



Ashburton District Council

AGENDA

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

Date: Thursday 26 March 2009

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)

AGENDA

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8. BUSINESS TRANSACTED WITH THE PUBLIC EXCLUDED

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	<ul style="list-style-type: none">• Property Matter	Section 7(2)(h) Commercial activities	
	<ul style="list-style-type: none">• Ashburton District Neighbourhood Support	Section 7(2)(a) Protection of privacy of natural persons	
	<ul style="list-style-type: none">• Council Loan Facilities	Section 7(2)(h) Commercial activities	
	[Now in open meeting]		
	<ul style="list-style-type: none">• Lease of recreation reserve off Chalmers Ave• Ashburton Aquatic Park Trust – Appointment of Trustee• Property & Investment Subcommittee		
8.2	Property Matter	Section 7(2)(h) Commercial activities	65
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8.4	Ashburton Aquatic Park Trust – 3pm G Kennedy & D West attending	Section 7(2)(h) Commercial activities	Verbal

20 March 2009

5.1 INFORMATION SYSTEMS

Upgrades have taken place to Council PCs, laptop computers, consent application processing modules and the main Council processing programme is to be upgraded on 3 April 2009. The job vacancies on the web site attracted much attention and resulted in applications. Policies for the use of the computer network are being revised. A new help desk programme is being tested that will help in reporting Key Performance Indicators.

5.1.1 Ashburton District Council Web Site

People visited the site 15,714 times and viewed 71,702 pages, compared to 13,104 visits and 71,249 viewed pages in December 2008. English speaking countries continue to be the greatest users. This activity means that the Council web site is well publicized on the Internet. Job vacancies were popular with visitors, and downloaded job descriptions and application forms resulted in ~40 applicants for each of the two most viewed jobs. The ability for potential applicants to download information saves time for Council staff and may increase the number of suitable applicants.

February 2009 Number of Visits by country

Rank	Country	Page Views	Visits
1	New Zealand	59,904	7,215
2	United States	12,848	8,630
3	Not identified	8,002	6,228
4	Australia	1,123	490
5	UK	403	236
6	Germany	373	90
7	China	320	185
8	France	114	104
9	Canada	108	60
10	Sweden	107	62
11	Netherlands	98	92
12	Spain	55	7
13	Singapore	54	53
14	Japan	51	25
15	Switzerland	48	5
16	Ireland	22	9
17	India	22	22
18	Dominican Rep.	13	1
19	Philippines	9	9
20	Hong Kong	9	8
21	South Africa	8	20
22	Taiwan	8	3
23	Korea Rep.of	7	8
24	Cote D'Ivoire	7	2
25	Malaysia	6	9
Other Items (49)		56	91
Total		83,640	23,691
Search Engine		11,938	7,977
Total for People		71,702	15,714

February 2008 Top 10 Pages viewed

	December 2008		February 2009	
Top 10 pages viewed	Notices	2378	Notices	3,881
	Cemeteries	647	Job Vacancies	790
	Job Vacancies	538	Cemeteries	739
	Cemetery Records	534	Cemetery Records	663
	District Planning	441	District Planning	495
	Contact Us	429	Contact Us	451
	Resource Consent Apps	419	News	428
	Tenders	409	Tenders	361
	Maps	372	Resource Consents	336
	Services	357	Maps	320

February 2009 Top 10 Documents downloaded.

	December 2008		February 2009	
Top 10 documents downloaded	Ashburton District Population Report	114	Water Services Field Asst Job Description	132
	District Diary	61	Ashburton District Population Report V2	130
	Employment Application Form	56	Records Officer Job Description	111
	Event Manager Position	50	Employment Application Form	100
	Camping Regulations	50	District Diary	80
	Food Hygiene Regulations	49	Food Hygiene Regulations	67
	Trade Waste Officer, General Inspector	46	Camping Regulations	65
	District Plan Changes	45	Trade Waste	63
	Annual Report 2008	42	Road Safety Job Description	62
	Building Act 2004	40	Senior District Planner Job Description	60

5.1.2 Network

The Council computer system is continually being adjusted to maintain a balance between security and usability. The aim is to provide services that Council staff need without compromising the integrity of the network or information. The policies for the use of the network and systems are being reviewed. The router that connects the Domain to the Council building and is used to transfer information from the weather station has been replaced and is being tested.

Average Per Day	June 08	Aug 08	Sept 08	Oct 08	Dec 08	Jan 09
Emails Sent	137	156	140	166	126	125
Emails Received	4082	3827	4417	4745	2838	3722
Virus/Spam Emails	2911	3362	3352	4444	2213	2949
Virus/Spam Emails %	71%	87%	76%	93%	78%	79%
Hacker attacks/month	401	426	352	725	1393	3793
Computer Availability	99.99%	99.90%	99.99%	99.90%	99.99%	99.99%

5.1.3 Help desk

A new programme for recording help desk calls and responses is being tested. This new programme will report Key Performance Indicators that have been set in the IS Activity Management Plan.

5.1.4 Consents processing change

Changes have been made to the programme that processes land use, land use ancillary and sub division ancillary applications. These changes were requested and specified by the Environmental Services department and reflect improvements to the business processes. The updated modules went live in early March 2009.

5.1.5 Upgrade to the Proclaim Property system

The existing Proclaim Property system will be upgraded to a newer version on 3 April 2009. The newer version has been tested and the older computers (five, six and seven years old) have been replaced. There will be a scheduled outage for the Proclaim Property system from 3 pm on 3 April 2009. Manual processing of applications and visits to Customer Services will take place from 3 pm. Normal service will resume on Monday morning, 6 April 2009. All other services will continue as normal, eg Finance, Library, email, Internet and mapping.

5.1.6 Cyclic renewals

Sixty five new PCs have replaced five, six and seven year old computers that would not cope with planned system upgrades. Twenty laptops have been installed to cater for the increasing demand for mobile access to the Council network and to replace outdated equipment.

5.2 RECORDS AND ADMINISTRATION

5.2.1 Records

The Records and Administration Manager attended a two day Strategic Planning for Records Management course. The Manager and the Records Officer attended an Archives New Zealand Forum focusing on the statutory Archives New Zealand audit programme for government bodies.

Records staff have participated in further discussions on building consent and liquor licensing processing and documentation. A project is starting to review Council's non-current, stored records, to establish which must be retained and which can be legally disposed of and when.

Interviews have been arranged for the temporary Records Officer (Systems) post. Further improvements to the Council's address files are being planned following on from the student's summer project. The Council aims to comply with the new New Zealand Post address standards for business users.

5.2.2 LIM Reports

22 LIM reports were produced in January and 42 in February (41 and 57 in 2008). All were completed within 10 days. The average completion times were 2.5 and 4.3 days.

