

# Ashburton District Council

## AGENDA

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### **Notice of Meeting:**

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

**Date:** Wednesday 30 October 2024

**Time:** 1pm

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

### **Membership**

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

## Meeting Timetable

Time	Item
<b>1.00pm</b>	Council meeting commences
<b>2.50pm</b>	Welcome to new and long-serving staff
<b>3.15pm</b>	MTFJ Outward Bound – William Brown

### 1 Apologies

### 2 Extraordinary Business

### 3 Declarations of Interest

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

### Minutes

<b>4</b>	Council – 16/10/24	<b>3</b>
<b>5</b>	Methven Community Board – 21/10/24	<b>7</b>

### Reports

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<b>13</b>	2025 Schedule of Council Meetings	<b>81</b>
<b>14</b>	Financial Variance Report – September 2024	<b>87</b>

### Business Transacted with the Public Excluded

<b>15</b>	Council – 16/10/24		<b>PE 1</b>
	<ul style="list-style-type: none"> <li>• Land exchange</li> <li>• Ashburton Business Estate</li> <li>• CE Annual Review</li> </ul>	<ul style="list-style-type: none"> <li>Section 7(2)(h) Commercial activities</li> <li>Section 7(2)(h) Commercial activities</li> <li>Section 7(2)(a) Protection privacy natural persons</li> </ul>	
	[Now in open meeting]		
	<ul style="list-style-type: none"> <li>• ACL Directors Fees 2024-25</li> <li>• CE Recruitment process</li> </ul>		
<b>16</b>	People & Capability Quarterly Report	Section 7(2)(a) Protection privacy natural persons	<b>PE 4</b>
<b>17</b>	Award of Contract WATE0389 Ashburton water treatment plant upgrades	Section 7(2)(h) Commercial activities	<b>PE 12</b>

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## **4. Council Minutes – 16 October 2024**

Minutes of the Council meeting held on Wednesday 16 October 2024, commencing at 1.00pm in the Hine Paaka Council Chamber, Te Whare Whakatere, 2 Baring Square East, Ashburton.

### **Present**

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

### **In attendance**

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

Staff present for the duration of their reports: Mark Chamberlain (Roading Manager), Ann Smith (Community Liaison Officer), Femke Van der Valk (Acting Strategy & Policy Manager) and Tayyaba Latif (Policy Advisor).

### **1 Apologies**

Nil.

### **2 Extraordinary Business**

Nil.

### **3 Declarations of Interest**

Nil.

### **Presentations**

NZ Special Agricultural Trade Envoy, Hamish Marr – 1.09pm – 1.52pm.  
Business Canterbury, Kyle Charteris – 2.55pm – 3pm.

### **4 Confirmation of Minutes**

#### **- Council – 2/10/24**

**That** the minutes of the Council meeting held on 2 October 2024, be taken as read and confirmed.

Wilson/Cameron

Carried

### **5 Stockwater Transition Working Group – 26/09/24**

**That** Council receives the minutes of the Stockwater Transition Working Group meeting held on Thursday 26 September 2024.

Cameron/Wilson

Carried

## 6 Creative Communities Assessment Committee – 26/09/24

**That** Council receives the minutes of the Creative Communities Assessment Committee meeting held on Thursday 26 September 2024.

Todd/Lovett

Carried

## NZ Special Agricultural Trade Envoy

Hamish Marr spoke about his appointment to the role of NZ Special Agricultural Trade Envoy in June 2023. Working alongside Government, the advocacy role provides an independent farmer voice to government and customers off-shore, and helps to ensure NZ's agricultural system is understood by trading partners.

Hamish gave an overview of primary production in NZ, and NZ's share of the global market. He commented on the need for agility and being able to follow markets, noting that, in his view, current regulations are too tight.

## 7 Road Maintenance Contract Extension

The recommendation to extend the contract wasn't fully supported. Those opposed would like to see the market tested. Those in support of extending the contract commented on the good relationship building with the current contractor and noted that, with the budget set in the LTP, costs are known for the next two years.

**That** Council re-tenders the Road Network Maintenance and Operations contract for a five year period from 2026 to 2030.

Wilson/Mackle

Carried

A show of hands gave 5 for and 5 against

On the Mayor's casting vote, the motion was passed.

Crs Ellis, Lovett, Braam, McMillan and Todd recorded their votes against the motion

## 8 Terms of Reference – Three Waters Committee

**That** Council establishes a Three Waters Committee as a committee of Council.

Mayor/Lovett

Carried

**That** the Three Waters Committee be a committee of the whole of Council.

Cameron/Wilson

Lost

**That** Council appoints Councillors Ellis, Hooper, Lovett, McMillan and Todd to the Three Waters Committee.

McMillan/Braam

Carried

**That** Council appoints Cr Ellis as the Chair of the Three Waters Committee.

Todd/Hooper

Carried

1. **That** Council adopts the Terms of Reference for the Three Waters Committee.

2. **That** the Three Waters Committee is included into the Council LocoDelegations system.

McMillan/Braam

Carried

## Canterbury Business Award presentation

Representing Business Canterbury (Regional Chamber of Commerce), Kyley Charteris presented the Mayor with the Canterbury Trusted Certification, a reflection of how Council supports people in the organisation and in the community.

Before adjourning for afternoon tea, the Deputy Mayor took the opportunity to acknowledge the Mayor's 20 years in local government, since being first elected as a Councillor in 2004.

Council adjourned from 3.03pm to 3.21pm.

## 9 Community Trail Maintenance Fund

**That** Council allocates \$4,400 in Community Trail Maintenance funding for 2024-25 to Bike Methven.

McMillan/Braam

Carried

## 10 Canterbury Public Transport Strategy Submission

Council asked that the possibility of Ashburton becoming part of the public transport plan within the next 10 years be reflected in the submission with additional wording to that effect.

**That** Council approves the submission to the Draft Canterbury Regional Public Transport Plan 2024-35, as amended.

Ellis/McMillan

Carried

## 11 Standing Orders Amendment

**That** Council's Standing Orders, sections 2, 11 and 13, be amended to allow for members joining a meeting remotely to be counted as part of the quorum of that meeting.

Braam/Todd

Carried

## 12 Deputy Mayor's report

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

Lovett/Cameron

Carried

## 13 Mayor's report

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

Mayor/McMillan

Carried

## Business transacted with the public excluded – 3.36pm

**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:	
14	Council – 2/10/24		

	[Now in open meeting] • Te Whare Whakare final costs		
<b>15</b>	Settlement Working Group	Section 7(2)(h)	Commercial activities
<b>16</b>	ACL Directors' Remuneration	Section 7(2)(h)	Commercial activities
<b>17</b>	Land Exchange	Section 7(2)(h)	Commercial activities
<b>18</b>	Ashburton Business Estate	Section 7(2)(h)	Commercial activities
<b>19</b>	CE Annual Review	Section 7(2)(a)	Protection privacy of natural persons

Ellis/Braam

Carried

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

- **Ashburton Contracting Ltd Directors' Fees**

**That** the Ashburton Contracting Limited Directors' fees are set at \$41,000 and the Chairman's fee at \$82,000 per annum, effective from 1 November 2024.

Todd/Lovett

Carried

- **CE Appointment process**

**That** Council confirms that the project scope is Executive Recruitment (scenario 2).

Hooper/Todd

Carried

**That** Council engages Brannigans as the recruitment consultant for the upcoming Chief Executive recruitment process.

Todd/McMillan

Carried

The meeting concluded at 4.15pm.

Confirmed 16 October 2024

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MAYOR

## 5. *Methven Community Board – 21 October 2024*

Minutes of the Methven Community Board meeting held on Monday 21 October 2024, commencing at 9.00 am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

### **Present**

Mayor Neil Brown; Kelvin Holmes (Chair), Megan Fitzgerald, Allan Lock, Richie Owen and Robin Jenkinson.

### **In attendance**

Toni Durham (GM Democracy & Engagement) and Phillipa Clark (Governance Support).

#### **1 Apologies**

Cr Liz McMillan

Sustained

#### **2 Extraordinary Business**

Nil

#### **3 Declarations of Interest**

Nil.

#### **4 Confirmation of Minutes**

**That** the minutes of the Methven Community Board meeting held on 9 September 2024, be taken as read and confirmed.

Fitzgerald/Jenkinson

Carried

#### ***Matters arising***

Methven cemetery – the area of concern is on the roadside and the matter will be referred to Council's Roading Manager to look at what's causing water to pool.

#### **5 Discretionary Grant Request – Methven Arts & Growers Market**

**That** Methven Community Board allocates \$2,000 from its discretionary fund to Jennifer Lalor to establish the Methven Arts & Growers Market.

Owen/Fitzgerald

Carried

#### **6 Discretionary Grant Request – Methven & Foothills Birdsong Initiative Trust**

**That** the Methven Community Board allocates \$8,000 + GST from its discretionary fund to the Methven and Foothills Birdsong Initiative Trust for the development of a landscape concept plan.

Fitzgerald/Owen

Carried

- 7 Discretionary Grant Request – Methven Primary School Prizegiving Funding**
- That** Methven Community Board allocates \$100 from its discretionary fund to the Methven Primary School for prizegiving.
- Owen/Lock Carried
- 8 Activity Reports**
- That** the reports be received.
- Jenkinson/Owen Carried
- 8.1 Infrastructure & Open Spaces**
- **Roading**
- The Board agreed that the area around the relocated speed sign, as one of the entrances to the town, need to be tidied and maintained. The trees leading to the Ōpuke pools may need further trimming. The Board also questioned whether Open Spaces are required to mow the area around the Garden of Harmony which has become overgrown. Comment will be sought from Council’s Roothing and Open Spaces Managers.
- **CBD lighting project**
- A public meeting will be held this Thursday at 7pm in the Mt Hutt Hall. A quote has been received from EA to upgrade the power connection for in-ground, under-tree lighting (\$26k).
- **CRMs**
- The Board agreed it would be useful to have some additional detail alongside some requests if there is further work required to “complete” a request for service.
- 8.2 Democracy & Engagement**
- **Local water done well**
- The Mayor provided a brief date on the three options that Council is considering –
- 1) Status quo – but including Commerce Commission / economic regulator requirements
  - 2) CCO – in-house - still with the economic regulator
  - 3) CCO – with EA running this (EA has Commerce Commission regulation already)
- Council has ruled out partnering with other councils and will continue work through options to develop a proposal for the future service delivery.
- **2025 Board meetings**
- Dates proposed for Methven Community Board meetings in 2025 are Monday 27 January, 10 March, 14 April, 26 May, 30 June, 11 August and 22 September.
- That** the Methven Community Board meeting dates for 2025, as scheduled, be confirmed.
- Fitzgerald/Lock Carried
- **Birdsong Project – Botanic Landscape Architects Offer of Service**
- That** the Methven Community Board Chair be authorised to sign the Offer of Service on behalf of the Board.
- Jenkinson/Lock Carried



### 8.3 Compliance and Development

- **Visitor accommodation**

The Mayor commented on the report of properties being investigated as breaching visitor accommodation rules. Officers have been asked to look at anomalies with Air B&B commercial rates and whether Council has the process right.

### 8.4 Business Support

- **Finance report**

The Board's discretionary carry-over and swimming pool grant will show in the next (October 2024) income and expenditure report.

### Business transacted with the public excluded - 10.02am

**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:	
7	<b>Extraordinary business</b> - Lease agreement	Section 7(2)(h)	Commercial activities

Owen/Jenkinson

Carried

There being no resolutions passed the Board resumed in open meeting and concluded at 10.03am.

Confirmed 2 December 2024

\_\_\_\_\_  
Chairman

## 6. 2023/24 Annual Report Adoption

Author	<i>Femke van der Valk, Corporate Planner</i>
Activity Manager	<i>Mark Low, Strategy &amp; Policy Manager</i> <i>Erin Register; Finance Manager</i>
Executive Team Member	<i>Toni Durham, GM Democracy &amp; Engagement</i> <i>Tania Paddock, Acting-GM Business Support</i>

### Summary

- The purpose of this report is to recommend the adoption of the Annual Report for 2023/24.
- Audit New Zealand have audited this report and at the time of writing this report, it is anticipated that an unqualified Audit opinion will be issued. The opinion will be provided to Council as soon as it is received.

### Recommendation

1. **That** Council adopts the 2023/24 Annual Report for the Ashburton District Council.

### Attachment

**Appendix 1** 2023/24 Annual Report [\[Supplementary document\]](#)

## Background

1. Every year Council prepares an Annual Report.
2. The 2023/24 draft Annual Report shows how Council performed (including both financial and non-financial information) against the targets outlined in Year 3 of the 2021-31 Long-Term Plan. This includes the projects Council has progressed during the year, highlights and issues.
3. Council's 2023/24 Annual Report has been audited by Audit New Zealand and officers anticipate an unqualified audit opinion from Audit New Zealand.
4. An unqualified Audit opinion means that Audit New Zealand are satisfied that the 2023/24 Annual Report and summary documents fairly represent the Council and Group's financial position as at 30 June 2024, and the results of its operations and cash-flow.
5. The Council is required to adopt an Annual Report by 31 October 2024.

## Options analysis

### Option 1 – Adopt the annual report (recommended option)

6. Council is required to adopt an Annual Report by 31 October 2024. Officers recommend that the Annual Report is adopted by the Council, otherwise Council will breach this statutory deadline.

<b>Advantages:</b> <ul style="list-style-type: none"><li>• Annual Report adopted on-time to statutory timeframes</li></ul>	<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• No disadvantages</li></ul>
<b>Risks:</b> <ul style="list-style-type: none"><li>• No foreseen risks.</li></ul>	

### Option 2 – Do not adopt the draft Annual Report

7. Council could decide not to adopt the Annual Report, however, this would put Council in breach of its requirements under the Local Government Act 2002.

<b>Advantages:</b> <ul style="list-style-type: none"><li>• No advantages</li></ul>	<b>Disadvantages:</b> <ul style="list-style-type: none"><li>• Breach of statutory timeframes for adoption</li></ul>
<b>Risks:</b> <ul style="list-style-type: none"><li>• Reputational risk of Council not appearing to have its house in order</li></ul>	

## Legal/policy implications

### Legislation

8. Section 98 of the Local Government Act, 2002 requires Council to prepare and adopt an Annual Report within four months of the end of each financial year. Council's end of year is 30 June, therefore, the Council's Annual Report is required to be adopted by the end of October.

### Strategic alignment

9. The Annual Report provides transparency with the community as to our achievement towards all four community outcomes and well-beings.

Well-being		Reasons why the recommended outcome has an effect on this well-being
Economic	✓	The Annual Report provides transparency with how each activity of Council contributes towards each of the well-beings.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	The cost of auditing the Annual Report is budgeted for in the LTP Year 3.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Within existing Treasury budget (132).
Are there any future budget implications?	No
Reviewed by Finance	Leanne Macdonald, Group Manager – Business Support

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium – not significant
Rationale for selecting level of significance	N/A
Level of engagement selected	Officers will inform the community of the adoption of the Annual Report by Council.
Rationale for selecting level of engagement	There is no opportunity to consult on the Annual Report as it represents a report on Council's performance for the financial year 2023/24.
Reviewed by Strategy & Policy	Toni Durham: GM Democracy & Engagement

## 7. 2024/25 Council Funded Roothing

Author *Mark Chamberlain; Roothing Manager*  
Executive Team Member *Neil McCann: GM Infrastructure & Open Spaces*

### Summary

- The purpose of this report is to get agreement on the rooding projects for 2024/25 to be funded from Council's share of subsidised rooding that has not been matched with subsidy by NZTA as part of the 2024-27 National Land Transport Programme.
- The aim is to agree on a range of projects to match the funding available for 2024/25 which is \$2,458,000.

### Recommendation

1. **That** Council spends the Council LTP budgeted share of the reduced subsidised budget for 2024/25 (\$2,458,000), on the following work categories:
  - a) Environmental maintenance - \$350,000
  - b) Network service maintenance - \$300,000
  - c) Traffic services renewals - \$210,000
  - d) Drainage renewals - \$90,000
  - e) Footpath maintenance - \$200,000
  - f) Footpath renewal - \$90,000
  - g) Local road improvements - \$1,138,000
  - h) Road safety promotion - \$80,000.

### Attachment

- Appendix 1** 2024/25 Roothing Project List  
**Appendix 2** 2024/25 Proposed Adjusted Roothing Budgets

## Background

### The approved funding

1. The approved funding for the 2024-27 NLTP has significantly less funding for some activity classes.
2. The difference between the LTP budget and NZTA approved funding for 2024-27 is \$15,012,296.
3. For 2024/25 the Council share that is not matched with subsidy is \$2,458,000.

### Activity Classes

4. The three activities where funding approved has been significantly less than requested are:
  - Walking and cycling - 36% approved
  - LCLR improvements - 0% approved
  - Road safety promotion - 25% approved
5. Officers have compiled a list of projects across various work categories to be considered for funding.
6. Most of these fall under the three activity classes that had the reduced or zero funding although there are work categories in other activity classes to assist with the maintenance of the roading network where approved budgets are forecast to be overspent e.g. environmental maintenance because of the cost of ice gritting over the first two months of the year and network services maintenance because of the cost of the roadmarking completed across the district.
7. The projects have been given a high, medium or low priority and estimated cost.
8. The aim is to agree on a range of projects to match the funding available for 2024/25 i.e. \$2,458,000.
9. Any of the projects put forward by officers or any other projects desired by Councillors may be considered.
10. The officers' recommended projects are highlighted in the tables of Appendix 1.

### **Option one – Spend the \$2,458,000 in 2024/25 on the projects proposed by officers (recommended option)**

11. This would spend the funding on what is considered by officers to be where the need is greatest or where approved budgets are forecast to be overspent.

<b>Advantages:</b> The Council funding will be spent on the network.	<b>Disadvantages:</b> No disadvantages identified.
<b>Risks:</b> There are no risks identified to spending this funding.	

**Option two – Spend the \$2,458,000 in 2024/25 on some of the projects proposed by officers and other work supported by Council**

12. This would spend the funding on what is considered by officers to be where the need is greatest and on work supported by Council.

<b>Advantages:</b> The Council funding will be spent on the network.	<b>Disadvantages:</b> No disadvantages identified.
<b>Risks:</b> There are no risks identified to spending this funding.	

**Option three – Spend the \$2,458,000 in 2024/25 on projects supported by Council**

13. This would spend the funding on work supported by Council.

<b>Advantages:</b> The Council funding will be spent on the network.	<b>Disadvantages:</b> If the work categories proposed by officers are not funded there may be an overspend of approved subsidised
<b>Risks:</b> There are no risks identified to spending this funding.	

**Legal/policy implications**

**Revenue and Financing Policy**

14. The original funding bid and proposed options align with the Revenue and Financing Policy.

**Climate change**

15. Maintenance and construction on the roading network influences climate change due to the use and materials, equipment, etc. to carry out the work. Difficult to mitigate the effects but work with the contractor on the best type of machinery, efficient manufacture of materials, and reuse of materials.



