

Ashburton District Council

AGENDA

Notice of Meeting:

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

Date: Tuesday 25 July 2023

Time: 9.00am

Venue: Council Chamber

Membership

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

Meeting Timetable

Time	Item
9.00am	Council meeting commences Welcome to Te Wera King

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

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Reports

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Business Transacted with the Public Excluded

13	Council 28/06/23	PE 1
	<ul style="list-style-type: none"> Library & Civic Centre PCG 13/06/23 Section 7(2)(h) Commercial activities EPH – Friendship Lane Section 7(2)(h) Commercial activities 	
	[Now in open meeting]	
	<ul style="list-style-type: none"> Community grants 2023/24 Award of WWAT0299 – Ashburton wastewater renewals 2022/23 District Licensing Committee appointments EA Shareholder Committee appointment Appointment process for ACL Director 	
14	Audit & Risk Committee 21/06/23	PE 4
	<ul style="list-style-type: none"> Privacy breach Section 7(2)(a) Protection of privacy of natural persons Insurance Section 7(2)(h) Commercial activities EA Networks Centre Section 7(2)(h) Commercial activities Corporate Risk Register Sections 7(2)(h)&(f) Commercial / effective conduct of public affairs Health & Safety Section 7(2)(a) Protection of privacy of natural persons 	
15	Executive Committee 5/07/23	PE 5
	<ul style="list-style-type: none"> Waitaha Health Board vacancy Section 7(2)(a) Protection of privacy of natural persons 	
16	EA Networks Centre masterplan	PE 7
	Section 7(2)(h) Commercial activities	

4. Council Minutes – 28 June 2023

Minutes of the Council meeting held on Wednesday 28 June 2023, commencing at 1.00pm in the Council Chamber, 137 Havelock Street, Ashburton.

Present

Deputy Mayor Liz McMillan; Councillors Leen Braam, Carolyn Cameron, Russell Ellis, Phill Hooper, Lynette Lovett, Rob Mackle, Tony Todd and Richard Wilson.

In attendance

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

Staff present for the duration of their reports: Mark Low – *via Teams* (Strategy & Policy Manager), Richard Mabon (Senior Policy Advisor), Emily Reed (Corporate Planner), Renee Julius (Property Manager), Tania Paddock (Legal Counsel), Erin Register (Finance Manager), Mark Chamberlain (Roading Manager) and Ann Smith (Community Liaison Officer).

1 Apologies

His Worship the Mayor, Neil Brown

Sustained

2 Extraordinary Business

That pursuant to Section 46A(7) of the Local Government Official Information & Meetings Act 1987 the following item be introduced as extraordinary business and considered with the public excluded as item 25.

- ACL Director Appointment Committee Section 7(2)(a) Protection of privacy of natural persons.

Cameron/Braam

Carried

3 Declarations of Interest

Item 19 – The Deputy Mayor and Cr Ellis and Lovett each gave notice that they are members of organisations with grant applications and they will withdraw from debate and decision on this matter.

Item 10 – Cr Cameron gave notice that, as a Hekeao-Hinds Water Enhancement Trustee, she will withdraw from debate and decision on this matter.

4 Confirmation of Minutes – 17/05/23

That the minutes of the Council meeting held on 7 June 2023, be taken as read and confirmed.

Hooper/Todd

Carried

5 Methven Community Board – 12/06/23

That Council receives the minutes of the Methven Community Board meeting held on 12 June 2023.

Lovett/McMillan

Carried

- **Time restricted parking – Methven Mall**

That a 30 minute parking restriction be introduced for 5 of the 15 angle parks adjacent to the Supervalu Supermarket in Methven Mall.

Mackle/Todd

Carried

6 **Revenue & Financing Policy – Methven-Springfield drinking water**

1. **That** Council approves the Revenue and Financing Policy – Drinking Water, attached as Appendix 1.
2. **That** Council confirms that the billing frequency for the Methven-Springfield supply will be annual, on the same basis as other extraordinary residential consumers.

Braam/Ellis

Carried

7 **Adoption of the Annual Plan 2023-24**

1. **That** Council adopts the Ashburton District Council Annual Plan 2023/24.
2. **That** Council delegates to the Chief Executive the authority and responsibility to make minor editorial changes and correction of minor errors to the Annual Plan 2023/24 document.

Cameron/Lovett

Carried

8 **Setting of the Rates 2023-24**

That Council sets the following rates under the Local Government (Rating) Act 2002 on rating units in the district for the financial year commencing 1 July 2023 and ending on 30 June 2024.

All section references are to sections in the Local Government (Rating) Act 2002. All amounts are GST inclusive.

- The definition of connected and serviceable is contained in Council's Funding Impact Statement – Rating Information.
- The definition of separately used or inhabited part of a rating unit is contained in Council's Funding Impact Statement – Rating Information.
- The definition for the amenity rating area is contained within Council's Funding Impact Statement – Rating Information.

Uniform Annual General Charge (UAGC)

A uniform annual general charge of \$717.40 per separately used or inhabited part of a rating unit, set under section 15.

The Uniform Annual General Charge (UAGC) funds wholly or in part the following activities of Council:

- | | |
|------------------------------|------------------------------------|
| • Public Conveniences | • Community Safety |
| • Community Grants & Funding | • Ashburton Art Gallery and Museum |
| • Ashburton Library | • EA Networks Centre |
| • Ashburton Youth Council | • Emergency Management |
| • Council | |
- each separately used or inhabited part of a rating unit in the district.

General rate

A general rate set under section 13 of \$0.000380 per dollar of capital value on

The general rate will be used to fund either wholly or in part the following activities of Council:

- Footpaths and Cycleways
- Stormwater
- Solid Waste Management
- Emergency Management
- Environmental Health
- Cemeteries
- Stockwater Management
- Reserves and Campgrounds
- Elderly Persons Housing
- Business and Economic Development
- Ashburton Water Management Zone Committee

- District Promotion
- Community Safety
- Rural Beautification
- Urban Beautification
- Alcohol Licensing & Gambling Venue Consenting
- Animal Control
- Building Regulation
- District Planning (including land information)
- District Plan (policy and development)

Roading rate

A targeted rate for road services set under section 16 of \$0.000478 per dollar of capital value on each separately used or inhabited part of a rating unit in the district.

Water supply rates

The following differential targeted rates are set under section 16 for each water supply area listed below. In each case the differential categories are:

- a) Connected rating units
- b) Serviceable rating units

The differential targeted rates are set as a fixed amount per separately used or inhabited part of a rating unit. Rating units outside the defined water supply areas listed below, but which are nonetheless connected to a water supply scheme servicing a particular water supply area, will be charged the connected rate for that water supply area.

Water supply area	Connected	Serviceable
Ashburton urban	\$579.50	\$289.80
Lake Hood	\$579.50	\$289.80
Methven	\$579.50	\$289.80
Rakaia	\$579.50	\$289.80
Fairton	\$579.50	\$289.80
Hakatere	\$579.50	\$289.80
Hinds	\$579.50	\$289.80
Mayfield	\$579.50	\$289.80
Chertsey	\$579.50	\$289.80
Mt Somers	\$579.50	\$289.80
Dromore	\$579.50	\$289.80
Methven-Springfield	\$579.50	-

Water meters – Extraordinary supply

In addition to the above targeted rates, a targeted rate for water supply, set under section 19, will apply for:

- a) Rating units which fall outside a defined water supply area, but which are nonetheless connected to a water supply scheme servicing a water supply area (except Montalto, Lyndhurst and Barrhill); or
- b) Rating units which are used for non-residential purposes, and which are connected to a water supply scheme in a water supply area (except Montalto, Lyndhurst and Barrhill).

The rate is \$1.00 per 1,000 litres of water consumed in excess of 90 cubic metres consumed in the quarterly periods during each year. The quarterly periods are 1 July to 30 September, 1 October to 31 December, 1 January to 31 March, and 1 April to 30 June.

Water meters – Residential extraordinary supply

Defined as properties connected to the Council water supply network located in Residential D, or Rural A zones of the Ashburton District Plan; or Methven-Springfield rural water supply.

In addition to the above targeted rates, a targeted rate for water supply, set under section 19, will apply for:

- a) Rating units which fall outside a defined water supply area, but which are nonetheless connected to a water supply scheme servicing a water supply area (except Montalto, Lyndhurst and Barrhill); or
- b) Rating units which are used for non-residential purposes and which are connected to a water supply scheme in a water supply area (except Montalto, Lyndhurst and Barrhill).

The rate is \$1.00 per 1,000 litres of water consumed in excess of 438 cubic metres per annum. The period is 1 July – 30 June.

Montalto water supply rate

A targeted rate under section 16 of \$2,208.40 per rating unit in the Montalto water supply scheme, plus \$71.70 per hectare of land in the Montalto water supply scheme.

Lyndhurst water rate

A targeted rate under section 16 of \$176.60 on all rating units connected to the Lyndhurst water supply.

Barrhill village water rate

A targeted rate under section 16 of \$505.00 on all rating units within the proposed scheme boundary for the Barrhill Village water supply.

Wastewater disposal rates

The following differential targeted rates are set under section 16 for wastewater (sewage) disposal for the Ashburton urban area, Methven and Rakaia townships, and a further loan rate in the Rakaia township, as listed below. In each case the differential categories are:

- a) Connected rating units
- b) Serviceable rating units

The targeted rates are set as a fixed amount per separately used or inhabited part of a rating unit.

	Connected	Serviceable
Ashburton urban area	\$516.90	\$258.50
Methven township	\$516.90	\$258.50
Rakaia township	\$516.90	\$258.50
Rakaia loan rate township	\$169.80	\$84.90

The following additional targeted rates are set under section 16 for wastewater disposal on connected rating units within the Ashburton urban area, Methven and Rakaia townships as

listed below. These rates are set differentially based on location and the number of urinals / pans in excess of three, in each rating unit, as listed below.

	Urinal / pan charge from 4+
Ashburton urban area	\$172.30
Methven	\$172.30
Rakaia	\$172.30

Solid waste collection rates

The following rates are set under section 16 for waste collection for each area to which the service is provided as listed below. The targeted rates are set as a fixed amount per separately used or inhabited part of a rating unit.

Ashburton urban	\$274.60
Ashburton CBD (inner)	\$428.60
Methven	\$274.60
Rakaia	\$274.60
Hinds	\$274.60
Mayfield	\$274.60
Mt Somers	\$274.60
Chertsey	\$274.60
Fairton	\$274.60
Lake Clearwater	\$169.80
Rangitata Huts	\$271.10
Ashburton District extended	\$274.60

Stockwater rate

A targeted rate under section 16 on all rating units within the general stockwater scheme. The rate is to be determined in accordance with the following factors:

- A rate of \$260.00 where the total length of any stockwater races, aqueducts or water channels that pass through, along, or adjacent to, or abuts the rating unit does not exceed 246 metres in length; and
- A rate of 82 cents per metre where the total length of any stockwater races, aqueducts or water channels that pass through, along or adjacent to, or abuts the rating unit exceeds 246 metres in length; and
- A rate of \$164.00 for each pond service, pipe service, ram service, pump service, water wheel or windmill; and
- A rate of \$82.00 for each dip service or extension pump service using water for the Council's water race system.

