

# Ashburton District Council

## AGENDA

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### **Notice of Meeting:**

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

**Date:** Wednesday 16 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>	Hamish Marr – NZ Agricultural Trade Envoy
<b>2.45pm</b>	Business Canterbury – Kyley Charteris

### 1 Apologies

### 2 Extraordinary Business

### 3 Declarations of Interest

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

### Minutes

4	Council – 2/10/24	<b>3</b>
5	Stockwater Transition Working Group – 26/09/24	<b>6</b>
6	Creative Communities Assessment Committee – 26/09/24	<b>8</b>

### Reports

7	Road Maintenance Contract Extension	<b>10</b>
8	Terms of Reference – Three Waters Committee	<b>17</b>
9	Community Trail Maintenance Fund	<b>23</b>
10	Canterbury Public Transport Strategy Submission	<b>29</b>
11	Standing Orders Amendment	<b>35</b>
12	Councillor reports	<b>40</b>
13	Mayor’s report	<b>42</b>

### Business Transacted with the Public Excluded

14	Council – 2/10/24		<b>PE 1</b>
	• Building claim	Section 7(2)(h) Commercial activities	
	[Now in open meeting]		
	• Te Whare Whakatere final costs		
15	Ashburton Settlement W/Group	Section 7(2)(a) Protection of privacy of natural persons	<b>PE 2</b>
16	ACL Directors’ Remuneration	Section 7(2)(h) Commercial activities	<b>PE 6</b>
17	Land Exchange	Section 7(2)(h) Commercial activities	<b>PE 19</b>
18	Ashburton Business Estate	Section 7(2)(h) Commercial activities	<b>PE 57</b>
19	CE Annual Review	Section 7(2)(a) Protection of privacy of natural persons	<b>PE 184</b>

## 4. Council Minutes – 2 October 2024

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

### Present

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

### In attendance

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

Staff present for the duration of their reports: Simon Worthington (Economic Development Manager), Jacqui Watson (Property Legal), Erin Register (Finance Manager), Tayyaba Latif (Policy Advisor), Mark Low (Strategy & Policy Manager).

### 1 Apologies

Nil.

### 2 Extraordinary Business

Nil.

### 3 Declarations of Interest

Nil.

### Presentation

Quotable Value – 1.20pm – 1.50pm.

### 4 Confirmation of Minutes

#### - Council – 18/09/24

**That** the minutes of the Council meeting held on 18 September 2024, be taken as read and confirmed.

Lovett/Cameron

Carried

### 5 Audit & Risk Committee – 11/09/24

**That** Council receives the minutes of the Audit & Risk Committee meeting held on Wednesday 11 September 2024.

Braam/McMillan

Carried

#### • Bancorp Treasury Report

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

Cameron/Ellis

Carried

## 6 Learning Hub

**That** Council receives the report.

Cameron/Todd

Carried

## Quotable Value presentation

Jeremy Clayton and Kris Rodgers provided an update on the district's revaluation which took effect from 1/07/24. The objection period closes 25/10/24.

The powerpoint presentation has been circulated.

## 7 Solid Waste Management Contract Tender Evaluation

**That** Council appoints Councillors Ellis and Hooper to observe the tender evaluation process for the REFU0343 Solid Waste Management contract.

Braam/McMillan

Carried

## 8 Road Stopping of part of Alexander Street, Chertsey – water treatment plant

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.

Lovett/Ellis

Carried

## 9 Carry-over of funding from 2023-2024

The total amount of the capital expenditure carry-over was corrected to \$9,006,894.

Council declined the request for shade infrastructure and blinds to be installed at Te Whare Whakatere, reducing the total amount to be carried over by \$50,000.

The need to carry over funding for vehicle replacement was also questioned with the suggestion that vehicles could be held for a longer period. Council retained the funds but asked for a report to be provided to the draft annual plan process to better understand the vehicle replacement policy.

1. **That** Council approves the request to carry over the unspent funds of \$8,956,894 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.

Ellis/McMillan

Carried

## 10 Local Approved Products Policy Review

**That** Council approves the roll-over of the Local Approved Products Policy with no change.

McMillan/Hooper

Carried

## 11 Financial Variance Report

**That** Council receives the financial variance report for the period to 31 August 2024.

Hooper/Todd

Carried

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

**That** Council receives the report.

Lovett/Ellis

Carried

### Business transacted with the public excluded – 3pm

**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:	
13	Council – 18/09/24 [Now in open meeting] <ul style="list-style-type: none"><li>Te Whare Whakatere final costs</li></ul>		
14	Audit & Risk Committee – 11/09/24 <ul style="list-style-type: none"><li>Building claim</li></ul>	Section 7(2)(h)	Commercial activities

McMillan/Cameron

Carried

Council adjourned for afternoon tea from 3pm to 3.18pm.

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

- Te Whare Whakatere, Ashburton Library & Civic Centre – final costs**

The end construction cost of Te Whare Whakatere, Ashburton Library and civic centre has been finalised at \$62.1million.

The meeting concluded at 3.22pm.

Confirmed 16 October 2024

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MAYOR

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

Minutes of a meeting of the Stockwater Transition Working Group held on Thursday 26 September 2024, in the Hine Paaka Council Chamber, 2 Baring Square East, Ashburton, commencing at 1.30pm.

### **Present**

Councillors Richard Wilson (Chair) and Carolyn Cameron; John Wright (Consultant), Darryl Hydes (Federated Farmers), *Via MS Teams* Treena Davidson (AEC Policy Advisor) and Marcelo Wibmer (ECan).

### **In attendance**

Neil McCann (GM Infrastructure & Open Spaces), Toni Durham (GM Democracy & Engagement), Andrew Guthrie (Assets Manager), Crissie Drummond (Infrastructure Services Support Lead) and Phillipa Clark (Governance Support)

### **1 Apologies**

Mayor Neil Brown, Sally Reihana (Aoraki Environmental Consultancy) and David Acland (Federated Farmers)

### **2 Introductions**

### **3 Setting direction for the exit programme**

Officers presented information on the stockwater activity exit transition plan, to be adopted by Council by December 2024. A sequential approach will be taken (intake by intake), defining the affected parties, determining who requires stockwater, then identifying solutions for those properties still requiring stockwater.

Council is seeking a consensus approach from the Working Group, but accepts that this won't be achieved for some exits.

Maps showing the intakes were presented with brief discussion on each.

John referred to the Pudding Hill intake, noting that once data from the survey was understood, they looked at what alternatives might be available and assessed what volume of water each property would need. With that background, they came up with concepts for piped delivery for every property that needed an alternative. While there is still some work to do on ecological and cultural considerations, the proposal is now ready to go to Council for consideration.

The Working Group acknowledged that there are some important waterways in the district that don't have a closure future and it will be about understanding alternative ways to supply those waterways and at the same time make the delivery of stockwater as efficient as it can be. Closure and piping water across the majority of the district appears to be the most efficient way.

