



# Ashburton District Council

## AGENDA

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

**Date:** Thursday 29 October 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)

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# AGENDA

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## 8. BUSINESS TRANSACTED WITH THE PUBLIC EXCLUDED

### 8.1 Confirmation of minutes – 17/09/09

- Ashburton Railway Station mediation Section 7(2)(h) Commercial activities
- Aquatic Park Charitable Trust Section 7(2)(h) Commercial activities
- Property & Investment Subcommittee Section 7(2)(h) Commercial activities
- Police Report Section 7(2)(f) Maintain effective conduct of public affairs
- Aquatic / Stadium Complex Section 7(2)(h) Commercial activities
- BCI Ltd Section 7(2)(h) Commercial activities

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[Now in open meeting]

- Variation of lease 1 Range Street
- Sale of Freehold land – Cnr Arundel Rakaia Gorge Rd & McFarlanes Rd
- Freeholding of Glasgow leased land – 4 Bryant Street
- Freeholding of Glasgow leased land – 10 & 12 Bryant Street
- Proposed declassification of Reserve 1391 – Cnr Back Track & Accommodation Road
- Sale of Council land (section sale) Geoff Geering Drive
- Ashburton Business Estate

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8.3 Lake Hood Administration Section 7(2)(h) Commercial activities

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8.4 Former County Building Update Section 7(2)(h) Commercial activities

Verbal

23 October 2009

# 5. CORPORATE SERVICES

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## 5.1 INFORMATION SYSTEMS

### 5.1.1 General

The services provided to other units and citizens are regularly reviewed and updated. The upgrade to the Property and Rating application will continue until March 2010. Staff have made encouraging comments about the improvements that have been made. They have also welcomed the opportunity to review their business processes and documentation. Key performance indicators are on track to meet targets at the year end. Some new information available on the web site has proved to be popular to view and download.

### 5.1.2 Ashburton District Council Web Site

The Council web site was visited 27,210 times in September 2009. Job vacancy details were in demand, particularly the Tinwald Domain Manager position and over eighty application forms were downloaded. Rating information is a new addition to the top 10 viewed pages and may indicate that citizens are showing more interest in household costs. The newcomer information that provides useful contact and questions and answers was a popular new download.

#### September 2009 Top 10 Pages viewed.

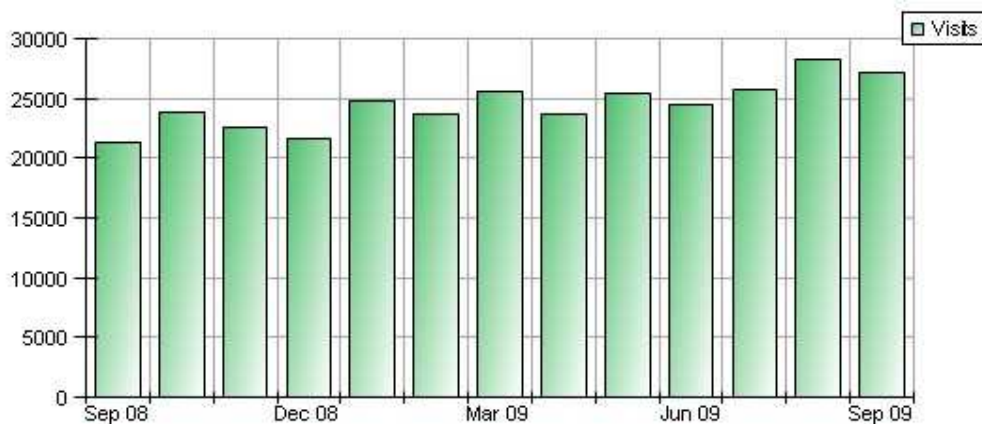
	August 2009		September 2009	
<b>Top 10 pages viewed</b>	Notices	1,875	Notices	1,719
	Cemetery Records	890	Job Vacancies	774
	Cemeteries	816	Cemeteries	703
	Job Vacancies	583	District Planning	695
	District Planning	513	Cemetery Records	680
	District Planning Appends	463	Contact Us	488
	Maps	433	Rating Information	456
	Forms	347	District Maps	449
	Contact Us	417	Tenders	424
	Tenders	415	Forms	410

#### September 2009 Top 10 Documents downloaded.

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	August 2009		September 2009	
<b>Top 10 documents downloaded</b>	Ashburton District Population Report V2	165	Ashburton District Population Report V2	154
	District Diary	101	Tinwald Reserve Manager Information Pack 1	144
	Employment Application Form	100	Tinwald Reserve Manager Information Pack 2	142
	Community Services Officer vacancy	67	District Diary	133
	Assistant Property Officer vacancy	61	Updated District Plan	101
	Neighbourhood Open Spaces Strategy with Map	56	Newcomer information	89
	Newcomer information	55	Employment Application Form	82
	Building Consent Customer Guide	49	District Plan Change Submissions	56
	Ashburton Business Estate Scheme Plan	48	Annual Report 2008	51
	Commercial Industrial Application Pack	48	Ashburton Business Estate Scheme Plan	43

**Monthly totals for visits to the Council Web Site**



# 5. CORPORATE SERVICES

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## 5.1.3 Key Performance Indicators

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

	May 09	June 09	July 09	Aug 09	Sept 09	Target	Current Average
<b>System and network availability</b>	100%	99.9%	100%	99.9%	99.9%	95.0%	<b>99.9%</b>
<b>Web site availability</b>	100%	99.4%	100%	100%	100%	99.0%	<b>99.8%</b>
<b>Help desk response times</b>	100%	95.0%	100%	97.8%	100%	95.0%	<b>98.5%</b>
<b>Help Desk call details</b>							
Unresolved (running total)	43	36	42	20	27		
Requests received/month	72	60	45	95	74		
Responded to within 1 hour	72	57	45	93	74		
Not responded to within 1 hour	0	3	0	2	0		

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

The key user training has been completed and the user acceptance phase of the project is underway. The advantage to the council of the upgrade is that staff have a consistent method of accessing and inputting information and the upgrade process gives staff a chance to review and document their existing processes and procedures. This project will continue until March 2010.

## 5.2 RECORDS AND ADMINISTRATION

### 5.2.1 Records

More current building consent paperwork is being scanned and their property folders are being reorganised, improving the storage of the property files. The Corporate Services Manager and Records and Administration Manager attended a recent demonstration and discussion of electronic document and record management systems at Selwyn District Council. A follow-up meeting is being arranged in late October at Hurunui District Council. These cross council meetings are to explore the possibility of a collaborative approach to a common problem.

### 5.2.2 LIM Reports

53 LIM reports were produced in September, the same number as September 2008. These were the highest monthly totals since March 2008. Only 2 of the 53 LIMs were of non-residential properties. The average completion time was 4.9 days (8.4 days in 2008) and all were completed within 10 days.

# 5. CORPORATE SERVICES

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## 5.2.3 Data Integrity

The Address Task Force continues to work on:

- reviewing past subdivision consents to the end of 2008, to ensure all consents are associated to correct 'parent' and 'child' properties;
- procedures, training and documentation are in place for the assigning of full addresses and property files to new properties;
- improving the data in Council address records to meet New Zealand Post standards for postal addresses;
- de-duplicating address and name data on Property and Rating.

## 5.2.4 Administration

The renewal of the Council's insurance portfolio has been completed for 2009. The Council's public liability and professional indemnity insurance is arranged through our membership of New Zealand Mutual Liability RiskPool. The portfolio of other insurance policies is arranged through our brokers.

These policies, in order of cost with the most expensive first, are:

- Material damage
- Material damage – Area Committees
- Public liability and professional indemnity
- Motor vehicle
- Broker's consultancy fee
- Machinery breakdown
- Forestry standing timber
- Fidelity guarantee
- Personal accident – civil defence and volunteers
- Forest & Rural Fires Act reimbursement
- Statutory liability
- Civil Defence
- Airport owners & operators liability
- Business interruption
- Personal accident – staff
- Employer's liability
- Punitive & exemplary damages
- Personal accident – elected members

Additions and deletions to the property schedules, revised valuations and improved policies (such as the Civil Defence accident policy now including community volunteers as well) make it very difficult to compare one year with another. It can be stated, however, that the overall cost of insurance to the Council has increased by 4.3% this year.

New Zealand Mutual Liability RiskPool has now made the 'claim' for \$17,734 which Committee were alerted to in the 6<sup>th</sup> August meeting. This money assists RiskPool meet its shortfall in funds for settlement claims, mainly weathertight claims from across the country, for the years 2002-2003 and 2003-2004. It is probable that we will receive 'claims' for funds to assist in later years.

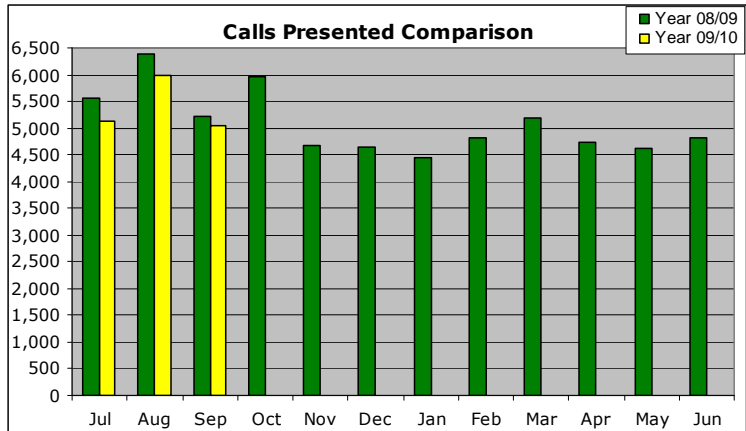
# 5. CORPORATE SERVICES

## 5.3 CUSTOMER SERVICES

### 5.3.1 Incoming Communication

During September 2009 5,047 calls, 301 faxes and 305 emails were received by the Ashburton District Council. (This does not include calls made direct to staff extensions). 85% of incoming calls were answered within 20 seconds. Calls presented in comparison to last year are shown in Chart 1.

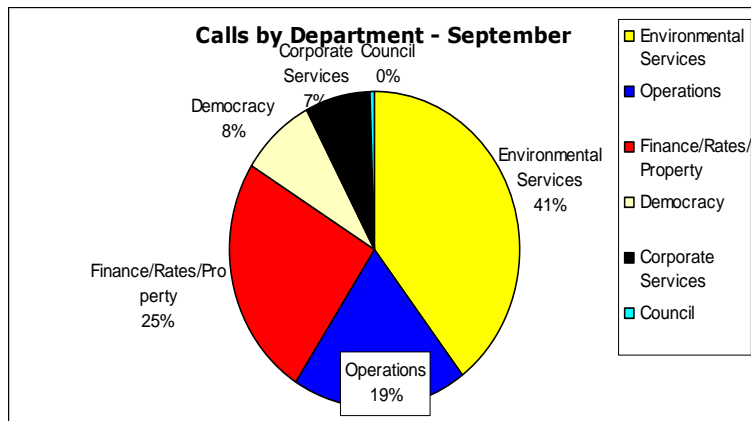
Chart 1



### 5.3.2 Incoming Phone Calls by Department

Chart 2 shows the breakdown of calls answered in the Contact Centre by department. The breakdown of calls by department for September followed the usual pattern with calls for Environmental Services, Finance/Property/Rates and Operations making up the majority of the calls.

