

# Ashburton District Council

## AGENDA

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### **Notice of Meeting:**

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

**Date:** Wednesday 2 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>1.15pm</b>	QV presentation – Jeremy Clayton and Kris Rodgers

### 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 – 18/09/24	<b>3</b>
<b>5</b>	Audit & Risk Committee – 11/09/24	<b>7</b>

### Reports

<b>6</b>	Learning Hub	<b>9</b>
<b>7</b>	Solid Waste Management Contract Evaluation – elected member observers	<b>33</b>
<b>8</b>	Road Stopping – part of Alexander St, Chertsey	<b>36</b>
<b>9</b>	Carry-over of Funding to 2024-25	<b>43</b>
<b>10</b>	Local Approved Products Policy Review	<b>58</b>
<b>11</b>	Financial Variance Report August 2024	<b>72</b>
<b>12</b>	Service Provisions over Christmas and New Year 2024-25	<b>97</b>

### Business Transacted with the Public Excluded

<b>13</b>	Council – 18/09/24	<b>PE 1</b>
	<ul style="list-style-type: none"> <li>• MCB – lease matter                      Section 7(2)(h) Commercial activities</li> <li>• Housing &amp; Support Trust                Section 7(2)(h) Commercial activities</li> <li>• Te Whare Whakatere                    Section 7(2)(h) Commercial activities</li> <li>• Ashburton Business Estate            Section 7(2)(h) Commercial activities</li> </ul>	
	[Now in open meeting]	
	<ul style="list-style-type: none"> <li>• Tenders for relocatable buildings</li> <li>• Lake Clearwater leases</li> </ul>	
<b>14</b>	Audit & Risk Committee – 11/09/24	<b>PE 4</b>
	<ul style="list-style-type: none"> <li>• Health &amp; Safety                            Section 7(2)(a) Protection of privacy of natural persons</li> <li>• Building claim                              Section 7(2)(h) Commercial activities</li> <li>• Corporate Risk Register                Section 7(2)(a) Protection of privacy of natural persons</li> </ul>	

## 4. Council Minutes – 18 September 2024

Minutes of the Council meeting held on Wednesday 18 September 2024, commencing at 10.30am in the Hine Paaka Council Chamber, Te Whare Whakaterere, 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: Tania Paddock (Legal Counsel), Mark Low (Strategy & Policy Manager), Rick Catchpowle (Regulatory Manager), Simon Worthington (Economic Development Manager), Richard Wood (Sport & Recreation Manager), Ellen Nicol (Recreation Services Manager), Mark Chamberlain (Roading Manager) and Tayyaba Latif (Policy Advisor), Renee Julius (Property Manager) and Jacqui Watson (Property Legal Counsel).

### 1 Apologies

Nil.

### 2 Extraordinary Business

Nil.

### 3 Declarations of Interest

Item 4: The Mayor and Deputy Mayor gave notice of their conflicts of interest and both left the meeting for the duration of this item.

### Election of Chairperson

**That** Councillor Ellis be elected as Chairperson, in the absence of the Mayor and Deputy Mayor.

Braam/Cameron

Carried

### Business transacted with the public excluded – 10.33am

**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:	
4	Sale of relocatable buildings	Section 7(2)(h)	Commercial activities

Cameron/Lovett

Carried

Council adjourned from 12.27pm until 1pm.  
The Mayor resumed the Chair.

**5 Confirmation of Minutes**

- **Council – 4/09/24**

**That** the minutes of the Council meeting held on 4 September 2024, be taken as read and confirmed.

Lovett/Cameron Carried

**6 Methven Community Board – 9/09/24**

**That** Council receives the minutes of the Methven Community Board meeting held on Wednesday 9 September 2024.

McMillan/Lovett Carried

**7 Road Safety Co-ordinating Committee – 3/09/24**

**That** Council receives the minutes of the Ashburton District Road Safety Co-ordinating Committee meeting held on Tuesday 3 September 2024.

Hooper/Wilson Carried

**8 Balmacaan Stream – possible consent to divert water**

The recommendation wasn't fully supported. Councillors opposed commented that the wider community needs to be consulted and the matter should be referred to the 2025-26 Annual Plan.

Councillors speaking in support are concerned with the project's significant risk because of the costs associated with the consent process and the uncertainty of consent being granted. They also noted there is no guarantee of water being available, given that the water take for the whole of the catchment area is managed on a limited allocation and flow regime at the Ashburton River SH1 bridge.

**That** Council directs officers not to proceed with applying for the necessary resource consents and DOC authorisations to divert water from Balmacaan Stream to Lake Camp

Ellis/Braam Carried

A show of hands gave 6 for and 3 against (1 abstained) and the motion was carried.

Crs McMillan, Cameron and Hooper recorded their votes against the motion.

**9 Global Cities (Sister Cities) Membership**

**That** Council commits to its membership with Global Cities New Zealand, as an Economic Development function.

Cameron/McMillan Carried

**10 Dog Control Policy & Practices Report 2023/24**

Officers will amend the report to include reference to the Ashburton Business Estate dog exercise area.

1. **That** the report be received.

2. **That** Council gives public notice of the Dog Control Policy and Practices Report and makes it publicly available.

Cameron/Hooper Carried

**11 District Licensing Committee Annual Report 2023/24**

**That** Council receives the District Licensing Committee Annual Report 2023-24.

Mayor/Lovett Carried

**12 Te Araroa iti Trail**

**That** Council directs officers to support the Te Araroa Trust by facilitating local relationships and contacts.

McMillan/Hooper Carried

**13 Hampstead School Pool Partnership**

**That** Council enters into an agreement with Hampstead School on the terms identified within this report, including an investment of up to \$6,000 as compensation for public access to enable EA Networks Centre, to operate the Hampstead Pool during January 2025.

Hooper/Braam Carried

**14 2024-27 National Land Transport Programme approved funding**

**That** Council spends the Council LTP budgeted share of the reduced subsidised budget for 2024/25 (\$2,458,300), across agreed work categories to be approved at a later date.

Mayor/McMillan Carried

**15 Southern Motorway Speed Limit Consultation**

The submission will be updated to include a comment (cl.9) suggesting enhanced signage on the northern approach to Rolleston warning of merging to a single lane.

**That** Council approves the proposed draft submission to NZTA Waka Kotahi on SH76/SH1 Christchurch Southern Motorway speed limit review.

Lovett/Todd Carried

**16 Mayor's Report**

**That** the report be received.

Mayor/Todd Carried

• **Age Friendly Ashburton Steering Group**

**That** Council writes to the Ministry of Social Development in support of the Age Friendly Ashburton Steering Group's application for funding from the Age Friendly Fund.

Cameron/McMillan Carried

**Business transacted with the public excluded – 3.08pm**

**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:

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<b>17</b>	Council – 4/09/24 [Now in open meeting] EA Shareholder Cmte appointments		
<b>18</b>	Methven Community Board – 9/09/24 • Lease matter	Section 7(2)(h)	Commercial activities
<b>19</b>	Lake Clearwater Leases	Section 7(2)(h)	Commercial activities
<b>20</b>	Housing & Support Trust Lease	Section 7(2)(h)	Commercial activities
<b>21</b>	Te Whare Whakatere	Section 7(2)(h)	Commercial activities
<b>22</b>	Ashburton Business Estate	Section 7(2)(h)	Commercial activities

McMillan/Cameron

Carried

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

- **Sale of Relocatable Buildings**

**That** Council accepts the tender from Mid Canterbury Rugby Union Incorporated for the sale and purchase of the former Council Chambers building, located at 137 Havelock Street, Ashburton, for the sum of \$130,000 plus GST.

Braam/Lovett

Carried

A show of hands gave 5 for and 3 against and the motion passed

**That** Council accepts the tender from Talleys Limited for the sale and purchase of the former staff tearoom building, located at 147 Havelock Street, Ashburton, for the sum of \$30,000 plus GST.

Braam/Todd

Carried

**That** Council does not accept the tenders received for the three prefabricated buildings at the former Polytech site.

Braam/Wilson

Carried

**That** the Chief Executive be instructed to seek \$1 each for the three prefabricated buildings on the Polytech site.

Ellis/Cameron

Carried

- **Lake Clearwater leases**

1. **That** Council continues with its current leasing arrangements at the Lake Clearwater Settlement.
2. **That** Council rescinds resolutions 1-4 of its decision of the 10 July 2017 Council meeting in relation to the sale of sections at Lake Clearwater.

Braam/Lovett

Carried

The Mayor and Cr Cameron recorded their votes against the motion.

Council suspended Standing Order 4.2 to continue meeting beyond six hours and the meeting concluded at 5.10pm.

Confirmed 2 October 2024

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MAYOR

## 5. *Audit & Risk Committee Minutes*

Minutes of the Audit & Risk Committee meeting held on Wednesday 11 September 2024, commencing at 1.00pm, in the Hine Paaka Council Chamber, Te Whare Whakatere, 2 Baring Square East, Ashburton.

### **Present**

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

### **Also present:**

Councillors Phill Hooper, Lynette Lovett, Rob Mackle and Tony Todd

### **In attendance**

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

Staff present for the duration of their reports: Erin Register (Finance Manager), Laretta Artz (Accountant), Tania Paddock (Legal Counsel), Michael Wong (Building Services Manager), Katie Perry (People & Capability Manager) and Andrew Malcolm (Safety & Wellness Lead).

### **1 Apologies**

Nil.

### **2 Extraordinary Business**

Nil.

### **3 Declarations of Interest**

Nil.

### **4 Confirmation of Minutes**

**That** the minutes of the Audit & Risk Committee meeting held on 31 July 2024 be taken as read and confirmed.

Cameron/Wilson

Carried

### **5 Bancorp Treasury Report**

#### **Recommendation to Council**

**That** Council receives the Bancorp Treasury report for the June 2024 quarter.

McMillan/Braam

Carried

### **6 EA Networks Centre Income and Expenditure**

**That** the Audit & Risk Committee receives the EA Networks Centre draft financial reports for the periods ending 30 June and 31 July 2024.

Braam/Wilson

Carried

**Business transacted with the public excluded – 1.07pm**

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

<b>Item No</b>	<b>General subject of each matter to be considered:</b>	<b>In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:</b>	
<b>7</b>	<b>Audit &amp; Risk Committee minutes</b>	Section 7(2)(a)	Protection of privacy of natural persons
<b>8</b>	<b>Health and Safety Report</b>	Section 7(2)(a)	Protection of privacy of natural persons
<b>9</b>	<b>Building Claim</b>	Section 7(2)(h)	Commercial activities
<b>10</b>	<b>Corporate Risk Register</b>	Section 7(2)(h)	Commercial activities

McMillan/Braam

Carried

The meeting concluded at 2.20pm.



## 6. *Learning Hub*

Author *Simon Worthington; Economic Development Manager*  
Executive Team Member *Ian Hyde; GM Compliance & Development*

### Summary

- The purpose of this report is to provide Council with an update on the evidence gathering phase of the Learning Hub Concept. This work will feed into the Concept and Feasibility work approved by the Council through the LTP process.
- The Learning Hub concept also formed one of the actions of the Ashburton Economic Development Strategy.
- Whilst there are excellent learning providers in Ashburton, more can be done to coordinate learners and bring the strengths of these providers together.
- A phased approach to the learning hub is suggested, starting with the development of a learning network in 2024/25 and then progressing the Concept and Feasibility study of the Learning Hub in 2025/26.

### Recommendation

1. **That** Council receives the report.

### Attachment

**Appendix 1** Ashburton Learning Hub Research Report

## Background

### The current situation

1. The delivery of training in the region is limited by both numbers and range. Apprenticeships, upskilling programmes and foundational learning are currently on offer and are well serviced.
2. There is a limited number of vocational or higher learning opportunities available, this results in residents travelling to education institutes outside of the District, often to Christchurch or Timaru.
3. What is unknown at this stage are the numbers of residents who would undertake learning if it was available in Ashburton. The future Concept and Feasibility Study will identify those choosing not to upskill due to travel requirements and provide local solutions that make learning more accessible to Ashburton District residents.
4. The appended report progresses Objective A, Actions 1-3 of the Economic Development Strategy.
5. The appended report is an initial investigation into the learning opportunities available in the District and also the results of initial discussions with education providers and local businesses. There were three distinct phases to this initial investigation:
  - Desktop research;
  - Data gathering;
  - Engagement with education providers and businesses.
6. The research activity included researching existing provision being delivered in Ashburton, researching other models nationally and internationally and gathering demographic and business data. One on one meetings were held with key individuals along with a working party hui. The details of these individuals and organisations can be found in the Appendices of the attached report.
7. The working party comprised of representatives from Ashburton College, Ara, University of Canterbury, Business Canterbury, Ashburton Learning Centre, YMCA and the Ministry of Social Development. Keep Learning Mid Canterbury were invited however were unable to attend, they will be represented in future working group meetings.
8. The outputs of the engagement showed that there was strong support for activities that increased the availability of learning in Ashburton.

9. Whilst the support for increasing the availability for locals increased there was a strong debate about how to achieve this and further work and discussion are needed.
10. Participants in the research were supportive about a more coordinated approach to learning in Mid Canterbury and the concept of a systemised learning network was generally agreed with. Such a learning network would require bringing providers, employers and interested community groups together, with the view to coordinate and expand learning options.
11. It is likely that the learning network would take the lead in identifying future needs and explore ways to drive the growth of learning in the Ashburton District.
12. Business Canterbury are looking to deliver courses in the Ashburton District and have booked rooms in Te Whare Whakatare in early December. These courses are Leadership, Health and Safety Reps Stage 1 and a Health and Safety Refresher Course for Managers.
13. Officers will continue to work on the development of a Learning Network and Learning Hub with the Working Group throughout 2024/25.

### **Legal/policy implications**

14. There are no legal or policy implications for Ashburton District Council at this time.
15. Officers are aware of the responsibility of the Tertiary Education Commission in this area and will meet formally with them in the next phase of the project.

### **Climate change**

16. When considering the establishment of a learning hub in the Ashburton District, Council need to be minded about the climate change implications.
17. Reducing the need for travel outside on the region will clearly have benefits with lower emissions coming from a reduced number of journeys.

### **Strategic alignment**

18. The recommendation relates to Council's community outcome of a prosperous economy built on innovation, opportunity and high-quality infrastructure because the ability to access learning and development opportunities increases productivity and creates an increase in output.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	A higher trained and qualified workforce improves productivity increasing economic output.
Environmental	✓	Reduction in the need for residents to travel for training outside of the District.
Cultural	✓	Increased learning opportunities can increase residents' cultural awareness and understanding.
Social	✓	Having support from fellow learners at a local level can increase retention and improve successful outcomes.

## Financial implications

Requirement	Explanation
What is the cost?	\$50,000
Is there budget available in LTP / AP?	Yes – Year 2 of the LTP allows for a Concept and Feasibility Study to be completed
Where is the funding coming from?	LTP Project funding.
Are there any future budget implications?	Yes Depending on the outcomes of the Concept and Feasibility work there may be future business cases for further investment.
Reviewed by Finance	Leanne Macdonald, Group Manager – Business Support

19. The upcoming work is already budgeted under the current LTP.

## Significance and engagement assessment

20. This work is not considered significant at this stage as the works are at an exploratory stage and the community are involved in the development of thinking. As the project develops it is likely that the level of significance will increase.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	Significance is currently low as the work is at the exploratory or investigative stages.
Level of engagement selected	Inform

Rationale for selecting level of engagement	Informal conversations with our community and stakeholders will enable a clearer position to be understood. No wider engagement is required at this point.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

## Next steps

21. Assuming that the recommendations are adopted then the next steps are shown below.

Date	Action / milestone	Comments
October 2024	Meeting of the Working Party	Set Terms of Reference for Learning Network Advisory Group
October – December 2024	Set scope for concept / feasibility work	
July 2025 – December 2025	Concept & Feasibility Study	External Consultant

# Ashburton Learning Hub

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## **Executive Summary**

- The data, insights and evidence suggest the available provision and delivery of learning in Ashburton has been reducing overtime and there is potential to increase and widen provision delivered in the region to include currently excluded learners.
  - There is a need for a leadership and coordination role in the district for learning, along with guidance and strategic direction to ensure Ashburton is maximising education and upskilling opportunities for the community.
  - There is high level support for the concept of a learning hub in the region, this from both community and businesses.
  - A phased approach is suggested for the implementation of a learning hub, if it is agreed to progress, as this brings the benefit of each stage being able to be evaluated and provide evidence of need.
  - There is overall support for the establishment of a learning network in the district, to support the strategic and operational direction of a learning hub.
  - Ara have offered their campus as possible venue to test and phase the implementation of a learning hub model
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## **Purpose of the scope**

The purpose of this scope is to provide data and insights that help support Ashburton District Council make decisions regarding the next steps in relation to a learning hub for the Ashburton district.

## **Approach**

This scoping document was conducted across three phases which included, desktop research, data gathering, engagement with community, providers and businesses.

The activity included researching existing provision being delivered in Ashburton, researching other models nationally and internationally and gathering demographic and business data.

One on one meetings were held with key individuals along with a working party hui. The final paper was compiled using the data and insights gathered. The approach is outlined. (see Appendix F)

## **Background / rationale**

Conversations had occurred with council staff and the business community where there was reflection on past models of learning that had been available in the district to support upskilling that were either no longer available or had been reduced.

It was agreed further engagement and exploration was required to understand the current provision of learning and where potential opportunities may lie.

## **Intended Purpose of the hub**

For this exploratory exercise some assumptions were made to encourage engagement and support conversations. And while the precise service offerings at the hub are yet to be defined, these high-level concepts were used as an introductory concept;

- Provide increased access to the delivery and support both informal and formal learning. This provision may be provided by providers who are either not currently delivering in the region or who are delivering programmes in a limited capacity.
- Provide business related training, both at the executive level and topics related to skill development.
- Support existing providers through creating an ecosystem of learning.
- Provide pastoral support for learners in the district, including extramural and apprenticeship learners.
- Provide access to technology and equipment for learners.
- Encourage non-traditional learners to access education / learning.
- Provide navigational and pathway support to learners (in particular school leavers, adult learners returning to education).

Whilst this is a menu of possibilities, further defining is required through future exploration on the hub.

## Current Provision in Ashburton

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### Overview

The delivery of training in the region is limited by both numbers and range. Upskilling programmes and foundational learning are currently on offer and are well serviced. The reduced number of vocational or higher learning opportunities available, results in residents travelling to education institutes outside of the region, often to Christchurch or Timaru. Or alternatively choosing not to attend out of town classes at a detriment to their qualification.