Treena commented that this will need to be worked through. It becomes more complex by closing off parts of races with impacts upstream / downstream. The order of closure appears to make sense and as Arowhenua learns more about each of the waterways and nuances, they will be able to better understand and be more informed – but there are a lot of discussions within what has been raised today.

Marcelo noted that some are ECan drains and the need for more information on biodiversity in the waterways to know which are to be prioritised. Springs / creeks are an easier decision, but will need to better understand if they are drains or waterways. Hydrologist / ecologist input is needed.

### **Surveys**

All stockwater ratepayers on the affected intake will be surveyed and consulted on their needs (stock numbers and current water options). That information will then be analysed by John Wright. Will also get underway on ecology – then back to the Group with the data and information needed.

### **Communications and Engagement**

Officers will develop a communications and engagement plan, showing the proposal and timeline, and how property owners, stakeholders and organisations will be engaged in the process.

It was suggested that Federated Farmers newsletters would also be a way of promoting and encouraging farmers to participate in the surveys.

Toni advised that information will be made available as soon as possible – key stakeholders are straightforward and the ratepayer database will be an easy way of getting the message out. Council's web site will be a source of information and people will be invited to "subscribe" to "stockwater updates".

From now until the end of the year, the message will be that Council is progressing the exit in a considered way, giving assurance of consultation and finding solutions.

## **4 Next meeting**

The Working Group's core members will meet on 31 October where officers will discuss how the Transition Plan will be approached. It will be at a later date when the community will be invited to join the discussion focused on their respective properties / intakes.

Following the meeting in October, targeted engagement on the order of closure will be undertaken with the key stakeholders.

Marcelo gave an undertaking to follow up the request for ECan to provide scientific information, noting the timeframe only gives two months.

A further meeting of the Working Group has been tentatively scheduled for 5 December.

The meeting concluded at 2.52pm.

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## **6. Creative Communities Grants Assessment – Round 1**

Minutes of a meeting of the Creative Communities Fund Assessment Committee, held in the Ashburton Lakes Room, Te Whare Whakatare, 2 Baring Square East, Ashburton, on Thursday 26 September 2024, commencing at 4pm.

### **Present**

Kay Begg (Chair), Femke van der Valk, Cr Tony Todd, Tiipene Philip, Peter Muir, Martine Tait, Naneh Manoa, Kate Beaumont-Smith and Cr Leen Braam.

### **In attendance**

Ann Smith (Community Liaison Officer)

#### **1 Apologies**

**That** apologies for absence be accepted from Shirin Khosraviani (Art Gallery & Museum Director)

Naneh/Kate

Carried

#### **2 Conflicts of interest –**

Kay Begg – Hakatere Ceramics & Pottery Ashburton

Kate Beaumont-Smith and Martine Tait - Hinds & District Women’s Dinner Club

Cr Tony Todd – Zonta Club of Ashburton

#### **3 Extraordinary business**

Nil.

#### **4 General Business**

- 1. Connecting Mid Canterbury Charitable Trust presentation
- 2. Mid Canterbury Children’s Trust presentations x2
- 3. New Zealand Bands Ltd presentation
- 4. Refugee Settlement Support Service/Safer Mid Canterbury presentation
- 5. Staveley Campsite Committee presentations x2

**That** the list of grant applications be approved

Femke/Naneh

Carried

#### **5 Creative Communities Scheme grant applications**

A total of 19 applications were received for funding requesting a total of \$41,072. There was a total of \$17,850 available for distribution, plus \$6,885.49 of carry-over funds. 17 applications were approved.

The merits of each application were discussed, and the following funding decisions were made:



<b>No.</b>	<b>Applicants</b>	<b>Amount requested</b>	<b>Amount granted</b>
1	Ashburton Festival of Pipe Band Music	\$545	<b>\$545</b>
2	Connecting Mid Canterbury Charitable Trust	\$2,365	<b>\$2,000</b>
3	Hakatere Ceramics & Pottery Ashburton	\$1,832	<b>\$1,800</b>
4	Heather Joy Milne	\$1,938	<b>\$1,938</b>
5	Hinds & District Women's Dinner Club	\$864	<b>\$864</b>
6	Methven & Foothills Walking Festival	\$2,000	<b>\$1,000</b>
7	Mid Canterbury Children's Trust – Children's Day	\$5,210	<b>\$2,000</b>
8	Mid Canterbury Children's Trust – Light Up the Night	\$173	<b>\$173</b>
9	Mount Hutt College – Mural project	\$3,000	<b>\$1,500</b>
10	Mount Hutt College – School mascot costume	\$3,000	<b>\$0.0</b>
11	Mount Hutt College – 2025 production	\$733	<b>\$733</b>
12	New Zealand Bands Ltd	\$2,198	<b>\$2,198</b>
13	Refugee Settlement Support Service/Safer Mid Canterbury	\$1,938	<b>\$1,938</b>
14	Staveley Campsite Committee – Wildlife Mural	\$1,765	<b>\$800</b>
15	Staveley Campsite Committee – Publication and launch of book	\$3,950	<b>\$0.0</b>
16	The Big Little Theatre Company	\$5,000	<b>\$3205.49</b>
17	Wellbeing Opuke Charitable Trust – Give it a go Mayfield	\$1,047	<b>\$787</b>
18	Wellbeing Opuke Charitable Trust – Give it a go Methven	\$1,514	<b>\$1,254</b>
19	Zonta Club of Ashburton	\$2,000	<b>\$2,000</b>
	<b>Total</b>	<b>\$41,072</b>	<b>\$24,735.49</b>

### **Communication to Grant Recipients**

Emails and/or letters will be sent to the groups to inform them of the outcome of their application. This will include a reminder of the requirement to acknowledge the CCS funding for the project in the activity promotions.

### **Recommendation to Council**

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

The meeting concluded at 5.40pm.

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## 7. *Road Maintenance Contract Extension*

Author *Mark Chamberlain; Roading Manager*  
Executive Team Member *Neil McCann; Group Manager Infrastructure and Open Spaces*

### Summary

- The purpose of this report is to consider extending Contract ROAD0144 Road Network Maintenance and Operations 2020-2025 for two years.
- The contract was awarded to HEB Construction Ltd in October 2020 and commenced on 1 December 2020 with a five year term ending 30 November 2025.
- There is a clause in the contract that a two year extension can be granted if agreed by all parties, conditional on approval from NZTA Waka Kotahi.
- Permission from NZTA was requested for the two year extension and approved in July 2024.

### Recommendation

1. **That** Council approves a two year extension of Contract ROAD0144 Road Network Maintenance and Operations 2020-2025, to 30 November 2027.

