

A Guide to Council

Local Governance Statement 2022-25

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If you would like further information or have questions about any information contained in this document please contact Council officers for further information.

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1. Introduction

This Local Governance Statement provides information about Council's responsibilities, structure and governance processes. It also details how Council engages with the community, makes decisions, and how the community can engage with decision-making and contribute to making our district a better place.

This document is updated within six months of each triennial local authority election, or earlier if required.

District profile

Geography

The Ashburton District is located in the central part of the South Island. The district covers approximately 6,175 square kilometres, bounded in the east by the Pacific Ocean and the west by the Southern Alps. The northern and southern boundaries are the Rakaia and Rangitata Rivers respectively.

Our people

The district's population has grown steadily in recent years, driven primarily by strong local economic growth. Ashburton District's population looks set to continue this growth. The latest subnational population estimates the approximate population of Ashburton District as 36,300 in 2022. 2018 Census information released by Statistics New Zealand shows that in the Ashburton District:



Figure 1 - Ashburton District

- the median age is higher at 39.1 years than the national median of 37.0
- 18.3% of residents are aged 65 or over, compared to a national figure of 15.7%
- 85% of people belong to the European ethnic group, whereas nationally only 70.2% of people belong to this group
- 8% of people belong to the Māori ethnic group, below the national figure of 16.5%.

Our towns

- **Ashburton** (population approximately 21,100) is the commercial and services hub of the district, with a strong and growing manufacturing sector. Ashburton is the location of many of the district's major sports and cultural facilities and where the Council offices are located.
- **Methven** (population approximately 1,970) is located at the base of the foothills of the Southern Alps. The tourist centre of the district, servicing the Mount Hutt ski field, Methven's population can more than double during the ski season.
- **Rakaia** (population approximately 1,560) is located on the southern bank of the Rakaia River. Renowned for salmon fishing in the Rakaia River and its highly fertile, productive land, Rakaia is an important service centre for the surrounding area.
- **Mt Somers**, adjacent to Ashburton Gorge, is the gateway to the high country of the district.
- **Hinds, Chertsey, and Mayfield** are local service centres for their respective surrounding rural areas.

2. What Council does

Local government in Ashburton District

There are 78 local, regional and unitary councils in New Zealand. Ashburton District Council (Council) was formed in 1989 with the amalgamation of the Ashburton Borough and Ashburton County Councils.

Environment Canterbury (ECan), the regional authority for Canterbury, was also formed at this time with a mandate to manage the region's environmental well-being, water, air and land. Changes to local government legislation have broadened this mandate but a focus on these issues remains.

Purpose of Local Government

Section 10 of the Local Government Act 2002 ('the Act') sets out the purpose of local government as being:

1. to enable democratic local decision-making and action by, and on behalf of, communities; and
2. to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Functions undertaken by Council

In fulfilling the purpose as described in s.10 of the Act, Council carries out a variety of functions, including:

- formulating a strategic direction and detailing Council's work programmes and budgets through the Long-Term Plan (LTP) and Annual Plan processes;
- determining the services and activities to be undertaken by Council;
- providing and managing local infrastructure including:
 - network infrastructure like roads, footpaths, wastewater, drinking water, stormwater and stock water, and
 - community infrastructure such as the public library, parks and recreational facilities;
- administering various regulations to promote the safety and well-being of residents, including the formulation and enforcement of bylaws;
- advocating on behalf the local community to central government, the regional council, other local authorities and non-government organisations;
- environmental planning, regulation and management through the Ashburton District Plan and through local bylaws;
- ensuring local communities are encouraged to be part of local decision-making processes; and
- encouraging residents to be active and engaged members of their local community.

3. Legislative framework

Councils are required to work within and towards implementing the objectives of numerous statutes. Some of the key legislation that applies to all local authorities in New Zealand includes but is not limited to:

- Building Act 2004
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Civil Defence Emergency Management Act 2002
- Dog Control Act 1996
- Food Act 2014
- Gambling Act 2003
- Health Act 1956
- Health and Safety at Work Act 2015
- Litter Act 1979
- Local Authorities (Members Interest) Act 1968
- Local Electoral Act 2001
- Local Government Act 1974
- Local Government Act 2002
- Local Government (rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Privacy Act 1992
- Public Works Act 1981
- Reserves Act 1977
- Rating Valuation Act 1998
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012

4. Governance

Electoral system

Council uses the first past the post (FPP) electoral system. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner. Electors have a vote for each vacant position.

The other electoral system permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This system was used in District Health Board elections.

Reviewing the electoral system

The Local Electoral Act 2001 requires councils to review its electoral system and representation arrangements at least every six years. As part of a review, Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated if at least five percent of electors sign a petition demanding that a poll be held.

Once changed, the electoral system must be used for at least the next two triennial general elections, (i.e. the electoral system cannot be changed for one election and then changed back for the next election).

Council undertook a review of its electoral system and representation arrangements in 2018. This review resulted in the first past the post electoral system being retained.

Representation arrangements

Council

The Ashburton District is divided into three local electoral wards:

Ward	No. of representatives
Ashburton ward	5
Eastern ward	2
Western ward	2

The Ashburton District Mayor ('the Mayor') is elected from the district at large. Councillors are elected from within the wards - there are no councillors elected from the district at large.

A map showing ward boundaries can be viewed at Council offices or online at [LocalMaps \(adc.govt.nz\)](http://LocalMaps(adc.govt.nz))

Methven Community Board

The Methven Community Board (the Board) has a chairperson and six other members. Five members are elected triennially by voters in the Methven community, and Council appoints two councillors. The Board elects its own chairperson at its first meeting after the triennial election.

