



Ashburton District Council

AGENDA

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

Date: Thursday 31 March 2011

Time: 1.30 pm

Venue: Council Chamber
5 Baring Square West
Ashburton

B LESTER
Chief Executive

MEMBERS:

Cr N A Brown (Chair)
Cr D G McLeod (Deputy Chair)
Cr I J Burgess
Cr D M Favel
Cr R J Kilworth
Cr D N Nelson
Cr M J Nordqvist
Cr J Sparks
Mayor A R McKay (ex officio)

AGENDA

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25 March 2011

5. CORPORATE SERVICES

5.0 Corporate Services

Customer Services, Information Systems and Records and Administration staff continued to support Council staff, customers and agencies during February. Offers to assist Christchurch were made and Civil Defence in Ashburton was supported.

5.1 Information Systems

Council's ICT infrastructure was unaffected by the recent Christchurch earthquake and assistance to those supporting the social work carried out in the district and delivery of information via the Council's website has been given as required.

Work on network infrastructure continues as planned with new areas being introduced when available with minimal disruption to business operation.

Audit of Council's Information Communication Technology (ICT) equipment is being undertaken which will improve management of these assets.

5.1.1 Service Delivery

All Information Communication Technology (ICT) services have been available during normal working hours.

5.1.2 Ashburton District Council Web Site

The Council web site was visited 26,143 times in February 2011 compared to 26,054 times in February 2010. Job vacancy descriptions and application forms were very popular downloads and sections of the District Plan and the Review continue to be of interest to people downloading documents. The cemetery information continues to be of major interest along with notices. . The ability for applicants to help themselves to information saves time and effort for Council staff.

February 2011 Top 10 Pages viewed.

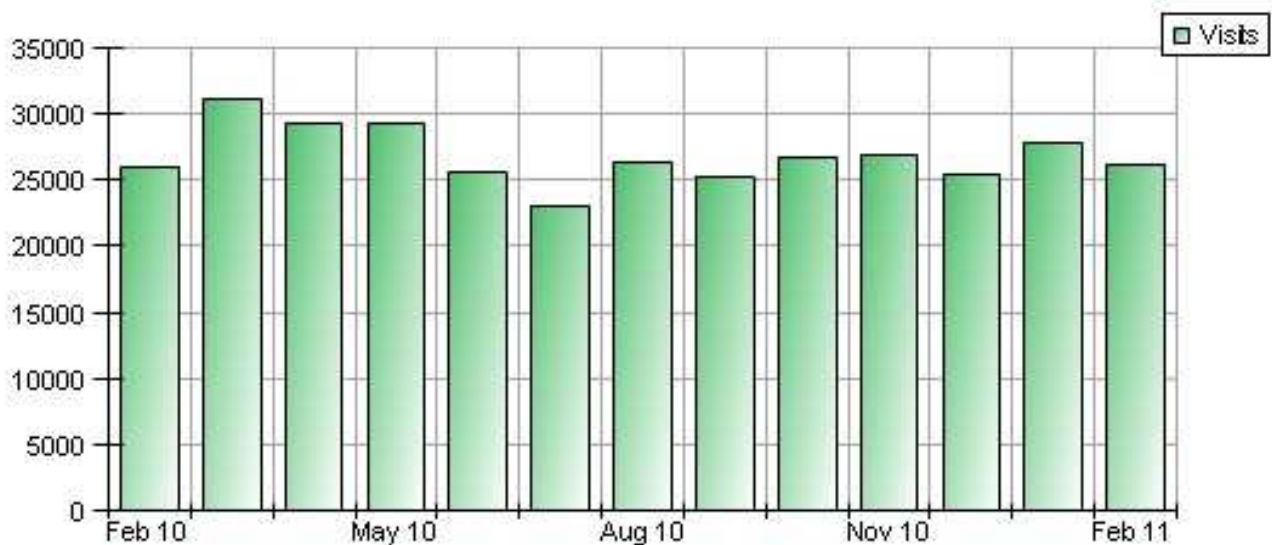
	January 2011		February 2011	
Top 10 pages viewed	Notices	3,440	Notices	2,654
	Cemeteries	1,089	Cemeteries	890
	Cemetery Records	873	Job Vacancies	725
	Job Vacancies	747	Cemetery Records	689
	Contact Us	529	Contact Us	678
	Maps	442	Maps	509
	District Maps	401	Current District Plan	382
	Forms	400	Forms	374
	Camping Grounds	397	District Maps	351
	Current District Plan	396	District Plan Review	350

5. CORPORATE SERVICES

February 2011 Top 10 Documents downloaded.

	January 2011		February 2011	
Top 10 documents downloaded	Regulatory Manager Job Description	129	Planning Office Job Description	125
	ADC Directory	121	Final ADC Directory	107
	District Plan Section 6	121	Summary Submissions Table	101
	District Plan Section 7 Zone Rules	96	District Plan Section 7 Zone Rules	98
	Property Maintenance Officer Job Description	84	047adc.pdf	93
	Employment Application Form	84	District Plan Section 6	84
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	Assistant Property Officer Job Description	62	District Plan Street Index	64
	District Plan Rural Index	61	Ashburton District Population Report V2	62
	District Plan Sub Division	60	District Plan index	61

Monthly totals for visits to the Council Web Site



5. CORPORATE SERVICES

5.2 Records and Administration

5.2.1 LIM Reports

All 65 February LIM reports were completed within the statutory 10 days. The average completion time was 3.7 days.

5.2.2 Insurance

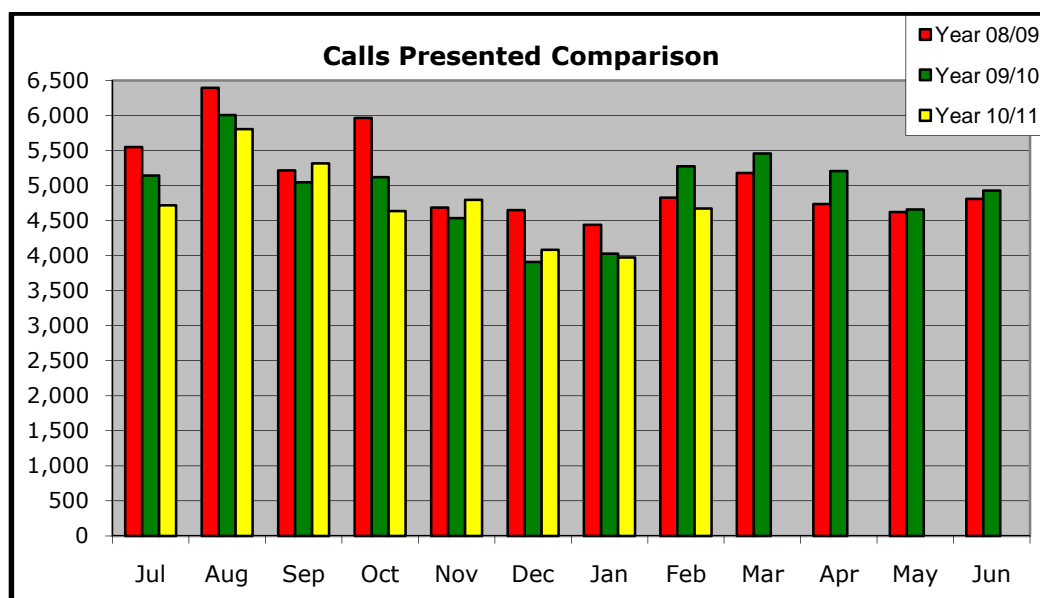
There are no new insurance claims arising from the February 22 earthquake, but we have yet to retrieve a Council car from a Christchurch CBD car park. Some properties damaged in the September earthquake have suffered further damage and required new inspections. Since the Council owns few residential properties, the expected hike in Earthquake Commission levies will have a limited effect on the Council budget. Increases in company earthquake levies on non-residential properties are expected to be more moderate.

5.3 Customer Services

5.3.1 Incoming Communication

During February, 4,671 phone calls, 446 emails and 234 faxes were received by the Council's Contact Centre. (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.