Review of legal / policy implications	
Reviewed by In-house Counsel	Tania Paddock; Legal Counsel

## Strategic alignment

16. The recommendation relates to Council’s community outcome of *A district of great spaces and places* because of the connections that the roading network provides.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	supporting the local economy through transportation of produce to markets.
Environmental		
Cultural	✓	by connecting communities to enable business, leisure and social activities
Social	✓	providing footpaths and cycleways promotes active transport, enhancing our communities’ physical and mental health

## Financial implications

Requirement	Explanation
What is the cost?	The budget has already been included in the Long Term Plan
Is there budget available in LTP / AP?	Yes, for the reduced programme of work.
Where is the funding coming from?	Funding was approved as part of the 2024-34 Long Term Plan.
Are there any future budget implications?	Yes. With the reduced funding approved by NZTA for 2024-27 there will be a review of the Council budgets for 2025/26 and 2026/27.
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	Medium significance assessed because it will have a high interest in the short term but will be resolved and no extra funding required

	from Council. Levels of service are likely to be impacted in some areas where funding has been reduced or removed, meaning additional funding would be required if this work was to progress based on the current LTP.
Level of engagement selected	For 2024/25 Council would Inform, based on the outcomes of this report. Depending on Council decisions in year 2 and 3 Consultation may be required.
Rationale for selecting level of engagement	Consultation may be required if Council decided to maintain the level of service proposed in the LTP 2024-34 and this led to a significant rate increase to address the funding gap, or alternatively proposed a significant reduction in the level of service Council would provide.
Reviewed by Strategy & Policy	Femke van der Valk; Acting Manager Strategy & Policy

## Project List – Officer’s High Priority

Project Name	Work Category	Activity Description	Priority	Cost
Road safety community programmes	432 Road safety promotion	Undertaking of community road safety promotion programmes, CAAP, RYDA, Age Concern and SADD.	High	\$80,000
New soak pits and culverts	341 Local road improvements	Installation of new swales, soak pits, sumps, culverts to alleviate/prevent associated pavement failures.	High	\$150,000
New signs and markings	341 Local road improvements	At risk intersections, out-of-context curves, and other roading locations to have appropriate upgrades to signage and pavement markings.	High	\$250,000
Ice gritting and vegetation control	121 Environmental maintenance	Around \$640k on snow clearing, ice control and vegetation control to date and forecast another \$200K to spend.	High	\$350,000
Line marking and signs	122 Network services maintenance	Additional funding for line marking to ensure all pavement marking is completed within the district.	High	\$300,000
Concrete streetlight pole renewal	222 Traffic services renewals	Replacement of concrete streetlight poles that are in poor condition (concrete spalling) and have been assessed at end of life.	High	\$210,000

## Project List – Officer’s High Priority continued

Project Name	Work Category	Activity Description	Priority	Cost
Culvert extensions	341 Local road improvements	Extending culverts where the end of culvert and/or headwalls are near the edge of seal. Work is prioritised to be alongside future road rehabilitation programmes.	High	\$100,000
Footpath Maintenance	125 Footpath maintenance	To enable maintenance not approved for subsidy.	High	\$200,000
New Streetlight poles as part of power undergrounding	341 Local road improvements	Power poles (with streetlights attached) are replaced with frangible streetlight poles as part of EA Networks ongoing power undergrounding programme.	High	\$280,000
Springburn Bushside Rd box culvert - Resilience	341 Local road improvements	Replace existing culvert to match RDR siphon capacity	High	\$250,000

## Project List – Officer’s Medium Priority

Project Name	Work Category	Activity Description	Priority	Cost
Rural Intersection seal backs	341 Local road improvements	Seal backs at intersections a minimum 100m (where practical/applicable)	Medium	\$100,000
Footpath and Kerb & Channel Renewal	225 Footpath renewal 213 Drainage renewal	Renewal of kerb and channel and associated footpath, replacing deep dish channel with standard channel Rate - \$350/m	Medium	\$180,000
Sealed road resurfacing Rural	212 Sealed road resurfacing	Chipseal resurfacing on rural roads with seals exceeding their design life. Rate -\$45,000/km	Medium	\$450,000
Rehabilitation- Fords Rd	214 Sealed road pavement rehabilitation	Granular overlay rehabilitation of Fords Rd between Wheatstone Rd and Griffiths Rd 700m	Medium	\$200,000
Rehabilitation- Thompsons Track	214 Sealed road pavement rehabilitation	Granular overlay of Thompsons Track between Somerton Rd and Wilkinson Rd 1500m	Medium	\$550,000
Rehabilitation- Ealing Montalto Rd	214 Sealed road pavement rehabilitation	Granular overlay of Ealing Montalto Rd between Baxters Rd and Montalto Rd 1700m	Medium	\$480,000

## Project List – Officer’s Medium Priority continued

Project Name	Work Category	Activity Description	Priority	Minimum Cost
Rehabilitation- Walnut Ave Roundabout	214 Sealed road pavement rehabilitation	Mill and place AC at Oak Grove/Harrison St/Belt Rd/Walnut Ave roundabout	Medium	\$200,000
Dry Creek Nib wall - Resilience Improvements	341 Local road improvements	To prevent scour at seal edge	Medium	\$300,000
Mayfield Valetta Rd box culvert – Resilience	341 Local road improvements	Box culvert to prevent build-up of Taylor’s Stream overflow and resultant scour of road during heavy rain events.	Medium	\$300,000
Lake Clearwater road lifting – Resilience	341 Local road improvements	Raise pavement level to prevent overflow between Lake Camp and Lake Clearwater	Medium	\$50,000
Urban intersection splitter islands	341 Local road improvements	Installation of splitter islands as high crash rate urban intersections, Elizabeth St/Cross St, Walker St/Wills St and Peter St/Cass St. \$50,000 per intersection.	Medium	\$150,000

## Project List – Officer’s Low Priority

Project Name	Work Category	Activity Description	Priority	Cost
Footpath Renewal	225 Footpath renewal	Renewal of footpaths where there is standard kerb and channel Rate - \$150/m	Low	\$150,000
New Footpath and Kerb & Channel	341 Local road improvements	Installation of new footpath and kerb and channel where there is no kerb and channel Rate- \$500/m	Low	\$500,000
Sealed pavement maintenance	111 Sealed pavement maintenance	Digouts additional to those programmed with subsidised funding - Rate \$100,000 per 1000m <sup>2</sup>	Low	\$300,000
Drainage - Sealed road	113 Drainage maintenance	Removing or shaping the roadside shoulder to allow water to get off the road Rate -\$5,000/km	Low	\$200,000
Drainage - Unsealed road	113 Drainage maintenance	Removing or shaping the roadside shoulder to allow water to get off the road Rate - \$10,000/site	Low	\$200,000
Sealed road resurfacing	212 Sealed road resurfacing	Chipseal resurfacing on roads with seals older than their design life Rate -\$125,000/km	Low	\$500,000
Railway Crossing Road/Rail Improvements	341 Local road improvements	Kiwi rail improvement programme requires adjacent roading works. Pavement and surfacing renewals/repair to reshape road as required to tie-in with rail work.	Low	\$50,000

## Appendix 2

Activity Class	Work Category	Description	2024/25 LTP Budget (\$)	2024/25 NZTA Approved	Proposed Council funding allocation	2024/25 proposed adjusted Total
Operations	114	Structures maintenance	400,000	315,872	0	315,872
	121	Environmental maintenance	760,000	650,696	350,000	1,000,696
	122	Network service maintenance	860,000	881,283	300,000	1,181,283
	123	Network operations	18,000	17,057	0	17,057
	131	Rail level crossing warning devices maintenance	37,000	35,062	0	35,062
	140	Minor events	100,000	94,762	0	94,762
	151	Network and asset management	1,100,000	1,042,378	0	1,042,378
	215	Structures component replacements	250,000	410,634	0	410,634
	221	Environmental renewals	0	0	0	0
	222	Traffic services renewals	190,739	180,747	210,000	390,747
		<b>Total operations</b>	<b>3,715,739</b>	<b>3,628,491</b>	<b>860,000</b>	<b>4,488,491</b>
Pothole prevention	111	Sealed pavement maintenance	2,300,000	2,193,133	0	2,193,133
	112	Unsealed pavement maintenance	850,000	851,067	0	851,067
	113	Routine drainage maintenance	540,000	500,820	0	500,820
	211	Unsealed road metalling	1,200,000	1,178,400	500,000	1,678,400
	212	Sealed road resurfacing	3,040,000	3,044,200	0	3,044,200
	213	Drainage renewals	435,000	540,100	90,000	630,100
	214	Sealed road pavement rehabilitation	2,640,000	2,396,080	0	2,396,080
		<b>Total pothole prevention</b>	<b>11,005,000</b>	<b>10,703,800</b>	<b>590,000</b>	<b>11,293,800</b>
Walking and cycling	124	Cycle path maintenance	6,000	2,121	0	2,121
	125	Footpath maintenance	325,000	113,778	200,000	313,778
	224	Cycle path renewal	0	0	0	0
	225	Footpath renewal	683,000	216,672	90,000	306,672
		<b>Total Walking and cycling improvements</b>	<b>1,014,000</b>	<b>332,571</b>	<b>290,000</b>	<b>622,571</b>
Improvements	216	Bridge and structures renewals	0	0	0	0
		<b>Total improvements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Total</b>	<b>15,734,739</b>	<b>14,664,862</b>	<b>1,740,000</b>	<b>16,404,862</b>
Low cost low risk improvements	341	Walking and cycling improvements	400,000	0	0	0
	341	Local road improvements	1,200,000	0	1,130,000	1,130,000
		<b>Total Low cost low risk improvements</b>	<b>1,600,000</b>	<b>0</b>	<b>1,130,000</b>	<b>1,130,000</b>
Safety	432	Road safety promotion	170,000	78,000	80,000	158,000
		<b>Total Road safety promotion</b>	<b>170,000</b>	<b>78,000</b>	<b>80,000</b>	<b>158,000</b>
		<b>Grand Total</b>	<b>17,504,739</b>	<b>14,742,862</b>	<b>2,950,000</b>	<b>17,692,862</b>



## 8. *Water Services Delivery Plan 2025*

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

### Summary

- The purpose of this report is for Council to formally commence work on the Water Service Delivery Plan as expected under the Local Water Done Well work programme.
- The passing of the Local Government (Water Services Preliminary Arrangements) Act in August 2024, enacted 3 September 2024, has commenced the 12-month period for which Council has to complete the Water Services Delivery Plan.
- The Water Services Delivery Plan must be given effect to by 1 July 2028.

### Recommendations

1. **That** Council commences work on determining its future water services delivery arrangements, as required under the Local Government (Water Services Preliminary Arrangements) Act 2024.
2. **That** Council focuses its water services arrangements work on an in-house model, a single-Council CCO model and a single-Council CCO with an existing local Board-governed entity model.

### Attachment

**Appendix 1** DIA Water Services Delivery Models – Illustrative Examples  
**Appendix 2** Officer assessment of Service Delivery Models

## Background

### The History of Three Waters Reforms

1. On 3 September 2024, Central Government passed the Local Government (Water Services Preliminary Arrangements) Act, establishing the Local Water Done Well framework and starting the 12-month timeframe for local Councils to develop Water Services Delivery Plans (**WSDP**) and submit this to Central Government by 3 September 2025.
2. Following the serious campylobacter outbreak in 2016 in Havelock North and the [Government Inquiry into Havelock North Drinking Water](#), central government has considered the issues and opportunities facing the system for regulating and managing the Three Waters (drinking water, wastewater and stormwater). The result of those investigations has led to considerable reform.
3. The first stage of legislative reform was [the Taumata Arowai-the Water Services Regulator Act 2020](#). This established Taumata Arowai as a new Crown entity to regulate water services. The next legislative reform was the [Water Services Act 2021](#). That Act replaced parts of the Health Act 1956 with a stricter compliance standard, particularly for drinking water. The Government also brought in the [National Policy Statement for Freshwater Management 2020](#) under the Resource Management Act 1991 which, while more broadly aimed than three water services, has significant impact on the environmental regulation of three water service delivery.
4. Between 2020 – 2023, the Government of the time established the Three Waters Reforms Programme, which assessed various options for the future management of three waters services. This included passing legislation to enable the establishment of ten new Water Services Entities for New Zealand.
5. Following the national election, in November 2023 a new direction for water services delivery was announced – Local Water Done Well (LWDW) - and in February 2024 the Government introduced and passed legislation to repeal all legislation relating to the previous Government' water services entities.

### What is Local Water Done well?

6. A key feature of Local Water Done Well is providing councils with the flexibility to determine the optimal structure and delivery method for their water services. To support this, the Government is progressing legislation to expand the range of local government water service providers by enabling the establishment of new, financially separate water organisations.
7. These new water organisations are intended to enable enhanced access to long-term borrowing for water infrastructure – supporting infrastructure development, while

managing costs for consumers. Councils will continue to be able to deliver water services directly (such as through inhouse business units), however they will also be able to establish new water organisations that are more financially and operationally independent of councils.

8. These models also make it easier for councils (who wish to) to enter joint arrangements to achieve cost savings, improve efficiency and improve affordability. Councils will be able to design their own alternative delivery arrangements, as long as these arrangements meet the minimum requirements set out in legislation.
9. Councils will also have choices about which water services are provided through different service delivery arrangements. For example, they may wish to provide drinking water and wastewater services through a water organisation but retain stormwater services in-house.
10. If, for example, stormwater is delivered in-house, Council will still be required to comply with the new in-house requirements such as separate reporting, financial ring fencing, and oversight by the economic regulator - Commerce Commission.
11. Under Local Water Done Well, the Government has committed that water services will remain in public ownership. Councils and water organisations will not be able to privatise water services.

### **What is a Waters Services Delivery Plan?**

12. The **WSDP** is a one-off, transitional document, to establish a pathway forward to sustainability. The document must be lodged with the Department of Internal Affairs by the 3<sup>rd</sup> September 2025.
13. It can be developed by individual Council's, or jointly where groups of Council's are planning to jointly establish a water organisation.
14. The plan must include drinking water, wastewater and stormwater, however Councils have flexibility about whether to transfer stormwater into the proposed new service delivery arrangements or retain in-house.
15. The **WSDP** has no regulatory function, the Long-Term Plan continues to be Council's primary planning and accountability document with the community. The **WSDP** is expected to cover a minimum 10 year timeframe, with detailed information provided for the first three years.
16. A **WSDP** must include the following elements:
  - An assessment of three waters infrastructure
  - How much is needed to invest
  - How this will be financed and delivered through the preferred service delivery model

- How the service delivery model will:
  - Be financially sustainable
  - Meet all regulatory standards
  - Meet all water quality standards
  - Supports the Council's future growth

17. For the purpose of the **WSDP**, the key terms are defined as follows:

**Financial Sustainability** – This means revenue is sufficient to ensure long-term investment and financially able to meet all regulatory standards. This includes ring-fencing of water services, meeting an expectation of revenue sufficiency and being able to accommodate maintenance, renewals and growth.

**Financial Ring-Fencing** – This is to ensure that water revenue is spent on water services. In time, the Commerce Commission will monitor and enforce this.

**Economic Regulation** – This is intended to ensure that consumers pay efficient, cost-reflective prices for water services. That the services are delivered to an acceptable quality and that water services providers are investing sufficiently into their infrastructure.

### **Council's previous views on water reform**

18. In 2021, Council ran a survey of residents to gather public opinion on the water reforms, to help inform the stance of the Ashburton District. 504 responses were received with the following findings:

- 97% of respondents felt it was important for the community to be able to have its say on how three water services are provided;
- 64% of our respondents believe that the continued improvement of health and environmental standards in three waters from what is currently provided is important;
- 27% of respondents are prepared to pay more for higher standards, with a further 21% happy to do so if the improvements are localised, justified and/or decided upon by local representation;
- Other feedback included concerns with ability for the community to make the decision to opt in /out of the reform, the risk of the reform being made mandatory, the loss of local assets, representation and control, the complexity of the three water structure, the speed of the process to date and the future governance arrangements.

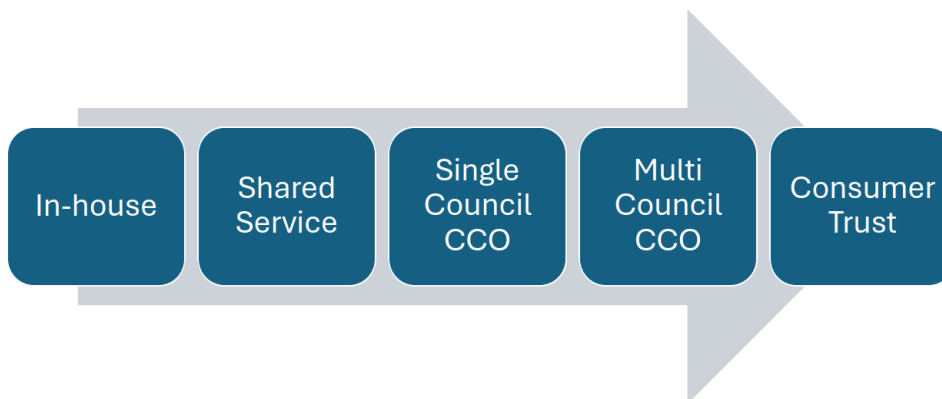
19. During the Government's development of these reforms, the Ashburton District Council sent several submissions to Government indicating its concerns. It also joined a group of 30 councils called [C4LD - Communities for Local Democracy](#), who opposed previous iterations of the reforms.

20. Throughout the water reform conversations over the past three years, Council has remained focused on ensuring:
- Local representation to advocate for, and on behalf of, local communities with any new governance structure
  - Ensuring the local voice will continue to be heard in relation to any new water service delivery model
  - Recognising that joining with other Councils to deliver water services raises uncertainty with other infrastructure networks and the risk and uncertainty of price harmonisation
  - Ensuring that the model is in the best interests of the current community while also looking to preserve options into the future

### The Current Situation

21. Ashburton District Council is now embarking on understanding what options are available to them to consider as it starts the journey to develop a **WSDP**.
22. The Local Government (Water Services Preliminary Services Arrangements) Act 2024 enables a range of Water Service delivery options for Council to consider.

### Water Service Delivery - Spectrum of Options



23. Further information about the range of options available to Council is included in Appendix One, which is a Department of Internal Affairs document.
24. To enable Council to meet the timeframes of developing a **WSDP**, officers propose that there are some options that will be politically unacceptable for Council to pursue (based on Council's previous position on water reform), therefore should be taken off the table now. This will enable Council to focus on reasonably practicable options going forward.
25. The officer assessment of reasonably practicable options has been presented in Appendix 2.

26. In summary, officers are recommending that Council investigates in detail the following water service delivery models, as they are the options most closely aligned with Council views, as outlined in point 20:

- In-house
- Single Council CCO
- Single Council CCO dove-tailed into an existing local Board-governed entity, such as with EA Networks

### **Consultation Requirement under Water Services Preliminary Arrangements Act**

27. Under the Act, it is mandatory for councils to consult on the proposed model for delivering water services.
28. Councils are required to consult on a minimum of two options with one being the in-house with additional requirements. The second option can be establishing, joining, or amending a WSCCO or a joint arrangement with other councils.
29. Council could consult on all three options if it wished to.

### **Future Legislation**

30. The government has announced that it will introduce Local Water Done Well Bill (**the Bill**) in December 2024, which is intended to be enacted in June/July 2025.
31. **The Bill** is expected to have more detailed information on in-house water services model with additional requirements as well as other service delivery options which will help supplement comparative information on options for public consultation.

### **Proposed development process and timeline**

32. The table below contains a proposed timeline for the development of the Water Services Delivery Plan. This is subject to change but provides an overview of the suggested process.

<b>Date</b>	<b>Step</b>
<b>Now - January 2025</b>	Service Delivery Models scenarios prepared
<b>February 2025</b>	Service Delivery Models decision-making
<b>March 2025</b>	Consultation on proposed Service Delivery Model
<b>April 2025</b>	Hearing and Deliberations
<b>May 2025</b>	Service Delivery option decision-making
<b>May-June 2025</b>	Water Services Delivery Plan Certification
<b>June 2025</b>	WSDP adoption by Council, then submitted to DIA

33. The discussion and decisions around the water services delivery model will be undertaken with Council and not delegated to the recently established Three Water Services Committee (whose focus is on compliance with existing regulations and the delivery of the three waters work programme).

