attachment**

**Appendix 1** Economic Development Strategy – Progress Report 2022  
*[Supplemental document]*

## Background

### The current situation

1. Council adopted the Economic Development Strategy (EDS) in 2017. The full strategy can be found [here](#).
2. The development of this progress report is to give Council an update on progress towards implementing the goals and actions contained within the Strategy.
3. Since the adoption of the EDS, an Economic Development team has been established within Council. The team has experienced some challenges including changes to key personnel and the impacts from Covid-19 on the local economy.
4. Following the closure of Experience Mid Canterbury in 2020, District Promotion was contracted to ChristchurchNZ. As of November 2022, ChristchurchNZ has indicated that they will be withdrawing from the contract, their delivery will end on 4<sup>th</sup> February 2023. The current EDS references this activity through Action 2.2 Develop the Visitor Sector, with the withdrawal Officers are exploring how this activity will be delivered.
5. Of the fifty-seven actions in the strategy, 6 have been completed, 8 are partially completed and 13 are yet to be started. Thirty are ongoing. Officers consider that the progress to date is likely to be less than what Council would have anticipated the strategy would achieve when first adopted by Council in 2017 by this point in time.

### Proposed refresh of the Economic Development Strategy

6. Following discussions between the activity manager and others in the Executive Team there is an opinion of Council to refreshing the Economic Development Strategy. This will enable a community centric approach rather than the current approach which focussed on the transition from the Council's previous relationship with Grow Mid Canterbury into an internal department within Council.
7. The current EDS is crafted around seven pillars. These pillars in themselves are not strategic priorities, that is to say they do not articulate a future state that a District may need to be successful.
8. The current Action Plan does not contain deliverable dates which impacts on the ability of Officers to assess how the implementation of the Strategy is progressing.
9. A new approach will allow Council to be more flexible in delivering its activity following changes in the operating environment from which it was first prepared.
10. These changes include the significant reform (including freshwater management and pricing for agricultural emissions) from central government impacting on the agricultural sector, the impacts of Covid-19 on local tourism and businesses, including

the former CCO Experience Mid-Canterbury and the broader impact of economic influences such as immigration and geo-political uncertainties on the local economy.

11. The proposal to develop a refreshed EDS has been included as the preferred option for Council to consider with this report.

## Options analysis

### Option one – Council receives and publishes the report

12. Council formally receives the report. This option would see Council continue to deliver on the existing strategy and action plan, without undertaking a refresh of the strategy.

<p><i>Advantages:</i></p> <p>Council notes the progress made toward implementing the Economic Development Strategy and means that the progress report can be shared with key stakeholders and wider community.</p> <p>No additional resources are used on refreshing the strategy to current work programmes.</p>	<p><i>Disadvantages:</i></p> <p>Economic Development Team find it difficult to work within the existing framework which does not reflect the current need</p>
<p><i>Risks:</i></p> <p>May result in reputational damage to Council as to why more progress has not been made.</p>	

### Option two – Council receives the report and agrees to reprioritise the actions in the Economic Development Strategy

13. Council formally receives the report and directs officers to prepare a report that reviews the priorities set out in the EDS and recommends changes that reflect the current operating environment.

<p><i>Advantages:</i></p> <p>Consistent with the aims and goals set out in the Economic Development Strategy.</p> <p>Reflects changes in the operating environment.</p> <p>Less work and options required than Option 3.</p>	<p><i>Disadvantages:</i></p> <p>Less community input than Option 3.</p> <p>More work and resources required than Option 1.</p>
<p><i>Risks:</i></p> <p>May result in reputational damage to Council as to why more progress has not been made.</p>	

### **Option three – Council receives the report and directs officers to prepare a refreshed draft Economic Development Strategy for consultation**

14. Council formally receives the report and directs officers to prepare an updated Economic Development Strategy for consultation with the community.
15. The rationale for refreshing the existing strategy would be to refine the EDS given the current economic climate.

<i>Advantages:</i> A refreshed EDS would be up for discussion with the community	<i>Disadvantages:</i> Additional unprogrammed work for the Strategy and Policy and Communications teams within Council. This may impact adversely on other Council priorities.
<i>Risks:</i> May result in reputational damage to Council as to why more progress has not been made and as to the need for a refreshed strategy	

## **Legal/policy implications**

### **Legislation**

16. Local Government Act 2002 is considered applicable to this matter. Refer [LGA 2002 Section 14 Principles relating to local authorities](#). In particular, most of 14 (1) is considered applicable.

### **Key Documents**

17. The Economic Development Strategy is a non-statutory document. However, there are a number of relevant Council documents with which it inter-relates
  - Long-Term Plan 2021-31
  - Activity Management Plan – Economic Development
  - Climate Change Policy

### **Climate change**

18. This report focuses on the progress Council has made on the current Economic Development Strategy and therefore has no direct link to climate change. However, future action in the Economic Development activity will be inherently linked to climate change in a number of ways.

## Strategic alignment

19. The recommendation relates to Council's community outcome of *A District of Great Spaces and Places*.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	There are a total of 57 actions contained in the Economic Development Strategy all contributing in various ways and degrees to the well-beings. Depending on progress, some well-beings may have been given more effect to than others during this reporting cycle.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	This will vary depending on the preferred Option. In all cases it would be implemented within operating budgets.
Is there budget available in LTP / AP?	Yes.
Where is the funding coming from?	Option Three would impact Economic Development, Strategy and Policy, and Communications Teams, who have all indicated this could be undertaken within existing budgets.
Are there any future budget implications?	It is expected that actions will be funded from within existing operating budgets. New actions requiring additional budgets would have to be approved through normal budgeting processes.
Finance review required?	No.

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No.
Level of significance	Options 1 & 2 - Low. Option 3 is Medium.
Rationale for selecting level of significance	This reflects the officers' assessment of the matter against the criteria and thresholds in the Community Engagement Policy.
Level of engagement selected	Options 1 and 2. Inform – one-way communication. Council could choose to undertake informal two-way communication with stakeholders under option 2 but Officers do not recommend this. Option 3 – Consult – formal two-way communication.