## Background

### The current situation

1. Contract ROAD0144 Road Network Maintenance and Operations 2020-2025 was awarded to HEB Construction with a five year contract period from 1 December 2020 to 30 November 2025.
2. The five year term was the maximum period permitted in accordance with the NZTA Procurement Manual Rules, section 10.21 Maximum term of a term service contract for infrastructure or planning and advice.
3. Clause 1.1 Objective and Scope of the tender documents included - *Contract duration will be five years. The Contract may be extended by up to two years beyond the initial five-year contract period subject to the satisfactory performance of the Contractor, and Council and NZTA approval requirements.*

### Contract extension

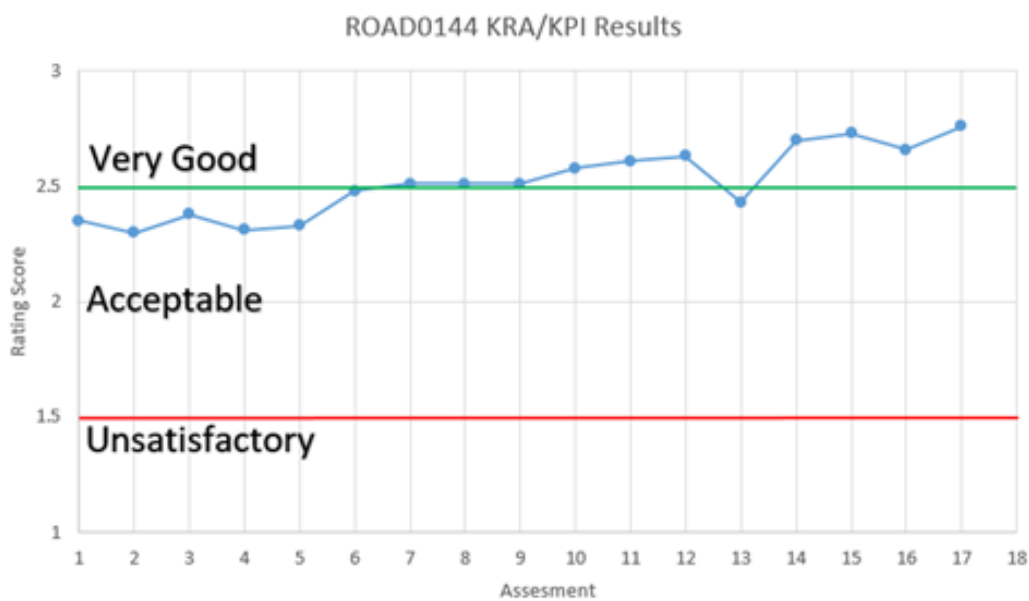
4. A request to extend the contract period to seven years was made to NZTA Waka Kotahi and the response received on 16 July 2024 was that *NZTA Waka Kotahi approves under section 25(1) of the Land Transport Management Act 2003, a variation to the Rules in the Procurement manual, section 10.21 Maximum term of a term service contract for infrastructure or planning and advice allowing Ashburton District Council to use a maximum term of seven years (5+2 years) for the road network maintenance and operations term service contract.*
5. HEB Construction issued a Notice to Engineer requesting a two year extension according to the Contract Document.

### Contractor performance

6. Contractor performance is measured on contract administration and contract physical works.
7. Contract administration is been measured using Key Result Areas agreed between parties at the start of the contract. This rates the contractor performance on the following categories:
  - Programmes
  - Quality
  - network condition
  - information
  - value for money
  - customer service
  - temporary traffic management
  - health and safety

- liaison
- ingenuity
- collaboration.

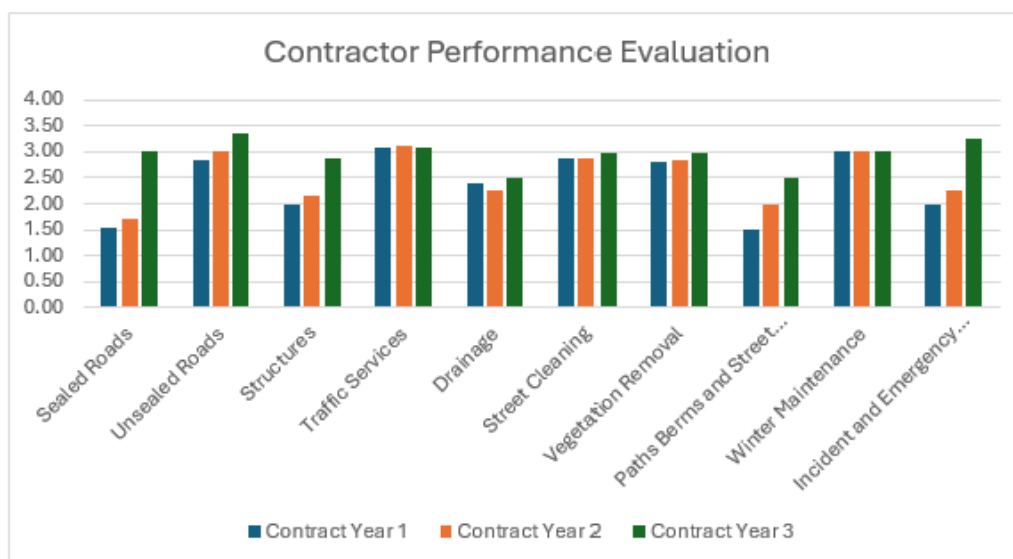
- The contractor receives one of the three ratings (unsatisfactory, acceptable or very good) depending on how they are performing against the parameters for each section. Scoring unsatisfactory gives a grade of 1, acceptable a grade of 2 and very good a grade of 3.
- The average of their grades for all the categories is taken as their overall score for the month. The rating was developed in year one of the contract starting in April 2022. The average score for year 2 of the contract was 2.4, year 3 was 2.55 and year 4 was 2.71.



- Contract physical works performance rates the contractor on performance against contract specification on the following work categories:
  - Sealed roads
  - Unsealed roads
  - Structures
  - Traffic services
  - Drainage
  - Street cleaning
  - Vegetation removal
  - Paths berms and street furniture
  - Winter maintenance
  - Incident and emergency work.
- The contractor is scored a grade based on their performance against each section of the contract specification with a grade of 1 for Poor, 2 for Fair, 3 for Good and 4 for Excellent.

12. The score for each of the categories is weighted depending on its dollar value of work within the contract. The weighted scores are then added to give them an overall rating for their performance on the physical works for the contract.
13. 0-43.75% is considered underperforming 43.75%-62.5% is considered fair, 62.5%-81.25% is considered performing and 81.25%-100% is considered excelling. Following is the ratings for the first three years of the contract.

	Weighting	Contract Year 1	Contract Year 2	Contract Year 3
		Score	Score	Score
Sealed Roads	25%	1.53	1.71	3.03
Unsealed Roads	15%	2.85	3.00	3.36
Structures	4%	2.00	2.17	2.88
Traffic Services	13%	3.10	3.12	3.08
Drainage	11%	2.40	2.26	2.51
Street Cleaning	9%	2.88	2.87	2.98
Vegetation Removal	5%	2.83	2.85	2.98
Paths Berms and Street Furniture	8%	1.50	2.00	2.50
Winter Maintenance	5%	3.00	3.00	3.00
Incident and Emergency Work	5%	2.00	2.25	3.25
		58%	61.0%	74.6%
		Fair	Fair	Performing



14. There had been issues with performance in some areas most notably premature failures to sealed pavement repairs in the first two years of the contract. Council and HEB staff have worked through the reason for the failures. Remedial work has been carried out and methodologies improved to ensure better quality of repairs.
15. ADC officers are satisfied that HEB is performing well and there is a genuine partnership developed to working on the maintenance of the roading network.