Amenity rates

Targeted rates for amenity services under section 16 are as follows:

Ashburton CBD (inner) footpath cleaning rate

\$0.000453 per dollar on the capital value of each business rating unit within the Ashburton CBD (inner) rating area (as more particularly described by reference to the Ashburton District Council Rating Areas Map Book), for footpath services.

Ashburton urban amenity rate

\$0.000906 per dollar of capital value of each rating unit in the Ashburton urban area (as more particularly described by reference to the Ashburton District Council Rating Areas Map Book) to meet the costs of stormwater services, footpaths, and parks and open spaces.

Ashburton business amenity rate

\$0.000304 per dollar of capital value of each business rating unit within the Ashburton urban area (as more particularly described by reference to the Ashburton District Council Rating Areas Map Book) for the provision of public conveniences, and district promotion.

Methven business amenity rate

\$0.000414 per dollar on the capital value of each business rating unit within the Methven township area (as more particularly described by reference to the Ashburton District Council Rating Areas Map Book) for the purposes of public conveniences, and district promotion.

Methven amenity rate

\$0.000549 per dollar on the capital value of each rating unit within the Methven township (as more particularly described by reference to the Ashburton District Council Rating Areas Map Book) to meet the costs of stormwater services, footpaths, parks and open spaces, and reserve boards.

Rakaia business amenity rate

\$0.000324 per dollar on the capital value of each business rating unit within the Rakaia township area (as more particularly described by reference to the Ashburton District Council Rating Areas Map Book) for the provision of public conveniences, and district promotion.

Rakaia amenity rate

\$0.000665 per dollar on the capital value of every rating unit within the Rakaia township (as more particularly described by reference to the Ashburton District Council Rating Areas Map Book) to meet the costs of stormwater services, footpaths, parks and open spaces, and reserve boards.

Hinds stormwater rate

\$0.000233 per dollar on the capital value of every rating unit within the Hinds township area for the provision of stormwater services.

Rural amenity rate

\$0.000034 per dollar on the capital value of every rating unit within the rural area, for the provision of footpaths, and parks and open spaces.

Methven Community Board rate

A targeted rate to fund the Methven Community Board under section 16 of \$146.20 per rating unit within the Methven township (as more particularly described by reference to the Ashburton District Council Rating Areas Map Book).

Mt Hutt Memorial Hall rate

A targeted rate to partially fund the Mt Hutt Memorial Hall under section 16 of \$0.000067 per dollar on the capital value of each rating unit in the Methven township (as more particularly described by reference to the Ashburton District Council Rating Areas Map Book).

Due dates for payment of rates

The rates will be payable in four equal instalments due on:

- 20 August 2023
- 20 November 2023
- 20 February 2024
- 20 May 2024

Where the 20th of a month in which rates are due does not fall on a working day, rate payments will be accepted without penalty up to and including the first working day after the 20th of that month.

Due dates for payment of water meter charges – Extraordinary Supplies

That water meter charges are due on:

Quarterly period	Reading dates completed	Due date
1 July to 30 September 2023	15 October 2023	20 November 2023
1 October to 31 December 2023	15 January 2024	20 February 2024
1 January to 31 March 2024	15 April 2024	20 May 2024
1 April to 30 June 2024	15 July 2024	20 August 2024

Due dates for payment of water meter charges – Extraordinary residential supply

That water meter charges are due on:

Annual period	Reading date completed	Invoice date
1 July 2023 to 30 June 2024	15 July 2024	20 August 2024

Penalties

In accordance with sections 57 and 58, the Council authorises the Finance Manager to add the following penalties on rates unpaid by the due date.

A 10% penalty will be added to instalment balances remaining unpaid as at the following dates:

- 21 August 2023
- 21 November 2023
- 21 February 2024
- 21 May 2024

In addition, unpaid rates and charges levied prior to 30 June 2024 will attract a further 10% penalty if still unpaid as at 31 August 2024.

Lovett/Todd

Carried

9 Transportation and Parking Bylaw

1. **That** Council adopts the Transportation and Parking Bylaw 2015, attached as Appendix 1.
2. **That** Council directs officers to update the Register of Resolutions, attached as Appendix 2.

Braam/Hooper

Carried

10 Leases for Hekeao-Hinds Water Enhancement Trust

Cr Cameron withdrew from the meeting.

1. **That** Council enters into a Deed of Lease with the Hekeao / Hinds Water Enhancement Trust under section 61(2A) of the Reserves Act 1977 for Reserve 1959 on the corner of Frasers Road and Timaru Track Road, Ashburton for a term of 10 years, with two rights of renewal for a further 10 years each, for \$1 (if demanded) plus outgoings.
2. **That** Council enters into a Deed of Lease with the Hekeao / Hinds Water Enhancement Trust under section 61(2A) of the Reserves Act 1977 for Reserve 5174 on McDougalls Road, Ashburton for a term of 10 years, with two rights of renewal for a further 10 years each , for \$1 (if demanded) plus outgoings.
3. **That** Council enters into a Deed of Lease with the Hekeao / Hinds Water Enhancement Trust under section 61(2A) of the Reserves Act 1977 for Reserve 2519 on the corner of Ealing Montalto Road and Arundel Rakaia Gorge Road, Ashburton for a term of 10 years, with two rights of renewal for a further 10 years each, for \$1 (if demanded) plus outgoings.

Ellis/Hooper

Carried

11 Reserves and Memorial Hall Boards

1. **That** Council receives the report.
2. **That** Council approves the appointments submitted by each of the Boards, as detailed in this report.

Lovett/Cameron

Carried

12 Civil Defence Emergency Management appointments

That Council appoints Shirin Khosraviani as Alternate Local Controller and Alternate Local Recovery Manager, and Jim Henderson as Alternate Local Recovery Manager.

Braam/Todd

Carried

13 Bilingual Signs submission

1. **That** Council approves the submission to Waka Kotahi on the draft Land Transport Rule: Traffic Control Devices (Bilingual Signs) Amendment 2023.
2. **That** Council's submission seeks further clarification from Waka Kotahi on what consideration and research has been undertaken to show that inclusion of Te Reo on signs won't compromise safety.
3. **That** Waka Kotahi be advised that Ashburton District Council recommends the use of an alternative colour and font on the signs for Te Reo.

Hooper/Ellis

Carried

14 Standing Orders 2023

That Council adopts the 2023 Standing Orders for the conduct of its meetings and those of its committees, with the following amendments:

- i) Provisions for meetings by audio-visual link – yes.
- ii) A casting vote for chairpersons – yes.
- iii) Option B (less formal) as the default for speaking and moving motions.

Ellis/Braam

Carried

15 Code of Conduct 2023

That Council adopts the Elected Members Code of Conduct 2023.

Hooper/Braam

Carried

16 Financial Reports

That Council receives the financial variance report for May 2023.

Lovett/Todd

Carried

17 Mayor's report

• LGNZ Annual General Meeting remits

The Deputy Mayor sought an indication of Council's support or otherwise for the proposed remits:

- 1) Allocation of risk and liability in the building sector.

Support

- 2) Rates rebate

Support

- 3) Roading/Transport maintenance funding

Support

- 4) Local election accessibility

Support

- 5) Ability for co-chairs at formal meetings

Not fully supported

- 6) Parking infringement penalties

Support

- 7) Rural and regional public transport

Support

- 8) Establishing resolution service

Support

- 9) Earthquake prone buildings

Support

- 10) Kiwisaver contributions for elected members

Support

- 11) Audit NZ fees

Support

That the Mayor's report be received.

McMillan/Todd

Carried

Council adjourned from 2.30pm to 2.44pm.

Welcome to Staff

Katie Perry, People & Capability Manager introduced new staff member, Neala Bingham (Graduate Accountant).

Business transacted with the public excluded – 2.46pm

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

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
18	Council 7/06/23 • West St carpark [Now in open meeting] • Solid waste services contract	Section 7(2)(h)	Commercial activities
19	Community Grants 2023/24	Section 7(2)(h)	Commercial activities
20	Library & Civic Centre PCG 13/06/23	Section 7(2)(h)	Conduct of negotiations
21	Contract WWAT0299 – wastewater renewals 2022/23	Section 7(2)(h)	Conduct of negotiations
22	District Licensing Committee appointments	Section 7(2)(a)	Protection of privacy of natural persons
23	EA Networks Shareholder Committee appointment	Section 7(2)(a)	Protection of privacy of natural persons
24	Friendship Lane development	Section 7(2)(h)	Conduct of negotiations

Todd/Hooper

Carried

Council adjourned for afternoon tea from 2.46pm to 3.02pm.

Business transacted with the public excluded now in open meeting

• Community Grants 2023/24

1. **That** Council allocates **\$281,000** in community grants and funding 2023/24 as per the following categories:

- 1.1 Arts & Culture – Community Libraries Grant - \$15,000
- 1.2 Community Development – Agency Grant - \$73,000
- 1.3 Community Development – Community Projects Grant - \$27,000
- 1.4 Economic Development – Community Events Grant - \$20,000
- 1.5 Natural & Built Environment – Biodiversity Grant - \$70,000
- 1.6 Natural & Built Environment – Community Infrastructure Grant - \$60,000
- 1.7 Sport & Recreation – School Holiday Programme Grant - \$5,000
- 1.8 School Prize-giving - \$1,000
- 1.9 Trail Maintenance Fund - \$10,000

2. **That** Council allocates **\$20,300** for the Sport NZ Rural Travel Fund for 2022/23.

Hooper/Wilson

Carried

• Extension of contract WWAT0299 – Ashburton wastewater renewals 2022/23

1. **That** Council approves bringing forward the wastewater renewals budget of \$1,374,789 from the 2024/25 financial year to enable the full scope of works to be completed in the 2023/24 year.

2. **That** Council accepts the tender from Utilities Infrastructure NZ Ltd for the contract WWAT0299 Ashburton Wastewater Renewals 2023-2024 and awards the contract for the amount of \$3,230,546.98.

Braam/Ellis

Carried

• **District Licensing Committee appointments**

1. **That** Council appoints Carl Purcell, Martin Ferguson and Shane Epiha to the District Licensing Committee for a period of five years.
2. **That** Council recommends to the Chief Executive that Simon Moore and Merelyn Redstone be appointed as commissioners of the District Licensing Committee for a period of five years.
3. **That** Council approves a further term of five years from 15 December 2023 for existing members Tanya Surrey and Tracy McIlraith and existing commissioners Robin Kilworth, Gregory Clapp and Simon McDonnell.

Ellis/Todd

Carried

• **Electricity Ashburton Shareholder Committee appointment**

That David Ward is reappointed to the Electricity Ashburton Shareholders Committee for a further two year term to June 2025.

Todd/Lovett

Carried

• **ACL Appointments Committee**

That Council approves the Appointment Committee for the Ashburton Contracting Limited (ACL) Director recruitment process, for the upcoming vacancy, to consist of four members: the Deputy Mayor Liz McMillan, Cr Carolyn Cameron, Council's Chief Executive Hamish Riach, and ACL Board Chairman Alister Lilley.

Braam/Todd

Carried

The meeting concluded at 4.20pm.

Confirmed 25 July 2023

MAYOR

5. Audit & Risk Committee Minutes – 21/06/23

Minutes of the Audit & Risk Committee meeting held on Wednesday 21 June 2023, commencing at 1.30pm, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

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

Also present:

Councillors Phill Hooper, Lynette Lovett and Tony Todd.