Rationale for selecting level of engagement	The level of engagement for options 1 and 2 reflect the Council's Community engagement policy and the prudent use of resources. Option 3 reflects the normal approach to the review of any Strategy.
Reviewed by Strategy & Policy	Mel Neumann; Policy Advisor & Richard Mabon, Senior Policy Advisor

## Next steps

Date	Action / milestone
<b>Early February 2023</b>	<p>If Council supports the recommendation, officers will present a refreshed Draft EDS to Council for approval before consultation in February 2023.</p> <p>If Option 2 is preferred, advice on reprioritisation would be presented in a similar timeframe.</p>



# Economic Development Strategy 2017 – 2027

## Progress Report to 31 October 2022



The Economic Development Strategy was developed utilising seven key pillars. The strategy was developed in response to a shift in delivery of economic development in the District. The strategy has seven key pillars under which the action plan sits.

### Pillar 1: Signalling that Council is open for business





#### Action 1.1 Define and resolve what Council's role will be in economic development

Actions	Priority	Status	Progress
Decide where ED fits into Council's structures and how it will be funded, managed and reported	High	●	ED team established in Council in 2019 (team includes Welcoming Communities and Events).  Funding established, reporting lines determined and reporting systems in place.  In 2020 a PGF grant was awarded that enabled a focus on Agriculture (Ag Portfolio lead employed).  Quarterly reporting and activity reporting underway, refining this for efficiency and effectiveness
Review in-house delivery after 3-5 years	High	◐	Current Section 17a Service Delivery Review underway to determine if a full review is required.  District promotion activity delivery reviewed in 2020, EMC closed and contracted out to Christchurch NZ.
Reassess the appetite (and need) for an external entity to deliver some ED activities (3-5 years)	Medium	◐	Will flow from Section 17a above


**PRIORITY KEY:** High – to be implemented within one year, Medium – to be implemented within 2-5 years, Long Term – to be implemented within 10 years, Ongoing – part of work programme

**STATUS KEY:** ◐ Not achieved    ◑ Partially achieved    ● Completed    ➤ Ongoing

### Action 1.2 Develop clear policies and procedures for Economic Development and how ADC participates in / delivers economic development


Actions	Priority	Status	Progress
Develop detailed policies and procedures to guide the process when a member of the public approaches Council with a possible economic opportunity (in line with Council's position on supporting ED opportunities).	High		A framework for dealing with business enquiries is being refined to enable interaction that is customised to the needs and nature of enquiry.  The framework considers: Interactions across different council functions Scale of opportunity Role that Council may play (e.g. regulatory, facilitation) Implications for other Ashburton stakeholders
Design and formalise ADC's 'project investment protocols'. Essentially, these protocols relate to how (and if) ADC interacts with projects seeking to attract Council investment, co-funding or grant funding.	High		This will be delivered by June 2023
Using Council's significance policy as a starting point, define the type of analysis and due diligence that would be needed for projects to attract Council assistance	High		Will flow from the above work delivery by June 2023
Establish guidelines for/around the level of assessment and analysis that is needed for different types of projects/programmes.	High		Will flow from the above work, delivery by June 2023

### Action 1.3 Review Council's internal approach and culture to business and economic growth and put measures in place to ensure that Council processes support and contribute towards the district's economic functioning and growth.





Actions	Priority	Status	Progress
Review Council processes to identify areas where they (Council's processes) are hampering economic activity, acting as a barrier or where they could be streamlined to support Council's dealings and interactions with the private sector.	High		A continuous improvement approach led to the development of a framework for engaging with enquiries.  Anecdotally, since the development of the framework, clients appear to gain greater traction when dealing with Council, meaning a more cohesive experience.  Interaction within Council between ED and other departments is developing.  Conflicts of interest are identified and managed within Council, and between Council and business.

**PRIORITY KEY:** High – to be implemented within one year, Medium – to be implemented within 2-5 years, Long Term – to be implemented within 10 years, Ongoing – part of work programme

**STATUS KEY:**  Not achieved  Partially achieved  Completed  Ongoing


Council is active in improving the district's liveability (e.g. community grants and funding) and it is necessary to review its work and to assess if it is delivering the intended outcomes	Ongoing		<p>The need for stronger focus on District Liveability has been identified in conversations to date about a possible refreshed ED Strategy</p> <p>The events function of Council has been refined, to include attracting events to the district and developing capability in the community.</p> <p>ChChZ are leading the development of a Destination Management Strategy for Canterbury, with a subset focused on mid-Canterbury. This is expected to be delivered in June 2023.</p>
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#### Action 1.4 Develop a monitoring/ tracking framework to track the progress of Council's 'external interactions'

Actions	Priority	Status	Progress
Set up a tracking process/framework to monitor the progress of enquiries, the key points/outcomes and the contact persons.	High		<p>Recording and tracking process are in place and updated regularly.</p> <p>Contact details of parties are recorded.</p> <p>Key meetings are documented with minutes (when appropriate)</p> <p>Progress and updates on enquiries are reported to Council as are monitoring tools such as Infometrics quarterly reports.</p>
Include a referral system where investors can be matched to local businesses if there are linkages, alignment or cross-over with the activities or opportunities to collaborate, of local businesses (this suggests that an inventory of local opportunities and businesses' services be established).	High		<p>Local network of contacts is established and growing.</p> <p>Working with external support agencies such as Chamber of Commerce through the Regional Business Partner Programme and MSD through various programmes.</p>
Review and update the data from the tracking system to identify insights so that Council (and the business community) can improve the outcomes of the external interactions	Medium		<p>Interactions with local businesses are informed by external information sources such as Infometrics, to build an understanding of business community situational outlook.</p> <p>Dialogue with business community is developing.</p>
Over time, understanding these aspects will improve Council's ability to engage successfully with investors (domestic and international).	Long term		<p>ED employ a continuous improvement approach to all interaction to understand improvements.</p>




#### Action 1.5 Design and put in a place a continuous improvement process aimed, specifically, at the Council's internal processes (relating to ED).