## Options analysis

### Option one – Approve a two-year extension for Contract ROAD0144 Road Network Maintenance and Operations 2020-2025 (Recommended).

16. Contract period increased to seven years with an expiry date of 30 November 2027.

<p><b>Advantages:</b></p> <p>Provides continuity of maintenance and management of the roading network to past the end of the current 2024-27 Land Transport Programme.</p> <p>Builds on the good working relationship developed between Council staff and the contractor in the first 3.5 years of the contract.</p>	<p><b>Disadvantages:</b></p> <p>Other contractors do not get the opportunity to tender for the maintenance contract.</p> <p>Cost fluctuations will continue to apply to the tendered rates rather than getting current market costs.</p>
<p><b>Risks:</b></p> <p>That Council may miss the opportunity of getting a benefit from a competitive market.</p> <p>May be seen as limiting the ability for other contractors to tender for the term maintenance contract.</p>	

### Option two – Do not approve a two-year extension

17. The expiry date of the current contract is 30 November 2025 so a request for proposal for a new contract would start to be prepared early 2025 in order to go to tender mid-2025.

<p><b>Advantages:</b></p> <p>An opportunity to introduce new specification for some works.</p> <p>Will get the current market value for the work.</p>	<p><b>Disadvantages:</b></p> <p>A change in contractor will take some time to establish.</p>
<p><b>Risks:</b></p> <p>Uncertainty with potential for new supplier and level of service changes.</p> <p>Chance of tendered rates being higher than the current contract with cost fluctuations applied.</p>	

## Legal/policy implications

### Procurement Strategy

18. The five-year term aligns with the transportation procurement strategy endorsed by NZTA.
19. Rule 1 in section 10.21 of the NZTA Procurement Manual states: *An approved organisation must not let a term service contract for a term greater than five years, including any initial term plus any optional term extension(s).*

20. In the guidelines under non-tendered renewal of term service contracts, Waka Kotahi will consider applications to vary this rule to allow a contract term extension to take the total term beyond the term advised through the RFP (non-tendered renewal).
21. A request for a two-year extension was made and approved by NZTA on the basis that the two year extension was included as a possibility in the tender documents, the contractor is performing well, and it was a competitive market at the time of tendering with three tenders received that were considered good value for money at the time.
22. If Council approves the requested two year extension, the ROAD0144 contract will retain the same terms and conditions as the initial five year term.

### Climate change

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

#### Review of legal / policy implications

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

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

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

## Financial implications

Requirement	Explanation
What is the cost?	Estimated \$11,000,000 per financial year based on the previous annual expenditure.
Is there budget available in LTP / AP?	Yes. Roading budgets in the LTP and 2024-27 Land Transport Programme.
Where is the funding coming from?	Funded from rates and subsidy from NZTA as part of the 2024-27 Land Transport Programme.
Are there any future budget implications?	No.
Reviewed by Finance	<i>Erin Register; Finance Manager.</i>

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	While this is a high value contract that covers the whole district and affects all road users, the contract extension is a continuation of business as usual with funding in place so rated as a low significance.
Level of engagement selected	1. Inform – One way communication
Rationale for selecting level of engagement	Decision relates to maintaining a level of service for the Transportation activity and is allowable under the terms of the contract and the Procurement Strategy. No wider community engagement is required.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager



## 8. Terms of Reference – Three Waters Committee

Author	<i>Toni Durham: GM Democracy &amp; Engagement</i>
Activity Manager	<i>Neil McCann: GM Infrastructure &amp; Open Spaces</i>
Executive Team Member	<i>Hamish Riach: Chief Executive</i>

### Summary

- The purpose of this report is for Council to consider terms of reference to establish a Three Waters Committee.

#### Recommendation

1. **That** Council establishes a Three Waters Committee as a committee of Council.
2. **That** Council adopts the Terms of Reference for the Three Waters Committee.
3. **That** Council appoints five Councillors to the Three Waters Committee: Cr \_\_\_\_\_, Cr \_\_\_\_\_, Cr \_\_\_\_\_, Cr \_\_\_\_\_, Cr \_\_\_\_\_.
4. **That** Council appoints Councillor \_\_\_\_\_ as the Chair of the Three Waters Committee.
5. **That** the Three Waters Committee is included into the Council LocoDelegations system.

### Attachment

**Appendix 1** Proposed Terms of Reference

## Background

### The current situation

1. Council has called for the establishment of a committee dedicated to the three waters activities (specifically drinking water, waste water and stormwater) in response to the Government's Local Water Done Well programme.
2. The Three Waters Committee (**Committee**) will provide oversight of the district's three waters services and infrastructure in a manner that promotes the current and future interests of the community (Local Government Act 2002).
3. The key role of the Committee will be to consider and review matters of compliance, work programme, service delivery and forward planning in its sphere of Council business, and (if appropriate) to make recommendations to full Council.
4. The Committee will report to Council.
5. The Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business.
6. The Committee membership is comprised of six elected members, including the Mayor ex officio.
7. The meeting frequency will be six weekly, or otherwise as required.
8. The proposed Terms of Reference are set out in Appendix One.

## Options analysis

### Option one – Adopt the terms of reference as presented (recommended option)

9. This option would see Council adopt the terms of reference for the Three Waters Committee as currently drafted.

<p><b>Advantages:</b></p> <p>The Terms of Reference will identify the parameters for the Committee to work within and enables effective meeting administration.</p>	<p><b>Disadvantages:</b></p> <p>Will require additional officer time on administration and reporting, with there being an opportunity cost of officer time focusing on the committee rather than other work. Members of Council who are not on the Committee may become concerned with becoming disconnected from the activities, however this will be mitigated by minutes being received by Council.</p>
<p><b>Risks:</b></p>	

Reputational risk – Establishing an additional standing committee may not be positively received by the community
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**Option two – Adopt an amended version of the terms of reference**

- 10. This option provides the opportunity to amend the terms of reference further before adoption. It is recognised that Council may wish to make further changes to the terms of reference.
- 11. Depending on the extent of changes Council wishes to make, officers may need to bring the updated terms of reference to Council at a later date.

<b>Advantages:</b> Opportunity to identify further improvements	<b>Disadvantages:</b> May create unintended consequences in terms of scope creep or duplication of effort.
<b>Risks:</b> Reputational risk - Establishing an additional standing committee may not be positively received by the community	

**Option three – Do not adopt the Terms of Reference**

- 12. Council may choose not to approve the terms of reference and instead establish the Committee without a framework in place or to not establish the Committee at all.

