

Ashburton District Council

AGENDA

Notice of Meeting:

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

Date: Wednesday 23 November 2022

Time: 1.00pm

Venue: Council Chamber

Membership

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

Meeting Timetable

Time	Item
1.00pm	Public meeting commences
2.15pm	Waka Kotahi – James Caygill, Director of Regional Relationships
2.50pm	Welcome to new and long-serving staff
4pm	Ashburton Contracting Ltd

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

4	Inaugural Council 27/10/22	3
5	Extraordinary Council 9/11/22	8
6	Methven Community Board 31/10/22	10

Reports

7	Revenue & Financing Policy	14
8	Elected Members' Allowances & Expenses Policy	23
9	Community Honours Awards Policy	44
10	Open Spaces Strategy Review	54
11	Mt Somers Water Treatment Plant – change of reserve classification	69
12	2023 Meeting Schedule	77
13	Financial Variance Report – September 2022	82
14	Deputy Mayor's Report	107
15	Mayor's Report	108

Business Transacted with the Public Excluded

16	Library & Civic Centre PCG – 9/11/22	Section 7(2)(h) Commercial activities	PE 1
17	CEO decisions in interim election period		PE 7
	1) Library & Civic Centre PCG 13/10/22	Section 7(2)(h) Commercial activities	
	2) Methven membrane treatment	Section 7(2)(h) Commercial activities	
18	Building acquisition		PE 15
19	Land acquisition	Section 7(2)(h) Commercial activities	PE 21
20	Land acquisition	Section 7(2)(h) Commercial activities	PE 29
21	Fairfield Freight Hub Agreement	Section 7(2)(h) Commercial activities	PE 47
22	Ashburton Contracting Ltd quarterly report	Section 7(2)(h) Commercial activities	Verbal

4. Inaugural Council Meeting – 27 October 2022

Minutes of the Inaugural Council meeting held on Thursday 27 October 2022, commencing at 1.30pm in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

Methven Community Board members Megan Fitzgerald, Kelvin Holmes, Robin Jenkinson and Richie Owen.

In attendance

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

Approx 15 guests and members of the public.

The Chief Executive took the chair.

1 Apologies

Cr Leen Braam and MCB Member, Allan Lock

Sustained

2 Extraordinary Business

Nil.

3 Declaration by the Mayor

The statutory declaration was made by the Mayor, as required by cl. 14, Schedule 7 of the Local Government Act 2002, and witnessed by the Chief Executive.

The Chief Executive congratulated the Mayor and presented him with the Mayoral Chain.

The Mayor took the Chair.

4 Declarations by the Members of the Ashburton District Council and Members of the Methven Community Board

Statutory declarations were made by eight Councillors and three Community Board Members, as required by cl. 14, Schedule 7 of the Local Government Act 2002, and witnessed by the Mayor and Chief Executive.

5 Address by the Mayor

The Mayor read his address.

6 Explanation of Statutory Requirements

The Chief Executive formally drew to elected members' attention the legislation relevant to the carrying out of their duties.

That the report be received.

McMillan/Lovett

Carried

7 2022 Meeting Calendar – fixing date and time of first meeting

That Council adopts the schedule of meetings for the period 27 October to 21 December 2022.

Letham/Cameron

Carried

8 Appointment of the Deputy Mayor

1. **That** the report appointing the Deputy Mayor be received.
2. **That** Council notes the appointment by the Mayor of Councillor Liz McMillan as Deputy Mayor.

Mayor/Letham

Carried

9 Governance Structure for the 2022-25 Triennium

That Council adopts the 2022-25 governance structure and elected member appointments as follows:

STANDING COMMITTEE			
Audit and Risk Committee		Executive Committee	
Chair	Russell Ellis	Mayor	Neil Brown
Deputy Chair	Leen Braam	Deputy Mayor	Liz McMillan
Members	Carolyn Cameron Liz McMillan Richard Wilson + external appointee <i>Mayor ex officio</i>	Councillors	Braam, Cameron & Lovett

Council Activity Briefings Chairperson
Deputy Mayor Liz McMillan

Appointments to other committees, organisations and sub-ordinate decision-making bodies

Ashburton Airport Authority

Crs Rodger Letham (Chair), Leen Braam and Lynette Lovett.

Ashburton District Road Safety Co-ordinating Committee

Crs Liz McMillan (Chair), Phill Hooper and Richard Wilson

Ashburton Library and Civic Centre Project Control Group

Mayor, Deputy Mayor and Crs Leen Braam and Russell Ellis. Membership of this Group includes the Chief Executive (Chair).

Ashburton Resettlement Group

Crs Carolyn Cameron (Chair) & Liz McMillan

Biodiversity Advisory Group

Crs Leen Braam (Chair), Lynette Lovett and Richard Wilson

Creative Communities Assessment Committee *Reports to Creative Communities NZ*

Crs Leen Braam and Tony Todd

Heritage Mid Canterbury Working Group

Crs Carolyn Cameron (Chair) and Tony Todd

[Membership of this group includes a community representative and a representative each from Historic Places Mid Canterbury and Ashburton Museum & Historical Society]

Methven Community Board

Crs Rodger Letham and Liz McMillan

Road Reference Group

Crs Carolyn Cameron (Chair), Rodger Letham, Tony Todd and Richard Wilson

Rural Support Trust

Cr Richard Wilson

Safer Mid Canterbury Board

Crs Liz McMillan and Tony Todd

[Includes Safe Communities Steering Group and Mid Canterbury Community Vehicle Trust]

Total Mobility

Cr Tony Todd

Youth Council

Crs Russell Ellis & Phill Hooper

Council appointments to community organisations

Electricity Ashburton Shareholders Committee	External appointees (x3) <i>[David Ward, Anne Marett, Tony Potts]</i>
Hekeao-Hinds Water Enhancement Trust	Mayor
Plains Museum Trust	External appointees (x2)
Rural Support Trust	Council appointee (<i>Cr Wilson</i>)
Safer Ashburton District	Council appointee (<i>Crs McMillan & Todd</i>)
Seniors Centre	Council appointee (<i>Cr Ellis</i>)
Waitaha PHO Board	External appointee (x1) <i>[Georgina McLeod]</i>

Council Controlled Organisations (CCOs) and Shareholding

Ashburton Community Water Trust	Mayor
Ashburton Contracting Limited	Directors <i>[A Lilley (C), D Prendergast, B Warren, R Pickworth & A Barlass]</i>
Eastfield Investments Liaison	Mayor, Deputy Mayor & GM Business Support
Rangitata Diversion Race Management Limited (RDRML)	Mayor (<i>Cr Wilson alternate</i>)
RDRML Remuneration Subcommittee	Cr McMillan

Joint Committees (with other Authorities)

Canterbury Biodiversity Strategy Group	Cr Wilson
Canterbury Regional Civil Defence Emergency Management Group	Mayor (<i>Cr Lovett alternate</i>)
Canterbury Regional Landfill Joint Committee	Deputy Mayor (<i>Mayor alternate</i>)
Canterbury Regional Land Transport Committee	Mayor (<i>Deputy Mayor alternate</i>)
Canterbury Waste Joint Committee	Deputy Mayor (<i>Mayor alternate</i>)
Road Safety Co-ordinating Committee	Council appointees (<i>Crs McMillan, Hooper & Wilson</i>)
Total Mobility Committee	Council appointee (<i>Cr Todd</i>)
Water Management Zone Committee	Council appointee (<i>Cr Letham</i>) <i>Community reps: B Thomas & G de Spa, C Allen, A Cushnie, Clare Buchanan, Adi Avnit, Sidneii Teixeira</i>
Wakanui Working Group	Cr Lovett

Memorial Hall Boards and Reserve Boards

Alford Forest Reserve	Cr McMillan	Pendarves Reserve	Cr Lovett
Chertsey Reserve	Cr Lovett	Rakaia Reserve	Cr Lovett
Dorie Reserve	Cr Lynette	Ruapuna Reserve	Cr Letham
Ealing Reserve	Cr Wilson	Seaford Reserve	Cr Lovett
Greenstreet Reserve	Cr Cameron	Tinwald Reserve	Cr Hooper
Highbank Reserve	Cr McMillan	Lagmhor Westerfield Hall	Cr Braam
Hinds Reserve	Cr Wilson	Mayfield Hall	Cr Letham
Mayfield Reserve	Cr Letham	Mt Hutt Memorial Hall	Cr Letham
Methven Reserve	Cr McMillan	Rakaia Hall	Cr Lovett
Mt Somers Reserve	Cr Braam	Tinwald Hall	Cr Cameron

Environment Canterbury River Rating Districts

Ashburton Hinds Drainage	Cr Wilson	Lower Rakaia River	Mayor
Ashburton Rivers	Cr Letham	Mt Harding Creek	Cr McMillan
Ashburton Town Stopbanks	Cr Braam	Rakaia Double Hill	Cr McMillan
Cleardale (Rakaia Gorge)	Cr McMillan	Staveley Stormwater Channel	Cr Letham
Dry Creek	Cr McMillan	Upper Hinds River	Cr Wilson
Lower Hinds River	Cr Wilson		

McMillan/Todd

Carried

10 Elected Members' Remuneration October 2022

- That** Council receives the elected members' remuneration report.
- That** Council advises the Remuneration Authority that its current governance arrangements will be retained for the 9 Councillors, with the role of Deputy Mayor being the only position of additional responsibility.
- That** Council approves the allocation of the full remuneration pool on the following basis:
 - Deputy Mayor \$80,003
The Deputy Mayor is responsible for supporting the Mayor and acting in their place should they be unavailable. Additional remuneration of \$33,729.
 - Councillor base remuneration (x 8 Councillors) \$46,274
- That** Council provides a vehicle for the Mayor with full private use.
- That** the Ashburton District Council governance pool proposal be submitted to the Remuneration Authority for approval and inclusion in the next amending determination.
- That** Council notes that the proposed allocation of the remuneration pool is subject to a determination being issued by the Remuneration Authority, with additional payments (above the minimum Councillor base rate) being backdated once the determination has been issued.

Letham/Lovett

Carried

11 Services Provided over Christmas and New Year 2022-23

That Council receives this report.

Cameron/Todd

Carried

The meeting concluded at 2.02pm. The Mayor then invited the elected members, their guests and members of the public to join him for afternoon tea.

Confirmed 23 November 2022

MAYOR

Extraordinary Council Meeting

9 November 2022



5. Council Minutes – 9 November 2022

Minutes of the Extraordinary Council meeting held on Wednesday 9 November 2022, commencing at 1.30pm in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

In attendance

Hamish Riach (Chief Executive), Neil McCann (GM Infrastructure Services), Jane Donaldson (GM Strategy & Compliance), Steve Fabish (GM Community Services), Leanne Macdonald (GM Business Support), Mark Chamberlain (Roading Manager), Mark Smith (Corridor Manager-Roading), Simon Worthington (Economic Development Manager), Sarah Davidson (Events Co-ordinator), Janice McKay (Communications Manager) and Phillipa Clark (Governance Team Leader).

1 Apologies

Cr Leen Braam

Sustained

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 ADC Road Closure – Light up the Night Event

That Council approves the closure of the following roads in the Ashburton CBD from 1:00pm until 12:00 midnight on Friday 2 December for the Light Up the Night ceremony.

STAGE ONE: 1:00pm until 5:00pm

EAST STREET, from Burnett Street to Havelock Street (**Full closure**)

EAST STREET, from Tancred Street to Burnett Street (**One-way closure**)

BURNETT STREET, to East Street and Heading South (**OPEN**)

STAGE TWO: 5:00pm until 10:00pm

Full Closure

EAST STREET, from Moore Street to Havelock Street

TANCRD STREET, from East Street to Cass Street

BURNETT STREET, from East Street to Cass Street

STAGE THREE: 10:00pm until 12:00 midnight

EAST STREET, from Burnett Street to Havelock Street (**Full closure**)

EAST STREET, from Tancred Street to Burnett Street (**One-way closure**)

BURNETT STREET, to East Street and Heading South (**OPEN**)

Todd/Letham

Carried

5 Ashburton Car Club Road Closure – Gravel Bent Sprint Meeting

That Council permits the following roads to be closed from 8.30am Sunday 20 November 2022 until 5.30pm the same day to allow the Gravel Bent Sprint Meeting to be held:-

Le Bretons Road, from Christys Road intersection

Le Bretons Road, from Denshires Road South intersection

Chertsey Road, from Le Bretons Road intersection for two kilometres

Cameron/McMillan

Carried

The meeting concluded at 1.36pm.

Confirmed 23 November 2022

MAYOR

6. Methven Community Board Inaugural Meeting – 31 October 2022

Minutes of the Inaugural Methven Community Board meeting held on Monday 31 October 2022, commencing at 10:30am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

Present

Mayor Neil Brown; Members Kelvin Holmes, Richie Owen, Robin Jenkinson, Allan Lock, Megan Fitzgerald; Deputy Mayor Liz McMillan and Cr Rodger Letham.

In attendance

Leanne Macdonald (Group Manager Business Services), Clare Harden (Community Liaison Officer), Linda Clarke (Communications Advisor) and Mary Wilson (EA to CE, minutes).

1. Apologies

Nil.

2. Extraordinary Business

Nil.

3. Declaration by Allan Lock

The statutory declaration was made by Allan Lock, as required by cl. 14, Schedule 7 of the Local Government Act 2002, and witnessed by the Mayor and Group Manager Business Support.

4. Introduction and explanation of statutory requirements

Received for information purposes.

5. Election of Chair, Deputy Chair and Board Appointments

That System B is the method used to elect the Chair and Deputy Chair.

Holmes / Fitzgerald

Carried

That Kelvin Homes is elected as Chairperson of the Methven Community Board.

Owen / Lock

Carried

That Richie Owen is elected as Deputy Chairperson of the Methven Community Board.

McMillan / Jenkinson

Carried

That Megan Fitzgerald is elected as the Methven Community Board representative on the Mt Hutt Memorial Hall Board.

McMillan / Owen

Carried

That Allan Lock is elected as the Methven Community Board representative on the Methven Reserve Board.

Owen / Fitzgerald

Carried

That Mayor Neil Brown be given speaking rights at meetings of the Methven Community Board for the 2022-25 term.

McMillan / Letham

Carried

6. Activity Reports

That the activity reports be received.

Owen / Lock

Carried

6.1 Community Services

6.1.1 Governance and Business Support

It was agreed that the Board's meeting dates for 2023 will be set as per the draft 2023 Council meeting schedule, with start times continuing at 10:30am.

A workshop to set the Board's 2023/2024 budget will be held at the conclusion of the Methven Community Board meeting on 12 December 2022 and it was suggested that a drive around the Methven township to view projects could also be considered on 12 December.

Post meeting note: A Council bus trip to Methven on 6 December will include the Board members and site visits will incorporate those proposed by the Board

6.1.2 Remuneration / Expenses and Allowances

Council's Elected Members' Expenses & Allowances policy will be reviewed by Council on 23 November. The draft policy has been circulated to the Methven Community Board for feedback.

6.1.3 Terms of Reference

Terms of Reference were discussed with no actions required, other than the change of membership in the new term.

6.1.4 Funding requests

The following applications for funding were considered:

- **Methven Touch Rugby Club**

Funding of \$3,948.00 was requested. Richie Owen, as a committee member, declared a conflict of interest and refrained from discussion and voting on this application.

That the Methven Community Board approve a grant of \$1,178.50 for the Methven Touch Rugby Club.

Holmes / Letham

Carried

- **Mt Hutt College**

Funding of \$7,540.00 was requested by Mt Hutt College for travel expenses to the national touch rugby tournament in Rotorua.

The application does not meet the funding criteria and was declined. The school is undertaking significant fundraising and the Methven Community Board agreed to provide a letter of support to external funding providers.

1. That Mt Hutt College's application for funding be declined as it does not meet the criteria.

2. That a letter of support be provided to Mt Hutt College from the Methven Community Board.

Owen / Fitzgerald

Carried

- **Methven Lions Club**

An application for funding was received from the Methven Lions Club for \$5,164.00 to cover one-off costs to allow the Methven Bike Club rounds to be brought up to standard.

Partial funding was supported, with further clarification on the budget to be sought.

That the Methven Lions Club be granted funding of \$2,000 conditional on a Memorandum of Understanding being formed.

Owen / McMillan

Carried

6.1.5 Customer Request Management (CRM) Report

It was agreed that the CRM reports are useful and the Methven Community Board agreed to this information continuing to be included in the agendas.

It was suggested that the CRM requests are loaded onto a GIS map to show where the water leaks are occurring, etc.

6.2 Community Services

6.2.1 Open Spaces

- **Reserves**

The annual cost of bedding plants used in the town centre display was discussed.

- **Methven Cemetery**

After the windstorm in September 2021 the whole eastern treeline and forestry had to be removed, including a park bench that was previously donated to the cemetery. The park bench has now been re-installed, along with extensive re-planting that has carried out.

6.3 Strategy and Compliance

6.3.1 Building Services

- **Methven boundary**

The boundary of Methven Community Board area was discussed, with members requesting a map is distributed for their information.

It was noted that Council will commence the district's representation review process in 2023, and this will be an opportunity to consider if the current MCB boundary is still relevant.

6.4 Infrastructure Services

6.4.1 Roading

It was reported that the gravel footpath to the hot pools is scheduled to be built by the end of 2022. There was concern expressed that if drainage isn't sufficient gravel could wash off during heavy rainfall. The Board have since asked that work on the footpath be put on hold until issues around placement are resolved.

The Mayor left the meeting at 11:30am

6.4.2 Drinking water

The progress of the water upgrade was discussed. The first water tank has been installed, with the second tank waiting to be replaced due to wind damage. A replacement tank has been ordered but not yet received.

6.4.3 Wastewater

The wastewater pipes that run through the grounds of Mt Hutt College are being realigned.

Extraordinary business

- **Methven Community Board Facebook page**

It was reported that a new administrator will be required to take over the Methven Community Board Facebook page. The current administrators are members who did not seek re-election.

That Megan Fitzgerald be appointed as administrator of the Methven Community Board Facebook page.

Owen / Holmes

Carried

- **Long Term Strategic Plan**

The Long Term Strategic Plan is to be reviewed and it was suggested that this be done in conjunction with Council's Long Term Plan.

Meeting closed: 11:46am

Confirmed 12 December 2022

Chairman

7. ***Review of Revenue & Financing Policy 2022/23 – Scope***

Author	<i>Richard Mabon, Senior Policy Advisor</i>
Activity Manager	<i>Toni Durham, Strategy and Policy Manager</i>
GM responsible	<i>Leanne Macdonald, Group Manager, Business Support</i> <i>Jane Donaldson, Group Manager, Strategy and Compliance</i>

Summary

- The purpose of this report is to confirm the desired scope of the 2022/23 review of the Revenue & Financing Policy
- This is the policy in which Council sets out how it will fund the costs of Council activities. This flows into the Annual Plan and the setting of rates.
- In 2022/23 we propose to address the funding of Methven-Springfield Water. This is in preparation for the 2023/24 Annual Plan. This is because:
 - the costs of the joint water treatment plant will begin to be reflected in 2023/24 rates.
 - Council has already promised to discuss funding options with affected consumers; and
 - keeping a tight focus on the 2022/23 review will help prevent this work diverting resources away from other Council priorities.

Recommendation

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

Attachment

Appendix 1 Revenue & Financing Policy – Drinking Water

Background

Previous Council decisions

1. Council reviews its Revenue and Financing Policy every three years or as required. Council last reviewed it in 2020, before the 2021-31 Long-Term Plan (LTP).
2. When Council adopted the 2021-31 LTP in June 2021, it budgeted to build membrane treatment plants on the Methven, Methven-Springfield, Mount Somers and Montalto water supplies. The reason was to achieve protozoa compliance with the NZ Drinking Water Standards 2005¹.
3. In that LTP Council budgeted \$3.76M for the Methven-Springfield treatment plant. Building and operating a membrane treatment plant presents a significant cost increase for a community of 180-200 people.
4. Council also stated in the LTP that it would investigate the option of one treatment plant covering all four schemes. This would reduce the cost if feasible. Council advised the community in the LTP consultation document that it would “*come back and discuss our options with you within the next two years, once this work is done*”.² This was restated in the 2022-23 Annual Plan.³
5. The results of that investigation were reported to Council in July 2021. Officers advised that:

*“The investigation has confirmed that a single centralised treatment plant is a feasible option but is not financially viable in comparison to building separate plants for each scheme. The exception to this is in regard to Methven and Methven Springfield where there is clear operational and financial benefit in building a single water treatment plant to service both schemes.”*⁴
6. Council began work on the joint Methven & Methven-Springfield Water Treatment Plant in 2021/22 and the project is expected to be completed in 2023. The anticipated cost increase related to the work was budgeted in the LTP in 2023/24 and 2024/25. Parts of the budget were reviewed in the 2022/23 Annual Plan when price estimates for a joint plant were available and again in October 2022 when Council made decisions on agile procurement.