Chart 2

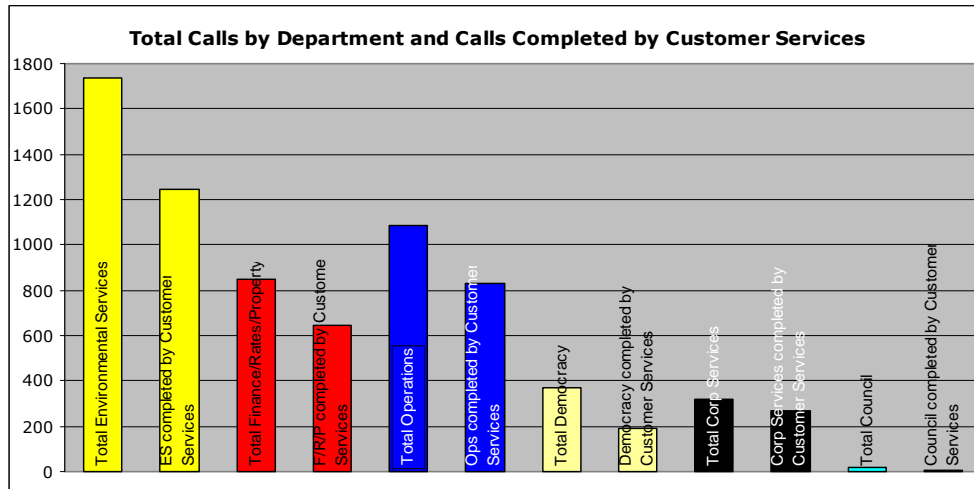


### 5.3.3 Calls received versus calls handled by Customer Services

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

# 5. CORPORATE SERVICES

Chart 3

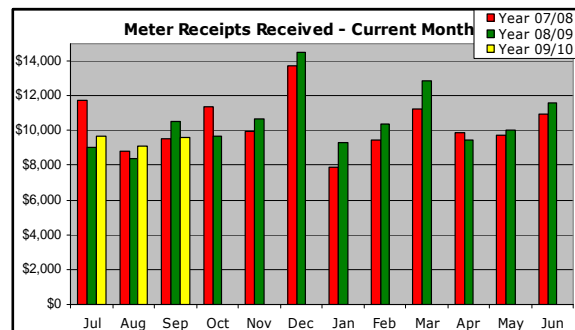
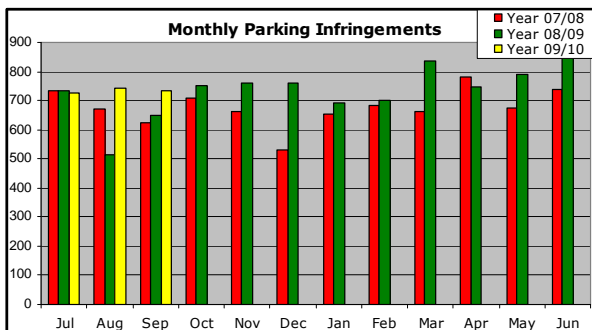


### 5.3.4 Rates Rebates

As previously advised Customer Services sent out 912 letters and rates rebates applications in August to those who were granted a rebate last year. Up to 14 October, Customer Services had interviewed and processed 777 applications. 725 applications to the value of \$351,091 had been granted and 52 declined. Most of those declined were on account of excess income. Customer Services staff made 17 home visits to persons in Ashburton and Rakaia to interview applicants who were unable to call into the office. A further article was in this month's District Diary encouraging those who may be eligible to contact the Council to obtain an application form. The number of applications granted by the Ashburton District up to 14 October 2009 is down about 6% compared to last year which is similar to the national trend where applications are down about 5% in comparison to last year.

### 5.3.5 Parking Services

The parking officers issued 734 infringements in September and \$9625 was collected from the parking meters.



# 5. CORPORATE SERVICES

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## 5.4 MISCELLANEOUS MATTERS

### 5.4.1 Mail Management

*Mail management report as at 22 October 2009*

<b>Mail Management details</b>	<b>July 09</b>	<b>Aug 09</b>	<b>Sept 09</b>	<b>Oct 09</b>	<b>Nov 09</b>	<b>Dec 09</b>	<b>Jan 09</b>
Unanswered requests (running total)	46	38	15				
Requests received/month	13	13	18				
Requests due this period	22	10	14				
Requests closed this period	10	21	33				

### 5.4.2 Council Seal

Under authority, since last meeting —

- **Lease Documents**
  - Deed of Lease – Lake Clearwater Hut Site 71B – ADC vs BA & AP Solway
  - Deed of Lease – 145 Tancred Street – ADC vs Resource centre
  - Lease Variation Instrument – 7 Bryant Street – ADC vs Cates Grain & Seed
  - Lease Variation – ADC vs Alpha Nominee Ltd
  - Lease Variation Instrument – Balraith Farm Partnership vs – ADC
  - Lease Variation Instrument – ADC vs CJ Redmond
  - Renewal of Lease – 9 Bryant Street – Cates Grain vs ADC
  - Variation of Lease – Corner Moore & Cass Streets – Drummond and Etheridge vs ADC
  - 47-49 South Street – Pyatt vs ADC
- **Sale & Purchase Agreement**
  - 47-49 South Street – Pyatt vs ADC
  - Silver Fern Farms td – ADC – Works Road
  - Re-initialisation – 48 Albert Street subdivision - ADC vs Beunke
  - Corner Arundel Gorge Road & McFarlane Road, Mt Alford Station – ADC vs Symons
  - Art Gallery/Museum Building - ADC - Ashburton Licensing Trust
  - 81 Tancred Street Toilet – ADC vs CJ Redmond
  - ADC vs Symons & Mt Alford Station
- **Certificate of Approval**
  - Private Plan Change No 5 – Aquatic Park Charitable Trust
- **Consent Form**
  - Dobson Street extension – ADC vs Public Works Act 1981tract
- **Easements**
  - Easement of right to drain water – ADC vs RK Gallagher and C Jones
  - Easement over 12 Mackie Street, Methven -- Allred Property Ltd vs ADC
  - Easement Instrument – Transfer of leasehold interest – ADC vs Falanisi
  - Easement Instrument – Kermod Street Subdivision
- **Licence to Occupy**
  - 10 Cambridge Street – ADC vs Presbyterian Support
  - Unformed portion of Plantation Road – ADC vs RW & CF Montgomery

# 5. CORPORATE SERVICES

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- **Term Loan**
  - Methven District Heritage Association Inc – ADC as Guarantor
- **Agreement**
  - Declassification of Reserve – ADC vs Guyon Farm Ltd
- **Certificate of Title**
  - Drummond & Etheridge

## 5.4.3 Minor Applications

- Methven Historical Society – Raffle, Methven Mall – 4/12/09
- Methven Garden Club – Raffle, Methven Mall – 1/10/09
- Mid-Canterbury SPCA – Annual Street Appeal – 12/11/09
- Amnesty International – Street Appeal – 6/08/10

## 5.4.4 Letter of Thanks / Congratulations

Received from:

- Ashburton Mackenzie Community Group Inc – acknowledging Council’s support and grant of \$500.
- Rakaia Rugby Club Inc - acknowledging the Christchurch School of Medicine \$1,500 donation.
- Ashburton Mackenzie Community Group Inc – acknowledging Council’s support and grant of \$500.
- Mania-O-Roto Scout Zone – acknowledging Council’s support and grant of \$95,000.
- Mid-Canterbury Cricket Association Inc - acknowledging Council’s support and grant of \$2,250.
- Methven Heritage Project - acknowledging Council’s support and grant.
- Hakatere Drive Property Owners Committee – thanking Council for approving direction signs and cats eyes in their area.
- Depression Support Network – acknowledging Council’s support to the community

S ALLEN  
**Corporate Services Manager**

# 6. Democracy & Community Services

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 2/14/5  
DATE: 29 October 2009  
REPORT TO: Finance and Community Services  
FROM: Manager Democracy & Community Services  
SUBJECT: Ashburton Museum – Taskforce Green Programme

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### 6.1 ASHBURTON MUSEUM – TASKFORCE GREEN PROGRAMME

#### 6.1.1 PURPOSE

For this Committee to consider funding \$1,625 as the Museum’s share of a Taskforce Green programme.

#### 6.1.2 RECOMMENDATION

“That Council provides funding of \$1,625 to the Museum to pay for its share of a Taskforce Green programme.”

#### 6.1.3 BACKGROUND

The Ashburton Museum has employed a Museum Assistant on a 13 week Taskforce Green programme. Her employment will enable permanent staff to carry out their collection relocation project in readiness for the Museum’s shift to new premises. The total cost of the 13 weeks employment is \$5,625 and the Museum has received a grant from WINZ of \$3,640.

Council’s Access Trust reserve was built on funds for similar work projects over 20 years ago and is occasionally used for this purpose.

#### 6.1.4 OPTIONS & RISKS CONSIDERED

If Council declines the request the Museum will meet the cost from its own funds.

#### 6.1.5 STATUTORY IMPLICATIONS

Not applicable.

#### 6.1.6 STRATEGIC LINKS

Not applicable.

#### 6.1.7 CONSULTATION

Not applicable.

#### 6.1.8 FINANCIAL IMPLICATIONS

Included in background above. The balance in the reserve is \$44,700.71.

#### Prepared By

J G ROLLINSON  
Manager Democracy & Community Services

# 6. Democracy & Community Services

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:  
DATE: 29 October 2009  
REPORT TO: Finance and Community Services  
FROM: Policy Advisor  
SUBJECT: Smoke-free Parks Policy

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### 6.2 SMOKE-FREE PARKS POLICY

#### 6.2.1 SUMMARY

Council received a submission to the draft Community Plan 2009 from Smoke-free Mid Canterbury and the Canterbury District Health Board requesting that Council extend its smoke-free playground policy to include all council owned parks, sports fields and the proposed aquatic centre and indoor stadium.

Council resolved during the submission deliberation process that this proposal would be investigated further.

#### 6.2.2 RECOMMENDATION

“That Council adopts an educative based smoke-free playground and sports field policy that is implemented over time in collaboration with Smoke-free Mid Canterbury (Option 5.3).”

#### 6.2.3 BACKGROUND

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

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

The policy was communicated through on-site signage funded jointly by Smoke-free Mid Canterbury and Council. Smoke-free Mid Canterbury funded the sign writing of 20 signs (totalling approximately \$4,000) and Council covered the remaining costs of the powder coating, making of sign frames and installation (totalling approximately \$4,000). (please refer to appendix one for images of the existing smoke-free playground signage) **Pages 57-59**

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

## 6. Democracy & Community Services

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### a. 3.1 Results of the existing Smoke-free Playground Policy

Council's Parks staff cannot say whether the policy has had an impact on smoking within playground areas. People are still seen smoking in the playgrounds but it is impossible to say whether there has been any change since the introduction of the smoke-free policy. The initiative may be discouraging some people from smoking in playground areas.

There have been three instances where smoke-free signs have been pulled out and vandalised, which had never been an issue with existing signage before the smoke-free signs were introduced.

### b. 3.2 Rationale for extending the Smoke-free Playgrounds Policy

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

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

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

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

Smoke-free Mid Canterbury has indicated that should Council decide to extend the existing smoke-free playgrounds policy then they will investigate funding options to assist with implementing the policy change and work with Council to develop an implementation plan.

### 3.3 Evaluation of published research on smoke-free parks and open spaces

It is recognised that smoking is the leading cause of preventable death in New Zealand and that second hand smoke is a major contributor to mortality and morbidity rates. Current smoke-free legislation in New Zealand aims to protect non-smokers from the impacts of second hand smoke on their health.

Despite the introduction of legislation, high levels of social marketing and a variety of initiatives designed to reduce the prevalence of smoking, the proportion of the Ashburton District population that are regular smokers has not changed between the 1996 and 2006 census (21%). Nationally the proportion of the population that are regular smokers has declined two percent to 21% (2006 census results).

