

# Ashburton District Council

## AGENDA

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### **Notice of Meeting:**

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

**Date:** Wednesday 25 February 2026

**Time:** 1.00pm

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

### **Membership**

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

## Meeting Timetable

Time	Item
<b>1.00pm</b>	<b>Council meeting commences</b>
2.45pm	Welcome to new and long-serving staff

### **1 Apologies**

### **2 Extraordinary Business**

### **3 Declarations of Interest**

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

### **Minutes**

<b>4</b>	Council – 4/02/26	<b>3</b>
<b>5</b>	Audit, Risk & Finance Committee – 11/02/26	<b>7</b>
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### **Reports**

<b>8</b>	Mid-year non-financial performance report	<b>16</b>
<b>9</b>	Open Spaces Bylaw 2016 – adopt draft for public consultation	<b>47</b>
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<b>12</b>	Local Governance Statement 2025-2028	<b>174</b>
<b>13</b>	Mayor’s Report	<b>216</b>

### **Business Transacted with the Public Excluded**

<b>14</b>	Council 4/02/26	<b>PE 1</b>
	<ul style="list-style-type: none"> <li>• Executive Committee 19/01/26 Section 7(2)(h) Commercial activities</li> </ul> [Now in open meeting] <ul style="list-style-type: none"> <li>• Appointment of service providers for CE annual review and recruitment of Directors</li> </ul>	
<b>15</b>	Audit, Risk & Finance Committee 11/02/26	<b>PE 2</b>
	<ul style="list-style-type: none"> <li>• Health &amp; Safety Section 7(2)(a) Protection of privacy of natural persons</li> <li>• Legal &amp; Democracy activity Section 7(2)(h) Commercial activities</li> <li>• Audit NZ report Section 7(2)(a) Protection of privacy of natural persons</li> </ul>	
<b>16</b>	Methven Community Board 26/01/26	<b>PE 3</b>
	<ul style="list-style-type: none"> <li>• Short-term visitor accommodation Section 7(2)(a) Protection of privacy of natural persons</li> </ul>	
<b>17</b>	People & Capability Report Section 7(2)(a) Protection of privacy of natural persons	<b>PE 4</b>
<b>18</b>	Appointments Committee for ACL Directors Section 7(2)(h) Commercial activities	<b>PE 15</b>

## 4. Council Minutes – 4 February 2026

Minutes of the Council meeting held on Wednesday 4 February 2026, commencing at 1.00pm in the Hine Paaka Council Chamber, Te Whare Whakatere, 2 Baring Square East, Ashburton.

### Present

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

### In attendance

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

Staff present for the duration of their reports: Brad Thomson (Planning Manager), Ann Smith (Community Liaison Officer) and Rick Catchpowle (Regulatory Manager).

### Presentation 1.08pm-1.22pm

Canterbury Mayoral Forum Chair, Mayor Nigel Bowen and Principal Advisor Maree McNeilly

#### 1 Apologies

Nil.

#### 2 Extraordinary Business

Nil.

#### 3 Declarations of Interest

Nil.

#### 4 Confirmation of Minutes – 17/12/25

**That** the minutes of the Council meeting held on 17 December 2025, be taken as read and confirmed.

Todd/Hooper

Carried

Council adjourned briefly (1.04pm-1.07pm) while sound issues with the MS Teams link were addressed.

#### 5 Draft Canterbury Local Authorities' Triennial Agreement

Canterbury Mayoral Forum Chair Nigel Bowen and Principal Advisor Maree McNeilly were welcomed to the meeting (via MS Teams).

Chair Bowen gave an overview of the Triennial Agreement requirements and Canterbury Mayoral Forum's workstream priorities (including the Canterbury Water Management Strategy and Canterbury Climate Partnership Plan).

The Canterbury Climate Partnership Plan and the value of this work was discussed by the CMF in November where it was agreed that councils don't want to be spending money unnecessarily. ADC's budget commitment is in Year 3 of the LTP 2026-36 and Officers will be recommending this is retained.

The Regional Plan for Canterbury could look somewhat different with the reforms and CMF will be considering whether the priorities will remain, as currently defined, and where the Forum's focus needs to be. Central government has clearly signalled they expect the reforms to be funded from existing regional budgets, and this will be a focus of CMF discussions.

CMF meet on 20 February and will report back to member councils with more detail on work programmes.

**That** Council ratifies the Canterbury Local Authorities Triennial Agreement 2025-28.

Ellis/Gilkison

Carried

The CMF presenters were thanked and left the meeting.

## **6 Cameron Street Parking (former Polytechnic)**

The recommendation to charge for parking wasn't fully supported. Councillors commented on the need to consider free parking in the CBD to help ensure businesses remain viable. Reference was also made to cost savings if solar powered parking units aren't installed. Councillors speaking in support noted motorists have other options for free parking and agreed that \$3/day is a reasonable charge.

Officers are undertaking a full review of CBD parking and a report will be provided to Council in due course.

1. **That** motorists parking at the Balmoral Hall and former Ashburton Polytechnic carpark on Cameron Street, Ashburton, shall be required to pay for all day parking at a rate of \$3.00 (including GST) per day; and
2. **That** the required changes to Council's adopted Fees and Charges be made.

Wilson/Gilkison

Carried

Cr Cameron recorded her vote against the motion.

## **7 Road Renaming Request – part of McKenzies Road to Millers Road**

Council declined this request due to an existing, similarly named road in the Lagmhor area (Millars Road).

It was further noted that the spelling of McKenzies Road appears to be incorrect and should instead be 'Mackenzies Road'. Officers will undertake further research as historical records show the Mackenzie family settled in this area.

**That** Council declines the request to change a portion of McKenzies Road to Millers Road.

Wilson/Todd

Carried

## **8 Ashburton Fire Museum discretionary grant**

**That** Council declines the request from the Ashburton Volunteer Fire Brigade for a discretionary grant at this time and advises that they reapply for funding for the Ashburton Fire Museum when Council's grants open for the 2026/27 year.

Ellis/Wilson

Carried

A show of hands gave 9 for and 1 against

Cr Cameron recorded her vote against the motion.

**9 Rates Target Model Submission**

Officers presented an updated submission. Following review of other organisations’ submissions comment has been expanded to show that Council supports and aligns its submission with the broader sector positions submitted by the Canterbury Mayoral Forum, LGNZ and Taituarā.

**That** Council approves the submission to the Department of Internal Affairs on the Proposed Rates Target Model.

Wilson/Hooper

Carried

Cr Phill Everest recorded his vote against the motion

**10 Natural Environment Bill and Planning Bill Submission**

**That** Council approves the submission to the Environment Select Committee on the Natural Environment Bill and Planning Bill.

Ellis/Todd

Carried

**11 Ashburton Car Club Road Closure – Wakanui Bent Sprint**

**That** Council permits the closure of Fitzgerald Road (between Gibsons Road and Bonningtons Road), Seaside Road (between Fitzgerald Road and Bonningtons Road) and Bonningtons Road (between Fitzgerald Road and Seaside Road), to be closed from 8.00 am Sunday, 15 March 2026 until 5.00 pm the same day to allow the Wakanui Bent Sprint event to take place.

Ellis/Todd

Carried

**12 Ashburton Car Club Road Closure – Upper Downs Shingle Sprint**

**That** Council permits the closure of Upper Downs Road, Mt Somers, from Quarry Road to Hinds Gorge Road from 8.00am Saturday 28 February 2026, until 5.00pm the same day to allow the Upper Downs Shingle Sprint event to take place.

Hooper/Moffett

Carried

**Business transacted with the public excluded – 2.06pm**

**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:

<b>Item No</b>	<b>General subject of each matter to be considered:</b>	<b>In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:</b>	
<b>13</b>	Council 17/12/25 <ul style="list-style-type: none"> <li>• Rates remission</li> <li>• Mt Hutt Hall Board</li> <li>• Reserve revocation</li> <li>• Elderly persons housing</li> <li>• EA Networks Centre</li> <li>• CE &amp; Board appointments service provider</li> <li>• Audit NZ</li> <li>• Ashburton Contracting Ltd</li> </ul>	Section 7(2)(j) Section 7(2)(a) Section 7(2)(h) Section 7(2)(h) Section 7(2)(a) Section 7(2)(h) Section 7(2)(a) Section 7(2)(h)	Protection of information for improper use Protection of privacy of natural persons Commercial activities Commercial activities Protection of privacy of natural persons Commercial activities Protection of privacy of natural persons Commercial activities
<b>14</b>	Executive Committee 19/01/26	Section 7(2)(h)	Commercial activities

	<ul style="list-style-type: none"> <li>CE &amp; Board appointments service provider</li> </ul>		
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Moffett/Maxwell

Carried

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

- Appointments of Service Providers for the CE’s annual review and for the recruitment of ACL Directors**
  - That** Council award the contract to manage the CE annual performance review process Sheffield Limited; and
  - That** Council award the contract to manage the process of recruiting directors to the Board of Ashburton Contracting Ltd to Brannigans.

Wilson/McMillan

Carried

The meeting concluded at 2.15pm.

Confirmed 25 February 2026

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MAYOR

## 5. *Audit, Risk & Finance Committee – 11/02/26*

Minutes of the Audit, Risk & Finance Committee meeting held on Wednesday 11 February 2026, commencing at 1.00pm, in the Hine Paaka Council Chamber, Te Whare Whakaterere, 2 Baring Square East, Ashburton.

### **Present**

Mayor Liz McMillan; Councillors Carolyn Cameron (Chair), Russell Ellis, Jeanette Maxwell, Tony Todd, and Richard Wilson; and Murray Harrington.

### **Also present:**

Councillors Deb Gilkison and Phill Hooper.

### **In attendance**

Hamish Riach (CE), Helen Barnes (GM Business Support), Neil McCann (GM Infrastructure), Toni Durham (GM Community & Open Spaces), Ian Hyde (GM Compliance & Development), Sarah Mosley (GM People & Facilities), Tania Paddock (GM Legal & Democracy) and Carol McAtamney (Governance Support).

Staff present for the duration of their reports: Erin Register (Finance Manager), Gordon Cruickshank (Financial Performance Manager) Katie Perry (People & Capability Manager) and Rebecca Lees (Safety & Wellness Lead).

### **1 Apologies**

Nil.

### **2 Extraordinary Business**

Nil.

### **3 Declarations of Interest**

Nil.

### **4 Confirmation of Minutes**

**That** the minutes of the Audit, Risk & Finance Committee meeting held on 19 November 2025, be taken as read and confirmed.

Ellis/Maxwell

Carried

### **5 Ashburton Contracting Ltd – Draft Statement of Expectations**

#### **Recommendation to Council**

**That** Point 6 of the draft Statement of Expectations be reworded to:

#### **6. Dividend Policy**

ACL is expected to maintain a prudent dividend policy balancing shareholder returns and reinvestment needs. Dividends should be declared annually subject to profitability and liquidity, with a target payout based on the greater of either:

- i. 50-60% of net profit after tax (excluding 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); or
- ii. 4% of closing equity

In the event that Directors do not believe that this expectation is in the best interests of ACL in any particular year, ACL Chairman shall enter discussions with ADC Mayor and CEO with the expectation agreement can be reached in relation to the specific dividend paid.

**7. Capital Investment Expectations**

Capital investment proposals must align with Council’s strategic priorities and demonstrate robust business cases, including risk assessment and sustainability considerations

Ellis/Wilson

Carried

**Recommendation to Council**

**That** Council

- a) Adopts the Ashburton Contracting Limited – Statement of Expectation; and
- b) Grants Ashburton Contracting Limited an extension to 9 March 2026 to provide its draft Statement of Intent to Council, in accordance with Clause 4, Schedule 8 of the Local Government Act 2002.

Ellis/Wilson

Carried

**6 Audit NZ Engagement Letter for 2026-2028**

It was noted that the address on the Audit engagement letter referred to Marlborough District Council but the content of the letter was relevant to the Ashburton District Council.

**Recommendation to Council**

**That** Council

- a) Receives Audit New Zealand’s Audit Engagement Letter for 2026, 2027 and 2028; and
- b) Recommends that Council delegates authority to Mayor Liz McMillan to sign the Audit Engagement Letter.

Todd/Harrington

Carried

**7 Civic Financial Services – Statement of Intent for 2026**

**That** the Audit, Risk & Finance Committee receives Civic Financial Services Limited’s Statement of Intent for 2026.

Ellis/Mayor

Carried

**8 Riskpool Update**

**That** the Audit, Risk & Finance Committee receives Riskpool’s December 2025 update.

Ellis/Maxwell

Carried

## 9 Management of Accounts Receivable

An update on the Other Debtors over \$10k outstanding greater than 90 days. Of the five applications, one has been paid in full, three have gone to debt collectors and one is in dispute.

**That** the Audit, Risk & Finance Committee receives the report of accounts receivable.

Mayor/Ellis

Carried

## 10 Bancorp Treasury Report – December 2025

**That** Council receives the Bancorp Treasury report for the December 2025 quarter.

Ellis/Mayor

Carried

## 11 Financial Variance Report – December 2025

It was agreed that investigations into what impact the proposed increases to electricity line charges will have throughout Council operations are to be undertaken.

Discussions are to be held with EA representatives to obtain an explanation and understanding of what is driving these increases, to enable budgets to be adjusted accordingly.

**That** Council receives the Financial Variance report for the December 2025 quarter.

Harrington/Todd

Carried

## Business transacted with the public excluded – 1.57pm.

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

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
12	Minutes – 19/11/25 - Health & Safety - Extraordinary Business	Section 7(2)(a) Section 7(2)(i)	Protection of privacy of natural persons Conduct of negotiations
13	Health and Safety Report	Section 7(2)(a)	Protection of privacy of natural persons
14	Legal & Democracy	Section 7(2)(h)	Commercial Activities
15	Audit NZ Report	Section 7(2)(a)	Protection of privacy of natural persons

Ellis/Maxwell

Carried

The meeting concluded at 2.53pm.

## 6. *Three Waters Committee – 11/02/26*

Minutes of the Three Waters Committee meeting held on Wednesday 11 February 2026, commencing at 10am, in the Hine Paaka Council Chamber, Te Whare Whakaterere, 2 Baring Square East, Ashburton.

### Present

Mayor Liz McMillan; Councillors Russell Ellis (Chair), Phill Hooper, Carolyn Cameron and Deb Gilkison.

Also present: Crs Richard Wilson, Tony Todd and Jeanette Maxwell.

### In attendance

Hamish Riach (Chief Executive), Neil McCann (GM Infrastructure), Andrew Guthrie (Assets Manager), Hernando Marilla (Operations Manager), Ulrich Glasner (Water Services Manager) and Heather Stoddart (Governance Support).

#### 1 Apologies

Cr Phill Everest

Sustained

#### 2 Extraordinary Business

Nil.

#### 3 Declarations of Interest

Nil.

#### 4 Confirmation of Minutes 19/11/25

**That** the minutes of the Three Waters Committee meeting held on 19 November 2025, be taken as read and confirmed.

Cameron/Gilkison

Carried

#### 5 Three Waters Operations

- Methven Water supply had a problem with the control system. The issue has been rectified. Early alerts will be put in place in the event there is another treatment plant issue, so an earlier warning is received.

#### 6 Projects

##### Drinking water project commentary

- Dromore WTP UV/filtration upgrade will be commissioned either today or tomorrow.
- All projects on track to be completed by the end of the financial year.
- Watching brief on nitrates in Tinwald. WSDP includes a project for Tinwald nitrate management in 2028/29 – may involve a bore but nitrate removal treatment could also be explored. Budget might need to be brought forward if upward trends increases. Also need to get an

understanding of how the water from Tinwald mixes with water from the other Ashburton sources so additional zone sampling has commenced.

- Compliance certificates for UV filtrations usually arrive 2-4 weeks after assessment.
- If Tinwald was solely reliant on pipe supply from Ashburton and the 2<sup>nd</sup> Bridge pipeline was in place, it would improve the service level to Tinwald.
- Assessment of Communities' Access to Drinking Water: new legislation under the Local Government (Water Supply) ACT 2025. This requirement is very similar to the 'water and sanitary' services assessment required under previous legislation. It could be as simple as reviewing and refreshing this document to make it in line with the new legislation.
- Officers will check the provision of scheme suppliers and numbers, as it was lifted, but whether it has been reinstated.

## **7 Drinking Water Compliance**

- **Drinking Water Quality Assurance Rules**

The Officers' submission on proposed changes to the Drinking Water Quality Assurance Rules has been circulated for Councillors' information.

## **8 RMA Consents Compliance**

- **Wastewater Standards**

These will influence future consent renewal processes.

## **9 Financials**

Electricity plays a pivotal role in budgets and can be unpredictable. Need to monitor closely.

## **10 Procurement**

Around April & May Officers plan to do some procurement for some smaller planned projects.

Officers will provide a list of projects for the next financial year in the next Committee report.

- Starting to receive data from the 180 meters that were installed which will highlight leaks on private properties and on ADC networks. Once the data can be read, Officers can come back to Councillors with the results of the data and findings. There will need to be consideration given to balance the resources against the priority of issues. There will be significant cost management required as reports are received to ensure no upward pressure on budgets.
- Long-term plan considerations – policy settings in line with the Revenue and Finance policy, perhaps will require a different mechanism. Discussions to charge for extraordinary use of water, which can be monitored from the water meters. Officers advised the data could be used from other councils which have implemented a similar fee. A report will be provided for discussion in line with the LTP.

## **11 Water Service Delivery Plan - Implementation**

- Councillors will have opportunity to see the quarterly monitoring report before it is submitted to the DIA.
- Recruitment is also ongoing – a finance position with a sole focus on water wasn't budgeted until July 1, but a decision has been made to bring that forward, due to the critical importance of the role. It'll only work out to be a month early, by the time the recruitment process has been completed.

- Revision of the 3 Waters Committee terms of reference; to become a governance unit to a business unit. A report will come to Council in due course as to how ADC might start to do that. There are issues around terms of reference as well as representation. Councillors wish to set the direction.
- Next 3 Waters Committee meeting, the Committee could have a conversation about it, using a blank skills matrix and start the discussions about what is required. It's an internal business unit, so ultimately, officers will scaffold and the Councillors will make the final decision.

Officers will provide Councillors with a link to the Water Services Delivery Plan.

### **Water Services Strategy**

The Water Service Strategy to sit next to the LTP and will consult at the same time.

### **Ocean Farm**

Trial on fixed grid sprinklers. Annual plan – budgets are forecasted based on the information and data that we have at the time. Won't proceed with physical work without signed off solutions. The numbers are very best estimates/placeholders, the final work and cost of those projects will be for the scrutiny of elected members.

### **Montalto Point of Supply treatment trial**

Officers will report back on the costings from the trial and the water quality monitoring that they have received so far. A breakdown of household costs incurred versus supplier costs incurred. Initial results to be presented at the 15 March Committee meeting.

The meeting concluded at 11:07am.

## 7. *Methven Community Board – 26/01/26*

Minutes of the Methven Community Board meeting held on Monday 26 January 2026, commencing at 9.00 am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

### **Present**

Mayor Liz McMillan, Megan Fitzgerald (Chair), Faye Barrand, Richie Owen, Robin Jenkinson, Simon Wareing, Richie Owen, and Crs Deb Gikison and Jeanette Maxwell.

### **In attendance**

Toni Durham (GM Community & Open Spaces), Neil McCann (GM Infrastructure), Tania Paddock (GM Legal & Democracy), Hernando Marilla (Projects & Operations Manager), Brad Thomson (District Planning Manager), Janice McKay (Communications Manager) and Carol McAtamney (Governance Support).

Two members of the public.

### **1 Apologies**

Nil.

### **2 Extraordinary Business**

Nil.

### **3 Declarations of Interest**

Nil.

### **4 Confirmation of Minutes**

Amendment – 7.2 Infrastructure, Pedestrian crossing outside Methven Central

Resolution should have read: **That** the matter lies on the table pending a meeting with Methven Central

**That** the minutes of the Methven Community Board meeting held on 3 November 2025, as amended, be taken as read and confirmed.

Owen/Jenkinson

Carried

### **5 Matters for decision**

#### **• Methven Community Board Discretionary Grant**

1. **That** the Methven Community Board introduces funding rounds for the administration of the Methven Discretionary Grant.

2. **That** the funding rounds for 2026 are:

2025/26 Round 1 – Closes 16 February for MCB meeting on 9 March

2025/26 Round 2 – Closes 4 May for MCB meeting on 25 May

2026/27 Round 1 – Closes 27 July for MCB meeting on 17 August

2026/27 Round 2 – Closes 19 October for MCB meeting on the 9 November

Owen/Gilkison

Carried

- **Methven Community Board Livestreaming of Meetings**

**That** the Methven Community Board trials, for a period of twelve months, livestreaming of its meetings with the number of viewers of meetings to be reported to the Board

Maxwell/Jenkinson

Carried

## **7 Activity Reports**

### **7.1 Legal & Democracy**

- **Methven Bus Trip**

A bus trip for Councillors has been scheduled for Tuesday 17 March. Board members are invited to join for the Methven component of the trip. Members to provide suggestions of sites they would like included in the trip.

- **Community Board Executive Elections**

It was noted that the Chair, Megan Fitzgerald, has been elected as the Zone 5 representative on the Young Elected Members Committee.

### **7.2 Infrastructure**

- **Roading**

A schedule of the upcoming work programme is to be circulated to members.

With the no stopping and loading zone markings on Methven Chertsey Road now implemented a request was made for the monitoring a speed levels to be undertaken to see if there is any increase.

- **Methven Water Treatment Plant**

A request was made for some Comms to be undertaken to inform residents of what caused the recent failure.

- **Solid Waste Management and Collection**

The existing Line Road site is identified as the most suitable to host the Methven Refuse transfer station. A landscaping plan is to be included in the design plan. The funding of the development of the station will be included in the next long term plan.

- **Stockwater Exit Strategy**

Both the Pudding Hill and Methven Auxiliary closures are funning six months behind the initial programme. Details of the next steps for the Methven Auxiliary are to be provided to the Board.

### **7.3 Community & Open Spaces**

- **Annual Plan**

The proposed increase to the discretionary grant (up to \$40k) and elected members allowances are included in the draft budgets that will be presented to Council for consideration.

- **Submissions**

It was requested that a copy of the draft Local Government Reform programme submission and any other Council submissions be circulated to the Board.

- **Bins**

A map of the location of the rubbish bins in the Methven township was requested to enable a review of the suitability of there locations to be undertaken.

- **Mt Hutt Memorial Hall Board**

The Mt Hutt Memorial Hall Board committee has been disbanded and the Community Board will oversee the governance of the hall going forward. A financial report for the hall is to be included in Board agendas.

The Chair expressed thanks and appreciation to members of the Hall Board for their commitment and dedication over the years.

**That** the activity reports be received.

Maxwell/Barrand

Carried

**Business transacted with the public excluded – 10.12am**

**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:	
8	Short-term Visitor Accommodation	Section 7(2)(a)	Protection of privacy of natural persons

Owen/Jenkinson

Carried

The Board resumed in open meeting and the meeting concluded at 11.10am.

Confirmed 9 March 2026

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Chairman

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## 8. *Mid-year non-financial performance report*

Author	<i>Emily Reed; Corporate Planner</i>
Manager	<i>Mark Low; Manager Strategy &amp; Policy</i>
Executive Team Member	<i>Toni Durham; GM Democracy &amp; Engagement</i>

### Summary

- The purpose of this report is to provide the mid-year non-financial reporting against the performance measures set for Year 2 of the Long-Term Plan 2024-34.
- These results are for the first half of the 2025/26 financial year, from 1 July 2025 – 31 December 2026.

### Recommendation

1. **That** Council receives the Mid-year non-financial performance report 2025/26.

**Appendix 1** Mid-year non-financial performance report 2025/26

## Background

### The current situation

1. This performance report monitors progress towards achieving the non-financial performance measures that are set through the long-term plan. The performance measures are reported on twice across the year: a progress report mid-way through the financial year and again at the end of the financial year.
2. Performance measures enable Council and the community to assess whether the levels of service agreed through the long-term plan are being delivered to the community. Targets for each performance measure show the level of achievement Council is aiming for each year and are set through the Long-term plan process. Performance measures and targets cover all of the activities and services that Council provide.

### Legislation

3. Council is required (Local Government Act 2002) to report against the performance targets set for each activity in the Annual Report 2025/26. These are also subject to audit as part of the development of the Annual Report.

## Financial implications

Requirement	Explanation
What is the cost?	Monitoring Council's performance is met from within existing budgets.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	284 Community Planning
Are there any future budget implications?	No
Reviewed by Finance	Not required

## Significance and engagement assessment

4. The progress reporting of Council's achievement towards its non-financial performance measures is not considered significant and is of low significance to the community.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Level of engagement selected	1 – Inform the community
Rationale for selecting level of engagement	The community will be informed of Council’s progress in achieving the non-financial performance measures through relevant media channels. Final achievement will be advised through the Annual Report 2025/26, to be completed by 31 October 2026.
Reviewed by S&P	Mark Low; Strategy and Policy Manager

*Mid-year  
non-financial  
performance report*  
2025/26

*February 2026*

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## 1. Introduction

This report sets out Council's achievement or otherwise of a number of performance measures for the 2025/26 year – the second year of the 2024-34 Long Term Plan.

The setting of performance measures is required under the Local Government Act 2002, with the primary purpose being to provide a way for the public to assess the level of service provided by local authorities.

A number of measures are mandated by the Department of Internal Affairs within the drinking water, wastewater, stormwater and transportation activities (noted within the table by an \*). All other measures, and their associated targets, are set every three years by Council through the Long Term Plan.

The performance results are collated and reported to Council in February through this mid-year performance report, and again at year end. The results are also included in the council's Annual Report, where they are also audited.

## 2. Summary results

The following figures show the overall performance for all 109 of Council's performance measures. This does not include the 51 DIA drinking water supply measures in relation to the drinking water quality assurance rules which are reported separately in this document.

When reporting performance, indicated below is whether the measure was in one of the following categories:

- **On track** (at or above 50% of annual target if cumulative, or currently tracking at or above target)
- **Partially off track** (measure is within 10% of meeting the half year target)
- **Off track** (measure is below 40% of half year target, or failed unrecoverable target)
- **Not measured**

The measures are also grouped for reporting, according to the following dimensions of service:

- **Compliance** - such as meeting our consent conditions for wastewater, stormwater and stockwater, assessing swimming pool fences, monitoring of licenced premises.
- **Satisfaction** - based on data collected through the Annual Residents' Survey.
- **Customer expectations** – activities we do that have an expected provision, such as the number of playgrounds across the district, activity sessions delivered by our recreation facilities, community response plans developed etc.
- **Utilisation** - for example, occupancy rates of commercial tenancies and the number of visitors at our recreation facilities.
- **Timeliness** - our response times to issues raised and consent approval times.
- **Sustainability** – for example, volumes of recyclable material & green waste diverted from landfill.

## 2.1. Summary of performance

The following charts provide an overview of performance six months into the year, grouped by activity area and dimension of service.

Of the 109 measures, 105 were able to be measured at this six month mark, with 77% on track, 6% partially off track, and 14% off track. 4% were unable to be measured at this point in time.

Figure 1. 2024/25 overall performance - total

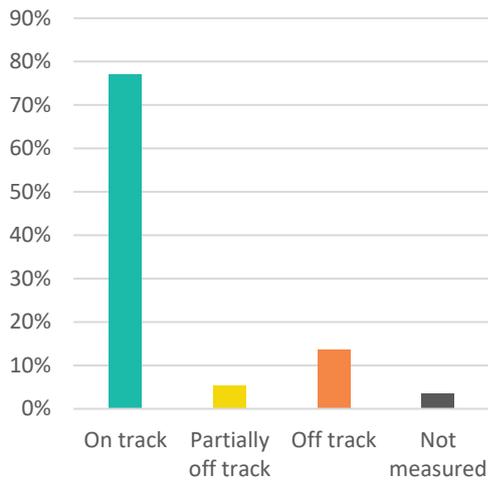


Figure 2. Performance by dimension of service

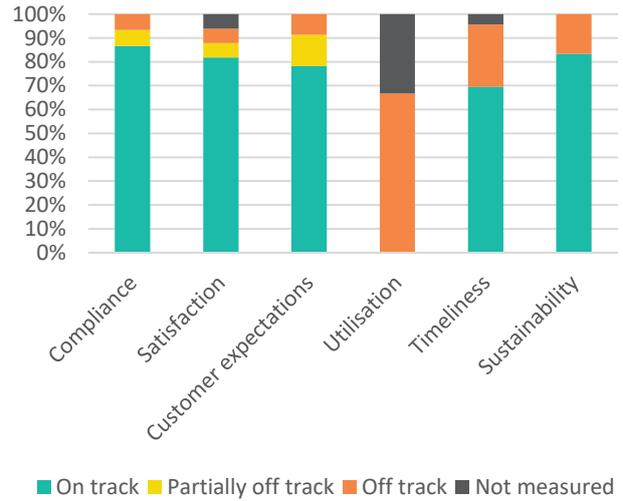
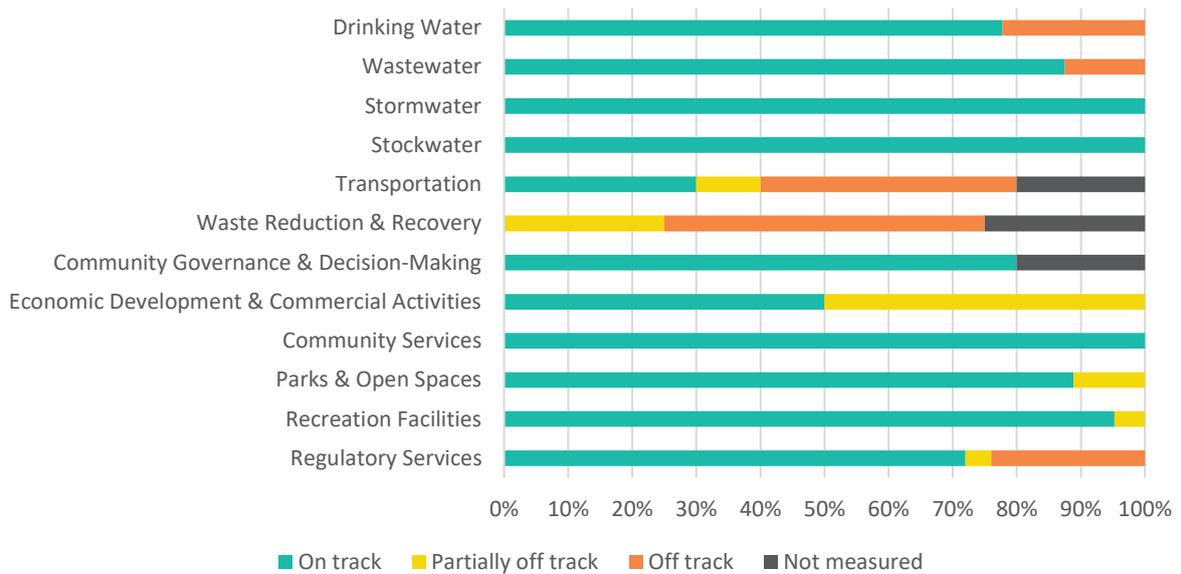


Figure 1. Performance by activity area



### 2.1.1. Comparison with 2024/25

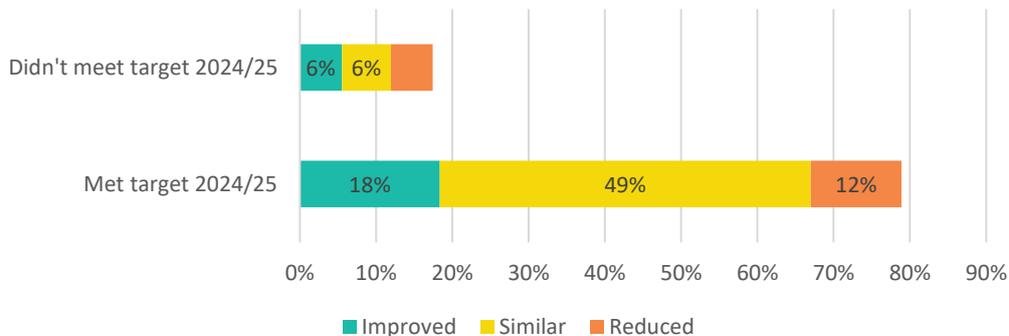
When compared with the previous mid-year results, indicated below is whether the measure was in one of the following categories:

- **Improved** (more than 5% better than last year at this point in time)
- **Similar** (within 5% of last year's midpoint result)
- **Behind** (more than 5% worse than last year)

Compared to the same time last year:

- 24% of measures have **improved** performance
- 17% are **behind** last year's midpoint result
- 55% of measures are **similar**

Figure 2. Change in performance from 2024/25 to 2025/26



Of the measures that did not meet their year-end target last year, 6% are showing improvement at the mid-point this year and 67% of measures that achieved their target last year are tracking at a similar or a higher level now.

Of the performance measures that did not meet their target at the end of last year, eleven are currently 'off track'. This consists of five timeliness measures (relating to Regulatory Services), two sustainability measures (relating to waste recovery), two satisfaction measures (relating to roading) and two utilisation measures (relating to drinking water).

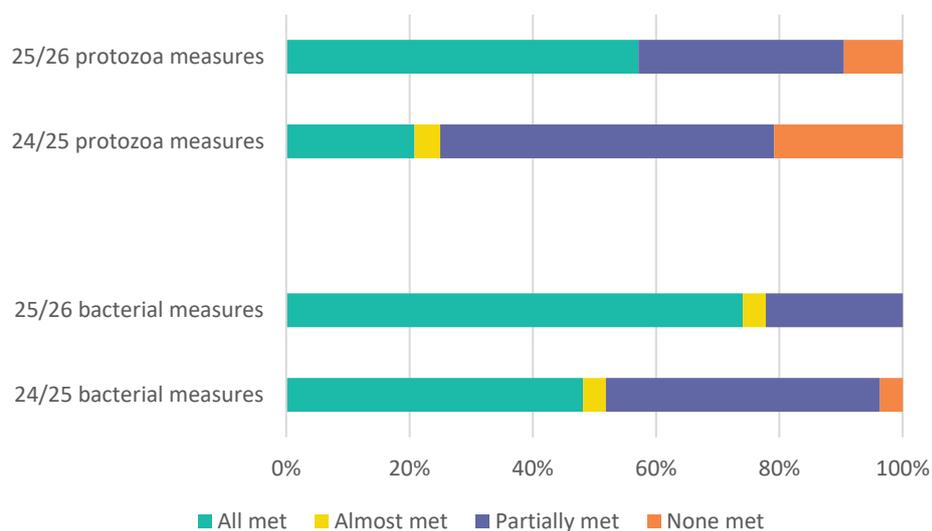
## 2.2. Compliance with the Drinking Water Quality Assurance Rules

The categories of performance are defined by the Department of Internal Affairs as:

- All met 100%
- Almost met 95-99%
- Partially met 1-94%
- None met 0%

The following chart summarises the extent to which our drinking water supplies complied with the relevant drinking water quality assurance rules across the first half of the year, compared with the year end result for 2024/25. The following table displays the results by water supply and bacterial / protozoa measures.

**Figure 5. Compliance with Drinking Water Quality Assurance Rules, 2024/25 year-end compared with 2025/26 mid-year**



Water supply	Population size	Bacterial measures					Protozoa measures			
		Bacterial Rules	Microbiological Monitoring Rule	Treatment Monitoring Rules	Chlorine Rules	Distribution System rules	Protozoal Rules	Treatment Monitoring Rules	Filtration Rules	UV Rules
Ashburton	20,450	Partially met	All met	-	-	-	All met	-	-	-
Methven	2,670	Partially met	All met	-	-	-	All met	-	-	-
Rakaia	1,340	Almost met	All met	-	-	-	All met	-	-	-
Chertsey	210	-	-	Partially met	All met	All met	-	Partially met	Partially met	Partially met
Dromore	100	-	-	Partially met	All met	All met	-	Partially met	Partially met	None met
Hakatere	270	-	-	All met	Partially met	All met	-	All met	All met	All met
Hinds	340	-	-	All met	All met	All met	-	All met	All met	All met
Mayfield	150	-	-	All met	All met	All met	-	All met	All met	All met
Montalto	90	-	-	Partially met	All met	All met	-	Partially met	Partially met	None met
Mt Somers	330	-	-	All met	All met	All met	-	All met	All met	All met

### 3. Non-financial performance results for 2025/26

The following tables set out what Council is working towards – the level of service to be provided and how progress will be measured towards this - the performance measure. They also include the result from last year, along with a ✓ or X to indicate whether the result met the relevant target for that year. The target for last year will not always be the same as this year’s target so please refer to the symbols for whether the performance met the target or not. The next two columns are the target for this year along with this year’s result, six months into the reporting year.

#### 3.1. Infrastructure Services

##### 3.1.1. Drinking Water

**What we’re aiming for:** To promote the health and safety of the community through the provision of an efficient, safe and reliable water supply.

What we’re working towards	How we measure progress	Performance measure
Level of service		
We provide quality drinking water to connected properties	<p>The extent to which the local authority’s drinking water supply complies with the following parts of the drinking water quality assurance rules:</p> <ul style="list-style-type: none"> <li>(a) 4.4 T1 Treatment Rules;</li> <li>(b) 4.5 D1.1 Distribution System Rule;</li> <li>(c) 4.7.1 T2 Treatment Monitoring Rules;</li> <li>(d) 4.7.2 T2 Filtration Rules;</li> <li>(e) 4.7.3 T2 UV Rules;</li> <li>(f) 4.7.4 T2 Chlorine Rules;</li> <li>(g) 4.8 D2.1 Distribution System Rule;</li> <li>(h) 4.10.1 T3 Bacterial Rules;</li> <li>(i) 4.10.2 T3 Protozoal Rules; and</li> <li>(j) 4.11.5 D3.29 Microbiological Monitoring Rule.</li> </ul>	<p><i>The Department of Internal Affairs updated this mandatory performance measure after the council had published our Long Term Plan, which sets our statement of service. The updated measure still covers the bacterial and protozoal compliance of water supplies but now is directly referenced to the relevant rules in the Drinking Water Quality Assurance Rules 2022. Our reporting is, therefore, against those rules, and presented in the following table.</i></p> <p><i>Results have been calculated in accordance with the Water Services (Drinking Water Standards for New Zealand) Regulations 2022 and the Drinking Water Quality Assurance Rules (DWQAR), based on the guidance provided in June 2025 by the Department of Internal Affairs.</i></p>

Supply <sup>1</sup> and relevant drinking water quality assurance rules		2024/25 result	2025/26 target	2025/26 result	Explanation of result
<b>Bacterial measures</b>					
Ashburton	(h) 4.10.2 T3 Bacterial Rules	None met <b>X</b>	All met	Partially met (48%) <b>X</b>	UV not installed on all WTPs until Dec-25
	(j) 4.11.5 D3.29 Microbiological Monitoring Rule.	All met <b>✓</b>	All met	All met <b>✓</b>	
Methven	(h) 4.10.2 T3 Bacterial Rules	Partially met (90%) <b>X</b>	All met	Partially met (86%) <b>X</b>	8 days WTP UV Dose <40mJ/cm <sup>2</sup> for >5% of day.
	(j) 4.11.5 D3.29 Microbiological Monitoring Rule.	Partially met (75%) <b>X</b>	All met	All met <b>✓</b>	
Rakaia	(h) 4.10.2 T3 Bacterial Rules	Almost met (99.8%) <b>X</b>	All met	Almost met (99%) <b>X</b>	5 days WTP chlorine contact time <15 min.mg/L for >5% of day.
	(j) 4.11.5 D3.29 Microbiological Monitoring Rule.	All met <b>✓</b>	All met	All met <b>✓</b>	
Chertsey	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (72%) <b>X</b>	All met	Partially met (85%) <b>X</b>	Turbidity samples at old WTP not at correct frequency.
	(f) 4.7.4 T2 Chlorine Rules	All met <b>✓</b>	All met	All met <b>✓</b>	
	(g) 4.8 D2.1 Distribution System Rule	All met <b>✓</b>	All met	All met <b>✓</b>	
Dromore	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (72%) <b>X</b>	All met	Partially met (80%) <b>X</b>	Turbidity samples not at correct frequency.
	(f) 4.7.4 T2 Chlorine Rules	All met <b>✓</b>	All met	All met <b>✓</b>	
	(g) 4.8 D2.1 Distribution System Rule	All met <b>✓</b>	All met	All met <b>✓</b>	
Hakatere	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (92%) <b>X</b>	All met	All met <b>✓</b>	
	(f) 4.7.4 T2 Chlorine Rules	Partially Met (86%) <b>X</b>	All met	Partially met (83%) <b>X</b>	92 days WTP pH <6.5.
	(g) 4.8 D2.1 Distribution System Rule	All met <b>✓</b>	All met	All met <b>✓</b>	
Hinds	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (65%) <b>X</b>	All met	All met <b>✓</b>	
	(f) 4.7.4 T2 Chlorine Rules	Partially met (72%) <b>X</b>	All met	All met <b>✓</b>	
	(g) 4.8 D2.1 Distribution System Rule	All met <b>✓</b>	All met	All met <b>✓</b>	
Mayfield	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (64%) <b>X</b>	All met	All met <b>✓</b>	
	(f) 4.7.4 T2 Chlorine Rules	Partially met (72%) <b>X</b>	All met	All met <b>✓</b>	
	(g) 4.8 D2.1 Distribution System Rule	All met <b>✓</b>	All met	All met <b>✓</b>	
Montalto	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (69%) <b>X</b>	All met	Partially met (80%) <b>X</b>	Turbidity samples not at correct frequency.
	(f) 4.7.4 T2 Chlorine Rules	All met <b>✓</b>	All met	All met <b>✓</b>	

<sup>1</sup> Populations on each supply are as follows: Ashburton, 20,450; Methven, 2,670; Rakaia, 1,340; Chertsey, 210; Dromore, 100; Hakatere, 270; Hinds, 340; Mayfield, 150; Montalto, 90; Mt Somers, 330.