¹ The NZ Drinking Water Standards were revoked and replaced with the *Water Services (Drinking Water Standards for New Zealand) Regulations 2022* which came into effect on 14 November 2022.

² 2021-31 Long-Term Plan Consultation Document, p 28

³ 2022-23 Annual Plan, p 22.

⁴ 5Ms Water Treatment Plant Feasibility Study, Council Agenda 28 July 2021, p56

The current situation

Current policy

7. Methven-Springfield is a rural agricultural water supply with 68 connections. It is the largest Council-operated supply in terms of geographic area. Farming in the scheme area is a mix of arable and dairy.
8. Every connected rating unit in the scheme pays a combination of a targeted rate of \$3,165.90 (for 12 units of water - 12,000 litres) plus a rate of \$263.90 per additional unit in excess of 12 units. Water consumption is managed with the use of restrictors. The supply is chlorinated.
9. Methven is amongst the Group water supplies. Council sets a targeted rate for water supplies, based on a fixed amount of \$514.20 per separately used or inhabited part of a rating unit. Council recovers extraordinary consumption by way of volumetric charges (\$0.96 per m³) on Extraordinary consumers and Residential Extraordinary consumers.

Scope of work

10. The scope of work defines what Council directs the Project Team will (and will not) work on.
11. Officers plan to review the Revenue and Financing Policy (R&FP) in two parts. The first part would take effect from 1 July 2023, and the second a year later. This is the favoured approach because:
 - the costs of the joint water treatment plant will begin to show in 2023/24 rates; and
 - Council has promised to discuss funding options with affected consumers; and
 - keeping a tight focus on the 2022/23 review will help prevent this work diverting resources away from other Council priorities.

Other issues for review in 2022/23 and 2023/24

12. This report is an opportunity for elected members to present any other issues they intend to address in 2022/23.
13. Officers have done a brief environmental scan to identify possible R&FP issues. From that environmental scan, officers note no issues other than Methven-Springfield water that must be addressed in 2022/23. Officers noted some issues that may warrant consideration within the scope of the 2023/24 review. Those issues are:
 - Montalto water supply – these costs start to fall in 2024/25 and we are still gaining a full understanding of the costs of compliance with NZDWS. This makes sense to address in 2023/24, but the work on Methven-Springfield may offer useful lessons for a possible solution.
 - Mount Hutt Memorial Hall & Methven Reserves – Council received substantial feedback on Methven rates during the last LTP consultation. There are amenities in Methven that serve a wider catchment than the rating areas which fund them.

14. Officers propose to address these matters in 2023/24 to prevent an expanded scope impacting on the delivery of other Council priorities in 2022/23.
15. At the outset of the 2023/24 review, Officers will start from the position that everything is “on the table” and will work with elected members to decide which issues Council wish to focus on.

Māori and Tangata Whenua participation

16. Council officers have informed Aoraki Environmental Consultancy⁵ that this work has commenced. The current scope of the project is not a matter of cultural importance to Tangata Whenua. We will continue to keep them informed as the project progresses.

Interested and affected parties

17. The following parties have been identified as interested and/or affected at this point. Levels of interest may vary.
 - Methven-Springfield ratepayers
 - Ratepayers in the Water Group (Ashburton, Chertsey, Dromore, Fairton, Hakatere, Hinds, Lake Hood, Mayfield, Methven, Mt Somers & Rakaia)
 - Elected members (Council and Methven Community Board)
 - News media
 - Federated Farmers
 - Māori and Tangata Whenua
 - Montalto ratepayers (As review of Methven-Springfield may provide a useful template for review of Montalto)

Criteria for analysis of Options

18. Officers have identified the following criteria for analysis of options:
 - Lawfulness - Solution must be lawful
 - Timeliness - Solution must be able to be applied from 1 July 2023
 - Affordability - Solution must result in the lowest overall cost for water consumers
 - Equity – Solution must be fair for all consumers
 - Acceptability – Solution must be acceptable to elected members
 - Resource efficiency – Solution must be administratively efficient and must not attract external audit or otherwise burden the ADC organisation to the detriment of other priorities

⁵ Aoraki Environmental Consultancy is a business arm of Arowhenua Runanga and our first point of contact for consultation with Māori and Tangata Whenua to obtain Treaty Partner input.

19. These criteria reflect the experience of Officers who have worked alongside elected members on numerous reviews in the past. All these criteria will be relevant to decision-makers and submitters.

Options analysis

Option 1 – 2022/23 Scope is Methven-Springfield Water only (RECOMMENDED OPTION)

20. In this Option, the only topic to be worked on is the funding of the membrane filtration plant to serve Methven and Methven-Springfield supplies. Any other issues identified and supported by Council would be referred to the 2023/24 review.
21. This is not the last opportunity for Council to flag issues for the 2023/24 review. This will be repeated at the commencement of the 2023/24 review.
22. Officers note the following advantages, disadvantages and risks.

Advantages: This option is lawful, timely and efficient. Assessments cannot yet be made against Equity and Affordability criteria.

Disadvantages: This option scores lower on Acceptability as it does not allow Council to add in matters for urgent consideration within this review.

Risks: The proposed scope is currently regarded as LOW risk. **Option 1 is preferred.**

Option 2 – 2022/23 Scope is Methven-Springfield Water plus other matters resolved by Council (NOT RECOMMENDED)

23. In this Option, Council resolves to add other issues to the 2022/23 review scope of work. Officers advise that this is best done by way of resolution so that the issues are clearly stated.
24. Officers note the following advantages, disadvantages and risks:

Advantages: This option is lawful, and timely. This option scores higher on acceptability as it allows Council to add in matters for urgent consideration within this review. Assessments cannot yet be made against equity and affordability criteria.

Disadvantages: This Option scores lower on efficiency.

Risks: The risks here are:

Operational risks – as if it were to add in more issues, Council may be unable to meet its timeliness goals without putting other priorities at risk. This risk compounds with the addition of more issues. The risk is influenced by the number of issues and the complexity of issues.

Reputational risks– these risks follow on from impaired delivery of other priorities. Analysis of Options will enable Council to engage with affected communities on the basis of robust information with a good understanding of the rate effects of different options.

Legal risk – Setting rates requires high levels of accuracy to ensure alignment between the R&FP, the rating funding impact statement and the rates resolution. The broader the scope of the Review, the greater the opportunity for an error to occur.

Risk increases with the addition of more issues to the scope of the Review. The extent of the increase is uncertain as it depends on both the number of additional issues and their complexity. This can be partially mitigated with good process and the expertise of staff. **Option 2 is not preferred.**

Legal/policy implications

25. The R&FP is the document that sets the direction for how activities are funded. Council's rating policies, rating funding impact statement and rates resolutions must align with the R&FP.
26. Decisions made under the consultation on the R&FP will be reflected in those other documents when the R&FP is adopted. Should Council decide to consult on the draft Annual Plan, the content of the rating funding impact statement and the rates examples will reflect the preferred option that Council has chosen to consult on.
27. Council may choose to approve a different option after consultation, and the other documents and resolutions will then reflect that decision.
28. The content of this report is consistent with Council's current policies and its legal obligations under the Local Government Act 2002 and the Local Government (Rating) Act 2002.

Strategic alignment

29. The recommendation contributes to Council's community outcomes as follows:

Outcome	Contribution
Residents are included and have a voice.	Consultation on the R&FP will give residents an opportunity to state their views on the policy.
A district of great spaces and places	No direct contribution.
A prosperous economy based on innovation and opportunity	Providing residents with reliable and safe drinking water for households and businesses.
A balanced and sustainable environment	Policy funds the responsible sourcing of drinking water, resource consent compliance, and investigating and reducing water loss.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	The availability of reliable and affordable drinking water supports the economic wellbeing of households and businesses.
Environmental	✓	The responsible delivery of potable water supports a balanced and sustainable environment.
Cultural	✓	The quality of waterways and Te Mana o te Wai, is known to be culturally important to Māori.
Social	✓	Good quality drinking water supports public health.

Financial implications

Requirement	Explanation
What is the cost?	There are no direct costs from this decision.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Operating budgets for Strategy and Policy.
Are there any future budget implications?	The only ongoing cost with the Policy is the need for regular review. Future budget implications are expected to be low.
Reviewed by Finance	<i>Leanne Macdonald; Group Manager Business Support</i>

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	Officer rationales is based on the criteria and thresholds in the Community Engagement Policy.
Level of engagement selected	Inform – one way communication. This report is a subset of the overall policy work and relatively uncontroversial. Subsequent policy work will likely require some form of consultation.
Rationale for selecting level of engagement	Level of engagement is consistent with the level of significance.
Reviewed by Strategy & Policy	Toni Durham: Strategy & Policy Manager

Next steps

30. Depending on decisions yet to be made on the 2023/24 draft Annual Plan, any consultation on the draft R&FP may occur in parallel with the draft Annual Plan consultation. If Council chooses not to consult on the draft Annual Plan, consultation on the draft R&FP may commence sooner.

Date	Action / milestone	Comments
23 Nov 2022	Report on scope and objectives to Council	
March/April 2023	Recommendations to launch public consultation to Council	
May/June 2023	Hearing of Submissions by Council	
June 2023	Revenue & Financing Policy adopted	

Appendix 1

Revenue & Financing Policy – Drinking Water

Activity Description	Council provides drinking water to homes and businesses through 12 potable water schemes which service over 70% of residents. Council is responsible for sourcing, treating, reticulating and monitoring the water supplied. Council rates for the loan interest and principal costs for two non-Council drinking water supplies – Lyndhurst and Barrhill. This is done through a voluntary rate as provided for under this policy.
Community Outcome(s)	<p>A balanced and sustainable environment - the sustainable use and management of water is of central importance to all residents and promotes environmental well-being.</p> <p>A prosperous economy based on innovation and opportunity - access to safe quality drinking water is important for economic well-being.</p>
Who benefits and when?	Group benefit 100% - provided to residents able to connect to Council water schemes and access water on a daily basis.
Whose acts create a need?	High users can place extra burden on the supply necessitating greater storage capacity etc. Such users should pay for their supply on a volumetric basis. Vacant sections and unconnected rating units benefit from the provision of firefighting capacity and should be charged an availability charge.
Separate funding	The benefits of this activity are primarily private therefore separate funding through a targeted rate is considered appropriate. Non-residential and extra-ordinary residential connections are considered ‘high users’ therefore are charged for any excess of their allocation.
Funding source(s)	<p>Operating expenditure – targeted rate UAC 100%</p> <p>Rated as a fixed rate on all connected properties to promote affordability. The exceptions are:</p> <ul style="list-style-type: none"> • Lyndhurst and Barrhill (fully funded within each scheme) • Methven/Springfield and Montalto (rate is based on water used and property size), non-residential and residential extra-ordinary properties (targeted fixed rate for a set amount of water with excess water charged per cubic metre) • Serviceable but not connected properties (charged half the fixed rate). <p>Capital expenditure</p> <ul style="list-style-type: none"> • Sourced from operating expenditure, reserves or loan funding. • Development contributions are levied under Council’s Development and Financial Contributions policy • Government subsidies may be provided for some expenditure. Council rate contribution is net of any subsidies.

8. *Elected Members' Allowances and Reimbursement Policy Review 2022*

Author	<i>Mel Neumann; Policy Advisor</i>
Activity Manager	<i>Phillipa Clark; Governance Team Leader</i>
GM responsible	<i>Hamish Riach; Chief Executive</i>

Summary

- The purpose of this report is to consider the review of the Elected Members' Allowances and Reimbursement Policy which details expenses that may be claimed by elected members when working in the capacity of Council.
- The Remuneration Authority release an annual 'Determination' which sets out maximum allowances payable to elected members. Council can decide how much to pay, up to the maximum set by the Determination. Most councils pay within the upper limits of what is available.
- The Remuneration Authority has released the [Local Government Members 2022/23 Determination](#), and this was received by Council on 29 June 2022. There are some differences between our current policy and the new determination. These have been assessed, and some changes have been incorporated into the draft policy attached in Appendix 1.
- Council has the following options regarding the policy:
 - Rollover the current policy (status quo),
 - Remove the policy, or
 - Adopt the policy as attached (recommended), or
 - Adopt an amended version of the policy.

Recommendation

1. That Council:

- (a) adopts the Draft Elected Members' Allowance and Reimbursement Policy 2022 as attached in Appendix 1; and
- (b) rolls over the Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines (as attached in Appendix 2).

Attachments

Appendix 1	Draft Elected Members' Allowance and Reimbursement Policy 2022
Appendix 2	Elected Member's Attendance at Conferences, Training Courses and Seminars Guidelines

Background

The current situation

1. The Remuneration Authority ('the Authority') is the independent body responsible for setting elected members' remuneration.
2. Each year the Authority release a Determination which establishes the maximum amounts payable to the elected members. Each individual council considers its approach to the determination and develops its own policy.
3. Council's Elected Members' Allowances and Reimbursement Policy is reviewed every year in line with the release of the Remuneration Authority Determination. If no changes are made to the determination, the policy does not need to be reviewed.

The 2022-23 Determination

4. The Remuneration Authority have released the Local Government Members 2022/23 Determination, which was received by Council on 29 June 2022. There are some differences between the last determination and the new determination, which are shown in red in the table below. Those that have not been changed have still been included to clarify the maximum amounts allowed.

	2021-22 Determination	2022-23 Determination
Maximum reimbursement allowed under determination	<p>Communications equipment</p> <ul style="list-style-type: none">• \$50 for a printer• \$200 for a telephone (mobile or handset)• \$500 for mobile telephone service• \$800 for internet service• \$200 for ICT consumables	<p>Communications equipment</p> <ul style="list-style-type: none">• No change
	<p>Mayoral Vehicle</p> <ul style="list-style-type: none">• \$55,000 for petrol or diesel vehicle• \$65,000 for electric or hybrid vehicle	<p>Mayoral Vehicle</p> <ul style="list-style-type: none">• \$55,000 for petrol or diesel vehicle• \$68,500 for electric or hybrid vehicle

	2021-22 Determination	2022-23 Determination
	<p>Vehicle Mileage</p> <p><u>Petrol or diesel vehicle</u></p> <ul style="list-style-type: none"> • 79c per km for a maximum of 14,000km • 27c per km after 14,000km <p><u>Petrol hybrid vehicle</u></p> <ul style="list-style-type: none"> • 79c per km for a maximum of 14,000km • 16c per km after 14,000km <p><u>Electric vehicle</u></p> <ul style="list-style-type: none"> • 79c per km for a maximum of 14,000km • 9c per km after 14,000km 	<p>Vehicle Mileage</p> <p><u>Petrol or diesel vehicle</u></p> <ul style="list-style-type: none"> • 83c per km for a maximum of 14,000km • 31c per km after 14,000km <p><u>Petrol hybrid vehicle</u></p> <ul style="list-style-type: none"> • 83c per km for a maximum of 14,000km • 18c per km after 14,000km <p><u>Electric vehicle</u></p> <ul style="list-style-type: none"> • 83c per km for a maximum of 14,000km • 10c per km after 14,000km <ul style="list-style-type: none"> • New rules for 'out of district' members
	<p>Travel-time allowance</p> <ul style="list-style-type: none"> • \$37.50 per hour after the first hour 	<p>Travel-time allowance</p> <ul style="list-style-type: none"> • \$40.00 per hour after the first hour • New rules for 'out of district' members
	<p>Childcare allowance</p> <ul style="list-style-type: none"> • Maximum of \$6,000 per child during determination term (no maximum number of children) 	<p>Childcare allowance</p> <ul style="list-style-type: none"> • No change
	<p>Hearing fees</p> <p>(excludes Mayor)</p> <ul style="list-style-type: none"> • Chairperson – up to \$100 per hour • Non chairperson – up to \$80 per hour 	<p>Hearing fees</p> <p>(excludes Mayor)</p> <ul style="list-style-type: none"> • Chairperson – up to \$116 per hour • Non chairperson – up to \$93 per hour

5. It is important to note that the values in the table above are the *maximum* allowances as noted in the determination. Council's current policy does not necessarily need to allow for the maximums under the determination – for example, the communications allowances in the current policy are less than the maximums allowed under the determination.
6. Officers have assessed the changes since the last determination and have incorporated some updates into the policy. This is attached in Appendix 1.

District boundary restrictions and exemptions

7. One of the significant changes within this year's determination is the amendment of sections 11 and 12. Sections 11(4) and 12(4) state that if a member resides outside of the local authority area, then the member's eligibility for travel allowances (mileage and time) begins after they enter the district boundary. The amendments (clauses 11(5) and 12(4A)) have been added to allow a member to apply to the Authority for an exemption, if:
 - a. The member's primary place of residence was outside the local authority at the time of the local election; or
 - b. An exceptional circumstance beyond the member's control requires them to move outside of the local authority area.
8. Because the payment of allowances within the limits of the determination are discretionary, a decision to provide members with the ability to apply for an exemption is also discretionary. *This means Council can choose whether or not to include this as part of our policy.*
9. Earlier in 2022, Council was asked to provide feedback on the inclusion of clauses 11(5) and 12(4A) in the determination. Elected members were satisfied that the process was robust, as any request for an exemption would still need to be approved by the Mayor and assessed by the panel. Council passed a resolution to support the inclusion of these clauses, therefore officers have included these provisions in the policy.

Other previous Council direction

10. During the last review, in 2021, the changes made included an increase in communications allowances for councillors and the Methven Community Board members.
11. The review prior was in 2019, and the changes made to the policy included the provision of a mayoral vehicle, an increased communication allowance for the Methven Community Board Chair, and provision of childcare allowance.

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

12. In 2019, alongside the Elected Members' Allowances & Reimbursement Policy, Council adopted the Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines. Officers are not proposing any changes to these guidelines.

Options analysis

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

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

<i>Advantages:</i> None identified	<i>Disadvantages:</i> The policy would not align with the 2022/23 determination
<i>Risks:</i> Council may not attract quality future candidates for not keeping up with current determinations, as allowances and reimbursements support elected members to undertake their duties for the community	

Option two– Remove the policy

14. Council is not required by legislation to have a policy, therefore could decide to remove the policy. This is not the recommended option. Council could decide whether or not to retain the Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines.

<i>Advantages:</i> Less resource required to review the policy	<i>Disadvantages:</i> Council would need to have an alternative way to communicate information regarding allowances Council would not have the opportunity to debate the policy and determine the amounts payable Changes to allowances and expenses could also be changed without a resolution of Council
<i>Risks:</i> This could be seen as Council not being open and transparent	

Option three – Adopt the policy as attached in appendix 1 (recommended)

15. Council could decide to adopt the policy as attached in appendix 1. The attached policy includes updated information in line with the recently released Remuneration Authority Determination. This is the recommended option.
16. Officers are not proposing any changes to the current Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines, so these are recommended to be adopted with the proposed policy.
17. The policy is proposed to include the provision for members to apply for an exemption for the mileage and time travel boundary restrictions. The current and proposed amounts are set out below with changes in red:

	2021-22 (current policy)	2022-23 (proposed policy)
Maximum allowances under the policy	<p>Communications equipment</p> <p><u>Mayor</u></p> <ul style="list-style-type: none"> No allowance for Mayor <p><u>Councillors</u></p> <ul style="list-style-type: none"> \$50 for a printer \$150 for a telephone \$400 for mobile telephone service \$500 for internet service <p>Total \$1,100</p> <p><u>MCB Chair</u></p> <ul style="list-style-type: none"> \$20 for a printer \$100 for a telephone \$150 for mobile telephone service \$250 for internet service <p>Total \$520</p> <p><u>MCB members</u></p> <ul style="list-style-type: none"> \$20 for a printer \$50 for a telephone \$100 for mobile telephone service \$200 for internet service <p>Total \$370</p>	<p>Communications equipment</p> <p><u>Mayor</u></p> <ul style="list-style-type: none"> No allowance for Mayor <p><u>Councillors</u></p> <ul style="list-style-type: none"> No printer (or consumables) \$150 for a telephone \$450 for mobile telephone service \$800 for internet service <p>Total \$1,400</p> <p><u>MCB Chair</u></p> <ul style="list-style-type: none"> No printer (or consumables) \$100 for a telephone \$150 for mobile telephone service \$400 for internet service <p>Total \$650.00</p> <p><u>MCB members</u></p> <ul style="list-style-type: none"> No printer (or consumables) \$100 for a telephone \$150 for mobile telephone service \$400 for internet service <p>Total \$650.00</p>
	<p>Mayoral Vehicle</p> <ul style="list-style-type: none"> \$55,000 for petrol or diesel vehicle \$65,000 for electric or hybrid vehicle 	<p>Mayoral Vehicle</p> <ul style="list-style-type: none"> \$55,000 for petrol or diesel vehicle \$68,500 for electric or hybrid vehicle
	Vehicle Mileage	Vehicle Mileage

	<ul style="list-style-type: none"> Maximum payable 	<ul style="list-style-type: none"> Maximum payable New clause included to reflect determination rules for 'out of district' members
	Travel-time allowance <ul style="list-style-type: none"> \$37.50 per hour after the first hour 	Travel-time allowance <ul style="list-style-type: none"> \$40.00 per hour after the first hour New clause included to reflect determination rules for 'out of district' members
	Childcare allowance <ul style="list-style-type: none"> Contribution not exceeding \$15.00 per hour Maximum of \$6,000 per child per annum, up to a maximum of \$12,000 per family 	Childcare allowance <ul style="list-style-type: none"> Contribution not exceeding \$20.00 per hour Maximum of \$6,000 per child per annum, up to a maximum of \$12,000 per family
	Hearing fees <ul style="list-style-type: none"> Not included in the current policy 	Hearing fees <ul style="list-style-type: none"> Not proposing to include in the updated policy

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

<p><i>Advantages:</i></p> <p>In line with the most recent determination from the Remuneration Authority</p> <p>The policy ensures appropriate costs recovery for members</p>	<p><i>Disadvantages:</i></p> <p>None identified</p>
<p><i>Risks:</i></p> <p>None identified</p>	

Option four – adopt an amended version of the policy

19. Council could decide to adopt an amended version of the policy. It is acknowledged that Council may wish to make further changes than those that are proposed under option three, including the removal of the provision for members to apply for an exemption for the mileage and time travel boundary restrictions.
20. Officers are not proposing any changes to the current Elected Members' Attendance at Conferences, Training Courses and Seminars Guidelines, so these are recommended to be adopted alongside an updated policy.

