

# Ashburton District Council

## AGENDA

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### **Notice of Meeting:**

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

**Date:** Wednesday 17 April 2024

**Time:** 1.00pm

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

### **Membership**

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

## Meeting Timetable

Time	Item
<b>1.00pm</b>	Council meeting commences
<b>1.05pm</b>	Public Forum: <ul style="list-style-type: none"> <li>- Hakatere community petition</li> <li>- Tinwald School Board of Trustees</li> </ul>
<b>2.30pm</b>	CAB Mid Canterbury – Sarah Clifford

### 1 Apologies

- Cr Rob Mackle

### 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 – 17/03/24	<b>3</b>
<b>5</b>	Audit & Risk Committee – 27/03/24	<b>6</b>
<b>6</b>	Heritage Mid Canterbury Working Group – 27/03/24	<b>36</b>

### Reports

<b>7</b>	Hakatere Bollards Petition	<b>38</b>
<b>8</b>	Reserve Classification Programme	<b>56</b>
<b>9</b>	Road Closure - Ashburton Car Club Standing Quarter Mile Sprint	<b>91</b>
<b>10</b>	Mayor’s Report	<b>97</b>
<b>11</b>	Citizens Advice Bureau Mid Canterbury	<b>98</b>

### Business Transacted with the Public Excluded

<b>12</b>	Council 3/04/24 - Section 7(2)(h) Commercial activities	<b>PE 1</b>
<b>13</b>	Audit & Risk 27/03/24    Sections 7(2)(a)&(h) Protection of privacy of natural persons and Commercial activities	<b>PE 2</b>

## 4. Council Minutes – 3 April 2024

Minutes of the Council meeting held on Wednesday 3 April 2023, commencing at 1pm in the Hine Paaka Council Chamber, Te Whare Whakatere, 2 Baring Square East, Ashburton.

### Present

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

### In attendance

Hamish Riach (Chief Executive), Toni Durham (GM Democracy & Engagement), Jane Donaldson (GM Strategy & Compliance), Leanne Macdonald (GM Business Support), Neil McCann (GM Infrastructure & Open Spaces), Sarah Mosley (GM People & Facilities) and Phillipa Clark (Governance Team Leader).

Staff present for the duration of their reports: Mark Low (Strategy & Policy Manager), Tayyaba Latif (Policy Advisor), Erin Register (Finance Manager), Renee Julius (Property Manager) and Michelle Hydes (Property Officer).

### 1 Apologies

Cr Rob Mackle

Sustained

### 2 Extraordinary Business

Nil.

### 3 Declarations of Interest

Nil.

### Presentations

- Carters Creek Catchment Group – 1.24-1.35pm
- Kiwirail – 1.35-2.02pm
- James Meager MP – 2.30-2.52pm (via MS Teams)
- Fonterra – 3.22pm-4.09pm

### 4 Confirmation of Minutes – 20/03/24

**That** the minutes of the Council meeting held on 20 March 2024, be taken as read and confirmed.

McMillan/Hooper

Carried

### 5 Road Safety Co-ordinating Committee – 5/03/24

**That** Council receives the minutes of the Ashburton District Road Safety Co-ordinating Committee meeting held on Tuesday 5 March 2024.

McMillan/Wilson

Carried

## 7 Environment Canterbury Draft Long-Term Plan 2024-34: Submission

Council amended the submission to make it clear that it wants to ECan bring forward the following projects into Year 1 of the LTP –

- Ashburton River consent process
- Carters Creek maintenance
- Mt Somers / Ashburton catchment flood mitigation work

Clarification will be sought on the rural rate component of public transport.

The Mayor is attending the hearings to present Council's submission and will request a detailed response from ECan to clearly show where ratepayers' money will be spent in the district and to ensure accountability for goals ECan is seeking to achieve.

1. **That** Council receives the report.
2. **That**, with agreed alterations, Council approves the submission, with agreed alterations, to Environment Canterbury on the draft Long-Term Plan 2024-34.

Cameron/Braam

Carried

## 6 Endorsement of Carters Creek Catchment Group submission to ECan

The Mayor welcomed representatives of the Carters Creek Catchment Group, Janine Holland and Willie Leferink who asked Council to support their submission in respect to the Carters Creek flood investigation work, including bringing forward funding for this project into Year 1 of the Plan.

**That** Council endorses Carters Creek Catchment Group's submission to ECan's draft Long-Term Plan 2024-34.

McMillan/Cameron

Carried

## Kiwirail 1.35pm

Alan Piper, Executive GM Freight Markets, provided an overview of how KiwiRail will operate its services from the new Fairfield freight hub. This will start from Monday 8 April, resulting in some delays initially when trains are required to shunt over Fairfield Road. KiwiRail have engaged with the Fairton and wider Ashburton community with traffic safety messages, including notice that train speeds will increase through town.

The hub has increased capacity for containers, in the first year up to 10,000 and over time increasing to 20,000. The current Ashburton site will no longer be used for rail and will be cleared for alternative, commercial use in the future.

Council heard that between 4-5 trains travel between Christchurch and Invercargill each day. Towards the end of 2025, KiwiRail will have 57 new locomotives operating in the South Island.

Alan acknowledged the support that Council has provided to the Fairfield freight hub which is seen to be a good example of successful central and local government and private partnership.

## 8 Canterbury Biodiversity Strategy Review – Council representative

**That** Council appoints Councillors Richard Wilson and Leen Braam to represent Ashburton District Council at the Canterbury Biodiversity Strategy Discovery Session on 10 April 2024.

Cameron/McMillan

Carried

## 9 Financial Reports

**That** Council receives the February 2024 financial variance report.

Todd/Lovett

Carried

## 10 Mayor's Report

That the Mayor's report be received.

Mayor/McMillan

Carried

Council adjourned from 2.19pm to 2.30pm.

### James Meager MP

James joined the meeting via MS Teams and provided an update on the Government's first 100 days, and what's planned for the next 100 days, along with discussion on specific issues for this district.

*A full copy of the presentation can be viewed on Stellar Library.*

### Welcome to Staff

Sarah Mosley, GM People & Facilities, introduced new staff – Jason Mactier (Water Race Ranger), Georgie Johnson (Gym Instructor), Sarah Colcord (Events Advisor), Alifia Ranapurwala (Financial Accountant), Aaron Rose (GIS Analyst) and Cristian Villagran (GIS Analyst – Senior).

Council also acknowledged the long service of Tania Paddock, Legal Counsel (5 years) and Mahara Heslop, Information Management Advisor (10 years).

### Business transacted with the public excluded – 2.58pm

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:	
11	Council – 20/03/24	Sections 7(2)(a) & h)	Protection of privacy of natural persons & Commercial activities
12	Library & Civic Centre PCG 19/03/24	Section 7(2)(h)	Commercial activities
13	Sale of Building	Section 7(2)(h)	Commercial activities

Ellis/Lovett

Carried

Council adjourned from 2.58pm until 3.22pm.

Council resumed in open meeting and concluded at 4.23pm.

Confirmed 17 April 2024

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MAYOR

## **5. Audit & Risk Committee – 27 March 2024**

Minutes of the Audit & Risk Committee meeting held on Wednesday 27 March 2024, commencing at 2.00pm, in the Hine Paaka Council Chamber, Te Whare Whakatere, 2 Baring Square East, Ashburton.

### **Present**

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

### **Also present:**

Councillors Phill Hooper and Lynette Lovett.

### **In attendance**

Hamish Riach (CE), Jane Donaldson (GM Compliance and Development), Neil McCann (GM Infrastructure and Open Spaces), Leanne Macdonald (GM Business Support), Sarah Mosley (GM People & Facilities) and Carol McAtamney (Governance Support).

Staff present for the duration of their reports: Katie Perry (People & Capability Manager) and Julie Crahay (Safety & Wellness Lead), Ellen Nicol (Recreation Services Manager), Mark Chamberlain (Roading Manager).

### **1 Apologies**

Nil.

### **2 Extraordinary Business**

Nil.

### **3 Declarations of Interest**

Nil.

### **4 Confirmation of Minutes – 14/02/24**

**That** the minutes of the Audit & Risk Committee meeting held on 14 February 2024, be taken as read and confirmed.

Wilson/Braam

Carried

### **5 EA Networks Centre Poolsafe Audit**

**That** the Audit & Risk Committee receives the report on the EA Networks Centre annual Poolsafe Audit.

Braam/McMillan

Carried

## 6 EA Networks Centre financial report

That the Audit & Risk Committee receives the EA Networks Centre financial report.

McMillan/Wilson

Carried

## 7 NZTA Waka Kotahi Investment Audit Report

[\[Attached pg 8\]](#)

A request was made for an update on the progress made on the implementation of the recommendations made in the audit report after a 12 month period.

### Recommendation to Council

That the Audit & Risk recommends to Council that the NZTA Waka Kotahi Investment Audit Report be received.

Cameron/Harrington

Carried

## 8 Ashburton Contracting Ltd Draft Statement of Intent 2024-25

[\[Attached pg 20\]](#)

### Recommendation to Council

1. That the Audit & Risk committee receives the Ashburton Contracting Limited 2024-25 draft Statement of Intent and refers it to Council for approval.
2. That Council formally advises the ACT Board of any comments on the draft Statement of Intent before 1 May 2024

McMillan/Braam

Carried

## 9 Transwaste Interim Dividend 2024

[\[Attached pg 35\]](#)

Transwaste Chairman Gill Cox will be invited to present to Council the financial performance of the company and how it relates to Council as a 3% shareholder.

### Recommendation

That Council receives the Transwaste dividends report.

McMillan/Cameron

Carried

## Business transacted with the public excluded – 2.35pm

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

Cameron/Braam

Carried

The meeting concluded at 3.21pm.



## INVESTMENT AUDIT REPORT

### Procedural Audit of Ashburton District Council

#### **Monitoring Investment Performance**

Report of the investment audit carried out under Section 95(j)(ii)(iii) of the Land Transport Management Act 2003.

Tony Pinn

2 February 2024



<b>Approved Organisation (AO):</b>	Ashburton District Council
<b>NZ Transport Agency Waka Kotahi Investment (2021 – 2024 NLTP):</b>	\$ 28,872,569 (budgeted programme value)
<b>Date of Investment Audit:</b>	8 <sup>th</sup> - 10 <sup>th</sup> January 2024
<b>Auditor(s):</b>	Tony Pinn - Senior Investment Auditor
<b>Report No:</b>	RATPI-2301

## **AUTHORITY SIGNATURES**

Prepared by:



.....  
Tony Pinn, Senior Investment Auditor

Approved by:



.....  
Sean Rainsford Acting Practice Manager Audit &  
Assurance

2 Feb 2024

.....  
Date

### **DISCLAIMER**

WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THIS REPORT, THE FINDINGS, OPINIONS, AND RECOMMENDATIONS ARE BASED ON AN EXAMINATION OF A SAMPLE ONLY AND MAY NOT ADDRESS ALL ISSUES EXISTING AT THE TIME OF THE AUDIT. THE REPORT IS MADE AVAILABLE STRICTLY ON THE BASIS THAT ANYONE RELYING ON IT DOES SO AT THEIR OWN RISK, THEREFORE READERS ARE ADVISED TO SEEK ADVICE ON SPECIFIC CONTENT.

## EXECUTIVE SUMMARY

NZ Transport Agency Waka Kotahi funds Ashburton District Council's (the Council) land transport activity through its National Land Transport Programme (NLTP). Ashburton District Council is responsible for the management of the land transport activity, excluding the state highways, within the Ashburton District.

There were six recommendations resulting from the previous Procedural Investment audit undertaken in November 2021. All were addressed except the requirement to advertise financially assisted contracts on the Government Electronic Tenders website (GETS).

Claims for funding assistance for the two financial years 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2023 were reconciled against the Council's General Ledger. Sufficient audit trail was evident, along with successful transaction testing across work categories. The reconciliation process was a significant improvement over the previous audit. We also noted Council's expenditure significantly exceeded its funding allocation across each of the two years audited.

The balance of the retentions account was confirmed and there were no outstanding retentions being held by the Council.

Ashburton District Council has a current NZ Transport Agency Waka Kotahi endorsed Procurement Strategy. This Strategy expires on 23<sup>rd</sup> June 2025. The Strategy is not published on the Council's website as per rule 10.6 of the Waka Kotahi Procurement Manual.

A review of six contracts revealed non-compliance issues, including absence of Conflict of Interests declarations, deviations in evaluating tenders for two contracts and incomplete advertising on GETS. The review also highlighted an unsigned contract (Contract ROAD0313 Kerb and Channel 2023-2024). Council is also reminded to consider the condition related to the Procurement Strategy this year.

Ashburton District Council needs to formally document its costs for in-house professional services, including how associated overheads and administration, are determined.

## AUDIT RATING ASSESSMENT

Subject Areas		Rating Assessment*
1	Previous Audit Issues	N/A
2	Financial Processes	Effective
3	Procurement Procedures	Some Improvement Needed
4	Contract Management	Some Improvement Needed
5	Professional Services	Some Improvement Needed
Overall Rating		<b>Some Improvement Needed</b>

\* Please see Introduction for Rating Assessment Classification Definitions

Before being finalise the draft report was referred to the Ashburton District Council for comment. Council's responses are included in the body of the report.

## RECOMMENDATIONS

The table below captures the audit recommendations. Agreed dates are provided for the implementation of recommendations by the approved organisation.

<b>We recommend that Ashburton District Council:</b>		<b>Implementation Date</b>
R2.1	Implements control measures to ensure all late eligible expenditure is captured in claims for funding assistance	Immediate
R2.2	Meets the conditions of funding for the Low Cost-Low Risk Programme by regularly updating project expenditure.	Immediate
R3.1	Publishes its endorsed Procurement Strategy through Council's website.	28 Feb 2024
R3.2	Ensures evaluation team members fully complete conflict of interest declarations and that any mitigation measures taken to remedy potential conflicts are documented	Immediate
R3.3	Seeks NZ Transport Agency Waka Kotahi approval if it intends using any advanced procurement procedure as described in the Procurement Manual.	Immediate
R3.4	Confirms all future subsidised contract proposals will be advertised through the GETS site.	1 Feb 2024
R3.5	Ensures Contract ROAD313 Kerb and Channel 2023-2024 (let October 2023) is signed	30 Jan 2024
R4.1	Confirms completed exemption declarations will be filed when it has decided a road safety audit is unnecessary at key stages of any non-maintenance project.	Immediate
R5.1	Reviews the professional services costs and apply the actual costs of administration to financially assisted activities The methodology for calculating overheads and administration must be documented for audit purposes.	30 June 2024

# 1. INTRODUCTION

## 1.1. Audit Objective

The objective of this audit is to provide assurance that the NZ Transport Agency Waka Kotahi investment in Council's land transport programme is being well managed and delivering value for money. We also seek assurance that the Council is appropriately managing risk associated with NZ Transport Agency Waka Kotahi investment. We recommend improvements where appropriate.

## 1.2. Assessment Ratings Definitions

	Effective	Some Improvement Needed	Significant Improvement Needed	Unsatisfactory
<b>Investment management</b>	Effective systems, processes and management practices used.	Acceptable systems, processes and management practices but opportunities for improvement.	Systems, processes and management practices require improvement.	Inadequate systems, processes and management practices.
<b>Compliance</b>	NZ Transport Agency Waka Kotahi and legislative requirements met.	Some omissions with NZ Transport Agency Waka Kotahi requirements. No known breaches of legislative requirements.	Significant breaches of NZ Transport Agency Waka Kotahi and/or legislative requirements.	Multiple and/or serious breaches of NZ Transport Agency Waka Kotahi or legislative requirements.
<b>Findings/ deficiencies</b>	Opportunities for improvement may be identified for consideration.	Error and omission issues identified which need to be addressed.	Issues and/or breaches must be addressed, or on-going NZ Transport Agency Waka Kotahi funding may be at risk.	Systemic and/or serious issues must be urgently addressed, or on-going NZ Transport Agency Waka Kotahi funding will be at risk.

## 1.3. Council Comments

## 2. ASSESSMENT FINDINGS

Our findings relating to each subject area are presented in the tables below. Where necessary, we have included recommendations and/or suggestions.

1. Previous Audit Issues	
<p>The previous Procedural Audit was in November 2021. There were six recommendations:</p> <p>R2.1 Implements a process for ensuring the Job Ledger and General Ledger are reconciled on a regular basis.</p> <p>R2.2 Provides Waka Kotahi with reconciliation documentation to support its final claim for 2021/22.</p> <p>R3.1 Advertises its tenders through the GETS as defined in section 10.6 of the Procurement Manual and Government Rule 56.</p> <p>R3.2 Seeks approval from Waka Kotahi and considers publishing ownership of Ashburton Contracting Limited in the Procurement Strategy to ensure “Fair Competition”.</p> <p>R3.3 Ensures Safe System, audits are carried out by evaluators who are independent to Council as defined in the “Road Safety audit procedures for projects – guidelines” (interim release May 2013).</p> <p>R4.1 Implements a process for ensuring all procurement and contract management documentation is retained in the Council’s files.</p> <p>Council has addressed all recommendations except R3.1. Financially assisted contracts reviewed were still only advertised on Tenderlink (see section 3).</p>	
Ashburton District Council’s comment	Contracts will be advertised on GETS from 1 February 2024 as well as Tenderlink.

\* \* \*

2. Financial Processes	Effective
<p>Claims for funding assistance for the two financial years 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2023 were reconciled against Council’s final claim submissions. The structure of Ashburton District Council’s General Ledger mirrors NZ Transport Agency Waka Kotahi work categories and is easy to follow. This was a significant improvement from the previous audit where claims were difficult to reconcile based on the information provided.</p> <p>We noted Council’s expenditure exceeded its funding allocation across each of the two years (approx. \$10M overall). Whilst we could not confirm if this expenditure would have otherwise been eligible for funding assistance, we encourage Council to keep recording this expenditure, particularly when the next NLTP programme is submitted to Waka Kotahi for consideration.</p> <p>Transaction testing was conducted across multiple Local Road Maintenance, Operations and Renewal (MOR), Low Cost-Low Risk (LC-LR), and Emergency Works work categories. All transactions tested were eligible for funding assistance and claimed under the correct work category.</p> <p>The 30/70 split for street cleaning was tested. The split is completed through the maintenance payment certificate on a monthly basis. The split \$’s was confirmed.</p>	

We noted late transactions (typically journals) were not recognised in the claims. The build-up of claims could be further enhanced by performing a final reconciliation after the GL has closed and the audited set of accounts has been confirmed.

There were no historic or excessive retentions relating to financially assisted contracts being held by Council. Retentions are reconciled monthly. This account appears well maintained.

Overhead costs for inhouse professional services staff were difficult to follow and staff overheads appeared to be applied inconsistently. This is discussed further in section 4.

There are several specific conditions of funding within W/C 341 LC-LR that state that:

- 1) *Each low-cost, low-risk improvements programme must be supported by a list of projects using the NZ Transport Agency Waka Kotahi template, which can be downloaded from Transport Investment Online (TIO).*
- 2) Council have entered a programme line for the Regional Land Transport Programme (RLTP) bid, however as the programme develops into actual projects, the individual projects should be identified in the spreadsheet and actual cost reported against the year in which subsidy was claimed. Funding *“is conditional on each programme being supported by an approved list of projects and on the cash-flows of these projects being captured in the low-cost, low-risk roading improvements template.* Council is not meeting this condition.
- 3) The template list is expected to be *‘maintained and updated regularly’* by the approved organisation. Council is not meeting this condition.
- 4) *‘A condition also exists for claiming in the new financial year and so the template must be updated by 31 August of each year’.*

Council has updated the actual project costs in the template, but they did not balance with the amount claimed in TIO. Council needs to be aware that not meeting the conditions of funding can result in New Zealand Transport Agency Waka Kotahi placing a hold on the processing of claims for payment for Low Cost, Low Risk programmes until the conditions above are met.

Recommendations	<p>That Ashburton District Council:</p> <p>R2.1 Implements control measures to ensure all late eligible expenditure is captured in claims for funding assistance.</p> <p>R2.2 Meets the conditions of funding for the Low Cost-Low Risk Programme by regularly updating project expenditure.</p>
Ashburton District Council’s comment	Agree with the recommendations.

\* \* \*

**3. Procurement Procedures**

Some Improvement Needed

Ashburton District Council has a current NZ Transport Agency - Waka Kotahi endorsed Procurement Strategy which expires on the 23<sup>rd</sup> June 2025. However, the Strategy is not published on the Council’s website as per rule 10.6 of the NZ Transport Agency - Waka Kotahi Procurement Manual which states that, *“An approved organisation must ensure that its current procurement strategy, endorsed by NZ Transport Agency Waka Kotahi, is publicly available and accessible through its website”*.

The Procurement Strategy endorsement noted that Council had entered into a term maintenance contract of 5+2 years. The Strategy was endorsed subject to the following condition:

*“Ashburton District Council noting that a variation to the rules in the Procurement Manual, section 10.21 Maximum term of a term service contract for infrastructure or planning and advice to allow Ashburton District Council to use a maximum contract term greater than the five years stipulated in the Procurement Manual for the general road maintenance and operations terms service contract has not been considered at this time. Ashburton District Council is expected to seek approval from Waka Kotahi in year 4 of the contract term prior to extending the contract beyond year 5 “*

We remind Council that this condition will need to be considered this year.

We reviewed six (6) contracts for compliance with NZ Transport Agency Waka Kotahi Procurement procedures. On the information provided we noted the following departures:

Conflict of Interests declarations were not cited in the contract files.