Chart 1



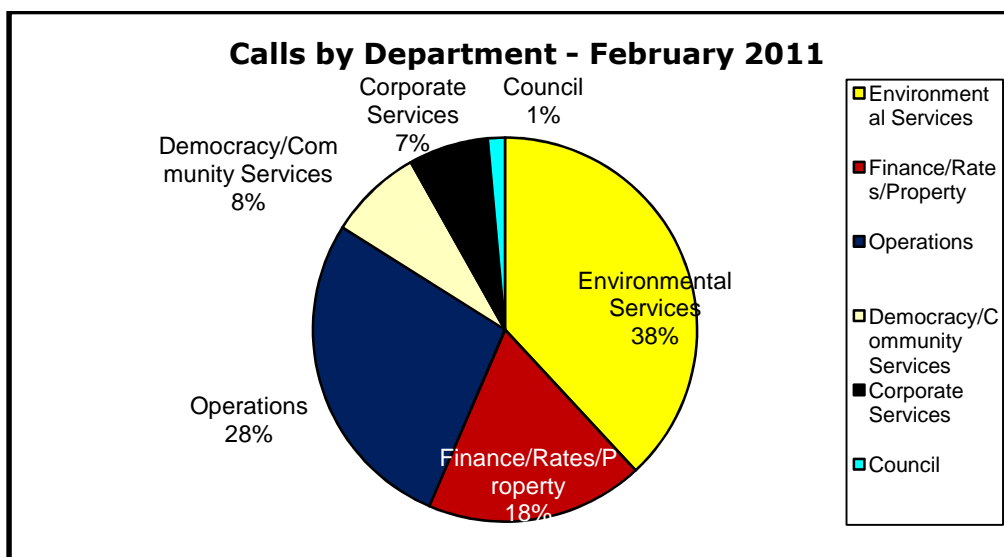
5.3.2 Incoming Phone Calls by Department

Chart 2 shows the breakdown of calls answered in the Contact Centre by department during February.

24 percent of all calls received in the contact centre were transferred to department staff for action.

5. CORPORATE SERVICES

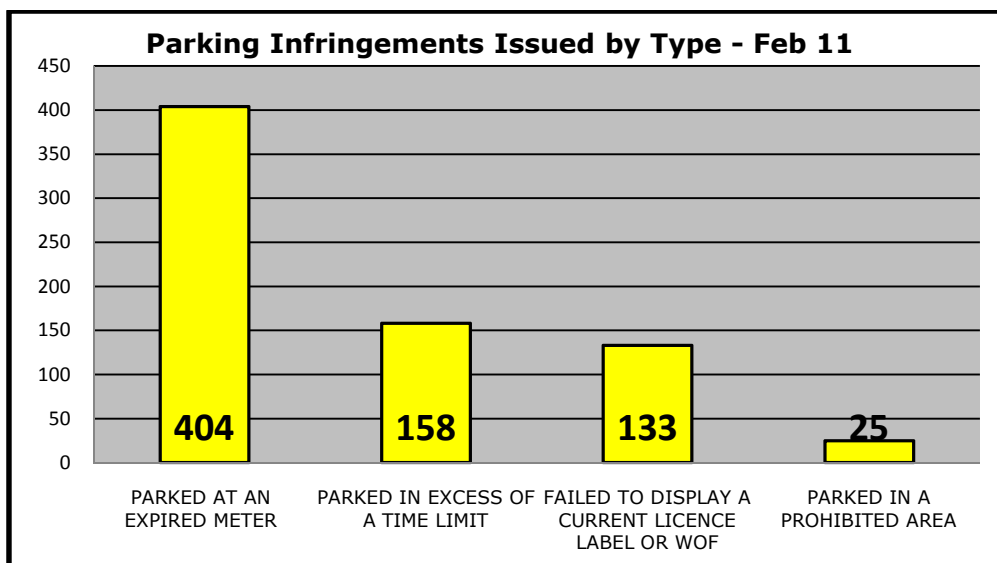
Chart 2



5.3.3 Parking Services

The parking officers issued 720 infringements in February 2011. Chart 3 shows the number and types of infringements issued.

Chart 3



\$9,666 was collected from the parking meters in February. To date there is a positive variance of \$4,584 received from the parking meters this financial year.

At the Parking Services budget meeting Cr Leadley asked for an update of the Parking Group that was looking at parking in the Ashburton Central Business District. This group went into recess in 2007. This matter is now in the hands of Brian Fauth, the Roading and Street Services Manager, who is presently having the Draft Ashburton Parking Strategy prepared by Opus in July 2007 updated. Once this is completed he will refer it to the Town Centre Subcommittee.

5. CORPORATE SERVICES

5.3.4 Rates Rebates

Up to 28 February 2011 782 rates rebates applications had been received and interviews conducted. 738 applications totalling \$378,894 have been granted and 44 declined.

5.3.5 Minor Applications received February 2011

- Ronald McDonald House appeal, 25 February 2011
- Girl Guide Biscuit Sales, outside Westpac Bank, March 2011
- Catholic Women's League, street appeal and raffle, Methven, 21 April 2011
- Methven Flower Friends, 9 September 2011
- Foundation for the Blind street appeal, 28-30 October 2011
- Correction from January report - Heart Foundation Street Appeal, Ashburton, 27 May 2011. This application is actually for Heart Children NZ, not the Heart Foundation.

5.4 Miscellaneous Matters

5.4.1 Council Seal

Under authority, since last meeting —

- **Lease Documents**
 - Deed of Lease – Ashburton Airport – Aviation Museum / ADC
 - Agreement to Lease – ADC / Valetta Irrigation Ltd
- **Restrictive Land Covenant**
 - Cullen Drive, Business Estate
 - Lot 4, Industrial Park – Survey Approval
- **Sale & Purchase Agreements**
 - Works Road – ADC / Electricity Ashburton
- **Deed of Guarantee & Indemnity**
 -
- **Contracts**
 - C589 – Supply of Management, Operations, Maintenance and associated services for Waste Management & Waste Minimisation and Facilities 2010-2015
 - C590 – Ashburton District Bridge Renewals
 - Contract AM-AK10 – Water Pipe Renewals 2010/2011
- **Amendment to authorise Council Signatories**
 - ANZ National Bank Ltd

S ALLEN

Corporate Services Manager

6. DEMOCRACY & COMMUNITY SERVICES

Ashburton District Council Report

File No 5/1/8/2
Date 31 March 2011
Report to Finance & Community Services Committee
From Community Services Officer
Subject Road Closure – Ashburton Car Club

6.1 Road Closure – Ashburton Car Club

6.1.1 Summary

To recommend the temporary closure of roads in Ashburton, for the purpose of allowing the Ashburton Car Club to hold a Street Sprint meeting.

6.1.2 Recommendation

That the following roads be closed to ordinary vehicular traffic from 8.00 pm on Friday 13 May 2011 to 8.00 pm on Sunday 15 May 2011, for the purpose of allowing the Ashburton Car Club to hold a Street Sprint meeting

Smallbone Drive, from River Terrace to Robinson Street
Robinson Street, from Smallbone Drive to McNally Street
Watson Street, from Range Street to Robinson Street
McNally Street, from Range Street to the end of the street.

6.1.3 Background

The Ashburton Car Club has applied for a temporary road closure for the purpose of holding a Street Sprint meeting, for the following roads in Ashburton:

- Smallbone Drive, from River Terrace to Robinson Street
- Robinson Street, from Smallbone Drive to McNally Street
- Watson Street, from Range Street to Robinson Street
- McNally Street, from Range Street to the end of the Street

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, namely no more than 12 hours in any 24 hours period.

New Zealand Motorsport, of which the Ashburton Car Club is a member, also requires roads to be closed for motor sport events under the Local Government Act, as event participants may be under 15 years of age.

The Ashburton Car Club has advised the following:

- That security guards will be employed each night and relieved by safety marshals during the days to maintain safety in the area throughout the closure period.