Supply <sup>1</sup> and relevant drinking water quality assurance rules		2024/25 result	2025/26 target	2025/26 result	Explanation of result
	(g) 4.8 D2.1 Distribution System Rule	All met ✓	All met	All met ✓	
Mt Somers	(c) 4.7.1 T2 Treatment Monitoring Rules	All met ✓	All met	All met ✓	
	(f) 4.7.4 T2 Chlorine Rules	Partially met (85%) ✗	All met	All met ✓	
	(g) 4.8 D2.1 Distribution System Rule	All met ✓	All met	All met ✓	
<b>Protozoa measures</b>					
Ashburton	(i) 4.10.2 T3 Protozoal Rules;	All met ✓	All met	All met ✓	
Methven	(i) 4.10.2 T3 Protozoal Rules;	All met ✓	All met	All met ✓	
Rakaia	(i) 4.10.2 T3 Protozoal Rules;	All met ✓	All met	All met ✓	
Chertsey	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (72%) ✗	All met	Partially met (85%) ✗	Turbidity samples at old WTP not at correct frequency.
	(d) 4.7.2 T2 Filtration Rules	Partially met (50%) ✗	All met	Partially met (61%) ✗	Cartridge Filtration not installed until Nov-25
	(e) 4.7.3 T2 UV Rules	None met ✗	All met	Partially met (23%) ✗	UV not installed until Nov-25
Dromore	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (72%) ✗	All met	Partially met (80%) ✗	Turbidity samples not at correct frequency.
	(d) 4.7.2 T2 Filtration Rules	Partially met (50%) ✗	All met	Partially met (50%) ✗	Cartridge Filtration not yet installed
	(e) 4.7.3 T2 UV Rules	None met ✗	All met	None met ✗	UV not yet installed
Hakatere	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (92%) ✗	All met	All met ✓	
	(d) 4.7.2 T2 Filtration Rules	Partially met (46%) ✗	All met	All met ✓	
	(e) 4.7.3 T2 UV Rules	Partially met (80%) ✗	All met	All met ✓	
Hinds	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (65%) ✗	All met	All met ✓	
	(d) 4.7.2 T2 Filtration Rules	Partially met (25%) ✗	All met	All met ✓	
	(e) 4.7.3 T2 UV Rules	None met ✗	All met	All met ✓	
Mayfield	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (64%) ✗	All met	All met ✓	
	(d) 4.7.2 T2 Filtration Rules	Partially met (25%) ✗	All met	All met ✓	
	(e) 4.7.3 T2 UV Rules	None met ✗	All met	All met ✓	
Montalto	(c) 4.7.1 T2 Treatment Monitoring Rules	Partially met (69%) ✗	All met	Partially met (80%) ✗	Turbidity samples not at correct frequency.
	(d) 4.7.2 T2 Filtration Rules	Partially met (50%) ✗	All met	All met ✓	All met
	(e) 4.7.3 T2 UV Rules	None met ✗	All met	All met ✓	All met

Supply <sup>1</sup> and relevant drinking water quality assurance rules		2024/25 result	2025/26 target	2025/26 result	Explanation of result
Mt Somers	(c) 4.7.1 T2 Treatment Monitoring Rules	All met ✓	All met	All met ✓	All met
	(d) 4.7.2 T2 Filtration Rules	All met ✓	All met	All met ✓	
	(e) 4.7.3 T2 UV Rules	Almost met (98%) ✗	All met	All met ✓	

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments	
<i>Level of service</i>	<i>Performance measure</i>					
We provide quality drinking water to connected properties	Median response time (in hours) to urgent and non-urgent callouts*	Urgent call-out attendance	0.59 hours (35m) ✓	Ashburton township: 1 hour	0.54 hours (33m) ✓	
			0.59 hours (35m) ✓	Rest of district: 2 hours	0.35 hours (21m) ✓	
			2.45 hours ✓	4 hours	0.90 hours (54m) ✓	
			0.93 days ✓	1 day	0.73 days ✓	
			1.34 days ✓	5 days	1.10 days ✓	
We provide efficient and sustainable drinking water services	Reduction in real water loss from the reticulated systems* <i>The percentage of real water loss from the networked reticulation system.</i>	61% ✗	33%	55% ✗	In the absence of universal metering this measure relies on a very coarse calculation.	
	Reduction in average consumption (per resident per day)*	771 L ✗	< 735 L	823 L ✗	Without universal metering across the district, it is not possible to determine whether the increase is due to increased resident consumption or increased network leakage.	

<b>What we're working towards</b>	<b>How we measure progress</b>	<b>2024/25 result</b>	<b>2025/26 target</b>	<b>2025/26 result</b>	<b>Comments</b>
<i>Level of service</i>	<i>Performance measure</i>				
	Customer satisfaction with drinking water services* <i>The total number of complaints received by Council expressed per 1,000 connections about:</i> <i>a) clarity</i> <i>b) taste</i> <i>c) odour</i> <i>d) pressure or flow</i> <i>e) continuity of supply</i> <i>f) council's response to any of these issues</i>	9.51 ✓	< 10	6.98 ✓	
	Residents are satisfied with Council's drinking water supplies	83% ✓	80%	80% ✓	

\* Mandatory performance measure set by the Department of Internal Affairs

### 3.1.2. Wastewater

**What we're aiming for:** To help protect community health and safety, and the environment, through the provision of reliable and efficient wastewater schemes.

What we're working towards	How we measure progress <i>Performance measure</i>	2024/25 result	2025/26 target	2025/26 result	Comments	
<i>Level of service</i>						
We provide an efficient and sustainable wastewater service	Dry weather overflow incidents <i>The number of dry weather sewerage overflows from the Council's sewerage systems, expressed per 1,000 sewerage connections to that sewerage system.</i>	0.92	✓ ≤1.0	0.45	✓	
	Compliance with resource consents	Abatement notices	0	✓ 0	0	✓
		Infringement notices	0	✓ 0	0	✓
		Enforcement orders	0	✓ 0	0	✓
		Convictions	0	✓ 0	0	✓
Median response time (in hours) to callouts	Call-out attendance time	0.19 hours (12 minutes)	✓ 1 hour	0.33 hours (20 minutes)	✓	
	Call-out resolution	2.62 hours (157 minutes)	✓ 4 hours	16.05 hours	X There were 5 call outs with the following resolutions times: 36, 23, 16, 0.99, 0.83 hours. The 24/25 period had 4 callouts with resolutions times greater than 12 hours.	
Customer satisfaction with wastewater services  The total number of complaints received by Council expressed per 1000 connections about:	a) Sewage odour b) Sewerage system faults c) Sewerage system blockages d) Council's response to issues with our sewerage system	10.92	X ≤10	4.81	✓	

\* Mandatory performance measure set by the Department of Internal Affairs

### 3.1.3. Stormwater

**What we're aiming for:** To ensure property and the environment are protected, and roads and footpaths continue to be accessible during rain events.

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments	
<i>Level of service</i>	<i>Performance measure</i>					
We provide protection from flooding for private properties	Flooding events from stormwater overflows *	The number of flooding events	0 ✓	0	0 ✓	
		The number of habitable floors affected for each flooding event	0 ✓	0	0 ✓	
	Median response time (in hours) to callouts *		0 ✓	1 hour	N/A ✓	No flooding events in period
We provide efficient and sustainable stormwater services	Compliance with resource consents *	Abatement notices	0 ✓	0	0 ✓	
		Infringement notices	0 ✓	0	0 ✓	
		Enforcement notices	0 ✓	0	0 ✓	
		Convictions	0 ✓	0	0 ✓	
	Customer satisfaction with stormwater services * (complaints / 1,000 connections)		2.39 ✓	≤5	0.64 ✓	

\* Mandatory performance measure set by the Department of Internal Affairs

### 3.1.4. Stockwater

**What we're aiming for:** To promote the productivity of rural land through the delivery of stockwater as efficiently as possible, while minimising adverse effects on the environment.

What we're working towards <i>Level of service</i>	How we measure progress <i>Performance measure</i>		2024/25 result		2025/26 target	2025/26 result		Comments
We minimise adverse effects of stockwater on the environment	Compliance with resource consents	Abatement notices	0	✓	0	0	✓	In March 2023 we were issued an abatement notice for unconsented weir renewal. This was cancelled 28 August 2025.
		Infringement notices	0	✓	0	0	✓	
		Enforcement orders	0	✓	0	0	✓	
		Convictions	0	✓	0	0	✓	

### 3.1.5. Transportation

**What we're aiming for:** To enable efficient travel throughout the district to support economic and social interaction.

What we're working towards	How we measure progress <i>Performance measure</i>	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>					
We provide a quality roading network for the district	The sealed local road network is smooth * <i>The percentage of kilometres travelled on the district's sealed roads measured by smooth travel exposure</i>	95% ✓	90%	Not measured X	No new measure but likely to be the same as 2024/25
	The sealed local road network is well maintained * <i>The percentage of the sealed network that is resurfaced.</i>	7.7% ✓	4%	1.7% →	23.5 km reseals 2.8 km rehabilitations
	Volume of metal replaced on unsealed roads <i>Metal on unsealed roads lost due to weather, usage and other factors will be replaced.</i>	53,742m <sup>3</sup> ✓	≥48,000m <sup>3</sup>	37,837 m <sup>3</sup> ✓	On track
	Residents are satisfied with Council's unsealed roads	63% X	70%	62% X	
	Residents are satisfied with Council's sealed roads	38% X	55%	40% X	
	Roading service requests are responded to within 5 working days*	97% ✓	75%	97% ✓	3,461 out of 3,560
We provide a footpath network that is fit for purpose and well maintained	The footpath network is well maintained * <i>The percentage of footpaths within a territorial authority district that fall within the level of service or service standards for the condition of footpaths that is set out in Council's relevant document (such as annual plan, activity management plan, annual works program or long-term plan).</i>	99% ✓	85%	Not measured X	No new measure but likely to be the same as 2024/25
	Footpath service requests are responded to within 5 working days *	97% ✓	75%	97% ✓	345 out of 357
We provide a transportation network to reduce risk of harm to others	Reduction in fatalities on local roads * <i>The change in the number from the previous financial year.</i>	-4 ✓	Decrease from previous year	+4 X	With zero in 2024/25 cannot achieve a decrease. Four to date in 2025/26

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
Level of service	Performance measure				
	Reduction in serious injury crashes on local roads *	-16 ✓	Decrease from previous year	+1 X	Eight to date in 2025/26 compared to seven in 2024/25
	<i>The change in the number from the previous financial year.</i>				

\* Mandatory performance measure set by the Department of Internal Affairs

### 3.1.6. Waste Reduction & Recovery

**What we're aiming for:** To develop a cost-effective range of waste management services to ensure sustainable management, conservation of resources, and protection of the environment and public health.

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>	<i>Performance measure</i>				
We provide kerbside collection services to the majority of residents in the district	Increase the volume of recyclable material from kerbside collection services	-1.2% <b>X</b>	+1%	-0.14% <b>X</b>	<p>The volume of recyclable material from kerbside collection services is composed of glass collected through the green crates and recycled materials collected through the yellow bins.</p> <p>Recyclable materials collected through Kerbside slightly dropped compared to the same period the previous year but the massive drop in the volume of glass collected affected the overall volume of recyclable materials.</p> <p>Overall, residents are putting less recyclables in their yellow and glass bins, particularly glass disposal which is the trend in the rest of the country.</p>
	Residents are satisfied with rubbish and recycling services in the district	83% <b>X</b>	90%	83% →	
We provide waste reduction and recovery facilities throughout the district	Increase the volume of recyclable/recoverable material recovered from the waste stream	-1.78% <b>X</b>	+1%	-5.70% <b>X</b>	<p>There is considerable drop in Green Waste (278 tonnes) and cardboard (389.50 tonnes) being disposed in both the Ashburton and Rakaia RRP's. There is also a slight decrease in the volume of scrap metals, tyres, green glass, E-wastes and Batteries. The volume of other recoverable materials remains almost similar compared to the same period the previous years.</p>
We provide green waste collection through the district	Divert green waste from landfill	N/A	N/A	Not measured <b>X</b>	Green Waste Collection will commence September 2026.

## 3.2. Public Services

### 3.2.1. Community Governance & Decision-Making

#### 3.2.1.1. Democracy

**What we're aiming for:** To engage in meaningful conversations and lead the community with clear and rational decision-making that is based on robust monitoring, research and analysis.

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>	<i>Performance measure</i>				
The community is informed of, and involved in, local decision making	Residents are satisfied that the Council provides opportunities to have their say	92% ✓	80%	91% ✓	
	Residents are satisfied with the quality of information about Council activities and events	94% ✓	90%	94% ✓	
The community's views are taken fully into account for effective governance by elected members	Residents are satisfied with the performance of the mayor and councillors	90% ✓	80%	91% ✓	

#### 3.2.1.2. Community Grants & Funding

**What we're aiming for:** To support other organisations in the community in areas that are far better serviced by these groups than what we could do.

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>	<i>Performance measure</i>				
Community-led projects are well supported to enhance community development and wellbeing	Residents are satisfied that the Council provides opportunities for grants and funding to support community-led projects	96% ✓	90%	94% ✓	
	Community grant recipients provide completed reporting forms within 1 month of end of financial year	76% ✓	75%	Not measured X	Not measured mid-year

### 3.2.2. Economic Development & Commercial Activities

**What we're aiming for:** To support the local economy by assisting tourism, economic and business development initiatives.

What we're working towards	How we measure progress <i>Performance measure</i>	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>					
Commercial property assets that are financially sustainable	Occupancy of all commercial tenancies	96% ✓	≥95%	98% ✓	
Council builds relationships and collaborates with all sectors in the business community	Resident satisfaction with Council's roles in economic, business and tourism development	89% ✗	90%	87% →	

### 3.2.3. Community Services

**What we're aiming for:** To provide community services that meet residents' needs

What we're working towards	How we measure progress <i>Performance measure</i>	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>					
Council will provide rental accommodation that meets the specific needs of eligible elderly members of the community	Occupancy rates of available Elderly Persons Housing	96% ✓	95%	98% ✓	
The majority of residents are satisfied with Council-provided public conveniences	Residents are satisfied with Council-provided public conveniences	95% ✓	90%	96% ✓	
The number and location of public conveniences meets the need of local communities and visitors	The provision level of public conveniences per 1,000 residents is above the national median <sup>2</sup>	1.2 ✓	>0.7	1.2 ✓	
We support the safety of Ashburton District	Residents are satisfied with Council's provision of CCTV, street lighting and security patrols within the district	88% ✓	85%	88% ✓	

<sup>2</sup> National median as measured and defined by Yardstick's annual benchmark survey 2022. Measure is the number of toilet buildings per 1,000 residents.

### 3.2.4. Parks & Open Spaces

**What we're aiming for:** To provide the district with a network of open green spaces that contribute towards the beauty and enjoyment of the area for residents and visitors alike.

What we're working towards	How we measure progress <i>Performance measure</i>	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>					
We provide residents with accessible, safe and fit for purpose parks and open spaces	Percentage of urban areas within 400 metres of a park or open space.	90%	X 95%	90%	→ Expect an improvement to 92% once the Strowan Fields reserves are complete.
	Residents throughout the district have access to sports parks at a rate above the national median <sup>3</sup> (per 1,000 residents)	4.0ha	✓ ≥3.5 ha	4.0ha	✓
	The number of hectares of neighbourhood reserve per 1,000 residents	0.7ha	✓ 0.4ha	0.7ha	✓
	The number of playgrounds per 1,000 residents aged 17 and under is above the national median <sup>3</sup>	4.6 <sup>4</sup>	✓ ≥4	4.6	✓
	The proportion of playgrounds that comply with NZ Safety Standards is above the national median <sup>3</sup>	57% (2022/23 result)	X 60%	76%	✓
The majority of residents are satisfied with our parks and open spaces	Requests are responded to within ten working days	96%	✓ 80%	94%	✓
	Residents are satisfied with Council-provided parks and open spaces	95%	✓ 95%	98%	✓
The majority of residents are satisfied with our cemeteries	Requests are responded to within ten working days	100%	✓ 95%	100%	✓
	Residents are satisfied with Council-provided cemeteries	97%	✓ 95%	98%	✓

<sup>3</sup> National median as measured and defined by Yardstick's annual benchmark survey 2022.

<sup>4</sup> Note - this result is for residents aged under 15 years as number of residents aged 17 and under cannot be obtained from census data.

### 3.2.5. Recreation Facilities

**What we're aiming for:** To provide recreation services that are well utilised and meet the needs of the community.

#### 3.2.5.1. Ashburton Art Gallery

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments		
<i>Level of service</i>	<i>Performance measure</i>						
We provide a modern Art Gallery and Museum for residents and visitors to the district	The Art Gallery and Museum programmes and services are well utilised	26,683	✓	21,500	18,888	✓	
	Number of exhibitions hosted	Total exhibitions:	25	✓	15 exhibitions	13	✓
		<i>Consisting of:</i>					
		Local	14	✓	≥ 4	5	✓
		National	10	✓	≥ 3	3	✓
	Touring	1	✗	≥ 3	5	✓	
	Number of unique education and public programmes delivered	Total sessions:	287	✓	20 sessions	182	✓
<i>Aimed at:</i>							
Schools		122	✓	10	89	✓	
Community	165	✓	8	93	✓		
Users are satisfied with Council-provided Art Gallery and Museum services and programmes		94%	✓	90%	89%	→	

### 3.2.5.2. Ashburton Library – Te Kete Tuhinga

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>	<i>Performance measure</i>				
We provide all residents and visitors with accessible library resources for recreation and discovery	Most households in the district utilise the library	66% ✓	60%	65% ✓	
	<i>Measured via the Annual Residents Survey</i>				
	Number of activity and programme sessions delivered in the library / by the library team across the year aimed at:				
	Children	469 ✓	450	267 ✓	
	Teens	235 ✓	100	147 ✓	
	Adults	795 ✓	200	469 ✓	
We will have a library that is a welcoming and community-centred destination	Users are satisfied with Council's library services	98% ✓	95%	95% ✓	
	Free public internet sessions (Aotearoa People's Network Kaharoa) are well utilised	48,199 ✓	25,000	25,355 ✓	
	Use of meeting rooms by external parties	588 ✓	300	343 ✓	156 paid bookings 187 free bookings
	<i>Measured as number of bookings.</i>				

### 3.2.5.3. EA Networks Centre

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>	<i>Performance measure</i>				
We provide quality gym, pool, and stadium facilities	EA Networks Centre is well utilised <i>Measured as foot traffic through entrances to the facility using electronic people counters.</i>	512,838 ✓	400,000	231,563 ✓	On track, foot traffic is lower due to lack of major tournaments.
	Swim School is well utilised <i>The occupancy rate of the Learn to Swim programme using total capacity of the programme against booked spaces.</i>	82% ✓	≥80%	82.6% ✓	
	The gym is well utilised <i>Measured as foot traffic through entrance to gym facility using electronic people counter.</i>	127,621 ✓	≥ 90,000	63,175 ✓	
	The stadium is well utilised <i>Measured as a count of total court hours booked in stadium area from booking system.</i>	5,494 ✓	≥ 4,000 booked hours	2,392 ✓	
	Users are satisfied with EA Networks Centre services and programmes	90% ✓	90%	92% ✓	

## 3.3. Regulatory Services

### 3.3.1. Regulatory Functions

#### 3.3.1.1. Building Regulation

**What we're aiming for:** To implement the requirements of the Building Act 2004 fairly and impartially so the public has confidence that buildings in the district are constructed in accordance with the building code.

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>	<i>Performance measure</i>				
We provide quality building regulation services	Building consents are processed and decisions made within 20 working days	97.5%	X 100%	91.5% X	312 of 341 consents were processed within the 20 working day timeframe at an average of 16 days
	Code of Compliance Certificates are processed and decisions made within 20 working days	97.9%	X 100%	99.2% X	607 of 612 consents were processed within the 20 working day timeframe at an average of 15 days
	Buildings with compliance schedules are audited each year	11.7%	✓ 10%	9% ✓	65 out of 720 buildings were audited. The KPI target is 72 buildings.
	A third of known swimming pool fences are inspected every year	105.3%	✓ 100%	47% →	76 pools were inspected. The KPI target is 163.
Council responds to concerns with building regulation services within required response times	Building service complaints are responded to within two working days	100%	✓ 100%	100% ✓	We have received no written complaints this reporting period

#### 3.3.1.2. District Planning

**What we're aiming for:** To achieve a fit for purpose function which meets statutory obligations and customer expectations, while anticipating and reacting to the changing needs of the district.

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>	<i>Performance measure</i>				
We provide quality district planning services	Resource consent applications and exemptions are determined within statutory timeframes	99.4%	X 100%	100% ✓	124 Applications have been processed within timeframes.
	Subdivision plan approval certificates (RMA s.223) are determined within ten working days	89.8%	X 100%	100% ✓	37 out of 37 applications were processed within 10 day timeframe
Council responds to concerns with district planning	District planning service complaints are responded to within five working days	100%	✓ 100%	100% ✓	Only one complaint was made and was

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
Level of service	Performance measure				
services within required response times	Residents are satisfied with the standard of Council's planning services	84%	✓ 80%	80%	✓ responded to within one day.

### 3.3.1.3. Emergency Management

**What we're aiming for:** To support the community's ability to respond to and recover from emergency events.

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
Level of service	Performance measure				
We support emergency preparedness through community-based emergency management	A community response plan is developed or renewed annually	1	✓ 1	2	✓ Hakatere Huts and Upper Rakaia Gorge complete, Oct 25.
We maintain effective civil defence response capabilities able to manage emergencies across our district	The EOC (Emergency Operations Centre) capacity and preparation is exercised monthly	12	✓ 12 per year	7	✓ One a month since July 1 <sup>st</sup> , with an additional standup for Ex Pandora 25
	Our Civil Defence local arrangements standard operating procedures are reviewed annually	Annual review	✓ Annual review	Complete	✓ Review completed 6 Jan 25
	Annual training opportunities are provided for staff and volunteers	100%	✓ 100%	50%	✓ Training opportunities provided for the first 6 months of the year EOC Function specific courses, Response and recovery Leadership training, C10 course.
	Residents are satisfied with the civil defence services provided by Council	96%	✓ 95%	98%	✓
We foster and maintain relationships with Iwi/Rūnanga/Marae	The EMO attends quarterly liaison meetings along with monthly communication and consultation with Iwi/Rūnanga/Marae	10	✓ 4 per year	11	✓ Meetings with Te Runanga o Ngai Tahu and Te Runanga O Arowhenua via EMO forums (4) and AEC Hui (4). I have met with Hakatere Marae Komiti members on three occasions in late 2025

### 3.3.1.4. Land Information Memorandum (LIM)

**What we're aiming for:** To provide an efficient production of Land Information Memoranda (LIM) within statutory timeframes and with a high degree of accuracy.

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>	<i>Performance measure</i>				
We provide quality land information services efficiently	LIM applications are processed within ten working days	100% ✓	100%	100% ✓	All 599 LIMs produced were within 10 working days.

### 3.3.2. Regulatory Compliance

**What we're aiming for:** To improve, promote, and protect public health within the district by the promotion of sustainable environmental practices and the monitoring and enforcement of associated legislation and bylaws.

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>	<i>Performance measure</i>				
We provide quality alcohol licensing services	All medium and high-risk licensed premises are monitored each year	100% ✓	100%	35% X	24 of 70 medium risk premises have been monitored to date. There are currently no high risk premises. The monitoring of licences is planned out to meet year end targets.
	Stakeholder meetings are held each year	10 ✓	10	9 ✓	9 Stakeholder meetings have been held
	Residents are satisfied with how Council undertakes its role in alcohol licensing	90% ✓	85%	93% ✓	
We provide quality animal control services	Known dogs are registered (includes dogs otherwise accounted for)	98% ✓	95%	98% ✓	6391 out of 6525 known dogs in district: dogs were registered Owners of the remaining 134 unregistered dogs are subject to enforcement action.
	Residents are satisfied with Council's animal control services	88% ✓	80%	85% ✓	
	Urgent incidents are responded to within one hour	85% X	100%	59% X	35 urgent incidents were reported with 21 incidents responded to within the hour. Responses not meeting response times were predominantly due to insufficient or unclear information being provided by the requestor (e.g. providing the wrong address). Further, in some instances it is difficult for contractors to obtain clarification from requestors when they follow up.
	Found, wandering or barking dog incidents are	89% X	100%	87% X	231 incidents were reported with 201 responded to within five working days. As above, some responses were

What we're working towards	How we measure progress	2024/25 result	2025/26 target	2025/26 result	Comments
<i>Level of service</i>	<i>Performance measure</i>				
	responded to within five working days				hindered by the quality of information provided.
We provide quality environmental health services	Registered food premises are appropriately risk assessed each year	98% ✓	80%	65% ✓	92 of 140 food safety risk assessments were conducted.
	Noise complaints are responded to within two hours	91% X	100%	94% X	219 noise complaints received, with 207 incidents responded to inside two hours. Responses not meeting response times were predominantly due to insufficient or unclear information being provided by the requestor.

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## 9. *Open Spaces Bylaw 2016 – adopt for public consultation*

Author	<i>Richard Mabon, Senior Policy Advisor</i>
Activity Manager	<i>Mark Low, Strategy and Policy Manager</i> <i>Ian Soper, Open Spaces Manager</i>
Executive Team Member	<i>Toni Durham, Group Manager, Open Spaces and Community</i>

### Summary

- The purpose of this report is to consider the draft Open Spaces Bylaw (Appendix 1) and decide whether it is fit for public consultation, having considered the section 155 tests under the Local Government Act 2002 (LGA), and the objectives of the Bylaw Review.
- The purpose of the Bylaw is ...”*to protect Council’s Open Spaces from damage or misuse and to allow their effective management for the benefit and enjoyment of all users.*”
- Criteria for the review of the bylaw are:
  - Lawfulness – compliance with the LGA and the Reserves Act 1977
  - Affordability - Bylaw can be reviewed and implemented within existing resources
  - Effectiveness – the Bylaw can deliver on its purpose
  - Relevance – the Bylaw meets present and anticipated community needs
  - Timeliness – adoption of the bylaw by 1 September 2026.
  - Alignment – bylaw is aligned with existing strategies and plans.
- The problems identified during the review included:
  - operating issues such as:
    - omissions of current practices around organised events and permissions to use open spaces
    - omission of damage to buildings (including graffiti) from offences under the Bylaw
  - capture emerging best practice in open spaces bylaws and the wider regulatory environment, including adapting to changes in the regulation of remotely piloted aircraft (drones);

- align with other Council plans, strategies and bylaws, including the 2024 *Reserves Management Plan* and its policies on open fires and fireworks on open spaces
- For reasons set out in this report, Officers conclude that the proposal to amend the Open Spaces Bylaw meets the legal tests under section 155 of the LGA, addresses the issues identified, meets the assessment criteria and is fit for public consultation.

### **Recommendation**

- 1. That** Council determines that:
  - a. a bylaw is the most appropriate way of addressing the perceived problem; and
  - b. the proposed amendment to the Open Spaces Bylaw is the most appropriate form of bylaw; and
  - c. does not give rise to any implications under the New Zealand Bill of Rights Act 1990 (NZBORA) and is not inconsistent with NZBORA.
- 2. That** Council adopts the proposal to amend the Open Spaces Bylaw 2016, attached as Appendix 1, as the basis for public consultation.

## **Attachment**

- Appendix 1** Draft Open Spaces Bylaw 2016 (2026 amendments) – consultation draft
- Appendix 2** Draft consultation document
- Appendix 3** Section 155 report and clause-by-clause analysis

## Background

### The current situation

1. The Open Spaces Bylaw was last reviewed in 2021. Council decided to review the Bylaw again in 2026.
2. This is five years' earlier than the maximum statutory review period. However, community use of open spaces is relatively dynamic, with new recreational opportunities, growing use of technologies such as drones, e-bikes and e-scooters, and more use of open spaces for public events. A review at five years is timely.
3. Council has developed the Play, Active Recreation and Sport Strategy 2022, Climate Change and Sustainability Strategy 2025, the Biodiversity Strategy 2024 and the 2024 Reserves Management Plan since 2021. It is sensible to review the Bylaw to ensure alignment with strategic and management changes, including emerging good practice in regulating open spaces.

### Problems and issues

4. We found some parts of the bylaw were unclear and other issues were not addressed:
  - Our practices for holding organised events on open spaces were not in the Bylaw
  - Rules about aircraft (especially drones) needed to be updated
  - There were no rules reflecting our practice and policy on lighting open fires, fireworks displays or use of fireworks on open spaces.
  - Our practices around permissions for different activities were unclear or unstated
5. Officers have identified five focus issues and a range of other issues that we consider to be of lower public interest. The focus issues are fully described in the draft statement of proposal (consultation document) enclosed as Appendix 2.
6. Appendix 2 also contains a table describing the issues of lower public interest which are also being consulted on. These include new rules relating to watercraft on lakes and rivers in open spaces and new definitions. Bicycles and scooters are to be defined in terms that will allow E-bikes and E-scooters on open spaces unless Council puts up signs to restrict their use.

## Options analysis

7. Officers considered the following five options, before eliminating options four and five on the grounds they were not reasonable and practicable options to achieve the objectives of the review.
  - a. Option one – Amend the Bylaw per Appendix 1
  - b. Option two – Make further amendments to the Bylaw per Appendix 1

- c. Option three – Revoke and replace the Bylaw
- d. Option four – Revoke the Bylaw
- e. Option five – Continue with the Bylaw unchanged

**Option one – Amend the Bylaw (RECOMMENDED)**

8. Under this Option, Council would consult on the proposal to amend the Bylaw attached as Appendix 1. This Option is more fully discussed in Appendix 3.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Option One meets the legal tests under the LGA.</li> <li>• Option One addresses the problems and meets the objectives of the Review, in terms of its lawfulness, affordability, effectiveness, relevance, timeliness and alignment.</li> <li>• Council can amend the Bylaw further should it receive submissions or further advice convincing them that such amendments would produce a better outcome.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Option One represents an opportunity cost, if the resources were diverted into higher priority opportunities. Staff are operating on the understanding that their work programme reflects Council’s priorities.</li> <li>• If Council is already of the view that a better outcome would be achieved by amending the Bylaw before consultation, failing to amend it before consultation may do the community a disservice.</li> </ul>
<p><b>Risks:</b></p> <p>The principal risks when reviewing a bylaw are the legal risk of making changes that are outside the bylaw-making powers of the Council or failure to follow the correct bylaw-making process. Non-compliance can result in operational, financial and reputational risk. Compliance risk has been mitigated with legal advice. Issues arising later in the process will be mitigated in the same way. Overall, this is considered <b>LOW</b> risk.</p>	

**Option two – make further amendments to the Bylaw**

9. Under this Option, Council would debate and make further amendment to the Bylaw before embarking on consultation on an amended version of Appendix 1.
10. This is often the outcome achieved after consultation, hearings and deliberation.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Option two meets the legal tests under the LGA.</li> <li>• Option two would better represent Council’s collective thinking prior to consultation than Option one.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Option two is difficult to assess until specific proposals to amend the Bylaw are debated. Major changes could require a special consultative</li> </ul>
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<ul style="list-style-type: none"> <li>Option Two meets the objectives of the Review, in terms of its lawfulness, affordability, effectiveness, relevance, timeliness and alignment.</li> <li>If Council were of a mind to reduce the number of focus issues, or substitute one of the lesser issues for a focus issue, this could be achieved through option two.</li> </ul>	<p>procedure if they were assessed as being of high significance.</p> <ul style="list-style-type: none"> <li>This option is not consistent with the feedback received from the Workshop on 28 January.</li> </ul>
<p><b>Risks:</b></p> <p>This is considered <b>LOW-to-MEDIUM</b> risk, partly for the same reason as Option One and for the risk involved in introducing new issues before Officers can give fully informed advice (assuming this cannot be addressed through oral advice at the meeting).</p>	

### Option three – Revoke and replace the Bylaw

- Under this Option, Council would revoke the current Bylaw and create a new Bylaw to replace it. This Option is more fully discussed in Appendix 3.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>Option three meets the legal tests under the LGA.</li> <li>Option three addresses the problems and meets the objectives of the Review, in terms of its lawfulness, affordability, effectiveness, relevance, timeliness and alignment.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>Option three requires more resources than Options one or two, although it is fully funded within operating budgets.</li> <li>As described in Appendix 3, the level of change to the Bylaw proposed in Appendix 1 is too small to consider rewriting the Bylaw.</li> </ul>
<p><b>Risks:</b></p> <p>Overall, this is considered <b>LOW</b> risk for the same reasons set out in Option one.</p>	

## Legal/policy implications

### Local Government Act 2002

- Council must, under section 155 of the LGA, determine whether:
  - a bylaw is the most appropriate way of addressing the perceived problem; and if so
  - whether the proposal is the most appropriate form of bylaw; and

- c. whether it gives rise to any implications under the New Zealand Bill of Rights Act 1990.
13. Each of the matters has been addressed in detail in Appendix 3.
14. Having carried out the review of the Bylaw in terms of section 155 of the Act (as detailed in Appendix 3), Officers concluded that:
  - a. The proposed amendment to the Bylaw is the most appropriate way of addressing the perceived problems; and
  - b. The proposed amendment to the Bylaw is the most appropriate form of bylaw; and
  - c. The proposed amendment to the Bylaw does not give rise to implications under the NZBORA and is not considered to be inconsistent with the NZBORA.

## **Climate change**

### *Climate adaptation*

15. Adaptation is about adjusting to the actual or expected future climate. In this Bylaw, we are seeking to manage risks like flooding and wildfire. New provisions on the regulation of open fires and fireworks help to manage fire risk and protect people, the environment and assets. Existing provisions enable council to close access to areas that may be at risk from flooding or slips.

### *Climate mitigation*

16. Mitigation is about reducing emissions or increasing carbon “sinks”. Most open space bylaws prohibit damaging or removing plants. This protects the vegetation that acts as a carbon sink.

## **Other policy advice**

17. At the Workshop on 28 January, Council discussed the implications of allowing e-scooters, e-bikes and mobility scooters to operate in open spaces. Council asked for further policy advice. Officers undertook to provide this and noted that ongoing legal review may result in other minor changes.

### *E-bikes*

18. E-bikes are legally classified as “power-assisted cycles”<sup>1</sup> (at least two wheels, designed to be propelled primarily by the rider pedalling) and may have one or more auxiliary motors so long as the power output does not exceed 300W. E-bikes meeting these criteria are allowed to be treated as bicycles.

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<sup>1</sup> <https://nzta.govt.nz/regulatory/e-scooter-declaration-renewal-decision?hl=en-US#:~:text=About%20declarations,of%20300%20watts%20or%20less>

19. Industry data and market analysis for 2025-26 suggests that most e-bikes (likely over 90%) used on NZ roads are 300W or less.<sup>2</sup>
20. Police generally focus on behavioural enforcement. Under the Road User Rule 2004, all cycle riders must ride in a “careful and considerate manner” and give way to pedestrians and mobility devices. People riding safely are unlikely to be stopped. Dangerous riding, speeding on shared paths or other careless behaviour can lead to fines.

#### *E-scooters*

21. E-scooters are classified as wheeled recreational vehicles. Like e-bikes they must meet a 300W power limit. Wheels must not exceed 355 mm in diameter. E-scooters must have a footboard, two or three wheels and a long steering handle.
22. Industry data and regulatory reviews suggest that the proportion of e-scooters that are over 300W is likely to be 60% to 80% of all privately owned models on the market. Most e-scooters sold in NZ start at 350W and go up to 6000W or more. The 300W limit is impractical for NZ’s often hilly topography, and NZTA Waka Kotahi is considering a move toward a speed-based limit rather than a power-based limit.
23. NZ Police generally focus on behaviour (speeding, no helmet, riding dangerously) rather than technical compliance (wattage labels).
24. Like e-bikes, e-scooters must be ridden in a careful and considerate manner and give way to pedestrians and mobility devices.

#### *Mobility scooters*

25. Mobility scooters are classified as a mobility device. This is a separate category from “motor vehicles”, “cycles” and “wheeled recreational vehicles”. A mobility scooter must be designed and constructed specifically for people who require mobility assistance and must be power solely by a motor with a maximum power of 1500W or less. The proportion estimated to be over 1500W is likely to be less than 5%.
26. Mobility scooters must also be driven in a careful and considerate manner.
27. Having considered this information, officers still favour enabling the use of e-bikes, scooters and mobility scooters on open spaces. Definitions have been added. The existing clause 10 contains provisions requiring safe and careful use of bicycles and scooters, in addition to the provisions in the Land Transport Act and Land Transport (Road User) Rules.

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<sup>2</sup> <https://www.mordorintelligence.com/industry-reports/new-zealand-e-bike-market>

28. It should also be noted that some open spaces are specifically used as cycleways and for biking recreation, and we would expect that enforcement of safety in these areas will reflect the context of their use.

### Review of legal / policy implications

Reviewed by In-house Counsel	<i>Jacqui Watson; Senior Legal Counsel</i>
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## Strategic alignment

29. The recommendation relates to all Council’s community outcomes for similar reasons to those described in the well-being table which follows.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	The Bylaw codifies our practices around events, which in part support economic activity.
Environmental	✓	The environmental wellbeing of the environment is, in part, protected by bylaw provisions that help people to enjoy open spaces.
Cultural	✓	Open spaces are used for events that express cultural values
Social	✓	Social well-being includes issues of safety, and the Bylaw is a tool for keeping open spaces safe.

## Financial implications

Requirement	Explanation
What is the cost?	Indirect costs are principally staff time, which is not measured. Direct costs are for advertising and public notices and a small amount for printing of consultation documents.
Is there budget available in LTP / AP?	Yes. The funding is provided in operating budgets.
Where is the funding coming from?	Indirect and direct costs for Strategy & Policy and Communications is funded through allocation of overheads.
Are there any future budget implications?	No. We do not anticipate higher compliance costs as a result of the changes to the Bylaw.
Reviewed by Finance	Erin Register; Finance Manager.

## Significance and engagement assessment

30. Council must consult on all Bylaws, having regard to the significance of the matters being consulted upon. In this case, Officers have concluded that the matters are not of

high significance, and consultation will reflect section 82/82A of the LGA, the principles of consultation.

31. Our practice in these situations is to publicise the consultation through a variety of print media and on-line social media channels. We will also target specific stakeholders such as Reserves Boards. Information is available on-line through Council's website, including the consultation document, the draft bylaw, the current Bylaw and other supporting material. Hard copies are also available at Te Whare Whakatere or on request.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium
Rationale for selecting level of significance	N/A
Level of engagement selected	<b>3.</b> Consult - formal two-way communication using consultation under s.82 of the LGA02
Rationale for selecting level of engagement	Consultation is always required for bylaws with this to be consulted on under Section 82 of the Local Government Act.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

## Next steps

Date	Action / milestone	Comments
4 March – 7 April 2026	Public consultation opens.	
28-29 April	Hearings and deliberations	
20 May	Council to make final decisions on Bylaw adoption, form and content.	

# Bylaw

## OPEN SPACES

**TITLE:** Ashburton District Council Open Spaces Bylaw 2016

**TEAM:** Open Spaces

**RESPONSIBILITY:** Open Spaces Manager

**DATE ADOPTED:** TBD

**COMMENCEMENT:** TBD

**NEXT REVIEW DUE:** 25 February 2031 or 2036

### 1. Title

The title of this Bylaw is the Ashburton District Council Open Spaces Bylaw 2016.