## 6. Democracy & Community Services

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### **3.3.1 Normative Role Modelling**

Much of the debate for creating smoke-free environments is associated with the concept of 'normative role modelling'. In other words reducing the instances of children seeing adults smoking will decrease the prevalence of children becoming smokers in adult life. Research has shown that parents and peers play a central role in the prevention of adolescent smoking through normative role modelling as it is the teenage years when most adult smokers begin smoking (Scragg, Laugeson and Robinson, 2003).

The extension of the smoke free policy to open spaces and parks is reliant on the normative role modelling concept. It is not proven that adolescents are becoming smokers through the role modelling that they are shown at sports fields and parks. However, the view being taken by health and smoke-free organisations is that increasing the number of smoke-free designated areas will change public behaviours around where it is and is not acceptable to smoke.

Recent pushes to extend smoke-free designations to outdoor settings like playgrounds, parks and beaches are supported by people's perception rather than empirical data. It is difficult to argue against people's perception that such a policy establishes good role-modelling for children. When asked people think it is a good idea to discourage smoking in public areas, however there is no empirical data to show that this results in any reduction in smoking rates.

### **3.3.2 Smoke free Parks and Open Spaces and harm to health.**

There appears to be little evidence that the effect of second hand smoking in parks and open spaces creates health issues. One study suggests that for an individual to be exposed to the adverse effects of smoking (based on the guidelines of the United States Environmental Protection Agency used in the study) they would have to be sitting within half a metre of a smoker, in an outdoor setting, while the smoker continuously smoked between eight and twenty cigarettes (Chapman, 2008). This suggests the reality of having ones health harmed from second hand smoke in parks and open spaces is limited and highly unlikely.

### **3.3.3 Moral Responsibility to create Smoke-free Open Spaces**

A final rationale for creating smoke-free open spaces is based on a moral / paternalistic stance on the issue. An inherent risk of creating a policy that is not backed up by substantive evidence is that it may appear that Council is interfering with people's free right to make choices, which in effect are only harmful to the individual. Smoking, after all, is not illegal outdoors, and many people now choose to smoke in the open air, public parks included.

It could be argued however, that by increasing the number of smoke-free areas, collectively public acceptance and attitudes towards smoking will change. The social acceptance of smoking over the last ten years has altered significantly, with an increasing number of people who now find smoking in public places unacceptable. By widening the smoke-free message to public open spaces then there is the opportunity to de-normalise smoking in these locations through reduced public tolerance.

There have been several surveys conducted around New Zealand that suggest that the majority of the public is supportive of smoke-free open spaces. This research needs to be viewed with care as it is often based on a self-selected group of respondents that may not reflect the population at large (for example only park users present on a certain time and day). Such research therefore needs to be treated with caution when used as a rationale for creating policy.

## 6. Democracy & Community Services

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### 3.4 What are other Council's doing?

Twenty two Councils throughout New Zealand (30%) have adopted a smoke-free policy in some form (please refer to appendix two for detail of the different policies). These include policy for smoke-free playgrounds only, such as Council's current policy, through to policy including all Council owned public places and events. All are 'educative', rather than 'punitive' based policies, with the main method of implementation through signage and promotion rather than enforcement (please refer to appendix three for examples of the types of signage other Council's are using).

#### 3.4.1 'Blanket' Smoke free Policies

Nine Councils have taken a 'blanket' approach to a smoke-free policy and designated all parks, playground and reserves as smoke-free.

Feedback from Wairoa District Council, who adopted their 'blanket' smoke free policy in May 2008, indicates that users of the spaces had no issues with the policy change, although this is based on anecdotal evidence only. Upper Hutt City Council has implemented such a policy and research has found that while over seventy percent of respondents (both smokers and non smokers) thought having a smoke-free parks policy was a good idea, only sixty-two percent knew that it actually existed.

#### 3.4.2 Targeted Policies

Other Councils have adopted policies that targeting areas such as playgrounds and sports fields as smoke-free. Council's existing policy fits into this category. Four other councils have a policy targeting only playgrounds and seem satisfied this is meeting the intended goal of showing Council leadership in promoting a healthy community.

Christchurch, Manukau and Waitakere City Councils have each applied a similar policy to their parks and open spaces but have extended it to include all playgrounds, skate parks, half courts, sports fields and facilities (eg courts) and public event areas. The rationale behind extending the policy to these areas has been to minimise the visibility of smoking in areas that are primarily used by children or young people for sport or recreation activities.

#### 3.4.3 Other

Seventy percent (51 out of 73) of territorial local authorities appear to **not** have a smoke-free policy at all. Ashburton District and Christchurch City appear to be the only councils in the Canterbury region to do so.

### 3.5 Smoking in Ashburton District

Every ten years Statistics New Zealand gathers data on cigarette smoking through the Census. The data below shows the proportion of the population aged over 15 years that are currently regular smokers or are ex-smokers. The 2006 census found twenty-one percent of the population in our district are regular smokers, the same proportion of the population as in 1996.

**Proportion of the population aged over 15 years that are Regular or Ex-smokers**

	1996		2006	
	Ashburton District	New Zealand	Ashburton District	New Zealand
<b>Regular Smokers</b>	21%	23%	21%	21%
<b>Ex-Smokers</b>	22%	22%	22%	20%

Proportion of the population aged over 15 years that are regular, or ex-smokers in Ashburton District and New Zealand 1996 - 2006  
Source: Statistics New Zealand Census

## 6. Democracy & Community Services

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### 6.2.4 STATUTORY IMPLICATIONS

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

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

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

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

### 6.2.5 OPTIONS AND RISKS CONSIDERED

#### 6.2.5.1 – Regulatory based smoke free Bylaw

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

#### 6.2.5.2 – Education based policy for all Council owned parks and reserves encouraging users to be smoke free

Council could adopt an educative policy that promotes Council-owned parks, playgrounds and sports fields as smoke-free through signage and publicity.

If this option were adopted Council would work with Smoke-free Mid Canterbury and other stakeholders to develop a consistent signage message and communication approach. Smoke-free Mid Canterbury has indicated they would look to contribute to the cost of signage on a similar basis as with playgrounds; however they are unclear about the level of commitment they could make.

#### *Advantages*

This option is aimed at being educational rather than a ban on smoking. No enforcement would be used against those who disregard the policy.

By introducing a policy where people can choose to comply it may be considered Council would be showing community leadership in promoting a healthy community. However, with Council already having a smoke-free playgrounds policy it may consider this aim is already being achieved to a satisfactory level.

#### *Disadvantages*

Council manages and maintains eighty-six parks and reserves throughout the district. It would, therefore, be expensive to install signage at all sites. Also, some of Council's parks and reserves are large with multiple entrances which would require more than one sign (in some cases several) to ensure signage visibility. Therefore this option would come with cost implications dependant on the extent of the policy. While targeting certain sites would reduce costs, an inconsistent approach to signage, while being more affordable, would reduce the impact of the approach in terms of community recognition.

While Council is the underlying owner of the domain reserves in the district, these are managed on a day to day basis by domain boards. Council would need to consult with the boards regarding this policy approach. It is possible that giving the boards the option to opt in or out of such an arrangement would be the best way of dealing with this situation.

## 6. Democracy & Community Services

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Many of Council's parks and reserves have user groups permanently located on them who pay to occupy the land. Again, any policy would need to give these organisations the option to opt in or out of such an arrangement.

A blanket smoke-free policy across all parks and open spaces could raise claims that individual rights are being impinged on, despite the voluntary compliance approach. Smoking is not illegal and some people may consider this to be beyond Council's mandate.

Council's Parks Manager has a concern that promoting parks and reserves as smoke-free areas, either using signage or through a regulatory approach could deter some users from visiting the parks and impact on their recreation opportunities.

### **Assessment**

An educative approach requesting voluntary compliance is regarded as an appropriate approach by Council that does not unduly infringe on individual rights and does not exceed Council's mandate with respect to public health.

A choice of opting in or out for domain boards and permanent user groups would make implementation more efficient.

Signage could be rolled out over time and primarily to high-use facilities which would make the initiative more affordable.

The approach would need to be consistent at all sites. An approach that is not consistent across all Council parks and reserves would be likely to reduce the impact of the message.

Depending on what Council is looking to achieve with a smoke-free policy a targeted educative approach may be appropriate. While adoption of such a policy may enable Council to be seen to take a leadership role it is questionable whether a policy would in fact influence smoking behaviours.

### **6.2.5.3 – Education based smoke free Policy for playgrounds and sports fields**

Council could adopt a more targeted educational based policy that promotes Council owned playgrounds and sports fields only as smoke free areas through signage and publicity.

### **Advantages**

Advantages are the same as for the previous option but with a more targeted approach implementation would be easier and less costly.

Council could be seen as taking a middle-ground approach to smoke-free policy.

### **Disadvantages**

Disadvantages are the same as for the previous option without the issues around implementation on reserves and rented space.

### **Assessment**

A voluntary, educative approach is perhaps likely to be seen as an appropriate approach by Council that does not unduly infringe on individual rights and does not exceed Council's mandate with respect to public health.

Signage could be rolled out over time and primarily to high-use facilities which make the initiative more affordable.

An approach that is not consistent across all Council parks and reserves would be likely to reduce the impact of the message.

Depending on what Council is looking to achieve with a smoke-free policy a targeted educative approach may be appropriate. While adoption of such a policy may enable Council to be seen to take a leadership role it is questionable whether a policy would in fact influence smoking behaviours.

## 6. Democracy & Community Services

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### 6.2.5.4 – Status Quo – Continue with the existing Smoke Free Playgrounds Policy

#### **Advantages**

Council's Parks department has not had any issues with smoking in parks and do not see there being any management issues in retaining the status quo policy of playgrounds being designated smoke free.

Council already has a smoke-free policy, which only twenty-two councils throughout New Zealand have. In this sense Ashburton District Council is already at the forefront of policy implementation. Council is viewed as taking a proactive and leadership role in the community with the implementation of the existing smoke free playgrounds policy.

With the existing policy it is difficult to measure and monitor if the policy is altering smoking behaviour, therefore to extend the policy wider would only make this monitoring more difficult.

#### **Disadvantages**

Council may not be seen as taking as much of a leadership role on this issue as some other councils.

#### **Assessment**

The current policy approach sends a message that smoking in an area dedicated for children is not appropriate.

Depending on what Council is looking to achieve with a smoke-free policy the current approach may be appropriate. While adoption of a more far-reaching policy may enable Council to be seen to take a leadership role it is questionable whether a policy would in fact influence smoking behaviours.

### 6.2.6 STRATEGIC LINKS

Ashburton District Community Outcomes

**Outcome 5: Healthy, active people enjoying a good quality of life in a caring and safe community**

- d) Young people are supported to lead healthy and safe lives and are active participants in community life.

### 6.2.7 CONSULTATION

If option 2 or 3 was adopted Council should undertake consultation with key stakeholders including reserve boards and parks and reserves user groups such sports groups and other organisations, particularly those with facilities located on parks or reserves.

### 6.2.8 FINANCIAL IMPLICATIONS

There will be costs of signage and promotion if Council selected either option 2 or 3. The total cost of implementing signage for smoke-free playgrounds was \$8,000 for 20 signs, however, it is anticipated that signage for option 2 or 3 would be less elaborate. Costs are unknown until a decision is made regarding the approach to be taken with the policy.

**Prepared By**  
TONI SPITTLE  
**Policy Advisor**

**Approved By**  
GAVIN THOMAS  
**Community Planning Manager**

# 6. Democracy & Community Services

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:

DATE: 29 October 2009

REPORT TO: Finance and Community Services Committee

FROM: Project Support Officer

SUBJECT: 2009 Methven Community Strategic Plan

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### 6.3 2009 METHVEN COMMUNITY STRATEGIC PLAN

#### 6.3.1 SUMMARY

The review of the Methven Community Strategic Plan is complete and the strategy document is now available.