## Options analysis

### **Option one – Council commences work on determining its future water service arrangements and focuses on three water service delivery models (recommended).**

34. This option would see Council narrow the focus of its investigative work to three water service delivery models that are in line with its previous positions on water reform, in particular ensuring that local governance and ownership are retained for current and future generations.
35. Officers propose that Council focuses its attention on the following three service delivery models:
- In-house
  - Single Council CCO
  - Single Council CCO dove-tailed into an existing local Board-governed entity, such as with EA Networks

<p><b>Advantages:</b> Signals to the community the three water services delivery models Council is considering</p> <p>Models selected align with Council’s perspective of retaining local voice and representation while preserving options for the future</p>	<p><b>Disadvantages:</b> Council may wish to consider a wider range of options</p>
<p><b>Risks:</b> Reputational risk for Council from the community of not having all the details of the models at this point in time</p>	

### **Option two – Council commences work on determining its future water service arrangements and focuses on all available water service delivery models**

36. This option would see Council not narrow down the models under consideration and undertake further work on all.

<p><b>Advantages:</b> Will keep all models on the table for more detailed comparison and analysis</p>	<p><b>Disadvantages:</b> Council will be considering models that don't align with its core focus of retaining local voice and representation</p>
<p><b>Risks:</b> Reputational risk with the community of Council possibly deciding on a model that is unpalatable.</p>	

## Legal/policy implications

### Local Government (Water Services Preliminary Arrangements) Act 2024

37. The Local Government (Water Services Preliminary Arrangements) Act 2024 establishes the Local Water Done Well framework and the preliminary arrangements for the new water services system.
38. The legislation was enacted on 2 September 2024.
39. The Act lays the foundation for a new approach to water services management and financially sustainable delivery models that meet regulatory standards.
40. Key areas included in the Act are:
  - Requirements for councils to develop Water Services Delivery Plans by 3 September 2025
  - Requirements that Plans outline future water services delivery arrangements, and for councils to commit to an implementation plan
  - Requirements for councils to include in their Plans baseline information about their water services operations, assets, revenue, expenditure, pricing, and projected capital expenditure, as well as necessary financing arrangements, as a first step towards future economic regulation
  - Streamlined consultation and decision-making processes for setting up future water services delivery arrangements
  - Provisions that enable a new, financially sustainable model for Watercare, including the appointment of a Crown monitor for the interim regulation of Watercare.
  - Interim changes to the Water Services Act, which mean the Te Mana o te Wai hierarchy of obligations in the National Policy Statement for Freshwater Management (NPS-FM) will not apply when Taumata Arowai sets wastewater standards.



## Climate change

41. The decision in this report will not in and of itself be impacted by, or have an impact on climate change. However, the three waters activities will have its impacts, and will continue to be impacted by a changing climate.

### Review of legal / policy implications

Reviewed by In-house Counsel	<i>Tania Paddock; Legal Counsel</i>
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## Strategic alignment

42. The recommendation relates to Council's all four of Council's community outcomes:

- residents are well-represented, included and have a voice;
- a district of great spaces and places;
- a prosperous economy built on innovation, opportunity and high-quality infrastructure; and
- a balanced and sustainable environment

the delivery of three waters services will have a positive impact on all aspects of the community.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Three waters services impacts on all community wellbeings.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	Uncertain
Is there budget available in LTP / AP?	Yes, by re-directing existing resource
Where is the funding coming from?	Strategy & Policy, Communications, Finance cost centres
Are there any future budget implications?	A new water services delivery model may have future budget implications, the next phase of work will ascertain this more clearly.
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	Future conversations with the community about water service delivery models will require consultation. The recommendations in this report to start the work and narrow down the possible models will be communicated to the community through the usual media channels.
Reviewed by Strategy & Policy	<i>Femke van der Valk; acting Strategy &amp; Policy Manager</i>

### Next steps

43. The proposed process shown in point 32 outlines the next steps required of Council.

## Appendix one – Overview of Water Services Delivery Models

August 2024

### LOCAL WATER DONE WELL

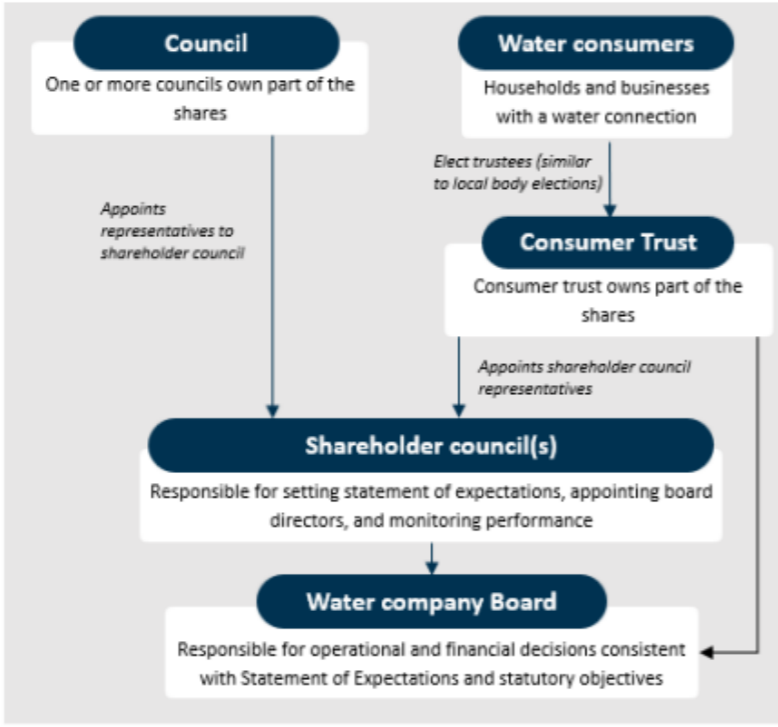
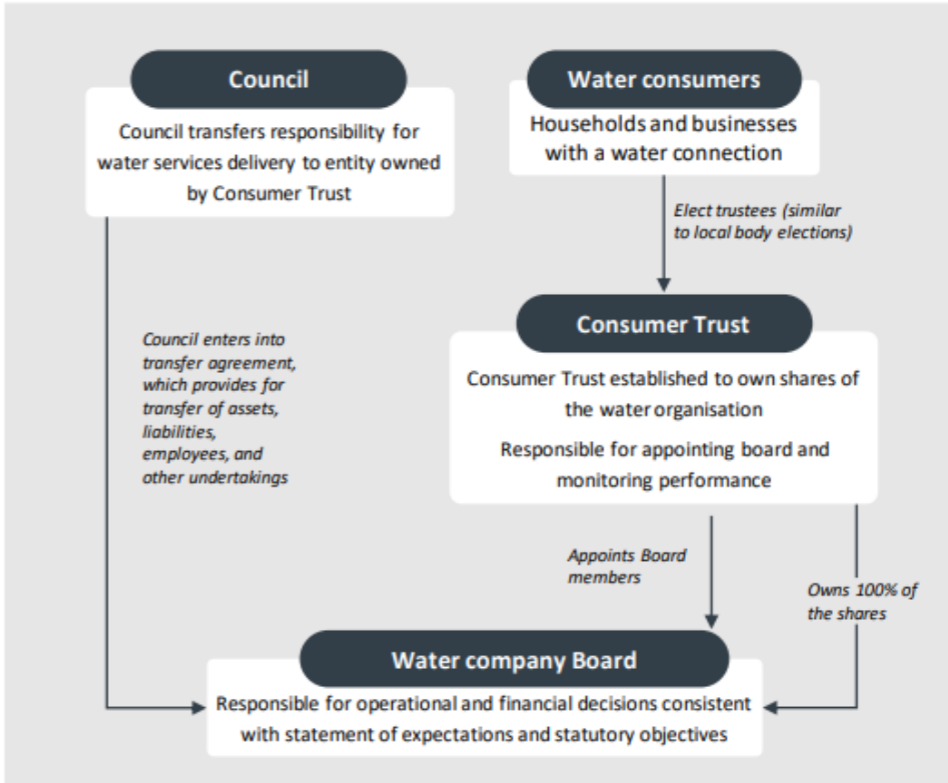
## Overview of water services delivery models – illustrative examples

This document provides an overview of the proposed water services delivery models available under Local Water Done Well. It is based on Cabinet decisions announced by the Minister of Local Government in August 2024, and is subject to change through the Parliamentary process. Further detailed information is available in the *Water services delivery models: Guidance for local authorities* available on the Department of Internal Affairs' website.



Features	Internal business unit or division of council	Single council-owned water organisation	Multi-council owned water organisation
Structure			
Ownership	<ul style="list-style-type: none"> <li>Part of council</li> <li>No new organisation is established</li> </ul>	<ul style="list-style-type: none"> <li>Limited liability company 100% owned by council</li> <li>Ownership arrangements and rights set out in constitution</li> </ul>	<ul style="list-style-type: none"> <li>Limited liability company with share allocation agreed between shareholding councils.</li> <li>Councils jointly approve Constitution</li> </ul>
Governance	<ul style="list-style-type: none"> <li>Internal business unit responsible to Council through mechanisms under the Local Government Act 2002</li> </ul>	<ul style="list-style-type: none"> <li>Council appoints and removes board members</li> <li>Governed by independent, professional directors who are responsible for all operational and financial decisions</li> </ul>	<ul style="list-style-type: none"> <li>Shareholder Council established to appoint and remove board members</li> <li>Governed by independent, professional directors who are responsible for all operational and financial decisions</li> </ul>
Strategic direction	<ul style="list-style-type: none"> <li>Council must prepare a Water Services Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Shareholding council issues Statement of Expectations</li> <li>Water organisation prepares Water Services Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Parent councils jointly issue Statement of Expectations</li> <li>Water organisation prepares Water Services Strategy</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>Council must act consistently with statutory objectives</li> <li>Water business unit reports through to council</li> <li>Council prepares separate annual reporting and audited financial statements</li> <li>Subject to economic regulation</li> </ul>	<ul style="list-style-type: none"> <li>Water organisation must act consistently with statutory objectives</li> <li>Reports regularly to shareholders on performance (e.g., quarterly)</li> <li>Must produce annual report containing audited financial statements</li> <li>Subject to economic regulation</li> </ul>	<ul style="list-style-type: none"> <li>Water organisation must act consistently with statutory objectives</li> <li>Reports regularly to shareholders on performance (e.g., quarterly)</li> <li>Must produce annual report containing audited financial statements</li> <li>Subject to economic regulation</li> </ul>
Financing	<ul style="list-style-type: none"> <li>Borrowing undertaken by council (e.g., via LGFA in most cases) with water activity groups meeting their share of financing costs</li> </ul>	<ul style="list-style-type: none"> <li>Borrowing via council or from <b>Local Government Funding Agency</b> directly supported by council guarantee or uncalled capital</li> </ul>	<ul style="list-style-type: none"> <li><b>Borrows via LGFA</b> if parent council provides guarantee and satisfies LGFA lending requirements</li> <li>Can borrow from banks and/or capital markets without council support, subject to achieving investment grade credit rating (challenging for some regions)</li> </ul>
Balance sheet treatment	<ul style="list-style-type: none"> <li>On balance sheet</li> </ul>	<ul style="list-style-type: none"> <li>On balance sheet</li> </ul>	<ul style="list-style-type: none"> <li>Contingent liability (impact on council credit rating depends on council and water organisation revenue and debt)</li> <li>Contingent liability (unlikely to impact council credit rating)</li> </ul>

Overview of water services delivery models – illustrative examples (continued)

Features	Mixed council/consumer trust owned water organisation	Consumer trust owned water organisation
Structure	 <p>The diagram shows a flow from Council and Water consumers to a Shareholder council(s), which then oversees the Water company Board. Council appoints representatives to the Shareholder council, while Water consumers elect trustees who appoint the Shareholder council. The Shareholder council is responsible for setting expectations and appointing board directors, while the Water company Board handles operational and financial decisions.</p>	 <p>The diagram shows Council transferring responsibility to a Consumer Trust, which then oversees the Water company Board. Water consumers elect trustees who establish the Consumer Trust. The Consumer Trust is responsible for appointing board members and monitoring performance, while the Water company Board handles operational and financial decisions. The Council also enters into a transfer agreement with the Consumer Trust.</p>
Ownership	<ul style="list-style-type: none"> <li>Limited liability company owned by a consumer trust, with one or more councils owning the remainder of the shares</li> <li>Ownership arrangements and rights set out in constitution and/or shareholder agreement</li> </ul>	<ul style="list-style-type: none"> <li>Limited liability company 100% owned by consumer trust</li> <li>Councils jointly approve Constitution</li> </ul>
Governance	<ul style="list-style-type: none"> <li>Council(s) and consumer trust appoint a shareholder council to appoint board directors</li> <li>Governed by independent, professional directors who are responsible for all operational and financial decisions</li> </ul>	<ul style="list-style-type: none"> <li>Trustees appoint and removes board members</li> <li>Governed by independent, professional directors who are responsible for all operational and financial decisions</li> </ul>
Strategic direction	<ul style="list-style-type: none"> <li>Shareholders agree the process for issuing a joint Statement of Expectations</li> <li>Water organisation prepares Water Services Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Trustees issue Statement of Expectations</li> <li>Water organisation prepares Water Services Strategy</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>Water organisation must act consistently with statutory objectives</li> <li>Reports regularly to shareholders on performance (e.g., quarterly)</li> <li>Must produce annual report containing audited financial statements</li> <li>Subject to economic regulation</li> </ul>	<ul style="list-style-type: none"> <li>Water organisation must act consistently with statutory objectives</li> <li>Reports regularly to shareholders on performance (e.g., quarterly)</li> <li>Must produce annual report containing audited financial statements</li> <li>Subject to economic regulation</li> </ul>
Financing	<ul style="list-style-type: none"> <li>Borrows independently of local authorities (e.g., from banks or capital markets), subject to achieving sufficient credit-quality and track record</li> <li>No council financial support to water services organisation</li> </ul>	<ul style="list-style-type: none"> <li>Borrows independently of local authorities (e.g., from banks or capital markets), subject to achieving sufficient credit-quality and track record</li> <li>No council financial support to water services organisation</li> </ul>
Balance sheet treatment	<ul style="list-style-type: none"> <li>Contingent liability (likely no impact on council credit rating)</li> </ul>	<ul style="list-style-type: none"> <li>Off balance sheet</li> </ul>

## Appendix two – Assessment of Water Services Delivery Models

	<b>In-House Business Unit</b>	<b>Council Owned Water Organisation</b>	<b>Council Owned Water Organisation with existing local Board-governed entity</b>	<b>Multi-Council Owned Water Organisation</b>	<b>Mixed Ownership/ Consumer Trust Owned Water Organisation</b>	<b>Consumer Trust Owned Water Organisation</b>
<b>Overview</b>	Enhanced status-quo, ring-fenced as separate business unit with Commerce Commission (ComCom) reporting	Wholly Council-owned separate water services organisation	Wholly Council-owned separate water services organisation dovetailed into existing Board-governed entity	Ownership shared across two or more Councils	Consumer trust part-owns the water organisation with one or more Councils owning the remainder of the shares	Wholly owned by consumer trust as a separate water organisation
<b>Advantages</b>	Retains Council governance  Minimal disruption to water services delivery  Retains local voice and leadership	Council could appoint Board (with technical expertise) and oversee performance  Access to increased LGFA funding  Retains local voice and leadership  Reporting and ComCom requirements met by entity  Minimal disruption to water services delivery  Future-proofs water services delivery	Council will appoint some representatives to the Shareholders Committee, who then appoints the Board members (with technical expertise)  No additional governance structure required  Retains local voice and leadership  Reporting and ComCom requirements met by entity  Future-proofs water services delivery	Economies of scale more likely  Access to increased LGFA funding  Reporting and ComCom requirements met by entity  May have an improved ability to attract and retain staff	Economies of scale more likely  Reporting and ComCom requirements met by entity  May have an improved ability to attract and retain staff	Reporting and ComCom requirements met by entity  Local trustees appoint directors and oversees performance, therefore local voice represented
<b>Disadvantages</b>	No access to additional LGFA funding  Not financially independent of Council  Additional annual strategy and reporting to existing local government requirements	Additional governance structure required  May require Council financial support (guarantees / uncalled capital)	Likely to require greater legal input at the outset to establish  May require Council financial support (guarantees / uncalled capital)	Reduced local voice and leadership  Potentially more disruptive to water services delivery  Council at greater arm's length from governance arrangements  May require Council financial support (guarantees / uncalled capital)	No access to increased LGFA funding (at this stage)  Reduced local voice and leadership  Potentially more disruptive to water services delivery  Council at greater arm's length from governance arrangements	No access to increased LGFA funding (at this stage)  Potentially more disruptive to water services delivery  Council at greater arm's length from governance arrangements
<b>Risks</b>	Additional resource may be required to meet Commerce Commission rules	Additional resource to establish and operate	Access to increased LGFA funding is not guaranteed  Management of both organisations could be complex  Minor risk of some disruption to water services delivery during transition	Cross-subsidisation between Council supplies  Moderate risk of some disruption to water services delivery during transition	Less understood model that may have unforeseen risks  Moderate risk of some disruption to water services delivery during transition	Less understood model that may have unforeseen risks  Moderate risk of some disruption to water services delivery during transition

## 9. *Service Delivery Review – Emergency Management*

Author	<i>Tayyaba Latif, Policy Advisor</i>
Activity Manager	<i>Femke van der Valk, Acting Strategy &amp; Policy Manager</i> <i>Rick Catchpowle, Operations Manager</i>
Executive Team Member	<i>Toni Durham, GM Democracy &amp; Engagement</i> <i>Ian Hyde, GM Compliance &amp; Development</i>

### Summary

- The purpose of this report is for Council to consider the future service delivery of the Emergency Management activity.
- Council currently delivers the Emergency Management activity in-house.
- Officers recommend the status quo option.

#### **Recommendation**

- 1. That** Council receives the Emergency Management section 17A review, as attached in Appendix 1.
- 2. That** Council continues to deliver the Emergency Management service in-house.

### Attachment

**Appendix 1** Section 17A Emergency Management Service Delivery Review.



## Background

1. The purpose of a Section 17A service delivery review is to consider whether the existing means of delivering the service remains the most efficient, cost-effective, and appropriate means of service delivery.
2. To ensure service delivery remains the most efficient, effective, and appropriate means of delivering services, 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. Options include continued service delivery by the 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 currently working through the second set of Section 17A reviews.
5. In March 2017, a detailed review of Emergency Management service was completed by Council's Strategy & Policy Team.

## Current Situation

6. Ashburton District Council is a member of Canterbury Civil Defence Emergency Management (CDEM) Group established under the Civil Defence Emergency Management Act 2002. Canterbury CDEM Group members work together to manage Canterbury's hazards so that its communities face acceptable levels of risk. The Canterbury CDEM group plan guides the arrangements for managing emergencies in a coordinated, multi-agency manner.
7. Currently Emergency Management service is delivered in-house.
8. 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.

## Option Analysis

9. **Option one – Continue to Deliver Emergency Management Service In-house (Status Quo) - Recommended**
  - Council continues to deliver Emergency Management service using status quo approach.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Maintains the potential to ensure local focus and control.</li> <li>• Efficient management and accountability can be ensured.</li> <li>• The recommendations have the potential to achieve improved service.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Core resources are limited</li> </ul>
<p><b>Risks:</b></p> <p>Small reputational risk if there is dissatisfaction with ongoing arrangement. Overall risk is LOW</p>	

**10. Option two – Consider and investigate other service delivery options.**

- The service delivery review in Appendix 1 provides a desktop analysis of other service delivery options.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Other options may identify more cost-efficient delivery</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Determining the cost-efficiency and effectiveness of other service delivery options will take time and resources.</li> <li>• Has the potential to lose local focus, control and accountability.</li> </ul>
<p><b>Risks:</b></p> <p>Small reputational risks as some in the community might expect service delivery through other options. 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.** Emergency Management service is fundamental in responding to challenges posed by climate change.
- 13.** The recommendation relates to Council’s community outcome of ‘a district of great spaces and places’ and ‘a balanced and sustainable environment’.



Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	By ensuring appropriate planning and preparation is in place through consideration of the 4 Rs – reduction, readiness, response, & recovery.
Environmental	✓	
Cultural	✗	
Social	✗	

## Financial implications

Requirement	Explanation
What is the cost?	There is no additional cost involved to carry out recommended option, apart from that already budgeted.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	NA
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager.