<b>Advantages:</b> None identified	<b>Disadvantages:</b> The Committee purpose would become unclear
<b>Risks:</b> Operational risk: The members expectations of the Committee role and function may be out of step with reality.	

**Legal/policy implications**

**Legislation**

- 13. The Local Government Act 2002, Schedule 7, Part 1, Clause 30(1)(a) gives a local authority the power to appoint any committees that it considers appropriate.
- 14. Clause 31 of Schedule 7 sets out membership of committees and subcommittees, including:
  - 141. Clause 31(1), which gives council the power to appoint any member to a committee; and
  - 142. Clause 31(3):

*The members of a committee or subcommittee may, but need not be, elected members of the local authority, and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.*

15. Council’s Delegations Manual (located in [Loco Delegations](#)) sets out the expectations of Council’s committees:
16. Within its areas of jurisdiction, each Committee is expected to:
  - observe and pursue the goals, objectives and strategies in any strategic plan adopted by full Council
  - monitor and respond to changes in legislation governing their jurisdiction
  - support Council staff to achieve programmes and projects contained in the Long Term Plan.

### **Standing Orders**

17. Clause 7.1 of Council’s [Standing Orders](#) states Council may appoint the committees that it considers appropriate in accordance with clause 30(1)(a) of Schedule 7 of the LGA.

### **Climate change**

18. The recommended direction will not in and of itself impact Climate Change, however the three waters activities are impacted by changing climatic conditions.

### **Strategic alignment**

19. The recommendation relates to Council’s community outcome of “*Residents are well represented, included and have a voice*’ because as democratically elected leaders, elected members are a direct line to the perspectives of the community.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Delivery of compliant three water activities is critical to all wellbeings.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	Minimal – administrative and reporting costs from within existing resources
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Governance, Three Waters Activities
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager.

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	1. Inform
Rationale for selecting level of engagement	The community will be informed of Council’s decision through the usual media channels.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

## Appendix one – Proposed Terms of Reference

# *Three Waters Committee*

## *Terms of Reference*

Drafted: 2 October 2024

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### **Purpose**

The purpose of the Three Waters Committee is to provide oversight of the district’s drinking water, wastewater and stormwater infrastructure programme and services in a manner that promotes the current and future interests of the community (Local Government Act 2002).

### **Membership**

Membership of the Committee comprises:

- Cr \_\_\_\_\_
- Cr \_\_\_\_\_
- Cr \_\_\_\_\_
- Cr \_\_\_\_\_
- Cr \_\_\_\_\_
- The Mayor, Neil Brown (ex-officio)

The quorum is four members.

### **Meeting Frequency**

The Three Waters Committee will meet on a six (6) weekly cycle, or more frequently on an as-required basis as determined by the Chair and Group Manager Infrastructure Services.

Committee members shall be given not less than 5 working days’ notice of meetings.

### **Delegations**

The Three Waters Committee has no delegated authority to make decisions. Its role is to consider and review matters of work programme, compliance, service delivery and forward planning in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

### **Sphere of business**

- Drinking Water supplies
- Stormwater network
- Wastewater – reticulation and disposal (including trade waste and septage disposal)

### **Reporting**

The Three Waters Committee will report to the Council.

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## 9. *Community Grants & Funding 2024/25*

Author *Ann Smith, Community Liaison Officer*  
Executive Team Member *Toni Durham; GM: Democracy & Engagement*

### Summary

- The purpose of this report is to allocate the available Community Trail Maintenance funding for 2024/25.
- Officer recommendations on the allocation of this grant have been made based on the application's eligibility and the remaining funds available in the grant budget.

### Recommendation

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

### Attachment

**Appendix 1** Bike Methven Grant Application

## Background

### Grant application

1. One application was received to Round 2 of the Trail Maintenance Fund seeking funding of \$4,400.
2. The Community Trail Maintenance fund is allocated at \$10,000 per annum, with \$5,000 having been distributed through the first funding round in July.
3. The officer recommendation has been made on the allocation of the grant based on the application's eligibility and the funds available in the Community Trail Maintenance grant's remaining budget.

Area	Number of applications	Amount requested	Remaining budget
<b>Sports and Recreation</b>			
Community Trail Maintenance Grant	1	\$4,400	\$5,000
<b>Total</b>	<b>1</b>	<b>\$4,400</b>	<b>\$5,000</b>

## Options analysis

### Option one - Allocate the funding as requested (recommended option)

4. Council can allocate the remaining Community Trail Maintenance funding for 2024/25 as per the recommendation of \$4,400. As the applicant has requested \$4,400 this is the basis for the officer's recommendation.

<b>Advantages:</b> The Grant will be allocated as recommended by Council Officers	<b>Disadvantages:</b> No disadvantages identified for this option.
<b>Risks:</b> No risks	

### Option two - Make alterations to the funding allocations

5. Council may choose to allocate the funds differently to what has been recommended by Council Officers.



<p><b>Advantages:</b> Council can make a correction or changes if considered necessary.</p>	<p><b>Disadvantages:</b> No disadvantages identified for this option</p>
<p><b>Risks:</b> No risks</p>	

## Legal/policy implications

- Officers have assessed the grants against the Community Grants and Funding Policy and relevant criteria for each grant category.

### Climate change

- It is not considered this report has any climate change implications.

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

## Strategic alignment

- The recommendation relates to Council’s community outcome of Grants and Funding for 2024/25 because of the below wellbeing outcomes.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Allocation of community grant funding benefits across all the wellbeings.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	\$4,400
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	This grant is funded via the Braided Water Trail Maintenance Trust proceeds held by Council to distribute for the purpose of the repair and maintenance of the walking, hiking, cycling and mountain biking trails in Mid Canterbury
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager.

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	1. Inform
Rationale for selecting level of engagement	The community will be informed of the Council decision through the usual media channels.
Reviewed by Strategy & Policy	Toni Durham: GM Democracy & Engagement

Max funding per application = \$5,000. No more than 50% of the total project cost (applicant's share can include in kind work or materials).