Advantages: Elected members may identify other improvements to the policy than what officers have signalled	Disadvantages: Amendments may lead to policy inconsistencies
Risks: Unintended consequences of amending the policy with further changes may not be apparent	

Legal/policy implications

Local Government Act 2002

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

Remuneration Authority

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

Council strategies, plans, policies, bylaws

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

Strategic alignment

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

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

Financial implications

Requirement	Explanation
What is the cost?	Minor
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Existing budgets
Are there any future budget implications?	Yes – to be met from future budgets
Reviewed by Finance	Hayley Bezuidenhout; Financial Accountant

Significance and engagement assessment

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

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

Appendix 1

DRAFT Policy

ELECTED MEMBERS' ALLOWANCES AND REIMBURSEMENT

TEAM:	Governance
RESPONSIBILITY:	Chief Executive
ADOPTED:	<u>1623 November 2022</u>
REVIEW:	Every year, in line with the release of the Remuneration Authority Determination
CONSULTATION:	None required
RELATED DOCUMENTS:	ADC Conference Attendance Guidelines (Elected Members), ADC Elected Members Code of Conduct, ADC Sensitive Expenditure Policy, Local Government Act 2002, Remuneration Authority Act 1977, Local Government Elected Members Determination 2022/231/22.

Policy Objective

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

Definitions

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

Council means Ashburton District Council.

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

- Official meetings of the Council, including:
 - any committee/subcommittee
 - working groups
 - Council workshops
- Seminars, training courses and conferences*
- Statutory hearings
- Any fact-finding or investigative travel outside of New Zealand to inspect or evaluate initiatives, facilities or operations which may benefit Ashburton District
- Any travel as part of a Sister/Friendship City Delegation, where the host city does not

wholly cover the cost of such travel.

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

Council business shall be performed in accordance with all other relevant Council policies and guidelines. Meetings/events which are primarily a social activity, such as recreational events including concerts or sporting games, are specifically excluded from the Council business definition.

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

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

Family member of the elected member has the same meaning as s.14(2) of the Remuneration Authority Determination 2022/23 2021/22 and means (a) a spouse, civil union partner, or de facto partner, or (b) a relative connected to the member within 2 degrees of a relationship.

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

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

Policy Statement

1. Introduction

- 1.1 From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of Council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.
- 1.2 This policy applies to all elected members. It is intended to be read alongside the Council's Sensitive Expenditure Policy which states the specific limits for accommodation and meal expenses.
- 1.3 Elected members are expected to exercise proper and prudent behaviour in relation to expenditure. This includes being honest and accountable, and complying with expenditure controls. Relevant principles are:
 - there must be a justifiable business purpose,
 - expenditure decisions must preserve impartiality,
 - expenditure must be moderate and conservative, having regard to the circumstances, and
 - the process must be transparent and appropriate in all respects, it should be able to withstand public scrutiny and have appropriate approvals.
- 1.4 Claims must be considered reasonable. Any concerns regarding whether a claim is reasonable should be discussed with the Governance Team prior to submitting a claim.
- 1.5 Council officers will ensure good financial controls and scrutiny of expenditure in the

administration of this policy and elected members are expected to exercise sound judgment and integrity.

1.6 Details of allowance and expense claims are discoverable under the Local Government Official Information and Meetings Act (LGOIMA) 1987, and subject to Council's LGOIMA Policy.

2. Authentication of expense reimbursements and allowances

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

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

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

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

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

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

3. Allowances and expenses

3.1 Communications equipment

Position	Entitlement
Mayor	Provision of a cell phone which includes full payment of the base rental and Council-related usage. The mayor identifies and reimburses Council for personal usage over and above Council's plan.
Councillors	<p>Provision of a tablet computer, which includes full payment of the base rental and Council-related usage. Full technical support is provided.</p> <p>Provision of an annual allowance for any or all equipment provided by the elected member, as follows:</p> <ul style="list-style-type: none"> • \$50 for a printer • \$150 for a telephone (mobile or handset) • \$450 for mobile telephone service • \$5800 for internet service <p>Total -\$1,100.00 <u>\$1,400.00</u></p>

Position	Entitlement
Community Board Chair <u>and Members</u>	<p>Provision of a tablet computer which includes full payment of the base rental and Council related usage. Full computer. Full technical support is provided.</p> <p>Provision of an annual allowance for any of the following equipment provided by the Community Board Chair <u>and Members</u>, as follows:</p> <ul style="list-style-type: none"> • \$20 for a printer • \$100 for a telephone (mobile or handset) • \$150 for mobile telephone service • \$400250 for internet service <p>Total -\$520.00 <u>-\$650.00</u></p>
Community Board members	<p>Provision of an annual allowance for any of the following equipment provided by the Community Board member, as follows:</p> <ul style="list-style-type: none"> • \$20 for a printer • \$50 for a telephone (mobile or handset) • \$100 for mobile telephone service • \$200 for internet service <p>Total \$370</p>

3.2 Vehicle mileage

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

Mileage for approved Council business by an elected member will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination. Mileage may be claimed for either a petrol/diesel vehicle or an electric vehicle.

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

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

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

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

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

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

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

Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, and approved by the Governance Team of Council.

3.3 Mayoral vehicle

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

- The mayor will not be able to claim for vehicle mileage if a vehicle is provided.
- The mayor must use the mayoral vehicle for travel to and from Council business.
- The mayor may suggest a vehicle for purchase but the vehicle must satisfy Council's Plant Purchasing Policy requirements. The maximum purchase price is available as per the Determination: (a) Petrol or diesel vehicle - \$55,000, or (b) Electric or hybrid vehicle - ~~\$65,000~~ \$68,500. These prices are inclusive of goods and services tax and any on-road costs.
- Appropriate adjustments will be made for the Government Clean Car Discount whereby the rebate a council may receive can be deducted from the purchase price of the eligible vehicle (including on road costs and GST) before calculating the deduction to the mayor's remuneration for the full or partial private use of the vehicle.
- The mayor will be provided with a fuel card to cover fuel costs. The mayor is expected to act prudently with the use of this card.
- If the mayor opts for an electric vehicle, the cost of electricity to charge the vehicle will be reimbursed. However, to ensure the accuracy of the reimbursement, a monitor will be purchased to record exact electricity usage at the mayor's personal residence. The cost of the monitor will be counted towards the total vehicle purchasing cost. Reimbursements must be submitted with a copy of the mayor's power bill stating the electricity rates for that month, and details of the actual electricity used to charge the vehicle (produced from the monitor).
- An electric charging station will be provided at the new Council building. However, Council is unable to provide a charging station at the current Council workplace of 5 Baring Square West. Given the Council will soon be shifting to a new building, it is not considered reasonable to install such a station for temporary use.
- If the mayor wishes to have an electric charging station installed at their own residence, they must do so at their own cost as this is a permanent feature.

Usage type

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

Full private use – the vehicle:

- is usually driven home and securely parked by the mayor;
- is available for the mayor's unrestricted personal use; and

- is used by the mayor for a mix of Council business; private use; and may also be used by other elected members or staff on Council business, with the permission of the mayor.

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

Partial private use – the vehicle:

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

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

Restricted private use – the vehicle:

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

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

3.4 Travel time

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

Elected members are entitled to reimbursement at ~~\$37.50~~ \$40.00 per hour for travel time (including travel to and from the member's residence) for travel undertaken on any one day to attend Council business with a minimum threshold of one hour of time travelled. Only time in excess of this threshold will qualify for payment and only if the travel is by the quickest form of transport reasonable in the circumstances.

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

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

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

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

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

3.5 Childcare allowance

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

Elected members will be paid a contribution that does not exceed \$2015.00 per hour incurred by the member for childcare provided while the member is engaged on Council business, provided the following conditions are met:

- The member is a parent or guardian of the child, or is the person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis).
- The child is aged under 14 years of age.
- The childcare is provided by a person who is not a family member of the member (see definitions section), and does not ordinarily reside with the member.
- The member provides evidence to Council of: the amount paid for childcare and the hours claimed, who (person or organisation) has provided the childcare, and the age of the child requiring care.

No more than \$6,000 per annum per child, up to a maximum of \$12,000 per family will be paid in childcare allowances. ~~of two children will be paid in childcare allowances (i.e. \$12,000 per member for two children). Where the member has more than two children, the allowance will be appropriated accordingly (i.e. if there are three children, the allowance will be \$4,000 per child, and so forth).~~

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

Appendix 1 – Reimbursement of mileage

Councillors and the Mayor (if no mayoral vehicle)

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

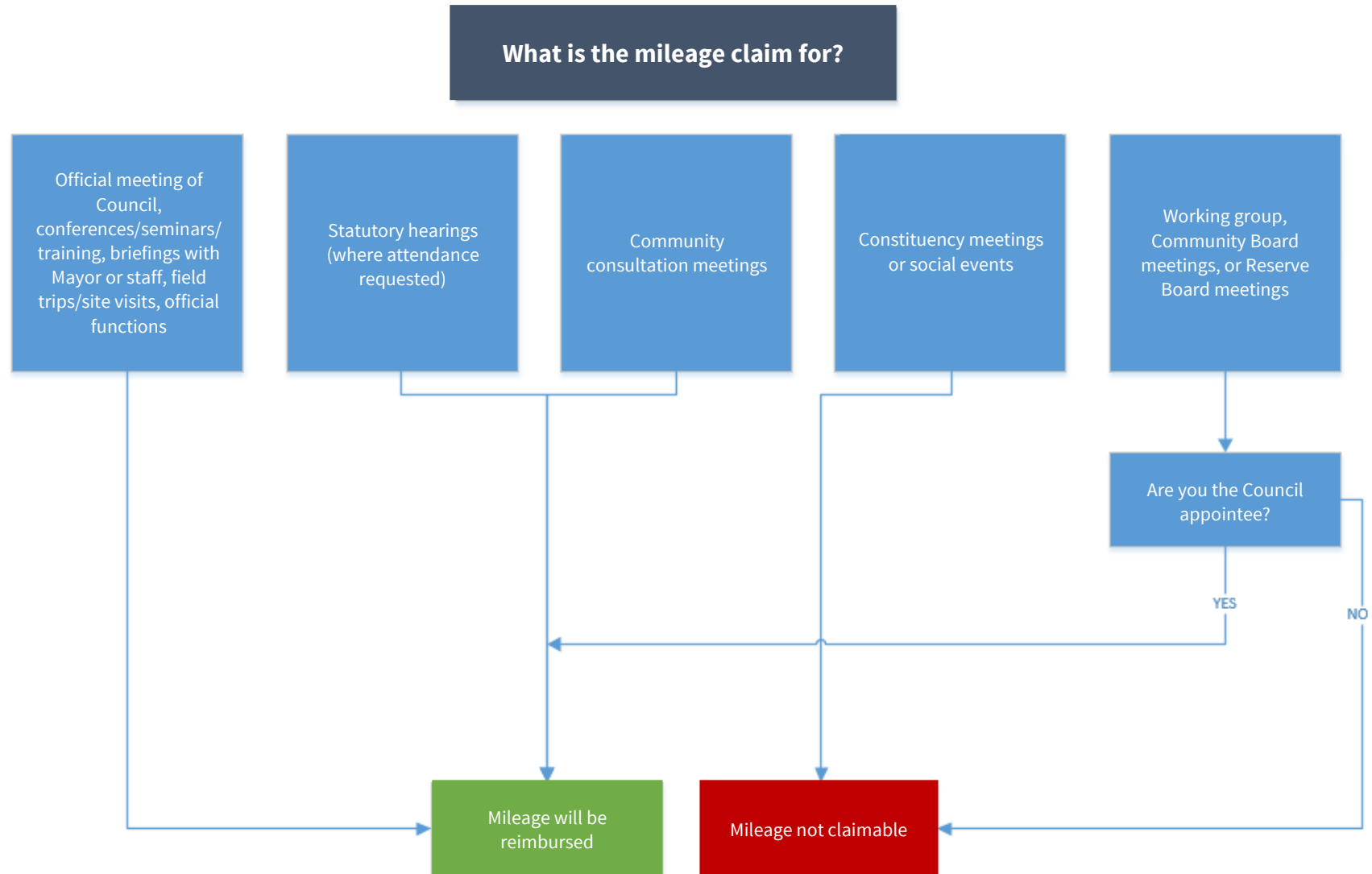
Community Board members

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

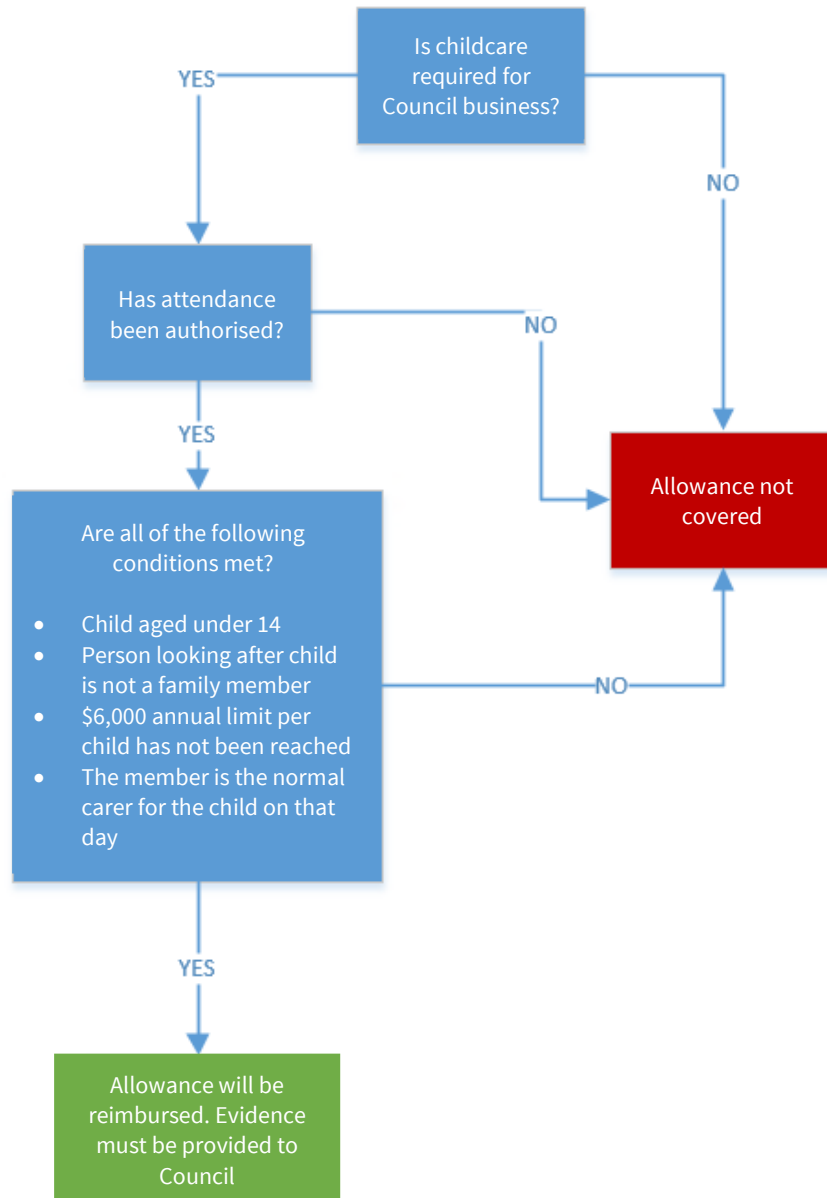
*All councillors are permitted to claim mileage, regardless of their membership

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

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



Appendix 3 – Childcare allowance reimbursement



Guidelines

ELECTED MEMBERS' ATTENDANCE AT CONFERENCES, TRAINING COURSES AND SEMINARS

TEAM:	Governance
RESPONSIBILITY:	Governance Team Leader
ADOPTED:	September 2019 <u>November 2022</u> , by Council
RELATED DOCUMENTS:	Elected Members Code of Conduct, Elected Members Allowance and Reimbursement (Expenses) Policy, Sensitive Expenditure Policy.

General

Elected Members are frequently invited to attend conferences, training courses, and seminars.

Financing the costs associated with attendance of these events is outlined in the Elected Members' Allowances and Reimbursement Policy and the Sensitive Expenditure Policy. These guidelines set the process for attendance and provide criteria for the Council to consider when approving attendance.

The Council is responsible for ensuring these guidelines are followed.

1. Attendance by resolution

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

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

2. Criteria

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

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

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

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

4. Elected Member training

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

5. Debrief

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

6. Arrangements for travel and registration

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

9. *Community Honours Awards Policy*

Author	<i>Mel Neumann; Policy Advisor</i>
Activity manager	<i>Toni Durham; Strategy and Policy Manager</i> <i>Phillipa Clark; Governance Team Leader</i>
Group manager	<i>Jane Donaldson; Group Manager Strategy and Compliance</i>

Summary

- Council's current Community Honours Awards Policy is due for review.
- Officers have undertaken a review and are proposing some changes to the policy.
- An updated version of the policy was presented to Council on 5 October 2022. Elected members asked for a number of changes to the policy, and left the matter to lie on the table. It was requested that the policy be referred to the next term of Council.
- Council now has options to:
 - Roll over the current policy (status quo), or
 - Remove the policy, or
 - Adopt the amended policy as attached in Appendix 1 (recommended), or
 - Adopt an amended version of the policy.
- The purpose of this report is to recommend that Council adopts an amended Community Honours Awards Policy.

Recommendation

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

Attachments

Appendix 1	Community Honours Awards Policy
Appendix 2	Community Honours Awards recipients since 2017

Background

Current situation

1. Council's current Community Honours Awards Policy is due for review. The policy outlines how Council recognises contributions from and achievements by individuals and organisations in the district. During the last review in 2019, the Keys to the District award was included.
2. The current policy includes categories such as the Mayor's Award for Public Service, the Ashburton Medal, Civic Awards, Honorary Citizens, and Keys to the District. These awards are distinctly for Council's recognition of public service by individuals, teams, and organisations in the community who contribute to the greater good of the district or achieve excellence in their field on a national or international level.

Current policy:

Award	Details
Mayor's Award for Public Service	<ul style="list-style-type: none">• Must have made a significant and sustained contribution to the district.• More than 20 years contribution.• No limit to the number of people recognised.• Awarded at the Community Honours Awards ceremony.• Bestowed on an individual for a lifetime.
Ashburton Medal	<ul style="list-style-type: none">• Achievement of individual or teams who have been successful in their field and made an outstanding contribution to the district, or national or international achievements.• Only one medal awarded annually at the Community Honours Awards ceremony.
Civic Awards	<ul style="list-style-type: none">• Recognition of substantial service, usually of voluntary nature or beyond normal employment, benefiting Ashburton District and its people.• No more than five awards per year awarded annually at the Community Honours Awards ceremony.
Honorary Citizens	<ul style="list-style-type: none">• Extraordinary honour granted to those who have given great service to Ashburton.• Can be awarded at any time.
Keys to the District	<ul style="list-style-type: none">• Recipients must have significant achievement or recognition in their field of expertise at a national or international level over at least five years.

