



# Ashburton District Council

## AGENDA

A **MEETING** of the **FINANCE & COMMUNITY SERVICES COMMITTEE** will be held as follows:

**Date:** Thursday 11 February 2010

**Time:** 1.30 pm

**Venue:** Council Chamber  
5 Baring Square West  
Ashburton

B LESTER  
Chief Executive

### **MEMBERS:**

Cr K L Holmes (Chairman)  
Cr N A Brown  
Cr R C Beavan  
Cr J A Everest  
Cr R J Kilworth  
Cr J A Kingsbury  
Cr K W P Lowe  
Cr J Sparks  
Mayor M B O'Malley (ex officio)

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# AGENDA

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# 5. CORPORATE SERVICES

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## 5.1 INFORMATION SYSTEMS

The Christmas and New Year period was relatively quiet with support being provided for staff and functions operating over the holidays. The Council web site traffic was down but has picked up again in January with interest in cemeteries, jobs and District Plan changes and review. Implementation plans, testing and training for the upgraded property and rating system are taking place with a plan to go live on 15 February 2010. Staff will be working over the weekend to prepare and test the system ready for the Monday morning. A satisfactory report for IS was received from Audit NZ.

### 5.1.1 Ashburton District Council Web Site

The Council web site was visited 27,476 times in January 2010. The Notices page, as printed in the Guardian, continues to be the most popular page with fees and charges making an entry to the top ten. The District Plan and the sections that are being updated continue to attract visitors

#### January 2010 Top 10 Pages viewed

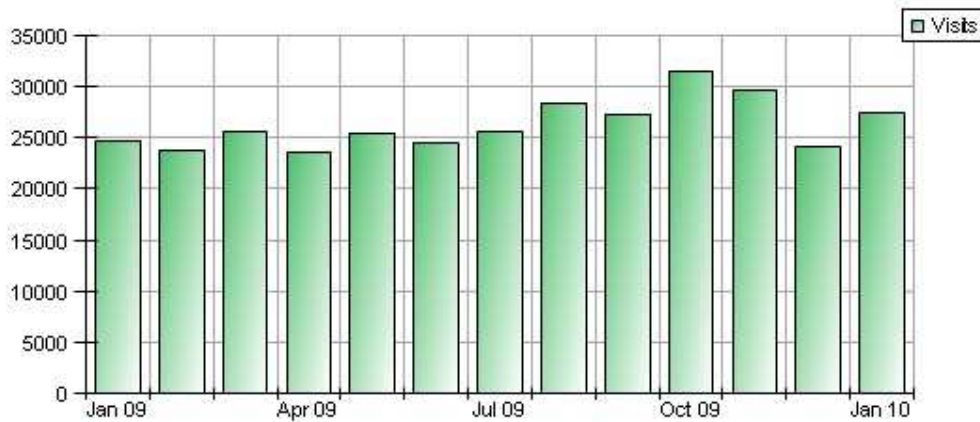
	November 2009		January 2010	
<b>Top 10 pages viewed</b>	Notices	3,044	Notices	3,000
	Cemeteries	795	Cemeteries	1,070
	Job Vacancies	636	Cemetery Records	834
	District Planning	521	Search	693
	Cemetery Records	623	Job Vacancies	502
	Interactive Maps	469	District Planning	456
	Contact Us	460	Contact Us	406
	Tenders	435	Interactive Maps	395
	District Maps	400	Fees and Charges	357
	Forms	399	Tenders	351

# 5. CORPORATE SERVICES

## January 2010 Top 10 Documents downloaded

	November 2009		January 2010	
<b>Top 10 documents downloaded</b>	Newcomer information	121	District Plan Section 6 District Wide Rules	99
	District Diary	103	District Plan Section 7 Zone Rules	88
	Ashburton District Population Report V2	87	Newcomer information	81
	Employment Application Form	133	Ashburton District Population Report V2	80
	Project Support Officer Vacancy	82	District Plan Section 91 District Wide Issues	67
	District Plan Section 6 District Wide Rules	80	District Plan Appendices 1	65
	District Plan Section 7 Zone Rules	76	District Plan Section 8 District Plan Introduction	63
	District Plan Section 8 District Plan Introduction	75	ADC Directory	62
	District Plan Section 91 District Wide Issues	70	Services and Operations	61
	Notice Board	61	Employment Application Form	51

## Monthly totals for visits to the Council Web Site



# 5. CORPORATE SERVICES

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## 5.1.2 Key Performance Indicators

This table reports the monthly progress of the activities that are measured for the annual report. There are additional details about the use and responsiveness of the help desk.

All indicators of performance are on track.

	Sept 09	Oct 09	Nov 09	Dec 09	Jan 09	Target	Current Average
<b>System and network availability</b>	99.9%	99.6%	99.4%	100%	99.8%	95.0%	<b>99.9%</b>
<b>Web site availability</b>	100%	100%	100%	100%	100%	99.0%	<b>99.9%</b>
<b>Help desk response times</b>	100%	97.0%	97.9%	97.0%	100%	95.0%	<b>98.5%</b>
<b>Help Desk call details</b>							
Unresolved (running total)	27	24	27	19	20		
Requests received/month	74	66	48	34	42		
Responded to within 1 hour	74	64	47	33	42		
Not responded to within 1 hour	0	4	1	1	0		

## 5.1.3 Upgrade to the Property and Rating system, previously known as Proclaim

The upgraded system should be live on Monday 15 February 2010. Staff have tested, trained and documented the system and all users of the system have had a chance to practice. Training sessions for Office 2007 are taking place. Selected staff will be working over the weekend of 13-14 February to implement and test the new system.

## 5.1.4 Audit New Zealand.

A satisfactory report for Information Systems was received from Audit NZ. There were some suggestions for improvements which are being acknowledged.

## 5.2 RECORDS AND ADMINISTRATION

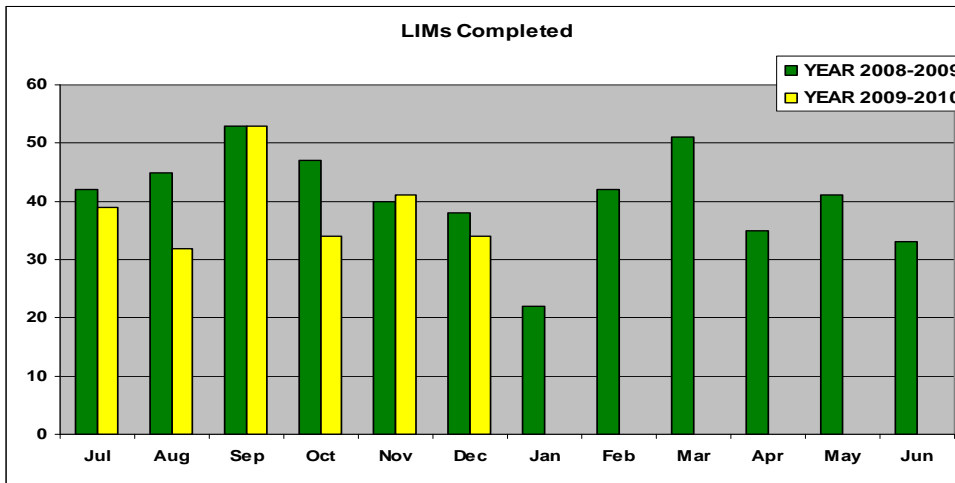
### 5.2.1 Records

Current building consent paperwork is scanned by the Administration Assistant after the code of compliance is issued. The Records Officer then reorganises the property folders, improving the storage of the property files and creating new folders for the new subdivisions.

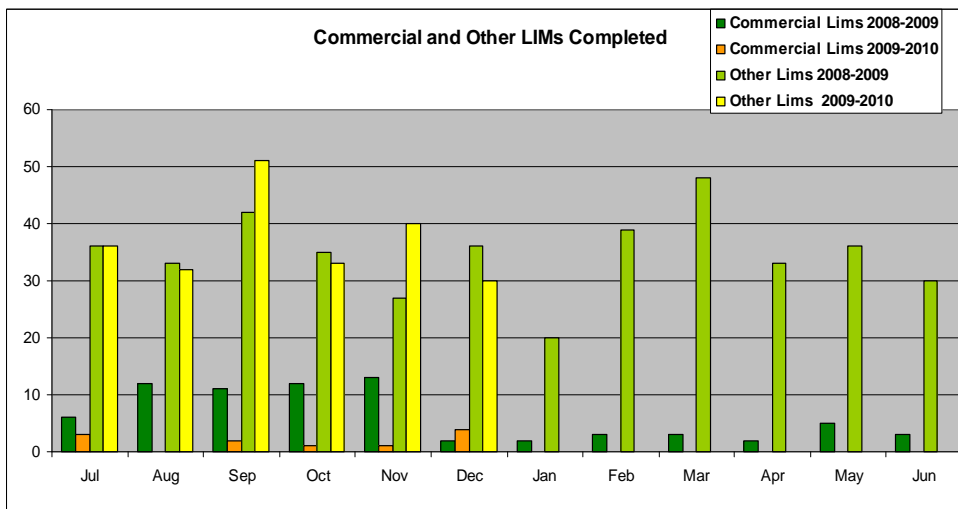
### 5.2.2 LIM Reports

Forty one LIM reports were produced in November and 34 in December (40 and 38 in 2008). 233 LIM reports were produced in the half year to December (265 in 2008).