### 2. Purpose

The purpose of this Bylaw is to protect Council's Open Spaces from damage or misuse and to allow for their effective management for the benefit and enjoyment of all users.

### 3. Related documents

This Bylaw is one of several documents related to the management of Open Spaces. Other related documents are listed here and may be referred to in Advisory notes in this Bylaw.

#### Acts and Regulations

- [2023 Civil Aviation Rules](#)
- [Civil Aviation Act 2023](#)
- [Fencing Act 1978](#)
- [Hazardous Substances \(Fireworks\) Regulations 2001](#)
- [Local Government Act 2002](#)
- [Reserves Act 1977](#)
- [Resource Management Act 1991](#)
- [Wildlife Act 1953](#)

#### Ashburton District Council Bylaws, plans, policies and strategies

- [Advertising Signage in Public Places Bylaw 2017](#)
- [Cemeteries Bylaw 2017](#)

- [Council -Owned or Managed Rural Reserves Policy](#)
- Dog Control Bylaw 2016
- Explanatory Bylaw 2016
- [Keeping of Animals, Bees and Poultry Bylaw 2016](#)
- Open Spaces Strategy 2016
- Public Places Bylaw [2017](#)
- Reserve Management Plan 2024
- [Smokefree Outdoor Areas Policy](#)
- [Trading in Public Places Bylaw 2022](#)
- [Use of Sports Fields Policy](#)
- [Water Races Bylaw 2025](#)

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## 5. Application

- 5.1. This Bylaw applies to parks, reserves, public gardens and any other Open Space under the control of the Ashburton District Council.

5.2. This Bylaw does not specifically cover [the following matters, which are dealt with under separate bylaws:](#)

- a. regulation of dogs in Open Spaces.
- b. trading in Open Spaces.
- c. keeping of bees in Open Spaces.
- d. water races on Open Spaces.

## 6. Definitions

6.1. In this Bylaw, unless the context requires otherwise:

**Aircraft** means any man-made device capable of flight, including, but not limited to aeroplanes, helicopters, gliders, hang-gliders, kites, hot air balloons, and unmanned **devices** such as drones. It does not include balloons that are controlled from the ground via strings.

**Animal** means Stock, Poultry and any other [mammal, bird, reptile, amphibian, fish \(including shellfish\) or related organism, insect, crustacean, or organism of every kind](#) that is kept in a state of captivity or is dependent upon human beings for its care or sustenance. Animals is the plural form. [For the avoidance of doubt, matters relating to dogs and keeping of bees are addressed under separate bylaws.](#)

**Authorised Officer** means any person appointed by the Council to act on its behalf and with its authority.

**Bicycle** includes:

- a. a vehicle that has at least 2 wheels and is designed primarily to be propelled by the muscular energy of the rider pedalling; and
- b. an electric bicycle (e-bike) [that has one or more motors to help the rider provided the combined maximum power output does not exceed 300W.](#)

**Bylaw** means the Ashburton District Council Open Spaces Bylaw 2016.

**Council** means Ashburton District Council.

**District** means Ashburton District.

**Electronic Communication** means [a communication by electronic means.](#)

**Firework** [has the meaning given under section 2 of the Hazardous Substances and New Organisms Act 1996 and generally means an object containing small quantities of hazardous substances with explosive properties enclosed in a case of paper or similar material.](#)

**Golf** includes traditional Golf, disc or frisbee Golf, and Golf-related practice.

**Hazardous Substance** [has the meaning given in Section 2 of the Hazardous Substances and New](#)

Organisms Act 1996 and generally means any substance with 1 or more of the following intrinsic properties:

- a. explosiveness:
- b. flammability:
- c. a capacity to oxidise:
- d. corrosiveness:
- e. toxicity (including chronic toxicity):
- f. ecotoxicity, with or without bioaccumulation:

**Mobility Device** has the meaning given in section 2 of the Land Transport Act 1998.

**Nuisance** means to obstruct, annoy or interfere, be it intentionally or unintentionally.

**Offence** includes any act or omission in relation to any bylaw or any part thereof for which any person can be punished either on indictment or by summary process.

**Open Fire** means any fire that is not fully enclosed within a permanent or portable appliance designed to contain combustion and prevent the unrestricted escape of flame, sparks, embers, or burning material, and includes (without limitation):

- a. fires lit directly on the ground;
- b. fires lit in drums, braziers, fire pits, chimineas, or similar devices that are not fully enclosed;
- c. bonfires, incinerator fires, and rubbish fires;
- d. solid fuel fires used for cooking, warmth, or disposal of material where flame or embers are exposed to open air;

For the avoidance of doubt, an Open Fire does not include: fires contained within an enclosed, purpose-built appliance that is designed to safely contain the fire and is operated in accordance with the manufacturer's instructions, including:

- a. enclosed solid-fuel barbecues;
- b. portable or fixed gas barbecues;
- c. electric barbecues or other electric cooking appliances;
- d. enclosed fireplaces, pizza ovens, or similar cooking or heating appliances; or
- e. enclosed cooking appliances in a mobile shop.

**Open Space** means an area of land owned or managed by Ashburton District Council, including any associated **Water Body**, for the use of the public for the purpose of the amenity, recreation or enjoyment of people in the District. This commonly includes (but is not limited to): parks, reserves and public gardens; but excludes **buildings, swimming pools, and** stockwater races. **It also** includes any land which is vested in or under the control of the Council, whether or not that land has been vested as a Reserve under the Reserves Act 1977.

**Organised Event** means a planned and coordinated activity held at a specific time and location on an Open Space, involving a structured program or purpose, and managed by an individual, group, or organisation. It typically requires prior arrangements such as scheduling, promotion, or registration and may involve compliance with permits, safety, or insurance requirements. Typical examples include sporting competitions (e.g., marathons, football matches), festivals, fairs, and markets, concerts or live performances, commercial filming or photography, and community gatherings with a formal program (e.g., charity fundraisers).

For the avoidance of doubt, it excludes informal social gatherings (e.g., friends meeting at a park), spontaneous activities without prior planning or structure, individual recreational activities (e.g., jogging, picnicking), and casual use of public spaces without organised programming. It also excludes organised sport or activities authorised under a lease or license from Council.

**Organised Sport** means a planned and coordinated sporting activity held at an Open Space, involving a controlled time of play, and managed by an individual, group, or organisation. It typically requires prior arrangements such as scheduling, promotion, or registration and may involve compliance with permits, safety, or insurance requirements.

For the avoidance of doubt, it excludes informal sporting gatherings (e.g., friends meeting at a park), spontaneous activities without prior planning or structure, individual recreational activities (e.g., jogging, picnicking), and casual use of public spaces without organised programming. It also excludes organised sport or activities authorised under a lease or license from Council.

**Parking** means the standing of a Vehicle in any place for a period exceeding five (5) minutes and “park” shall have a corresponding meaning.

**Poultry** means any live domesticated bird including but not limited to, domestic fowls, ducks, geese, turkeys, guinea-fowl, pheasants and pigeons.

**Remotely Piloted Aircraft** means an Aircraft without a human pilot on board that is piloted from a remote station. These Aircraft can be controlled by computers or by a pilot on the ground or in another Vehicle, by remote. They are referred to by several other names, most commonly as a ‘drone’ or unmanned Aircraft.

**Reserve** has the meaning given in section 2(1) of the Reserves Act 1977 and generally means any land set apart as a Reserve under any Act.

**Retail Fireworks** has the meaning given to “retail fireworks package” in section 3 of the Hazardous Substances (Fireworks) Regulations 2001 and generally means Fireworks available for retail sale to consumers.

**Scooters** includes foot-powered Scooters and any electric Scooters (e-scooters) under 300W and with wheels under 355mm.

**Ship** means any watercraft capable of operating on water, regardless of size, construction, propulsion, or use. It includes commercial vessels and recreational craft. It also includes, but is not limited to ferries, yachts, launches, dinghies, barges, kayaks, pontoons, paddleboards and hovercraft (when operating as waterborne hovercraft).

**Shall** refers to practices that are mandatory for compliance with this Bylaw, or other Ashburton District Council Bylaws.

**Sign** includes every information sign, advertising device or advertising matter of whatever kind whether consisting of a specially constructed device or structure, painted, fixed to or upon any premises, wall, fence, rock, stone, structure, stationary vehicle, or erection of any kind whatsoever if such Sign, advertising device or matter is visible from any public place, but does not include Signs

that are required for the direction of the public by a roading authority such as New Zealand Transport Agency Waka Kotahi or the Ashburton District Council.

**Stock** means:

(a) any live horse, cattle, sheep, swine, alpaca, llama, bison, donkey, hinny, mule, or water buffalo that is not in a wild state;

(b) any deer, goat, tahr, rabbit, possum, or other Animal that is kept within a fence or enclosure for domestic or farming purposes

**Vehicle** has the same meaning as in [section 2](#) of the Land Transport Act 1998 and generally means a man-made device for land transport, including, but not limited to, cars, trucks, heavy machinery, motorbikes, Scooters and bicycles and any other machine with wheels, tracks, rollers or skids; but does not include prams, strollers, wheelchairs or other [Mobility Devices](#).

**Water Body** means any man-made or naturally occurring body of water, including a river, creek, stream, drain or lake, excluding stock water races.

**Written** means and includes words printed, painted, engraved, lithographed, or otherwise traced or copied, and includes Electronic Communication.

6.2. Words or expressions that are defined in this Bylaw, the Ashburton District Council Explanatory Bylaw 2016 (or its replacement) or the Local Government Act 2002 have the defined meaning in the whole of this Bylaw unless the context otherwise requires. Where there is a conflict between the defined terms, the definition in this Bylaw shall take precedence.

6.3. Headings and advisory notes are for ease of reference only and do not form any part of the context or affect this Bylaw's interpretation.

6.4. This Bylaw should be read in conjunction with the Explanatory Bylaw and those Bylaws listed in the Related Documents.

6.5. The use of the word "shall" in any clause denotes mandatory requirements for compliance with this Bylaw, or other Ashburton District Council bylaws.

## 7. Entrances and exits

7.1. No person shall willfully obstruct any of the approaches, entrances, exits, thoroughfares, or walkways of any Open Space.

## 8. Damage and interference

8.1. Without the prior written permission of Council or an Authorised Officer granted under this clause and in accordance with [Clause 20](#), no person, either personally or through any agent under their control or through omission, may:

8.1.1. remove, destroy, damage, deface (including by writing, drawing, scratching,

- painting or spraying), or obstruct, disturb, or otherwise interfere with any thing, or any part of any thing, in or enclosing any Open Space, including any:
- a. building, structure or fitting;
  - b. Sign, notice, label, inscription, billboard, or placard;
  - c. path, track, step, gravel, sand, soil, or border;
  - d. tree, shrub, or plant of any kind, including taking any part of any tree, shrub, or plant of any kind;
  - e. area prepared for any sport or game;
- 8.1.2. plant any tree, shrub, or plant of any kind, or sow or scatter the seed of any tree, shrub, or plant of any kind, in any Open Space;
- 8.1.3. deposit offensive or dangerous matter, or cause pollution within any Open Space;
- 8.1.4. leave any litter within the limits of any Open Space other than in receptacles provided therefor.
- 8.1.5. pollute or render any Open Space unfit for purpose or future use, including any stream, dam, pond or fountain in any Open Space;
- 8.1.6. permit or cause wastage of water or permit any water tap to flow for a longer period than may be reasonably required for the filling of utensils for drinking, cooking, or washing purposes;
- 8.1.7. bathe, wade or swim in any water in any Open Space where bathing, wading or swimming is prohibited by the Council and a Sign or Signs to that effect are displayed;
- 8.1.8. operate any Ship in or on any water in any Open Space where operation of any Ship is prohibited by the Council and a Sign or Signs to that effect are displayed.
- 8.1.9. erect, construct, or place in any Open Space any walking track, cycling track or other cycling facility, dam, tree-house, Sign, notice, label, inscription, billboard, or placard without the prior written permission of the Council or an Authorised Officer;
- 8.1.10. erect, construct or place any fence or structure in any Open Space, except as provided for in 11.1. The erection or modification of any fence on the boundary of an Open Space must be approved by Council or an Authorised Officer and comply with the Fencing Act 1978.
- 8.1.11. Take, destroy, injure, disturb, interfere with or cause distress to any Animal or bird or the nest or egg of any bird, or attempt to do so.
- 8.2. Any person to whom the Council grants permission under clause 8.1 must comply with any condition imposed by the Council.
- 8.3. Council shall not grant permission under clause 8.1.11 in relation to any Animal or bird or the nest or egg of any bird protected by the Wildlife Act 1953 unless and until the provisions of that Act have been complied with to Council's satisfaction.

## 9. Animals

- 9.1. No person shall bring any Animal, or allow any Animal to wander or graze or cause damage, within the limits of any Open Space unless:
- 9.1.1. a Council Bylaw has allowed the Animal in the area, such as through the Dog Control Bylaw and the related Dog Control Policy; or
  - 9.1.2. Council has authorised the presence of Animals through a Reserve Management Plan, licence or other similar document; or
  - 9.1.3. permission has been granted by an Authorised Officer under this clause and in

accordance with clause 20; or

- 9.1.4. the Open Space has been booked for an event allowing the presence of Animals.
- 9.2. In the case of any Animal or bird protected by the Wildlife Act 1953, no such permission shall be granted under clause 9.1.3 to bring such Animal or bird into any Open Space, unless the provisions of that Act have been complied with.
- 9.3. An Authorised Officer may seize and confine any loose Animal found within any Open Space.

## 10. Vehicles

- 10.1. No person shall operate, ride or drive, park or utilise any Vehicle other than Bicycles or Scooters **or Mobility Devices** on or in any Open Space except:
- 10.1.1. in areas clearly signposted and notified as being available for such use
- 10.1.2. where permission has been granted by an Authorised Officer under this clause and in accordance with clause 20.
- 10.2. Persons may ride bicycles or Scooters **or Mobility Devices** within any Open Space, except in areas signposted as being prohibited for such use.
- 10.3. No person shall ride or drive any Vehicle in any Open Space at a speed in excess of the speed indicated on the appropriate Sign displayed in the area where the Vehicle is being driven or ridden. Where no speed limit has been signposted, no person will drive or ride in any Open Space at a speed greater than 20km per hour. These speed restrictions may be imposed and varied by the Council from time to time.
- 10.4. No person may operate, use, park or leave any Vehicle in any Open Space without due care and attention or without reasonable consideration for other persons using the Open Space.

## 11. Erection of tents and booths

- 11.1 No person shall camp, place, put up or erect any stall, tent or structure of any kind within an Open Space except:
- 11.1.1 where permission has been granted by an Authorised Officer under this clause and in accordance with clause 20, and then only in accordance with conditions attaching to permission granted; or
- 11.1.2 in areas where camping is expressly permitted by Council; or
- 11.1.3 where the temporary structure is intended to assist in protection from weather and sun and will only be in place between 2 hours after sunrise and 2 hours before sunset, and
- 11.1.4 The grouping of these structures **does** not create a Nuisance, restrict access or impact on the enjoyment of that Open Space by other users.
- 11.2 **An Authorised Officer has** the right to request **any stall, tent or structure of any kind** be removed from any Open Space at any time.

**Advisory note**

Areas in Ashburton District where Council allows camping are listed on our website.

For more information please visit <https://www.ashburtondc.govt.nz/community-facilities/council-campgrounds>

## 12 Misbehaviour

- 12.1 Within the limits of any Open Space, no person shall obstruct, disturb, interfere or act in any way that will cause Nuisance to any other person. Such actions can include but are not limited to: the use of foul, abusive or obscene language, being under the influence of drugs or alcohol, playing loud music, disrupting others' use of the Open Space, or misbehaving in any way.
- 12.2 All Council-owned playgrounds and specified council-owned sports fields are smokefree and vape-free. These locations are listed in Council's Smokefree Outdoor Areas Policy.
- 12.3 No person shall without the prior permission of an Authorised Officer under this clause and in accordance with clause 20, distribute any handbill or notice in any Open Space or at any entrance to an Open Space.

**Advisory note:**

Clause 12.1 should be read in conjunction with the Summary Offences Act 1981, the Crimes Act 1961, the Trespass Act 1980 and any statute that generally regulates behaviour that may occur in parks and Reserves.

## 13 Assemblies

- 13.1 Assemblies, public meetings, gatherings or other attempts to collect an audience or crowd must be peaceful and not cause any disturbance to any other user of that Open Space; or impact on any closure of that Open Space, or any authorised activity taking place within that Open Space.

## 14 Sporting and other Organised Events

### Sports, games and other recreational activities

- 14.1 The Council or an Authorised Officer may stop or prevent any sport, game, or other recreational activity being undertaken or played on any part of an Open Space where it is liable to cause damage to the Open Space or anything therein.
- 14.2 No person shall play any Organised Sport in any Open Space (or part thereof) that is not set apart for that purpose without the permission of an Authorised Officer under this clause and in accordance with clause 20.
- 14.3 No person shall play at or engage in or practice sport, game, or other recreational activity on any playing ground or part thereof on any Open Space after being requested by an Authorised Officer to leave, or when any notice is erected at the main entrance to any Open Space advising that grounds are closed to play.
- 14.4 No person shall play or practice Golf in any Open Space except within such part of an Open Space which the Council has by resolution set aside for that purpose and signposted accordingly.

### Organised Events

- 14.5 No person may, without the Written permission of an Authorised Officer and having paid any applicable fees, hold or organise any Organised Event in any Open Space.
- 14.6 Permission for an Organised Event may be considered and either granted, granted with conditions or declined in accordance with clauses 14.5 and 20 of this Bylaw.
- 14.7 Council will not require an event approval for:
- 14.7.1 An event held on land that is subject to a lease or licence from Council and carried out by a community organisation in accordance with their lease or license (for example a club day, practice or game); or
- 14.7.2 Hawkers, mobile shops or stalls which are regulated under the Ashburton District Council Trading in Public Places Bylaw 2022; or
- 14.7.3 non-exclusive use of a public place for informal recreation (for example, a picnic in a park by an extended family).
- 14.8 Free-standing temporary Signs associated with sporting and other Organised Events on Open Spaces may be displayed subject to permission granted from an Authorised Officer. Approved advertising will only be displayed:
- 14.8.1 in proximity to the area where the activity is taking place,
- 14.8.2 for the duration of the activity; and

14.8.3 if it is of a nature that is unlikely to cause offence.

## 15 Aircraft

15.1 All use of Aircraft within any Open Space must comply with the 2023 Civil Aviation Authority Rules

15.2 All persons or organisations seeking to use Remotely Piloted Aircraft within any Open Space shall:

15.2.1 obtain the prior written permission of an Authorised Officer in accordance with clause 20 of this Bylaw; and

15.2.2 obtain the written permission of the Airport Operator where required under CAA Rules due to proximity of the proposed flightpath to an Aerodrome or Heliport; and

15.2.3 comply with all conditions relating to the permission granted under clause 15.1.1 and 15.1.2.

### Exemptions

15.3 The following persons or organisations are exempt from the requirements in clause 15.2 of this Bylaw:

15.3.1 NZ Police, their contractors and any volunteer groups associated with active police matters, including but not limited to, Land Search and Rescue New Zealand.

15.3.2 Fire and Emergency New Zealand, their contractors and volunteer brigades

15.3.3 Aircraft services providing critical care transport.

## 16 Public access to Open Spaces

16.1 Open Spaces will be open to the public at all times except:

16.1.1 during such hours as the Council or an Authorised Officer may from time to time determine; or

16.1.2 as otherwise set out in section 17 of this Bylaw.

16.2 No member of the public will limit any other member of the public's lawful access to any Open Space or part thereof without the prior Written permission of the Council or an Authorised Officer under this clause and in accordance with clause 20.

~~16.3 The following persons or organisations are exempt from the requirements in clause 16.1 and 16.2 of this Bylaw:~~

~~16.3.1 NZ Police, their contractors and any volunteer groups associated with active police matters, including but not limited to, Land Search and Rescue New Zealand.~~

~~16.3.2 Fire and Emergency New Zealand, their contractors and volunteer brigades~~

~~16.3.3 Aircraft services providing critical care transport.~~

## 17 Closures and fees

- 17.1 The Council may close all or any portion of any Open Space, for any period of time it sees fit, for the purpose of limiting public access for a specific purpose or event.
- 17.2 Any such closure by the Council will be notified to the public.
- 17.3 The Council may by resolution, for any Open Space, set or vary the conditions of its use or set any reasonable fee it wishes, either temporarily or permanently. Payment of those fees shall be a condition for access to or use of that Open Space.
- 17.4 Any such variation of conditions or setting of fees by the Council will be notified to the public.
- 17.5 No person other than an Authorised Officer going about their duties shall enter or remain in any Open Space while it is closed to the public without paying the prescribed fee (where applicable) or without the prior permission of Council or an Authorised Officer under this clause and in accordance with clause 20.
- 17.6 Any person who enters an Open Space prior to its closure, and who stays in that place, must either pay the prescribed fee (where applicable) or leave that Open Space for the duration of the closure.

## 18 Open Fires and Fireworks

### Lighting of Open Fires

- 18.1 No person may light an Open Fire in any Open Space without first obtaining the prior written permission of an Authorised Officer under this clause and in accordance with clause 20.

### Fireworks

- 18.2 No person may hold an Organised Event comprising or including a Fireworks display in any Open Space except with the prior Written permission of an Authorised Officer under Clause 20.
- 18.3 Any person or organisation wishing to present a Fireworks display shall make written application to the Council at least one calendar month before the event via Council's on-line Event Application portal.
- 18.4 The person or organisation making an application must obtain all prior permissions required by Government agencies including but not limited to Fire and Emergency New Zealand and Worksafe.
- 18.5 The person or organisation must provide Council with proof of public liability insurance.
- 18.6 The Council will assess the application against the criteria listed in the general objectives and policies in section 3.3.8 of the Ashburton District Reserves Management Plan 2024.
- 18.7 Council may decline any application for the display of Fireworks.
- 18.8 Council may approve any application subject to whatever conditions it finds appropriate, including but not limited to compliance with any bylaw, or the conditions and criteria in the Ashburton District Reserves Management Plan 2024.
- 18.9 No person may light any Retail Fireworks in any Open Space.

**Advisory note:**

Fire and Emergency New Zealand (FENZ) is responsible for the management of prohibitions and restrictions for fire control and may prohibit or restrict any activity (including lighting Fireworks) in an area, and access to an area that FENZ considers may cause a fire to start or to spread. See this [link](#) to FENZ website to check it is safe to light a fire.

Clause 18 should be read in conjunction with the Summary Offences Act 1981, the Crimes Act 1961, the Trespass Act 1980, **the Fire and Emergency New Zealand Act 2017**, and any statute that generally regulates behaviour that may occur in Open Spaces **and in relation to fire safety**.

## 19 Breaches of Bylaw

- 19.1 Every person who breaches this Bylaw, must on request of an Authorised Officer immediately stop the activity and leave the Open Space. Any person failing to comply with such a request commits a further Offence against this Bylaw and may be subject to further proceedings under this Bylaw, including infringement notices.
- 19.2 Any person who is suspected by an Authorised Officer of a breach of the provisions of this part of the Bylaw shall immediately supply their full name and residential address upon request by an Authorised Officer.
- 19.3 Any person who breaches this Bylaw may be prohibited from re-entering or returning to the Open Space for such period as the Authorised Officer shall determine.
- 19.4 Council may remove or alter any structure, work or thing that is, or has been, constructed in breach of this Bylaw and recover the costs of removal or alteration from the person who committed the breach.
- 19.5 Council may, in accordance with Sections 164 of the Local Government Act 2002, seize and impound property on any Open Space that is materially involved in a breach of this Bylaw.
- 19.6 Breaches of this Bylaw may also result in an application being made to the District Court for an injunction to restrain from the activity that they have been involved in.
- 19.7 Any person who breaches this Bylaw may be prosecuted for any such breach and is liable upon summary conviction to a fine, as provided for under the Local Government Act 2002 (which specifies a fine not exceeding \$20,000), and may also be liable to penalties under other legislation.
- 19.8 Any person who willfully or negligently destroys, damages, stops, obstructs, defaces or otherwise interferes with any works or property owned or used by Council within Open Space is liable for:
- 19.8.1 the amount of the destruction or damage; or
- 19.8.2 the cost incurred by Council in removing the stoppage or obstruction; or
- 19.8.3 any loss or expenses incurred by the Council by the stoppage or obstruction or interference.

## 20 Permissions under this Bylaw

20.1. No person may, without the written permission of an Authorised Officer and having paid any applicable fees, hold or organise any activity or Organised Event in any Open Space, where that activity requires permission under this Bylaw.

20.2. Where an activity or Organised Event is proposed to be held on an Open Space under the management of a Reserve Board, the Authorised Officer shall first consult with the Reserves Board.

20.3. Permission for an activity or Organised Event may relate to a series of activities or events, as the case may be.

20.4. Permission for an activity or Organised Event must set out –

20.4.1. The activity, event, or activities or events which is, or are, permitted; and

20.4.2. The duration of the permission; and

20.4.3. The Open Space(s) to which the permission relates

20.5 Any permission given under this Bylaw may be subject to such terms and conditions as the Council or Authorised Officer giving the permission thinks fit and may include, but shall not be limited to:

20.5.1. Power to charge an entry fee,

20.5.2. Whether use of the Open Space is exclusive

20.5.3. Taking and use of a bond for costs incurred by Council arising from the use of an open space under permission of Council.

20.5.4. Workplace and public health and safety,

20.5.5. Waste management, and

20.5.6. Insurance

20.5.7. Any matter related to compliance with any other Act, regulation or Bylaw

20.5.8. Any matter identified in the Bylaw authorising permission to be granted.

20.5.9. Any matter identified in the Ashburton District Reserve Management Plan 2024.

20.6 Council may decline to grant permission where it considers there are valid reasons for doing so, including but not limited to:

20.5.1. breach of conditions on previous occasions where similar permission has been granted.

20.5.2. failure to pay fees

20.5.3. conduct in breach of this Bylaw, or breach of any Act or regulation

20.7 Any permission given under any bylaw may be reviewed and revoked at any time.

20.8 For the avoidance of doubt, the provisions of this clause shall apply alongside the provisions of any other clause of the Bylaw relating to the granting of any permission by Council or an

Authorised Officer, including but not limited to clauses 8, 9.3, 10.1.2, 11.1.1, 12.3, 14.5, 14.6, 15.1, 16.2, 17.5, & 18.4.

Draft 4

# Appendix 2 – Draft Consultation Document

[Cover page]

[Note to Elected Members – this is still a living document as we are yet to adopt the draft for consultation, and it may change before it is published online.]

## Open Spaces Bylaw Review 2026 – Consultation Booklet

We're updating the Open Spaces Bylaw – tell us what you think!

We're reviewing the rules that help us look after parks and reserves in our district. We want to make sure these rules are clear, up to date, and easy for everyone to understand. This booklet explains what's changing and why.

**Submissions will close at 5pm on Tuesday 7 April 2026**

# About our Open Spaces

The Ashburton District has 122 parks and reserves listed in its Reserve Management Plan. These places are important because they give us room to play, relax, explore nature, and enjoy time with friends and whānau.

We have different kinds of open spaces, such as:

- **Recreation reserves** – most of our parks, like the Ashburton Domain and smaller local domains.
- **Local purpose reserves** – places set aside for things like cemeteries, halls, and walkways.
- **Scenic reserves** – such as Wakanui Beach.
- **Scientific reserves** – like the Harris Scientific Reserve.

Parks and reserves help make our district a great place to live by giving us:

- places for sport, recreation and nature
- nice-looking neighbourhoods
- places to meet others
- areas that protect our history and culture
- habitats for plants and animals
- reasons for people to visit here

The current Open Spaces Bylaw was reviewed in 2021. It's time to update it again.

(Insert images of different reserves – would like a mix of urban and rural, preferably with people)

# Why do we have a Bylaw?

The Bylaw explains how we keep our open spaces safe and enjoyable for everyone.

It covers things like:

- Not damaging plants, buildings, or equipment
- Bringing animals (except dogs)
- Using vehicles, including bicycles, e-bikes, scooters, e-scooters and mobility scooters
- Putting up tents, stalls, or other structures
- Treating other people with respect
- Large group gatherings
- Holding sports and other organised events
- Flying drones or other aircraft
- Times when areas might be closed and when fees may apply
- Lighting fires and displaying fireworks
- What happens if someone breaks the rules
- When you need permission to do something

# What are the problems and issues?

We found some parts of the bylaw were unclear or need to be updated. Other issues were not addressed:

- Our practices for holding organised events on open spaces were not in the Bylaw
- Rules about aircraft (like kites, balloons, and drones) need to be updated
- There were no rules about lighting open fires and fireworks
- Our practices around how we give permission for different activities were unclear or unstated

More information on how we propose to fix these issues is on the next few pages.

[May be room here for other images of open spaces. See commentary on previous page re images]

# What Changes Are Proposed?

We want to update the Bylaw to fill some gaps and reflect how people use and manage our open spaces today.

There are five key changes that we're making, and a larger number of smaller changes. The key changes are:

- Organised Events  
Putting our rules for managing organised events into the Bylaw
- Aircraft (especially drones)  
Updating our rules for aircraft including drones on or over open spaces
- Lighting of open fires  
Including new rules on lighting of open fires
- Fireworks displays  
Including new rules on fireworks displays on open spaces
- Permissions for activities and events  
Putting our rules for granting permissions for activities and events into the bylaw

Here's more information on what we are proposing.

## Issue 1: Organised Events

We propose to add clearer rules and a new definition on holding organised or sporting events on parks and reserves. They explain:

- what an 'organised event' is
- when you need permission
- when fees may apply
- when Council may decline permission or set conditions
- when approvals aren't needed
- how temporary event signs can be used

## Pros and cons

### Why this helps

- It matches what we already do
- It makes the rules easier to understand
- It puts event-related rules for open spaces in one place

### What could be tricky?

- Having rules written down may reduce flexibility sometimes
- We want the definition to avoid capturing normal, everyday use of open spaces

### What choices are there?

1. **Make the changes we propose.** This is our preferred option.
2. **Make further changes to improve what is proposed based on public submissions.** Council will consider all improvements on their merits. New matters or major changes from what is being consulted on may lead to further consultation.

## Issue 2: Aircraft (including remotely piloted aircraft (drones), balloons, kites and rockets)

We propose to update our Bylaw rules to explain when and how aircraft (especially drones) can be used on or over open spaces. In NZ, this activity is regulated by the Civil Aviation Authority (CAA). Use of drones is growing, and CAA is trialling changes to their rules.

Our focus is around CAA Rule Part 101 which covers:

- unmanned aircraft, including moored balloons, free balloons, remotely piloted aircraft (drones), control line model aircraft and free flight model aircraft
- kites
- rockets
- gyrogliders
- parasails.

More information on these matters can be found on the CAA website [here](#) and [here](#). (two links to be added)

The bylaw changes follow CAA Rules and focus on how these are applied locally when operators wish to fly on or over open spaces. The changes to the rules:

- means all use of drones on or over open space requires Council approval
- creates formal exemptions for emergency services and critical care aircraft.
- Provides more structure around permissions linked to clause 20
- Lessen the detail in the Bylaw and reduce the likelihood of conflict with the outcome of changes being trialled by the Civil Aviation Authority.

We think that some of the detail proposed to be removed from the Bylaw can be retained in guidelines for officers.

## Pros and cons

### Why this helps

- It matches what we already do
- It makes the rules easier to understand and keep up to date
- Enforcement still rests with other agencies like CAA, FENZ or NZ Police

### What could be tricky?

- We want to make the right judgements about the levels of “red tape”
- We want to make the right judgements about efficiency versus flexibility

### What choices are there?

- 1 **Make the changes we propose.** This is our preferred option. For the most part it shortens and simplifies the Bylaw clause. It gives officers more flexibility and reduces the potential for conflict with the outcomes of CAA trials.
- 2 **Keep the list of prohibitions.** Require permission but restore the list of prohibitions. This gives officers less freedom to manage and creates the potential for conflict with changing CAA rules. It also gives officers more guidance and is more transparent to the community.
- 3 **Make further changes to improve what is proposed based on public submissions.** Council will consider all improvements on their merits. New matters or major changes from what is being consulted on may require further consultation.
- 4 **Make no changes to the existing bylaw.** This loses both the benefits of Option 1 and its possible downside.

## Issue 3: Lighting of Fires

We propose to bring in a new rule to ban lighting of open fires in open spaces. We propose exemptions for safe devices like gas-fired barbecues, cooking in mobile shops, and fires approved by Council and/or FENZ.

This is in line with the Reserves Management Plan Council adopted in 2024. The current Bylaw is silent on the issue.

## Pros and cons

### Why this helps

- It protects our open spaces, the wildlife in those areas, and the public from the risk of a fire getting out of control
- It is consistent with our Reserves Management Plan 2024 and the Reserves Act 1977.
- It strikes a balance between fire prevention and allowing risk to be managed for safe operations.

### What could be tricky?

- We want to make the right judgements about the levels of 'risk and red tape'

### What choices are there?

1. **Make the changes we propose.** This is our preferred option.
3. **Make further changes to improve what is proposed based on public submissions.** Council will consider all improvements on their merits. New matters or major changes from what is being consulted on may lead to further consultation.
4. **Make no changes to the existing bylaw.** This loses both the benefits of Option 1 and its possible downside.

## Issue 4: Fireworks displays

We are proposing a new rule allowing fireworks displays in open spaces, subject to FENZ and Council approval. This is consistent with our current practice and with the Reserves Management Plan Council adopted in 2024. The current Bylaw is silent on the issue.

It allows organisations to hold public displays of fireworks as a community event under appropriate controls.

The changes include:

- Prior written approval is required for an organised event including a fireworks display.
- Prior permission must be obtained from Fire & Emergency NZ and other Government agencies as needed.
- Applicant must provide proof of public liability insurance.
- Applications will be assessed against the criteria in the Reserves Management Plan.
- When deciding on any application, Council may approve or decline or approve with conditions.
- No person may light any retail fireworks in any open space.

## Pros and cons

### Why this helps

- It is consistent with existing law and practice, existing community events, and the Reserves Management Plan 2024.
- It helps us to manage the risk of fire from fireworks displays on our open spaces.

### What could be tricky?

- Public sentiment on the sale and use of fireworks in NZ has been shifting towards stronger regulation or an outright ban on retail fireworks. Concerns driving public opinion include animal welfare, spikes in emergency services callouts, increasing ACC injury claims, and community frustration with noise and unsafe use.
- At the same time, some New Zealanders still value fireworks for cultural celebrations and family traditions and fireworks importation has increased in recent years.
- The regulatory framework is set by central Government, and Council's authority and influence is restricted to what it will allow on land it owns or controls.

### What choices are there?

1. **Make the changes we propose.** This is our preferred option.
2. **Ban fireworks displays on open spaces.** This may enjoy community support but is also likely to show mixed community opinion.
3. **Make further changes to improve what is proposed based on public submissions.** Council will consider all improvements on their merits. New matters or major changes from what is being consulted on may lead to further consultation.
4. **Make no changes to the existing bylaw.** This loses both the benefits of Option 1 and its possible downside.

## Issue 5: Permissions for activities and events

We are bringing in new clauses about how Council will, or won't, grant permissions under the Bylaw. There are eleven clauses in the bylaw where an authorised officer may grant permission for an applicant to undertake an activity or event. The new clause provides more structure and process around the granting of those permissions and makes the process more transparent.

The clause is new, but the process set out is broadly consistent with how we currently operate. We do not expect more approvals to be required or more to be declined.

The clause includes:

- Prior written approval is required for any activity or event where a permission is required under the Bylaw.
- Permission may apply to a single activity or event or a series of activities and events.
- Permission must set out what, when, and where of the application.
- Permissions may be granted subject to conditions. A range of condition topics are listed.

- Council may decline an application for valid reasons.
- Permissions may be reviewed and revoked.

## Pros and cons

### Why this helps

- This reflects and codifies existing practice for activities and organised events on open spaces
- It provides transparency about the rules and how they are applied.
- It integrates the permission process with the Reserves Management Plan, other Bylaws, and event approval processes.

### What could be tricky?

- Codifying the rules may reduce flexibility of authorised officers when granting permissions or imposing conditions on activities and events.

### What choices are there?

1. **Make the changes we propose.** This is our preferred option.
2. **Make further changes to improve what is proposed based on public submissions.** Council will consider all improvements on their merits. New matters or major changes from what is being consulted on may lead to further consultation.
3. **Make no changes to the existing bylaw.** This loses both the benefits of Option 1 option and its possible downside.

## Other Changes

Council is also considering other changes that are smaller or more administrative in character. Your feedback on these is also welcomed.

Clause	Change detail
<b>Title Headings</b>	<ul style="list-style-type: none"> <li>• Dates for adoption, commencement and next review will change.</li> </ul>
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Clause updated to explain related documents that work alongside the Bylaw to manage open spaces.</li> <li>• Fencing Act and Wildlife Act added as Acts relevant to the bylaw. Three bylaws and four policies also added as relevant documents.</li> </ul>
<b>Contents</b>	<ul style="list-style-type: none"> <li>• Updated to reflect new clauses and page numbers</li> </ul>
<b>Application</b>	<ul style="list-style-type: none"> <li>• Old clause 5.2 moved to Related documents clause.</li> <li>• New clauses 5.3 &amp; 5.4 explain that trading in open spaces and keeping of bees in open spaces are dealt with under other bylaws.</li> </ul>
<b>Definitions</b>	<ul style="list-style-type: none"> <li>• Clauses 6.2, 6.3, 6.4 and 6.5 are new clauses to assist readers of the Bylaw.</li> <li>• <b>Aircraft</b> definition is amended to avoid using the word <b>aircraft</b> in its own definition</li> <li>• <b>Animal</b> definition is amended to avoid using the word <b>animal</b> in its own definition</li> </ul>

Clause	Change detail
	<ul style="list-style-type: none"> <li>• <b>Bicycle</b> definition added to include e-bikes.</li> <li>• <b>District</b> definition amended to match the Explanatory Bylaw and for the ease of the reader.</li> <li>• <b>Electronic Communication</b> definition added to assist definition of <b>Written</b> (also added).</li> <li>• <b>Fireworks</b> definition added to guide the interpretation of clause 18.</li> <li>• <b>Hazardous Substances</b> definition added to guide the interpretation of <b>Fireworks</b></li> <li>• <b>Mobility Scooter</b> definition added to guide the interpretation of clause 10</li> <li>• <b>Offence</b> definition added to match the Explanatory Bylaw and for the ease of the reader. Definition will also assist the interpretation of clauses 14 and 19.</li> <li>• <b>Open Fire</b> definition added to support interpretation of clause 18</li> <li>• <b>Open Space</b> definition amended by the substitution of the phrase “<b>Water Body</b>” for “associated bodies of water” and the removal of the terms “buildings” and “swimming pools” from the list of structures that an Open Space does not commonly include.</li> <li>• <b>Organised Event</b> definition added to guide the interpretation of clauses 14.5, 14.6, 14.7 and 14.8 of the Bylaw.</li> <li>• <b>Organised sport</b> definition added to support interpretation of clause 14</li> <li>• <b>Parking</b> definition removed from the Bylaw as it is not used in the Bylaw.</li> <li>• <b>Poultry</b> definition added to match the Explanatory Bylaw and for the ease of the reader.</li> <li>• <b>Reserve</b> definition added for the ease of the reader and to match more closely the Explanatory Bylaw definition.</li> <li>• <b>Retail Fireworks</b> definition added to assist interpretation of Fireworks.</li> <li>• <b>Scooter</b> definition amended to include e-scooters.</li> <li>• <b>Ship</b> definition added to support interpretation of clause 8</li> <li>• <b>Sign</b> definition added to assist the interpretation of clauses 8, 10 and 14.</li> <li>• <b>Stock</b> definition added to match the Explanatory Bylaw and for the ease of the reader.</li> <li>• <b>Water body</b> definition added to support interpretation of clause 8</li> <li>• <b>Written</b> definition added to reflect the Explanatory Bylaw, incorporate <b>Electronic communication</b> and for the ease of the reader.</li> </ul>
<b>Damage and interference</b>	<ul style="list-style-type: none"> <li>• Clause 8.1.1 amended to include buildings and give more emphasis to graffiti</li> <li>• Former subclause 8.1.1 (vi) removed and replaced with new clause 8.1.11</li> <li>• New clause 8.1.8 added enabling Council to prohibit Ships from water bodies in open spaces</li> </ul>

Clause	Change detail
	<ul style="list-style-type: none"> <li>• New clause 8.3 added highlighting Council’s obligations under the Wildlife Act whenever it grants a permission under clause 8.1.10 of the Bylaw.</li> </ul>
<b>Vehicles</b>	<ul style="list-style-type: none"> <li>• Mobility Scooters added to list of vehicles allowed in open spaces, except where their use is signposted as being prohibited.</li> <li>• Changes made to definitions allow e-bikes and e-scooters in open spaces, so long as they meet the legal requirements for those devices.</li> </ul>
<b>Erection of tents and booths</b>	<ul style="list-style-type: none"> <li>• Clause 11.2 amended to improve grammar and consistency.</li> <li>• Clause 11.2 amended to improve consistency.</li> </ul>
<b>Misbehaviour</b>	<ul style="list-style-type: none"> <li>• Clause 12.1 amended by adding the words “obstruct, disturb, interfere, or” before the word “act” in the first sentence.</li> <li>• Clause 12.1 amended by adding the words “foul, abusive or’ before the word “obscene” in the second sentence.</li> <li>• New clause 12.3 added to require Council prior written permission to distribute handbills at any open space.</li> <li>• These changes are proposed to be clearer about unacceptable behaviour under the Bylaw.</li> </ul>
<b>Breaches of Bylaw</b>	<ul style="list-style-type: none"> <li>• New clauses 19.4, 19.5 and 19.8 added to reflect the full range of enforcement actions available under the Local Government Act 2002, and specifically sections 163 and 164.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• The term ‘Advisory note’ has replaced “Explanatory note” throughout the Bylaw as this is consistent with the terminology in the Explanatory Bylaw.</li> <li>• Terms included in clause 6. Definitions are capitalised throughout the Bylaw.</li> </ul>

More information about the matters on this page can be found at [itsourplace.nz](https://www.itsourplace.nz)

# About bylaws

Powers to make bylaws come with legal checks and balances so that Councils make rules that are lawful, needed, and protect people's rights and freedoms.