Māori wards and constituencies

Council does not have separate Māori wards. The Local Electoral Act 2001 gives Council the ability to establish separate wards for Māori voters. Council may resolve to create separate Māori wards as per the [Local Electoral Act 2001](#).

Reviewing representation arrangements

Council is required to review its representation arrangements at least once every six years. The review must consider:

- the number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor)

- if elected members (other than the Mayor) will be elected by the entire district, if the district will be divided into wards for electoral purposes, or if there will be a mix of 'at large' and 'ward' representation;
- if election by wards is preferred, the boundaries and names of those wards and the number of members that will represent each ward;
- whether to have separate wards for electors on the Māori roll; and
- whether to have community boards, and if so, how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Council undertook a formal review of representation arrangements in 2018/19. The review resulted in:

- the number of elected members reducing from twelve to nine plus the Mayor;
- the number of councillors representing the Ashburton Urban Ward reducing from seven to five;
- the number of councillors representing the Eastern Ward reducing from three to two;
- the number of councillors representing the Western Ward staying the same at two;
- boundary amendments including shifting the Eastern-Western ward boundary, including Lake Hood as part of the Ashburton ward, and including the area around Tarbottons Road in the Ashburton ward; and
- the Methven Community Board being retained, with seven members (five elected).

Further details on the matters Council must consider in reviewing its representation arrangements can be found in the Local Electoral Act 2001.

Representation reorganisation

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- unify districts or regions
- create a new district or region
- abolish a district or region
- alter the boundaries for a district or region
- transfer a statutory obligation from one local authority to another
- allow a territorial authority to assume the powers of a regional council.

The process for reorganising local government was significantly changed in 2012. An application or proposal for change can now be lodged by anyone, provided it shows the rationale for change and explains how the proposed option will promote good local government.

The Local Government Commission (LGC) considers all reorganisation applications and will consult with the community to establish the level of support for reorganisation in the affected areas. The LGC will also conduct its own research to identify all reasonably practicable options.

Should the LGC recommend changes to the current arrangements, a draft proposal will be prepared, and the community will be formally consulted. Following the conclusion of this process, if the LGC decides to proceed further, they will issue a final proposal.

A petition signed by 10 percent of the electors in any of the affected districts can demand a poll on the final reorganisation proposal. If the final proposal is supported by a poll, or if no poll is held, then a reorganisation scheme is prepared and implemented by an Order in Council.

Further information on these requirements can be found in the Local Government Act 2002.

The Local Government Commission has guidelines on procedures for local government reorganisation available on their website at lgc.govt.nz

Council Elected Members –2022-25

Mayor



Neil Brown

mayor@adc.govt.nz

Deputy Mayor [and Western Ward Councillor]



Liz McMillan

liz.mcmillan@adc.govt.nz

Ashburton Ward



Leen Braam

leen.braam@adc.govt.nz



Carolyn Cameron

carolyn.cameron@adc.govt.nz



Russell Ellis

russell.ellis@adc.govt.nz



Phill Hooper

phill.hooper@adc.govt.nz



Tony Todd

tony.todd@adc.govt.nz

Eastern Ward



Lynette Lovett

lynette.lovett@adc.govt.nz



Richard Wilson

richard.wilson@adc.govt.nz

Western Ward

Position curently vacant

TBC

TBC

Methven Community Board Elected Members –2022-25

Chairperson



Kelvin Holmes

kelvin.holmes@adc.govt.nz

Deputy Chairperson



Richie Owen

richie.owen@adc.govt.nz



Megan Fitzgerald

megan.fitzgerald@adc.govt.nz



Robin Jenkinson

robin.jenkinson@adc.govt.nz



Alan Lock

alan.lock@adc.govt.nz

Council Appointees



Cr Liz McMillan

liz.mcmillan@adc.govt.nz

Position curently vacant

TBC

TBC

Role of elected members

The Mayor and councillors have the following roles:

- setting the policy direction of Council;
- monitoring the performance of Council;
- representing the interests of the district - all members must declare, on election, that they will perform their duties faithfully and impartially and according to their best skill and judgment in the best interests of the district); and
- employing the Chief Executive - under the Local Government Act 2002, Council employs the Chief Executive, who in turn employs all other staff on its behalf.

Role of the Mayor

The mayor is elected by the district as a whole and, as one of the elected members, shares the same responsibilities as other members of Council. In addition, the mayor has the following roles.

Role	Responsibilities
Presiding member at Council meetings	Ensuring the orderly conduct of business during meetings, as determined in the Standing Orders
Advocate on behalf of the community	Promoting the Ashburton District community and representing its interests. Advocacy will be most effective when carried out with the knowledge and support of Council.
Ceremonial head of Council	
Leading Council	Providing leadership and feedback to other councillors, including teamwork advice and chairing committees.

Changes to the Local Government Act in 2012 expanded the powers and responsibilities available to the mayor. This means that the mayor is now able to do the following:

- lead the development of council plans, policies and budgets,
- appoint the Deputy Mayor,
- establish council committees, and
- appoint chairpersons to Council committees.

Council still has the power to disestablish a committee established by the Mayor or remove a mayor-appointed chairperson from office.

Role of the Deputy Mayor

The Deputy Mayor can be appointed by the mayor or elected by Council at the first meeting following elections. Generally, the Deputy Mayor exercises the same roles as other elected members.