# 5. CORPORATE SERVICES



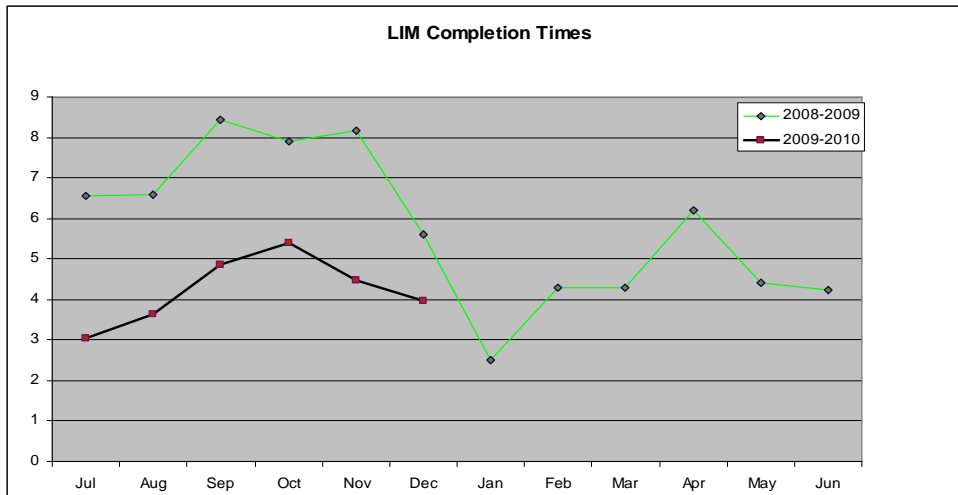
The demand for LIM reports for non-residential properties remains low with one in November and four in December (13 and 2 in 2008). Only 11 LIM reports for non-residential properties were produced in the half year to December (56 in July-December 2008). In contrast, there were 222 LIMs for residential properties, compared with 209 in 2008 for the half year.



The average LIM completion time was 4.5 days in November and 4.0 days in December (8.2 and 5.6 days in 2008). The average completion time was 4.2 days for the half year (7.2 in 2008). For the twelfth consecutive month all LIM reports were completed within 10 days.

## 5. CORPORATE SERVICES

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### 5.2.3 Data Integrity

The Address Task Force continues to work on:

- reviewing past subdivision consents to the end of 2008, to ensure all consents are associated to correct 'parent' and 'child' properties;
- procedures, training and documentation are in place for the assigning of full addresses and property files to new properties;

The Records Officer (Systems), working on the above, is averaging over 40 data associations updates a day. These are links between a property and relevant buildings consents, buildings permits, resource consents and similar. These data links are updated after consulting plans and aerial photography.

- improving the data in Council address records to meet New Zealand Post standards for postal addresses;
- deleting duplicate address and name data on Property and Rating.

A student spending the Summer upgrading and correcting postal addresses has reviewed 15,000 of the district's 16,500 rateable entities, assigning postal addresses for each.

### 5.2.4 Administration

Only two of the revised valuations of hall and facilities in the area committees schedule have been received, but they show large increases - 315% and 95% - in the reinstatement valuations. Hall committees wishing to continue with reinstatement cover face large increases in their premiums.

# 5. CORPORATE SERVICES

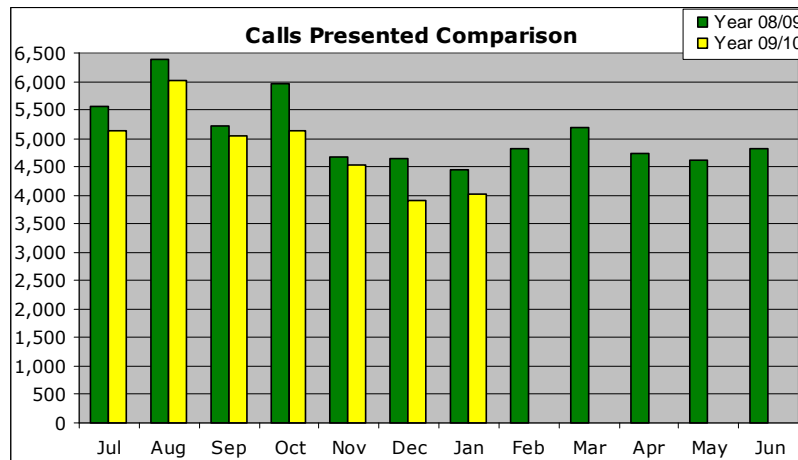
## 5.3 CUSTOMER SERVICES

### 5.3.1 Incoming Communication

During January 2010 4,029 calls, 218 emails and 189 faxes were received by the Ashburton District Council. (This does not include calls made direct to staff extensions). 83% of incoming calls were answered within 20 seconds. Calls presented in comparison to last year are shown in Chart 1.

Over the Christmas/New year period from 25 December to 4 January the Ashburton District Council was closed. During this period all calls were answered by our after hours service provider. 120 calls were logged. As customary throughout the holiday period calls regarding noise and dogs were popular. No issues were reported to me regarding calls over this period.

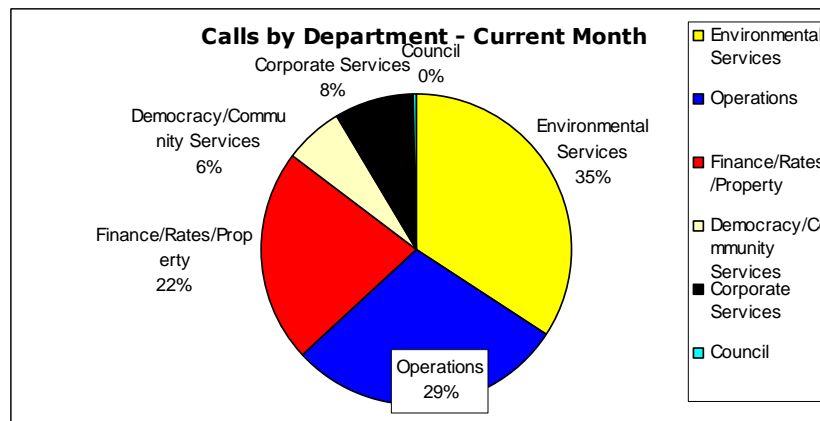
Chart 1



### 5.3.2 Incoming Phone Calls by Department

Chart 2 shows the breakdown of calls answered in the Contact Centre by department. The breakdown of calls by department for January showed an increase in calls for the Operations Department from 22 to 29 percent following 500 letters going out regarding trees shading roads.

Chart 2

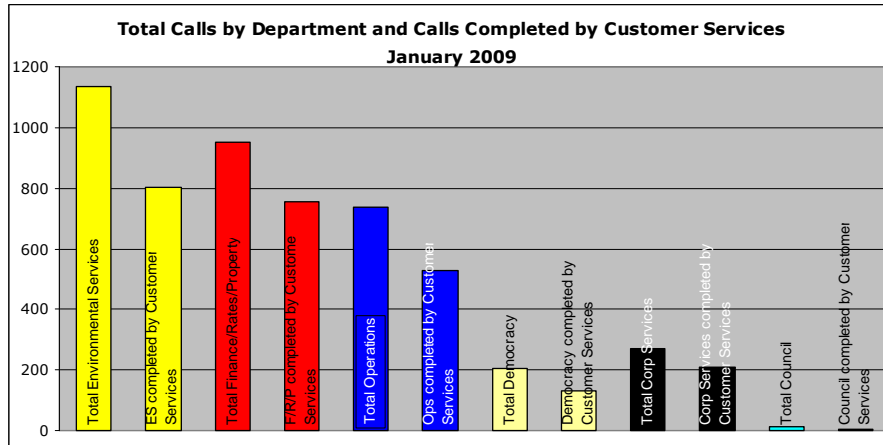


# 5. CORPORATE SERVICES

## 5.3.3 Calls received versus calls handled by Customer Services

Chart 3 shows the total number of calls received for each department and the number completed by Customer Services for January 2010. 73% of all calls answered in the Contact Centre in January were not required to be transferred to department staff.

Chart 3



## 5.3.4 Rates Rebates

Up to 31 January 2010 Customer Services had interviewed and processed 842 applications for rates rebates. 787 applications to the value of \$381,809 have been granted and 55 declined.

## 5.3.5 Parking Services

Chart 4 shows that the parking officers issued 574 infringements in January and Chart 5 shows that \$8911 was collected from the parking meters. Up to 31 January 2010 there is a positive variance of \$3,957 received from the parking meters this financial year.