## Has Council looked at other ways to fix the problems?

Yes. When a bylaw is reviewed, the Council must think about four possible choices:

1. Change the current Bylaw
2. Revoke the Bylaw and make a brand new one
3. Revoke the Bylaw and not replace it
4. Keep the Bylaw exactly the same

After looking at all these, Council decided that Option 1 was the best way to address the issues. Creating a whole new bylaw (Option 2) was not needed and would be less efficient.

Revoking the Bylaw (Option 3) and keeping the Bylaw exactly the same would not address the problems.

## Section 155 tests

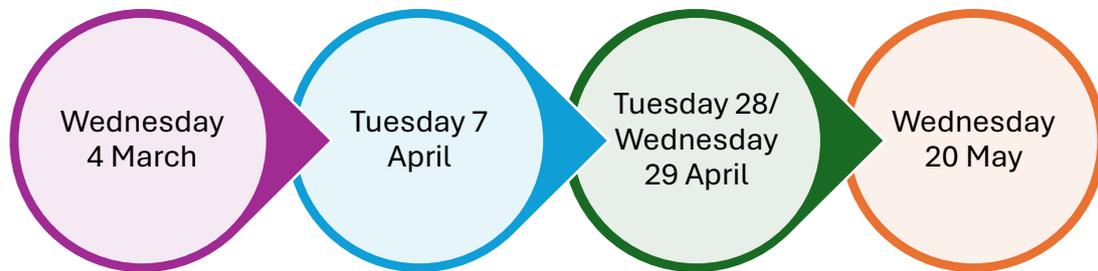
Council must also consider three legal tests in Section 155 of the Local Government Act 2002 when reviewing bylaws. Council considered these tests and decided that the proposed amendment to the Bylaw is:

- ✓ the best available way to fix the problems; and
- ✓ the best available form of bylaw; and
- ✓ creates no implications under the New Zealand Bill of Rights Act (NZBORA)

More information about the matters on this page can be found at **itsourplace.nz**

Want to read the full draft Bylaw? The draft Bylaw can be viewed online at **itsourplace.nz** or request a copy by emailing **submissions@adc.govt.nz** or visiting customer services in Te Whare Whakaere (Library and Civic Centre).

# What happens next?



## **Consultation Opens**

Council will accept feedback from the community on the proposals

## **Submissions close**

This is the last date for the community to lodge their feedback.

## **Public hearing and deliberations**

Those who gave feedback can speak to their feedback in person. Council will then consider all feedback received and decide on any further changes.

## **Council adopts documents**

Council will adopt the final version of the documents

# Have your say!

Your feedback will help us to know whether we are on the right track. It is important to us, and we encourage you to make a submission. Written submissions can be made to the Council up until 5.00 pm on Tuesday 7 April 2024. The easiest way to provide your feedback is to complete it online at [ltsourplace.nz](https://ltsourplace.nz)

Alternatively, you can provide feedback by filling in the attached submission form and getting it back to us using one of the following methods:

**Freepost to:** Ashburton District Council  
Freepost 230444  
PO Box 94  
**Ashburton 7740**

**Email to:** [Submissions@adc.govt.nz](mailto:Submissions@adc.govt.nz)

**Drop it off at:** Te Whare Whakatere/Ashburton Library & Civic Building  
2 Baring Square East  
Ashburton

## Petitions

Submissions presented in the form of a petition or accompanied by multiple signatures will be processed as a single submission.

## Privacy considerations

Please note all public submissions are public documents and will be made available on Council's website after the closing date with the names of submitters included.

For more information on council's privacy policy please click [here](#) and read the information under the heading "How your feedback is used"

**END OF PAGE**

# Submission Form – Draft Open Spaces Bylaw Review 2026

## Your details:

**Name\***

**Organisation** *(if appropriate)*

**Address**

**Phone**

**Email\***

*\*These fields are required*

**Do you wish to speak in support of your submission at the hearing?**

*(If no boxes are ticked, it will be considered that you do not wish to be heard).*

**Yes:**

The hearing will be held at Hine Paaka (the Council Chamber) on 28 or 29 April 2024

If yes, do you wish to be heard:  **In-Person** or  **Virtually**

**No:**

I do not wish to speak in support of my submission and ask that the following written submission be fully considered.

You can give feedback on any or all of the questions below. You do not have to complete every question. You can comment on any aspect of the draft Bylaw. You can provide attachments to support your submission. The full draft bylaw and other supporting information is available at **ltsourplace.nz**

## Questions

### Support for the Bylaw

1. Do you support the open Spaces bylaw as a whole?

- I support the Bylaw
- I partially support the Bylaw
- I do not support the bylaw

Please explain why you have chosen that option

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## Issues being considered for the Bylaw

There are five issues we are addressing through changes to the bylaw. Please give us your thoughts on these proposed changes.

### Issue 1 - Organised Events

- 2 What is your preferred option for organised events
- Make the changes proposed (**Council's preferred Option**)
  - Make other changes to improve the Bylaw
  - Keep the Bylaw as is – no clause on fireworks displays

Why have you chosen that option? Please give details of other changes you propose.

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### Issue 2 - Aircraft (including Drones)

3. What is your preferred option for this issue?
- Make the changes proposed (**Council's preferred Option**)
  - Keep the list of prohibitions
  - Make other changes to improve the Bylaw
  - Keep the bylaw as is – no changes to the Aircraft clause

Why have you chosen that option? Please give details of other changes you propose.

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### Issue 3 - Lighting of Fires

4. What is your preferred option for this issue?
- Make the changes proposed (**Council's preferred Option**)
  - Make other changes to improve the Bylaw
  - Keep the bylaw as is – no clause on lighting of open fires

Why have you chosen that option? Please give details of other changes you propose.

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**Issue 4 - Fireworks displays**

5. What is your preferred option for this issue?
- Make the changes proposed (Council’s preferred Option)
  - Ban fireworks displays on open spaces
  - Make other changes to improve the Bylaw
  - Keep the Bylaw as is – no clause on fireworks displays

Why have you chosen that option? Please give details of other changes you propose.

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**Issue 5 – Permissions for activities and events**

6. What is your preferred option for this issue?
- Make the changes proposed (Council’s preferred Option)
  - Make other changes to improve the Bylaw
  - Keep the bylaw as is – no clause on Permissions

Why have you chosen that option? Please give details of other changes you propose.

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**Other changes**

Council has proposed other changes on pages 9-11 of the consultation document. What are your thoughts on those changes?

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## Other comments

Are there any other comments you would like to make?

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## Appendix 3- Review of the Ashburton District Council Open Spaces Bylaw 2016- Section 155 Report

### Bylaw review requirements – section 155 determinations

1. Council must follow the process set by section 160 of the Act when it reviews a bylaw. Part of this process requires the Council to make three determinations required by section 155 of the Act.
2. The three determinations are:
  - a. Whether or not a bylaw is the most appropriate way of addressing a perceived problem or issue; and
  - b. If the Council decides that a bylaw is (still) appropriate, whether the bylaw is the most appropriate form of bylaw; and
  - c. Whether or not the bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990 (NZBORA).

### What are the perceived and actual problems?

3. Officers note the following problems that could be addressed through the Bylaw, either wholly or in part.
  - a. Vandalism or damage to buildings or structures on open spaces; and
  - b. Lack of Bylaw provisions regulating the holding of organised events on open spaces
  - c. Lack of Bylaw provisions regulating the lighting of fires on open spaces
  - d. Lack of Bylaw provisions regulating fireworks displays on open spaces.
  - e. Lack of bylaw provisions describing how Council manages permissions for activities and events on open spaces
4. The staff analysis identifies the following opportunities to improve management of open spaces that can be addressed through the bylaw:
  - a. Including damages to building and structures, including graffiti, within the offences under the Bylaw.
  - b. New provisions for organised events, regulation of open fires and fireworks, and granting of permissions.
  - c. Stronger provisions relating to the protection of wildlife and the provisions of the Wildlife Act
  - d. Updates for changes in the operating environment, including rules relating to drones.
  - e. Closer alignment between the Reserves Management Plan 2024 and the Bylaw
  - f. Improved clarity on what constitutes misbehaviour under the Bylaw
  - g. A fuller description of the legal remedies available to council for breaches of the Bylaw
  - h. A fuller description of how granting of permissions should operate under the Bylaw.
5. The staff analysis also identifies some improvements to the content and format of the bylaw that are administrative in character. These include:
  - a. Update of adoption date, commencement date, and next review date.
  - b. Improve standardisation of the format of the Bylaw
  - c. Improve consistency with the Explanatory Bylaw.
  - d. Improve clarity about the relationship between the Bylaw and related documents.
  - e. Improve the readability of the document.

## Statutory Options

6. The Council is required by legislation to determine (what are) the best options for addressing perceived problems. This requires consideration as to whether, or not, a bylaw is the most appropriate way of addressing the perceived problems. There are four statutory options when reviewing a Bylaw. These are:
  - Amend the current bylaw.
  - Revoke the current bylaw.
  - Revoke the current Bylaw and replace it.
  - Continue the Bylaw without amendment.

## Is a bylaw the most appropriate way of addressing the perceived problems?

### Revocation of the Bylaw

7. Revoking the Bylaw is the one statutory option that invites Council to consider whether or not to have a bylaw. Under this option, Council would manage open spaces using a mix of management tools and resources, plans, policies, and statutory powers under the Local Government Act 2002 (LGA) and the Reserves Act 1977.
8. Comparison of the bylaw provisions in the draft bylaw with the statutory provisions in the LGA and the Reserves Act indicates a significant overlap, with over 60% of the Bylaw directly enabled by another statute. The balance of the provisions that are not covered or only partly covered relate to:
  - a. issues of nuisance (Clause 7 - obstruction of entrances and thoroughfares; Clause 12 – Misbehaviour; Clause 13 – Assemblies)
  - b. issues relating to management of activities on open spaces (Clause 8 – water wastage, prohibition of bathing, clause 14 – organised sports and organised events on open spaces; Clause 16 – public access to open spaces; Clause 17 – closures and fees)
  - c. Aircraft (including drones) – the overarching controls are the Civil Aviation Rules but council as property owner can apply closer restrictions via a bylaw so long as they meet the s. 155 tests.
  - d. Fireworks displays – Fire & Emergency New Zealand approval for fireworks displays is required under Health and Safety at Work (Hazardous Substances) Regulations but Council can also apply other restrictions as landowner.
9. If Council were to revoke the Bylaw, these matters would either be addressed under the provisions of the Reserves Management Plan 2024, or by officers under general management authority. Both these options lack the (albeit limited<sup>1</sup>) enforcement opportunities available under a bylaw, although these are limited for financial reasons due to the lack of infringement offences and infringement notice provisions under legislation.
10. Officers assess that revocation of the bylaw is not a preferred Option as:
  - a. Council should retain the enforcement opportunities of a Bylaw, recognising that it will tend to be a last resort for the most egregious cases due to the nature of the legal remedies
  - b. A Bylaw is a publicly consulted set of rules that is balanced against the rights of citizens in its development. This lends support to its use alongside voluntary and assisted compliance

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<sup>1</sup> These are limited for financial reasons due to the lack of infringement offences and infringement notice provisions under legislation. This requires Council to pursue a criminal prosecution through the Courts. The direct and indirect costs are high and may well exceed the fines that are awarded. For reasons like this, prosecution through the court system tends to be a last resort for the most serious offending.

through public information and targeted communications to people who commit a breach that does not warrant more stringent enforcement.

### What form of Bylaw is most appropriate?

#### Continuing the Bylaw without amendment

11. At this point, the Options available are to continue the Bylaw without amendment, amend the Bylaw, or revoke the Bylaw and replace it with a new bylaw.
12. Continuing the Bylaw without amendment is not preferred as the current Bylaw does not address the four issues noted in paragraph three. Issue 3(a) is covered under the Reserves Act, as well as the Summary Offences Act 1981 and, in more serious cases, the Crimes Act 1961. Issues 3(b) is primarily a policy issue. Issues 3(c) and 3(d) are both regulatory issues where Council would benefit from developing appropriate restrictions that could, in the worst cases, be enforced via Court action.

#### Amend the Bylaw or revoke and replace?

13. This choice is a judgement about the nature and scale of the change, the efficiency of the process, and the readability of the bylaw in an amended form.
14. Officers will typically advise Council to amend a bylaw when the core purpose and structure of the bylaw remain sound, but specific updates are required. These would include minor corrections, adding individual sections without disrupting the overall framework, or updating specific provisions for updated laws or changes in the operating environment.
15. Officers will advise revocation and replacement if a Bylaw expires but is still needed (as occurred with the Water Races Bylaw) or if the current bylaw needs extensive reorganisation because it has become complex, difficult to read and apply, or the “foundations” of the document are changing.
16. In this case, the judgement of officers is that the nature and scale of the changes are more suited to an amendment than revocation and replacement. The public process is very similar with no notable efficiency advantages, although there is more work in writing a new Bylaw than in amending an existing Bylaw. The analysis suggests that the best approach is for the Council to amend the current Bylaw.

### Are there any NZBORA implications?

17. In reviewing the current bylaw and proposing an amended bylaw, the Council is required to consider whether the proposed amendment to the bylaw gives rise to any implications under the NZBORA. Section 155(3) of the Act states that no bylaw may be made which is inconsistent with the NZBORA.
18. The NZBORA specifically identifies 22 specific rights under four broad headings, namely life and security of the person; democratic and civil rights; non-discrimination and minority rights; and search, arrest, and detention. The proposed amendment to the Bylaw does not give rise to any implications under the NZBORA.

### Conclusion

19. Having carried out the review of the Bylaw in terms of section 155 of the Act:
  - a. The proposed amendment to the Bylaw is the most appropriate way of addressing the perceived problems; and
  - b. The proposed amendment to the Bylaw is the most appropriate form of bylaw; and
  - c. The proposed amendment to the Bylaw does not give rise to implications under the NZBORA and is not considered to be inconsistent with the NZBORA.

## Appendix 3- Review of the Ashburton District Council Open Spaces Bylaw 2016 – Clause-by-Clause Analysis

1. As the amendment of the Bylaw is considered to be the most appropriate approach, staff have prepared a clause by clause analysis of the proposed draft Ashburton District Open Spaces Bylaw 2016.
2. In undertaking this analysis, two main options were identified with respect to most bylaw clauses: retaining the provision stated in the 2019 Bylaw, or making a provision that improves water race network management. In considering which of the options is the most appropriate, the following questions were asked:
  - Does the clause address an identified problem or is it necessary for the efficient management of open spaces?
  - Does it provide an appropriate level of control?
  - is it consistent with other Council bylaws?
  - Is it specific and easy to interpret for the public and Council officers?
  - Is this provision enforceable?
  - Does the provision materially affect the rights and duties of the public and/or open space users?
3. The following table describes the changes proposed in the amendment of the Open Spaces Bylaw 2016.

CLAUSE-BY-CLAUSE ANALYSIS		
#	CLAUSE HEADING	COMMENT/ REASON FOR AMENDMENT OR NEW CLAUSE
	<b>Title Headings</b>	<ul style="list-style-type: none"> <li>• Date adopted changed to date that amended bylaw is proposed to be adopted.</li> <li>• Commencement date changed to date that amended Bylaw is expected to become effective.</li> <li>• Next review date changed to five years after amended Bylaw is expected to be adopted.</li> </ul>
<b>3</b>	<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Entire clause reformatted. Two sentences added directly under clause heading to explain relationship of related documents to the Bylaw and the management of Open Spaces.</li> <li>• Acts and regulations listed alphabetically under sub-heading. Fencing Act and Wildlife Act added as Acts relevant to the bylaw and the management of open spaces.</li> <li>• ADC bylaws, plans, policies and strategies listed alphabetically under sub-heading. Three bylaws and four policies added under sub-heading as documents relevant to the bylaw and the management of open spaces.</li> </ul>
<b>4</b>	<b>Contents</b>	<ul style="list-style-type: none"> <li>• Updated to reflect new clauses and page numbers</li> </ul>
<b>5</b>	<b>Application</b>	<ul style="list-style-type: none"> <li>• Old clause 5.2 incorporated under clause 3. Related documents.</li> <li>• New clauses 5.3 &amp; 5.4 explain that trading in open spaces and keeping of bees in open spaces are dealt with under other bylaws.</li> </ul>
<b>6</b>	<b>Definitions</b>	<ul style="list-style-type: none"> <li>• Clauses 6.2 and 6.3, 6.4 and 6.5 are new clauses to guide the interpretation of the Bylaw.</li> <li>• <b>Aircraft</b> definition is amended to avoid using the word <b>aircraft</b> in its own definition</li> <li>• <b>Animal</b> definition is amended to avoid using the word <b>animal</b> in its own definition</li> <li>• <b>Bicycle</b> definition added to include e-bikes.</li> <li>• <b>District</b> definition amended to match the Explanatory Bylaw and for the ease of the reader.</li> <li>• <b>Electronic Communication</b> definition added to assist definition of <b>Written</b> (also added).</li> <li>• <b>Fireworks</b> definition added to guide the interpretation of clause 18.</li> <li>• <b>Hazardous Substances</b> definition added to guide the interpretation of <b>Fireworks</b></li> <li>• <b>Mobility Scooter</b> definition added to guide the interpretation of clause 10</li> <li>• <b>Offence</b> definition added to match the Explanatory Bylaw and for the ease of the reader. Definition will also assist the interpretation of clauses 14 and 19.</li> <li>• <b>Open Fire</b> definition added to support interpretation of clause 18</li> <li>• <b>Open Space</b> definition amended by the substitution of the phrase "<b>Water Body</b>" for "associated bodies of water" and the removal of the terms "buildings" and "swimming pools" from the list of structures that an Open Space does not commonly include.</li> <li>• <b>Organised Event</b> definition added to guide the interpretation of clauses 14.5, 14.6, 14.7 and 14.8 of the Bylaw.</li> <li>• <b>Organised sport</b> definition added to support interpretation of clause 14</li> <li>• <b>Parking</b> definition removed from the Bylaw as it is not used in the Bylaw.</li> </ul>

CLAUSE-BY-CLAUSE ANALYSIS		
#	CLAUSE HEADING	COMMENT/ REASON FOR AMENDMENT OR NEW CLAUSE
		<ul style="list-style-type: none"> <li>• <b>Poultry</b> definition added to match the Explanatory Bylaw and for the ease of the reader.</li> <li>• <b>Reserve</b> definition added for the ease of the reader and to match more closely the Explanatory Bylaw definition.</li> <li>• <b>Retail Fireworks</b> definition added to assist interpretation of Fireworks.</li> <li>• <b>Scooter</b> definition amended to include e-scooters.</li> <li>• <b>Ship</b> definition added to support interpretation of clause 8</li> <li>• <b>Sign</b> definition added to assist the interpretation of clauses 8, 10 and 14.</li> <li>• <b>Stock</b> definition added to match the Explanatory Bylaw and for the ease of the reader.</li> <li>• <b>Water body</b> definition added to support interpretation of clause 8</li> <li>• <b>Watercraft</b> definition added to support interpretation of clause 8</li> <li>• <b>Written</b> definition added to reflect the Explanatory Bylaw, incorporate <b>Electronic communication</b> and for the ease of the reader.</li> </ul>
8	<b>Damage and interference</b>	<ul style="list-style-type: none"> <li>• Clause 8.1.1 amended to include buildings and give more emphasis to graffiti</li> <li>• Former subclause 8.1.1 (vi) removed and replaced with new clause 8.1.11</li> <li>• New clause 8.1.8 added enabling Council to prohibit Ships from water bodies in open spaces</li> <li>• New clause 8.3 added highlighting Council's obligations under the Wildlife Act whenever it grants a permission under clause 8.1.10 of the Bylaw.</li> </ul>
10	<b>Vehicles</b>	<ul style="list-style-type: none"> <li>• Mobility Scooters added to list of vehicles allowed in open spaces, except where their use is signposted as being prohibited.</li> <li>• Changes made to definitions allow e-bikes and e-scooters in open spaces, so long as they meet the legal requirements for those devices.</li> </ul>
11	<b>Erection of tents and booths</b>	<ul style="list-style-type: none"> <li>• Clause 11.2 amended by replacing "Authorised Officers have" with "An Authorised Officer has". The singular form is used everywhere else throughout the bylaw.</li> <li>• Clause 11.2 amended with the addition of "stall, tent or" after "any" and before "structure" to replicate the wording used in clause 11.1.</li> <li>• Advisory note also amended to refer the reader to information on Council's website.</li> </ul>
12	<b>Misbehaviour</b>	<ul style="list-style-type: none"> <li>• Clause 12.1 amended by adding the words "obstruct, disturb, interfere, or" before the word "act" in the first sentence.</li> <li>• Clause 12.1 amended by adding the words "foul, abusive or" before the word "obscene" in the second sentence. Both amendments are intended to clarify what constitutes misbehaviour that may constitute a nuisance.</li> <li>• New clause 12.3 added to require council prior written permission to distribute handbills at any open space.</li> </ul>

CLAUSE-BY-CLAUSE ANALYSIS		
#	CLAUSE HEADING	COMMENT/ REASON FOR AMENDMENT OR NEW CLAUSE
14	<b>Sporting and other Organised Events</b>	<ul style="list-style-type: none"> <li>• New heading for clause 14 to better reflect content after addition of clauses 14.5 to 14.8.</li> <li>• New clauses 14.5 to 14.8 set out the requirement for organised events on open spaces to obtain permission and to pay any applicable fees. Clauses also record the Council’s right to decline approval for an event or to approve with conditions. Clauses also explain where approvals are not required, and the rules on free standing temporary signs related to the event.</li> <li>• New advisory note added to refer the reader to information on Council’s website.</li> </ul>
15	<b>Airports</b>	<ul style="list-style-type: none"> <li>• New clause 15.1 requires all use of remotely piloted aircraft to comply with Civil Aviation Authority Rules.</li> <li>• New clause 15.2 requires Council’s permission as landowner to fly over an open space and the permission of an airport operator when flying within 4 km of an airport.</li> <li>• New clause 15.3 creates formal exemptions for emergency services and critical care aircraft.</li> <li>• Some detail has been removed as the detail is changing and under the control of CAA.</li> </ul>
18	<b>Fire and Fireworks</b>	<ul style="list-style-type: none"> <li>• New clauses restricting the lighting of fires and fireworks on open spaces. These matters are addressed in the Ashburton District Reserves Management Plan 2024 but have not previously been addressed in this Bylaw.</li> </ul>
19	<b>Breaches of Bylaw</b>	<ul style="list-style-type: none"> <li>• New clauses 19.4, 19.5 and 19.8 added to reflect the full range of enforcement actions available under the Local Government Act 2002, and specifically sections 163 and 164.</li> </ul>
20	<b>Permissions under this Bylaw</b>	<ul style="list-style-type: none"> <li>• New clauses 20.1 to 20.7 added to set out the general rules applying to the granting of permissions under the Bylaw. In all cases this is to be read alongside the provisions of other clauses relating to the granting of permissions.</li> </ul>
	<b>General</b>	<ul style="list-style-type: none"> <li>• The term ‘Advisory note’ has replaced “Explanatory note” throughout the Bylaw as this is consistent with the terminology in the Explanatory Bylaw.</li> <li>• Terms included in clause 6. Definitions are capitalised throughout the Bylaw.</li> </ul>

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## ***10. Draft Open Spaces Strategy 2026 for public consultation***

Authors	<i>Tayyaba Latif; Policy Advisor</i>
Activity Manager	<i>Ian Soper, Open Spaces Manager</i> <i>Mark Low; Strategy and Policy Manager</i>
Executive Team Members	<i>Toni Durham; GM Community and Open Spaces</i>

### **Summary**

- The purpose of this report is to approve the draft Open Spaces Strategy for consultation.
- Council has the following options regarding the policy:
  - Consult on the draft Open Spaces Strategy (no changes), or
  - Make changes to the strategy prior to consultation.

### **Recommendation**

- 1. That** Council approves the draft Open Spaces Strategy for public consultation from 4 March to 7 April 2026.

### **Attachments**

- Appendix 1** Draft Open Spaces Strategy 2026  
**Appendix 2** Draft Open Spaces Strategy consultation document

## Background

### The current situation

1. Council adopted its existing Open Spaces Strategy in 2016. The strategy will reach the end of its ten- year period in 2026 and is due for a review.
2. The review commenced in September 2025, and officers have prepared a draft strategy.
3. The draft strategy is informed by following:
  - a) It builds on the Open Spaces Strategy 2016.
  - b) Analysis of previous public consultation on related plans and strategies,
    - Climate Change and Sustainability Strategy 2025
    - Reserve Management Plan 2024 (Love Your Parks)
    - Biodiversity Strategy 2024,
    - Play, Active Recreation and Sport Strategy 2022,
    - Ashburton Domain Development Plan 2020,
    - Walking and Cycling Strategy 2020, and
    - Long Term and Annual Plans since 2016
  - c) Analysis of last five years of satisfaction and verbatim responses from the Annual Residents Survey.
  - d) On 30 October 2025, during a workshop with Council's Open Spaces Team, feedback was gathered on the issues, challenges, and opportunities across the various open spaces categories.
  - e) We did not carry out early community engagement because sufficient information was already considered available from the analysis of the sources mentioned from (a) to (d).
4. The key feedback themes from the community feedback and workshop are as follows:
  - Accessibility and Inclusion,
  - Ecological and Environmental values,
  - Community and Cultural Connection,
  - Connectivity and Linkages,
  - Youth and Play,
  - Safety and Infrastructure,
  - Equity and Investment.
5. On 28 January 2026, Council's direction on draft strategy was sought at a workshop. and further changes were made before finalising the draft strategy for today's meeting. Feedback was sought from Arowhenua via AECL and as a result an additional objective was added (4.5), and acknowledgement was made of AECL/Arowhenua as a partner within the 'who' section of several objectives.

## Proposed Open Spaces Strategy

6. The proposed strategy includes background information on open spaces in the Ashburton District, a vision statement, guiding principles, goals, objectives and an action plan including timeframes to achieve each action.
7. Council owns the Open Spaces Strategy. The Open Spaces Team leads the delivery of the Action Plan, supported by other Council teams. When other organisations or community groups manage open spaces, Council works with them to ensure a consistent, district-wide approach.

## Consultation approach

8. Officers propose to undertake community consultation on the draft strategy, with all supporting information and feedback available on [itsourplace.nz](https://itsourplace.nz) and printed copies provided at Te Whare Whakatere for people who want to give feedback.

## Options analysis

### Option one – Approve the draft Open Space Strategy for public consultation (recommended option)

9. Under this option, Council approves the draft strategy for public consultation from 4 March to 7 April 2026.

<b>Advantages:</b> <ul style="list-style-type: none"><li>• The community's views will be heard and able to be included in the final strategy to refine a shared vision and goals for the district.</li></ul>	<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• Current draft may not accurately reflect elected members' position.</li></ul>
<b>Risks:</b> No risks identified in consulting on draft strategy with the community	

### Option two – Approves the draft strategy for public consultation with amendments.

10. Under this option, Council approves the Strategy with amendments, for public consultation. Depending on the nature of the changes the timeline could be affected.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• The community’s views will be heard and able to be included in the final strategy to refine a shared vision and goals for the district.</li> <li>• The document will better reflect Councils position.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Depending on the complexity and number of amendments, timing for the consultation may be delayed.</li> </ul>
<p><b>Risks:</b></p> <p>No risks identified in consulting with the community</p>	

## Legal/policy implications

11. There is no legal requirement to have an Open Spaces Strategy. It is good practice to set direction for activities to help guide future levels of service, development and investment.

### Local Government Act 2002

12. Council is, however, legally obligated to take community wellbeing, future generations and sustainable development into account when making decisions ([sections 10](#) and [14](#), Local Government Act 2002). This can be interpreted as a legal obligation to consider the environmental, economic, social and cultural impacts of climate change on the community. Under section 14(1)(h) in *“taking a sustainable development approach, a local authority should take into account—*
  - (i) the social, economic, and cultural well-being of people and communities; and*
  - (ii) the need to maintain and enhance the quality of the environment; and*
  - (iii) the reasonably foreseeable needs of future generations.”*

13. For this reason, a large number of Councils throughout the country develop policies, plans and strategies for their open spaces.

### Reserves Act 1977

14. The purposes of the Reserves Act 1977 are:
  - providing for the preservation and management of reserves for the benefit and enjoyment of the public;
  - ensuring, as far as possible, the survival of all indigenous species of flora and fauna;
  - ensuring, as far as possible, the preservation of access for the public;
  - providing for the preservation of representative samples of all classes of natural ecosystems and landscape;
  - promoting the protection of the natural character of the coastal environment and the margins of lakes and rivers.

## Reserve Management Plan 2024

15. In 2024, Council adopted an omnibus Reserve Management Plan under [section 41](#) of the Reserves Act 1977 to ensure consistent management of all open spaces it owns and administers across the district.

## Long-Term Plan 2024-34

16. The Long-Term Plan 2024-34 notes Council’s commitment to provide the district with a network of open green spaces that contribute towards the beauty and enjoyment of the area for residents and visitors alike.

## Climate change

17. Well-managed and fit for future open spaces will contribute to climate change mitigation and adaptation.

### Review of legal / policy implications

Reviewed by In-house Counsel

Jacqui Watson; Senior Legal Counsel

## Strategic alignment

18. The recommendation relates to all four of Council’s community outcomes because long-term planning for our open spaces will have a positive impact on all aspects of the community.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Open spaces are likely to have an impact on our: <ul style="list-style-type: none"> <li>economy through attracting visitors</li> <li>environment through ensuring positive ecological and environmental outcomes.</li> <li>Improve cultural outcomes by preserving local heritage, providing places for cultural expression.</li> <li>social wellbeing by providing inclusive, safe and accessible open spaces.</li> </ul>
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	Consultation costs covered by existing budgets.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Existing budgets – Strategy and Policy and Communications Teams
Are there any future budget implications?	Depending on the direction of the strategy and action plan there may be future budget implications. If there are implications these will be assessed as part of the Annual Plan / Long-Term Planning process, when actions are included in our forward planning.
Reviewed by Finance	Erin Register; Finance Manager

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium
Rationale for selecting level of significance	N/A
Level of engagement selected	3. Consult – formal two-way communication
Rationale for selecting level of engagement	The draft strategy development process has been outlined in this report, including community feedback analysis, and Council workshop. This consultation allows the entire community to have their say on the draft strategy and for stakeholders to provide their feedback in a more formal process through submission and hearings.
Reviewed by Strategy and Policy	Mark Low; Strategy and Policy Manager



Ashburton District Open Spaces Strategy

2026

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## From the Mayor

### *Note*

This document uses the Kāi Tahu dialect where sometimes “k” replaces the use of “ng” in words, for example “kaitiakitanga” becomes “kaitiakitaka”.

## Part 1: The Strategy

### Introduction

Ashburton District's open spaces are central to the district's wellbeing and future. From parks and playgrounds to cemeteries, sports fields, and natural reserves, these spaces enrich daily life by providing places to connect, reflect, and play. They are vital for recreation, cultural expression, and environmental resilience.

Council's current strategic direction is to be "the district of choice for lifestyle and opportunity – Hakatere: te rohe ka whiria mō te āhua noho, me te hapori." This revised Open Spaces Strategy builds on that vision, setting a clear direction for the next ten years to ensure our open spaces are inclusive, accessible, and resilient.

The strategy reflects the diverse roles open spaces play—from enhancing community wellbeing through parks, gardens, and recreational areas to preserving social history through cemeteries.

The provision and management of open spaces must respond to community feedback, demographic change, climate pressures, and evolving expectations. With over 130 parks and reserves, including 16 cemeteries, number (tbc) public conveniences, and playgrounds plus a growing district population, the strategy outlines how this will be achieved through guiding principles, strategic goals, and priority actions.

### What are Open Spaces?

For the purpose of this strategy Open Spaces are defined as:

**"Council managed or owned areas of land or water that is accessible to the public and set aside primarily for amenity, recreation, nature conservation, reflection, or enjoyment for people in the district."**<sup>1</sup>

Council manages 429 hectares of open spaces include parks, reserves, sports fields, lakes, walkways, cycleways, and civic spaces<sup>2</sup>. These places support both active activities like sports and walking, and passive uses such as sitting, reflecting, or enjoying the natural environment. In the context of this strategy, open spaces also includes both public conveniences and cemeteries.

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<sup>1</sup> For the purpose of this strategy, it excludes buildings and, swimming pools, but includes cemeteries, public conveniences and playgrounds located in open spaces.

<sup>2</sup> Parks & Open Spaces Activity Management Plan 2024-34.

## Why are Open Spaces important?

Open spaces contribute to our wellbeing, protect heritage and biodiversity, enhance the character of our towns, and offer spaces where people can meet, move through, and feel connected.

These areas make a significant contribution to our quality of life by:

- Supporting active lifestyles by providing spaces for sport, recreation, and connection with nature
- Enhancing the amenity, character, and identity of neighbourhoods and townships
- Offering welcoming places for people to meet, play, and socialise within their communities
- Celebrating heritage and culture by protecting historical and culturally significant sites
- Improving the visual appeal of urban and rural environments
- Contributing to ecological health through the protection and enhancement of natural systems
- Boosting local economies by attracting visitors and supporting liveability
- Promoting mental and spiritual wellbeing through access to peaceful, restorative environments
- Providing dignified and peaceful spaces for remembrance and reflection through well-maintained cemeteries
- Ensuring comfort and accessibility for all by offering clean, safe, and well-located public conveniences

## Open Spaces in the Ashburton District

Ashburton District has 137 open spaces that offer a wide range of leisure and recreational opportunities. Most of these spaces are owned and managed by Ashburton District Council, which is responsible for their provision, maintenance, and overall management.

Council maintains the Ashburton Domain, while the other domains are largely overseen by the Reserve Boards on behalf of the Council. Although Council has minimal involvement in their day-to-day upkeep, it does develop and maintain the children's playgrounds and public conveniences located within these domains.

Council also manages and maintains a variety of other areas that, while not classified as parks or recreation spaces, still require considerable upkeep and contribute meaningfully to the district's environment and profile. These include garden beds in roundabouts, median strips, street gardens, Central Business District spaces, town entrances, roadsides, and stormwater detention ponds. Covering approximately 116 hectares across more than 200 sites, these spaces play an important role in beautifying urban and rural landscapes, supporting biodiversity, managing stormwater and nourishing the natural environment.

### *Other providers*

In addition to council owned and managed open spaces, other land providers are;

- The Department of Conservation (DoC)
- Land information New Zealand (LINZ)

- Education provider (e.g. schools and colleges)
- Environment Canterbury (ECan)
- Private sports clubs with sports fields provision like Hampstead, Allenton, and Collegiate
- Community groups/landowners managing land providing significant recreational and ecological linkages e.g. Mt Hutt Bike Park.

Ashburton District Council does not own, manage, fund, or deliver open spaces that are under the responsibility of these other providers. However, the Council maintains close partnerships with all providers to ensure and enable a consistent, district-wide approach to open spaces planning and management.

## Progress so far – Open Spaces achievements by the Council

Since the adoption of the Open Spaces Strategy in 2016, Council has made significant progress in improving the provision, management, and quality of open spaces across the district. Key achievements include completing Reserve Management Plan 2024 for all Recreational Reserves, developing and implementing various actions under the Ashburton Domain Development Plan, and completion of the Recreation Facility Utilisation Study in 2023. A large number of the special projects in the 2016 Open Spaces Strategy have been largely implemented such as the Ng King Brothers Market Garden Settlement and pedestrian connections along Mill Creek.

In recent years, some Reserves such as Taylors Stream and Bowyers Stream reserves, have been planted with indigenous vegetation to boost ecological connectivity and enhance the natural character of the rural areas.

A review of the last ten years of Annual Reports shows consistently high satisfaction, with 95% of residents happy with Council-provided parks and open spaces, 97% satisfied with cemeteries, 97% satisfied with the Ashburton Domain, and 93% satisfied with playgrounds.

In December 2025, Ashburton Domain was recognised as a Four-Star Garden of Significance by the New Zealand Gardens Trust and will now be promoted to garden tourists nationally and internationally. This recognition indicates a high quality of service delivery for communities to enjoy.

## Why do we need a strategy?

The purpose of the Open Spaces Strategy is to set the direction for the provision of an open space network that responds to demographic changes and urban growth and support community wellbeing. It ensures that open spaces remain welcoming, functional, and resilient for current and future generations.

It is a roadmap for how we will protect, enhance, and invest in our open spaces to meet the needs of current and future generations, support a balanced and sustainable environment, provide vibrant public places, and enable a connected community

Ashburton District is changing; these shifts will influence the demand for open spaces.

**Population growth**<sup>3</sup>: From 36,100 (2023) to 44,800 by 2053.

**Household increase**<sup>4</sup>: From 14,300 (2023) to 16,300 (2043).

**Age**<sup>5</sup>: Median age 40.1 years, slightly older than the national median of 38.1 years.

**Diversity**: Percentage of population that identify with ethnic group European (81.1%) Māori (8.6%), Pacific People (6%), Asian (9.4%), Middle Eastern/Latin America/African (1.9%), Other Ethnicity (1.1%)

**Urban development**: More subdivisions and higher residential density require new open spaces.

These trends highlight the need for a strategic approach to ensure delivery that meets demand, equitable access, cultural inclusivity, and environmental sustainability across the district's open spaces network.

## How has this strategy been prepared?

The strategy builds on the Open Spaces Strategy 2016.

It has been informed by public consultation on related plans and strategies, including the:

- Climate Change and Sustainability Strategy 2025
- Reserve Management Plan 2024,
- Biodiversity Strategy 2024,
- Play, Active Recreation and Sport Strategy 2022,
- Ashburton Domain Development Plan 2020,
- Walking and Cycling Strategy 2020, and
- Long Term and Annual Plans since 2016

Verbatim responses from the last five years of the Annual Resident Survey were also analysed to identify key themes.

A workshop with Council's Open Spaces Team was held on 30<sup>th</sup> October 2025, where open spaces were grouped into eight categories to explore issues, challenges, and opportunities across the district. During the workshop the team provided feedback on each category and suggested areas of improvement or further work.

It has also been informed by the 2025 Yardsticks Report. It is a benchmarking survey for Open Spaces that the Ashburton District Council participates in annually. It allows us to compare our performance against other Councils across New Zealand.