Contracts ROAD0298 Road Resurfacing 2023-2025 and ROAD0302 Sealed Road Rehabilitation Rural North 2023-2024 used the price quality method (PQM) to evaluate tenders. We noted that the supplier quality premium was calculated from the lowest submitted conforming price, deviating from the usual practice of using the Council’s predetermined estimated value. Whilst the method used was consistent with the request for tender, this represents an alternative version of PQM termed ‘Price quality - without disclosure of the estimate’. However, this method is only permitted when procuring public transport services. As outlined in the [Procurement Manual](#) Appendix C – page 199.

Should an approved organisation wish to apply this method for roading related contracts, it falls under a procurement procedure advanced component (refer Procurement Manual section 10.5) and requires approval from NZ Transport Agency Waka Kotahi.

Council’s estimate was determined prior to the invitation to tender, and we re-evaluated the two contracts using these estimates. In both cases this did not alter the outcome. Given this we do not propose taking any action in this instance. However, going forward Council must seek approval if it intends to use this advanced procurement procedure in future financially assisted contracts.

Tenders are being advertised only on Tenderlink. Council must also advertise on GETS as this is a funding requirement, as per the previous audit recommendation. Tenderlink can still be used but a link must be set up in GETS directing prospective tenderers to Tenderlink for the relevant documentation. We noted Contract ROAD313 Kerb and Channel 2023-2024 contract (let Oct 23) was not yet signed.

<p>Recommendations</p>	<p>That Ashburton District Council:</p> <p>R3.1 Publishes its endorsed Procurement Strategy through Council’s website.</p> <p>R3.2 Ensures evaluation team members fully complete conflict of interest declarations and that any mitigation measures taken to remedy potential conflicts are documented.</p> <p>R3.3 Seeks NZ Transport Agency Waka Kotahi approval if it intends using any advanced procurement procedure as described in the Procurement Manual.</p>
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	<p>R3.4 Confirms all future subsidised contract proposals will be advertised through the GETS site.</p> <p>R3.5 Ensures Contract ROAD313 Kerb and Channel 2023-2024 (let October 2023) is signed</p>
Suggestions	<p>Considers whether to extend its maintenance contract and seeks NZ Transport Agency Waka Kotahi approval if it intends extending the contract beyond five years.</p>
Ashburton District Council’s comment	<p>Do not agree with the Significant Improvement rating. Accept there are several issues raised however they have not individually or collectively affected the outcome of the tender process and will be quickly rectified.</p> <p>The endorsed Procurement Strategy will be added to Council's website in February 2024.</p> <p>Conflicts of interest declarations will be completed by the evaluation team members.</p> <p>ADC will get NZTA approval for any advanced procurement procedures. The estimate will be used for calculating the supplier quality premium for all future contracts.</p> <p>Tenders will be advertised on GETS from 1 February 2024 with a link to Tenderlink. Tenderlink is still considered most appropriate for road contracts.</p> <p>Contract ROAD313 signed by all parties in January 2024.</p> <p>Maintenance contract extension will be requested if that is what Council decides to do.</p>
Auditor’s response	<p>The initial “Significant Improvement” rating was influenced by tenders still not being advertised on GETS as recommended in the previous report. However, given Councils comments, the rating has been reconsidered and has been amended to “Some Improvement Needed.”</p>

\* \* \*

<b>4. Contract Management</b>		<b>Some Improvement Needed</b>
<p>Monitoring of the network condition and contractor performance is managed in-house through the business unit. Regular monitoring and reporting on the performance of network maintenance and renewal contracts were evidenced through contract files.</p> <p>Council considers Safe System Audits but the two rehabilitation projects selected did not have a Safe System audit report nor exemption declarations to support this decision. Council needs to document this as part of their procedures for non-maintenance activities.</p>		
Recommendation	<p>R 4.1 Confirms completed exemption declarations will be filed when it has decided a Safe System audit is unnecessary at key stages of any non-maintenance project.</p>	
Ashburton District Council’s comment	<p>Safe System Audit Exemption Declarations will be completed when a Safe System Audit is considered unnecessary.</p>	



\* \* \*

<b>5. Professional Services</b>		<b>Some Improvement Needed</b>
<p>The delivery of professional services is carried out in-house and supplemented by external expertise as required.</p> <p>As discussed in section 2, the cost recovery multiplier was difficult to determine but overheads appear light compared to peer Councils.</p> <p>We recommend a review of the overhead allocations to ensure all costs of the business unit are being realised and consistently applied. Guidance through General Circulars 14/1 and 14/6 has been provided to Council to assist with this review.</p>		
Recommendation	<p>We recommend that Council:</p> <p>R5.1 Reviews the professional services costs and apply the actual costs of administration to financially assisted activities The methodology for calculating overheads and administration must be documented for audit purposes.</p>	
Ashburton District Council's comment	<p>Will be reviewed with the finance team and in place for 2024-27.</p>	

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## APPENDIX A

# Audit Programme

1. Previous audit November 2021
2. Land Transport Disbursement Account
3. Final Claims for 2021/22 and 2022/23
4. Transactions (accounts payable)
5. Retentions Account
6. Procurement Procedures
7. Contract Variations
8. Contract Management & Administration
9. Professional Services
10. Transport Investment On-line (TIO) Reporting
11. Other issues that may be raised during the audit.
12. Close-out meeting

## APPENDIX B

## Contracts Audited

Contract Number	Tenders Received	Date Let	Description	Contractor		
			<b>Physical Works</b>			
ROAD0237	4	Jan 23	Footpath and Kerb & Channel 2022-2023	Fulton Hogan	Estimate	\$1,310,174
					Let Price	\$1,105,153
					Final Cost	Ongoing
ROAD0273	2	Nov. 22	Mayfield Valetta Road Seal Widening & Rehabilitation – 2022	Fulton Hogan	Estimate	\$1,119,275
					Let Price	\$1,030,947
					Final Cost	Ongoing
ROAD0298	2	Oct 23	Road Resurfacing 2023-2025	Ashburton Contracting Ltd	Estimate	\$5,950,000
					Let Price	\$6,745,354
					Final Cost	Ongoing
ROAD0302	3	Sept 23	Sealed Road Rehabilitation Rural North 2023-2024	Fulton Hogan	Estimate	\$1,684,500
					Let Price	\$1,789,159
					Final Cost	Ongoing
ROAD0313	3	Oct 23	Capital Footpath Kerb and Channel 2023-2024	Fulton Hogan	Estimate	\$913,440
					Let Price	\$720,411
					Final Cost	Ongoing
ROAD0314	3	Oct 23	Sealed Road Rehabilitation Rural South 2023-2024	Ashburton Contracting Ltd	Estimate	\$1,005,382
					Let Price	\$992,831
					Final Cost	Ongoing



## Attachment

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**ASHBURTON CONTRACTING LIMITED**

**STATEMENT OF INTENT FROM 1 JULY 2024**

**(covering the Financial Year ending 30 June 2025)**

Draft

# ASHBURTON CONTRACTING LIMITED

## STATEMENT OF INTENT FROM 1 JULY 2024 (Covering the Financial Year Ended 30 June 2025)

### 1. PREAMBLE

This Statement of Intent (SOI) is required by section 64 of the Local Government Act 2002.

The Board of a Council Controlled Trading Organisation must deliver to the Council a draft Statement of Intent on or before 1 March each year. The Board must;

- a) consider any comments on the draft Statement of Intent that are made to it within two months of 1 March by the Council, and
- b) deliver the completed Statement of Intent to the shareholders on or before 30 June each year.

### 2. GOVERNANCE

#### Role of the Board

The collective responsibility of the Directors is to direct the management of the Company.

The Board carries out its responsibilities by setting the Company's strategic direction, providing leadership to put this into effect, appointing the Chief Executive Officer (CEO), agreeing targets and objectives and monitoring performance. The CEO has been delegated responsibility for the day-to-day management of the Company. He has an executive team to assist him.

#### Board Composition

The Company's Constitution provides the Board will consist of not more than five directors of whom not more than one shall be a member or employee of any Local Authority. Directors of the Company are appointed by the shareholder by notice in writing to the Company. The term of appointment shall be for a maximum period of three years, but may be for a lesser period as specified by Council at the time of appointment. Retiring directors are eligible for re-election.

#### Board Meetings

Each year there are a minimum of eleven scheduled directors' meetings. The Board is able to meet at other times if there is business to be conducted. Any two directors have the power to summon a meeting of the Board.

#### Remuneration of Directors

The Shareholder by ordinary resolution from time to time sets a total maximum amount payable for annual directors' fees divided among the directors as they consider appropriate.

Director's Fees may be reviewed on an annual basis with a maximum review interval of two years. The Directors shall engage an independent consultant to provide a recommendation to the Shareholder.

### **Board Interaction with Management**

Board policy is to make site visits to view Company operations and to familiarise directors with issues associated with the business. These visits usually involve interaction between directors and management and direct access to employees when their particular area of expertise is required. Most contact is with the CEO whom the Directors hold accountable for the operational performance of the Company.

### **Directors Obligations**

#### **Directors' Interests**

A Directors' Interests Register is maintained and records particulars of notices given by Directors in regard to positions and shareholdings held in other companies and entities. The Register is reviewed annually as part of the Company's annual reporting process. All Board Meetings contain an agenda item addressing any changes to Directors Interests or Conflicts of Interest.

#### **Officers Interests**

A Register of interests of senior management is maintained.

#### **Directors' and Officers' Insurance and Indemnity**

The Company has arranged Directors' and Officers' Liability Insurance which ensure directors and officers will incur no monetary loss as a result of actions undertaken by them as directors and officers. Certain actions are specifically excluded, for example, criminal acts and the incurring of penalties and fines which may be imposed in respect of breaches of law.

### **Financial Results**

Management prepare monthly accounts which are provided to the Directors as part of the Board Report for review.

Unaudited half yearly summary reports are prepared for the Ashburton District Council.

The Company prepares Annual Accounts which are audited by Audit New Zealand. The directors review and sign the Annual Accounts which are incorporated in the Annual Report.

### **External Auditor**

Section 70 of the Local Government Act 2002 requires that the Auditor General is the auditor of Council Controlled Organisations.

### **3. OBJECTIVES**

The principal objectives of Ashburton Contracting Ltd are in accordance with section 59 of the Local Government Act 2002 to:

- a) be a successful business; and
- b) be a good employer; and
- c) exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so; and
- d) conduct its affairs in accordance with sound business practice.

### **4. NATURE AND SCOPE OF ACTIVITIES**

The nature of the Company's activities are that of civil and roading contracting and associated sectors. Its activities include excavation, transport, construction, drainage, civil works, pipeline installation and surfacing (chip sealing/hotmix).

The company manufactures hotmix and readymix concrete.

The company has vehicle repair workshops which service internal and external customers.

The company carries out quarrying and the supply of aggregates and landscaping products.

The company maintains water, sewer and wastewater facilities.

The company is a partner in the Lake Hood Extension Project (LHEP) joint venture.

The company supplies goods, materials, services and equipment for sale or hire.

The company engages in any other relevant activity as determined by the directors in consultation with the Shareholder from time to time.

### **5. RATIONALE AND OBJECTIVES FOR ASHBURTON DISTRICT COUNCIL OWNERSHIP**

The rationale for the ongoing ownership of the Company in terms of contributing to the Ashburton District Council Long Term Plan is;

- a) To ensure local capacity and capability to undertake civil works, particularly focused on infrastructure.
- b) To promote competition in the district for civil construction and maintenance activities.

- c) To form part of a balanced portfolio of Council investments.
- d) To provide a commercial rate of return on the Council's investment.
- e) Assist Ashburton District Council in civil emergencies.

## 6. **PERFORMANCE MEASURES**

- a) Budgeted profit before tax for ACL Parent is achieved. ACL Parent excludes LHEP.
- b) The annual rate of return on ACL Parent average shareholder's funds will be a *target* of 10% before tax based on the rolling average of the last 5 years (excluding any subvention payments and the before tax profit or loss relating to the LHEP).
- c) The Company will achieve its annual budgeted external revenue.
- d) Health & Safety:
  - i. The Company will maintain its ISO 45000 Health and Safety certification.
  - ii. The Company will strive to reduce its lost time injury (LTI) frequency rate year upon year.
  - iii. The Company will strive to reduce its medical treatment injury (MTI) rate year upon year.
- e) Environmental: The Company will maintain its ISO 14001 Environmental certification.
- f) Quality Systems: The Company will maintain its ISO 9001 Quality certification.
- g) The Company will comply with the Resource Management Act.
- h) The Company will ensure business management procedures and practices meet with the requirements of the Auditor such that the Company receives an unqualified audit report of its annual Financial Statements.
- i) Environmental Sustainability: The Company will monitor and work to reduce its carbon outputs.

## 7. **LAKE HOOD EXTENSION PROJECT (LHEP) POLICY**

The Company will actively participate in and manage the performance of its investment in the Lake Hood Extension Project and report on its progress in the Notes to the Financial Statements of the Annual Report.



8. **FINANCIAL FORECASTS**

The budget projection for the year ending 30 June **2025** and forecast projections for each of the years ending 30 June **2026** and 30 June **2027** will be disclosed to the shareholder, on a confidential basis, in a timely manner to enable the Council to incorporate this information in its Annual Plan.

9. **RATIO OF EQUITY TO TOTAL ASSETS**

- a) Equity is defined as the paid-up capital, plus any tax paid profits earned and less any dividends distributed to shareholders. They include undistributed profits which have been accumulated in accounts known as either "Revenue Reserves" or "Capital Reserves".
- b) Total Assets are defined as the sum of all current assets, investment assets and fixed assets of the Company.
- c) The ratio of Equity to Total Assets will be no less than 50%.

10. **DIRECTORS' ESTIMATE OF THE COMPANY VALUE**

The Directors estimate that the commercial value of the shareholder's investment in Ashburton Contracting Ltd will be represented by the opening balance of Equity.

11. **REPORTING TO SHAREHOLDER**

The Company will report to the Shareholder on both a regular basis and as and when necessary. The following information will be available to the shareholder based on an annual balance date of 30 June:

11.1 **Draft Statement of Intent**

The Directors shall deliver to the shareholder a Draft Statement of Intent on or before 1 March each year which fulfils the requirements of section 64 of the Local Government Act 2002.

11.2 **Completed Statement of Intent**

The Directors shall deliver to the shareholder a completed Statement of Intent on or before 30 June each year, which fulfils the requirements of section 64 of the Local Government Act 2002.

11.3 **Reporting**

Within two months after the end of the first half and the second half of each financial year, the Directors will meet with the shareholder and deliver to the Shareholder, a report

containing the following unaudited information as a minimum in respect of the period year under review:

- a) An Income Statement disclosing actual and budgeted revenue and expenditure and comparative figures for the same period in the previous financial year.
- b) A Statement of Changes in Equity with comparative figures for the same period in the previous financial year.
- c) A Balance Sheet period with comparative figures for the same period in the previous financial year.
- d) An abbreviated Statement of Cash Flows with comparative figures for the same period in the previous financial year.
- e) A commentary on the results for the period under review. Where the Report is in respect of the first six months, the report will contain an outlook for the second six months with reference to any significant factors that are likely to have an effect on the Company's performance, including an estimate of the financial result for the year based on that outlook.
- f) Commentary on the Company's performance with regard to Health and Safety including appropriate graphical information on the Company's performance and KPIs.

#### 11.4 Quarterly Reports

In addition, an abbreviated report, content to be agreed between the Board and the Ashburton District Council to maintain an overview on the Company and its operations, be provided at quarterly intervals between the half yearly report and the annual report.

#### 11.5 Annual Report

Within three months of the end of each financial year, the Directors shall deliver to the Shareholder, an Annual Report which shall contain audited Financial Statements in respect of the financial year, containing the following information as a minimum:

- a) A Directors' Report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to dividend.
- b) An Income Statement disclosing actual and budgeted revenue and expenditure with comparative figures from the previous Annual Report.
- c) A Statement of Changes in Equity at the end of the year with comparative figures from the previous Annual Report.
- d) A Balance Sheet at the end of the year with comparative figures from the previous Annual Report.
- e) A Statement of Cash Flows with comparative figures from the previous Annual Report.

- f) An auditor's report on the above statements and the measurement of performance in relation to objectives.

## 12. ACCOUNTING POLICIES

The accounting policies adopted for Ashburton Contracting Limited are documented in Appendix 1. The Company will report at 30 June 2024 under NZ IFRS Tier 1 of the New Zealand Accounting Standards Framework as a large, for-profit entity that has annual expenses exceeding \$30m.

## 13. DIVIDEND POLICY

- 13.1 ACL is committed to maximising the long-term sustainable distribution flow to the shareholder and maintain a distribution intent of paying 50% of any net after-tax return to the shareholder, subject to capital requirements of the Company. Any distribution needs to be prudent in the circumstances and meet Solvency Tests.
- 13.2 The ACL Parent Profit after Tax excludes any realised capital gains/losses, revaluation movements, any material one-off non-cash items, and any after tax profits/losses arising from the Lake Hood Extension Project.
- 13.3 Some, or all, of the distributions to the Shareholder may be made, with agreement of the Shareholder, by subvention payment or other mutually agreed method after taking account of all tax considerations.

## 14. CHARITABLE GIFTS POLICY

- 14.1 The Company may make charitable gifts to qualifying entities in terms of the 2007 Income Tax Act. Qualifying entities are those entities which are not carried on for private pecuniary profit and whose funds are wholly applied to charitable, benevolent, philanthropic or cultural purposes within New Zealand. The limit of the gifts is the level of taxable income for the Company. Charitable gifts for less than \$20,000 in total in any one financial year will not require prior formal approval of the Ashburton District Council.
- 14.2 Any charitable gift in excess of \$20,000 must have the formal agreement of the Company Directors and the Ashburton District Council regarding the recipient qualifying entity, the project and the amount of the gift.

15. **PROCEDURES FOR ACQUISITION OF INTERESTS IN OTHER COMPANIES OR ORGANISATIONS**

- 15.1 As a general policy, any proposed investment by the Company in other companies or organisations will be required to meet the weighted average cost of capital (WACC) of the proposed investment(s).
- 15.2 If the directors believe that the Company should invest in, or otherwise acquire, an interest in another company or organisation, the directors will obtain prior approval of the shareholder by special resolution.

16. **SALES OF GOODS/ SERVICES TO LOCAL AUTHORITIES**

- 16.1 The Company will provide goods and services to the Ashburton District Council as part of its normal business activities. These goods and services shall be charged for on a commercial basis.
- 16.2 Ashburton Contracting Limited, under any contract with Ashburton District Council, will be required to meet levels of service determined by the Council.

## Appendix I

### ACCOUNTING POLICIES

#### Significant Accounting Policies

Ashburton Contracting Limited (the "Company") is a company domiciled in New Zealand.

The Company is a Council Controlled Trading Organisation as defined in Section 6 (1) of the Local Government Act 2002, wholly owned by the Ashburton District Council and is a profit-orientated entity for financial reporting purposes.

The Company's business includes contracting for physical works, both maintenance and construction, offering goods and services for sale and plant and equipment for hire. These activities occur predominantly in the Ashburton district and immediate surrounding areas and may be undertaken in other geographical areas.

#### Statement of Compliance

The financial statements have been prepared in accordance with the Companies Act 1993, Generally Accepted Accounting Practice in New Zealand (NZ GAAP), the pronouncements of the Chartered Accountants of Australia and New Zealand (CAANZ) and they comply with New Zealand equivalents to International Financial Reporting Standards (NZ IFRS).

The Company is a Tier 1 for-profit reporting entity under the New Zealand Accounting Standards Framework on the basis that it is a large, for-profit entity that has annual expenditure over \$30 million. The Company has in previous years elected to report under the reduced Tier 2 disclosure regime. The Company has in some cases chosen to include information within its accounts used for the financial reporting requirements of its parent.

#### Basis of Preparation

The financial statements are presented in New Zealand dollars, rounded to the nearest thousand. They are prepared on the historical cost basis except for Land and Buildings, Investment Properties, and certain other investments, which are stated at fair value.

Non-current assets held for sale are stated at the lower of carrying amount and fair value less costs to sell.

The preparation of financial statements in conformity with NZ IFRS requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expense. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgments about carrying values of assets and liabilities that are not readily apparent from other sources.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements, except where otherwise stated.

#### Changes in Accounting policies and disclosures

##### New and amended standards and interpretations

The Company has not early adopted any standards, interpretations or amendments that have been issued but are not yet effective.

#### Property, Plant and Equipment

##### Owned Assets

Items of property, plant and equipment are stated at cost or deemed cost less accumulated depreciation and impairment losses, except for Land and Buildings which are valued annually by a registered valuer and are stated at fair value.

The cost of self-constructed assets includes the cost of materials, direct labour and an appropriate proportion of production overheads.

Where parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items of property, plant and equipment.

### **Subsequent Costs**

Further expenditures are added to cost only if it is probable that the future economic benefits embodied with the item will flow to the Company and the cost of the item can be measured reliably. All other costs are recognised in the profit or loss as an expense when incurred.

### **Depreciation**

Depreciation is charged to profit or loss on either straight-line or diminishing value basis over the estimated useful lives of each part of an item of property, plant and equipment. Lower value assets (cost less than \$50,000) are depreciated at the current maximum rates allowed by the Inland Revenue Department as these rates approximate the useful lives and residual values associated with these assets. Land is not depreciated.