Actions	Priority	Status	Progress
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Design and formalise (as part of Council's processes) a regular review process associated with, and covering, Council's ED activities.	Ongoing		ED activities are delivered with the support of project management skills. Linkages into Council processes is developing. To date, the review process has led to <ul style="list-style-type: none"> <li>• refocussing the Event role</li> <li>• incorporation of Workforce into Welcoming Communities</li> </ul>
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## Pillar 2. Place-making and branding Ashburton District

### Action 2.1 Develop and build Council's relationships with the existing associations that are active in the local economy (e.g. the developers, retail association).

Actions	Priority	Status	Progress
Establish what differentiates Ashburton from the rest of Canterbury and build on these strengths (and address the weaknesses).	High		Workstream established, ongoing development of strategic intent The network of contacts have been developed and continue to grow These have highlighted strengths and areas of weakness that guide activities and focus of ED.
Identify 'partners', key projects and existing initiatives and the potential contribution that they can make to delivering the 'place-making vision' and seek ways to engage and work with them (while managing expectations around Council's role).	Medium		Workstream established, ongoing development of strategic intent Partners have been identified across a range of ED activities and their input has been sought for developing the place making function of ED.
Review, update and implement revitalisation programme(s) and projects and involve the business community (e.g. the local business association), as well as the community (via Community groups). Establish a group, consisting of public and private sector parties to lead and coordinate the different tasks.	Long-term		The CDB revitalisation was project managed by Council's Assets team and included configuring the CDB for event infrastructure.

### Action 2.2 Develop the visitor sector

Actions	Priority	Status	Progress
Ashburton has a number of museums and cultural assets that could be used to tell the 'Ashburton Story'. Investigate the potential to make better use of the assets.	Medium		Consultation with community and business groups has identified the need to identify the elements of the 'Ashburton Story'.  The story should include more than just Council Assets, and consider the agricultural story, land use, heritage, cultural and natural resources.  Developing the Ashburton Story will require significant investment and will need to be identified in the LTP.

The visitor sector development needs to be linked to the overall marketing of the district. Ultimately, the purpose is to enrich the district's value proposition, making it relatively more attractive to tourists relative to other tourism offers in the wider Canterbury	Ongoing		Experience Mid Canterbury was phased out during the strategy period. CHCH NZ have been contracted to deliver the Destination Management Plan. They report to Council quarterly on the contract and have delivered with varied success.
<b>Action 2.3 Maximising Council's property portfolio</b>			
<b>Actions</b>	<b>Priority</b>	<b>Status</b>	<b>Progress</b>
Improve the perceptions around Ashburton (town) by completing the CBD upgrade in the first instance.	High		Working with property developers who are at various stages of development, located throughout the town.  Providing guidance and support to community events that bring foot traffic into the CBD e.g. Market Day and Light up the Night
Review Council's property portfolio to clarify strategy needs and benefits of each site.	High		Project on the Commercial Property work programme
From the portfolio review identify if there are opportunities to use it to benefit the town centre.	Medium		Project on the Commercial Property work programme

## Pillar 3. Unlocking opportunities

### Action 3.1 Apply policies and procedures when engaging with potential investors



Actions	Priority	Status	Progress
Develop processes and protocols on how to deal with 'opportunities' when they arise.	High	○	Pending Action 1.2
Inventory current opportunities and review them for viability and the potential for Council support.	High	○	Pending Action 1.2

### Action 3.2 Mechanisms to deal with the prefeasibility and project reviews

Actions	Priority	Status	Progress
Develop a set of criteria for evaluating proposals/opportunities at a high level with a particular focus on the potential economic contribution, including aspects such as overall market size and growth potential, market problem (demand side, medium term outlook (district level and national level), potential contribution to the Ashburton District economy (in terms of GDP, employment and incomes).	High	○	Framework under development as per Action 1.2, 1.3, 1.4
The mechanism above should also provide an ability to classify projects that are 'of high value' and that might attract Council funding (clearly this would need to be an exceptional idea). In these cases, a second stage assessment covering the proposal in greater detail and assessing the likely costs, benefits, risks, funding arrangements, financial profile and the potential ownership arrangements	Medium	○	Framework under development as per Action 1.2, 1.3, 1.4
Clearly communicate the outcome and purpose of second stage assessments	Ongoing	○	To be commenced

**PRIORITY KEY:** High – to be implemented within one year, Medium – to be implemented within 2-5 years, Long Term – to be implemented within 10 years, Ongoing – part of work programme

**STATUS KEY:** ○ Not achieved    ◐ Partially achieved    ● Completed    ➤ Ongoing

Council to consider funding arrangements for scoping and pre-feasibility studies, to progress ideas / opportunities to a decision-point	Medium		To be commenced
<b>Action 3.2 Relationship building</b>			
<b>Actions</b>	<b>Priority</b>	<b>Status</b>	<b>Progress</b>
Work alongside stakeholders and community organisation to build relationships and rapport, and clarify what Council can and can't (or will and won't) do	Ongoing		Relationships continuing to be developed

## Pillar 4. Unlocking opportunities

### Action 4.1 Water and the local economy

Actions	Priority	Status	Progress
Work with Environment Canterbury (ECan) to assess the district's reliance on water and understand the risks to the economy as it uses (and embodies) water in production processes. This will signal the start of Council's process to develop a suitable evidence base that will be needed when lobbying central government on policy and regulatory matters.	Medium	●	Specialist role created to deliver on water and agriculture elements of strategy.  Broad engagement with key stakeholders in water and natural resources.  Undertaken research into water quality and economic impact to inform engagement and workstream development. Research informed advocacy to central government on policy and regulatory matters and Mayoral Forum.
While most work streams and research is driven by ECan, Council should align with these studies to develop synergies and to address the local information gaps. The information should then flow into Council decision-making.	Ongoing	➤	Research has been undertaken to identify economic impact of water related legislation.  Distributed reports nationally and hosted community meetings to disseminate findings.