## What has the analysis informed us?

Analysis of community responses and workshop discussion highlights the following themes:

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<sup>3</sup> <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.stats.govt.nz%2Fassets%2FUploads%2FSubnational-population-projections%2FSubnational-population-projections-2023base-2053%2FDownload-data%2Fsubnational-population-projections-2023base-20>

<sup>4</sup> [Ashburton District Council Long Term Plan 2024 - 34 \(Vol 1 - Page 38-40\)](#)

<sup>5</sup> <https://tools.summaries.stats.govt.nz/places/TA/ashburton-district#families-and-households>

## Accessibility and Inclusion

- Embed accessibility and inclusion in all open spaces design and upgrades
- Address distribution gaps to ensure equitable access across all townships and demographics

## Ecological and Environmental Value

- Restore and enhance biodiversity through native planting, habitat creation, and green infrastructure
- Create biodiversity corridors and blue-green networks using parks, reserves, and waterways
- Support pest and weed control in reserves and domains through community outreach
- Promote sustainability in funding, maintenance, and design

## Community and Cultural Connection

- Celebrate heritage and culture through trails, signage, and design

## Connectivity and Linkages

- Map and prioritise existing recreational trails for inclusion in the strategy
- Ensure well established linkages between towns, schools, rivers, and trails
- Improve walking and cycling infrastructure to support active transport

## Youth and Play

- Provide diverse play options for toddlers, children, and teens
- Upgrade outdated playgrounds and improve shade, seating, and safety

## Safety and Infrastructure

- Improve lighting, sealed paths, and crossings for safer access
- Address maintenance issues in parks, cemeteries, and public toilets
- Ensure clear signage and fit for purpose parks furniture.

## Equity and Investment

- Ensure equitable provision of open spaces across the district appropriate to the relevant communities.

## What does this strategy include?

The document is divided into two sections: Part 1 provides the background information on strategy, its scope, and the strategy development process, while Part 2 outlines the strategy vision, goals, objectives and the action plan.

The strategy contains a 10-year action plan setting out how goals and associated objectives will be achieved, who will be involved in achieving them.

The strategy covers Ashburton District's parks and open spaces, which are grouped into eight categories<sup>6</sup>, as outlined below. This categorisation helps clarify the primary purpose, characteristics, and significance of each type of open space. It also enables us to plan more for different types of open spaces under each category in the future.

All provision targets, development standards, and levels of service for all open space types — such as playgrounds, sports fields, neighbourhood parks, public conveniences, and cemeteries—are set through Activity Management Plans (AMP) and reviewed every three years.

The strategy covers the following categories are:

### 1. *Civic Space*

Civic spaces are located within or near central business districts and serve as vibrant hubs for social interaction, community gatherings, relaxation, and enjoyment. These areas typically feature a mix of hard paving and soft landscaping, complemented by seating and maintained to a high standard of presentation. Civic spaces often adjoin key council facilities such as civic centres, libraries, and swimming pools, reinforcing their role as accessible and welcoming destinations for residents and visitors.

Ashburton District currently has eight civic spaces covering a total area of 3.45 hectares, and future planning will focus on enhancing their significance within the district by creating inclusive, functional, and visually appealing environments that reflect community identity and support civic life. Examples include:

- Baring Square East & West
- East Street Green – Central Business District (CBD)
- Mona Square

### 2. *Cultural Heritage*

Cultural heritage spaces are dedicated to protecting and celebrating the district's built cultural environment, providing opportunities for heritage conservation, education, commemoration, and remembrance. These areas include features such as historic sites, buildings, memorials, cemeteries, and culturally important locations like pā sites.

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<sup>6</sup> NZRA Parks Categories Framework August 2017

Ashburton District currently has 19 cultural heritage sites covering 42.35 hectares, forming an essential part of our social history and preserving heritage values. Examples include:

- Tinwald Domain
- Mount Somers Domain
- All Cemeteries
- Ng King Bros Market Garden Settlement, Ashburton

This strategy intends to help strengthen the visibility and accessibility of these spaces, enhance interpretation and storytelling, and ensure their ongoing protection in partnership with mana whenua and the community, so they remain meaningful and relevant for future generations.

### 3. Nature

Nature spaces provide opportunities to experience and protect the district's natural environment, including native bush, coastal margins, wetlands, riparian areas, and water bodies. These areas often include facilities for walking, horse riding, camping, picnicking, bird watching, and scenic viewing, creating spaces for recreation while preserving ecological integrity.

Ashburton District currently has 14 nature sites covering 211.43 hectares, contributing significantly to biodiversity and community wellbeing. Examples include:

- Awa Awa Rata Reserve
- Lake Camp (Ōtautari)
- Wakanui Beach
- Harris Scientific Reserve
- Ashton Beach

Through this strategy, we aim to protect biodiversity and ecological corridors, enhance visitor experiences by ensuring nature spaces remain resilient and accessible for future generations.

### 4. Neighbourhood

Neighbourhood spaces provide accessible areas for informal sporting activities, recreation, play, and family-based activities for residents. These spaces typically include playgrounds, picnic facilities such as barbecues and shelters, and recreation amenities like skate parks, bike tracks, and half courts. They may also feature dog exercise areas, junior sports fields such as soccer fields at the Ashburton Domain, and community buildings such as toilets or halls. Usually small in size (3 – 5000m<sup>2</sup>), neighbourhood spaces are designed to foster social interaction, active lifestyles, and community wellbeing.

Ashburton District currently has 34 neighbourhood spaces covering 20.19 hectares. Examples include:

- Huntingdon Ave Playground Reserve
- Rakaia Salmon Site
- Methven Dog Park
- Digby Park Ashburton

Through this strategy, we aim to enhance these spaces by improving facilities, ensuring inclusivity, and creating safe, welcoming environments that meet the needs of growing and diverse communities.

## *5. Outdoor Adventure*

Outdoor adventure spaces provide opportunities for recreation and sporting activities that require large-scale, forested, rural, or peri-urban environments. These areas are designed to accommodate a wide range of nature-based activities such as hiking, horse riding, biking, camping, and other outdoor pursuits, offering both challenge and connection with the natural landscape. Typically located in rural or peri-urban settings, they support multiple activities and contribute to community wellbeing and tourism.

Ashburton District currently has three outdoor adventure spaces covering 35.80 hectares. Examples include:

- Lake Hood Middle
- Lake Hood South
- Ashburton Motorcycle Park

Through this strategy, we aim to enhance these spaces by improving access, diversifying recreational opportunities, and ensuring sustainable management practices that protect environmental values while meeting future demand.

## *6. Public Gardens*

Public gardens are highly curated spaces that showcase horticultural excellence and provide opportunities for relaxation, contemplation, education, and community events. These areas feature botanical displays, ornamental plantings, and high-quality landscaping, often complemented by interpretation such as plant names, historic or horticultural information, and visitor facilities. Public gardens may also serve as venues for events and functions, including weddings and seasonal light displays.

Ashburton Domain and Gardens is the district's only public garden covering 12.39 hectares, offering significant amenity and recreational value.

Through this strategy, we aim to enhance its role as a destination for learning and leisure, strengthen its capacity to host community events, and maintain its high standard of presentation to ensure it remains a treasured space for future generations.

## *7. Recreational and Ecological Linkage*

These spaces form green corridors and trail networks that connect neighbourhoods, town centres, waterways, and rural areas. They support walking, cycling, active transport, and ecological connectivity, often following waterways or transport corridors.

Ashburton District has 30 linkage spaces covering 13.86 hectares. Examples include:

- Smallbone Drive Reserve
- Thyme Stream Walkway
- Archibald Street Reserve, Main South Road
- Riverstone Park

Through this strategy, we aim to strengthen these linkages by improving connectivity, enhancing ecological corridors, and ensuring safe, accessible routes that promote recreation and environmental resilience.

### **8. Sport and Recreation**

Sport and recreation spaces provide facilities for organised sports, training, and active play. They include sports fields, courts, and associated amenities that cater to a wide range of age groups and abilities.

Ashburton District has 17 sport and recreation spaces covering 121.75 hectares. Examples include:

- Argyle Park & Ashburton Domain
- Methven Domain
- Chertsey Domain
- Mayfield Domain
- Robilliard Park

Through this strategy, we aim to maintain and upgrade facilities to meet community needs, support participation in physical activity, and ensure adaptability for future sporting trends.

### **Alignment with other Strategies and Plans**

The Open Spaces Strategy aligns with national legislation and regional and local strategies, plans, and policies. These policies, strategies, and legislation include:

#### **Legislative Framework (National):**

- Burial and Cremations Act 1964
- Heritage New Zealand Pouhere Taonga Act 2014
- Local Government Act 2002
- Reserves Act 1977
- Resource Management Act 1991

#### **Regional**

- Canterbury Regional Policy Statement
- Canterbury Regional Pest Management Plan
- Canterbury Land and Water Plan

#### **Ashburton District Council Strategies**

- Biodiversity Strategy 2024

- Climate Change and Sustainability Strategy 2025
- Play, Active Recreation and Sport Strategy 2022
- Walking and Cycling Strategy 2020-30

#### **Ashburton District Council Bylaws**

- Advertising and Signage in Public Places Bylaw 2017
- Cemeteries Bylaw 2017
- Open Spaces Bylaw 2016
- Public Place Bylaw 2017
- Trading in Public Place 2022

#### **Plans**

- Activity Management Plans
- District Plan
- Domain Development Plans
- Lake Camp and Lake Clearwater Plan
- Long Term Plan
- Reserve Management Plans

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## Part 2: Our Vision, Principles, Goals, Objectives, and Action Plan

### Our vision:

“Resilient, inclusive open spaces that support community wellbeing, protect nature and heritage, and connect people across the Ashburton District.”

This vision links to all four Community outcomes as included in our current Long-Term Plan:

			
<b>Residents are included and have a voice</b> Ka whai wāhi, ka whakaputa kōrero kā kainoho	<b>A district of great spaces and places</b> He tiriwā pai, he wāhi pai i tēnei takiwā	<b>A balanced &amp; sustainable environment</b> He taiao toitū	<b>A prosperous economy based on innovation and opportunity</b> He ōhaka whai rawa i ruka i te aroka hou me te whai āheika

Do we add Principles in here as well?

### Our Principles

Following principles will guide us as we work to achieve the objectives and actions set out in this strategy.

1. **People first:** Design for everyday use—comfortable, welcoming, accessible.
2. **Nature positive:** Protect and restore habitats, waterways, and biodiversity.
3. **Partnership & Kaitiakitaka:** Work with others to enhance our open spaces, and care for place with mana whenua, respecting mātauraka Māori.

4. **Access for all:** Remove barriers; provide equitable, inclusive experiences where practicable.
5. **Safety by design:** Safe routes, visibility, and upkeep.
6. **Local identity & heritage:** Reflect our stories, landscapes, and cultural values.
7. **Climate resilience:** Plan for floods, heat, and drought; use resilience planting.
8. **Connected network:** Link towns, schools, parks, rivers, and trails.
9. **Value over time:** Look after our assets well and replace them at the right time so we get the best value for money over their whole life.
10. **Evidence-led & adaptive:** Use data, monitor outcomes, improve continuously.

## Our GOALS AND OBJECTIVES

### **Goal One:**

#### **Inclusive, Accessible, and Safe Open Spaces**

*Open spaces are welcoming, accessible, and safe, reflecting the diverse needs, cultures, ages, and abilities of our communities.*

### **Goal Two:**

#### **Positive Ecological, Environmental, and Cultural Outcomes**

*Open spaces protect, restore, and celebrate the Ashburton District's natural and cultural values.*

### **Goal Three:**

#### **A Connected and Functional Open Spaces Network**

*Open spaces form a well-connected, and functional network across the district.*

### **Goal Four:**

#### **Community Wellbeing, Resilience and Partnership**

*Open spaces support long-term community wellbeing and resilience through adaptable design, sustainable management, and strong partnerships.*

## **Goal One: Inclusive, Accessible, and Safe Open Spaces**

**Open spaces are welcoming, accessible, and safe for everyone, reflecting the diverse needs, cultures, ages, and abilities of our communities.**

Goal one means we will provide inclusive environments for play, recreation, gathering, and cultural expression that remove barriers to access, support everyday use, and are designed with safety and comfort in mind.

### **Principles Supporting Goal One:**

- People first
- Access for all
- Safety by design
- Partnership & Kaitiakitaka

We intend to achieve our first goal by setting following objectives:

- 1.1 Shortfalls and surpluses in open spaces across the district are identified and remedied where it is practical
- 1.2 Ensure open space provision responds to demographic changes, population growth, and increased residential density
- 1.3 Where practicable design and upgrade open spaces to be inclusive, accessible, and safe for all users, including children, older adults, and people with disabilities
- 1.4 Enable mana whenua and diverse community groups involvement in planning, design, and care of open spaces
- 1.5 Promote public awareness and encourage community use of open spaces through events, education, signage, and digital tools
- 1.6 Ensure cemeteries are maintained as respectful, safe, and accessible spaces that support remembrance, cultural practices, and connection to local heritage, while meeting all legal and regulatory requirements including the Burial and Cremation Act 1964.
- 1.7 Ensure public conveniences and playgrounds are provided and maintained to a high standard across open spaces, supporting accessibility, safety, and comfort for all users

## **Goal 2: Positive Ecological, Environmental, and Cultural Outcomes**

### **Open spaces protect, restore, and celebrate the Ashburton District's natural and cultural values.**

Goal two means we will strengthen ecological resilience and cultural outcomes through native planting, biodiversity corridors, nature-based infrastructure, and interpretive elements that reflect local heritage, mātauraka Māori, and the stories of place.

#### **Principles Supporting Goal Two:**

- Nature positive
- Partnership & Kaitiakitaka
- Local identity & heritage
- Climate resilience

We intend to achieve our second goal by setting following objectives:

- 2.1 Protect and promote heritage, cultural, and natural features in open spaces through design, signage, and interpretation to help people understand and value the stories of place
- 2.2 Enhance biodiversity through native plantings, habitat creation, and the development of ecological corridors across open spaces to support plants and healthy ecosystem
- 2.3 Enhance access to scenic, heritage, and natural open spaces in ways that are appropriate and do not compromise biodiversity
- 2.4 Ensure pest and weed control through partnerships and outreach
- 2.5 Enhance walking connections and visual amenity by developing blue-green networks that link open spaces and neighbourhoods across the Ashburton District

### **Goal 3: A Connected and Functional Open Space Network**

**Open spaces form a well-connected and functional network across the district.**

Goal three means we will link neighbourhoods, town centres, schools, waterways, and natural areas through safe, accessible trails, green corridors, and open space connections that support walking, cycling, and everyday movement.

#### **Principles Supporting Goal Three:**

- Connected network
- Safety by design
- Value over time

We intend to achieve our third goal by setting the following objectives:

- 3.1 Build partnerships with Reserve Boards, community groups and other organisations and to create efficiencies in the provision and management of open spaces
- 3.2 Build collaboration with land management agencies (e.g. DOC, LINZ, Ministry of Education) to maximise open space use
- 3.3 Where appropriate, support district wide connectivity by maintaining, improving, and developing walking and cycling trails/networks in open spaces
- 3.4 Assess and prioritise land acquisitions and vested land that contribute to network connectivity and strategic value

#### **Goal 4: Community Wellbeing, Resilience, and Partnership**

**Open spaces support long-term community wellbeing and resilience through adaptable design, sustainable management, and strong partnerships.**

Goal four means we will invest in flexible, multi-use spaces, sustainable management practices, and collaborative partnerships with mana whenua, community groups, and service providers to respond to changing community needs and environmental pressures.

#### **Principles Supporting Goal Four:**

- Community wellbeing
- Climate resilience
- Partnership & kaitiakitaka
- Evidence-led and adaptive

We intend to achieve our fourth goal by setting following objectives:

- 4.1 Ensure funding mechanisms are fit for purpose to meet community needs
- 4.2 Ensure Council is compensated when open spaces are used or affected by infrastructure and utilities
- 4.3 Open Spaces Team is committed to practices that help build climate resilient environment in the district
- 4.4 Continue to promote sustainable land use and soil conservation within open spaces to support land stability, and long-term functioning of landscaping

The lifespan for the strategy is expected to be 10 years. However, some actions may be achieved sooner. Achievement is also dependent on financial availability, legislative changes and commitment. As a guide, we have split the timeframes into the four categories below.

- Short-term (ST)** : 1-3 years
- Medium-term (MT)** : 3-10 years
- Long-term (LT)** : 10+ years
- Ongoing (O)** : Actions that are already happening and that will run throughout the life of the strategy.

## Reporting and review

We will report annually on progress in implementing the Action Plan. These reports will show which actions have been completed and whether they were delivered on time.

A full review will be undertaken every three years to ensure the Action Plan remains current and meets the needs of our community.

The entire Strategy will be fully reviewed every five years.

## How are we going to know the strategy is working?

Reporting on the strategy will show which actions have been accomplished, if we did it on time and within the provided budget. Specific measures and data sources (for example from ADC performance reports, Yardsticks reports and the Annual Resident Survey) will be used in the first instance to monitor progress against the strategy.

## Role of Ashburton District Council

The role of Council in the Strategy and Action Plan is defined in broad terms below:

- **No role** – not an issue, role of other agencies and organisations.
- **Advocate** – collecting and sharing community views with government, agencies or organisations to help improve the district. This can be active or passive.
- **Influence** – educate and work to change people’s perceptions or behaviour to provide positive community outcomes.
- **Support** – support agencies leading the work (e.g. research, funding or bringing stakeholders together).
- **Plan and Resource** – take direct lead and involvement to achieve specific outcomes (e.g. developing plans, consultation, funding, resourcing).

## Partners and organisations involved

The “Who” column in the Action plan table indicates the Council’s teams and external organisations involved in the action with the first named team or organisation being the lead agency.

## Resource and Funding

Open spaces are mainly funded through a mix of rates, including the General Rate and Targeted Capital Value Rate, which funds activities such as parks, playgrounds, sport fields, rural and urban beautification including Ashburton Domain and Lake Hood.

Cemeteries are funded partly through General Rate and partly through fees and charges.

Public conveniences are funded primarily through the Uniform Annual General Charge and the Targeted Capital Value Rate.

Financial contributions are collected under the Ashburton District Plan for new developments and subdivisions. These contributions (e.g. cash or land) are then used for the provision and management of open spaces across the district.

There is also potential to seek external grants or funding from agencies involved in tourism, biodiversity, and conservation, when such programmes are available.

If a new project arises from this Action Plan and funding has not already been allocated/available in approved budget, a separate request will be made through a business case during the Long-Term and Annual Plan process.

## The Action Plan

### Inclusive, Accessible, and Safe Open Spaces

**Goal One:** *Open spaces are welcoming, accessible, and safe, reflecting the diverse needs, cultures, ages, and abilities of our communities.*

	Objectives	Actions	Role of ADC	Who	When
1.1	Shortfalls <sup>7</sup> and surpluses in open spaces across the district are identified and remedied where it is practical	A. Maintain updated database by creating GIS layer on number, location, and nature of open spaces provided by council and other providers.	Plan & Resource	ADC (Open Spaces Team), Arowhenua/AECL	Short Term
		B. Mapping analysis is undertaken to identify shortfalls in the provision of open spaces	Plan & Resource	ADC (Open Spaces Team)	Short Term
1.2	Ensure open space provision responds to demographic changes, population growth, and increased residential density	A. Monitor significant changes in either zoning provisions or proposed developments that may place additional demands on open spaces	Support	ADC (Open Spaces, Planning Teams)	Ongoing
		B. Open Spaces Team regularly monitor the district's demographics	Plan & Resource	ADC (Strategy & Policy, Open Spaces Team)	Ongoing
		C. Review all RMPs and AMPs and treat as living documents	Plan & Resource	ADC (Open Spaces Team), Arowhenua/AECL	Ongoing
		D. Continue to support ongoing development of open spaces across the district	Support	ADC (Open Spaces, Planning, Assets Teams), Site Developers	Ongoing
		D. Continue to develop and operate Lake Hood to ensure it	Plan & Resource	ADC (Open Spaces, Planning, Assets Teams)	Ongoing

<sup>7</sup> Shortfalls are identified using best practice guidelines and national benchmarking surveys

	<b>Objectives</b>	<b>Actions</b>	<b>Role of ADC</b>	<b>Who</b>	<b>When</b>
		is a high-quality recreational asset for the community		Site Developers, Arowhenua/AECL	
1.3	Where practicable design and upgrade open spaces to be inclusive, accessible, and safe, including children, older adults, and people with disabilities	A. Continue to regularly review playgrounds provisions for adequacy, accessibility, and potential efficiencies in maintenance and provision	Plan & Resource	ADC (Open Spaces Team)	Ongoing
		B. Review open spaces and their facilities for accessibility, parking, and other standards as required	Plan & Resource	ADC (Open Spaces Team)	Ongoing
1.4	Enable mana whenua and diverse community groups involvement in planning, design, and care of open spaces	A. Continue to collaborate with Hakatere River Trail Group and Ashburton Domain User Group	Support	ADC (Open Spaces Team), Community Groups, Arowhenua/AECL	Ongoing
		B. Enable diverse groups and manawhenua to participate in future endeavours/initiatives	Support	ADC (Open Spaces Team), Relevant Stakeholders, Community Groups, Arowhenua/AECL	Ongoing
1.5	Promote public awareness and encourage community use of open spaces through events, education, signage, and digital	A. Review open space signage to improve visibility and understanding	Support	ADC (Open Spaces Team)	Short Term
		B. Implement new signage strategy based on Council's signage guidelines across the district's parks, reserves, heritage sites and cemeteries over time	Plan & Resource	ADC (Open Spaces, Communications Teams)	Short Term

	<b>Objectives</b>	<b>Actions</b>	<b>Role of ADC</b>	<b>Who</b>	<b>When</b>
	tools	C. Develop promotional materials (e.g. maps, proximity guides) for the district's open spaces	Support	ADC (Open Spaces, Communications, Economic Development Teams)	Ongoing
		D. Continue to expand Bookable (website for venue booking) to include other open spaces and reserves	Support	ADC (Open Spaces, Information Systems, Communications, Economic Development Teams)	Ongoing
		E. Be open to new recreational and technological opportunities that provide recreational benefits in open spaces areas	Support	ADC (Open Spaces Team)	Ongoing
		F. Update Council's Utilisation Study to reflect community needs on a regular basis	Support	ADC (Sport and Recreation Team, Open Spaces Teams)	Ongoing
		G. Continue to work with Regional Sports Trust (i.e. Sport Canterbury) and sports clubs and community organisations to understand their future needs	Support	ADC (Open Spaces Team), Sports Clubs, and Community organisations	Ongoing
1.6	Ensure cemeteries are maintained as respectful, safe, and accessible spaces that support remembrance, cultural practices, and connection to local heritage, while meeting all legal and	A. Maintain and update the Cemeteries asset register	Plan & Resource	ADC (Open Spaces Team)	Ongoing
		B. Ensure that funding reflects the cost of providing cemeteries and is regularly reviewed	Plan & Resource	ADC (Open Spaces Team)	Ongoing
		C. Develop Cemetery development plans for all district cemeteries to understand cemetery capacity	Plan & Resource	ADC (Open Spaces Team)	Short Term

	Objectives	Actions	Role of ADC	Who	When
	regulatory requirements including the Burial and Cremation Act 1964	and guide cemetery development.			
		D. Make cemetery records more publicly accessible	Plan & Resource	ADC (Open Spaces Team), other agency/community groups	Medium
		E. Review and update the Cemetery bylaw	Plan & Resource	ADC (Open Spaces, Strategy & Policy Teams)	Medium Term
1.7	Ensure public conveniences and playgrounds are provided and maintained to a high standard across open spaces, supporting accessibility, safety, and comfort for all users	<p>A. Implement a continual programme to upgrade, replace, or renew public conveniences so they are well maintained and designed to:</p> <ul style="list-style-type: none"> <li>• reflect the results of regular condition assessments</li> <li>• be environmentally friendly for the environment where they are located</li> <li>• meet sanitary, safety, accessibility, and customer service standards</li> <li>• align with Crime Prevention Through Environmental Design (CPTED) principles</li> </ul>	Plan & Resource	ADC (Open Spaces Team)	Ongoing

## Positive Ecological, Environmental, and Cultural Outcomes

*Goal Two: Open spaces protect, restore, and celebrate the Ashburton District's natural and cultural values.*

	Objectives	Actions	Role of ADC	Who	When
2.1	Protect and promote heritage, cultural, and natural features in open spaces through design, signage, and interpretation to help people understand and value the stories of place	A. Ensure existing and potential heritage features are managed and enhanced to promote both open spaces and heritage values.	Support	ADC (Open Spaces Team), Community Groups, Arowhenua/AECL, Heritage NZ	Ongoing
		B. Continue to identify and record known heritage and cultural features (including cemeteries) within open spaces, and add new sites discovered through routine investigations.	Plan & Resource	ADC (Open Spaces Team), Arowhenua/AECL	Ongoing
		C. Engage and partner with local iwi to identify culturally significant open spaces, consult on their management, and involve them in decisions regarding acquisition of new areas.	Support	ADC (Open Spaces, Property, Legal Teams), Arowhenua/AECL	Ongoing
		D. Prioritise acquisition of open spaces with recognised heritage values.	Plan & Resource	ADC (Open Spaces, Property, Legal Teams), Arowhenua/AECL	Ongoing
		E. Review interpretive open space signage to identify potential improvements to promote a local sense of place and heritage values.	Support	ADC (Open Spaces, Communications Teams), Arowhenua/AECL	Short Term

	Objectives	Actions	Role of ADC	Who	When
2.2	Enhance biodiversity through native plantings, habitat creation, and the development of ecological corridors across open spaces to support plants and healthy ecosystem	A. Where appropriate, undertake revegetation and restoration plantings in reserves with ecological linkage opportunities.	Support	ADC (Open Spaces Team)	Ongoing
		B. Continue to support the restoration of Harris Scientific Reserve to provide a representative indigenous kānuka forest within the open spaces.	Support	ADC (Open Spaces Team)	Ongoing
		C. Integrate biodiversity principles across open spaces activities. For example, increasing the percentage of native planting used in Council reserves, street trees and road berms. <b>(BS 4.2D)</b>	Advocate	ADC (Open Spaces Team)	Ongoing
2.3	Enhance access to scenic, heritage, and natural open spaces in ways that are appropriate and do not compromise biodiversity	A. Undertake consultation with other organisations, including the Department of Conservation and Environment Canterbury, to enhance access to those areas of specific interest.	Plan & Resource	ADC (Open Spaces Team), Department of Conservation, ECan, Arowhenua/AECL	Ongoing
2.4	Ensure pest and weed control through	A. Continue pest management program in all Council reserves and Open Spaces.	Plan & Resource	ADC (Open Spaces Team)	Ongoing

	<b>Objectives</b>	<b>Actions</b>	<b>Role of ADC</b>	<b>Who</b>	<b>When</b>
	partnerships and outreach	<b>(BS – 1.3B)</b>			
		<b>B.</b> Promote weed prevention by utilising non-invasive plant species in open spaces planting.	Advocate	ADC (Open Spaces Team), ECan, Relevant Stakeholders, Volunteers	Long Term Ongoing
2.5	Enhance walking connections and visual amenity by developing blue-green networks that link open spaces and neighbourhoods across the Ashburton District	<b>A.</b> Continue to work with developers and community organisations for the inclusion of blue green networks and pursue future opportunities.	Support	ADC (Open Spaces, Planning, & Engineering Development Teams), Arowhenua/AECL, Developers, Hut communities	Ongoing

## A Connected and Functional Open Spaces Network

*Goal Three: Open spaces form a well-connected and functional network across the district.*

	Objectives	Actions	Role of ADC	Who	When
3.1	Build partnerships with Reserve Boards, community groups and other organisations and to create efficiencies in the provision and management of open space	A. Council facilitates ongoing relationship with the Reserve Boards that enables clear communication and response to the issues/concerns	Plan & Resource	ADC (Community Liaison Officer, Open Spaces Teams)	Ongoing
		B. Work with the Department of Conservation, Environment Canterbury, and Ministry of Education to maximise the connections between areas of open space, to ensure open space activities are coordinated and not unnecessarily duplicated.	Support	ADC (Open Spaces Team), Department of Conservation, ECan, Ministry of Education	Ongoing
3.2	Build collaboration with land management agencies (e.g. DOC, LINZ, Ministry of Education) to maximise open space use	A. Maintain spatial awareness of open spaces provision by other agencies (e.g. schools) to identify gaps and help plan accordingly.	Plan & Resource	ADC (Open Spaces Team)	Ongoing
3.3	Where appropriate, support district-wide connectivity by	A. Identify opportunities in open spaces to connect urban and rural areas.	Plan & Resource	ADC (Open Spaces Team)	Ongoing

	<b>Objectives</b>	<b>Actions</b>	<b>Role of ADC</b>	<b>Who</b>	<b>When</b>
	maintaining, improving, and developing walking and cycling trails/networks in open spaces.	B. Develop opportunities within existing reserves for walking and cycling.	Plan & Resource	ADC (Open Spaces Team)	Ongoing
		C. Investigate using open spaces to improve connections around town	Support	ADC (Open Spaces Team)	Ongoing
3.4	Assess and prioritise land acquisitions and vested land that contribute to network connectivity	A. Incorporate the Strategy's goals in the Design and Constructions Standards for Open Spaces and Streetscapes	Plan & Resource	ADC (Open Spaces Team)	Short Term

## Community Wellbeing, Resilience and Partnership

**Goal Four:** *Open spaces support long-term community wellbeing and resilience through adaptable design, sustainable management, and strong partnerships.*

	Objectives	Actions	Role of ADC	Who	When
4.1	Ensure funding mechanisms are fit for purpose to meet community needs	A. Review the adequacy of current funding mechanisms, in particular, whether they adequately support the demands on open space	Plan & Resource	ADC (Open Spaces Team)	Medium Term
		B. Lease unused open space land on a short-term basis and, reinvest the revenue into maintaining and enhancing open space areas	Plan & Resource	ADC (Open Spaces, Property Teams), Reserve Boards	Ongoing
4.2	Ensure Council is compensated when open spaces are used or affected by infrastructure and utilities	A. Explore opportunities to require compensation for the use of open spaces by infrastructure and utility providers, from existing and historically established infrastructure	Plan & Resource	ADC (Open Spaces, Property Teams) Reserve Boards	Ongoing
		B. Require compensation for the use of open spaces for future development of	Plan & Resource	ADC (Open Spaces, Property Teams)	Ongoing

	Objectives	Actions	Role of ADC	Who	When
		infrastructure and utility providers			
4.3	Open Spaces team is committed to practices that help build climate resilient environments in the district	A. Where practical, decisions about new planting will enable resilience to climate events such as flooding	Plan & Resource	ADC (Open Spaces Team)	Ongoing
		B. Open Spaces team will ensure efficient water use in their operations	Plan & Resource	ADC (Open Spaces Team)	Ongoing
4.4	Continue to promote sustainable land use and soil conservation within open spaces to support land stability	A. Continue to investigate and apply sustainable land-use methods to manage land such as mulching grass clippings to improve soil health and maintaining vegetation cover in open spaces.	Plan & Resource	ADC (Open Spaces team)	Ongoing
4.5	Engage with Arowhenua/ AECL to enable their participation in development and operation of open spaces across the district	A. Engage, support and where practicable resource Arowhenua / AECL to contribute to the delivery of the strategy	Support	ADC (Open Spaces Team), Arowhenua/ AECL	Ongoing

## Glossary:

**ADC:** Ashburton District Council

**AECL:** Aoraki Environmental Consultancy Limited, is mandated to support Te Rūnanga o Arowhenua in its environmental aspirations and enable it to undertake rangatirataka and kaitiakitaka within its rohe.

**Biodiversity:** is a short term for “biological diversity”. Biodiversity describes the level of diversity in natural life. This includes the variety of different species (micro-organisms and fungi, trees, plants and animals), the genes they comprise, and the ecosystems they are a part of

**Blue Green Networks (BNG):** Blue-green networks are a planning approach that focuses on creating a network of interconnected waterways, wetlands, parks, greenways, and other natural areas to provide multiple benefits, including flood management, stormwater management, climate change resilience, improved water quality, protection of biodiversity, and opportunities for recreation, tourism and community engagement.

**Climate Change:** a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere, and which is in addition to natural climate variability observed over comparable time periods.

**ECan** - Environment Canterbury, our regional council

**Ecological values:** level of benefits that biotic or abiotic components that make up natural ecosystems provides for the maintenance of organisms or to support native life forms.

**Ecosystem:** a community or group of living organisms that live in and interact with each other in a specific environment.

**Kaitiakitaka:** The exercise of customary custodianship, in a manner that incorporates spiritual matters, by takata whenua who hold Manawhenua status for particular area or resource.

**Manawhenua:** Those who exercise customary authority or Rakatirataka (Chieftainship, decision making rights

**Reserve Boards:** there are 16 Reserve Boards that manage rural domains across the district on behalf of the Ashburton District Council.

## Appendix 2

### Draft Open Spaces Strategy - Consultation Document

#### Open Spaces Strategy

We're reviewing the Open Spaces Strategy to make sure our parks, reserves, playgrounds, and public spaces continue to meet the needs of our communities now and into the future. This strategy will guide how we protect, improve, and plan our open spaces as our district grows and changes. We want to hear your thoughts. Find out more and have your say!

*We are accepting feedback until Tuesday 7 April 2026.*

## Introduction

Ashburton District's Open Spaces play a big role in our everyday lives. Our parks, playgrounds, sports fields, cemeteries, gardens, walkways, and public conveniences are places where people connect, play, celebrate, reflect, stay active, and enjoy the outdoors. These spaces also help protect our environment, support biodiversity, and contribute to the unique character of our towns and communities.

The Council is now reviewing its Open Spaces Strategy to make sure we have the right mix of accessible, welcoming, and resilient spaces for everyone who lives in or visits our district.

The draft strategy sets a clear direction for the next ten years. It explains why open spaces matter, how they support community wellbeing, and what principles and priorities will guide our decisions about parks, cemeteries, public conveniences, and other outdoor areas we look after.

It's time for you to have your say on the draft Open Spaces Strategy. Your feedback is important and will help shape the final strategy. Whether you use our open spaces every day or only occasionally, we want to hear what matters to you and what you'd like to see in the future.

**If you'd like to find out more, we encourage you to read the full draft strategy on [ItsOurPlace.nz](https://www.itsourplace.nz)**

## **Why do we need a strategy?**

We need an Open Spaces Strategy to help us plan for the future of our parks, cemeteries, playgrounds, and other shared outdoor places.

A strategy sets out a clear vision, goals, and actions so we can make good, long-term decisions. With a growing population, changing district needs, and increasing environmental pressures, it's important that we plan carefully for how these spaces will be provided, managed, cared for and support community well-being in the future.

This strategy provides a roadmap for how we will protect, improve, and invest in these spaces so they remain welcoming, functional, and resilient for current and future generations. It helps us create vibrant public places, look after the environment, and make sure our communities stay connected and supported.

## A bit of background

### *Open Spaces in the Ashburton District*

The draft strategy defines open spaces as the following;

**“Council managed or owned areas of land or water that is accessible to the public and set aside primarily for amenity, recreation, nature conservation, reflection or enjoyment for people in the district.”<sup>1</sup>**

Council manages around 429 hectares of open spaces across the district. These include parks, reserves, sports fields, lakes, walkways, cycleways, civic spaces, cemeteries, and public toilets. This network also features over 137 open spaces that offer a wide range of recreation and nature-based opportunities.

In the draft strategy, Ashburton District’s parks and open spaces are grouped into following eight categories. These categories help explain the main purpose and key features of each type of space, and they guide how we plan for and look after them in the future.

Category	Example of locations
1. Civic Space	<ul style="list-style-type: none"><li>• Baring Square East &amp; West</li><li>• East Street Green – Central Business District (CBD)</li><li>• Mona Square</li></ul>
2. Cultural Heritage	<ul style="list-style-type: none"><li>• Tinwald Domain</li><li>• Mount Somers Domain</li><li>• All Cemeteries</li><li>• Ng King Brothers Market Garden Settlement, Ashburton</li></ul>
3. Nature	<ul style="list-style-type: none"><li>• Awa Awa Rata Reserve</li><li>• Lake Camp (Ōtautari)</li><li>• Wakanui Beach</li><li>• Harris Scientific Reserve</li></ul>
4. Neighbourhood	<ul style="list-style-type: none"><li>• Huntingdon Ave Playground Reserve</li><li>• Rakaia Salmon Site</li><li>• Methven Dog Park</li><li>• Digby Park Ashburton</li></ul>
5. Outdoor Adventure	<ul style="list-style-type: none"><li>• Lake Hood Middle</li><li>• Lake Hood South</li></ul>

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<sup>1</sup> For the purpose of this strategy, it excludes buildings and, swimming pools, but includes cemeteries, public conveniences and playgrounds located in open spaces.

Category	Example of locations
	<ul style="list-style-type: none"> <li>Ashburton Motorcycle Park</li> </ul>
6. Public Garden	<ul style="list-style-type: none"> <li>Ashburton Domain and Gardens</li> </ul>
7. Recreational and Ecological Linkage	<ul style="list-style-type: none"> <li>Smallbone Drive Reserve</li> <li>Thyme Stream Walkway</li> <li>Archibald Street Reserve, Main South Road</li> <li>Riverstone Park</li> </ul>
8. Sport and Recreation	<ul style="list-style-type: none"> <li>Argyle Park &amp; Ashburton Domain</li> <li>Methven Domain</li> <li>Chertsey Domain</li> <li>Mayfield Domain</li> <li>Robilliard Park</li> </ul>

***What have we done so far and who else is involved?***

Since the adoption of previous Open Spaces Strategy in 2016, Council has made good progress in the provision and management of open spaces across the district. Notable achievements include:

- Achieving a Four-Star Garden of Significance award for the Ashburton Domain in 2025.
- Completion of an omnibus Reserve Management Plan in 2024 for all open spaces across the district.
- Completion of the Recreation Facility Utilisation Study in 2023, which identifies current and future growth trends to support better planning.
- Completion of Ashburton Domain Development Plan in 2020 that’s outlines how Ashburton domain will be developed and enhanced over the next 30 years.
- Progressing major projects from the 2016 strategy, including the completion and opening of Ng King Brothers Market Garden Settlement and new walking links along Mill Creek.
- Maintaining high resident satisfaction with parks, cemeteries, playgrounds, and the Ashburton Domain over the past ten years.
- Indigenous planting at reserves like Taylors Stream and Bowyers Stream strengthening ecological connections and enhanced rural character.

Council is largely responsible for the Open Spaces Strategy, and our Open Spaces team leads the work to deliver its actions, with help from other Council teams and other local and government agencies. The Council works closely with community groups and other organisations that own or manage open spaces to ensure consistent planning and management across the district.

## *How has this strategy been prepared?*

This strategy builds on the previous Open Spaces Strategy, including analysis of responses from the past ten years of the Annual Resident Survey, and being shaped by community feedback gathered through past consultations on related strategies, including the:

- Climate Change and Sustainability Strategy 2025
- Reserve Management Plan 2024,
- Biodiversity Strategy 2024,
- Play, Active Recreation and Sport Strategy 2022,
- Ashburton Domain Development Plan 2020,
- Walking and Cycling Strategy 2020, and
- Long Term and Annual Plans since 2016

A workshop with Council’s Open Spaces Team held in October 2025 also highlighted issues and opportunities across different types of open spaces.

Based on above analysis, we have identified the following as community preferences:

- Improved accessibility and inclusion across the open spaces
- Restoring and protect our natural environment by enhancing biodiversity and promoting sustainable practices.
- Strengthening community identity by reflecting local heritage and culture in our open spaces.
- Improving walking and cycling connections to create a well-linked network across the district.
- Providing safe, modern, and diverse play spaces for children and young people.
- Ensuring all communities have fair access to quality open spaces across the district.

## *Proposed vision, principles, and goals*

### *Our vision:*

*“Resilient, inclusive open spaces that support community wellbeing, protect nature and heritage, and connect people across the Ashburton District.”*

### *Our principles:*

The following principles will help guide us as we work towards achieving objectives and actions set out in this strategy:

- 1. People first:** Design for everyday use—comfortable, welcoming, accessible.
- 2. Nature positive:** Protect and restore habitats, waterways, and biodiversity.
- 3. Partnership & Kaitiakitaka:** Work with others to enhance our open spaces, and care for place with mana whenua, respecting mātauraka Māori.

4. **Access for all:** Remove barriers; provide equitable, inclusive experiences where practicable.
5. **Safety by design:** Safe routes, visibility, and upkeep.
6. **Local identity & heritage:** Reflect our stories, landscapes, and cultural values.
7. **Climate resilience:** Plan for floods, heat, and drought; use resilience planting.
8. **Connected network:** Link towns, schools, parks, rivers, and trails.
9. **Value over time:** Look after our assets well and replace them at the right time so we get the best value for money over their whole life.
10. **Evidence-led & adaptive:** Use data, monitor outcomes, improve continuously.

### ***Our goals and objectives:***

The strategy includes the following four key goals and objectives:

#### **Goal One: Inclusive, Accessible, and Safe Open Spaces**

**Open spaces are welcoming, accessible, and safe for everyone, reflecting the diverse needs, cultures, ages, and abilities of our communities.**

Goal one means we will provide inclusive environments for play, recreation, gathering, and cultural expression that remove barriers to access, support everyday use, and are designed with safety and comfort in mind.