Chart 4

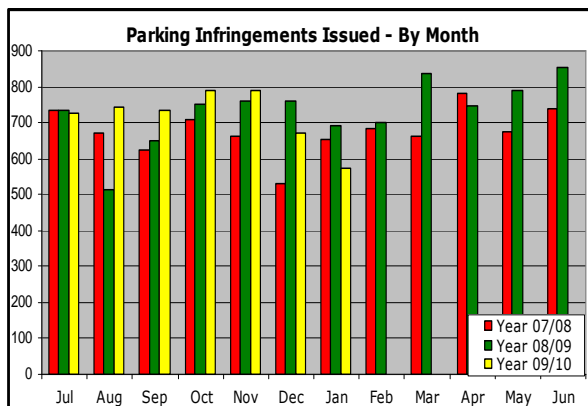
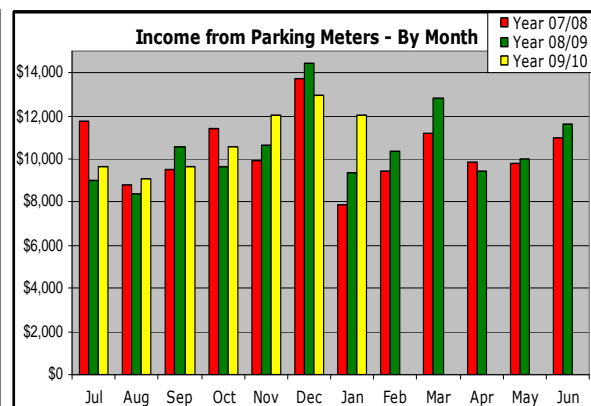


Chart 5



The second hand Duncan parking meters from Tauranga have so far been installed in Havelock Street and Burnett Street. The non-working POM meters in Tancred and Moore Streets have been replaced with ones that work. With meters in place in all metered parks there are now 244 metered parks in the Ashburton CBD.

# 5. CORPORATE SERVICES

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## 5.4 MISCELLANEOUS MATTERS

### 5.4.1 *Mail Management*

Mail Management details	July 09	Aug 09	Sept 09	Oct 09	Nov 09	Dec 09	Jan 09
Unanswered requests (running total)	46	38	15	20	18	11	17
Requests received/month	13	13	18	15	9	13	9
Requests due this period	22	10	14	16	13	16	7
Requests closed this period	10	21	33	10	11	13	9

### 5.4.2 *Council Seal*

Under authority, since last meeting —

- **Lease Documents**

- Deed of Lease – Tancred Street Mall – ADC vs YMCA South Canterbury
- Deed of Renewal – Tancred Street Mall – ADC vs AMI
- Deed of Lease – Hut Site 45, Lake Clearwater – Pukeko Farm Trust vs ADC
- Deed of Renewal – 135 Alford Forest Road – ADC vs Niagara Sawmilling\
- Lease Variation Instrument – 40 Bryant Street – ADC vs McCormick Transport
- Deed of Lease – Camping Ground, Rakaia Gorge – ADC vs Rakaia Gorge Society
- Transfer – 111 Victoria Street – Plunket vs JM & RJ Quaid Family Trust
- Variation – 112 Main Street, Methven – ADC vs Elim Cathedral
- Transfer – 10-12 Bryant Street – Shredder Services Ltd
- Deed -- Reserve 2222 – ADC vs Rhodes Hills Limited
- Renewal – 85 Grey Street – Rushton vs ADC
- Variation – ADC vs Ashmark Holding / correction of lease
- Surrender – Hewitt vs ADC (2)9

- **Easements**

- Instrument to Surrender – Forest Right identified – ADC vs Riverbank view

- **Sale & Purchase Agreement**

- Sale of Lot 48 at Albert Street subdivision – ADC vs Brunke
- 132 Cass Street – ADC vs Lancewood Equities Ltd
- Lot 54, Geoff Geering Drive – ADC vs IC & DD Jackson
- 10-12 Bryant Street, Fee Simple

- **Contracts**

- WW-AC13 – Ocean Farm Wetland replanting 2009/10
- WW – AG12 – Standing grass Rakaia
- Contract AM – AJ10 – Water Pipeline Renewals
- Contract AM – AJ11 – Sewer Pipeline Renewals

- **Right-of-way**

- ADC vs P & T MayD

- **Licence to Occupy**

- Footpath – Methven Mall – Delicious Café vs ADC
- Stonylea Limited v ADC
- ADC vs Andrew James Quigley

# 5. CORPORATE SERVICES

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- Dromore Hatfield Road – ADC & Westmere Farming Co
- Laurison Hall Society vs ADC (2)
- **Consultation Agreement**
  - – AC Jolley – ADC – Project Management Stadium site selection

## 5.4.3 *Minor Applications*

- Red Puppy Appeal – Royal NZ Foundation for Blind – Guide dog Street Appeal – 27 & 28 March 2010
- National Bank Young Farmers in conjunction with NZ Plough 2010 – Banner over water feature and flag poles – 28 March – 19 April 2010
- Save the Children N Z Annual Street Appeal – 27 September – 3 October 2010
- Daffodil Day Annual Appeal – 27 August 2010

## 5.4.4 **Letter of Thanks / Congratulations**

Received from:

- Ashford Handicrafts Ltd – for assistance at Mill House
- Canterbury West Coast Regional Rural Fire Committee – for rural fire authorities cooperation and support by Council's Principal Rural Fire Officer
- Mt Hutt College - for donation towards annual Prizegiving Ceremony
- Family of late Maurie Wall for message of condolence
- Jessica Chalmers – a recipient of the John Grigg Memorial Scholarship.

S ALLEN  
**Corporate Services Manager**

# 6. DEMOCRACY & COMMUNITY SERVICES

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 3/7/5/4/1  
DATE: 11 February 2010  
REPORT TO: Finance and Community Services Committee  
FROM: Community Planning Manager  
SUBJECT: Methven i-Site Relocation - Funding

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### 6.1 METHVEN I-SITE RELOCATION – FUNDING

#### 6.1.1 SUMMARY

The Methven i-Site is relocating to the Methven Heritage Centre when construction of stage one of that facility is complete, probably in April 2010. There is no budget provision for this in the current year's budget, however there is budget provision for the construction of new "Welcome to the District" signage that has been paid for in the 2008/ 09 year and that is not required in the current year. Council may wish to consider using this funding for the fit out of the Methven i-Site.

#### 6.1.2 RECOMMENDATION

"That the Finance and Community Services Committee recommends Council applies the budget provision for District signage for the 2009/ 10 and 2010/ 11 years to the fit-out costs for the Methven i-Site relocation."

#### 6.1.3 BACKGROUND

The Methven i-Site is relocating to the Methven Heritage Centre when construction of stage one of that facility is complete, probably in April 2010.

The Ashburton District Tourism Manager gave a report to Council in 2009, outlining the move and requesting some funding provision be made to fit out the new i-Site premises. Council requested that a more detailed budget for the fit out be provided before consideration was given to providing the requested funding.

The Ashburton District Tourism Manager has now prepared a detailed budget for the fit-out of the new premises. The budget requirement is for \$35,902.47 (ex GST). This has been included in the Ashburton District Tourism budget presentation to Councillors.

No specific budget provision was made for this expenditure in the Community Plan for the 2009/ 10 year. There is, however, budget provision for the construction of new "Welcome to the District" signage. This was a four year funding commitment of \$10,000 per year that started in 2006/ 07. The signage was paid for in the 2008/ 09 year and that is not required in the current year. The current budget provision appears to be an oversight that was not corrected in the current year's budgeting process. Details of the budget provision for signage is as follows:

Year	Budget	Actual
06/ 07	\$10,000	Nil
07/ 08	\$10,310	\$2,419 (for design)
08/ 09	\$10,620	\$23,238 (for signs)
09/ 10	\$30,000	-
<b>Total</b>	<b>\$60,930</b>	<b>\$25,657</b>

Note: There is a further \$10,000 budgeted in the 2010/ 11 year.

## 6. DEMOCRACY & COMMUNITY SERVICES

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All previously budgeted expenditure has been rated for.

The Ashburton District Tourism Manager has confirmed all expenditure relating to the signs has been completed and that there are no further signs to be erected or other expenses associated with this expected.

Council may, therefore, wish to consider applying the \$30,000 budgeted for signs in the 2009/10 year to the costs and fitting out the new Methven i-site and for the \$10,000 budgeted for the 2010/11 to be retained and used for the same purpose.

### 6.1.4 STATUTORY IMPLICATIONS

Not applicable.

### 6.1.5 OPTIONS AND RISKS CONSIDERED

1. Apply the \$30,000 budgeted for signage in the 2009/10 year and the \$10,000 budgeted in the Community Plan for the same purpose in 2010/11 to the fit out of the Methven i-Site.
2. Budget the full amount required for the Methven i-Site fit out in the 2010/11 year and run an interim deficit in the 2009/10 year to be funded from the coming year's budget.
3. Decline the request for Council funding for the Methven i-Site fit out.

### 6.1.6 STRATEGIC LINKS

#### *Community Outcomes*

**Outcome 1: A thriving and diverse local economy that provides the foundation for a quality lifestyle**

d. We have a prosperous and diverse local economy, and a skilled workforce.