### Action 4.2 Council's position on water and investment opportunities

Actions	Priority	Status	Progress
Define Council's position on water, how it is used, the type of sectors that can use it (e.g. exporters) and how (if) it will be paid for. Some aspects are managed from a regional council and central government level, but it is necessary to define the 'local position' on these important matters.	High	➤	Assessed differentiation between Council responsibilities on water compared to Regional and Central government.


**PRIORITY KEY:** High – to be implemented within one year, Medium – to be implemented within 2-5 years, Long Term – to be implemented within 10 years, Ongoing – part of work programme

**STATUS KEY:** ○ Not achieved    ◐ Partially achieved    ● Completed    ➤ Ongoing








Develop a list of investment opportunities that are related to water, its use as well as conservation and put these opportunities in the context of the current (and expected) water use of the district	Medium		<p>Water investment has not been considered outside the NPS FWM legislation.</p> <p>Commercial Investments associated with water are assessed by a framework approach.</p> <p>Evaluation of investment enquiry includes assessing interaction with relevant Council departments.</p> <p>Work with respective Council departments to identify potential constraints of Council infrastructure e.g. three waters infrastructure.</p>
Assess the different opportunities in terms of the 'value', costs, benefits and economic impacts of those opportunities and consider the trade-offs. Using this information, the Council can then actively target specific investors in a way that minimises the potential for conflict and maximises the economic return to the community.	Medium		Opportunities assessed by 'value' including background and implications for the district and Council function requirements
Lobby and work with E-Can to develop an up to date profile of the district's water resource use, application and capacity. While this is under E-Can's mandate, the value of water will increase going forward meaning that the pressure on/demand for the resource will intensity.	Ongoing		<p>Researched irrigated water use and consent expiry profile to understand impacts of consent renewal implications on community.</p> <p>Regular engagement with ECAN to understand implications of Te Mana o te Wai and effects on water use in Ashburton District.</p> <p>Working with Arowhenua, through AEC, to understand Mana Whenua aspirations for water (and land) use in the district.</p>

#### Action 4.3 Consider implications of the NPS Freshwater

Actions	Priority	Status	Progress
Consider the financial implications of the National Policy Statement for Freshwater Management (Freshwater NPS) for different groups (farmers and households). This is a local issue and unlikely to be researched by E-Can or the farming community but the funding implications are likely to fall to ratepayers.	Medium		<p>Detailed analysis of the NPM FWM was undertaken to understand the practical and financial implications of the reforms.</p> <p>Two reports were completed and disseminated widely:</p> <ul style="list-style-type: none"> <li>Land and Water reforms and Economic Impact – Ashburton District report</li> <li>Freshwater Nitrate-2.4mg and Economic Impact report.</li> </ul>

Understand the water issues that currently exist within the district such as quality, quantity, reliability and pollution issues and how addressing these issues will influence the local economy, including the farming sector and the agriculture support activities as well as any related industrial and business activity	Medium		NPS FWM work informed development of project to address 'negative' effects of NPS on Ashburton District. <ul style="list-style-type: none"> <li>○ Identify Climate Change risks to economy and the environment</li> <li>○ Develop Resilient Business workstream in response.</li> </ul>
Assess Council's current level of investment in addressing issues, and develop strategies to address perceived/real gaps and determine if there is a need to adjust the level of investment to (better) support economic activity.	Medium		Resilient Business project scoped and funding investment identified. Proposal submitted for central government funding with local co-funding. Funding outcome expected early 2023.

#### Action 4.4 Develop the natural resources for the visitor sector (tourism) and work with larger marketing bodies.

Actions	Priority	Status	Progress
Continue to use EMC's services to market to tourists but investigate broadening the scope to include district promotion and marketing (beyond tourism).	High		CHCH NZ` now do district promotion with a 3-year contract. Contract terminated by ChChNZ from 3 Feb 2023.  District promotion outside of tourism, more accurately telling the 'Ashburton Story' is part of this strategy.  With the withdrawal from the contract by CHCH NZ officers are exploring how this activity will be delivered
Review and monitor the results (using qualitative data) of the marketing activities to ensure that a good fit is maintained between the marketing drives and the share of the effect accruing to ADC.	Ongoing		CHCH NZ district promotion contract, reported quarterly to Council With the withdrawal from the contract by CHCH NZ officers are exploring how this activity will be delivered
Ensure that the marketing activities contribute to building and lifting the Ashburton District 'brand'. Importantly, building the district's brand will require the development of 'products' to support the branding work.	Medium		CHCH NZ have commenced a project, which is expected to continue to be delivered despite their withdrawal from the contract.
Develop the visitor sector by working with industry and building key relationships.	Ongoing		Current KPI of CHCH NZ district promotion contract
Council investigate its options to co-sponsor or co-host events.	Medium		Recent examples include the successful Glow in the Park

## Pillar 5. Agriculture and technology

### Action 5.1 Engage with industry bodies to identify technology needs and opportunities

Actions	Priority	Status	Progress
Establish an ongoing workstream that focuses on 'agriculture and technology' and how to assimilate technology into the sector	High	➤	Resilient Business project scoped and funding investment identified. A core part of the project is support for adoption which will enable assimilation of technology into the sector.
Seek to understand the technological 'issues' for this sector to determine whether 'solutions' can be found.	Medium	➤	Networks have been established within the agritech sector seeking to understand 'issues' and potential solutions.  These connection include commercial businesses, farmer early adopters, tertiary providers and agritech connectors including CHCH NZ Agritech Clusters, Lincoln Agritech
Promote agricultural innovation beyond agriculture (in the support industries), as part of the marketing strategy to attract businesses and talent to the District	Medium	➤	The Resilient Business project will support closer working relationships between farmers and the service industry.

### Action 5.2 Understand the agricultural service industry of the district and identify opportunities.

Actions	Priority	Status	Progress
Identify the improvements and enhancements in the support industries that would lift the agriculture sector's performance. To do this, it is necessary to review the current supply chain patterns, quantities, relative competitiveness and the ability to build the supporting sector's capability	Medium	➤	Building relationships across industry to identifying constraints or opportunities to support sector performance.  Identified capability development and access to Agri-skills in Ashburton District as a constraint.