6. DEMOCRACY & COMMUNITY SERVICES

- Businesses in the area of the road closure will be allowed access upon providing suitable identification. The longest delay in access to the area would be five minutes, while a competitor is on the circuit.

The Ashburton Car 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 Ashburton Car Club. 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. The Ashburton Car Club 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. In order for ordinary vehicular traffic to access the Resource Recovery Park during the event provisions need to be made for Dobson Street West to be used. The Ashburton Car Club will be responsible for ensuring its suitability for use by normal traffic prior to any closure of any other Council road. The Club will furthermore be responsible for any and all maintenance work required, before, during or after the event, to ensure this road remains safe and trafficable at all times.
8. 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.
9. The Ashburton Car Club 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. **A copy of insurance has been received.**
10. Provision of a Traffic Management Plan, conforming with the requirements of the Transit NZ Code of Practice for Temporary Traffic Management. **This has been received and approved.**
11. The Ashburton Car 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.
12. The Ashburton Car Club is required to provide adequate safety marshals in distinctive clothing for the event.
13. Should weather conditions become sufficiently adverse that the road could be damaged as a result of holding the event the organisers shall take the necessary steps to protect the road. This may include delaying or cancelling the event.

6. DEMOCRACY & COMMUNITY SERVICES

6.1.4 Options & Risks Considered

The event is run annually and has been managed without incident in the past. The responsibilities for risk free operation lie with the organisers and all contingencies are covered in the conditions of closure.

6.1.5 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."

6.1.6 CONSULTATION

The proposed road closure has been publicly notified in the Ashburton Guardian on Wednesday 2 February 2011 and Wednesday 16 February 2011 and objections called for by 4.00 pm Wednesday 16 March 2011. Mr Tom Gundry was provided with a copy of the advertisement, prior to publication. **No objections have been received.**

6.1.7 Strategic Links

Not applicable.

6.1.8 Financial Implications

Not applicable.

Prepared By:

J NAYLOR
Community Services Officer

Approved by:

J G ROLLINSON
Manager
Democracy & Community Services

6. DEMOCRACY & COMMUNITY SERVICES

Ashburton District Council Report

File No 3/7/1
Date 31 March 2011
Report to Finance and Community Services Committee
From Community Services Officer
Subject Appointments to the Creative Communities Assessment Committee

6.2 Appointments to the Creative Communities Assessment Committee

6.2.1 Summary

In accordance with the agreement between the Ashburton District Council and Creative New Zealand a Council appointed assessment committee allocates funding provided by Creative New Zealand.

Registrations of interest from members of the public to be a member of the assessment committee are called for every three years and the committee is constituted based on the Terms of Reference.

6.2.2 Registrations of Interest

Members of the public who have registered their interest in being appointed to the Creative Communities Assessment Committee are listed below:

- | | |
|---------------------|---------------------------------|
| 1. Viv Barrett | Previous Council Representative |
| 2. David Favel | Previous Council Representative |
| 3. Kevin Soster | New |
| 4. Elaine Vallender | New |
| 5. Barbara Jaine | New |

6.2.3 Recommendation

That the Creative Communities Assessment Committee be as follows:

Crs Don McLeod and Jac Sparks; Mr V Barrett, Mr D Favel, Mrs B Jaine Mr K Soster, and Mrs E Vallender.

Prepared By:

J NAYLOR
Community Services Officer

Approved by:

JG ROLLINSON
Manager
Democracy & Community Services

6. DEMOCRACY & COMMUNITY SERVICES

Ashburton District Council Report

File No	1/1/5
Date	31 March 2011
Report to	Finance & Community Services Committee
From	Manager, Democracy & Community Services
Subject	Council Expense Rules and Allowances

6.3 Council Expense Rules and Allowances

6.3.1 Purpose

To clarify issues around mileage and travel time allowances and to establish policy in respect of mileage, travel time and communication allowances.

6.3.2 Recommendation

That the applicable rules for the recovery of expenses by elected members and community board members, for the 2010-2011 year to 30 June 2011, be amended to include the Vehicle Mileage and Travel Time Allowances and the Communications Allowance, in accordance with the Local Government Elected Members (2010/11)(Certain Local Authorities) Determination 2011.

That the amended Expense Rules be referred to the Remuneration Authority for approval.

6.3.3 Background

3.1 This Council's Application for Approval of Expense Rules was forwarded to the Remuneration Authority by the pre Christmas deadline. This application was consistent with Council's 25 November 2010 resolution. The Authority made its determination on 1 March 2011, and notified councils several days later. Members' salaries have been adjusted and back-pay was paid on 23 March, the first available date.

3.2 The Authority has received numerous representations from councils in respect of the level of allowances and has released a paper reasserting the allowances and explaining the rationale (attached). The differences to the situation that existed pre-determination are:

- 1) There is now an upper limit of 5000km for which reimbursement of 70c per kilometre is payable. Above that figure the allowance drops to 35c per km.
- 2) The allowance is not payable for the first 30km travelled.
- 3) A new allowance for travelling time on any day has been introduced. However, this only applies to time travelled in excess of 2 hours on any day.
- 4) All Councillors are now entitled to an annual communications allowance of \$850pa (\$550 in this first part year).

The thresholds imposed on kilometres and time are non negotiable. In respect of both the vehicle mileage allowance and the travel time allowance, Cl.10(4) and 11(4) in the Determination serve to confirm that travel to the office is included, and does not exclude travel to Community Board, Reserve Board meetings etc or travel to conferences or other centres when representing the Council.

The communications allowance is completely discretionary.

6. DEMOCRACY & COMMUNITY SERVICES

- 3.3 The new rulings are certainly not consistent with the representations made by this Council when submissions were invited last year. Indeed the ADC warned of the dangers of adopting "one size fits all" allowances at the time.
- 3.4 A communication allowance is certainly welcome and perhaps compensates for the extra time and expense involved in being a non-metropolitan councillor and in particular for vehicle expenses and time spent travelling.

6.3.4 Options and Risks Considered

As mentioned the amounts of the allowances and the conditions around payment are not negotiable. The allowance schedule is intended to be all things to all councils and the choice is to adopt it in its entirety or decline to adopt it. The former is recommended.

6.3.5 Statutory Implications

The Remuneration Authority is charged with determining the salaries and allowances of territorial authorities pursuant to S.12(i)(v) of the Remuneration Authority Act 1977.

6.3.6 Consultation

Not applicable.

6.3.7 Strategic Links

Not applicable.

6.3.8 Financial

The Communication Allowance of \$7150 has not been budgeted in the current year but would be offset to some degree by unspent mileage. \$11,050 will need to be budgeted in the 2011-12 financial year.

Prepared By:

JG ROLLINSON
**Manager Democracy & Community
Services**

Approved by:

B LESTER
Chief Executive

6. DEMOCRACY & COMMUNITY SERVICES

6.4 Community Consultation and Planning – Current Projects

6.4.1 Annual Plan 2011-2012

Policy Advisor, Jenna Scott has led the preparation of the draft Annual Plan with the Finance Manager. The draft has been adopted by Council for community consultation.

The summary document is included in this month's edition of the District Diary delivered this week.

Community meetings are to be held over the next two weeks.

6.4.2 Annual Plan Action Schedule 2010-11

When considering submissions made to the Community Plan 2009-19 and the Annual Plan 2010/11, Council made decisions on actions to be undertaken with respect to each submission. Many of these were a case of writing to submitters to inform them of Council decisions relevant to their submission. Some require further action by Council officers. The attached report details the current status of outstanding actions.

Attached

Recommendation

That the Annual Plan Action Schedule 2011-12 be received.
--

6.4.3 Aquatic Centre and Indoor Stadium

The Community Planning Manager is continuing to work on various matters regarding the aquatic centre and stadium.

Requests for proposals (including price) have been sought from service providers for site master planning and concept design. We had an excellent response with 13 proposals received. The Project Group were to consider a short list of providers this week.

SGL are continuing to develop a funding strategy and working with Project Group members and other appropriate representatives to approach potential community funders.