In attendance

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

Staff present for the duration of their reports: Tania Paddock (Legal Counsel), Erin Register (Finance Manager), Lauretta Smith (Accountant), Katie Perry (People & Capability Manager), Julie Crahay (Safety & Wellness Lead)

1 Apologies

Councillors Leen Braam and Rob Mackle

Sustained

2 Extraordinary Business

The Chair gave notice and the Committee supported that item 7, 2021/22 Auditor Report to Council becomes business of the open meeting.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes – 10/05/23

That the minutes of the Audit & Risk Committee meeting held on 10 May 2023, be taken as read and confirmed.

Cameron/Wilson

Carried

5 Audit and Risk Committee Terms of Reference

The Committee noted that the EA Networks Centre income and expenditure reporting will now be included in the Committee's sphere of business. It was further agreed that the terms of reference should provide for other matters, as directed by Council, to be included.

Recommendation to Council

That the Council adopts the revised Terms of Reference for the Audit and Risk Committee with the inclusion of the wording '*and any other matters directed to the Committee by Council*'.

Mayor/Cameron

Carried

2021/22 Audit Report to Council

Dereck Ollsson and Peyman Momenan joined the meeting from 1.11pm to 1.40pm

- It was noted that this was the second consecutive year that had been granted an extended deadline and the audit was issued on 21 December 2022.
- A key focus of the audit was around the revaluation of Council's property, plant and equipment (PPE), including its infrastructure assets.
- The audit raised eight new recommendations, three urgent, three necessary and two beneficial.
- Audit NZ are confident that they will be able to meet the deadline for this year (31 October).
- Thanks and appreciation was extended to the management and staff for their cooperation during the audit period.

Recommendation to Council

That the Audit & Risk Committee receives the 2021/22 Audit New Zealand report to Council.

McMillan/Wilson

Carried

Business transacted with the public excluded – 1.40pm

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

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
5	Audit & Risk Committee minutes	Section 7(2)(a)	Protection of privacy of natural persons
6	Health & Safety	Section 7(2)(a)	Protection of privacy of natural persons

McMillan/Wilson

Carried

The meeting concluded at 3.49pm.

6. *New Library and Civic Building –Parking Time Restrictions*

Author *Jane Donaldson, GM Compliance and Development*
Executive Team Member *Hamish Riach, Chief Executive*

Summary

- Public parking bays have been provided along Baring Square East opposite the new library and civic building. Further on street parking is available around the building.
- The purpose of this report is for Council to set parking time restrictions to meet the needs of visitors to the building.

Recommendation

1. **That** as shown on the attached plan, Council introduces;
 - (i) a time restriction of 30 minutes for five of the angle parks opposite the new building and 60 minutes for the remaining 13 angle parks;
 - (ii) a time restriction of 10 minutes for 1 park on Havelock Street between the kerb build-out and the coach/loading zone;
 - (iii) a time restriction of 120 minutes for the five parks along Havelock Street adjacent to the new building.

Attachment

Appendix 1 Location map showing recommended parking time restrictions.

Background

1. As part of the development of the new library and civic centre, a total of 18 angled parking bays will be provided on Baring Square East for the public, but no time restrictions have been set in place for this area. It is also timely to review appropriate time restrictions around the new building.
2. Most of the parking in this general area is limited to 60 minutes, with a few 120 minute parks on Cameron Street adjacent to the church. Long term parking (180 minutes and all-day parking) is available at the West St carpark and all-day parking is available at the Cass St pay and display carpark.
3. Some off street parking (10 spaces) will be available for the public when 255 Havelock Street is demolished. This will have a 120 minute time restriction, which should suit customers who wish to stay longer than an hour.
4. Those motorists who hold mobility parking spaces and/or over 80's permits are entitled to extended time limits for standard car parks, which means for a 30 minute parking space they will be entitled to stay up to 60 minutes in total, and for a 60 minute parking space they will be entitled to stay up to 120 minutes in total. There are two mobility parks outside the church.

Options analysis

Option one – allocate a time restriction of 30 minutes for five of the angle parks in Baring Square East, 10 minutes for one park on Havelock Street and 120 minutes for five parks on Havelock Street (recommended)

5. This option endeavours to cater for those making a quick visit to the new building, including those dropping off books. The longer timeframe of 120 minutes is intended for those who wish to stay longer than an hour, notably library users. All other existing timeframes remain unchanged.

Advantages:

This ensures those looking for short term parking are more likely to be able to find a park, as well as some provision of longer stay parking.

Disadvantages:

None identified.

Risks:

There is nothing to stop people parking in P120 spaces even if they intend to stay for a much lesser time.

Option two – do not allocate time restricted parking

Advantages: No monitoring and no enforcement needed.	Disadvantages: Motorists may use the opportunity for all day parking.
Risks: There may be community frustration if people cannot easily find a park.	

Option three – allocate time restrictions that differ from those recommended

Advantages: Other possibilities are considered.	Disadvantages: None identified.
Risks: Time restrictions chosen may not meet community needs.	

Legal/policy implications

- Ashburton District Council's Transportation and Parking Bylaw allows for areas to be determined as restricted/timed parking, subject to Council resolution.

Climate change

- Climate change is not a factor in this proposal.

Strategic alignment

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural		
Social	√	Provides fair use of public parking for those visiting the new building

Financial implications

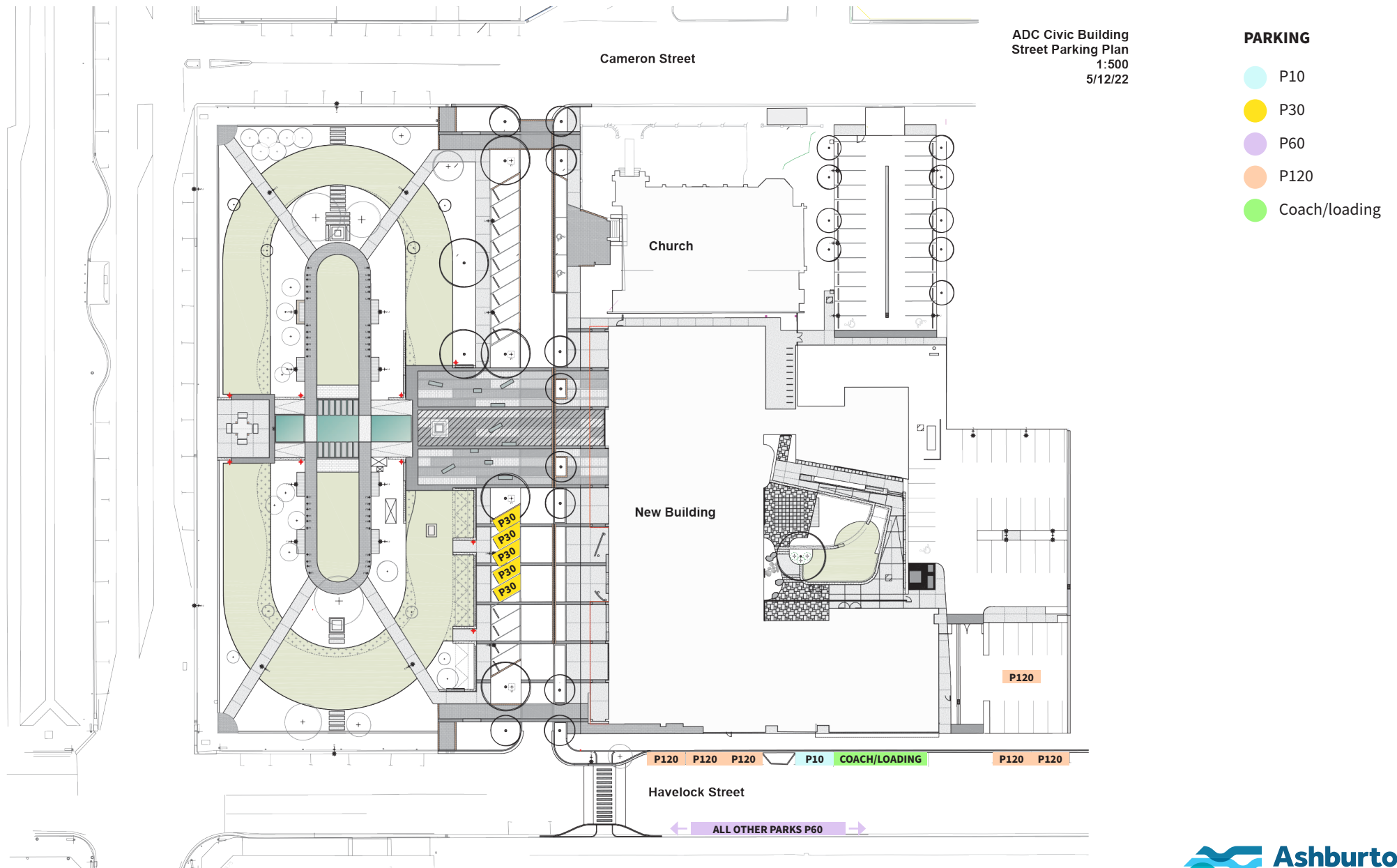
Requirement	Explanation
What is the cost?	Small cost for signage
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Roading budget
Are there any future budget implications?	Some enforcement will be required on an ongoing basis. This will be carried out by existing staff.
Reviewed by Finance	Erin Register; Finance Manager.

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	Inform – One way communication
Rationale for selecting level of engagement	This report is concerned with an administrative task to recognise the change in land use of the area, and is being considered to enable fair access to the area for those using it. Under the Transport and Parking bylaw, Council can make this decision by resolution.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

STREET CAR PARKING PLAN

ASHBURTON LIBRARY AND CIVIC CENTRE



Council

25 July 2023

7. Reserve contributions requests

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

Summary

- The purpose of this report is for Council to consider the following projects for funding from the Reserve Contributions account (collected via financial contributions from residential subdivision developers):
 - Chertsey School Playground Project \$75,000
 - Tinwald Reserve Board Disc Golf \$15,000
- Reserve Contributions are for improvements/developments of existing public open space and recreational areas, and acquiring parks and open space which will serve the people who will be housed or work in the new subdivisions or developments.
- As such, the use of reserve contribution for a playground on Ministry of Education land (not publicly owned) is not recommended by officers.

Recommendation(s)

- 1. That** Council declines to fund the Chertsey School Playground Project from the Council's reserve contributions account.
- 2. That** Council approves funding of \$15,000 from the reserve contributions account for the Tinwald Domain Disc Golf course.

Background

The current situation

1. Council requires financial contributions toward public recreation areas and open space from residential subdivision developers (further information is provided in the legal implications section below).
2. Council has received two funding requests for community projects which have been suggested could be funded from the reserve contributions account.

Applicant	Chertsey School	Tinwald Reserve Board
Summary of project	To develop a new playground at the Chertsey School for the local community	To develop a new disc golf course in the Tinwald Domain
Funds requested	\$75,000	\$15,000
Total project costs (including in-kind contributions)	\$214,000	\$25,000

Use of financial contributions

3. The use of financial contributions is guided by policy 9.3C of the District Plan. Cash contributions received from subdivisions toward the provision of open space may be used for the following purposes:
 - to purchase land for neighbourhood parks in areas where there are existing or potential deficiencies in the provision of local parks;
 - to plan, design and develop neighbourhood and District parks to a level at which they are usable and enjoyable for children's play, recreation and for visual amenity with trees, shrubs and garden plantings;
 - to obtain and develop neighbourhood walking and cycling linkages
4. Given the above purposes, officers have assessed that the Chertsey School Playground project should not be funded from reserve contributions as the land that the playground sits on is owned by the Ministry of Education and will be subject to their rules and conditions both now and in the future. Officers believe the only eligible public open space for reserve contribution funding in Chertsey is the Chertsey Domain.
5. Officers have assessed that the Tinwald Domain Disc Golf project is eligible to use reserve contributions (as Council is the administering body for the recreation reserve under the Reserves Act) should Council support this funding allocation.