	<ul style="list-style-type: none"> • Must have resided in the district for at least five years. • Only one can be awarded per term of Council. • To be awarded at an appropriate ceremony being held in their honour, or at a morning or afternoon tea provided by Council.
--	--

3. Prior to the Council meeting on 5 October 2022, officers had reviewed the current policy and suggested that the following changes are required:
 - Update of team responsible for the policy from the Strategy & Policy Team, to the Governance Team.
 - Removal of the Honorary Citizens Award – this honour has never been awarded, and officers believe that recognition could be given via the other awards available.
 - Additional wording setting out that nominations are generally not invited and awards ceremonies are not held in election years.
 - Additional wording stating that awards ceremonies will generally be held in the last quarter of a year (excluding election years), and that Council will either host a public civic ceremony, or will award honours to recipients at a Council meeting.
 - Updated wording regarding the Mayor’s Award for Public Service – removal of the requirement for more than 20 years contribution, and removal of the reference to this award being the highest honour bestowed by the Council.
 - Additional wording regarding the Keys to the District Award, taken from the separate guidelines document (which officers consider is unnecessary).

Previous Council direction

4. Officers presented the updated policy including the changes listed above, to Council at the meeting on 5 October 2022. Elected members requested that the following further changes be made to the policy:
 - Reinstatement of reference to the Mayors Award being the highest honour bestowed by the Council.
 - Removal of the limit of number of each award that can be given per year/term.
 - Wording change to reflect that all civic honours are bestowed upon a recipient for their lifetime.
5. With the further changes proposed, Council decided to let the matter lie on the table, and for the updated policy to be referred to the next term of Council.

Options Analysis

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

6. This option would see Council making no changes to the policy and rolling it over as it currently stands.

Advantages: <ul style="list-style-type: none">• None identified	Disadvantages: <ul style="list-style-type: none">• Identified improvements to the policy by both officers and elected members would not be implemented
Risks: <ul style="list-style-type: none">• May result in reputational damage to Council for not keeping the policy relevant	

Option two – Remove the policy

7. Council is not required to have a Community Honours Awards Policy and could therefore decide to remove it.

Advantages: <ul style="list-style-type: none">• One less policy to review and maintain	Disadvantages: <ul style="list-style-type: none">• May result in inconsistent decisions of Council when awarding honours
Risks: <ul style="list-style-type: none">• May result in reputational damage to Council for not being open and transparent with regards to criteria and parameters of the awards	

Option three – Adopt the amended policy as attached in Appendix 1 (recommended)

8. This option would see Council adopting the updated policy as attached in Appendix 1. This is the recommended option, as it includes the improvements that have been identified by officers, as well as the further changes requested by Council on 5 October 2022.

Advantages: <ul style="list-style-type: none">• Improvements identified by officers would be added into the policy• Further improvements identified by elected members would be added into the policy• Maintaining the policy's relevancy with the community	Disadvantages: <ul style="list-style-type: none">• None identified
Risks: <ul style="list-style-type: none">• Elected members may have other/further changes they wish to incorporate	

Option three – Adopt an amended version of the policy

9. It is acknowledged that Council may feel that alternative or further changes to the policy may be required.

Advantages: <ul style="list-style-type: none">Elected members may identify other improvements to the policy than what officers have signalled	Disadvantages: <ul style="list-style-type: none">Amendments may lead to policy inconsistencies
Risks: <ul style="list-style-type: none">Unintended consequences of amending the policy with further changes may not be apparent	

Legal/policy implications

Local Government Act 2002 (LGA)

10. The purpose of local government under section 10 of the LGA is to promote well-being for communities. This policy contributes to promoting social well-being.

Strategic alignment

11. The recommendation relates to Council's community outcomes of 'residents are included and have a voice.'

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	×	
Environmental	×	
Cultural	×	
Social	✓	Recognising the contributions from and achievements by individuals and organisations in the district helps to strengthen community networks.

Financial implications

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

Significance and engagement assessment

12. The recommended option (draft policy as attached in Appendix 1) has been assessed against Council's Community Engagement Policy and does not trigger high significance.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	No major changes are being proposed
Level of engagement selected	13. Inform
Rationale for selecting level of engagement	The proposed policy is not considered significant or contentious. The community will be informed of the changes via the usual media channels.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

DRAFT Policy

ASHBURTON DISTRICT COUNCIL COMMUNITY HONOURS AWARDS

TEAM:	Strategy and Policy Governance
RESPONSIBILITY:	Strategy and Policy Manager Governance Team Leader
ADOPTED:	23 November 2022
REVIEW:	Every three years, or as required
CONSULTATION:	None required
RELATED DOCUMENTS:	Ashburton District Council Long-Term Plan, Local Government Act 2002.

Policy Objectives

- To outline how Ashburton District Council (Council) recognises contributions from and achievements by individuals and organisations in Ashburton District.
- To set out the types of awards and honours Council can bestow on individuals and organisations.

Policy Objectives

- Acknowledging contributions to the district serves as an inspiration to others and contributes to creating a sense of pride amongst [Ashburtonians, the people of the Ashburton District.](#)

Policy Statement

1. Nominations

- 1.1 Nominations ~~would be~~ invited annually [\(excluding election years\)](#) for all awards except the Keys to the District Award, ~~with an explanatory leaflet available.~~
- 1.2 Nominations ~~would should~~ be made [in writing](#) by organisations, associations, societies or clubs (or by any two officers of these) giving full information on how the individual or organisation's work or activities goes above and beyond the normal contribution of other citizens. The permission of the nominee(s) ~~would is~~ not ~~be~~ required, but if selected, their agreement would be needed before an award was made.
- [1.3](#) The information on all those nominated would be considered confidentially by a selection panel [of elected members, including the Mayor and Deputy Mayor.](#) ~~made up of the Mayor,~~

~~Deputy Mayor and two other Councillors.~~ The names and information on those not selected would remain confidential. These persons could be re-nominated in following years.

~~1.4 Worthy nominees are identified and assessed on a case by case basis.~~

~~1.5 All This civic honours are is bestowed upon an individual a recipient for their lifetime.~~

2. Mayor's Award for Public Service

2.1 The Mayor's Award for Public Service is the highest civic honour bestowed by the Council. Mayor's Awards are ~~rare awards~~ given to people who have made a significant and sustained contribution to the district. The ~~A~~award recognises the recipients as stewards of the district and as people of special note.

~~2.2 Nominees for the awards must have made a significant contribution to the district for more than 20 years.~~

~~2.31.1 This civic honour is bestowed upon an individual for their lifetime.~~

~~2.42.2 There is no limit to the number of people recognised as worthy of the Mayor's Award for Public Service. Worthy nominees are identified and assessed on a case by case basis.~~

3. Ashburton Medal

3.1 The Ashburton Medal honours the significant achievement of individuals or teams who have been very successful in their chosen field and who have made an outstanding contribution to the district as a whole, or outstanding national or international achievements.

~~3.2 Only one Ashburton Medal may be awarded each year.~~

4. Civic Awards

4.1 Civic Awards are awarded in recognition of substantial service, usually of a voluntary nature or beyond normal employment, benefiting Ashburton District and its people. The nominees will have generally carried out predominantly voluntary work but payment for services will not necessarily disqualify receiving an award.

4.2 Substantial service includes short-term or long-term projects or activities that have benefited the whole of the district adding to the quality of life of residents. In exceptional circumstances an award may be granted to a non-resident of Ashburton, if the service has been carried out in Ashburton District.

~~4.3 No more than five Civic Awards may be made each year.~~

5. Honorary Citizens

~~5.1 Honorary citizenship is an extraordinary honour granted to individuals who have given great service to Ashburton.~~

~~5.2 Honorary citizenship is a symbolic gesture. It does not grant any legal rights to citizenship of New Zealand.~~

~~5.3 Honorary citizenship may be granted to an individual, organisation or a position/title.~~

~~5.4 Honorary citizenship may be awarded at any time.~~

6. Keys to the District

~~6.1 Recipients must have significant achievement or recognition in their field of expertise at a national or international level, over a sustained period of time of at least five years.~~

~~6.2 Recipients must have resided in the Ashburton district for at least five years, but not necessarily when their achievement / recognition occurred.~~

~~6.3 Only one Keys to the District Award is able to be given out per term of Council.~~

7.5. Awarding of Honours

~~5.1 The Council will host a public Civic Ceremony to honour the recipients either on an annual or bi-annual basis based on the nominations received. Honours will generally be awarded in the last quarter of each year, excluding during an election year.~~

~~5.2 Depending on the nominations received, the Council will either host a public Civic Ceremony, or will award honours to recipients at a Council meeting.~~

~~7.1-~~

6. Keys to the District

~~6.1 Recipients must have significant achievement or recognition in their field of expertise at a national or international level, over a sustained period of time of at least five years.~~

~~6.2 Recipients must have resided in the Ashburton district for at least five years, but not necessarily when their achievement / recognition occurred.~~

~~6.3 Only one Keys to the District Award is able to be given out per term of Council.~~

~~6.4 Officers will assess the request and provide a recommendation to Council. The recipient will be confirmed by a majority vote of Council.~~

~~6.5 The recipient will be awarded with a symbolic key, containing the Ashburton District Council emblem.~~

~~6.6 The Keys to the District will be awarded to the recipient at an appropriate ceremony already being held in their honour. If no such ceremony is being held, the Keys may be awarded before a morning or afternoon tea provided by Council.~~

8.7. Monitoring and Implementation

~~8.17.1~~ The ~~Strategy and Policy Manager~~Governance Team Leader will monitor the implementation of this policy.

~~8.27.2~~ The policy will be reviewed every three years or at the request of Council, or in response to any issues that may arise.

Appendix 2 - Community Honours Awards recipients since 2017

Year	Award Recipients
2017	
Civic Awards	<ul style="list-style-type: none"> • Brown, Gary • Oakley, Lorayne • Our Lady of the Snows School – Board of Trustees
Mayor's Award for Public Service	<ul style="list-style-type: none"> • Kerr, Barry • Leadley (John) Leslie
Ashburton Medal	<ul style="list-style-type: none"> • Harnett, Anthony (Tony) (Inaugural presentation of medal)
2018-19	
Civic Awards	<ul style="list-style-type: none"> • Age Concern Ashburton
Mayor's Award for Public Service	<ul style="list-style-type: none"> • Ireland, Gwenda • Newton, Jill
Ashburton Medal	<ul style="list-style-type: none"> • Nordqvist, Martin
2020	
Civic Awards	<ul style="list-style-type: none"> • Lister, Yvonne • Litter-Free Ashburton • Skevington, Judith (Judy)
Mayor's Award for Public Service	<ul style="list-style-type: none"> • Fleming, John • Hooper, Maxine • Kilworth, Robin • McKimmie, David • Nelson, Darryl
2021 (ceremony held 13 June 2022) due to Covid	
Civic Awards	<ul style="list-style-type: none"> • Cross, Neroli • Henderson James (Jim) • KidzMethven
Mayor's Award for Public Service	<ul style="list-style-type: none"> • Croy, Trevor • McLaren, Patricia (Trish)
Ashburton Medal	<ul style="list-style-type: none"> • Mid Canterbury Rural Women NZ Provincial

10. Open Spaces Strategy – Progress Report

Author	<i>Toni Durham; Strategy & Policy Manager</i>
Activity Manager	<i>Ian Soper; Open Spaces Manager</i>
GM responsible	<i>Steve Fabish; GM Community Services</i> <i>Jane Donaldson; GM Strategy & Compliance</i>

Summary

- The purpose of this report is to introduce the Open Spaces Strategy – Progress Report to 31 August 2022.
- Council adopted the Open Spaces Strategy 2016-2026 in 2016.
- Given that it has been over 5 years since adoption, it is timely to check-in on progress.

Recommendation

- 1. That** Council receives the Open Spaces Strategy – Progress Report to 31 August 2022.
- 2. That** the progress report is provided to key stakeholders and made available on Council's website.

Attachment

Appendix 1 Open Spaces Strategy – Progress Report 2022

Background

The current situation

1. Council adopted the Open Spaces Strategy (OSS) in 2016. The full strategy can be found [here](#).
2. The development of this progress report is to give Council an update on progress towards implementing the goals and actions contained within the Strategy.
3. Since the adoption of the OSS, the Open Spaces area of Council has faced a myriad of challenges including changes to key personnel, significant adverse weather events and the impacts from Covid-19.
4. Of the 70 actions in the OSS, 3 have been completed, 25 partially completed and 13 not started. 29 actions are ongoing. Officers consider that the progress has been reasonable when the aforementioned challenges are taken into account.
5. Two key pieces of work that are in the contract award / tender phase, specifically the Sports Field Utilisation Study and the Reserve Management Plan work, will enable significant in-roads to be made into the implementation of the action plan over the remaining duration of the OSS.

Options analysis

Option one – Council receives the report and publishes the report

6. Council formally receives the report.

Advantages: Endorses the progress made toward implementing the Open Spaces Strategy, and means that the progress report can be shared with key stakeholders and wider community.	Disadvantages: None identified
Risks: None identified	

Option two – Council does not receive the report

7. Council formally rejects the report.

<p><i>Advantages:</i></p> <p>None identified</p>	<p><i>Disadvantages:</i></p> <p>Inconsistent with the aims and goals set out in the Open Spaces Strategy.</p> <p>There will be no supporting information with which to update stakeholders and wider community on progress on the implementation of the Open Spaces Strategy.</p>
<p><i>Risks:</i></p> <p>May result in reputational damage to Council.</p>	

Legal/policy implications

Legislation

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

Key Documents

9. The Open Spaces Strategy is a non-statutory document. However, there are a number of relevant Council documents with which it inter-relates
 - Walking & Cycling Strategy
 - Play, Active Recreation and Sport Strategy
 - Long-Term Plan 2021-31
 - Reserve Management Plans
 - Climate Change Policy

Strategic alignment

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

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	There are a total of 70 actions contained in the Open Spaces Strategy all contributing in various ways and degrees to the wellbeings.
Environmental	✓	
Cultural	✓	
Social	✓	

Financial implications

Requirement	Explanation
What is the cost?	Nil.
Is there budget available in LTP / AP?	Not applicable.
Where is the funding coming from?	Not applicable.
Are there any future budget implications?	No.
Finance review required?	No. The current and future budget implications arising from receiving the report are \$Nil.

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No.
Level of significance	Low.
Rationale for selecting level of significance	Not applicable.
Level of engagement selected	Inform – one-way communication.
Rationale for selecting level of engagement	The recommendations relate only to receiving the progress report on the Open Spaces Strategy. Once the report is formally received it will be forwarded to key stakeholders, and made available to the wider community.
Reviewed by Strategy & Policy	Mel Neumann; Policy Advisor

Open Spaces Strategy 2016 – 2026




Progress Report to 30 August 2022

Our Vision



“Open spaces of the Ashburton District contribute towards the beauty and enjoyment of the area for residents and visitors alike.”

Goal 1. Open spaces are equitably distributed and funded

Objective 1.1 Ensure Council has an accurate and thorough record of the District’s open space



Actions	Priority	Status	Progress
Review current information regarding the location, nature, and use of current open space provided by Council and other agencies.	High		Areas of Council open space are mapped and categorised but not other agencies / organisations. The sports field utilisation study currently being commissioned will complete some of the gaps.
The database is maintained on a regular basis.	Ongoing		Work is continuing and is updated as new information comes to hand.
Regular meetings are held with other land management agencies, e.g. Ministry of Education, to keep abreast of changes to their open spaces.	Annually		While informal discussions are undertaken, regular formal meetings are not. Officers are investigating the shape and form of such meetings going forward.

Objective 1.2 Shortfalls and surpluses in open space across the District are identified and remedied, where practicable




Actions	Priority	Status	Progress
Map residential areas greater than 400m away from open space areas.	High		Data is a performance measure in the LTP 2021-31 and reported against annually through the Annual Report.
Mapping is undertaken which identifies any other shortfalls in the provision of open space. The standards in Appendix 4 will be used to define and identify shortfalls.	Medium		

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



STATUS KEY:  Not achieved  Partially achieved  Completed  Ongoing







Assess opportunities to remedy any open space shortfalls in the provision of open space	Medium		Work continues in for this action, for example through the assessment of subdivisions.
Develop a 20 year program that identifies future land requirements, including priority areas. This will replace the list included in Appendix 4	Medium		Work to investigate Council's role in this action is required. Proposed legislative changes to the RMA may mean this is a lesser role for territorial authorities.

Objective 1.3 The management and provision of open space is responsive to significant changes in the district's demographics, new growth areas, and changes in inner urban areas, such as increases in residential density

Actions	Priority	Status	Progress
Monitor significant changes in either zoning provisions or proposed developments that may place additional demands on open space	Ongoing		Officers review and provide feedback to zoning changes.
The Open Spaces Team are involved early in the stages of development to ensure appropriate open space is provided.	Ongoing		Officers regularly review resource consent applications from an open spaces perspective.
Open Spaces Team regularly monitor the district's demographics.	Ongoing		The Strategy & Policy team monitor demographics through Statistics NZ and Infometrics data. This is reported to Council and management and considered when developing strategic planning documents.

Objective 1.4 Development contributions and other funding or acquisition mechanisms used to provide and manage open space (parks, waterways and street amenity) are set at the appropriate level to meet the communities open space needs and expectations

Actions	Priority	Status	Progress
Review the adequacy of current funding mechanisms, in particular, whether they are adequately supporting the demands on open space	Medium		Review of Revenue & Financing Policy in 2021 considered how best to fund open spaces services, with a mix of rates and fees used. R&F Policy will be reviewed again alongside LTP 2024-34. Review into the reserve contribution adequacy has not been undertaken.
Investigate the necessity and implementation of a development contribution scheme for the development in the rural environment. This could be similar in nature to contribution systems in urban areas.	Long term		Council considered establishing development contributions for open spaces in 2020, but during that time the Labour Government reversed previous decision on community infrastructure reserve contributions. This meant that Council was better off utilising reserve contributions instead of development contributions.

Allow land, not currently required for the purpose of open space, to be leased on a short term basis with subsequent funds used solely for the maintenance and enhancement of open space areas.	Ongoing		A draft Property Leases and Licenses Policy is currently being developed and will be presented to Council in early 2023.
Objective 1.5 Council is adequately compensated for the use of its open spaces for infrastructure and utilities			
Actions	Priority	Status	Progress
Where possible, require compensation for the use of open space by infrastructure and utility providers.	Ongoing		This has become a greater focus for Council over the past two years and standard practises are being implemented.
Goal 2. Open spaces are provided and managed <u>efficiently</u> throughout the district			
Objective 2.1 Council builds partnerships with community groups and organisations and other land management agencies to create efficiencies in the provision and management of open space			
Actions	Priority	Status	Progress
Facilitate regular meetings with Domain Board representatives (as a group) to encourage communication, provide support, and identify potential cost saving opportunities through combined purchasing.	Ongoing		Greater focus and attention has been applied to these relationships and good progress has been made.
Meet regularly with the other open space providers such as the Ministry of Education (and school representatives), Department of Conservation, and Environment Canterbury to understand each other's work and development programmes with a view to coordinating complementary projects and avoiding unnecessary duplication.	Ongoing		Work continues in building and maintaining enduring relationships with key stakeholders.
Objective 2.2 New facilities, or the enhancement of existing facilities are designed to cater for multiple uses of the facility by both community organisations and the public			
Actions	Priority	Status	Progress
Where practicable, allow for maximum usage of open space facilities.	Ongoing		The Sports Field Utilisation Study about to be commissioned will help to identify opportunities and needs.
Opportunities to enhance facilities for public usage will be undertaken where possible.	Ongoing		

Allow structures to be established on open spaces provided there is a demonstrated need for the facility and its use can be maximised through multiple use.	Ongoing		Council has enabled structures where appropriate and standard practises are being implemented.
Policies are implemented through Reserve Management Plans which require that any new structure or facility is designed to cater for multiple uses.	Ongoing		Reserve Management Plan contract has been awarded and will advance this action.

Objective 2.3 The most efficient approach to the provision of open space area is utilised

Actions	Priority	Status	Progress
A review of all playground and sports surfaces across the district is undertaken to determine both the standard of the surfaces, its adequacy, and potential efficiencies in their maintenance and provision.	Medium		An audit of playgrounds was undertaken in 2021 and 2022. A further audit is scheduled in 2023.
Identify opportunities for multiple use of open space and other Council land when addressing shortfalls in open space.	Medium		The Sports Field Utilisation Study about to be commissioned will help to identify opportunities.
Build relationships with other land management agencies to work collaboratively when addressing shortfalls in open space.	Medium		Work has started in building and maintaining enduring relationships with key stakeholders eg Ashburton – Hakatere River Trail Group



Objective 2.4 Critically assess the value of potential land vestments to meeting the Council's Open Spaces Strategy vision

Actions	Priority	Status	Progress	Looking forward
Establish an assessment criteria framework incorporating all of the Strategy's goals when discussing land vestments to Council from other land owners.	Medium		Currently the design guidelines in Appendix 4 serve as a foundation for assessment with further criteria applied on an as needed basis. A full Code of Practice' is currently being created for developers.	