If the Mayor is absent or incapacitated, or if the office of mayor is vacant, then the Deputy Mayor must perform the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

Executive Committee

The Executive Committee is comprised of the Mayor, Deputy Mayor and Councillors Braam, Cameron and Lovett. The Executive Committee has delegated authority to:

- make emergency decisions on behalf of Council as and when specifically authorised,
- maintain an overview of Council's operations and interests,

- act on behalf of the full Council at any time when the urgency of the matter would make the delaying of a decision contrary to the best interests of Council or its community,
- undertake the annual performance and remuneration review of the Chief Executive, and
- act as the Code of Conduct review panel and the community awards selection panel.

Council standing committees

Council may create one or more committees of Council. A committee chairperson is responsible for presiding over meetings of the committee, ensuring the committee acts within the powers delegated by Council, as set out in Council's Delegations Manual. A committee chairperson may be removed from office by resolution of Council.

Council reviews its committee structures after each triennial election and is able to make changes at any time by resolution of Council. Following the 2022 election Council established the following standing committee:

Audit and Risk Finance Committee

Chair: Cr Russell Ellis

Deputy Chair: Cr Leen Braam

Purpose

The purpose of the Audit & Risk Committee is to provide oversight of Council's audit processes, statutory compliance and internal risk management in a manner that promotes the current and future interests of the community (Local Government Act 2002).

Membership

Membership of the Committee comprises:

- Cr Russell Ellis (Chair)
- Cr Leen Braam (Deputy Chair)
- Cr Carolyn Cameron
- Cr Liz McMillan
- Cr Richard Wilson
- External appointee – Murray Harrington
- Mayor, Neil Brown (ex-officio)

The quorum is four members.

Meeting Frequency

The Audit & Risk Committee will meet on a six-seven weekly cycle, or on an as-required basis as determined by the Chair and Group Manager Business Support.

Committee members shall be given not less than five working days' notice of meetings.

Delegations

The Audit & Risk Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy, or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

Sphere of business

- To receive and consider the project plan and timetable for the following projects –
 - Long Term Plan (LTP) and any amendments
 - Annual Plan & Budget
 - Annual Report and Audit
- To receive progress reports on the above projects, where appropriate, and review significant issues and risks arising.
- To establish and maintain effective relationships with Council's auditors, including meeting with the audit representatives regarding significant policy and planning processes as appropriate, reviewing the Annual Audit Plan, and considering matters of significance raised by Council's auditors and action required.
- To receive reports on all external party audits of any and all Council activities and review significant issues and risks arising.
- To be the primary monitoring mechanism for Council's Council Controlled Organisations (CCOs) and Council Controlled Trading Organisations (CCTOs) and shareholdings. Review the CCOs' draft statements of intent and advise CCOs of any comments.
- To provide overview of Council's performance management framework as included in the Council's LTP and Annual Plan documents.
- To provide overview of Council's statutory compliance and legal matters, monitoring any areas of statutory non-compliance.
- To provide overview of risk management and insurance. Review corporate risk assessment and internal risk management practices. Review insurance arrangements annually and monitor insurance claims.
- Monitor and review Health & Safety related matters. Participate in national risk management practices and implementation of risk management processes.
- To consider matters of organisational services in the area of Health & Safety.

Reporting

The Audit & Risk Committee will report to the Council.

Council meetings

Council and its standing committees meet on a twice-monthly meeting cycle. Extraordinary meetings may be called as required to deal with specific issues that arise.

A schedule of meeting dates for the current year can be found on Council's website. Further details on these committees, including terms of reference, membership and meeting arrangements can be obtained from Council's Governance Team or online at ashburtondc.govt.nz

Conduct of meetings

The legal requirements for Council meetings are detailed in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is a valid reason to consider an item with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council.

LGOIMA contains a list of the circumstances when councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order.

For an ordinary meeting of Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings can be called with three working days' notice. The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at their discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with standing orders.

Meeting minutes must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to LGOIMA provisions.

During meetings, the Mayor and councillors must follow Standing Orders (a set of procedures for conducting meetings). Council may suspend Standing Orders with a vote of 75 per cent of the members present. A copy of the Standing Orders can be obtained from the Council reception or online at ashburtondc.govt.nz

Conduct of elected members

Elected members have specific obligations regarding their conduct, as prescribed by the following statutes:

- **Schedule 7 of the Local Government Act 2002** which includes obligations to act as a good employer to the Chief Executive and to abide by the current Code of Conduct and Standing Orders.
- **The Local Authorities (Members' Interests) Act 1968** which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- **The Secret Commissions Act 1910** which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- **The Crimes Act 1961** regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

Code of Conduct

Council has adopted a Code of Conduct for elected members. The Code sets out Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. The Code of Conduct also covers disclosure of information that elected members receive or possess, and details sanctions Council may impose if an individual breaches the code.

Adopting a Code of Conduct is a requirement of Schedule 7 of the Local Government Act 2002. All elected members are required to adhere to the Code of Conduct. Once adopted, it may only be amended by a 75 per cent or more vote of Council.

A copy of the full Code of Conduct can be obtained from the Council reception or online at Council's website ashburtondc.govt.nz

5. Management structures and relationships

Chief Executive

The Chief Executive is appointed by Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages Council's policies and objectives within the budgetary constraints established by Council and oversees the democracy and governance functions of Council.

Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:



Hamish Riach

Chief Executive

hamish.riach@adc.govt.nz

- implementing the decisions of Council,
- providing advice to Council and the Methven Community Board,
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw, are properly performed or exercised,
- managing the activities of Council effectively and efficiently,
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council,
- providing leadership for the staff of Council, and
- employing staff (including negotiation of the terms of employment for the staff).

Organisation structure

Business Support

This group of Council delivers business support functions. These include:



Leanne Macdonald

Group Manager – Business Support

leanne.macdonald@adc.govt.nz

- Finance
- Information systems
- Property
- Legal counsel

Democracy & Engagement

This group of Council delivers community, democracy and engagement services. These include:



Toni Durham

Group Manager – Democracy & Engagement

toni.durham@adc.govt.nz

- Communication
- Democracy
- Grants & funding
- Memorial halls & reserve boards
- Strategy & policy

Compliance & Development

This group of Council delivers regulation to ensure community safety and well-being is maintained through education, monitoring and enforcement, and promotes economic development. These include:



Jane Donaldson

Group Manager – Compliance & Development

jane.donaldson@adc.govt.nz

- Alcohol and gambling venue licensing
- Animal control
- Building regulation
- Community planning
- District planning
- Economic development
- Emergency management
- Land information
- Parking
- Public health

Infrastructure & Open Services

This group of Council delivers infrastructure and community services. These include:



Neil McCann

Group Manager – Infrastructure & Open Spaces

neil.mccann@adc.govt.nz

- Cemeteries
- Drinking water
- Parks & open Spaces
- Public conveniences
- Solid waste
- Stockwater
- Stormwater
- Transportation
- Wastewater

People & Facilities

This group of Council delivers organisation development and human resources support to managers and employees, and our recreation facilities.



Sarah Mosley

Group Manager People & Facilities

sarah.mosley@adc.govt.nz

- Ashburton Library
- Ashburton Museum & Art Gallery
- Customer services
- EA Networks Centre
- Human resources
- Health and safety
- Tinwald pool

Equal Employment Opportunities Policy

Council is an Equal Employment Opportunity (EEO) employer and has an EEO policy and a commitment to EEO principles.

The recruitment/selection, opportunities for training, promotion and transfer, and conditions of employment are to be undertaken or offered without preference being given on the basis of gender, marital status, religious or ethical belief, race, age, ethnic or national origins, and regardless of any disability irrelevant to an individual's ability to carry out the job.

Remuneration and Reward Policy

Council acknowledges that its remuneration and reward practices are an important factor in attracting, motivating and retaining the talent the Council requires to deliver exceptional service to our community.

Rewarding employees who strengthen the desired culture through delivering organisational values and performance requirements is critical to the ongoing success of the organisation.

6. Key planning and policy documents

For a list of key Council bylaws, policies, plans and strategies please see the appendixes.

Long-Term Plan (LTP) details Council's vision for the future of the district, the roles Council undertakes to achieve its stated objectives, and the activities required to carry out these roles. The LTP also details Council's key financial policies and its proposed spending for the coming ten years.

The LTP must be reviewed at least every three years. It can, if necessary, be amended during the three-year life cycle, but any amendment requires a Special Consultative Procedure (SCP) and is subject to external audit.

The LTP is available on Council's website [Long-Term Plans | Ashburton DC](#). Copies are also available at the Ashburton Public Library or from Council offices.

Annual Plan outlines Council's proposed activities, spending and rate requirements for the coming financial year. Under section 95 of the Local Government Act 2002, consultation on an Annual Plan is only required in years when no LTP is produced and only if there are significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates. The Annual Plan can be viewed on Council's website [ashburtondc.govt.nz](#), at Council offices, or at the Ashburton Public Library.

Annual Report provides information on how Council has performed over the preceding financial year, whether it has operated within budget and whether it has delivered the levels of service indicated in the LTP and/ or Annual Plan. The Annual Report is required under the Local Government Act 2002 to be adopted by the end of October each year.

The Annual Report is audited by Council's independent auditors Audit New Zealand.

Ashburton District Plan gives effect to Council's powers and responsibilities under the Resource Management Act 1991 (RMA) and details the environmental features of the district and how Council proposes to manage and monitor these. The RMA requires Council to monitor the effectiveness of the decisions made under the District Plan and to monitor the state of the environment within the district.

On 7 August 2014, Ashburton District Council formally approved the adoption of the second-generation Ashburton District Plan, this decision was notified on 14 August and the District Plan formally became operative on 25 August 2014.

The District Plan is available online at [District Plan | Ashburton DC](#) or can be viewed at Council offices.

Ashburton District Waste Management and Minimisation Plan: Council has worked with our community to develop a Waste Management and Minimisation Plan (WMMP) that sets out Council's vision, goals, objectives and specific strategies to promote waste minimisation and reduce the amount of residual waste going to landfill. Council's WMMP can be viewed at Council offices and is available online at [Waste Minimisation and Management Plan | Ashburton DC](#).

Triennial Agreement: Section 15 of the Local Government Act 2002 requires all local authorities within a region to agree protocols for communication and collaboration over the next triennium after each triennial election. The Triennial Agreement requires that all local authorities within the region work collaboratively and in good faith for the good governance and success of their districts, cities and region.

Councils must reach agreement not later than 1 March after each triennial general election.

Council bylaws: Council has a number of bylaws in effect to enable the control of certain nuisances. Examples include bylaws to govern dogs, transportation, open spaces etc. A list of all Council bylaws is provided in Appendix Three. The bylaws can be viewed at Council offices or on Council website [Bylaws | Ashburton DC](#).