Provider	Training delivered	NZQF / NZQA	Number of Learners 2023 in Ashburton
Ashburton Learning Centre	Primarily foundation level upskilling (for example literacy and numeracy, computing, ESOL etc)	Levels 1 -2	498 (across 9 program areas)
Ara (Te Pūkenga)	A wide range of vocational training at their Timaru and Christchurch campus. But limited in Ashburton.	Level 1 - 5	0.75 (drop from 37 in 2017)
Keep Mid Canterbury Connected	Community information sharing, including topics of interest to the public. For example cooking classes, flax weaving, Te Reo	N/A -	2023 415 (attendees) 45 (number of events)  2024 (to date) 531 (attendees) 28 (number of events)
Apprenticeships	Across 17 ITOs / broad sectors. With Primary ITO, BCITO, MITO and Competenz being the top four.		258 EFTS (1005 learners)
YMCA	Programmes provide community-based education, foundation skills, and pathways into other learning opportunities including ACE, MSD funded courses and services for NEET clients.	Levels 1 - 2	NK
Extramural	Primary organisations for delivery  Open Polytech <a href="https://www.openpolytechnic.ac.nz">https://www.openpolytechnic.ac.nz</a>  Te Kura (The Correspondence School). <a href="https://www.tekura.school.nz">https://www.tekura.school.nz</a>  UC Online <a href="https://uconline.ac.nz">https://uconline.ac.nz</a>	Mix of provision	171 learners (2023)  173 learners (2023)  10 learners (Oct 22 - April 24 18 months)

\*\* Te Kura students are primarily isolated from other learning institutes or have anti-social needs and unable to attend a local school. The institute covers both early childhood learning and adult learning. Some may be dual students, which means they may pick up topics from Te Kura that their school doesn't offer e.g. languages. Of the 173 registrations in 2023 - 60 students also attended a face to face school.



## **Educational and qualification data**

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### **High School Leaver data**

The educational data provided by Tertiary Education Commission (TEC) for the purpose of this project (see Appendix C), shows us, from the two main colleges in the district over the 3-year period 2019 -2022, that 925 enrolled in further education, of the 1250 school leavers. The biggest proportion of these young people (185) went to vocational education with Ara in Christchurch or Timaru (as opposed to the data in the table above that relates to the Ashburton Campus), 125 enrolled at the University of Canterbury and 60 were engaged with the Primary Industry Training Organisation (ITO).

Some of the subjects they focused on included; 156 enrolled in Engineering related programmes, 105 in food and hospitality, 105 with architectural and building and 60 in agricultural related fields.

### **Apprenticeship Data**

In 2023, 1005 students studied through an apprenticeship model in the Ashburton area and this equated to 258 EFTS (Equivalent Full Time Learner. The equivalent full-time measure relates one-year of full-time study, which is generally 120 credits).

Three quarters of the 258 EFTS (193) studied through the work-based learning model from Te Pūkenga. The Primary ITO had 70 EFTS, BCITO had 41, while Competenz and MITO had 22 and 23 respectively. Work-based learning refers to learning that occurs when people are in work and this work can be paid or unpaid.

Whilst the model of learning and support offered will vary for each apprenticeship, each learner does have a component of theory-based learning to support the learning gained through experiences in the workplace.

### **Not in Education, Employment or Training (NEET) 15 - 24 years**

NEET includes both people who are unemployed (part of the labour force pool) and those who are not in the labour force, and at the same time they are not in education or training.

The annual average NEET rate in Ashburton District was 11.2% in the year to March 2024, up from 8.8% in the previous 12 months. However, in the same period the annual average NEET rate in Ashburton District was lower than in New Zealand (12.1%). And over the last ten years the annual average NEET rate in Ashburton District reached a peak of 12.6% in March 2019. (see Appendix C)

The NEET data is taken from the quarterly Household Labour Force Survey (HLFS).

### **Ashburton Residents Qualification Levels**

The qualification level data has been extracted from the 2018 census, which are the most recent statistics available. The 2023 census data on household incomes, education and qualifications are not due for release until 2025.

A notably higher percentage of those living in Ashburton have no qualification (23.5%), compared to the overall New Zealand average (17%) (See Appendix C). Ashburton is also below the national average when it comes to Level 6 and above.

However, the number of people who have completed levels one and two are above the national percentage.

## **Stakeholder engagement**

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### **Community Engagement**

During the scoping, a number of community stakeholders were engaged with, through one-on-one meetings and an advisory group meeting. The general sentiment of appreciation was expressed to be included in a more in-depth level of conversation. Many had seen a reference to the learning hub in the Economic Development Plan and some had contributed to the consultation. However, the high-level information left more questions / concerns for them. So having the ability to share their views and discuss the concept in more detail was welcomed.

#### Key themes

- The hub needed to meet a gap in provision / learning in the region, not duplicate what is already available.
- Concern was expressed in the funding that may be required, which possibly included the investment for a new premise.
- Feasibility studies need to include work on the demand and realistic assessment of learners that would use the hub.
- Many liked the opportunity to establish a “learning network” in the district to support ongoing alignment.

### **Advisory Group**

An advisory group meeting was included in the scoping work, this created the opportunity to gain diversity of thought from some key parties. The number of people who were invited was intentionally small in the initial concept stage. For invited guests (see Appendix E).

#### Key themes

- Noted the small offer of provision currently available in Ashburton.
- Need to acknowledge and support current providers and delivery currently available and identify ways of making them more visible.
- Support concepts that encourage more upskilling and education in the region.
- A need exists to increase secondary students' knowledge of businesses in the district and pathways to gain non-traditional training and career opportunities.
- Benefits to creating a learning ecosystem in the area.
- Find ways of encouraging and supporting adult learning.
- Acknowledged the benefits of bringing learners together who may study in isolation, for example extramurally, online, some apprenticeship models.

### **Business engagement**

Engagement occurred with the Ashburton business community, a smaller number than preferred however the richness of the insights still remain valuable. A potential business survey could follow, which has the potential to canvas a larger section of

the business community and a wider range of topics including future labour market skill needs in the district.

Mt Hutt College is exploring a possible hub to support pathways for young people into the agricultural workforce, but unfortunately attempts to engage with them through this scoping exercise were not successful. It is understood they may have engaged with council staff and also provided a recent presentation to council. There will also be future opportunities to engage.

#### Key themes

- Most businesses delivered in house training for their staff and most had used the apprenticeship model as one form of delivery.
- There was an interest with businesses partnering for training, particularly for middle managers and senior managers. They currently access learning from outside of Ashburton.
- Some found the “learning ecosystem” difficult to navigate, and did not access what may be already available due to lack of awareness and thought there would be benefits in having some form of local leadership in this space.
- There was experience with their apprentices challenged by the theory associated with their learning, and many choose not to travel to classes in Christchurch.

#### **Opportunities evidenced by data (not cover through engagement)**

- Sole traders who make up over 65% of the businesses in the region, often have no formally learning infrastructures within their businesses, clustering or joining for professional development would be advantageous.
- Managers and labourers (these roles are primarily dominated in the ag sector) are key roles in the region and are occupations that are potentially candidates for leadership training and apprenticeship support.
- Primary sector is a large sector in the Ashburton district, where learning is often informal.
- An opportunity exists for businesses, through programs like CPAL (Centre for the Assessment of Prior Learning), to have employees have their experience at work translate into a career qualification.

<https://www.ara.ac.nz/study/credit-recognition-and-prior-learning/centre-for-assessment-of-prior-learning/>

For further business demographics (see appendix B)

## **Delivery Models**

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### **Considerations**

Both the stakeholder engagement and data exploration, (along with the need for further education / learning in the area), support further work being undertaken around the learning hub. However, it will be harder to evidence how many individuals and businesses would make use of the dedicated learning space until a defined menu of opportunities and services on offer can be clearly articulated and no longer be conceptual. Even then the uptake of what is on offer may only be tested with audiences once a model is in place. This is the straightforward philosophy of supply (the training / upskilling) and demand (the learner).

It is important to also consider the “training on offer” model, and if the hub is intended to be the deliverer of training or the co-ordinator / conduit. It is expected that the council would prefer the co-ordinator / conduit model as opposed to stepping into the realms of a training provider.

An example may be that the hub may coordinate a facilitator from Christchurch to come to the region and provide “project management” training for a collective of businesses or have providers using a dedicated space jointly with other providers delivering their business-as-usual provision.

Research into different models (see Appendix A) has also been conducted to help understand and learn from different “Learning Hub” examples both nationally and internationally, however from the initial enquiries there was nothing that matched the model being considered for Ashburton. Not to say nothing is available, as more may come to light once further work in depth work is undertaken but this initial research and a number of enquiries didn’t bring anything to light.

### **A phased approach / implementation**

Due to the complexity and uncertainty described above, a phased approach is being recommended. A phased approach would assist the council with step-by-step decision making and each phase would inform and influence the following stages, along with their design and timing.

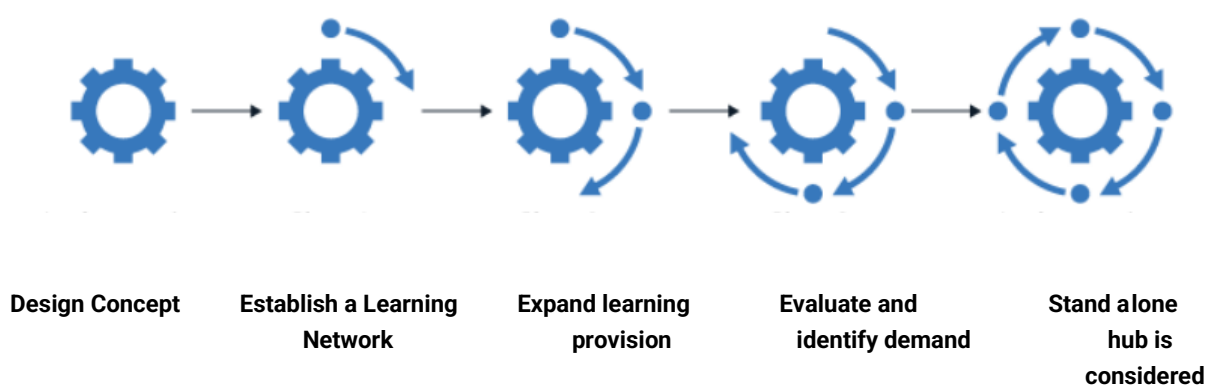
#### **Benefits of a phased approach**

- Each phase can be planned on actual evidence gained from the previous phase.
- Identify potential roadblocks or risk factors and adjust the model accordingly.
- Avoid and reduce the number of risks from a one stage approach.
- Build community and business support as you design on a evidential and needs based model.
- Stop or slow the implementation at any phase if it is established the need does not exist or changes.
- The model can adjust to economic, social and environmental changes over time.
- Split costs across the stages.

## Risks of a phased approach

- Progress may be slower and more costly, as each stage would require support and evaluation.
- Insufficient resources are recognised / provided for the leadership and coordination for each phase to be successful, impacting on the overall implementation.
- Advocates who are instrumental in the success of the model move on or refocus.
- Key partners change their funding priorities in different funding rounds and no longer support the model.

## What a phased approach looks like for the Learning Hub



**Design concept** - This would build off the work done to date and start to map the elements for each phase along with the preparation required for the next phase - a learning network. There would be very little work required for this component as most of the work done in this paper could be used.

**Establish a Learning Network** - This would require bringing providers and interested community groups together, with the view to coordinate and expand learning options. The essential elements required for this phase would include clarity of purpose of the group and a process to measure the added value towards the longer term goal. Council would also need to understand their strategic and operational role in such a network. It is likely the network would need initial leadership and coordination support.

**Expand learning provision** - It is intended that new and expanded learning opportunities would be identified through the learning network, as providers jointly identify gaps, along with areas where the learner numbers warrant delivery of a new program in Ashburton.

Using existing providers in the region to expand that provision would be the initial and preferred option. Along with improved learner pathways. The Ara premises have been offered as one location where additional provision for new providers could be used. For example, an increased number of ITO presence, executive programs or apprenticeship focused classes.

**Evaluate and Identify demand** - Once demand and participation has increased it is likely more in-depth evaluation would be required to consider the sustainability of the increase and any projected growth. This evidence would then be used to build a business case for a stand-alone premise.

**Stand-alone hub** - When it is evidenced that the initial premises being collectively being used may longer be fit for purpose. It is at this stage a purpose-built premise could be considered. At this point the scale and purpose would be more defined based on past learnings and evaluations from the previous stages.

### **Other dependencies for a phase approach**

Each stage would need regional leadership and guidance from an independent body. Ashburton District Council would be ideally suited to assist with that function, particularly given the council's responsibility in community decision-making and oversight of community services and facilities.

A learning network would need a framework put in place, along with a clear strategic and operational direction. The phased approach would be reliant on a learning network delivering against their goals (for example increase learning provision in the district) for that reason it would be ideal if these goals would be guided by council as a part of their leadership function.

Resources would be required to stand up each phase along supporting the coordination to engage with the communities and businesses, whilst these functions may need initial funding, if the long-term business model is designed to be income generating then the intent of the learning hub should be to become self-funded overtime.

### **Next steps**

**Support** the concept of a phased approach

**Endorse** the establishment of a Learning Network

**Decide** the role of council with the Learning Network - Lead, Support, Observer.

**Consider** the level of funding and investment options of resource's.

Appendix A : An example of learning models locally, nationally and internationally

Local		
	Partners	Delivery
Ashburton Learning Centre		Literacy and numeracy support for adults to NCEA Level one. English as a second language, Digital Literacy, Computing, English & Te Reo Classes available. Driver's License Support, Work readiness, CV & Jobseeker Support, Health and Safety (US497). Reader/Writer support and specific learning difficulty (SLD) tutoring. PELT (Prepaid English language tuition) and ESOL (English to speakers of other languages) <a href="https://www.ashburtonlearningcentre.co.nz/">https://www.ashburtonlearningcentre.co.nz/</a>
Keep learning Mid-Canterbury	An initiative of Connecting Mid Canterbury Charitable	They put together a programme of around 40 Keep Learning events a year (on everything from Korean cooking to suicide prevention, Zero Waste living, travel talks, flax weaving, astronomy, gardening) <a href="https://keeplearningmc.nz/">https://keeplearningmc.nz/</a>
YMCA		Primarily foundation programs, including ACE and MSD funded courses and services for NEET clients. Programmes provide community-based education, foundation skills, and pathways into other learning opportunities. <a href="https://ymcasc.org.nz/programmes-and-services/">https://ymcasc.org.nz/programmes-and-services/</a>
Education Centre (located at Ashburton Resource Recovery Park)		Waste education, Eco Education, Waste Free Parenting Workshops, Food Lovers Master Class Love Food Hate Waste, Recycling for Kids, Compostable alternatives to plastic packaging These sessions are available to schools, individuals and groups <a href="https://www.ashburtondc.govt.nz/services/rubbish-and-recycling/waste-education-and-resources">https://www.ashburtondc.govt.nz/services/rubbish-and-recycling/waste-education-and-resources</a>
National		
	Partners	Delivery
Te Papa Hauora	Te Whatu Ora UC	Health hub of learning and innovation Te Papa Hauora's purpose is to shape the future of health through facilitating and promoting collaboration in health-related education, research and innovation.

(Health Precinct Christchurch)	Ara	<a href="https://www.healthprecinct.org.nz/">https://www.healthprecinct.org.nz/</a>
Wellington High School Community Education Centre		Evening and weekend courses are available at the Wellington High School. An example of the programmes on offer are personal development, art and craft, music and dance and ESOL and languages <a href="https://www.cecwellington.ac.nz/w/">https://www.cecwellington.ac.nz/w/</a>
Science Learning Hub, Online NZ		Online learning resources on over 60 high school science topics, targeted for teachers and learners <a href="https://www.sciencelearn.org.nz/topics">https://www.sciencelearn.org.nz/topics</a>
Te Whatu Ora South Canterbury's Learning Hub		Te Whatu Ora South Canterbury's Learning Hub provides a number of professional development opportunities: Life Support Courses, Mental Health Service Support, Clinical & Primary Health Support and Training, New Graduate programmes for Enrolled Nurses, Registered Nurses, Midwives & Allied Health Staff, Core competency training and support, Cultural competency training support Training & Development Facilitation, Health Workforce Facilitation, Professional Development Recognition Programme Facilitation, Allied Health support and training, Midwifery training and support. <a href="https://www.scdhb.health.nz/work-for-us/learning-development">https://www.scdhb.health.nz/work-for-us/learning-development</a>
Auckland University		Academic skills experts can help with reading, writing, tests, presentations, revision and academic skills. <a href="https://www.learninghub.ac.nz/learning-hub/">https://www.learninghub.ac.nz/learning-hub/</a>
Ngawha Innovation and Enterprise Park NorthTec Based in Kaikohe		Provides a venue for learning and business innovation. Also on site are a cafe, study spaces, automotive workshop, carpentry workshops Free Wifi and laptop ports They focus on kaitiaki, employment opportunities, circular economies and regional capability development. <a href="https://www.northtec.ac.nz/info/ngawha">https://www.northtec.ac.nz/info/ngawha</a>
Rural Education Activities		REAPs aim to advance community development through quality lifelong education in rural Aotearoa. REAP Aotearoa is the peak body of REAPs, providing leadership, support and guidance to 13 Rural Activities Education Programs throughout the country.