Goal 3. Open spaces are effective in meeting community needs.

Objective 3.1 Council builds partnerships and collaborates with other land management agencies to maximise the use of open space.



Actions	Priority	Status	Progress
Develop with the Ministry of Education and school representatives that identifies opportunities to complement each other's open space activities and avoid unnecessary duplication.	Medium		Work has started in building and maintaining enduring relationships with key stakeholders.


Consult with the Ministry of Education and school representatives to discuss potential cycleway and walkway linkages.	High		Consultation occurred through the Walking and Cycling Strategy development 2021
Work with the Department of Conservation and Environment Canterbury to maximise the connections between areas of open space, and to ensure open space activities are coordinated and not unnecessarily duplicated.	Ongoing		Work has started in building and maintaining enduring relationships with key stakeholders.

Objective 3.2 The use of the open space network for events are encouraged where appropriate




Actions	Priority	Status	Progress	Looking forward
Promote and encourage the use and availability of open spaces in areas across the district for specific events. e.g. the Council's website is amended to create a 'one stop shop' for promoting the use of open spaces for events and for booking facilities. This includes providing information on the Council's website and the distribution of information to organisations such as Experience Mid Canterbury.	Medium		Council has developed an events specific webpage but it does not yet feature Open Spaces bookings. Work is underway to allow this to occur via EANC new system.	

Objective 3.3 Public awareness of open space opportunities is improved so that they are seen as a resource for the community to utilise for a range of uses.


Actions	Priority	Status	Progress
Review open space signage to determine possible improvements that would raise awareness of open space opportunities. This review includes consultation with community organisations to understand signage and promotion requirements that would, among other things, raise awareness of open spaces and facilities.	Long term		Low-priority at present. Focus on signage template to ensure consistency of brand and message.
Undertake a comprehensive public awareness programme to promote the open space network, new open space opportunities, and the linkages within this network. The programme could include 1. producing information that demonstrates the close proximity of open space to various residential areas; 2. developing an open spaces network fun map; or, 3. utilising, where appropriate, technological applications and similar technologies to promote the availability of areas of open space.	Long term		No formal programme developed – lower priority work at this point.

Initiatives focused on providing youth sport and recreation opportunities are supported.	Ongoing		Sports such as cricket have been well supported through pitch maintenance and new cricket nets installed. Installation of Disc Golf has supported Youth activity. Methven Skate park now vested with Council to maintain.
--	---------	---	--


Objective 3.4 The management and provision of open space and facilities, meet community needs.

Actions	Priority	Status	Progress
Foster relationships with various parties, including sports clubs and community organisations, to understand their long term open space needs.	Ongoing		Recent engagement through the Ashburton Domain Development Plan and Play Active Recreation and Sport Strategy have got the ball rolling.
Survey community needs and perceptions of the open space network. This includes consideration of accessibility, quality, quantity, protection and function and where improvements can be made.	Medium		Annual Resident Survey consistently yields high satisfaction scores for Council's Open Spaces services, but does not delve into the detail. The Sports Field Utilisation Study about to be commissioned will help to identify opportunities.
Undertake an analysis that identifies recreational activities not adequately provided for within the district. The analysis should identify the potential development(s) of a destination recreational park and potential suitable locations based upon existing open space resources (refer to Appendix 5 - Special Projects).	Long term		Play, Active Recreation and Sport Strategy started this conversation with the Sports Field Utilisation Study likely to cover some gaps. May not cover all due to the action's broad focus on recreation activities.

Objective 3.5 Technology is utilised to encourage the use of open space.



Actions	Priority	Status	Progress
Explore the use of technological opportunities, such as geocaching, in open space areas to provide recreational opportunities and information on the area.	Long term		Lower priority on work programme.

Objective 3.6 The outcomes of the strategy are monitored and reviewed to ensure it is achieving its goals.


Actions	Priority	Status	Progress
Review all open spaces to determine if the strategy's objectives are being achieved.	Long term		Work in progress through the Reserve Management Plan project.

Goal 4. Open spaces enhance the district and environment by providing an attractive community environment and improving recreational opportunities




Objective 4.1 Each area of open space is managed and developed in a coordinated and consistent manner.




Actions	Priority	Status	Progress
Ensure all parks and open space areas have current management and implementation plans.	Long term		Reserve Management Plan contract has been awarded
The enhancement of the Ashburton Domain and Gardens is undertaken in accordance with a development plan (refer to Appendix 5 - Special Projects).	Long term		The Ashburton Domain Development Plan (ADDP) was adopted October 2020 and sets out a 30 year plan for enhancement.

Objective 4.2 Coastal, waterway and green corridors provide for pedestrian movement and enhance the visual amenity of these areas in the urban environment.





Actions	Priority	Status	Progress
Develop a programme which, each year, identifies a corridor for enhancement. This programme shall have the effect of ensuring one corridor area each year is enhanced. The programme will be developed in consultation with other land management agencies, such as Environment Canterbury and Department of Conservation.	Long term		General awareness of this action but no programme developed.

Objective 4.3 Land used for purposes other than open space make an important contribution to meeting recreation and open space needs e.g. rest areas beside rivers.

Actions	Priority	Status	Progress
A review is undertaken to assess opportunities to improve connections and relationships between waterways and neighbouring towns and villages (refer to Appendix 5 - Special Projects).	Long term		General awareness of this action but no review undertaken.
Opportunities to enhance and expand the Mill Creek walkway are promoted and encouraged (refer to Appendix 5 - Special Projects).	Ongoing		Opportunities are taken as and when subdivision consents come into Council.
These areas are considered during any potential cycleway studies/investigations (refer to Appendix 5 - Special Projects).	Long term		General awareness of this action.










Develop a plan that provides for the enhancement of connections with waterways and conservation land. This plan should align with the strategy proposed cycleway objectives and the objectives regarding improving the relationship between urban areas and waterways (refer to Appendix 5 - Special Projects).	Medium		General awareness of this action but no plan developed at this stage.
Undertake consultation with other organisations, such as the Department of Conservation and Environment Canterbury, to determine if linkages could be established to enhance amenity and recreational opportunities.	Medium		Work has started in building and maintaining enduring relationships with key stakeholders.
Opportunities to enhance open space availability in close proximity to the proposed Ashburton Second Urban River Bridge shall be undertaken (refer to Appendix 5 - Special Projects).	Long term		General awareness of this action.








Objective 4.4 Open spaces with scenic, heritage natural and cultural values are made as accessible as possible without comprising their biodiversity values - especially those areas along District waterways, the coast, and lakes.

Actions	Priority	Status	Progress
Identify further opportunities to improve access to open space areas.	Long term		Notable work to date includes: Wakanui beach fencing, signage, weed control planting. Lake Camp – improving access and restrictions where necessary.
Undertake consultation with other organisations, including the Department of Conservation and Environment Canterbury, to enhance access to those areas of specific interest.	Long term		Work has started in building and maintaining enduring relationships with key stakeholders.
Opportunities to enhance and expand the Mill Creek walkway will be promoted and encouraged (refer to Appendix 5 - Special Projects).	Ongoing		General awareness of this action with opportunities taken as and when they arise.
Opportunities to assist in the enhancement of the Lake Hood area shall be encouraged (refer to Appendix 5 - Special Projects).	Medium		New roadside cycle track from Tinwald to Lake Hood constructed 2018 and Hakatere River Trail.

Objective 4.5 Heritage values, including places of cultural significance to Ngāi Tahu, notable trees, and heritage buildings, places and objects, are protected and retained through the provision and management of public open space.

Actions	Priority	Status	Progress
---------	----------	--------	----------

Identify existing and potential heritage features in open space areas.	Medium		Notable work to date includes: Ng King Brothers Chinese Market Garden Settlement Old technical college gate restored and will be profiled in Ashburton Domain East Street heritage panels Rakaia Salmon Reserve heritage panels
Determine how existing and potential heritage features can be managed and enhanced to promote both open space and heritage values.	Long term		Ongoing awareness of heritage features and how to enhance these
Develop a heritage places network that identifies known heritage and cultural features, including cemeteries and historic sites, within open spaces. The heritage network will be updated through routine investigations of open space areas to determine if they contain heritage places not located within open spaces.	Long term		General awareness of this action.
Consult with local iwi to identify areas of open space where there is a direct affiliation of cultural linkage;	Medium		Discussed at regular hui with AEC.
Involve and partner with iwi regarding the management of areas of open space;	Medium		Council partnered with iwi who undertook a cultural assessment of the Ashburton Domain Development Plan.
Consult with local iwi when considering the acquisition of an area of open space.	Ongoing		Regular hui with AEC.
An emphasis is placed on areas that have recognised heritage values, when considering the acquisition of open space.	Ongoing		Notable example is the Ng King Brothers Chinese Market Garden Settlement
Investigate the potential suitability of the Chinese Settlement on Allens Road as an area of open space.	Medium		
Objective 4.6 Open space reinforces a local sense of place and identity through the placement and incorporation of public art and interpretative signage, and the recognition and promotion of heritage values.			
Actions	Priority	Status	Progress
Review interpretive open space signage to identify potential improvements to promote a local sense of place and heritage values.	Long term		General awareness of this action.

Establish a community group, including representation from Council, for the purpose of establishing art in open spaces across the district. This includes the further introduction of sculptural elements, particularly on a larger scale in rural landscapes.	Long term		General awareness of this action.
Objective 4.7 Open spaces play a significant role in promoting our indigenous biodiversity through native plantings, and by providing habitat areas and ecological corridors.			
Actions	Priority	Status	Progress
Review all open spaces to identify opportunities available to establish further plantings.	Long term		General awareness of this action.
Native plantings and other plantings will be encouraged in the development and management of open spaces, particularly those that are locally sourced.	Long term		Increasing awareness of native planting with dedicated areas becoming more prominent in landscape design, for example Ashburton Cemetery.
Objective 4.8 Open spaces are protected and preserved for the use and enjoyment of current and future generations.			
Actions	Priority	Status	Progress
Where resource consent is required for the development of services, infrastructure, and network utilities on open space areas, full consideration of the impact on open space values will be considered.	Medium		The new boreheads in the Domain and Argyle Park required to be more aesthetically pleasing were an example of this.
Review the zoning of all land in the open space network to ensure it reflects the purpose of the land.	Long term		General awareness of this action.
Ensure all public land in the open space network is zoned appropriately in the Ashburton District Plan, by either undertaking a plan change or by advocating for changes in the next District Plan review.	Long term		General awareness of this action.
Ensure land used for public open space is correctly classified either as a reserve under the Reserves Act 1977 or as a park under the Local Government Act 2002.	Ongoing		Programme of work underway as part of the Reserve Management Plan work.
Objective 4.9 Open space experiences across the district are enhanced through the investigation and implementation of special projects identified in Appendix 5.			
Actions	Priority	Status	Progress

Investigations are undertaken to assist in the enhancement of cycling opportunities within the district, including the establishment of a series of cycleways (refer to Appendix 5 - Special Projects).	Ongoing		Walking and Cycling Strategy development 2021
Opportunities to enhance open space availability in close proximity to the proposed Second Urban Ashburton River Bridge shall be undertaken (refer to Appendix 5 - Special Projects).	Ongoing		General awareness of this action.
Opportunities to assist in the enhancement of the Lake Hood area shall be encouraged (refer to Appendix 5 - Special Projects).	Ongoing		New roadside cycle track from Tinwald to Lake Hood constructed 2018.
The enhancement of the Tinwald Domain in accordance with the Domain Development Plan is promoted and encouraged (refer to Appendix 5 - Special Projects).	Ongoing		The Tinwald Domain Development plan was adopted in 2018 (prepared 2010), this underpins the development of the Tinwald Reserve Board.
Continue to investigate the development of land adjacent to the EA Networks Centre for sports fields (refer to Appendix 5 - Special Projects).	Ongoing		Sports field utilisation study will assist in this work.

11. Reserve Classification – Mt Somers Water Treatment Plant

Author *Tania Paddock; Legal Counsel*

GM responsible *Leanne Macdonald; Group Manager – Business Support*

Summary

- The purpose of this report is to seek Council approval to undertake a reserve classification for Reserve 4813. This reserve is the land that Council is going to construct the Mt Somers membrane water treatment plant on.
- Reserve 4813 is Crown land which Council administers on behalf of the Department of Conservation under the Reserves Act 1977.
- Section 16 of the Reserves Act sets out a process for Council to classify a reserve, which includes the issue of public notice of its intention and the call for objections to this new classification.

Recommendation

That Council:

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

Attachments

Appendix 1 Site Plan

Appendix 2 Gazette Notice

Background

Mt Somers Water Treatment Plant

1. The Mt Somers Water Treatment Plant was upgraded in 2013 to meet the Drinking Water Standards New Zealand (DWSNZ) requirements for protozoa treatment. This treatment has proven not to be adequate in severe weather events, and boil water notices have been required at times for this scheme.
2. The Long-Term Plan 2021-31 set aside budget for the design and upgrade of this Mt Somers water scheme. Council awarded a contract in June 2022 for the supply of membrane treatment equipment for the Mt Somers site.
3. A copy of the site plan for the proposed water treatment plant is contained in **Appendix One**. The location of the water treatment plan is shown as the cross-hatched area on this plan, while the red outlined area is Reserve 4813.
4. Council has previously had forestry on this site, but it was cleared over 10 years ago and never replanted. Council's Forester has no plans to replant this site. The land is currently grazed by the adjoining landowner.
5. A Notice of Requirement to designate the site has been lodged with Council. In addition, a resource consent application has been lodged with Environment Canterbury for the disposal of backwash waste to ground. Both applications are currently in process.

Reserve Classification

6. As part of the design and consenting processing, Beca (Council's consultants on the Methven and Mt Somers water treatment plant projects) has identified that the Mt Somers site is reserve land for the purposes of the Reserves Act 1977 ("the Reserves Act"). The site has a reserve purpose of 'Local Purpose (Plantation) Reserve' due to its previous forestry use.
7. Title to the land derived from the Crown, as notified in NZ Gazette 1896 page 1313 – 1314, when Reserve 4813 was then part of Reserve 3084 held as *a reserve for tramway, water-race, and planting purposes* and has remained as land of the Crown up to the present date.
8. In 1956, the Minister of Lands set apart the land as a reserve for plantation purposes and vested the reserve in the Ashburton County Council (now Ashburton District Council) in trust for plantation purposes. A copy of this Gazette Notice (dated 9 May 1956) is contained in **Appendix Two**.
9. Under the Reserves Act, Council is the administering body for the land on behalf of the Department of Conservation ("DOC").

10. Due to the proposed use of the site for a water treatment plant, Council officers consider the reserve purpose of 'Local Purpose (Plantation) Reserve' is not sufficient. Instead, Council officers propose to use the process in section 16 of the Reserves Act to formally classify the reserve as a 'Local Purpose (Utility) Reserve'. This reserve classification more appropriately describes the use of the site.
11. To implement this reserve classification, Council must follow the following process from section 16 of the Reserves Act:
 - a. Obtain Council resolution for the reserve classification (which is the purpose of this report).
 - b. Issue public notice of Council's intention to classify the reserve, with the public having one month from the date of the public notice to lodge a notice of objection with Council. Public notice will be printed in the local newspapers.
 - c. If any objections are received, a further report will be brought to Council for Councillors to consider the objections and decide whether to proceed with the reserve classification.
 - d. If no objections are received, Council will legalise the reserve classification by notice in the New Zealand Gazette.
12. Council officers will keep Councillors updated as this matter progresses.

Options analysis

Option one – Proceed with the reserve classification (Recommended Option)

Advantages

13. This option will ensure the site has an appropriate reserve classification for the purposes of the Reserves Act. It is Council's responsibility, as administering body of the reserve, to ensure it is using the reserve for its intended purpose. Council's obligations as an administering body are discussed in more detail below in the Legal/Policy Implications section of this report.
14. Beca has advised that having the correct reserve status will likely also assist with the resource consent process with Environment Canterbury.
15. For the above reasons, Officers propose that Council proceed with the reserve classification, rather than constructing the water treatment plant on land with an incorrect reserve classification.

Disadvantages

16. The entire 1.6-hectare site will have the same Local Purpose (Utility) Reserve status, despite only part of the 1.6 hectare site being used for the water treatment plant. This restricts what Council can do with the balance of the 1.6-hectare site not required for the water treatment plant

Option two – Do not proceed with the reserve classification (keep status-quo)

Advantages

17. Council does not incur any cost associated with the reserve classification of the site.

Disadvantages

18. Council has been given the power to administer the site on behalf of the Crown under the Reserves Act. It is Council's responsibility under the Reserves Act to administer and use its vested reserves in the manner for which they are classified. To refuse this reserve classification, and build the water treatment plant anyway, would be at odds with the intention of the Reserves Act.
19. This option would also be a reputational risk to Council as it would be seen to be ignoring legislative requirements.

Legal/policy implications

Reserves Act 1977

20. Section 23 of the Reserves Act states reserves vested as local purpose reserves shall be used by local authorities for the purpose of providing and retaining areas for such local purpose or purposes as are specified in any classification of the reserve. That is, Council should only use a local purpose reserve for the purpose for which it is vested. It is therefore inconsistent with the Reserves Act for Council to construct a water treatment plant on reserve land with a forestry plantation purpose.
21. Section 40(1) of the Reserves Act further provides that Council, as administering body of the reserve, has the duty to administer, manage and control the reserve. Council must manage the reserve in accordance with the appropriate provisions of the Reserves Act so as to ensure the reserve is used, developed and maintained for the purpose for which it is classified.
22. Section 61 of the Reserves Act provides that Council, as administering body of a local purpose reserve may, in the exercise of its functions under section 40, do such things as it may from time to time consider necessary or desirable for the proper and beneficial management, administration, and control of the reserve and for the use of the reserve for the purpose specified in its classification. This section enables Council to construct a water treatment plant on the reserve, provided it has the correct classification.
23. Council therefore has authority to use the reserve in accordance with its classified purpose. As such, Council should proceed with the reserve classification for this reserve to appropriately reflect its intended use.
24. Finally, section 61(2A) provides that Council can lease Local Purpose Reserve land for the purposes specified in section 61(2A). These specific purposes are:

- a. for a community building, playcentre, kindergarten, plunket room or like purpose; or
 - b. farming, grazing, cultivation, cropping, or other like purposes.
25. The entire 1.6-hectare site will have a 'Utility' classification, but only approximately 5,300m² is required for the water treatment plant. Therefore under section 61(2A)(b), Council can lease the unused portion to another party, such as the adjacent landowner, for grazing purposes.

Strategic alignment

26. The recommendation relates to Council's community outcome of "*Residents are included and have a voice*" because the reserve classification process enables public participation.
27. The recommendation also relates to Council's community outcome of "*a prosperous economy based on innovation and opportunity*" because the reserve reclassification will enable the project to proceed without unnecessary delay.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Proceeding with the reserve classification for the land will avoid potential delays to the project and may help mitigate the costs of resource consent.
Environmental	✗	
Cultural	✗	
Social	✓	Public participation helps foster active citizenship. Council complying with its legislative requirements and upholding the law builds trust.

Financial implications

Requirement	Explanation
What is the cost?	Council officers have engaged The Property Group consultants to research the land status, give advice on the reserve classification process and prepare the necessary legislation documentation. Therefore, the cost of giving effect to the recommendation in this report will be TPG's costs, estimated at \$6,000 plus GST. Council will also incur advertising costs for the public notice.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	The reserve classification project forms part of the loan funded capital expenditure for this water treatment plant project.
Are there any future budget implications?	No. Operation of the new plant is allowed for in the OPEX budgets.
Reviewed by Finance	Hayley Bezuidenhout; Financial Accountant

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	There is medium impact on the community (as population exceeds 100 people) from the officer's recommendation to proceed with the reserve classification for this land. All other thresholds scored low.
Level of engagement selected	3. Consult – two way communication
Rationale for selecting level of engagement	Level of engagement determined by Reserves Act. If Council adopts the officer's recommendation, Council will issue a public notice giving the public the right to object to Council's proposal to classify the reserve. The public will therefore have the ability to comment on this proposal.
Reviewed by Strategy & Policy	Richard Mabon, Senior Policy Advisor

Next steps

28. If any objections are received following the public notice, Council officers will bring a further report to Council to consider these objections, including giving any objectors the right to speak to their objection.