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	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 a major change in service delivery arrangement (e.g. establishment of a CCO) and council accepts the recommendation.
Reviewed by Strategy & Policy	Femke van der Valk ; Acting Strategy and Policy Manager

Appendix 1

PART ONE - CURRENT ARRANGEMENTS			
1	Name of the Group responsible for the service	Name of Team Manager	Name of Service/s under Review
	Regulatory Functions	Rick Catchpowle	Emergency Management
2	<b>Background</b>	<ul style="list-style-type: none"> <li>Under the Local Government Act (the Act) 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.</li> <li>The Act specifies triggers that mandate a review of service delivery. In this case it has been 6 years or more since the last review of service delivery for emergency management was undertaken.</li> <li>Ashburton District Council delivers emergency management service in-house.</li> </ul>	
3	<b>Description and scope of the service</b> <i>(be consistent with LTP/AMP)</i>	<b>Emergency Management:</b> <ul style="list-style-type: none"> <li>Council is responsible for ensuring communities are prepared, responding, and recovering from emergency when they happen. (LTP Vol1: p170)<sup>1</sup></li> <li>Ashburton District Council is a member of Canterbury Civil Defence Emergency Management (CDEM) Group established under the Civil Defence Emergency Management Act 2002. Canterbury CDEM Group members work together to manage Canterbury's hazards so that its communities face acceptable levels of risk. The Canterbury CDEM group plan guides the arrangements for managing emergencies in a coordinated, multi-agency manner.</li> </ul>	
4	<b>Rationale for service provision</b>	<b>Legal requirement to provide the service</b>	<ul style="list-style-type: none"> <li>Civil Defence Emergency Management Act 2002</li> <li>Local Government Act 2002</li> </ul>
5		<b>Community outcomes the service contributes to (LTP)</b>	<b>The service contributes to following community outcomes.</b> <ul style="list-style-type: none"> <li>A district of great spaces and place.</li> <li>A balanced and sustainable environment.</li> </ul>

<sup>1</sup> [https://www.ashburtondc.govt.nz/\\_data/assets/pdf\\_file/0033/96666/LTP-24-34-VOL-1-26.6.24-ADOPTED.pdf](https://www.ashburtondc.govt.nz/_data/assets/pdf_file/0033/96666/LTP-24-34-VOL-1-26.6.24-ADOPTED.pdf)

## Emergency Management S17A Service Delivery Review

			<ul style="list-style-type: none"> <li>• A prosperous economy built on innovation, opportunity and high quality infrastructure (LTP Vol1: p171)<sup>2</sup></li> </ul>
6		<b>Council policies, bylaws, strategies and plans the service contributes to</b>	<ul style="list-style-type: none"> <li>• Long Term and Annual Plans</li> <li>• Annual Reports</li> <li>• Revenue &amp; Financing Policy</li> <li>• Climate Change Policy</li> <li>• Climate Resilience Plan</li> </ul>
7	<b>Performance</b>	<b>Major levels of service (LTP)</b>	<p><b>Council’s emergency management service aims to support the community’s ability to respond to and recover from emergency events.</b></p> <p>The service works towards,</p> <ul style="list-style-type: none"> <li>• Supporting community resilience and emergency preparedness through community-based emergency management.</li> <li>• Maintaining effective civil defence response capabilities able to manage emergencies across our district.</li> <li>• Fostering and maintaining relationships with Iwi/Rūnanga/Marae.</li> </ul>
8		<b>Performance measures (LTP)</b>	<p>This review is using the 2023/2024 Annual Resident Survey (ARS) as the most recent available data.</p> <p>The Annual Resident Survey aims to assess performance measures against resident satisfaction with the council’s role in Emergency Management. Trends over the last 5 years are shown below:</p> <div style="border: 1px solid blue; padding: 5px; width: fit-content;"> <ul style="list-style-type: none"> <li>■ Satisfied</li> <li>■ Dissatisfied</li> </ul> </div>

<sup>2</sup> [https://www.ashburtondc.govt.nz/\\_data/assets/pdf\\_file/0033/96666/LTP-24-34-VOL-1-26.6.24-ADOPTED.pdf](https://www.ashburtondc.govt.nz/_data/assets/pdf_file/0033/96666/LTP-24-34-VOL-1-26.6.24-ADOPTED.pdf)

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			<table border="1"> <caption>Emergency Management / Civil Defence - Total</caption> <thead> <tr> <th>Year</th> <th>Sample Size (n)</th> <th>Performance (%)</th> <th>Non-compliance (%)</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>619</td> <td>96%</td> <td>4%</td> </tr> <tr> <td>2021</td> <td>617</td> <td>96%</td> <td>4%</td> </tr> <tr> <td>2022</td> <td>700</td> <td>96%</td> <td>4%</td> </tr> <tr> <td>2023</td> <td>689</td> <td>97%</td> <td>3%</td> </tr> <tr> <td>2024</td> <td>656</td> <td>98%</td> <td>2%</td> </tr> </tbody> </table>	Year	Sample Size (n)	Performance (%)	Non-compliance (%)	2020	619	96%	4%	2021	617	96%	4%	2022	700	96%	4%	2023	689	97%	3%	2024	656	98%	2%
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9	<b>Performance Reporting at Council</b>	<b>Activity Briefings (6 weekly)</b>  <b>Emergency Management (six-monthly) Performance Report.</b>	<ul style="list-style-type: none"> <li>Emergency management related information and issues are reported to the council through the six-weekly Activity Briefings.</li> <li>Six-monthly reporting on performance measures.</li> </ul>																								
10	<b>Finance &amp; management</b>	<b>Type of governance</b>	The current approach is Council governed and operated.																								
11		<b>Funding</b>	<b>Emergency Management (Operating Expenditure)</b> <ul style="list-style-type: none"> <li>50% through General Rate</li> <li>50% through Uniform Annual General Charge</li> </ul> <b>Capital Expenditure</b> <ul style="list-style-type: none"> <li>Any of the following sources may contribute to the funding of capital expenditure: General Rate, UAGC, Borrowing, Grants &amp; Subsidies, and any other sources.</li> </ul>																								

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12		<b>Method of delivery (include term of contract if currently contracted out)</b>	<p>Currently emergency management is delivered in-house.</p> <p><b>In-house Service</b></p> <ul style="list-style-type: none"> <li>Council is required to focus on ‘four R’s’ of reduction, readiness, response, and recovery through the civil defence and emergency management function. This is achieved through coordination with the Canterbury Civil Defence Emergency Management Group’s plans, programmes and joint actions. In compliance with section 12 of CDEM Act 2002, Ashburton District Council is a member of the Canterbury CDEM Group.</li> <li>Council’s Emergency Management Officer implements Canterbury Civil Defence Emergency Management Group’s plans, programmes and joint actions and coordinates with volunteers (staff and community) to ensure training on reduction, readiness, response, and recovery is underway.</li> </ul>		
13		<b>Cost of providing the service for year 2024/25</b>	<p><b>Capital Cost</b></p> <p>Emergency Management – \$232,000 (over 10 years)</p> <p><b>LTP 24/34 Vol - 1 page 183.</b></p>	<p><b>Operating Cost</b></p> <p>Emergency Management \$1,442,000 (over 10 years)</p> <p><b>LTP 24/34 Vol - 1 page 183.</b></p>	<p><b>Total Cost</b></p> <p>\$ 1,674,000 (over 10 years)</p> <p><b>[LTP 24/34, p83]</b></p>
14	<b>Services and Team Structure</b>	<b>Environment Monitoring Manager</b> (1 FTE, Permanent)	<p><b>In- house Staff:</b></p> <ul style="list-style-type: none"> <li>ADC currently has 1 full-time staff member (Emergency Management Officer - EMO). Approximately, 5% of the Manager staff time is spent on emergency management.</li> </ul>		
		<b>Emergency Management Officer x 1</b> = 1 FTE	<p><b>Internal volunteers:</b></p> <ul style="list-style-type: none"> <li>Council has 80 volunteers across ADC that are trained to carry out emergency management activities operated through Emergency Operations Centre led by Emergency Management Officer.</li> </ul>		

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		<p><b>External volunteers:</b></p> <ul style="list-style-type: none"> <li>• 25 volunteers from the community involved in civil defence and emergency management activities operated through Emergency Operations Centre (EOC).</li> <li>• There are a number of volunteers across smaller communities that provide community response to events.</li> </ul> <p><b>Partnership with external agencies:</b></p> <ul style="list-style-type: none"> <li>• Council CDEM has strong partnerships with multiple agencies including ECan, EA Networks, FENZ, NZ Police, LandSAR, Te Whatu Ora, Health New Zealand, Hato Hone St John, Ashburton Contracting Limited, HEB Construction, Rural Support Trust, Ministry for Primary Industries, Federated Farmers, NZ Transport Agency, Ministry for Social Development, Ministers Association, and Ministry of Education. Council CDEM also has sound working relationships with a number of community groups within the district.</li> </ul>			
<b>PART 2 - DETERMINING THE TIMEFRAME FOR A REVIEW</b>					
15	Review date	Date last review was carried out:	May 2017	Year next review is scheduled:	By July 2030
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 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		
<b>PART 3 – REVIEW ANALYSIS</b>					
18	Does the cost of undertaking a review	What is the anticipated cost of the review?	No additional cost	Strategy and Policy staff time	

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outweigh the benefits? S17A (3) (b)	What is the total cost of providing the service (both operating and capital costs)?	\$1,674,000 Over 10 years. <b>[LTP 24/34, p183]</b>		Click here to enter text.
	Is the service significant enough to trigger the Council's Significance and Engagement Policy 2024?	Yes <input type="checkbox"/>		Click here to enter text.
		No <input checked="" type="checkbox"/>		<ul style="list-style-type: none"> <li>Council consults with the community on the general service provision of Emergency Management Service through the Annual Plan and Long-Term Plan.</li> <li>In the case that the council decides to change the status quo (in-house delivery) and opts a different service delivery model for the service then a special consultative procedure will be required as per LGA 2002.</li> </ul>
	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"/>	Click here to enter text.
Have there been any changes to the policy and/or regulatory environment since the last review?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	At the time of previous service delivery review in May 2017, Council held rural fire responsibilities and rural ratepayer were rated for this service. This role has since been taken over by Fire and Emergency New Zealand (FENZ). The overall scope of the emergency management service has changed due to the exclusion of the rural fire function however, Council's civil defence function under Civil Defence Emergency Management Act 2002 remains unchanged. There are changes anticipated to the service as a result of new government direction, stemming from a number of emergency management reviews over recent years.	

		<p><b>How effective are the current arrangements?</b></p>	<ul style="list-style-type: none"> <li>• The current arrangement for in-house delivery of the Emergency Management service is compliant with the Local Government Act 2002 and Civil Defence Emergency Management Act 2002. There is an ongoing responsibility that correct processes are followed and appropriate timelines are met. Current arrangements are effective because:             <ul style="list-style-type: none"> <li>○ The current in-house delivery enables localised knowledge of a community which is crucial for clear decision making while dealing with civil defence emergencies.</li> <li>○ The emergency management system is reliant on local good will, contacts, relationships, and networks. The current in-house arrangement enables leveraging off local knowledge and networks.</li> <li>○ In-house service delivery allows easier and efficient coordination with 80 volunteers (council staff) and community volunteers.</li> <li>○ Coordination among teams within council and accountability for performance can be achieved effectively.</li> <li>○ The current in-house service delivery maintains high-level community/customer accessibility which is significant in achieving community/customer satisfaction and ensuring local focus.</li> </ul> </li> <li>• Overall resident satisfaction for emergency management has consistently been over 95% for the last 5 years.</li> <li>• Over a long period, Council has invested significantly, such as establishment of new EOC and in maintaining in-house emergency management functions.</li> <li>• As mentioned above, total in-house staff for emergency management accounts for equivalent of 1.1 FTE including the wider staff contribution through their involvement in CDEM. S</li> </ul>
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			<ul style="list-style-type: none"> <li>• taff cover is a risk factor for emergency management service. There is only one Emergency Management Officer, having a single role with no provision for succession planning poses potential risk. Council have 80 staff members trained in various civil defence roles including 5 local controllers and 5 Local Recovery Managers. However, volunteers are unlikely to step into Emergency Management Officer’s role in case of absence of an EMO.</li> <li>• The service uses the Coordinated Incident Management System (CIMS). This is an incident coordination system that is scalable and used by all emergency services across the country.</li> <li>• ADC Civil Defence uses the Decisions 4 Heroes(D4H) Incident Management software. This cloud-based software allows designated staff and partners to gain and maintain situational awareness via information feeds in and out of the system. It is simple to use and like CIMS is scalable for use and is used by all territorial authorities within the Canterbury Region who make up the Canterbury CDEM Group.</li> <li>• The Emergency Management Officer maintains professional and frequent relationships with other local authorities across Canterbury through Canterbury Civil Defence Emergency Management Group’s contributing to local preparedness regional cooperation and transfer of knowledge.</li> </ul>
		<p><b>Future/Upcoming Legislative Changes to Consider</b></p>	<ul style="list-style-type: none"> <li>• Since the Civil Defence Emergency Management Act came into force in 2002 (CDEM Act 2022), three states of national emergency have been declared, two of which have been in the last four years.</li> <li>• In recent years, there have been multiple reviews and reports on emergency management. The most recent being inquiry into North Island Severe Weather Event (NISWE). Cyclone Gabrielle led to an independent review of Hawke’s Bay’s Civil Defence.</li> <li>• The government have announced that it will act on all 14 recommendations of NISWE inquiry. More details regarding the</li> </ul>

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			<p>roadmap, clear directions and timelines will be announced early next year (2025).</p> <ul style="list-style-type: none"> <li>• There is an agreement that current CDEM Act 2002 is no longer fit for purpose and lacks key legislative levers to manage emergencies across the country.</li> <li>• The current government has decided not to continue with the Emergency Management Bill that the previous government was working on and intends to introduce a new bill during this term but there is no timeframe available to know when this will occur.</li> <li>• Council in-house emergency management team is in charge of monitoring and planning to implement any new directions including legislative changes as they come into place.</li> <li>• Its highly likely that there will be more expectation under a new legislation on resilience and public education.</li> </ul>		
		<b>Do other Local Authorities have the ability to participate in the review?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	The current scope of this review is limited to high-level desktop analysis of the service by ADC's Strategy & Policy team.
		<b>Is the activity insignificant enough in terms of scale or (public) visibility for the review costs to outweigh the benefits?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<a href="#">Click here to enter text.</a>
		<b>In conclusion, does the cost of undertaking a review outweigh the benefits?</b>	Yes <input type="checkbox"/>		<b>No review is required S17A (3) (b). Go to Part 4</b>
			No <input checked="" type="checkbox"/>		<b>Go to Question 19</b>
19	<b>Are there likely to be realistic potentially beneficial options given the nature of the activity and/or the availability of alternative providers,</b>	<b>Does the service have a need for proximity to or interrelationship with core Council democratic, administrative or policy development processes?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• The service must maintain a relationship with the council whether it is delivered in-house or at arm's length (e.g. through a Council Controlled Organisation CCO or through a third-party provider).</li> <li>• Therefore, irrespective of any particular service delivery arrangement (in-house, through a CCO, or via third party) the service will continue to</li> </ul>

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<b>having regard to S17A (4)</b>				maintain close interrelationship with the council's governance and administrative processes.
	<b>Will another option provide effective delivery of financial, asset and executive management or regulatory responsibilities?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>The delivery of services via establishing a new entity is possible and can be enabled under the Local Government Act.</li> <li>Other options for service delivery are described below.</li> </ul>
	<b>Will a change in provider have capacity implications for the Council, particularly where the activity involves a statutory function?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Council provides this service using the in-house service delivery method. While there is one dedicated staff member, it has a strong reliance upon other Council staff from across the organisation to fill Civil Defence roles when required (i.e. in emergency events). Some staff are also trained and available to assist other Councils during emergency events in other areas. Training is provided in CIMS approach. It would be difficult to replicate this approach external to Council.</li> <li>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 ensure flow of information regarding different stages of the service, maintaining relationships, accountability, and liaison via various teams within the council.</li> <li>Realistically, providing emergency management through a different provider e.g. through a Council Controlled Organisation CCO or through a third-party provider) will require careful cost and benefit analysis.</li> </ul>
	<b>Is the service able to be delivered by another local authority or authorities?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>The current legislation S17 (A) (4) (b) (iii); (iv) enables this option.</li> </ul>

					<ul style="list-style-type: none"> <li>• This option may enable access to more specialist expertise and a wider knowledge base.</li> <li>• In case of emergency events, Council is able to draw from a national pool of trained staff to assist, as well as regional council expertise. However, in the event of a nationwide civil defence response to an emergency, available resources would be largely locally based.</li> <li>• Potential cost savings are unlikely however, appropriate determination be made after undertaking a full assessment.</li> <li>• Outsourcing to another local authority or authorities has a potential for lacking local focus.</li> <li>• This option will potentially change the levels of service for emergency management. The wider community is likely to have a view on potential merits and disadvantages of outsourcing to another local authority or authorities. Therefore, a Special Consultative Procedure will be required as per the Local Government Act, 2002.</li> <li>• The most critical risk is having skilled and experienced staff being able to provide the local and institutional knowledge that the current in-house staff possess.</li> <li>• Due to the potential impact on these risks, outsourcing to another local authority or authorities does not appear to be the most cost-effective and administratively efficient option.</li> </ul>
		<p><b>Is the service able to be delivered by another person or agency (central government, private sector organisation or community group?)</b></p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• The option is feasible under current legislation.</li> <li>• This option is compliant with the requirements of the CDEM Act 2002, provided that the correct</li> </ul>

					<p>processes and appropriate timelines continue to be met.</p> <ul style="list-style-type: none"> <li>• The political and community will for fully outsourcing the service delivery will need to be evaluated through engagement with key stakeholders before the feasibility can be fairly assessed.</li> <li>• While complete outsourcing arrangements are feasible under current legislation, it is not a recommended service delivery approach in the immediate future.</li> </ul>
		<p><b>Is the service able to be delivered by a CCO or joint Council/CCO arrangement?</b></p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• This option is feasible under current legislation. i.e., S17 (A) (4) (b) (i, ii, iii); S17 (A) (4) (c).</li> <li>• A separate entity such as through a Council Controlled Organisation (CCO), including an independent Board, Chief Executive, location, staff, and systems under LGA 2002, as well as accountability mechanisms. Therefore, careful planning would be required before this option was to be considered and implemented.</li> <li>• It would require changes to funding arrangements, governance models and service delivery measures. New contracts and agreements would be required for this model.</li> <li>• The wider community is likely to have a view on potential merits and disadvantages of Emergency Management service delivery through a CCO or joint council/CCO arrangement therefore, a special consultative procedure will be required as per the Local Government Act 2002.</li> </ul>

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				<ul style="list-style-type: none"> <li>• The option offers potential benefits such as access to expertise, and increased quality of service, however, cost savings is potentially unlikely.</li> <li>• Potential risks associated with this option may prove to be less efficient &amp; effective due to lack of administrative control &amp; accountability.</li> <li>• This option will incur establishment costs, which depending on how they were allocated between partners, could outweigh any potential cost savings.</li> <li>• A definite assessment cannot be reached that this option will prove to be a most cost-efficient and effective arrangement for delivering Emergency Management service. A more detailed assessment would be required to determine this.</li> </ul>
		<b>In conclusion, are there likely to be realistic potentially beneficial options?</b>	Yes <input type="checkbox"/>	<b>Go to Part 4</b>
			No <input checked="" type="checkbox"/>	<b>No further review is required for up to 6 years S17A. Go to Part 4</b>

PART 4 – REVIEW RECOMMENDATION		
20	<b>RECOMMENDATION &amp; ACTIONS</b>	<ol style="list-style-type: none"> <li>1. Officers recommend continuation of in-house service delivery arrangement for Emergency Management service.</li> </ol> <p><b>The following actions are being implemented to enhance and future proof the service.</b></p> <ol style="list-style-type: none"> <li>2. The emergency management team continues to monitor and plan for the resourcing and implementation of future legislative changes.</li> <li>3. Continue to develop regional cooperation in the field as it will help strengthen reduction, readiness, response, and recovery elements of the service regionally leading to improved service to the community.</li> </ol>

## Emergency Management S17A Service Delivery Review

		<p><b>4.</b> A sufficiently qualified and trained workforce is hard to find and recruit. It takes time and substantial resources to train a person in this field. Efficient mechanisms for the transfer of knowledge, document procedures and cross training are recommended to be always in place to keep the workforce equipped with certain level of expertise at all times.</p>
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## 10. *Development of a Climate Change & Sustainability Strategy*

Author	<i>Mel Neumann; Policy Advisor Richard Mabon; Senior Policy Advisor Tracey Dickinson; Consent Compliance Officer</i>
Activity Manager	<i>Femke van der Valk; Acting Strategy &amp; Policy Manager</i>
Executive Team Member	<i>Toni Durham; Group Manager Democracy &amp; Engagement</i>

### Summary

- Council's Climate Change Policy and Climate Resilience Plan are due for review in 2025.
- In considering the best way forward for these reviews, officers are recommending the development of a Climate Change & Sustainability Strategy.
- This report also contains a proposed process/timeline for the development of a Climate Change & Sustainability Strategy.