#### 6.3.2 RECOMMENDATION

- |   |
|---|
| <ol style="list-style-type: none"><li>1. "That the Methven Community Strategic Plan is received"</li><li>2. "That the Committee recommends Council adopt the Methven Community Strategic Plan at their next meeting."</li></ol> |
|---|

#### 6.3.3 BACKGROUND

The first Methven Community Strategic Plan was developed in 1997 by the Methven community in a process facilitated by Ashburton District Council. The Plan has been the catalyst for much change in Methven and has, by any standards, been a resounding success. It has provided the Methven community, Ashburton District Council and other key stakeholders with a structure and focus for developing Methven in the ways the community identified from the outset of the Plan.

The 2009 Methven Community Strategic Plan builds on the success of the previous Plan. Most of the actions from the original plan have been achieved – so the new plan provides ways to take that next leap to continue to develop Methven as a great place to live and visit.

A major difference between the two plans is that original strategy had quite a focus on what Council could do to improve Methven, such as the town centre upgrade, enhancing the streetscapes through new kerb and channel and footpaths, improving the representation provided by the Methven Community Board and so on. Most of the actions have been achieved and many of the initiatives that came through from the original strategy will continue, particularly with respect to Council development within the town.

The revised plan has moved away from focusing on what the Council can do for the Methven community and more towards what the community can do for Methven, often with Council's support. This strategy is about Methven deciding for itself what it wants to be and finding ways to achieve these things.

## 6. Democracy & Community Services

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Community consultation has ensured that the plan is an accurate reflection of the needs and wants of the Methven community. The review of the Methven Community Strategic Plan was developed through two community workshops, a focus group discussion and a number of meetings between Ashburton District Council and the Methven Community Board. This produced the draft plan which was open to public submissions for a period of four weeks. A total of five submissions were received during this consultation period. A workshop to consider submissions on the Methven Community Strategic Plan was held with the Methven Community Board on Monday 17 August 2009, and as a result, some changes were made to the draft plan. Ashburton District Council staff have also provided comments on aspects of the plan that relate to their area of expertise.

The 2009 Methven Community Strategic Plan Review is now complete and copies of the updated plan are available to the public and copies have been sent to key stakeholders in the Methven community. The Methven Community Board will officially adopt the plan at their next meeting on 9 November 2009.

The community planning team will hold a workshop for the Mayor and Councillors to discuss the goals and actions outlined in this plan. Councillors will be informed of the workshop date as soon as practicable.

### **6.3.4 STATUTORY IMPLICATIONS**

Not applicable.

### **6.3.5 OPTIONS AND RISKS CONSIDERED**

Not applicable.

### **6.3.6 STRATEGIC LINKS**

Ashburton District Community Outcomes  
Ashburton District Community Plan 2009-2019.  
Ashburton District Social Wellbeing Strategy  
Ashburton District Visitor Strategy  
Ashburton District Walking and Cycling Strategy  
Ashburton District Physical Activity Strategy

### **6.3.7 CONSULTATION**

Consultation with the Methven community has been undertaken as part of the plan's review process.

### **6.3.8 FINANCIAL IMPLICATIONS**

Not applicable

**Report Prepared By:**  
JENNA SCOTT  
**Project Support Officer**

**Report Approved by:**  
GAVIN THOMAS  
**Community Planning Manager**

# 6. Democracy & Community Services

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:

DATE: 29 October 2009

REPORT TO: Finance and Community Services

FROM: Policy Advisor

SUBJECT: Rakaia Sports Complex

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### 6.4 RAKAIA SPORTS COMPLEX

#### 6.4.1 SUMMARY

The Rakaia Community Strategic Plan process held earlier this year identified a desire in the community for a shared sports / club room facility in the Rakaia Domain. The purpose of this report is to update councillors on progress in this initiative.

Sport Mid Canterbury, on behalf of the Rakaia Community Association and the wider Rakaia community, has made an Expression of Interest application to the SPARC Active Communities funding scheme. Council is involved in the project as a key partner.

The application is for funding for expert assistance to help the Rakaia community establish a governance structure for the project; provide a process to undertake more detailed feasibility investigations into the type of facility most suited to the community and to establish an entity able to develop a shared sports complex in the Rakaia Domain.

#### 6.4.2 RECOMMENDATION

“That the committee receives this report”
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#### 6.4.3 BACKGROUND

Through the Rakaia Community Strategic Plan process held earlier this year it was identified that there was a desire in the community for a shared sports / club room facility in the Rakaia Domain.

Around this time the Rakaia Rugby Club began developing concept plans to move their club room facilities from the town centre to the Rakaia Domain, including improving their existing facilities already located at the Domain. As a result of this the Rakaia Community Association decided to bring all the sports groups and organisations together in a meeting to discuss the possibility of developing a shared sports facility at the Domain.

The RCA called a first meeting, attracting over forty people representing a variety of sports clubs and organisations based in Rakaia. The idea of a shared community sports facility was floated and gained widespread support of the concept. The meeting supported the RCA making further investigations into feasibility.

The RCA contacted Sport Mid Canterbury and Sport Canterbury for information and direction on the concept. As a result of information provided they then investigated similar initiatives throughout New Zealand where shared sports complexes have been developed.

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Through this investigation the Moutere Hills Community Centre in the Tasman District was identified as an example of what could be achieved by a small community.

The Rakaia Community Association invited the chairman of the Moutere Hills Community Centre, Mr Steve Mitchell, to Rakaia to give a presentation to the community on the process they followed to develop their centre. This second meeting again attracted over forty people, with the community agreeing this was something they would like to see progressed in Rakaia.

### **SPARC Active Communities Funding**

Sport Canterbury and Sport Mid Canterbury agreed to work with the community to put forward an Expression of Interest application to the SPARC Active Communities fund. This funding would be used to assist the Rakaia community to undertake more detailed feasibility investigations into the type of facility most suited to the community and to establish an entity to develop a facility in the Rakaia Domain.

SPARC Active Communities funding is focused on, *'...projects that demonstrate a collaborative approach to reducing barriers to sport and recreation, at a community level'*. The funding is available once per year and is allocated only after the project has passed three stages. The first stage is an Expression of Interest, which is a preliminary application for funding based on the concept of the project. If the project is deemed to meet SPARC's criteria the applicant is invited to submit a full application a few months later. Successful applicants will then have the opportunity to present their project to SPARC. It is after this third stage that applicants are informed of the success, or otherwise, of their Active Communities funding application.

As part of the application process, Sport Mid Canterbury has been working with local sports clubs and organisations to benchmark each club. This provides a profile of each club including information on volunteer numbers and capability, management board / committee structure, number of teams or participants and level of participation, paid and non-paid positions, sponsors, and funding.

The Expression of Interest was submitted to SPARC by the 1 September 2009 deadline. It was anticipated that applicants would be notified by the end of September as to whether they could go to the second stage and make a full application for funding. SPARC have now notified applicants that due to internal changes, feedback on the success of applications will not be received by applicants until the end of October. Extensions for the full application for funding will be granted to compensate for the delay.

As part of the funding application details of community funding able to be committed to the project has been required. The total funding being sought for the Rakaia project is \$40,000, of which the 60% contribution from SPARC would be \$24,000. Council has pledged \$5,000 from the Physical Activity Strategy funding towards this. This leaves \$11,000 to be sought from local sources, including the Mid and South Canterbury Trust, Rakaia Reserves Board and Rakaia groups and organisations.

It should be noted this funding is not for any capital costs associated with the proposed facility but is strictly for development of the concept and establishment of an entity or governance structure to oversee the development and eventually the running of the facility.

Community planning staff met with the Rakaia Community Association and Sport Mid Canterbury on the October 6 to identify how best to keep the community informed of the project to maintain forward momentum.

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The outcome of the meeting was that all stakeholders were to be informed of the situation with the SPARC application via letter, and an article was to be printed in the next edition of the Rakaia News outlining the current situation. The Rakaia Community Association is calling a meeting of all stakeholders to discuss ways in which the groups involved and community can keep the project moving forward while a decision on funding is made. Any decisions made will need to fit into the approach taken if the SPARC application is successful.

There is strong support from all organisations involved to progress the shared facility concept regardless of the success of the SPARC application. This may mean all parties will need to develop an alternative process to progress the project should the funding application not be successful. Councillors will be kept up to date on any progress in this regard.

### 6.4.4 STATUTORY IMPLICATIONS

Not applicable at this stage

### 6.4.5 OPTIONS AND RISKS CONSIDERED

Not applicable at this stage

### 6.4.6 STRATEGIC LINKS

Ashburton District Community Outcomes

**Outcome 5: Healthy, active people enjoying a good quality of life in a caring and safe community**

- e) Young people are supported to lead healthy and safe lives and are active participants in community life.

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

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

Ashburton District Physical Activity Strategy

### 6.4.7 CONSULTATION

Not applicable at this stage

### 6.4.8 FINANCIAL IMPLICATIONS

Council staff have agreed to provide \$5,000 from the Physical Activity Strategy implementation budget 2009/ 10. If the funding application to SPARC is unsuccessful the current funding will be reconsidered if, and when, an alternative approach is developed.

**Report Prepared By**  
TONI SPITTLE  
**Policy Advisor**

**Report Approved By**  
GAVIN THOMAS  
**Community Planning Manager**

# 6. Democracy & Community Services

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## ASHBURTON DISTRICT COUNCIL REPORT

**FILE NO:** 5/1/8/2  
**DATE:** 19 October 2009  
**REPORT TO:** Finance and Community Services Committee  
**FROM:** Community Services Officer  
**SUBJECT:** Road Closure – Ashburton Car Club

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### 6.5 ROAD CLOSURE – ASHBURTON CAR CLUB

#### 6.5.1 SUMMARY

To recommend the temporary closure of a road in Ashburton, for the purpose of allowing the Ashburton Car Club and ATV Club to hold a Gravel Sprint meeting.

#### 6.5.2 RECOMMENDATION

“That the following road be closed to ordinary vehicular traffic from 9.00 am to 6.30 pm on Saturday 14 November 2009, for the purpose of allowing the Ashburton Car Club and ATV Club to hold a Gravel Sprint

RUTHERFORDS ROAD, from Lambies Road to Boyds Road.”

#### 6.5.3 BACKGROUND

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

- RUTHERFORDS ROAD, from Lambies Road to Boyds Road

This application must be considered by Council because New Zealand Motorsport, of which the Ashburton Car Club is a member, 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 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 and ATV 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.

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6. The Ashburton Car Club and ATV 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. We hold a copy of their insurance on file which is valid until 31 December 2009.
7. Provision of a Traffic Management Plan, conforming with the requirements of the Transit NZ Code of Practice for Temporary Traffic Management. We have received this and are awaiting approval.
8. The Ashburton Car Club and ATV Club shall be responsible to ensure that the correct road signs and barricades are in place during the full period of the closure and promptly removed after the conclusion and clearance of the road.
9. The Ashburton Car Club and ATV Club are required to provide adequate safety marshals in distinctive clothing for the event.
10. Should weather conditions become sufficiently adverse that the road could be damaged as a result of holding the event the organisers shall take the necessary steps to protect the road. This may include delaying or cancelling the event.

### 6.5.4 OPTIONS AND RISKS

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

### 6.5.5 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.”*

### 6.5.6 CONSULTATION

The proposed road closure has been publicly notified in the Ashburton Guardian on Wednesday 30 September 2009 and Wednesday 7 October 2009 and objections called for by 4.00 pm Friday 16 October 2009. There were no objections.