With a Treasury Assistant temporarily helping on LIMs two days a week, the Records Officer (LIMs) has addressed data problems arising from property subdivision. A workflow for the temporary Records Officer (Systems) will ensue.

5.2.3 Administration

There are a lot of active insurance issues, both from the consequences of adverse weather – damaged roofs, vehicles (hail), machinery (Nor'wester) and books (hail and rain) - and from the incident at Ruapuna Reserve. We have, however, received good news concerning the insurance claim for the damaged tennis courts at Ruapuna Reserve.

“Although tennis courts are not insured on the material damage "buildings under \$750,000" extension as previously discussed, ... will allow the claim to proceed on a one time, one off occasion, on the basis Council's intention was to include the courts and pavilion.”

A quote of \$42,000 has been received for the repair and restoration work. This is only a few thousand dollars less than the courts' original cost, but it is necessary to lay a new subsurface for one of the courts.

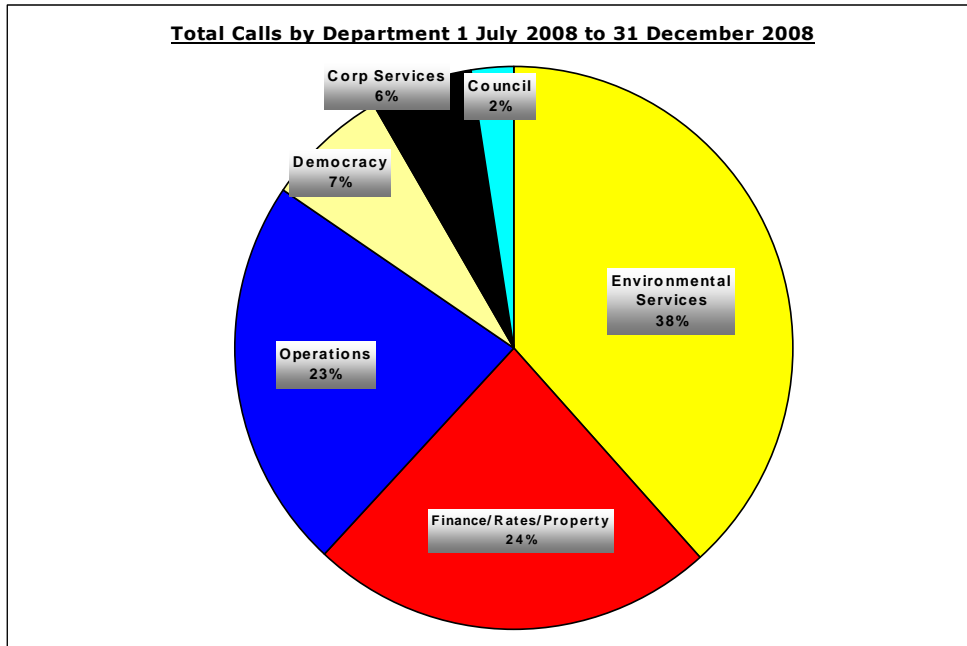
The Records and Administration Manager continues his correspondence with the committees of all the Reserve Boards and other community organisations that use the Area Committees schedule facility. Dorie and Mt Somers Reserves have increased their insurance cover. Some community organisations are still to be contacted. Initial letters contain a list of what is currently insured and its value. They are reminded to inform the Council whenever any changes to facilities affect the valuations or require adding facilities to the insurance schedule. Further discussions, concerning sub surfaces, are required with those with tennis courts.

5.3 CUSTOMER SERVICES

Over the past six weeks 7,241 calls were made to the Ashburton District Council on 307 7700. This does not include calls made direct to staff extensions. The average wait for callers was 8 seconds. Calls are following the usual pattern with requests for building inspections, requests for remedial work such as potholes and water leaks, and general rate inquiries making up a large part of the calls.

At reception over the past six weeks we processed 6,893 payments including 1,018 on 20 February - the final day for payment of rates instalment 4.

Up to 12 March 2009, 888 rates rebates totalling \$417,766 have been approved. This is on par with previous years.



5.4 MISCELLANEOUS MATTERS

5.4.1 Mail Management

Mail management report as at 20 March 2009

Group	Total Received	Total Completed	Of Completed		Total Uncomplete	Pending	Of uncomplete Overdue
			Within time	Overdue			
Mail Management	2846	2824	1514 (53.6%)	1310 (46.4%)	22	12 (54.5%)	10 (45.5%)

5.4.2 Council Seal

Under authority, since last meeting —

- **Lease Documents**
 - Surrender of Lease – 54 Cameron Street – ADC / GB & HC Esker
 - Deed of Lease – Millies Bar Ltd / ADC – 105 Tancred Street
 - Deed of Renewal – 254 Cameron Street – ADC / FRENZ
 - Variation – ADC / Bonar Farms Ltd (3)
 - Registration of Lease – ADC / Rapsey
 - Variation – 68 Wills Street – ADC / AG Esker
 - New Lease – ADC / DJ and MA Ingold (2)
 - Transfer of Lease - VSO Ltd to Busch Family Trust

- **Licence to Occupy**
 - ADC / TM and AM Cameron
 - ADC / Part of Dromore Hatfield Road – Ray Mayne
 - ADC / Highbank Farms Ltd (4)
 - ADC / James & Clare Freeth Ltd
 - ADC / HJ Gordon – Part Reserve 1450

- **Easement Instrument**
 - ADC / Roosters, Chicken and Weasel Ltd
 - ADC / DA & LD Woods – 60 Oxford Street
 - ADC / Electricity Ashburton
 - ADC / Aquatic Park Charitable Trust – Drain sewerage and water, convey water (4)
 - 178 Walnut Avenue – Drain sewage
 - 24 Eton Street – subdivision - BK and RM Prendergast – Drain sewerage

- **Transfer Instrument**
 - ADC – Albert Street subdivision

- **Section 108 Notice R M Act**
 - – ADC / Fulton Hogan Ltd

- **Deed of Charge**
 - ADC / Westpac N Z :Ltd (2 documents)

- **Sale & Purchase Agreement**
 - Freeholding 54 Cameron Street – ADC / GB & HC Esker
 - Seafield Road - ADC / Electricity Ashburton

- **Right of Way**
 - Geoff Geering Drive easements to drain and convey water, drain sewerage, electric power & telephone communication(2)
 - Lake Hood subdivision – to drain sewerage, drain and convey water

5.4.3 Minor Applications

- Surf Lifesaving NZ National Jandal Day Street Appeal – 4/12/09
- Heart Children NZ National Street Appeal – 29/05/09
- Heart Foundation Valentines Heart Week – 13/02/10
- NZ Red Cross Street Stall (Methven) – 6/03/09
- Catholic Womens League Street Stall (Methven) – 9/04/09
- Red Poppy Street Appeal (Methven) – 3/04/09
- Methven Branch NZ Red Cross National Rose Day Street Stall – 2/04/09
- Mt Hutt College Street Stall – 31/07/09

5.4.4 Letters of Thanks

- Ashburton Toastmasters Club – for donation of \$800 towards purchase of a projector and laptop.