Organisation details		Eligibility					About the project			
Organisation	Previous funding requests + reporting	Located in Ash district?	Legal entity	Non profit orgn	Indiv, School, Serv G.	Central Gov	Project details	What is the benefit for the Ashburton Community	50% of Funding secure	What is the main outcome
Bike Methven Incorporated	2021/22 Unsuccessful	Y	Y	Y	Y	N	Bike Methven has 2 bike parks that it maintains, The first is the Mount Hutt forest bike park located at the base of Mt Hutt. There are over 40km of mountain bike trails varying from beginner to advanced. The second is the Methven skills park, located at 14 Methven Chertsey road ( Between the Primary school and the Medical centre), this more of a "BMX" style park and also has a variety of terrain. Both of these need regular spraying to keep the weeds off the trails, scrub back from the sides, and the whole trail rideable.	This will have the benefit of our volunteers spending less time maintaining the trails and can turn their attention to holding more Bike races and other related events. These races/events bring in a significant number of riders into the district and in turn spend time and money while they are here. We are holding a large MTB event in March 2025 and are expecting approx 500 riders, plus support crew for around a week. This event is able to held 2 years in a row. There is similar negotiations underway to hold a school age event in late October this year of approx 100 riders, we hope this to be an ongoing event We also normally hold 5 shuttle days over the summer of 100 riders each day. As well as we normally run 2 of our "Club" races which attracts 150 riders between the 2. The "Skills Park" in Methven is primarily ridden by kids in the Methven District of all ages. It has a large recreational benefit to those who use it and it is a great place for people to start out into the sport We also ran a small series of beginner "Chocolate fish" races there last spring which were well received. These events are all contingent on our volunteers being available and engaged and tend to not happen if the club is too busy just maintaining the trail assets we have.	Yes	We have found if the spraying is not done on time and well, it requires a significantly larger volume of volunteer time to then follow up weed trimming, scrub cutting etc to just maintain what we have. A lack of structured maintenance spraying in the past has lead to the club holding less events as our volunteers are stretched too thin to have time run races etc, it also keeps people from riding their bikes more as we all feel guilty about riding first if the trails aren't up to scratch. Last year we paid Contractors to do approximately 40% of the spraying and it worked well. We are planning for contractors to do more this year as we have a busy season of events planned. The Methven skills park will also require 2 spray passes but as it doesn't have the same "Scrub" pressure on the side it will primarily just have the main trails sprayed as well as some line trimming around the sides. We are applying for this grant to pay for contractors to undertake some of the clubs planned spraying operations this spring and early summer.

Budget has \$10,000 with 10 year total of \$100,000										
Y	Org bank acc?	Financials			Council involvement		Officer recommendation		Council recommendation	
		Other funders	Voluntary / donations	\$ requested	Project total	Effect of not funding	Reputational risk	Discrete / ongoing		Points to consider
	None	Last year we had used 76 hours of contractors to do the spraying with volunteers making up the shortfall( approx double the amount 160 hours). Chemicals from either Club member farmers or direct from the chemical suppliers - approx \$1500 Health and safety equipment 4 wheeler, trailer and knapsacks, borrowed.	\$4,400	\$10,800	We have a corporate sponsor program, income from events and club membership fees available but they also required in other areas that the club has planned. If we were unsuccessful we would spend less on paying a contract trail builder to do physical repairs to the trails after winter, or upgrading the trail network. Our Volunteers would also spend less time riding their bikes in a recreational capacity to meet the shortfall.	N	Ongoing	Eligible (most used tracks in the Ashburton district) lower amount as funding in LTP available to the river trail group	\$4,400	
			Available in Budget				\$5,000			
			Total recommended				\$4,400			

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## ***10. Submission to Regional Public Transport Plan***

Author	<i>Mel Neuman, Policy Advisor</i>
Activity Manager	<i>Femke van der Valk, Acting Strategy &amp; Policy Manager</i> <i>Mark Chamberlain; Roading Manager</i>
Executive Team Member	<i>Toni Durham; Group Manager Democracy &amp; Engagement</i> <i>Neil McCann; Group Manager Infrastructure &amp; Open Spaces</i>

### **Summary**

- The purpose of this report is to approve Council's submission to the Draft Canterbury Regional Public Transport Plan.

### **Recommendation**

- 1. That** Council approves the submission to the Draft Canterbury Regional Public Transport Plan 2025-35, as attached in Appendix 1.

### **Attachment**

- Appendix 1** ADC Submission to the Draft Canterbury Regional Public Transport Plan 2025-35

## Background

### The current situation

1. The Canterbury Regional Council (Environment Canterbury) are currently consulting on the Draft Canterbury Regional Public Transport Plan 2025-35.
2. Officers have prepared a draft submission for Council to consider. Submissions need to be lodged by Thursday 24 October 2024.
3. In terms of public transport, the Ashburton District currently has a Community Vehicle Trust (the Mid Canterbury Connector) which is available for trips between the Ashburton township and surrounding rural areas. Further to the Mid Canterbury Connector, residents within the district who meet the criteria can access appropriate transport through the Total Mobility Scheme.

### Research survey

4. Earlier this year Council undertook a survey in partnership with Safer Mid Canterbury to collect views on the future need for public transport. About 450 responses were received through a community survey as well as additional responses received via interviews and a workshop.
5. The survey found a moderate level of demand for a public transport service in the Ashburton Township, and identified the groups within the community that this service would be most essential for. Feedback has been reflected in the submission to Environment Canterbury.
6. A workshop was held by Council on 12 September 2024 to discuss the research findings. At this workshop, Council requested officers to provide a report on options and costings for a possible public transport service in Ashburton. This is currently in development.

## Options analysis

### Option one – Do not make a submission

7. This is not the recommended option. Council may decide to stay silent and not make a submission on the Draft Regional Public Transport Plan.

<b>Advantages:</b> Nil	<b>Disadvantages:</b> The Council's voice may not be considered by Environment Canterbury.
<b>Risks:</b> Reputational - This would result in Council missing an opportunity to advocate on behalf of the district.	

**Option two – Approve the proposed submission as attached in Appendix One (recommended option)**

8. This option would see Officers lodge the appended submission to Environment Canterbury.

<p><b>Advantages:</b> The proposed submission is a draft and ready to be lodged, meaning it will meet deadlines.</p>	<p><b>Disadvantages:</b> Current draft may not accurately reflect elected members’ position.</p>
<p><b>Risks:</b> Nil</p>	

**Option three – Approve an amended submission**

9. This option would see Council approve an amended version of the submission for lodging with Environment Canterbury.

<p><b>Advantages:</b> Officers recognise that useful points of improvement often arise from elected member input and this option may be preferred for those reasons.</p>	<p><b>Disadvantages:</b> Fundamental amendments will require a re-write of the draft submission.</p>
<p><b>Risks:</b> Fundamental amendment may risk on-time lodgement of the submission.</p>	

**Legal/policy implications**

10. The lodging of a submission does not breach or trigger any statutory or legal duty of the Council.

**Climate change**

11. Provision of further public transport options, and an increased uptake of public transport may result in less vehicles on the road and therefore help to significantly reduce transport emissions within the Ashburton District.

**Strategic alignment**

12. The recommendation relates to Council’s community outcomes of ‘residents are well-represented, included and have a voice’, ‘a district of great spaces and places’, and ‘a balanced and sustainable environment.’

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental	✓	The submission may contribute to environmental well-being if more public transport options become available as a result.
Cultural		
Social	✓	By advocating on behalf of the district, the submission may contribute to social well-being by strengthening community networks.