### 6.5.7 STRATEGIC LINKS

Not applicable.

### 6.5.8 FINANCIAL

Not applicable.

#### Prepared By:

J NAYLOR  
Community Services Officer

#### Approved by:

J G ROLLINSON  
Manager Democracy & Community Services

# 6. Democracy & Community Services

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:

DATE: 29 October 2009

REPORT TO: Finance and Community Services

FROM: Housing & Social Services Subcommittee

SUBJECT: Request for Funding – Social Services Discretionary Fund

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### 6.6 REQUEST FOR FUNDING – SOCIAL SERVICES DISCRETIONARY FUND

#### 6.6.1 SUMMARY

The Housing & Social Services Subcommittee has received a request for funding from the Social Services Discretionary Fund from Presbyterian Support.

#### 6.6.2 RECOMMENDATION TO COUNCIL

“That Council grants Presbyterian Support the amount of \$400 from the Social Services Discretionary Fund for the purpose of connecting the water supply to 10 Cambridge St, Ashburton.”
--

Beavan / Sparks

**Carried**

#### 6.6.3 BACKGROUND

Presbyterian Support has made a request for funding of \$1100 to the Social Services Discretionary Fund to help pay for the connection of the water supply to 10 Cambridge Street, Ashburton. Council has agreed that the section may be used for the purposes of a community garden. The request comes with some urgency as the project will not proceed until Presbyterian Support has received a response to this application.

The request for funding was received by Councillor Beavan. As Councillors involved in the Committee were not meeting during the week ending the 18 October, 2009, Councillor Beavan contacted all Councillors involved in the committee for discussion of the funding request (Crs Burgess, Kingsbury, Leadley, Sparks and Tasker).

From the discussion it was agreed that partial funding towards the cost of connecting water to 10 Cambridge St was an appropriate use of the Social Services Discretionary Funding.

**Prepared By**

T SPITTLE  
**Policy Advisor**

**Approved By**

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

## 6. Democracy & Community Services

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### 6.7 COMMUNITY CONSULTATION AND PLANNING – CURRENT PROJECTS

#### 6.7.1 Annual Report

By the time this report is tabled we should have Audit New Zealand's opinion on the Annual Report 2008/ 09 and the report available for Council adoption.

#### 6.7.2 Methven and Rakaia Community Strategic Plan Reviews

The Methven Community Strategic Plan is printed and councillors should have received a copy. The Rakaia Plan is currently at the printers and should be available by this meeting or shortly afterward.

The report to the committee included on this agenda recommends the Methven Plan be adopted by Council at its next meeting. The Rakaia Plan will be on the agenda of the next Finance & Community Services Committee meeting.

The community planning team will be holding a workshop with councillors and relevant staff to discuss actions of particular significance to Council and to get a wide understanding of the strategies.

#### 6.7.3 Ashburton District Social Wellbeing Forum

Council, as the lead agency for the Health workstream of the Social Wellbeing Strategy, is facilitating a meeting of key health service providers in the district on November 9. Councillors are invited to attend.

#### 6.7.4 Social Agencies Survey

Council's project support officer has worked with Ashcoss and key social service providers in the district to develop a survey aimed at tracking demand for services and availability of resources. It is hoped this survey will enable the social services sector to be aware of trends emerging in demand for service and sector capacity to respond, particularly in this period of rising unemployment.

The first report has been sent to participating organisations and to social service providers in the district. A copy of that report is included as an appendix to this agenda. We have asked those receiving the report for feedback so we can assess the value of the content currently included. This may mean some tweaking of the report going forward.

The second survey has been sent out for completion and the report from that survey will be available in early November. It is anticipated this report (if found to be a valuable exercise) will be undertaken every three or six months. The community planning team will continue to work with Ashcoss and the other agencies on this project.

#### 6.7.5 SPARC Active Communities Funding

Council's Policy Advisor, Toni Spittle has been working with Sport Mid Canterbury and Rakaia sports organisations on an application for funding to SPARC based on developing a multi-sport facility and governance structure at the Rakaia Domain. A report updating Councillors on progress is included on the agenda for this meeting.

#### 6.7.6 Law Commission Submission

Two workshops have been held with the District Licensing Agency and other interested councillors to develop a Council submission to the Law Commission report "Alcohol in our Lives". The final submission was reported back to the Environmental Services committee meeting last week. The submission has now been forwarded to the Commission.

## 6. Democracy & Community Services

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### 6.7.7 Cycleway Project

The General Manager of Ashburton District Tourism is coordinating an application for funding from the National Cycleway funding process. As Mr Birt outlined in his presentation to Councillors, the application will centre on a new cycleway running from Rakaia to Methven and down to Ashburton.

A working group has been established to progress the project, including Councillors Holmes and Everest.

Key dates for the funding application are:

- 18 December 2009: Closing date for applicants to submit concept proposals to the Ministry;
- 1 February 2010: Applicants notified whether the proposal will proceed to stage two (feasibility study);
- 31 May 2010: Feasibility studies completed;
- 30 June 2010: Proposals to proceed to stage three (business case) notified;
- 30 September 2010: Business cases completed; and
- October 2010: Approved cycleways confirmed for detailed design and construction funding (subject to any conditions of funding).

The Community Planning Manager will assist with the funding application and project development as required.

### 6.7.8 CDEM Training

All community planning staff have attended the Emergency Operations Centre Level 2 training. We now look forward to running the universe in the case of a civil defence emergency.

### 6.7.9 Gambling Venue Policy Review

Council is required to undertake a review of its Class 4 Gambling Venue Policy at least every three years. As part of this process the social impact assessment will be updated and a report on whether changes are considered necessary to the policy will be presented to the Environmental Services committee early in 2010. If it is considered changes to the policy are required this will be undertaken using the special consultative procedure. If no changes are considered necessary the policy can be rolled over without the need for a consultation process.

### 6.7.10 Physical Activity Strategy Review

Work will begin shortly on reviewing the Ashburton District Physical Activity Strategy. Councillors will be advised of the proposed process and timeline as soon as possible.

### 6.7.11 Policy Manual Review

Work will begin shortly on reviewing the Finance and Community Services section of Council's Policy Manual. Councillors will be advised of the proposed process and timeline as soon as possible.

### 6.7.12 State of the Community Report

Council received the State of the Community Report at its meeting on 13 August 2009. At the Finance and Community Services Committee meeting on 17 September 2009, it was agreed that a presentation would be given highlighting the key points from the State of the Community Report.

**A powerpoint presentation will be given at this meeting by Toni Spittle, Policy Analyst**

## 6. Democracy & Community Services

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### 6.7.13 Council Logo

We have, for the past few months, been using an updated or refreshed version of the Council logo on some Council documents. This has been something of an experiment to gauge what the reaction is from staff, elected members and the community to the new use of the existing logo.

While this is not a new logo, the new use of the existing logo has given Council documents a fresher look and feel. Reaction has, on the whole, been positive and we would like to progress the use of the new version of the logo on all Council documents. We will put together a style guide for use of the logo to ensure consistency of use across the organisation.

Any changes will be implemented on an as required basis, for example letter head will be replaced when current stocks are used. The new version of the logo is two-colour rather than the four colour of the original and this will result in reasonably significant cost savings over time for printing of stationary and documents.

## 6.8 LIBRARY

### 6.8.1 Issues and Membership

Issue figures for September exceeded those for the same month last year by 494 issues, mostly recorded in the adult library.

The total number of memberships is up on last year, although registrations during this September were lower than usual.

### 6.8.2 Promotions

Adult Learners Week – 7-13 September 2009. The library hosted this year's Adult Learners Week display, where many of the local adult education providers highlighted the work of their students, and the education opportunities offered by their organisation. Menorlue, Ashburton Learning Centre, Aoraki Polytechnic, Salvation Army-Employment Plus, YMCA and the Ashburton Parents Centre all contributed to the informative display.

Two Menorlue Tai Chi classes demonstrated their skill as part of the week's activities.

Cavendish Club - Diane Haslett, Customer Services Librarian, talked about the library and its services at the Cavendish Club meeting on 11 September 2009.

Boulevard Day – 28 September 2009. The library contributed to the Adult and Community Education Network site on Boulevard Day, promoting our role in supporting lifelong learning.

### 6.8.3 Legal Resources

Community Law Canterbury is providing a selection of free booklets and brochures on a wide range of legal topics. These have already proved a popular addition to the legal resources available in book and online formats.

### 6.8.4 Displays

The Ashburton Art Gallery used the display facilities to promote the exhibition "Ey Iran" being held there. The Welcome Home housing loan scheme for first home buyers was the subject of another display.

Road Safety NZ held a display promoting safer driving. The Public Trust highlighted the importance of wills.

The Ashburton A&P Show was given a boost by a display encouraging local entries.

## 6. Democracy & Community Services

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### 6.8.5 Children's Library

Visitors to the Children's Library in September included a group from the Mayfield Cubs, the Christian School, and Fairton School, who did a tour of the Library as a part of their Book Week.

The Children's Librarian visited Wakanui School during their Book Week, reading stories to the younger class and showing the older classes a range of new books.

Displays in the Children's Library included colourful cows from Allenton School pupils, a dinosaur display by a student teacher, and, as a part of Adult Learners Week, the Parents' Centre publicized the courses that they provide.

### 6.8.6 Statistics for September

Issues	September 2009	September 2008
Non-fiction	4952	4773
Fiction	4948	4710
Large Print	2601	2419
English Resources	15	16
Rentals	38	96
Young Adult Fiction	890	912
Young Adult Non-Fiction	156	149
Young Adult Magazines	45	69
Young Adult CD	66	49
Paperbacks	364	439
Magazines	472	405
Adult Audio	153	140
Adult Video	217	228
Junior Fiction	7792	7794
Junior Non-Fiction	2057	2046
Junior Magazines	331	325
Junior Audio	358	277
Junior Video	758	849
Requests	22	18
Stack	126	98
Undefined	43	98
<b>TOTAL</b>	<b>26404</b>	<b>25910</b>
<b>Issue - Year To Date</b>	<b>83762</b>	<b>82587</b>

## 6. Democracy & Community Services

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<b><u>Memberships</u></b>	<b>Total at end September 2009</b>	<b>September 2008</b>	<b>Added during September 2009</b>
Adults	7941	7866	44
Young Adults	1013	998	1
Junior	2918	2918	20
Non-resident	114	105	2
Other	381	395	1
<b>TOTAL</b>	<b>12367</b>	<b>12282</b>	<b>68</b>

<b><u>Foot Traffic</u></b>		<b>September 2009</b>	<b>September 2008</b>
		<b>11559</b>	<b>11744</b>
<b>Year To Date</b>		<b>36258</b>	<b>37459</b>

<b><u>Reference Enquiries</u></b>		<b>September 2009</b>	<b>September 2008</b>
	Adult	740	634
	Children	102	117
	<b>Total</b>	<b>842</b>	<b>751</b>

### 6.8.7 Mailing of Library Notices

A question has been asked about the possibility of reducing the amount of written correspondence that is mailed to Library users. It was suggested that the mailing system could be replaced with email, texting or similar for routine notices.

A report has been generated showing the sorts and totals of mailings from the Library to users for the period between being asked to report by the Manager, Democracy and Community Services, and the Finance and Community Services Committee report due date.

It can be seen that the number of mailed notices is not high, at an average for this period of about 35 per day in total.

While some members supply email addresses on enrolment, the number of email addresses we hold for the membership as a whole would be small. The same is true of cellphone numbers, most borrowers having supplied landline numbers only.

A disadvantage shared by emails, texting, and automated phone messages is that there is no hard copy for the borrower to refer to in order to confirm or query an amount owing. A physical notice is also useful for the library staff to refer to at the desk. A person's recollection of what was in a message is often not complete, even when they have seen a written notice. I suspect we would spend a lot of time determining which child in a family the overdue was for, or on what date an item was returned overdue, details now clearly shown on the notices.