Program (REAP)		<a href="https://www.reapaotearoa.nz/">https://www.reapaotearoa.nz/</a>
International		
	Partners	Delivery
Rural Educator Resource Centre		The Rural Education Resource Center is designed to disseminate information regarding research and practice to stakeholders on a wide range of topics of particular importance to schools and communities in rural America and to bring renewed attention to the problems and issues of students in rural schools. <a href="https://youth.gov/federal-links/rural-education-resource-center">https://youth.gov/federal-links/rural-education-resource-center</a>
My Learning Hub		Interactive learning platform that is available to businesses and communities (at a cost) to deliver various training and learning modules. <a href="https://mylearninghub.com/">https://mylearninghub.com/</a>
Rural Development Innovation Centre		The Rural Development Innovation Center which is government funded, is designed to help communities achieve prosperity across rural America. The Center aims to improve prosperity for rural communities through its three divisions: Strategic Engagement, Data Analytics and Regulations Management and provides relevant and up to date technological products, services and data to its rural customers. <a href="https://www.rd.usda.gov/about-rd/offices/rural-development-innovation-center">https://www.rd.usda.gov/about-rd/offices/rural-development-innovation-center</a>
DHS Learning Hub USA		Online learning platform, a virtual home for a number of health resources supporting traditional face to face learning activities, including scheduled online workshops. <a href="https://learning.dhsprogram.com/">https://learning.dhsprogram.com/</a>

## Appendix B: Ashburton Business Demographics

### Business demographics (Infometrics data from 2023)

- Agriculture / primary related businesses make up the largest portion of industries in the region with 31.4% (Fig 1). However the broader sector data (Fig 2) shows “other services” combine to make up 40.4% of the business community (examples would include real estate, financial and insurance services, and professional services)
- The largest percentage of businesses in the Ashburton District are sole traders at 65.2%, equating to 3579 enterprises, which is only slightly below the NZ average of 69.5% (fig 3)
- In Ashburton District, 21.4% of businesses had five or fewer employees in 2023. This was higher than in New Zealand at 18.0% (fig 3).
- Ashburton District had 15 businesses with 100 or more employees. These businesses accounted for 0.3% of total employment in Ashburton District (fig 3).

Fig 1.

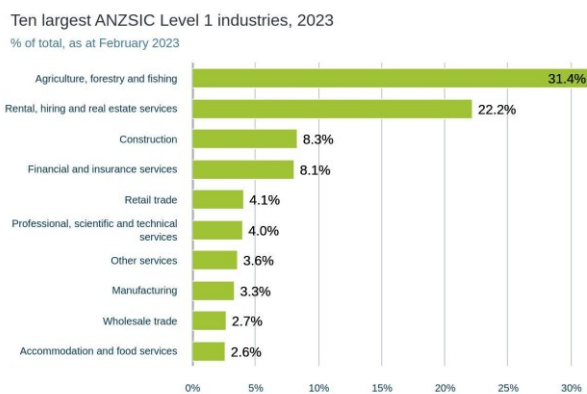


Fig 2.

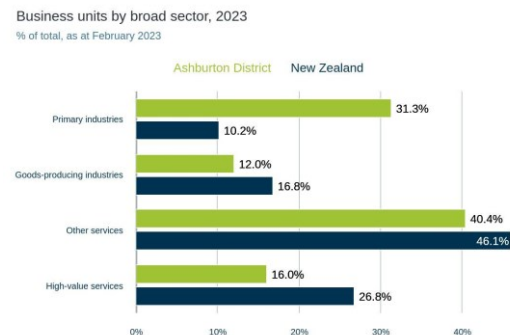
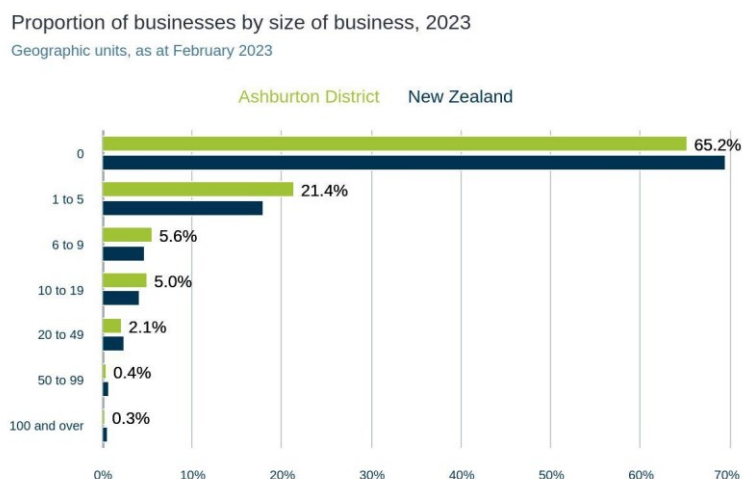


Fig 3.



Key data set:

Occupational and workforce data (extracted from Infometrics)

Ashburton district has a higher percentage of managers and labourers (primarily in the agricultural sector) than the rest of New Zealand.

Among the 43 Level 2 occupations, employment was highest in farmers & farm managers (2,230, 11.3% of total), followed by specialist managers professionals (1,308, 6.6%) and farm, forestry & garden workers professionals (1,302, 6.6%).

% of total employment, year to March 2023

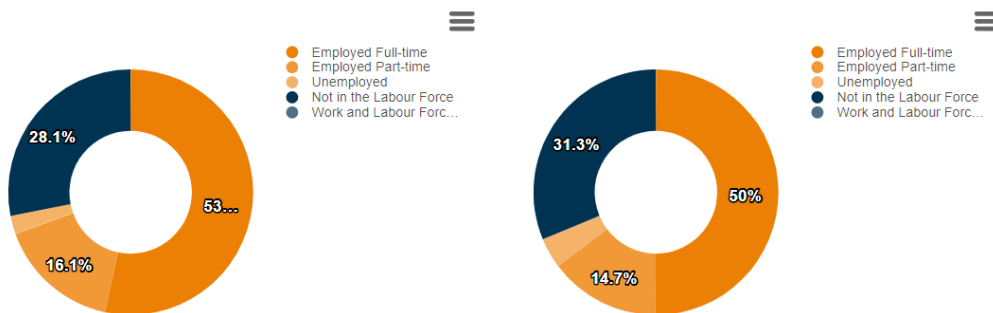


Whilst the percentages are reasonably unchanged across the census periods, the number of those not in the labour force remains steady at approx 28% of the population aged between 16 - 65 who are not in employment or education. Some of this pool are possibly candidates of hub learners.

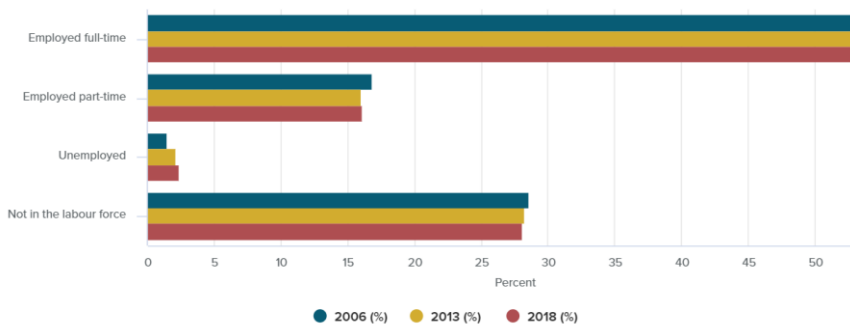
2018 Workforce data compared to New Zealand (Extract from Infometrics)

Proportion of Ashburton District in 2018

Proportion of New Zealand in 2018



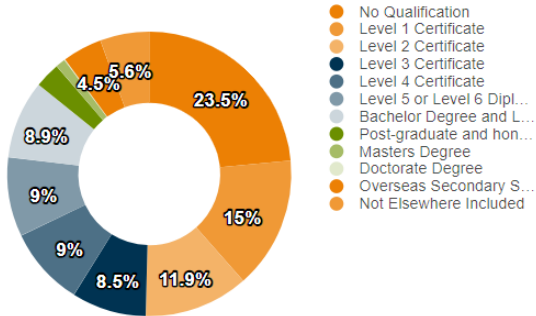
Work and labour force status for people in Ashburton District, 2006–18 Censuses



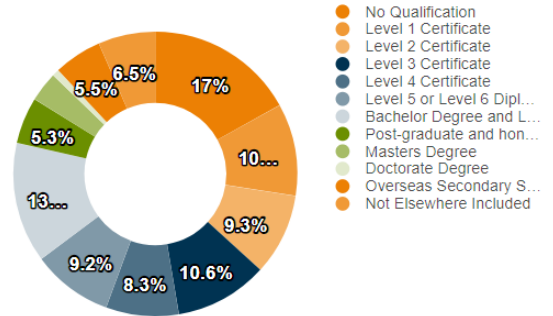
# Appendix C : Qualification Data and NEET data

## Qualification data (Extracted from Infometrics)

Proportion of Ashburton District in 2018



Proportion of New Zealand in 2018



## NEET data (extracted from Infometrics publicly available data)

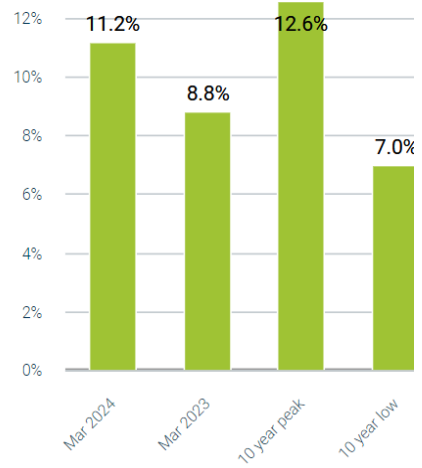
### NEET rate

% of people aged 15-24 not in employment, education or training, annual average rate



### NEET rate

% of people aged 15-24 not in employment, education or training, annual average rate, Ashburton District

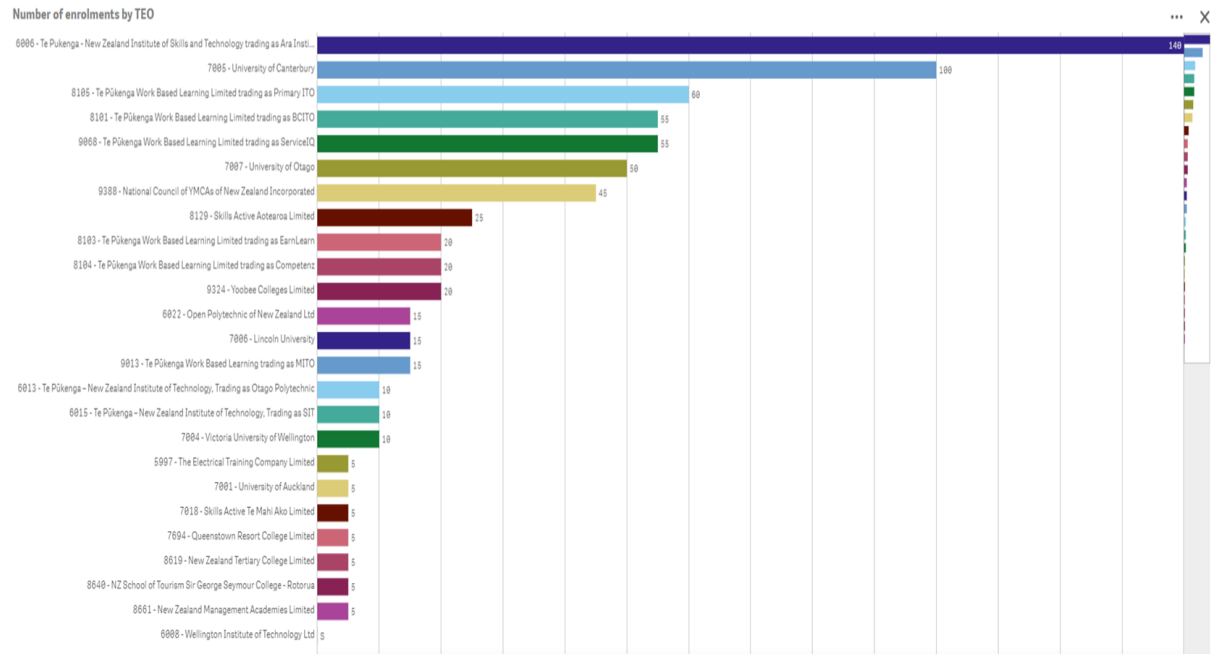


# Appendix D Ashburton district school leaver data

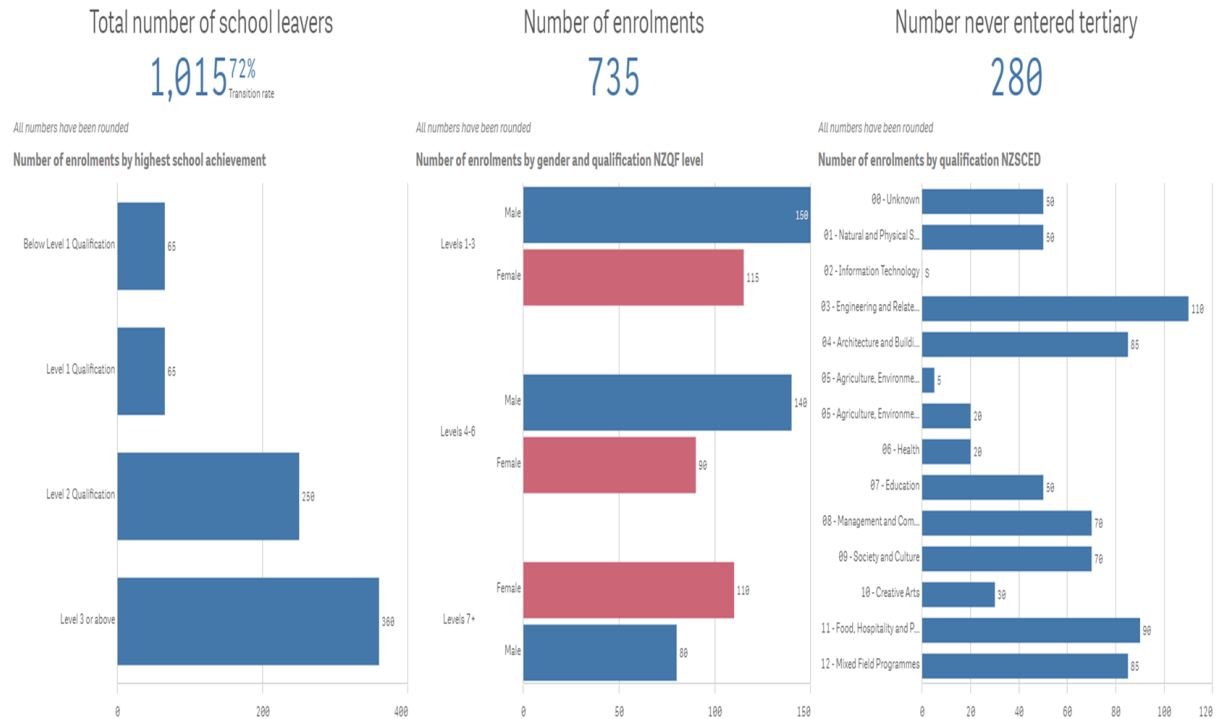
## School leaver data

### Ashburton College leavers

### Secondary to Tertiary Transitions – 2019 - 2022 (Combined) – TEO Destination

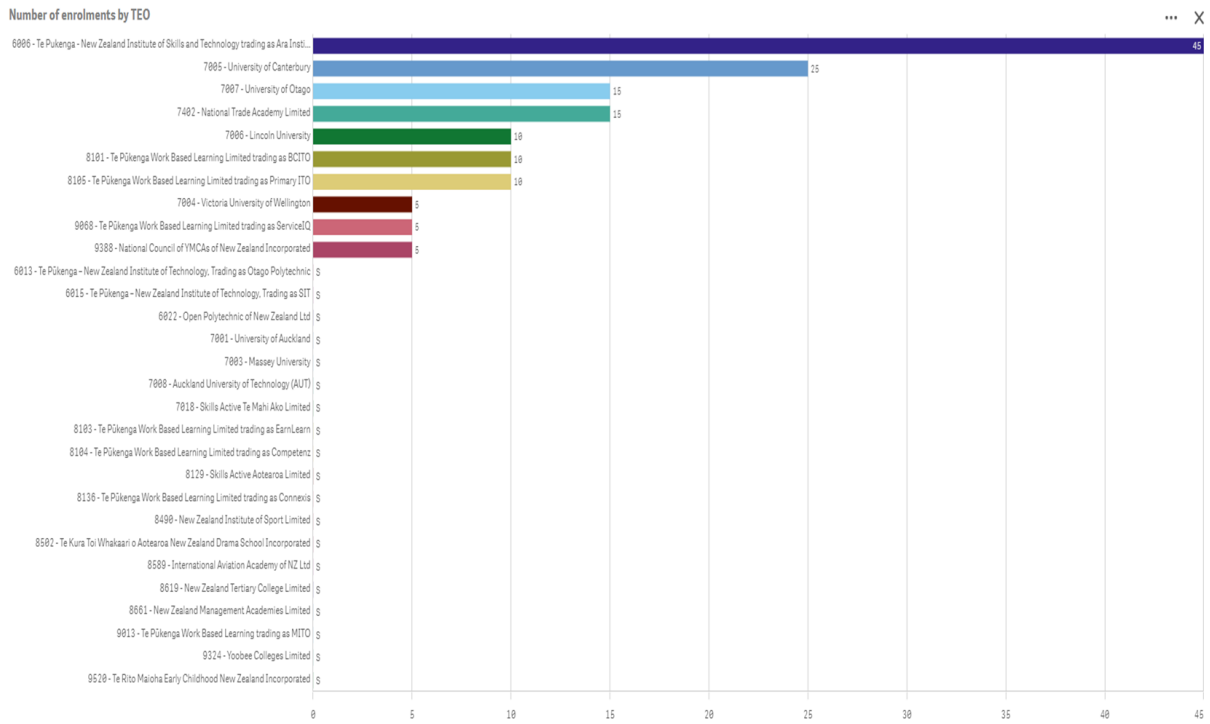


### Secondary to Tertiary Transitions – 2019 - 2022 (Combined)



# School Leaver data cont..d

## Mt Hutt College leavers



## Secondary to Tertiary Transitions – 2019 - 2022 (Combined) – TEO Destination

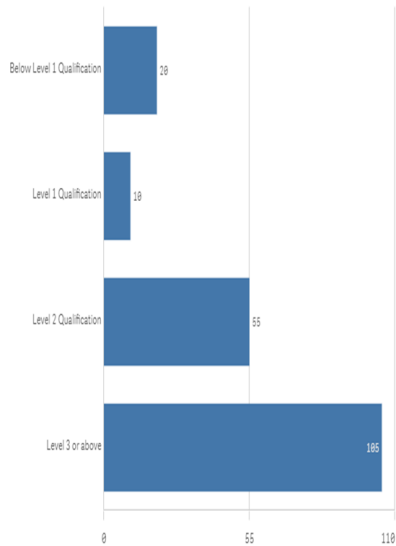
### Secondary to Tertiary Transitions – 2019 - 2022 (Combined)