### Recommendation

1. **That** Council develops a Climate Change & Sustainability Strategy using the proposed process and timeline.



## Background

### The current situation

1. Council adopted its first Climate Change Policy in 2019, in response to a request from Elected Members at the time. The policy outlines key goals and guiding principles for Council's climate change response.
2. During the review of the Climate Change Policy in 2022, it was identified that there was no framework for meeting the goals contained within the policy. In response to this, the Climate Resilience Plan was developed and adopted in 2022.
3. The Climate Resilience Plan outlines a number of actions that Council plans/planned to take in regard to climate change adaptation and mitigation. The plan has a focus on Council's internal business, as the aim was to get our own house in order before developing a community focussed plan.
4. Council's Climate Change Policy and Climate Resilience Plan are both due for review in 2025.
5. Earlier this year, Council also committed to being a part of the Canterbury Climate Partnership Plan, which has recently been adopted by the Canterbury Mayoral Forum.

### Proposed Climate Change & Sustainability Strategy

6. Officers propose a Climate Change & Sustainability Strategy that outlines a coherent approach to:
  - why we are involved in these inter-related areas;
  - what our over-arching vision and objectives are;
  - a clear connection between or incorporation of existing plans & strategies; and
  - how Council aims to govern them effectively and efficiently.
7. The proposed strategy could include a vision statement, some guiding principles, a discussion on climate change and sustainability, goals and areas of focus, an action plan, and a way to measure progress.
8. Officers' view is that the strategy could be split into different focus areas – these could be along the lines of:
  - Water quality and conservation;
  - Energy / emissions management;
  - Biodiversity;
  - Waste management & minimisation; and
  - Sustainable and adaptive communities.

## Proposed development process and timeline

9. The table below contains a proposed timeline for the development of the Strategy. This is subject to change but provides an overview of the suggested process.

Date	Step
November 2024	Officers prepare content for pre-engagement
Mid January – Mid February 2025	Pre-engagement period
February 2025	Officers process pre-engagement feedback - reflect in draft strategy
March 2025	Workshop to test strategy structure / objectives / action plan with Council and present how pre-engagement feedback is reflected in the draft strategy
April 2025	Council to adopt draft strategy for formal consultation
May-June 2025	Formal consultation on draft strategy
June 2025	Hearings and deliberations
August 2025	Final strategy adopted and in place

## Options analysis – Strategy development

### Option one – Retain current documents (status quo)

10. Under this option, Council would retain the Climate Change Policy and Climate Resilience Plan and undertake a review of these documents as scheduled. A Climate Change & Sustainability Strategy would not be developed.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>Current documents are retained and action is still taking place</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>Action across Council is not well co-ordinated</li> <li>Several documents exist and may lead to inefficiency</li> <li>Does not include sustainability actions</li> <li>Not in line with direction at the workshop</li> </ul>
<p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>Organisational risk of not using resources in the most efficient and effective manner by not taking an over-arching view Climate Change and Sustainability.</li> </ul>	

### Option two – Develop a Climate Change & Sustainability Strategy (recommended option)

11. This option would see Council developing a Climate Change & Sustainability Strategy. This is the recommended option.

12. The content from the Climate Change Policy and Resilience Action plan would be included within the Strategy, meaning those two documents would no longer be needed.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Better coordination of actions across Council</li> <li>• Consolidated to one document</li> <li>• Takes sustainability into account</li> <li>• Enables community input</li> <li>• In line with direction at workshop</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Council may need to manage community expectations</li> </ul>
<p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>• Reputation risk if community expectations regarding resourcing of actions etc are not well managed.</li> </ul>	

### Option three – Revoke current documents

13. This option would see Council revoking the current Climate Change Policy and Climate Resilience Plan and is not recommended.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• No resource required</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Not in line with previous Council direction</li> <li>• Not in line with direction from workshop</li> </ul>
<p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>• Legal risk – may impact on our statutory obligations.</li> <li>• Reputation risk – may look like Council is not concerned with climate change and its impacts on the community.</li> </ul>	

## Legal/policy implications

14. There is no specific requirement to have a Climate Change and Sustainability Strategy.

### Local Government Act 2002

15. Council is, however, legally obligated to take community wellbeing, future generations and sustainable development into account when making decisions ([sections 10 & 14](#), Local Government Act 2002). This can be interpreted as a legal obligation to consider the impacts of climate change on the community, and the impact of the organisation on climate change. For

this reason, a growing number of Councils are developing policies, plans and strategies for addressing climate change.

### **Climate Change Response Act 2002**

16. Council is legally required to report on climate change risks and adaptation planning upon request, as part of its contribution to national climate risk assessment and adaptation planning ([Section 5ZW](#), Climate Change Response Act 2002, “the CCRA”).
17. The CCRA states that the Minister or Commission may request any or all of the following information:
  - (a) a description of the organisation’s governance in relation to the risks of, and opportunities arising from, climate change;
  - (b) a description of the actual and potential effects of the risks and opportunities on the organisation’s business, strategy and financial planning;
  - (c) a description of the processes that the organisation uses to identify, assess and manage the risks;
  - (d) a description of the metrics and targets used to assess and manage the risks and opportunities, including, if relevant, timeframes and progress;
  - (e) any matters specified in regulations.

### **Other duties**

18. Council has duties under other enactments that are affected by climate change or will be in future. We also have duties to ensure sustainable development within the district. These include duties under the Resource Management Act 1991, the Civil Defence Emergency Management Act 2002, the Building Act 2004, the Water Services Act 2021, and the Health Act 1956, amongst others.

### **Long-Term Plan 2024-34**

19. The Long-Term Plan 2024-34 notes Council’s commitment to increase resilience against climate change impacts and to reduce our carbon emissions.

### **Climate change**

20. The development of a Climate Change & Sustainability Strategy will help to better co-ordinate Council’s actions in terms of climate change mitigation and adaptation. It is consistent with Council taking a leadership role that can be supported by the community.

### **Strategic alignment**

21. The recommendation relates to Council’s all four of Council’s community outcomes:
  - residents are well-represented, included and have a voice;

- a district of great spaces and places;
- a prosperous economy built on innovation, opportunity and high-quality infrastructure; and
- a balanced and sustainable environment

because taking climate action and increasing our sustainability will have a positive impact on all aspects of the community.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Climate change is likely to have an impact on our: <ul style="list-style-type: none"> <li>• economy through effects on agricultural production and other parts of the economy</li> <li>• environment through increasing temperatures and increased severity and frequency of adverse weather events,</li> <li>• culture through impacts on mahinga kai and connections to whakapapa, and</li> <li>• social wellbeing through impacts on society and inequities.</li> </ul> While some impacts will be a mix of negative and positive, unmitigated climate change is expected to be more negative than positive. Taking climate action and increasing our sustainability will have a positive impact on wellbeing. Planning and adapting to climate change will be important to protect these well beings.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	Officer resource required for the development of the draft strategy. Costs will also be involved later in the process for pre-engagement and formal consultation.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Existing budgets – Strategy & Policy and Communications Teams
Are there any future budget implications?	Depending on the direction of the strategy and action plan there may be future budget implications. If there are implications these will be assessed as part of the Annual Plan / Long-Term Planning process, when actions are included in our forward planning.
Reviewed by Finance	<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	This has been assessed as low because it is based on the decision to develop a strategy. The draft strategy itself will likely be assessed as higher significance, but that will be assessed at the time Council looks to adopt the strategy itself.
Level of engagement selected	1. Inform – one way communication (regarding decision to develop a strategy)
Rationale for selecting level of engagement	This report is about the decision to develop a strategy. Further reports/decisions regarding the strategy itself are likely to be considered a higher significance and will be consulted on. Officers propose to undertake pre-engagement followed by a formal consultation period at a later date. These will be considered through future reporting to Council.
Reviewed by Strategy & Policy	<i>Femke van der Valk; Acting Strategy &amp; Policy Manager</i>

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## ***11. Local Government Official Information and Meetings Act 1987 (LGOIMA) Requests Policy Review***

Author	<i>Mel Neumann; Policy Advisor</i>
Activity Manager	<i>Mark Low; Strategy &amp; Policy Manager</i>
Executive Team Member	<i>Toni Durham; Group Manager Democracy &amp; Engagement</i>

### **Summary**

- The purpose of this report for Council to consider the LGOIMA Requests Policy review.
- Our Local Government Official Information and Meetings Act 1987 (LGOIMA) Requests Policy is now due for review. It was last reviewed in 2020 and minimal changes were made.
- Council has options to:
  - Roll over the current policy (status quo); or
  - Amend the policy (recommended option); or
  - Remove the policy.
- Officers are recommending extensive changes to the policy, to provide more information to the community and to ensure our policy is in line with guidelines provided by the Ombudsman.

#### **Recommendation**

- 1. That** Council adopts the Local Government Official Information and Meetings Act 1987 Requests Policy 2024 as attached in Appendix 1.

### **Attachment**

- Appendix 1** Draft Local Government Official Information and Meetings Act 1987 Requests Policy 2024

## Background

### The current situation

1. The Local Government Official Information and Meetings Act 1987 (LGOIMA) aims to increase the availability to the public of information held by local authorities, and to promote the open and public transaction of business at meetings of local authorities. The purpose is to enable more effective participation by the public in the actions and decisions of local authorities, and to promote the accountability of local authority members and officials. More information on the Act is included in the 'Legal/Policy Implications' section of this report.
2. Council has a Local Government Official Information and Meetings Act 1987 Requests Policy, which was last reviewed in 2020. It is due for review again.
3. The current policy mostly refers to charging, and aims to provide guidance for requestors of information and Council staff on what information will be charged for.

### What do others do?

4. Councils are entitled to develop their own charging policies.
5. A number of councils have policies, which mainly focus around when the local authority will charge for the provision of official information. A few councils also have a 'proactive release policy'.
6. Officers reviewed what the other councils throughout Canterbury do in terms of LGOIMA charging. Of the councils reviewed, six of nine stated that there is generally no charge for an information request, but that occasionally they may consider charging if a request is for a significant amount of information or requires substantial collation and research. A large majority of the fees and charges listed by these councils were in line with the Ministry of Justice charging guidelines.

### Suggested changes to the policy

7. The Ombudsman is responsible for investigating complaints about public sector agencies, including complaints about decisions made by local authorities on LGOIMA requests. To assist local authorities to make good decisions under this Act, the Ombudsman has released detailed guidelines on how to process LGOIMA requests. These guidelines are available [here](#).
8. In making determinations on complaints regarding LGOIMA decisions by local authorities, the Ombudsman routinely refers to these guidelines as a benchmark. The guidelines are therefore considered to be the standard that local authorities should meet in processing requests. Officers have therefore relied on this guidance in recommending changes to Council's policy.



9. The blanket application of a charging policy without regard to the circumstances of a particular case is considered by the Ombudsman to be unreasonable. Officers have made changes to the draft policy to increase flexibility of when to apply charges to LGOIMA requests, and to state that charges will be assessed on a case-by-case basis.
10. Officers have also:
  - Added definition of ‘Official information’ to increase clarity on what the policy is about.
  - Slightly expanded the policy scope to include:
    - our commitment to observing principle of LGOIMA that information should be made available unless there is good reason for withholding, and
    - a bit more information regarding the process, to help inform requestors.
  - Added that where a charge does apply for a request, full payment is expected in advance of the information being provided.
  - Removed the reference to Ministry of Justice (MoJ) guidelines – the policy now only refers to Council’s fees and charges schedule as this is currently inconsistent with MoJ guidelines. As discussed later in this report, we will look to update our fees and charges through the Annual Plan 2025/26 process next year.

## Options analysis

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

11. Council could decide to roll over the policy as it currently stands. This option is not recommended, as officers have identified opportunities for improvements to the policy.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• None identified</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Identified improvements will not be included in the policy</li> </ul>
<p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>• There are risks involved with retaining our current policy, as discussed in this report.</li> </ul>	

### Option two – Amend the policy (recommended)

12. Council could adopt the new draft policy as attached in Appendix 1. This is the recommended option, as the proposed changes ensure that our policy is in line with the Ombudsman guidelines.
13. Council may also wish to make further changes to the policy (or less than those proposed).

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Identified improvements included in the policy</li> <li>• Policy will be in line with Ombudsman guidelines</li> <li>• Further information on the LGOIMA process provided in the policy for requestors of information</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• None identified</li> </ul>
<p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>• There is a risk involved as to the fact that our policy and our fees and charges will be inconsistent, however this is already the case and is proposed to be rectified as part of the Annual Plan process.</li> </ul>	

### Option three – Remove the policy

14. There is no legal requirement to have a policy, so Council does have the option to remove the policy from the policy register. However, this option is not recommended because it does not coincide with the overall purpose of LGOIMA, to promote openness and transparency.
15. While it is reasonably rare for Council to charge for a LGOIMA request, officers consider it important to retain a policy in order to allow for charging in the event of an extensive request.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• None identified</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Does not promote openness and transparency (which is the purpose of LGOIMA)</li> <li>• Does not provide information on the LGOIMA process for requestors of information</li> </ul>
<p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>• There are risks involved with not having a clear process and a clear policy on whether or not we may charge for LGOIMA requests. If we were to be investigated by the Ombudsman, we would be more at risk of an adverse outcome.</li> </ul>	

## Legal/policy implications

### Local Government Official Information and Meetings Act 1987 (LGOIMA)

16. The LGOIMA allows people to request official information held by local authorities. The Act contains rules for how such requests should be handled, and provides a right to complain to the Ombudsman in certain situations.

17. LGOIMA states under [section 5](#), that any official information should be made available unless there is a good reason for withholding it. This principle underpins the whole of LGOIMA.

### **Ombudsman Guidelines**

18. In addition to the guidelines discussed earlier in this report, the Ombudsman has also released a document “[Charging – A guide to charging for official information under the OIA and LGOIMA](#)” which states that Councils may wish to develop their own charging policies. In addition to being consistent with the law, charging policies should meet the following criteria:
- They should be consistent with the *Ministry of Justice Charging Guidelines*, and
  - They should be applied on a case-by-case basis, and
  - They should be publicly available.

### **Ministry of Justice Guidelines**

19. The Ministry of Justice (MoJ) document “[Official Information Act charging guidelines](#)” sets out what the Government regards as reasonable charges for the purposes of the Official Information Act and should be followed in all cases unless good reason exists for not doing so. The Official Information Act and LGOIMA are largely identical legislation, but apply to government agencies and local authorities respectively.
20. Council’s fees and charges schedule included in Year 1 of the Long-Term Plan 2024-34 is currently inconsistent with these MoJ guidelines. As part of the Annual Plan 2025/26 process, officers will review these charges and likely recommend Council reduce the fees in line with the MoJ guidelines.

### **Delegations**

21. There are a number of delegations under LGOIMA that have been appointed to various officers. There are no changes required to the delegations to reflect the updates to the policy.

### **Climate change**

22. There is no direct link between climate change and the review of the LGOIMA requests policy.

#### **Review of legal / policy implications**

Reviewed by In-house Counsel

*Tania Paddock; Legal Counsel*

## Strategic alignment

23. The recommendation relates to Council’s community outcome of ‘Residents are well-represented, included and have a voice.’ Council’s updated policy aims to outline our commitment to openness and transparency, and to provide clarity to residents and requestors of information.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural		
Social	✓	Ensuring Council conducts its business in an open and transparent manner can help residents feel a sense of community and inclusion. The policy aims to educate the community on their right to accessing official information.

## Financial implications

Requirement	Explanation
What is the cost?	None identified
Is there budget available in LTP / AP?	Not required
Where is the funding coming from?	N/A
Are there any future budget implications?	None identified
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	The policy is mostly operational and provides information to requestors of official information. While we are proposing extensive changes to the policy, these changes should not have an impact on the community.

Level of engagement selected	1. Inform – one way communication
Rationale for selecting level of engagement	The policy is mostly operational and is being updated for consistency with the Ombudsman guidelines and best practice.
Reviewed by Strategy & Policy	<i>Femke van der Valk; acting Strategy &amp; Policy Manager</i>

# **DRAFT** Policy

## LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 REQUESTS

<b>TEAM:</b>	<del>Customer Services</del> <a href="#">All activity managers</a>
<b>RESPONSIBILITY:</b>	<del>Customer Services</del> <a href="#">Group Manager Democracy and Engagement</a>
<b>ADOPTED:</b>	<b>30 October 2024</b>
<b>REVIEW:</b>	Every 3 years or as required
<b>CONSULTATION:</b>	Consultation undertaken as per s82, Local Government Act 2002
<b>RELATED DOCUMENTS:</b>	Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Privacy Act <del>2020</del> <a href="#">1993</a> , Ashburton District Council Schedule of Fees and Charges, <a href="#">Ministry of Justice Charging Guidelines for Official Information Act 1982 Requests</a> , <a href="#">Ombudsman Guidelines for Charging</a> .

### Policy Objective

1. ~~To outline Council's commitment to conducting its day-to-day business openly and transparently by observing the principles under the Local Government Official Information and Meetings Act 1987 ('LGOIMA') Act~~ that information shall be made available unless there is good reason for withholding it.
- ~~1.2.~~ To enable Council to respond to requests for official information under LGOIMA without incurring undue financial impacts on the organisation.
3. To provide clear guidance for requesters of information and Council staff regarding what information ~~will~~[may](#) be charged for.

### Definitions

**Official information** means the same as the definition as set out in the Local Government Official Information and Meetings Act 1987 – defined as:

*"(a) any information held by a local authority; but*

*(b) does not include—*

*(i) information contained in library or museum material made or acquired and preserved solely for reference or exhibition purposes; or*

*(ii) information which is held by a local authority solely as an agent or for the sole purpose of safe custody and which is so held on behalf of a person other than a local authority; or*

(iii) information contained in any correspondence or communication that has taken place between the office of the Ombudsmen and any local authority and that relates to an investigation conducted by an Ombudsman under this Act or under the Ombudsmen Act 1975, other than information that came into existence before the commencement of that investigation; and

(c) does not include information contained in any correspondence or communication that has taken place between the office of the Privacy Commissioner and any local authority and that relates to any investigation conducted by the Privacy Commissioner under the Privacy Act 2020, other than information that came into existence before the commencement of that investigation.”

## Background

The ~~Local Government Official Information and Meetings Act 1987~~ (LGOIMA) aims to make official information held by local authorities more freely available.

LGOIMA looks to promote:

- effective participation by the public in actions and decisions of the local authority;
- the open and public transaction of business of the Council; and
- accountability of elected members and Council Officers.

A request may be made in any form including verbally, or in writing. A request does not need to be specified as a LGOIMA request or refer to the Act in order to be processed under this policy.

When considering a request, Council will provide all available official information unless it considers there are grounds under the LGOIMA to withhold all or part of the request, refuse all or part of the request, and/or transfer the request to another agency. There are protections from disclosure. Reasons to refuse a request are set out in Section 17 of the Act.

If the reply to a request for information is likely to take a significant amount of time to research, retrieve, collate and copy, the Ashburton District Council is allowed may under LGOIMA, to charge for the provision of the information. Council cannot charge for the time spent deciding whether or not to release the information.