Particularly as all the notices we send involve the collection of payments of various sorts, I believe that it is worth continuing the expenditure on physical mailings, and the simplicity of a single system.

## 6. Democracy & Community Services

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### Overdues Notice Statistics

Date	First Notice	Suspension	Amounts Owing	Reserves	Total
28/09/09	17	3	22	9	51
29/09/09	11	2	7	2	22
30/09/09	15	4	7	1	27
1/10/09	10	3	1	1	15
2/10/09	20	2	6	1	29
<b>Weekly Total</b>	73	14	43	14	144
5/10/09	36	2	37	6	81
6/10/09	5	4	10	6	25
7/10/09	13	1	9	6	29
8/10/09	16	2	4	7	29
9/10/09	37	0	7	5	49
<b>Weekly Total</b>	107	9	67	30	213
12/10/09	31	3	24	3	61
13/10/09	5	0	7	4	16
14/10/09	20	2	7	8	37
15/10/09	12	2	2	8	24
16/10/09	23	2	7	9	41
<b>Weekly Total</b>	91	9	47	32	179
<b>3 Weeks Total</b>	271	32	157	76	536

## 6.9 PARKS AND RECREATION

### 6.9.1 Ashburton Domain

Workload has been basically the same as in our last Activity Report, with lots of maintenance such as mowing, hoeing flower beds, cutting edges spraying etc and the pricking out of more seedlings for the summer bedding displays.

### 6.9.2 Rural Reserve Beautification

The rural gang have been busy with full time mowing.

### 6.9.3 Township Beautification and Sports Grounds

Two new pieces of playground equipment have been installed, and topdressing at the Methven Railway Reserve.

On the 21 September we had the 3<sup>rd</sup> (of three) planting ceremonies for the 150<sup>th</sup> anniversary of New Zealand Red Cross, this time in Rakaia. It was also the 70<sup>th</sup> anniversary of the Rakaia Red Cross. Once again a NZ Red Beech, *Nothofagus fusca*, was used.

## 6. Democracy & Community Services

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### 6.9.4 Training

The following staff attended a refresher first aid course – Glenn Milne, Murray Templeton, Alasdair Pope, Michael O’Callaghan, Graham Register, Maurice Goddard, Ross Bragg and Rhonda Gallagher. Paul Trott and John Hoogweg have attended a level 2 driving course.

### 6.9.5 Ashburton Walkway

There are regular walkway management meetings and the Parks & Recreation manager has also attended a public meeting, initiated by the Ashburton Motorbike Club, regarding the possibility of constructing a motorbike track in the area bounded by the area north of Trevors Road and the old dog pound. It is hoped a purpose built motorbike track would keep these off the Walkway. Ashburton Lions Club has done considerable work, some of this utilising labour from the Corrections Service, in the area between Trevors & Milton Roads.

### 6.9.6 Ashburton Business Park

Staff have been ensuring that the newly transplanted big trees receive adequate and frequent watering.

### 6.9.7 Cemeteries

Apart from the usual grave digging and interments Ashburton Cemetery has been sprayed and spraying of the rural cemeteries has commenced.

Graves are being top dressed as they become apparent.

#### Ashburton Cemetery

August 2008		August 2009	
Interments	14	Interments	11
Ashes	5	Ashes	3
September 2008		September 2009	
Interments	8	Interments	10
Ashes	8	Ashes	5
October 2008		October 2009 (to 19/10/09)	
Interments	6	Interments	3
Ashes	4	Ashes	1

## 6.10 YOUTH COUNCIL MEETING

**MINUTES** of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Tuesday, 13 October 2009, in the Council Chambers, Ashburton District Council, commencing at 5.37 pm.

**PRESENT:** Shama Putaranui (Chair), Blair Stevenson, James Lester, Gemma Wragg, Emma McGregor, Jared Corbett, Jazz Leonard, Luke Howden, Libby MacGregor and Sam Ruck.

Also in attendance Cr R Kilworth, Cr J Sparks and Jo Naylor (minutes)

**APOLOGIES:** Libby MacGregor (lateness), Stacey Smith, Georgia Robertson, Sam Lewthwaite

**Sustained**

# 6. Democracy & Community Services

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## **Minutes**

“That the minutes of the Ashburton Youth Council held on Tuesday 1 September 2009, be taken as read and confirmed.”

James/Jazz

**Carried**

## **Matters Arising**

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

Cr Kilworth requested that the meet and greet with Councillors on Tuesday 3 November takes place at 5:30pm with the Youth Council meeting to follow.

### **Youth Council recruitment**

Gemma and James are hoping to recruit new members for the Youth Council. It was agreed that an application form would be a useful tool in the recruitment process. Jo is to forward an old application form to Shama for reference.

### **BMX Track**

Cr Kilworth questioned reasoning behind discussion at the last meeting about who owned the BMX Track. Apparently YC members had been asked who owns it by members of the public as they would like to use it. Information will be fed back to the persons enquiring.

### **Community BBQ**

The BBQ did not go ahead due to lack of availability of people and had to pull out the day before. Thoughts were that they needed to be more organized next time and have a cause in mind for donations. Suggestion was made that proceeds could be donated to tsunami victims. Luke suggested Labour weekend at Bunnings as Classic Hits will be there as well and may be able to help promote the Youth Council BBQ.

*Libby MacGregor arrived at 5:57pm.*

### **Proposed Ashburton Youth Café**

Luke reported that Council declined the application for a Council Grant. He reported that they are looking into Zeebo's building as a potential site, but have concerns as it is opposite Millie's. Luke reported that they are opening a bank account, working on fundraising ideas, and setting up charitable trust status. He asked for suggestions of names.

Luke reported that a survey at school returned an 86% positive response.

The Board are aiming for the Youth Café to be a fully functioning and profit making venture. Need to raise \$25,000 for lease for 1 year which may be negotiated.

Cr Kilworth suggested there could be some difficulties with running a Youth Café as a business. It will be competing with current, established businesses. There could also be some hesitation from the public to use the facilities, and also opens it up to public which might not be so safe for the youth clientele.

Suggestions were presented that perhaps 5pm – 9pm would be optimum opening hours? The venture is still a Work In Progress.

*Cr Kilworth left the meeting at 6:10pm*

# 6. Democracy & Community Services

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## **Matters for Discussion**

### ***Meet and Greet***

Cr Sparks suggested that all members of the Youth Council speak about a topic. Members have chosen to speak about following topics as well as their plans for *the* future. Shama requested that if members are unable to make it on the night, to ensure they pass reports to Shama and they will be presented in their absence.

- Hoodies – Georgia
- Youth Café - James
- River Clean up – James
- Children’s Day – Jared
- Concert – Kate
- BBQ – Gemma
- New members – James
- Youth week on radio – Libby
- Meeting other Youth Councils– Sam R (last year) and Jazz (this year)
- Youth Health Trust – Emma
- Wellington – Blair & Stacey
- Logo competition – Sam L

*Jazz and Emma left the meeting at 6:20pm.*

### **Next Meeting**

The next meeting of the Ashburton Youth Council will be held on Tuesday 3 November 2009, in the Council Chamber. The Youth Council will meet and greet with Councillors prior to meeting.

The meeting concluded at 6.30 pm.

# 6. Democracy & Community Services

## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 3/7/1  
DATE: 21 October 2009  
REPORT TO: Finance and Community Services  
FROM: Community Services Officer  
SUBJECT: Creative Communities Funding

### 6.11 CREATIVE COMMUNITIES FUNDING

**Report and Minutes** of a meeting of the **Creative Communities Funding Assessment Committee**, held in Meeting Room 2, 5 Baring Square West, Ashburton, on Wednesday 21 October, 2009, commencing at 10.06 am.

**PRESENT:** Cr J Sparks (Chair), Mr V Barrett, Mrs B Leonard, Mr J Ross, Mr D Favel  
Also in attendance Community Services Officer

**APOLOGIES:** Mayor, Cr R Beavan, Mrs J Wright, Mrs J Wilkinson

Barrett /Favel **Sustained**

#### **Correspondence**

The Committee has received a letter from Creative NZ regarding returning unused Roll Over funds. The Community Services Officer contacted Alan Cathro, who advised that they could still be used on this occasion but strictly speaking funds should be allocated by 1 October.

#### **Schedule of Applications**

The Committee had a total of \$11,607.34 (\$10,711.50 + \$895.84 rollover) available to distribute and agreed that funding be distributed as follows:

Number	Applicant	Amount Requested	Amount Granted
<b>PROJECTS THAT INCREASE PARTICIPATION IN THE ARTS</b>			
1	Methven Theatre Company <i>Viv Barrett expressed an interest</i>	7,809	2500
2	Mount Hutt College Methven	900	800
3	The Big Little Theatre Company Inc	3,500	1500

<b>PROJECTS THAT INCREASE THE RANGE AND DIVERSITY OF THE ARTS AVAILABLE TO THE COMMUNITY</b>			
4	Ashburton Mackenzie Community Group	600	300
5	L'estro Armonico Strings Trust	1,500	Declined

## 6. Democracy & Community Services

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6	Children's Day Committee Mid Canterbury	1,000	500
7	Ashburton Art Gallery <i>Jack Ross declared an interest</i>	3,000	2500
8	Ashburton Operatic Society <i>David Favel declared an interest</i>	3,000	1500
9	Ashburton Performing Arts Theatre Trust <i>David Favel declared an interest</i>	1,477	1000
10	The Jub Jub Club	1,600	800

PROJECTS THAT ENHANCE AND STRENGTHEN THE LOCAL ARTS SECTOR			
11	2bstamping	490	200

<b>Total:</b>		<b>24,876</b>	<b>11,600</b>
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The Committee declined the application of L'Estro Armonico Strings Trust as it was deemed that the application was under developed and did not specifically identify the costs of the Ashburton concert. All costs associated with Ashburton and Christchurch were presented in the same budget.

### **General Business**

The committee discussed the clarity of some of the applications presented. It was suggested it may be beneficial to place the application form on the website for applicants to access. The Community Services Officer will investigate this.

### **Presentation of Funding**

Up to 5% of the scheme's annual allocation can be spent on promotion of the scheme. The Committee agreed to hold the presentation evening for the successful applicants, at 5.30 pm on Thursday 19 November, 2009 at the Council building.

The meeting concluded at 11:50am

# 6. Democracy & Community Services

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## 6.12 HERITAGE ASSESSMENT SUB-COMMITTEE MINUTES

**REPORT AND MINUTES** of a meeting of the **HERITAGE ASSESSMENT SUB COMMITTEE**, held in Meeting Room 2, 5 Baring Square West, Ashburton, on Wednesday 21 October, 2009, commencing at 1.15pm.

**PRESENT** Cr Tasker (Chair), Cr Sparks, Assistant Planner (Cheryl Yates),  
And Community Services Officer (Jo Naylor)

**APOLOGY:** Cr Beavan

**Sustained**

### **SUMMARY**

The Heritage Sub Committee met to allocate Heritage grants for the current financial year. The funding set aside in the budget was \$25,000 plus \$28,881 carried over from last year making a total of **\$53,881** for allocation. The Assistant Planner provided to the sub committee additional information by way of photographs in respect to the Heritage Building, District Plan listing and NZHPT registration.