Total number of school leavers

235<sup>81%</sup>  
Transition rate

All numbers have been rounded

Number of enrolments by highest school achievement

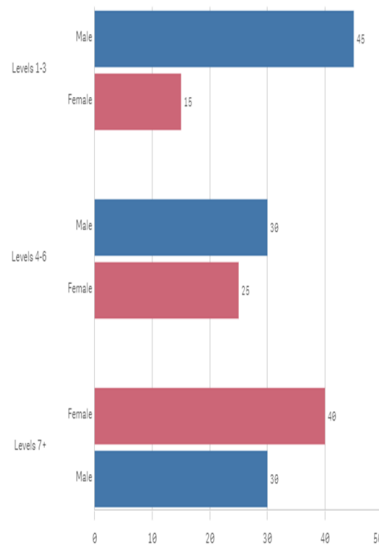


Number of enrolments

190

All numbers have been rounded

Number of enrolments by gender and qualification NZQF level

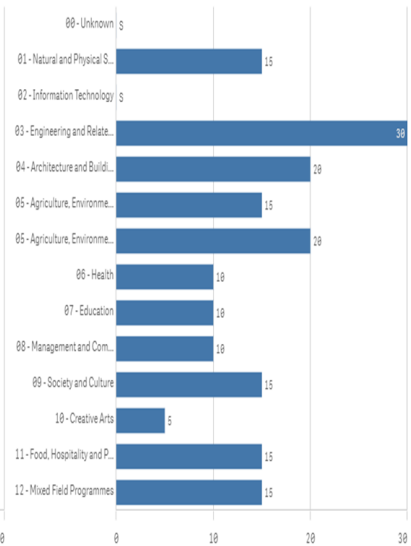


Number never entered tertiary

45

All numbers have been rounded

Number of enrolments by qualification NZSCED



## Appendix E : Stakeholder Engagement

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### Company Engagement

Carrfields

D&E

Rural Co

Hotel Ashburton

Philip Wareing Ltd

ANSCO

ACL Ashburton

### Stakeholder Engagement

Ministry of Social Development (Regionally and Locally)

Tertiary Education Commission

Ashburton Learning Centre

Connecting Mid Canterbury

Te Pukenga, staff locally and in Christchurch (ARA)

Lincoln University

Canterbury University

Ashburton College

### Advisory Group

Simon Worthington - ADC

Mary Phillips- Ashburton Learning Centre

Glynnis Brook - Ara, Te Pūkenga

Lana Hart - Ara, Te Pūkenga

Jason Macrae - Business Advisor CECC

Regan Jackson- MSD (apology)

Lisa Burdes - UC Online

Simon Coleman - Ashburton College

Diane Schenkel - YMCA

Other attendees included: Jo Aldridge (Facilitator) Leonie Rasmussen Ara and Megan, YMCA

## Appendix F

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### Scoping elements

Activity and Date	Output
<p><b>22<sup>nd</sup> April – 10<sup>th</sup> May</b></p> <p>1. <u>Research</u>: Gather information and data that will help inform future discussions and decisions, including local insights.</p>	<p>Research paper</p>
<p><b>1st May – 10<sup>th</sup> May</b></p> <p>2. <u>Scoping</u>: Draft scoping document that will be exploring elements required for future discussions and decisions</p>	<p>Draft scoping document</p>
<p><b>13<sup>th</sup> May – 31<sup>st</sup> May</b></p> <p>3. <u>Engagement</u>: Engage with the working group and key stakeholders along with partner agencies and share findings from the scoping document to support discussions.</p>	<p>Insight document</p>
<p><b>3<sup>rd</sup> June – 10<sup>th</sup> June</b></p> <p>4. <u>Final scoping document</u>: Update and finalise draft scoping document to include insights and research any new elements that need to be considered. Once feedback is sought from council staff, complete the final document.</p>	<p>Final scoping document</p>



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## **7. Solid Waste Management Contract Tender Evaluation –elected member observers**

Author *Hernando Marilla: Projects and Operations Manager*  
Executive Team Member *Neil McCann, Group Manager Infrastructure and Open Spaces*

### **Summary**

- The purpose of this report is to appoint two Council Members to observe the tender evaluation process of the REFU0343 Solid Waste Management contract.
- During the Solid Waste Procurement contract workshop held on 31 July 2024, Council recommended that two members are included in the tender evaluation process as observers.

### **Recommendation**

- 1. That** Council appoints Councillors \_\_\_\_\_ and \_\_\_\_\_ to observe the tender evaluation process for the REFU0343 Solid Waste Management contract.

## Background

1. A Request for Proposal (RFP) for the provision of REFU0343 Solid Waste Services for Ashburton District Council (ADC) was released on 9 August 2024.
2. The procurement evaluation is based on the Price Quality method considering both the quality aspects of submissions (non-price attributes) and Price. The appointed Proposal Evaluation Team (PET) will score each submission and agree the final scoring of quality aspects prior to opening the price envelope.
3. Standard practice for significant Operations and Maintenance contracts like this, is for Council officers with support from an independent external party (probity, facilitation, and evaluation) to undertake the procurement and selection process. Following the selection process officers prepare a supplier recommendation report for Council to award the contract. In some cases, elected members may wish to observe the process, which involves attending contractor presentations and tender evaluation panel meetings.
4. The contract is a long-term contract (9+9 years), for comprehensive solid waste services with an estimated 18-year total contract value of \$76 million.
5. A workshop was held with Councillors prior to the release of RFP documents on 31 July 2024. At this meeting elected members expressed interest for two Councillors to observe the process.
6. The Councillors will need to commit to attending all meetings required for the evaluation process.
7. Post the evaluation process a recommendation report will be prepared and presented to Council to award the contract.

### **Role of Councillor Observer:**

8. The role of a nominated Councillor observer is to witness the process to gain a better understanding of the key issues, the quality and capability of the proposers and the rigour / robustness of the evaluation and selection process. They will not review supplier submissions nor have access to the documents. They will be able to ask questions during the evaluation process but will not be involved in the evaluation (or scoring) of submissions.
9. Their role as an observer will enable a greater understanding and therefore support the final contract award recommendation. They will need to attend an evaluation meeting on Thursday 17 October and tenderers presentations the week commencing 21 October. They will not attend the negotiation meetings with the preferred supplier(s).

10. The nominated Councillor observers will be required to sign a Conflict of Interest form, and a Confidentiality Agreement as key aspects of the evaluation process and supplier documentation is considered confidential and cannot be discussed or shared outside the procurement process.
11. A briefing session would be held with the two Councillor observers prior to the first evaluation meeting to brief them on the process and their respective roles.

**Timelines:**

12. The procurement timeline and key meetings are outlined in the following table.

Activity	Date
<b>Briefing for Councillor Observers</b> (clarify their role, provide project background)	<b>Week of 14 October (1 hr)</b>
<b>RFP Closes</b>	<b>4 October 2024</b>
Individual PET evaluation	16 October 2024
<b>PET evaluation meeting (booked in)</b> – quality non-price	<b>17 October 2024 (full days)</b>
Non-price clarification questions sent to suppliers	18 October 2024
<b>Presentations by Respondents (booked in)</b> - PET finalise non-price score Open price prepare price clarification questions - second day if required	<b>Week of 21 October 2024 (full days)</b>
Price clarification and negotiation	October to November 2024
<b>Contract Award Council meeting:</b>	<b>February 2025</b>

## ***8. Road Stopping of Part of Alexander Street, Chertsey for Water Treatment Plant***

Author *Jacqui Watson; Property Legal Counsel*  
Activity Manager *Renee Julius; Property Manager*  
Executive Team Member *Leanne Macdonald; Group Manager - Business Support*

### **Summary**

- The purpose of this report is to consider the stopping of part of Alexander Street, Chertsey, being unformed legal road, to use that land to site infrastructure for the Chertsey water treatment plant.

### **Recommendations**

- 1. That** with respect to the unformed legal road shown as Section 1 Survey Office Plan 605276 (**Section 1**) being part of Alexander Street, Chertsey, Council approves the closure of Section 1 pursuant to section 342 and Section 10 of the Local Government Act 1974 (**LGA**).
- 2. That** Council shall issue public notice of its intention to close Section 1 in accordance with Clause 2, Schedule 10 of the LGA and if any objections are received following the public notice, a subsequent report to Council shall be presented to Council to consider those objections, including whether to send the objections to the Environment Court.
- 3. That** Council authorises the Chief Executive to sign any documentation required to give effect to the closure of Section 1.

### **Attachment**

- Appendix 1** Site plan  
**Appendix 2** Digital Title Plan SO 545925

## Background

### The current situation

1. The water treatment plant (**WTP**) at Chertsey is presently sited within the grounds of Chertsey Primary School (**School**). There is no room for expansion at that site, and with upgrades now required to the WTP, an area within the unformed part of Alexander Street has been identified to relocate the WTP to. This involves a new water treatment plant, generator and storage reservoirs which would connect up to the existing bore at the School. The existing buildings, reservoirs, generator compound and pressure tank at the School would be removed. As there is presently no easement for the School site, an easement will be registered to protect the area surrounding the bore and permit access.
2. The site of the new WTP was initially proposed to be at the southern end of the unformed portion of Alexander Street (as shown in **Appendix 1**). Following discussions with the owner of the adjoining land at the northern end of the unformed portion of Alexander Street, the proposed site was relocated to its current location, so as to maintain legal access to the adjoining owner's land (who is presently undertaking a boundary adjustment).
3. The new WTP site has been surveyed and the plan is attached at **Appendix 2**. The survey plan also identifies area "A", which will become an easement in gross in favour of Ashburton District Council, with respect to the existing bore.

## Options analysis

### Option one – Close the unformed portion of Alexander Street, Chertsey as is shown as Section 1 on SO 545925 to site a new water treatment plant and associated infrastructure (Recommended Option)

<p><b>Advantages:</b></p> <ul style="list-style-type: none"><li>- Council already owns the land so there is no acquisition cost.</li><li>- The site is close to the existing bore, which must be connected to the new water treatment plan.</li></ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"><li>- There will no longer be legal access along the entire length of Alexander Street.</li></ul>
<p><b>Risks:</b></p> <p>A party may bring an objection when the road stopping proposal is publicly notified. This risk has been mitigated by speaking with the owners of the land adjoining the northern boundary of the portion of stopped road. The parcel of land adjoining the southern boundary is over 12 hectares in area and unlikely to object.</p>	

**Option two – Do not close the unformed portion of Alexander Street, Chertsey as is shown as Section 1 on SO 545925**

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>- The road remains open allowing legal access along the entire length of Alexander Street.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>- The new WTP works are essential so a new location would need to be found.</li> <li>- Any alternative site is likely to come at a greater cost for both land acquisition and to connect the site to the existing bore at the School, as well as time delays.</li> </ul>
<p><b>Risks:</b></p> <p>There is a risk that Council may not meet its drinking water compliance upgrade timeframes if the road is not stopped.</p>	

**Legal/policy implications**

**Local Government Act 1974**

4. [Section 342](#) of the Local Government Act 1974 (**LGA**) provides the Council may stop any road in the district or part thereof in the manner provided in [Schedule 10](#) of the LGA.
5. Public notice of the proposals must be given on at least two occasions, at intervals of no less than seven days. If no objections are received by the date specified in the notice, Council may by further public notice declare that the road is stopped.
6. If an objection is made, Council may choose to allow the objection and stop the process or lodge the matter with the Environment Court for a final determination.

**Climate change**

7. It is not considered that climate change will impact this recommended decision, nor will the recommended decision likely impact climate change outcomes.

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

**Strategic alignment**

8. The recommendation relates to Council’s community outcome of “*a district of great spaces and places*” and *a prosperous economy based on innovation and opportunity* because the upgrades to Chertsey’s water treatment plant are to meet current and future needs of the area, and when assessing the benefits or disadvantages of stopping the road, consideration has been given to the future needs of the local community.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	The recommended action is a low cost acquisition as Council already owns the land.
Environmental	✓	The site is to be utilised for a new water treatment plan.
Cultural		N/A
Social	✓	The new water treatment plant ensures the health of the community is protected.

## Financial implications

Requirement	Explanation
What is the cost?	\$12,240.00 plus GST (survey and consultants)
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Capital cost for UV Upgrades - District Wide (JL 16903)
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	Low
Rationale for selecting level of significance	All factors assessed as low with the exception of the overall risk, as the road stopping will not be easily reversed once the new infrastructure is in place.
Level of engagement selected	3. Consult – formal two-way communication
Rationale for selecting level of engagement	Schedule 10 of the LGA requires a notice of the proposed road stopping to be published and members of the public may lodge an objection.
Reviewed by Strategy & Policy	Toni Durham: GM Democracy & Engagement

## Next steps

9. If any objections are received following the public notice, Council officers will bring a further report to Council to consider whether to allow the objection(s) and to stop the process or send the matter to the Environment Court for final determination.

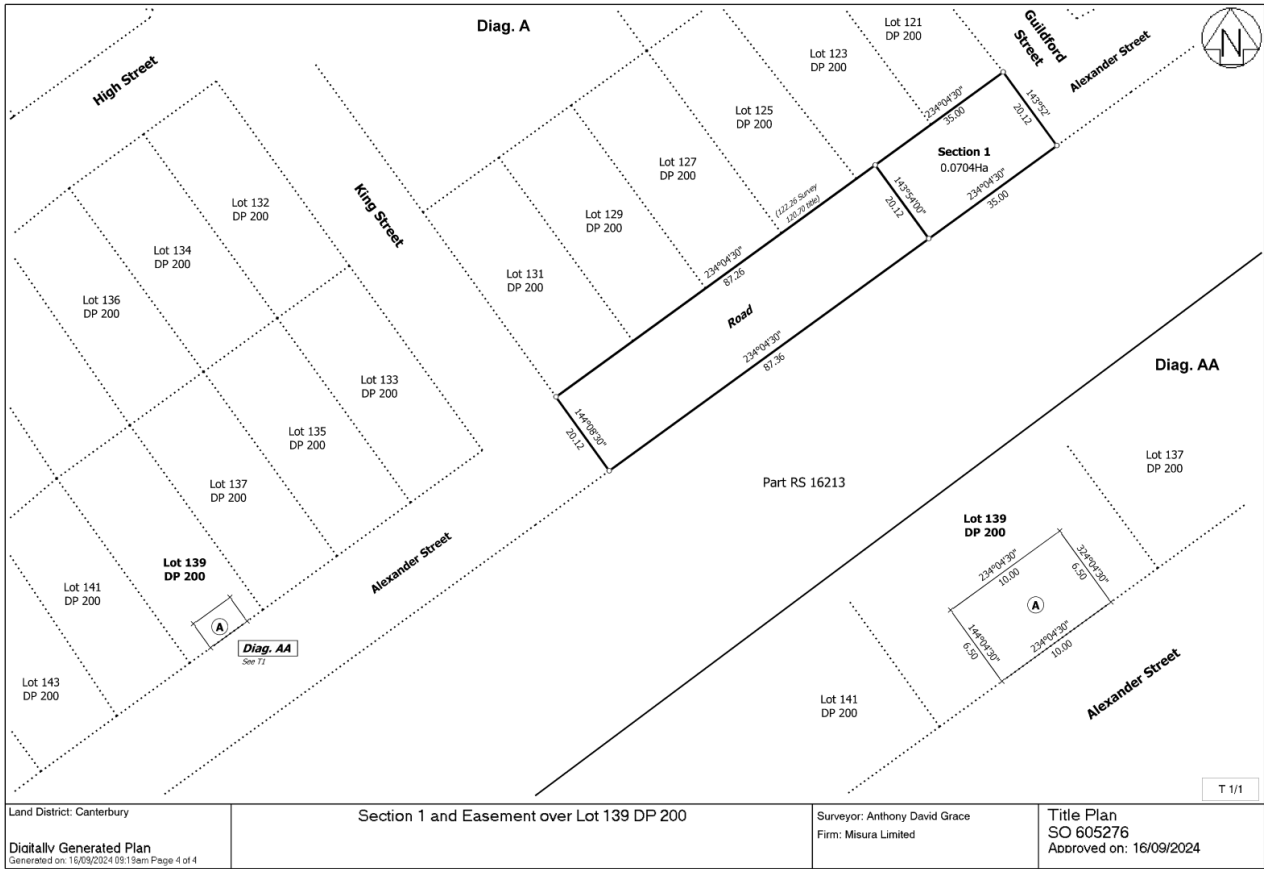
Date	Action / milestone	Comments
	Further governance options will only be required if objections are received following public notification of the proposal.	



## Appendix 1 - Site Plan



# Appendix 2 – Digital Title Plan SO 605276



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## 9. *Carry-over funding from 2023-2024*

Activity Manager *Erin Register; Finance Manager*

GM responsible *Leanne Macdonald: Group Manager Business Support*

### Summary

- The purpose of this report is to seek formal approval to carry over unspent budget provisions from the 2023-24 year into the 2024-2025 year.
- The majority of the carry-over requests are in relation to projects not completed in the 2023-2024 work programme. Carrying over the unspent portion into the 2024-2025 year will allow the completion of these projects as part of the 2024-2025 work programme.

### Recommendation

1. **That** Council approves the request to carry over the unspent funds \$8,006,894 for CAPEX and \$1,318,706 for OPEX from the 2023-2024 year into the 2024-2025 year, as detailed in this report.
2. **That** these carry-overs be funded as per their original funding.

## Background

### The current situation

1. A number of projects programmed as part of the 2023-2024 budget were not completed by 30 June 2024. In order to complete the works in the 2024-2025 year, the associated funding has to be carried over to the 2024-2025 year.
2. In addition there have been reduction in costs in asset renewals and there has been a suggestion to carry forward this budget to benefit from the contract prices and complete more infrastructure renewals.
3. The reasons for non-completion of the projects include:
  - To allow coordination of work with other works / developments in order to reduce overall project costs
  - Variations to project scope
  - Delays associated with securing consents, landowner approvals, or other arrangements between parties
  - Delays associated with construction by third parties
  - Supply of key equipment and materials
  - Staff resource availability e.g. staff vacancies, redirection of staff to other tasks, etc.
4. The requested carry-overs fall into two categories:
  - **Committed** projects are where work is committed under contract or some way advanced and the carry-over is required to complete the works.
  - **Required** projects, are where no commitment exists, although some may be associated with legislative compliance. Council may have some discretion regarding the carry-over approval of some required projects.
5. Where a carryover falls into both committed and required categories, this means projects are aggregated with one or more projects contractually committed and the balance of projects being required.