6.4.4 Active Ashburton

Active Ashburton has undertaken a survey of sports and recreation providers in the district to develop a snapshot of what is currently offered and what opportunities are seen for improvement in the planning and delivery of services.

Over 50 responses have been received from the first survey and the information is being collated and analysed. Policy Advisor, Alicia Jenkins is preparing a report based on this first survey which will be available within the month.

6.4.5 Ashburton District Event Strategy

The Community Planning Manager has been working with Ashburton District Tourism to develop an event strategy for the district. Final changes to the strategy will be made soon and the strategy document made available.

6.4.6 Canterbury Water Management Strategy

The Ashburton Zone Committee met on 22 February with meeting interrupted by events in Christchurch. A further meeting was held on 22 March.

6. DEMOCRACY & COMMUNITY SERVICES

6.4.7 Performance Monitoring and Reporting Framework

Policy Advisor, Alicia Jenkins is currently working on a framework detailing the capture and reporting of performance measure data for the Long Term Plan/ Annual Plan/ Annual Report performance measures.

The framework takes the performance measures included in the Long Term Plan/ Annual Plan and Annual Report and details what the measures are, how the data will be captured, who is responsible for capturing it and how it will be reported. This will ensure all measures are monitored and reported on correctly and consistently. We have also looked at any problems there are currently with capturing information accurately and consistently and where appropriate remedying any issues.

Preliminary discussions have taken place around future performance measures to be included in the next Long Term Plan with a view to improving the measures used in terms of their relevance to the community, links to community outcomes and practical issues such as ability to effectively monitor and report.

Apart from improving the accuracy and consistency of our performance monitoring and reporting Audit NZ has indicated it would like to see reporting of these performance measures to Council through the year (rather than just through the Annual Report). We are therefore developing a report template which we intend to use to report to Council three times a year – November/ December, March/ April and July.

This will enable Council to monitor progress being made through the year and provide managers with an opportunity to respond to any issues that emerge in the year.

When in place this will see Council receiving tri-annual performance reports. Once established we would like to see if Council would like to see any information performance-type currently being presented at each committee meeting instead incorporated into the triennial reports.

6.4.8 Annual Plan Actions Schedule

The final schedule is included on the agenda of this meeting of the Finance and Community Services Committee. Any actions that remain not completed at the end of this financial year will carry through to the report on actions emanating from submissions to this year's Annual Plan.

6.4.9 Tinwald Reserve Management Plan

The draft reserve management plan for the Tinwald Reserve is now available for community comments and feedback. Copies have been sent to key stakeholders.

6.4.10 Council-funded Agencies Reviews

Work is underway on the first three agency reviews. The contractor undertaking the work has reported back that the process is running to schedule.

The Finance Manager, Democracy and Community Services Manager and Community Planning Manager met with the contractor to discuss progress. We are anticipating draft reports for the three reviews underway by the end of April.

6.4.11 Winchmore Water Scheme

This project is being reprogrammed and will not now be complete before the end of the current financial year. The reasons for this are that engagement with the affected residents had not been previously undertaken to level we were lead to believe and the introduction of a new rate part way through the financial year is not as problematic as initially thought (taking some of the urgency out of the process).

Staff are now looking to meet with affected residents as soon as possible. The draft management plan and a review by the medical officer of health are progressing much as initially planned. An updated project plan will be presented to the next meeting of Council.

6. DEMOCRACY & COMMUNITY SERVICES

6.5 Library

6.5.1 Issues and Membership

The Christchurch earthquake on 22 February was a memorable feature of this month, and one that gave evidence of the importance of public libraries in people's lives. Many Christchurch families refuged to their home town, and many left their children with grandparents and returned to their damaged homes. The last week of February saw the library very busy with reactivating the memberships of those making a long stay, helping with book selection and local information, and providing a welcoming and normal place for the quake-shocked to spend some time. Internet was popular as visitors finally had a chance to make email contact with other family and friends.

Issues were up significantly on those for the same month in 2010.

6.5.2 Displays

There were several displays during February. The Heart Foundation celebrated Heart Week with posters and pamphlets during the first week of the month. Senior Net advertised the computing opportunities of its organisation, and the Newcomers Network also held a display "Settling In" from 7 to 14 February. Little did we know how appropriate that would shortly be, with many newcomers from Christchurch. The Multi Bite food festival and the visit of author Christine Fernyhough on a speaking engagement for the Altrusa Club were also promoted.

6.5.3 Statistics for February 2011

Issues	February 2011	February 2010
Non-fiction	4236	4428
Fiction	4723	4488
Large Print	2507	2413
English Resources	24	9
Rentals	61	95
Young Adult Fiction	974	770
Young Adult Non-Fiction	193	106
Young Adult Magazines	48	41
Young Adult CD	69	54
Young Adult Talking Book	6	0
Paperbacks	294	356
Magazines	313	422
Adult Audio	97	135
Adult Video	142	162
Junior Fiction	8212	7179
Junior Non-Fiction	1650	1658
Junior Magazines	294	310
Junior Audio	323	305
Junior Video	676	547
Requests	13	3
Stack	117	91
Undefined	144	108
TOTAL	25116	23680

6. DEMOCRACY & COMMUNITY SERVICES

Issue - Year To Date	223091	214453

<u>Memberships</u>	Total at end February 2011	February 2010	Added during February 2011
Adults	7917	7919	57
Young Adults	1042	1027	4
Junior	2678	2853	31
Non-resident	94	106	0
Other	387	383	4
TOTAL	12118	12288	96
<u>Foot Traffic</u>		February 2011	February 2010
		10766	10571
<u>Year To Date</u>		91725	92090
<u>Reference Enquiries</u>		February 2011	February 2010
	Adult	653	739
	Children	77	118
	Total	730	857

6.6 Parks and Recreation

6.6.1 Ellerslie Flower Show

It was regrettable that the Ellerslie Flower Show had to be cancelled, however we all appreciate and understand why that decision was made and must now look towards next year in the hope that it will again take place.

The considerable time and effort spent by staff on this project will still be able to be put to good use. It is now proposed to create a special display for the Ashburton Trotting Club's Harness Jewels event at Queen's Birthday weekend using some of the materials and props that would have been used for the flower show.

6.6.2 Domain Plantings

Autumn displays in the Ashburton Domain garden beds will include pansies, violas, myosotis and wallflower. Seedlings are at the stage of being pricked out ready for planting

6.6.3 Township Beautification and Sports Grounds

In the past month a number of the neighbourhood parks have received attention with weed-eating, spraying and tree pruning.

The Ashburton Horticultural Society's garden competition street / cul-de-sac signs are being re-engraved to then be placed in this year's winning street Catherwood Ave, and cul-de-sac, Tranquil Place.

6. DEMOCRACY & COMMUNITY SERVICES

In the Methven and Rakaia townships staff have continued with general summer maintenance of the gardens and light pruning along the road berms. Road berms at the end of Farquhar Pl and Talbot Pl have been tidied with ready-lawn laid.

In Ashburton the Westpark Close entranceway was completed and the reserve at the end of the cul-de-sac has been cultivated up and sown with grass seed.

6.6.4 Ashburton Business Estate

Further planting was undertaken at the Business Estate, in addition to the contract requirement, to ensure the area was well presented for the official opening that had been planned for 25 February.

Maintenance continues with watering, weed-eating, mowing and spraying and preparation is now underway for the planting of the railway bund which will be carried out next month.

6.6.5 Tuarangi Hospital

In addition to the Ellerslie Flower Show and the Business Estate official opening, the landscaping of the new extension at Tuarangi Hospital was the third major project with a deadline date that Parks staff have been working on. The hospital landscaping is nearing completion but has been delayed due to sub-contractors with other commitments.

6.6.6 Cemeteries

All cemeteries have been re-sprayed in readiness for Anzac Day. There has been a higher than usual number of interments in the rural cemeteries.