### **CORRESPONDENCE:**

Letters have been received from:

- Holy Name Church for 2008 grant of \$2875.00
- St Marks Church for grant of \$5000
- Ruapuna Church
- Methven Historical Society Inc

### **SCHEDULE OF APPLICATIONS FOR FUNDING ASSISTANCE**

The sub-committee was mindful of the Council's policy for Heritage grants, and in particular the following:

- "That the maximum individual grant be no more than 50% of the approved project or no more than \$5,000.
- Projects must relate to items scheduled in Appendix 3 of the District Plan as Category A
- Projects must provide for specialised maintenance"

Seven (7) applications were received:

- 1 Ross Cottage, Flynn's Rd, Staveley
- 2 St Mark's Church, Rakaia
- 3 Ruapuna All Saints Church
- 4 Holy Name Church
- 5 Menorlue
- 6 Mill House
- 7 St John's Church, Windemere

## 6. Democracy & Community Services

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### **1. Ross Cottage, Flynn's Rd, Staveley**

This is a District Plan Category A building (no. 58) which has New Zealand Historic Places Trust registration Category II No. 5121.

Cheryl Yates informed the committee that the applicant had advised that the work has already taken place. After referring to the Heritage Grant Policy, the sub committee agreed that it was not appropriate to fund retrospective works and is disappointed to have to decline the application.

### **2. St Mark's Church, Rakaia**

The sub committee agreed the application does not meet the criteria for a Heritage Grant as outlined in the Heritage Grant Policy. The sub committee agreed to decline the application as it does not relate to conservation of the heritage value of the church because the toilet is a proposed accessory utility building to be erected in the grounds of St Marks Church.

### **3. Ruapuna All Saints Church**

*Cr Tasker declared an interest.*

This is a District Plan Category A building (no. 21) which does not have NZHPT registration at this stage.

The application was to assist with plastering work to restore the interior of the church. The requested amount was less than 50% of the total cost of work. The sub committee confirmed that the application meets the criteria for a Heritage Grant.

### **4. Holy Name Church**

This is a District Plan Category A building (no. 17) with NZHPT registration Category I No. 284.

The application is for the restoration of leadlight windows in the Church.

The sub committee agreed it was appropriate to contribute 50% to the costs of restoration. The sub committee confirmed that the application meets the criteria for a Heritage Grant.

### **5. Menorlue**

This is a District Plan Category A building (no. 25) but does not have NZHPT registration at this stage. The application is for continued restoration of the flooring, door frames, exterior weatherboards etc. The sub committee agreed that it was appropriate to contribute the full amount requested. The sub committee confirmed that the application meets the criteria for a Heritage Grant.

### **6. Ashfords Mill House**

This is a District Plan Category A building (no.35) with NZHPT registration Category II no. 3078.

The application is for replacement of rotten window and barge boards.

The subcommittee agreed that the Mill House fits the criteria and were supportive of the application.

### **7. St John's Church, Windemere**

This is a District Plan Category A building (no. 23) which has NZHPT registration Category II no. 1753. The application is to scaffold bell tower end of church, repair bell tower and roof as existing and repair any unseen damage. Based on the information received, the sub committee feels that the application is valid, meets the Heritage Grant criteria and that the maintenance work needs to be completed in order to preserve this heritage church. It is envisaged that the building will retain its integrity.

# 6. Democracy & Community Services

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## GENERAL BUSINESS

The subcommittee agreed to send a letter of thanks to Dave Margetts, Heritage Advisor, to thank him for his contribution of information and assistance with respect to heritage grants this year and other heritage matters he has assisted Council with during the year.

## FINANCIAL

The Council has \$25,000 plus \$28,881 carried over from last year making a total of \$53,881 for allocation.

This sub committee has allocated \$20,330 leaving the Heritage Fund balance of \$33,551.00 for future allocation.

## RECOMMENDATION TO FINANCE AND COMMUNITY SERVICES COMMITTEE

- |     |   |
|-----|---|
| “1. | That the application for \$925 from the District Council’s Heritage Reserve Fund by Ross Cottage, Flynns Rd, Staveley be declined, as it does not meet the criteria of the Heritage Grant Policy.   |
| 2.  | That the application for \$3157 from the District Council’s Heritage Reserve Fund by St Marks Church, Rakaia be declined as it does not meet the criteria of the Heritage Grant Policy.   |
| 3.  | That an application for \$1072 from the District Council’s Heritage Reserve Fund by Ruapuna All Saints Church for plastering restoration work be granted.   |
| 4.  | That an application for \$4258 from the District Council’s Heritage Reserve Fund by the Holy Name Church for restoration of lead light windows within the Church be granted.  |
| 5.  | That an application for \$5000 from the District Council’s Heritage Reserve Fund by Menorlue Walnut Avenue for restoration work be granted.   |
| 6.  | That an application for \$5000 from the District Council’s Heritage Reserve Fund by Mill House for repairs and maintenance of windows, cladding etc be granted.   |
| 7.  | That a grant of \$5,000 from the District Council’s Heritage Reserve Fund by St Johns Church Windermere to enable scaffolding of the bell tower end of the church, repair of the bell tower and roof be granted. All work to be done in situ. |
| 8.  | That the balance of the Heritage Grant fund stands at \$33,551.00 as a result of these decisions”.  |

**Tasker/Sparks**

**Carried**

The meeting closed at 2:10pm.

# 7. FINANCE

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:

DATE: 29 October 2009

REPORT TO: Finance and Community Services Committee

FROM: Finance Manager

SUBJECT: Treasury Policy Compliance Update

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### 7.1 TREASURY POLICY COMPLIANCE UPDATE

#### 7.1.1 SUMMARY

This report is to provide an update on Council's investment and debt situation which currently does not comply fully with Council's Treasury Policy.

#### 7.1.2 RECOMMENDATION

<p>That Council confirms the continued holding of the \$700,000 Auckland International Airport bond while the Standard and Poor's rating remains at a minimum of A- or better.</p>
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#### 7.1.3 BACKGROUND

The Council's 2009/19 Long Term Council Community Plan (LTCCP) contained a revised and updated Treasury Policy. The existing policy was largely investment focused however in light of the projected increasing debt levels in the LTCCP, it was appropriate that the policy be revised to focus more closely on debt management as well as a general review of all the policy in light of the economic conditions present at the time of the LTCCP preparation. Bancorp Treasury Services Limited ('BTSL') was requested to review and update the Council's Treasury policy and this was completed and adopted as part of the Council's 2009/19 LTCCP.

- **Two issues have now arisen as a result of the updated policy.**

##### 1. **Non complying investment holding**

The Treasury Policy updated and amended the investment parameters for fixed interest investment activities. As a result one bond (which the Council currently holds has a Standard and Poor's ("S&P") credit rating that is below the minimum stipulated in the policy for its asset class, this minimum rating being 'A'.  
The bond details are:

\$700,000 of Auckland International Airport ("AIAL") - 15 November 2016 – 8% coupon bonds which have an S&P long term credit rating of 'A-'.

Bancorp Treasury Services Limited were requested to advise as to the credit worthiness of the bond so that a decision can be made as to whether to continue holding the bond as a policy exception.

## 7. FINANCE

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Their advice was as follows:

*AIAL is currently on a stable outlook from S&P and is trading profitably, reporting a \$105.9 million net profit after tax for the 2009 financial year. It was recently voted the 10<sup>th</sup> best airport in the world and the best in the Asia Pacific region in the 2009 Independent Skytrax World Airport awards. Additionally both Auckland and Manakau Cities hold a significant stake and effectively blocked the sale to a Canadian pension fund in 2006/07. Both Council's have committed to hold their stakes and the Board of AIAL recently affirmed its commitment to maintaining a capital structure that supports a minimum 'A-'. Accordingly, at this stage, we do not believe that either the capital or the coupon rates are at risk in any way.*

Demand within the secondary bond market for AIAL bonds remains high and there would be little problem in Council being able to sell the holding. The current market yield is around 7.25% and therefore would produce a selling price of \$775,726.

Given the above it is recommended that Council retain this investment.

### 2. Debt interest rate exposure.

The adopted Treasury Policy contained a revised set of interest rate risk management parameters which detail the fixed to floating ratios which Council should adhere to in regards to the management of its borrowing activities. These parameters are:

#### Fixed Rate Hedging Percentages

	Minimum Fixed rate Amount	Maximum Fixed rate Amount
0-2 years	50%	100%
2-5 years	30%	80%
5-10 years	0%	50%

#### Council's debt as at 30 June 2009 was as follows:

Loan	Face Value	Interest Rate	Maturity
Elderly Housing Loan- Ash	\$5,327	7.5%	August 2009
Elderly Housing Loan- Mvn	\$676	3.5%	September 2010
Elderly Housing Loan- Rak	\$2,012	3.5%	March 2016
Wastewater loan	\$3,000,000	9.03%	March 2010
Wastewater loan	\$2,000,000	8.95%	February 2010
Wastewater loan	\$8,000,000	8.69%	August 2009
Works loan	\$3,368,000	8.15%	July 2011
ACL capitalisation loan	\$2,000,000	8.15%	October 2011
Westpac loan	\$3,000,000	4.15%	March 2011
	<b>\$21,376,01</b>		

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## 7. FINANCE

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All loans were on a fixed rate except for the Westpac loan facility (the facility expires in March 2011) which is on a floating rate.

## 7. FINANCE

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As at 30 June 2009 the debt portfolio complied with the new interest rate risk parameters. However since that date the \$8 million wastewater loan has matured and was refinanced using the Westpac Loan facility. This facility now stands at \$16.225 million as a result of the refinancing of the wastewater loan, \$2.475 million refinancing the Ashburton Performing Arts Theatre Trust loan and \$2.750 million for the Ashburton Aquatic Park Trust financing.

This has now placed the portfolio outside the interest rate risk parameters with the Councils debt level now at \$26.6 million of which 61% is now on a floating rate.

It is proposed that council will enter into interest rate swaps in the immediate future to address this issue. In effect the interest rate swaps will be converting floating rate debt into a fixed rate obligation. While the effect is the same as physically taking out fixed rate loans, interest rate swaps have some advantages over such loans. Pricing is more transparent and almost always better than a fixed rate loan. They are also more flexible as they can be closed out or modified in a number of ways. They are used by the majority of wholesale borrowers to assist in managing interest rate risk and have been used for this purpose in the past by the Council.

The current floating rate is 3.65% and any fixed rate interest swap will be higher than the floating rate. What fixed rates do however, is provide more certainty of interest rate cost over the longer term, rather than continue with such a high exposure to the fluctuation of a floating rate. In order to meet its minimum fixed rate hedging percentages (50%) the Council could enter into an interest rate swap with a face value of \$15 million for 6 years at a rate currently of 5.67%. This rate is well below the long term average of 6.79% for a 6 year swap and importantly the 6.5% for the 90 day rate.

BTSL will be providing advice as the appropriate structure of swaps for the Council that minimise the interest rate costs whilst also minimising the interest rate risk exposure.

- **Another Issue**

### **Funding Risk**

While not a treasury policy issue, work is being undertaken to put in place further funding facilities to meet Council's debt requirements. As stated in the table above, Westpac's loan facility expires in March 2011. This facility of \$20 million is projected to be fully drawn by 31 December 2009.

Council will have some options available, including requesting an increase in the current loan facility or issuing bonds. There are a number of issues that will need to be worked through if the later approach is taken as Council will require a debenture trust deed, a registry and a trustee. There will be a cost to put these into place.

The appropriate approach will depend on pricing, margins and flexibility required by the Council. Again BTSL will be providing assistance in identifying an appropriate funding source that gives the best result to Council from both a cost and an overall risk management point of view.

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## **7.1.4 STATUTORY IMPLICATIONS**

There are no statutory implications

## **7.1.5 OPTIONS AND RISKS CONSIDERED**

The options and risks are covered in the Treasury Management policy

## **7.1.6 STRATEGIC LINKS**

Not applicable

## **7.1.7 CONSULTATION**

The policy under which Treasury management is controlled was consulted on as part of Council's 2009/19 LTCCP.