Council will respond as quickly as possible to LGOIMA requests, and within a maximum of 20 working days (unless this timeframe is extended in accordance with the LGOIMA.)

Council may work with an applicant to narrow the scope of their request to reduce the time involved in dealing with it.

## Policy Statement

### 1. Requests

1.1 Council will decide as soon as reasonably practicable after receiving the request:

- Whether to seek clarification from the requester on the original request.
- Whether the request will be granted or refused, in whole or in part.
- The format in which the information will be released, having regard to the requestor’s stated preference.
- If any charges will apply.

## LGOIMA

1.2 In order to be a valid request, Council must be reasonably able to identify what information is being requested. Clarification can be sought from the requestor if there is uncertainty.

1.3 Council may work with an ~~requestor~~ applicant to narrow the scope of their request to reduce the time involved in dealing with it.

### **Managing frivolous, vexatious or trivial requests**

1.4 Council acknowledges that while most LGOIMA requests are reasonable, there are circumstances where unreasonable conduct ~~will~~may occur.

1.5 Where a Council officer feels that a request is frivolous, vexatious or trivial, the matter will be escalated to the Chief Executive.

1.6 Council may refuse a request for information under section 17 of the ~~Act~~LGOIMA where the request is frivolous or vexatious or that the information requested is trivial.

~~Council will respond as quickly as possible to LGOIMA requests, and within a maximum of 20 working days (unless this timeframe is extended in accordance with the LGOIMA.)~~

## **2. Release of information**

2.1 When considering a request, Council will provide all available official information unless it considers there are grounds under the LGOIMA to withhold all or part of the request, refuse all or part of the request, and/or transfer the request to another agency. Reasons to refuse a request are set out in section 17 of the LGOIMA.

2.2 Council may release information subject to conditions on the use, communication or publication of the information.

2.3 Council will respond as quickly as possible to LGOIMA requests, and within a maximum of 20 working days (unless this timeframe is extended in accordance with the LGOIMA.) ~~If Council seeks an amendment or clarification from the requestor within 7 working days of receiving the original request, a~~An amended or clarified request ~~can~~will be treated as a new request and ~~can~~will re-start the statutory time limit for response.

2.4 Material will be provided electronically to the requestor. Where this is not possible, hardcopies will be provided but may be charged for (see section 3).

2.5 Where the requestor has stated a preference of format for the information to be released, Council will provide the information in this format unless there is an appropriate reason under section 15(2) of LGOIMA, in which case this reason will be communicated to the requestor.

### **1.3. Official Information Response—Non-chargeableCharging**

3.1 If the reply to a request for information is likely to take a significant amount of time to retrieve, collate and copy, the Council may under LGOIMA, charge for the provision of the information. Council cannot charge for the time spent deciding whether or not to release the information.



3.2 Charges must be reasonable and will be considered on a case by case basis. Council will have regard to the circumstances of the particular case.

~~2.~~

### Non-chargeable

3.3 When fulfilling requests for official information the following will be provided free of charge:

- The first one hour of staff time spent on fulfilling an official information request;
- The first twenty single-side pages of black and white photocopying or printing. (if applicable).

### **Official Information Response – Chargeable**

#### Chargeable

must be reasonable and

3.4 When fulfilling requests for official information the following ~~will be provided and charged for~~ may be charged for:

- Staff time taken to ~~gather collate~~ and provide information in excess of one hour.
- Photocopying or printing in excess of the first twenty ~~single-side pages (if applicable) of black and white photocopying or printing.~~

~~This will be charged at a rate. The rates charged are as outlined in in the Ministry of Justice Guidelines and may be amended in Council's schedule of Fees and Charges. to reflect any changes in Ministry Guidelines.~~

3.5 set in the Council's schedule of Fees and Charges contained in either the Council's Annual Plan

#### Explanatory Note

Council's fees & charges can be found online at: [ashburtondc.govt.nz/services/fees-and-charges](http://ashburtondc.govt.nz/services/fees-and-charges)

~~or Long Term Plan.~~

3.5.3.6 All other charges incurred ~~shall~~ may be fixed at an amount that recovers the actual costs involved. This includes:

- producing a document by computer or other like equipment,
- ~~colour photocopies,~~
- reproducing a photograph, film, video or audio recording,
- arranging for the requestor to hear or view an audio or visual recording, or
- providing a copy of any maps, plans or similar documents.

~~The rates charged are as outlined in the Ministry of Justice Guidelines and may be amended in Council's schedule of Fees and Charges to reflect any changes in Ministry Guidelines.~~

~~2.~~

### **3.4. Implementation of Charges**

4.1 The requester will be advised of the estimated cost of their request (if any) as soon as practicable following Council receiving the request. The requester then has the option of proceeding, withdrawing or refining their request.

4.2 In accordance with section 13(4) of LGOIMA, Council may require that whole or part of any charge be paid in advance. ~~A deposit~~ Full payment of the requested amount is expected in advance, and will only be requested when the decision has been made to release the information.

4.3 The requester will be invoiced for any charges to be paid in advance of the information being provided and is subject to Council's normal invoicing procedures.

4.34.4 Requestors are able to make a complaint to the Office of the Ombudsman about ~~in regards~~ ~~to~~ the proposed charge.

~~The requester will be invoiced for any charges to be paid (net of any deposit already paid) at the time the information is provided and is subject to Council's normal invoicing procedures.~~

4.44.5 ~~Where the requester disputes with the proposed charge,~~ Charges the charge may be waived in whole or in part at the discretion of the Chief Executive ~~Officer~~. This will generally be in a situation where there is an agreed public interest in the disclosure of the information requested.

~~Managing frivolous, vexatious or trivial requests~~

~~Council acknowledges that while most LGOIMA requests are reasonable, there are circumstances where unreasonable conduct will occur.~~

~~Council may refuse a request for information under section 17 of the Act where the request is frivolous or vexatious or that the information requested is trivial.~~

~~Where a Council officer feels that a request is frivolous, vexatious or trivial, the matter will be escalated to the Chief Executive Officer.~~

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## ***12. Representation Review – Project update***

Author	<i>Mel Neumann; Policy Advisor</i>
Activity Manager	<i>Mark Low; Strategy &amp; Policy Manager</i>
Executive Team Member	<i>Toni Durham; Group Manager Democracy &amp; Engagement</i>

### **Summary**

- The purpose of this report is to update Council on the outcome of the Representation Review appeals and objections period, and the process from here.
- Council resolved the initial proposal on 5 June 2024, and undertook consultation from 13 June - 21 July.
- Submissions were considered on 7 August, and one change was made to the initial proposal (retaining five elected and two appointed members on the Methven Community Board).
- The final proposal was resolved by Council on 4 September, and an appeals and objections period was held from 12 September to 12 October 2024.
- **No appeals or objections have been received**, and therefore the representation arrangements resolved as part of the final proposal will be the basis for the next triennial election, to be held on 11 October 2025.

### **Recommendation**

- 1. That** Council receives the report.

## Background

### The current situation

1. Council is required to conduct a representation review at least once every 6 years. The last representation review was done in 2018, for the following local body elections. The next local body triennial elections are to be held on 11 October 2025.
2. An initial proposal on the representation arrangements was resolved by Council on 5 June, and the following amendments to the status quo were proposed:
  - Extension of Ashburton Ward boundary to include Trevors Road area, and
  - Extension of Methven Community Board boundary to include properties on the periphery of existing boundary, and
  - Reduction of Methven Community Board members from a total of seven to six (four elected members plus two appointed).
3. Consultation on the initial proposal took place from 13 June to 21 July 2024. A total of 14 submissions were received, with two submitters speaking at the hearing. Six submissions were in favour of the proposal, and eight submissions contained objections to various elements of the proposal. Most of the objections were related to the proposal to reduce the number of Methven Community Board members.
4. Council considered the submissions received at the hearings and deliberations on 7 August, and on 4 September the final proposal was resolved. In response to submissions received, Council decided to amend the initial proposal and retain the current number of Methven Community Board members (five elected plus two appointed).

### Appeals and objections period

5. Because a change was made to the initial proposal, Council was required to provide an appeals and objections period for a minimum of one month. This was provided from 12 September to 12 October 2024, and **no appeals or objections were received**.

### Appeals vs objections

6. Appeals – [under section 190 of the Local Electoral Act 2001 \(LEA\)](#), a person or organisation who made a submission on an initial proposal may lodge an appeal against the decision on the final proposal. An appeal must identify which matters it relates to, and can only be related to the matters covered in the appellants' submissions on the initial proposal.
7. Objections – [under section 19P of the LEA](#), if Council decides to amend its initial proposal, it then also opens up to objections on the amended proposal from any interested persons or organisations (not just those who submitted). An objection lodged must identify the matters to which the objection relates. All aspects of the

proposal are open for appeals/objections, whether they are the same as included in the initial proposal or changed in some way.

8. If any appeals or objections *had* been received, the representation review would need to be considered by the Local Government Commission, and the Commission would have been responsible for making the final determination.

### **Timeline for this representation review**

9. The following table shows the steps and dates that were relevant for this representation review. Completed steps are highlighted in green, and steps that are not applicable are highlighted in blue.

<b>Date</b>	<b>Stage</b>
October-November-December 2023	Early engagement (Community & Rūnaka) - <i>complete</i>
15 November 2023	Council meeting – early engagement document approved - <i>complete</i>
22 November – 17 December 2023	Early engagement - <i>complete</i>
January – May 2024	Process early engagement and develop Initial Proposal - <i>complete</i>
5 June 2024	Resolution of Initial Proposal - <i>complete</i>
13 June 2024	Public notice on Initial Proposal - <i>complete</i>
13 June – 21 July 2024	Consultation on Initial Proposal - <i>complete</i>
7 August 2024	Council hearing on submissions and Final Proposal developed - <i>complete</i>
4 September 2024	Council resolution on Final Proposal - <i>complete</i>
By 12 September 2024	Public notice on Final Proposal - <i>complete</i>
12 Sep – 12 Oct 2024	Appeals/objections period - <i>complete</i>
12 October 2024	Public appeals/objections to Final Proposal due - <i>complete</i>
November 2024 (TBC)	Public Notice on Final representation arrangements for 2025 local elections - <i>following 30 October Council Meeting</i>
20 December 2024	Latest date that appeals/objections can be forwarded to the Local Government Commission (if any) - <i>not applicable</i>
No later than Thursday 10 April 2025	Determinations by Local Government Commission on representation arrangements review (if required) - <i>not applicable</i>

## Legal/policy implications

### Representation review process

10. The review process in brief, as provided by the Local Government Commission:
  - A council's initial representation review proposal must be publicly notified no later than 8 August in the year before an election.
  - Any person or organisation can make a submission on a council's proposal. If a council receives no submissions, the proposal becomes the basis for election at the next triennial election and the council gives public notice accordingly.
  - If the council receives submissions, it considers these and may change its proposal as a result. If a person or organisation who made a submission is not satisfied with the council's amended final proposal, they can appeal against it. Alternatively, if a council changes its proposal, any person or organisation (whether or not they made a submission) may object to the amended proposal.
  - If there are no appeals or objections, the proposal becomes the basis of election at the next triennial election and the council must give public notice accordingly.
  - If a council receives any appeal or objection, it must refer its proposal to the Local Government Commission for determination along with the appeals and objections received. The Local Government Commission's determination is final and becomes the basis for election at the next triennial election.

### Local Electoral Act 2001 (LEA)

11. The Representation Review process is governed by the [Local Electoral Act 2001](#) (the Act) with the Local Government Commission acting as the authority charged with making the final decision on arrangements. Statutory requirements are extensive and are provided for in the Act, with the review process set out in section 19H to 19Z of the Act.

### Climate change

12. Council's representation arrangements should not have a direct impact on climate change.

## Strategic alignment

13. The recommendation relates to Council's community outcome of 'Residents are well represented, included and have a voice', because the Final Proposal aims to ensure fair and effective representation.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Having suitable representation arrangements will contribute to all four well-beings for the community, including enabling democratic representation and decision-making.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	Costs involved with consultation (completed), and costs involved with getting updated boundary maps prepared and certified.
Is there budget available in LTP / AP?	Yes, covered by existing budgets
Where is the funding coming from?	Existing budgets – Strategy & Policy, Communications and Governance Teams
Are there any future budget implications?	Representation arrangements should not significantly impact budgets. Elected Member Remuneration is set by the Remuneration Authority.
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	The purpose of this report is for information only and to provide a final update for elected members on the outcome of the appeals and objections period for the ADC Representation Review 2024.
Level of engagement selected	1. Inform – one way communication
Rationale for selecting level of engagement	Consultation (as legally required) on the initial proposal has already been undertaken in June/July, and the appeals and objections period for the Final Proposal was open to the public from 12 September to 12 October. As no Appeals and Objections have been received, the process has concluded and the Final proposal will now be implemented.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

## Next steps

14. There are no further governance steps for this project.
15. Public Notice on Final Arrangements (no appeals or objections).
16. Officers will work on getting the updated boundary maps prepared, and will submit them to Land Information New Zealand and the Surveyor-General for certification (as required for the next triennial election).
17. The new boundaries will apply for the 2025 local elections. The new Methven Community Board boundary will be rated from 1 July 2026. The Ashburton Ward boundary does not directly relate to a rating boundary so will not have an impact on rates.



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## 13. 2025 Schedule of Council Meetings

Author *Phillipa Clark, Governance Team Leader*  
Executive Team Member *Toni Durham, GM Democracy & Engagement*

### Summary

- A meeting schedule has been prepared for the Council and Methven Community Board meetings in 2025 for Council’s consideration and adoption.
- The schedule is prepared on the same basis as the 2024 calendar with two Council meetings (on the first and third Wednesday each month) and Methven Community Board meetings held six weekly, on Mondays.
- Other Council related meetings and workshop dates are included, where known, and will continue to be updated to help elected members plan their commitments over the year.

### Recommendation

1. **That** Council adopts the 2025 schedule of Council and Methven Community Board meetings.

### Attachments

**Appendix 1:** 2025 meeting calendar

## Background

### The current situation

1. Council adopted the 2024 schedule of meetings on the same basis as in 2023. Council took into account feedback from the previous term showing that the structure worked well and there was no compelling reason to change it. The two Council meetings each month provided timeliness of reports and reduced the need for extraordinary meetings.
2. In April this year, Council undertook an informal review of the meeting structure and frequency. While the option of three weekly Council meetings found some favour, it was agreed to continue with the two meetings each month for the remainder of the term.
3. The use of regular, scheduled workshops and activity briefings for the provision of information and discussion remains. It is proposed that Wednesdays will continue to be the primary meeting day, with Thursdays for workshops and/or ad hoc meetings.
4. Activity Briefings have been held six weekly. Officers have given consideration to scheduling two-monthly Briefings which would improve reporting without significantly impacting on the meeting schedule. The first Activity Briefings meeting is scheduled on Tuesday 28 January, and on Wednesdays thereafter.
5. Audit & Risk Committee meetings, usually held on the same day as the Briefings, have been retained on a six-weekly meeting cycle.
6. The Three Waters Committee, a new standing committee established by Council on 16 October, will meet six weekly in 2025.
7. Budget workshop dates have been tentatively scheduled along with submission hearing dates, should consultation be required on the Annual Plan in 2025. These dates don't have to be adopted at this stage and, depending on the direction Council takes with consultation on the Annual Plan and the Local Water Done Well proposal, they could change –
  - 29-30 January – budget
  - 27 February – budget
  - 20 March – annual plan
  - 2 April – draft Annual Plan adopted for consultation (if required)
  - 28-29 May – submission hearings and deliberations
  - 5 June – contingency for deliberations
  - 12 June – contingency
  - 26 June – adopt Annual Plan (extraordinary Council meeting)
8. The Methven Community Board's six week meeting cycle has been retained on the proposed schedule. The Board has confirmed their support for the status quo.

9. The schedule provides for two meeting-free periods – from 3 to 17 January and from 1 to 25 July.
10. Council may adopt a meeting schedule up until the triennial elections on 11 October, but the dates after that will be the decision of the new Council.
11. To assist with programming of work, a number of other meeting dates are included on the 2025 calendar. This will also help elected members plan their commitments over the year.
12. The meeting schedule is subject to amendments and additions which the Council's business dictates. If it is necessary to cancel a scheduled meeting, all reasonable effort will be taken to notify elected members and the public as soon as practicable of the cancellation and the reasons for the cancellation.

## Options analysis

### Option one – Don't adopt a schedule of meetings

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

#### *Advantages*

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

#### *Disadvantages*

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

### Option two – Adopt the schedule of meetings (Recommended)

14. It is recommended that Council adopts the 2025 schedule of meetings for the Council and Methven Community Board meetings, as presented, or adopt an amended version.

#### *Advantages*

- Council will be proceeding with a schedule that proved to be efficient in the past term.
- Council meetings are scheduled around a number of local government sector and external meetings that are unlikely to change.
- Provides elected members the ability to plan their commitments over the year and allows for programming of work.

#### *Disadvantages*

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

- Adopting a schedule doesn't prevent Council from amending it from time to time.

## Legal/policy implications

### Local Government Act 2002

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

### Climate change

16. Not applicable to this decision.

## Strategic alignment

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

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

## Financial implications

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

## Significance and engagement assessment

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

Requirement	Explanation
Is the matter considered significant?	No.
Level of significance	Low.
Level of engagement selected	1. Inform – one-way communication.
Rationale for selecting level of engagement	Council establishes its governance structure within the parameters of legislation. The community is informed through notices of meetings and web based communication.
Reviewed by Strategy & Policy	Toni Durham : GM Democracy & Engagement

	January	February	March	April	May	June	July	August	September	October	November	December	
MON									1			1 Biodiversity	MON
TUE				1			1		2			2	TUE
WED	1 Closed			2 Council			2		3 Council	1 Council		3 Council	WED
THU	2 Closed			3	1 Workshop LG Sector		3		4 Workshop	2 Workshop		4	THU
FRI	3			4	2 LG Sector		4	1	5	3		5	FRI
SAT	4	1	1	5	3		5	2	6	4	1	6	SAT
SUN	5	2	2	6	4	1	6	3	7	5	2	7	SUN
MON	6	3 Biodiversity	3	7	5 Biodiversity	2 King's Birthday	7	4 Biodiversity	8	6	3	8	MON
TUE	7	4	4 ADRSCC	8	6 RDRML	3 ADRSCC	8	5 RDRML	9 ADRSCC	7	4 RDRML	9	TUE
WED	8	5 Council	5 Council	9	7 RDRML Council	4 Council	9	6 Council	10 Audit & Risk Three Waters	8	5 Council	10	WED
THU	9	6 Waitangi	6 Workshop	10	8	5 Ann Plan	10	7 Workshop	11 Workshop	9 Workshop	6	11	THU
FRI	10	7	7	11	9	6	11	8	12	10	7	12	FRI
SAT	11	8	8	12	10	7	12	9	13	11 Elections	8	13	SAT
SUN	12	9	9	13	11	8	13	10	14	12	9	14	SUN
MON	13	10	10 MCB	14 MCB	12	9	14	11 MCB	15	13	10 MCB	15	MON
TUE	14	11 RDRML	11	15	13	10	15	12	16 RDRML	14 RDRML	11	16 RDRML	TUE
WED	15	12 Audit & Risk Three Waters	12	16 Council	14 Audit Risk Three Waters	11	16 LGNZ Conference	13	17 Council	15	12 Audit, Risk Three Waters	17 Council	WED
THU	16	13 Workshop CMF	13 Workshop	17 Workshop	15 Workshop	12 Ann Plan CE Forum	17 LGNZ Conference	14 Workshop	18 Workshop	16	13 LG Sector	18	THU
FRI	17	14 CMF	14	18 Easter	16	13	18	15	19	17	14 Canterbury Anniversary	19	FRI
SAT	18	15	15	19	17	14	19	16	20	18	15	20	SAT
SUN	19	16	16	20	18	15	20	17	21	19	16	21	SUN
MON	20	17	17	21 Easter	19	16	21	18	22 MCB	20	17	22	MON
TUE	21	18	18	22	20	17 RDRML	22	19	23	21 RDRML AGM	18	23	TUE
WED	22	19 Council	19 Council	23	21 Council	18 Council	23	20 Council	24 Agencies	22	19 Council	24	WED
THU	23	20 Agencies	20 Ann Plan	24 Workshop	22 Workshop	19 Workshop	24	21 W/shop	25 Workshop	23	20	25 Closed	THU
FRI	24	21	21	25 ANZAC	23	20 Matariki	25	22	26	24	21	26 Closed	FRI
SAT	25	22	22	26	24	21	26	23	27	25	22	27	SAT
SUN	26	23	23	27	25	22	27	24	28	26	23	28	SUN
MON	27 MCB CE Forum	24	24	28	26 MCB	23	28	25	29	27 Labour	24	29 Closed	MON
TUE	28 Activity Briefings	25 Water Zone Cmte	25 RDRML	29	27	24	29	26	30	28	25	30 Closed	TUE
WED	29 Budget	26	26 Briefings Audit & Risk Three Waters	30	28 Briefings Submission Hearings	25 Audit & Risk Three Waters	30 Briefings Audit & Risk Three Water	27		29 Council Inaugural	26	31 Closed	WED
THU	30 Budget	27 Budget LG Sector	27 Workshop		29 Hearing Submissions	26 Workshop	31 Workshop	28 Workshop		30	27		THU
FRI	31	28 LG Sector	28		30	27		29		31	28		FRI
SAT			29		31	28		30			29		SAT
SUN			30			29		31			30		SUN
MON			31			30 MCB							MON
TUE													TUE