**Outcome 6: A community with access to a variety of cultural, recreational and heritage experiences and facilities that enrich our quality of life**

- a. Cultural, recreational and heritage facilities are maintained and developed to meet community needs. **(Priority)**
- b. Cultural, recreational and heritage experiences and facilities are accessible to the community and actively used.

### 6.1.7 CONSULTATION

Not applicable.

### 6.1.8 FINANCIAL

Applying the budgeted funding to the Methven i-Site fit out costs will not have a budgetary impact for Council.

Not providing funding for the i-Site relocation will result in a saving to Council of \$30,000 in the current year and \$10,000 in the 2010/11 year.

#### **Prepared By**

G THOMAS  
**Community Planning Manager**

#### **Approved By**

J G ROLLINSON  
**Manager**  
**Democracy & Community Services**

# 6. DEMOCRACY & COMMUNITY SERVICES

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 7/13/9 1/1/8  
DATE: 11 February 2010  
REPORT TO: Finance and Community Services Committee  
FROM: Policy Advisor  
SUBJECT: Smoke Free Playgrounds

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## 6.2 SMOKE FREE PLAYGROUNDS

### 6.2.1 SUMMARY

A report was presented to the Finance and Community Services meeting on Thursday 29 October, 2009 regarding the extension of the existing Smoke-free Playgrounds policy to include some sports fields in the district. The sports fields proposed to be included in the policy are located at the Ashburton Domain, Argyle Park, Robilliard Park, and Digby Park. The Committee agreed to the development of an educative playgrounds and sport fields policy for these areas.

### 6.2.2 RECOMMENDATION

<p>“That the Finance and Community Services Committee recommends Council adopts the “Smoke-free Playgrounds and Sports field Policy as contained in this report.”</p>
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### 6.2.3 BACKGROUND

An initial Smoke-free Playgrounds Policy was adopted by Council in 2007 following a proposal put forward by two Hampstead School students at the Young Persons Forum. This proposal was supported by the Canterbury District Health Board and the Cancer Society. The initial proposal requested Council to make the Friedlander Park playground smoke-free.

The Services and Operations Committee, at its meeting on 1 February 2007, adopted a recommendation that the playground at Friedlander Park be made smoke free through voluntary compliance and, if the concept proved successful, all other playgrounds in the district be made smoke free before the end of 2007. At the Finance and Community Services meeting on 15 November 2007, it was decided all Council owned playgrounds would be smoke-free. Council adopted the Smoke Free Playgrounds Policy on 22 November 2007.

The policy was communicated through onsite signage funded jointly by Smoke-free Mid Canterbury and Council. Smoke-free Mid Canterbury funded the sign writing of 20 signs (totalling approximately \$4,000) and Council covered the remaining costs of the powder coating, making of sign frames and installation (totalling approximately \$4,000).

Smoke-free Mid Canterbury and the Canterbury District Health Board made submissions to Council's Community Plan 2009/19 requesting Council extend its current policy to include all Council owned parks, playgrounds, sports fields, and the proposed new Aquatic Centre and Indoor Stadium as smoke free. Council resolved during the submission deliberation process that this proposal would be investigated further.

## 6. DEMOCRACY & COMMUNITY SERVICES

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A report was presented to the Finance and Community Services meeting on Thursday 29 October 2009, regarding the extension of the existing Smoke-free Playgrounds policy to include sports fields also. The sports fields proposed to be included in this policy are in the Ashburton Domain, Argyle Park, Robilliard Park and Digby Park. The Committee agreed to the development of an educative playgrounds and sport fields policy for these areas.

### **3.1 Rationale for extending the Smoke-free Playgrounds Policy**

The Ministry of Health has national goals for tobacco control and smoking in New Zealand. These are firstly, to have people stop smoking; secondly, to stop people starting smoking; and finally to reduce people's exposure to second hand smoke.

Smoke-free Mid Canterbury is a multi-sector group that strives to promote smoke-free lifestyles and environments for the entire community. The group comprises representatives from the Cancer Society; CDHB; Community and Public Health; Hakatere Marae Komiti; Maternity Care Services; Mid Canterbury School Principals Association; Plunket; Presbyterian Support Services; Public Health Nurses; Rural Canterbury PHO and Ashburton District Council (Cr Beavan).

Smoke-free Mid Canterbury stated in their submission the primary reason for introducing outdoor smoke-free areas is to provide good role modelling, especially for children and young people. The benefits of this approach, as stated in their submission, are that:

- Research has shown that increased smoke free environments will contribute towards fewer young people beginning to smoke – the less they see smoking, the less 'normal' it will seem
- Increasing the number of designated smoke free areas de-normalizes smoking for adults and provides extra triggers to encourage those who smoke to stop
- Smoke free areas will increasingly become the 'status quo', non-smokers will be empowered to speak up and be more vocal about not wanting to be around smoking
- Reduced smoking will help lessen inequalities in health caused by smoking
- The environmental impacts of smoking will be reduced

Smoke-free Mid Canterbury has indicated that should Council decide to extend the existing smoke-free playgrounds policy to include sports fields then a partnership would be developed to implement the policy.

### **3.2 Rationale for using an educative policy**

Council could look at adopting a bylaw banning smoking in sports fields, playgrounds, parks and open spaces. However, with smoking, like drinking alcohol and the wearing of gang patches, not being against the law this would require specific enabling legislation. This option has not, therefore, been considered further.

An educative smoke free policy would enable Council to promote the smoke free message through signage and publicity, while not having enforcement requirements.

### **3.3 A partnership approach**

Through the different agencies involved with Smoke-free Mid Canterbury the smoke-free message is now being widely spread throughout the community. The extension of Council's existing policy to include selected sports fields contributes to supporting the smoke-free message throughout the community.

## 6. DEMOCRACY & COMMUNITY SERVICES

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As such, if Council adopts an extended smoke-free policy, Smoke-free Mid Canterbury are interested and willing to partner with Council to ensure the policy is recognizable and well understood by the community.

It has been suggested that the policy should be launched to coincide with World Smoke-free Day, 31 May 2010. This would enable time for signage to be developed and installed and an effective communications plan formed.

The intention is that in most cases signage would be funded by the Smoke-free Mid Canterbury organizations and Council would fund the placement of signs. As there are a variety of signage options used at Council owned sports-fields (including no current signage) this would need to be dealt with on a case-by-case basis.

**Proposed Policy:** – to be included in Council’s Policy Register in the Finance and Community Services section. This policy will replace the existing Smoke free Playgrounds Policy.

### **Smoke free Playgrounds and Sports Fields Policy**

“Ashburton District Council believes the children and young people of our district have a right to be able to enjoy playground and sports field facilities provided by Council in a smoke free environment.

The public will be asked to refrain from smoking in all Council-owned playgrounds and sports field facilities in the Ashburton Domain, Argyle Park, Robilliard Park and Digby Park. This will be advised through appropriate signage and an initial communications plan. Council may, from time to time, undertake appropriate communication to advise the community of the smoke free status of Council playgrounds.

This policy will be launched on World Smoke-free Day, 31 May 2010.

All Council contracts let for work on, or adjacent to, Council owned playgrounds will advise contractors of the smoke free status of Council playgrounds.

### **6.2.4 STATUTORY IMPLICATIONS**

The Local Government Act (2002) (Section 10) states that one of the purposes of Council is to promote the social, economic, environment and cultural wellbeing of communities, in the present and for the future.

The Health Act (1956) (Section 23) states it is the duty of every local authority to improve, promote and protect public health within its district.

The Smoke-free Environments Act (1990) requires all school and early childhood centre buildings and grounds to be smoke free and licensed premises and workplaces to be smoke free indoors amongst other statutory requirements.

Council is not obligated by the Smoke-free Environments Act to designate public open spaces as smoke free, however, in promoting the broad objectives of the Local Government Act (2002) and Health Act (1956) Council may choose to do so.

### **6.2.5 OPTIONS AND RISKS CONSIDERED**

1. Continue with the existing Smoke-free Playgrounds Policy. Council’s Parks Department has not had any issues with smoking in sports fields and does not see there being any management issues in retaining the status quo.

## 6. DEMOCRACY & COMMUNITY SERVICES

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2. Adopt a policy to make all Council owned playgrounds, and the sports fields of the Ashburton Domain, Robilliard Park, Argyle Park and Digby Park smoke free, with the launching of the policy to coincide with World Smoke-free Day (31 May 2010).

### 6.2.6 STRATEGIC LINKS

#### Community Outcomes

Outcome 5: Healthy, Active People enjoying a good quality of life in a caring and safe community

Strategic Objectives:

- a. Healthy, active people with good access to health services (Priority Objective)
- b. A range of agencies work together to create a safe environment
- d. Young people are supported to lead healthy and safe lives and are active participants in community life

Outcome 6: A community with access to a variety of cultural, recreational and heritage experiences and facilities that enrich our quality of life

Strategic Objectives:

- a. Cultural, recreational and heritage experiences and facilities are accessible to the community and actively used

### 6.2.7 CONSULTATION

Not applicable.