### Drinking Water

6. Filtration and/or UV upgrades – Ashburton (& Tinwald), Mayfield, and Dromore. These projects are being progressed with Rakaia, Hinds, Fairton, Chertsey. Package 1 (Hinds, Mayfield & Dromore is underway. Package 2 (Rakaia, Tinwald, & Chertsey) is out for

tender. Package 3 (Ashburton sites) is expected to be tendered in November. Fairton was connected to the Ashburton scheme via a new trunk watermain.

7. Compliance Upgrade – Hakatere. This site only needs a filter to bring it into compliance and the intention was to repurpose a filter unit from the old Mt Somers WTP when that became available. This project couldn't be progressed until the Mt Somers membrane plant became operational.
8. Water treatment upgrade – Montalto. Montalto relates to design phase only. This has been on hold awaiting results of investigations at intakes. Montalto was also the subject of discussions at a recent workshop with Taumata Arowai. This was helpful and has reopened the door in terms of a point of entry treatment option. A meeting between ADC & TA officers is still to be scheduled.
9. Asset renewals for Ashburton, Rakaia, Hakatere, Hinds & Dromore (pipelines), and Methven Springfield (PRVs) have for the majority of pipeline works been completed. These projects finished with a favourable variances due to competitive tendering environment, in the past year. There was a suggestion (and general support) at the 11 September activity briefing that we should be taking advantage of current contract rates, and therefore carry this through into 2024/25 to continue with the programme of work that is not included into the Long Term Plan year one budget. There may be an impact on changes to projected debt in 2024/25 or accumulated depreciation, however, it is not anticipated to be material. These carryovers would allow officers to explore this option where pipeline designs are ready. The PRV replacements on Methven Springfield have commenced and will continue through 2024/25.

<b>Project Drinking Water</b>	<b>Expected Completion Date</b>	<b>Committed / Required</b>	<b>Carry-Over Request</b>
Ashburton – UV & compliance upgrades [235.51004]	30 June 2025	Committed	\$2,265,165
Hakatere – Compliance upgrade [239.51004]	30 June 2025	Required	\$72,449
Mayfield – UV & filtration upgrade [241.51004]	30 June 2025	Committed	\$17,148
Dromore – UV & filtration upgrade [246.51004]	30 June 2025	Committed	\$101,893
Methven Springfield – Asset renewals [243.51019]	30 June 2025	Committed	\$327,022
Asset Renewals	30 June 2025	Required	\$909,331
<b>Total</b>			<b>\$ 3,693,008</b>

## Stormwater

10. West Street stormwater treatment and attenuation design – Ashburton. This covers the design phase of the treatment and attenuation facilities for the existing West Street stormwater drain. The construction phase is programmed for Y2 of the LTP. Not progressed due to reprioritising resources to other projects. This work is currently being briefed.
11. CCTV condition assessment – Ashburton. The site works has been completed as part of a larger package of work, and we are awaiting the final reports.
12. Investigations – Ashburton & Rakaia. The Ashburton budget was to cover works associated with the Ashburton network-wide stormwater consent. This work is currently being briefed. The Rakaia budget covers consenting the township stormwater discharge which is yet to be progressed.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
Ashburton – West Street stormwater treatment & attenuation design [269.51004]	30 June 2025	Required	\$111,610
Ashburton – CCTV Condition Assessment [269.51019]	31 October 2024	Committed	\$24,088
Ashburton – Investigations [269.30534]	30 June 2025	Required <b>Operational</b>	\$207,050
Rakaia – Investigations [271.30534]	30 June 2025	Required <b>Operational</b>	\$12,894
<b>Total</b>			<b>\$355,642</b>

## Stockwater

13. Stockwater, new capital – This covers the detail design phase for fish-screen on stockwater intakes. This work is ongoing.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
Stockwater – Fish screen detailed design [248.51004]	30 June 2025	Required	\$90,595
<b>Total</b>			<b>\$90,595</b>

## Water Resources

14. District Water Management investigations – This budget was to fund actions in the surface water strategy but more recently has been redirected toward progressing Council's exit of the stockwater activity.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
District Water Mgmt – Investigations [275.30534]	30 June 2025	Committed <b>[Operational]</b>	<b>\$260,646</b>

### Democracy - Discretionary Funds

15. The unspent balance of the Methven Community Board and the Mayor’s discretionary funds are to be carried forward.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
Unspent Mayoral Discretionary Fund (138.30411)	June 2025	Committed <b>Operational</b>	\$17,044
Unspent MCB Discretionary Fund	June 2025	Committed <b>Operational</b>	\$8,315
<b>Total</b>			<b>\$25,359</b>

### Community Governance & Decision-Making

16. Through the successful LTP consultation it has become apparent that there are opportunities to improve the efficiencies and effectiveness of how we receive and process submissions. IS have commissioned a project to find a solution, therefore carry forward of unspent operating funding is being sought.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
Unspent funding for Submission Processing Project (284.30308 and 284.30401)	June 2025	Required <b>Operational</b>	\$11,700
<b>Total</b>			<b>\$11,700</b>

### Property

17. Art Gallery and Heritage Centre the progressive upgrade of air conditioning and building work to stabilise the interior environment. Work has commenced.
18. Te Whare Whakaterere work to complete the balance of agreed costs to complete the building. Final costs that will appear in the set of accounts in the final few months.
19. Oval Pavilion completion of refurbishment work once building is in ADC ownership. Officers continue to find the best outcome to meet all stakeholders.
20. Walnut Pavilion – this project started late 2024, and is close to being finished, so require this funding to complete the project as the costs come in for payment.

21. Methven Medical Centre – work has started on the refurbishment of the prefab, expected to be on site late 2024/early 2025, with completed by end of April 2025.
22. Elderly Persons Housing – demolition and redevelopment, resolved 6 March 2024 to carry forward the balance of the 2023/24 \$800k capital programme into 2024/25 to complete the rebuild project.
23. Elderly Persons Housing has a number of units that are yet to meet the Healthy Homes standards e.g. kitchen and bathroom extraction units are still to be installed.
24. With personnel shortages in 2022/23 carry over was approved for 2023-24 to complete a programme of work. There were delays in making this appointment due to further staff gaps, so this is requested to continue with the fixed term contract in place.
25. Rakia Memorial Hall to continue planning for earthquake strengthening and associated programme of works.

<b>Project</b>	<b>Expected Completion Date</b>	<b>Committed / Required</b>	<b>Carry-Over Request</b>
Art Gallery and Heritage Centre air conditioning upgrade [150.51007.5003]	30 June 2026	Required	\$ 1,911,557
Art Gallery and Heritage Centre Resource Consents 150.30532.5003	30 June 2025	Required [Operational]	\$35,215
Te Whare Whakatere Completion of the new build [150.51007.5018]	31 December 2024	Committed	\$771,000
Oval Pavilion – additional to make good & booking system [150.51007.5027]	30 June 2025	Committed	\$300,000
Walnut Pavilion refurbishment [150.51007.5037]	31 December 2024	Committed	\$145,000
Methven Medical Centre [150.51007]	30 April 2025	Committed	150,000
Friendship Lane demolition and redevelopment [208.51007]	30 June 2025	Committed	\$708,410
Elderly Person Housing To meet Residential Tenancies (healthy homes standards) Regulations 2019 [208.30607]	30 June 2025	Required [Operational]	\$75,800



Property Admin – personnel To continue with the approved programme of catch-up as there were delays in making the appointment [144.30101]	30 June 2025	Committed [Operational]	\$80,000
Rakaia Memorial Hall earthquake strengthening [162.51007]	30 June 2025	Required	\$91,713
<b>Total</b>			<b>Total \$4,268,695</b>

### Halls, Reserves and Camping

26. The Mayfield Reserve Board have requested that the unspent balance of their funding for the mower shed is carried forward (which is complete with final invoices coming in) and re-purposed for the purchase of a second-hand tractor and mower for mowing the Domain.
27. The Methven Reserve Board have requested that the unspent balance of their funding for the carpark reseal (which has been completed) is carried forward and re-purposed for the replacement of their failing water pipes and to install water meters on the Domain.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
Unspent Mower Shed funds for Mayfield Reserve (192.51007)	June 2024	Committed	\$58,000
Unspent Carpark reseal funds for Methven Reserve (Reseal completed in March 2024) (193.51018)	June 2024	Required	\$14,117
<b>Total</b>			<b>\$72,117</b>

### Community Grants and Funding

28. Through the grant processing review undertaken earlier in the year, it has become apparent that there are opportunities to improve the efficiencies and effectiveness of how we receive and process grants and funding applications, including making it easier for the applicant. IS have commissioned a project to find a solution, therefore carry forward of unspent grant support operating funding is being sought.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
Unspent grant support funding for Grant Application Process Project (207.30414)	June 2025	Required Operational	\$18,300

## Recreation Facilities

29. EA Networks Centre are undertaking an energy enhancement project aimed at reduction of energy use through replacement of items such as light fittings with more energy efficient models. Officers completed a number of these works through 23/24 and have more to complete in the coming year.
30. Officers now have one quote and a supply of sand for the sand court as well as design concepts. Work will continue to get additional quotes before works commence in the later part of 2024 and into 2025.
31. Officers wish to use the unspent portion of the consultancy budget towards design of the mini golf course.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
EANC Energy Enhancements (282.30611.8530 to 282.30901.8530)	30/06/2025	Required <b>Operational</b>	\$58,000
Sand Court Addition (282.51007.8534)	31/03/2025	Committed	\$30,000
Mini Golf Consultancy (282.30308.8534)	30/06/2025	Committed <b>Operational</b>	\$16,000
<b>Total</b>			<b>\$104,000</b>

## Library

32. Due to some of makerspace items being funded by Three Water Better off Funding sources, officers propose that the remaining funds of \$50k are reassigned to address health and safety enhancements/adjustments when raised within Te Whare Whakaterere. The main projects are the installation of some shade infrastructure over the courtyard play equipment and blinds on the ground floor windows adjacent to Baring Square East . If some funding remains, it is intended that the Chief Executive would sign off any further health and safety related projects.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
Te Whare Whakaterere H&S additions. 163.51007 to 150.51007.5018	28 February 2025	Required	<b>\$50,000</b>

## Arts and Culture

33. New branding and website development to consolidate activities, complete the final merger agreement related tasks and increase resource efficiency by having a single website and social media pages for the multi-activity facility.

34. Delay has occurred in the purchase of the specialist exhibition lighting, due to newer models pending release, however commitments have recently been made. The Arts & Culture Reserve funded this project as agreed by Council resolution on 21 February 2024 for \$570,000.

<b>Project</b>	<b>Expected Completion Date</b>	<b>Committed / Required</b>	<b>Carry-Over Request</b>
Branding and website development (206.30308)	30 June 2025	Required [Operational]	\$65,000
Exhibition lighting renewal From (206.60301) to (206.51018)	30 January 2025	Committed	\$570,000
<b>Total</b>			<b>\$635,000</b>

### **Information Systems**

35. Some planned capital works for the last financial year were impacted through resources being focus on the delivery of Te Whare Whakare. Since February capital works have restarted but with some delay on initial timeframes.  
Our planned capital cyclic renewal of core server and storage hardware is continuing to a revised schedule. A project that sees the replacement of end-of-life hardware this equipment supports key digital services including GIS and EDRMS. The requested carryover is to cover storage hardware to hold both applications and associated data.
36. Identified to support Emergency Management (EM) readiness, response and recovery a Smart Touch Panel and pc, was a service identified requirement that was not able to be supported in the past year.
37. Developed networked services within the Art Gallery and Museum identified a capacity issue within current hardware. While continuing with the current hardware is an option, it is considered to introduce increased risk to the site's operational ability.
38. In the operational budget there were vacancy and un-paid leave periods resulting in a underspend in budgeted personnel costs, as a result, there is a request to support two fixed term positions through to June 2026. This carryover would bolster the areas of GIS and Business Improvement in extending a current fixed term contract in GIS and recruitment of an Application Specialist in our Business Improvement team. Being areas of consistent high support and service improvement demand, these positions would support Council services and development and enable the team their programme of work including the newly formed high priority projects programme of work.

<b>Project</b>	<b>Expected Completion Date</b>	<b>Committed / Required</b>	<b>Carry-Over Request</b>
Capital - Server Host and Storage Renewal –hardware. Storage data discs (135.51018)	September 2024	Committed	\$70,000
Capital - Digital Touch Smart Screen Panel – identified as a high value tool for Emergency Management support (135.51018)	June 2025	Required	\$15,000
Capital - Art Gallery & Museum – hardware. Switch gear to support expanded networked services (135.51018)	June 2025	Required	\$12,000
Operational - Fixed term Contracts – two fixed term contracts through to June 2026 in GIS and Business Improvement. (135.30101)	June 2026	Required [Operational]	\$185,000
<b>Total</b>			<b>282,000</b>

## Compliance and Development

39. In the last two months of the last financial year Officers budgeted to spend money on a winter campaign to attract visitors to the District. Due to challenges with payment for promotion services the relevant cost centre was underspent by \$12,242. This carry forward is requested to cover additional marketing costs in this financial year.
40. The Planning Function carryover arises from the deferral of strategic policy work as a result of uncertainty caused by signalled changes to the Resource Management Act and resulted in an underspend for expected consultancy resource. There is now more certainty around timeframes for legislative change and the carry forward will allow preparation for these changes and to undertake plan changes and other work to ensure the District Plan remains current in the interim.

<b>Project</b>	<b>Expected Completion Date</b>	<b>Committed / Required</b>	<b>Carry-Over Request</b>
District Promotion [205.30403.]	June 2025	Required [Operational]	\$12,242
District Planning [226.30308.]	June 2025	Required [Operational]	\$50,000
<b>Total</b>			<b>\$62,242</b>

## People and Capability

41. Due to the additional costs associated with engaging an external recruitment provider for the CE Recruitment Process, this carry forward request will assist to reduce the overspend in appointment costs. There was no separately identify budget for this recruitment process with the 24-25 year.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
CE Recruitment Provider [283.30115/ 30308/3050 283.30308]	30 April 2025	Required [Operational]	\$30,500

## Treasury

42. In 2022/2023 Finance planned a project to work with TechOne and Information Services to create efficiencies in budgeting and Reporting to improve the timeliness of Annual Plan and LTP information along with more time efficient end of year processes. Due to it being an LTP year and losing a key financial accountant, this work could not progress. Both IS and Finance now have the resource to commit to this project in 2024/25, along with TechOne.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
Treasury [132.30101]	30 June 2025	Committed [Operational]	\$175,000

## Plant Operations

43. Plant Operations requests to carry over \$190,796 for Plant renewal requirements. This is for the balance of the fleet vehicles, which have been ordered but will not arrive until late 2024.

Project	Expected Completion Date	Committed / Required	Carry-Over Request
Vehicle Fleet [137.51006]	June 2025	Committed	\$190,796

#### 44. Summary of Carry-overs

Activity	Capital Expenditure	Operating Expenditure
Drinking Water	3,693,008	-
Stormwater	135,698	219,944
Stockwater	90,595	-
Water Resources	-	260,646
Democracy	-	25,359
Community Governance and Decision Making	-	11,700
Property	4,077,680	191,015
Halls, Reserves and Camping	72,117	-
Community Grants and Funding	-	18,300
Recreation Facilities	30,000	74,000
Library	50,000	-
Arts and Culture	570,000	65,000
Information Services	97,000	185,000
Compliance and Development	-	62,242
People and Capability	-	30,500
Treasury	-	175,000
Plant Operations	190,796	-
<b>Total Carry-overs</b>	<b>9,006,894</b>	<b>1,318,706</b>

**45. Option 1 – Approve all carry-overs as detailed (recommended option)**

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• By permitting the carry forward projects that have commenced, or are about to commence, can continue and meet the planned programme of work.</li> <li>• Where works have not been completed due to resourcing issues this work can be completed in 2024/25.</li> <li>• Operational funding has already been funded in the prior year.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• There is a need to revise the existing annual plan budget to reflect these changes.</li> </ul>
<p><b>Risks:</b></p> <p>Minimal risk. Managers need to ensure they meet their 2024/25 planned programme of work and the additional work to complete these projects.</p>	

**46. Option 2 – Approve carry-overs relating to committed projects only**

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• A higher chance that all projects planned for 2024/25 will be completed.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• There will be funds available, for the operational projects, funded in the prior year.</li> <li>• The flow on impact of future programmed works may not be progressed.</li> <li>• Projects already agreed with the community would not be undertaken.</li> </ul>
<p><b>Risks:</b></p> <p>There is a risk that the community will be frustrated Council has not carried out the work they committed to in annual and long term plans.</p>	

**Legal/policy implications**

47. There are no statutory implications relating to the approval of these carry-overs.

## Climate change

There is no further impact.

## Strategic alignment

48. The recommendation relates to all of Council’s community outcomes and support the vision of *Ashburton: The district of choice for lifestyle and opportunity*.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	The carry-over funding will enable Council to complete a range of capital and operational projects which contribute across all four wellbeings.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

49. There are financial implications arising from the approval of the recommendations in this report, being the additional cashflow requirements moving to the 2024-2025 year when initially budgeted in the prior year.