S ALLEN
Corporate Services Manager

6.1 COMMUNITY CONSULTATION AND PLANNING – CURRENT PROJECTS

6.1.1 Ashburton District Visitor Strategy

The strategy has been adopted by Council and by the Ashburton District Tourism Board. It has been printed and is now being distributed to stakeholders.

6.1.2 Community Outcomes Monitoring Framework and Report

This document is complete and is now being formatted and printed.

6.1.3 2009-2019 LTCCP

We are working through questions and changes from Audit NZ. At this stage there have been no serious issues though Councillors will notice quite a number of changes by the time the audit is complete. We will have a final copy to Councillors prior to adoption of the draft LTCCP on April 9.

The Summary LTCCP is being formatted and there will be some additions and alterations to make before that is complete.

6.1.4 Methven and Rakaia Community Strategy Reviews

The Community Planning Team are working with the Rakaia Community Association and the Methven Community Board in processes to review and update both documents. Two community workshops have been held with each community and the results of those workshops put into a first cut strategy document. The Community Planning Team are now working with smaller groups from each town to build detail into the documents and establish a draft set of actions.

The work of the independent facilitator, Mr Richard Budd, is probably now complete and the Community Planning Team will continue to develop the strategy documents.

6.1.5 Physical Activity Strategy

Council's Policy Advisor, Toni Spittle, presented an application for funding from SPARC's contestable funding pool in late January. We have heard from SPARC that the application was not successful but that they could provide funding assistance towards the fit-out of a Sports Hub office and that this funding could be available either this year or next year, depending on the progress of the project.

Toni has been in contact with the organisations concerned and there are some that would not be in a position to proceed this year due to funding.

We have met with Sport Canterbury regarding their application to the SPARC fund and to discuss in general terms where the Ashburton District project might go from here. These discussions will need to continue as we look at whether the Sports Hub concept remains something the sports organisations want to pursue and how this can fit with Sport Canterbury and SPARC initiatives.

6.1.6 Reserve Contributions Policy

Work is well under way on a report providing policy options with respect to the spending of reserve contribution funds. This will have to wait until the draft LTCCP is complete and out for consultation.

6.1.7 Camp Ground Review

Policy advisor, Felix Dawson is preparing a scoping document outlining the approach to be taken to a review of Council's camp grounds. This document will guide the review itself.

6.1.8 Green Ribbon Award Applications

Community Planning staff have prepared entries for the Green Ribbon awards on behalf of Council for three Council projects – the Ashburton wastewater treatment and disposal facility; the Scales Road Scientific Reserve and the Albert Street eco-subdivision.

The staff have put together excellent entries with very short notice and we await the results with interest.

6.2 LIBRARY

6.2.1 Issues and Membership

A good issue total was achieved for February, considering that the Library was closed for three days for stocktaking, and also that 2008 had had an extra day, being a leap year. New memberships were also high for the month, with 114 being recorded. The lower foot traffic reflects the fewer days of opening.

As requested, a graph has been drawn up showing book issuing figures over the last ten years. The eleventh year shown is the current year to end of February, and of course not complete until the end of June. **Page 39**

A second bar graph has been provided contrasting this year's issues by month against last year's. **Page 40**

6.2.2 Stocktaking

Over 10, 11 and 12 February, the six staff were engaged in stocktaking the collection. This involved five of us scanning all the items with hand-held bar code readers, with Technical Services Librarian Nicky Farrell downloading and collating the records and overseeing the process. The three days were just long enough to complete the stocktake, with the staff staying on for a while each evening as required.

The results of the stocktake were that 1308 of a total of 95,000 items were unaccounted for. It had been 11 years since the last time the exercise was completed, in May 1998, so this level of missing items was not unexpected. There were several years at the beginning of the period when a security system was not yet in operation, and clerical errors in entering and updating records will also be a factor.

The records for missing items will now be altered in the library catalogue, which will be more accurate as a result.

6.2.3 New Microfilm Reader-Printer

This was installed on 11 March, and staff were trained in its use. It is a more advanced model than the previous reader-printer, which is ten years old and now only reads. The new model is not a photo-copier type like the previous model, but attaches to a PC. Images from a microfilm or microfiche can be put onto a CD or other portable device as well as being able to be sent off to a printer. It has a larger screen and more precise focusing which will make it much easier and more satisfactory to use.

Funds for the purchase were carried over from the sale of the newspaper microfilm masters, and also budgeted amounts for preservation microfilming, not needed now that the National Library has undertaken this project.

National Library microfilming of our Ashburton Guardian files is progressing well, with newspapers from the late 1920's being digitized currently. This process is inconveniencing the public, unfortunately, as many papers are inaccessible. However, I am sure the final result will repay their patience.

6.2.4 Children's Library

The school year started with visits from Lowcliffe School's junior class and from pupils of the newly opened Christian School in Ashburton.

On Saturday 21 February, the Parents' Centre organized an Information Expo for new parents. The Children's Librarian took the opportunity to showcase the range of material we have on early childhood, and to publicize the story and rhyme sessions and the advantages of library membership for children generally.

6.2.5 Displays and Promotion

SeniorNet, and the Aoraki Polytechnic's Certificate in Small Business Management course held displays during February.

On February 23, the Customer Services Librarian, Diane Haslett, gave a talk to the Ashburton Plains Ladies Probus Group about the library and its services.

6.2.6 Statistics for February 2009

Issues	February 2009	February 2008
Non-fiction	4603	4254
Fiction	4509	4274
Large Print	2689	2014
English Resources	16	3
Rentals	57	61
Young Adult Fiction	743	765
Young Adult Non-Fiction	100	98
Young Adult Magazines	58	83
Young Adult CD	42	42
Paperbacks	383	423
Magazines	408	459
Adult Audio	124	176
Adult Video	261	250
Junior Fiction	6647	7481
Junior Non-Fiction	1700	2042
Junior Magazines	323	268
Junior Audio	364	314
Junior Video	753	749
Requests	16	28
Stack	92	76
Undefined	10	143
TOTAL	23898	24003

Issue - Year To Date	207231	199388

<u>Memberships</u>	Total at end February 2009	February 2008	Added during February 2009
Adults	7936	7901	60
Young Adults	988	1000	2
Junior	2890	2910	44
Non-resident	106	103	2
Other	399	389	6
TOTAL	12319	12303	114
<u>Foot Traffic</u>		February 2009	February 2008
		10021	11565
<u>Year To Date</u>		99674	138778
<u>Reference Enquiries</u>		February 2009	February 2008
	Adult	567	630
	Children	103	105
	Total	670	735

6.3 PARKS AND RECREATION

6.3.1 Ashburton Domain

The Ashburton Domain has continued to be well used, with recent hot weather bringing people in to use the paddling pool and picnic. Over the last six weeks the Domain has hosted the Pipe Band Competition, two musical concerts (including Country & Western), athletic events, sports days and cricket matches.