### 6.2.8 FINANCIAL

There will be cost associated with signage and promotion if Council adopts the policy estimated at \$3,000 for Council's share in the 2010/ 11 year (with Community and Public Health and the Cancer Society contributing a similar amount between them). This has not been budgeted for at this time but can be added to the Domain Sports and Other Sports budgets administered by the Parks Department through the budget workshops.

Community and Public Health have indicated they have some budget provision for the current financial year (\$2,000) which could also be applied to signage in the current year. We will discuss this with the Parks Manager to see if there is any way Council could contribute in the current year and will bring this back to the Committee for decision if appropriate.

Promotion of the policy will be able to be undertaken at no additional cost through Council's existing communication channels (eg District Diary, Radio Advertising and Local Media) and through Smoke-free Mid Canterbury's publicity links.

#### Prepared By

T SPITTLE  
Policy Analyst

#### Approved By

G THOMAS  
Community Planning Manager

# 6. DEMOCRACY & COMMUNITY SERVICES

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 5/1/8/2  
DATE: 11 February 2010  
REPORT TO: Finance and Community Services Committee  
FROM: Community Services Officer  
SUBJECT: Road Closure – New Zealand Ploughing Association

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### 6.3 ROAD CLOSURE – NEW ZEALAND PLOUGHING ASSOCIATION

#### 6.3.1 SUMMARY

To recommend the temporary closure of roads in Ashburton, for the purpose of allowing the New Zealand Ploughing Association to hold the New Zealand and World Ploughing Championships.

#### 6.3.2 RECOMMENDATION

“That the following road be closed to ordinary vehicular traffic from 7am on Thursday 15 April 2010 to 3pm on Sunday 18 April 2010, for the purpose of allowing the New Zealand Ploughing Association to hold the New Zealand and World Ploughing Championships.

- RAKAIA RIVER ROAD, from Rakaia Barrhill Methven Road to O’Briens Road.”

#### 6.3.3 BACKGROUND

The New Zealand Ploughing Association has applied for a temporary road closure for the purpose of holding the New Zealand and World Ploughing Championships, for the following roads in Ashburton:

- RAKAIA RIVER ROAD, from Rakaia Barrhill Methven Road to O’Briens Road.”

The approved detour for traffic is as follows:

- Rakaia Barrhill Methven Rd, Vaughans Rd, O’Briens Road

This application must be considered by Council under Paragraph 11(e) of the Tenth Schedule of the Local Government Act 1974, because the length of time the road is required to be closed, exceeds that provided for under the Transport (Vehicular Traffic Road Closure) Regulations 1965.

The New Zealand Ploughing Association has been advised of the conditions of closure as follows:

1. Approval by this Committee.
2. No objections being upheld against the closure in response to the statutory advertisement.
3. Arrangements are to be made for a pre-event and post-event inspection with a representative from the Council’s Operations Department. The inspections are to be completed within three days of the event and results of the inspections will be recorded by Council.

## 6. DEMOCRACY & COMMUNITY SERVICES

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4. The road must be reinstated to the condition prior to the event. Any costs incurred by the Council as a result of this event, including maintenance costs or reinstatement costs, will be charged to the New Zealand Ploughing Association. Any restoration work required is to be carried out to an arranged programme with Council.
5. Necessary arrangements are made for the tidying and clearing of the road on the closed section of the road and the disposal of any litter.
6. New Zealand Ploughing Association is required to arrange adequate insurance against its liability to pay damages to any person or entity in respect of any claim on account of damage to property or injury to persons where the damage or injury results from the holding of this event.
7. Provision of a Traffic Management Plan, conforming with the requirements of the Transit NZ Code of Practice for Temporary Traffic Management.
8. New Zealand Ploughing Association shall be responsible to ensure that the correct road signs and barricades are in place during the full period of the closure and promptly removed after the conclusion and clearance of the road.
9. New Zealand Ploughing Association is required to provide adequate safety marshals in distinctive clothing for the event.
10. Should weather conditions become sufficiently adverse that the road could be damaged as a result of holding the event the organizers shall take the necessary steps to protect the road. This may include delaying or cancelling the event.

### 6.3.4 OPTIONS & RISKS CONSIDERED

Not applicable.

### 6.3.5 STATUTORY IMPLICATIONS

Clause 11 of the Tenth Schedule of the Local Government Act 1974 provides –

*“That Council may, subject to such conditions as it thinks fit... close any road or part of a road to all traffic (e)... for any exhibition, fair, market, concert, film making, race or other sporting event or public function.”*

### 6.3.6 CONSULTATION

The proposed road closure has been publicly notified in the Ashburton Guardian on Wednesday 16 December 2009 and objections called for by 4pm on Wednesday 20 January 2010. No objections have been received.

### 6.3.7 STRATEGIC LINKS

Not applicable.

### 6.3.8 FINANCIAL

Not applicable.

#### Prepared By:

J NAYLOR  
Community Services Officer

#### Approved by:

J G ROLLINSON  
Manager Democracy & Community Services

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 5/1/8/2  
DATE: 11 February 2010  
REPORT TO: Finance and Community Services Committee  
FROM: Community Services Officer  
SUBJECT: Road Closure – Methven Motorcycle Street Race

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### 6.4 ROAD CLOSURE – METHVEN MOTORCYCLE STREET RACE

#### 6.4.1 SUMMARY

To recommend the temporary closure of roads in Methven, for the purpose of allowing the Methven Lions Club to hold the Methven Motorcycle Street Race.

#### 6.4.2 RECOMMENDATION

“That the following roads be closed to ordinary vehicular traffic from 9.15am to 3.45pm on Saturday 3 April 2010, for the purpose of allowing the Methven Lions Club to hold the Methven Motorcycle Street Race

METHVEN CHERTSEY ROAD, from Main Street to Mackie Street

MACKIE STREET, from Methven Chertsey Road to Barkers Road

BARKERS ROAD, from Main Street to Hall Street

HALL STREET, from Barkers Road to Main Street

STATE HIGHWAY 77 (MAIN STREET), from Lampard Street to Bank Street

KILWORTH STREET, from Mackie Street to Methven Chertsey Road

FOREST DRIVE, from McMillan Street to Main Street.”

#### 6.4.3 BACKGROUND

The Methven Lions Club has applied for a temporary road closure for the purpose of holding the Methven Motorcycle Street Race, for the above named roads in Methven.

The Methven Lions Club has been advised of the conditions of closure as follows:

1. Approval by this Committee.
2. No objections being upheld against the closure in response to the statutory advertisement.
3. Arrangements are to be made for a pre-event and post-event inspection with a representative from the Council's Operations Department. The inspections are to be completed within three days of the event and results of the inspections will be recorded by Council.
4. The road must be reinstated to the condition prior to the event. Any costs incurred by the Council as a result of this event, including maintenance costs or reinstatement costs, will be charged to the Methven Lions Club. Any restoration work required is to be carried out to an arranged programme with Council.

## 6. DEMOCRACY & COMMUNITY SERVICES

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5. Necessary arrangements are made for the tidying and clearing of the road on the closed section of the road and the disposal of any litter.
6. The Methven Lions Club are required to arrange adequate insurance against its liability to pay damages to any person or entity in respect of any claim on account of damage to property or injury to persons where the damage or injury results from the holding of this event.
7. Provision of a Traffic Management Plan, conforming with the requirements of the Transit NZ Code of Practice for Temporary Traffic Management.
8. The Methven Lions Club shall be responsible to ensure that the correct road signs and barricades are in place during the full period of the closure and promptly removed after the conclusion and clearance of the road.
9. The Methven Lions Club is required to provide adequate safety marshals in distinctive clothing for the event.
10. Should weather conditions become sufficiently adverse that the road could be damaged as a result of holding the event the organizers shall take the necessary steps to protect the road. This may include delaying or cancelling the event.

### 6.4.4 OPTIONS & RISKS CONSIDERED

Not applicable.

### 6.4.5 STATUTORY IMPLICATIONS

Clause 11 of the Tenth Schedule of the Local Government Act 1974 provides –

*“That Council may, subject to such conditions as it thinks fit... close any road or part of a road to all traffic (e)... for any exhibition, fair, market, concert, film making, race or other sporting event or public function.”*

### 6.4.6 CONSULTATION

The proposed road closure has been publicly notified in the Ashburton Guardian on 2 December 2009 and 16 December 2009, and in the Methven Snowfed on Thursday 17 December 2009 and objections called for by 4.00 pm on Wednesday 13 January 2010. No objections have been received.

### 6.4.7 STRATEGIC LINKS

Not applicable.

### 6.4.8 FINANCIAL

Not applicable.

#### Prepared By:

J NAYLOR  
Community Services Officer

#### Approved by:

J G ROLLINSON  
Manager Democracy & Community Services

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## 6.5 COMMUNITY CONSULTATION AND PLANNING – CURRENT PROJECTS

### 6.5.1 Ashburton District Social Wellbeing Forum

The next Social Wellbeing Forum is on Tuesday 9 March. Councillors are welcome to attend.