Date	Action / milestone	Comments
Early 2023	If required, a further report to Council will be presented to consider objections to the reserve classification.	No further report will be required if no objections are received.

Appendix 1 Site Plan



*Land Reserved in the Land District of Canterbury and Vested
in the Ashburton County Council*

PURSUANT to the Land Act 1948, the Minister of Lands hereby sets apart the land described in the Schedule hereto as a reserve for plantation purposes and, further, pursuant to the Reserves and Domains Act 1953, vests the said reserve in the Chairman, Councillors, and Inhabitants of the County of Ashburton, in trust, for that purpose.

SCHEDULE

CANTERBURY LAND DISTRICT

RESERVE 4813 (formerly Reserve 3368 and part Reserve 3084), situated in Block XI, Alford Survey District: Area, 4 acres, more or less. (S.O. Plan 8894L.)

Dated at Wellington this 9th day of May 1956.

E. B. CORBETT, Minister of Lands.

(L. and S. H.O. 28058; D.O. 8/261/5)

12. 2023 Schedule of Council Meetings

Author *Phillipa Clark, Governance Team Leader*

Manager responsible *Hamish Riach, Chief Executive*

Summary

- A meeting schedule has been prepared for the Council and Methven Community Board meetings in 2023 for Council's consideration and adoption.
- The draft meeting schedule is prepared on the same basis as the 2022 calendar with two Council meetings generally on the first and third Wednesday each month.
- The Methven Community Board will retain their six weekly cycle of meetings on Mondays.
- Other meeting and workshop dates have been included to help elected members plan their commitments over the year.

Recommendation

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

Attachments

Appendix 1 2023 meeting calendar

Background

The current situation

1. Council adopted the 2022 schedule of meetings on the same basis as 2021 which followed a significant review of the governance structure and meeting frequency that had been undertaken at the start of the term. As a result of the review, the six weekly cycle of Council and standing committee meetings was replaced with two Council meetings each month.
2. Council feedback in the previous term suggested that the new structure worked well and there would be no compelling reason to change it. The two Council meetings each month improved the timeliness of reports and reduced the need for extraordinary meetings.
3. The new Council was elected at the triennial election on 8 October 2022. Council met on Thursday 27 October and confirmed that the previous twice monthly Council meeting regime would continue for the new Council.
4. The continued use of regular, scheduled workshops and activity briefings for the provision of information and discussion remains. Wednesdays will be the primary meeting day, with Thursdays being additional / alternate meeting days.
5. Workshop dates have been flagged for the 2023/24 budget and annual plan, including submission hearing dates, should consultation be required:
 - 26 January – budget
 - 2 & 22 February - budget
 - 22 March – annual plan
 - 5 April – draft Annual Plan adopted for consultation (*if required*)
 - 24-25 May – submission hearings & deliberations
 - 14 & 15 June – contingency
 - 28 June – adopt Annual Plan
6. The Methven Community Board's six week meeting cycle has been retained. Board members were asked for feedback and there has been no request for change.
7. To assist with programming of work, a number of other workshop and meeting dates are included on the 2023 calendar. This will also help elected members plan their commitments over the year.
8. The schedule provides for two meeting-free periods from 4 to 20 January, and from 3 to 14 July.
9. The meeting schedule is subject to amendments and additions which the Council's business dictates. If it is necessary to cancel a scheduled meeting, all reasonable effort will be taken to notify elected members and the public as soon as practicable of the cancellation and the reasons for the cancellation.

Options analysis

Option one – Don’t adopt a schedule of meetings

10. Council could choose not to adopt a schedule of meetings as there is no statutory requirement to do so.

Advantages

- Meetings could be tentatively scheduled, but brought forward or deferred, depending on work programme and other commitments.

Disadvantages

- Frequent updating of meeting schedules is time consuming and disruptive.
- Need to be alert to timeliness of meeting notification as the Chief Executive is required to give notice to each member of any meeting at least 14 days before the meeting.

Option two – Adopt the schedule of meetings (Recommended)

11. It is recommended that Council adopts the 2023 schedule of meetings for the Council and Methven Community Board meetings, as presented, or adopt an amended version.

Advantages

- Council will be proceeding with a schedule that proved to be efficient in the past term.
- Council meetings have been scheduled around a number of local government sector and external meetings that are unlikely to change.
- Provides elected members the ability to plan their commitments over the year and allows for programming of work.
- Adopting a schedule doesn’t prevent Council from amending it from time to time.

Disadvantages

- The schedule creates an expectation of meetings happening on set dates regardless of whether there are sufficient items on the agenda to consider.
- Unforeseen circumstances may require a meeting schedule to be amended.

Legal/policy implications

Local Government Act 2002

12. Schedule 7, clause 19(5) sets out the requirements for notifying elected members of meetings. If adopting a schedule of meetings, the schedule may cover any future period that the Council considers appropriate, and may be amended. Notification of the schedule, or of any amendment to that schedule, constitutes a notification of every meeting on the schedule.

Strategic alignment

13. Council meetings are part of the democratic process. The recommendation relates to Council's community outcome of "*Residents are included and have a voice*" because Council meetings provide opportunity for residents to influence Council decision-making through attending Council meetings and having their say.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural	✓	We celebrate our identity, heritage and cultural diversity and we are an organisation that collaborates with partners and engages in two-way dialogue with our communities in order for them to have the opportunity to influence local outcomes and decisions, and to gain a sense of ownership of our plans, strategies and decisions.
Social	✓	Our community feels a sense of belonging, inclusion and social connectedness. The numbers responding to consultations is also a measure.

Financial implications

14. There are no budget implications arising from the proposal to adopt a meeting schedule.

Significance and engagement assessment

15. Consultation with the wider community isn't required. Council's governance arrangements are guided by legislation and best practice.

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	Council establishes its governance structure within the parameters of legislation. The community is informed through notices of meetings and web based communication.
Reviewed by Strategy & Policy	Mel Neumann; Policy Advisor

ADC MEETING CALENDAR 2023

DRAFT

	January	February	March	April	May	June	July	August	September	October	November	December						
MON					1 <i>CE Forum</i> <i>MCB</i>								MON					
TUE					2 <i>ADRSCC</i> + Biodiversity									1 <i>ADRSCC</i> + Biodiversity	TUE			
WED					1 <i>Council</i>								1 <i>Council</i>	3 <i>Council</i>	2 <i>Council</i>	1 <i>Council</i>	WED	
THU					2 <i>Budget Workshop</i>								2 <i>R&P</i>	4 <i>Place-hold</i>	1 <i>CMF</i>	3 <i>Place-hold</i>	2 <i>R&P</i>	THU
FRI					3								3 <i>R&P</i>	5	2 <i>CMF</i>	4	1	3 <i>R&P</i>
SAT	4	4	1	6	3	1	5	2		4	2	SAT						
SUN	1	5	5	2	7	4	2	6	3	1	5	3	SUN					
MON	2 <i>Closed</i>	6 <i>Waitangi</i>	6	3	8 <i>Zone 5</i>	5 <i>King's Birthday</i>	3	7	4 <i>MCB</i>	2 Biodiversity	6 <i>CE Forum</i>	4	MON					
TUE	3 <i>Closed</i>	7 <i>ADRSCC</i> + Biodiversity	7	4	9 <i>RDRML</i>	6	4	8 <i>RDRML</i>	5	3	7 <i>RDRML</i>	5 <i>ADRSCC</i> + Biodiversity	TUE					
WED	4	8 <i>Briefings</i> <i>Audit & Risk</i>	8	5 <i>Council</i>	10 <i>Briefings</i> <i>Audit & Risk</i>	7 <i>Council</i>	5	9 <i>Briefings</i> <i>Audit & Risk</i>	6 <i>Council</i>	4 <i>Council</i>	8	6 <i>Council</i>	WED					
THU	5	9	9	6	11	8	6	10	7	5	9	7	THU					
FRI	6	10	10	7 <i>Easter</i>	12	9	7	11	8	6	10	8	FRI					
SAT	7	11	11	8	13	10	8	12	9	7	11	9	SAT					
SUN	8	12	12	9	14	11	9	13	10	8	12	10	SUN					
MON	9	13	13 <i>MCB</i>	10 <i>Easter</i>	15	12 <i>Zone 5/6</i> <i>MCB</i>	10	14	11	9	13	11	MON					
TUE	10	14 <i>RDRML</i>	14	11	16 <i>PCG</i>	13	11	15 <i>PCG</i>	12	10 <i>PCG</i>	14	12 <i>PCG</i>	TUE					
WED	11	15 <i>Council</i>	15 <i>Council</i>	12	17 <i>Council</i>	14 <i>A/Plan</i>	12	16 <i>Council</i>	13 <i>Briefings</i> <i>Audit & Risk</i>	11	15 <i>Council</i>	13	WED					
THU	12	16	16	13	18	15 <i>A/Plan</i>	13	17	14	12	16	14	THU					
FRI	13	17	17	14	19	16	14 <i>Matariki</i>	18	15	13 <i>Zone 5/6</i>	17 <i>Canty Ann</i>	15	FRI					
SAT	14	18	18	15	20	17	15	19	16	14	18	16	SAT					
SUN	15	19	19	16	21	18	16	20	17	15	19	17	SUN					
MON	16	20	20	17	22	19 <i>CE Forum</i>	17	21	18 <i>CE Forum</i>	16 <i>MCB</i>	20	18	MON					
TUE	17	21 <i>PCG</i>	21 <i>RDRML</i>	18 <i>PCG</i>	23 <i>W/Zone</i>	20 <i>PCG</i>	18 <i>PCG</i>	22 <i>W/Zone</i>	19 <i>PCG</i>	17 <i>RDRML</i> <i>AGM</i>	21 <i>PCG</i>	19 <i>RDRML</i>	TUE					
WED	18	22 <i>Agencies</i> <i>Budget W/S</i>	22 <i>A/Plan</i> <i>Workshop</i>	19 <i>Council</i>	24 <i>A/Plan</i> <i>Submissions</i>	21 <i>Briefings</i> <i>Audit & Risk</i>	19 <i>Council</i>	23	20 <i>Council</i>	18 <i>Council</i>	22	20 <i>Council</i>	WED					
THU	19	23 <i>CMF</i>	23 <i>PCG</i>	20	25 <i>A/Plan</i> <i>Submissions</i>	22	20	24 <i>CMF</i>	21	19	23 <i>CMF</i>	21	THU					
FRI	20	24 <i>CMF</i>	24	21	26	23	21	25 <i>CMF</i>	22	20	24 <i>CMF</i>	22	FRI					
SAT	21	25	25	22	27	24	22	26	23	21	25	23	SAT					
SUN	22	26	26	23	28	25	23	27	24	22	26	24	SUN					
MON	23	27	27	24	29	26	24 <i>MCB</i>	28	25	23 <i>Labour</i>	27 <i>MCB</i>	25 <i>Closed</i>	MON					
TUE	24 <i>PCG</i> <i>Water Zone</i>	28 <i>W/Zone</i>	28 <i>W/Zone</i>	25 <i>Anzac</i>	30	27 <i>RDRML</i> <i>W/Zone</i>	25 <i>W/Zone</i>	29	26 <i>RDRML</i> <i>W/Zone</i>	24 <i>W/Zone</i>	28 <i>W/Zone</i>	26 <i>Closed</i>	TUE					
WED	25		29 <i>Briefings</i> <i>Audit & Risk</i>	26	31	28 <i>Council</i>	26 <i>LGNZ</i>	30	27 <i>Agencies</i>	25 <i>Briefings</i> <i>Audit & Risk</i>	29 <i>Briefings</i> <i>Audit & Risk</i>	27 <i>Closed</i>	WED					
THU	26 <i>Budget Workshop</i>		30	27		29	27 <i>LGNZ</i>	31	28	26	30	28 <i>Closed</i>	THU					
FRI	27		31	28		30	28 <i>LGNZ</i>		29	27		29	FRI					
SAT	28			29			29		30	28		30	SAT					
SUN	29			30			30		29	31		SUN						
MON	30 <i>MCB</i> <i>CE Forum</i>							31 <i>CE Forum</i>		30				MON				
TUE	31				31					TUE								
	January	February	March	April	May	June	July	August	September	October	November	December						

Meeting	Start time	
Council	1.00pm	Generally 1 st and 3 rd Wednesdays each month (except July – in 3 rd week only)
Council Briefings	9.30am	
Council Agencies		Wednesday, 6-7 weekly
Audit & Risk Committee	1.30pm	(6 month reports) – 22 February and 27 September
Council Workshops	<i>am/pm</i>	Wednesday, 6-7 weekly (same day as activity briefings)
Youth Council	4.00pm	Wednesdays (when free) / Thursday (contingency)
Library & Civic Centre PCG	9.30am	Dates/times tbc
Biodiversity Advisory	1.00pm	Generally 3 rd Tuesday each month
Road Safety Committee	9.30am	Generally 1 st Tuesday x 5 per year
Methven Community Board	10.30am	Generally 1 st Tuesday x 4 per year
Water Zone Committee	1.00pm	Mondays, 6-weekly (x 8 meetings)
		Generally 4 th Tuesday (monthly)s
Canterbury Mayoral Forum (CMF)		
LGNZ Sector meetings Zone 5/6 and R&P (Rural & Provincial)		

Dates to Note	
Waitangi Day	Mon 6 February
Adopt draft Annual Plan	Wed 5 April
Good Friday	7 April
Easter Monday	10 April
Anzac Day	Tue 25 April
Kings Birthday	Mon 5 June
Matariki	Fri 14 July
LGNZ Conference	26-28 July
Labour Day	Mon 23 October
Canterbury Anniversary Day	Fri 17 November
Meeting-free period 4-20 January & 3-14 July TBC	
Meeting / workshop place-holder dates (Thursdays)	

13. Financial Reports

Author *Erin Register, Finance Manager*
GM responsible *Leanne Macdonald, GM Business Support*

Attachments

Financial variance (preliminary) report September 2022
EA Networks Centre income & expenditure report – September 2022

Ashburton District Council Financial Variance Report for the period ending 30 September 2022

Variances greater than \$100,000 are highlighted in **red bold**. If the variance is permanent an explanation is provided.

F (favourable variance) means that either actual revenue is greater than budget or actual expenditure is less than budget.

U (unfavourable variance) is **when** actual revenue is less than budget or actual expenditure is greater than budget.

Please note: The Balance Sheet is draft in this report as we are yet to enter opening balances. This is something that is processed after the audit is complete.

Contents

Income and Expenditure – Overview.....	3
Income and Expenditure – Summary	4
Transportation – Income & Expenditure Report.....	5
Drinking Water – Income & Expenditure Report	6
Wastewater – Income & Expenditure Report	7
Stormwater – Income & Expenditure Report	8
Stockwater – Income & Expenditure Report.....	9
Waste Reduction & Recycling – Income & Expenditure Report.....	10
Recreation Facilities – Income & Expenditure Report	11
Recreation & Community Services – Income & Expenditure Report	12
Economic Development – Income & Expenditure Report	13
Parks & Open Spaces – Income & Expenditure Report.....	14
Community Governance & Decision Making – Income & Expenditure Report	15
Environmental Services – Income & Expenditure Report.....	16
Miscellaneous, Dividends & Internal Overheads – Income & Expenditure Report	17
Balance Sheet.....	19
Net Debt and Borrowings.....	20
Council Investments	22
Receivables Summary (Including Prior Month Comparative)	23

Income and Expenditure – Overview

For period ending 30 September 2022

\$19.87 M Actual YTD Operating Income	\$88.00 M Forecast Full Year Operating Income	-\$68.12 M Variance Operating Income	23% % of Forecast Operating Income
\$15.91 M Actual YTD Operating Expenditure	\$75.89 M Forecast Full Year Operating Expenditure	-\$59.98 M Variance Operating Expenditure	21% % of Forecast Operating Expenditure
\$1.57 M Actual YTD Capital Income	\$70.37 M Forecast Full Year Capital Income	-\$68.80 M Variance Capital Income	2% % of Forecast Capital Income
\$8.22 M Actual YTD Capital Expenditure	\$92.09 M Forecast Full Year Capital Expenditure	-\$83.87 M Variance Capital Expenditure	9% % of Forecast Capital Expenditure
\$0.00 M Actual YTD Loans Repaid	\$8.50 M Forecast Full Year Loans Repaid	-\$8.50 M Variance Loans Repaid	0% % of Forecast Loans Repaid

Income and Expenditure – Summary

For period ending 30 September 2022

	Actual YTD	Full Year Budget	Variance	Percentage of Budget
Revenue				
Rates	11,050,485	44,264,171	(33,213,686)	25%
Fees and Charges	2,911,657	9,341,051	(6,429,394)	31%
Subsidies and Grants	3,796,880	18,512,632	(14,715,752)	21%
Finance Income	198,913	351,450	(152,537)	57%
Other Revenue	1,445,209	6,773,806	(5,328,597)	21%
Other Sales	99,630	1,588,199	(1,488,569)	6%
Development / Financial Contributions	370,479	617,400	(246,921)	60%
Gain on Sale of Assets	0	3,975,542	(3,975,542)	0%
Vested Assets	0	2,571,498	(2,571,498)	0%
Total Revenue	19,873,254	87,995,749	(68,122,496)	23%
Operating Expenditure				
Payments to Staff and Suppliers	15,234,942	55,870,322	(40,635,380)	27%
Finance Costs	617,587	2,482,221	(1,864,634)	25%
Other Expenses	57,195	190,717	(133,522)	30%
Depreciation	0	17,343,722	(17,343,722)	0%
Total Expenditure	15,909,724	75,886,983	(59,977,259)	21%
Net operating surplus (deficit)	3,963,530	12,108,766	(8,145,237)	33%
Capital Income				
Loans Raised	0	64,588,563	(64,588,563)	0%
Land Sales	1,475,757	5,680,000	(4,204,243)	26%
Other Asset Sales & Disposals	96,540	103,000	(6,460)	94%
Total Capital Income	1,572,297	70,371,563	(68,799,266)	2%
Capital Expenditure				
Infrastructural Assets	955,914	24,014,360	(23,058,446)	4%
Cyclic Renewals	2,234,360	22,523,977	(20,289,617)	10%
Plant	7,523	631,515	(623,992)	1%
Additions/Alterations	4,869,521	34,098,335	(29,228,814)	14%
Other Assets	152,604	10,820,872	(10,668,268)	1%
Total capital expenditure	8,219,923	92,089,059	(83,869,137)	9%
Loan Repayments	0	8,503,149	(8,503,149)	0%
Total capital to be funded	6,647,626	30,220,645	(23,573,019)	22%

Transportation – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Footpaths	254,230	1,368,219	(1,113,989)	19%	No
Roading	3,446,580	14,837,479	(11,390,899)	23%	No
	3,700,809	16,205,698	(12,504,888)	23%	
Operating Expenditure					
Footpaths	75,839	1,391,426	(1,315,587)	5%	No
Roading	3,939,777	13,984,340	(10,044,563)	28%	No
	4,015,617	15,375,766	(11,360,150)	26%	
Capital Income					
Footpaths	0	763,732	(763,732)	0%	No
Roading	0	1,319,813	(1,319,813)	0%	No
	0	2,083,545	(2,083,545)	0%	
Capital Expenditure					
Footpaths	2,093	1,449,620	(1,447,527)	0%	No
Roading	954,251	10,775,211	(9,820,961)	9%	No
	956,343	12,224,831	(11,268,488)	8%	
Loan Repayments					
Footpaths	0	20,379	(20,379)	0%	
Roading	0	201,385	(201,385)	0%	No
	0	221,764	(221,764)	0%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	950,690	(950,690)	0%	

The above financials do not include appropriations - to and from activities

Drinking Water – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Group Water Supplies	1,418,121	5,748,179	(4,330,058)	25%	No
Methven/Springfield Water Supply	72,946	293,032	(220,086)	25%	No
Montalto Water Supply	80,304	319,018	(238,714)	25%	No
Lyndhurst Water Supply	4,198	16,619	(12,421)	25%	
Barhill Water Supply	1,132	4,488	(3,356)	25%	
	1,576,701	6,381,336	(4,804,635)	25%	
Operating Expenditure					
Group Water Supplies	837,454	5,653,888	(4,816,434)	15%	No
Methven/Springfield Water Supply	33,183	296,606	(263,424)	11%	No
Montalto Water Supply	44,649	321,864	(277,215)	14%	No
Lyndhurst Water Supply	1,190	3,571	(2,381)	33%	
Barhill Water Supply	361	1,063	(701)	34%	
	916,838	6,276,993	(5,360,155)	15%	
Capital Income					
Group Water Supplies	0	16,251,156	(16,251,156)	0%	No
Methven/Springfield Water Supply	0	1,189,786	(1,189,786)	0%	No
Montalto Water Supply	0	321,472	(321,472)	0%	No
	0	17,762,414	(17,762,414)	0%	
Capital Expenditure					
Group Water Supplies	653,539	17,606,532	(16,952,993)	4%	No
Methven/Springfield Water Supply	64,095	1,298,498	(1,234,403)	5%	No
Montalto Water Supply	6,557	431,032	(424,475)	2%	No
	724,191	19,336,062	(18,611,871)	4%	
Loan Repayments					
Group Water Supplies	0	593,375	(593,375)	0%	No
Methven/Springfield Water Supply	0	16,315	(16,315)	0%	
Lyndhurst Water Supply	0	13,048	(13,048)	0%	
Barhill Water Supply	0	3,425	(3,425)	0%	
	0	626,163	(626,163)	0%	
<i>The above financials include the following:</i>					
Development Contributions	66,601	129,168	(62,567)	52%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	381,100	(381,100)	0%	