Significance and Engagement Policy (known as the Community Engagement Policy): Section 76AA of the Local Government Act 2002 requires Council to adopt a policy setting out a general approach to determining significance of proposals and decisions, how Council will respond to community preferences

for engagement and how to engage with communities on other matters. This policy enables Council and the community to identify the degree of significance attached to decisions, issues, assets, proposals and activities and provides clarity about how and when communities will be engaged. The policy must also list which assets Council considers to be strategic assets under the Act.

A copy of the policy is available from Council offices or from Council's website, [Community-Engagement-Policy-2021-Significance-and-Engagement-Policy.pdf \(ashburtondc.govt.nz\)](https://ashburtondc.govt.nz/Community-Engagement-Policy-2021-Significance-and-Engagement-Policy.pdf).

Council's consultation approaches are also required to meet legislative requirements contained in the Local Government Act 2002, the Resource Management Act 1991 and other relevant legislation.

The Local Government Act 2002 (Part 6) sets out consultation principles and a Special Consultative Procedure (SCP) that local authorities must follow when making certain decisions. Council can and does consult outside of the SCP.

Other legislation which Council is bound by may have statutorily specified consultation processes to be used when the SCP is not used. This includes the Resource Management Act and the Ngai Tahu Settlements Act 1998.

Other strategic planning documents: Council has prepared a variety of strategic planning documents to guide Council and community decision-making and work programmes. These strategies have been prepared in consultation with the community. These include:

- Ashburton District Parking Strategy
- Economic Development Strategy
- Financial Strategy
- Infrastructure Strategy
- Open Spaces Strategy
- Play, Active Recreation and Sport Strategy
- Surface Water Strategy
- Walking & Cycling Strategy

7. Engaging with Māori

The Ngāi Tahu Papatipu Rūnanga– Te Rūnanga o Arowhenua, Te Ngāi Tūāhuriri Rūnanga and Te Taumutu Rūnanga share mana whenua (customary authority) status and responsibilities in Ashburton District. Arowhenua is the principal Māori kainga (settlement) of South Canterbury and lies between the junction of the Temuka and Opihi Rivers just south of Temuka. Arowhenua's takiwā (district) covers the area between the Rakaia and Waitaki Rivers and inland to the Main Divide. As a Council, we recognise the importance and special position of tangata whenua within the region, and the role iwi play within our community engagement processes.

We continue to be committed to building a strong relationship with Te Rūnanga o Arowhenua and working with the rūnanga in good faith. Te Rūnanga o Arowhenua wholly owns Aoraki Environmental Consultancy Limited (AEC), which has the mandate from Arowhenua to be the primary contact for all environmental and resource consent matters. We have signed a service level agreement with AEC to enable this work to take place. AEC provide a focal point and interface between our work and Māori interests.

Hakatere Marae Komiti

The Hakatere Marae is a mataa waka (from many canoes) organisation based at Hakatere Marae north of Ashburton town. Council works with the Hakatere Marae Komiti when appropriate on issues such as community safety and emergency management.

8. Official information

Records held by Council

Council is required to keep and manage records in accordance with statutes including the Local Government Act 2002, Local Government Official Information and Meetings Act 1987 (LGOIMA) and Public Records Act 2005. Records kept by Council include but are not limited to:

- standard files containing inward and outward correspondence, memorandums, reports, etc., held on all aspects of Council activities
- financial records, annual budgets and audited accounts
- order papers, agendas and minutes of Council and standing committee meetings
- a register of policy decisions made by Council
- a register of authorities delegated by Council to its Committees and senior officers
- applications, proceedings of hearings and decisions under Resource Management Act 1991 and previous Town Planning legislation
- maps relating to land use
- aerial photographs of streets
- plans of underground reticulation and services (water, sewerage, stormwater and drains)
- Civil Defence plans
- contract documents
- Local Government Act and other Acts relating to the activities of Council
- lease documents and deeds of Council owned real estate.

Requests for official information

All requests for information are considered to be made under LGOIMA and the Privacy Act 1993. Requesters do not have to state that they are making a request under an Act.

Once a request is made, Council must supply the information unless there is a reason for withholding it.

LGOIMA provides that information may be withheld if release of the information would:

- endanger the safety of any person
- prejudice maintenance of the law
- compromise the privacy of any person
- reveal confidential or commercially sensitive information
- cause offence to tikanga Māori or disclose the location of waahi tapu
- prejudice public health or safety
- compromise legal professional privilege
- disadvantage Council carrying out negotiations or commercial activities
- allow information to be used for improper gain or advantage.

Requesting information

Any individual, group or organisation can request information held by the council either about:

- themselves, under Section 33 of the Privacy Act 1993, or
- aspects of Council's activities under Section 10 of the LGOIMA

Requests for official information may be written or verbal.

The request should be as specific as possible - Council may seek clarification to determine if the scope can be more specific.

Council must answer requests for information within 20 working days. If Council needs extra time to source and provide the requested information, the applicant must be advised in writing that an extension of time is required, the reason for this and the estimated period of the extension.

If the information requested is extensive, Council may charge for time spent processing the request and for printing and copying costs. The fees and charges schedule in the Long-Term Plan and Annual Plan for Local Government Official Information and Meetings Act 1987 (LGOIMA) Requests includes further information on possible charges.

If the requested information is held by another agency, Council will either pass your request on to that agency or advise you of the agency to make the request to.