## Pillar 6: Small to Medium Enterprises (SME's) and Business Support and Labour Force

### Action 6.1 Enable start-ups and working with SMEs




Actions	Priority	Status	Progress
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**PRIORITY KEY:** High – to be implemented within one year, Medium – to be implemented within 2-5 years, Long Term – to be implemented within 10 years, Ongoing – part of work programme

**STATUS KEY:** ○ Not achieved    ◐ Partially achieved    ● Completed    ➤ Ongoing

Review the available information to ascertain the level of demand for business support (available to SMEs, start-ups and entrepreneurs) and the ability to coordinate the business support work with other programmes	High		Regular meetings with CBD businesses, agricultural sector, education sector, property developers and community leaders to understand their support needs
Investigate and action working with multiple entities that deliver the services (e.g. CECC and or a similar entity) for the local business community	Ongoing		CECC providing the Regional Business Partner Programme in the district. Ongoing discussions with education providers in regards to learning and innovation centre
Develop responses to emerging growth opportunities and pressures with service delivery entities so a collaborative relationship is developed with Council.	Medium		Responses yet to be developed

### Action 6.2 Labour force plan

Actions	Priority	Status	Progress
Collaborate with the other councils in Canterbury to develop a labour force and occupation profile and outlook for the region	High		NZIER completed a labour force plan for Ashburton District, not yet collaborating with other Councils in Canterbury
Review existing social/community programmes with a view to introduce and link the relevant part to early career opportunities in the priority sectors.	High		Underway with programmes such as 'My Next Move' and 'Welcoming Communities'.
New migrant settlement – in line with CREDS	High		Welcoming Communities accreditation achieved in 2019, continued development since

## Pillar 7: Infrastructure

### Action 7.1 Heritage values, including places of cultural significance to Ngāi Tahu, notable trees, and heritage buildings, places and objects, are protected and retained through the provision and management of public open space.

Actions	Priority	Status	Progress
Actively lobby central government infrastructure partners (NZTA< KiwiRail, MoT) for infrastructure needs and pressure points of the district	High	➤	Council as submitted a detailed business case for second bridge Fairfield Freight Hub plans progressing Council continues to lobby to improve cell phone coverage in district black spots ECan is leading, and this Council is supporting with advocacy, flood protection improvements in the district
Continue to work with NZTA to maintain the road network and lobby for funding that meets the needs of the district	Ongoing	➤	Roading department and Council continue to work with and lobby to NZTA for more funding
Improve signs as part of branding and promotion with a particular view to direct visitors' attention to the town centre and its opportunities	High	🕒	Welcome to Ashburton signs business case to be considered by Council for the 2023/24 Annual Plan

### Action 7.2 Lobby service providers

Actions	Priority	Status	Progress
Work with EA Networks to explore the possibility of addressing hotspots to improve residents' telecommunications connectivity	High	➤	Lobby to improve cell phone coverage in district black spots

**PRIORITY KEY:** High – to be implemented within one year, Medium – to be implemented within 2-5 years, Long Term – to be implemented within 10 years, Ongoing – part of work programme

**STATUS KEY:** 🕒 Not achieved    🕒 Partially achieved    ● Completed    ➤ Ongoing

### 13. *Barrhill Community Group*

Author *Steve Fabish; GM Community Services*  
Executive Team Member *Hamish Riach, Chief Executive*

#### Summary

- The purpose of this report is to seek approval for the Barrhill Community Group to take a community lead in the area by having a lease on the community reserve and buildings and a Memorandum of Understanding (MoU) with Council outlining the roles and responsibilities of each party etc.
- Barrhill village borders the Rakaia River. It is of considerable historic significance based on an English model village.
- Council currently looks after, via staff and the hall committee, the hall (old school room), school house (rented ), school grounds, public toilet, village historic library and avenues of trees lining the streets.
- The Barrhill Hall Society have a Licence to Occupy for both the Hall (former Barrhill School) and the former school house.
- At the 13 April 2021 community meeting, the community nominated an interim committee (Barrhill Transitional Group) to work with Council to explore options for a more formal community structure to oversee the community assets and to be a voice back to Council on local matters.

#### Recommendation

1. **That** Council grants the Barrhill Transitional Group (or its nominated representative) a lease over Lots 17-20 DP 144 ( Barrhill Village Reserves) under section 61(2A) of the Reserves Act 1977 for a term not exceeding 33 years.
2. **That** Barrhill Community Group and Council develop a Memorandum of Understanding outlining the roles and responsibilities of each party.

## Background

### The current situation

1. Barrhill village is situated in the northern area of the Ashburton District, bordering the Rakaia River. It is of considerable historic significance based on an English model village.
2. By 1877 the village consisted of 28 sections for 15 cottages, post office, bakery, blacksmith, boiling works and an inn. At its peak Barrhill Village was home to around 50 residents.
3. Council currently looks after, via staff and the hall committee, the hall (old school room), school house (rented), school grounds, public toilet, village historic library and avenues of trees lining the streets.
4. The former school house is included as Heritage Item 7 in the Ashburton District Plan Schedule of Heritage Items. The former Barrhill School is included as Heritage Item 6 in the Ashburton District Plan Schedule of Heritage Items.
5. These buildings are on Crown owned land, with Ashburton District Council being appointed to control and manage by gazette notice.
6. The Barrhill Hall Society have a Licence to Occupy for both the Hall (former Barrhill School) and the former school house.
7. On 13 April 2021, a Barrhill community meeting was held to share with the community a character area design guide that was developed as a guiding document for the village. This was well attended by residents, interested people, Councillors and staff. At this meeting the community nominated an interim committee (Barrhill Transitional Group) to work with Council to explore options for a more formal community structure to oversee the community assets and to be a voice back to Council on local matters.
8. At the May 2021 meeting the Barrhill Transitional Group identified the following opportunities;
  - Community group looking after school/hall, reserve land, school house, library
  - Keen on one team looking after all
  - Focus on bringing all community together under one umbrella group
  - A place for community sport, social gatherings
  - Voice back to Council on local matters such as LTP, annual plan etc
  - Collecting and displaying historical information and story telling
  - Ability to seek external funding for community projects
  - A way to help link Barrhill with cemetery and Corwell Lodge
  - Keen to take the lead in the development of a Civil Defence Community Response Plan