Options analysis

Chertsey School Project

Option one – Council declines funding the Chertsey School Playground project from the reserve contributions account (recommended option)

6. Officers have assessed that the Chertsey School Playground project should not be funded from reserve contributions as the land that the playground sits on is owned by the Ministry of Education and public access to the playground is ultimately determined and controlled by the Ministry of Education.

Advantages: Council retains funding in the reserve contributions for future projects Consistent approach of Council to not fund projects on MoE land (eg Methven Swimming Pool, previous grant applications from schools & early childhood centres)	Disadvantages: Chertsey School continues to seek external funding for the project
Risks: Reputational risk to Council for not supporting a smaller communities project, however not precedent setting for Council with previous decisions not to fund projects on MoE land	

Option two – Council approves funding the Chertsey School Playground project from the reserve contributions account

7. This is not the recommended option and potentially opens Council up to legal challenge as the Chertsey School is not considered to be a neighbourhood or district park.

Advantages: Chertsey School would be able to proceed with the project in timely manner	Disadvantages: Potentially a precedent setting decision for Council that is inconsistent with past approaches to funding projects of MoE land
Risks: Reputational risk to Council in making inconsistent decisions.	

Tinwald Domain Disc Golf Project

Option one – Council approves funding the Tinwald Domain Disc Golf project from the reserve contributions account (recommended option)

8. This is the recommended option as the project will have District wide recreational benefits in addition to benefiting the residents of Tinwald which has experienced significant residential growth.

Advantages: Project aligns with Tinwald Domain Development Plan and Tinwald Reserve Management Plan	Disadvantages: Eligible project that doesn't meet the needs of the
Risks: Course design for the proposed Disc Golf Project needs to mitigate any potential clash with other existing Domain users.	

Tinwald Domain Disc Golf Project

Option two – Council declines funding the Tinwald Domain Disc Golf project from the reserve contributions account.

9. This would mean the Tinwald Reserve Board would need to fundraise for the installation of disc golf at Tinwald Domain.

Advantages: Retaining reserve contributions for future projects.	Disadvantages: Not approving this proposal would be inconsistent with the intent of the currently operable Reserve Management Plan as it relates to future Development.
Risks: Overriding an existing RMP could be seen as overreach by the Council – of an existing and publicly consulted document.	

Legal/policy implications

Resource Management Act 1991

10. Section 108(2)(a) of the Resource Management Act 1991 (RMA) enables Council to require a financial contribution is made as a condition of any resource consent. Section 111 provides for the use of any such cash contribution, in that Council must deal with

that money in reasonable accordance with the purposes for which the money was received.

11. The RMA deals with the presumed implicit intent of the policy, in that it requires that reserve contributions are used for the purposes for which they are collected.

District Plan

12. The District Plan outlines how Council carries out its functions under the RMA and is required by statute under section 73 of the Act. The District Plan is the appropriate mechanism for setting the framework for financial contributions associated with subdivision.
13. Through the District Plan (policy 9.3A), Council requires financial contributions toward public recreation areas and open space from residential subdivision developers. These financial contributions must be paid by the developer before Council will issue its final sign-off for the development under section 224(c) of the RMA.
14. The basis for financial contributions for reserves is the additional (actual or potential) demand anticipated for recreational land and open spaces as a consequence of subdivision and development. Contributions are collected at the time of subdivision so that the costs of this additional provision of open spaces (or their upgrading) necessitated by development, is met by the developer.
15. Council's ability to use these financial contributions is governed by policy 9.3C of the District Plan. Cash contributions received from subdivisions toward the provision of public open space may be used for the following purposes:

“to purchase land for neighbourhood parks in areas where there are existing or potential deficiencies in the provision of local parks;

to plan, design and develop neighbourhood and District parks to a level at which they are usable and enjoyable for children's play, recreation and for visual amenity with trees, shrubs and garden plantings;

to obtain and develop neighbourhood walking and cycling linkages”

16. The District Plan therefore requires financial contributions to be used for the provision of public open spaces and linkages that can be used by anyone without restriction. For this reason, officers have deemed the Chertsey School proposal is not eligible for financial contributions, as the project is on privately owned land which could sold at any time, or the playground could be removed at any time. Further, the playground would not always be accessible to the public, for example, during school hours, or if the School decided to exclude the general public from the school grounds.

Development & Financial Contributions Policy 2021

17. Section 2.15 of Council's [Developments & Financial Contributions Policy 2021](#) also describes how Council can use financial contributions that are provided through the subdivision process under the District Plan. Section 2.15 is consistent with Policy 9.3C of the District Plan, in that it provides for Council to use these cash contributions for the provision of open space and recreation areas, for example where there are existing or potential deficiencies, or for walking and cycling linkages.

Current Plans

18. The Tinwald Disc Golf project aligns with both of the following:
- [Tinwald Domain Development Plan](#) allows for the use of the area for disc golf as the area has been ring-fenced for gatherings and recreating.
 - [Tinwald Domain Reserve Management Plan](#) Specifically clause 12: FUTURE DEVELOPMENT It is expected the Tinwald Reserve will continue to evolve in the ways it is used and enjoyed by the Ashburton District community and by visitors to the district.

Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; Legal Counsel

Strategic alignment

19. The recommendation relates to Council's community outcome of *a district of great space and places* because the recommendation will add to the suite of community recreation assets for residents.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural	✓	Provision of quality play facilities enhances the wellbeing of our people by providing a place to meet, play, connect and be active.
Social	✓	

Financial implications

Requirement	Explanation
What is the cost?	\$15,000
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Reserve Contributions
Are there any future budget implications?	Yes – ongoing maintenance of disc golf assets once vested in Council
Reviewed by Finance	<i>Erin Register; Finance Manager</i>

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	Inform
Rationale for selecting level of engagement	The significance of the decisions is considered low as due to the level of community interest and budget involved. Community will be informed of Council's decision via the usual media channels.
Reviewed by Strategy & Policy	<i>Name; Position to be entered by reviewer</i>

25 July 2023

8. *Bike Skills Park Location*

Author	<i>Toni Durham; GM Democracy & Engagement</i>
Activity Manager	<i>Ian Soper; Open Spaces Manager</i>
Executive Team Member	<i>Hamish Riach; Chief Executive</i>

Summary

- The purpose of this report is for Council to consider a proposed location for the Bike Skills Park.
- Community service organisations within the District are keen to develop a Bike Skills Park in a central Ashburton location.
- Following two meetings with organisations interested in being involved, officers are proposing that an area in the Ashburton Domain is permitted to be developed into a Bike Skills Park by the service organisations.

Recommendation(s)

- 1. That** Council approves the development of a Bike Skills Park on the Ashburton Domain in and around the existing pump track next to the playground.
- 2. That** Council delegates the approval of the final design of the Bike Skills Park to the Group Manager; Infrastructure and Open Spaces

Attachment

Appendix 1 Site assessments

Background

Previous Council decisions

1. Through the development of the Walking and Cycling Strategy in 2020, Council received a submission from Safer Ashburton, seeking the development of a 'learn-to-ride' cycling space for the community.
2. This was included in the final plan adopted by Council as a high priority, with the intention to make progress within the first three years of the plan (by 2023).

The current situation

3. In 2022, Council was approached by service clubs seeking a community project in which they could take the lead on. An initial meeting was held later that year about the community project being a Bike Skills Park which was viewed favourably. Changes in staff meant that the project didn't proceed quickly.
4. In May 2023, officers met with service clubs and local community organisations to determine possible locations for a Bike Skills Park. This resulted in a list of nine possible sites and a list of 11 criteria from which to assess each site against, shown in appendix one.
5. The subsequent meeting in late June 2023 shortlisted the initial list to two preferred sites, being either the Ashburton Domain or EA Networks Centre.
6. Each was discussed extensively by the group, with the consensus being for a request to be made to Council for approval to develop a Bike Skills Park in and around the current pump track of the Ashburton Domain (as shown below).
7. The Ashburton Domain scored the highest against the preset criteria for the following reasons:
 - Centrally located in Ashburton meaning active transport to/from the site was a reality
 - Onsite carparking
 - Located with other facilities (including public toilets)
 - Council-owned site
 - CPTED (Crime Prevention through Environmental Design)
 - Minimal safety costs needed
 - Allowable under existing development / management plans
 - Space for future expansion
 - Strategic connection
 - Minimal susceptibility to natural hazards such as flooding)
 - Minimal site clearance / site works likely



8. It is proposed that the track could blend into the environment sympathetically and utilise the natural shade from the existing trees in a space that will not compromise the event lawn.
9. While there are parking pressures at peak times in the Domain near the playground, parking on nearby road-sides and walking through the Domain is a viable option. The level of off-street parking available is greater than other locations considered.

Interested and affected parties

10. To date, the following parties have been involved in the discussions:
 - Ashburton Rotary Club
 - Plains Rotary Club
 - Ashburton County Lions Club
 - Ashburton Lions Club
 - Safer Mid Canterbury
 - Safer Ashburton
 - ACC
 - NZ Police
 - Braided Rivers Trust
 - ADC Open Spaces team
 - ADC Roding team
11. Once a site for the Bike Skills Park has been confirmed by Council, the service clubs are likely to establish a steering group to prepare plans for the park. The funding of the park is likely to be through a mix of funds raised by service clubs, community grants and in-kind donations.
12. Council involvement in the process once the site is determined will be as supporting advisors to the group to enable the project.

13. The service clubs and organisations that design and build the skills park will have no ongoing responsibility for maintenance and replacement of the Bike Skills Park as it will be an asset vested in Council. The Bike Skills Park will need to meet the requirements of the Open Spaces team in terms of quality, durability and ongoing maintenance costs.

What do others have?

14. Bike Skills Parks are becoming increasingly popular as play and recreation assets throughout the country. In both our neighbouring districts, such additions to the community recreation spaces are proving to be popular and well utilised by a range of ages in the community. Some NZ Councils have had similar assets for many years and these are all very well used community assets. They are generally installed by community service clubs.
15. The Park will provide a space for young and/or new riders to learn the basics of road rules in a safe environment. This is especially pertinent for a predominately flat town where cycling presents is a real opportunity for growth.

Options analysis

Option one – Council approves the development of a Bike Skills Park in the Ashburton Domain (recommended option)

16. This option would see Council approve the site for a Bike Skills Park in the Ashburton Domain.
17. The final design of the Bike Skills Park would be subject to approval by the Group Manager; Infrastructure and Open Spaces to ensure that the asset meets Council requirements.

Advantages: The site is centrally located and accessible Highest scoring of the nine sites considered Aligns with the intention of the Ashburton Domain Development Plan	Disadvantages: May appear to be putting another community asset in an area where there is significant play infrastructure already in place
Risks: The Bike Skills Park is below Council standard in design and/or construction.	