## Financial implications

Requirement	Explanation
What is the cost?	No cost for lodging the submission. Officer resource was required for preparing the submission.
Is there budget available in LTP / AP?	Yes - Officer resource covered by existing budgets.
Where is the funding coming from?	Strategy & Policy
Are there any future budget implications?	No
Reviewed by Finance	<i>Leanne Macdonald Group Manager Business Support</i>

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	This has been assessed as low due to the recommendation relating solely to lodgement of the submission. Any future decisions relating to public transport within the Ashburton District will be assessed separately.
Level of engagement selected	1. Inform – one way communication
Rationale for selecting level of engagement	The community will be informed of Council's submission through the usual channels.
Reviewed by Strategy & Policy	Toni Durham: GM Democracy & Engagement



# Submission

## Draft Canterbury Regional Public Transport Plan 2025-35

PREPARED BY: Ashburton District Council  
PO Box 94  
ASHBURTON 7774

SUBMITTED TO: Canterbury Regional Transport  
Committee  
via email to  
[haveyoursay@ecan.govt.nz](mailto:haveyoursay@ecan.govt.nz)

Contact: Mayor Neil Brown  
[mayor@adc.govt.nz](mailto:mayor@adc.govt.nz)

- 
1. Ashburton District Council (Council) welcomes the opportunity to submit feedback on the **Draft Canterbury Regional Public Transport Plan 2025-35 (the plan)**.
  2. Ashburton District (the District) is located in the middle of Canterbury, an hour's drive south of Christchurch and an hour's drive north of Timaru.
  3. More than 36,800<sup>1</sup> residents live in our district. Approximately 50% of our residents live in the main town of Ashburton, with the rest of our residents living rurally or in smaller towns or villages across the district. Ashburton District has experienced moderate and sustained population increase since the mid-1990s, increasing by 22% between 2006 and 2013 (a 3.3% increase per year). Since 2013, this growth has slowed slightly, with an average growth of 1.9% per year since 2013<sup>2</sup>.
  4. Overall, Council is supportive of the draft plan. While there is not a lot of specific mention of Mid Canterbury, we note that the plan allows for continuation of the Total Mobility Scheme and the Community Vehicle Trust within the Ashburton District.

### Total Mobility Scheme

5. We are wholeheartedly supportive of the continuation of the Total Mobility Scheme, as covered by Policy 1.6 of the plan. Subsidised in partnership with Central Government, this scheme assists eligible people to access appropriate transport to meet their daily needs. We note the use of this service is becoming increasingly popular and support the continuation of this scheme as it currently stands.

### Community Vehicle Trust

6. We note that we currently have a Community Vehicle Trust in Ashburton (the Mid Canterbury Connector) and this is supported by funding grants. This service is important to maintain because it provides a transport option for those who have no alternative. We believe this service is essential for many people in our community and we are happy to see the continuation of this funding as part of Policy 1.5 of the plan.
7. The Mid Canterbury Connector averages about 30 passengers per month, with most coming to Ashburton Township from Methven or Rakaia and sometimes Mayfield or Mount Somers way. We currently have

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<sup>1</sup> Statistics New Zealand Estimated Population 30 June 2022

<sup>2</sup> Ashburton District Council Environmental Scan 2023

around 12 volunteer drivers, and we note that this service would not be possible if not supported by these volunteers.


## **Research Survey**

8. Earlier this year we undertook a survey in partnership with Safer Mid Canterbury to collect views on the future need for public transport in Ashburton. This research project was undertaken by Sarah Wylie, of Social Research and Evaluation, and we received about 450 responses through the community survey, as well as additional responses via interviews and a workshop.
9. The survey found a moderate level of demand for a public transport service in the Ashburton Township. Based on the survey, the most viable type of service would be a scheduled bus service that has set pick up and drop off points.
10. The study also found that a public transport service would make the biggest impact on quality of life for those with disability or health issues (that aren't eligible for the Total Mobility Scheme), refugees and migrants. For refugees and migrants, the rural driving scheme takes between six months to two years, and during that time these residents are left in limbo. This can lead to isolation, when connection is particularly essential for our newcomers.
11. We note that there is no reference to introducing a public transport option to Ashburton within the plan. Based on the findings of the research survey, we suggest that this should be considered.

## **Other notes**

12. We support the revised vision of “public transport is the mode choice for more people and provides a safe, frequent, seamless low emission transport option” for the plan. However, in order for this to ring true to the Ashburton District we believe there needs to be more public transport options available locally, if feasibility and cost justifies establishment.
13. Thank you for the opportunity to provide feedback on the draft Canterbury Regional Public Transport Plan 2025-35.

Kā mihi,



**Neil Brown**  
Mayor



**Hamish Riach**  
Chief Executive

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## ***11. Standing Orders Amendment – Members joining remotely counting as a quorum***

Author *Phillipa Clark; Governance Team Leader*  
GM responsible *Toni Durham; GM Democracy & Engagement*

### **Summary**

- The purpose of this report is to amend Council’s Standing Orders to enable members who join a meeting remotely to be counted as part of the meeting quorum.
- The Local Government Electoral Legislation Act 2023 amended Schedule 7 s 25A(4) of the Local Government Act 2002 to allow for members joining the meeting remotely to be counted towards quorum.

### **Recommendation**

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

### **Attachments**

**Appendix 1** ADC Standing Orders (*extracts showing required changes*)

## Background

1. Council is required to adopt Standing Orders for the conduct of its meetings. The current [ADC Standing Orders](#) were adopted in 2023.
2. The Local Government Electoral Legislation Act 2023, which came into effect on 1 October 2024, amended Schedule 7 s 25A(4) of the Local Government Act 2002 to allow for members joining the meeting remotely to be counted towards the quorum, so long as the provision is catered for within the Standing Orders of Council.
3. Council’s Standing Orders provide for members to join meetings remotely, but currently those members are not counted as part of the meeting quorum.
4. Since the Covid-19 pandemic, Council has continued to provide audio-visual access to meetings but very few meetings have had members wanting to join remotely. While it is anticipated that members’ preference to attend in person will remain, having the ability to join remotely and be part of the meeting quorum will assist decision-making.
5. Changes proposed to ADC’s Standing Orders to incorporate the amended Schedule 7 s25A(4) of the Local Government Act are as follows:

**Definition:**

**Present at the meeting to constitute quorum** means the member is either to be physically present in the room or attending the meeting by audio or audio-visual link.