## Options analysis

9. Council's legal advisor has looked at a range of options that are available for Council and the Barrhill Transitional Group to consider as the best model to meet the needs of both parties, as shown over the page.
10. The Barrhill Transitional Committee considered the six options and engaged with the Barrhill community on the options, via a local community meeting. At this meeting they received a clear direction from the community that the Barrhill Transitional Committee continue to:
  - Work with Council to get approval to take a community lead in the area by having a lease on the community reserve and buildings and a MoU with Council outlining the roles and responsibilities of each party etc.
  - Progress setting up an incorporated society, if Council approval is given for the new arrangement
  - Develop a draft constitution
  - Hold another public meeting with an update on progress and potentially an election for members of the new committee.
11. The community and Barrhill Transitional Committee are recommending to Council that they support option 5 ***“Council lease to Trust or Incorp. Society”***



Option	Pros	Cons
<p><b>Option 1:</b> DOC appoints the Society as a voluntary organisation to control and manage the Land (s 29 RA)</p> <p><b>“Barrhill Group takes full responsibility, end Council involvement”</b></p>	<ul style="list-style-type: none"> <li>• Ends Council responsibility for the Land.</li> <li>• Some flexibility as to what form the Society would take (e.g. incorporated or unincorporated society - subject to DOC's requirements) and how that will be administered (i.e. in relation to its rules).</li> </ul>	<ul style="list-style-type: none"> <li>• Council would no longer have any (official) role or involvement with the Land, as this necessarily requires that Council's appointment to control and manage be revoked (and any vesting cancelled).</li> <li>• Requires DOC's approval and active involvement (likely to be difficult).</li> <li>• Requires the Society to decide exactly what structure it will take and implement that.</li> </ul>
<p><b>Option 2:</b> DOC appoints the Society as a Board to control and manage the Land (ss 30-34 RA)</p> <p><b>“Barrhill Group ( Board)takes full responsibility, end Council involvement”</b></p>	<ul style="list-style-type: none"> <li>• Ends Council responsibility for the Land.</li> <li>• Does not require the Society to decide what structure it will take, as this is prescribed by the RA.</li> </ul>	<ul style="list-style-type: none"> <li>• Council would no longer have any (official) role or involvement with the Land, as this necessarily requires that Council's appointment to control and manage be revoked (and any vesting cancelled).</li> <li>• Requires DOC's approval and active involvement (considered to be very unlikely).</li> <li>• RA provisions around structure/powers of the Board may present difficulties.</li> </ul>
<p><b>Option 3:</b> DOC appoints the Society as trustees to control and manage the Land (s 35 RA)</p> <p><b>“Barrhill Group ( Trust)takes full responsibility, end Council involvement”</b></p>	<ul style="list-style-type: none"> <li>• Ends Council responsibility for the Land.</li> <li>• Some flexibility as to what form the Society would take (e.g. registered trust board or unregistered trust - subject to DOC's requirements) and how that will be administered (i.e. in relation to its trust deed).</li> </ul>	<ul style="list-style-type: none"> <li>• Council would no longer have any (official) role or involvement with the Land, as this necessarily requires that Council's appointment to control and manage be revoked (and any vesting cancelled).</li> <li>• Requires DOC's approval and active involvement (likely to be difficult).</li> <li>• Requires the Society to decide exactly what structure it will take, and implement that</li> </ul>
<p><b>Option 4:</b> Control and management of the Land delegated to the Society as a committee, subcommittee or subordinate decision-making body of the Council (Schedule 7 of the Local Government Act 2002)</p> <p><b>“ Hall Committee”</b></p>	<ul style="list-style-type: none"> <li>• Council remains in ultimate control.</li> <li>• Flexible as to the nature of the committee and the scope of its role.</li> </ul>	<ul style="list-style-type: none"> <li>• Council bears responsibility for all actions of committee, etc.</li> <li>• Nature of the committee, etc, and the scope of its role would need to be determined.</li> <li>• May require classification/vesting by DOC first (if not already done).</li> </ul>

<p><b><u>Recommended Option</u></b>  <b>Option 5: Lease to the Society (s 61(2A) RA)</b>  <b>“Council lease to Trust or Incorp. Society”</b></p>	<ul style="list-style-type: none"> <li>• Council retains degree of control through provisions of the lease and reversionary interest on termination of lease.</li> <li>• Limits Council responsibility for actions of the Society (as a perception, at least).</li> <li>• Flexible as to the form the Society would take.</li> <li>• Flexible as to the provisions of the Lease.</li> </ul>	<ul style="list-style-type: none"> <li>• Council gives up possession of the Land (but subject to the terms of the lease).</li> <li>• Council would need to administer (and potentially enforce) the lease.</li> <li>• Requires the Society to decide exactly what structure it will take, and implement that.</li> <li>• May require classification/vesting by DOC first (if not already done).</li> </ul>
<p><i>Option 6: Agreement with the Society (s 61(1) RA)</i>  <b>“As is”</b></p>	<ul style="list-style-type: none"> <li>• Council retains control through provisions of the agreement.</li> <li>• Flexible as to the form the Society would take.</li> <li>• Flexible as to the provisions of the agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• Council generally retains responsibility for outcome of actions of the Society.</li> <li>• Limited in scope, as could not constitute a lease or licence.</li> <li>• Council would need to administer (and potentially enforce) the agreement.</li> </ul>

## Legal/policy implications

### Reserves Act 1977

12. The land is local purpose reserve land for the purposes of the Reserves Act 1977. Council is the administering body for this land.
13. Under section 61(2A) of the Reserves Act, Council can lease the land for a variety of purposes, including community uses, which is the use anticipated by the proposed lease. Section 61(2B) requires that any lease granted under section 61(2A) must be for a term not exceeding 33 years and shall require the lessee to use the land for the purposes specified in the lease.
14. Council will work with the group to set up an appropriate lease.