To make a request for official information in writing, please address it to:

Customer Services

Ashburton District Council

PO Box 94

ASHBURTON 7740

To make a request for official information by email, please [email us](#).

To make a request for official information by telephone, please contact our Customer Services team on (03) 307 7700.

Appendix one – Council committees and appointments

ASHBURTON DISTRICT COUNCIL COMMITTEE STRUCTURE AND APPOINTMENTS TO COMMITTEES AND ASSOCIATED ORGANISATIONS

[Adopted by Council 27/10/22]

Mayor **Neil Brown**

Deputy Mayor **Liz McMillan**

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	Councillors	Leen Braam
	Liz McMillan		Carolyn Cameron
	Richard Wilson		Lynette Lovett
	+ external appointee <i>Mayor ex officio</i>		

Council Activity Briefings Chairperson
Deputy Mayor Liz McMillan

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

Ashburton Airport Authority

Crs Leen Braam and Lynette Lovett (*plus vacancy to be filled after by-election*)

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

Cr Liz McMillan (*plus vacancy to be filled after by-election*)

Road Reference Group

Crs Carolyn Cameron (Chair), Tony Todd and Richard Wilson (*plus vacancy to be filled after by-election*)

Mid Canterbury 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) <i>[Stefan van Vliet & Alden Thomas until October 2025]</i>
Regional Event Funding Committee	Council appointee <i>(Cr Hooper)</i> [1/02/23]
Mid Canterbury 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>[Alister Lilley (C) and Darcy Prendergast (to 2023), Andrew Barlass, Darin Cusack & Ross Pickworth (to 2025)]</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)

Biodiversity Champions Group	Cr Wilson [7/12/22]
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>)
Central Biodiversity Advisory Group	Cr Leen Braam [1/03/23]
Climate Change Action Planning Reference Group	Cr McMillan [7/12/22]
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 Wilson</i>) [1/02/23] <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 Liz McMillan	Pendarves Reserve	Cr Lynette Lovett
Chertsey Reserve	Cr Lynette Lovett	Rakaia Reserve	Cr Lynette Lovett
Dorie Reserve	Cr Lynette Lovett	Ruapuna Reserve	TBC after by-election
Ealing Reserve	Cr Richard Wilson	Seafeld Reserve	Cr Lynette Lovett
Greenstreet Reserve	Cr Carolyn Cameron	Tinwald Reserve	Cr Phill Hooper
Highbank Reserve	Cr Liz McMillan	Lagmhor Westerfield Hall	Cr Leen Braam
Hinds Reserve	Cr Richard Wilson	Mayfield Hall	TBC after by-election
Mayfield Reserve	TBC after by-election	Mt Hutt Memorial Hall	TBC after by-election

Methven Reserve	Cr Liz McMillan	Rakaia Hall	Cr Lynette Lovett
Mt Somers Reserve	Cr Leen Braam	Tinwald Hall	Cr Carolyn Cameron

Environment Canterbury River Rating Districts

Ashburton Hinds Drainage	Cr Richard Wilson	Lower Rakaia River	Mayor Neil Brown
Ashburton Rivers	TBC after by-election	Mt Harding Creek	Cr Liz McMillan
Ashburton Town Stopbanks	Cr Leen Braam	Rakaia Double Hill	Cr Liz McMillan
Cleardale (Rakaia Gorge)	Cr Liz McMillan	Staveley Stormwater Channel	TBC after by-election
Dry Creek	Cr Liz McMillan	Upper Hinds River	Cr Richard Wilson
Lower Hinds River	Cr Wilson		

Appendix two – Council policies

Policy	Date of adoption	Review schedule	Purpose
Appointment and Remuneration of Directors of Council Organisations	2020	2025	Outlines Council's approach to appointment and remuneration of directors appointed to companies by Council.
Asset Disposal Policy	2020	2025	Ensures disposal of Council assets achieves value for money and is conducted in an efficient, fair and transparent manner.
Backflow Prevention Policy	2021	2026	Outlines Council's responsibility to ensure that measures are in place to mitigate the risk of backflow contamination and to provide guidance and a pragmatic approach to providing water supply backflow prevention devices within the Ashburton drinking water supply network operated by Council.
Civic Art Collection Management	2021	2026	Sets out acquisition and maintenance of Council's civic art collection.
Climate Change Policy	2022	2025	Intended as a guide for the actions and decisions of Council in relation to climate change.
Close Circuit Television (CCTV)	2021	2026	Outlines how Council operates CCTV cameras and the use of images obtained from CCTV footage.
Communications Policy	2021	2024	Provides guidance on the communication processes used by Council and sets standards for elected members in dealing with media enquiries.
Community Engagement Policy	2021	2024	Details Council's approach to determining the significance of proposals and issues and how Council will engage with the community on decisions.
Community Grants and Funding Policy	2020	2025	Details Council's approach to distributing community grants and funding/
Community Honours and Awards Policy	2022	2025	Details awards, eligibility and the nomination and selection criteria.
Corporate Risk Policy	2019	2022	This risk management policy provides the context and framework for how risks to ADC are to be managed.
Council Owned or Managed Rural Reserves Policy	2017	2022 (On hold)	Details the conditions for the temporary sole use of part of Council managed domains and reserves.