Council's Policy Advisor, Jenna Scott, is working with key representatives from the Forum to develop a programme for the meeting and to identify priority issues and work areas for the coming year. Jenna is leading a group to look at information requirements for new residents to the district. This will involve assessing what is available and what gaps there may be in information availability with a view to developing a resource that meets the requirements of new residents. Jenna has also prepared a nomination for the Ashburton District Social Wellbeing Strategy in the IPANZ Public Sector Excellence Awards.

### 6.5.2 Review of Ashburton District Physical Activity Strategy

Council's Policy Advisor, Toni Spittle, is working with the "Active Ashburton" group to review the district's Physical Activity Strategy.

Community workshops are currently being held to inform the strategy review process. The process for the full review is attached as an appendix to this agenda. **Pages 43-45**

### 6.5.3 Activating Youth - SPARC Active Communities Funding

The Community Planning Manager and Policy Advisor Toni Spittle, met with Sport Canterbury staff to discuss a project they are planning to get youth more engaged in sport and physical activity throughout Canterbury. Sport Canterbury are applying to the SPARC "Active Communities" fund for this project and were gauging support for the initiative to assist with the application.

Sport Canterbury has received approval from SPARC to move to the full funding application stage. This is currently in motion and we expect to hear about SPARC's decision in the first week in March.

### 6.5.4 Neighbourhood Open Space Strategy Review

Toni Spittle is leading a cross-departmental project group, comprised of the Parks Manager, Property Manager, Senior District Planner and Environmental Services manager to review this strategy. This is currently at the scoping stage and more information regarding this project will come through future reports.

### 6.5.5 Gambling Venue Policy Review

Letters have been sent to key stakeholder organisations requesting information relevant to the updating of the social impact report on gambling for the district. There have been a number of submissions received and these will be processed as soon as possible.

A working group of Councillors will be assembled to consider the submissions, the social impact report and assessment of the current policy.

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### 6.5.6 Project Support Officer Position

A recruitment process for the Policy Support Officer position (following Jenna Scott's move to the Policy Advisor role) has been completed. We are pleased to report Emma Threadwell has joined the Community Planning team in this capacity. Emma was formerly in a similar role with an industry Training Organisation in Christchurch. She has moved to Hinds to join her partner who is farming there.

### 6.5.7 Smokefree Parks and Sportsfields Policy

Policy Advisor, Toni Spittle, has submitted a report with recommended policy approach in this agenda.

### 6.5.8 Annual Plan 2010/ 11

Toni Spittle is continuing to work with the Finance Manager on preparing the coming year's Annual Plan. For the community planning perspective this has run fairly well to schedule so far.

Part of the Annual Plan process has involved reviewing Activity Management Plans for all Council activities. This is nearing completion.

### 6.5.9 Large Projects

The Community Planning Manager is spending significant time currently working on the Art Gallery and Museum project and particularly the Stadium project. This time commitment is expected to continue at least until June of this year.

## 6.6 ASHBURTON ART GALLERY AND HERITAGE CENTRE

### 6.6.1 Resource Consent Application

Forty one submissions were filed in this matter, 34 in support and 7 in opposition. A formal response has been prepared and filed. A pre-hearing has been scheduled for 24 February 2010. All submitters have been given a copy of the response and are invited to attend the meeting.

The purpose of the pre-hearing is to clarify issues raised in the submissions and facilitate resolution of those. Robyn Grigg (Deputy Commissioner in the Environment Court) will act as mediator at the meeting.

### 6.6.2 Building Project

- **Plans**

Two meetings have been held involving all interested parties – on 2 December 2009, and 27 January 2010. The building plan has been largely agreed to. Although no structural changes have been made, limited internal modifications have been accommodated. The plans are now at the small detail stage and final locations are being identified for power, computer and telephone outlets. At our January meeting agreement was reached on the use of rooms on the ground floor with all parties satisfied with the outcome. Final working drawings are expected to be available by the end of February.

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These meetings have been particularly beneficial in that with a project as drawn out as this one has been, understandings and recollections can become blurred. All parties have participated in good spirit and clarification has been reached.

- **Reserve and memorial status**

In terms of the agreement for sale and purchase entered into with the Ashburton Licensing Trust the Council is required to transfer the memorial and reserve status from the present site to the new site. Preparatory work has been done but cannot be progressed until the outcome of the resource consent application is known.

- **Project work schedule**

The work programme presented to Councillors in December will need some adjustment in respect of the pre-construction dates. Bearing in mind that the whole process is subject to an unknown quantity in respect of time to deal with the resource consent application the project is still on track to achieve its completion dates.

- **General**

Discussion has taken place on several issues which have yet to be finalised. These include some shared areas, cleaning services, operating hours, security and access, technology, possibility of sharing Council services, funding contracts and accountability, tenancy arrangements, funding and staffing. Most of these matters will be completed over the next two or three months.

Minutes of the two meetings held to date are available to Councillors.

### 6.6.3 Proposed Museum & Art Gallery – Possible event timeline for resource consent (indicative as at 3/02/10)

Event	Date
Full & Complete response to request for further information received	Draft response reviewed and clock restarted on 26 <sup>th</sup>
Boffa Miskell Ltd review application and provide written report on actions required	
Pre-Hearing meeting with Independent Facilitator and all parties able to attend	24 <sup>th</sup> February
Application amended to incorporate agreements reached at pre-hearing meeting	5 <sup>th</sup> March
Notice of hearing given	8 <sup>th</sup> March 2010
Hearing held before Independent Hearing Commissioner	23 <sup>rd</sup> March 2010
Decision Released by Council (Following Env Services Committee)	29 <sup>th</sup> April 2010
Appeal Period Expires without any appeals	11 <sup>th</sup> May 2010

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## 6.7 LIBRARY

### 6.7.1 Issues and Membership

A rise in issues was recorded for both months. With foot traffic slightly down on 2008, and reference figures about the same, December 2009 recorded a rise in issues of 1678, much of the increase being in the Children's Library. January was an even more dramatic instance of this, as the Reading Challenge and its rewards took hold of young imaginations. Foot traffic and reference enquiries were also higher during the month than in 2009.

A new members' figure of 116 for January was likewise pleasing. During January a new trend of Sunday being a more popular weekend day than Saturday has begun.

### 6.7.2 Children's Library

As the school year drew to a close the Children's Library had a last visit for the year from the Christian School. The Children's Librarian also visited a Parents' Centre meeting to talk about sharing books with babies and toddlers.

On 22 December, the Children's Library ran a Christmas crafts session. More than 30 children made last-minute cards, glittery decorations and gift tags.

The main event for the summer holidays was a Reading Challenge. Between 16 December and 20 January children were given a 'library penny' for each book issued to them. When they had read 20 books they cashed in their pennies and chose a small prize. At this point their name was entered in a prize draw for a \$100 Whitcoulls book voucher. We had a total of 247 names in the draw.

Some children completed the challenge two or even three times, and collected their rewards. It is estimated that approximately 200 children took part in the end of Challenge function and lucky prize draw held on 21 January 21. The draw was followed with morning tea and a craft activity. Whitcoulls helped us to supply prizes for the Challenge, and two Altrusa Club members supervised the morning tea. The Altrusa Club of Ashburton has an ongoing commitment to supporting literacy in the community, its members also courier books for the housebound via Books on Wheels.

While the Library benefited from increased usage and issues, the children who took part in the Challenge were the real winners. Educational experts say that children who don't read over the long summer break may show a decrease in reading skills. The more relaxed pace during the holidays provides an ideal opportunity for enjoying books, sharing a story, and discovering new authors. Parents see real value in this sort of activity also, and encourage their youngsters to take part.

### 6.7.3 Displays

December saw the arrival of the traditional "live" Christmas trees courtesy of District Forester Terry O'Neill, to decorate both the adult and children's areas.

During December and January a Summer Road Safety Campaign display and competition was maintained by Road Safety Co-ordinator Rachael Chapman.