Ashburton Cemetery

January 2010		January 2011	
Interments	12	Interments	10
Ashes	4	Ashes	3
February 2010		February 2011	
Interments	5	Interments	10
Ashes	4	Ashes	2
March 2010		March 2011	
Interments	7 (full month)	Interments	9 (to 24/3)
Ashes	3	Ashes	6

6.7 Methven Community Board

The Methven Community Board met on 7 March. There were no recommendations referred to this Committee for decision.

6.8 CBD Security – Talbot Security Group

Reports for January and February 2011 (to be circulated).

J G ROLLINSON

Manager

Democracy & Community Services

6. DEMOCRACY & COMMUNITY SERVICES

Ashburton District Council Report

File No 1/1/13/1
Date 21 March 2011
Report to Finance & Community Services
From Community Services Officer
Subject Youth Council Minutes

6.9 Youth Council



Minutes of a meeting of the **Ashburton Youth Council** held on Tuesday, 1 March 2011, in Council Chambers, Ashburton District Council, commencing at 5.35pm.

Present: Hailey Beevor, Izzy Ferguson, William Hodgetts, Sara Kircher, Jazzlyn Leonard, George McDonald, Sam McLay, Kate Moses, Olivia Quinn, Miller Scott, Alasdair Tarry.
Also in attendance Cr Jac Sparks, Jo Naylor (minutes).

1 Apologies

Cr Robin Kilworth, Izzy Ferguson (lateness), Caitlin Warwood Sustained

2 Welcome And Introductions

As Kate was not at the last meeting, introductions were completed again.

3 Confirmation of Minutes

That the minutes of the Ashburton Youth Council meeting held on Tuesday 8 February 2011, be taken as read and confirmed.

Sara/Olivia Carried

4 Matters Arising

Children's Day is this Sunday 6 March from 10am to 4pm. It is an ideal opportunity to provide a positive opportunity to the children affected by the earthquake as well as local children. More volunteers were recruited.

5 Earth Hour: 26 March 2011

That the minutes of the Earth Hour Subcommittee held Tuesday 15 February 2011 in Meeting Room 2, be received.

Olivia/Sara Carried

It was reported that Mayor McKay was happy for the Earth Hour picnic to progress in Baring Square West however concerns were raised during the meeting, with the safety of the area, being on State Highway 1 and the lack of adult supervisors.

George will speak to Borough School to hire Borough School Hall. Kate will help as an adult organiser/supervisor.

That Borough School Hall will be booked for the evening of 26 March if it is available.

George/Alasdair Carried

Other discussion and suggestions included:

- Challenge the business community to switch off between 8:30pm and 9:30pm.
- The Library has display space set aside from 21st – 26th March.

6. DEMOCRACY & COMMUNITY SERVICES

- Place adverts in the Snowfed, Courier, Community Noticeboard, school newsletters, Coffee News.

Earth hour meetings will be held in the Ashburton College library on Wednesday 9th March @ 1.30pm and Thurs 10 March @ 3:30pm at Primo, Methven.

That \$200 is set aside for the Earth Hour event.

William/ Kate

Carried

6 Formulation of Ground Rules

That the Ground Rules for Meetings be amended and adopted, as attached.

William/Hayley

Carried

7 Census

Due to the Canterbury Earthquakes, the Census has been cancelled for 2011.

8 Youth Week 21-29 May

With an event of the size we were discussing, it would take too much time to organise, plus with the earthquake, it is not appropriate to proceed at present.

Discussion of youth week events continued.

That the Ashburton Youth Council invite Christchurch and Timaru Youth Councils to Ashburton for a debate on what sort of world do I want to grow up in?, and

That a writing challenge is put out to all Ashburton district schools with the topic of What sort of world do I want to grow up in?

William / Alasdair

Carried

That \$200 be set aside for the organisation and prizes of the writing competition.

William/ Izzy

Carried

Identify available space in The Guardian and Snowfed for Youth Week (Jo).

Make up posters for the writing challenge, with the top four entries winning vouchers (Izzy and Olivia). The entries will be judged by the Youth Council.

Organise Guardian profiles again for Youth Week as there are new Youth Councillors.

9 Submissions to Annual Plan

Jo will advise of the dates. It would be ideal to support this to provide Council with a youth perspective on issues.

10 Transport to/from Methven

Agreed to discuss this at the next meeting but it is likely to be a topic for a submission to the Annual Plan.

11 General Business

- Earthquake

It was suggested that youth council supports as required in the future.

Send an email to the Christchurch Youth Council sending our sympathies and asking what we can do to help (Jo).

Bring ideas to next meeting.

- National Cross Country:

That George put forward the Youth Council to be available to help out at the National Cross Country in June 2011.

Alasdair/ Olivia

Carried

Jac Sparks left the meeting at 6:55pm.

6. DEMOCRACY & COMMUNITY SERVICES

- Facebook:
Investigate Council's position on Facebook (Jo). Kate said she could monitor it.
- Base Youth Café
Base Café are looking for a new venue and have just missed out on a building. If anyone has any suggestions for a venue, or wishes to volunteer, please contact Kate, Jac or Alasdair.
Base has employed a coordinator now.

12 Next Meeting

The next meeting of the Ashburton Youth Council will be held on Tuesday 5 April 2011, in Council Chambers.

Meeting closed at 7.00pm



Ashburton Youth Council Ground Rules for Meetings

- Have respect for other people
 - no interrupting
 - no long monologues
 - no personal abuse
 - allow space for everybody to express their views;
- Confidentiality – confidential meeting content may not be discussed outside of the meeting;
- Everyone takes Responsibility for
 - timekeeping
 - keeping to the agenda
 - voicing their opinions in the meeting rather than afterwards;
- Decision making –
 - Decisions will ideally be made by consensus, however if this is not possible, then the majority will rule.
- Cell phones must be turned off or on silent, and not used during meetings.
- If you need to leave the table or the meeting, please excuse yourself via the Chairperson.

6. DEMOCRACY & COMMUNITY SERVICES



Minutes of a meeting of the **Ashburton Youth Council** held on Tuesday, 8 February 2011, in Council Chambers, Ashburton District Council, commencing at 5.33pm.

Present: Hailey Beevor, Izzy Ferguson, William Hodgetts, Sara Kircher, Jazzlyn Leonard, George McDonald, Sam McLay, Olivia Quinn, Miller Scott, Alasdair Tarry, Caitlin Warwood.
Also in attendance Cr Jac Sparks, Community Services Officer (minutes).

1 Apologies

Kate Moses, Cr Robin Kilworth Sustained

2 Welcome And Introductions

The Community Services Officer (CSO) welcomed the new Youth Councillors to the meeting. All members then introduced themselves.

3 Confirmation of Minutes

That the minutes of the Ashburton Youth Council meeting held on Tuesday 2 November 2010, be taken as read and confirmed.

Caitlin/George Carried

4 Matters Arising

• 2010 Showcase

The 2010 Showcase and Meet and Greet was held on 3 December 2010 in Council Chambers. It was a successful evening with the Youth Council able to inform ADC Councillors of what had been accomplished throughout the year. As it was a busy time of the year, it may be beneficial to think about bringing this forward for 2011.

5 Election of Chair and Vice Chair

Nominations were called for the position of Chairperson of the Ashburton Youth Council.

That George be Chairperson of the Ashburton Youth Council
Olivia/Izzy Carried

That Olivia be Chairperson of the Ashburton Youth Council
George/Sara Carried

That Caitlin be Chairperson of the Ashburton Youth Council
Sara/Jazz Carried

Nominations were also received and supported for Jazz and William however they declined the opportunity.

There being no further nominations, a show of hands resulted in George McDonald being elected Chairperson of the Ashburton Youth Council.

Nominations were called for the position of Vice Chairperson of the Ashburton Youth Council.

That Olivia be Vice Chairperson of the Ashburton Youth Council
George/Sara Carried

6. DEMOCRACY & COMMUNITY SERVICES

That Caitlin be Vice Chairperson of the Ashburton Youth Council
Sara/Jazz Carried

That Sara be Vice Chairperson of the Ashburton Youth Council
Jazz/Izzy Carried

There being no further nominations, a show of hands resulted in Caitlin Warwood being elected Vice Chairperson of the Ashburton Youth Council.