Meeting	Start time	Dates to Note
Council	1.00pm	Budget Workshop 29-30 January
Council Activity Briefings	9.30am	Waitangi Day Thu 6 February
Audit & Risk Committee	1.00pm	Budget Workshop 27 February
Three Waters Compliance Committee	10.30am	Annual Plan Workshop 20 March
Council Workshops	am/pm	Draft Annual Plan adopted (if required) 2 April
Biodiversity Advisory Group	1.00pm	Good Friday 18 April
Road Safety Co-ordinating Committee	9.30am	Easter Monday 21 April
Methven Community Board	9.00am	Anzac Day Fri 25 April
Water Zone Committee	1.00pm	Submission hearings / deliberations 28-29 May
		Kings Birthday Mon 2 June
		Submission deliberations (cont'd) 5 & 12 June
		Matariki Fri 20 June
		Adopt Annual Plan by 30 June
		LGNZ Conference 16-17 July
		Labour Day Mon 27 October
		Adopt Annual Report by 30 October
		Canterbury Anniversary Day Fri 14 November
		Council Agencies (6 month reports) 26 Feb & 24 Sep
<b>CMF</b> Canterbury Mayoral Forum	<b>CE Forum</b> (Canterbury council chief executives)	
LG Sector (Rural & Provincial and combined sector meetings - Wellington)		
<b>RDRML</b> Rangitata Diversion Race Management Limited		

## Council

30 October 2024



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## 14. *Financial Report*

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

### Attachments

Financial variance report – September 2024

### Recommendation

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

***Ashburton District Council  
Financial Variance Report  
For the period ending  
30 September 2024***



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

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

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

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## Income and Expenditure – Overview

For period ending 30 September 2024

<p><b>\$21.92 M</b> Actual YTD Operating Income</p>	<p><b>\$97.17 M</b> Budget Full Year Operating Income</p>	<p><b>(\$75.25) M</b> Variance Operating Income</p>	<p><b>23%</b> % of Budget Operating Income</p>
<p><b>\$19.55 M</b> Actual YTD Operating Expenditure</p>	<p><b>\$88.21 M</b> Budget Full Year Operating Expenditure</p>	<p><b>(\$68.66) M</b> Variance Operating Expenditure</p>	<p><b>22%</b> % of Budget Operating Expenditure</p>
<p><b>\$1.41 M</b> Actual YTD Capital Income</p>	<p><b>\$28.72 M</b> Budget Full Year Capital Income</p>	<p><b>(\$27.31) M</b> Variance Capital Income</p>	<p><b>5%</b> % of Budget Capital Income</p>
<p><b>\$3.47 M</b> Actual YTD Capital Expenditure</p>	<p><b>\$61.22 M</b> Budget Full Year Capital Expenditure</p>	<p><b>(\$57.75) M</b> Variance Capital Expenditure</p>	<p><b>6%</b> % of Budget Capital Expenditure</p>
<p><b>\$0.00 M</b> Actual YTD Loans Repaid</p>	<p><b>\$10.42 M</b> Budget Full Year Loans Repaid</p>	<p><b>(\$10.42) M</b> Variance Loans Repaid</p>	<p><b>0%</b> % of Budget Loans Repaid</p>

## Income and Expenditure – Summary

For period ending 30 September 2024

	Actual YTD	Full Year Budget	Variance	Percentage of Budget
<b>Revenue</b>				
Rates	13,380,344	52,448,857	(39,068,513)	26%
Fees and Charges	3,231,586	12,033,675	(8,802,089)	27%
Subsidies and Grants	2,774,153	12,841,317	(10,067,164)	22%
Finance Income	322,842	450,000	(127,158)	72%
Other Revenue	1,661,844	6,805,006	(5,143,162)	24%
Other Sales	136,074	1,502,276	(1,366,201)	9%
Development / Financial Contributions	416,189	900,000	(483,811)	46%
Gain on Sale of Assets	0	3,884,000	(3,884,000)	0%
Vested Assets	0	6,305,000	(6,305,000)	0%
<b>Total Revenue</b>	<b>21,923,032</b>	<b>97,170,131</b>	<b>(75,247,099)</b>	<b>23%</b>
<b>Operating Expenditure</b>				
Payments to Staff and Suppliers	12,919,442	62,167,341	(49,247,898)	21%
Finance Costs	1,753,274	6,610,187	(4,856,913)	27%
Other Expenses	57,636	145,700	(88,064)	40%
Depreciation	4,821,485	19,285,939	(14,464,454)	25%
<b>Total Expenditure</b>	<b>19,551,837</b>	<b>88,209,166</b>	<b>(68,657,330)</b>	<b>22%</b>
<b>Net operating surplus (deficit)</b>	<b>2,371,196</b>	<b>8,960,964</b>	<b>(6,589,769)</b>	<b>26%</b>
<b>Capital Income</b>				
Loans Raised	0	26,615,809	(26,615,809)	0%
Land Sales	1,348,700	0	1,348,700	0%
Other Asset Sales & Disposals	61,609	2,100,000	(2,038,391)	3%
<b>Total Capital Income</b>	<b>1,410,309</b>	<b>28,715,809</b>	<b>(27,305,500)</b>	<b>5%</b>
<b>Capital Expenditure</b>				
Infrastructural Assets	824,528	19,247,400	(18,422,871)	4%
Cyclic Renewals	1,750,738	19,287,797	(17,537,059)	9%
Plant	55,384	421,161	(365,777)	13%
Additions/Alterations	493,764	3,038,999	(2,545,235)	16%
Other Assets	334,295	19,226,618	(18,892,323)	2%
<b>Total capital expenditure</b>	<b>3,470,797</b>	<b>61,221,975</b>	<b>(57,751,178)</b>	<b>6%</b>
Loan Repayments	0	10,421,283	(10,421,283)	0%
<b>Total capital to be funded</b>	<b>2,060,489</b>	<b>42,927,449</b>	<b>(40,866,961)</b>	<b>5%</b>

## Transportation – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Footpaths	342,309	1,570,605	(1,228,297)	22%	No
Roading	4,808,410	21,591,662	(16,783,252)	22%	No
	5,150,719	23,162,267	(18,011,549)	22%	
<b>Operating Expenditure</b>					
Footpaths	334,003	1,465,525	(1,131,521)	23%	No
Roading	3,895,587	18,971,267	(15,075,680)	21%	No
	4,229,591	20,436,792	(16,207,201)	21%	
<b>Capital Income</b>					
Roading	0	2,600,000	(2,600,000)	0%	No
	0	2,600,000	(2,600,000)	0%	
<b>Capital Expenditure</b>					
Footpaths	100,141	683,000	(582,859)	15%	No
Roading	1,360,110	11,955,739	(10,595,629)	11%	No
	1,460,251	12,638,739	(11,178,487)	12%	
<b>Loan Repayments</b>					
Footpaths	0	26,281	(26,281)	0%	
Roading	0	544,971	(544,971)	0%	No
	0	571,252	(571,252)	0%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	2,150,000	(2,150,000)	0%	

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

## Drinking Water – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Group Water Supplies	2,075,780	8,157,292	(6,081,511)	25%	No
Montalto Water Supply	103,437	399,800	(296,363)	26%	No
Lyndhurst Water Supply	7,551	18,457	(10,906)	41%	
Barhill Water Supply	1,022	3,945	(2,923)	26%	
	<u>2,187,790</u>	<u>8,579,494</u>	<u>(6,391,704)</u>	<u>26%</u>	
<b>Operating Expenditure</b>					
Group Water Supplies	1,811,341	7,683,147	(5,871,806)	24%	No
Montalto Water Supply	68,111	403,728	(335,617)	17%	No
Lyndhurst Water Supply	1,720	5,409	(3,689)	32%	
Barhill Water Supply	500	1,566	(1,065)	32%	
	<u>1,881,673</u>	<u>8,093,850</u>	<u>(6,212,178)</u>	<u>23%</u>	
<b>Capital Income</b>					
Group Water Supplies	0	10,753,871	(10,753,871)	0%	No
	<u>0</u>	<u>10,753,871</u>	<u>(10,753,871)</u>	<u>0%</u>	
<b>Capital Expenditure</b>					
Group Water Supplies	641,333	12,100,696	(11,459,363)	5%	No
Montalto Water Supply	0	15,000	(15,000)	0%	
	<u>641,333</u>	<u>12,115,696</u>	<u>(11,474,363)</u>	<u>5%</u>	
<b>Loan Repayments</b>					
Group Water Supplies	0	1,876,785	(1,876,785)	0%	No
Montalto Water Supply	0	18,192	(18,192)	0%	
Lyndhurst Water Supply	0	13,048	(13,048)	0%	
Barhill Water Supply	0	2,379	(2,379)	0%	
	<u>0</u>	<u>1,910,404</u>	<u>(1,910,404)</u>	<u>0%</u>	
<i>The above financials include the following:</i>					
Development Contributions	89,272	177,015	(87,743)	50%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	660,000	(660,000)	0%	

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

## Wastewater – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Ashburton Wastewater	1,515,272	6,001,392	(4,486,119)	25%	No
Methven Wastewater	192,127	540,205	(348,079)	36%	No
Rakaia Wastewater	88,349	561,416	(473,067)	16%	No
	<u>1,795,748</u>	<u>7,103,013</u>	<u>(5,307,265)</u>	<u>25%</u>	
<b>Operating Expenditure</b>					
Ashburton Wastewater	1,367,211	5,502,186	(4,134,975)	25%	No
Methven Wastewater	92,482	538,517	(446,034)	17%	No
Rakaia Wastewater	76,717	564,074	(487,357)	14%	No
	<u>1,536,410</u>	<u>6,604,776</u>	<u>(5,068,366)</u>	<u>23%</u>	
<b>Capital Income</b>					
Ashburton Wastewater	0	5,618,171	(5,618,171)	0%	No
	<u>0</u>	<u>5,618,171</u>	<u>(5,618,171)</u>	<u>0%</u>	
<b>Capital Expenditure</b>					
Ashburton Wastewater	139,477	7,363,725	(7,224,248)	2%	No
Methven Wastewater	6,605	134,037	(127,432)	5%	No
Rakaia Wastewater	200,539	0	200,539	0%	
	<u>346,620</u>	<u>7,497,762</u>	<u>(7,151,142)</u>	<u>5%</u>	
<b>Loan Repayments</b>					
Ashburton Wastewater	0	1,087,337	(1,087,337)	0%	No
Methven Wastewater	0	16,277	(16,277)	0%	
Rakaia Wastewater	0	13,711	(13,711)	0%	
	<u>0</u>	<u>1,117,325</u>	<u>(1,117,325)</u>	<u>0%</u>	
<i>The above financials include the following:</i>					
Capital Services Contribution	61,839	462,856	(401,017)	13%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	2,630,000	(2,630,000)	0%	

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

## Stormwater – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Ashburton Stormwater	346,437	1,314,555	(968,118)	26%	No
Methven Stormwater	27,024	102,934	(75,910)	26%	
Rakaia Stormwater	7,125	26,451	(19,326)	27%	
Hinds Stormwater	1,934	6,926	(4,992)	28%	
Rural Stormwater	13,534	51,345	(37,811)	26%	
	396,054	1,502,211	(1,106,157)	26%	
<b>Operating Expenditure</b>					
Ashburton Stormwater	288,229	1,334,123	(1,045,894)	22%	No
Methven Stormwater	18,732	104,268	(85,536)	18%	
Rakaia Stormwater	5,380	27,325	(21,944)	20%	
Hinds Stormwater	1,005	6,929	(5,924)	15%	
Rural Stormwater	285	51,345	(51,060)	1%	
	313,631	1,523,990	(1,210,359)	21%	
<b>Loan Repayments</b>					
Ashburton Stormwater	0	173,989	(173,989)	0%	No
Methven Stormwater	0	7,539	(7,539)	0%	
	0	181,528	(181,528)	0%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	865,000	(865,000)	0%	

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

## Stockwater – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Stockwater	402,702	1,462,895	(1,060,193)	28%	No
	402,702	1,462,895	(1,060,193)	28%	
<b>Operating Expenditure</b>					
Stockwater	192,254	1,462,895	(1,270,641)	13%	No
	192,254	1,462,895	(1,270,641)	13%	
<b>Loan Repayments</b>					
Stockwater	0	23,360	(23,360)	0%	
	0	23,360	(23,360)	0%	

The above financials include the following:

0	0	0	0%
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The above financials do not include the following:

0	0	0	0%
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The above financials do not include appropriations - to and from activities



# Waste Reduction & Recycling – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Refuse Collection	765,174	2,778,247	(2,013,072)	28%	No
Refuse Management	1,184,252	5,466,138	(4,281,886)	22%	No
	<u>1,949,426</u>	<u>8,244,385</u>	<u>(6,294,959)</u>	<u>24%</u>	
<b>Operating Expenditure</b>					
Refuse Collection	563,535	2,773,785	(2,210,249)	20%	No
Refuse Management	1,164,861	5,442,803	(4,277,942)	21%	No
	<u>1,728,396</u>	<u>8,216,587</u>	<u>(6,488,191)</u>	<u>21%</u>	
<b>Capital Income</b>					
Refuse Management	0	366,183	(366,183)	0%	No
	<u>0</u>	<u>366,183</u>	<u>(366,183)</u>	<u>0%</u>	
<b>Capital Expenditure</b>					
Refuse Management	127,880	749,000	(621,120)	17%	No
	<u>127,880</u>	<u>749,000</u>	<u>(621,120)</u>	<u>17%</u>	
<b>Loan Repayments</b>					
Refuse Collection	0	4,462	(4,462)	0%	
Refuse Management	0	44,564	(44,564)	0%	
	<u>0</u>	<u>49,026</u>	<u>(49,026)</u>	<u>0%</u>	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

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

## Recreation Facilities – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Ashburton Museum and Art Gallery	714,237	2,729,736	(2,015,499)	26%	No
Library	612,628	2,361,687	(1,749,059)	26%	No
Recreation Facilities and Services	1,691,751	6,536,913	(4,845,162)	26%	No
	<u>3,018,617</u>	<u>11,628,337</u>	<u>(8,609,720)</u>	<u>26%</u>	
<b>Operating Expenditure</b>					
Ashburton Museum and Art Gallery	647,989	2,705,309	(2,057,320)	24%	No
Library	567,539	2,292,693	(1,725,153)	25%	No
Recreation Facilities and Services	1,591,788	6,526,091	(4,934,303)	24%	No
	<u>2,807,316</u>	<u>11,524,093</u>	<u>(8,716,777)</u>	<u>24%</u>	
<b>Capital Income</b>					
Recreation Facilities and Services	0	427,020	(427,020)	0%	No
	<u>0</u>	<u>427,020</u>	<u>(427,020)</u>	<u>0%</u>	
<b>Capital Expenditure</b>					
Ashburton Museum and Art Gallery	7,638	102,000	(94,362)	7%	
Library	76,578	171,300	(94,722)	45%	
Recreation Facilities and Services	56,591	1,005,500	(948,909)	6%	No
	<u>140,807</u>	<u>1,278,800</u>	<u>(1,137,993)</u>	<u>11%</u>	
<b>Loan Repayments</b>					
Library	0	14,969	(14,969)	0%	
Recreation Facilities and Services	0	10,822	(10,822)	0%	
	<u>0</u>	<u>25,791</u>	<u>(25,791)</u>	<u>0%</u>	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

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

# Recreation & Community Services – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Public Conveniences	194,034	736,597	(542,563)	26%	No
Elderly Persons Housing	802,460	2,394,410	(1,591,950)	34%	No
Memorial Halls	109,092	359,371	(250,279)	30%	No
Reserves and Camping Grounds	295,859	1,027,321	(731,463)	29%	No
Reserve Boards	210,672	794,030	(583,358)	27%	No
Community Safety	19,809	76,599	(56,790)	26%	
	<u>1,631,926</u>	<u>5,388,328</u>	<u>(3,756,402)</u>	<u>30%</u>	
<b>Operating Expenditure</b>					
Public Conveniences	114,501	522,287	(407,786)	22%	No
Elderly Persons Housing	145,550	766,772	(621,222)	19%	No
Memorial Halls	144,056	666,058	(522,002)	22%	No
Reserves and Camping Grounds	219,444	1,026,121	(806,677)	21%	No
Reserve Boards	182,402	774,795	(592,393)	24%	No
Community Safety	14,617	76,599	(61,982)	19%	
	<u>820,570</u>	<u>3,832,631</u>	<u>(3,012,061)</u>	<u>21%</u>	
<b>Capital Income</b>					
Elderly Persons Housing	0	149,007	(149,007)	0%	No
	<u>0</u>	<u>149,007</u>	<u>(149,007)</u>	<u>0%</u>	
<b>Capital Expenditure</b>					
Public Conveniences	1,100	470,000	(468,900)	0%	No
Elderly Persons Housing	282,404	2,113,549	(1,831,145)	13%	No
Reserves and Camping Grounds	38,623	0	38,623	0%	
Reserve Boards	66,009	0	66,009	0%	
	<u>388,136</u>	<u>2,583,549</u>	<u>(2,195,413)</u>	<u>15%</u>	
<b>Loan Repayments</b>					
Public Conveniences	0	24,796	(24,796)	0%	
Elderly Persons Housing	0	48,432	(48,432)	0%	
Reserves and Camping Grounds	0	1,200	(1,200)	0%	
Reserve Boards	0	37,211	(37,211)	0%	
	<u>0</u>	<u>111,639</u>	<u>(111,639)</u>	<u>0%</u>	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

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

# Economic Development – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Commercial Property	1,054,383	7,656,558	(6,602,176)	14%	No
Business & Economic Development	181,106	1,020,304	(839,198)	18%	No
District Promotion	94,362	364,241	(269,879)	26%	No
Forestry	1,973	454,220	(452,247)	0%	No
	<u>1,331,824</u>	<u>9,495,323</u>	<u>(8,163,500)</u>	<u>14%</u>	
<b>Operating Expenditure</b>					
Commercial Property	1,726,585	7,993,971	(6,267,386)	22%	No
Business & Economic Development	251,339	1,149,304	(897,965)	22%	No
District Promotion	34,408	364,241	(329,833)	9%	No
Forestry	41,843	415,406	(373,564)	10%	No
	<u>2,054,175</u>	<u>9,922,923</u>	<u>(7,868,748)</u>	<u>21%</u>	
<b>Capital Income</b>					
Commercial Property	1,348,700	7,937,250	(6,588,550)	17%	Yes
	<u>1,348,700</u>	<u>7,937,250</u>	<u>(6,588,550)</u>	<u>17%</u>	
<b>Capital Expenditure</b>					
Commercial Property	138,939	6,022,250	(5,883,311)	2%	No
	<u>138,939</u>	<u>6,022,250</u>	<u>(5,883,311)</u>	<u>2%</u>	
<b>Loan Repayments</b>					
Commercial Property	0	5,967,749	(5,967,749)	0%	No
	<u>0</u>	<u>5,967,749</u>	<u>(5,967,749)</u>	<u>0%</u>	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

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

## Economic Development – Capital Income

### **Commercial Property**

**\$6,588,550U**

#### ***Reason for variance***

\$1.349M variance due to unbudgeted freehold of two Glasgow Leases.