Requirement	Explanation
What is the cost?	Carry-over of unspent budget from 2023-2024, no additional cost.
Is there budget available in LTP / AP?	All carry over is from existing 2023/24 budgets, or in some cases earlier, so no additional budget required.
Where is the funding coming from?	Carry-over of unspent budget from 2023-2024, no additional funding required.
Are there any future budget implications?	No
Finance review required?	Leanne Macdonald, Group Manager – Business Support



## 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
Rationale for selecting level of engagement	The community will be informed of the carry-over decision via the usual communication channels. Funding has been previously confirmed for projects via Annual Plan/LTP processes. If projects are not funded they may be subject to future consultation processes, depending on the significance of the project.
Reviewed by Strategy & Policy	Mark Low, Strategy and Policy Manager

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## 10. Local Approved Products Policy Review

Authors	<i>Tayyaba Latif; Policy Advisor</i>
Activity Managers	<i>Rick Catchpowle; Environmental Monitoring Manager</i> <i>Mark Low; Strategy &amp; Policy Manager</i>
Executive Team Members	<i>Ian Hyde; GM Compliance &amp; Development</i> <i>Toni Durham; GM Democracy &amp; Engagement</i>

### Summary

- The purpose of this report is to outline approaches to the review of the Local Approved Product Policy (LAPP).
- The Psychoactive Substances Act came into place in 2013, as a result Council adopted its first LAPP in 2014.
- The Act requires councils to review their LAPP every five years. The last review of the ADC's Local Approved Product Policy was completed in 2019, and it is now due for another review.
- Council has the following options regarding the policy:
  - Rollover the policy with no changes.
  - Revoke the policy
  - Make further amendments

### Recommendation

**That** Council approves the rollover of the Local Approved Products Policy with no change.

### Attachments

- Appendix 1** Local Approved Products Policy  
**Appendix 2** Response received from Health NZ (Psychoactive Substance)

## Background

1. The Psychoactive Substance Act (the Act) was introduced in 2013. The Psychoactive Substances Regulatory Authority (PSRA) issues licenses for the importation, manufacture and sale of psychoactive substances in New Zealand. The PSRA also controls which psychoactive substances are deemed to be ‘approved products’ and can be imported, manufactured or sold in the country. Psychoactive Substances are commonly referred as ‘legal highs’ i.e. party pills or synthetic cannabis.
2. The Psychoactive Substances Act 2013 was introduced in response to rising concerns regarding the growing availability and adverse effect, of synthetic cannabis, for young New Zealanders. The Act required that all legal highs available at the time were banned for retail sale and had to undergo a product approval process before being sold legally in New Zealand.
3. Council does not have the power to prohibit the sale of ‘legal highs’. This is regulated by a central government body, the Psychoactive Substances Regulatory Authority (PSRA).
4. Under [section 66](#) of the Psychoactive Substances Act 2013, local authorities can adopt a Local Approved Products Policy (LAPP). However, it is not mandatory for councils to adopt a LAPP.
5. [Section 68](#) of the Act empowers councils to limit where retail outlets that sell approved products can be located to one or more of the following:
  - i. a defined area (e.g. Central City) (s.68(a))
  - ii. other retail outlets selling approved psychoactive products (s.68(b))
  - iii. sensitive sites (e.g. library, hall, medical centres, schools, etc.) (s.68(c)).
6. Following the enactment of the Psychoactive Substances Act 2013, Council adopted its LAPP in September 2014. The LAPP contains a map which shows the defined area where psychoactive substances are permitted to be sold.
7. In May 2019, the Council resolved to roll over its LAPP based on the advice that there was no evidence that change is required and the policy has never been put to test.

### The current situation

8. Under [section 69](#) of the Act, councils are required to review their LAPP at intervals of not more than 5 years therefore, Council’s [Local Approved Products Policy \(LAPP\) 2019](#) is due for a review.
9. A policy review usually requires seeing how the policy has been working, if there are any changes required to improve it or make it more effective. A review may also consider if the policy is even needed.

## **Status of Approved Products in New Zealand**

10. As part of policy review, Officers have communicated with the Authority, dated 23-24 July 2024, regarding the current status of approved products for retail sale, if any product/s are undergoing assessment for potentially becoming an approved product, and the timeframe for a product being assessed and approved.
11. Officers have been advised by the Authority that:
  - the Act prohibits the consideration of animal testing by the Psychoactive Substances Expert Advisory Committee (the Committee) when assessing if products are of a low risk of harm and therefore able to be approved.
  - The Committee agreed that alternatives to animal testing have not yet reached a stage where they can allow a robust assessment to determine no more than a low risk of harm. As a result, no psychoactive substances have been able to be approved for sale.
  - It is unlikely that the Authority will receive any applications for product approval of a psychoactive substance, or for sale of psychoactive substances in the foreseeable future. If such applications were to be received, they would likely be declined.
  - If the Committee changed their position on animal testing, they will notify councils of this change, however the Authority cannot guarantee how much advanced warning local authorities would have.
12. Furthermore, Ministry of Health's website mentions that the payable fee to seek approval is \$175,000 with an \$88,000 annual levy and there is a minimum two-year approval process after an application has been submitted.
13. In summary, currently there are no legal highs that can be sold legally in New Zealand. Given that no testing method is in place for robust testing, it is highly unlikely that an application for a product approval will be received and approved. In case any change comes in place regarding testing method, Councils will be advised by the Authority however, enough advanced warning is not guaranteed.
14. Regarding retail licence applicants, the Ministry of Health website directs that in case a product gets approved for sale in New Zealand, retailers who wish to sell an approved product are required to apply for a licence to sell and must comply with the local approved product policy (LAPP) put in place by the territorial authority in which the site is located.

## **ADC's Local Approved Products Policy**

15. Council's LAPP states that a retail outlet may establish and sell approved products in the Ashburton CBD subject to:

- Being in a defined area - located within the Business A, B or C zones of the Ashburton District Plan
  - Proximity to other outlets – not permitted within 50 metres
  - Proximity to sensitive sites –not permitted within 50 metres
  - Meeting the requirements of the LAPP and holding a relevant licence.
16. The LAPP contains a map which shows the defined area. The policy has not been put to test therefore, there is no way to know if the defined area is still appropriate. However, it is important to note here that Ashburton CBD area shown in the policy is quite restrictive as after applying criteria mentioned in paragraph 15, only a few retail outlets could qualify for the licence to sell approved products in Ashburton District.

### **Consultation Requirement**

17. [Section 69](#) of the Act mentions that to adopt, amend, or replace LAPP, local authorities are required to consult in accordance with the special consultative procedure in section 83 of the LGA 2002.
18. Under [Section 68](#) local authorities are required to provide a copy of their LAPP to the Psychoactive Substances Regulatory Authority (PSRA) as soon as possible after the policy is adopted or amended.

### **What other councils are doing**

19. Councils have taken varied approaches towards their LAPP review.
- Waipa DC and Whangarei DC have repealed their LAPP in February 2023 and June 2024 respectively. Both district councils have repealed the policy on the argument that the policy is obsolete/redundant due to the absence of any psychoactive substance in the market to regulate.
  - Gisborne DC and Timaru DC have rolled over their LAPPs with no change.
  - Matamata Piako DC have amended their LAPP after public consultation in May 2024. They consulted mainly to retain the policy as is, with minor housekeeping changes. Furthermore, community was asked if they would like to propose further changes in the policy to meet community needs.

## **Options analysis**

### **Option one – Roll over the policy (*Recommended*)**

20. Under this option, Council retains its Local Approved Product Policy (LAPP) with no change.
21. The current policy has not been tested as there are no approved products in New Zealand and there are no retail outlets in the district to assess the effectiveness of the policy.

22. Even though there is no evidence that change is needed therefore, no change is recommended in this review, however, officers are of view that there are clauses in the policy that may potentially cause ambiguity and that increased clarity in the policy wording can be achieved by completing a full policy review in a couple of years or sooner in the event a product is likely to be approved for retail sale. Council will continue to monitor what is happening in in the event that the national ‘landscape’ shifted.
23. Retaining the policy with no change will provide sufficient safeguard/precaution in case a product gets approved and becomes available for retail sale.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Retaining the policy with no change provides sufficient safeguard in case product gets approved for retail sale.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• The policy has not been put to test; therefore, Council can be retaining a policy that might not be fit for purpose.</li> </ul>
<p><b>Risks:</b></p> <p>Small reputational risk for Council for retaining a policy which addresses a non-existent problem.</p>	

### **Option two – Revoke the Local Approved Product Policy**

24. Under this option, Council will repeal the Local Approved Product Policy.
25. There are no approved products in New Zealand therefore, the policy has not been put to the test. The policy could be considered as unnecessary as there are no products and retail locations to regulate.
26. Retaining the policy may appear to be a safeguard/precautionary measure in case any legal highs get approved and becomes available for sale in markets.
27. As indicated in paragraph 11 and 12, seeking approval from the Ministry of Health (MoH) is an expensive and lengthy process of minimum of two years. Council can always approach PSRA or can get notified from the Authority to know in advance if application for licences to retail has been received and a product/s is likely to approach the market for sale. In the instance of a product getting approved and approaching the market, Council can decide to develop a policy that is up to date and fit for purpose.
28. Based on the arguments mentioned under option two, Council can decide to revoke the policy in this review and continue to monitor the situation in the future and develop a policy if and when needed.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Will reduce workload associated with policy review in five years time.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• No active policy will be in place in case a product gets approved for retail sale.</li> <li>• Council will have to redevelop a policy, consult on, and adopt preferably before a product gets approved.</li> </ul>
<p><b>Risks:</b> Reputational risk of not having a regulatory policy in place regarding sale of approved products in the district.</p>	

### Option three – Amend and consult on the policy

29. Under this option, council can decide to retain the policy after making further changes.

30. The scope of the amendments could include:

- reducing or increasing minimum distance from existing retail sites and sensitive sites.
- reducing or increasing the defined area in which retail premises may be located.
- other changes as required

However, there is no evidence to support that any amendments of this nature are needed.

31. As mentioned in paragraph 17, Council will be required to consult if it wishes to amend the policy.

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Policy would reflect any proposed changes from Council</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Policy has not yet been tested, so potential changes may not lead to a better policy.</li> </ul>
<p><b>Risks:</b> Small operational risk as Council retains a policy that is not fit for purpose and may seem outdated.</p>	

## Legal/policy implications

### Psychoactive Substances Act 2013

32. Council is permitted to having a policy relating to the sale of approved products within the district as per [s.66](#) of the Psychoactive Substances Act 2013. The policy may address any of the following ([s.68](#)):

- a) the location of premises from which approved products may be sold by reference to broad areas within the district:
- b) the location from which approved products may be sold by reference to proximity to other premises from which approved products are sold within the district:

- c) the location of premises from which approved products may be sold by reference to proximity to premises or facilities of a particular kind or kinds within the district (for example, kindergartens, early childhood centres, schools, places of worship, or other community facilities).

33. [Section 69](#) of the Act sets out the process for adopting and reviewing LAPPs:

- i. A territorial authority that wishes to have a local approved products policy must adopt the policy in accordance with the special consultative procedure in section 83 of the Local Government Act 2002.
- ii. A local approved products policy may be amended or replaced only in accordance with the special consultative procedure, and this section applies to that amendment or replacement.
- iii. A territorial authority must, as soon as practicable after adopting or amending a local approved products policy, provide a copy of the policy to the Authority.
- iv. A territorial authority must complete a review of a local approved products policy within 5 years after the policy is adopted and then at intervals of not more than 5 years.
- v. A local approved products policy does not cease to have effect because it is due for review or is being reviewed

34. In case of amending the policy, undertaking public consultation in accordance with special consultative procedure in section 83 of on the draft policy will be required of alongside consultation on LTP is consistent with [Section 83](#) of the Local Government Act 2002.

### Climate change

35. Local Approved Product Policy does not have any direct or indirect implications on climate change.

#### Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; Legal Counsel



## Strategic alignment

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✗	
Environmental	✗	
Cultural	✗	
Social	✓	To promote social wellbeing, by setting a criteria for retail outlets within Ashburton District in case any product/s gets approved for sale.

## Financial implications

Requirement	Explanation
What is the cost?	No additional cost applies on recommended option.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	N/A
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	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	2. Inform
Rationale for selecting level of engagement	If the recommendation is approved, Council is not currently proposing any changes to the policy, and is not required to consult. Any future review to the policy with changes would trigger consultation requirements under the Psychoactive Substances Act.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

# Policy

## LOCAL APPROVED PRODUCTS POLICY

<b>TEAM:</b>	Regulatory
<b>RESPONSIBILITY:</b>	Environmental Monitoring Manager
<b>ADOPTED:</b>	30 May 2019
<b>REVIEW:</b>	Every five years or as required
<b>CONSULTATION:</b>	Consultation not required for roll over.
<b>RELATED DOCUMENTS:</b>	Psychoactive Substances Act 2013, Psychoactive Substances Amendment Act 2014, Ashburton District Council District Plan

### Introduction

The purpose of the Psychoactive Substances Act 2013 is to regulate the availability of psychoactive substances in New Zealand to protect the health of, and minimise harm to, individuals who use psychoactive substances.

The Act enables territorial authorities to develop a Local Approved Products Policy (LAPP); however it is not a statutory requirement to do so. A LAPP can include policies regarding the location of premises selling psychoactive products within the relevant territorial authority area.

The LAPP provides the Psychoactive Substances Regulatory Authority with a policy framework when making decisions on licence applications to sell psychoactive products in Ashburton District.

This LAPP does not apply to premises where only internet sales are made, or to premises where the sale of approved products is by wholesale only.

### Policy Objectives

The objectives of the Local Approved Products Policy are:

- To support the purpose of the Act to minimise harm to individuals who use approved psychoactive products.
- To minimise the perceived risks to vulnerable persons and the wider community from the sale of psychoactive substances.
- To ensure that Council and the community have opportunity to influence the location of retail premises in the district.

## Definitions

**Act:** the Psychoactive Substances Act 2013.

**Approved location:** an area identified by appendices 1-3 where premises from which approved products may be sold are permitted to be located.

**Approved product:** a psychoactive product approved by the Psychoactive Substances Regulatory Authority under section 37 of the Act.

**Authority:** the Psychoactive Substances Regulatory Authority (PSRA) established by section 10 of the Act.

**Ashburton central business district:** means the area of Ashburton defined by the map contained in appendix 1 of this policy.

**Council:** Ashburton District Council.

**District:** the Ashburton District Council territorial authority area.

**Licence:** a licence granted under section 16 of the Act.

**Psychoactive product:** a finished product packaged and ready for retail sale that is a psychoactive substance or contains one or more psychoactive substances.

**Psychoactive substance:** a substance, mixture, preparation, article, device or thing that is capable of inducing a psychoactive effect (by any means) in an individual who uses the psychoactive substance. A full definition is contained in section 9 of the Act.

**Regulations:** the regulations made under the Act.

**Retail premises:** premises for which a licence to sell approved products by retail has been granted. This does not include premises where only internet sales are made.

**Sensitive site:** any school, preschool, kindergarten or early childhood education centre, any residential property (by zone or use), and any land zoned open space or commonly used by the community as open space for public purposes.

## Policy Statement

### 1. Establishment of Retail Premises

- 1.1. Retail premises may be established in Ashburton District subject to:
- a) Meeting the relevant legislative requirements
  - b) The premise being located within the Business A, B or C zones of the Ashburton District Plan or otherwise permitted by way of resource consent
  - c) Meeting the requirements of this policy and being issued a licence by the Authority.

### 2. Controls Relating to Location of Psychoactive Product Retail Premises

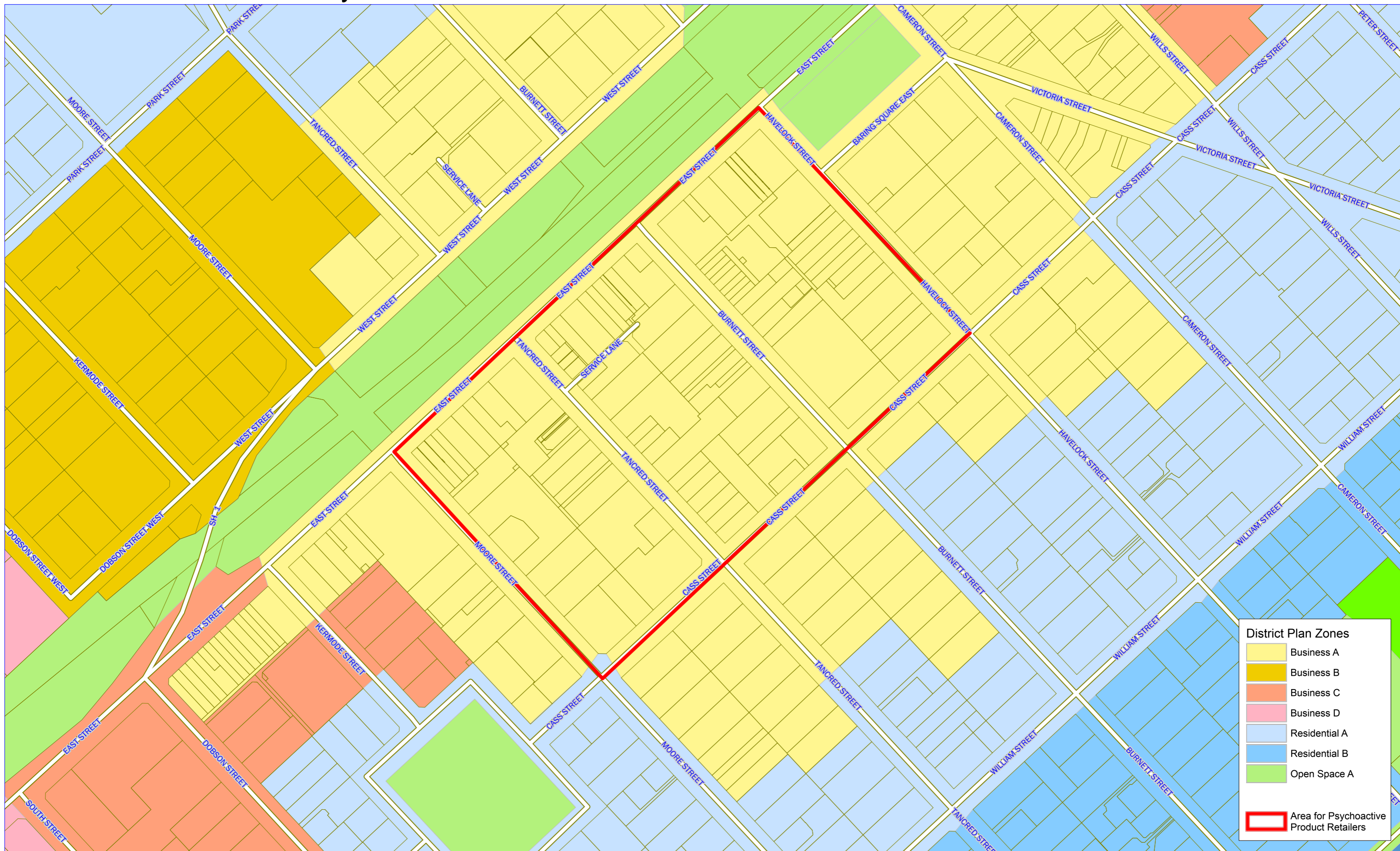
- 2.1. The location of retail premises from which approved products may be sold is restricted to the approved location of:
- **The Ashburton central business district:** the area bounded by Moore Street, East Street, Cass Street and Havelock Street. (see appendix 1)
- 2.2. New retail premises from which approved products may be sold are not permitted within 50 metres of a premises that has an existing retail licence (including those under consideration by the Authority) to sell approved products.
- 2.3. Retail premises from which approved products may be sold are not permitted within 50

metres of any sensitive site, as defined in this policy.