The estimated useful lives are as follows:

- Buildings 30- 50 years
- Plant and Equipment 3-38 years
- Office Equipment & Fixtures 3-10 years
- Land Improvements 20 years

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

### **Intangible Assets**

Intangible assets acquired by the Company are stated at cost less accumulated amortisation and impairment losses.

Amortisation of intangible assets with a finite life is charged to profit or loss on a straight-line basis over the estimated useful lives of the intangible assets. The estimated useful life of software is three to ten years.

Intangible assets with indefinite useful lives are not amortised, but are tested for impairment annually, either individually or at the cash-generating-unit level. The assessment of indefinite life is reviewed annually to determine whether the indefinite life continues to be supportable. If not, the change in useful life from indefinite to finite is made on a prospective basis. An intangible asset is derecognised upon disposal (i.e. at the date the recipient obtains control) or when no future economic benefits are expected from its use or disposal. Any gain or loss arising upon derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in the statement of profit or loss.

### **Inventories**

Inventories are stated at the lower of cost or net realisable value using weighted average. Net realisable value is the estimated selling price in the ordinary course of business, less the estimated costs of completion and selling expenses.

### **Revenue from contracts with customers**

Revenue from contracts with customers is recognised when control of the goods or services is transferred to the customer, at an amount that reflects the consideration to which the Company expects to be entitled in exchange for those goods or services. The Company has concluded that it is the principal in its revenue arrangements, because it controls the goods or services before transferring them to the customer.

### **Civil construction and contracting**

Civil construction and contracting services include drainage, sealing, asphalt laying, utilities and rural contracting.

Construction services within a contract are deemed to represent a single performance obligation, which is satisfied progressively over the construction period. Performance is measured using an output method, by reference to regular progress claims and assessments by client contract engineers.

Any expected loss on construction contracts is recognised immediately as an expense in profit or loss.

Any variable consideration, such as liquidated damages, included in the Company's revenue contracts is included in the transaction price only to the extent that it is highly probable that a significant reversal in the amount of cumulative revenue recognised will not occur. Payment is due as specified in the payment schedules.

### **Rendering of services**

Contracts for workshop and transport services are comprised of one performance obligation, with revenue being recognised over time. Payment is generally due upon completion and acceptance by the customer. An input method (cost incurred) is used as a measure of progress.

### **Production and sale of goods**

The Company earns revenue from the sale of goods, including ready-mix concrete and aggregates. Revenue from the sale of goods is recognised at the point in time when control of the asset is transferred to the customer, generally on delivery. Payment is generally due based on standard 30-day trading terms.

### **Contract assets, contract liabilities and trade receivables**

When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before payment is due, the Company presents the contract as a contract asset, unless the Company's rights to that amount of consideration are unconditional, in which case the Company recognises a receivable. Trade receivables are measured at the transaction price determined under NZ IFRS 15.

When an amount of consideration is received from a customer prior to the Company transferring a good or service to the customer, the Company recognises a contract liability.

The Company recognises an allowance for expected credit losses (ECLs) for all debt instruments not held at fair value through profit or loss. ECLs are based on the difference between the contractual cash flows due in accordance with the contract and all the cash flows that the Company expects to receive, discounted at an approximation of the original effective interest rate.

For trade receivables and contract assets, the Company applies the simplified approach in calculating ECLs. Therefore, the Company does not track changes in credit risk, but instead recognises a loss allowance based on lifetime ECLs at each reporting date.

### **Warranties**

The Company provides for defects liability periods in accordance with NZ IAS 37.

### **Cash and Cash Equivalents**

Cash and cash equivalents comprise cash balances and call deposits with original maturities of less than 3 months. Bank overdrafts that are repayable on demand form an integral part of the Company's cash management and are included as a component of cash and cash equivalents for the purpose of the statement of cash flows.

### **Investments**

#### **Other Investments**

Investments in equity securities held by the Company are recorded at fair value through profit or loss.

### **Advances and other financial assets at amortised cost**

If there has not been a significant increase in credit risk since initial recognition, ECLs are provided for credit losses that result from default events that are possible within the next 12-months. If there has been a significant increase in credit risk since initial recognition, a loss allowance is required for credit losses expected over the remaining life of the instrument.

### **Joint Venture**

The Joint Venture has been incorporated into the financial statements using the equity method.

## **Impairment of non-financial assets**

The carrying amount of the Company's assets other than inventories are reviewed at each balance date to determine whether there is any objective evidence of the indication of impairment. If any such indication exists, the asset's recoverable amount is estimated.

If the estimated recoverable amount of an asset is less than its carrying amount, the asset is written down to its estimated recoverable amount and an impairment loss is recognised in profit or loss. For revalued assets the impairment loss is recognised in other comprehensive income for that asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in profit or loss.

### **Reversal of Impairment**

Impairment losses are reversed when there is a change in the estimates used to determine the recoverable amount. For revalued assets the reversal of an impairment loss is recognised in other comprehensive income and credited to the revaluation reserve. However, to the extent that an impairment loss for that asset was previously recognised in profit or loss, a reversal of the impairment loss is also recognised in profit or loss.

## **Income Tax**

Income tax on the profit or loss for the year comprises current and deferred tax. Current tax is the expected tax payable on the taxable income for the year, using tax rates enacted or substantively enacted at the reporting date, and any adjustment to tax payable in respect of previous years. Deferred tax is provided using the balance sheet method, providing for temporary differences between the carrying amounts of assets and liabilities for financial reporting purposes and the amounts used for taxation purposes. The amount of any deferred tax provided is based on the expected manner of realisation or settlement of the carrying amount of assets and liabilities using tax rates or substantively enacted at the balance date.

Current tax and deferred tax is charged or credited to profit or loss, except when it relates to items recognised in other comprehensive income, in which case the tax is dealt with in other comprehensive income.

A deferred tax asset is recognised only to the extent that it is probable that future taxable profits will be available against which the asset can be utilised.

## **Employee Entitlements**

The Company has made provision in respect of entitlements for annual leave, long service leave and retirement gratuities. The provision is calculated on an actual entitlement basis at current rates of pay.

The Company recognises a liability for sick leave to the extent that compensated absences in the coming year are expected to be greater than sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent the Company anticipates it will be used by staff to cover those future absences.

Obligations for contributions to defined contribution superannuation plans are recognised as an expense in profit or loss when they are due.

## **Expenses**

### **Net Financing Costs**

Net financing costs comprise interest payable on borrowings, interest receivable on funds invested and dividend income. Interest income is recognised in profit or loss as it accrues. Dividend income is recognised in profit or loss on the date the Company's right to receive payment is established.

## **Trade and Other Payables**

Trade and Other Payables are stated at amortised cost. Due to their short-term nature, they are not discounted.

## **Provisions**

A provision is recognised in the balance sheet when the Company has a present legal or constructive obligation as a result of a past event, and it is probable that an outflow of economic benefits will be required to settle the obligation.

## **Loans**

Subsequent to initial recognition, loans are measured at amortised cost using the effective interest method.



## **Goodwill**

All business combinations are accounted for by applying the purchase method. Goodwill represents the difference between the cost of the acquisition and the fair value of the net identifiable assets acquired.

Goodwill is stated at cost less any accumulated impairment losses. Goodwill is allocated to cash generating units and is tested annually for impairment.

The impact of Covid-19 has been considered in the impairment assessment. The impact on the company was not significant and has not resulted in any impairment of goodwill.

### **Impairment of Goodwill**

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. The amount of the impairment loss is measured as the difference between the assets carrying amount and the recoverable amount.

An impairment loss in respect of goodwill is not reversed.

### **Calculation of recoverable amount**

The recoverable amount of assets is the greater of their market value less cost to sell and value in use.

In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the assets. For an asset that does not generate largely independent cashflows, the recoverable amount is determined for the cash-generating unit to which the asset belongs.

### **Reversal of impairment**

An impairment loss in respect of an asset carried at amortised cost is reversed if the subsequent increase in recoverable amount can be related objectively to an event occurring after the impairment loss was recognised.

An impairment loss in respect of goodwill is not reversed.

In respect of other assets, an impairment loss is reversed if there has been a change in the estimated use to determine the recoverable amount.

An impairment loss is reversed only to the extent that the assets carrying amount does not exceed the carrying amount that would have been determined, net of depreciation or amortisation, if not impairment loss had been recognised.

## **Leases**

### **Right-of use assets**

The Company recognises right-of-use assets at the commencement date of the lease (i.e. the date the underlying asset is available for use). Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any re-measurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, and lease payments at or before the commencement date less any lease incentives received. Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term or the estimated useful life of the asset.

### **Lease liabilities**

At commencement date of the lease, the Company recognises lease liabilities measured at the present value of lease payments to be made over the lease term. These lease payments include fixed payments (including in-substance fixed payments) less any lease incentive receivable, variable lease payments that depend on an index or a rate, and amounts expected to be paid under residual value guarantees. The lease payments also include the exercise price of an option reasonably certain to be exercised by the Company and penalties for terminating the lease if the lease term reflects the Company's exercising the option to terminate.

Variable lease payments that do not depend on an index or a rate are recognised as expenses (unless they are incurred to produce inventories) in the period in which the event or condition that triggers the payment occurs.

In calculating the present value of lease payments, the Company uses a borrowing rate at the lease commencement that best represents the term of the lease. For plant and vehicle leases the company uses the Bank fixed interest rate for the term of the lease and for property, an appropriate market yield is used. After the commencement date, the amount of the lease liabilities is increased to reflect the accretion of interest and reduced for the lease payments made. In addition, the carrying amount of lease liabilities is re-measured if

there is a modification, a change in the lease term, a change in the lease payments or a change in the assessment of an option to purchase the underlying asset.

**Short term leases and leases of low-value assets**

The Company applies the short-term lease recognition exemption to its short-term leases i.e. those with a lease term of 12 months or less from the commencement date with no purchase option.

The Company also applies the lease of low-value assets recognition exemption to leases of office equipment that are considered to be low value. Management has defined this as assets which are, when new, valued at \$7,000 or less.

Lease payments on short-term leases and leases of low-value assets are recognised as an expense on a straight-line basis over the lease term.

**Goods and Services Tax (GST)**

All amounts are shown exclusive of GST, except for trade receivables and payables that are stated inclusive of GST.

**New Accounting Standards**

Not applicable.

Draft

# Attachment



PO Box 20 166  
Bishopdale  
CHRISTCHURCH

Ashburton District Council  
PO Box 94  
ASHBURTON 7740

29-Feb-2024

## Statement of Dividend Payment

*Declared*  
*Payable*

*29-Feb-2024*  
*29-Feb-2024*

Gross Dividend	285,416.67
Less Imputation Credits	<u>(79,916.67)</u>
Net Dividend	205,500.00
Less RWT	<u>-</u>
	205,500.00
Plus Equalisation per CRLJC advice	
CCC	-
Waimakariri DC	-
<b>Net Payable</b>	<b><u><u>\$ 205,500.00</u></u></b>

*The payment represents your share of the fully imputed interim dividend for the 2024 year totalling \$6,850,000*

## **6. Heritage Mid Canterbury Working Group**

Meeting of the Heritage Mid Canterbury Working Group held on Wednesday 27 March 2024, commencing at 4pm, in the Banded Dotterel Room, Te Whare Whakaterere, 2 Baring Square East, Ashburton.

### **Present:**

Cr Carolyn Cameron (Chair); David Stewart, Julie Luxton and Stuart Wilson.

Also present: Cr Lynette Lovett

### **In attendance:**

Sarah Mosley (GM People & Facilities), Danielle Campbell (AAGM Deputy Director), Connor Lysaght (Archivist) and Phillipa Clark (Governance Team Leader).

#### **1 Apologies**

Cr Tony Todd

Carried

#### **2 Extraordinary Business**

Nil.

#### **3 Minutes**

**That** the minutes of the Heritage Mid Canterbury Working Group meeting held on 29 November 2024 be taken as read and confirmed.

Wilson/Cameron

Carried

#### **4 Updates / discussion**

- **Whakanui Beach heritage radar installation pad**

David advised that he has spoken to the Airport group who are not interested in taking over the heritage concrete pad. Glenn is to be thanked for his commitment to this proposal and advised that the Working Group won't be progressing this further.

- **Granite Plaques**

Ian Soper has spoken to officers at Tasman DC who maintain the reserves in Motueka. They have advised that granite plaques there are flush with the ground and adjacent to a path. Mowers can go over them without causing any damage. David has also spoken to the Motueka mower operators who confirmed they have no issues with the pavers. Ian tabled photos. Plaques are set in a surround of granite.

The Working Group were supportive of the plaques and agreed to have informal discussion next month to develop some criteria for the plaques – i.e. what they will represent, how many, and how they will be placed. It's likely the best location will be along the edge of the shared pathway on the East St Green (between trees and railway fence). Once criteria are in place, relevant businesses will be approached to gauge their interest.

Sarah advised that the work is unbudgeted and Council approval of funding, including any carry-over of this year's budget, will be required.

Stuart will go back to the Ashburton Museum & Historical Society for their expertise and suggestions on setting criteria.

Connor recommended that the depictions on the plaques be confined to the Ashburton town area to create a better connection. Danielle and Connor will gather feedback on the interpretive panels already in place – it was agreed this information will be useful to have before progressing the plaques project – e.g. the frequency that QR codes are being used on the panels would be useful data.

- **Ng King site brochure**

With the new site open, thought is being given to updating tourist / visitor information that could include the Ng King gardens –i.e. a brochure with historical information that directs people to the Allens Road site.

The Working Group supported the proposal to obtain quotes and use the existing design work used for the exhibition.

**That** brochures be developed and printed at a cost of up to \$1,000.

Cameron/Wilson

Carried

- **Chertsey oil well site**

The Working Group agreed that a panel won't be progressed due to the need for compliance with road reserve rules.

Julie will look at including this site on the Historic Places Mid Canterbury heritage list.

Connor left the meeting at 4.58pm.

Historic Places Mid Canterbury have completed the Fairton interpretive panel (historical Canterbury Frozen Meat Company site) and are waiting on Talleys to approve the panel being mounted. A mid-year unveiling is being planned. The Group are also working on two new blue plaques – Menorlue and the Ashburton Plunket Rooms.

Julie asked if Council could provide some interpretation inside the Pioneer Hall, and the Working Group agreed to use heritage funding to meet the cost of this.

The Town Walk map continues to be updated.

A request was also made for an interpretative panel at the Wills Street entrance to the Domain and there's been discussion on having panels throughout the domain. Sarah advised that Open Spaces have a walking plan as part of the Domain Development Plan. Officers will check and report back on what's intended for these interpretive panels.

- **Time capsule**

Lynette is endeavouring to obtain the narrative and facts associated with the local cropping seeds that are to be included in the time capsule.

The meeting concluded at 5.15pm.

## 7. *Hakaterere Community Petition*

Author *Toni Durham: GM Democracy & Engagement*  
Executive Team Member *Hamish Riach: Chief Executive*

### Summary

- The purpose of this report is for Council to consider the petition received on 1 March 2024. Representatives of the Hakaterere community have asked to speak at Council’s Public Forum on 17 April to present their petition.
- The petition is seeking that Council removes the bollards from the Hakaterere Reserve and reinstates the reserve as a camping ground.

### Recommendation

1. **That** Council receives the Hakaterere community petition.

### Attachment

**Appendix 1** Hakaterere community petition  
**Appendix 2** Hakaterere community LGOIMA and response

## Background

1. A petition has been received from members of the Hakatere community, the majority of whom are residents, ratepayers and/or stakeholders or campers. The petition was completed in print form, and delivered to Council on 1 March 2024.
2. Council prohibited camping at in the Upper Hakatere Reserve in February 2023. The petition is seeking that Council reconsiders this decision and removes the bollards from the Upper Hakatere Reserve so that it may be reinstated as a camping ground.
3. 97 signatories to the submission were received (one signature was duplicated reducing the total to 96) - assessed as follows:
  - 72 signatories are identified as living in the Ashburton District
  - 23 signatories living elsewhere in New Zealand (including those who didn't indicate where they live in NZ, meaning some may live in the District)
  - 2 signatures living overseas
  - No signatures have been assessed as invalid (either due to no name being provided or the use of false names)
4. The decision to close the Upper Reserve to campers was made by Council management. Environment Canterbury had advised that the adjacent cliff was eroding, presenting a potential risk with vehicles parking in this area. To reduce this risk, geotechnical reports would need to be sourced on a cyclical basis.
5. To reduce cost and risk, bollards were installed to restrict vehicles from the area and campers were advised to use the adjacent campground. This area is within 100m of the upper site with toilets and water (new toilets will be installed at Hakatere lower camping ground in 2024/25). The upper area now provides unimpeded use for day picnickers, people using the bike track , including residents.



The Wakanui wanderings crew enjoyed a lovely afternoon tea in this idyllic picnic area at Upper Hakatere. From left: Roger Hart, Bernard Egan, Steve Devereux, Chris Turner, Rowenu, Hart and Kym Fenwick.

PHOTO LISA FENWICK

Further adjustments were done to the bollards, at the request of the residents to ensure cars could park and face the view, or park close to the picnic area.



6. Other factors contributing to Council’s decision to close the reserve to campers included some offensive and inappropriate behaviour by campers in the upper Hakatere area. The area was littered with human waste despite Council providing public conveniences only metres away. Additionally, the campground manager resigned and the position was not replaced.
7. The Hakatere site currently is not covered by an adopted Reserve Management Plan, however it is intended to be included in the upcoming Reserve Management Plan. It is not a designated camping site under Council’s [Open Spaces Bylaw](#).
8. Appendix 2 includes a LGOIMA received by Council officers on the subject of the Hakatere Bollards and Camping Ground, with the officers response included.

## Options analysis

### Option one – That Council receives and accepts the Hakatere Community petition (recommended)

9. This option would see Council support the local community in exercising their democratic right in advocating on matters of interest to them.

<p><b>Advantages:</b> Council is responsive to the voices of the community by receiving the petition.  Responding to the petition will create wider community awareness of the erosion issues and Council’s responsibilities in respect to managing reserves and camping grounds</p>	<p><b>Disadvantages:</b> Most, but not all signatories to the petition live within the Ashburton District, so Council could be considering information that is not representative of the wider community view.</p>
<p><b>Risks:</b> Nil</p>	



## Option two – That Council does not accept the Hakatere community petition

10. This option would see Council not receive the petition on the grounds that some signatories are not from residents of the District. Officers advise that there is little to be gained from this approach, therefore this is not recommended.
11. This is the ‘do nothing’ option’. Council has no obligation to accept the petition; petitions are not binding. However, there are no advantages to this option.

<b>Advantages:</b> Nil	<b>Disadvantages:</b> Council will not benefit from rejecting the petition. Council would be ignoring a known concern from some of the district’s residents. Council has an obligation to enable democratic local decision-making and promote social well-being (among other well-beings) (s.10, Local Government Act 2002).
<b>Risks:</b> Rejecting the petition would be in opposition to principles of engagement as per Council’s Community Engagement Policy.	

## Legal/policy implications

### Local Government Act 2002

12. Council has a responsibility to promote social, economic, environmental and cultural well-being of current and future communities (s.10).

### Climate change

13. The receipt of the Hakatere community petition has little impact on Climate Change.

## Strategic alignment

14. The recommendation relates to Council’s community outcome of residents are included and have a voice.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural		
Social	✓	Residents have a democratic right to lobby and petition elected members on matters of interest to them.

## Financial implications

Requirement	Explanation
What is the cost?	Minimal cost for Council in receiving the petition
Is there budget available in LTP / AP?	N/A
Where is the funding coming from?	Democracy activities of Council are funded through the UAGC
Are there any future budget implications?	Not with the recommended option.
Reviewed by Finance	Leanne Macdonald, Group Manager – Business Support

## 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	Receipt of the Hakatere community petition is procedural in nature. The closure of the camping ground, and use of bollards, has attracted community interest and attention and, while there is no intention to reverse the decision, Council will keep the community informed of future development and improvements at Hakatere.
Reviewed by Strategy & Policy	Toni Durham: GM Democracy & Engagement

To:

Chief Executive Officer,  
Mr Hamish Riach  
Ashburton District Council  
2 Baring Street East  
ASHBURTON

We, the undersigned residents/ratepayers/stakeholders of the Hakatere community, 83, and campers, 14, request the Ashburton District Council (ADC) to remove the bollards from the Hakatere Reserve and reinstate said reserve as a camping ground.

The Hakatere Reserve has been a very popular camping facility since the 1960's and was rated as one of the top five such facilities in the Ashburton District.

The ADC reasons to close the facility:

1. perceived risks camping activity could promote cliff erosion;
2. unsubstantiated complaints;
3. claim the site was running at a loss.

The ADC did not:

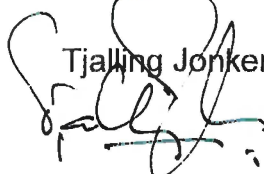
1. consult the wider community;
2. research the impact of closure on tourism;

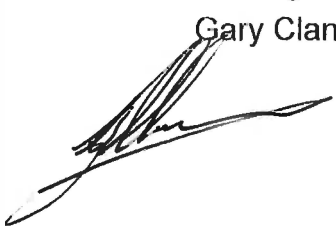
in addition, ADC failed to have their approved plan executed and consequently the area now has no safe parking for recreational visitors.

The petition is signed by 97 individuals, 83 of whom are local residents/ratepayers/stakeholders and 14 campers. The latter consists of individuals who have used the facility (approximately half) in the past and all were highly disappointed finding it closed and would use it if open.