Policy	Date of adoption	Review schedule	Purpose
Customer Privacy Policy	2020	2025	Outlines how Council collects and uses personal information in accordance with the Privacy Act 1993.
Dangerous and Insanitary Buildings Policy	2022	2027	Details Council's approach to dealing with dangerous and insanitary buildings.
Development & Financial Contributions Policy	2021	2024	Outlines the approach used for charging of costs associated with servicing new development or connections to council infrastructure.
Dog Control Policy	2021	2026	Details requirements and conditions for dog owners.
Elderly Persons Housing Policy	2021	2024	Provides guidelines on tenant eligibility for persons wanting to live in Council-owned elderly persons housing.
Elected Members Allowances and Reimbursement	2022	2023	Sets out expense allowances for elected members.
Equal Employment Opportunities	2022	2027	Sets out Council's commitment to equal opportunities for employment.
External Appointments Policy	2022	2027	Details Council's position when requested to make Council appointments to external organisations and community groups.
Fraud & Corruption Policy	2022	2027	Provides guidance for Council officers and elected members who encounter or suspect fraud and/or corruption.
Gambling Venue Policy	2022	2025	Sets out the location and number of gaming machines permitted in Ashburton District.
Library Collection Policy	2020	2023	Sets out the criteria to be used in selecting, maintaining and withdrawing library material.
Local Alcohol Policy	2017	Under Review	Sets out guidelines for Council functions regarding liquor licensing.
Local Approved Products Policy	2019	2024	Provides the Psychoactive Substances Regulatory Authority with a local policy framework when making decisions on licence applications to sell psychoactive products in Ashburton District.
Local Government Official Information and Meetings Act 1987 Requests	2020	2023	Details Council's process and charges for responding to LGOIMA requests.
Mobility Parking Policy	2019	2024	Ensures holders of mobility permits have access to appropriate vehicle parking.

Policy	Date of adoption	Review schedule	Purpose
Naming Policy	2023	2028	Provides clarity and consistency in the naming of assets vested in Council and details the process for residents to suggest names which are of significance to the local area.
Over 80's Parking Policy	2022	2027	To enable the elderly driving community to easily access services within the Ashburton District.
Partnerships with the Private Sector	2019	2024	Details Council approach to partnerships of a business nature with the private sector.
Pressure Sewer Systems Policy	2020	2023	Detail the use of pressure sewer systems as a wastewater reticulation, the ownership of on-property equipment, responsibilities for installation and for operation and maintenance.
Procurement Policy	2020	2023	Details Council's principles and approach to procurement.
Property Holdings Policy	2017	2022 (On Hold)	Details Council's approach to properties, including Glasgow leases, freeholding residential leasehold land, leased industrial properties and rural leasehold land.
Protected Disclosures Policy	2022	2025	Sets out Council's approach to protected disclosures as per the requirements of the Protected Disclosures Act 2000.
Rates Postponement Policy	2021	2024	Outlines Council's requirements for postponing rates payments.
Rates Remission Policy	2021	2024	Details Council's approach to the provision of non-commercial community services, facilities and recreational opportunities in the district by way of rates remission.
Revenue and Financing Policy	2020	2023	Details Council's approach to funding its operating and capital expenditure, determining who pays for Council activities and on what basis, with a view to achieving the fairest funding mix for the community as a whole.
Sensitive Expenditure Policy	2021	2026	Sets guidelines around sensitive expenditure.
Smokefree Outdoor Areas	2022	2025	Designates certain areas of Ashburton District as smokefree.
Temporary Closure of Parking Spaces	2022	2025	Sets out conditions for closing restricted parking spaces for exclusive use.
Treasury Management Policy	2021	2024	Sets out procedures and guidelines to be used to safeguard Council's investments, maximise

Policy	Date of adoption	Review schedule	Purpose
			returns and minimise its risks, both in investing and its borrowing liability.
Use of Footpath for Alfresco Dining	2022	2027	Sets out the conditions that are to be met when a business within the Ashburton District wishes to make use of the footpath area in front of their premises to allow patrons to dine with or without alcohol.
Use of Pole Mounted Banners	2019	2024	Sets out the conditions for the attachment of display banners on streetlight poles.
Use of Sports Field & Domain Usage	2018	2020 On Hold until the finalisation of (Reverse Management Plan)	Ensures a consistent approach is undertaken with regard to the management, development and maintenance of Council owned or managed sports fields and domains.

Appendix three – Council bylaws

Title	Date of adoption	Review schedule	Purpose
Advertising & Signage in Public Places	2017	2027	Ensures that advertising signs are erected, maintained, and displayed in such a manner that they do not create a nuisance, cause offence or present a hazard or a danger to public safety.
Alcohol Control	2018	Under Review	Reduces the potential for alcohol-related offensive behaviour and harm, damage, disorder and crime.
Brothel Location	2021	2031	Regulates the location of brothels and minimise the potential and/or perceived community harm or offence.
Cemeteries	2017	2027	Protects the public from nuisance and to protect, promote and maintain health and safety regulating the use of cemeteries in Ashburton District.
Dog Control Bylaw	2021	2026	Sets standards of control which must be observed by dog owners, covering matters such as dogs in public places, wandering dogs, ownership of three or more dogs and nuisances caused by dogs.
Explanatory	2016	Under Review	Provides a set of provisions which are common to and form part of all Council Bylaws.
Keeping of Animals, Bees and Poultry	2016	2026	Outlines requirements for the keeping of animals, bees and poultry. The requirements are deemed necessary for the protection of neighbouring property owners.
Open Spaces	2021	2026	Protects Council's open spaces from damage or misuse and to allow for their effective management for the benefit and enjoyment of all users.
Public Places	2018	2028	Ensures public places are used in a manner that will not cause obstruction, protects the public from nuisance, and maintains public health and safety.
Solid Waste Management & Minimisation	2018	2023	Sets conditions that ensure waste is collected and disposed of in a manner that protects the health and safety of the public and the Council's employees and contractors.
Stormwater	2022	2027	Manage and regulate the land, structures, and infrastructure associated with Ashburton District Council's Stormwater Networks.
Trade Wastes	2023	2033	Controls and monitors trade waste discharges into public sewers to protect the public from nuisance,