Option two – Council does not approve the development of a Bike Skills Park in the Ashburton Domain

18. This option would see the group re-form and revisit the other sites considered and come back to Council with another option.

<p>Advantages:</p> <p>Council may have a perspective on the proposed site that hasn't been considered by officers or the group</p>	<p>Disadvantages:</p> <p>This could be considered to be disempowering to the group involved in getting the project to this stage</p>
<p>Risks:</p> <p>The service clubs may not support the project in another location, meaning the projects future could be in jeopardy.</p>	

Legal/policy implications

Current Plans and Strategies

19. The Bike Skills Park aligns with Council's strategic documents, including:

- [Walking and Cycling Strategy](#) has a specific action (4.1.d) to develop a learn to ride cycle track on Council land.
- [Ashburton Domain Development Plan](#) includes an expansion to the existing pump track (page 27). The Bike Skills Park would be an enhancement to what was considered in the ADDP.

Reserves Act 1977

20. The Ashburton Domain is a recreation reserve under the [Reserves Act 1977](#). Council is the administering body of this recreation reserve for the purposes of the Reserves Act.
21. Under section 53(1)(g) of the Reserves Act, Council (and its agents) can build any structures associated with, and necessary for the use of the recreation reserve for outdoor recreation.
22. Section 41 of the Reserves Act requires Council to have a reserve management plan for recreation reserves. In December 2013, Council adopted the [Ashburton Domain and Gardens Reserve Management Plan](#). Council is in the process of preparing a new Reserve Management Plan for the district's parks and reserves, including the Ashburton Domain.
23. The 2013 Domain Reserve Management Plan contains the following objectives and policies:
 - a. Objective 3 (Buildings): To provide and maintain attractive professionally designed and appropriately located buildings and structures on the Domain which improve utilisation and add to the enjoyment of the Domain by its users.

- b. Policy 11.3.1: Any building, structure or surface shall only be established on the Domain where it is in accordance with, or helps promote, the purpose of the Domain, being recreation, unless otherwise provided for in this Plan.
 - c. Policy 11.3.5: The design and location of any building or structure on the domain shall be subject to approval of Council, upon recommendation of the Open Spaces Manager, and shall be in keeping with any design guidelines applicable.
 - d. Objective 11 (Play Equipment): To develop and maintain areas of the Domain for children to play, providing a healthy and safe environment for playground users. To create high quality, creative, stimulating and fun playgrounds and areas that encourages children to engage in social interaction and physical activity.
24. Officers believe constructing a bike skills park in the Domain is consistent with Council's powers under the Reserves Act and consistent with the objectives and policies of the Reserve Management Act for the Domain listed above.

Resource Consent

25. It is likely that the Bike Skills Park would require a resource consent (this won't be known until the plans are finalised) officers will support the group to make this application.

Review of legal / policy implications

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

26. The recommendation relates to Council's community outcome of *a district of great space and places* because the Bike Skills Park will add to the suite of community recreation assets for residents.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Adds to the attractiveness of Ashburton District as a place to live and play.
Environmental		
Cultural	✓	Provision of quality play facilities enhances the wellbeing of our people by providing a place to meet, play, connect and be active.
Social	✓	

Financial implications

Requirement	Explanation
What is the cost?	Nil
Is there budget available in LTP / AP?	Yes – staff time supporting this project will be met from within existing budgets.
Where is the funding coming from?	Mix of general and targeted rates.
Are there any future budget implications?	Yes – once the asset is vested in Council there will be ongoing maintenance costs, these will not be known until the final design is confirmed.
Reviewed by Finance	Erin Register; Finance Manager

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium
Rationale for selecting level of significance	N/A
Level of engagement selected	1. Inform
Rationale for selecting level of engagement	The proposed location for the Bike Skills Park aligns with both the Walking and Cycling Strategy and the Ashburton Domain Development Plan, each of which underwent extensive community consultation. The community will be informed of the decision to confirm the proposed location through the usual media channels.
Reviewed by Strategy & Policy	<i>Mark Low; Strategy and Policy Manager</i>

Appendix One: Assessment of Sites

Criteria	Ashburton Domain	Argyle Park	Digby Park	EA Networks Centre	East Street Reserve	George Glassey Park	Friedlander Park	Melcombe Street	Tinwald Domain
Car parking	3	2	2	3	2	2	2	2	3
Centrally located	3	2	3	3	3	1	2	1	1
Co-location with other facilities (including public toilets)	3	3	3	3	1	2	2	1	3
Council owned site	3	3	3	3	1	3	3	3	3
CPTED	3	2	3	2	2	3	3	2	2
Cost of Safety	2	2	3	3	1	3	3	1	2
Existing leases or licenses / Res. Mgmt Plan	2	2	2	2	1	2	2	2	2
Future expansion potential	3	2	2	3	2	2	2	1	2
Strategic connection	3	1	1	3	0	1	1	1	2
Susceptibility to natural hazards (eg flooding)	3	2	3	2	2	3	3	2	2
Scale of site clearance / ground works	3	2	2	2	1	2	2	1	2
Total Possible 33	31	23	27	29	16	24	25	17	24

9. *Service Delivery Review – Economic Development*

Author	<i>Tayyaba Latif, Policy Advisor</i>
Activity Manager	<i>Mark Low, Strategy & Policy Manager</i> <i>Simon Worthington, Economic Development Manager</i>
Executive Team Member	<i>Toni Durham, GM Democracy & Engagement</i> <i>Jane Donaldson, GM Compliance & Development</i>

Summary

- The purpose of this report is for Council to consider the future service delivery of the Economic Development activity.
- Council currently delivers the Economic Development activity in-house.
- Officers recommend the status quo option with additional recommendations for improvements.

Recommendations:

1. **That** Council receives the Economic Development section 17A review, as attached in Appendix 1.
2. **That** Council continues to deliver the Economic Development service in-house.
3. **That** Progress reporting on Economic Development be done through activity briefings and six-monthly reporting on Economic Development Strategy Action Plan.
4. **That** a high-level third party desktop review of the Economic Development service delivery is recommended prior to the LTP 2027-37.
5. **That** the Long Term Plan (2024/34) include budget for a desktop service delivery review by a third party.

Attachment

Appendix 1 Section 17A Economic Development Service Delivery Review.

Background

1. The purpose of a Section 17A service delivery review is to determine whether the existing means of delivering service remains the most efficient, cost-effective, and appropriate means of service delivery.
2. To ensure service delivery remains most efficient, effective, and appropriate means of delivering service, Section 17A of the Local Government Act 2002 (*the Act*) enables local authorities to consider various options of how a service can be delivered.
3. The options might include continued service delivery by local authority, through a Council Controlled Organisation (CCO) of the local authority, through a CCO in which council is a shareholder among several other shareholders, by another local authority, or using another person or organisation.
4. Section 17A (2)(c) of the Act maintains that a service delivery review can be undertaken whenever the local authority considers it desirable, but not later than 6 years following the last review. Council is working through the second set of Section 17A reviews.
5. In April 2016, an independent and full review of Economic Development was completed by McGredy Winder & Co.

Current Situation - What the Economic Development Service does

6. Economic Development service is responsible for delivering the following activities:
 - Business & Economic Development
 - Community & Council Events
 - Welcoming communities & Workforce Development
 - Tourism (District Promotion)
7. To comply with legislation explained in paragraph 4, a high-level desktop review of the service has been undertaken by the Strategy & Policy Team in liaison with the relevant team.
8. Currently all activities within the Economic Development service are delivered in-house.

Option Analysis

9. Option one - Fully In-House (Status Quo) - Recommended

- Council continues to deliver all activities under Economic Development service in-house.
- In-house service delivery is recommended along with the following supplementary recommendations;

- i. The review further recommends that reporting on ED be done through activity briefings and six-monthly progress reporting on Economic Development Strategy Action Plan.
- ii. A high-level desktop review of the Economic Development service delivery by a third party is recommended prior to the LTP 2027-37.
- iii. Long Term Plan (2024/34) to include budget for a desktop service delivery review by a third party.

<p>Advantages:</p> <ul style="list-style-type: none"> • Appears to be the most cost-efficient and effective option. • Maintains the potential to ensure local focus. • Efficient management and accountability can be ensured. • The recommendations have the potential to achieve improved service. • Enables a focus on the delivery of the new Economic Development Strategy once adopted. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • None Identified
<p>Risks:</p> <p>Small reputational risk due to lack of public satisfaction with ongoing arrangement.</p> <p>Overall risk is LOW</p>	

10. Option two – Consider and adopt other service delivery option.

- The service delivery review in Appendix 1 provides a desktop analysis of other service delivery options.
- Service delivery by outsourcing to other local authority/authorities, through a CCO, or through another agency are feasible under the legislation. However, currently delivering Economic Development service through other options does not appear to be the most efficient, cost-effective, and appropriate means of service delivery.

<p>Advantages:</p> <ul style="list-style-type: none"> • Other options can be the most cost-efficient and effective means of service delivery. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Determining the cost-efficiency and effectiveness of other service delivery options will take time and resources. • Has the potential to lose local focus and accountability.
<p>Risks:</p> <p>Small reputational risks community might expect service deliver through other options.</p> <p>Overall risk is LOW.</p>	

Legal/policy implications

- 11.** Section 17A of the Local Government Act 2002 requires local authorities to assess “the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.”

Climate change

- 12.** The Economic Development activity has the potential to help implement Council’s Climate Resilience Plan, which mentions the development of Resilient Business Plan to support business resilience and preparedness.

Strategic alignment

- 13.** The recommendation relates to Council’s community outcome of ‘a prosperous economy based on innovation and opportunity.’

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	<ul style="list-style-type: none">• By supporting residents & the business community
Environmental	✗	
Cultural	✗	
Social	✓	<ul style="list-style-type: none">• Through delivery of the Welcoming Communities programme with the district.• By hosting community events for residents and visitors.

Financial implications

Requirement	Explanation
What is the cost?	There is no cost involved to carry out recommended option.
Is there budget available in LTP / AP?	Full budget is available. Additional budget will be required to be allocated to undertake a desktop review by third party before LTP 2027-37
Where is the funding coming from?	N/A
Are there any future budget implications?	Budget for a desktop review by third party to be included in next LTP 2024-34
Reviewed by Finance	Erin Register; Finance Manager.