Signatures were collected between 10 – 24 February 2024.

As the initiators of this petition our details are:

  
Tjalling Jonker, 13 Hakatere Drive, 027-211 2587  
tjalling.jonker@icloud.com

  
Gary Clancy, 32/1226 River Road, 02108415952  
canlew2gc@gmail.com

PETITION

We, the undersigned, request the Ashburton District Council to reverse its decision to close the Hakatere Reserve Camping Ground (Hakatere Drive) and remove all bollards.

name: address: phone/email: signature:

~~Victoria K. Hakatere 0220208876~~  
Kevin McStay 0274627829  
Colleen McStay 0275627829  
Judy Milne 0278442743  
D. Keenan 021-878-851  
Deborah Keenan #42 Hakatere  
Mike Hanley #42 HAKATERE  
Dave Hanson 44/1226 RIVER RD.  
Dave Mayman 9 Hakatere  
Dianne Hayman 0274856531

PETITION

We, the undersigned, request the Ashburton District Council to reverse its decision to close the Hakatere Reserve Camping Ground (Hakatere Drive) and remove all bollards.

name: address: phone/email: signature:

*clayman@kicmail.com*  
RICHARD TUCKER 24 HAKATERE DRIVE *R Tucker*  
Frithe Tagg 36 Hakatere Drive. 0274802507 *F Tagg*  
Brian Ecclestone 56 Hakatere Drive. 0303 Ecclestone  
Graeme Paulsen. 57 Hakatere Drive. *G Paulsen*  
Natasha Sim 53 Hakatere Dr <sup>027</sup> 2729484 *N Sim*  
Sheryl Hendriksen 59 Hakatere Dr 0272298127 *S Hendriksen*  
Laurie Hough 52 Hakatere Drive 302 3796 *L Hough*  
R. Mann A.M 38 Hakatere Drive 0272851149

PETITION

We, the undersigned, request the Ashburton District Council to reverse its decision to close the Hakatere Reserve Camping Ground (Hakatere Drive) and remove all bollards.

name: address: phone/email: signature:

G.P. Clancy 32/1226 River Rd. 02108415952

T. Tonker 13 Hakatere Drive 027-2112587

G Webb 4 Hakatere Drive 0272969005

Made Sheard 45 Hakatere Drive 02754372065

Victoria Korohapinga 39 Hakatere 0220208896

Tiffany Paulsen-Burst 0212625079

Gladene Paulsen 0278900816 G.P.

Dennis Gant 54 HAKATERE DR.

Ray Sheelandy 7/1242 River Rd. 021-253-1933

Brenda Mobshy 44/1236 River Road. 0273605928

Terry Gilbert 37/1226 0211791723

Hene Gilbert 37/1226 02108222051

PEER O'BRIEN 39/1226 42581711

Joy Heneey 55 Hakatere Drive 0273328503

Mich Mchosh 50.1226 0272089482




DIANNE CHALLIS 46 Hakatere Dr. 303 5099. 016.

Michael Dwyer graham 0272768611

PETITION

We, the undersigned, request the Ashburton District Council to reverse its decision to close the Hakatere Reserve Camping Ground (Hakatere Drive) and remove all bollards.

name: address: phone/email: signature:

- Kaylene Donaldson 54 Hakatere Drive 0274208641 
- Carl Stacey woodcutters Rest  
Oakhanger, Bordon  
Hants GU35 9JF UK
- Julie Stacey woodcutters Rest  
Oakhanger Bordon  
Hants GU35 9JF 07909695705
- Warwick Keedwell 65A Fenderley Ave Omohoroa. 0275480856.
- Julie McCullough 697 Hinds Gorge Rd 0210710322
- Janel Saegers 11 Ballymena Drive Belfast 0274414281
- Nathan Fellows 30/1236 River road 0274110763
- Ross Littlejohn 28/1236 River Road 033023993
- Joy Littlejohn 25/1236 RIVER RD 30259123
- Rachel Myles 159A McMurdo St - Ashburton rachelmyles@gmail.com 0272021138 
- Damon Cossan COSSAN Rachel 0212121578 
- Jeanette Kinnead River Road Lower 0210625216
- Shane McLean. River Road 0211480019
- Grant Binnie 15/1242 River Road 033023826
- Jack Welsh 33/1236 RIVER RD
- John Lowe 12A/1242 River Road. 0211586981.
- Andrew Robins 12A/1242 River Road 0211823555
- PETER DANIELSON 39 HAKATERE DRIVE 033023009
- Olwyn Rutherford 39 Hakatere drive 3023009
- Peter Opthoog 47 HAKATERE DR 3023922
- Ben Opthoog " " " " " "

PETITION

We, the undersigned, request the Ashburton District Council to reverse its decision to close the Hakatere Reserve Camping Ground (Hakatere Drive) and remove all bollards.

name: address: phone/email: signature:

DES FOX 55 HAKATERE DRIVE 302 3820

Jeff Knowles 33 Hakatere 021 722863

~~Shirley~~ 29 Hakatere

c Karen Loten 63 Ota Drive, Richmond karenloten@yahoo.co.nz K. Loten

c Ian Loten 63 Ota Drive, Richmond, i.kloten@yahoo.com.au

c Jane Pearson 64 Keddell Rd Alexandra J Pearson

Paul Vertch 52/1226 River Rd

Worgen Ineson 18/1242 River Rd

Peter Hunt 1184 River Rd

Ben Meadows 31/1226 River Rd B Meadows

Jude Reid 40 Hakatere Drive

Terry Alexander 51 Hakatere drive

Gayken Alexander 51 Hakatere drive

Gene Kidley 26 Lower Hakatere River Rd

Joey Kelly " "

Luana Swan 29 Rivers 0279013068

Mary C Bailey 34/1226 River Rd

W Bailey 34/1226 River Rd

Chris 18 Hakatere DR

Steve Rossiter

MAT 21 Hakatere D

+1



PETITION

We, the undersigned, request the Ashburton District Council to reverse its decision to close the Hakatere Reserve Camping Ground (Hakatere Drive) and remove all bollards.

name: address: phone/email: signature:

	G. Laird	1226/49 River Rd	3023011	<i>[Signature]</i>
	B. Laird	"	"	<i>[Signature]</i>
	Glen Rickard	135 RACE COURSE Rd	0272299757	<i>[Signature]</i>
	Margaret Rickard	"	"	<i>[Signature]</i>
	Peter Rickard	27 Hakatere drive	0272048566	
c	Sandy Mullen	165 Factory Rd	0274882100	<i>[Signature]</i>
c	Rex Mullen	"	027234838	
c	Roger Cain	40 Heron Rd	0274376854	
c	Sandra Cain	"	0276903075	
	Jan Tombs	38/1226 River Road,	02108310020,	
c	Ray Saunders	Putaruru	02102431322	
c	Eileen Saunders	Putaruru	0276508380	
	Sarah Rickard	River Rd, Ashburton		<i>[Signature]</i>
	Chris Rickard	River Rd, Ashburton		<i>[Signature]</i>
	Carol Lancaster	River Rd Ashburton		<i>[Signature]</i>
	Steve Coffey	"	"	<i>[Signature]</i>
	Steve King	River Rd		<i>[Signature]</i>
	Ketrina Waltho	Hut 21		<i>[Signature]</i>
	Gary Heron	Hut 27		<i>[Signature]</i>
	Billy	Hut 41 (Lower)		<i>[Signature]</i>
	Heather Lamb	River Rd	302 3838	<i>[Signature]</i>

## Appendix 2 (LGOIMA) ADC response

Attention:

Gary Clancy

Sheryl Hendriksen

Fritha Tagg

Kaylene Donaldson

Dennis Grant

Robert Mann

Victoria Dorehagia (apologies if I have this misspelt as I could not decipher the handwriting, sorry)

Thank you for your letter to our chief executive dated 25 February 2023, regarding the Hakatere Camping area – installation of bollards.

This work on protecting councils land started some time back following an investigation from ECAN. Their findings are attached. Also enclosed is a letter from the former Property Manager, advising hut holders of these findings.

As a result of this report Council officers installed fencing in the upper camping ground area to stop vehicles camping too close to the bank. Our roading team also installed fencing at the end of Hakatere Drive to stop people driving into Nosey Parker Point. Council's property team have since arranged additional fencing due to the coastal erosion.

With the resignation of the camping ground caretaker, and not able to replace this role, officers arranged for additional bollards to be installed to direct campers to the one camping spot. This decision was made to mitigate the impact of not having a camping ground caretaker, as the Hakatere Caretaker only cleans the Council supplied toilets, but also to protect some properties.

As a result of Council not having a camping ground caretaker, officers need to limit where campers camp to ensure -

1. Campers camp near the facilities (toilets) available, as we received complaints that some campers were not using the appropriate facilities resulting in a mess no person should have to clean, along with campers lighting fires, not removing rubbish and also not managing their dogs. This is also unacceptable to some residents who live in this area and members of the public who choose to visit this area.
2. We also had concerns expressed by property owners that some campers were parking on their private space, blocking their driveway and due to late arrivals, disturbing the peace late at night.

As a result, we have strived to direct camping to the most compatible place to create minimal disruption, and also to ensure easy access to the toilets. This resulted in the no camping signs. I would also like to note that Council is creating a new picnic area. Three picnic tables will be installed over the next few months in this space.

Camping is still allowed at the end of River Road adjacent to the Lower Hakatere Huts on Council land. The camping ground is run on an honesty system with campers depositing camping fees direct to Councils bank account. So it is no longer a managed camp site, and we need to restrict the area of camping to protect the other users of the area, campers, visitors and of course, council land.

The bollards have also been placed in a way that people can park alongside the bollards to access the picnic area and facilities without interfering with traffic. They have been placed to protect the land, some residents and encourage campers to camp near the facilities council has provided. There is still parking for picnic users to access the picnic area. As mentioned, camping is still allowed at the end of River Road adjacent to the Lower Hakatere Huts on Council land.

That is the detail behind the installation of bollards.

In addition you requested that we provide you with the following information:

1. What processes occurred leading to the decisions to install bollards to exclude public both on the north side of the roadway earlier and also the south side of the roadway more recently?

A: Information detailed above.

2. Who at ADC actually made these decisions to install the bollards (both north and south sides of the roadway) and upon whose recommendations?

A: Officers across a number of teams made this decision as a result of the attached findings from ECAN, and then as a result of losing the campground caretaker, and complaints from property owners.

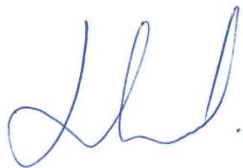
3. Please provide copies of documents recording the decisions made.

A: I can only attach the findings from ECAN and letter to the hut holders. The team meetings to problem solve have not recorded formal decisions. This is simply an operational decision to protect council land and property owners, while doing their best with no camp ground manager to keep some land available for camping.

4. Please provide copies of any supporting reports, submissions from any person(s), technical assessments, business cases and similar documents used in the decision processes.

I am hoping this addresses your concerns and explains the history and reasons behind the decision to install bollards.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'L. Macdonald', with a stylized flourish at the end.

Leanne Macdonald, Group Manager: Business Support

**Attached:**

Letter to the Hakatere Residents  
ECAN Hakatere Cliff Erosion.

## Memo

---

Date	20 June 2017
To	Janine Holland
CC	
From	Justin Cope

### June 2017 cliff erosion at Hakatere

Janine

Following the recent cliff erosion at Hakatere which prompted the closure of the cliff top carpark on the upper terrace I can provide a few general comments on the erosion processes at Hakatere and also on the latest erosion events. I conducted a site visit on Monday June 19.

#### Background

- The site comprises a gravel river-mouth lagoon environment (often referred to as a Hapua). Hapua are common in the South Island, particularly along the West Coast and coastal Canterbury. They are found at river mouths “where longshore drift builds a coarse sediment barrier in front of a river, offsetting the outlet and producing a narrow shore-parallel extension of the coastal riverbed” (Hart 2009). Hapua are highly dynamic in nature with each lagoon cycling through a number of states (Hart 2009). These include significant channel offsetting by longshore drift (for example the Ashburton river outlet channel can be offset to the north of the main river channel up to 2km), primary breaches where floods breach the barrier opposite the main river channel and secondary breaches and channel truncations downdrift of the main channel as a result of coastal storms and/or smaller river floods. The dominance of a particular channel morphology is highly dependent on the particular balance of river and marine processes operating at a point in time as well as antecedent beach barrier conditions. This balance also determines the development and persistence of the lagoon environment over historical time scales (Hart 2009).
- In a wider mid-Canterbury context, the coastal cliffs between the Rangitata and Rakaia Rivers are eroding on average approximately -0.4metres per year. We know this from coastal survey data collected by Environment Canterbury and predecessor organisations over the past 30 years as well as from analyses of historic aerial photographs and cadastral plans. The basic process of this cliff erosion involves coastal storm waves attacking the base of the cliffs resulting in over steepening of the cliff face and causing cliff collapse. Erosion from groundwater and surface water discharge through and over the cliff face is a secondary contributing agent of erosion.

- These processes are complicated further in river mouth/hapua environments with the additional contribution of river processes which can also act to undermine adjacent cliffs as well as creating opportunities for significant wave attack by lowering the beach crest heights where the river channel flows through the beach barrier.
- When the Ashburton river mouth is or has been recently open directly in front of the Hakatere Huts settlement and a large coastal storm event occurs, the cliffs can be subject to direct wave attack from storm waves coming directly over the lowered barrier beach.
- Because of the added geomorphic complexities at the river mouth lagoon/hapua, historic erosion rates at Hakatere are much more variable and episodic than those measured at the coast north and south of the Ashburton river mouth. For example, from a photographic analysis I carried out a few years ago, a comparison of cliff top positions from 1941 and 2010 (Figure 1) shows only 5 metres of total erosion directly adjacent to the huts settlement over that 69 year period. Averaged at  $-0.07\text{m/yr}$  this is much less than the mean rate of  $-0.4\text{m/yr}$  on cliffs away from the river mouth environment.
- Figure 1 also shows that only a few metres north of the settlement over the same period 1941-2010 the cliff eroded around 45 metres ( $-0.7$  metres per year). This shows the extreme variability and complexity of coastal and fluvial processes in the river mouth environment of a mixed sand and gravel beach.

### **Recent Cliff Erosion**

- Recent large coastal storm events over June have caused approximately 3m of cliff top to erode in places adjacent to the carpark at the end of Hakatere Drive. It is likely that the elevation of the beach barrier crest adjacent to the parts of the cliff that have fallen away was low at the time of the coastal storms (possibly due to the river mouth recently having been cut through the beach at this location) allowing storm waves to overtop the beach and directly attack the base of the cliff at this location.
- It is not an unusual occurrence for large portions of these coastal cliffs to be eroded in a single event. Erosion will continue in this episodic manner. When and to what extent is unpredictable and depends on the combination of coastal storm frequency, river flows, river mouth position and beach height and volume.
- Given the complexity of the environment and the widespread and chronic erosion of the shoreline (this erosion is completely natural), any erosion mitigation measures i.e. protection structures such as rock revetments are likely to be extremely expensive, very high in maintenance and at best only effective in the short term. They are also likely to have significant adverse effects on the natural functioning of the river mouth lagoon environment.

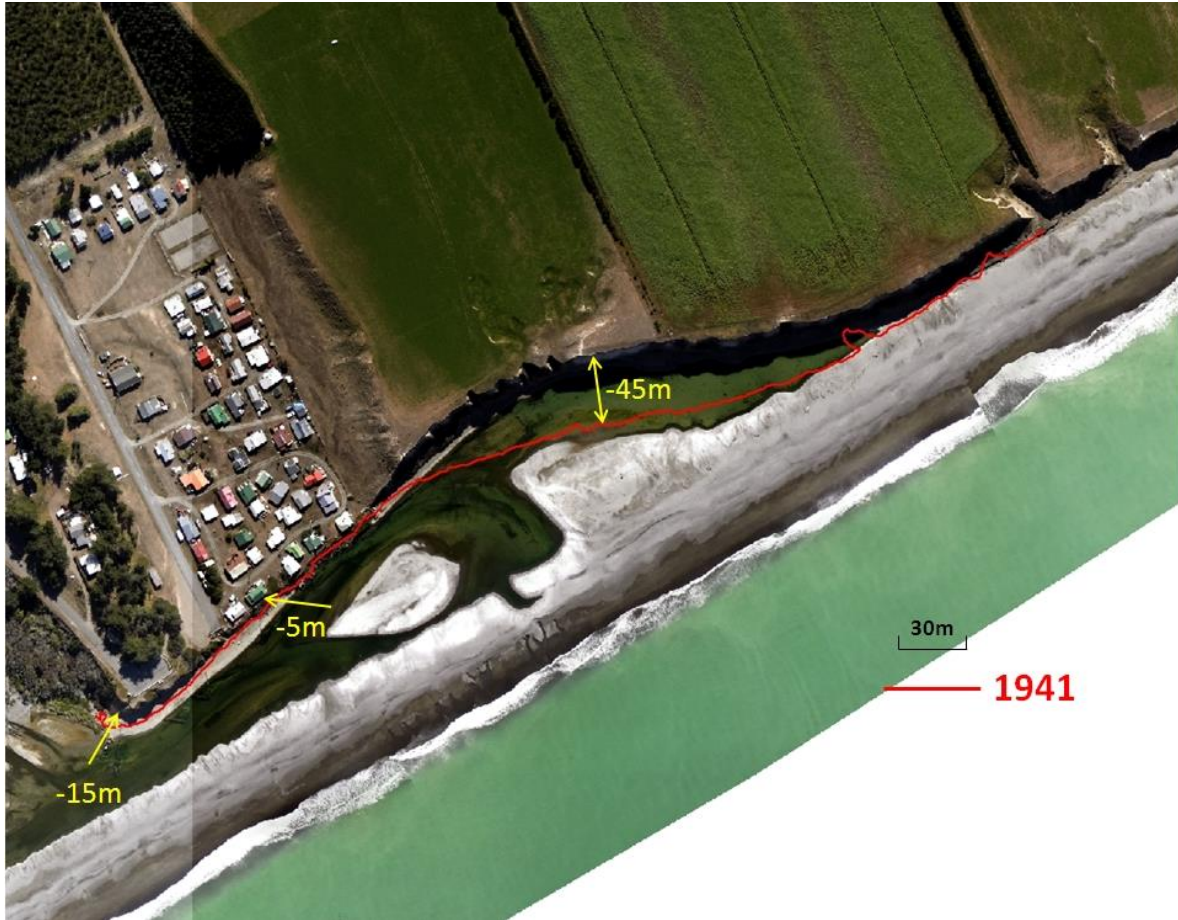


Figure 1: Cliff positions in 1941(red) and 2010 (base photograph)

Reference:

Hart, D.E. 2009. River mouth lagoon science and management, in Williams, A.T and Metcalf, A. (2009). Eds. Beach Management Principles and Practice pp 267-280

Attachments:

File reference:

20 November 2017

ADDRESS

Dear Sir/Madam

**ENVIRONMENT CANTERBURY CLIFF EROSION REPORT**

Following the cliff erosion that happened at Hakatere in June 2017, Environment Canterbury wrote a report regarding erosion at the site.

The findings presented in the report prompted Ashburton District Council to close the upper Hakatere car park and fence off parts of the cliff face. Council consulted with a Coastal Resources Scientist in order to establish the location of the fence. These actions have been taken to protect the safety of both residents and visitors to the area.

Given the findings of the report, it is important that the cliff face surrounding Hakatere is not put under any unnecessary stress that would escalate the erosion. There are a number of activities residents and visitors at Hakatere can do to help minimise this stress, and we therefore advise the following:

- Green waste should not be disposed of over the cliff, as this places extra weight on the cliff-face
- Trees located along the bank of the cliff should not be removed or trimmed, as they help to stabilise the cliff
- People should avoid driving heavy vehicles close to the edge of the cliff
- Watering of gardens or draining of water adjacent to the cliff or its edge should be minimised

We have enclosed a copy of the report for your information. If you require any further information regarding the report, please contact Environment Canterbury.

Environment Canterbury and Council will continue to monitor the situation at Hakatere.

Yours faithfully



pp  
Colin Windleborn  
**Commercial Manager**

## **8. Reserve Classification Programme**

Author	<i>Nicki Malone, Xyst; Ian Soper; Open Spaces Manager</i>
Activity Manager	<i>Ian Soper; Open Spaces Manager</i>
Executive Team Member	<i>Neil McCann, General Manager Infrastructure and Open Spaces</i>

### **Summary**

- This report presents the findings of the comprehensive land status investigation, which was undertaken as an essential preliminary task in the development of the reserve management plan (RMP), which is to include 123 parks and reserves in the Ashburton District.
- The preparation of the RMP was approved by Council on 3 May 2023. The RMP is a statutory management plan prepared in accordance with section 41 of the Reserves Act 1977. It will replace the existing 7 RMPs.
- The report also seeks approval from Council for various actions for land held under the Reserves Act 1977 (RA) and land held under the Local Government Act 2002 (LGA) and to be included in the RMP. Actions vary, depending on which legislation a land parcel is held under.
- Land held under the RA is to be appropriately classified, as required under Section 16 of the Act. RA land can also be reclassified or the RA status can be revoked.
- For land held under the LGA, land can be declared reserve under the RA or retained under the LGA to enable better flexibility for some uses.
- Key findings of the land status investigation are:
  - 486 land parcels, covering approximately 123 parks, were investigated to determine whether they should be in scope of the RMP.
  - Just under half (240 parcels) are within scope of the RMP, with 162 held under the RA and 78 held under the LGA.
  - Of the 162 parcels held under the RA, 111 are currently unclassified and are to be classified according to their primary purpose.
  - Of the 51 classified land parcels held under the RA, 5 are to be reclassified or partially reclassified (subject to surveying). Reclassification is proposed to better align with the primary purpose and current use of the land, and enable activities to occur and be formalised (such as the use as a rural fire station).
  - Of the 78 land parcels held under the LGA, 28 are to be declared reserve and classified.