#### **Principles Supporting Goal One:**

- People first
- Access for all
- Safety by design
- Partnership & Kaitiakitaka

#### **How we plan to achieve this goal:**

- 1.1 Shortfalls and surpluses in open spaces across the district are identified and remedied by maintaining and analysing mapping data identifying surpluses and shortfalls.
- 1.2 Ensure open space provision responds to demographic changes, population growth, and increased residential density by supporting ongoing development of open spaces and keeping Reserve Management Plan and Activity Management Plans under continuous review.
- 1.3 Where practicable design and upgrade open spaces to be inclusive, accessible, and safe for all users, including children, older adults, and people with disabilities by regularly review playgrounds provisions for adequacy, accessibility, and potential efficiencies in maintenance and provision

- 1.4** Enable mana whenua and diverse community groups involvement in planning, design, and care of open spaces by collaborating with various community groups such as Hakatere River Trail Group, and Ashburton Domain User Group.
- 1.5** Promote public awareness and encourage community use of open spaces through events, education, signage, and digital tools. This will be achieved by implementing actions such as implementing a new signage strategy, preparing promotional materials, and adding more open-space venues to Bookable (the venue-booking website).
- 1.6** Ensure cemeteries are maintained as respectful, safe, and accessible spaces that support remembrance, cultural practices, and connection to local heritage, while meeting all legal and regulatory requirements including the Burial and Cremation Act 1964. We plan to achieve this by developing cemeteries development plans to assess capacity and future needs, and by making cemetery records more publicly accessible.
- 1.7** Ensure public conveniences and playgrounds are provided and maintained to a high standard across open spaces, supporting accessibility, safety, and comfort for all users by implementing an ongoing programme to upgrade, replace, or renew facilities so they:
  - reflect regular condition assessments
  - are environmentally appropriate for their location
  - meet sanitary, safety, accessibility, and customer-service standards
  - align with Crime Prevention Through Environmental Design (CPTED) principles

## **Goal 2: Positive Ecological, Environmental, and Cultural Outcomes**

### **Open spaces protect, restore, and celebrate the Ashburton District’s natural and cultural values.**

Goal two means we will strengthen ecological resilience and cultural outcomes through native planting, biodiversity corridors, nature-based infrastructure, and interpretive elements that reflect local heritage, mātauraka Māori, and the stories of place.

#### **Principles Supporting Goal Two:**

- Nature positive
- Partnership & Kaitiakitaka
- Local identity & heritage
- Climate resilience

#### **How we plan to achieve this goal:**

- 2.1** Protect and promote heritage, cultural, and natural features in open spaces through design, signage, and interpretation to help people understand and value the stories of place by implementing actions like.
  - ensuring existing and potential heritage features are managed and enhanced to support both open-space and heritage values
  - prioritising the acquisition of open spaces with recognised heritage values

- 2.2** Enhance biodiversity through native plantings, habitat creation, and the development of ecological corridors across open spaces to support plants and healthy ecosystems. This will be achieved by integrating biodiversity principles into open spaces activities and undertaking revegetation and restoration plantings in reserves with important ecological linkages.
- 2.3** Enhance access to scenic, heritage, and natural open spaces in ways that are appropriate and do not compromise biodiversity by undertaking consultation with other organisations, including the Department of Conservation and Environment Canterbury.
- 2.4** Ensure pest and weed control through partnerships and outreach. This will be achieved by continuing pest management programs all Council reserves and open spaces, and by promoting weed prevention through using non-invasive plant species.
- 2.5** Enhance walking connections and visual amenity by developing blue-green networks that link open spaces and neighbourhoods across the Ashburton District, by:
- continuing to work with developers and community organisations to incorporate blue-green networks into new developments and to pursue future opportunities.

### **Goal 3: A Connected and Functional Open Space Network**

#### **Open spaces form a well-connected and functional network across the district.**

Goal three means we will link neighbourhoods, town centres, schools, waterways, and natural areas through safe, accessible trails, green corridors, and open space connections that support walking, cycling, and everyday movement.

#### **Principles Supporting Goal Three:**

- Connected network
- Safety by design
- Value over time

#### **How we plan to achieve this goal:**

- 3.1** Build partnerships with Reserve Boards, community groups, and other organisations to create efficiencies in the provision and management of open spaces, by:
- facilitating ongoing relationships with Reserve Boards to enable clear enabling communication and timely responses to issues, and working with the Department of Conservation, Environment Canterbury, and the Ministry of Education to maximise connections between open spaces.

- 3.2** Build collaboration with land management agencies (e.g. DOC, LINZ, Ministry of Education) to maximise open space use by maintaining spatial awareness of open spaces by other agencies to identify gaps and plan accordingly.
- 3.3** Where appropriate, support district wide connectivity by maintaining, improving, and developing walking and cycling trails/networks in open spaces by developing opportunities within existing reserves for walking and cycling.
- 3.4** Assess and prioritise land acquisitions and vested land that contribute to network connectivity by integrating this strategy's goals in the Design and Construction Standards for Open Spaces and Streetscapes.

#### **Goal 4: Community Wellbeing, Resilience, and Partnership**

##### **Open spaces support long-term community wellbeing and resilience through adaptable design, sustainable management, and strong partnerships.**

Goal four means we will invest in flexible, multi-use spaces, sustainable management practices, and collaborative partnerships with mana whenua, community groups, and service providers to respond to changing community needs and environmental pressures.

##### **Principles Supporting Goal Four:**

- Community wellbeing
- Climate resilience
- Partnership & kaitiakitaka
- Evidence-led and adaptive

##### **How we plan to achieve this goal:**

- 4.1** Ensure funding mechanisms are fit for purpose to meet community needs. This will be achieved by maintaining adequate funding arrangements and reinvesting revenue generated from leasing unused open-space land.
- 4.2** Ensure Council is compensated when open spaces are used or affected by infrastructure and utilities, by:
  - exploring opportunities to require compensation from infrastructure and utility providers for both existing and historically established assets located on open-space land
  - requiring compensation for any future infrastructure or utility developments that use or impact open-space land
- 4.3** Open Spaces Team is committed to practices that help build climate resilient environment in the district by undertaking new plantings that improve resilience to climate events such as flooding, and by ensuring efficient water use across open-space operations.

- 4.4** Continue to promote sustainable land use and soil conservation within open spaces to support land stability by continuing to investigate and apply sustainable land-use methods, such as mulching grass clippings to improve soil health and maintaining vegetation cover in open spaces.
- 4.5** Engage with Arowhenua/ AECL to enable their participation in development and operation of open spaces across the district

### ***Draft strategy***

The full draft strategy is available at [ItsOurPlace.nz](https://www.itsourplace.nz)





**3(b). Are there any actions in the draft plan (pages 23–34 of the draft strategy) that you think we should prioritise?**

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**4. Are there any other actions Council should be focusing on or including in the final strategy?**

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**5. Think about your local park or reserve and let us know, what improvements or changes would you like to see in the future?**

**Park or Reserve Name:**

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**6. What improvements or changes would you like to see in your local cemetery in the future?**

**Cemetery Name:**

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**7. What improvements or changes would you like to see in public conveniences across the district in the future?**

**Area or Location:**

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**8. Do you have any other comments or feedback?**

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## Review process and timeline

We're accepting your feedback until Tuesday 7 April.

From 28 April, submitters will have the opportunity to present their views to Council in person at the hearing, after which Councillors will consider and deliberate on all the submissions received.

Wednesday 4 March – Tuesday 7 April 2026

### **Community Consultation**

28 April - 29 April 2026 (days as required)

### **Submission hearing and deliberations**

May – June 2026

### **Strategy finalisation**

June 2026

### **Final Strategy Adoption**

## Have your say

Your feedback will help us to know whether we are on the right track.

Please note all submissions are public documents and will be made available on Council's website with the names of submitters included.

Submissions presented in the form of a petition or accompanied by multiple signatures will be processed as a single submission.

### ***The easiest way to provide your feedback is online at [Itsourplace.nz](https://itsourplace.nz)***

Alternatively, you can provide feedback by filling in the attached submission form and getting it back to us using one of the following methods:

**Freepost to** Ashburton District Council  
Freepost 230444  
PO Box 94  
Ashburton 7740

**Email to** [submissions@adc.govt.nz](mailto:submissions@adc.govt.nz)

**Hand in to** Ashburton District Council reception, 2 Baring Square East

You have until Tuesday 7 April to get your feedback in.

**Your details**

Name\* .....

Organisation (if appropriate) .....

Address.....

Phone .....

Email\*.....

\*these fields are required

**Do you wish to speak in support of your submission at the hearing?**

(if no boxes are ticked, it will be considered that you do not wish to be heard)

**Yes:** *please provide your phone number (see details)*

The hearing and deliberations will be held in Hine Paaka (Council Chamber) starting on **Tuesday 28 April 2026**

**No:** I do not wish to speak in support of my submission and ask that the following written submission be fully considered.

*Please note that by making a submission, your information will be used in the following ways:*

- *Submission material, including your name and organisation (if applicable) but excluding your contact details, will be included in material available to Council, media and the public at our office and on our website.*
  - *The contact details you provide will be used for administration of the consultation process, including informing you of the outcome of the consultation.*
  - *The information you have provided will be stored and held by Council. If you would like to request access to, or make a correction to your personal information, please contact the Council staff.*
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## ***11. Brothel Location Bylaw 2016 – adopt draft for public consultation***

Author	<i>Tayyaba Latif, Policy Advisor</i>
Activity Manager	<i>Mark Low, Strategy and Policy Manager</i> <i>Rick Catchpole, Environmental Monitoring Manager</i>
Executive Team Member	<i>Toni Durham, Group Manager, Open Spaces and Community</i> <i>Ian Hyde, Group Manager, Compliance &amp; Development</i>

### **Summary**

- The purpose of this report is to consider the draft Brothel Location Bylaw (the Bylaw) and decide whether it is fit for public consultation, having considered the section 155 tests under the Local Government Act 2002 (LGA), and the objectives of the Bylaw Review.
- The purpose of the Bylaw is to:
  - regulate the location of brothels;
  - minimise potential and/or perceived community harm or offence; and
  - support the intent of the Prostitution Reform Act 2003 (PRA 2003).
- For reasons set out in this report, Officers conclude that the proposal to make minor amendments to the Brothel Location Bylaw meets the legal tests under section 155 of the LGA, addresses the issues identified, meets the assessment criteria and is fit for public consultation.

### **Recommendation**

- 1. That** Council determines that:
  - a) A bylaw is the most appropriate way of addressing the perceived problems; and
  - b) The proposed amendment to the Brothel Location Bylaw is the most appropriate form of the bylaw; and
  - c) does not give rise to implications under the New Zealand Bill of Rights Act (NZBORA) 1990
- 2. That** Council adopts the proposal to amend the Brothel Location Bylaw 2016, attached as Appendix 1, as the basis for public consultation.

### **Attachments**

- Appendix 1** Draft Brothel Location Bylaw 2016 with tracked changes  
**Appendix 2** Draft consultation document

## Background

1. The Brothel Location Bylaw was last reviewed in 2021.
2. In 2021, the Council decided to review the bylaw in 2026, this was five years' earlier than the maximum statutory review period of ten years.
3. The purpose of the bylaw is to:
  - regulate the location of brothels;
  - minimise potential and/or perceived community harm or offence; and
  - support the intent of the Prostitution Reform Act 2003.
4. The key provisions of the Bylaw are:
  - Brothels are permitted within a Business Zone of Ashburton District's operative District Plan and 100 metres away from any sensitive site.
  - Sensitive sites include Early Learning Centres/Schools, or a Place of worship, or a Marae.
  - The Bylaw does not apply on Small Owner-Operated Brothels in the district. (SOOB).

## Current Situation

5. During the Bylaw review process, officers have considered and met following criteria:
  - Lawfulness – Legal review of the draft Bylaw has been completed to ensure compliance with the LGA and the Prostitution Reform Act 2003
  - Affordability - Bylaw can be reviewed and implemented within existing resources
  - Effectiveness – the Bylaw can deliver on its purpose
  - Relevance – the Bylaw meets present and anticipated community needs
  - Timeliness – adoption of the bylaw by 30 June 2026.
  - Alignment – bylaw is aligned with existing strategies and plans.
6. Officers have spoken with various teams across ADC to determine whether there are any established brothels in the district to which the Brothel Location Bylaw would currently apply. However, we have received no evidence that a brothel exists.
7. For further confirmation, officers contacted the Ministry of Justice which issues Brothel Operator Certificates, to check whether any certificates had been issued in the Ashburton District. They advised that there are no operator certificates—active or expired—listed for Ashburton in their database.
8. A review of CRMs suggests that, since the last review of this bylaw, Council has received no complaints nor queries about where brothels can be located.

9. This suggests that the scale of the issue is relatively small, and the effectiveness of the bylaw remains untested due to the absence of an established brothel.
10. Officers consider that, given the relatively small scale of the issue, the next review of the Bylaw should occur at the end of the maximum statutory review period of ten years. Council may choose to bring the review forward if circumstances arise that warrant an earlier review.

### What are we proposing to change

11. Based on the information mentioned from para 6 to 8, officers are proposing to make following minor changes to improve clarity and make the Bylaw up to date.
  - Updating references to related legislation and regulations
  - Adding definitions for Offence, Person, and Premises
  - Making editorial changes to improve readability

## Options analysis

### Option one – Consult on the amended Bylaw

12. Under this Option, Council would consult on the proposal to make minor amendments to the Bylaw as attached as Appendix 1.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Updating references to legislation and regulations ensures the Bylaw is legally accurate and up to date.</li> <li>• Additional definitions make the document easier for the reader to use, improve clarity and ensure consistency with Council’s Explanatory Bylaw.</li> <li>• Maintaining the key provisions help us balance between permitting the activity and protecting the public from potential nuisance or offensive behaviour near brothels.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Presenting a draft bylaw in which the key provisions are not proposed to change limits Council’s ability to make substantive changes to those provisions in response to community views.</li> <li>• Option One requires more resources than Option Two or Option Four</li> </ul>
<p><b>Risks:</b></p> <p>The principal risks when reviewing a bylaw are the legal risk of making changes that are outside the bylaw-making powers of the Council or failure to follow the correct bylaw-making process. Non-compliance can result in operational, financial and reputational risk. Compliance risk has been mitigated with legal advice. Issues arising later in the process will be mitigated in the same way. Overall, this is considered <b>LOW</b> risk.</p>	

## Option two – Revoke the Bylaw and rely on the Ashburton District Plan and PRA 2003

13. Under this option, Council will revoke the Bylaw and will rely on the District Plan process meaning establishing a brothel will trigger an application for resource consent.
14. Under [section 15 of the PRA 2003](#), Council has a duty to have regard to *whether the business of prostitution*:
  - a) is likely to cause a nuisance or serious offence to ordinary members of the public using the area in which the land is situated; or
  - b) is incompatible with the existing character or use of the area in which the land is situated.
15. The current District Plan rules treat brothels similarly to other commercial activities that are subject to zoning and section 15 of the PRA considerations, but cannot apply additional controls, such as requiring brothels to be located at least 100 metres away from sensitive sites.
16. Officers are of view that revoking the Bylaw would remove a document that has been publicly consulted on and developed with community input, including views about what may be offensive or out of character in different areas.
17. Option two is not recommended.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• None identified</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Option 2 is not preferred because the Bylaw provides a clear benchmark for brothel permitted areas in the Ashburton District and gives decision-makers stronger guidance than relying on the District Plan alone</li> </ul>
<p><b>Risks:</b></p> <p>The principal risks when reviewing a bylaw are the legal risk of making changes that are outside the bylaw-making powers of the Council or failure to follow the correct bylaw-making process. Non-compliance can result in operational, financial and reputational risk. Compliance risk has been mitigated with legal advice. Issues arising later in the process will be mitigated in the same way. Overall, this is considered <b>LOW</b> risk.</p>	

## Option three – Revoke and Replace the Bylaw

18. Under this option Council will choose to revoke the existing Bylaw and replace it with a new bylaw.

19. As there are no brothels currently operating in the district, the existing Bylaw largely remains fit for purpose. Revoking the Bylaw to replace with a new bylaw is unnecessary at this time. A further review can be undertaken in the future if required.

<p><b>Advantages:</b> None identified</p>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>This would be an inefficient use of Council’s resources and time and would inappropriate response to the minor tweaking required.</li> </ul>
<p><b>Risks:</b></p> <p>The principal risks when reviewing a bylaw are the legal risk of making changes that are outside the bylaw-making powers of the Council or failure to follow the correct bylaw-making process. Non-compliance can result in operational, financial and reputational risk. Compliance risk has been mitigated with legal advice. Issues arising later in the process will be mitigated in the same way. Overall, this is considered <b>LOW</b> risk.</p>	

#### Option Four – Roll over the Bylaw with no change

20. Under this option Council will choose to rollover the Bylaw with no change.

<p><b>Advantages:</b> None identified</p>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>This does not support the purpose of the Bylaw review.</li> <li>The Bylaw will not be fit purpose and</li> <li>The Bylaw will be less accurate legally</li> </ul>
<p><b>Risks:</b></p> <p>The principal risks when reviewing a bylaw are the legal risk of making changes that are outside the bylaw-making powers of the Council or failure to follow the correct bylaw-making process. Non-compliance can result in operational, financial and reputational risk. Compliance risk has been mitigated with legal advice. Issues arising later in the process will be mitigated in the same way. Overall, this is considered <b>LOW</b> risk.</p>	

## Legal/policy implications

### Local Government Act 2002

21. Council is authorised to make this bylaw under sections [145](#) and [146](#) of the Local Government Act 2002 (“the LGA”) and under section 14 of the PRA.

Section 145 of the LGA states that a territorial authority may make bylaws for its district for one or more of the following purposes:

- o protecting the public from nuisance.

- protecting, promoting, and maintaining public health and safety; and
  - minimising the potential for offensive behaviour in public places.
22. This is supported by a specific bylaw-making power in section 146 (a)(vi), which provides that regulations can be made for the regulation of ‘trading in public places’.
23. Council must also consider legal tests [in section 155](#) of the Local Government Act 2002 (LGA02) when making decisions on bylaws. The determination under the legal tests includes the following.
- ✓ Is the most appropriate way of addressing the perceived problems; and
  - ✓ Is the most appropriate form of bylaw; and
  - ✓ Does not give rise to implications under the New Zealand Bill of Rights Act (NZBORA)

### Prostitution Reform Act 2003

24. [Section 14 of the PRA](#) states that, without limiting the application of section 145, Council can make Bylaws under section 146 for the purpose “of regulating the location of brothels.”

### Climate change

25. This topic of report does not have any direct or indirect impact on climate change.

#### Review of legal / policy implications

Reviewed by In-house Counsel	<i>Jacqui Watson; Senior Legal Counsel</i>
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26. The recommendation relates to Council’s community outcome of a district of great spaces and places because as it supports community wellbeing and safety.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	X	The proposal supports social wellbeing by ensuring safe, vibrant and thriving community.
Environmental	X	
Cultural	X	
Social	✓	

### Financial implications

Requirement	Explanation
What is the cost?	Consultation costs covered by existing budgets.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Existing budgets – Strategy and Policy and Communications Teams
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager.

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	Consult – formal two-way communication using consultation under s.82 of the LGA02
Rationale for selecting level of engagement	Consultation is always required for bylaws with this to be consulted on under Section 82 of the Local Government Act.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

## Next steps

Date	Action / milestone
4 March to 7 April 2026	Public consultation on proposed bylaw
28 – 29 April 2026	Hearings & Deliberations
May – June 2026	Adoption of final Bylaw by Council

# Draft Bylaw

## BROTHEL LOCATION

<b>TITLE:</b>	Ashburton District Council Brothel Location Bylaw 2016
<b>GROUP:</b>	<a href="#">Compliance &amp; Development</a>
<b>RESPONSIBILITY:</b>	Environmental Monitoring Manager
<b>DATE ADOPTED:</b>	<a href="#">TBC</a>
<b>COMMENCEMENT:</b>	<a href="#">TBC</a>
<b>NEXT REVIEW DUE:</b>	<a href="#">30 June 2036</a>

### 1. Title

The title of this bylaw is the Ashburton District Council Brothel Location Bylaw 2016.

### 2. Purpose

The purpose of this bylaw is to:

- regulate the location of brothels;
- minimise potential and/or perceived community harm or offence; and
- support the intent of the Prostitution Reform Act 2003.

### 3. Related documents

[This Bylaw is a document that relates to the regulation of the location of brothels. Other related documents are listed here and may be referred to in the Bylaw or its explanatory notes.](#)

#### [Acts and Regulations](#)

- [Education and Training Act 2020](#)
- Health Act 1956
- Health [and](#) Safety at Work Act 2015
- Local Government Act 2002
- Prostitution Reform Act 2003
- Resource Management Act 1991.

#### [Ashburton District Council bylaws, plans, policies and strategies](#)

- [Advertising Signage in Public Places Bylaw 2017](#)
- [Explanatory Bylaw 2016](#)
- [District Plan](#)

## 4. Definitions

In this bylaw, unless the context otherwise requires:

**Adjoining** means allotments sharing one or more common boundaries or separated only by a road width or similar equivalent.

**Ashburton District Plan** means the Operative District Plan of the Ashburton District Council and any subsequent Proposed District Plan.

**Brothel** means any premises kept or habitually used for the purposes of prostitution; but does not include premises at which accommodation is normally provided on a commercial basis if the prostitution occurs under an arrangement initiated elsewhere. For the purposes of this bylaw, this definition does not include Small Owner Operated Brothels, which are defined below.

**Brothel permitted area** means any area within a Business Zone of the Operative District Plan of the Ashburton District Council and any subsequent Proposed District Plan, and which also falls 100 metres away from any sensitive site as outlined in this bylaw and discussed in clause 6 below.

**Commercial sexual services** means sexual services that involve physical participation by a person in sexual acts with, and for the gratification of another person; and are provided for payment or other reward (irrespective of whether the reward is given to the person providing the services or another person).

**Council** means Ashburton District Council.

**Lawfully established brothel** means a brothel operated by a person or persons holding a valid operator's certificate as outlined in sections 34 – 41 of the Prostitution Reform Act 2003.

**Marae** means a Māori reservation for communal purposes as discussed in section 341 of the Te Ture Whenua Maori Act 1993.

**Offence** includes any act or omission in relation to any bylaw or any part thereof for which any person can be punished either on indictment or by summary process.

**Person** includes any individual, company, or other commercial body.

**Place of worship** means land and buildings of premises that are used as a place of religious worship and are subject to Part 1 of Schedule 1 of the Local Government (Rating) Act 2002.

**Premises** means any of the following:

- a. A property or allotment which is held under a separate record of title (or for which a separate record of title may be issued) and in respect to which a building consent has been (or may be) issued; or
- b. A building or part of a building that has been defined as an individual unit by a cross lease, unit title or company lease and for which a record of title is available; or

- c. Land held in public ownership (e.g. reserve) for a particular purpose.

**Prostitution** means the provision of commercial sexual services.

**School/licensed early childhood centre** means a parcel or Adjoining parcels of land that contains:

- (a) a registered school as defined in section 10 of the Education and Training Act 2020; or
- (b) a licensed early childhood education and care centre as defined in section 10 of the Education and Training Act 2020.

**Sensitive site** means a site that is either:

- (a) a School / Licensed Early Childhood Centre or,
- (b) a Place of Worship or,
- (c) a Marae.

**Sex worker** means a person who provides commercial sexual services.

**Small Owner-Operated Brothel** (SOOB) has the same meaning as in section 4(1) of the Prostitution Reform Act 2003.

## 5. Application

This bylaw applies to all brothels located in Ashburton District, and any brothel that may be established in the future.

## 6. Location of brothels

- 6.1 Brothels are permitted to locate and provide Commercial Sexual Services from Premises located within the Brothel Permitted Area subject to compliance with the whole of this bylaw and the Ashburton District Plan.
- 6.2 No Brothel shall be located within 100 metres (in a straight line) of any Sensitive Site.
- 6.3 Where a Sensitive Site establishes within 100 metres of an existing and Lawfully Established Brothel, the Brothel will be exempt from this restriction, provided that this exemption shall not apply where the operation of the Brothel is discontinued for a continuous period of more than 6 months.
- 6.4 For the purposes of clauses 6.2 and 6.3, the separation distance is measured from the legal boundary of the land occupied by the Brothel and the land occupied by the Sensitive Site (nearest point to nearest point).
- 6.5 For clarity, clauses 6.1, 6.2, 6.3 and 6.4 do not apply to Small Owner-Operated Brothels.

## 7. Signage of commercial sexual services

- 7.1 Signage for Commercial Sexual Services is covered under the 'Ashburton District Council Advertising Signage in Public Places Bylaw 2017'.

## 8. Breach of bylaw

- 8.1 Where a Person acts in breach of this Bylaw, the Council may apply to the District Court for an injunction as set out in section 162 of the Local Government Act 2002; and
- 8.2 Any Person who acts in breach of this Bylaw commits an Offence and is liable upon summary conviction to a fine, as provided for under the Local Government Act 2002 (which specifies a fine not exceeding \$20,000), and may also be liable to penalties under other legislation.

Advisory Note 1: Brothels are subject to the provisions of this Bylaw and the Ashburton District Plan and both regulations must be complied with at all times. In addition the following legislation may also impact on the operation of brothels: Health Act 1956, Health & Safety at Work Act 2015, Local Government Act 2002, Prostitution Reform Act 2003, and the Resource Management Act 1991.

Advisory Note 2: Operators of a Brothel (excluding a SOOB) must hold a valid Operator Certificate as set out in Part 3 of the Prostitution Reform Act 2003. For information on requirements and how to obtain a brothel operator certificate see the Ministry of Justice website.

## Appendix 2

### **Draft Brothel Location Bylaw Review 2026**

#### Consultation Booklet

We're updating the Brothel Location Bylaw – tell us what you think!

We're proposing some minor changes in the draft Brothel Location Bylaw 2016. We want to hear the community thinks so find out more and have your say.

***We are accepting feedback until Tuesday 7 April 2026.***

## **About the Brothel Location Bylaw**

Council has operated bylaws regulating brothels in Ashburton District since 2008. Under the Prostitution Reform Act 2003 (“the PRA”) Council is allowed to control where brothels can operate, and to regulate or ban signs that advertise commercial sexual services. Rules about signage are covered in the Advertising Signage in Public Places Bylaw 2017.

## Why do we have a Bylaw?

The purpose of the Bylaw is to:

- regulate the location of brothels;
- minimise potential and/or perceived community harm or offence; and
- support the intent of the Prostitution Reform Act 2003.

The Brothel Location Bylaw has the following key provisions:

1. The bylaw allows brothels within a Business Zone of the Operative District Plan and aims to ensure that brothels are not located within 100m of a sensitive site.
2. Sensitive sites include early learning centres, schools, places of worship such as churches, mosques, and maraes.
3. The current Bylaw does not restrict the location of small owner-operated brothels in the district. S 4(1) of the PRA defines small owner-operated brothels as:

*“a brothel –*

- a) at which not more than 4 sex workers work; and*
- b) where each of those sex workers retains control over his or her individual earnings from prostitution conducted at the brothel”*

## What are the problems and issues?

There are currently no known issues with the location of brothels in our district. However, Council wants to ensure it is prepared to respond should any issues arise in the future.

The purpose of this review is to ensure that the Bylaw remains fit for purpose.

## What Changes are Proposed?

Council proposes the following minor amendments to the draft Brothel Location Bylaw;

- include updated references to related legislation and regulations.
- include definitions of Offence, Person, and Premises in the body of the Bylaw to increase clarity and readability of the document.

**Council is not proposing any changes to the key provisions of the bylaw.**

### *What are the advantages and disadvantages?*

<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"><li>• Updating references to legislation and regulations ensures the Bylaw is legally accurate and correct.</li><li>• Additional definitions make the document easier for the reader to use, improve clarity and ensure consistency with Council’s Explanatory Bylaw.</li><li>• Maintaining the key provisions without change ensures that we strike a reasonable balance between and the conduct of a decriminalised commercial activity and regulation to prevent nuisance and offence to people using an area where a brothel may be located.</li><li>• Consultation enables community views to be heard on the bylaw.</li></ul>	<ul style="list-style-type: none"><li>• Presenting a draft bylaw in which the key provisions are not proposed to change limits Council’s ability to make substantive changes to those provisions in response to community views. A decision to make substantive changes to key provisions could be subject to judicial review of the decision-making process.</li></ul>

## About Bylaws

Powers to make bylaws come with legal checks and balances so that Councils make rules that are lawful, needed, and protect people's rights and freedoms.

### Has the Council looked at other ways to fix the problems?

Yes. When a bylaw is reviewed, the Council must think about four possible choices:

1. Change the current Bylaw
2. Revoke the Bylaw and make a brand new one
3. Revoke the Bylaw and not replace it
4. Keep the Bylaw exactly the same

After looking at all these, Council decided that Option 1 was the best way to address the issues. Creating a whole new bylaw (Option 2) was not needed and would be less efficient.

Revoking the Bylaw (Option 3) and keeping the Bylaw exactly the same (Option 4) would not address the problems.

#### Section 155 tests:

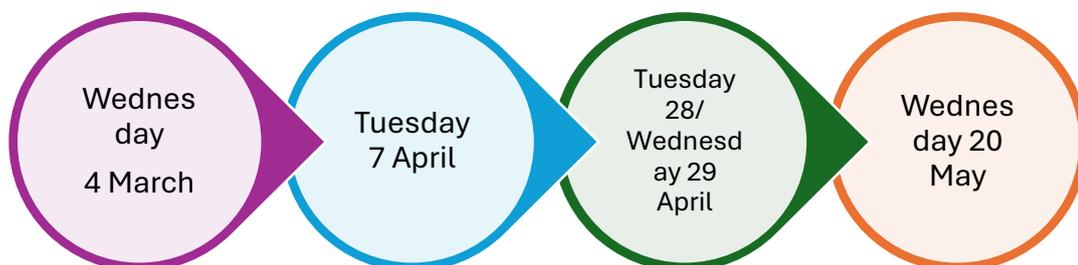
Council must also consider legal tests in section 155 of the Local Government Act 2002 (LGA02) when reviewing bylaws. Council considered these tests and decided that the proposed amendment to the Bylaw is:

- ✓ the best available way to fix the problems; and
- ✓ the best available form of bylaw; and
- ✓ creates no implications under the New Zealand Bill of Rights Act (NZBORA)

More information about the matters on this page can be found at [itsourplace.nz](https://www.itsourplace.nz)

Want to read the full draft Bylaw? The draft Bylaw can be viewed online at [itsourplace.nz](https://www.itsourplace.nz) or request a copy by emailing [submissions@adc.govt.nz](mailto:submissions@adc.govt.nz) or visiting customer services in Te Whare Whakakere (Library and Civic Centre).

## What happens next?



### **Consultation Opens**

Council will accept feedback from the community on the proposals

### **Submissions close**

This is the last date for the community to lodge their feedback.

### **Public hearing and deliberations**

Those who gave feedback can speak to their feedback in person. Council will then consider all feedback received and decide on any further changes.

### **Council adopts documents**

Council will adopt the final version of the documents

## Have your say

Your feedback will help us to know whether we are on the right track. It is important to us, and we encourage you to make a submission. Written submissions can be made to the Council up until 5.00 pm on Tuesday 7 April 2026.

***The easiest way to provide your feedback is online at [itsourplace.nz](https://itsourplace.nz)***

Alternatively, you can provide feedback by filling in the attached submission form and getting it back to us using one of the following methods:

**Freepost to:** Ashburton District Council  
Freepost 230444  
PO Box 94  
Ashburton 7740

**Email to:** [submissions@adc.govt.nz](mailto:submissions@adc.govt.nz)

**Drop if off at:** Council reception at Te Whare Whakatare, Baring Square East

### **Petitions**

Submissions presented in the form of a petition or accompanied by multiple signatures will be processed as a single submission.

### **Privacy considerations**

Please note all public submissions are public documents and will be made available on Council's website after the closing date with the names of submitters included.

For more information on council's privacy policy please click [here](#) and read the information under the heading "How your feedback is used"

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## Submission Form – Draft Brothel Location Bylaw

### Your details

Name\* \_\_\_\_\_

Organisation (if appropriate)  
\_\_\_\_\_

Address  
\_\_\_\_\_

Phone  
\_\_\_\_\_

Email\*  
\_\_\_\_\_

*\*these fields are required*

### Do you wish to speak in support of your submission at the hearing?

*(if no boxes are ticked, it will be considered that you do not wish to be heard)*

**Yes:**

The hearing will be held at Hine Paaka (the Council Chamber) on 28 or 29 April.

If yes, do you wish to be heard:       **In-Person**    or     **Virtually**

**No:**

I do not wish to speak in support of my submission and ask that the following written submission be fully considered.

\_\_\_\_\_

You can give feedback on any or all of the questions below. You do not have to complete every question. You can comment on any aspect of the draft Bylaw. You can provide attachments to support your submission. The full draft bylaw and other supporting information is available at [itsourplace.nz](https://itsourplace.nz)

### Questions

#### 1. Do you support the draft Brothel Location Bylaw as proposed?

Support       Partially Support       Do not Support

**Please explain:**

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**2. Do you have any other comments?**

**Comments:**

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## ***12. Local Governance Statement 2025-28***

Author *Tania Paddock; GM Legal & Democracy*  
Executive Team *Hamish Riach; Chief Executive*

### **Summary**

- Council is required under the Local Government Act 2002 to prepare a Local Governance Statement. The Local Governance Statement must be published within six months following the triennial election.
- The purpose of this report is for Council to receive the Local Governance Statement 2025-2028.

### **Recommendation**

- 1. That** Council receives and publishes the Local Governance Statement 2025-2028.

**Appendix 1** ADC Local Governance Statement 2025-2028

## Background

### The current situation

1. The Local Governance Statement is a legislative requirement under section 40 of the Local Government Act 2002. It must be reviewed and published within six months of the triennial election.
2. The draft Local Governance Statement 2025-2028 is contained in **Appendix 1**.
3. In this draft, officers have determined a number of changes are required to the previous Local Governance Statement from 2022-2025 to reflect current practice, and governance and management arrangements. These changes include updating:
  - elected members and Executive Team details;
  - legislative links and references;
  - policies, bylaws, strategies and plans; and
  - committees and their delegations.
4. The Local Governance Statement must refer to the legislation that is in force at the time Council adopts the Statement. With the significant local government reform that is currently underway, officers expect some legislative references contained in the final Local Governance Statement will soon be repealed or otherwise out of date.
5. Of note, section 2 of the Local Governance Statement refers to the current purpose of local government from section 10 of the Local Government Act. The Government is in the process of updating this section 10 purpose through the Local Government (Systems Improvements) Bill, with the Bill expected to pass into law imminently. Therefore, if the Bill passes into law between the finalisation of this report and the 25<sup>th</sup> February Council meeting, section 2 of the Local Governance Statement will be updated to reflect the new purpose of local government, as enacted by the Bill.
6. There is no obligation on Council to update the Local Governance Statement again during this term of Council.

## Options analysis

### Option one – Receive and publish the Local Governance Statement 2025-2028 (recommended)

7. This option ensures Council is meeting its legislative requirement to prepare and publish a Local Governance Statement under section 40 of the Local Government Act 2002. The document communicates key Council information, useful for the community and elected members.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Transparency with the community on how Council functions and operates.</li> <li>• Ensures Council is compliant with Local Government Act requirements.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
<p><b>Risks:</b></p> <p>Nil</p>	

## Option two – Do not finalise and publish the Local Governance Statement 2025-2028

8. This is not a feasible option as publishing a new Local Governance Statement within six months of the triennial election is a legal requirement.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Council would not be meeting its statutory requirements</li> </ul>
<p><b>Risks:</b></p> <p>Reputational – Council may be perceived as lacking transparency with the community</p>	

## Legal/policy implications

### Local Government Act 2002

9. [Section 40](#) of the Local Government Act 2002 sets out the content and publication requirements of the Local Governance Statement, which include:
- Council’s functions, responsibilities and activities
  - Details of bylaws
  - Current electoral system
  - Representation arrangements
  - Members’ roles and conduct
  - Governance and management structures
  - Meeting processes
  - Consultation policies including policies for liaising with Māori
  - Remuneration and employment, and equal opportunities policies
  - Information for public access to elected members (i.e. contact details)
  - Processes for requests for official information.

10. The content of the Local Governance Statement contains all the requirements set out in section 40.

### Climate change & Sustainability

11. Council’s commitment to climate change and sustainability is outlined in a number of Council plans, policies and strategies referred to in the Local Governance Statement.

### Strategic alignment

12. The recommendation relates to Council’s community outcome “Residents are included and have a voice” as the Local Governance Statement contains detailed information about the functions and activities of Council.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Transparency with the community about how Council functions and operates.
Environmental	✓	
Cultural	✓	
Social	✓	

### Financial implications

Requirement	Explanation
What is the cost?	The review and update of this document has been accommodated within existing work programmes therefore there has been no additional cost.
Is there budget available in LTP / AP?	Yes – met from existing budgets
Where is the funding coming from?	No funding required
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager.

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Level of engagement selected	1. Inform – one-way communication
Rationale for selecting level of engagement	The community will be informed of the decision to complete the Local Governance Statement through the publication of the Council meeting minutes for 25 February 2026. The updated Local Governance Statement will also be publicly available on Council's website. The document is factual and non-contentious therefore engagement is not required.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

## Appendix 1

# *A Guide to Council*

## **Local Governance Statement 2025-28**

Adopted **25 February 2026**

If you would like further information or have questions about any information contained in this document please contact Council officers for further information.

## **Contact Us**

Ashburton District Council

2 Baring Square East

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# 1. Introduction

This Local Governance Statement provides information about Council’s responsibilities, structure and governance processes. It also details how Council engages with the community, makes decisions, and how the community can engage with decision-making and contribute to making our district a better place.

This document must be updated and adopted within six months of each triennial local authority election.

## District profile

### Geography

The Ashburton District is located in the central part of the South Island. The district covers approximately 6,175 square kilometres, bounded in the east by the Pacific Ocean and the west by the Southern Alps. The northern and southern boundaries are the Rakaia and Rangitata Rivers respectively.

### Our people

The district’s population has grown steadily in recent years, and looks set to continue this growth. The latest subnational population estimates the approximate population of Ashburton District as 37,400 in 2025. 2023 Census information released by Statistics New Zealand shows that in the Ashburton District:

- the median age of 40.1 years is higher than the national median of 38.1
- 19.75% of residents are aged 65 or over, compared to a national figure of 16.6%
- 81.1% of people belong to the European ethnic group, whereas nationally only 67.8% of people belong to this group
- 8.6% of people belong to the Māori ethnic group, below the national figure of 17.8%.



Figure 1 - Ashburton District

### Our towns

- **Ashburton** (population approximately 21,600) is the commercial and services hub of the district, with a strong and growing manufacturing sector. Ashburton is the location of many of the district’s major sports and cultural facilities and where the Council offices are located.
- **Methven** (population approximately 2,170) is located at the base of the foothills of the Southern Alps. The tourist centre of the district, servicing the Mount Hutt ski field, Methven’s population can more than double during the ski season.
- **Rakaia** (population approximately 1,680) is located on the southern bank of the Rakaia River. Renowned for salmon fishing in the Rakaia River and its highly fertile, productive land, Rakaia is an important service centre for the surrounding area.
- **Mt Somers**, adjacent to Ashburton Gorge, is the gateway to the high country of the district.
- **Hinds, Chertsey, and Mayfield** are local service centres for their respective surrounding rural areas.

## 2. What Council does

### Local government in Ashburton District

There are 78 local, regional and unitary councils in New Zealand. Ashburton District Council (Council) was formed in 1989 with the amalgamation of the Ashburton Borough and Ashburton County Councils.

Environment Canterbury (ECan), the regional authority for Canterbury, was also formed at this time with a mandate to manage the region's environmental well-being, water, air and land. Changes to local government legislation have broadened this mandate but a focus on these issues remains.

### Purpose of Local Government

Section 10 of the Local Government Act 2002 ('the Act') sets out the purpose of local government as being:

1. to enable democratic local decision-making and action by, and on behalf of, communities; and
2. to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

At the time of adopting the Local Governance Statement, the Government is in the process of updating the purpose of the Act through the Local Government (Systems Improvements) Bill.