Pansies, violas, myosotis, wallflower and iceland poppies have been sown and staff are now starting to prick out these seedlings for the Autumn plantings. All lawns have been sprayed to eliminate weeds.

The top end of the car park is in the process of having kerb and channelling and parking bays formed.

A solid two weeks was spent erecting, manning and breaking down our display at the Ellerslie Flower Show. All those involved enjoyed the experience and planning is already underway for next year's entry.

6.3.2 Training

Paul Trott and John Hoogweg have attended a two day chainsaw handling course.

A number of the Parks staff also took the opportunity to attend the Ellerslie Flower Show.

6.3.3 Township Beautification and Sports Grounds

West Street car park shrubbery, along the railway fence line, is being trimmed at present.

After the grass growth slowed down for a period in late January and early February, the mower operators have been busy pruning trees and started cleaning up the shrubbery that fronts the Tinwald Domain on Maronan Road.

Since the end of the second week of February the mower operators have been busy trying to keep on top of the mowing due to the wet February. Autumn has come very early this year.

Several of the neighbourhood parks have been sprayed and weed-eaten and trees have been de-suckered.

Garden beds at Methven and Rakaia have received extra attention for the Methven Show and Rakaia Salmon Competition.

Extra work has been carried out on the gardens at Council's elderly persons housing units.

6.3.4 Rural Reserve Beautification

Considerable work has been undertaken to ensure these areas are in pristine condition for several special events, including the Methven Show and the Rakaia Craft Day & Salmon Competition.

6.3.5 Staff

Graeme Hepworth is retiring from his employment with Council, with his last day being Friday 27 March. Graeme commenced work with the Parks Department on 29 April 1996, and has spent the majority of his 13 years being part of the rural team. We wish Graeme all the best for his retirement.

The last six weeks has seen a number of staff on annual or sick leave.

6.3.6 Cemeteries

A number of graves have been top dressed after the heavy rainfall during 19-24 February, with a total of 120.4mm rain recorded for the month.

General spraying has been carried out at all cemeteries in readiness for Anzac Day.

Hedges at both Methven and Hinds have been trimmed and clippings picked up.

Ashburton Cemetery

December 2007		December 2008	
Interments	11	Interments	9
Ashes	4	Ashes	9
January 2008		January 2009	
Interments	7	Interments	8
Ashes	1	Ashes	5
February 2008		February 2009	
Interments	5	Interments	7
Ashes	8	Ashes	4

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 1/1/13/1
DATE: 26 March 2009
REPORT TO: Finance & Community Services Committee
FROM: Youth Council Meetings - 10/03/09 & 10/02/09

6.4 YOUTH COUNCIL

MINUTES of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Tuesday, 10 March, in the Council Chambers, Ashburton District Council, commencing at 5.38 pm.

PRESENT: S Putaranui (Chair), G Robertson, K Moses, B Stevenson, G Wragg, S Smith, J Corbett, L MacGregor.
Also in attendance Cr R Kilworth, J Linney (IS Development Officer, Ashburton District Council), L Melville and V Prendergast

APOLOGIES: L Howden, Cr J Sparks, J Lester and S Lewthwaite **Sustained Minutes**

“That the minutes of the Ashburton Youth Council held on Tuesday 10 February, 2009, be taken as read and confirmed.”

Kate / Blair **Carried**

James Linney, IS Development Officer from the Ashburton District Council was welcomed to the meeting and introductions were made. James explained his role at the Council and how he is going to assist with upgrading and redoing of the Youth Council website. James led a discussion in what the Youth Council would like on their website and what expectations etc they had. Members gave James feedback and ideas to help his planning further. James will shortly be looking for volunteers from the Youth Council to form a sub-committee to progress the planning of the website further.

Matters for Discussion

Logo Competition

To date only two designs have been received for the competition to design a new logo for the Youth Council. Entries from two Text and Information Management classes at Ashburton College are expected to be dropped off to Vikki later this week. Logo designs will be viewed at the next Youth Council meeting in April.

Ashburton Skatepark

Kate and Vikki reported back on a recent meeting held with Ashburton District Council staff, Kate and Kim Adams - a skate park user's mother, to discuss issues at the skatepark. The meeting was very informative and explained a number of things about the skate park. The skate park is community owned and funding to alter any aspects of it will need to come from the community. Funding has been provided to the Ashburton Safer Community Council to repaint the skatepark and they are looking for ideas from young people for this.

Wheels Week

The Youth Council has been approached by the promoter of Wheels Week for their help with screening of outdoor movies at the Domain during this year's Wheels Week, with the option of the Youth Council holding a movie screening of their own on one of the spare nights. Vikki will obtain specifics about the planned movies and will report back to the Youth Council at the next meeting.

Youth Week

Vikki advised that national Youth Week is being this year held from 23 – 31 May. Members are to start thinking about what they might like to do to celebrate during this period.

Future Events

Stacey has been in contact with local band Doppler and will seek confirmation of when they are available for a proposed concert to be run by the Youth Council. The venue is yet to be decided, with the Tinwald Hall, Ashburton Intermediate Hall and Event Centre seen as possible venues. Pricing and availability of these venues are also required.

General Business

Gemma advised she has been involved in a social wellbeing strategy for children and young people as well as a leadership strategy to ensure there are leadership opportunities available to young people at all levels. Gemma also told members about a proposed Youth Transition Service and asked if anyone had any thoughts on what young people need (or don't need) to please let Luke, Vikki or herself know.

Gemma has also been approached regarding a proposed cycle track that would run along side the Ashburton River out to Lake Hood. The Lake Hood Aquatic Trust are keen for the track to be installed but do not have the finances to go ahead with it. Gemma wished to gauge interest and support from Youth Council members for such a project. Vikki will investigate further at Council to see if there are any groups working on such a plan already and who this land belongs to etc.

Stacey reported the Ashburton Youth Health Clinic's co-coordinator has resigned and as yet a replacement has not been appointed.

Vikki advised members that the Ministry of Youth Development have organised another 'Meet the Neighbours' forum to be held on Friday 24 April in Ashburton. Waimate and Christchurch Youth Council members will once again be invited to join us, this time for training workshops. Many Ashburton Youth Council members have plans on this date already so Vikki will speak with the MYD advisor and see if this date can be altered.