The above financials do not include appropriations - to and from activities

Wastewater – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Ashburton Wastewater	1,218,739	4,807,546	(3,588,807)	25%	No
Methven Wastewater	133,719	412,983	(279,263)	32%	No
Rakaia Wastewater	78,989	359,289	(280,299)	22%	No
	1,431,448	5,579,818	(4,148,370)	26%	
Operating Expenditure					
Ashburton Wastewater	643,941	4,464,082	(3,820,142)	14%	No
Methven Wastewater	66,362	412,904	(346,542)	16%	No
Rakaia Wastewater	62,722	360,751	(298,029)	17%	No
	773,025	5,237,738	(4,464,713)	15%	
Capital Income					
Ashburton Wastewater	0	12,640,324	(12,640,324)	0%	No
Rakaia Wastewater	0	178,356	(178,356)	0%	No
	0	12,818,680	(12,818,680)	0%	
Capital Expenditure					
Ashburton Wastewater	1,571,056	13,944,000	(12,372,945)	11%	No
Methven Wastewater	6,353	110,267	(103,914)	6%	No
Rakaia Wastewater	380	274,228	(273,848)	0%	No
	1,577,788	14,328,495	(12,750,707)	11%	
Loan Repayments					
Ashburton Wastewater	0	1,126,249	(1,126,249)	0%	No
Methven Wastewater	0	16,277	(16,277)	0%	
Rakaia Wastewater	0	47,192	(47,192)	0%	
	0	1,189,718	(1,189,718)	0%	
<i>The above financials include the following:</i>					
Capital Services Contribution	147,324	383,791	(236,467)	38%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	612,850	(612,850)	0%	

The above financials do not include appropriations - to and from activities

Stormwater – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Ashburton Stormwater	303,838	1,199,732	(895,893)	25%	No
Methven Stormwater	26,203	103,739	(77,536)	25%	
Rakaia Stormwater	13,453	53,394	(39,941)	25%	
Hinds Stormwater	2,774	11,161	(8,387)	25%	
Rural Stormwater	13,224	52,151	(38,927)	25%	
	359,492	1,420,176	(1,060,684)	25%	
Operating Expenditure					
Ashburton Stormwater	129,165	1,318,452	(1,189,287)	10%	No
Methven Stormwater	7,732	119,906	(112,174)	6%	No
Rakaia Stormwater	2,694	68,905	(66,211)	4%	
Hinds Stormwater	1,488	11,182	(9,694)	13%	
Rural Stormwater	1,801	52,735	(50,934)	3%	
	142,880	1,571,180	(1,428,300)	9%	
Capital Expenditure					
Ashburton Stormwater	3,278	284,840	(281,562)	1%	No
	3,278	284,840	(281,562)	1%	
Loan Repayments					
Ashburton Stormwater	0	273,939	(273,939)	0%	No
Methven Stormwater	0	7,539	(7,539)	0%	
	0	281,478	(281,478)	0%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	626,858	(626,858)	0%	

The above financials do not include appropriations - to and from activities

Stockwater – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Stockwater	319,971	1,032,155	(712,184)	31%	No
	319,971	1,032,155	(712,184)	31%	
Operating Expenditure					
Stockwater	368,385	1,042,341	(673,956)	35%	No
	368,385	1,042,341	(673,956)	35%	
Capital Income					
Stockwater	0	148,473	(148,473)	0%	No
	0	148,473	(148,473)	0%	
Capital Expenditure					
Stockwater	242	148,473	(148,231)	0%	No
	242	148,473	(148,231)	0%	
Loan Repayments					
Stockwater	0	17,674	(17,674)	0%	
	0	17,674	(17,674)	0%	

The above financials include the following:

0	0	0	0%
---	---	---	----

The above financials do not include the following:

0	0	0	0%
---	---	---	----

The above financials do not include appropriations - to and from activities

Waste Reduction & Recycling – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Refuse Collection	643,817	2,518,797	(1,874,980)	26%	No
Refuse Management	1,110,192	4,717,076	(3,606,884)	24%	No
	<u>1,754,009</u>	<u>7,235,873</u>	<u>(5,481,864)</u>	<u>24%</u>	
Operating Expenditure					
Refuse Collection	680,401	2,525,103	(1,844,702)	27%	No
Refuse Management	1,297,722	4,796,389	(3,498,667)	27%	No
	<u>1,978,123</u>	<u>7,321,493</u>	<u>(5,343,370)</u>	<u>27%</u>	
Capital Income					
Refuse Management	0	94,465	(94,465)	0%	
	<u>0</u>	<u>94,465</u>	<u>(94,465)</u>	<u>0%</u>	
Capital Expenditure					
Refuse Management	102,614	204,512	(101,899)	50%	No
	<u>102,614</u>	<u>204,512</u>	<u>(101,899)</u>	<u>50%</u>	
Loan Repayments					
Refuse Collection	0	4,462	(4,462)	0%	
Refuse Management	0	27,171	(27,171)	0%	
	<u>0</u>	<u>31,633</u>	<u>(31,633)</u>	<u>0%</u>	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

The above financials do not include appropriations - to and from activities

Recreation Facilities – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Ashburton Museum and Art Gallery	422,973	1,669,455	(1,246,482)	25%	No
Library	338,197	1,326,781	(988,583)	25%	No
Recreation Facilities and Services	1,461,239	5,760,613	(4,299,374)	25%	No
	2,222,410	8,756,849	(6,534,440)	25%	
Operating Expenditure					
Ashburton Museum and Art Gallery	323,984	2,161,032	(1,837,048)	15%	No
Library	297,824	1,630,441	(1,332,617)	18%	No
Recreation Facilities and Services	1,275,630	6,940,797	(5,665,167)	18%	No
	1,897,437	10,732,270	(8,834,832)	18%	
Capital Income					
Library	0	177,598	(177,598)	0%	No
Recreation Facilities and Services	0	33,000	(33,000)	0%	
	0	210,598	(210,598)	0%	
Capital Expenditure					
Ashburton Museum and Art Gallery	0	114,546	(114,546)	0%	No
Library	26,401	265,917	(239,516)	10%	No
Recreation Facilities and Services	45,843	281,947	(236,104)	16%	No
	72,244	662,410	(590,166)	11%	
Loan Repayments					
Recreation Facilities and Services	0	10,822	(10,822)	0%	
	0	10,822	(10,822)	0%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

The above financials do not include appropriations - to and from activities

Recreation & Community Services – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Public Conveniences	184,042	494,633	(310,591)	37%	No
Elderly Persons Housing	149,020	743,756	(594,736)	20%	No
Memorial Halls	93,401	312,755	(219,354)	30%	No
Reserves and Camping Grounds	220,319	860,563	(640,244)	26%	No
Reserve Boards	153,590	676,777	(523,187)	23%	No
Community Safety	12,599	47,296	(34,697)	27%	
	812,972	3,135,781	(2,322,809)	26%	
Operating Expenditure					
Public Conveniences	146,709	578,289	(431,580)	25%	No
Elderly Persons Housing	236,865	662,429	(425,565)	36%	No
Memorial Halls	181,558	636,788	(455,230)	29%	No
Reserves and Camping Grounds	232,248	1,024,143	(791,895)	23%	No
Reserve Boards	137,270	699,263	(561,992)	20%	No
Community Safety	18,369	57,803	(39,434)	32%	
	953,020	3,658,715	(2,705,695)	26%	
Capital Income					
Public Conveniences	0	1,281,771	(1,281,771)	0%	No
Elderly Persons Housing	0	157,234	(157,234)	0%	No
Reserves and Camping Grounds	0	45,000	(45,000)	0%	
Reserve Boards	0	97,084	97,084	0%	
	0	1,581,089	(1,386,921)	0%	
Capital Expenditure					
Public Conveniences	0	1,196,979	(1,196,979)	0%	No
Elderly Persons Housing	0	216,531	(216,531)	0%	No
Memorial Halls	0	20,169	(20,169)	0%	
Reserves and Camping Grounds	0	145,000	(145,000)	0%	No
Reserve Boards	0	167,623	(167,623)	0%	No
	0	1,746,302	(1,746,302)	0%	
Loan Repayments					
Public Conveniences	0	210,171	(210,171)	0%	No
Reserves and Camping Grounds	0	37,508	(37,508)	0%	
Reserve Boards	0	18,250	(18,250)	0%	
	0	269,569	(269,569)	0%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

The above financials do not include appropriations - to and from activities

Economic Development – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Commercial Property	3,375,254	19,945,300	(16,570,046)	17%	No
Business & Economic Development	232,079	626,637	(394,558)	37%	No
District Promotion	68,392	270,465	(202,073)	25%	No
Forestry	47,626	966,643	(919,016)	5%	No
	3,723,352	21,809,045	(18,085,693)	17%	
Operating Expenditure					
Commercial Property	1,330,392	5,232,004	(3,901,612)	25%	No
Business & Economic Development	169,561	801,554	(631,993)	21%	No
District Promotion	4,995	252,177	(247,183)	2%	No
Forestry	175,365	540,373	(365,007)	32%	No
	1,680,313	6,826,108	(5,145,795)	25%	
Capital Income					
Commercial Property	1,475,757	28,530,280	(27,054,523)	5%	No
Business & Economic Development	0	3,000,000	(3,000,000)	0%	No
	1,475,757	31,530,280	(30,054,523)	5%	
Capital Expenditure					
Commercial Property	4,577,406	34,247,010	(29,669,604)	13%	No
	4,577,406	34,247,010	(29,669,604)	13%	
Loan Repayments					
Commercial Property	0	2,519,965	(2,519,965)	0%	No
Business & Economic Development	0	3,000,000	3,000,000	0%	
	0	5,519,965	480,035	0%	

The above financials include the following:

Development Contributions	0	0	0	0%
---------------------------	---	---	---	----

The above financials do not include the following:

Vested Assets	0	0	0	0%
---------------	---	---	---	----

The above financials do not include appropriations - to and from activities

Parks & Open Spaces – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Cemeteries	167,830	560,624	(392,794)	30%	No
Parks and Recreation	1,292,792	4,262,102	(2,969,310)	30%	No
	<u>1,460,622</u>	<u>4,822,726</u>	<u>(3,362,104)</u>	<u>30%</u>	
Operating Expenditure					
Cemeteries	92,413	589,110	(496,697)	16%	No
Parks and Recreation	878,283	3,855,385	(2,977,102)	23%	No
	<u>970,695</u>	<u>4,444,494</u>	<u>(3,473,799)</u>	<u>22%</u>	
Capital Income					
Cemeteries	0	244,379	(244,379)	0%	No
Parks and Recreation	0	3,659,747	(3,659,747)	0%	No
	<u>0</u>	<u>3,904,126</u>	<u>(3,904,126)</u>	<u>0%</u>	
Capital Expenditure					
Cemeteries	2,485	285,906	(283,421)	1%	No
Parks and Recreation	94,030	4,463,101	(4,369,070)	2%	No
	<u>96,515</u>	<u>4,749,006</u>	<u>(4,652,491)</u>	<u>2%</u>	
Loan Repayments					
Cemeteries	0	5,023	(5,023)	0%	
Parks and Recreation	0	58,168	(58,168)	0%	
	<u>0</u>	<u>63,191</u>	<u>(63,191)</u>	<u>0%</u>	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

The above financials do not include appropriations - to and from activities

Community Governance & Decision Making – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Council	649,234	2,613,197	(1,963,963)	25%	No
Methven Community Board	36,260	145,179	(108,919)	25%	No
Youth Council	2,775	10,485	(7,711)	26%	
Community Grants Funding	492,188	1,471,781	(979,594)	33%	No
Water Zone Committee	56,201	244,427	(188,226)	23%	No
	1,236,657	4,485,070	(3,248,412)	28%	
Operating Expenditure					
Council	634,244	3,456,427	(2,822,183)	18%	No
Methven Community Board	40,992	150,495	(109,503)	27%	No
Youth Council	1,416	14,664	(13,248)	10%	
Community Grants Funding	537,978	1,150,462	(612,484)	47%	No
Water Zone Committee	51,904	472,580	(420,677)	11%	No
	1,266,533	5,244,628	(3,978,094)	24%	
Loan Repayments					
Community Grants Funding	0	99,000	(99,000)	0%	
Water Zone Committee	0	18,000	(18,000)	0%	
	0	117,000	(117,000)	0%	

The above financials include the following:

Development Contributions	246,727	512,560	(265,833)	48%
---------------------------	---------	---------	-----------	-----

The above financials do not include the following:

Vested Assets	0	0	0	0%
---------------	---	---	---	----

The above financials do not include appropriations - to and from activities

Environmental Services – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Environmental Health	28,574	110,471	(81,897)	26%	
Building Regulation	625,191	2,334,311	(1,709,120)	27%	No
Emergency Management	46,798	185,148	(138,350)	25%	No
Liquor Licensing	75,597	191,294	(115,698)	40%	No
Land Information Memorandum	26,343	104,593	(78,250)	25%	
Parking	77,127	249,083	(171,956)	31%	No
Animal Control	383,901	509,177	(125,276)	75%	No
Resource Consents	171,556	699,119	(527,563)	25%	No
Monitoring and Enforcement	78,880	333,114	(254,234)	24%	No
Planning	128,790	509,871	(381,081)	25%	No
	1,642,756	5,226,181	(3,583,425)	31%	
Operating Expenditure					
Environmental Health	59,944	214,123	(154,179)	28%	No
Building Regulation	542,262	2,409,734	(1,867,472)	23%	No
Emergency Management	10,367	119,216	(108,849)	9%	No
Liquor Licensing	44,287	219,393	(175,106)	20%	No
Land Information Memorandum	25,226	104,593	(79,367)	24%	
Parking	24,298	260,544	(236,246)	9%	No
Animal Control	113,754	546,645	(432,891)	21%	No
Resource Consents	149,534	763,266	(613,732)	20%	No
Monitoring and Enforcement	53,865	430,058	(376,193)	13%	No
Planning	89,380	517,523	(428,143)	17%	No
	1,112,918	5,585,096	(4,472,178)	20%	
Capital Expenditure					
Animal Control	144	0	144	0%	
	144	0	144	0%	
Loan Repayments					
Animal Control	0	4,400	(4,400)	0%	
Planning	0	144,302	(144,302)	0%	No
	0	148,702	(148,702)	0%	

The above financials include the following:

Development Contributions	0	0	0	0%
---------------------------	---	---	---	----

The above financials do not include the following:

Vested Assets	0	0	0	0%
---------------	---	---	---	----

The above financials do not include appropriations - to and from activities

Miscellaneous, Dividends & Internal Overheads – Income & Expenditure Report

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Operating Income					
Dividends and Interest	438,913	2,151,450	(1,712,537)	20%	No
Library and Civic Centre	97,837	485,873	(388,036)	20%	No
Leadership Team	381,185	1,698,806	(1,317,621)	22%	No
People & Capability	221,106	1,199,319	(978,213)	18%	No
Information Systems	686,138	3,745,331	(3,059,193)	18%	No
Customer Services	144,773	736,471	(591,698)	20%	No
Treasury	149,265	1,508,289	(1,359,024)	10%	No
Rates	202,399	812,446	(610,047)	25%	No
Community Relations	178,356	969,454	(791,098)	18%	No
Communications	182,387	952,570	(770,183)	19%	No
Property Administration	358,344	1,611,079	(1,252,735)	22%	No
Service Delivery	1,000,885	4,035,272	(3,034,387)	25%	No
Parks Administration	744,539	3,736,098	(2,991,558)	20%	No
Plant Operations	124,965	869,489	(744,524)	14%	No
	4,911,094	24,511,947	(19,600,853)	20%	
Operating Expenditure					
Dividends and Interest	0	52,556	(52,556)	0%	
Library and Civic Centre	97,837	485,873	(388,037)	20%	No
Leadership Team	381,185	1,698,806	(1,317,621)	22%	No
People & Capability	221,106	1,421,819	(1,200,713)	16%	No
Information Systems	686,138	3,745,329	(3,059,190)	18%	No
Customer Services	144,773	736,471	(591,698)	20%	No
Treasury	149,312	1,548,289	(1,398,977)	10%	No
Rates	242,144	812,446	(570,302)	30%	No
Community Relations	178,356	989,449	(811,093)	18%	No
Communications	182,387	805,636	(623,249)	23%	No
Property Administration	358,344	1,701,019	(1,342,674)	21%	No
Service Delivery	1,001,018	4,035,534	(3,034,516)	25%	No
Parks Administration	744,670	3,739,251	(2,994,581)	20%	No
Plant Operations	189,108	869,489	(680,381)	22%	No
	4,576,526	22,641,966	(18,065,440)	20%	
Capital Income					
Information Systems	0	134,893	(134,893)	0%	No
Plant Operations	96,540	103,000	(6,460)	94%	
	96,540	237,893	(141,353)	41%	
Capital Expenditure					
Information Systems	101,635	954,104	(852,469)	11%	No
Plant Operations	7,523	631,515	(623,992)	1%	No
	109,158	1,585,619	(1,476,462)	7%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

Miscellaneous, Dividends & Internal Overheads – Operating Income

Dividends and Interest

\$1,712,537U

Reason for variance

Dividends and Interest includes a dividend received from Transwaste of \$240,000.

Loan Repayments

For period ending 30 September 2022

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
Loan Repayments	0	8,503,149	(8,503,149)	0%	No

Balance Sheet - DRAFT

As at 30 September 2022

	YTD Actual	2022 Actual
Public Equity		
Ratepayers Equity	489,125,351	492,908,000
Revaluation Reserves	302,356,238	302,356,238
Funds and Reserves	67,981,762	67,981,762
	859,463,351	863,246,000
Non-Current Liabilities		
External Loans	90,600,000	90,600,000
Other Term Liabilities	696,000	696,000
	91,296,000	91,296,000
Current Liabilities		
Trade Creditors	3,529,670	3,529,670
GST	(1,358,019)	(1,358,019)
Deposits & Bonds	809,081	809,081
Other Current Liabilities	1,194,190	1,194,190
Accrued Liabilities	9,592,078	9,592,078
	13,767,000	13,767,000
Total Equity & Liabilities	964,526,351	968,309,000
Fixed Assets	149,578,997	149,578,997
Infrastructural Assets	732,663,381	732,663,381
Work in Progress	34,493,430	34,493,430
Advances	608,482	608,482
Shares	9,355,256	9,355,256
Current Assets		
Cash & Bank	11,432,424	11,432,424
Cash Investments	19,100,000	20,000,000
Receivables	4,184,543	(2,963,325)
Provision for Doubtful Debts	(58,939)	(58,939)
Stock	75,824	75,824
Accruals	968,267	10,998,784
Other Current Assets	2,124,686	2,124,686
	37,826,805	41,609,454
Total Assets	964,526,351	968,309,000

Net Debt and Borrowings

As at 30 September 2022

Net Debt

90.60 M	-	30.53 M	=	60.07 M
External Loans		Liquid Assets		Net Debt

External Borrowing

Local Government Funding	Amount	Rate		Maturity
LGFA 2022	12,000,000	3.12%	Floating	13-Oct-22
LGFA 2017	5,000,000	3.74%	Floating	15-Apr-23
LGFA 2018	2,000,000	3.32%	Floating	15-Apr-24
LGFA 2020 Coupon	5,000,000	3.65%	Floating	15-Apr-24
LGFA 2022	5,000,000	3.38%	Floating	15-Apr-24
LGFA 2022	3,000,000	3.39%	Floating	15-Apr-25
LGFA 2022	5,000,000	3.45%	Floating	15-Apr-25
LGFA 2021	7,000,000	3.47%	Floating	15-Apr-25
LGFA 2020	10,000,000	3.73%	Floating	15-Apr-26
LGFA 2020 Coupon	5,000,000	1.23%	Fixed	15-Apr-27
LGFA 2020 Coupon	5,000,000	0.97%	Fixed	15-Apr-27
LGFA 2021 Coupon	16,600,000	2.01%	Fixed	15-May-28
LGFA 2022	10,000,000	3.72%	Floating	20-Apr-29
Total External Funding	90,600,000			

Weighted Average Cost of Capital

As at 30 September, ADC's weighted average cost of funds was 3.04%, up from 2.55% as the end of June. This figure is updated quarterly by Bancorp and represents the rate that ADC expects to pay to finance its assets.