### Functions undertaken by Council

In fulfilling the purpose as described in s.10 of the Act, Council carries out a variety of functions, including:

- formulating a strategic direction and detailing Council's work programmes and budgets through the Long-Term Plan (LTP) and Annual Plan processes;
- determining the services and activities to be undertaken by Council;
- providing and managing local infrastructure including:
  - network infrastructure like roads, footpaths, wastewater, drinking water, stormwater and stock water, and
  - community infrastructure such as the public library, parks and recreational facilities;
- administering various regulations to promote the safety and well-being of residents, including the formulation and enforcement of bylaws;
- advocating on behalf the local community to central government, the regional council, other local authorities and non-government organisations;
- environmental planning, regulation and management through the Ashburton District Plan and through local bylaws;
- ensuring local communities are encouraged to be part of local decision-making processes; and
- encouraging residents to be active and engaged members of their local community.

### 3. Legislative framework

Councils are required to work within and towards implementing the objectives of numerous statutes. Some of the key legislation that applies to all local authorities in New Zealand includes but is not limited to:

- Building Act 2004
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Civil Defence Emergency Management Act 2002
- Dog Control Act 1996
- Fast-track Approvals Act 2024
- Food Act 2014
- Gambling Act 2003
- Health Act 1956
- Health and Safety at Work Act 2015
- Litter Act 1979
- Local Authorities (Members Interest) Act 1968
- Local Electoral Act 2001
- Local Government Act 1974
- Local Government Act 2002
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Local Government (Water Services) Act 2025
- Local Government (Water Services Preliminary Arrangements) Act 2024
- Privacy Act 2020
- Public Works Act 1981
- Reserves Act 1977
- Rating Valuation Act 1998
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Water Services Act 2021

## 4. Governance

### Electoral system

Council uses the first past the post (FPP) electoral system. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner. Electors have a vote for each vacant position.

The other electoral system permitted under the Local Electoral Act 2001 is the single transferable vote system (STV).

### Reviewing the electoral system

The Local Electoral Act 2001 requires councils to review its electoral system and representation arrangements at least every six years. As part of a review, Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated if at least five percent of electors sign a petition demanding that a poll be held.

Once changed, the electoral system must be used for at least the next two triennial general elections, (i.e. the electoral system cannot be changed for one election and then changed back for the next election).

Council undertook a review of its electoral system and representation arrangements in 2024. This review resulted in the first past the post electoral system being retained for the October 2025 local body elections.

### Representation arrangements

#### Council

The Ashburton District is divided into three local electoral wards:

Ward	No. of representatives
Ashburton ward	5
Eastern ward	2
Western ward	2

The Ashburton District Mayor (“the Mayor”) is elected from the district at large. Councillors are elected from within the wards - there are no councillors elected from the district at large.

A map showing ward boundaries can be viewed at Council offices or online at [www.maps.adc.govt.nz/Gallery/](http://www.maps.adc.govt.nz/Gallery/)

#### Methven Community Board

The Methven Community Board (the Board) has a chairperson and six other members. Five members are elected triennially by voters in the Methven community, and Council appoints two councillors. The Board elects its own chairperson at its first meeting after the triennial election.

#### Māori wards and constituencies

Council does not have separate Māori wards. The Local Electoral Act 2001 gives Council the ability to establish separate wards for Māori voters. Council may resolve to create separate Māori wards as per the [Local Electoral Act 2001](#).

#### Reviewing representation arrangements

Council is required to review its representation arrangements at least once every six years. The review must consider:

- the number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor)
- if elected members (other than the Mayor) will be elected by the entire district, if the district will be divided into wards for electoral purposes, or if there will be a mix of 'at large' and 'ward' representation;
- if election by wards is preferred, the boundaries and names of those wards and the number of members that will represent each ward;
- whether to have separate wards for electors on the Māori roll; and
- whether to have community boards, and if so, how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Council undertook a formal review of representation arrangements in 2024. The review resulted in:

- the number of elected members remaining the same, at nine plus the Mayor;
- the number of councillors representing each ward remaining the same (five for Ashburton ward, two for Eastern ward, and two for Western ward);
- boundary amendments including shifting the Eastern-Ashburton ward boundary, to include the newly developed Trevors Road area as part of the Ashburton Ward, and extending the Methven Community Board boundary to include properties that receive a benefit from the Community Board; and
- the Methven Community Board being retained, with seven members (five elected).

Further details on the matters Council must consider in reviewing its representation arrangements can be found in the Local Electoral Act 2001.

### **Representation reorganisation**

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- unify districts or regions
- create a new district or region
- abolish a district or region
- alter the boundaries for a district or region
- transfer a statutory obligation from one local authority to another
- allow a territorial authority to assume the powers of a regional council.

The process for reorganising local government was significantly changed in 2012. An application or proposal for change can now be lodged by anyone, provided it shows the rationale for change and explains how the proposed option will promote good local government.

The Local Government Commission (LGC) considers all reorganisation applications and will consult with the community to establish the level of support for reorganisation in the affected areas. The LGC will also conduct its own research to identify all reasonably practicable options.

Should the LGC recommend changes to the current arrangements, a draft proposal will be prepared, and the community will be formally consulted. Following the conclusion of this process, if the LGC decides to proceed further, they will issue a final proposal.

A petition signed by 10 percent of the electors in any of the affected districts can demand a poll on the final reorganisation proposal. If the final proposal is supported by a poll, or if no poll is held, then a reorganisation scheme is prepared and implemented by an Order in Council.

Further information on these requirements can be found in the Local Government Act 2002.

The Local Government Commission has guidelines on procedures for local government reorganisation available on their website at [lgc.govt.nz](https://lgc.govt.nz)

## Council Elected Members –2025-28

### Mayor



**Liz McMillan**  
[mayor@adc.govt.nz](mailto:mayor@adc.govt.nz)

### Deputy Mayor [and Eastern Ward Councillor]



**Richard Wilson**  
[richard.wilson@adc.govt.nz](mailto:richard.wilson@adc.govt.nz)

### Ashburton Ward



**Julie Moffett**  
[julie.moffett@adc.govt.nz](mailto:julie.moffett@adc.govt.nz)



**Carolyn Cameron**  
[carolyn.cameron@adc.govt.nz](mailto:carolyn.cameron@adc.govt.nz)



**Russell Ellis**  
[russell.ellis@adc.govt.nz](mailto:russell.ellis@adc.govt.nz)



**Phill Hooper**  
[phill.hooper@adc.govt.nz](mailto:phill.hooper@adc.govt.nz)



**Tony Todd**  
[tony.todd@adc.govt.nz](mailto:tony.todd@adc.govt.nz)

### Eastern Ward



**Phill Everest**  
[phill.everest@adc.govt.nz](mailto:phill.everest@adc.govt.nz)

### Western Ward



**Deb Gilkison**  
[deb.gilkison@adc.govt.nz](mailto:deb.gilkison@adc.govt.nz)



**Jeanette Maxwell**  
[jeanette.maxwell@adc.govt.nz](mailto:jeanette.maxwell@adc.govt.nz)

## Methven Community Board Elected Members –2025-28

### Chairperson



**Megan Fitzgerald**  
[megan.fitzgerald@adc.govt.nz](mailto:megan.fitzgerald@adc.govt.nz)

### Deputy Chairperson



**Richie Owen**  
[richie.owen@adc.govt.nz](mailto:richie.owen@adc.govt.nz)



**Faye Barrand**  
[faye.barrand@adc.govt.nz](mailto:faye.barrand@adc.govt.nz)



**Robin Jenkinson**  
[robin.jenkinson@adc.govt.nz](mailto:robin.jenkinson@adc.govt.nz)



**Simon Wareing**  
[simon.wareing@adc.govt.nz](mailto:simon.wareing@adc.govt.nz)

### Council Appointees



**Jeanette Maxwell**  
[jeanette.maxwell@adc.govt.nz](mailto:jeanette.maxwell@adc.govt.nz)



**Deb Gilkison**  
[deb.gilkison@adc.govt.nz](mailto:deb.gilkison@adc.govt.nz)

## Role of elected members

The Mayor and councillors have the following roles:

- setting the policy direction of Council;
- monitoring the performance of Council;
- representing the interests of the district - all members must declare, on election, that they will perform their duties faithfully and impartially and according to their best skill and judgment in the best interests of the district); and
- employing the Chief Executive - under the Local Government Act 2002, Council employs the Chief Executive, who in turn employs all other staff on its behalf.

### Role of the Mayor

The mayor is elected by the district as a whole and, as one of the elected members, shares the same responsibilities as other members of Council. In addition, the mayor has the following roles.

Role	Responsibilities
Presiding member at Council meetings	Ensuring the orderly conduct of business during meetings, as determined in the Standing Orders
Advocate on behalf of the community	Promoting the Ashburton District community and representing its interests. Advocacy will be most effective when carried out with the knowledge and support of Council.
Ceremonial head of Council	
Leading Council	Providing leadership and feedback to other councillors, including teamwork advice and chairing committees.

Changes to the Local Government Act in 2012 expanded the powers and responsibilities available to the mayor. This means that the mayor is now able to do the following:

- lead the development of council plans, policies and budgets,
- appoint the Deputy Mayor,
- establish council committees, and
- appoint chairpersons to Council committees.

Council still has the power to disestablish a committee established by the Mayor or remove a mayor-appointed chairperson from office.

### Role of the Deputy Mayor

The Deputy Mayor can be appointed by the mayor or elected by Council at the first meeting following elections. Generally, the Deputy Mayor exercises the same roles as other elected members.

If the Mayor is absent or incapacitated, or if the office of mayor is vacant, then the Deputy Mayor must perform the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

### Executive Committee

The Executive Committee is comprised of the Mayor, Deputy Mayor and Councillors Cameron, Ellis and Hooper. The Executive Committee meet as required.

## **Council standing committees**

Council may create one or more committees of Council. A committee chairperson is responsible for presiding over meetings of the committee, ensuring the committee acts within the powers delegated by Council, as set out in Council's Delegations Manual. A committee chairperson may be removed from office by resolution of Council.

Council reviews its committee structures after each triennial election and is able to make changes at any time by resolution of Council. Following the 2025 election Council established the following standing committee:

### **Audit, Risk and Finance Committee**

**Chair:** Cr Carolyn Cameron

**Deputy Chair:** Cr Richard Wilson

#### ***Purpose***

The purpose of the Audit, Risk & Finance Committee is to provide oversight, advice, and assurance to the Council on matters relating to financial management and reporting, risk management, internal control systems, and audit processes. The Committee supports the Council in fulfilling its governance responsibilities by ensuring transparency, accountability, and sound financial stewardship in accordance with the Local Government Act 2002 and other relevant legislation and standards.

#### ***Membership***

Membership of the Committee comprises:

- Cr Carolyn Cameron (Chair)
- Cr Richard Wilson (Deputy Chair)
- Cr Russell Ellis
- Cr Tony Todd
- Cr Jeanette Maxwell
- External appointee – Murray Harrington
- Mayor, Liz McMillan (ex-officio)

The quorum is four members.

#### ***Meeting Frequency***

The Audit, Risk and Finance Committee will meet on a two monthly cycle, or on an as-required basis as determined by the Chair and Group Manager Business Support.

Committee members shall be given not less than five working days' notice of meetings.

#### ***Delegations***

The Audit, Risk and Finance Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

## ***Sphere of business***

- To receive and consider the project plan and timetable for the following projects –
  - Long Term Plan (LTP) and any amendments
  - Annual Plan & Budget
  - Annual Report and Audit
- To receive reports on all external party audits of any and all Council activities, and review significant issues and risks arising.
- To be the primary monitoring mechanism for Council's Council Controlled Organisations (CCOs) and Council Controlled Trading Organisations (CCTOs) and shareholdings. Develop Council's Letter of Expectation for Ashburton Contracting Limited. Review the CCOs' draft statements of intent and advise CCOs of any comments.
- Ensure the Council adheres to all financial and non-financial legal and statutory obligations.
- Provide advice and assurance on governance, risk management, and internal control frameworks to the Council.
- Ensure the Council has a comprehensive risk management system that effectively identifies, assesses, and manages its significant risks.
- Assist the Council in defining its risk appetite and monitoring emerging risks.
- Oversee the adequacy and effectiveness of internal controls, including those safeguarding financial and non-financial assets, and ensuring privacy, cyber security, fraud detection.
- Monitor financial management, including policies on investment, treasury, debt, revenue, and expenditure within Council strategy and legislative frameworks.
- Recommend new or revised financial policies to Council to promote ethical and prudent financial practices, excluding Revenue & Financing Policy and Rates Postponement & Remission Policy.
- Recommend the appointment and engagement terms (scope, fees, timetable) of the external auditor.
- Review external audit reports, including audit opinions and management letters, and monitor the Council's responses to significant findings.
- Receive regular updates on fraud information and investigate any control weaknesses.
- Monitor and review Health & Safety related matters, including matters of organisational services in the area of Health & Safety.

## ***Reporting***

The Audit, Risk and Finance Committee reports to the Council.

## **Three Waters Committee**

**Chair:** Cr Russell Ellis

**Deputy Chair:** Cr Phill Hooper

### ***Purpose***

The purpose of the Three Waters Committee is to provide oversight of:

- the district's drinking water, wastewater and stormwater infrastructure programme and services; and
- the implementation of the internal business unit (IBU) in accordance with the water services delivery plan,

in a manner that promotes the current and future interests of the community (Local Government Act 2002 and Local Government (Water Services) Act 2025).

### ***Membership***

Membership of the Committee comprises:

- Cr Russell Ellis (Chair)
- Cr Phill Hooper (Deputy Chair)
- Cr Carolyn Cameron
- Cr Phill Everest
- Cr Deb Gilkinson
- Mayor, Liz McMillan (ex officio)

The quorum is four members.

### ***Meeting Frequency***

The Three Waters Committee will meet on a four weekly cycle, or on an as-required basis as determined by the Chair and Group Manager Infrastructure. This frequency is to be reviewed mid 2026. Committee members shall be given not less than 5 working days' notice of meetings.

### ***Delegations***

The Three Waters Committee has no delegated authority to make decisions. Its role is to consider and review matters of IBU implementation and Three Waters forward planning, service delivery, risk and compliance and (if appropriate) to make recommendations to full Council.

### ***Sphere of business***

- Internal Business Unit
- Drinking Water supplies
- Stormwater network
- Wastewater – reticulation and disposal (including trade waste and septage disposal)

### ***Reporting***

The Three Waters Committee reports to the Council.

## Council meetings

Council generally meets on a three weekly meeting cycle. Extraordinary meetings may be called as required to deal with specific issues that arise.

A schedule of meeting dates for the current year can be found on Council's website. Further details on these committees, including terms of reference, membership and meeting arrangements can be obtained from Council's Governance Team or online at [ashburtondc.govt.nz](http://ashburtondc.govt.nz)

### Conduct of meetings

The legal requirements for Council meetings are detailed in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is a valid reason to consider an item with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council.

LGOIMA contains a list of the circumstances when councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order.

For an ordinary meeting of Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings can be called with three working days' notice. The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at their discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with standing orders.

Meeting minutes must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to LGOIMA provisions.

During meetings, the Mayor and councillors must follow Standing Orders (a set of procedures for conducting meetings). Council may suspend Standing Orders with a vote of 75 per cent of the members present. A copy of the Standing Orders can be obtained online at [ashburtondc.govt.nz](http://ashburtondc.govt.nz)

### Conduct of elected members

Elected members have specific obligations regarding their conduct, as prescribed by the following statutes:

- **Schedule 7 of the Local Government Act 2002** which includes obligations to act as a good employer to the Chief Executive and to abide by the current Code of Conduct and Standing Orders.
- **The Local Authorities (Members' Interests) Act 1968** which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- **The Secret Commissions Act 1910** which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- **The Crimes Act 1961** regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

### Code of Conduct

Council has adopted a Code of Conduct for elected members. The Code sets out Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. The Code of Conduct also covers disclosure of information that elected members receive or possess, and details sanctions Council may impose if an individual breaches the code.

Adopting a Code of Conduct is a requirement of Schedule 7 of the Local Government Act 2002. All elected members are required to adhere to the Code of Conduct. Once adopted, it may only be amended by a 75 per cent or more vote of Council.

A copy of the full Code of Conduct can be obtained online at Council's website [ashburtondc.govt.nz](http://ashburtondc.govt.nz)

## 5. Management structures and relationships

### Chief Executive

The Chief Executive is appointed by Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages Council's policies and objectives within the budgetary constraints established by Council and oversees the democracy and governance functions of Council.

Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:



**Hamish Riach**

Chief Executive

[hamish.riach@adc.govt.nz](mailto:hamish.riach@adc.govt.nz)

- implementing the decisions of Council,
- providing advice to Council and the Methven Community Board,
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw, are properly performed or exercised,
- managing the activities of Council effectively and efficiently,
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council,
- providing leadership for the staff of Council, and
- employing staff (including negotiation of the terms of employment for the staff).

### Organisation structure

#### Business Support

This group of Council delivers business support functions. These include:



**Helen Barnes**

Group Manager – Business Support

[helen.barnes@adc.govt.nz](mailto:helen.barnes@adc.govt.nz)

- Finance
- Information systems
- Property

## Community and Open Spaces

This group of Council delivers community and engagement services. These include:



**Toni Durham**

Group Manager – Community and Open Spaces

[toni.durham@adc.govt.nz](mailto:toni.durham@adc.govt.nz)

- Communications
- Grants & funding
- Memorial halls & reserve boards
- Strategy & policy
- Cemeteries
- Open Spaces
- Public conveniences

## Compliance & Development

This group of Council delivers regulation to ensure community safety and well-being is maintained through education, monitoring and enforcement, and promotes economic development. These include:



**Ian Hyde**

Group Manager – Compliance & Development

[ian.hyde@adc.govt.nz](mailto:ian.hyde@adc.govt.nz)

- Alcohol and gambling venue licensing
- Animal control
- Building regulation
- Community planning
- District planning
- Economic development
- Emergency management
- Land information
- Parking
- Public health

## Infrastructure

This group of Council delivers infrastructure services. These include:



**Neil McCann**

Group Manager – Infrastructure

[neil.mccann@adc.govt.nz](mailto:neil.mccann@adc.govt.nz)

- Drinking water
- Roding
- Solid waste
- Stockwater
- Stormwater
- Wastewater

## People & Facilities

This group of Council delivers organisation development and human resources support to managers and employees, and our recreation facilities.



**Sarah Mosley**

Group Manager People & Facilities

[sarah.mosley@adc.govt.nz](mailto:sarah.mosley@adc.govt.nz)

- Ashburton Library
- Ashburton Art Gallery & Museum
- Customer services
- EA Networks Centre
- People & capability
- Health and safety

## Legal & Democracy

This group of Council delivers governance and legal services and support to Mayor, elected members, community board, and staff.



**Tania Paddock**

Group Manager Legal and Democracy

[tania.paddock@adc.govt.nz](mailto:tania.paddock@adc.govt.nz)

- Legal
- Governance
- Election process
- LGOIMA
- Privacy functions

## Equal Employment Opportunities Policy

Council is an Equal Employment Opportunity (EEO) employer and has an EEO policy and a commitment to EEO principles.

The recruitment/selection, opportunities for training, promotion and transfer, and conditions of employment are to be undertaken or offered without preference being given on the basis of gender, marital status, religious or ethical belief, race, age, ethnic or national origins, and regardless of any disability irrelevant to an individual's ability to carry out the job.

## Remuneration and Reward Policy

Council acknowledges that its remuneration and reward practices are an important factor in attracting, motivating and retaining the talent the Council requires to deliver exceptional service to our community.

Rewarding employees who strengthen the desired culture through delivering organisational values and performance requirements is critical to the ongoing success of the organisation.

## 6. Key planning and policy documents

For a list of key Council bylaws, policies, plans and strategies please see the appendixes.

**Long-Term Plan (LTP)** details Council's vision for the future of the district, the roles Council undertakes to achieve its stated objectives, and the activities required to carry out these roles. The LTP also details Council's key financial policies and its proposed spending for the coming ten years.

The LTP must be reviewed at least every three years. It can, if necessary, be amended during the three-year life cycle, but any amendment requires a Special Consultative Procedure (SCP) and is subject to external audit.

The LTP is available on Council's website [Long-Term Plans | Ashburton DC](#). Copies are also available at Te Whare Whakaterere, the Ashburton Library & Civic Centre.

**Annual Plan** outlines Council's proposed activities, spending and rate requirements for the coming financial year. Under section 95 of the Local Government Act 2002, consultation on an Annual Plan is only required in years when no LTP is produced and only if there are significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates. The Annual Plan can be viewed on Council's website [ashburtondc.govt.nz](#), or at Te Whare Whakaterere, the Ashburton Library & Civic Centre.

**Annual Report** provides information on how Council has performed over the preceding financial year, whether it has operated within budget and whether it has delivered the levels of service indicated in the LTP and/ or Annual Plan. The Annual Report is required under the Local Government Act 2002 to be adopted by the end of October each year.

The Annual Report is audited by Council's independent auditors Audit New Zealand.

**Ashburton District Plan** gives effect to Council's powers and responsibilities under the Resource Management Act 1991 (RMA) and details the environmental features of the district and how Council proposes to manage and monitor these. The RMA requires Council to monitor the effectiveness of the decisions made under the District Plan and to monitor the state of the environment within the district.

On 7 August 2014, Ashburton District Council formally approved the adoption of the second-generation Ashburton District Plan, this decision was notified on 14 August and the District Plan formally became operative on 25 August 2014.

The District Plan is available online at [District Plan | Ashburton DC](#) or can be viewed at Te Whare Whakaterere, the Ashburton Library & Civic Centre.

**Ashburton District Waste Management and Minimisation Plan:** Council has worked with our community to develop a Waste Management and Minimisation Plan (WMMP) that sets out Council's vision, goals, objectives and specific strategies to promote waste minimisation and reduce the amount of residual waste going to landfill. Council's WMMP can be viewed at Te Whare Whakaterere, the Ashburton Library & Civic Centre and is available online at [Waste Minimisation and Management Plan | Ashburton DC](#).

**Triennial Agreement:** Section 15 of the Local Government Act 2002 requires all local authorities within a region to agree protocols for communication and collaboration over the next triennium after each triennial election. The Triennial Agreement requires that all local authorities within the region work collaboratively and in good faith for the good governance and success of their districts, cities and region.

Councils must reach agreement not later than 1 March after each triennial general election.

**Council bylaws:** Council has a number of bylaws in effect to enable the control of certain nuisances. Examples include bylaws to govern dogs, transportation, open spaces etc. A list of all Council bylaws is provided in Appendix Three. The bylaws can be viewed at Te Whare Whakaterere, the Ashburton Library & Civic Centre or on Council website [Bylaws | Ashburton DC](#).

**Significance and Engagement Policy (known as the Community Engagement Policy):** Section 76AA of the Local Government Act 2002 requires Council to adopt a policy setting out a general approach to determining significance of proposals and decisions, how Council will respond to community preferences for engagement and how to engage with communities on other matters. This policy enables Council and the community to identify the degree of significance attached to decisions, issues, assets, proposals and activities and provides clarity about how and when communities will be engaged. The policy must also list which assets Council considers to be strategic assets under the Act.

A copy of the policy is available from Te Whare Whakareta, the Ashburton Library & Civic Centre or from Council's website, [Policies | Ashburton DC](#).

Council's consultation approaches are also required to meet legislative requirements contained in the Local Government Act 2002, the Resource Management Act 1991 and other relevant legislation.

The Local Government Act 2002 (Part 6) sets out consultation principles and a Special Consultative Procedure (SCP) that local authorities must follow when making certain decisions. Council can and does consult outside of the SCP.

Other legislation which Council is bound by may have statutorily specified consultation processes to be used when the SCP is not used. This includes the Resource Management Act and the Ngai Tahu Settlements Act 1998.

**Other strategic planning documents:** Council has prepared a variety of strategic planning documents to guide Council and community decision-making and work programmes. These strategies have been prepared in consultation with the community. These can be viewed at [Strategies | Ashburton DC](#), and include:

- Ashburton District Parking Strategy
- Biodiversity Strategy
- Climate Change and Sustainability Strategy
- Economic Development Strategy
- Financial Strategy
- Infrastructure Strategy
- Open Spaces Strategy
- Play, Active Recreation and Sport Strategy
- Surface Water Strategy
- Walking & Cycling Strategy

## 7. Engaging with Māori

The Ngāi Tahu Papatipu Rūnanga– Te Rūnanga o Arowhenua, Te Ngāi Tūāhuriri Rūnanga and Te Taumutu Rūnanga share mana whenua (customary authority) status and responsibilities in Ashburton District. Arowhenua is the principal Māori kainga (settlement) of South Canterbury and lies between the junction of the Temuka and Opihi Rivers just south of Temuka. Arowhenua's takiwā (district) covers the area between the Rakaia and Waitaki Rivers and inland to the Main Divide. As a Council, we recognise the importance and special position of tangata whenua within the region, and the role iwi play within our community engagement processes.

We continue to be committed to building a strong relationship with Te Rūnanga o Arowhenua and working with the rūnanga in good faith. Te Rūnanga o Arowhenua wholly owns Aoraki Environmental Consultancy Limited (AEC), which has the mandate from Arowhenua to be the primary contact for all environmental and resource consent matters. We have signed a service level agreement with AEC to enable this work to take place. AEC provide a focal point and interface between our work and Māori interests.

## **Hakatere Marae Komiti**

The Hakatere Marae is a mataa waka (from many canoes) organisation based at Hakatere Marae north of Ashburton town. Council works with the Hakatere Marae Komiti when appropriate on issues such as community safety and emergency management.

## **8. Official information**

### **Records held by Council**

Council is required to keep and manage records in accordance with statutes including the Local Government Act 2002, Local Government Official Information and Meetings Act 1987 (LGOIMA) and Public Records Act 2005. Records kept by Council include but are not limited to:

- standard files containing inward and outward correspondence, memorandums, reports held on all aspects of Council activities
- financial records, annual budgets and audited accounts
- order papers, agendas and minutes of Council and standing committee meetings
- a register of policy decisions made by Council
- a register of authorities delegated by Council to its Committees and senior officers
- applications, proceedings of hearings and decisions under Resource Management Act 1991 and previous Town Planning legislation
- maps relating to land use
- aerial photographs of streets
- plans of underground reticulation and services (water, sewerage, stormwater and drains)
- Civil Defence plans
- contract documents
- Local Government Act and other Acts relating to the activities of Council
- lease documents and deeds of Council owned real estate.

### **Requests for official information**

All requests for information are considered to be made under LGOIMA and the Privacy Act 2020. Requesters do not have to state that they are making a request under an Act.

Once a request is made, Council must supply the information unless there is a reason for withholding it.

LGOIMA provides that information may be withheld if release of the information would:

- endanger the safety of any person
- prejudice maintenance of the law
- compromise the privacy of any person
- reveal confidential or commercially sensitive information
- cause offence to tikanga Māori or disclose the location of waahi tapu
- prejudice public health or safety
- compromise legal professional privilege
- disadvantage Council carrying out negotiations or commercial activities
- allow information to be used for improper gain or advantage.

## **Requesting information**

Any individual, group or organisation can request information held by the council either about:

- themselves, under Section 40 of the Privacy Act 2020, or
- aspects of Council's activities under Section 10 of the LGOIMA

Requests for official information may be written or verbal.

The request should be as specific as possible - Council may seek clarification to determine if the scope can be more specific.

Council must answer requests for information within 20 working days. If Council needs extra time to source and provide the requested information, the applicant must be advised in writing that an extension of time is required, the reason for this and the estimated period of the extension.

If the information requested is extensive, Council may charge for time spent processing the request and for printing and copying costs. The fees and charges schedule in the Long-Term Plan and Annual Plan for Local Government Official Information and Meetings Act 1987 (LGOIMA) Requests includes further information on possible charges.

If the requested information is held by another agency, Council will either pass the request on to that agency or advise the requester of the agency to make the request to.

To make a request for official information in writing, please address it to:

### **Customer Services**

Ashburton District Council

PO Box 94

ASHBURTON 7740

To make a request for official information by email, please [email us](#).

To make a request for official information by telephone, please contact our Customer Services team on (03) 307 7700.

# Appendix one – Council committees and appointments

## Ashburton District Council Governance Structure

### Appointments to Committees and Organisations 2025-28

Adopted by Council on 5 November 2025

#### Structure



## Appointments to Committees

STANDING COMMITTEE	
<b>Audit, Risk &amp; Finance Committee</b>	
Chair	Cr Carolyn Cameron
Deputy Chair	Cr Richard Wilson
Members	Cr Russell Ellis Cr Tony Todd Cr Jeanette Maxwell + external appointee <i>Mayor ex officio</i>
<b>Executive Committee</b>	
Mayor	Liz McMillan
Deputy Mayor	Cr Richard Wilson
Councillors	Cr Carolyn Cameron Cr Russell Ellis Cr Phill Hooper

Three Waters Committee	
Chair	Cr Russell Ellis
Deputy Chair	Cr Phill Hooper
Members	Cr Carolyn Cameron Cr Phill Everest Cr Deb Gilkison <i>Mayor ex officio</i>

### Methven Community Board

Crs Deb Gilkison and Jeanette Maxwell

## Appointments to subordinate committees

### Ashburton Airport Authority

Crs Russell Ellis (Chair), Jeanette Maxwell and Tony Todd

### Biodiversity Advisory Group

Crs Richard Wilson (Chair), Deb Gilkison and Phill Everest

### Stockwater Transition Working Group

Crs Richard Wilson and Carolyn Cameron

## Memorial Hall Boards and Reserve Boards

Alford Forest Reserve	Cr Jeanette Maxwell	Pendarves Reserve	Cr Russell Ellis
Chertsey Reserve	Cr Phill Everest	Rakaia Reserve	Cr Phill Everest
Dorie Reserve	Cr Phill Everest	Ruapuna Reserve	Cr Deb Gilkison
Ealing Reserve	Cr Tony Todd	Seafield Reserve	Cr Tony Todd
Greenstreet Reserve	Cr Julie Moffett	Tinwald Reserve	Cr Phill Hooper
Highbank Reserve	Cr Jeanette Maxwell	Lagmhor Westerfield Hall	Cr Russell Ellis
Hinds Reserve	Cr Richard Wilson	Mayfield Hall	Cr Deb Gilkison
Mayfield Reserve	Cr Deb Gilkison	Mt Hutt Memorial Hall	Cr Jeanette Maxwell
Methven Reserve	Cr Jeanette Maxwell	Rakaia Hall	Cr Richard Wilson
Mt Somers Reserve	Cr Deb Gilkison	Tinwald Hall	Cr Carolyn Cameron

## Appointments to working groups

### ADC and EA Networks Working Group **Public Excluded**

Mayor (Chair) & Crs Tony Todd and Richard Wilson

### Ashburton Settlement Working Group

Crs Julie Moffett & Phill Hooper

### Community Rooding Working Group

Crs Phill Everest (Chair), Deb Gilkison, Julie Moffett and Richard Wilson

## Appointments to other organisations or committees

### Council appointments to community organisations

Advance Ashburton Trust	Mayor
Age Friendly Ashburton Strategy Steering Group	Council appointee Cr Julie Moffett
Ashburton Seniors Centre Trust	Council appointee Cr Russell Ellis

Ashburton Youth Advisory Group	Council appointee Cr Phill Hooper
Creative Communities Assessment Committee <i>[Reports to Creative Communities NZ]</i>	Council appointees Crs Deb Gilkison and Tony Todd
Electricity Ashburton Shareholders Committee	External appointees (x3) <i>[Kate Templeton and Gary Wilson – until August 2027 and David Ward – until Aug 2028]</i>
Hekeao-Hinds Water Enhancement Trust	Mayor
Lake Clearwater Hutholders Association	Mayor and Cr Deb Gilkison
Lion Foundation	Mayor
Mid Canterbury Rural Support Trust	Council appointee Cr Jeanette Maxwell
Plains Museum Trust	External appointees (x2) <i>[Stefan van Vliet &amp; Alden Thomas until October 2028]</i>
Safer Mid Canterbury District Board <i>[Includes Safe Communities Steering Group]</i>	Council appointees Crs Julie Moffett and Tony Todd <i>Julie Moffett</i>
Waitaha PHO Board	External appointee (x1) <i>[David Matthews]</i>

### Council Controlled Organisations (CCOs) and Shareholding

Ashburton Community Water Trust	Mayor
Ashburton Contracting Limited (Directors)	<i>[Alister Lilley (C) and Craig Stewart (to 2026), Darin Cusack (2027) and Andrew Barlass, &amp; Ross Pickworth (to 2028)]</i>
Eastfield Investments Liaison	Mayor / or Deputy Mayor & Chief Executive
Rangitata Diversion Race Management Limited (RDRML)	Cr Richard Wilson <i>(Mayor alternate)</i>
RDRML Remuneration Subcommittee	Cr Carolyn Cameron

### Joint Committees (with other Authorities)

Biodiversity Champions Group	Cr Deb Gilkison
Canterbury Regional Civil Defence Emergency Management Group	Mayor <i>(Cr Richard Wilson alternate)</i>
Canterbury Regional Landfill Joint Committee	Cr Russell Ellis <i>(Mayor alternate)</i>
Canterbury Regional Land Transport Committee	Mayor <i>(Cr Richard Wilson alternate)</i>
Canterbury Waste Joint Committee	Cr Russell Ellis <i>(Mayor alternate)</i>

Central Biodiversity Advisory Group	To be confirmed
Climate Change Action Planning Reference Group	Cr Phill Everest
Road Safety Co-ordinating Committee	Council appointees Crs Phill Hooper (Chair), Phill Everest & Jeanette Maxwell
Total Mobility Committee	Council appointee Cr Tony Todd

### **Environment Canterbury River Rating Districts**

Ashburton Hinds Drainage	Cr Richard Wilson	Lower Rakaia River	Cr Russell Ellis
Ashburton Rivers	Cr Carolyn Cameron	Mt Harding Creek	Cr Jeanette Maxwell
Ashburton Town Stopbanks	Cr Phill Everest	Rakaia Double Hill	Cr Liz McMillan
Cleardale (Rakaia Gorge)	Cr Jeanette Maxwell	Staveley Stormwater Channel	Cr Deb Gilkison
Dry Creek	Cr Jeanette Maxwell	Upper Hinds River	Cr Richard Wilson
Lower Hinds River	Cr Richard Wilson		

## Appendix two – Council policies

Policy	Date of adoption	Review schedule	Purpose
<a href="#">Appointment and Remuneration of Directors Of Council Organisations</a>	2025	2030	Outlines Council’s approach to appointment and remuneration of directors appointed to companies by Council.
<a href="#">Artificial Intelligence Policy</a>	2025	2026	Outlines the use of artificial intelligence tools at Council.
<a href="#">Asset Disposal Policy</a>	2020	2025	Ensures disposal of Council assets achieves value for money and is conducted in an efficient, fair and transparent manner.
<a href="#">Backflow Prevention Policy</a>	2021	2026	Outlines Council's responsibility to ensure that measures are in place to mitigate the risk of backflow contamination and to provide guidance and a pragmatic approach to providing water supply backflow prevention devices within the Ashburton drinking water supply network operated by Council.
<a href="#">Civic Art Collection Management</a>	2021	2026	Sets out acquisition and maintenance of Council's civic art collection.
<a href="#">Closed Circuit Television (CCTV)</a>	2024	2029	Outlines how Council operates CCTV cameras and the use of images obtained from CCTV footage.
<a href="#">Communications Policy</a>	2021	2024 (under review)	Provides guidance on the communication processes used by Council and sets standards for elected members in dealing with media enquiries.
<a href="#">Community Engagement Policy</a>	2024	2027	Details Council's approach to determining the significance of proposals and issues and how Council will engage with the community on decisions.
<a href="#">Community Grants and Funding Policy</a>	2025	2030	Details Council’s approach to distributing community grants and funding.
<a href="#">Community Honours and Awards Policy</a>	2022	2025	Details awards, eligibility and the nomination and selection criteria.
<a href="#">Corporate Risk Policy</a>	2019	2022	This risk management policy provides the context and framework for how risks to ADC are to be managed.
<a href="#">Council Owned or Managed Rural Reserves Policy</a>	2017	2022	Details the conditions for the temporary sole use of part of Council managed domains and reserves.

Policy	Date of adoption	Review schedule	Purpose
<a href="#">Customer Privacy Policy</a>	2020	2025 (under review)	Outlines how Council collects and uses personal information in accordance with the Privacy Act 2020.
<a href="#">Dangerous, Affected and Insanitary Buildings Policy</a>	2025	2030	Details Council's approach to dealing with dangerous and insanitary buildings.
<a href="#">Development &amp; Financial Contributions Policy</a>	2024	2027	Outlines the approach used for charging of costs associated with servicing new development or connections to council infrastructure.
<a href="#">Dog Control Policy</a>	2021	2026 (under review)	Details requirements and conditions for dog owners.
<a href="#">Elderly Persons Housing Policy</a>	2024	2027	Provides guidelines on tenant eligibility for persons wanting to live in Council-owned elderly persons housing.
<a href="#">Elected Members Allowances and Reimbursement</a>	2025	2028	Sets out expense allowances for elected members.
<a href="#">Equal Employment Opportunities</a>	2022	2027	Sets out Council's commitment to equal opportunities for employment.
<a href="#">External Appointments Policy</a>	2022	2027	Details Council's position when requested to make Council appointments to external organisations and community groups.
<a href="#">Fraud &amp; Corruption Policy</a>	2022	2027	Provides guidance for Council officers and elected members who encounter or suspect fraud and/or corruption.
<a href="#">Gambling Venue Policy</a>	2025	2028	Sets out the location and number of gaming machines permitted in Ashburton District.
<a href="#">Library Collection Policy</a>	2025	2030	Sets out the criteria to be used in selecting, maintaining and withdrawing library material.
<a href="#">Local Alcohol Policy</a>	2024	2030	Sets out guidelines for Council functions regarding liquor licensing.
<a href="#">Local Approved Products Policy</a>	2024	2029	Provides the Psychoactive Substances Regulatory Authority with a local policy framework when making decisions on licence applications to sell psychoactive products in Ashburton District.
<a href="#">Local Government Official Information and Meetings Act 1987 Requests</a>	2024	2027	Details Council's process and charges for responding to LGOIMA requests.
<a href="#">Mobility Parking Policy</a>	2019	2024	Ensures holders of mobility permits have access to appropriate vehicle parking.

Policy	Date of adoption	Review schedule	Purpose
<a href="#">Naming Policy</a>	2023	2028	Provides clarity and consistency in the naming of assets vested in Council and details the process for residents to suggest names which are of significance to the local area.
<a href="#">Over 80's Parking Policy</a>	2022	2027	To enable the elderly driving community to easily access services within the Ashburton District.
<a href="#">Partnerships with the Private Sector</a>	2019	2024	Details Council approach to partnerships of a business nature with the private sector.
<a href="#">Pressure Sewer Systems Policy</a>	2020	2023	Detail the use of pressure sewer systems as a wastewater reticulation, the ownership of on-property equipment, responsibilities for installation and for operation and maintenance.
<a href="#">Procurement Policy</a>	2025	2028	Details Council's principles and approach to procurement.
<a href="#">Property Holdings Policy</a>	2017	2022	Details Council's approach to properties, including Glasgow leases, freeholding residential leasehold land, leased industrial properties and rural leasehold land.
<a href="#">Protected Disclosures Policy</a>	2022	2025	Sets out Council's approach to protected disclosures as per the requirements of the Protected Disclosures Act 2000.
<a href="#">Rates Postponement Policy</a>	2024	2027	Outlines Council's requirements for postponing rates payments.
<a href="#">Rates Remission Policy</a>	2024	2027	Details Council's approach to the provision of non-commercial community services, facilities and recreational opportunities in the district by way of rates remission.
<a href="#">Revenue and Financing Policy</a>	2024	2027	Details Council's approach to funding its operating and capital expenditure, determining who pays for Council activities and on what basis, with a view to achieving the fairest funding mix for the community as a whole.
<a href="#">Sensitive Expenditure Policy</a>	2024	2027	Sets guidelines around sensitive expenditure.
<a href="#">Smokefree Outdoor Areas</a>	2022	2025	Designates certain areas of Ashburton District as smokefree.
<a href="#">Temporary Closure of Parking Spaces</a>	2022	2025	Sets out conditions for closing restricted parking spaces for exclusive use.
<a href="#">Treasury Management Policy</a>	2023	2026	Sets out procedures and guidelines to be used to safeguard Council's investments, maximise

Policy	Date of adoption	Review schedule	Purpose
			returns and minimise its risks, both in investing and its borrowing liability.
<a href="#">Use of Footpath for Alfresco Dining</a>	2022	2027	Sets out the conditions that are to be met when a business within the Ashburton District wishes to make use of the footpath area in front of their premises to allow patrons to dine with or without alcohol.
<a href="#">Use of Pole Mounted Street Flags Policy</a>	2025	2030	Sets out the conditions for the attachment of display banners on streetlight poles.
<a href="#">Use of Sports Field &amp; Domain Usage</a>	2018	2020	Ensures a consistent approach is undertaken with regard to the management, development and maintenance of Council owned or managed sports fields and domains.
<a href="#">Visitor Experience Code of Conduct</a>	2024		Outlines the standards of behaviour can be expected from staff and visitors to Council's facilities.