6 Meeting time and frequency

That the Ashburton Youth Council meets the first Tuesday of the month at
5:30pm in Council Chambers
Izzy/Sara Carried

7 Meeting procedure and formulation of Ground Rules

Members were reminded of meeting procedure (attached to agenda).
CSO will formulate draft Ground Rules for Meetings for next meeting.

8 Brainstorm for 2011

Youth Councillors came up with the following ideas:

- *Mayfield and Methven Shows (raffle, sack racing/rides behind ride on mower)*
- *Earth Day 26 March (photo comp, domino effect, tree planting in community with plaque)*
- *Youth Week (party on a raft at lake)*
- *Children's Day (world's largest pass the parcel)*
- *Wearable Arts*
- *Talent Quest*
- *Fun day up Mt Hutt*
- *Event at Big Air- 26 August 2011*
- *Expand further to Methven, Mt Somers, Mayfield, Rakaia etc*
- *Something for the older "cool" kids*
- *Drugs and Alcohol awareness week including bands, sports stars etc, mental health, Mid Canterbury arm wrestling champion*
- *Public transport to Methven*
- *Promote HYPE*
- *Outdoor movie*

A meeting of the Earth Hour Subcommittee will be held on 15 February at 5:30pm in Council Chambers.

A meeting of the Youth Week subcommittee will be held in Methven (venue to be confirmed) on 22 February at 6pm.

9 General Business

There was no general business.

10 Next Meeting

The next meeting of the Ashburton Youth Council will be held on Tuesday 1 March 2011, in Council Chambers.

Meeting closed at 6:59pm

6. DEMOCRACY & COMMUNITY SERVICES

Ashburton District Council Report

File No
Date 21 March 2011
Report to Finance & Community Services
From Community Services Officer
Subject Ashburton Hakatere River Trail Committee Minutes

6.10 Ashburton-Hakatere River Trail Committee

Minutes of a **Meeting** of the **Ashburton-Hakatere River Trail Committee** held in Meeting Room 2, 5 Baring Square West, Ashburton, on Thursday 17 February 2011 commencing at 5.18 pm.

Present Kelvin Holmes, (Chair), David Askin, Noel Batty, Doug Cain, Alasdair Cleland, Colin Crossen, Cr Donna Favel, Steve Gielingh, Greg Jopson, Ian Knight, Dell Phillips, Ron Shaw, Cr Jac Sparks, Shane Stocker, Roger West, Debbie Woods.
Also in attendance: Jo Naylor (minutes).

Apologies For absence: Robin Jenkinson, Dave Maharey, Nugget Wilson
For lateness: Noel Batty, Cr Donna Favel, Dell Phillips, Cr Jac Sparks
Stocker/West Carried

Confirmation of Minutes

Amendment

Page 1: Add Ian Knight to the list of those present.

That the minutes of the Ashburton River Walkway Management Committee meeting held on 2 December 2010, be amended and confirmed.

Crossen/Askin Carried

Matters Arising

1 Lake Hood/Ashburton River Trail Challenge

The inaugural Lake Hood/Ashburton River Trail Challenge was held on Sunday 30 January 2011 beginning and ending at Lake Hood. There were several junior and open categories to enter involving mountain biking and/or running which utilised both the Hakatere and South Side river trails.

2 Motorbike funding

The motorbike has been purchased and has already been used for spraying. It is being stored and maintained by Jeff Marshall however members should contact Dell Phillips to arrange use of the bike. The bike has a 3m boom as well as a hand held sprayer. It has a bilge pump to refill the water tank.

Spray is being stored with the bike and Dell Phillips will purchase a log book to leave with the bike to ensure sections of the track are not double sprayed. He will also leave a laminated instruction sheet with the bike.

Jeff Marshall will be approached about keeping the bike fuelled and then invoicing Ashburton District Council periodically.

6. DEMOCRACY & COMMUNITY SERVICES

3 **Grow Safe Course**

Dell, Steve and Roger are eager to complete a Grow Safe course to become certified users. There may also be others.

4 **Gibsons Rd – Hakatere** (Hakatere residents and Five Star Beef)

Five Star Beef have sprayed this section and are going to arrange a digger to finish clearing down to the huts.

The track from the huts to the cutting would benefit from some gravel as it is rough.

The gravel is sitting ready. ACL will be approached about dropping a load of gravel off at various points of the track on their way back to town which can then be spread. There are a few holes and soft patches which will be filled and rolled prior to gravelling.

5 **Wakanui School Rd – Gibsons Rd** (Harrier Club)

This section has been sprayed for grass and blackberry. Council has mowed this prior to Xmas. Noel Batty reported that members are commenting on the good condition and the increased usage of the track.

6 **Cochranes Rd - River Rd - Wakanui School Rd** (Methven Adult Riding Club)

Colin Crossen reported that the track is a little rough behind Greg Lovett's property down to the deer fencing, where the new planting is. It is very soft and silty. He is reluctant to grade or disturb it any further and hopes that with a good rain, it will settle further.

Kelvin advised the meeting that ACL are going to put down AP20 plus crusher dust from behind Greg Lovett's through to River Rd. It is hoped that this will provide a good hard base.

Bob Girvan has not put the gate in by the pylons as yet. The meeting agreed that the track through Bob's property was in a good state. The only maintenance will be to keep branches back and perhaps mow through.

Feedback has indicated the need for signage where the track joins River Rd. First time users can be uncertain of which direction to take. By building up the stop bank and regularly mowing it, this may make it more obvious as to where the track goes and remove the need to walk on the road.

7 **Bridge - Trevors – Milton – Cochranes - Pylon** (Ashburton Lions Club)

The track from the pylons to Trevors Rd has been sprayed and cleaned up for the mountainbike race. There are a couple of holes to fill in; otherwise this section is in top condition.

Army boys have worked on the track spreading gravel and it is hoped that the PD boys can finish this.

Will trial leaving out the hoops now that the barriers are in. So far the barriers are working well.

The fence on the west side of Trevors Rd to the stop bank has been extended and a barrier put in to stop access to the river. There has been no damage to this to date.

8 **Bridge to Melrose**

There is no access yet onto the track at Melrose Rd. Will need to speak to ECan about getting a gate or access onto the stop bank. Melrose Rd section has been getting a lot of use since it has been tidied for the race. Currently only need to continue spraying this.

The Lions Club / Mountain Bike Club are hoping to use excess race funds to develop further tracks off the main track.

6. DEMOCRACY & COMMUNITY SERVICES

8 Motorbikes

The sign has been knocked out again, so it will be put back against the bank. The footing is in and the sign should be put in, within the next day or two. Poles have been put in along the bank and a donation of 120m³ of clay has been received.

Alasdair reported that the club is going to rebuild one jump and construct a new one. Stuart Tarbotton Contracting will do the work.

Greg Donaldson Contracting has offered two machines and operators for a weekend to completely redo the enduro track and it will be remarked.

The motorbike committee are happy with the development of the track and want to progress it to a stage where it only needs to be graded and maintained.

Crs Favel and Sparks attended the meeting at 6:10pm, following another meeting.

9 4WD Club

No suitable venue has been identified as yet. Will continue looking at options.

10 Dog Park

Debbie suggested that there needs to be an article or publicity to organise sponsorship and a working bee to get the project under way.

Alasdair and Debbie left the meeting at 6:15pm to attend other meetings.

11 South Side

The signs and seats are in on the south side walkway to Lake Hood. Focus now is on spraying which will be easier once the gate is in.

Council has given permission to access the track from the eastern side of the main road. This will be safer for people when the river is up and means people won't have to cross SH1. ACL will submit a plan and price.

A barrier has been installed behind Hanhams on Grove Rd and this has restricted traffic access. Barriers at each end would be very beneficial.

12 Council

Two shifts of young people came down from Burnham Military Camp on Sunday 13 February and undertook work on the track. They carted and spread gravel and reportedly enjoyed themselves. Another group may come again.