- Some of the proposals to classify land and declare and classify land require public notifications, as do all proposed reclassifications. A hearing may be required, should objectors and submitters to the proposals wish to be heard.
- The table below summarises the proposed actions for land held under the LGA and RA:

	Proposed Action	No of land parcels	Relevant section of the Reserves Act 1977	For a list of parcels refer to:
<b>Options for land held under the LGA</b>	Retain under the LGA	50	Not applicable	Appendix C
	Declare and classify (public notification <b>not</b> required)	17	s.14(1)	Appendix D
	Declare and classify (public notification required)	8	s.14(2)	Appendix E
	Survey, declare and classify (public notification required)	3	s.14(2)	Appendix F
	<b>Total</b>	<b>78</b>		
<b>Options for land held under the Reserves Act 1977</b>	Classify (public notification <b>not</b> required)	118	s.16 (1), s. 16(2A)	Appendix G
	Classify (public notification required)	1	s.16 (1)	Appendix H
	<b>Survey</b> and classify (public notification <b>not</b> required)	1	s.16 (1)	Appendix I
	Reclassify (public notification required)	2	s.24(2)(b)	Appendix J
	<b>Survey</b> and reclassify part (public notification required)	3	s.24(2)(b)	Appendix K
	<b>Total</b>	<b>125</b>		

## **Recommendation**

### **That** Council:

1. confirms the **50 parcels** of land that will continue to be held under the Local Government Act 2002 as described in **Appendix C** of the agenda report (dated 17 April 2024).
2. approves the **17** parcels of land to be declared reserve and classified according to their primary purpose, pursuant to section 14(1) of the Reserves Act 1977 as described in **Appendix D** of the agenda report (dated 17 April 2024).
3. approves public notification of the proposal to declare and classify eight parcels of land according to their primary purpose, pursuant to section 14(2) of the Reserves Act 1977 as described in **Appendix E** of the agenda report (dated 17 April 2024).
4. approves public notification of the proposal to declare reserves and classify part of **two** land parcels at Ashton Beach and part of **one** land parcel at Wakanui Beach, all marked in blue pursuant to section 14(2) of the Reserves Act 1977 as described in **Appendix F** of the agenda report (dated 17 April 2024) and subject to surveying.
5. approves the classification of **118** parcels of reserve land pursuant to sections 16(1) and 16(2A) of the Reserves Act 1977, as described in **Appendix G** of the agenda report (dated 17 April 2024).
6. approves public notification of proposals to classify one parcel of reserve land pursuant to section 16(1) of the Reserves Act 1977, as described in **Attachment H** of the agenda report (dated 17 April 2024).
7. approves, subject to survey, classification of **one** land parcel at Mount Somers Cemetery pursuant to section 16(1) of the Reserves Act 1977, as described in **Appendix I** of the agenda report (dated 17 April 2024).
8. approves public notification of the proposal to reclassify two parcels of reserve land pursuant to section 24(2)(b) of the Reserves Act 1977, as described in **Appendix J** of the agenda report (dated 17 April 2024).
9. approves public notification of the proposal to reclassify parts of **three** parcels of reserve land, at Alford Forest Domain and Pendarves Domain, pursuant to section 24(2)(b) of the Reserves Act 1977 and as described in **Appendix K** of the agenda report (dated 17 April 2024) and subject to surveying.
10. approves the formation of a hearing panel, and nominate a minimum of three council members to be appointed to the hearing panel in preparation for any requests by submitters to speak to their objections or submissions on the proposed classifications that are to be publicly notified under the resolutions above, noting that the role of the hearings panel will be to hear submissions and make recommendations to the Council on classification decisions.

## Attachments

**Appendix A** – Options for land held under the LGA and land held under the RA

**Appendix B** – Common Reserves Act classifications

**Appendix C** - Parcels in scope of RMP to retain under Local Government Act

**Appendix D** - Parcels to be declared reserve and classified (public notification not required)

**Appendix E** - Parcels to declare reserve and classified (public notification required)

**Appendix F** - Parcels to be surveyed, declared and classified (public notification required)

**Appendix G** - Parcels to classify (public notification not required)

**Appendix H** - Parcels to classify (public notification required)

**Appendix I** - Parcel to be surveyed and classified (public notification not required)

**Appendix J** – Parcels to reclassify (public notification required)

**Appendix K** – Parcels to be surveyed and part reclassified ( public notification required)

## Background

1. The Council has delegated decision-making responsibility for parks and reserves in the Ashburton District.
2. On 3 May 2023, the Council resolved to prepare an omnibus RMP for all parks and reserves in the Ashburton District.
3. The reserves management plan will be a statutory document prepared in accordance with section 41 of the Reserves Act 1977 (RA). It will include all reserve land held under the RA and required to have a RMP and some parkland held under the Local Government Act 2002 (LGA). It will replace the seven existing RMPs for Ashburton, Hinds, Mayfield, Methven, Mount Somers, Rakaia and Tinwald Domains.
4. Land status investigations are an essential preliminary task in developing the draft reserves management plan. The investigation helps determine whether parks are held under the RA or the LGA and whether they require a management plan.
5. If a land parcel is held under the RA, it is necessary to ensure that it has been appropriately **classified**, as required under section 16 of the RA and assigned a **primary purpose**, as defined in sections 17 to 23 of the Act, that aligns with its present values.
6. If a land parcel is held under the LGA, it can be brought under the RA and appropriately classified or retained under the LGA.
7. A comprehensive review of the land status of all reserves in the district has now been completed.
8. This report presents the findings of the land status investigations and seeks approval for required actions for all land parcels, for land held under the RA and the LGA.

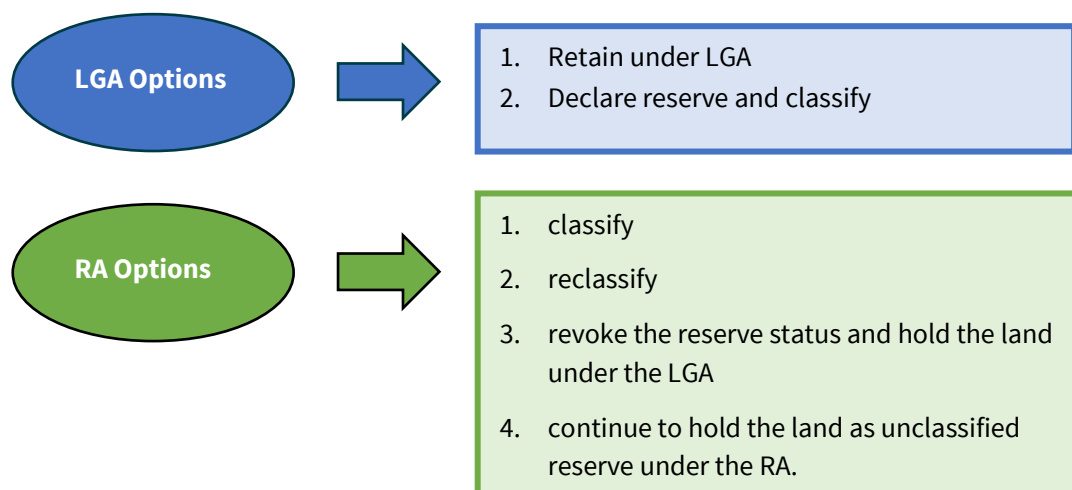
## What we found in the land status investigation

9. A total of 486 land parcels, covering 123 parks, were investigated to determine whether they should be in scope of the RMP.
10. Just under half (240 parcels) are within scope of the RMP, with 162 held under the RA and 78 held under the LGA.
11. Of the 162 parcels held under the RA, 111 are currently unclassified.

## Options analysis

### Potential actions depend on the legislation the land is held under

12. There are a range of potential actions available, depending on whether a land parcel is held under the LGA or RA:



13. Land held under the **LGA** can be retained as parkland under the LGA or declared to be reserve under section 14 of the RA and then classified appropriately.
14. Land held under the **RA** can be classified according to the land's primary purpose, reclassified to align to the land's primary purpose, its reserve status can be revoked, or it can continue to be held as unclassified reserve under the RA.
15. The option to continue to hold land as **unclassified reserve** under the RA has been discounted as it would mean that the reserve management plan would not comply with the RA or meet the statutory obligation under the Act to classify land.
16. Appendix A provides more detailed information about the different options for land held under the LGA and the RA. Appendix B lists the most common classifications for land held under the RA.

### Considerations to determine appropriate actions for LGA and RA land and RA classifications

17. In considering whether to proceed with the options for each land parcel, staff have considered the following criteria:
- Why does the council own the land and how was it acquired?
  - What is the primary purpose of the land?
  - What is the status of adjacent parcels of land within the same park?
  - What is the current and likely future main use or purpose of the land?

- e. What potential does the land have for protection, enhancement and development?
  - f. Is there likely to be a need to retain flexibility for future use of the park?
18. Staff also considered the benefits and disadvantages of the RA or LGA in managing and enabling the use, protection and development of each park or reserve, and developed a set of criteria to guide assessment of each land parcel.

### **Considerations to determine appropriate RA classifications**

19. Classification involves assigning a reserve (or part of a reserve) a primary purpose, as defined in sections 17 to 23 of the Act, that aligns with its present values.
20. Consideration is also given to potential future values and activities, and uses, as outlined in the Reserves Act Guide<sup>1</sup> and the following:
- consultation with subject matter experts,
  - workshop feedback from the Council,
  - consultation with manawhenua.

### **Public notification requirements**

21. For land held under the **RA**, reserves to be classified under Section 16(2A) do not require public notification.
22. Reserves to be classified under Section 16(1) of the RA require public notification under Section 16(4) and in accordance with Sections 119 and 120, however the following exceptions apply as per Section 16(5):
- a. the proposed classification is in conformity with the relevant operative district plan under the Resource Management Act 1991; or
  - b. the reserve has been held under previous legislation for a similar purpose; or
  - c. the proposed classification was a condition under which the land was acquired.
23. Public notification of the intention to classify land is to be open to objections and submissions for not less than one month.
24. Objectors and submitters may request a hearing as per Section 120 of the RA.
25. Section 14(2) of the RA requires public notification of at least one month, when declaring **LGA** land a reserve and classifying it, unless a district plan makes provision for the use of the land as a reserve or the land is designated as a proposed reserve under an operative district plan.

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<sup>1</sup> Local Government New Zealand and Department of Conservation (n.d), Reserves Act Guide, retrieved from <https://www.doc.govt.nz/Documents/about-doc/role/legislation/reserves-act-guide.pdf>

26. Hearings are not required under Section 14 of the RA.
27. All proposals to reclassify land are to be publicly notified for one month as per section 24(2) of the Reserves Act.
28. All objections and submissions are to be made in writing.

## **Proposed actions for land currently held under the LGA**

### **Proposal to retain 50 parcels of land under the LGA**

29. In applying the criteria above, 50 parcels of land have been identified as best suited to remain under the LGA (Appendix C). This is primarily because either the current use does not align with any of the classification options in the RA and/or there is a likely need to retain flexibility in how it is used or managed in the future. Undeveloped land to the north of the EA Network and Patching Street Park are examples of this.
30. No further action is required by the Council for land that is to remain under the LGA.

### **Proposal to declare and classify 28 parcels of land held under the LGA**

31. Staff recommend that 28 parcels of land currently held under the LGA, should be declared as reserve and classified under Section 14 of the RA to align with their primary purpose. Awa Awa Rata Reserve, and land at Wakanui and Ashton Beach are examples of this.
32. No public notification is required for 17 of the land parcels (Appendix D) because they are zoned as open space or designated for recreation purposes use under the Operative Ashburton District Plan and therefore the exemptions under section 14(2) of the RA can be applied.
33. Public notification of one month is required for the remaining 11 parcels under section 14(2) of the RA as the exceptions in this Section do not apply.
34. For eight of the 11 land parcels that require public notification, the entire land parcel is to be declared reserve and classified (Appendix E).
35. For three land parcels (two at Ashton Beach and one at Wakanui Beach), part of the area is proposed to be surveyed and declared reserve and classified, whilst the balance of land is to be retained under the LGA (not to be part of the scope of the RMP). Appendix F shows the indicative area to be surveyed and declared reserve and classified. All three land parcels are proposed to be classified as Scenic reserve 19(1)(b) in order to better protect the lands natural values. Surveying is to be carried out as soon as funding for this becomes available.

## Proposed actions for land currently held under the RA

### Classification of 119 parcels of land held under the RA

36. Classification involves determining a reserve's primary purpose or values, then assigning a classification to the reserve (or a part of the reserve), as defined in sections 17 to 23 of the RA. Consideration is also given to potential future values and activities and uses.
37. Staff have identified 119 parcels of unclassified reserve land that require classification under section 16(1) and 16(2A) of the RA.
38. 118 land parcels do not require public notification (see Appendix G), as exceptions outlined under section 16(5) of the RA apply, with the proposed classification being in conformity with the relevant operative district plan under the Resource Management Act 1991, or the reserve having been held for a similar purpose prior to the RA coming into force.
39. For one land parcel, Trevors Road Motorbike Park (see Appendix H) public notification (for one month) is required under the RA, as the use of the land is not in conformity with the Operative District Plan (Zoning is Rural and no open space designations are in place).
40. One land parcel at the open cemetery at Mount Somers is proposed to be surveyed and part of the land parcel to be classified (Appendix I). This proposal does not require public notification, as the boundary of the proposed area to be classified aligns with the zoning of the land under the Operative District Plan (Open Space A).
41. For those land parcels requiring public notification, objectors and submitters may request a hearing, in which case, it is proposed that a hearings panel consisting of at least three Council members is formed to hear any objections or submissions and to make recommendations to the Council on classification decisions.
42. In regard to the proposed classifications under the RA, Recreation reserve is the most applied classification due to the important role parks and reserves have in supporting play, active recreation and sport. An example of a proposed recreation classification is ???. The second most common class is Local purpose reserves, with various purposes applied, including accessway, amenity, cemetery/ historic cemetery, hall, drainage and esplanade.

### Reclassification of five full or partial land parcels held under the RA, no parcels where RA status is to be revoked

43. Reclassification involves assigning a different classification to a reserve (or part of a reserve) to better cater for its primary purpose or to allow for certain activities to occur and be formalised.
44. During this investigation, five parcels of classified reserves were identified as requiring reclassification of either the entire land parcel or part of the land parcel.



45. Two land parcels are to be reclassified in their entirety, one at 21 South Belt and one at Hinds Domain. They are to be reclassified from Recreation reserve to Local purpose reserve, preschool and fire station respectively, to better align with their current use (see Appendix J).
46. Two land parcels at Alford Forest Domain and one at Pendarves Domain, all currently classified as Recreation reserves, have rural fire stations located on them. To better align with the primary purpose of this part of the land and enable more streamlined formalization of the occupation of the land by the fire stations, it is proposed to survey the land the fire stations are located on and reclassify those areas as Local purpose (fire station) reserve.
47. Indicative land areas are shown and described in Appendix K. The balance of the land parcels is to be retained as Recreation reserve.
48. Section 24(2)(b) of the RA requires all proposals to reclassify a reserve or part of a reserve to be publicly notified for one month, together with the reasons for the proposed change in classification.
49. Every person claiming to be affected by the proposed change has the right to object to the change and must do so in writing, in line with Section 24(2)(c) of the RA. A hearing is not required under this section of the RA.
50. No land parcels have been identified that warrant **revocation** of reserve status.

## Legal/policy implications

### Reserves Act 1977

51. Section 40(1) of the Reserves Act provides that Council, as administering body of the reserve, has the duty to administer, manage and control the reserve. Council must manage the reserve in accordance with the appropriate provisions of the Reserves Act so as to ensure the reserve is used, developed and maintained for the purpose for which it is classified.
52. Section 14 of the Reserves Act gives local authorities the right to declare land vested in it to be reserve. Ministerial powers to consider objections as per Section 14(4) of the RA were delegated to local authorities by the Minister of Conservation in June 2013. Therefore Ashburton District Council can consider objections to proposals to declare and classify land.
53. Section 16 of the Reserve Act requires the Minister (of Conservation) to classify each reserve according to its primary purpose, as defined in sections 17 and 23 of the Reserves Act. This power was delegated by the Minister of Conservation to local authorities in 2013 and as such, Ashburton District Council can make decisions on this.

54. Section 24 of the Reserves Act provides powers to change the classification or purpose of a reserve or revoke the reserves status. All powers, with the exception of revocation, have been delegated to local authorities by the Minister of Conservation in 2013. Therefore, Ashburton District Council can make decisions on proposed reclassifications outlined in this report.
55. Sections 119 and 120 of the RA outline requirements for Public Notices and Rights of objection and making a submission.

## Risks and mitigations

56. The following table outlines the risks and mitigation associated with classification and reclassification of reserves, and declaring and classifying land to be reserve:

Risk	Risk level	Mitigation
IF land is held under the LGA THEN there may be a perception that the land is at risk of sale or disposal	Low	There are restrictions on disposal of parks under section 138 of the LGA and the requirement to undertake consultation, including prior to granting leases for more than six months.
IF land is classified under the RA THEN this constrains what the land can be used for	Low	Each individual parcel proposed to be held under the RA has been assessed based on the criteria in paragraphs 17, 20 and 22 and the Reserves Act Guide (see footnote 1). Recommendations reflect current and likely future use of each individual parcel and do not add additional restrictions.
IF public objections to proposed classifications are received THIS will affect the public notification timeline for developing the draft parks and reserves management plan	Low	14 parcels require public notification and if any objections are received these can be considered before the RMP is finalised.
IF land is classified as scenic reserve under section 19(1)(b) of the RA, THEN this places greater responsibility on the council to deliver environmental outcomes which it may not be resourced to deliver.	Low	Council departments responsible for restoration and enhancement of the natural environment are supportive of the scenic classifications proposed and council staff will work together with the community to deliver these outcomes.

### Review of legal / policy implications

Reviewed by In-house Counsel

*Tania Paddock; Legal Counsel*

## Strategic alignment

57. The recommendation relates to Council’s community outcome of ‘a balanced & sustainable environment’, ‘a district of great spaces and places’ and ‘residents are included and have a voice’.
58. The Council has an adopted Open Spaces Strategy, updated in 2022. The development of overarching RMP’s is defined as an action in the strategy.
59. From an operational perspective, having a complete suite of RMP’s enables staff to manage all open spaces and address concerns on a level playing field, using common policies that are consistent District wide. This avoids reactive and inconsistent decision-making by Council Officers.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	x	No direct impact
Environmental	✓	<b>A balanced &amp; sustainable environment</b> Preparation of RMPs ensures that reserves are administer, manage and control in a way to protect, preserve and as appropriate and resources allow develop reserves for public use and enjoyment. There are opportunities to include policies within the RMP that support and sustainable management of parks and incorporate considerations to mitigate the impact of climate change.
Cultural	✓	<b>A district of great spaces and places</b> Development of an omnibus RMP provides an opportunity to recognise and celebrate cultural values present in parks and make them more visible for all.
Social	✓	<b>Residents are included and have a voice</b> The development of the RMP involves two rounds of public consultation and opportunities for the public to have a say on the future management of all reserves in the District. The number of people responding to opportunities for engagement can be a good measure of active citizenship and connectedness. Council complying with its legislative requirements and upholding the law builds trust.