## ***Parks & Open Spaces – Income & Expenditure Report***

For period ending 30 September 2024

	<b>Actual YTD</b>	<b>Budget Full Year</b>	<b>Variance</b>	<b>Percentage of Budget</b>	<b>Permanent Variance</b>
<b>Operating Income</b>					
Cemeteries	194,323	789,611	<b>(595,288)</b>	25%	No
Parks and Recreation	2,038,518	6,985,429	<b>(4,946,911)</b>	29%	No
	<u>2,232,842</u>	<u>7,775,041</u>	<u>(5,542,199)</u>	<u>29%</u>	
<b>Operating Expenditure</b>					
Cemeteries	166,086	665,057	<b>(498,971)</b>	25%	No
Parks and Recreation	1,256,938	5,808,089	<b>(4,551,151)</b>	22%	No
	<u>1,423,024</u>	<u>6,473,147</u>	<u>(5,050,123)</u>	<u>22%</u>	
<b>Capital Income</b>					
Parks and Recreation	0	264,307	<b>(264,307)</b>	0%	No
	<u>0</u>	<u>264,307</u>	<u>(264,307)</u>	<u>0%</u>	
<b>Capital Expenditure</b>					
Cemeteries	0	117,500	<b>(117,500)</b>	0%	No
Parks and Recreation	63,745	788,200	<b>(724,454)</b>	8%	No
	<u>63,745</u>	<u>905,700</u>	<u>(841,954)</u>	<u>7%</u>	
<b>Loan Repayments</b>					
Cemeteries	0	72,400	<b>(72,400)</b>	0%	
Parks and Recreation	0	125,107	<b>(125,107)</b>	0%	No
	<u>0</u>	<u>197,507</u>	<u>(197,507)</u>	<u>0%</u>	

*The above financials include the following:*

Development Contributions	0	0	0	0%
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*The above financials do not include the following:*

Vested Assets	0	0	0	0%
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*The above financials do not include appropriations - to and from activities*

# Community Governance & Decision Making – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Council	1,016,639	3,912,116	(2,895,477)	26%	No
Methven Community Board	33,285	119,737	(86,452)	28%	
Community Grants Funding	586,118	2,033,799	(1,447,682)	29%	No
Water Zone Committee	47,737	186,514	(138,777)	26%	No
	<u>1,683,778</u>	<u>6,252,166</u>	<u>(4,568,388)</u>	<u>27%</u>	
<b>Operating Expenditure</b>					
Council	916,061	3,927,339	(3,011,278)	23%	No
Methven Community Board	23,860	119,737	(95,878)	20%	
Community Grants Funding	709,534	1,796,712	(1,087,178)	39%	No
Water Zone Committee	28,036	168,514	(140,477)	17%	No
	<u>1,677,490</u>	<u>6,012,302</u>	<u>(4,334,811)</u>	<u>28%</u>	
<b>Capital Income</b>					
Community Grants Funding	0	500,000	(500,000)	0%	No
	<u>0</u>	<u>500,000</u>	<u>(500,000)</u>	<u>0%</u>	
<b>Loan Repayments</b>					
Community Grants Funding	0	99,000	(99,000)	0%	
Water Zone Committee	0	18,000	(18,000)	0%	
	<u>0</u>	<u>117,000</u>	<u>(117,000)</u>	<u>0%</u>	
<i>The above financials include the following:</i>					
Development Contributions	252,533	754,984	(502,451)	33%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

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

# Environmental Services – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Environmental Health	61,469	273,322	(211,853)	22%	No
Building Regulation	688,333	2,843,686	(2,155,353)	24%	No
Emergency Management	63,920	248,633	(184,713)	26%	No
Liquor Licensing	70,122	221,308	(151,187)	32%	No
Land Information Memorandum	73,056	217,752	(144,696)	34%	No
Parking	79,204	320,384	(241,179)	25%	No
Animal Control	433,554	591,852	(158,297)	73%	No
Resource Consents	200,923	727,117	(526,194)	28%	No
Monitoring and Enforcement	74,339	284,712	(210,374)	26%	No
Planning	151,468	592,215	(440,747)	26%	No
	<u>1,896,389</u>	<u>6,320,982</u>	<u>(4,424,593)</u>	<u>30%</u>	
<b>Operating Expenditure</b>					
Environmental Health	60,874	273,322	(212,448)	22%	No
Building Regulation	605,639	2,843,687	(2,238,047)	21%	No
Emergency Management	18,849	98,985	(80,136)	19%	No
Liquor Licensing	63,539	221,308	(157,769)	29%	No
Land Information Memorandum	26,294	105,716	(79,422)	25%	No
Parking	55,869	236,596	(180,727)	24%	No
Animal Control	131,351	591,852	(460,500)	22%	No
Resource Consents	231,403	727,118	(495,715)	32%	No
Monitoring and Enforcement	122,060	401,473	(279,413)	30%	No
Planning	101,361	447,913	(346,552)	23%	No
	<u>1,417,239</u>	<u>5,947,969</u>	<u>(4,530,730)</u>	<u>24%</u>	
<b>Capital Expenditure</b>					
Emergency Management	34,000	39,535	(5,535)	86%	
	<u>34,000</u>	<u>39,535</u>	<u>(5,535)</u>	<u>86%</u>	
<b>Loan Repayments</b>					
Animal Control	0	4,400	(4,400)	0%	
Planning	0	144,302	(144,302)	0%	No
	<u>0</u>	<u>148,702</u>	<u>(148,702)</u>	<u>0%</u>	

The above financials include the following:

Development Contributions	0	0	0	0%
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The above financials do not include the following:

Vested Assets	0	0	0	0%
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The above financials do not include appropriations - to and from activities



## Miscellaneous, Dividends & Internal Overheads – Income & Expenditure Report

For period ending 30 September 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Dividends and Interest	552,342	2,250,000	(1,697,658)	25%	No
Te Whare Whakatere	119,139	780,361	(661,222)	15%	No
Executive Team	515,068	1,924,459	(1,409,392)	27%	No
People & Capability	238,490	1,085,558	(847,068)	22%	No
Information Systems	985,385	4,271,422	(3,286,037)	23%	No
Customer Services	200,600	797,062	(596,462)	25%	No
Treasury	422,364	2,032,538	(1,610,174)	21%	No
Rates	223,453	851,788	(628,335)	26%	No
Community Relations	260,453	1,067,913	(807,460)	24%	No
Communications	244,953	1,081,044	(836,092)	23%	No
Property Administration	419,607	1,503,595	(1,083,988)	28%	No
Service Delivery	1,144,931	4,376,789	(3,231,859)	26%	No
Parks Administration	810,941	4,181,814	(3,370,873)	19%	No
Plant Operations	30,230	988,746	(958,516)	3%	No
	6,167,955	27,193,090	(21,025,135)	23%	
<b>Operating Expenditure</b>					
Dividends and Interest	203	51,988	(51,784)	0%	
Te Whare Whakatere	119,139	769,109	(649,970)	15%	No
Executive Team	515,068	1,924,459	(1,409,392)	27%	No
People & Capability	238,490	1,085,559	(847,069)	22%	No
Information Systems	985,385	4,271,422	(3,286,037)	23%	No
Customer Services	200,600	797,061	(596,462)	25%	No
Treasury	422,364	2,035,587	(1,613,223)	21%	No
Rates	258,520	851,788	(593,268)	30%	No
Community Relations	260,453	1,067,913	(807,460)	24%	No
Communications	244,953	1,081,044	(836,092)	23%	No
Property Administration	419,607	1,503,593	(1,083,986)	28%	No
Service Delivery	1,144,931	4,376,789	(3,231,859)	26%	No
Parks Administration	810,941	4,181,814	(3,370,873)	19%	No
Plant Operations	234,011	1,076,399	(842,388)	22%	No
	5,854,664	25,074,525	(19,219,861)	23%	
<b>Capital Income</b>					
Plant Operations	61,609	100,000	(38,391)	62%	
	61,609	100,000	(38,391)	62%	
<b>Capital Expenditure</b>					
Information Systems	72,245	243,500	(171,255)	30%	No
Plant Operations	55,384	421,161	(365,777)	13%	No
	127,629	664,661	(537,032)	19%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	
<i>The above financials do not include appropriations - to and from activities</i>					

## Miscellaneous, Dividends & Internal Overheads – Operating Income

### Dividends and Interest

**\$1,697,658U**

Dividends and Interest includes dividends received from Transwaste of \$229,500. Balance is interest earned on bank funds.

### *Loan Repayments*

For period ending 30 September 2024

	<b>Actual YTD</b>	<b>Budget Full Year</b>	<b>Variance</b>	<b>Percentage of Budget</b>	<b>Permanent Variance</b>
Loan Repayments	0	10,421,283	<b>(10,421,283)</b>	0%	No

## Balance Sheet - DRAFT

As at 30 September 2024

	YTD Actual	2024 Actual
<b>Public Equity</b>		
Ratepayers Equity	531,770,040	530,871,925
Revaluation Reserves	372,473,943	372,473,943
Funds and Reserves	68,520,654	68,520,654
	<b>972,764,637</b>	<b>971,866,522</b>
<b>Non-Current Liabilities</b>		
External Loans	130,600,000	130,600,000
Other Term Liabilities	789,526	789,526
	<b>131,389,526</b>	<b>131,389,526</b>
<b>Current Liabilities</b>		
Trade Creditors	1,568,773	3,886,385
Deposits & Bonds	1,606,821	1,835,395
Other Current Liabilities	413,667	537,462
Accrued Liabilities	3,690,381	8,919,099
	<b>7,279,643</b>	<b>15,178,341</b>
<b>Total Equity &amp; Liabilities</b>	<b>1,111,433,805</b>	<b>1,118,434,389</b>
<b>Fixed Assets</b>	147,113,977	148,179,316
<b>Infrastructural Assets</b>	848,692,510	852,448,656
<b>Work in Progress</b>	73,092,042	73,092,042
<b>Advances</b>	379,118	395,158
<b>Shares</b>	10,425,549	10,425,549
<b>Current Assets</b>		
Cash & Bank	17,336,152	11,057,006
Cash Investments	4,000,000	8,008,807
GST	707,479	2,216,441
Receivables	3,316,299	4,906,616
Provision for Doubtful Debts	(64,688)	(64,688)
Stock	71,888	71,888
Accruals	5,308,890	6,529,416
Other Current Assets	1,054,589	1,168,183
	<b>31,730,610</b>	<b>33,893,669</b>
<b>Total Assets</b>	<b>1,111,433,805</b>	<b>1,118,434,389</b>

## Net Debt and Borrowings

As at 30 September 2024

### Net Debt



### External Borrowing

Local Government Funding	Amount	Rate		Maturity
LGFA 2024	12,000,000	5.78%	Floating	14-Nov-24
LGFA 2023	5,000,000	6.06%	Floating	15-Apr-25
LGFA 2022	5,000,000	6.00%	Floating	15-Apr-25
LGFA 2022	3,000,000	5.94%	Floating	15-Apr-25
LGFA 2021	7,000,000	6.02%	Floating	15-Apr-25
LGFA 2024	5,000,000	6.10%	Floating	15-Apr-26
LGFA 2023	5,000,000	6.25%	Floating	15-Apr-26
LGFA 2023	5,000,000	6.03%	Floating	15-Apr-26
LGFA 2020	10,000,000	6.28%	Floating	15-Apr-26
LGFA 2024	5,000,000	6.02%	Floating	15-Apr-27
LGFA 2024	3,000,000	5.19%	Fixed	15-Apr-27
LGFA 2023	5,000,000	6.39%	Floating	15-Apr-27
LGFA 2023	5,000,000	6.20%	Floating	15-Apr-27
LGFA 2020	5,000,000	0.97%	Fixed	15-Apr-27
LGFA 2020	5,000,000	1.23%	Fixed	15-Apr-27
LGFA 2024	7,000,000	6.40%	Floating	15-May-28
LGFA 2021	16,600,000	2.01%	Fixed	15-May-28
LGFA 2024	7,000,000	6.39%	Floating	20-Apr-29
LGFA 2023	5,000,000	5.08%	Fixed	20-Apr-29
LGFA 2022	10,000,000	6.25%	Floating	20-Apr-29
<b>Total External Funding</b>	<b>130,600,000</b>			

## Borrowing by Activity

As at 30 September 2024

	<b>External Borrowing</b>	<b>Internal Borrowing</b>
Commercial Property	61,214,122	5,425,773
Elderly Person Housing	55,090	194,696
Wastewater	24,898,411	204,372
Drinking Water	24,706,055	3,629,358
Compliance & Development	684,304	-
Stormwater	2,635,319	-
Cemeteries	1,802,202	-
Water Resources	325,360	-
Arts & Culture	2,047,004	-
Refuse and Recycling	639,430	149,749
Stockwater	315,620	-
Roading	6,980,030	-
Footpaths	663,949	-
Recreation Facilities	182,368	-
Civic Building	42,699	-
Parks	2,450,012	3,587,491
Camping	16,421	-
Public Conveniences	269,856	-
Reserve Boards	671,750	40,119
<b>Total</b>	<b>130,600,000</b>	<b>13,231,558</b>

## ***Council Investments***

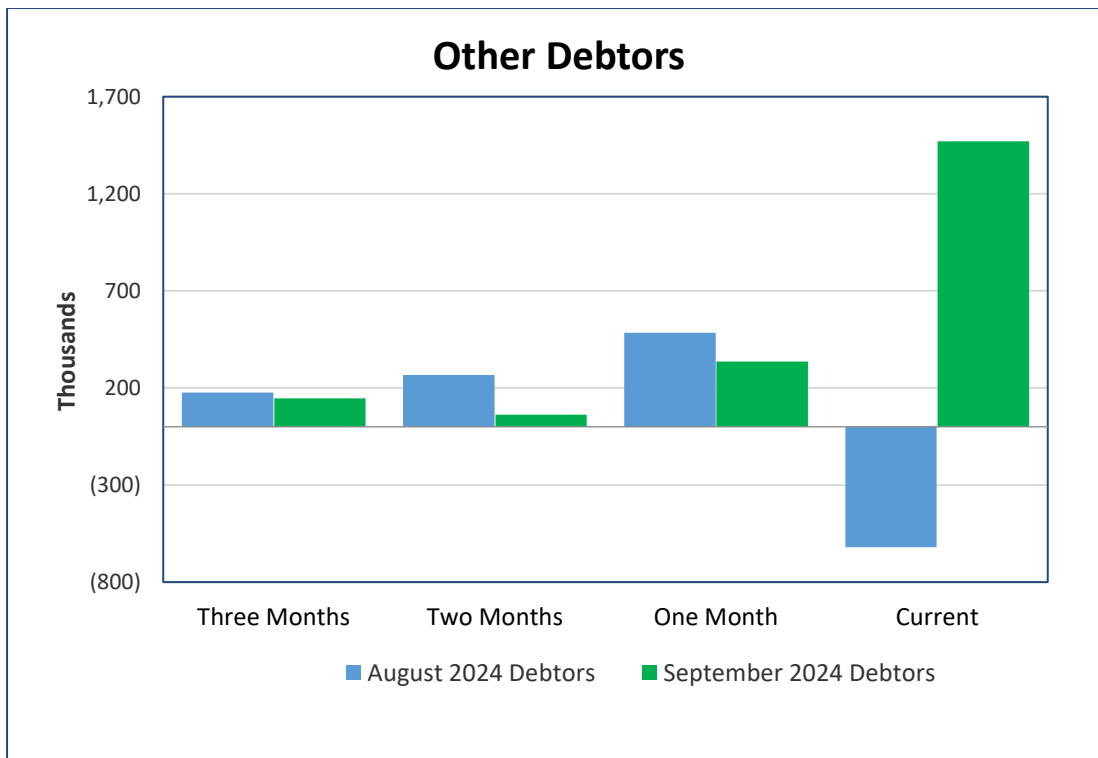
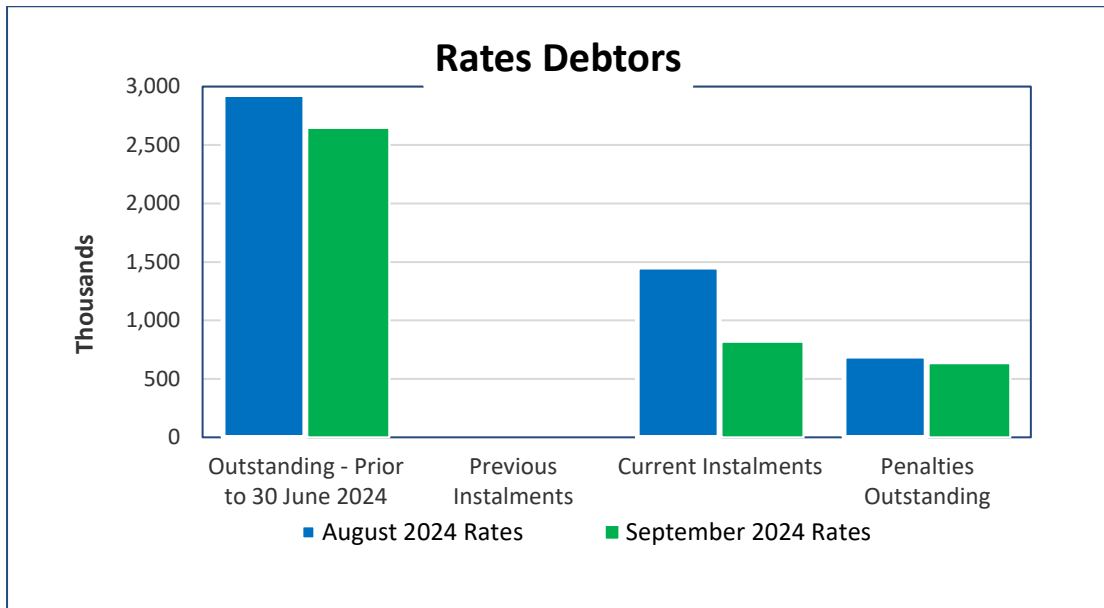
As at 30 September 2024

Listed below are the current significant investments held by Council.

<b>Local Authority Stock and Bonds</b>	<b>Principal</b>	<b>Interest</b>	<b>Yield</b>	<b>Maturity</b>
<b>Bonds</b>				
ANZ	1,000,000	2.99%	6.04%	17-Sep-26
Westpac	1,100,000	6.19%	5.79%	16-Sep-27
Kiwibank	1,000,000	5.73%	4.95%	19-Oct-27
Westpac	900,000	6.73%	5.95%	14-Feb-28
	<b>4,000,000</b>			
<b>Advances</b>				
Eastfield Investments	379,118			
	<b>379,118</b>			
<b>Shares</b>				
Ashburton Contracting Ltd	4,500,000			
Civic Financial Services Ltd	52,159			
RDR Management	30,000			
Transwaste Canterbury Ltd	1,111,590			
ATS	500			
Electricity Ashburton Rebates	1,300			
LGFA Equity	2,965,000			
Eastfield Investments	1,765,000			
	<b>10,425,549</b>			

## Receivables Summary (Including Prior Month Comparative)

As at 30 September 2024



## ***Receivables Summary continued***

Outstanding Debtors over 90 days	
>\$100,000	1
\$50,000 - \$100,000	1
\$30,000 - \$50,000	2
\$10,000 - \$30,000	8

The above debtors are being actively managed or under a resolution process.