- 2.4. Proximity to existing or consented sensitive sites will be assessed at the time of application. Any subsequent renewals of retail licences will be subject to existing use rights in regard to proximity to sensitive sites.
- 2.5. For the purposes of clauses 2.2 and 2.3, the separation distances are measured from the legal boundary of the land occupied by the premise (nearest point to nearest point).

\*\*\*\*\*

# Psychoactive Product Retail Area in Ashburton



## Appendix 2

### Tayyaba Latif

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**From:** Taylor Jillings <> on behalf of Psychoactives  
<psychoactive@health.govt.nz>  
**Sent:** Wednesday, 24 July 2024 09:14  
**To:** Tayyaba Latif  
**Subject:** RE: Information required on the status of approved psychoactive substances.

Kia ora Tayyaba,

Thank you for your query.

The Psychoactive Substances Amendment Act 2014 prohibits the consideration of animal testing by the Psychoactive Substances Expert Advisory Committee (the Committee) when assessing if products are of a low risk of harm and therefore able to be approved. The Committee agreed that alternatives to animal testing have not yet reached a stage where they can allow a robust assessment to determine no more than a low risk of harm. As a result, no psychoactive substances have been able to be approved for sale.

It is unlikely that the Authority will receive any applications for product approval of a psychoactive substance, or for sale of psychoactive substances in the foreseeable future. If such applications were to be received, they would likely be declined.

If the Committee changed their position on animal testing, we would notify councils of this change, however we cannot guarantee how much advanced warning you would have. We do note that anyone wishing to sell an approved psychoactive product needs to first apply for product approval which is considered by the Committee, and then any retailers wishing to sell products would need to apply for a licence. Retailers are unable to apply for a licence unless a product has been approved. All of these processes would take time, and without previous examples or experience it is difficult for us to give you a concrete timeframe on this process.

I hope this information is helpful. Please let me know if you have any further questions.

Ngā mihi,

**Taylor Jillings (He/Him)**

Advisor | Regulatory Practice and Analysis | Medsafe | Manatū Hauora

Email: \_\_\_\_\_

Manatū Hauora, 133 Molesworth Street Thorndon, Wellington 6011



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**From:** Tayyaba Latif <Tayyaba.Latif@adc.govt.nz>  
**Sent:** Tuesday, 23 July 2024 11:37 am  
**To:** Psychoactives <psychoactive@health.govt.nz>  
**Subject:** Information required on the status of approved psychoactive substances.

Good morning,

We are in the process of reviewing Ashburton District Council's [Local Approved Product Policy](#).

As part of policy review process includes gathering updated information on the status of approved products in New Zealand.

1. Can you please confirm that there are no psychoactive substances that are currently approved products for retail sale?
2. Are there any current or expected applications for a product is in the process of being assessed for becoming an approved product for retail sale? If an application is received, how would this be advised?
3. We would also like to confirm that the timeframe for a product being assessed and approved is at least two years after an application is received?

Your input will be much appreciated.

Regards,  
 Tayyaba Latif  
 Policy Advisor  
 Ashburton District Council

Tayyaba Latif , Ph.D | [Policy Advisor](#)  
 DDI 033079643 | M



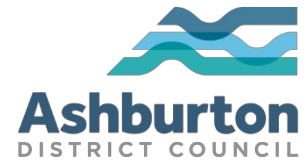

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\*\*\*\*\*  
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## Council

2 October 2024



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## ***11. Financial Reports***

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

### **Attachments**

Financial variance report – August 2024



***Ashburton District Council  
Financial Variance Report  
For the period ending  
31 August 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 31 August 2024

<p><b>\$14.06 M</b> Actual YTD Operating Income</p>	<p><b>\$97.17 M</b> Budget Full Year Operating Income</p>	<p><b>(\$83.11) M</b> Variance Operating Income</p>	<p><b>14%</b> % of Budget Operating Income</p>
<p><b>\$12.28 M</b> Actual YTD Operating Expenditure</p>	<p><b>\$88.21 M</b> Budget Full Year Operating Expenditure</p>	<p><b>(\$75.93) M</b> Variance Operating Expenditure</p>	<p><b>14%</b> % of Budget Operating Expenditure</p>
<p><b>\$0.04 M</b> Actual YTD Capital Income</p>	<p><b>\$28.72 M</b> Budget Full Year Capital Income</p>	<p><b>(\$28.68) M</b> Variance Capital Income</p>	<p><b>0%</b> % of Budget Capital Income</p>
<p><b>\$2.02 M</b> Actual YTD Capital Expenditure</p>	<p><b>\$61.22 M</b> Budget Full Year Capital Expenditure</p>	<p><b>(\$59.20) M</b> Variance Capital Expenditure</p>	<p><b>3%</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 31 August 2024

	Actual YTD	Full Year Budget	Variance	Percentage of Budget
<b>Revenue</b>				
Rates	8,928,574	52,448,857	(43,520,283)	17%
Fees and Charges	2,310,039	12,033,675	(9,723,636)	19%
Subsidies and Grants	891,548	12,841,317	(11,949,769)	7%
Finance Income	318,410	450,000	(131,590)	71%
Other Revenue	1,244,661	6,805,006	(5,560,345)	18%
Other Sales	53,814	1,502,276	(1,448,461)	4%
Development / Financial Contributions	311,959	900,000	(588,041)	35%
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>14,059,006</b>	<b>97,170,131</b>	<b>(83,111,125)</b>	<b>14%</b>
<b>Operating Expenditure</b>				
Payments to Staff and Suppliers	7,828,634	62,167,341	(54,338,707)	13%
Finance Costs	1,193,187	6,610,187	(5,417,000)	18%
Other Expenses	47,498	145,700	(98,202)	33%
Depreciation	3,214,323	19,285,939	(16,071,616)	17%
<b>Total Expenditure</b>	<b>12,283,643</b>	<b>88,209,166</b>	<b>(75,925,524)</b>	<b>14%</b>
<b>Net operating surplus (deficit)</b>	<b>1,775,363</b>	<b>8,960,964</b>	<b>(7,185,601)</b>	<b>20%</b>
<b>Capital Income</b>				
Loans Raised	0	26,615,809	(26,615,809)	0%
Other Asset Sales & Disposals	38,217	2,100,000	(2,061,783)	2%
<b>Total Capital Income</b>	<b>38,217</b>	<b>28,715,809</b>	<b>(28,677,592)</b>	<b>0%</b>
<b>Capital Expenditure</b>				
Infrastructural Assets	572,973	19,247,400	(18,674,427)	3%
Cyclic Renewals	1,023,880	19,287,797	(18,263,917)	5%
Plant	55,384	421,161	(365,777)	13%
Additions/Alterations	194,286	3,038,999	(2,844,713)	6%
Other Assets	159,083	19,226,618	(19,067,535)	1%
<b>Total capital expenditure</b>	<b>2,017,694</b>	<b>61,221,975</b>	<b>(59,204,281)</b>	<b>3%</b>
Loan Repayments	0	10,421,283	(10,421,283)	0%
<b>Total capital to be funded</b>	<b>1,979,477</b>	<b>42,927,449</b>	<b>(40,947,972)</b>	<b>5%</b>

## Transportation – Income & Expenditure Report

For period ending 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Footpaths	168,074	1,570,605	(1,402,531)	11%	No
Roading	2,736,774	21,591,662	(18,854,888)	13%	No
	2,904,848	23,162,267	(20,257,419)	13%	
<b>Operating Expenditure</b>					
Footpaths	211,839	1,465,525	(1,253,686)	14%	No
Roading	2,200,360	18,971,267	(16,770,907)	12%	No
	2,412,199	20,436,792	(18,024,593)	12%	
<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	97,239	683,000	(585,761)	14%	No
Roading	795,481	11,955,739	(11,160,258)	7%	No
	892,720	12,638,739	(11,746,019)	7%	
<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 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Group Water Supplies	1,385,587	8,157,292	(6,771,704)	17%	No
Montalto Water Supply	69,480	399,800	(330,320)	17%	No
Lyndhurst Water Supply	5,991	18,457	(12,466)	32%	
Barhill Water Supply	687	3,945	(3,258)	17%	
	<u>1,461,746</u>	<u>8,579,494</u>	<u>(7,117,747)</u>	<u>17%</u>	
<b>Operating Expenditure</b>					
Group Water Supplies	1,268,277	7,683,147	(6,414,870)	17%	No
Montalto Water Supply	49,335	403,728	(354,393)	12%	No
Lyndhurst Water Supply	1,179	5,409	(4,230)	22%	
Barhill Water Supply	343	1,566	(1,222)	22%	
	<u>1,319,134</u>	<u>8,093,850</u>	<u>(6,774,716)</u>	<u>16%</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	558,423	12,100,696	(11,542,273)	5%	No
Montalto Water Supply	0	15,000	(15,000)	0%	
	<u>558,423</u>	<u>12,115,696</u>	<u>(11,557,273)</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	56,890	177,015	(120,124)	32%	
<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 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Ashburton Wastewater	981,252	6,001,392	(5,020,140)	16%	No
Methven Wastewater	129,571	540,205	(410,635)	24%	No
Rakaia Wastewater	59,641	561,416	(501,775)	11%	No
	1,170,463	7,103,013	(5,932,550)	16%	
<b>Operating Expenditure</b>					
Ashburton Wastewater	919,858	5,502,186	(4,582,328)	17%	No
Methven Wastewater	64,419	538,517	(474,097)	12%	No
Rakaia Wastewater	52,604	564,074	(511,470)	9%	No
	1,036,881	6,604,776	(5,567,895)	16%	
<b>Capital Income</b>					
Ashburton Wastewater	0	5,618,171	(5,618,171)	0%	No
	0	5,618,171	(5,618,171)	0%	
<b>Capital Expenditure</b>					
Ashburton Wastewater	21,872	7,363,725	(7,341,853)	0%	No
Methven Wastewater	0	134,037	(134,037)	0%	No
Rakaia Wastewater	33,365	0	33,365	0%	
	55,237	7,497,762	(7,442,525)	1%	
<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%	
	0	1,117,325	(1,117,325)	0%	
<i>The above financials include the following:</i>					
Capital Services Contribution	31,278	462,856	(431,578)	7%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	2,630,000	(2,630,000)	0%	
<i>The above financials do not include appropriations - to and from activities</i>					

## Stormwater – Income & Expenditure Report

For period ending 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Ashburton Stormwater	232,835	1,314,555	(1,081,720)	18%	No
Methven Stormwater	18,137	102,934	(84,797)	18%	
Rakaia Stormwater	4,814	26,451	(21,638)	18%	
Hinds Stormwater	1,302	6,926	(5,624)	19%	
Rural Stormwater	9,093	51,345	(42,253)	18%	
	266,181	1,502,211	(1,236,031)	18%	
<b>Operating Expenditure</b>					
Ashburton Stormwater	178,808	1,334,123	(1,155,315)	13%	No
Methven Stormwater	12,494	104,268	(91,774)	12%	
Rakaia Stormwater	3,785	27,325	(23,540)	14%	
Hinds Stormwater	943	6,929	(5,987)	14%	
Rural Stormwater	211	51,345	(51,134)	0%	
	196,241	1,523,990	(1,327,750)	13%	
<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 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Stockwater	266,507	1,462,895	(1,196,388)	18%	No
	266,507	1,462,895	(1,196,388)	18%	
<b>Operating Expenditure</b>					
Stockwater	107,555	1,462,895	(1,355,339)	7%	No
	107,555	1,462,895	(1,355,339)	7%	
<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 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Refuse Collection	515,041	2,778,247	(2,263,206)	19%	No
Refuse Management	575,635	5,466,138	(4,890,504)	11%	No
	<u>1,090,675</u>	<u>8,244,385</u>	<u>(7,153,709)</u>	<u>13%</u>	
<b>Operating Expenditure</b>					
Refuse Collection	333,242	2,773,785	(2,440,542)	12%	No
Refuse Management	643,642	5,442,803	(4,799,161)	12%	No
	<u>976,884</u>	<u>8,216,587</u>	<u>(7,239,703)</u>	<u>12%</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	63,940	749,000	(685,060)	9%	No
	<u>63,940</u>	<u>749,000</u>	<u>(685,060)</u>	<u>9%</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 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Ashburton Museum and Art Gallery	481,140	2,729,736	(2,248,596)	18%	No
Library	410,546	2,361,687	(1,951,142)	17%	No
Recreation Facilities and Services	1,170,200	6,536,913	(5,366,714)	18%	No
	<u>2,061,885</u>	<u>11,628,337</u>	<u>(9,566,452)</u>	<u>18%</u>	
<b>Operating Expenditure</b>					
Ashburton Museum and Art Gallery	388,843	2,705,309	(2,316,465)	14%	No
Library	340,364	2,292,693	(1,952,329)	15%	No
Recreation Facilities and Services	963,824	6,526,091	(5,562,267)	15%	No
	<u>1,693,031</u>	<u>11,524,093</u>	<u>(9,831,062)</u>	<u>15%</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	5,616	102,000	(96,385)	6%	
Library	61,347	171,300	(109,953)	36%	No
Recreation Facilities and Services	7,764	1,005,500	(997,736)	1%	No
	<u>74,727</u>	<u>1,278,800</u>	<u>(1,204,073)</u>	<u>6%</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>	

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

# Recreation & Community Services – Income & Expenditure Report

For period ending 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Public Conveniences	129,958	736,597	(606,639)	18%	No
Elderly Persons Housing	108,979	2,394,410	(2,285,431)	5%	No
Memorial Halls	71,357	359,371	(288,014)	20%	No
Reserves and Camping Grounds	189,960	1,027,321	(837,362)	18%	No
Reserve Boards	116,811	794,030	(677,218)	15%	No
Community Safety	13,270	76,599	(63,329)	17%	
	<u>630,335</u>	<u>5,388,328</u>	<u>(4,757,993)</u>	<u>12%</u>	
<b>Operating Expenditure</b>					
Public Conveniences	66,141	522,287	(456,146)	13%	No
Elderly Persons Housing	111,450	766,772	(655,322)	15%	No
Memorial Halls	85,057	666,058	(581,001)	13%	No
Reserves and Camping Grounds	164,633	1,026,121	(861,488)	16%	No
Reserve Boards	59,060	774,795	(715,735)	8%	No
Community Safety	6,612	76,599	(69,987)	9%	
	<u>492,953</u>	<u>3,832,631</u>	<u>(3,339,678)</u>	<u>13%</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	0	470,000	(470,000)	0%	No
Elderly Persons Housing	58,070	2,113,549	(2,055,479)	3%	No
Reserves and Camping Grounds	38,623	0	38,623	0%	
Reserve Boards	31,098	0	31,098	0%	
	<u>127,792</u>	<u>2,583,549</u>	<u>(2,455,757)</u>	<u>5%</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 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Commercial Property	741,828	7,656,558	(6,914,730)	10%	No
Business & Economic Development	124,578	1,020,304	(895,726)	12%	No
District Promotion	63,208	364,241	(301,033)	17%	No
Forestry	1,673	454,220	(452,547)	0%	No
	931,287	9,495,323	(8,564,036)	10%	
<b>Operating Expenditure</b>					
Commercial Property	1,175,930	7,993,971	(6,818,041)	15%	No
Business & Economic Development	134,140	1,149,304	(1,015,164)	12%	No
District Promotion	26,457	364,241	(337,784)	7%	No
Forestry	31,659	415,406	(383,748)	8%	No
	1,368,186	9,922,923	(8,554,737)	14%	
<b>Capital Income</b>					
Commercial Property	0	7,937,250	(7,937,250)	0%	No
	0	7,937,250	(7,937,250)	0%	
<b>Capital Expenditure</b>					
Commercial Property	99,547	6,022,250	(5,922,703)	2%	No
	99,547	6,022,250	(5,922,703)	2%	
<b>Loan Repayments</b>					
Commercial Property	0	5,967,749	(5,967,749)	0%	No
	0	5,967,749	(5,967,749)	0%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

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

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

For period ending 31 August 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	130,472	789,611	<b>(659,139)</b>	17%	No
Parks and Recreation	1,411,504	6,985,429	<b>(5,573,925)</b>	20%	No
	<u>1,541,976</u>	<u>7,775,041</u>	<u>(6,233,064)</u>	<u>20%</u>	
<b>Operating Expenditure</b>					
Cemeteries	97,951	665,057	<b>(567,106)</b>	15%	No
Parks and Recreation	729,303	5,808,089	<b>(5,078,786)</b>	13%	No
	<u>827,254</u>	<u>6,473,147</u>	<u>(5,645,892)</u>	<u>13%</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	19,499	788,200	<b>(768,701)</b>	2%	No
	<u>19,499</u>	<u>905,700</u>	<u>(886,201)</u>	<u>2%</u>	
<b>Loan Repayments</b>					
Cemeteries	0	72,400	(72,400)	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>	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

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

# Community Governance & Decision Making – Income & Expenditure Report

For period ending 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Council	681,526	3,912,116	(3,230,590)	17%	No
Methven Community Board	22,394	119,737	(97,343)	19%	
Community Grants Funding	374,269	2,033,799	(1,659,530)	18%	No
Water Zone Committee	31,997	186,514	(154,517)	17%	No
	<u>1,110,186</u>	<u>6,252,166</u>	<u>(5,141,980)</u>	<u>18%</u>	
<b>Operating Expenditure</b>					
Council	538,062	3,927,339	(3,389,276)	14%	No
Methven Community Board	8,559	119,737	(111,178)	7%	No
Community Grants Funding	626,986	1,796,712	(1,169,726)	35%	No
Water Zone Committee	17,861	168,514	(150,653)	11%	No
	<u>1,191,468</u>	<u>6,012,302</u>	<u>(4,820,834)</u>	<u>20%</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	150,445	754,984	(604,539)	20%	
<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 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Environmental Health	47,537	273,322	(225,785)	17%	No
Building Regulation	472,997	2,843,686	(2,370,690)	17%	No
Emergency Management	42,779	248,633	(205,854)	17%	No
Liquor Licensing	41,866	221,308	(179,442)	19%	No
Land Information Memorandum	47,956	217,752	(169,796)	22%	No
Parking	47,768	320,384	(272,615)	15%	No
Animal Control	427,047	591,852	(164,804)	72%	No
Resource Consents	143,997	727,117	(583,121)	20%	No
Monitoring and Enforcement	48,937	284,712	(235,776)	17%	No
Planning	101,489	592,215	(490,726)	17%	No
	1,422,373	6,320,982	(4,898,610)	23%	
<b>Operating Expenditure</b>					
Environmental Health	35,946	273,322	(237,376)	13%	No
Building Regulation	343,280	2,843,687	(2,500,407)	12%	No
Emergency Management	16,303	98,985	(82,682)	16%	No
Liquor Licensing	38,381	221,308	(182,928)	17%	No
Land Information Memorandum	17,603	105,716	(88,114)	17%	No
Parking	35,880	236,596	(200,716)	15%	No
Animal Control	75,634	591,852	(516,217)	13%	No
Resource Consents	128,878	727,118	(598,240)	18%	No
Monitoring and Enforcement	71,882	401,473	(329,591)	18%	No
Planning	69,603	447,913	(378,310)	16%	No
	833,389	5,947,969	(5,114,580)	14%	
<b>Capital Expenditure</b>					
Emergency Management	34,000	39,535	(5,535)	86%	
	34,000	39,535	(5,535)	86%	
<b>Loan Repayments</b>					
Animal Control	0	4,400	(4,400)	0%	
Planning	0	144,302	(144,302)	0%	No
	0	148,702	(148,702)	0%	
<i>The above financials include the following:</i>					
Development Contributions	0	0	0	0%	
<i>The above financials do not include the following:</i>					
Vested Assets	0	0	0	0%	