## Financial implications

Requirement	Explanation
What is the cost?	This report has no significant financial implications for the Council. The costs for public notices and gazette notices for the classifications will be covered through existing departmental budgets.
Is there budget available in LTP / AP?	Yes, there is a sum included in the draft 2024-34 LTP for work identified through the RMP process. This was as a provisional sum due to the RMP still being under development when LTP forecasts were collated.
Where is the funding coming from?	The funding is sitting in the cc164 account
Are there any future budget implications?	Any additional funding requirements to the abovementioned provisional sums allocated in the 2024-34 LTP shall be dealt with via an annual plan request to the Council or in the 2027-37 LTP process.
Reviewed by Finance	<i>Leanne Macdonald, Group Manager – Business Support</i>

## Significance and engagement assessment

60. The recommended options have been assessed against Council’s Community Engagement Policy and do not trigger high significance.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium
Rationale for selecting level of significance	Likely high to medium interest from tangata whenua and the community.
Level of engagement selected	Consult – formal two way communication
Rationale for selecting level of engagement	Land status investigations are an essential preliminary task in developing the draft reserves management plan. This reports sets out the proposed classifications and follows the required process outlined in the Reserves Management Act. This will be publicly notified with the option to request a hearing under the Act. The second round of consultation on the full draft Reserves Management Plan is planned for June to July 2024..
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manage

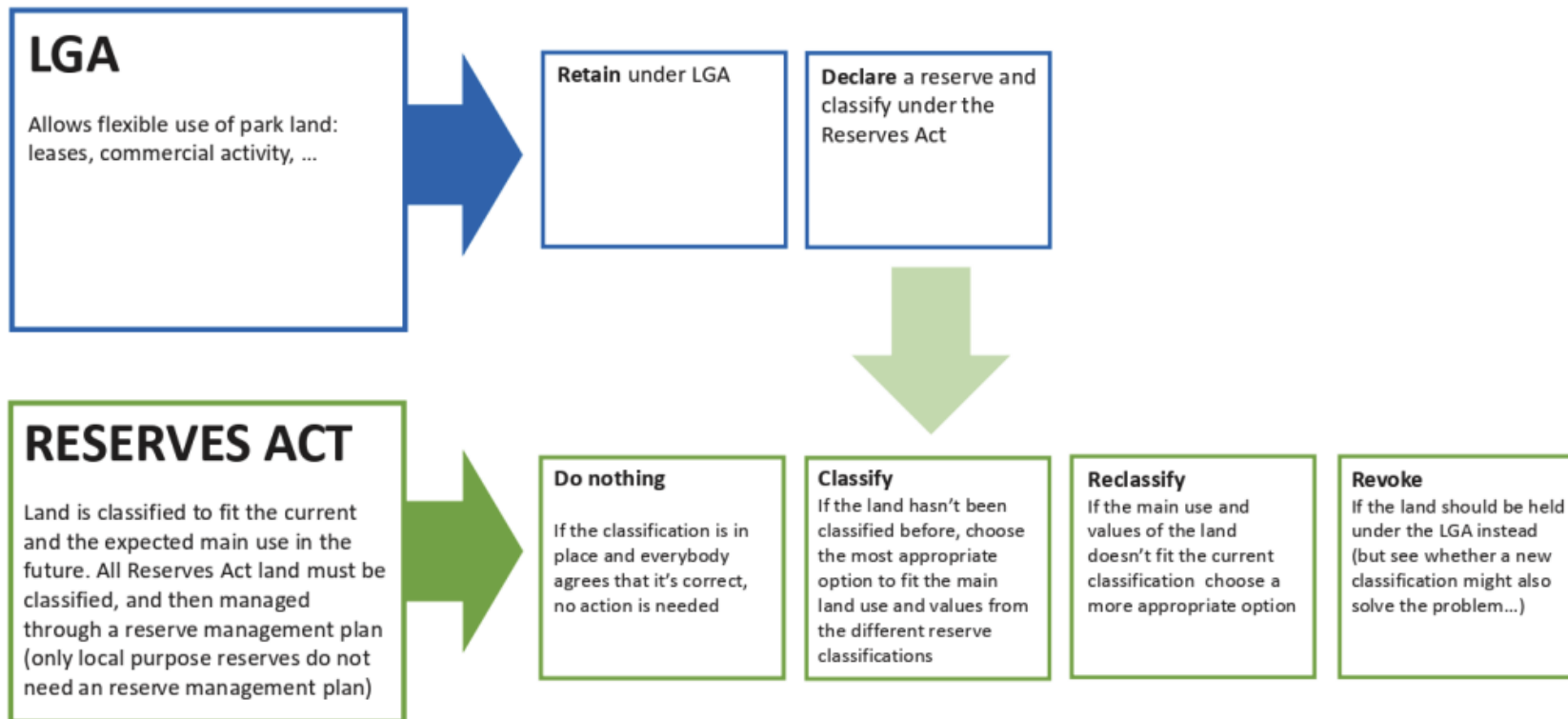
## Next steps

If the recommended classification actions are approved, the next steps are to:

- Publish a notice in the local newspaper for the parcels requiring public notification (for at least one calendar month).
- Conduct a hearing if requested.
- Report back to the Council to outline any submissions and advise further on the classification proposals and seek further approval/confirmation if necessary.
- Arrange gazette notices for approved classifications. Approval of gazette notices has been delegated from the Minister of Conservation to Council.
- Reflect updates to the classifications in the draft Ashburton Reserve Management Plan.
- Ensure all classifications are correctly recorded on council's databases.

## Appendix A – Options for land held under the LGA and land held under the RA

# POSSIBLE ACTIONS



## Appendix B – Common Reserves Act classifications

### Recreation Reserve

#### What is a recreation reserve?

Recreation reserves are everywhere. They can be very developed – like sports fields – or they can contain a mix of bush, grass, play equipment, etc. They can come in all sorts of shapes and sizes, and some will be grass and bush, with no facilities or equipment installed. They're not just there for activities, though: recreation reserves are also valued for their natural beauty.

#### Who uses them?

People who want to play sport, take their kids to a playground, go for a walk, have a picnic, or generally just enjoy some outdoor space.

#### Something to remember...

This classification helps to ensure that there's plenty of space for future community need, so a lot of parks and reserves are recreation reserves.

### Local Purpose Reserve

#### What is a local purpose reserve?

Local purpose reserves meet a local need that isn't covered by any type of reserve. Their classification will include more information, like:

- Local Purpose (Community Use): land to build community buildings on (like a community hall);
- Local Purpose (Accessway): land to cross to reach the coast; and
- Local Purpose (Esplanade): land next to water.

#### Who uses them?

Many people who visit parks and reserves – part of a reserve might have local purpose classification in one specific area.

#### Something to remember...

Local Purpose options can work instead of revoking a reserve and placing it under the LGA.

### Scenic Reserve

#### What is a scenic reserve?

Scenic reserves are places that people value for their natural beauty. They're also parks and reserves where native birds, animals, and plants are protected. Sometimes a patch of bush in a recreation reserve will be classified as a scenic reserve, so it will be protected from future development.

#### Who uses them?

People who want a beautiful place to visit for walks or picnics, or simply just to enjoy the natural world.

#### Something to remember...

Scenic reserves can include things that help people to visit and enjoy them, like car parking spaces and walking tracks, but the main priority is protecting the environment and any native species that are there.

## Appendix C - Parcels in scope of the RMP to retain under Local Government Act – 50 land parcels

Park Name	Physical Address	Appellation	Survey Area (ha)	Reason
Ashburton Cemetery (open)	Seafield Rd, Netherby	Lot 1 DP 80251	2.1195	Potential future cemetery; Enable greater flexibility for current use/ leasing/ licencing.
Ashburton Cemetery (open)	Seafield Rd, Netherby	Lot 2 DP 47823	1.821	Potential future cemetery; Enable greater flexibility for current use/ leasing/ licencing.
Ashburton Skate Park	70 West Street, Ashburton	Pt RES 953	0.1477	Retain flexibility for future use
Bowyers Stream Rest Area	Arundel Rakaia Gorge Road, Ashburton	Part of Pt RS 23720	1.159	Retain flexibility for future use
Bowyers Stream Rest Area	Arundel Rakaia Gorge Road, Ashburton	RS 41702	0.3893	Retain flexibility for future use
Bowyers Stream Rest Area	Arundel Rakaia Gorge Road, Ashburton	RS 41703	0.1415	Retain flexibility for future use
East Street Green - CBD	287 East Street, Ashburton	AREA H SO PLAN 19618 BEING PT RES 953	0.532	Retain flexibility for future use
East Street Green - CBD	East Street, Ashburton	AREA D SO PLAN 19618 BEING PT RES 953		Retain flexibility for future use
East Street Green - CBD	East Street, Ashburton	AREA E SO PLAN 19618 BEING PT RES 953	0.0951	Retain flexibility for future use
East Street Green - CBD	East Street, Ashburton	AREA F ON SO PLAN 19618 BEING PT RES 953	0.3202	Retain flexibility for future use
East Street Green - CBD	East Street, Ashburton	AREA K SO PLAN 19618	0.3155	Retain flexibility for future use
Grigg Park	21 Leeston Street, Ashburton	Lot 1 DP 444972	8.9246	Retain flexibility for future use
Kyle Cemetery (closed)	Corner Dobsons Ferry Road And Lambies Road, Dorie	Lot 1 DP 643	2.1423	Retain flexibility for future use; not used for cemetery purposes.
Lake Hood - Huntingdon Ave to West Bay Place Walkway	Huntingdon Ave, Lake Hood	Lot 211 DP 495972	0.6012	Retain flexibility for future use
Methven Dog Park	Dolma Street, Methven	Pt Lot 4 DP 3835	1.5696	Retain flexibility for future use
North Park Reserve	West Street, Ashburton	Sec 1 SO 557301	0.3016	Retain flexibility for future use



Park Name	Physical Address	Appellation	Survey Area (ha)	Reason
Oaklea Linkages	Whiteoak Grove, Tinwald, Ashburton	Lot 205 DP 486386	0.1176	Retain flexibility for future use
Parkland at 2 Havelock Street	2 Havelock Street, Ashburton	Section 1210 – 1212 Town of Ashburton	0.1012	Retain flexibility for future use
Parkland at 475 West Street	West Street, Ashburton	Sec 7 SO 557301	0.4663	Retain flexibility for future use
Parkland at 828 East Street	East Street, Ashburton	Section 9 SO 557301	0.5781	Retain flexibility for future use
Parkland at Archibald Street/ SH 1, Tinwald	Archibald Street, Tinwald, Ashburton	AREA B SO PLAN 19679	1.7375	Retain flexibility for future use
Parkland at Archibald Street/ SH 1, Tinwald	Archibald Street, Tinwald, Ashburton	AREA E SO PLAN 19679	0.6857	Retain flexibility for future use
Parkland at Archibald Street/ SH 1, Tinwald	Johnstone Street, Tinwald, Ashburton	AREA C SO PLAN 19679	0.6984	Retain flexibility for future use
Parkland at Bremners Road	Bremners Road, Ashburton	Pt RES 1450	0.505	Retain flexibility for future use
Parkland at Bremners Road	Bremners Road, Ashburton	PT RES 1775	0.0158	Retain flexibility for future use
Parkland at Bremners Road	East Street, Ashburton	AREA P SO PLAN 19618	0.0225	Retain flexibility for future use
Parkland at Bremners Road	East Street, Ashburton	Section 3 SO 557301	0.12	Retain flexibility for future use
Parkland at Main South Road	Old Main South Road, Ashburton District	Area A SO 19586	0.0445	Retain flexibility for future use
Parkland at Main South Road	Old Main South Road, Ashburton District	Area B SO 19586	0.2249	Retain flexibility for future use
Parkland at Main South Road	Old Main South Road, Ashburton District	Area C SO 19586	0.0789	Retain flexibility for future use
Parkland at Main South Road	Old Main South Road, Ashburton District	Area D SO 19586	0.3295	Retain flexibility for future use
Parkland at Melcombe Street, Tinwald	Melcombe Street, Tinwald, Ashburton	AREA D SO PLAN 19679 BEING PART MAINSOUTH RAILWAY	1.3155	Retain flexibility for future use
Parkland at Melcombe Street, Tinwald	Melcombe Street, Tinwald, Ashburton	Section 1 SO 19679	1.8283	Retain flexibility for future use

Park Name	Physical Address	Appellation	Survey Area (ha)	Reason
Parkland at Railway Terrace West and East	Railway Terrace East and West, Rakaia	Area A SO Plan 19826 Being Pt RES 1450	0.7661	Retain flexibility for future use
Parkland at Railway Terrace West and East	Railway Terrace East and West, Rakaia	Area B SO Plan 19826 Being Pt RES 1450	0.1835	Retain flexibility for future use
Patching Street Park	48 Albert Street, Ashburton	Lot 2 DP 478	0.0812	Retain flexibility for future use
Patching Street Park	48 Albert Street, Ashburton	Lot 3 DP 478	0.0804	Retain flexibility for future use
Patching Street Park	48 Albert Street, Ashburton	Part Lot 15 DP 478	0.0767	Retain flexibility for future use
Patching Street Park	48 Albert Street, Ashburton	Pt Lot 10 DP 478	0.0804	Retain flexibility for future use
Patching Street Park	48 Albert Street, Ashburton	Pt Lot 11 DP 478	0.0799	Retain flexibility for future use
Patching Street Park	48 Albert Street, Ashburton	Pt Lot 14 DP 478	0.0782	Retain flexibility for future use
Patching Street Park	48 Albert Street, Ashburton	Pt Lot 18 DP 478	0.0621	Retain flexibility for future use
Patching Street Park	48 Albert Street, Ashburton	Pt Lot 4 DP 478	0.0684	Retain flexibility for future use
Patching Street Park	Albert Street, Ashburton	Lot 1 DP 478	0.0822	Retain flexibility for future use
Patching Street Park	Albert Street, Ashburton	Lot 2 DP 23070	0.0883	Retain flexibility for future use
Sealy Street Park	Sealy Street, Ashburton	Sec 657 TOWN OF ASHBURTON	0.0531	Retain flexibility for future use
SH1 Ashburton River North East	East Street, Ashburton	Area LSO 19618	0.8441	Retain flexibility for future use
SH1 Ashburton River North East	East Street, Ashburton	Area M SO 19618	0.1071	Retain flexibility for future use
SH1 Ashburton River North East	East Street, Ashburton	Area N SO 19618	0.3215	Retain flexibility for future use
SH1 Ashburton River North East	East Street, Ashburton	Area Q SO 19618	0.033	Retain flexibility for future use

## Appendix D - Parcels to be declared reserve and classified (public notification not required) – 17 land parcels



Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section	Reason
Argyle Park	184 Middle Road, Ashburton	Lot 188 DP 235	4.0089	Recreation Reserve	14(1)	Align with adjacent land parcel
Argyle Park	186 Middle Road, Ashburton	Lot 189 DP 235	4.2037	Recreation Reserve	14(1)	Align with adjacent land parcel
Argyle Park	Farm Road, Ashburton	Lot 190 DP 235	4.5299	Recreation Reserve	14(1)	Align with adjacent land parcel
Ashburton Domain And Gardens	337 West Street, Ashburton	Part Section 598, Town of Ashburton	0.008	Recreation Reserve	14(1)	Align with adjacent land parcel
Ashburton Domain And Gardens	51 Philip Street, Ashburton	RS 41481 SO 15371	0.0404	Recreation Reserve	14(1)	Align with adjacent land parcel
Ferrier Place Park	21 Ferrier Place, Tinwald, Ashburton	Lot 2 DP 54737	0.0233	Recreation Reserve	14(1)	Better align with current use and protect values
Ferrier Place Park	24 Ferrier Place, Tinwald, Ashburton	Lot 1 DP 54737	0.0211	Recreation Reserve	14(1)	Better align with current use and protect values
Ferrier Place Park	28 Nixon Street, Tinwald, Ashburton	Lot 4 DP 39807	0.0207	Recreation Reserve	14(1)	Better align with current use and protect values
George Glassey Park	38 Agnes Street, Tinwald, Ashburton	Lot 13 DP 42710	0.0624	Recreation Reserve	14(1)	Better align with current use and protect values
George Glassey Park	38 Agnes Street, Tinwald, Ashburton	Lot 14 DP 42710	0.0078	Recreation Reserve	14(1)	Better align with current use and protect values
George Glassey Park	Agnes Street, Tinwald, Ashburton	Lot 12 DP 42710	0.0666	Recreation Reserve	14(1)	Better align with current use and protect values


Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section	Reason
George Glassey Park	Agnes Street, Tinwald, Ashburton	Pt Lot 1 DP 33657	0.393	Recreation Reserve	14(1)	Better align with current use and protect values
George Glassey Park	Agnes Street, Tinwald, Ashburton	Pt Lot 1 DP 40734	0.2966	Recreation Reserve	14(1)	Better align with current use and protect values
George Glassey Park	Agnes Street, Tinwald, Ashburton	Pt Lot 2 DP 22396	0.273	Recreation Reserve	14(1)	Better align with current use and protect values
Methven Skate Park	26 Mcmillan Street, Methven	Lot 30 DP 428	0.1012	Recreation Reserve	14(1)	Better align with current use and protect values
Methven Skate Park	Bank Street, Methven	Lot 29 DP 428	0.1012	Recreation Reserve	14(1)	Better align with current use and protect values
Westpark Close Park	14 Westpark Close, Ashburton	Lot 26 DP 354132	0.0903	Recreation Reserve	14(1)	Better align with current use and protect values

## Appendix E - Parcels to declare reserve and classify (public notification required) – 8 land parcels

Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section	Reason
Ashburton Cemetery (open)	33 Seafield Road, Ashburton	Lot 2 DP 357743	6.7947	Local purpose (cemetery) reserve	14(2)	Better align with current purpose and use as cemetery.
Ashton Beach	Lower Beach Road, Ashton	Part RS 33274	4.6538	Recreation Reserve	14(2)	Align with adjacent land parcels.
Awa Awa Rata Reserve	423 Mclennans Bush Road, Ashburton District	Res 4455 SO 7318	1.3809	Recreation Reserve	14(2)	Align with adjacent land parcels.
Awa Awa Rata Reserve	423 Mclennans Bush Road, Ashburton District	Res 4455 SO 7318	1.6283	Recreation Reserve	14(2)	Align with adjacent land parcels.
Ealing Hall	18 Maronan Ealing Road, Ealing	Lot 1 DP 5389	0.2845	Local purpose (hall) reserve	14(2)	Better align with current purpose and use as hall.
Lake Hood - Huntingdon Ave Playground Reserve	Torbay Avenue, Ashburton District	Lot 2 DP 496676	0.9394	Recreation Reserve	14(2)	Primary purpose is for play and recreation
Lake Hood - Lake Hood Drive Reserves	Lake Hood Drive, Ashburton District	LOT 304 DP 558090	0.9931	Recreation Reserve	14(2)	Primary purpose is for play and recreation
Wakanui Beach	251 Wakanui Beach Road, Ashburton District	Pt RS 846	2.9668	Scenic Reserve 19(1)(b)	14(2)	Enable better protection and management of natural and cultural values.

## Appendix F - Parcels to be surveyed, declared and classified (public notification required) – 3 land parcels

Park Name	Physical Address	Appellation	Approximate Area (ha)	Proposed Classification	RA Section	Reason
Ashton Beach	Lower Beach Road, Ashton	Part of Lot 9 DP 47346 	0.6861	Scenic Reserve 19(1)(b)	14(2)	Area shown <b>in blue</b> to be surveyed, declared and classified to enable better protect natural and cultural values of the site. Remainder to continue to be held under the Local Government Act, approximately 2.9289ha.
Ashton Beach	Lower Beach Road, Ashton	Part of RS 33496 SO 3924 	1.0489	Scenic Reserve 19(1)(b)	14(2)	Area shown <b>in blue</b> to be surveyed, declared and classified. Better protect natural and cultural values of the site. Remainder to continue to be held under the Local Government Act, approximately 4.0096ha.
Wakanui Beach	251 Wakanui Beach Road,	Part of Pt RS 845	1.00945	Scenic Reserve 19(1)(b)	14(2)	Area shown <b>in blue</b> to be surveyed, declared and classified to enable better

Park Name	Physical Address	Appellation	Approximate Area (ha)	Proposed Classification	RA Section	Reason
	Ashburton District					protection and management of natural and cultural values. Remainder to continue to be held under the Local Government Act, approximately 1.02915ha.