Borrowing by Activity

As at 30 September 2022

Activity	External Borrowing	Internal Borrowing
Community Facilities & Support	1,129,667	-
Commercial Property	45,232,223	4,962,685
Wastewater	20,096,819	708,879
Drinking Water	9,435,991	1,938,505
Environmental Services	969,915	-
Stormwater	3,437,282	-
Cemeteries	1,653,081	85,490
Water Resources	379,360	-
Arts & Culture	2,376,000	-
Refuse and Recycling	605,448	138,412
Stockwater	237,915	113,727
Roading	3,119,093	4,168,126
Footpaths	744,250	-
Recreation Facilities	200,036	-
Civic Building	43,794	-
Parks	-	709,194
Camping	18,073	-
Public Conveniences	191,054	-
Reserve Boards	730,000	-
Total	90,600,000	12,825,019

Council Investments

As at 30 September 2022

Listed below are the current significant investments held by Council.

Term deposits	Principal	Interest	Term	Maturity
Westpac Bank	6,000,000	2.73%	30 Days	14-Oct-22
Westpac Bank	10,000,000	2.34%	365 Days	20-Dec-22
	16,000,000			

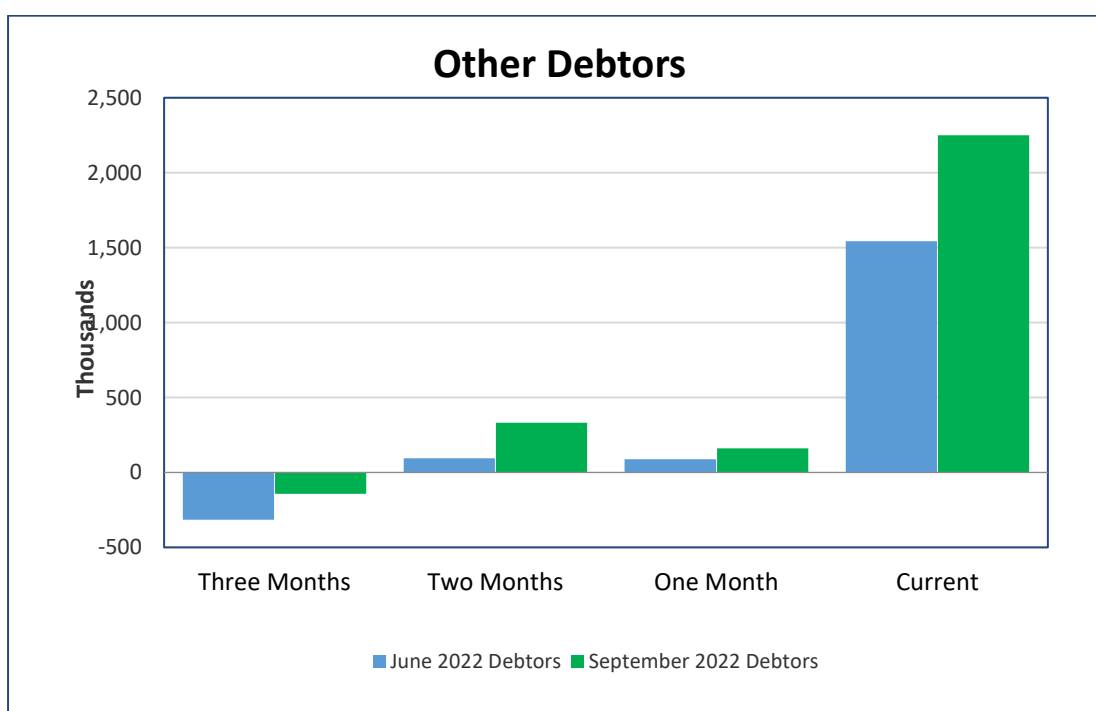
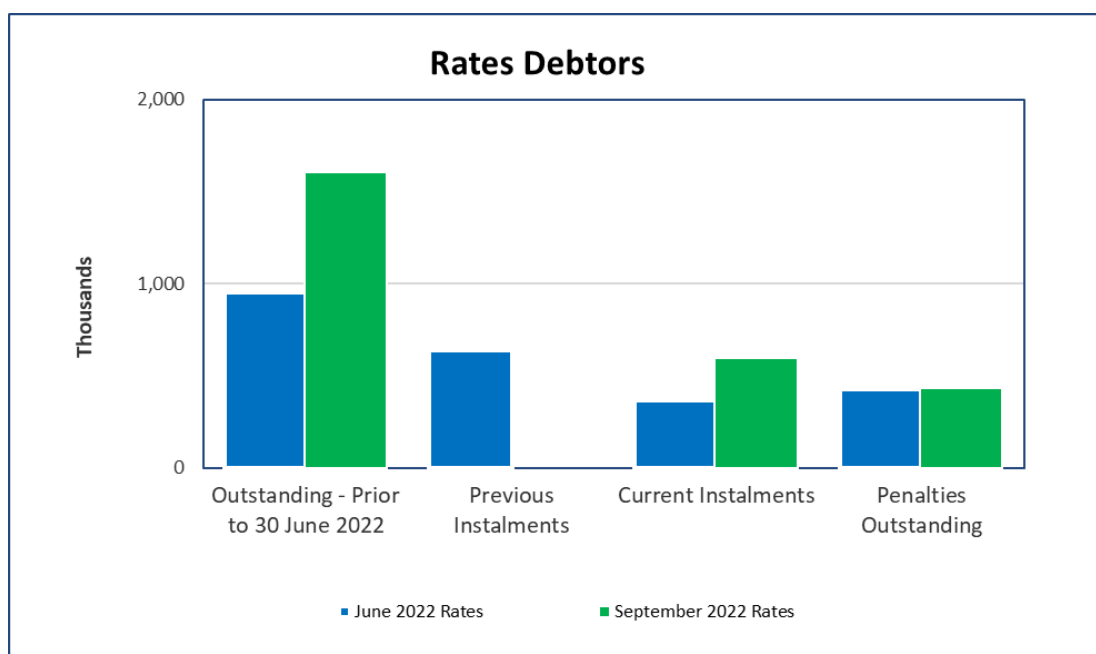
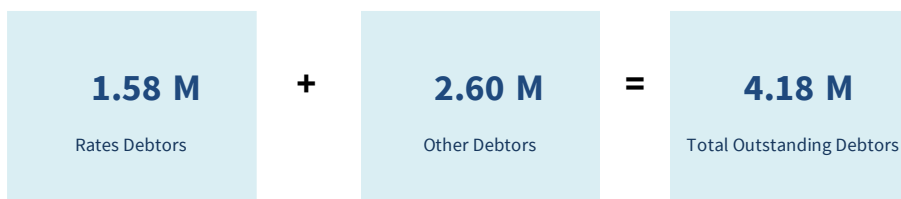
Local Authority Stock and Bonds	Principal	Coupon	Yield	Maturity
Bonds				
BNZ	1,000,000	4.10%	4.51%	15-Jun-23
ANZ	1,000,000	3.00%	6.07%	17-Sep-26
Westpac	1,100,000	6.19%	6.05%	16-Sep-27
	3,100,000			

Advances	
Eastfield Investments	608,482
	608,482

Shares	
Ashburton Contracting Ltd	4,500,000
NZ Local Govt Co-op Shares	55,456
RDR Management	30,000
Transwaste Canterbury Ltd	1,128,000
ATS	500
Electricity Ashburton Rebates	1,300
LGFA Equity	1,875,000
Eastfield Investments	1,765,000
	9,355,256

Receivables Summary (Including Prior Month Comparative)

As at 30 September 2022



Ashburton District Council
EA Networks Centre - Income & Expenditure Report
for period ending 30 September 2022

Transfers		Default	Retail	Room Rental/Events				Aquatic				Fitness				Grand Total			
	Transfers	Default	Retail	Meeting Rooms	Stadium	Events	Total	Pool	Tinwald Pool	Learn to Swim	Total	Gymnasium	Aquasize	Group Fitness	Total	Total	Variance	Percentage of Budget	
	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Budget Full Year		
Operating Income																			
Fees	296	-	-	-	51,758	18,039	69,797	108,658	-	123,692	232,349	85,854	5,055	37,920	128,829	431,271	1,743,197	1,311,926	25%
Grants	15,000	-	-	-	-	-	-	17	-	-	17	-	-	-	-	15,017	82,320	67,303	18%
Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	432	432	0%
Sales	-	-	24,738	-	-	-	-	-	-	-	-	-	-	-	-	24,738	72,030	47,292	34%
Treasury Internal Recoveries	-	9,539	-	-	-	-	-	-	-	-	-	-	-	-	-	9,539	-	(9,539)	0%
Rates	-	972,390	-	-	-	-	-	-	-	-	-	-	-	-	-	972,390	3,862,635	2,890,245	25%
Other Income	-	-	-	-	-	-	-	4,325	-	-	4,325	2,750	-	1,209	3,959	8,284	-	(8,284)	0%
	15,296	981,929	24,738	-	51,758	18,039	69,797	113,000	-	123,692	236,692	88,604	5,055	39,129	132,788	1,461,239	5,760,613	4,299,374	25%
Operating Expenses																			
Variable costs																			
Personnel Costs	-	-	-	-	657	9,483	10,140	-	-	83,849	83,849	-	-	35,031	35,031	129,020	648,332	519,312	20%
Financial / Professional Costs	1,115	7,538	-	-	-	-	-	1,990	-	-	1,990	-	-	-	-	10,642	104,285	93,643	10%
Promotional Costs	672	-	-	-	234	1,737	1,971	722	-	46	768	-	-	-	-	3,411	47,925	44,514	7%
General Costs	4,586	1,107	-	-	449	-	449	9,446	113	-	9,559	1,248	-	739	1,987	17,688	143,879	126,191	12%
Purchases	197	121	19,066	-	349	-	349	3,478	-	637	4,115	822	-	205	1,027	24,875	100,902	76,027	25%
Property / Plant Costs	30,120	2,367	-	-	539	-	539	314	-	-	314	772	-	20	792	34,134	161,058	126,924	21%
Energy Costs	110,346	77	-	-	-	-	-	10,197	(1,374)	-	8,822	-	-	-	-	119,245	513,555	394,310	23%
Centre Maintenance	54,029	-	-	-	547	-	547	7,600	-	-	7,600	411	376	-	787	62,964	144,735	81,771	44%
	201,064	11,210	19,066	-	2,775	11,220	13,995	33,747	(1,262)	84,533	117,018	3,254	376	35,995	39,625	401,978	1,864,671	1,462,692	22%
Contribution Margin	(185,768)	970,719	5,672	-	48,983	6,819	55,801	79,253	1,262	39,159	119,673	85,351	4,679	3,134	93,163	1,059,261	3,895,943	2,836,682	27%
Fixed costs																			
Salaries	64,290	117,647	-	-	-	-	-	128,755	-	-	128,755	72,593	1,426	-	74,019	384,711	1,683,370	1,298,659	23%
Office Costs	3,588	1,860	-	-	172	155	326	1,335	-	309	1,644	-	-	4,290	4,290	11,709	118,095	106,386	10%
Registrations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,627	2,627	0%
Security	4,135	90	-	-	177	-	177	-	-	-	-	-	-	-	-	4,402	3,408	(994)	129%
Fire Protection	-	-	-	-	-	-	-	235	-	-	235	-	-	-	-	235	-	(235)	0%
Interest	-	430	-	-	-	-	-	854	-	-	854	-	-	50	50	1,334	6,304	4,970	21%
Internal Rental	-	-	2,678	4,372	209,850	-	214,222	-	-	-	-	19,783	-	11,367	31,150	248,050	1,597,706	1,349,656	16%
	72,014	120,027	2,678	4,372	210,198	155	214,725	131,179	-	309	131,488	92,376	1,426	15,707	109,509	650,441	3,411,510	2,761,068	19%
Surplus (Loss) before Council Overhead	(257,782)	850,692	2,994	(4,372)	(161,216)	6,664	(158,924)	(51,926)	1,262	38,850	(11,815)	(7,025)	3,253	(12,574)	(16,346)	408,820	484,433	75,614	84%
Council Overhead	-	223,211	-	-	-	-	-	-	-	-	-	-	-	-	-	223,211	1,163,898	940,687	19%
Operating Profit / (Loss)	(257,782)	627,481	2,994	(4,372)	(161,216)	6,664	(158,924)	(51,926)	1,262	38,850	(11,815)	(7,025)	3,253	(12,574)	(16,346)	185,609	(679,465)	(865,073)	-27%
Depreciation Costs																			
Depreciation - Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500,719	500,719	0%
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500,719	500,719	0%
Capital Expenditure																			
Loan Principal Repayment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,822	10,822	0%
Additions / Alterations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	0%
Other Asset Purchases	4,017	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,017	22,074	18,056	18%
Cyclic Renewals	858	-	-	-	-	-	-	38,635	-	-	38,635	-	-	-	-	39,493	216,873	177,380	18%
Cyclic Renewals Carryovers	2,332	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,332	33,000	30,668	7%
	7,208	-	-	-	-	-	-	38,635	-	-	38,635	-	-	-	-	45,843	292,768	246,926	16%

14. Deputy Mayor's Report

14.1 Tuia Wananga

Each year to Council selects a rangatahi from the district as our Tuia representative with Mayors Taskforce for Jobs [The Tuia Programme | Mayors Taskforce for Jobs \(mtfj.co.nz\)](https://mtfj.co.nz)

I attended the final wananga for the year including the presentation at the Wellington waterfront with mayors, mentors and family members.

Our Tuia representative Shyan Hughes will make a presentation of her experiences to Council on 8 December.

14.2 LGNZ Zone 5 & 6, November 2022

It was a pleasure to attend the LGNZ Zone 5 & 6 meeting in Richmond, Nelson, 14/15 November 2022. Guest speakers were: LGNZ, DIA, Jim Palmer - Future for Local Government, Brad Olsen - Infometrics, Dr Tom Robinson - AF8 update, Kieran McAnulty - Local Government Associate Minister, James Laughlin on leadership, and Cheryl Doig on thinking for the future.

We also had a bus trip up to the Waimea Dam construction site which was a highlight.

It was good to connect with other Councillors and Mayors from the South Island.

We had plenty of opportunities to ask questions of all the speakers and chat with the other attendees. I would encourage all of our Councillors to attend these events over the term.

14.3 Meetings

October 2022

- 27 October: Mt Somers Citizens Association AGM
- 28 October: Ashburton A&P Show Council stand
- 29 October: Ashburton A&P Show Safer Mid Canterbury Safety Village
- 31 October: Methven Community Board

November 2022

- 4/6 November: Tuia Wananga, Orongomai Marae, Upper Hutt
- 13/15 November: LGNZ Zone 5&6, Richmond, Nelson
- 17 November: SH77 footpath meeting
- 18 November: Methven Pre School, reading books for Book Week
- 20 November: Methven Tennis Club 125th celebrations
- 22 November: Community Vehicle Trust AGM
- 22 November: Methven Reserve Board Triennial meeting

Recommendation

That Council receives the Deputy Mayor's report.

15. Mayor's Report

15.1 LGNZ Ākōna Mayoral Introduction

I attended the LGNZ Ākōna Mayoral Induction hui in Wellington, 17/18 October 2022. This two day hui was an opportunity to connect with new and returning mayors following the 2022 local body elections. Of the 67 mayors throughout the country there are approximately 30 new mayors, so quite a reasonable turnover both voluntary and involuntary. Included in the hui was a series of training from running meetings through to handling the media.

15.2 LGNZ Zone 5&6

On 14/15 November, along with Deputy Mayor Liz McMillan and CE Hamish Riach, I attended the LGNZ Zone 5&6 meeting in Richmond, Nelson.

A new chair was elected for our Zone 5 – Dan Gordon, Mayor Waimakariri District Council replaces Sam Broughton, Mayor Selwyn District Council.

15.3 LGNZ Rural and Provincial

On 17/18 November, CE Hamish Riach and I attended the LGNZ Rural and Provincial sector meeting in Wellington.

Sam Broughton, Mayor Selwyn District Council was elected unopposed as the Provincial Chair representing us at National Council.

15.4 Walnut Avenue/SH1 Intersection

It was great to see the new traffic lights turned on at the Walnut Avenue/SH1 intersection on 18 November. It has been a long time coming and will hopefully make the road safer and keep traffic flowing.

Also great to see was the first sod turned on the site of the rail siding relocation to the north east of Ashburton, known as the Fairfield Hub, which will see the closing of the shunting yard along West Street. A major benefit of this project will be the removal of up to 20,000 shipping containers off the State Highway.

15.5 Meetings

• Mayoral calendar

October 2022

- 6 October: Mangere Refugee Centre – Farewell ceremony with Councillor Lynette Lovett and CE Hamish Riach
- 7 October: Antarctic Gateway Civic Reception
- 8 October: Mid Canterbury Aero Club – Official opening of new clubrooms with available Councillors
- 8 October: Local body elections
- 10 October: Community Trust of Mid & South Canterbury AGM with Councillor Carolyn Cameron
- 10 October: Jonathan Leask – Ashburton Guardian
- 12 October: Citizenship Ceremony
- 13 October: Library & Civic Centre PCG meeting and site visit
- 14 October: Chorus cabinet art application selections
- 14 October: An Audience with Christopher Luxon with CE Hamish Riach
- 17/18 October: LGNZ Mayoral Introduction Programme

- 19 October: Council Induction workshop
- 20 October: Ashburton Grain and Seed Association meeting
- 20 October: Advance Ashburton
- 21 October: The Breeze Radio interview
- 26 October: Robert Spencer with Councillor Rodger Letham
- 26 October: Ashburton Art Gallery – Burnett Street Exhibition opening
- 27 October: Inaugural Council meeting
- 28 October: Lochlea Estate – Tony Sands with CE Hamish Riach
- 28 October: Josh Dondertman – Rural Support Trust
- 28 October: M. Bovis Advisory group
- 29 October: Ashburton A&P Show
- 31 October: Inaugural Methven Community Board meeting
- 31 October: Radio ZB interview
- 31 October: Ashburton College Year 13 Graduation Ceremony

November 2022

- 1 November: Canterbury Mayoral Forum introduction meeting (via MS Teams)
- 1 November: Ashburton JP Association AGM
- 2 November: Waka Kotahi – Introducing the Transport 2035 Emissions Calculator (via Zoom)
- 2 November: ACL AGM
- 2 November: Mayors Task Force for Jobs with Deputy Mayor Liz McMillan and CE Hamish Riach (via MS Teams)
- 2 November: Mid Canterbury Rugby Union Awards evening
- 3 November: Localities Hui - Te Whatu Ora and Te Aka Whaiora with Deputy Mayor Liz McMillan and Councillor Carolyn Cameron
- 3 November: Mt Hutt College Senior Prizegiving
- 3 November: Ashburton College Year 11 and 12 prizegiving – Deputy Mayor Liz McMillan deputised
- 4 November: C4LD – Support for the revised C4LD strategy direction (via Zoom)
- 4 November: Hekeao Hinds Water Enhancement Trust
- 4 November: Simon Andrew – MPI, video message re M. Bovis eradication programme
- 4 November: Michelle Pye – Potato Seed Co-op with CE Hamish Riach
- 8 November: Three Waters/Takiwa (via Zoom)
- 8 November: RDRML meeting and AGM
- 9 November: Library and Civic Centre PCG meeting and on-site visit
- 9 November: Extraordinary Council meeting
- 9 November: Council Induction
- 9 November: Timaru District Council – Civic Service with Rt Hon. Dame Cindy Kiro, Governor General of NZ
- 11 November: Armistice Day Celebrations
- 14/15 November: LGNZ Zone 5&6, Richmond with Deputy Mayor Liz McMillan and CE Hamish Riach
- 16/17 November: LGNZ Rural and Provincial
- 18 November: Rakaia Dump Station visit
- 18 November: MPI Food and Mouth Disease Independent Review discussion (via M Teams)
- 18 November: Turning on of Walnut Avenue/SH1 Intersection traffic lights ceremony
- 18 November: New Fairfield freight hub site sod turning ceremony
- 20 November: Induction and Installation of Venerable Indrea Alexander as Vicar of Ashburton Anglican Parish and Archdeacon of Mid Canterbury – Councillor Rodger Letham deputising.

Recommendation

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

Neil Brown

Mayor