### Strategic alignment

15. The recommendation relates to Council's community outcomes of; "*Residents are included and have a voice*" because the Barrhill community will have the opportunity to celebrate their identity and heritage in a coordinated fashion; and  
  
"*A district of great spaces and places*" because the Barrhill community can feel a sense of pride in living in the District and able to connect Barrhill locals and visitors with their community facilities and social opportunities.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural	✓	The new community group have indicated that they wish to be involved in collecting and displaying historical information and storytelling.
Social	✓	The new community group have indicated that they wish to encourage use of the community spaces for community sport, social gatherings and as a conduit of bringing the community together.

## Financial implications

Requirement	Explanation
What is the cost?	Staff time will be incurred in drafting the lease and negotiating lease terms. It is likely the lease rental will be negligible to reflect the community nature of this lease. The Barrhill group will be responsible for the costs associated with setting up an incorporated society (or other legal entity).
Is there budget available in LTP / AP?	Existing property operational budgets will cover this.
Where is the funding coming from?	Existing property operational budgets
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager.

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	Not applicable
Level of engagement selected	2. Comment
Rationale for selecting level of engagement	Officers have been working alongside the Barrhill community and will continue to do so with this process. The wider community will be informed of this work through the usual media channels.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

## Next steps

16. Next steps moving forward:

- Development of legal and key documents - Lease and MoU
- Barrhill Transitional Committee progress setting up an incorporated society
- Barrhill Transitional Committee develop a draft constitution
- Barrhill Transitional Committee hold another public meeting with an update on progress and potentially an election for members of the new society committee.

## 14. Ashburton Community Water Trust – Exemption of CCO Requirements

Author	<i>Hayley Bezuidenhout; Financial Accountant</i>
Activity Manager	<i>Erin Register; Finance Manager</i>
Executive Team Member	<i>Leanne Macdonald; Group Manager Business Support</i>

### Summary

- The purpose of this report is to review the CCO exemption for Ashburton Community Water Trust.
- In 2012, Council exempted the Ashburton Community Water Trust from the legislative reporting requirements of a Council controlled organisation.
- The Council is required to reconfirm this exemption within three years after it is granted, and thereafter, at intervals of not less than three years.
- The exemption was reviewed, and the Trust exempted again in 2015 and 2018.
- Officers recommend that Council exempt the Ashburton Community Water Trust from being classified as a Council Controlled Organisation.

### Recommendation

1. **That** Council exempts the Ashburton Community Water Trust from being classified as a Council Controlled Organisation for the period ending 30 June 2024.

## Background

1. The Local Government Act 2002 defines Council Controlled Organisations (CCOs) and Council Organisations (COs). Section 6 of the Act provides the meaning for the classifications.
2. The Ashburton Community Water Trust is regarded as a Council Controlled Organisation because Council is able to appoint, directly or indirectly, 50% or more of the trustees. The Act requires a CCO to comply with certain planning, reporting and disclosure obligations, specifically:
  - Prepare a statement of intent
  - Prepare a half yearly report and an annual report
  - Comply with Parts I and IV of LGOIMA
3. The Act also places requirements on local authorities with respect to CCOs, specifically:
  - Consult on establishment
  - Have a policy on appointment and remuneration of directors
  - Monitor performance
4. Under the Local Government Act 2002 Council has the ability, under section 7 to exempt an organisation from being classified as a CCO, and therefore from being subject to the provisions of the Act which apply to CCOs. This exemption is subject to guidelines contained in section 7 and must be adopted by resolution of Council.
5. An exempted organisation becomes classified as a council organisation (CO) and must comply with all the requirements of the Act that apply to a CO. This reduces the compliance requirements on the organisation.
6. In considering whether to exempt a CCO, Council is required to take account of the following matters in section 7(5) of the Act:
  - The nature and scope of the activities provided by the organisation; and
  - The costs and benefits, if an exemption is granted, to the local authority, the Council controlled organisation, and the community.
7. An exemption must be reviewed within three years of granting the exemption, and then at intervals of not less than three years. The current three-year period expired in October 2021.
8. While the Trust will be expected to contribute to achieving and promoting several community outcomes it is unlikely to be the sole or dominant contributor.
9. Ashburton Community Water Trust does not operate to make a profit.
10. The Trust has operated effectively in the past without the control mechanisms that are required of a CCO.
11. Council can revoke the exemption at any time.

## Options analysis

### Option one – Exempt the Ashburton Community Water Trust from being a CCO (Recommended Option)

<b>Advantages:</b> The Trust would not need to comply with the requirements of a CCO. Reduce the operational expenditure required for the Trust (which is provided by way of Council grant)	<b>Disadvantages:</b> No disadvantages identified.
<b>Risks:</b> This option is considered to have little risk associated with it and will reduce the operational expenditure required for the Trust (which is provided by way of Council grant).	