### 6.7.4 Statistics for December

Issues	December 2009	December 2008
Non-fiction	4426	4227
Fiction	5436	5158
Large Print	2863	2522
English Resources	12	22

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Rentals	99	72
Young Adult Fiction	912	1025
Young Adult Non-Fiction	88	133
Young Adult Magazines	43	77
Young Adult CD	82	73
Paperbacks	433	487
Magazines	416	439
Adult Audio	124	134
Adult Video	237	222
Junior Fiction	7133	6099
Junior Non-Fiction	1420	1227
Junior Magazines	272	326
Junior Audio	262	228
Junior Video	632	712
Requests	6	13
Stack	106	85
Undefined	54	97
<b>TOTAL</b>	<b>25056</b>	<b>23378</b>
<b>Issue - Year To Date</b>	<b>160229</b>	<b>155235</b>

<u>Memberships</u>	<b>Total at end December 2009</b>	<b>December 2008</b>	<b>Added during December 2009</b>
Adults	7883	7858	40
Young Adults	999	973	6
Junior	2878	2913	30
Non-resident	109	109	1
Other	374	386	2
<b>TOTAL</b>	<b>12243</b>	<b>12239</b>	<b>79</b>

<u>Foot Traffic</u>		<b>December 2009</b>	<b>December 2008</b>
		<b>10799</b>	<b>10606</b>
<b>Year To Date</b>		<b>68961</b>	<b>70642</b>

<u>Reference Enquiries</u>		<b>December 2009</b>	<b>December 2008</b>
	Adult	521	635
	Children	97	128
	<b>Total</b>	<b>618</b>	<b>763</b>

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### 6.7.5 Statistics for January

<b>Issues</b>	<b>January 2010</b>	<b>January 2009</b>
Non-fiction	4977	4888
Fiction	5095	5430
Large Print	2684	2801
English Resources	6	20
Rentals	88	94
Young Adult Fiction	1203	1205
Young Adult Non-Fiction	158	181
Young Adult Magazines	82	113
Young Adult CD	74	65
Paperbacks	454	486
Magazines	464	449
Adult Audio	133	156
Adult Video	250	208
Junior Fiction	10563	8404
Junior Non-Fiction	2394	1782
Junior Magazines	523	436
Junior Audio	403	309
Junior Video	730	797
Requests	23	20
Stack	107	122
Undefined	133	132
<b>TOTAL</b>	<b>30544</b>	<b>28098</b>

<b><u>Memberships</u></b>	<b>Total at end January 2010</b>	<b>January 2009</b>	<b>Added during January 2010</b>
Adults	7949	7925	76
Young Adults	1023	1002	2
Junior	2860	2887	31
Non-resident	110	111	1
Other	379	400	6
<b>TOTAL</b>	<b>12321</b>	<b>12325</b>	<b>116</b>

<b><u>Foot Traffic</u></b>	<b>January 2010</b>	<b>January 2009</b>
	<b>12558</b>	<b>12250</b>
<b>Year To Date</b>	<b>81519</b>	<b>82892</b>

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<b>Reference Enquiries</b>		<b>January 2010</b>	<b>January 2009</b>
	Adult	707	659
	Children	125	137
	<b>Total</b>	<b>832</b>	<b>796</b>

### 6.8 PARKS AND RECREATION

#### 6.8.1 Ashburton Domain

The Zirka Circus was in the Domain from 18 to 25 January 2010. Public amenities have been well used over the holiday period, requiring constant attention and maintenance.

Polyanthus seeds have been sown for autumn plantings and staff are busy potting up annuals and reviewing their design for this year's display at the Ellerslie Flower Show.

Cooler weather and more rain than normal has required almost constant mowing rather than the usual lull associated with hot dry weather.

#### 6.8.2 Tinwald Domain

Further pruning of trees, by the arborist with Parks staff chipping the branches, has been completed at the Tinwald Domain.

#### 6.8.3 Township Beautification and Sports Grounds

Staff have continued with general summer maintenance of gardens and some light pruning and mowing has continued throughout the summer.

Larger grade trees that were planted in the winter are being watered frequently using the water tanker.

#### 6.8.4 Rural Reserve Beautification

Staff have been mowing almost constantly except for the occasional short period where they have managed to do some spraying and light pruning.

As usual, for this time of the year, the rural amenities have been well used by the travelling public over the holiday period, requiring more frequent attention and maintenance.

#### 6.8.5 Staff

Seth Mischejski has commenced his apprenticeship with Parks & Recreation. This is a significant and welcome event for Parks. It is many years since we have had a horticultural apprentice on staff.

#### 6.8.6 Cemeteries

All the rural cemeteries have been re-sprayed.

Potholes in the driveways at the Methven cemetery, resulting from recent heavy rain, have been filled and more shingle spread as needed.

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### Ashburton Cemetery

November 2008		November 2009	
Interments	3	Interments	4
Ashes	2	Ashes	14
December 2008		December 2009	
Interments	9	Interments	7
Ashes	9	Ashes	6
January 2009		January 2010	
Interments	8	Interments	12
Ashes	4	Ashes	2

### 6.9 ASHBURTON YOUTH HEALTH TRUST

The Trust held its Annual Meeting on 3 February 2010. Council has been invited to nominate a Trustee on the Trust which has recently entered into a formal relationship with the Safer Community Council to provide operational management of the Health Centre.

#### RECOMMENDATION TO COUNCIL

“That the Ashburton Youth Health Trust be advised that Council nominates Cr \_\_\_\_\_ as its Trustee representative.”

J G ROLLINSON

**Manager**

**Democracy & Community Services**

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## 6.10 YOUTH COUNCIL MEETING

**MINUTES** of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Tuesday, 3 November 2009, in the Council Chambers, Ashburton District Council, commencing at 6.45 pm.

**PRESENT:** Shama Putaranui (Chair), Blair Stevenson, Emma McGregor, Luke Howden, Libby MacGregor, Sam Ruck, Georgia Robertson, Sam Lewthwaite, Kate Moses, Stacey Smith

Also in attendance Community Services Officer, Jo Naylor (minutes)

**APOLOGIES:** James Lester, Jared Corbett, Jazz Leonard, Gemma Wragg, Cr R Kilworth, Cr J Sparks

Stacey / Blair

**Sustained**

### ***Minutes***

#### **Amendments:**

Meet and Greet: Luke is to speak about Youth Café and River Clean up, not James.

“That the minutes of the Ashburton Youth Council held on Tuesday 13 October 2009, be amended and confirmed.”

Shama / Kate

**Carried**

### ***Matters Arising***

#### **Youth Council Meet & Greet with Councillors**

Very positive feedback from Councillors.

### ***Matters for Discussion***

#### **Youth Cafe**

This is progressing. Site has been secured on Tancred St.

#### **Community BBQ**

BBQ was held at Harvey Norman on 24 October. Went well, with several enquiries about what the Youth Council do. Made profit of approx \$85 which will be donated to Red Cross for Tsunami victims.

#### **Youth Council recruitment**

- Youth Councillors have spoken at some house assemblies at Ashburton College and there has been positive feedback. Will circulate application forms during family form times to directly target.
- Youth Councillors feel that 14 is a good number and will set maximum at that.
- Would like to recruit across cultures and age groups ie younger students and older youth in the workforce.

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- Have agreed to receive applications, invite applicants to speak at meeting and then select new Councillors.

### **Supporting local youth**

This will be discussed further at the next meeting.

### **General Business**

#### **Agendas and Minutes**

The Youth Councillors agreed that they would like to receive agendas and minutes by email and for a hard copy of agenda to be provided at the meetings. A contact list was circulated to ensure that up to date details were available to the Community Services Officer.

“That the agenda and minutes of Youth Council meetings be circulated by email unless email contact is not available, and hard copies of agendas be provided at the meeting”.

Sam R / Georgia

**Carried**

### **Fundraising and Promotion**

#### Mud Plug

Luke suggested the Youth Council providing a Mud Plug for the youth of Ashburton, as a promotional and fundraising idea. Discussion was held and it was agreed that it would be worthy of investigating further.

- Sam L will contact the 4WD club to ask for information re: doing in conjunction with them
- Luke will speak to his father about contacts, as one has been held on their property in the past

#### Wearable Arts

Georgia would like to see the Youth Council coordinate a Wearable Arts show before the end of Term 1, 2010.

- Georgia will investigate venues

### **Finances**

The Youth Council questioned their current financial status.

- Community Services Officer to find out balance, and whether funding is rolled over.
- CSO also to donate funds from BBQ to Red Cross for Tsunami victims

### **Next Meeting**

The next meeting of the Ashburton Youth Council will be held on Tuesday 1 December 2009, in the Council Chamber.

The meeting concluded at 7.10pm.

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## 6.11 YOUTH COUNCIL MEETING WITH DISTRICT COUNCILLORS

**MINUTES** of a “Meet and Greet” of the **ASHBURTON YOUTH COUNCIL** with the **ASHBURTON DISTRICT COUNCIL COUNCILLORS** held on Tuesday, 3 November 2009, in the Council Chambers, Ashburton District Council, commencing at 5.30 pm.

**PRESENT:** Shama Putaranui (Chair), Blair Stevenson, James Lester, Emma McGregor, Jared Corbett, Jazz Leonard, Luke Howden, Libby MacGregor, Sam Ruck, Stacey Smith, Georgia Robertson, Sam Lewthwaite, Kate Moses

Also in attendance CEO Brian Lester, Cr R Kilworth, Cr J Sparks, Cr J Kingsbury, Cr J Everest, Cr J Leadley, Cr K Holmes and Jo Naylor (minutes)

**APOLOGIES:** Gemma Wragg, Mayor, Cr B Tasker, Cr R Beavan, Cr J Burgess, Cr P Reveley, Cr N Brown, Cr K Lowe **Sustained**

The evening began at 5:30pm with mingling and light refreshments for the Councillors and Youth Councillors.

At 6pm the group moved to the Council Chambers where each member of the Youth Council presented a topic to the Councillors, with which the Youth Council has been involved over the past 12-24 months.