## Appendix G - Parcels to classify (public notification not required) - 118 land parcels

Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section
Alford Forest Cemetery (open)	Alford Forest Cemetery Road, Ashburton District	Res 2479 SO 3881	4.0468	Local purpose (cemetery) reserve	16(1)
Allan Lochhead Green	Barkers Road, Methven	Lot 304 DP 461877	0.1876	Recreation Reserve	16(2A)
Allan Lochhead Green	Barkers Road, Methven	Lot 5 DP 83742	0.4536	Recreation Reserve	16(2A)
Allan Lochhead Green	Barkers Road, Methven	Lot 9 DP 83742	0.391	Recreation Reserve	16(2A)
Allan Lochhead Green - North	Barkers Road, Methven	Lot 305 DP 505021	0.0641	Local purpose (amenity) reserve	16(2A)
Ashburton Cemetery (open)	Seafield Road, Ashburton	RES 2283	8.253	Local purpose (cemetery) reserve	16(1)
Ashburton Cemetery (open)	Seafield Road, Ashburton	Pt Res 1775 SO 7507	3.0402	Local purpose (cemetery) reserve	16(1)
Ashburton Dog Park and Robilliard Park	The Terrace, Ashburton	RS 40468	1.665	Recreation Reserve	16(1)
Ashburton Domain and Gardens	Philip Street, Ashburton	LOT 2 DP 333567	0.0202	Recreation Reserve	16(2A)
Barrhill Cemetery (open)	Lauriston Barrhill Road, Ashburton District	Res 3662 SO 2446	0.8093	Local purpose (cemetery) reserve	16(1)
Braebrook Drive Linkage	Braebrook Drive, Ashburton	Lot 504 DP 470065	0.0855	Recreation Reserve	16(2A)
Braebrook Drive Linkage	Geoff Geering Drive, Ashburton	Lot 65 DP 524030	0.0143	Local purpose (esplanade) reserve	16(2A)
Braebrook Drive Park	Braebrook Drive, Ashburton	Lot 600 DP 415429	0.467	Recreation Reserve	16(2A)
Braebrook Drive Park	Braebrook Drive, Ashburton	Lot 601 DP 415429	0.4474	Recreation Reserve	16(2A)
Braebrook Drive Park	Bridge Street, Ashburton	Lot 11 DP 408635	0.0539	Local purpose (drainage) reserve	16(2A)
Cawton Grove Linkage	Tarbottons Road, Tinwald	Lot 101 DP 494597	0.0784	Local purpose (accessway) reserve	16(2A)
Cawton Grove Park	1 Jag Way, Tinwald	Lot 100 DP 494597	0.2025	Recreation Reserve	16(2A)
Chertsey Cemetery (open)	Rakaia Highway, Ashburton District	Res 2414 SO 1223	1.778	Local purpose (cemetery) reserve	16(1)



Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section
Clark Park - Tinwald	Nursery Drive, Tinwald, Ashburton	Lot 17 DP 62146	0.0679	Recreation Reserve	16(2A)
Clark Park - Tinwald	Nursery Drive, Tinwald, Ashburton	Lot 18 DP 54737	0.1396	Recreation Reserve	16(2A)
Clark Park - Tinwald	Nursery Drive, Tinwald, Ashburton	Lot 40 DP 42056	0.1045	Recreation Reserve	16(2A)
Clark Street Park	23 Clark Street, Ashburton	RES 4662	0.2959	Recreation Reserve	16(1)
Coniston Drive Farm Road Linkage	35 Coniston Drive, Ashburton	LOT 51 DP 320805	0.1043	Recreation Reserve	16(2A)
Coniston Drive Linkage	Coniston Drive, Ashburton	LOT 67 DP 82956	0.1206	Recreation Reserve	16(2A)
Creek Road Pages Road Linkage	44 Creek Road, Ashburton	Res 4366 DP 10571	0.0809	Recreation Reserve	16(1)
Cushmor Drive Park	Cushmor Drive, Methven	Lot 8 DP 50868	0.1711	Recreation Reserve	16(2A)
Davis Crescent Park	56 Davis Crescent, Ashburton	Lot 86 DP 22363	0.4363	Recreation Reserve	16(1)
Devon Park	Kelvin Crescent, Ashburton	Lot 28 DP 4050	0.2681	Recreation Reserve	16(1)
Devon Park	Kelvin Crescent, Ashburton	Res 4746 SO 5793	2.2308	Recreation Reserve	16(1)
Digby Place Park Linkages	7 Digby Place, Ashburton	Lot 19 DP 52345	0.3656	Recreation Reserve	16(2A)
Digby Place Park Linkages	Off West Street, Ashburton District	Lot 3 DP 49621	0.013	Recreation Reserve	16(2A)
Digby Place Park Linkages	Pages Road, Ashburton	LOT 1 DP 80835	0.075	Recreation Reserve	16(2A)
Digby Place Park Linkages	Pages Road, Ashburton	Lot 2 DP 66499	0.0915	Recreation Reserve	16(2A)
Digby Place Park Linkages	Pages Road, Ashburton	Lot 3 DP 69187	0.1497	Recreation Reserve	16(2A)
EA Networks Centre	Short Street, Ashburton	RS 40969 SO 10040	0.9773	Recreation Reserve	16(1)
EA Networks Centre	45 Alford Forest Road, Ashburton	Sec 1 SO 439418	1.2078	Recreation Reserve	16(2A)
Equus Park Linkage	Mount Hutt Station Road, Methven	Lot 100 DP 562833	0.1414	Local purpose (accessway) reserve	16(2A)

Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section
Equus Park Linkage	Mount Hutt Station Road, Methven	Lot 103 DP 562833	0.0661	Local purpose (accessway) reserve	16(2A)
Fairfield Road Reserve	16 Fairfield Road, Fairton	Lot 1 DP 47253	4.00000	Recreation reserve	16(2A)
Geoff Gerring Drive Linkage	Geoff Geering Drive, Ashburton	Lot 62 DP 524030	0.0951	Recreation Reserve	16(2A)
Geoff Gerring Drive Linkage	Geoff Geering Drive, Ashburton	Lot 63 DP 524030	0.0602	Local purpose (esplanade) reserve	16(2A)
Grigg Park	Leeston Street, Ashburton	Lot 2 DP 444972	3.16	Local purpose (esplanade) reserve	16(2A)
Grigg Park	Leeston Street, Ashburton	Lot 2 DP 496587	0.311	Recreation Reserve	16(2A)
Harland Street Park	74 Harland Street, Tinwald, Ashburton	Lot 11 DP 20416	0.1621	Recreation Reserve	16(2A)
Harland Street Park	74 Harland Street, Tinwald, Ashburton	Lot 2 DP 25454	0.1758	Recreation Reserve	16(2A)
Highbank Cemetery (closed)	Highbank Cairnbrae Road	Part RES 3199	0.1011	Local purpose (historic cemetery) reserve	16(1)
Highbank Domain	237 Highbank School Road, Ashburton District	Res 3188 SO 1429	2.0234	Local purpose (hall) reserve	16(1)
Hillier Park	2 Hillier Place, Allenton, Ashburton	Lot 20 DP 34354	0.203	Recreation Reserve	16(1)
Hinds Cemetery (open)	Chisnalls Road, Ashburton	Pt Res 2938 SO 1307	2.2071	Local purpose (cemetery) reserve	16(1)
Kakariki Linkage	Westward Way, Methven	Lot 22 DP 560475	0.0739	Local purpose (accessway) reserve	16(2A)
Kyle Cemetery (closed)	Corner Dobsons Ferry Road And Lambies Road, Dorie	RES 3663 DP 643	1.2494	Local purpose (historic cemetery) reserve	16(1)
Lake Hood - Lake Hood Drive Reserves	Lake Hood Drive, Ashburton District	LOT 303 DP 558090	0.1076	Recreation Reserve	16(2A)
Lake Hood - Lake Hood Drive Reserves	Lake Hood Drive, Ashburton District	LOT 305 DP 558090	0.4055	Local purpose (utility) reserve	16(2A)
Lake Hood - Lanz Vale Reserves	Lake Hood, Ashburton	Lot 207 DP 520208	0.5737	Local purpose (amenity) reserve	16(2A)

Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section
Lake Hood - Lanz Vale Reserves	Lake Hood, Ashburton	Lot 208 DP 520208	0.4884	Local purpose (amenity) reserve	16(2A)
Lake Hood - Lanz Vale Reserves	Lake Hood, Ashburton	Lot 209 DP 520208	0.4973	Local purpose (amenity) reserve	16(2A)
Lake Hood – Parkland at Kennedy Quay	20 Kennedy Quay	Lot 301 DP 567449	0.0260	Local purpose (accessway) reserve	16(2A)
Lake Hood - Torbay Avenue Reserve	8 A Torbay Avenue, Ashburton	Lot 200 DP 368233	0.152	Recreation Reserve	16(2A)
Lake Hood - Waterton Point Parks	Lake Hood, Ashburton	Lot 306 DP 531824	0.0344	Local purpose (amenity) reserve	16(2A)
Lake Hood - Waterton Point Parks	Waterton Point, Ashburton District	Lot 200 DP 463280	0.2286	Recreation Reserve	16(2A)
Lake Hood - Waterton Point Parks	Waterton Point, Ashburton District	Lot 201 DP 463280	0.0708	Recreation Reserve	16(2A)
Lake Hood - Witney Lane Reserves	Halston Close, Ashburton District	LOT 2000 DP 311174	0.0632	Recreation Reserve	16(2A)
Lake Hood - Witney Lane Reserves	Halston Close, Ashburton District	LOT 2002 DP 311174	0.0642	Recreation Reserve	16(2A)
Lake Hood - Witney Lane Reserves	Ludlow Drive, Ashburton District	LOT 2001 DP 311174	0.1867	Recreation Reserve	16(2A)
Lochhead Crescent Park	Lochhead Crescent, Methven	Lot 40 DP 50770	0.438	Recreation Reserve	16(2A)
Magnolia Drive Park	38 Bridge Street, Ashburton	Res 4353 DP 13311	0.1012	Local purpose (utility) reserve	16(1)
Magnolia Drive Park	Bridge Street, Ashburton	Lot 503 DP 455115	0.0264	Recreation Reserve	16(2A)
Magnolia Drive Park	Bridge Street, Ashburton	Res 4434 DP 11884	0.1315	Recreation Reserve	16(2A)
Mania-O-Roto Park	2 Chalmers Avenue, Ashburton	Res 3181 SO 4753	2.4306	Local purpose (esplanade) reserve	16(1)
Mania-O-Roto Park	Leeston Street, Ashburton	Lot 34 DP 409985	0.38	Local purpose (esplanade) reserve	16(2A)
Methven Cemetery (open)	Methven Chertsey Road, Ashburton District	Pt RS 30312 SO 2341	2.375	Local purpose (cemetery) reserve	16(1)
Methven Cemetery (open)	Methven Chertsey Road, Ashburton District	Res 2612 SO 2341	2.0234	Local purpose (cemetery) reserve	16(1)

Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section
Miller Avenue Park	32 Miller Avenue, Ashburton	Res 4358 DP 10323	0.0809	Recreation Reserve	16(2A)
Mount Somers Cemetery (open)	Hoods Road, Mt Somers	Res 2403 SO 2625	2.0234	Local purpose (cemetery) reserve	16(1)
Mount Somers Domain	67 Hood Road, Mount Somers	Res 1632 SO 15369	2.0234	Local purpose (cemetery) reserve	16(1)
Mount Somers Domain	75 Hoods Road, Mt Somers	RS 41262 SO 15369	13.5552	Recreation Reserve	16(1)
Mount Somers Domain	Off Tramway	Res 2639 SO 4341	3.541	Recreation Reserve	16(1)
Mount Somers Domain	Off Tramway	Res 2639 SO 4341	33.5889	Recreation Reserve	16(1)
Natalie Currie Park	Arrowsmith Drive, Methven	Lot 306 DP 593074	0.2654	Recreation Reserve	16(2A)
North Park Reserve	Rakaia Highway, Ashburton District	Res 4433 SO 7297	9.0346	Local purpose (amenity) reserve	16(1)
Oaklea Linkages	Waterford Place, Tinwald, Ashburton	Lot 206 DP 477027	0.0742	Local purpose (accessway) reserve	16(2A)
Oaklea Linkages	Whiteoak Grove, Tinwald, Ashburton	Lot 204 DP 500442	0.0555	Local purpose (accessway) reserve	16(2A)
Oaklea Tinwald Domain Linkage	Whiteoak Grove, Tinwald, Ashburton	Lot 203 DP 500442	0.0917	Local purpose (accessway) reserve	16(2A)
Oaklea Whiteoak Grove Linkage	Waterford Place, Tinwald, Ashburton	Lot 202 DP 477027	0.1228	Local purpose (amenity) reserve	16(2A)
Osborn Grove Park	14 Osborn Grove, Ashburton	Lot 29 DP 25753	0.0862	Recreation Reserve	16(2A)
Parkland at 475 West Street	414 West Street, Ashburton	Lot 8 DP 58673	0.015	Local purpose (amenity) reserve	16(2A)
Parkland at Archibald Street/ SH 1, Tinwald	Archibald Street, Tinwald, Ashburton	Lot 2 DP 68747	0.0865	Recreation Reserve	16(2A)
Parkland at Hakatere Huts	Hakatere Drive, Hakatere	Lot 67 DP 62138	0.2934	Local purpose (esplanade) reserve	16(2A)
Parkland at Hakatere Huts	Hakatere Drive, Hakatere	Lot 65 DP 62137	0.3932	Local purpose (accessway) reserve	16(2A)


Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section
Parkland at Hakatere Huts	Hakatere Drive, Hakatere	Lot 64 DP 62138	0.2805	Local purpose (accessway) reserve	16(2A)
Parkland at Hakatere Huts	Hakatere Drive, Hakatere	Lot 69 DP 62136	1.22738	Local purpose (esplanade) reserve	16(2A)
Parkland at Hakatere Huts	Hakatere Drive, Hakatere	Lot 68 DP 62137	1.4683	Local purpose (esplanade) reserve	16(2A)
Parkland at Hakatere Huts	Hakatere Drive, Hakatere	Lot 66 DP 62137	0.5613	Local purpose (accessway) reserve	16(2A)
Parkland at Peters Street, Hinds	Rangitata Highway, Ashburton District	Lot 1 DP 63756	0.2989	Local purpose (amenity) reserve	16(2A)
Parkland Corner SH1 and Kermod Street	West Street, Ashburton	Lot 2 DP 64211	0.033	Local purpose (beautification) reserve	16(2A)
Pioneer Park	140 Kermod Street, Ashburton	Pt Res 298 SO 8815	0.6677	Local purpose (historic cemetery) reserve	16(1)
Proctor Park	Ashbury Grove, Tinwald	Lot 200 DP 584717	0.2234	Recreation Reserve	16(2A)
Rakaia Cemetery (open)	Baker Road, Rakaia	Res 3664A SO 2126	0.8511	Local purpose (cemetery) reserve	16(1)
Rakaia Cemetery (open)	Baker Road, Rakaia	Res 3664	4.0468	Local purpose (cemetery) reserve	16(1)
Riverstone Park	Eliza Way, Rakaia	Lot 101 DP 553765	0.0421	Local purpose (accessway) reserve	16(2A)
Ruapuna Cemetery (open)	Coskeries Road, Ashburton District	Res 3049 SO 2586	0.4047	Local purpose (cemetery) reserve	16(1)
Ruapuna Cemetery (open)	Coskeries Road, Ashburton District	Res 3069 SO 2586	0.4047	Local purpose (cemetery) reserve	16(1)
Taylor's Stream Reserve	4734 Arundel Rakaia Gorge Road, Ashburton District	Lot 1 DP 55383	1.223	Recreation Reserve	16(2A)
Thyme Stream Walkway	Racecourse Avenue, Methven	Lot 21 DP 507114	0.645	Local purpose (accessway) reserve	16(2A)
Tucker Street Park	Middle Road, Ashburton	Lot 1 DP 50331	0.1425	Recreation Reserve	16(2A)
Turton Green Linkages	118 Hanrahan Street, Allenton	Lot 12 DP 558174	0.075	Local purpose (esplanade) reserve	16(2A)

Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section
Turton Green Linkages	Hanrahan Street, Ashburton	Lot 200 DP 470903	0.1198	Recreation Reserve	16(2A)
Turton Green Linkages	Hanrahan Street, Ashburton	Lot 201 DP 470903	0.6053	Recreation Reserve	16(2A)
Turton Green Linkages	Hanrahan Street, Ashburton	Lot 202 DP 454059	0.3058	Recreation Reserve	16(2A)
Village Green - Lake Hood Linkages	Village Green Drive, Ashburton District	Lot 400 DP 541603	0.1196	Recreation Reserve	16(2A)
Village Green - Lake Hood Linkages	Village Green Drive, Ashburton District	Lot 401 DP 541603	0.0791	Recreation Reserve	16(2A)
Waterton Cemetery (open)	Grahams Road, Ashburton District	Res 2477 SO 517	1.2141	Local purpose (cemetery) reserve	16(1)
West Street Mill Creek	414 West Street, Ashburton	AREA K SO PLAN 19618	0.0624	Recreation Reserve	16(2A)
West Street Mill Creek	414 West Street, Ashburton	Lot 4 DP 58673	0.2102	Recreation Reserve	16(2A)
Westerfield Cemetery (closed)	Methven Cemetery (Open)	Res 2349 SO 2637	4.0469	Local purpose (cemetery) reserve	16(1)
Winslow Cemetery (open)	Hinds Highway, Winslow	Res 2492 SO 876	1.2241	Local purpose (cemetery) reserve	16(1)
Wisteria Place Park	Elmwood Grove, Tinwald, Ashburton	Lot 33 DP 410229	0.0331	Recreation Reserve	16(2A)
Wisteria Place Park	Wisteria Place, Tinwald, Ashburton	Lot 12 DP 402947	0.3891	Recreation Reserve	16(2A)

## Appendix H - Parcels to classify (public notification required) – 1 land parcel

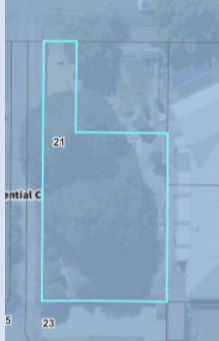
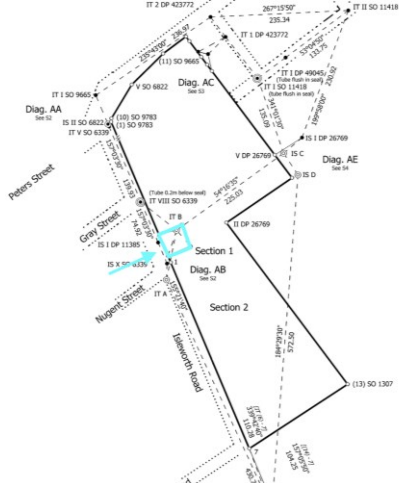
Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section	Reason
Trevors Road Motorbike Park	Trevors Road, Ashburton	Res 3540 BM 45	8.0937	Recreation Reserve	16(1)	Classify according to primary purpose; Public notification required, as exceptions in S16(5) of RA do not apply

## Appendix I - Parcel to be surveyed and classified (public notification not required) – 1 land parcel



Park Name	Physical Address	Appellation	Approximate Area (ha)	Proposed Classification	RA Section	Comment/ Reason
Mount Somers Cemetery (open)	33 Hoods Road, Mt Somers	Pt Res 1832 SO 2625 	0.31649	Local purpose (accessway) reserve	16(1)	Better align with primary purpose. Area to be surveyed and classified is shown in blue outline. Size is approximately 3,164.90m <sup>2</sup> Part of Res 4433. Zoned Open Space A in the Operative Ashburton District Plan. Public notification not required in line with Section 16(5)(b) of the Reserves Act 1977.



## Appendix J - Parcel to reclassify (public notification required) – 2 land parcels

Park Name	Physical Address	Appellation	Survey Area (ha)	Proposed Classification	RA Section	Reason
Parkland at 21 South Belt	21 South Belt, Methven	Lot 1 DP 52983 	0.057	Local purpose (preschool) reserve	24(2)(b)	Reclassify from Recreation reserve to Local purpose to better align with primary purpose and current use as preschool.
Hinds Domain	3 Isleworth Road, Ashburton District	Part RS 41165 SO 15098, defined as Section 1 SO Plan 480632 	0.1680	Local purpose (fire station) reserve	24(2)(b)	Reclassify Section 1 SO Plan 480632 from Recreation reserve to Local purpose (fire station) reserve to better align with primary purpose and current use as fire station. The remainder of area is to be retained as Recreation reserve (11.4940ha).

## Appendix K – Parcels to be surveyed and part reclassified ( public notification required) – 3 land parcels

Park Name	Physical Address	Appellation	Approximate area (ha)	Proposed Classification	RA Section	Reason
Alford Forest Domain	4941 Arundel Rakaia Gorge Road, Ashburton District	<p><b>Part of Res 5049 SO 9640 and Part of RS 40013 SO 9640</b></p> 	0.1215	Local purpose (fire station) reserve	24	<p>Reclassify area shown <b>in red</b> from Recreation reserve to Local purpose to better align with primary purpose and current use as fire station. Area is subject to survey. Remainder of areas to be retained as Recreation reserve.</p>
Pendarves Domain	1032 Chertsey Kyle Road, Ashburton District	<p>Part Res 4729 SO 8734</p> 	0.0230	Local purpose (fire station) reserve	24	<p>Reclassify area shown <b>in red</b> from Recreation reserve to Local purpose to better align with primary purpose and current use as fire station. Area is subject to survey. Remainder of area to be retained as Recreation reserve.</p>

## **9. Road Closure – Ashburton Car Club Standing Quarter Mile Sprint Meeting**

Author *Gabby Sloan; Applications Officer - Roading*  
Activity Manager *Mark Chamberlain; Roading Manager*  
Executive Team Member *Neil McCann; Group Manager – Infrastructure & Open Spaces*

### **Summary**

- This report considers an application from the Ashburton Car Club for temporary road closure of Blands Road from Dip Road to Methven Highway (State Highway 77) on Saturday, 18 May 2024 to hold the Standing Quarter Mile Sprint Meeting.
- This report outlines the benefits and risks to be taken into consideration regarding whether to approve or decline the road closure.

### **Recommendation**

1. **That** Council permits the temporary road closure of Blands Road from Dip Road to Methven Highway from 9.00 am to 4.30pm on Saturday, 18 May 2024 to allow the Standing Quarter Mile Sprint Meeting to be held.

### **Attachment**

**Appendix 1** Road Closure Diagram

## Background

### The proposal

1. The Ashburton Car Club has applied for a road closure to hold the Standing Quarter Mile Sprint Meeting. The period of closure is from 9.00 am to 4.30 pm on Saturday, 18 May 2024.
2. The proposed road closure is on Blands Road from Dip Road to Methven Highway (State Highway 77).
3. The event has been advertised with a period for objections to be submitted. No objections have been received with the objections period closing on Tuesday, 16 April 2024.
4. The required insurance and traffic management plan have been received.
5. This application must be considered by Council under clause 11(e) of the Tenth Schedule of the Local Government Act 1974, because New Zealand Motorsport, of which the Ashburton Car Club is a member, requires roads to be closed for motorsport events under the Local Government Act, as event participants may be under 18 years of age.
6. The Ashburton Car Club has run car racing events safely and successfully for over 18 years. Their events are well organised, and every risk and precaution is taken by the organisers to ensure that the highest levels of safety are maintained. Their events are highly supported by the local community and are a valued attraction to the district.
7. Council is not obliged to approve any road closures. Our practice has been to approve such requests, subject to being confident that the event organisers can manage the event safely, and that the road will be restored to pre-race condition.
8. Officers are satisfied that the Ashburton Car Club can meet these expectations, as they have repeatedly done so for many years. This event requires a detour and two of the roads concerned do experience high traffic volumes. Full detour signage will be in place and this event will be well advertised for these reasons.