**Section 11.1**, delete the word “*physically*” from parts (a) and (b) of the clause.

**Section 13.8**, delete the word “*not*” from the clause.

**Section 13.9**, delete the word “*physically*” from the clause.

6. To amend the Standing Orders, a vote of not less than 75% of the members present will be required.

## Options analysis

### Option one – Amend Standing Orders to enable members joining a meeting remotely to be counted towards quorum (Recommended)

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Standing Orders will incorporate legislative change and best practice</li> <li>• Reduces possibility of quorum not being achieved</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• None identified.</li> </ul>
<p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>• No apparent risk. Members are already able to join remotely and this is only a change to count them as present for the purposes of quorum.</li> </ul>	

## Option two – Do not amend the Standing Orders to allow for remote participants to be counted towards quorum

<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>No apparent advantage.</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>Quorum may be harder to achieve</li> </ul>
<p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>The risk is that online meetings, should they be required, would not be an option.</li> </ul>	

### Climate change

7. Not applicable to this decision.

### Legal/policy implications

8. The [Local Government Act 2002, Schedule 7 \(cl27\)](#) requires local authorities to adopt standing orders for the conduct of its meetings and then abide by those Standing Orders (clause 16 (1), Schedule 7, LGA).
9. The Local Government Electoral Legislation Act 2023 has replaced Schedule 7, [clause 25A\(4\)](#) with:
- (4) A member of the local authority or committee who attends a meeting by means of audio link or audiovisual link, in accordance with this clause, is to be counted as present for the purposes of clause 23.*

#### Review of legal / policy implications

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

10. The recommendation relates to Council’s community outcome of ‘Residents are included and have a voice’ because the application of Standing Orders contributes to greater public confidence in the quality of local governance and democracy in general.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural		
Social	✓	Community understanding of and trust in Council’s decision-making processes is improved through well-run meetings

## Financial implications

Requirement	Explanation
What is the cost?	Officer resource in preparing information met from within existing operating budgets.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Democracy
Are there any future budget implications?	No
Reviewed by Finance	Leanne Macdonald

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered <i>significant</i> ?	No
Level of significance	Low- not significant.
Level of <i>engagement</i> selected	1 Inform
Rationale for selecting level of engagement	Procedural matter not requiring wider consultation.
Reviewed by Strategy & Policy	<i>Toni Durham: GM Democracy &amp; Engagement</i>

## Appendix 1 – amendments to ADC Standing Orders

(Required changes are highlighted)

### Definition

**Present at the meeting to constitute quorum** means the member is either to be physically present in the room or attending the meeting by audio or audio-visual link.

## 11. Quorum

### 11.1 Council meetings

The quorum for a meeting of the council is:

- (a) Half of the members physically present, where the number of members (including vacancies) is even; and
- (b) A majority of the members physically present, where the number of members (including vacancies) is odd.

*LGA 2002, sch 7, cl 23(3)(a).*

### 13.8 Member's status: quorum

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

*LGA 2002, sch 7, cl 25A(4).*

### 13.1 Member's status: voting

Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

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## **12. Councillor Reports**

### **Deputy Mayor Liz McMillan**

#### **12.1 Meetings**

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

##### **September 2024**

- 3 Sep Road Safety Reference Group  
Talk it Up Tuesday
- 9 Sep Methven Community Board
- 10 Sep Age Friendly inaugural meeting  
Hakaterere Multicultural Council AGM
- 13 Sep Welcoming Week potluck dinner
- 16 Sep Methven Community Board Strategic Plan workshop
- 17 Sep ACADs workshop  
New Zealand Japan Society visiting party
- 20 Sep Canterbury Regional Landfill group zoom
- 21 Sep Handbags and Gladrags event - MC
- 23 Sep Youth Forum
- 24 Sep Safer Mid Canterbury Board meeting  
Spring is Sprung – Falls prevention event  
Settlement Steering Group
- 26 Sep Rural driver licencing meeting – zoom
- 27 Sep Safe Communities Steering Group

##### **October 2024**

- 1 Oct Methven Community Board strategic plan workshop
- 2 Oct Friendship Lane visit  
Methven Reserve Board strategic plan
- 3 Oct Double Hill River Rating meeting
- 4 Oct MTFJ core group meeting – Wellington
- 8 Oct Hokonui radio chat



- 14 Oct Bike skills group meeting
- 15 Oct Keep Learning AGM  
Community Vehicle Trust meeting
- 17 Oct Civic Awards

## 12.2 MTFJ Core Group meeting

I attended this meeting in Wellington. This was Mayor Max Baxter's last meeting as Chair and nominations have been put forward for the new Chair. We had an update on the Community Employment Programme (CEP) and Ashburton is doing really well in meeting targets.

Jane Searle from Child Matters spoke to us about the child protection policy and vulnerable youth. Will offer courses to co-ordinators.

Wendy Robertson from the Driving change Network presented on the work they are doing to advocate for community driver testing and driver education training.

We also had updates on the Tuia programme, which will be in its 15<sup>th</sup> year in 2025, the Graduation award ceremonies and the new youth employment data that is on the MTFJ website.

[Youth Employment Dashboard | Mayors Taskforce for Jobs \(mtfj.co.nz\)](https://www.mtfj.co.nz/youth-employment-dashboard)

## **13. Mayor's Report**

### **13.1 Mayors Taskforce for Jobs**

Following the resignation of Max Baxter, Mayor Otorohanga District, Council from the position of Chair of Mayor's Taskforce for jobs, two nominations for the position have been received. Alex Walker, Mayor Central Hawke's Bay District Council and Ben Bell, Mayor Gore District Council.

I have returned the voting paper with the Ashburton District Council voting for Alex Walker.

### **13.2 Meetings**

- **Mayoral calendar**

#### **September 2024**

- 18 September: RDRML Board meeting
- 18 September: Ashburton Art Gallery 40<sup>th</sup> Annual General Meeting
- 19 September: The Breeze radio interview
- 20 September: DIA - Regional Deals Strategic Framework (via MS Teams)
- 21 September: Ashburton Bowling Club opening day
- 23 September: Youth Forum presentations
- 23 September: Samantha Lee, Tend Medical
- 23 September: Advance Ashburton
- 24 September: Hokonui Radio interview
- 24 September: Ashburton Water Zone Committee
- 25 September: Council Agencies
- 25 September: Sustainability workshop
- 25 September: Local Government Back to Basics workshop
- 27 September: Planting of Japanese Elm Tree in the Playground area of Te Whare Whakatere
- 27 September: Official Opening of Te Whare Whakatere
- 30 September: A&P Showgrounds and Mid Canterbury Rugby representatives
- 30 September: Canterbury Mayoral Forum Economic Priorities report from Business Canterbury (via MS teams)

#### **October 2024**

- 1 October: Hakatere Working Group
- 1 October: Talk it up Tuesday with Cr Lynette Lovett
- 2 October: Friendship Lane development site visit
- 2 October: Ashburton Art Gallery & Museum workshop
- 2 October: Local Water Done Well
- 2 October: Council meeting

- 4 October: Hon Simon Bridges (Chair NZ Transport Agency) and James Caygill (NZTA)
- 9 October: Blair McKenzie and Angela Talbot, MSD
- 9 October: Signing of Buller Declaration
- 10 October: AF8/Emergency Management workshop
- 11 October: MP for Rangitata James Meager
- 11 October: Hekeao Hinds Water Enhancement Trust
- 14 October: Christmas Card competition judging
- 16 October: Solid Waste Bylaw submission hearings
- 16 October: Council meeting

### **Recommendation**

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

Neil Brown  
**Mayor**