Next Meeting

The next meeting of the Ashburton Youth Council will be held on Tuesday 7 April, 2009, in the Council Chamber commencing at 5.30 pm.

The meeting concluded at 6.45 pm.

MINUTES of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Tuesday, 10 February 2009, in the Council Chambers, Ashburton District Council, commencing at 5.38 pm.

PRESENT: S Putaranui (Chair), L Howden, G Robertson, K Moses, B Stevenson, G Wragg, S Smith, J Corbett and S Ruck.

Also in attendance B Whyte (Ashburton Youth Health Centre), J Sparks, R Kilworth, L Melville and V Prendergast

APOLOGIES: L MacGregor, S Lewthwaite and E McGregor **Sustained**
Minutes

“That the minutes of the Ashburton Youth Council held on Tuesday 9 December, 2009, be taken as read and confirmed.”

Georgia / Stacey **Carried**

Bec Whyte, Co-coordinator of the new Ashburton Youth Health Clinic was welcomed to the meeting and introductions were made. Bec gave an explanation of her role at the Clinic and advised members of some of the Healthcare services they can provide to the young people of our district. She explained that the Clinic is able to offer assistance, such as supervision and resources to the Youth Council at future events.

Matters for Discussion

Youth Council Website

Luke reported he has been dealing with James Linney, IS Development Officer at the Ashburton District Council in regards to the Youth Council website. James will be assisting us with the development of it, but before we can progress further he requires specific ideas on what our requirements are and what we actually want to see on it. Members suggested ideas such as links to other sites ie. Youth Line, Ashburton Youth Health Centre, an area where young people can contact the Youth Council or District Council, online polls and a facebook page for Youth Council members. Luke will discuss these and other ideas further with James.

New Youth Council Logo

The current Ashburton Youth Council logo is dated and it is thought the time is right to have a new logo designed which could be incorporated into our new website and be printed on the new hoodies. Kate will make up a flyer for a ‘design a logo competition’ and these will be distributed around town, at Mt Hutt College and Ashburton College. The successful logo design will win an i-pod with runner up designs receiving consolation prizes.

Clothing

Vikki is still waiting on a couple of size requests to come in and then the order will be placed with the manufacturer.

Skatepark

Kate reported she has been approached by some users of the skatepark who have concerns about the current state of it. Some of their concerns are about the amount of rubbish left there, the need for a drinking fountain, shelter, parking, upgrade of facilities (including paint work) and the need for more rubbish bins. Vikki will arrange a meeting with appropriate Council Staff, Youth Council members and the skate park users who have voiced these concerns to discuss further.

Future Events

Suggestions for possible bands and their likely costs are required before further planning of a Youth Council organised concert can go much further. Youth Council members will sound out local bands to gauge their interest in taking part in such a concert and report back to the Youth Council at our next meeting.

General Business

Vikki reminded Youth Council Members about Children's Day on Sunday 1 March at the Ashburton Racecourse. Members have been asked to help with the sandpit treasure hunt, dress up in fancy dress costumes and to help with the Top Team competition. Shama, Kate and Gemma volunteered their services and if any one else is able to help on the day can they please contact Vikki ASAP.

Next Meeting

The next meeting of the Ashburton Youth Council will be held on Tuesday 10 March, 2009, in the Council Chamber commencing at 5.30 pm.

The meeting concluded at 6.55 pm.

6.5 Land Transport Act Road Closures and Delegated Authority Closures

The following events are provisionally approved subject to the usual conditions.

Applicant: Ashburton Athletic
Event: Annual 10 Mile Easter Hop Race
Date & Time: From 10.00 am until 12 noon, Saturday 11 April 2009
Event Route: In the area of Racecourse Road, Farm Road, Walnut Ave and West Street
Roads to be closed: Please note no roads will be closed

Applicant: Beyond The Pale Limited Events & Marketing
Event: Wheels Week Street Parade
Date & Time: From 10.00 am until 12.30 pm on Saturday 18 April 2009
Roads to be Closed: Kermode Street, from Mona Square to East Street, Ashburton.
East Street, from Kermode Street to Cameron Street, Ashburton
Cameron Street, from East Street to Cass Street, Ashburton
Objections: Objections close on Monday 23 March 2009

J G ROLLINSON
Manager
Democracy & Community Services

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:
DATE: 26 March 2009
REPORT TO: Finance and Community Services Committee
FROM: Finance Manager
SUBJECT: ACL Draft Statement of Intent from 1 July 2009

7.1 ASHBURTON CONTRACTING LIMITED – DRAFT STATEMENT OF INTENT FROM 1 JULY 2009

7.1.1 SUMMARY

Council has received the draft Statement of Intent for the year 1 July 2009 – 30 June 2010 for Ashburton Contracting Limited.

7.1.2 RECOMMENDATION

“That Council receives the 2009 / 10 draft Statement of Intent for Ashburton Contracting Limited.”
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7.1.3 BACKGROUND

The Board of Ashburton Contracting Limited is required to deliver to Council its completed Statement of Intent by 30 June 2009. Attached is the draft Statement of Intent which contains two minor changes. **Pages 41-52**

- *Clause 6 which updates the budget years that are required in this statement*
- *Clause 11 which updates the dividend policy review date from February 2009 to February 2010*

These also a number of changes in Appendix 1 as a result of International Financial Reporting Standards (IFRS) requirements.

If there are comments or concerns regarding the Statement of Intent, these will be forwarded to the Board for its consideration before the Board adopts the Statement of Intent.

7.1.4 OPTIONS AND RISKS

Not applicable.

7.1.5 STATUTORY IMPLICATIONS

The requirements covering these documents are contained in section 64 of the Local Government Act 2002 and are outlined in the preamble in the Statements of Intent.

7.1.6 CONSULTATION

There is no additional consultation required.

7.1.7 STRATEGIC LINKS

These documents form part of Council's investment strategies.

7.1.8 FINANCIAL

There are no financial implications as a result of receiving these documents.

Prepared By

P L BRAKE

Finance Manager

Approved By

B LESTER

Chief Executive

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 5/10/2/8
DATE: 26 March 2009
REPORT TO: Finance and Community Services Committee
FROM: Finance Manager
SUBJECT: Disposal of Fire Tanker

7.2 DISPOSAL OF FIRE TANKER – EALING LIBRARY HALL SOCIETY

7.2.1 SUMMARY

Council has received a request from the Ealing Library Hall Society Inc to have the surplus Ealing fire tanker given to their Society.

7.2.2 RECOMMENDATION

“That Council gifts the ex Ealing fire tanker to the Ealing Library Hall Society.”