<b>Introduction and Welcome</b>	Shama Putaranui (Chair)
<b>Children’s Day</b>	Jared Corbett
<b>Meeting with other YC’s 2009</b>	Jazzlyn Leonard
<b>Community BBQ</b>	James Lester on behalf of Gemma Wragg (apology)
<b>New Members</b>	James Lester
<b>Logo Competition</b>	Sam Lewthwaite
<b>Hoodies</b>	Georgia Robertson
<b>Meeting with other YC’s 2008</b>	Sam Ruck
<b>River Clean Up</b>	Luke Howden
<b>Youth Café</b>	Luke Howden
<b>Concert</b>	Kate Moses
<b>Youth Health Trust</b>	Emma McGregor
<b>Youth Week on radio</b>	Libby MacGregor
<b>National Youth Forum</b>	Stacey Smith and Blair Stevenson

Shama thanked the Councillors for attending and invited the Councillors to ask questions or make comments.

Cr Leadley congratulated the Youth Council on their presentations, both in content and delivery. He said it was pleasing to see their persistence and involvement in many aspects of the community.

Mr Lester informed the Youth Council that today was the 20<sup>th</sup> anniversary of the amalgamation of the Ashburton Borough Council and the Ashburton County Council to create the Ashburton District Council. He noted that at a similar time, the first meeting of Lake Hood was held, the future of the Regent theatre was grim, and Sunday shopping was introduced. He said this all illustrated change and the Youth Councillors were part of change, today and in the future.

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Mr Lester said there were benefits to sharing ideas with other Youth Councils in other regions and encouraged their persistence. He congratulated the Youth Councillors on their presentations and wished them all well.

Cr Kilworth reflected on when the Youth Council was set up in 2000. She said that the Council and ideas have grown over the years and the youth have also gained in confidence. She thanked the Youth Councillors for an enjoyable involvement and wished them well.

Cr Sparks also said how she has enjoyed her involvement with the Youth Council and has enjoyed watching the Councillors grow. She wished them well for their futures.

Cr Kingsbury congratulated the Youth Council and said she hoped that in the future they would reflect on what a privilege it had been and what great experience they had gained. She wished them well for their chosen paths.

Cr Leadley concluded by asking the Youth Council to make the most of all opportunities presented to them and thanked them for their contributions to the community.

The “Meet and Greet” concluded at 6.45 pm.

## 7.1 FINANCE

### 7.1.1 Financial Reports

*Attached*

Reports for the period to 31 December 2009 are attached.

### 7.1.2 Council Borrowing

Work continues to put in place a debenture trust deed for the Council which will allow Council to raise loans through the issuance of bonds in the Council's name.

This work is being done by Simpson Grierson who have established debenture trust deeds for a number of other councils. This will also involve appointing trustees. Proposals were received from Perpetual Trust and Trustees Executors. Both proposals were similar, however after evaluation the decision was made to accept the proposal from Trustees Executors.

The cost of putting in place the trust deed is likely to be \$20,000, with an on going trustee fee of approximately \$3,000 per annum.

Once in place the trust deed will give the Council greater flexibility on how Council borrows, may provide a cheaper source of funds than bank debt, and allow Council the ability to spread its debt maturity thereby reducing risk.

### 7.1.3 Westpac Loan Facility

The Westpac bank loan facility has been increased from \$20 million to \$25 million with all terms and conditions as per the original agreement. A further establishment fee of \$5,000 was payable for the facility.

### 7.1.4 Interest Rate Swap

A six year interest rate swap for \$6 million is now in place maturing 11 November 2015. The fixed rate excluding the margin is 5.855%. \$6 million of the current Westpac debt is now based on three monthly roll over at a current rate of 4.02%. The actual rate of the fixed \$6 million is now 7.05% for the life of the swap (given the margin and line fee remain the same).

## 7.2 FORESTRY

### 7.2.1 Sales and Harvesting

**SALES INFORMATION REPORT - FOREST SUMMARY** *Period:1/11/2009 to 14/12/2009*

<b>Products</b>	<b>Quantity</b>	<b>Units</b>	<b>Net Value</b>
Domestic Logs	1666.170	tonnes	\$7,264.10
Export Logs	1639.048	JAS	\$11,286.62
Export Washup Payment			\$13,126.43
<b>Total</b>	<b>3305.218</b>		<b>\$31,677.15</b>

The log sale figures above represent only one and a half months activity as the harvesting crew stopped for the Christmas break in the middle of December. The log crew continues to work at the Bowyers Stream plantation which they are expected to finish in approximately 3 to 4 months. While they are working in the area they will be clearfelling a small Council plantation on the Ashburton Gorge Road immediately north of the Mt Somers Township and possibly completing a private woodlot.

There has been a relatively dramatic increase in export log prices since Christmas with the new administration prices for February increasing by over 50%. In US\$ terms export prices are now approaching levels experienced in the early 1990's. The Council's harvesting contractor has increased production to make the most of this opportunity.

### 7.2.2 Planting 2009 Survival Counts

Annual survival counts were completed in January to enable budgets to be completed for blanking. Most plantations had good survival counts with the exception of the Winslow plantation. This plantation has particularly light soils and trees planted there would have struggled with the long dry period in August and September when the district experience a series of north west wind events. Below is a summary of the survival counts completed.

Cpt	Plantation	Area (ha)	Survival
55/1	Hendersons/Lovetts Rd - Winslow	26.3	67.8%
55/2	Hendersons - Winslow	7.2	88.7%
67	Ealing Maronan Rd - Lismore	1.2	86.0%
81	Winchmore-Dromore Rd - Winchmore	1.7	97.8%
89	Fairfield Rd/Railway - Fairton	21.6	97.2%
98	Ashburton Staveley Rd - Springburn	7.3	95.8%
99	Fords Rd - Tinwald	1.8	98.8%
121	Annets Rd - Hinds	1.6	91.4%
<b>Total &amp; Weighted Average</b>		<b>68.7</b>	<b>84.6%</b>

## 7.3 PROPERTY

### 7.3.1 Airport

Work on designation material is nearing completion. The peer review of noise assessments is due by 17 February at the latest. This is being undertaken by Neville Hegley from Auckland.

### 7.3.2 Elderly Persons Housing

A fence has been constructed between the flats at 115 and 116 Dobson Street to improve security of the back yards.

### 7.3.3 Dobson Street extension

Land Information NZ have approved the declaration of the various parcels as "road". This will be gazetted and finally registered by the end of this month.

### 7.3.4 Clock Tower

Bill Skews Architect has been commissioned to undertake preparation of working instructions to re-mediate water ingress and refurbishment of interior linings.

### **7.3.5 Rangitata Terrace Road**

The track formation to facilitate access from Shepherds Bush Road to the river has been completed and we will now apply to the Environment Court for final clearance to close the unformed part of Rangitata Terrace Road.

### **7.3.6 Mt Somers Water Supply**

A minor variation to the easement has been agreed with the landowner.

### **7.3.7 Glasgow Leases**

The arbitration hearing originally set down for 7 December 2009, was deferred to 22-26 March 2010 but has now been rescheduled for 19-23 April 2010. All of the deferments and rescheduling has been as a result of representations by the lessee's representative.

### **7.3.8 Art Gallery / Museum**

Plans for marking up of services are with the Curators and Chairpersons. These are due back on 10 February and will be passed to the Architect for inclusion in working drawings. The pre-hearing meeting for the resource consent is scheduled for 24 February.

### **7.3.9. TEMPORARY TEA ROOM**

This is progressing and is due for completion by the end of February.

### **7.3.10 Scales Road**

I have arranged short term grazing to mitigate fire danger. This arrangement ends 31 March so that we can pick up the Autumn growth flush to facilitate marketing April / May.

The lease for Forest & Bird has been prepared and was forwarded to them for consideration on 22 January.

### **7.3.11 Resource Centre**

Exterior maintenance is due to start in mid February. The contractor has been held up on other work due to weather.

### **7.3.12 Rakaia Hall**

The floor in the hall has failed and we have been working with the insurers to get a satisfactory solution. The insurers have received estimates for the replacement heart rimu 25mm over particle board with perforated foil - \$100,901.

This method will provide a floor of a higher quality than existed prior to the original event which caused the problem.

The insurers have sought an agreement to Council contributing \$15,732 as "betterment".

I have discussed the concept of betterment with the Chairman of the Hall Committee who, whilst not very happy, has agreed.

I have indicated acceptance and await confirmation from the insurers.

The insurer proposes to cash settle with Council which is acceptable. On this basis Council will control the works.

### **7.3.13 Staffing**

Don MacKay is recovering from heart bypass surgery but is not expected back at work for another six weeks minimum. In the interim we have employed Alister Tily on a casual basis. Alister commenced on 26 January.

On call work over the holidays was handled by myself and contractors.

Alex Favel has returned from maternity leave and Laura Trudgeon's temporary employment will cease on 12 February. Laura has been a good employee and the experience gained has enabled her to complete the practical requirements for her Degree. I signed off the required documentation.

P L BRAKE  
**Finance Manager**