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



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

For period ending 31 August 2024

	Actual YTD	Budget Full Year	Variance	Percentage of Budget	Permanent Variance
<b>Operating Income</b>					
Dividends and Interest	755,717	2,250,000	(1,494,283)	34%	No
Te Whare Whakaterere	123,352	780,361	(657,008)	16%	No
Executive Team	340,460	1,924,459	(1,584,000)	18%	No
People & Capability	155,002	1,085,558	(930,556)	14%	No
Information Systems	596,257	4,271,422	(3,675,165)	14%	No
Customer Services	112,804	797,062	(684,258)	14%	No
Treasury	261,833	2,032,538	(1,770,705)	13%	No
Rates	180,692	851,788	(671,096)	21%	No
Community Relations	148,564	1,067,913	(919,349)	14%	No
Communications	132,181	1,081,044	(948,864)	12%	No
Property Administration	271,241	1,503,595	(1,232,353)	18%	No
Service Delivery	616,062	4,376,789	(3,760,727)	14%	No
Parks Administration	454,942	4,181,814	(3,726,872)	11%	No
Plant Operations	15,810	988,746	(972,937)	2%	No
	4,164,916	27,193,090	(23,028,174)	15%	
<b>Operating Expenditure</b>					
Dividends and Interest	130	51,988	(51,858)	0%	
Te Whare Whakaterere	123,352	769,109	(645,756)	16%	No
Executive Team	340,460	1,924,459	(1,583,999)	18%	No
People & Capability	154,762	1,085,559	(930,796)	14%	No
Information Systems	596,257	4,271,422	(3,675,165)	14%	No
Customer Services	112,498	797,061	(684,564)	14%	No
Treasury	223,873	2,035,587	(1,811,714)	11%	No
Rates	180,070	851,788	(671,719)	21%	No
Community Relations	148,564	1,067,913	(919,349)	14%	No
Communications	132,181	1,081,044	(948,864)	12%	No
Property Administration	271,691	1,503,593	(1,231,901)	18%	No
Service Delivery	610,462	4,376,789	(3,766,327)	14%	No
Parks Administration	446,844	4,181,814	(3,734,970)	11%	No
Plant Operations	137,149	1,076,399	(939,250)	13%	No
	3,478,292	25,074,525	(21,596,233)	14%	
<b>Capital Income</b>					
Plant Operations	38,217	100,000	(61,783)	38%	
	38,217	100,000	(61,783)	38%	
<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

**\$1,494,283U**

#### *Reason for variance*

Dividends and Interest includes dividends received from Transwaste of \$437,306.

## *Loan Repayments*

For period ending 31 August 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 31 August 2024

	YTD Actual	2024 Actual
<b>Public Equity</b>		
Ratepayers Equity	542,508,225	531,643,431
Revaluation Reserves	372,473,942	372,473,942
Funds and Reserves	68,599,888	68,599,888
	<b>983,582,055</b>	<b>972,717,261</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	850,855	3,983,379
Deposits & Bonds	1,651,542	1,835,395
Other Current Liabilities	609,037	537,462
Accrued Liabilities	3,468,173	8,919,099
	<b>6,579,608</b>	<b>15,275,335</b>
<b>Total Equity &amp; Liabilities</b>	<b>1,121,551,189</b>	<b>1,119,382,122</b>
<b>Fixed Assets</b>	148,493,002	149,203,227
<b>Infrastructural Assets</b>	849,881,439	852,385,537
<b>Work in Progress</b>	73,266,062	73,266,062
<b>Advances</b>	363,078	363,078
<b>Shares</b>	10,425,549	10,425,549
<b>Current Assets</b>		
Cash & Bank	12,400,187	11,057,006
Cash Investments	14,000,000	8,008,807
GST	551,274	2,216,441
Receivables	5,605,275	4,906,616
Provision for Doubtful Debts	(64,688)	(64,688)
Stock	71,888	71,888
Accruals	5,605,195	6,529,416
Other Current Assets	952,927	1,013,183
	<b>39,122,059</b>	<b>33,738,669</b>
<b>Total Assets</b>	<b>1,121,551,189</b>	<b>1,119,382,122</b>

## Net Debt and Borrowings

As at 31 August 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 31 August 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

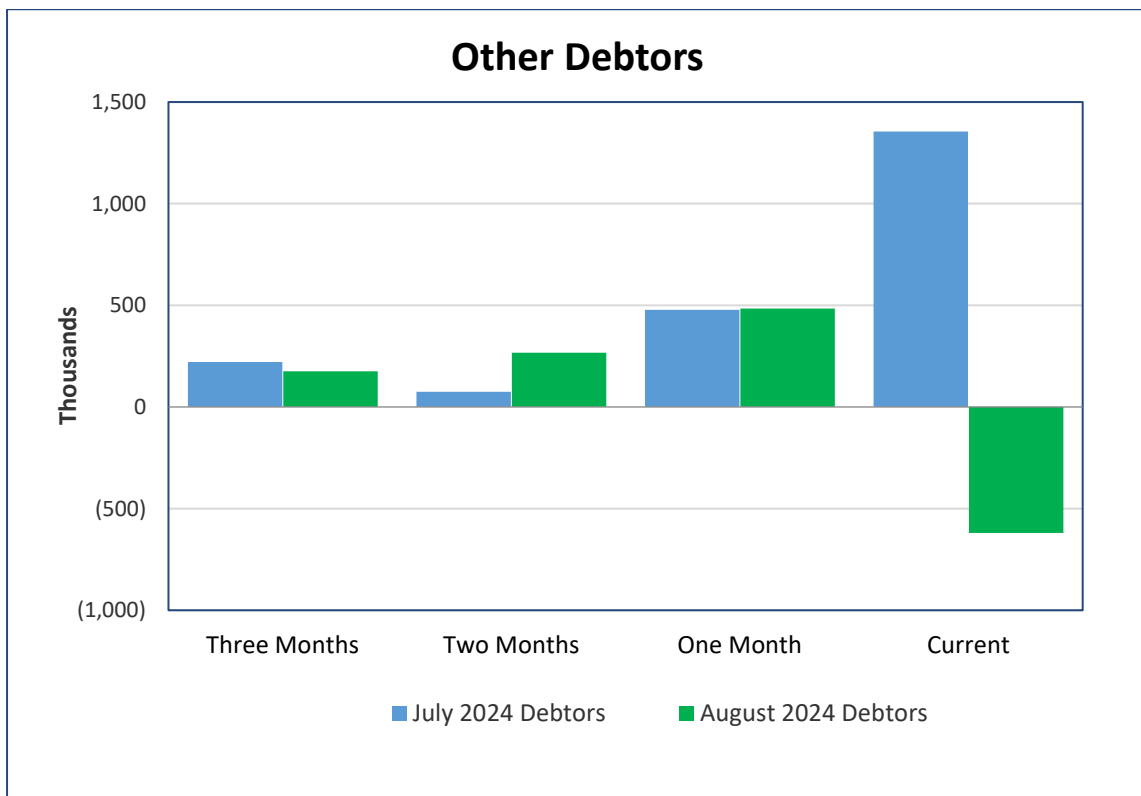
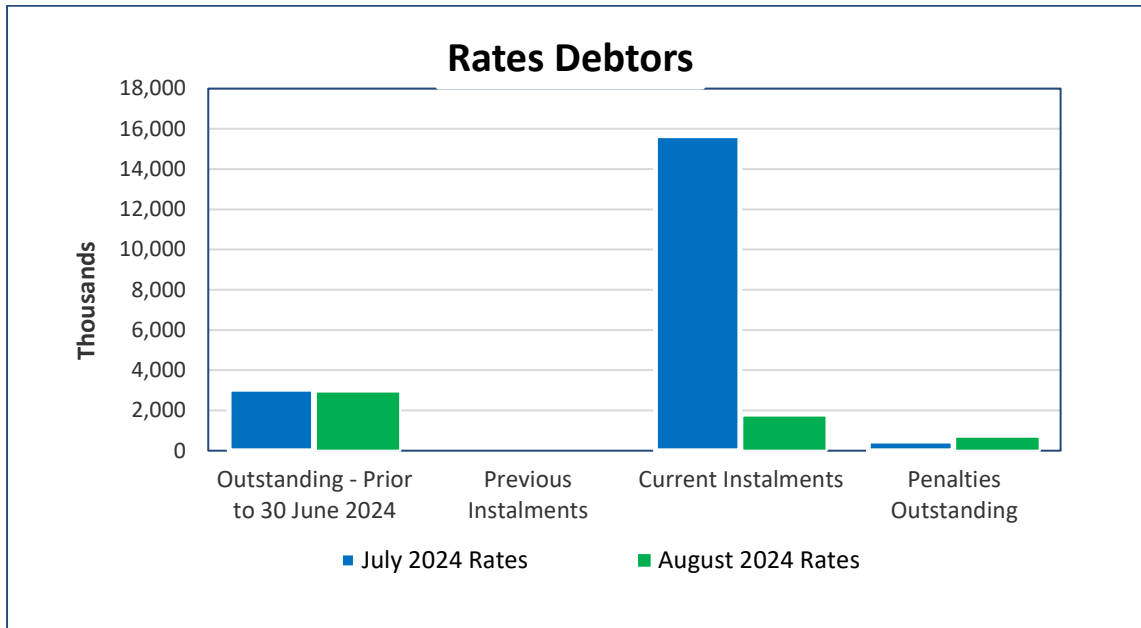
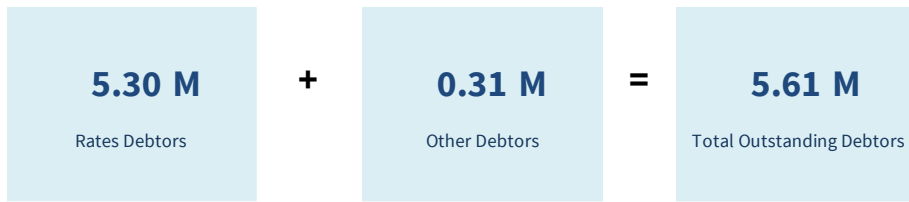
As at 31 August 2024

Listed below are the current significant investments held by Council.

<b>Term Deposit</b>	<b>Principal</b>	<b>Interest</b>	<b>Term</b>	<b>Maturity</b>
Westpac	10,000,000	200.00%	30 Days	27-Sep-24
	<b>10,000,000</b>			
<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	363,078			
	<b>363,078</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 31 August 2024



## ***Receivables Summary continued***

Outstanding Debtors over 90 days	
>\$100,000	0
\$50,000 - \$100,000	1
\$30,000 - \$50,000	3
\$10,000 - \$30,000	12

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



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## ***12. Service Provisions over Christmas and New Year 2024-25***

Author *Emma Bonnington; People & Capability Advisor*  
Activity Manager *Katie Perry; People & Capability Manager*  
Executive Team Member *Sarah Mosley; Group Manager People & Facilities*

### **Summary**

- The purpose of this report is to inform elected and community members of the services provided by Council over the Christmas – New Year period.
- The Executive team have reviewed and agreed the dates and hours of operation over this period now that we are in Te Whare Whakare. They have considered both the demands on our services at that time of year and the mutual benefit to Council and its employees in taking Annual Leave over this period to spend with family and friends.

### **Recommendation**

- 1. That** Council receives the report.

### **Attachment**

**Appendix 1** Table of operating hours

## Background

### Previous Council Decisions

1. Management's processes and measures to manage customer demands over this period have been well tried and tested over many years. Accordingly, this report has always been received by Council.

### Interested and Affected Parties

2. The decision for reduced hours over the Christmas – New Year period follows custom and practice and adheres to contractual and legislative provisions.
3. Operating reduced services over the Christmas – New Year period is very similar to the approach most other councils follow nationwide. However, some councils 'gift' the 3 days between Christmas and New Year in addition to an employee's Annual Leave. Our Council does not currently do this; however, eligible staff greatly appreciate the 'gift' of an early finish prior to Christmas.

## Details

4. Te Whare Whakareta will be closed on all public holidays and will close at 1pm on 24 December 2024 for all teams, however operational/close down hours over the Christmas-New year period vary:
  - a. Council level 2 administration staff will resume full services from 8.30am on 6 January 2025.
  - b. The Library's weekday hours will reduce to 9am - 5pm, normal weekend hours (10am – 4pm) will operate during this period, noting public holiday closures.
  - c. This year Customer Services will remain open and will align with the Library's hours (9am to 5pm) on week days that are not public holiday. We will continue to use our external provider to manage phone calls out of hours.
5. Open Spaces will operate as normal with the exception of a 1pm close 24 December. Employees in core cleaning roles will continue to perform their duties every day, with a reduced number of staff working on 27, 30 and 31 December and 3 January. The Open Spaces depot will be closed as normal during the weekends and on all public holidays.
6. The Art Gallery & Museum will operate their normal hours (10am -4pm) throughout the Christmas and New Year period, with the exception of being closed on 25 & 26 December, and the Gallery will close at 4pm on Wednesday 1 January (instead of 7pm).
7. The EA Networks Centre will close early (3pm) on 24 & 31 December and will otherwise operate reduced hours (10am – 5pm) on 27 - 30 December 2024. The facility will be closed on all public holidays and normal hours for the facility will resume on 3 January 2025. The last day of the pool operation will be 31 December 2024 due to the January maintenance closedown period.

8. Mt Hutt Memorial Hall's hours of operation will be reduced to 10am to 2pm on 24, 27, 28, 29, 30, 31 December and will be closed on all public holidays. Normal hours will resume 3 January 2025.

## Legal/policy implications

### Legislation and Contractual Obligations

9. Given the changes in the days and hours of operation across Council, employees affected by a closedown have traditionally been provided with notice well in excess of legislative requirements ([s32 Holidays Act](#)).
10. All employment agreements contain provisions about closedowns (where appropriate), and public holiday entitlements (if an employee is required to work, be on-call or receives a day of leave as per the Holiday's Act).

## Financial implications

Requirement	Explanation
What is the cost?	Reduction in working hours. Where applicable Council will gift the difference between the normal and reduced operating hours (early finishes) to employees with standard working hours, subject to them not taking leave on these days. Benefits of operating reduced hours &/or staffing levels, closedown period(s) and early finishes, reduce Council's operating costs, Council's leave liability and show goodwill to staff for the year.
Is there budget available in LTP / AP?	Operating budgets take into account the financial requirements of this period.
Where is the funding coming from?	Operating budgets.
Are there any future budget implications?	No
Reviewed by Finance	No

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low

Rationale for selecting level of significance	Common practice for most businesses to reduce their operating hours or services over the Christmas- New year period.
Level of engagement selected	1. Inform
Rationale for selecting level of engagement	Council will communicate our operating hours over the Christmas – New Year period in the coming weeks to our community via various mediums.
Reviewed by Strategy & Policy	No

**APPENDIX 1:**

2024/2025	Art Gallery & Museum	EA Networks Centre	Mt Hutt Memorial Hall	Open Spaces	Te Whare Whakatere		
					Customer Services	Level 2	Library
Tuesday 24 December 2024	4pm Close (Normal hours)	3pm Close	2pm Close	1pm Close	1pm Close	1pm Close	1pm Close
Wednesday 25 December 2024 PUBLIC HOLIDAY	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Thursday 26 December 2024 PUBLIC HOLIDAY	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Friday 27 December 2024	10am-4pm	10am to 5pm	10am-2pm	7.30am-4.15pm	9am-5pm	CLOSED	9am-5pm
Saturday 28 December 2024	10am-4pm	10am to 5pm	10am-2pm	-	-	-	10am-4pm
Sunday 29 December 2024	10am-4pm	10am to 5pm	10am-2pm	-	-	-	10am-4pm
Monday 30 December 2024	10am-4pm	10am to 5pm	10am-2pm	7.30am-4.15pm	9am-5pm	CLOSED	9am-5pm
Tuesday 31 December 2024	10am-4pm	10am to 3pm (Last day of pool operation due to maintenance closedown period)	10am-2pm	7.30am-4.15pm	9am-5pm	CLOSED	9am-5pm
Wednesday 1 January 2025	10am-4pm	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED

2024/2025	Art Gallery & Museum	EA Networks Centre	Mt Hutt Memorial Hall	Open Spaces	Te Whare Whakatere		
					Customer Services	Level 2	Library
PUBLIC HOLIDAY							
Thursday 2 January 2025 PUBLIC HOLIDAY	10am-4pm	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Friday 3 January 2025	10am-4pm	5:45am Open 8pm Gym Close 9pm Stadium Close (Normal hours)	10am-4pm	7.30am-4.15pm	9am-5pm	CLOSED	9am-5pm
Saturday 4 January 2025	10am-4pm	7am Open 6pm Gym Close 7pm Stadium Close (Normal hours)	10am-2pm	-	-	-	10am-4pm
Sunday 5 January 2025	10am-4pm	7am Open 6pm Gym Close 7pm Stadium Close (Normal hours)	10am-2pm	-	-	-	10am-4pm
<b>Monday 6 January 2025</b>	Normal hours resume						