7.2.3 BACKGROUND

The Ealing fire truck is a 1970 Ford D750 and is surplus to Council’s requirements since the closure of the Ealing Fire Unit. The reasons for the request are outlined in the attached letter. **Page 53**

The normal method of disposing of vehicles is to either auction them through Turners Auctions or in the case of surplus fire trucks and tankers, through a local tender. Interest in surplus fire trucks varies, as well as prices, which have ranged from a few hundred dollars to five thousand dollars. Given that the tank on this is not stainless steel, it is likely that this truck would attract interest at the lower end of the price scale. Council may wish to see the use of this asset retained for a community benefit and this would be one way of achieving this with little further cost to Council.

7.2.4 STATUTORY IMPLICATIONS

There are no statutory implications arising from approving the recommendation in this report.

7.2.5 OPTIONS AND RISKS CONSIDERED

Council could invite tenders for this vehicle and the Ealing Library Hall Society Inc could tender for it along with other interested parties (if any).

This may be seen as creating precedence in the way surplus Council plant is disposed of, and Council could face a number of similar requests in the future.

7.2.6 STRATEGIC LINKS

The recommendation could be seen to be consistent with the following Strategic Outcome 5 (c) ‘Good systems are in place to plan for, and respond to emergencies’.

7.2.7 CONSULTATION

There is no specific consultation required.

7.2.8 FINANCIAL IMPLICATIONS

Council will forgo any proceeds from the sale of this plant item. This is conservatively estimated at less than \$2,000. The vehicle has nil book value and no income was budgeted in 2008/09 from its sale.

Prepared By

P L BRAKE
Finance Manager

Approved By

B LESTER
Chief Executive

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 10/10/1
DATE: 26 March 2009
REPORT TO: Finance and Community Services Committee
FROM: Property Manager
SUBJECT: Scales Road Farmland Subdivision

7.3 SCALES ROAD FARMLAND SUBDIVISION

7.3.1 SUMMARY

To reformat an earlier Council decision declaring an area of 11.3119 ha of Council owned farmland at Scales Road as Scientific Reserve. **Page 54**

7.3.2 RECOMMENDATION TO COUNCIL

“That in exercise of the powers conferred on it by Section 14 of the Reserves Acts 1977, The Ashburton District Council resolves that the piece of land held by the district in fee simple and described in the Schedule (copy attached), be declared to be a Scientific Reserve.”

7.3.3 BACKGROUND

On 30 October 2008 Council resolved as follows –

“That part of Council owned farmland at Scales Road, with an area of 11.3116 ha, be declared as a Scientific Reserve.” (Holmes/Tasker)

Pursuant to clause 14 of Reserves Act 1977 this resolution was referred to the Department of Conservation on 16 February 2009, to arrange the gazette notice. The Department of Conservation has declined to proceed with the gazettal as the Council’s resolution was not in the format required by Departmental policy. No indication of a requirement to couch resolutions in the terms required has previously been advised.

7.3.4 STATUTORY IMPLICATION

The process followed to date has been in adherence to the Section 14 of Reserves Act 1977; however the re-worked resolution will now meet Department of Conservation internal criteria.

7.3.5 OPTIONS AND RISKS CONSIDERED

Council previously considered and discounted the option of retaining the land as it is.

7.3.6 STRATEGIC LINKS

There is no strategic advantage in holding the land.

7.3.7 CONSULTATION

Not applicable.

7.3.8 FINANCIAL IMPLICATIONS

Not applicable.

Prepared By

J M ROONEY

Property Manager

Approved By

P L BRAKE

Finance Manager

6. DEMOCRACY & COMMUNITY SERVICES

7.4 FINANCE

7.4.1 Financial Reports Quotable Value February statistics

*Attached
Pages 55-61*

7.4.2 Civic Assurance

Council has received Civic Assurance's Draft Statement of Corporate Intent for the year ending 31 December 2009. Civic Assurance is not a Council Controlled Organisation (CCO) and therefore is not required to produce a Statement of Intent but does so anyway as a matter of good practice.

There are some changes from the previous year, and included in this is a decrease in their projected dividend. This is projected to decrease from 13.9 cents per share for 2008 to 7.6 cents per share for 2009-2011. Ashburton District Council holds 28,008 shares in Civic Assurance.

A copy of the draft Statement of Intent is available upon request.

7.5 FORESTRY

7.5.1 Sales and Harvesting

SALES INFORMATION REPORT - FOREST SUMMARY *Period: 1/1/2009 to 28/2/2009*

Products	Quantity Units	Net Value
Export Sawlogs	819.900 JAS/tonnes	\$3,453.75
Industrial/Pulp/Chip/Firewood	2652.44 tonnes	\$369.04
Prad Run of Bush - All Grades	133.80 tonnes	\$2,007.00
Domestic Sawlogs	557.03 tonnes	\$20,215.15
Total	4163.170	\$26,044.94

Salvage logging work has now been completed at the Ashburton Staveley Road and Springburn Bushside Road plantations near Staveley. The Ashburton Staveley Road plantation has been clearfelled and will be restocked this winter. The adjacent Springburn Bushside Road plantation has had the worst of the wind thrown trees extracted; further areas in this plantation will be clearfelled as soon as possible. Following works at Staveley a small plantation opposite the Winchmore Hall was clearfelled. This plantation was affected by the January wind storm and it is also required for the stock piling of road metal. The harvesting contractor is now working at Fairton, this relatively large plantation is expected to be completed in June.

The net log sales figures presented above do not include the total payment expected for the export log component. The export values are based on conservative administration prices that do not include improvements in exchange rate and shipping costs. The quality of logs extracted from the Staveley jobs has not been as good as expected with sapstain increasing the proportion of logs being cut as pulp, chip and firewood. The increased harvesting cost associated with extracting wind damaged trees has also lowered returns for all log grades.

6. DEMOCRACY & COMMUNITY SERVICES

Difficult market conditions have also seen log grade specifications for both export and domestic logs become more stringent. All the above factors mean that net sales are lower than expected even though the plantations are yielding the total volumes expected. It can be expected that these factors will also reduce expected sales returns from the Fairton plantation.

The Fairton plantation will yield a high proportion of firewood grade logs due to sapstain following the wind damage event. A customer in Christchurch will take the extra volume of firewood we are unable to sell locally. The Council will also be exploring the possibility of cutting export pulp logs due to a decrease in demand from the MDF plant near Rangiora.

The Council also start a stumpage sale from another plantation at Winchmore with Adams Sawmilling Ltd in February. This small two hectare plantation is expected to be finished in March.

7.6 PROPERTY

7.6.1 Administration Building

A brief is being prepared by Beca Consultants.