## Appendix three – Council bylaws

Title	Date of adoption	Review schedule	Purpose
<a href="#">Advertising &amp; Signage in Public Places</a>	2017	2027	Ensures that advertising signs are erected, maintained, and displayed in such a manner that they do not create a nuisance, cause offence or present a hazard or a danger to public safety.
<a href="#">Alcohol Control</a>	2023	2033	Reduces the potential for alcohol-related offensive behaviour and harm, damage, disorder and crime.
<a href="#">Brothel Location</a>	2021	2026 (under review)	Regulates the location of brothels and minimise the potential and/or perceived community harm or offence.
<a href="#">Cemeteries</a>	2017	2027	Protects the public from nuisance and to protect, promote and maintain health and safety regulating the use of cemeteries in Ashburton District.
<a href="#">Dog Control</a>	2021	2026 (under review)	Sets standards of control which must be observed by dog owners, covering matters such as dogs in public places, wandering dogs, ownership of three or more dogs and nuisances caused by dogs.
<a href="#">Explanatory</a>	2023	2033	Provides a set of provisions which are common to and form part of all Council Bylaws.
<a href="#">Keeping of Animals, Bees and Poultry</a>	2016	2026 (under review)	Outlines requirements for the keeping of animals, bees and poultry. The requirements are deemed necessary for the protection of neighbouring property owners.
<a href="#">Open Spaces</a>	2021	2026 (under review)	Protects Council's open spaces from damage or misuse and to allow for their effective management for the benefit and enjoyment of all users.
<a href="#">Public Places</a>	2018	2028	Ensures public places are used in a manner that will not cause obstruction, protects the public from nuisance, and maintains public health and safety.
<a href="#">Solid Waste Management &amp; Minimisation</a>	2024	2029	Sets conditions that ensure waste is collected and disposed of in a manner that protects the health and safety of the public and the Council's employees and contractors.
<a href="#">Stormwater</a>	2022	2027	Manage and regulate the land, structures, and infrastructure associated with Ashburton District Council's Stormwater Networks.
<a href="#">Trade Wastes</a>	2023	2033	Controls and monitors trade waste discharges into public sewers to protect the public from nuisance,

Title	Date of adoption	Review schedule	Purpose
			protect the environment and ensure compliance with discharge consent conditions.
<a href="#">Trading in Public Places</a>	2022	2032	Regulate trading in public places in order to protect the public from nuisance and to protect, promote and maintain public health and safety.
<a href="#">Transportation and Parking</a>	2023	2033	Sets controls for parking, all types of traffic and the use of the transportation network within Ashburton District, other than State Highways controlled by NZTA.
<a href="#">Wastewater Drainage</a>	2021	2031	Controls and monitors trade waste discharges into public sewers.
<a href="#">Water Races</a>	2025	2030	Defines Council's requirements for the protection of water races and maintenance of water quality.
<a href="#">Water Supply</a>	2016	2026	Manages and protects Council's water supply systems from misuse or damage and to protect the public from nuisance.

## Appendix four – Council plans and strategies

Title	Date of adoption	Purpose
<a href="#">Ashburton District Parking Strategy</a>	2021	Sets out the desired outcomes for parking across our district and identifies a range of methods that can help meet our objectives.
<a href="#">Ashburton Airport Development Plan</a>	2022	Contains a 30-year vision for the Ashburton Airport facility.
<a href="#">Ashburton Domain Development Plan</a>	2020	Covers improvements to be undertaken over the next 30 years at the Ashburton Domain.
<a href="#">Ashburton Town Centre Parking Plan</a>	2021	Sets out of plan for managing parking in the Ashburton town centre, now and in the longer term (beyond five years).
<a href="#">Annual Plan 2025/26</a>	2025	Prepared in years when a Long-Term Plan is not produced. The plan details the work programme and expenditure for the coming year.
<a href="#">Biodiversity Strategy 2024</a>	2024	Describes the voluntary commitment form the Ashburton District to protecting and enhancing biodiversity.
<a href="#">Climate Change &amp; Sustainability Strategy</a>	2025	Describes how the Ashburton District will be impacted by a changing climate and how Council is planning for it.
<a href="#">Ashburton District Plan</a>	2014	Describes and regulates the means in which use, development and protection of the district's natural and physical resources will be managed in the future.
<a href="#">EA Networks Centre and Surrounding Land - 30-Year Masterplan</a>	2024	Outlines a plan to ensure development at the site is logical, supported by the community and keeps the centre relevant to our growing and changing district.
<a href="#">Economic Development Strategy and Action Plan</a>	2023	Framework and action plan for economic development in the district.
<a href="#">Financial Strategy 2024-34</a>	2024	Outlines how we will manage our finances over the ten years of the Long-Term Plan 2024-34.
<a href="#">Infrastructure Strategy 2024-54</a>	2024	Looks across the next 30 years and lays out the most likely scenarios for how our critical infrastructure will be managed.
<a href="#">Lake Camp &amp; Clearwater Plan</a>	2022	Our 30-year plan for the Lake Camp and Clearwater area.
<a href="#">Long Term Plan 2024-34 - Volume 1</a> <a href="#">Long Term Plan 2024-34 - Volume 2</a>	2024	A long-term strategic planning document that forecasts Council's budgets and project priorities over the coming ten years. The Long-Term Plan is prepared every three years.

Title	Date of adoption	Purpose
<a href="#">Open Spaces Strategy</a>	2016 (under review)	Identifies clear principles, goals, objectives and actions for open spaces within the district.
<a href="#">Play, Active Recreation and Sport Strategy</a>	2022	Provides a strategy for the future of play, active recreation and sport with the Ashburton district.
<a href="#">Surface Water Strategy</a>	2018	Details how surface water within the district will be safeguarded and sustainably managed.
<a href="#">Tinwald Domain Development Plan</a>	2018	A working document that helps protect and enhance both the landscape and historical values of the Tinwald Domain.
<a href="#">Walking &amp; Cycling Strategy</a>	2020	Provides a framework for making walking and cycling (for transport and recreation) safer and more attractive, with the aim of increasing the number of people using the walking and cycling network.
<a href="#">Waste Minimisation and Management Plan</a>	2022	Sets out our plans to minimise and manage waste in our district.
<a href="#">Water Services Delivery Plan</a>	2025	Outlines Council's plan to establish an internal business unit to deliver drinking water, wastewater and stormwater services to the community from 1 July 2027.

## Community Strategies

Title	Date of adoption	Purpose of Community Strategic Plans
<a href="#">Mayfield Strategic Plan</a>	2013	These plans identify goals and objectives that the community hopes to achieve. They also describe how local community can work together to achieve these goals over the next five to ten years.
<a href="#">Methven Community Strategic Plan</a>	2025	
<a href="#">Mt Somers Strategic Plan</a>	2003	
<a href="#">Rakaia Strategic Plan</a>	2009	

## Reserve Management Plans

Title	Date of adoption	Purpose of Reserve Management Plans
<a href="#">Volume 1 - General Policies</a>	2024	
<a href="#">Volume 2 - Ashburton Domain</a>	2024	

Title	Date of adoption	Purpose of Reserve Management Plans
<a href="#">Volume 3 - Reserves managed by reserve boards</a>	2024	Provides for and ensures the use, enjoyment, maintenance, protection, preservation and development of the reserves in the Ashburton District.
<a href="#">Volume 4 - Ashburton Neighbourhood Reserves</a>	2024	
<a href="#">Volume 5 - Methven, Rakaia and Rural Reserves</a>	2024	

### Activity Management Plans

Council’s Activity Management Plans were last reviewed in 2024, in preparation of the Long Term Plan (LTP) 2024-34. They are reviewed prior to the development of each LTP. The plans describe the key duties of each activity, as well as goals, performance measures, changes, key projects, standards, funding impact statements and future management for the coming ten years. The contents of the Activity Management Plans are reflected in the [Long-Term Plan](#), but they are also available on request.

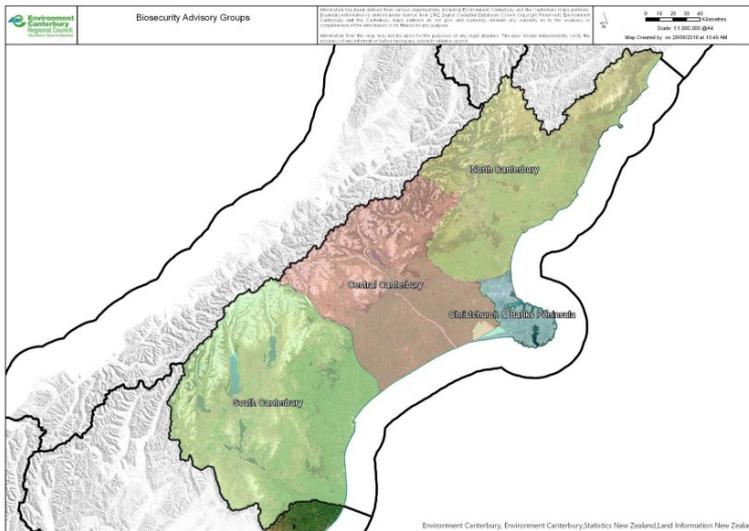
### 13. Mayor’s Report

#### 13.1 Canterbury Biodiversity Advisory Groups

Environment Canterbury (ECan) is looking to confirm Council’s representation on the Central Canterbury Biodiversity Advisory Group. This is one of four ECan-administered biodiversity advisory groups that provide advice and feedback on the regional council’s pest management work in Waitaha Canterbury. The focus is not on biodiversity alone, but on managing pests that impact a range of values including economic, cultural and biodiversity values.

The groups are made up of 7-10 community members, Papatipu Rūnunga representatives, ECan councillors and local council representatives. The groups have an informal consultative role. They are not committees of ECan and do not have delegated functions or powers.

The Central Canterbury Biodiversity Advisory Group includes representation from the Ashburton and Selwyn Districts (Cr Sophie McInnes is Selwyn DC’s appointee). Appointments to the Group will be for a term of three years (at ECan’s discretion). This Group has tentatively scheduled its first meeting for the term on Tuesday 24 March. It is proposed that three to four in-person meetings will be held each year along with online meetings and field trips.



The Group’s terms of reference are attached.

**Appendix 1**

#### Recommendation

**That** Councillor Richard Wilson be appointed as Ashburton District Council’s representative on the Central Canterbury Biodiversity Advisory Group.

### **13.2. SuperLocal26 Conference and AGM**

The 2026 Local Government NZ conference will be held at the Energy Events Centre in Rotorua, from 29-31 July with the AGM taking place on the morning of Wednesday 29 July.

I will be attending the Conference along with the Chief Executive and there is also opportunity for up to two Councillors to attend. We will look at confirming our delegates at the Council meeting on 18 March.

LGNZ have asked councils to submit remits for consideration ahead of the AGM. Remit applications are due on Monday 25 May 2026 and must be supported either by a zone, sector or by five councils. As there are limited zone and sector meetings between now and when applications are due, I would like Council to consider to whether we submit a remit this year so preparation can get underway.

LGNZ's remit criteria are:

1. The remit is relevant to local government as a whole, not just a single zone, sector or council.
2. The remit relates to significant matters, including constitutional and substantive policy, rather than matters that can be dealt with administratively.
3. The remit concerns matters that can't be addressed through channels other than the AGM.
4. The remit does not deal with issues already being actioned by LGNZ. This covers work programmes underway as part of LGNZ's strategy.

Should Council choose to submit a remit that receives the required level of support, it will be considered by LGNZ's Remit Screening Committee who will determine whether the proposed remit satisfies the criteria above, and whether or not to put it forward to the 2026 AGM.

### **13.3 LGNZ All of Local Government and Rural and Provincial Meetings**

The next All of Local Government and Rural and Provincial meetings are to be held in Wellington 26/27 February. I am attending these meetings along with the Chief Executive and Deputy Mayor Richard Wilson.

### **13.4 Zone 5 & 6 Conference**

The Zone 5&6 Conference is being held in Christchurch 30 April/1 May. I will be attending along with the Chief Executive, Deputy Mayor Richard Wilson and Councillors Julie Moffett and Tony Todd.

### **13.5 NZ Post Shop Closures**

Kapiti Coast District Council Mayor Janet Holborow wrote a letter, to Minister Simeon Brown and David Walsh CE of NZ Post, on behalf of Mayors from areas affected by the recent announcement of the closure of 142 postal outlets across the country. I signed this letter on behalf of the Ashburton District Council. A copy of the letter is attached. **Appendix 2**

### 13.6 Local Government Members (2025/26) Determination – proposed amendment

After approaches from several local authorities, the Remuneration Authority (the Authority) is considering removing the restrictions placed on elected members' ability to claim certain allowances when they reside outside the local authority area. The restrictions, which have been in the [Local Government Elected Members Determination](#) since 2022, relate to allowances for vehicle-kilometres, travel-time, childcare and home security (clauses 11, 12, 14 and 15 of the 2025/2026 Determination).

The Authority has not found any compelling evidence to support placing such restrictions on elected members who reside outside the local authority area. They've taken into account the Local Electoral Act 2001 requirement for candidates to disclose whether or not their principal place of residence is in the local government area for which they seek election – this ensures all voters are able to be aware of where a candidate's primary place of residence is at the time of voting. In the Authority's view, candidates residing outside the local government area, and subsequently elected, should be entitled to the same level of allowances as an elected member who resides within the local government area.

The Authority is now seeking feedback from councils on the proposal to remove these restrictions by way of an amending determination.

#### Recommendation

**That** Ashburton District Council supports the Remuneration Authority's proposal to amend clauses 11, 12, 14 and 15 of the Local Government Members (2025/26) Determination.

### 13.7 Meetings

#### • Mayoral calendar

##### December 2025

- 18 December: Arts, Culture, Heritage workshop
- 18 December: Development Contributions workshop
- 19 December: The Breeze radio interview
- 22 December: Nigel Bowen, Timaru District Council Mayor with CE Hamish Riach
- 23 December: LGNZ Zoon call with Ministers Bishops and Watts

##### January 2026

- 19 January: Mayor's Task Force for Jobs monthly meeting
- 19 January: Sheffields re: CE Review/Board Appointment with Executive Committee
- 19 January: Brannigans/Intepeople re: CE Review/Board Appointment with Executive Committee
- 22 January: Tim Barnett, Community Trust of Mid and South Canterbury CE with CE Hamish Riach
- 23 January: Canterbury Mayoral Forum workshop with CE Hamish Riach
- 26 January: Methven Community Board
- 27 January: Hokonui Radio interview
- 27 January: Ashburton Guardian 'Chat at the Leaner'
- 27 January: Paul Barker, DIA with CE Hamish Riach (via MS Teams)
- 27 January: Braided Rivers Trust/Lion Foundation
- 27 January: Advance Ashburton 2026 Scholarship presentation evening
- 28 January: Activity Briefings

- 28 January: Local Government reforms workshop
- 28 January: Bylaws & Strategy workshop
- 29 January: Local Government reforms workshop
- 29 January: Cezarne Rogers and Andrew Kenny, Ashburton Cadets
- 29 January: Canterbury Mayoral Forum meeting with TRONT
- 30 January: Emergency Management Bill submission
- 30 January: Canterbury Regional Transport Committee briefing
- 30 January: Mayoral Forum's Plan for Canterbury workshop
- 30 January: Regional Deal governance group
- 31 January: Puss n Boots Kitten Rescue garage sale

## February 2026

- 2 February: Alister Lilley, ACL with CE Hamish Riach
- 2 February: Rakaia Salmon statue unveiling
- 2 February: John Macdonald, Food Security Solutions with Deputy Mayor Richard Wilson (via MS Teams)
- 2 February: MP James Meager with Deputy Mayor Richard Wilson and CE Hamish Riach
- 3 February: Annual Plan workshop
- 4 February: Kings Trust launch
- 4 February: Council Agencies
- 4 February: Council meeting
- 4 February: Aussie Kiwi Challenge Waterski Tournament
- 5 February: Carol Johns
- 5 February: Kings Trust speakers
- 6 February: Waitangi Day at the Hakatere Marae
- 8 February: Lake Clearwater Hut Holders Association AGM
- 9 February: Mt Hutt College International students visit with Councillor Tony Todd
- 9 February: Bike Skills park working group
- 10 February: Hokonui Radio interview
- 10 February: Annual Plan workshop
- 11 February: Three Waters Committee
- 11 February: Audit, Risk & Finance
- 11 February: EA Networks working group
- 12 February: Mid Canterbury CVT meeting
- 12 February: Fiona Pimm, Arowhenua Chair
- 12 February: Business Canterbury's Ashburton After 5 + Back to Business
- 13 February: Breakfast Television interview
- 16 February: Megan Fitzgerald, Methven Community Board Chair
- 17 February: Ryan Bridges, Today Show interview
- 17 February: Ashburton District Road Safety committee
- 17 February: Mayor's Task Force for Jobs catchup
- 17 February: Biodiversity Advisory group
- 18 February: Simplifying Local Government submission workshop
- 18 February: James Caygill, Waka Kotahi/NZTA briefing
- 18 February: Annual Plan workshop
- 19 February: Civil Defence Emergency Management
- 19 February: Canterbury Regional Transport
- 19 February: Freedom Lifestyle Village opening – Councillor Julie Moffett deputizing
- 20 February: LGNZ Zoom with National Council
- 20 February: Canterbury Mayoral Forum

- 20 February: Business of the Year Awards 2026
- 21 February: Ashburton Community Garden opening
- 22 February: Over 70's Cricket – Canada v England
- 23 February: Canterbury Mayoral Forum webinar
- 23 February: Advance Ashburton
- 23 February: Pakeke Lions
- 24 February: Hokonui Radio interview
- 24 February: Celia Colcord, Neuro Hub
- 24 February: Tarbotton Ride Smart Park working group
- 24 February: Jess Wilson, Ashburton Learning Centre Charitable Trust
- 24 February: Development Contributions+ Revenue and Finance workshop
- 25 February: Annual Plan workshop
- 25 February: Council meeting

### **Recommendation**

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

Liz McMillan  
**Mayor**

# Biosecurity Advisory Group Terms of Reference

The areas of each Biosecurity Advisory Group are shown in Map 1.

## Context

Biosecurity Advisory Groups are community advisory groups of Environment Canterbury (Canterbury Regional Council). They work with Environment Canterbury and local communities to support the delivery of Environment Canterbury's biosecurity programme.

Environment Canterbury is responsible under the Biosecurity Act 1993 for providing leadership in activities that prevent, reduce or eliminate adverse effects from harmful organisms in Canterbury. This includes regulatory activities, like creating and enforcing the Canterbury Regional Pest Management Plan (CRPMP), and non-regulatory activities, including monitoring pests, eradicating or controlling pests in accordance with the CRPMP, and improving coordination between people involved or interested in managing pests.

Biosecurity Advisory Groups support Environment Canterbury in its biosecurity leadership role. The groups do this by providing advice and feedback that helps Environment Canterbury run an efficient, effective and relevant biosecurity programme, and by promoting public support for pest management in Canterbury.

## Purpose and Role

The purpose of each Biosecurity Advisory Group within its specified area is to:

- support the delivery of an effective biosecurity programme for the Canterbury region (which includes supporting implementation of the CRPMP)
- encourage community involvement in biosecurity in Canterbury.

The groups will achieve this purpose by:

- providing Environment Canterbury with advice on the management of pests to protect a range of values including biodiversity, economic and cultural values<sup>1</sup>
- advising Environment Canterbury on emerging biosecurity threats
- advocating for and championing the implementation of the CRPMP
- providing a public forum for discussion of biosecurity matters of concern<sup>2</sup>
- liaising with local communities and providing Environment Canterbury with community feedback and recommendations on biosecurity programme matters (including policy, operational plans and on-the-ground activities)
- supporting and championing good biosecurity practices (both pest control and hygiene practices)
- participating in promotional and educational programmes to improve community understanding of biosecurity issues
- engaging with other groups that are involved or interested in pest management.

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<sup>1</sup> This may include other organisms not formally specified as a 'pest' under the Biosecurity Act 1993

<sup>2</sup> The forum is not intended to resolve CRPMP compliance complaints

## Limitations of Powers

The Biosecurity Advisory Groups are formed as other subordinate decision-making bodies under Schedule 7 of the Local Government Act 2002. Each group is intended to fulfil an informal consultative and advisory role in accordance with the above purpose and role. The groups have no statutory powers or functions nor are they delegated any functions or powers of the Council in relation to biosecurity.

Each Biosecurity Advisory Group has a consultative and advisory role and in accordance with its purpose may:

- Conduct meetings for the above purposes, including receiving reports and information;
- Make recommendations and provide advice to Environment Canterbury in accordance with its purposes outlined above;
- Submit on rating matters to Environment Canterbury as part of the Annual Plan or Long-Term Plan consultation processes;
- Provide advice to Environment Canterbury during the development of biosecurity plans.

The Biosecurity Advisory Groups do not have the authority to commit Environment Canterbury to any path or expenditure.

Any recommendations made by the Biosecurity Advisory Groups do not bind Environment Canterbury.

The groups do not have the authority to submit on resource consent matters, or plans made under the Resource Management Act 1991 (RMA) or Biosecurity Act 1993 or other local government plans. Membership on a Biosecurity Advisory Group does not prevent individuals or their organisations from submitting on resource consent matters or RMA, Biosecurity Act or other local government plans.

## Biosecurity Advisory Group Membership

Each Biosecurity Advisory Group will comprise:

1. Between 7 - 10 community members appointed in accordance with these terms of reference
2. One to two Papatipu Rūnanga representatives based on interests in the area, nominated by the relevant Rūnanga within the area and confirmed by Environment Canterbury
3. One councillor appointed by Environment Canterbury
4. Up to two representatives for the Territorial Authorities operating within the Biosecurity Advisory Group area, nominated collectively by those Territorial Authorities and confirmed by Environment Canterbury. These representatives may be staff or elected members
5. Any other appropriate representatives co-opted by the Biosecurity Advisory Group for a specific purpose, on recommendation by the selection working party and approved by Environment Canterbury.

## **Selection of Biosecurity Advisory Group Members**

### **Selection of Environment Canterbury representatives**

Environment Canterbury will appoint their councillor representatives.

### **Selection of Territorial Authority representatives**

Territorial Authorities within the geographic area that the Biosecurity Advisory Group relates to will recommend their representatives.

### **Selection of Papatipu Rūnanga representatives**

Rūnanga will recommend their representatives.

### **Selection of community members**

To be eligible for membership, community candidates must live in or have a significant relationship with the area.

Recommendations on the community members will be made by a working group of Environment Canterbury councillors, supported by Environment Canterbury staff.

The working group will:

- consider applications from community candidates, and may invite applications from community members following discussion with relevant biosecurity stakeholders
- consider candidates and recommend community representatives to ensure each Biosecurity Advisory Group achieves a balance of the following:
  - geographic spread
  - a broad and balanced range of interests relating to biosecurity
  - pest management and/or biosecurity knowledge and experience
  - links with local communities
  - ability to work collaboratively and seek consensus
  - ability to operate using a solution-based and future-focussed approach
- make recommendations to Environment Canterbury on preferred candidates
- Environment Canterbury will receive the recommendations and make the appointments.

Environment Canterbury may delegate to the working group the power to make the appointments. If the working group is delegated the power to make the appointments, the working group is not required to make recommendations to Environment Canterbury on preferred candidates.

## **Chair and Deputy Chair**

Each Group shall appoint a Chair from the membership by simple majority.

The Chair will be appointed annually, with a limit of six consecutive years in this position.

The Deputy Chair will also be appointed annually by simple majority.

## Review of Biosecurity Advisory Groups

Environment Canterbury may review or discharge the Biosecurity Advisory Groups at any point in the three-year term.

## Quorum

The quorum at a meeting consists of:

- Half the members (if number of members is even); or
- A majority of members (if number of members is odd).

## Term of Appointment

Group members are appointed for a term of between three years and three years and six months. The term will commence at the date of appointment of community members and will expire on 30 June 2026.

From 1 July 2026 onwards, the term of appointment will be three years. This three-year term may be reduced at the discretion of Environment Canterbury at the time the appointment is made.

Community members can serve consecutive terms, with no restriction on the number of terms served. All community members (whether returning or new) will be subject to the same selection process.

## Financial Delegations

None.

## Meeting and Remuneration Guidelines

Each Biosecurity Advisory Group will meet in person three-four times per year, or occasionally more frequently. Meetings will be run in a workshop style and may involve a field trip component as part of the meeting. There may be additional (separate) field trips, invitations to attend community events, and shorter online sessions to progress work between in-person meetings.

The meeting venue will move around the Biosecurity Advisory Group area throughout the term.

Group Chairs will meet with Environment Canterbury staff prior to meetings to discuss the upcoming meeting.

Proxies or alternates are not permitted.

Remuneration for community and Papatipu Rūnanga members will be paid per meeting, set at the following levels:

- a. Chair \$300
- b. community and Papatipu Rūnanga members (including Deputy Chair) \$200

This per-meeting payment covers meeting attendance, preparation for the meeting (which will involve reading any meeting materials provided in advance of the meeting), and online attendance at any shorter online sessions ahead of or following the in-person meeting.

Members will not receive remuneration for additional field trips or attendance at community events.

Environment Canterbury's councillor representatives, and the staff or elected members of each Territorial Authority who are appointed as its representatives, shall not be eligible for remuneration.

Mileage of community members and Papatipu Rūnanga members for travel to and from meetings will be reimbursed.

## **Code of Conduct**

Each participant in a Biosecurity Advisory Group agrees to abide by the Code of Conduct (attached) in all their engagement with, and on behalf of, the Biosecurity Advisory Group.

## **Public transparency**

Meetings of the Biosecurity Advisory Groups shall be open to the public. Meeting documents will be made available for the public to view on the Environment Canterbury website.

All communications within or outside of the Biosecurity Advisory Groups will be subject to the Local Government Official Information Act 1987.

## **Group Support**

Each Biosecurity Advisory Group and its members will be supported by Environment Canterbury. In particular, Environment Canterbury staff will provide:

- information and advice on pest management matters
- opportunities to upskill in biosecurity knowledge and understanding
- updates and information from other organisations and agencies in the community that undertake pest management
- coordination and administration support for meetings
- financial support to cover incidentals such as photocopying, circulation of agenda material, advertising, and venue hire.

## **Working Groups**

Working groups may be required to progress a specific biosecurity issue. Working groups may only be established to achieve a specific objective and must have a specified end date.

The establishment of a working group must be approved by Environment Canterbury.

The membership of a working group may consist of members external to the relevant Biosecurity Advisory Group.

There is no remuneration for participation in a working group. Mileage of community and Papatipu Rūnanga members of a working group will be reimbursed for travel to and from working group meetings. Staff or elected members of Territorial Authorities or Environment Canterbury councillors that have been appointed to the Biosecurity Advisory Group as representatives will not be reimbursed for mileage.

## Engagement with other community groups

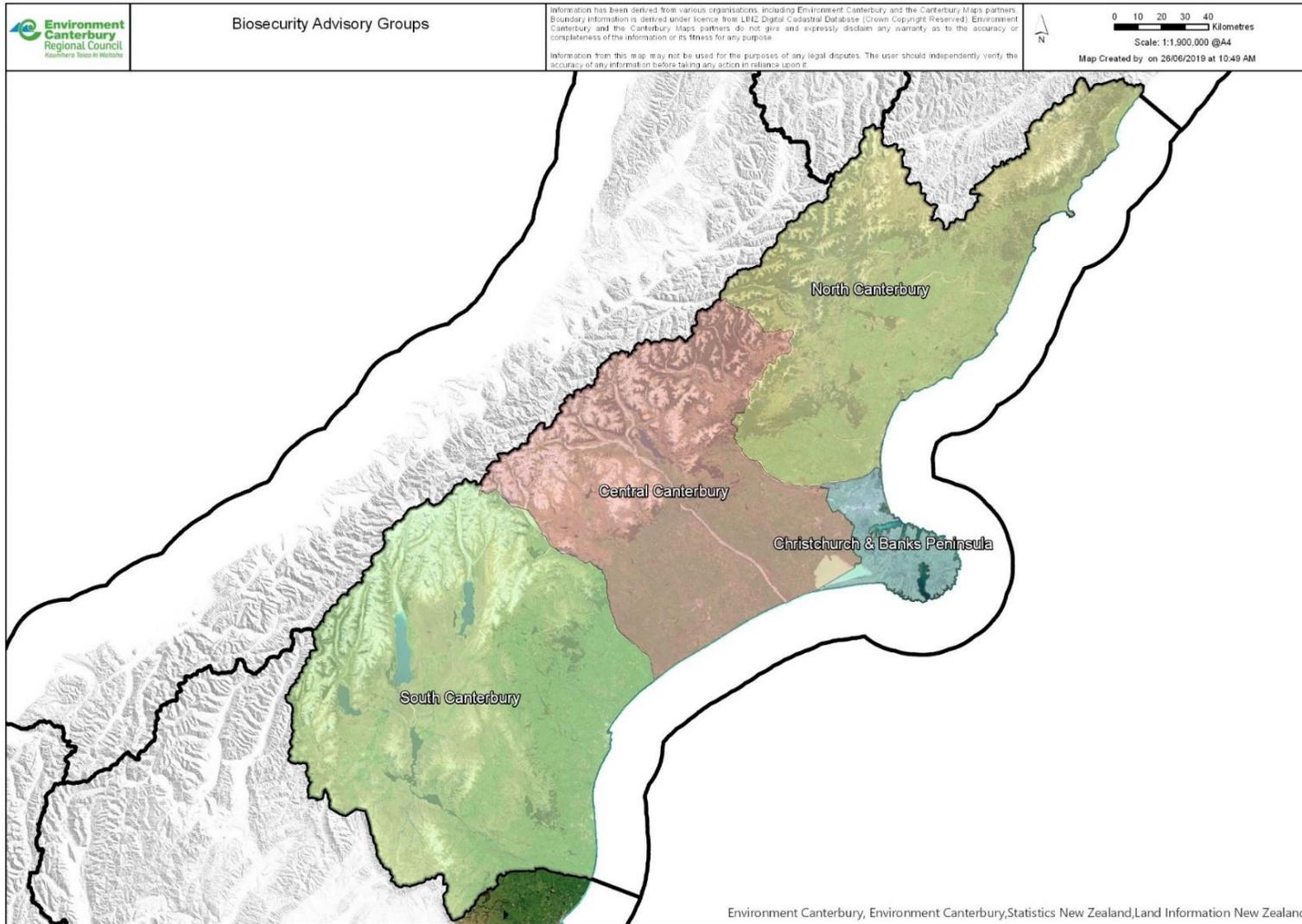
Environment Canterbury will engage with other biosecurity or pest management groups in the community outside of the Biosecurity Advisory Groups. This is to ensure activities of the groups are as complementary as possible and do not duplicate effort.

## Conflicts of Interest

Biosecurity Advisory Group members must be careful that they maintain a clear separation between their personal interests and their duties as a group member. This is to ensure that group members carry out their duties free from bias (whether real or perceived).

It is the responsibility of group members to identify and declare a conflict of interest. If in doubt on whether a conflict of interest exists, the group member should disclose the potential conflict of interest. Group members can seek guidance on conflict of interest concerns from the Chief Executive Environment Canterbury.

Map 1



# Biosecurity Advisory Group Code of Conduct

## Introduction

Biosecurity Advisory Groups (each a Group, or together the Groups) have been established as part of Environment Canterbury's biosecurity programme. The purpose of the Groups is to support this programme by providing advice on local pest management issues and Canterbury Regional Pest Management Plan implementation, and championing good biosecurity practices.

The Code of Conduct describes how the Groups will work as a Group and as individual Group members. It also outlines the role of the Chair and deputy Chair. This Code of Conduct shall apply to the liaison committee members acting in their capacity as a Group member, and not as a private citizen.

## Operating philosophy

The following outlines the operating approach and how the Groups will:

- Take a collaborative and solution-focused approach;
- Engage with local communities and key stakeholders to understand and advise on local pest management matters;
- Recognise the Treaty of Waitangi and the roles and rights of Ngāi Tahu in the exercise of kaitiakitanga;
- Operate in accordance with Local Government Official Information and Meeting Act 1987 (LGOIMA) and Local Government Act 2002;
- Manage conflicts of interest;
- Expect Group members to act at all times in an ethical and professional manner;
- Respect confidential and privileged information.

## How the Groups will work

### Collaborative, co-operative, participatory and solution-focused

The Groups will:

6. Work in a collaborative and co-operative manner using best endeavours to reach solutions that take into account the interests of all sectors of the community;
7. Cultivate a sense of group responsibility, emphasising the Group as a whole rather than individual Group members;
8. Use the expertise of individual members to enhance the Group as an advisory body;
9. Give consideration to and balance the interests of all pest management stakeholders in the Group's area;
10. Work in a manner that encourages the involvement and collaboration of the community, and other stakeholders in identifying, developing and implementing pest management solutions in the area;
11. Seek consensus in its recommendations or advice;
12. Work with other Biosecurity Advisory Groups or other groups with pest management interests to ensure a joined up, local approach to pest management;

13. Operate in a manner that emphasises:
  - o Solutions rather than issues or blame;
  - o Focus on the future rather than the past.

## **Treaty of Waitangi**

The Groups will:

14. Operate in a manner that recognises Ngāi Tahu rights as protected under Treaty of Waitangi;
15. Operate in a manner that recognises the role and rights of Ngā Papatipu Rūnanga as Mana Whenua in the exercise of kaitiakitanga to all water and lakes, rivers, hapua, waterways and wetlands in the area;
16. Be culturally sensitive, observing tikanga Māori;
17. As required, access advice on Treaty of Waitangi responsibilities and tikanga Māori from Environment Canterbury staff or Ngāi Tahu group members.

## **External communication (contact with the media)**

18. Media contact and public comment on behalf of a Group will be directed to and handled by the Chair.
19. The Chair can only represent the views of the Group and does not represent Environment Canterbury.
20. The Chair may refer any matter to a spokesperson agreed by the Group.
21. No other member may comment on behalf of the Group without having first obtained the approval of the Chair.
22. Group members are free to express a personal view in the media provided the following rules are observed:
  - o Media comments must not state or imply that they represent the views of the Group;
  - o Media comments must observe the other requirements of this Code of Conduct including:
    - i. Avoiding public criticism of other members, of the Group and its work, or other comments that could undermine the performance of the Group;
    - ii. Recognising the limitation of power of the Group;
    - iii. Not disclosing confidential information.

## **Linkages to the community, stakeholder and interest groups**

23. The Group is a conduit for community and stakeholder engagement in pest management matters in the area.
24. The Group will work in a manner that ensures the views of the local community and key stakeholders are reflected in advice provided to Environment Canterbury.
25. Where a Group member has a close association with a particular community, stakeholder, interest group or sector, the Group member will keep the Group informed.

## **Linkage to Environment Canterbury**

26. The Group will ensure that it maintains close links with and excellent working relationships with Environment Canterbury.

27. The Group will keep Environment Canterbury informed of its work, and of any issues that arise. This includes a “no surprises” approach for Environment Canterbury in relation to the Group.
28. The Group will report at the request of Environment Canterbury. This will include verbal reports, from the Chair to Environment Canterbury.

## **How Group members will work**

### **Collaborative approach**

29. Group members will behave in a manner that enables the Group to work effectively and collaboratively. This behaviour will include:
  - Listening respectfully to other members;
  - Engaging constructively with different views;
  - Helping the Group to build collaboration;
  - Helping the Group to reach solutions.
30. Members of the Group are appointed on the basis of their experience and knowledge and not to represent a particular interest or group. Accordingly, members will contribute their knowledge and perspective but not promote the views or positions of any particular interest or stakeholder group.

### **Act in a professional and ethical manner**

Group members will at all times act in a professional and ethical manner. This includes:

31. Members will extend towards each other respect, integrity, courtesy and fairness;
32. Members will avoid public criticism of other members, of the Group or its work;
33. Members will avoid actions, including public comment, that would or could undermine the performance of the Group or of other members in the duties as a Group member;
34. Members will act at all times in a manner that maintains public confidence in the Group;
35. Members will ensure they attend Group meetings and are adequately prepared for meetings;
36. Members will not influence, or attempt to influence, any Environment Canterbury employee to take actions that may benefit the member, or the member’s family or business interests;
37. Members will only claim for legitimate expenses, consistent with the appointment Terms of Reference.

### **Relationship with Environment Canterbury staff**

The Group members will, with respect to Environment Canterbury staff:

38. Recognise that the Chief Executive is the employer (on behalf of Environment Canterbury) of all Council employees, and as such only the Chief Executive may hire, dismiss, or instruct, or censure an employee;
39. Treat all employees with courtesy and respect;
40. Not do anything which compromises, or could be seen as compromising, the impartiality of an employee;
41. Not publicly criticise the competence, integrity and personality of any employee;

42. Raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive, only with the Chair of Environment Canterbury.

## Confidential and privileged information

In the course of its duties the Group may occasionally receive information that may need to be treated as confidential or privileged. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation, or is legally privileged.

43. Group members shall not use or disclose confidential or privileged information for any purpose other than the purpose for which the information was supplied to the Group;
44. Members must be aware that any information they hold as a member of the Group shall be deemed to be official information held by Environment Canterbury. In terms of the LGOIMA this means information must be made publicly available upon request unless good reasons exist to withhold it.

## Conflicts of Interest

Group members must be careful that they maintain a clear separation between their personal interests and their duties as a Group member. This is to ensure that Group members carry out their duties free from bias (whether real or perceived).

It is the responsibility of Group members to identify and declare a conflict of interest. If in doubt on whether a conflict of interest exists, the Group member should disclose the potential conflict of interest. Group members can seek guidance on conflict of interest concerns from the Chief Executive Environment Canterbury.

## Adoption of this Code of Conduct

45. The Group will formally adopt this document as a record of how the Group and its members will work.
46. The Group will re-adopt this document every three years, in line with the three-year term for members.
47. Changes to this Code of Conduct can only be made with the agreement of all Group members and Environment Canterbury.

## Group roles

### Chair

48. Following the completion of the one-year term of the establishment Chair, the Group will appoint a Chair from its members in accordance with the Terms of Reference.
49. As a Group member the Chair shares the same responsibility as other Group members. In addition to this the Chair has the following roles:
  - o Chair Group meetings with all commonly recognised authority of that position. The Chair may have an Environment Canterbury staff member facilitate meetings and workshops of the Group.
  - o Speak on behalf of the Group and act as an advocate for it, including taking the primary responsibility for interaction with the media and representing the Group at meetings with external parties.
50. The Group will appoint a Deputy Chair from its members in accordance with the Terms of Reference.

51. The Deputy Chair exercises the same roles as other members, and if the Chair is absent or incapacitated, the Deputy Chair must perform all of the responsibilities and duties of the Chair (as above).

10 February 2026

We the undersigned write to express our deep concern at the closure of 142 Post Shops across the country.

As Mayors of the areas affected, we understand the value these services bring to the community and the significant impact these changes will have on businesses and the wider community.

These outlets don't only represent an opportunity to receive and post letters, they perform a wider function in the community. This decision will have a profound impact on businesses - not just the hosting businesses but also surrounding ones. In these difficult times, removing a crucial element of so many small businesses is unacceptable.

Some of the centres earmarked for closure are not close to an alternative outlet. Many of the outlets are some distance away, some along busy State Highways.

This decision seems to have been made based on considerations around postal volume and other internal organisational considerations, whereas there are wider considerations which need to be taken into account.

Older people and people with disabilities and mobility issues will be disproportionately affected by this decision alongside people who are isolated and without transport options.

We would like to understand the data and the reasoning behind this decision, which will have such a significant impact on our business and wider community.

We ask you to urgently review this decision, and keep our valued postal service intact.

Yours sincerely,



Janet Holborow  
Mayor, Kāpiti Coast District Council.



Bex Johnson  
Mayor, Masterton District Council

Tania Tapsell  
Mayor, Rotorua Lakes Council

James Denyer  
Mayor, Western Bay of Plenty Council

Anita Baker  
Mayor, Porirua City Council

Mike Pettit  
Mayor, Waipā District Council

Lydia Gliddon  
Mayor, Selwyn District Council

Dan Gordon  
Mayor, Waimakariri District Council

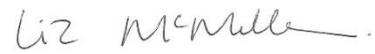
Sophie Barker  
Mayor, Dunedin City Council

Marie Black  
Mayor, Hurunui District Council



Rehette Stoltz

Mayor, Gisborne District Council



Liz McMillan

Mayor, Ashburton District Council



Tom Campbell

Mayor, Invercargill City Council



Richard McGrath

Mayor, Napier City Council