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	1. Inform – One way communication
Rationale for selecting level of engagement	Community consultation is not required for undertaking a section 17A service delivery review. Council may be required to consult with the community in the event the review recommends major change in service delivery arrangement and council accepts the recommendation.
Reviewed by Strategy & Policy	Mark Low, Strategy and Policy Manager

PART ONE - CURRENT ARRANGEMENTS			
1	Name of the Team responsible for the service Economic Development	Name of Team Manager Simon Worthington	Name of Service/s under Review <ul style="list-style-type: none"> • Business & Economic Development • Community & Council Events • Welcoming Communities & Workforce Development. • Tourism (District Promotion)
2	Background	<ul style="list-style-type: none"> • The purpose of a Section 17A service delivery review is to determine whether the existing means of delivering service remains the most efficient, cost-effective, and appropriate means of service delivery. • Ashburton District Council (ADC) has been delivering Economic Development (ED) partially in-house and partially outsourced. • In the last six years, the council has delivered Welcoming Communities, Events, & Agricultural Advisory services in-house. Tourism (District Promotion) was delivered through a CCO: Experience Mid Canterbury (EMC) until 2020 and was outsourced to Christchurch NZ from February 2021 to 2024. • In November 2022, Christchurch NZ gave notice to withdraw from the district promotion contract. • In February 2023, the Council resolved to continue funding Tourism (District Promotion) at the current level of \$195,000 in the Annual Plan 2023/24 and has brought the service delivery in-house. 	
3	Description and scope of the service <i>(be consistent with LTP/AMP)</i>	<ul style="list-style-type: none"> • The purpose of the Economic Development activity is to identify and help realise economic opportunities that improve the quality of life for all residents. (LTP Vol:1¹; p103) • The council provides district promotion funding to undertake marketing of the district. (LTP Vol:2²; p118) 	
4	Rationale for service provision	Legal requirement to provide the service	<ul style="list-style-type: none"> • Local Government Act 2002

¹ https://www.ashburtondc.govt.nz/_data/assets/pdf_file/0024/39282/FINALISED-LTP-Volume-1-Web-version.pdf

² https://www.ashburtondc.govt.nz/_data/assets/pdf_file/0023/39281/FINALISED-LTP-Volume-2-Web-version.pdf

5		Community outcomes the service contributes to (LTP)	<p>Economic Wellbeing:</p> <ul style="list-style-type: none"> By supporting residents & the business community. <p>Social Wellbeing:</p> <ul style="list-style-type: none"> Through delivery of the Welcoming Communities programme within the district. By hosting community events for residents and visitors. (LTP Vol:1 p103)
6		Council policies, bylaws, strategies and plans the service contributes to	<ul style="list-style-type: none"> Long Term and Annual Plans. Annual Reports. Economic Development Strategy Draft Economic Development Strategy 2023
7	Performance	Major levels of service (LTP)	<p>To support the local economy by assisting tourism, economic and business development initiatives.</p> <ul style="list-style-type: none"> The council builds relationships and collaborates with all sectors in the business community.
8		Performance measures (LTP)	<p>This review uses 2021/2022 Annual Resident Survey³ (ARS) as the most recent available data. The Annual Resident Survey aims to assess performance measures against resident satisfaction with the council's role in economic, business and tourism development.</p> <p>Resident Satisfaction:</p> <ul style="list-style-type: none"> 87% of residents are satisfied with Council's role in Economic Development & Tourism Promotion services [ARS 21/22, p20]. 94% of residents are satisfied with the Community Event service [ARS 21/22, p19]. <p>Resident Dissatisfaction:</p> <p>Top five areas of dissatisfaction, where residents are of the opinion that ED service can be improved.</p> <ol style="list-style-type: none"> Poor management (33%), Support local and/or small businesses & business ventures (27%), Poor decision making (17%), Tangible benefits unclear to community (16%), Should not be funded by ratepayers (8%) ----[ARS21/22, p21]

³ https://www.ashburtondc.govt.nz/_data/assets/pdf_file/0018/56214/Ashburton-DC-Annual-Residents-Survey-2021-22-Final-Report.pdf

9	Performance Reporting at Council	Activity Briefings (6 weekly) Economic Development (Quarterly Report to Council)	<ul style="list-style-type: none"> Economic Development work program updates are reported to the council through six-weekly Activity Briefings. The ED team prepares a quarterly Economic Development Report for the council. <ul style="list-style-type: none"> ➤ Quarterly ED reports for council ED work program updates against existing Economic Development Strategy (EDS). ➤ Apart from reference to EDS, the updates on work program through quarterly reports are not substantially different from Activity briefings. 		
10	Finance & management	Type of governance	Council Governed and In-house operated.		
11		Funding	Council Funded <ul style="list-style-type: none"> Business & Economic Development funded 100% through General Rates. Tourism (District Promotion) funded 50% from General Rates, & 50% from targeted rates on businesses in Ashburton, Methven & Rakaia. 		
12		Method of delivery (include term of contract if currently contracted out)	Currently all services under Economic Development are being delivered in-house.		
13		Cost of providing the service	Capital Cost None	Operating Cost <u>2023/24</u> Business & Economic Development \$864,000 Tourism (District Promotion) \$262,000	Total Cost <u>2023/24</u> \$1,126,000 [Annual Plan 2023/2024 p59]
14	Services and Team Structure	Economic Development Manager (1 FTE, Permanent)	<ul style="list-style-type: none"> Lead and implement ED strategy and action plan. Lead council's ED team. 	<ul style="list-style-type: none"> Economic Development Team is currently resourced with 5 FTE employees. Meaning the Economic Development service has 1 FTE staff for each function listed. 	
		Welcoming Communities &	<ul style="list-style-type: none"> Maintain & grow WC programme. 		

		Workforce Development Advisor (1 FTE, Permanent)	<ul style="list-style-type: none"> • Refresh & lead WC Plan • Apply for & improve WC accreditation. • Manage workforce development programme 	
		Events Advisor (1 FTE, Fixed Term until 20/09/2024) This role is partly funded from Regional Events Funds.	<ul style="list-style-type: none"> • Plan, promote, & deliver civic, community, recreation events. 	
		Youth Coach (1 FTE, Fixed Term until 30/06/2025) This role is funded from the grant coming from Tranche Funding Mechanism. Ministry of Social Development in partnership with LGNZ has committed to fund for Mayor's Taskforce for Jobs.	<ul style="list-style-type: none"> • Undertakes Mayors taskforce for Jobs (MTFJ) project. • Employment coaching to support young people transition from school to work or further education. 	
		Marketing Advisor (District Promotion) Advertised. (1 FTE, Permanent)	<ul style="list-style-type: none"> • Develop & implement tourism strategy for Mid Canterbury. • Create & design marketing campaigns. 	

PART 2 - DETERMINING THE TIMEFRAME FOR A REVIEW

15	Review date	Date last review was carried out:	April 2016	Year next review is scheduled:	By June 2026
16	Is Council considering a significant change to a level of service? S17A (2) (a)	Yes <input type="checkbox"/>	Is delivery subject to legislation or binding agreement that cannot reasonably be altered within the following 2 years? S17A (3) (a)	Yes <input type="checkbox"/>	No review is required S17A (3) (a). Go to Part 4
				No <input checked="" type="checkbox"/>	Go to Question 18
		No <input checked="" type="checkbox"/>	Go to Question 17		
17	Is delivery subject to legislation or binding agreement that cannot reasonably be altered within the following 2 years? S17A (3) (a)	Yes <input type="checkbox"/>	No review is required S17A (3) (a). Go to Part 4		
		No <input checked="" type="checkbox"/>	Go to Question 18		
PART 3 – REVIEW ANALYSIS					
18	Does the cost of undertaking a review outweigh the benefits? S17A (3) (b)	What is the anticipated cost of the review?	No additional cost	Strategy and Policy Staff time	
		What is the total cost of providing the service (both operating and capital costs)?	\$ 1,126,000 AP 2023/24	Click here to enter text.	
		Is the service significant enough to trigger the Council's Community Engagement (Significance and Engagement Policy)?	Yes <input type="checkbox"/>	Click here to enter text.	
			No <input checked="" type="checkbox"/>	Depending on nature and extent of various activities within the service, Community Engagement (Significance and Engagement policy) can be triggered. E.g. Council is consulting with the community on the Draft Economic Development Strategy.	
			Is the activity more than \$250,000 direct cost? (direct expenditure excluding depreciation, funding and overhead)	Yes <input checked="" type="checkbox"/>	Click here to enter text.
No <input type="checkbox"/>	Click here to enter text.				

		Has the governance, funding or delivery of the activity been reviewed recently enough that a further review is not justified?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
		Have there been any changes to the policy and/or regulatory environment since the last review?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<p>There has been a recent change in the operating environment of this service.</p> <ul style="list-style-type: none"> • Since February 2023, all activities under ED have been moved in-house. • Currently, ED is reporting on goals and actions from the existing Economic Development Strategy. • The new Economic Development Strategy is open for consultation and is scheduled to be adopted on 23 August 2023. • With the adoption of the new Economic Development Strategy, ED will be working towards and reporting against newly set goals and actions. • With Tourism (District Promotion) moved in-house, a new full-time/permanent role of Marketing Advisor has been created and advertised for the service.
		How effective are the current arrangements?	<ul style="list-style-type: none"> • The current arrangement is relatively new with all activities within ED moved in-house. • The service with current arrangement requires time to demonstrate effectiveness against the Action Plan set in the new economic development strategy expected to be adopted in August 2023. A one-year refresh of this is planned to follow its final adoption. • As the service delivery arrangement is relatively new and will experience further transition, therefore, in three years' time, another high-level desktop analysis preferably by a third party will help provide fresh assessment on the cost-effectiveness, and administrative efficiency of the current in-house delivery arrangement for the Economic Development service. 		

			<ul style="list-style-type: none"> A third-party desktop review of the service will bring a fresh set of eyes which will be helpful in providing an independent assessment of the current in-house service delivery arrangement. 		
		Do other Local Authorities have the ability to participate in the review?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	The current scope of the review is limited to high-level desktop analysis of the service by ADC's Strategy & Policy team.
		Is the activity insignificant enough in terms of scale or (public) visibility for the review costs to outweigh the benefits?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
		In conclusion, does the cost of undertaking a review outweigh the benefits?	Yes <input type="checkbox"/>		No review is required S17A (3) (b). Go to Part 4
			No <input checked="" type="checkbox"/>		Go to Question 19
19	Are there likely to be realistic potentially beneficial options given the nature of the activity and/or the availability of alternative providers, having regard to S17A (4)	Does the service have a need for proximity to or interrelationship with core Council democratic, administrative or policy development processes?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<p>The service must have a relationship with council whether it is delivered inhouse or at arm's length (e.g. through a Council Controlled Organisation). This can change depending on the view of elected members and the delivery of the service over time (E.g. previous delivery through a CCO led to concerns from the council about efficiency and effectiveness, which led to the decision to bring the activity in-house)</p> <p>Service delivery through a mechanism like a CCO maintains a need for a close, ongoing relationship and liaison with the council, as required through the Local Government Act and via such mechanisms as a Statement of Expectations and Statement of Intent.</p>
		Will another option provide effective delivery of financial, asset and executive management or regulatory responsibilities?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The delivery of the service via establishing new entity is possible and can be enabled under the Local Government Act. This option would mean setting up a separate entity such as through a Council Controlled Organisation (CCO), including setting up an

					independent Board, Chief Executive, location, staff and systems under LGA 2002, as well as accountability mechanisms.
		Will a change in provider have capacity implications for the Council, particularly where the activity involves a statutory function?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<p>The council does not have a statutory obligation to provide this service. However, the council has a role in improving economic wellbeing under section 10 of LGA.</p> <p>Capacity implications cannot be ruled out, but the possibility can be minimised by the transfer of staff. However, the council would still require capacity to maintain relationships, accountability, and liaison via various teams within the council.</p>
		Is the service able to be delivered by another local authority or authorities?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • Current legislation does not rule out the possibility of this option. • However, outsourcing to another local authority or authorities has the potential of reducing local focus. • The cost of outsourcing is currently unknown and would need to be assessed thoroughly. Outsourcing to another local authority or authorities does not appear to be the most cost-effective and administratively efficient option.
		Is the service able to be delivered by another person or agency (central government, private sector organisation or community group?)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • The option is feasible under current legislation. • ADC contracted Christchurch NZ to deliver Tourism (District Promotion). However, the arrangement could not continue due to early termination of the contract by Christchurch NZ. • Outsourcing to another agency or organisation can have potential disadvantages like termination of contract by the contractor, lack of local understanding and challenges with maintaining local autonomy in governance and decision-making