7.6.2 Methven Medical Centre

The revised scheme plan for an addition is out for comment with the tenants.

7.6.3 Methven War Memorial

The chemical clean has been completed. Options and costs to repair plaster and apply coatings is being reviewed.

7.6.4 Rangitata Terrace Road Stopping

The Court has ruled that the road may be stopped. This is dependent upon completion of negotiations with land owners and these will be undertaken when the final conditions as to Council's requirements are known and completed.

7.6.5 Lake Hood Toilets

A draft deed of easement has been prepared and will be negotiated with the Ashburton Aquatic Park Trust.

7.6.6 Mayfield Fire Shed

The building has been completed and is now occupied. Some minor work is required before the hand-over takes place.

7.6.7 Pendarves Fire Shed

Draft drawings are being prepared in house and will be forwarded for comment. The building consent application will be made when drawings and specifications are completed.

6. DEMOCRACY & COMMUNITY SERVICES

7.6.8 Tancred Street Toilet Disposal

Advertising, pursuant to Section 40 of the Public Works Act, is being undertaken. Contact from relatives of the previous owners has been received and they have been advised of the process.

7.6.9 Administration Building Roof / Lights

A new timber structure has been erected over the leaking timber insert and new butynal fixed to this area.

All capacitors in the light fittings are being checked following a serious failure. It is likely that all current elements will need replacing following advice from the manufacturers.

7.6.10 Lease Arbitrations

Some progress is being made. An arbitration was held on 25 March and the outcome is awaited.

P L BRAKE
Finance Manager

6. DEMOCRACY & COMMUNITY SERVICES

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 10/4/1
DATE: 26 March 2009
REPORT TO: Finance & Community Services Committee
FROM: Housing & Social Services Subcommittee – 4/03/09 & 16/03/09
SUBJECT: Elderly Person Housing Rental and Heating Improvements

7.7 HOUSING & SOCIAL SERVICES SUBCOMMITTEE MEETINGS

MINUTES of a meeting of the **HOUSING & SOCIAL SERVICES SUBCOMMITTEE** held on Monday 16 March, 2009, in the Villa meeting room, Havelock Street, Ashburton, commencing at 9.00 am.

PRESENT: Councillors J Burgess (Chair) and J Kingsbury.
Also in attendance Crs R Kilworth and J Leadley; Finance Manager and Property Manager.

APOLOGY: Mayor B O'Malley. **Sustained**

The Subcommittee discussed the report prepared by the Finance Manager which had been circulated to all Councillors as additional information, pursuant to the report of 12 February to Finance and Community Services and 26 February to Council at which the matter was left on the Council table. This report, which had been requested by the Subcommittee on 4 March, outlined the position relating to the Elderly Persons Housing Reserve and three options pertaining to rental increases and the effects each option would have on the Reserve.

The following recommendation to the Extraordinary Council on 19 March 2009 was agreed:

RECOMMENDATION TO COUNCIL

1. That heat pumps be installed in all Ashburton District Council Elderly Persons Housing units at a total cost of \$228,906 (GST inclusive);
2. That rentals be increased by \$8.00 per week for single units and \$8.50 per week for double units, effective 1 July 2009; and
3. That rentals be increased by a further \$5.00 per week minimum, effective 1 July 2010 with this level to be reviewed in April 2010 to take cognisance of costs at that time."

Burgess/Kingsbury **Carried**

The Subcommittee noted that in respect of those units which had heat pumps installed at individual tenants' costs, Council would offer to purchase these from the tenants at a price which reflects the remaining assessed life of the units.

The Subcommittee also noted that it is proposed to enter into a service contract in respect of filter maintenance of the heat pumps given that the units will be wall mounted.

The meeting concluded at 9.50 am.

6. DEMOCRACY & COMMUNITY SERVICES

MINUTES of a meeting of the **HOUSING & SOCIAL SERVICES SUBCOMMITTEE** held on Wednesday 4 March, 2009, in the Councillors Lounge, 5 Baring Square West, Ashburton, commencing at 1.30 pm.

PRESENT: Mayor B O'Malley; Councillors J Burgess (Chair) and J Kingsbury.

Also in attendance Crs R Kilworth and J Leadley; Chief Executive, Property Manager and Committee Secretary.

APOLOGY: Cr R Beavan.

Sustained

Elderly Persons Housing – Rental and Heating Improvements

The Subcommittee met to consider further options for funding the installation of heat pumps in the EPH units.

Cr Burgess provided a report with a recommendation that costs be spread over a longer period so that future residents share in the capital costs. He also asked for legal advice on the matter of ownership and asked the status of those residents who have purchased and installed their own heat pumps.

A petition organised by Mr Toneycliffe of 46 Friendship Lane was tabled. The petition was signed by 25 Friendship Lane tenants who opposed the heat pumps and asked that their rentals be increased only by \$3 or \$3.50 in the coming year.

The Property Manager reported that since that petition was circulated he has received complaints from three tenants who said they felt pressured into signing it. One person has since asked for their name to be removed and another had already been deleted.

Mr Rooney advised the Subcommittee that the matter is to be uplifted by Council for decision on 9 April and, because of the delay, it is likely there will be cost increases. In discussion earlier today with the preferred supplier Mr Rooney was advised that there will be an increase of 10-20% due to the \$NZ fluctuations. The alternative supplier indicated a 25% increase. The 10% increase is based on a total purchase and discount applying with this proposal.

Cr Burgess noted that the costs are based on 112 units, but there is some question about whether the heat pumps are going to be installed in every unit. He asked whether all tenants were made aware that the \$10 increase would continue after the five years – some tenants are seeing this as an investment in capital cost.

Cr Kilworth questioned the process of tying the rental increase to upgrade work being done and suggested that this could be avoided if there was a long range programme for upgrading, as well as an ongoing evaluation every 12 months, including rent. The upgrade would then go 'hand and hand' with rental reviews.

The Property Manager confirmed that tenants were made aware that there is a 5 year warranty and the units will depreciate over that time. At the meeting with tenants this was reinforced, and it was clarified that those who have installed their own heat pumps would also pay the additional \$10. There was never any suggestion that \$10 would be a one-off cost. Mr Rooney explained that the proposal does use existing reserves. He also noted that this is the first rental increase in four years.

6. DEMOCRACY & COMMUNITY SERVICES

The reserve has been built up from rentals paid previously and had been used to soften rental increases in the past and to carry out maintenance which had benefited present tenants.

This meant that the reserve had been depleted – the funding will be used now to benefit current tenants.

The Chief Executive said that by funding depreciation over a 5 year period, tenants are paying for the heat pumps as they go. He explained that Council will incur some cost for maintenance and upkeep of the heat pumps in the first five years. At the end of the five year period we should look at carrying out fuller upgrades of some of the units and use funding to help offset those costs. Mr Lester said that tenants' concerns about the need for improved heating was clearly identified in last year's survey.