## Options analysis

### Option one – Approve road closure (recommended option)

9. Our practice has been to approve such requests, subject to being confident that the event organisers can manage the event safely, and that the road will be restored to pre-race condition.
10. Ashburton Car Club has a strong record of safe and successful management of these events in the district for over 18 years.
11. The responsibility for risk-free operation lies with the organisers and all contingencies are covered in the conditions of closure.
12. The road condition will be inspected by Roading staff before and after the event. Staff are confident that the asset will be returned to its pre-existing condition after the event.

<p><b>Advantages:</b> Ashburton Car Club events are supported by the local community. They have been running without issue for many years.</p>	<p><b>Disadvantages:</b> If an incident occurs this could prevent access to the road for a period of time.</p>
<p><b>Risks:</b> Safety issues due to it being a motor vehicle event. Travel impact on residence, road users and spectators. The impact on the condition of the road. These risks are considered LOW overall as they can all be successfully managed.</p>	

### Option two – Decline road closure

13. As per option 1 our practice has been to approve such requests, subject to being confident that the event organisers can manage the event safely, and that the road will be restored to pre-race condition.
14. Ashburton Car Club has proven they can run this event with no issues so declining the temporary closure is not recommended by officers.

<p><b>Advantages:</b> Any safety, travel delay or impact on road condition are avoided.</p>	<p><b>Disadvantages:</b> Many people look forward to these types of events and they provide positive attraction to the district.</p>
<p><b>Risks:</b> Reputational risk to Council to hold motorsport events within the district.</p>	

## Legal/policy implications

15. Clause 11 of the Tenth Schedule of the Local Government Act 1974 provides –
- “That Council may, subject to such conditions as it thinks fit... close any road or part of a road to all traffic (e)... for any exhibition, fair, market, concert, film making, race or other sporting event or public function.”
16. As noted previously, our practice is to enable these events to proceed subject to ensuring the safety of road users, residents, and spectators

### Review of legal / policy implications

Reviewed by In-house Counsel	Tania Paddock; Legal Counsel
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## Strategic alignment

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Events attract visitors from outside the district.
Environmental		
Cultural		
Social	✓	Connect communities to enable business, leisure and social activities (social, cultural wellbeing).

## Financial implications

Requirement	Explanation
What is the cost?	No costs to council
Is there budget available in LTP / AP?	N/A
Where is the funding coming from?	All costs associated with this event are being paid by the organisers (Ashburton Car Club)
Are there any future budget implications?	N/A
Reviewed by Finance	Erin Register; Finance Manager.

## Significance and engagement assessment

17. There will be a letter drop to the residents in the affected areas so they are aware of the event and road closures.
18. The event has been publicly notified.

19. Emergency services are provided with a copy of road closure information after approval has been given.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium
Rationale for selecting level of significance	N/A
Level of engagement selected	Level 3 – Consult. Council must advertise the closure and consider objections if any are received.
Rationale for selecting level of engagement	This level of engagement is required to meet statutory requirements.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

## Appendix one – Road Closure Diagram





## **10. Mayor's Report**

### **10.1 Council's draft Long Term Plan**

I along with the Councillors have recently been attending various meetings throughout the district engaging with ratepayers on the Council's draft Long Term Plan. It is pleasing to see such a strong response and I would encourage everybody to have their say.

The new method of engaging with the community by hosting district wide meetings and pop-up events has enabled us to reach more people and for people to engage directly with Councillors. As you would expect there have been a variety of views expressed and some have made submissions.

There is a lot to talk about in the plan and Council has highlighted five key decisions, however we encourage residents to comment on any aspect of the plan.

Submissions close on 28 April, to have your say and make your voice heard go to: [ItsOurPlace.nz](https://ItsOurPlace.nz)

### **10.2 Meetings**

- **Mayoral calendar**

#### **April 2024**

- 4 April: LTP community engagement – community meeting, Rakaia
- 6 April: Lions Club of Ashburton – Lions 202J District Conference opening
- 6 April: LTP community engagement – Tinwald Pool
- 8 April: James Caygill, Waka Kotahi/NZTA with CE Hamish Riach
- 8 April: Leeanne Watson and Tait Dench, CECC with CE Hamish Riach
- 8 April: LTP community engagement – Hakatere Marae
- 9 April: NZ Security Intelligence Service
- 9 April: LTP community engagement – community meeting, Mt Somers
- 10 April: LTP community engagement – Methven Four-Square
- 11/12 April: Rural and Provincial, Wellington with Deputy Mayor Liz McMillan and CE Hamish Riach
- 15 April: LTP community engagement – community meeting (stockwater), Hinds
- 16 April: LTP community engagement – community meeting, Ashburton
- 17 April: Representation Review workshop
- 17 April: Council meeting

### **Recommendation**

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

Neil Brown  
**Mayor**

## 11. MCCAB report

### MID CANTERBURY CITIZENS ADVICE BUREAU

Report February 2024

Ashburton District Council

1<sup>st</sup> July 2023 to 31<sup>st</sup> Dec 2023



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*Abbreviations- CAB -Citizens Advice Bureau CABMC -Citizens Advice Bureau Mid Canterbury,  
CABNZ -Citizens Advice Bureau New Zealand*

## BACKGROUND

### What is the Citizens Advice Bureau (CAB) service all about?

With its focus on quality, up to date information and advice, the CAB is the foremost information service in New Zealand, with more than 2,500 volunteers in 83 locations around the country. The CAB volunteers are supported by a comprehensive national database of information and rigorous health and safety policies and training.

### CAB aims are to:

- Ensure that individuals do not suffer through ignorance of their rights and responsibilities, or of the services available, or through an inability to express their needs effectively.
- Exert a responsible influence on the development of social policies and services, both locally and nationally.

### CAB achieves its aims in the following ways:

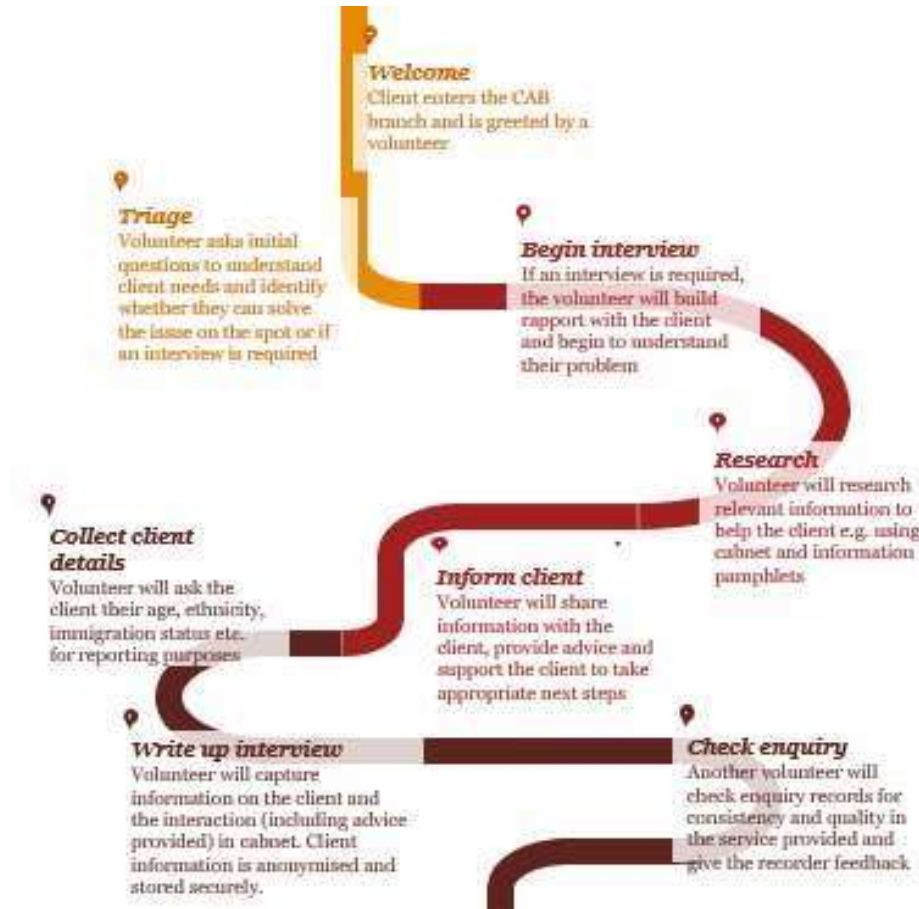
- Providing free, confidential, independent information and advice.
- Helping people know and understand their rights and responsibilities.
- Helping people find community services they need.
- When CAB sees that policies or laws aren't working well for people, the organisation acts as a voice for positive social change.



Volunteers Jeff, Sarah (Coordinator and volunteer) and Rosemary

## CAB service model:

The essence of the Citizens Advice service is about promoting knowledge and understanding and providing people with the confidence and support that will enable them to influence the things that affect them. Below is a summary diagram of the CAB service model. The CAB service is delivered by trained and accredited volunteer bureau interviewers.



Using this service model, CAB helps anyone with anything. Below are some examples of the range of client enquiries that CAB receives:

Sione has received a contract for a potential new job which states that he must file his own taxes. He is surprised that is a requirement and sought advice as to how to do that.

Peter has been declined vehicle finance. He wants to know how to check his credit information and rating.

Janine has parenting order to see her daughter once a month. This is not being complied with for the past three months. How can she get the parenting order enforced?

**CAB Website** [www.cab.org.nz](http://www.cab.org.nz)



The CAB website provides an accessible, mobile-friendly, knowledge base of approximately 2,000 questions and

answers that are based on real issues confronted by clients. This is available to everyone, both CAB volunteers and the public.

The information on the “Your Rights” pages is grounded in the law but expressed in a way that is practical and easy to understand, and includes links to relevant websites.

The website also provides a Community Directory of over 37,000 community organisations, which people can search to find information and services close to them.

The Community Directory includes listings from the Ashburton Community and a specific directory has been developed for services in the Mid Canterbury Community.

Mid Canterbury Community Directory <https://ashburton.cab.org.nz/>

Quote from a CAB volunteer

*“We have enquiries that can take from 10 minutes to several hours and it is important to provide this time for clients as they are often nervous and, in some cases, uncertain as to what their actual problem is and whether or not something can be done to help them. One of the aspects our clients value most is the privacy and confidentiality afforded them in a welcoming and stress-free environment.”*

### **Independent review of the CAB Service**

In 2018, the Citizens Advice service was robustly and independently reviewed by PricewaterhouseCoopers, who found that the Citizens Advice service of “accessible, accurate, confidential and independent advice empowers [people] to solve problems, understand their rights, access services, and enhance their personal and community well-being”.<sup>1</sup>

They also found the service is unique when compared with other community organisations especially in its ability to reach the most vulnerable.<sup>2</sup>:

*Many of the people (the CAB) serves are on the cusp of more severe vulnerability. In helping someone maintain their income, housing and access to services, (the CAB) can prevent severe vulnerability and stress and its human and financial costs.*

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<sup>1</sup> PricewaterhouseCoopers, Citizens Advice Bureau Wellington Service Review, December 2018, page 6

<sup>2</sup> PricewaterhouseCoopers, Citizens Advice Bureau Wellington Service Review, December 2018, page 25

## Quotes from the community about the CAB service

*I felt welcomed. I felt strengthened. I felt educated. I now own a business and employ 25 people. I'm glad they were there when I needed them.*

*Not everyone knows who to ask when they have a problem, and the Citizens Advice Bureau does an amazing job in filling this need.*

*I used CAB services recently, and it's great to know that in a difficult moment in life there is a place that can listen and hear and provide advice – non-biased, non-commercialised and anonymous.*

*Your listening ear and your advice when I was going through a crisis helped me to organise my thoughts and pick out what was important. I valued the help you gave me at a time when I really needed it.*

## ESTABLISHING A MID CANTERBURY CAB SERVICE:

The Business Case presented to the Council in 2020 identified the need to significantly improve the quality of Mid Canterbury community information (for example, community safety (keeping ourselves and our families safe), health and social services, community activities such as recreation and sports groups and service clubs) and to widely promote this to the community.

Establishment funding was generously provided by the Council from its 2019-2020 budget to allow for the initial establishment of a CAB service, based at the Community House Mid Canterbury.

The Mid Canterbury CAB opened on Wednesday 2<sup>nd</sup> December, 2020.

At present volunteers are on duty and available to provide services face to face Monday – Friday 10-1pm.

*Mayor Neil Brown  
Cutting the ribbon  
Opening 02/12/2020*



*Mayor Neil Brown  
Safer Communities  
Lesley Symington  
CEO CABNZ  
Kerry Dalton  
Coordinator  
Sarah Clifford  
Opening  
02/12/2020*



18 years ago we saw the need for a CAB, at that time we didn't get the dots connected and I've been involved since then. We have experienced the need at Community House reception, getting people coming in and looking for advice or direction. I've been concerned with the work that we are doing that we don't make the wrong decision or give the wrong information. So I welcome the CAB, I know the umbrella they work under is absolutely wonderful and I see it as enhancing and protecting the work we do.

*John Driscoll –Manager Community House Mid Canterbury Opening 02/12/2020*

## **WHY SUPPORT THE MID CANTERBURY CAB SERVICE?**

- **CAB's contribution to community wellbeing.**

The Citizens Advice Bureau (CAB) is part of the fabric of communities and contributes majorly to community well-being, underpinning participation, resilience, and democracy through creating informed and active citizens. The service is independent, non-targeted and available to all.

When averaged out nationally, 62% of CAB funding (operational funding for local CAB branches) comes from local councils, recognising the importance of citizens being able to access quality, up to date information.

Recent research conducted by the Caring for Communities Social Recovery Group identified that the development of a CAB service in the Ashburton community is “well aligned to local need”<sup>1</sup>.

- **Volunteering Opportunities**

The CAB service is provided by trained local volunteers, who give their time for free to help others in their community. This experience benefits the volunteers themselves and adds to their wellbeing and community involvement. This in turn strengthens community wellbeing and resilience.

- **CAB's contribution during significant events**

CAB volunteers and staff have supported numerous people through the challenges of the COVID-19 lockdown and the state of emergency. COVID-19 caused people to face issues in their lives that were often distressing, complex and new to them. These included issues with pay and conditions of employment, redundancies often without proper process, care of children issues, financial difficulties due to job losses and pay cuts, having to apply for income support for the first time, access to emergency housing, and tenancy and rent related issues. These issues also surfaced during the local floods and provided a service to complement the work of the council and civil defence.

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<sup>1</sup> Sarah Wylie (2020), Community and Social Recovery Needs and Capacities in Ashburton District in COVID-19 Times.



## Direct person-to-person provision of information and advice.

		6 months 1 July 2023 31 <sup>st</sup> Dec 2023	2022- 2023	2021-2022	2020-2021
<b>Phone</b>	Client Interview	85	213	159	63
	Quick Reference	63	84	122	73
	Other	7	7	5	-
	<i>Total Phone</i>	155	304	286	136
<b>Face to Face</b>	Client Interview	114	246	145	129
	Quick Reference	31	50	62	34
	Other		4	3	-
	<i>Total Face to Face</i>	145	300	210	163
<b>Email and Messenger</b>	Client Interview	41	81	78	29
	Quick Reference	12	11	27	8
	Other		9	3	-
	<i>Total Electronic</i>	53	101	108	37
<b>Other</b>		7			
	<i>Total Other</i>	7	8	7	3
	<b>Total</b>	<b>360</b>	<b>713</b>	<b>611</b>	<b>339</b>
<b>Clinics</b>	Immigration	-	3	5	0
	Tech Support	-	1	32	30
	Incorporated Societies	37			
	IRD	0			
	<i>Total Clinics</i>	37	4	37	30
<b>Total of All clients</b>		<b>397</b>	<b>717</b>	<b>648</b>	<b>369</b>

# Profit and Loss

## Citizen's Advice Bureau Mid Canterbury For the 6 months ended 31 December 2023

JUL-DEC 2023

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### Trading Income

Ashburton District Council	15,000.00
COGS	10,000.00
Community Trust Mid/South Canterbury	10,000.00
Donations	1,800.00
Interest Income	113.25
Lottery Grants Board	4,743.59
<b>Total Trading Income</b>	<b>41,656.84</b>

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**Gross Profit** **41,656.84**

### Operating Expenses

ACC	71.26
Advertising	170.00
Bank Fees	0.20
Consulting & Accounting / Accountant	700.00
Entertainment	173.91
Event Registration	558.12
General Expenses	43.47
Payroll Fees	245.40
Printing, Photocopying & Stationery	905.45
Rent	2,840.22
Resources	519.00
Subscriptions	305.87
Telephone, Tolls & Internet	234.78
Training	494.93
Travel - National	562.08
Wages / Salaries	16,727.20
<b>Total Operating Expenses</b>	<b>24,551.89</b>

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**Net Profit** **17,104.95**

Operating costs budget template

**Citizens Advice Bureau Mid Canterbury Inc.**

1 July 2023 - 30 June 2024

**Income Anticipated**

**Budgeted amount**

Ashburton District Council	15,000.00
Braided Rivers Trust	2,000.00
COGS	10,000.00
Community Trust Mid and South Canterbury	10,000.00
Donations	500.00
Fundraising Income	500.00
Interest Income	2.00
Lion Foundation	5,000.00
Local Service Clubs	1,800.00
Lottery Grants Board ( not yet approved)	15,000.00
<b>TOTAL INCOME</b>	<b>\$59,802.00</b>

**EXPENDITURE**

**Budgeted amount**

Advertising and Promotion	1,200.00
Auditing and Accounting	1,000.00
Bank Fees	0.00
Printing and Postage	1,200.00
Office Expenses	300.00
Insurance	150.00
Admin Fees	1,500.00
Rent*	7,000.00
Repairs and Maintenance	200.00
Resources	1,000.00
Phone and Internet	550.00
Training	1,200.00
Travel	1,500.00
Wages	41,600.00
<b>Operational Surplus/Deficit</b>	<b>\$58,400.00</b>

\* Increased rent expense anticipated following move within Community House premises - amount TBC

## SERVICE DEVELOPMENT: 2024

- Ongoing learning, development, training and retention of existing volunteers
- New recruitment resources
- Recruitment, vetting and training of additional volunteers, in order to increase opening hours and build capacity.
- Development and expansion of volunteer teams e.g. Learning and Development Team, Community Directory Team, Resources Team, Mentors Team, Peer Review Team, Funding Team.
- Extending hours of opening, where able for example early evenings, to make the service more accessible to those who work or study during the day.
- Providing additional CAB services based on identified need.
  - Clinics Current
    - Immigration
  - Clinics New
    - Incorporated Societies
    - IRD
- Promote the service to the Mid Canterbury community.
  - Promote to businesses, community groups, support workers and professionals about how the website and the community directory can help them in their work and for their clients.
  - Promote the service to individuals, how to use the service in a way that works for them. Paying attention to both social media avenues and also engaging with those who are experiencing digital exclusion.
- Informing interested agencies about key issues/requests coming to the Mid Canterbury CAB service, which may demonstrate gaps/needs for services or programmes in the District. For example, providing Volunteering Mid and South Canterbury and the Migrant Centre - data to support planned workshops based on need. Providing resources for the scam awareness project with Safer Mid Canterbury and Neighbourhood Support.
- Securing ongoing funding towards annual operational costs
- Continued ongoing updating and expansion of the Community Directory.

- CAB Awareness Week 11<sup>th</sup> -17<sup>th</sup> March – Youth Awareness Week
- Need Help booklet. Resource for people that need help, with organisations that can provide help for free and contact information. 4000 books printed and delivered around Mid Canterbury.

## **SUPPORT FOR CAB SERVICE 2024/2025**

The Citizens Advice Bureau Mid Canterbury Board, staff, volunteers and community are grateful to the Ashburton District Council for their ongoing financial support over the last three years. As such we would like to continue our relationship and request \$15,000 plus GST.

Citizens Advice Bureau Mid Canterbury operates thanks to the generous support from the following funders.





## Membership Principles *Ngā Mātāpono Mematanga*

### 1. Accessibility

#### *Wāteatanga*

Bureaux are accessible to all and free of charge.

### 2. Accountability

#### *Noho Haepapa*

Bureaux are accountable to the community they serve, to their members, and to CABNZ.

### 3. Client Empowerment

#### *Whakamana Kiritaki*

Bureaux services are provided in such a way that clients are encouraged to consider options, make decisions, and wherever possible take action on their own behalf.

### 4. Confidentiality and Privacy

#### *Matatapu Me Te Tūmataiti*

Bureau preserve the privacy of client's contact with the bureau and their personal details are kept confidential at all times.

### 5. Competent Governance and Management of a Bureau

#### *He Mātau, He Tika Te Ārahi Me Te Whakahaere i Tētahi Pou Whakawhirinaki*

Bureaux operate in such a manner as to make best use of all resources available to support CAB members in the provision of effective services to clients.

### 6. Effective Service Provision

#### *He Tōtika Te Tuku Ratonga*

Bureaux offer an information, advice and support service to individuals. Clients are listened to with respect and equipped with the information and options that fit their individual need. Bureaux contribute to positive social change at a local and national level as a result of the issues identified.

### 7. Independence

#### *He Motuhake*

Bureaux maintain their status, and public perception of them, as independent organisations.

### 8. Learning and Development

#### *Te Akoranga Me Te Whanaketanga*

Bureaux are committed to a continuous process of learning and development.

### 9. Universal Service

#### *He Ratonga Whānui*

Bureaux provide a service where all people are able to receive assistance on any topic, with respect.

### 10. Valuing and Supporting Our People

#### *Te Uara Me Te Tautoko I Ā Tātau Tāngata*

Bureaux recognise and support the valuable and essential contribution of their volunteers and staff to the delivery of their service.