Title	Date of adoption	Review schedule	Purpose
			protect the environment and ensure compliance with discharge consent conditions.
Trading in Public Places	2022	2032	Regulate trading in public places in order to protect the public from nuisance and to protect, promote and maintain public health and safety.
Transportation and Parking	2015	2023 Under Review	Sets controls for parking, all types of traffic and the use of the transportation network within Ashburton District, other than State Highways controlled by the New Zealand Transport Agency.
Wastewater Drainage	2021	2031	Controls and monitors trade waste discharges into public sewers.
Water Races	2019	2024	Defines Council's requirements for the protection of water races and maintenance of water quality.
Water Supply	2016	2026	Manages and protects Council's water supply systems from misuse or damage and to protect the public from nuisance.

Appendix four – Council plans and strategies

Title	Date of adoption	Purpose
Ashburton District Parking Strategy	2021	Sets out the desired outcomes for parking across our district and identifies a range of methods that can help meet our objectives.
Ashburton Airport Development Plan	2022	Contains a 30-year vision for the facility.
Ashburton Domain Development Plan	2020	Covers improvements to be undertaken over the next 30 years at the Ashburton Domain.
Ashburton Town Centre Parking Plan	2021	Sets out of plan for managing parking in the Ashburton town centre, now and in the longer term (beyond five years).
Annual Plan 2022/23	2022	Prepared in years when a Long-Term Plan is not produced. The plan details the work programme and expenditure for the coming year.
Biodiversity Action Plan	2011	Describes the voluntary commitment form the Ashburton District to protecting and enhancing biodiversity.
Climate Resilience Plan	2022	Weaves together all of the climate change projects and actions that Council is undertaking, along with plans for the next 10 years.
District Plan	2014	Describes and regulates the means in which use, development and protection of the district's natural and physical resources will be managed in the future. Plan Change 1 2017 Plan Change 2 2019 Plan Change 3 2021
Economic Development Strategy and Action Plan	2017	Framework and action plan for economic development in the district.
Financial Strategy 2021-31	2021	Outlines how we will manage our finances over the ten years of the Long-Term Plan.
Infrastructure Strategy 2021-51	2021	Looks across the next 30 years and lays out the most likely scenarios for how our critical infrastructure will be managed.
Lake Camp & Clearwater Plan	2022	Our 30-year plan for the Lake Camp and Clearwater area.
Long-Term Plan 2018-28 Volume 1 Long-Term Plan 2018-28 Volume 2	2021	A long-term strategic planning document that forecasts Council's budgets and project priorities over the coming ten years. The Long-Term Plan is prepared every three years.

Title	Date of adoption	Purpose
Open Spaces Strategy	2016	Identifies clear principles, goals, objectives and actions for open spaces within the district.
Play, Active Recreation and Sport Strategy	2022	Provides a strategy for the future of play, active recreation and sport with the Ashburton district.
Surface Water Strategy	2018	Details how surface water within the district will be safeguarded and sustainably managed.
Tinwald Domain Development Plan	2018	A working document that helps protect and enhance both the landscape and historical values of the Tinwald Domain.
Walking & Cycling Strategy	2020	Provides a framework for making walking and cycling (for transport and recreation) safer and more attractive, with the aim of increasing the number of people using the walking and cycling network.
Waste Minimisation and Management Plan	2022	Sets out our plans to minimise and manage waste in our district.

Community Strategies

Title	Date of adoption	Purpose of Community Strategic Plans
Mayfield Strategic Plan	2013	These plans identify goals and objectives that the community hopes to achieve. They also describe how local community can work together to achieve these goals over the next five to ten years.
Methven Strategic Plan	2009	
Mt Somers Strategic Plan	2003	
Rakaia Strategic Plan	2009	

Reserve Management Plans

Title	Date of adoption	Purpose of Reserve Management Plans
Ashburton Domain and Gardens Reserve Management Plan	2013	Provides for and ensures the use, enjoyment, maintenance, protection, preservation and development of the reserve.
Hinds Reserve Management Plan	2013	
Mayfield Reserve Management Plan	2012	
Methven Reserve Management Plan	2012	

Title	Date of adoption	Purpose of Reserve Management Plans
Mount Somers Reserve Management Plan	2012	
Rakaia Reserve Management Plan	2012	
Tinwald Reserve Management Plan	2011	

Activity Management Plans

Title	Purpose of Activity Management Plans
Ashburton Library	<p>These plans (adopted in 2021 in preparation of the LTP 2021-31) describe the key duties of each activity, as well as goals, performance measures, changes, key projects, standards, funding impact statements and future management for the coming ten years.</p>
Ashburton Museum	
Building Regulation	
Cemeteries	
Community Governance and Decision Making	
District Planning	
Drinking Water	
EA Networks Centre	
Economic Development	
Emergency Management	
Land Information	
Parks & Open Spaces – Part A	
Parks & Open Spaces – Part B	
Public Conveniences	
Regulatory Compliance	
Stockwater	
Stormwater	
Transportation	
Waste Reduction and Recovery	
Wastewater	