The Property Manager reported that at the time of changes to the Rating Powers Act, when EPH units became rateable, Council decided to minimize the effect by using reserve funds to pick up part of that increase. Current tenants have been beneficiaries of the build-up of reserves funded by previous tenants.

The Mayor expressed his concern that there had been insufficient consultation. He would support heat pumps being installed for those tenants who want them and phasing in installation over a five year period. Cr Burgess also favoured choice.

The Mayor left the meeting at 1.57 pm.

Cr Kilworth questioned the need to discuss inter-generational equity when it would not be a usual consideration for tenants.

Cr Burgess said the recommendation to Council should separate the actual rental increase of \$3 / \$3.50 and reflect that \$10 of the increase is to meet the cost of heat pumps.

To clarify, Mr Rooney said rents are reviewed every year but not necessarily increased. Part of the justification for the new level is the increase in facilities and services – that point was made to the tenants in writing. At that time the option of a \$19 increase was also offered for a higher level of service. The question of ownership of the higher level of facilities does not arise.

Cr Leadley said that had there been a small increase every year, there would be sufficient reserve to carry out the heat pump installations without the need for additional funding. He considered that the consultation has been very good (the petition doesn't change this) and the reserve is there for this purpose. Cr Leadley believes the report presented to the Committee and Council was a mandate to proceed, he disagrees with the inter-generational argument and said that phasing in would be administratively difficult, and at a higher cost, with the likelihood of prospective tenants stipulating units with / without heat pumps.

Cr Burgess noted that the petition had focused only on Friendship Lane tenants. Cr Kingsbury also questioned the validity of the petition.

The Property Manager said the main driver is the consistency of complaints received about lack of heating – this was the biggest negative in the annual survey. The units are insulated, however the cost to double glaze is prohibitive. Heat pumps would be installed in such a way that they will not compromise future refurbishment, such as making units open plan.

Mr Rooney said that a loan could be taken and the cost of interest paid only, resulting in a smaller increase to tenants, however when replacement heat pumps are needed, a further loan would be necessary.

6. DEMOCRACY & COMMUNITY SERVICES

The rationalization is to use the current reserve as a cash contribution and over the next 10 years, replace the reserve funds and the depreciation reserve for future replacement.

Cr Burgess reiterated his preference to see the installation carried out over a longer period at a lesser cost. He also questioned the necessity of building up a surplus.

The Property Manager said that if the purchase price doesn't increase (and that's uncertain), it may be possible to reduce the heat pump portion of the increase (from \$10) to \$8.

At this stage it is not certain whether filter maintenance work will be carried out in house – this will still incur a cost.

The Chief Executive confirmed there is the potential to stage the work. This would have to be re-costed and would result in a differential in rental levels. If work is done over a longer period of time, it will be more expensive. Mr Lester said that part of the issue is the lack of understanding of how heat pumps work and there will be a need to educate tenants on how to use them – that cost is factored in.

If installation proceeds in all units, based on existing prices, an \$8 increase could be applied. In years 6-7 there would be a surplus – would be available to assist for further major refurbishments. Work would need to be taken on a whole block at a time and this may require relocating tenants. This raises other issues such as a differential of standards, whether Council would meet tenants' costs of relocation such as reconnect power and telephone etc. Mr Rooney said that currently, relocation is only considered when medical or family reasons require it.

The Property Manager reported that there will be a gross surplus of \$51K at the end of five years, excluding any service costs. The balance of the rental increase (\$3 and \$3.50) is to maintain the status quo – current operating costs are in deficit and the next financial year is the first in six years that will be a small surplus to contribute to the reserve. This assumes the rental increase as proposed. Any increase in rental over the next five years would be to fund increases in current costs (inflation, rates, insurance etc).

Cr Kilworth said that rentals should be forecast over the period of the asset's life and this is not factored in. She further considered that the differential between the double and single unit rentals is not high enough. Cr Kilworth would support a reduced increase of \$8 and \$8.50.

Mr Rooney advised that the differential is \$10 / week. He said funds have been built around the additional capital cost. It was noted that if there is no significant expenditure required in five years, rentals would be subject to ongoing review and rentals may not need to increase.

Cr Leadley acknowledged that Council has accepted that rationale for current rentals for a number of years – in hindsight it is apparent that small increases every year may have been better.

The Property Manager said that any future major upgrade could attract some government subsidy. The proposed \$19 increase was based on and subject to a \$3m suspensory loan (75% central government funded).

Cr Burgess referred to the report to the Committee on 12 February, noting that it clearly separates the rental from the heat pump upgrade component.

6. DEMOCRACY & COMMUNITY SERVICES

The Property Manager explained that the recommendation, seeking approval for \$13 and \$13.50 / week increases, does not tie the rental to the heat pumps. This is explained in the background of the report only.

Mr Rooney suggested that the rental increase date could be changed from 1 June to 1 August at which time it would be expected that 90% of installations would be complete. He believes that installation could be undertaken by then if the order can be made by 14 April (the intention had been to place the order after the 12 February meeting). An extraordinary meeting of Council before then would speed up the process.

The Chief Executive concluded there are two issues – the quantum of work and whether it is to be ‘all or nothing’. The Property Manager recommended that purchase of all the heat pumps be made to get the best deal. Mr Rooney believes the 1 August date is workable.

Cr Kilworth said the recommendation should also show that rental increases will become effective once the heat pumps are installed.

It was noted that there is a statutory requirement to advise rental increases and these increases also need to be included in the budget from 1 July.

It was suggested that increases from \$12.50 (double unit) and \$11 (single unit) be investigated, to be based on 100% occupancy of units, and that consideration be given to loan funding in part.

The Property Manager explained that there is no rate contribution to EPH and any loan would have to be specifically tagged – would have to factor in interest on rental if loan funding.

In the short term, without reserves, if any problems occur (eg water cylinder replacement) the account would go to overdraft. The Finance Manager will be asked to review the funding options including an increase of \$1/year over the next five years, plus cost of living.

The Property Manager said that the most economic way to progress this would be to maximize the discounts currently available on the heat pumps, and hold installation costs at their current value. The reduced rental proposed would have a minimal impact on the budget.

Mr Rooney reported that currently \$80K depreciation is being funded.

The Chief Executive advised that cost options will be further developed and reported back to the Subcommittee. An extraordinary Council meeting will be held on Thursday 19 March, prior to the Environmental Services Committee meeting.

Application for EPH Unit

The Subcommittee supported a new application for tenancy. It was noted that the applicant is under 55 but meets Council’s criteria as a sickness beneficiary.

The meeting concluded at 3 pm.