		Is the service able to be delivered by a CCO or joint Council/CCO arrangement?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> This option is feasible under current legislation. ADC delivered Tourism (District Promotion) within ED through its previous CCO <i>Experience Mid Canterbury</i>. The budget for delivering the service through the previous CCO model was \$375,000. However, that was pre-covid and included the costs of operating two i-sites which existed at that time. The current level of funding is \$195,000 with in-house delivery since February 2023. Therefore, delivering the service through CCO is possible but could potentially require an increased level of funding to set up a CCO and make it functional. Existing funding would be applied to the establishment of this entity. Once a CCO is established and starts working only then cost-effectiveness alongside the level of service can be assessed. 		
		In conclusion, are there likely to be realistic potentially beneficial options?	Yes <input checked="" type="checkbox"/>	Go to Part 4			
			No <input type="checkbox"/>	No further review is required for up to 6 years S17A. Go to Part 4			
PART 4 – REVIEW RECOMMENDATION							
20	RECOMMENDATIONS	<ol style="list-style-type: none"> Officers recommend that the Economic Development and Tourism service continues to be delivered in-house. Reporting through Activity Briefings is recommended to be continued. Economic Development Quarterly reports are recommended to be replaced by six-monthly reporting on progress of Action Plan's implementation as prescribed in new Economic Development Strategy (to be aligned with other strategy reporting) A high-level desktop review of the Economic Development service delivery by a third party is recommended prior to the LTP 2027-37. 					

		<p>5. Long Term Plan (2024/34) to include budget for a desktop service delivery review by a third party, with the budget and delivery of reviews to be managed within the Strategy and Policy unit in partnership with the activity manager.</p>
21	REASON/S FOR RECOMMENDATION	<p>a) The reason for recommendation 1 is that the current arrangement of in-house delivery of all activities within the service is relatively new and will experience further transition with the adoption of a new economic development strategy. The current arrangement requires time to establish itself and given the opportunity to produce desired outcomes. Therefore, another desktop review in three years' time by a third party will help determine cost effectiveness and efficiency of the current arrangement.</p> <ul style="list-style-type: none"> • In-house service delivery also has potential benefits like delivering locally district focused economic development and strengthening local autonomy in governance & decision making. <p>b) The reason for recommendation 2 & 3 is that the current pattern of reporting Activity Briefings and Quarterly Reports is prone to duplication and therefore, inefficient use of staff time/resources.</p> <ul style="list-style-type: none"> • Reporting through the six-weekly Activity Briefing and Six-monthly reporting on Action Plan implementation will be consistent with council's pattern of progress reporting on service/activities. <p>c) The reason for recommendation 4 & 5</p> <ul style="list-style-type: none"> • The last full and independent review of the services was held in April 2016, since then the Economic Development have experienced various transitions like disestablishment of CCO Experience Mid-Canterbury, early termination of contract with Christchurch NZ, and the significant impacts of Covid-19. • The district now is experiencing post-Covid 19 steady recovery of economic activities. • With a new economic development strategy coming into place, it is reasonable for the service to have a review by a third party to provide a fresh and independent perspective prior to the next LTP. • A moderate additional cost will be associated with a third party review. Therefore, the budget for the review is recommended to be included in the next LTP (2024/34).

Signed by:



Group Manager

Chief Executive

10. Ashburton and Rakaia Resource Recovery Fees and Charges

Author *Justin Bloomfield, Operations and Services Officer*
 Activity Manager *Hernando Marilla, Operations Manager*
 GM Responsible *Neil McCann, Group Manager Infrastructure & Open Spaces*

Summary

- The purpose of this report is to secure approval to raise the residual waste gate fees at the Ashburton and Rakaia Resource Recovery Parks.
- The 2023/2024 fees recently approved by Council do not reflect the government's \$20 increased waste disposal levy charged per tonne and the transport cost per trip of waste sent to landfill for material disposed of at the resource recovery parks.
- Transwaste Canterbury increased transport charges effective 1 July 2021 from \$1202 to \$1296 per trip to Kate Valley landfill.
- It is therefore recommended that the residual waste fees and charges for accepting residual wastes at the Ashburton and Rakaia Resource Recovery Parks be increased to reflect the above levy and transport cost increases.
- To not do so would mean Council will not collect the 2023/2024 target income from fees.

Recommendation

- 1. That** Council approves increasing the minimum charges for residual waste at the Ashburton and Rakaia Resource Recovery Parks to account for the Government's \$20 waste levy increase, and the increase in Transwaste's transport charges to the Kate Valley landfill; and
- 2. That** effective from 1 July 2023 the following charges will apply:

Ashburton & Rakaia Resource Recovery Park fees	1 July 2023 – 30 June 2024 (approved)	1 July 2023 – 30 June 2024 (Recommended)
Residual Waste Minimum Charge (up to 40kg)	\$8.00	\$9.00
Residual Waste Minimum Charge (40 – 80kg)	\$19.00	\$23.00
Residual Waste Minimum Charge (80 – 120kg)	\$33.00	\$39.00
Residual Waste loads over 120kg (rate per tonne)	\$301.00	\$344.00

Background

1. Territorial Authorities impose refuse and recycling fees and charges in accordance with the Waste Minimisation Act 2008. The Ashburton District Council 2023/2024 Fees and Charges underwent a review and approval process earlier this year.
2. Inflation rates were included in the Long-Term Plan 2021-31 for fees and charges. These rates are based on the Local Government Price Index (LGPI), the fees and charges were increased by 4.3% this year, which better reflects the rising costs.
3. It is understood that the Ashburton and Rakaia Resource Recovery Park fees and charges have been adjusted to consider inflation related increases only. The recently adopted fees and charges are shown below (GST inclusive).

Ashburton & Rakaia Resource Recovery Park fees	1 July 2022 – 30 June 2023	1 July 2023 – 30 June 2024
Residual Waste Minimum Charge (up to 40kg)	\$7.00	\$8.00
Residual Waste Minimum Charge (40 – 80kg)	\$19.00	\$19.00
Residual Waste Minimum Charge (80 – 120kg)	\$32.00	\$33.00
Residual Waste loads over 120kg (rate per tonne)	\$289.00	\$301.00

4. From 1 July 2021, the Government progressively increased and expanded the national waste disposal levy. The levy increased as follows:

Waste types	1 July 2021	1 July 2022	1 July 2023	1 July 2024
Mixed municipal wastes from residential, commercial, and industrial sources	\$20	\$30	\$50	\$60

5. Although the waste levy increase was considered in the preparation of the 2023/2024 budget, it was not reflected in the schedule of fees and charges adopted by Council.
6. It is therefore prudent to reflect the \$20 increase in waste levy by raising the minimum charges an additional 7% on top of the 4.3% inflation adjustment already adopted.
7. In addition, Transwaste Canterbury increased their transportation charges from \$1202 to \$1296, an increase of \$94.0 per trip effective 1 July 2023. This is an additional 7.8% cost that has been imposed to dispose of waste at Kate Valley.

8. Taking into consideration inflation and an increase in waste levy and the transport costs the total fee and charges increase should therefore be 19.10 % on top of the 2022/2023 rates. The recommended new fees are as follows:

Ashburton & Rakaia Resource Recovery Park fees	1 July 2022 – 30 June 2023	1 July 2023 – 30 June 2024 (approved)	1 July 2023 – 30 June 2024 (Recommended)
Residual Waste Minimum Charge (up to 40kg)	\$7.00	\$8.00	\$9.00
Residual Waste Minimum Charge (40 – 80kg)	\$19.00	\$19.00	\$23.00
Residual Waste Minimum Charge (80 – 120kg)	\$32.00	\$33.00	\$39.00
Residual Waste loads over 120kg (rate per tonne)	\$289.00	\$301.00	\$344.00

9. If the fees and charges rates are not increased, Council will not collect and meet the targeted income by the amount of \$268,000, comprising \$200,000 due to levy increases and \$68,000 increased transport charges.
10. While it is always aimed to provide a complete and accurate schedule of charges during the annual review process, some rates can be overlooked. If any errors or omissions are identified, charges can be recalculated by reference to an appropriate underlying background, authority, or resolution.
11. Council reserves the right to vary and introduce amendments to the fees and charges at its discretion. Changes may be made during the year by resolution of Council or statutory requirement.

Options analysis

12. Option 1 - Maintain status Quo.

Option 1 is not recommended.

Advantages: No advantages are identified	Disadvantages: Council will not achieve the targeted income from fees by \$268,000
Risks: Council risks the possibility of incurring income deficiencies of approximately \$268,000	

13. Option 2 – Increase Fees and Charges to cover the Transwaste fee increase, including the increase in the waste levy.

Option 2 is recommended.

<p>Advantages:</p> <p>Council will not incur income deficiencies. Compliance with Council's Revenue and Financing Policy for Solid Waste Management</p>	<p>Disadvantages:</p> <p>Increase in fees for accepting residual waste in the gate</p>
<p>Risks:</p> <p>Changes may be made during the year by resolution of Council or statutory requirement. No operational or financial risk is identified.</p>	

Legal/policy implications

General legislative requirements

14. The following legislation, plans and standards are relevant to this decision:

- **Waste Management Act.** The Waste Minimisation Act 2008 (WMA) gives councils the responsibility to promote effective and efficient waste management and minimisation within their district. The WMA requires councils to adopt a waste management and minimisation plan, which must be reviewed every six years.
- **Local Government Act 2002.** The Local Government Act dictates that a territorial authority must, adopt a waste management plan.
- **Resource Management Act.** The RMA stipulates the duties and responsibilities of local authorities on waste management.

Council Policies

15. Council is required, under section 103 of the Local Government Act 2002, to adopt a Revenue and Financing Policy which demonstrates how operational and capital expenditure is funded or financed, including from general rates and fees and charges. This Revenue and Financing Policy must be in place for the financial year before the commencement of the Annual Plan 2023/24.
16. Under section 11.8 of Council's Revenue and Financing Policy, the operating expenditure of Council's resource recovery fees is to be 60% funded by fees and charges and 40% funded by the general rate. The proposed changes in this report to the resource recovery fees and charges are necessary to enable Council to comply with this funding split in the Policy.

Review of legal / policy implications

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

17. The recommendation primarily relates to Council's community outcome of a balanced and sustainable environment.

Wellbeing		Reasons why the recommended outcome influences this wellbeing
Economic	✓	Higher cost for the user to meet but ratepayers will not shoulder the cost of increase through rates.
Environmental	✓	General Waste will continue to be disposed of properly in a class 1 landfill.
Cultural	✓	
Social	✓	Greater waste generation leads to higher waste disposal and management costs. Residents should be made aware that generating waste has a negative net effect to the community and the well-being of individuals and families.

Financial implications

Requirement	Explanation
What is the cost?	Approximately \$268,000.00 loss in income if the recommended option is not chosen.
Is there budget available in LTP / AP?	No
Where is the funding coming from?	Income from fees and charges if recommended option is chosen.
Are there any future budget implications?	Yes.
Finance review required?	yes
Finance Sign-off	Erin Register; Finance Manager.