All invoices for track maintenance or capital works must be made out to Ashburton District Council to ensure payment.

Some spray has been given out for the motorbike.

13 Plains Rotary sponsored walk

The event is on track and will be held on 20 March on the south side track.

Community Event signs would be useful at each end of the track on the day.

Rotary are keen to help out where required on the track.

14 Signs

Ashburton Joinery will make the signs. We have the timber and posts but they need to be painted first.

Thank you letters should be sent to businesses/groups etc that donate items.

15 Barriers

Nine barriers have been installed on the northern side track and one on the south side. There are another 10 sitting at Greg Lysaght's ready to go in. He can make another 4 if required.

Need to arrange a working bee for Saturday 26 February to put in rest of barriers. Sign from Hakatere entrance to track has been received but is not up to date and correct. Needs to be updated and two or three made (Melrose Rd, bridge and Hakatere).

6. DEMOCRACY & COMMUNITY SERVICES

16 Shingle @ Five Star Beef

There is 1500m³ of shingle sitting at Five Star Beef which has come from a gravel pit. This can be used anywhere on the track.

That we ratify the ordering of 1500m³ of shingle to be purchased via Fulton Hogan and stored at Five Star Beef.

Holmes/West

Carried

17 Accessway Funding

The Walking Access Commission has funding available for activities related to obtaining, developing, improving, retaining, administering and signposting walking access opportunities.

18 Next Meeting

This subcommittee reports to the Finance and Community Services subcommittee of Council and therefore, the minutes go to the meeting. The date of the next meeting will be advised.

Post Meeting Information:

The next meeting will be held on Thursday 28 April, 5:15pm in Council Chambers.

The meeting closed at 6.50 pm.

6. DEMOCRACY & COMMUNITY SERVICES

Ashburton District Council Report

File No: 3/7/2
Date: 31 March 2011
Report To: Finance and Community Services Committee
From: Community Services Officer
Subject: SPARC Rural Travel Fund 2011

6.11 SPARC Rural Travel Fund Assessment Committee

Report and **Minutes** of a meeting of the **SPARC Rural Travel Fund Assessment Committee**, held in Meeting Room Two, 5 Baring Square West, Ashburton, on Thursday 17 March, 2011, commencing at 10.36 am.

Present: Cr M Nordqvist (Chair), Cr S Wilson, Mrs R Barclay, Mrs M Hooper, Mr B Jonas, Mrs P Paterson and Mrs S Tyrrell.

Also in attendance Community Services Officer (minutes)

Apologies: Mayor Sustained

The Chair welcomed everybody to the meeting and thanked each member for expressing an interest in being a part of this assessment committee for the next three years. Introductions were made.

The committee discussed and drafted a SPARC Rural Travel Fund Terms of Reference, as attached, to ensure that consistency was followed during their three year term of selection.

Conflicts of Interest

The Chair advised that he has grandchildren participating in the Lauriston Cricket Club and Methven Rugby Football Club.

Mrs Tyrrell advised that she is on regional and national netball committees but not on the Mid Canterbury Netball Association. She is also a staff member at Ashburton College.

Mrs Naylor advised that her children are involved in Longbeach School netball and tee ball teams. As the administrator she has no input into the allocation of funding.

The associations were noted and the committee agreed not to restrict the members from participating in discussions as it was considered that the allocation of funding was a combined decision, not that of individuals.

Ineligibilities

Lengthy discussion ensued and it was agreed to remain consistent with advice from SPARC in previous funding rounds, that the funding will not extend to the Ashburton College Senior A Netball Team or the Ashburton College First Fifteen Rugby Team, as they are choosing to travel to elite competitions.

That the Ashburton College Senior A Netball Team and Ashburton College First Fifteen Rugby Team applications be declined and removed from the applications.

6. DEMOCRACY & COMMUNITY SERVICES

Paterson/Jonas

Carried

Schedule of Applications for Consideration

This year we received 20 applications requesting a total of \$24,998.
A total of **\$14,922.57** was available for distribution.

The application form and accountability forms will be circulated to members for comments, to ensure that correct and consistent information is being obtained from applicants in the 2012 funding round.

The Committee agreed that the funding be distributed as follows:

	Requested	Granted
Ashburton Celtic Rugby Club	\$1,200	\$750
Ashburton College Rowing	\$6,000	\$1,500
Ashburton College Boys First Eleven Cricket Team	\$800	\$500
Ashburton College Girls First Eleven Cricket Team	\$500	\$500
Ashburton College Boys First Fifteen Rugby Team	\$2,000	Declined
Ashburton College Girls Rugby	\$500	\$500
Ashburton College Senior A Netball Team	\$840	Declined
Ashburton Swim Team	\$2,288	\$1,500
Lauriston Cricket Club	\$280	\$280
Longbeach School Tee Ball Teams	\$260	\$260
Longbeach School Ripa Rugby Teams	\$310	\$310
Longbeach School Mini Ball / Basketball Teams	\$360	\$360
Longbeach School Netball Teams	\$260	\$260
Methven Cricket Club	\$1,080	\$1,080
Methven Hockey Club	\$2,480	\$1,000
Methven Rugby Football Club Inc	\$1,200	\$1,000
Methven Tennis Club	\$1,140	\$1,100
Rakaia Netball Club	\$1,000	\$1,000
Southern Netball Club	\$1,500	\$1,250
Tinwald Rugby Football Club	\$1,000	\$750
Total	\$24,998	\$13,900

6. DEMOCRACY & COMMUNITY SERVICES

Recommendation to Finance and Community Services Committee

- 1 **That** the report be received;
- 2 **That** the Terms of Reference for the SPARC Rural Travel Fund Assessment Committee, as attached, be adopted.

Wilson/Tyrrell

Carried

Presentation of Funding

The Committee agreed to hold the presentation evening for the successful applicants, at 5.30 pm on Thursday 21 April in the Council building.

The meeting closed at 12.15pm.

6. DEMOCRACY & COMMUNITY SERVICES

SPARC Rural Travel Fund Terms of Reference

Reports To:	Finance and Community Services Committee
Constitution:	Maximum of nine members (Quorum is 50% of committee)
Membership:	Mayor (ex officio) Elected member representatives X 2 Elected or appointed Community representatives X 3 - 6
Meeting Cycle:	Once annually - March.

Terms of Reference:

- Advertise and otherwise promote the SPARC Rural Travel Fund to sports groups and schools likely to have an interest in applying and to the wider Ashburton District community. A portion of the funding is allocated for this purpose.
- Hold one funding application round each year.
- Assessment of applications for SPARC Rural Travel Fund and awarding of funds.
- Disbursement of SPARC Rural Travel Funds in the Ashburton District Council in line with SPARC funding requirements. A portion of the funding is allocated for the presentation.
- Provide SPARC with an annual report detailing funding provided.
- Provide SPARC with an annual update on the composition of the assessment committee.

Appointments:

- Committee members will be appointed or elected for a term of three years
- Sitting members are eligible for reappointment or re-election following a term or terms on the committee.
- The Ashburton District SPARC Rural Travel Fund Assessment Committee members will include the following representatives:
 - Mayor (ex officio)
 - Elected member representatives X 2
 - Elected or appointed Community representatives X 3 - 6
- There will be 3 - 6 Community representatives elected by the appointed representatives.
- The appointed representatives may appoint committee members to constitute the committee. Once constituted the committee as a whole may appoint additional members up to the maximum of 9.
- Elected members or community board members may not serve as community representatives
- Community representatives should have demonstrable knowledge and or skills appropriate to the tasks to be undertaken by the committee

Criteria Definitions

- "Local" is defined as the closest available competition for the age group, rather than for travel to an elite competition.
- "Regular" is defined as at regular intervals ie weekly, fortnightly
- "Competition" is defined as an ongoing or round-robin competition, as opposed to one off events.
- "Rural" for the Ashburton District SPARC Rural Travel Fund Assessment Committee purposes relates to the Ashburton District as a whole.