### Option two – Revoke the exemption

<b>Advantages:</b> No advantages identified	<b>Disadvantages:</b> The Trust would need to comply with the requirements of a CCO. Compliance would incur additional cost. It is difficult to accurately asset the costs – Estimates \$2,000 per year. Compliance costs associated with being a CCO would be high as a proportion of total operating costs. Total annual operational expenditure is approximately \$23,100 of which \$22,000 is the amortisation of the Barrhill water consent. This consent has a currently written down value of \$409,000. The Trust would incur an annual audit and that would add additional compliance costs.
<b>Risks:</b> This option is considered to have little risk associated with it	

## Legal/policy implications

12. There is no legal or policy implications

## Climate change

13. There is no obvious linkages between the content of the report and climate change mitigation or adaptation

## Strategic alignment

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	The recommendation would reduce the compliance costs for the trust which Council has funded in the past via a grant.
Environmental	x	
Cultural	x	
Social	x	

## Financial implications

Requirement	Explanation
What is the cost?	There is no cost involved to carry out the recommended option
Is there budget available in LTP / AP?	Not required for the recommended option
Where is the funding coming from?	N/A
Are there any future budget implications?	No
Reviewed by Finance	Not required

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	The Trust has a small amount of revenue and expenditure within this budget and the CCO has been mandated through previous Long Term Plans.
Level of engagement selected	Inform -one way communication
Rationale for selecting level of engagement	No engagement is necessary with this level of change.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager



## **15. Mayor's Report**

### **15.1 Canterbury Mayoral Forum**

On 24/25 November I, along with CE Hamish Riach attended the Canterbury Mayoral Forum which commenced with a meeting of the Canterbury Civil Defence Emergency Management Joint Committee. I am delighted to announce that I was elected Chair of the CDEM JC, replacing Leanne Dalziel (former Mayor of Christchurch).

At Friday's session of the Canterbury Mayoral Forum, Timaru District Mayor Nigel Bowen was elected Chair and Marie Black (Hurunui District Mayor) was elected to the Deputy Chair position.

The Mayoral Forum has started the triennium off on a very good footing and I see it will work well for the betterment of Canterbury as a whole district.

### **15.2 Climate Change and Biodiversity Councillor Group Nominations**

At the Mayoral Forum it was agreed to establish the Climate Change Action Planning Reference Group and to endorse the reinstatement of the Canterbury Biodiversity Champions Councillor Group.

The Climate Change Action Planning Reference Group will provide feedback and advice at a governance level to the Climate Change Working Group as they develop the Climate Change Action Plan and councillors will need to have the necessary mandate to provide feedback on behalf of their councils.

The Biodiversity Champions Group's purpose is to raise awareness amongst council colleagues of the importance of biodiversity and to advocate for the role of councils and communities in weaving biodiversity through Canterbury's living and working landscapes.

#### **Recommendation**

1. **That** Council appoints Councillor ..... as the representative on the Climate Change Action Planning Reference Group.
2. **That** Council appoints Councillor ..... as the representative on the Biodiversity Champions Group.

### **15.3 Minister of Conservation Hon. Poto Williams**

Council requested me to write to the Minister of Conservation to convey our disappointment over the Department of Conservation's decision to decline Council's Wildlife Act Authority Application, to proceed with a proposed motorbike park at Ashton Beach. A copy of the response is attached.

**Appendix 1**

## 15.4 Meetings

- **Mayoral calendar**

### November 2022

- 21 November: Business South Interview
- 21 November: Greg Donaldson with CE Hamish Riach
- 21 November: Ashburton Samoan Congregational Church
- 21 November: Brent McLaren – Wastebusters
- 21 November: Advance Ashburton
- 22 November: Roger Sutton and Andrew Barlass – EA Networks
- 22 November: Mid Canterbury Community Vehicle Trust AGM
- 23 November: Use of Footpaths for Alfresco Dining and Speed Management Plan hearings
- 23 November – Council Meeting
- 24 November: Use of Footpaths for Alfresco Dining and Speed Management Plan deliberations
- 24 November: Civil Defence Emergency Management Joint Committee
- 24 November: Transport Workshop
- 24 November: Canterbury Mayor Forum Working dinner
- 25 November: Canterbury Mayoral Forum
- 26 November: Rakaia Dog Park Official opening
- 26 November: Ashburton Borough School 150<sup>th</sup> Anniversary celebrations
- 29 November: LSV Patrons Breakfast, Burnham with Deputy Mayor Liz McMillan
- 29 November: Bruce Franks – Arthur D Riley & Co
- 30 November: Council activity briefings
- 30 November: Future for Local Government webinar
- 30 November: Health and Safety Induction
- 30 November: Audit & Risk
- 30 November: Hospice Mid Canterbury supporters function
- 30 November: Grassroots Dairy Management Graduate Programme finale

### December 2022

- 1 December: Te Tiriti o Waitangi training
- 2 December: Community Services networking hui
- 2 December: Chinese Consul General – 50<sup>th</sup> anniversary of the diplomatic relations between China and New Zealand and 125<sup>th</sup> anniversary of Rewi Alley's birth
- 2 December: Light Up the Night – Deputy Mayor Liz McMillan deputised.

## Recommendation

<b>That</b> Council receives the Mayor's report.
--

Neil Brown

**Mayor**

# Hon Poto Williams

MP for Christchurch East

Minister of Conservation

Minister for Disability Issues

Associate Minister for Children



16 NOV 2022

Ref: CORM-845

Mayor Neil Brown  
Ashburton District Council

[Carol.McAtamney@adc.govt.nz](mailto:Carol.McAtamney@adc.govt.nz)

Tēnā koe Neil

Thank you for your email dated 7 October 2022 expressing concerns with the Department's decision to decline your Wildlife Act Authority due to effects arising from a proposed development for a motorcycle park at Ashton Beach and seeking assurance that if further time and money is spent on a revised application, that a fair and objective review will occur.

When considering Wildlife Act authorisations, the Department must ensure they are only granted where the activities authorised are considered consistent with the purpose of the Wildlife Act. The purpose of the Wildlife Act is the protection of wildlife, and the proposed activities need to offer protective benefit to wildlife. I have noted the extensive time and effort that has gone into attempting to address impacts on wildlife and that in this case, the Department's technical advice concluded that the proposed activities do not meet the threshold of protective benefit to wildlife.

I can provide the assurance that the Department's staff are committed to seeking resolutions and supporting applications under the Wildlife Act, where possible.

I encourage you to further engage with the Department's staff over your aspirations to provide a motorcycle park for the local community and to help reduce impacts from this activity on other sensitive areas. Staff in Raukapuka Geraldine are available to assist with early conservation advice on areas you identify as possible alternatives to Ashton Beach.

Thank you for taking the time to write.

Nāku noa nā

Hon Poto Williams  
Minister of Conservation