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Level of engagement selected	Inform – one-way communication
Rationale for selecting level of engagement	This represents an adjustment to Solid waste fees and charges to enable Council to recover the increased costs of this services according to the Revenue and Financing Policy. Council's decision will be communicated via normal channels.
Reviewed by Strategy & Policy	Mark Low, Strategy and Policy Manager

Council

25 July 2023

11. Affordable Water Reform

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

Summary

- The purpose of this report is for Council to consider it's 'Go-Live' Timing preference for when Council would transition to Entity I: Canterbury / West Coast water entity
- The National Transition Unit is seeking feedback on when Council's would like to join the water entity as currently proposed in the Water Services Amendment Bill.

Recommendation(s)

- 1. That** Council supports the establishment of Entity I: Canterbury / West Coast on 1 April 2025.

Background

The current situation

1. On 5 July 2023, members of the National Transition Unit (NTU) held a roadshow in Christchurch to update council executives on the latest water reform developments.
2. In addition to providing an update, the NTU canvassed how best to obtain feedback from Councils on their preferred go live date for the Canterbury/West Coast region.
3. It was agreed at the meeting that the National Transition Unit should write to each Council seeking their views on a preferred entity go live date.
4. In particular, the NTU is seeking a response to the following questions:
 - When would your Council ideally wish entity I to go live?
 - Are there reasons you would like to share as to why your Council favours a specific go live date?
 - Is there more than one go live date that your council feels could accommodate their needs?

Previous Council Decisions

5. Council has been opposed to three waters reform proposals and bills since the start. For context and the basis of this opposition, Council's most recent submission on the Water Services Amendment Bill can be found [here](#).
6. While this submission indicated a 1 July date would be preferable, advice received by Canterbury Chief Executives indicates that transitioning mid-way through year 1 of the Long-Term Plan may mean that the LTP can be prepared without three waters included. This would make for a more transparent Long-Term Plan 2024 – 34 and would remove the duplication of work in amending the LTP when three waters is no longer provided by Council.

Options analysis

7. Officers are cognisant of Council's elected members views to date opposing the water reform.
8. However, in preparing this report, officers have taken the view that should the water reform in its current form proceed as the legislation prescribes it, as an organisation we will need to be ready to meet these legislative obligations.
9. Therefore, the context of this report is based on the continued trajectory of the Affordable Water Reform, post the central government elections in October 2023.

Option one – Council supports an Entity I establishment date of 1 April 2025 (recommended option)

10. This option would see Council support the establishment of Entity I: Canterbury / West Coast on 1 April 2025.
11. This option would provide our directly affected staff certainty around transition to the new entity in what has been an already protracted process.
12. Under the Water Services Amendment Bill (Amendment Bill) as it currently stands, it appears that this would mean that Council would not include three waters activities into the Long-Term Plan 2024-2034. This would not be confirmed until the Amendment Bill is passed.

<p>Advantages:</p> <p>Affected Council staff would have certainty around transition to the new entity at the earliest time possible</p> <p>Council would not include three waters into the Long-Term Plan 24-34</p>	<p>Disadvantages:</p> <p>Transitioning mid-way through a financial year may create additional complications for financial / rating systems</p>
<p>Risks:</p> <p>Transitioning during a financial year may create unintended consequences which officers are unaware of.</p>	

Option two – Council supports an Entity I establishment date of 1 July 2025

13. This option would see Council support the establishment of Entity I: Canterbury / West Coast on 1 July 2025.
14. This option would mean our directly affected staff have an additional wait until transitioning to the new entity, prolonging an already protracted process.
15. Under the Water Services Amendment Bill (Amendment Bill) as it currently stands, it appears that this would mean that Council would include three waters activities into the Long-Term Plan 2024-2034 for year 1 only. This would not be confirmed until the Amendment Bill is passed.

<p>Advantages:</p> <p>Council has longer managing and operating three waters services for the community</p>	<p>Disadvantages:</p> <p>Affected staff would have a longer transition period to the new entity</p> <p>Council would include three waters in year 1 of the LTP 24-34</p>
<p>Risks:</p> <p>Our people would have a longer wait to transition to the new entity, which is potentially more disruptive for them professionally and personally</p>	

Option three – Council supports an Entity I establishment date of 1 July 2026

16. This option would see Council support the establishment of Entity I: Canterbury / West Coast on 1 July 2026.
17. This option would mean our directly affected staff have an additional wait until transitioning to the new entity, prolonging an already protracted process.
18. Under the Water Services Amendment Bill (Amendment Bill) as it currently stands, it appears that this would mean that Council would include three waters activities into the Long-Term Plan 2024-2034 for year 1 and 2 only. This would not be confirmed until the Amendment Bill is passed.

<p>Advantages:</p> <p>Council manages and operates three waters services for the community right until the legislation takes effect</p> <p>Implications of the loss of three waters would not be applied until Year 3 of the LTP?</p>	<p>Disadvantages:</p> <p>Affected staff would have a substantially longer transition period to the new entity than option 1 or 2</p> <p>Council would include three waters into years 1 and 2 of the LTP 24-34</p>
<p>Risks:</p> <p>Our people would have a longer wait to transition to the new entity, which is potentially more disruptive for them professionally and personally</p>	

Legal/policy implications

Water Services Amendment Bill 2023

19. The Water Services Entities Amendment Bill gives effect to Cabinet decisions on the water services reforms made in April and May 2023. The Bill forms part of the legislation that will reform the delivery of New Zealand's drinking water, wastewater and stormwater services.

20. The Bill includes changes to the Water Services Entities Act 2022. Key changes include:

- Establishing 10 new water services entities based on existing regional boundaries
- A staggered approach to entity 'go live' dates, with all entities going live between 1 July 2024 and 1 July 2026
- Confirming the Northland and Auckland Water Services Entity will go live on 1 July 2024
- Providing for every territorial authority to be represented on the regional representative group of their entity, together with an equal number of mana whenua representatives
- Introducing 'Community Priority Statements', which can be presented to regional representative groups by persons that have an interest in water bodies within the entity area
- A process to enable locally led, voluntary mergers of two or more entities
- Entity financing arrangements, including provision for a dedicated Water Services Funding Agency to be established as a backstop financing mechanism, if required
- Shared services arrangements, including a provision for the responsible Minister to direct entities where collaboration or a whole of sector approach is required
- Councils will continue to provide and fund water services during the extended establishment period for the entities, including transitional arrangements to be inserted in local government legislation to deal with long-term and annual planning, reporting, and rate setting obligations over this period

Climate change

21. The decision required in this report does not have any climate change implications.

Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; Legal Counsel

Strategic alignment

22. The recommendation relates to Council's community outcome of *A District of great spaces and places* and our guiding principle to *Represent the community on regional/national issues and partner with others when needed*.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	While a three waters entity is opposed by Council, should the entity be established it is expected to positively effect the economic and wellbeing of communities.
Environmental	✓	
Cultural		
Social		

Financial implications

Requirement	Explanation
What is the cost?	Minimal cost supporting any of the recommendations
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Within existing budgets
Are there any future budget implications?	Yes but these are the same regardless of which option Council prefers
Reviewed by Finance	Leanne MacDonald

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	Yes
Level of significance	High
Rationale for selecting level of significance (if different to assessment)	Not Applicable
Level of engagement selected	1. Inform
Rationale for selecting level of engagement	The three water reform conversation has been well debated in national and local media over the past two years, with Council's position unchanged since the proposal was first announced. The decision to put forward a preferred Entity I date will be communicated to the community via the usual communication channels. If finally confirmed, this change is a result of government policy. The Water Services Entities Amendment Bill legislation removes the need for Councils to follow the decision-making and

	consultation requirements of the Local Government Act relating to the establishment of the water entities.
Reviewed by Strategy & Policy	<i>Mark Low; Strategic and Policy Manager</i>

12. Councillor Reports

12.1 Deputy Mayor Liz McMillan

12.1.1 Tahekeruā / Sharplin Falls track opening

I attended the opening of the new track which is a huge credit to the Mt Somers Walkway Association who have spent many thousands of hours of volunteer work to get this new track up and running.

12.1.2 Eid celebrations with the Afghan community

This was an excellent event run by our former refugees to celebrate Eid. There were close to 80 people in attendance with delicious food and games. The men cooked and served all the food.

12.1.3 Young Farmer of the Year Grand Final event

Congratulations to all the finalists in this year's competition. It was a historic night at the Grand Final with Emma Poole becoming the first female winner in the history of the Young Farmer awards. Our own Peter O'Connor, from the Pendarves Club, came a very close second place. It was fascinating to witness the quiz live and to also see our local Agrikids Charlie Clark, Flynn Wallace and Georgia Heaven from the Mt Somers Springburn School's "Legendairsty" team on stage and winning the title of AgrikidsNZ Grand Champions. Jack Foster and James Clark, from Mount Hutt College Methven, also starred, coming in third place in the FMG Junior Young Farmers of the Year competition.

12.1.4 Safe Communities Ski safety roadshow

Together with Mt Hutt Manager James Urquhart and Dr Kate and Boots from Mt Hutt Rescue fame, we visited four schools to talk about the snow safety code before their upcoming school trips to Mt Hutt. We spoke to around 500 students from Hinds, Longbeach, Ashburton Christian and Allenton schools.

12.1.5 Meetings

In addition to the usual Council meetings and workshops I have attended the following meetings and events:

June 2023

- 8 Jun: Citizenship ceremony
- 12 Jun: MCB & Alford Forest Reserve board
- 13 Jun: PCG/site visit & Reserve management meeting - Methven
- 14 Jun: LTP workshop
- 19 Jun: Dan Gordon meeting & Zoom call with Dignity (period products)
- 22 Jun: ADC/Ecan meeting in Christchurch & Staveley ice rink opening
- 23 Jun: Tahekeruā/Sharplin Falls track opening
- 27 Jun: Ōtūwharekai meeting at Environment Canterbury & Councillor chat session at the library

- 28 Jun: Eid celebrations with Afghan community
- 29 Jun: Climate change action group zoom meeting & Wakanui school amphitheatre opening
- 30 Jun: James Meager, Simeon Brown and Simon Watts – bridge meeting

July 2023

- 1 Jul: Tinwald corridor blessing and sod turning & Matariki at the marae
- 3 Jul: C4LD update via zoom, Southern Parallel sports meeting & Ashburton Arts Society exhibition opening
- 4 Jul: Hokonui radio interview & ACL board appointments meeting (via Zoom)
- 5 Jul: Waitaha board appointments meeting
- 6 Jul: Submission to Water Services Entity bill via Zoom & Jan Cochrane's farewell
- 8 Jul: FMG Young Farmer of the year grand final in Timaru with Cr Cameron
- 12 Jul: Methven reserve board meeting
- 17 Jul: Safe Communities ski safety roadshow
- 18 Jul: Community vehicle trust meeting
- 19 Jul: LTP wellbeing workshops
- 21 Jul: C4LD update (zoom) & NZ Deerstalkers association conference dinner
- 22 Jul: Watters Cup final
- 23 Jul: NZ Rugby gift to the communities event
- 24 Jul: Safer Mid Canterbury board meeting (zoom), MCB, Waitaha Canterbury

Recommendation

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