Key Support Staff:	Manager Democracy and Community Services Community Services Officer
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7. FINANCE

Ashburton District Council Report

File No
Date 31 March 2011
Report to Finance & Community Services Committee
From Finance Manager
Subject Ashburton Contracting Ltd – Draft Statement of Intent

7.1 Ashburton Contracting Ltd – Draft Statement of Intent

Copy attached

7.1.1 Summary

Ashburton Contracting Limited's draft 2011/12 Statement of Intent includes two changes from the current statement of intent. One of these changes is simply updating the financial forecast dates (clause 6), and the other is an amendment to the dividend policy under clause 11.

7.1.2 Recommendation

That Council approves Ashburton Contracting Limited's draft 2011/12 Statement of Intent including a recommendation that the following words are added under paragraph 14 –

"Ashburton Contracting Limited under any contract with Ashburton District Council may be required to meet levels of service determined by the Council".

7.1.3 Background

Ashburton Contracting Limited (ACL) is required to prepare, adopt and deliver to Council its completed Statement of Intent (SOI) for 2011/12 year by 30 June 2011. The draft SOI for 2011/12 has now been received by Council for comment.

The draft 2010/11 SOI contains two proposed changes that Council needs to consider and respond to.

The first is simply an update of the financial forecast dates and this is a standard update in each of the Company's SOI's. The second proposed change is to amend the dividend policy (clause 11). The current policy is as follows:

11.1 The Company will distribute by way of cash dividend a minimum of \$460,000 of the Company's operating surplus after tax during the year ended 30 June 2011. The cash dividend will include a final dividend for the year ended 30 June 2010 and an interim dividend for the year ending 30 June 2011.

11.2 For the year commencing from 1 July 2011 the Company will distribute by way of dividend minimum of 50% of the Company's operating surplus after tax.

In the 2011/12 SOI the above will be replaced by the following:

The Company will distribute by way of dividend a minimum of 50% of the Company's operating surplus after tax.

The change was signalled in the current SOI and there is now no longer a minimum dividend.

7. FINANCE

The dividend amount will be reliant on the operating surplus achieved by the Company. This will reduce the certainty of any dividend amount and will add some degree of uncertainty in Council's budgeting process.

It also presumes that the Company will always require retention of 50% of its operating surplus. However given that Council have already signalled that this proposed change is acceptable, and that it is difficult for the Company to commit to a predetermined dividend that is not linked to its operating result, the recommendation is to approve the change as amended.

There has also been an amendment to the Local Government Act 2002 which required all council controlled organisations SOI's to include a statement of the intended levels of service provision.

It is difficult to see how the SOI can address this as all work done by ACL on behalf of the Council is undertaken under contract. However it may be prudent to include the following under clause 14 (Sales of Goods /Services to Local Authorities)

"Ashburton Contracting Limited under any contract with Ashburton District Council may be required to meet levels of service as determined by the Council"

The SOI also updates the accounting policy contained in Appendix 1.

7.1.4 Options and Risks Considered

Stay with the current dividend policy by stating a minimum dividend required for the 2011/12 financial year. The risk in stating a minimum is that it may not be achieved or may require substantially more than 50% of any operating surplus to be used for the dividend (or paid from retained earnings). This approach would however give more certainty to Council's budgets

7.1.5 Statutory Implications

The Local Government Act 2002 requires a council controlled organisation to have a statement of intent. Schedule 8 of the Act outlines the content that must be included in the statement of intent including the requirement for performance measures and targets to be included. A draft SOI must be forwarded to the shareholders on or before 1 March each year, and after considering any shareholder comments, must deliver a completed SOI to Council on or before 30 June each year.

7.1.6 Strategic Links

There are links between the dividend policy and the assumptions made in the Council's draft 2009/19 LTCCP. This change will not have any effect on Council's proposed 2011/12 budget and annual plan. The impact of this dividend policy will need to be considered when preparing the Council's 2012/22 Long Term Plan.

7.1.7 Consultation

There is no further consultation required on this matter.

7.1.8 Financial Implication

The financial implications have been outlined in the background comments above.

Prepared By:

P L BRAKE
Finance Manager

Approved by:

B LESTER
Chief Executive

7. FINANCE

7.2 Finance

7.2.1 Financial Reports

Attached

7.3 Forestry

7.3.1 Sales and Harvesting

Sales Information Report – Forest Summary *Period: 1/11/10 to 31/01/10*

Products	Quantity	Units	Net Value
Domestic Logs	2014.89	tonnes	\$45,339.91
Export Logs	1852.082	JAS	\$94,889.41
Total	3866.972		\$140,229.32

Although we had only one logging crew working, sales for February continued to be strong. It is expected that log prices will peak in March, with prices expected to stabilise or soften from their current highs. Export log prices are now at a 15 year high. These high prices are being matched by higher harvesting costs due to increases in fuel prices and labour costs.

Harvesting of the large wind damage plantation at Westerfield (Cpt 75) has now been completed. It is expected the remaining wind damage in the Westerfield area will be salvaged by the end of April. In the meantime two other log crews have been brought into the district to log wind damage near Hinds and Anama. These logging crews became available due to the earthquake. They were both working in North Canterbury and were unable to cut logs for the Port of Lyttelton.

7.4 Property

7.4.1 Earthquake Damage to Council Property

- Civic building – cracks found in the concrete (walls and floors), however the Engineer's report shows there are no major concerns.
- Tinwald hall – ceiling has partially collapsed and will require temporary battens if the hall is to continue being used. That work is underway today.
- Millies Bar – application for a temporary resource consent has been lodged to retain the veranda. It was noted that the parapet did not move any further in the recent quake.
- Community House – some cracking around the beams but the structural component is sound. The Engineer's assessment is awaited.
- Cartridge World – some cracks in the concrete block but not significant.

7.4.2 Council Housing

Volunteers, based at the Villa offices, are dealing with enquiries from persons looking for housing information. The initial analysis shows that around 53 families are looking to remain in Ashburton in the medium term and an additional 14 families are seeking long term accommodation. Other considerations include commuting to Christchurch and Grow Mid Canterbury has been in discussion with bus companies on that matter (some subsidy may be needed in the short term).

7. FINANCE

Also as a result of the earthquake, four people from Christchurch have been accommodated in the elderly persons housing units. Referrals from WINZ are interviewed by the Property Manager before approval is given to take up a tenancy.

7.4.3 Business Accommodation

An economic recovery workshop, facilitated by Grow Mid Canterbury, was held in the Council Chamber on 14 March. Feedback from the workshop will be provided by Rob Brawley in due course.

The Designline building lease has resumed after enquiries for accommodation were received on 23 February. Currently 50% of the open space building is tenanted by a Christchurch company providing storage facilities.

The Property Manager is dealing with enquiries from other companies directly and for that reason the Designline building has not been listed with the Canterbury Chamber of Commerce.

Grow Mid Canterbury and the Property Manager are liaising with the Canterbury Chamber of Commerce. A list of vacant commercial property was forwarded to the CCC on 4 March.

7.4.4 Department of Building and Housing

The Department of Building & Housing has requested information on available land that is serviced and able to be used for housing. The Department has been advised that Council has land available for temporary and permanent housing. Albert Street is the preferred subdivision for immediate development and could accommodate 16 new dwellings (\$3.2m) – all meeting the eco standards required.

The Property Manager followed up with three building companies to establish prices for construction of a standard house. In respect of temporary housing; Stage 2 of Geoff Geering Drive has been nominated as our first preference and 20ha could be made available in stage two (Company Rd) of the business estate as a possible venue if absolutely necessary.

7.4.5 Staffing

Jason McCall, a recent Lincoln University graduate in Property Management/Valuation, has been appointed to the position of Assistant Property Officer. He will commence work on 23 March and replaces Mrs Yuting Liu who commences maternity leave on 22 April.

David Hampton commenced work on 21 March. He replaces Don MacKay who retires on 13 May. David is a qualified electrician.

P L BRAKE
Finance Manager