## **7.1.8 FINANCIAL IMPLICATIONS**

There will be financial implications but these will not be quantifiable until the appropriate interest rate swaps and funding mechanisms are put in place.

### **Prepared By:**

P BRAKE

**Finance Manager**

### **Approved by:**

B LESTER

**Chief Executive**

# 7. FINANCE

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:  
DATE: 29 October 2009  
REPORT TO: Finance and Community Services Committee  
FROM: Finance Manager  
SUBJECT: Purchase of Aquatic Park Charitable Trust Land

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### 7.2 PURCHASE OF AQUATIC PARK CHARITABLE TRUST LAND

#### 7.2.1 SUMMARY

The Council meeting of 8 October 2009 confirmed Council's intention to purchase two land lots from the Ashburton Aquatic Park Charitable Trust (AAPCT) being lots 4 and 11. This report seeks Council's confirmation of the purchase price and the amount the AAPCT will be required to pay back to Council to reduce their advance balance.

#### 7.2.2 RECOMMENDATION TO COUNCIL

- “1. That Council purchase lots 4 and 11 (1 *Lots 4 and 11 DP 420080* ) at a total cost of \$525,000 plus GST to be transacted on the receipt of a Council approved operating budget for the Ashburton Aquatic Park Charitable Trust for the period to 30 June 2010.
2. That the purchase agreement be subject to the Ashburton Aquatic Park Charitable Trust immediately repaying the difference between the purchase price and their agreed funding needs for the period to 30 June 2010 to be applied against their advance balance from the Ashburton District Council.”

#### 7.2.3 BACKGROUND

The Council at its 8 October 2009 meeting confirmed its intention to assist the AAPCT. Part of the recommendation was:

*That Council should offer to purchase from the Trust Lots 4 and 11 DP 420080 on the basis that this land would vest as recreational reserve; the price to be at market valuation and the funds to be from the reserve purchase and improvement account. An additional term of this agreement will be that the sale proceeds are applied by the Trust towards extinguishing the original Council loan.*

The Heads of Agreement between the Council and the AAPCT includes inter alia, 'That Council and the AAPCT will work collaboratively to establish a service level agreement and budget to cover the operation of the lake as a community recreational facility and that any such budget will be met by the Council'.

Two valuations have been received, one prepared for the AAPCT by Cunneen McLeod Valuation Ltd dated 9 March 2009 and one prepared for Council from Fordbaker Valuation dated 9 September 2009. Cunneen McLeod Valuation Ltd's total valuation for these two lots was \$525,000 and Fordbaker Valuation's total was \$550,000.

# 7. FINANCE

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The Ashburton Aquatic Park Charitable Trust have been requested to provide operating budgets for the balance of the financial year to 30 June 2010 and for the next year ending 30 June 2011. A condition of this purchase is that the Trust will repay funds not required to meet their 30 June 2009 operating budget immediately back to the Council to reduce their advance account which currently stands at \$1.3 million.

This land will be retained as freehold available for public use subject to the provisions of the Local Government Act s138, which in effect creates the land as a public park. Any transfer to reserve status can be done at a later date.

## **7.2.4 OPTIONS AND RISKS**

Options and risks were considered by the Council on 8 October 2009

## **7.2.5 STATUTORY IMPLICATIONS**

There are no statutory implications

## **7.2.6 CONSULTATION**

No consultation is required.

## **7.2.7 STRATEGIC LINKS**

These are outlined in the original report to Council.

## **7.2.8 FINANCIAL IMPLICATIONS**

The funds for this purchase will be taken from the Reserve Purchase and Improvement Fund (funded from reserve contributions) which currently has a balance of \$2.4 million. The loss on interest to this account will be approximately \$36,000 per annum. The repayment of money from the AAPCT will be applied against their advance balance.

PAUL BRAKE  
FINANCE MANAGER

**John Rollinson**  
**Democracy & Community Services Manager**

# 7. FINANCE

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## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:  
DATE: 29 October 2009  
REPORT TO: Finance and Community Services Committee  
FROM: Finance Manager  
SUBJECT: Refund of Development Contributions

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### 7.3 REFUND OF DEVELOPMENT CONTRIBUTIONS

#### 7.3.1 SUMMARY

Council has charged and collected development contribution for the Hinds water scheme based on a capital project that is no longer proceeding, and as a result Council should refund part or all of the development contributions taken for that project.

#### 7.3.2 RECOMMENDATION

“That Council refund \$4,260 plus GST on each of the five development contributions paid in Hinds since 1 June 2006”

#### 7.3.3 BACKGROUND

Council’s Policy on Development Contributions and Financial Contributions (included in the Council’s 2006-16 Long Term Council Community Plan (LTCCP)) required development contributions of \$5,769 (GST exclusive) to be collected from new residential and commercial development in the Hinds water supply area. This included a figure of \$4,260 plus GST payable on future capital works totalling \$651,000 planned for the years 2009/10-2011/12. The growth component of this work was assessed at \$110,751 and the excess capacity was assessed at that stage as 26 household equivalents. (A copy of the calculation from the 2006-16 LTCCP is attached) **Page 60**

The Council’s 2109-19 LTCCP signalled that this upgrade was no longer planned for in the next 10 years.

The Local Government Act 2002 s209 covers refunds of development contributions

*Refund of money and return of land if development does not proceed*

(1) A territorial authority must refund or return to the consent holder or to his or her personal representative a development contribution paid or land set aside under this subpart if—

(a) the resource consent—

(i) lapses under section 125 of the Resource Management Act 1991; or  
(ii) is surrendered under section 138 of that Act; or

(b) the building consent lapses under section 52 of the Building Act 2004;

or

(c) the development or building in respect of which the resource consent or building consent was granted does not proceed; or

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- (d) *the territorial authority does not provide the reserve, network infrastructure, or community infrastructure for which the development contribution was required.*
- (2) *A territorial authority may retain any portion of a development contribution or land referred to in subsection (1) of a value equivalent to the costs incurred by the territorial authority in relation to the development or building and its discontinuance.*

In this case Council is not planning to provide the infrastructure that was originally planned and there is no new or upgrade capital work planned for the next ten years.

Council is therefore required to refund the portion of the development contribution taken which related to the \$651,000 upgrade that will now not go ahead.

Since 2006 Council has collected five Hinds water development contributions in the three years up to 30 June 2009. Each building consent application will be refunded \$4,260 plus GST.

## **7.3.4 OPTIONS AND RISKS CONSIDERED**

Not applicable

## **7.3.5 STATUTORY IMPLICATIONS**

These have been considered above.

## **7.3.6 STRATEGIC LINKS**

Council are required by s209 of the Local Government Act 2002 to refund development contributions if the work (or equivalent) will not proceed.

## **7.3.7 CONSULTATION**

There is no consultation required under this recommendation

## **7.3.8 FINANCIAL IMPLICATIONS**

The Hinds water supply has a credit balance of \$12,700 as at 30 June 2009. The refund of five contributions at \$4,260 each will total \$21,300 and will take their credit balance to a debit balance of \$8,600. Hind's water rates will need to be reviewed for 2010/11 in light of these refunds.

### **Prepared By:**

P BRAKE  
Finance Manager

### **Approved by:**

B LESTER  
Chief Executive

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## 7.4 FINANCE

### 7.4.1 Financial Reports

Financial reports will be circulated prior to the meeting.

### 7.4.2 2009 Rating Valuations

The objections to the 2009 rating revaluations closed on 14 October 2009. As at that date, Quotable Value has received 140 objections. This is a good result being less than 1% on the total assessments valued (15,087). Quotable Value will work over the coming months to resolve these objections.

## 7.5 FORESTRY

### 7.5.1 Sales and Harvesting

#### SALES INFORMATION REPORT - FOREST SUMMARY *Period 1/9/2009 to 30/9/2009*

<b>Products</b>	<b>Quantity Units</b>	<b>Net Value</b>
Domestic Sawlogs	1268.220 tonnes	\$17,496.48
Export Sawlogs*	1203.982 JAS	\$19,022.71
<b>Total</b>	<b>2472.202</b>	<b>\$36,519.19</b>

\* not total export value

Harvesting works of plantations in the Winslow area continued during September and October. Two plantations on the Winslow Westerfield Road have now been completed along with the small plantation adjacent to the Winslow Cemetery on SH1. The logging crew will now harvest some small plantations in the Winslow/Westerfield area before moving to a larger plantation adjacent to Bowyers Stream near Mt Somers.

### EMISSIONS TRADING REVIEW

The select committee that was reviewing climate change and the emissions trading legislation has now completed its work. The select committee examined a number of options for how the government could handle its commitments to the Kyoto Protocol and for future CO<sub>2</sub> emission reductions. Some of the options considered included the following;

- **Change implementation dates** in existing legislation for Stationary Energy and Industrial Processes (SEIP) from 1 January 2010 to 1 January 2011. This option does not improve competitiveness or provide assistance in the early years of the scheme.
- **Abolish the NZ ETS** with the government meeting its commitments under Kyoto by purchasing credits in the international market. Estimate cost of \$1.5 billion in commitment period one (CP1) with significant higher costs for future commitment periods. Abolishing ETS now would also forego the opportunity to have a relatively slow transition towards a “low carbon” economy.

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- **Replace ETS with a carbon tax.** This provides greater certainty over price to businesses and also will have lower administrative costs. A carbon tax is not favoured as it does not allow New Zealand linkage into international carbon markets that could provide emitters access to the best price of carbon possible. Also carbon trading systems have been or will be adopted by many of New Zealand's trading partners.
- **Delay the entry dates of all sectors other than forestry until 1 January 2013 (CP2)** This option would allow more time for sectors other than forestry to enter the NZ ETS and solve timing issues. It potentially would protect trade exposed sectors until 2013. Delay however is likely to have the affect of businesses not investing in low carbon solutions and potentially increasing NZ's costs of complying with future international commitments. There is a high fiscal cost of this option, approximately \$1.275 billion. It was suggested this cost could be partially offset by denying forestry their allocated units for deforestation even though this would be totally inequitable with forestry being only the sector to cop any liabilities in the first commitment period. Delaying entry is also likely too negatively impact how other countries view New Zealand's commitment to climate change which in turn could negatively affect trade and our ability negotiate future international agreements.

These options were rejected by the select committee and the following changes have been drafted into legislation to go before the parliament;

- Stationary Energy and Industrial Processes (SEIP) and Liquid Fossil Fuels (LFF) to enter ETS on 1 July 2010.
- SEIP & LFF to both enjoy a transition phase with a fixed price for NZU's of \$25/tonne and liabilities of only 1 for 2 until 31 December 2012.
- Uncapped allocation (based on intensity) for emissions-intensive trade exposed industry (EITE) to retain competitiveness of these industries.
- Agriculture entry 1 January 2015 with free allocations on an intensity basis.

There are few changes proposed for forestry with exception of confirming the first part of the allocation for pre-1990 forests and emission liabilities being capped at \$25/tonne before 1 January 2013. Initially credits allocated to forestry will be able to be sold international or banked although the export of credits could be banned in the future if the NZ ETS is linked with Australia's CPRS.

There are some doubts about whether the legislation will be passed with Maori interests voicing their concern about emission liabilities from pre-1990 forests and ACT have stated that the legislation does not go far enough. If the legislation is passed the Council should accrue approximately 30,700 NZU's from its pre-1990 forests which should have a value of at least \$750,000.

### 7.6 PROPERTY

#### 7.6.1 Mayfield Fire Shed

Remedial work on driveway and surrounds has been undertaken to tidy up for the Anniversary Celebrations.

#### 7.6.2 Pendarves Fire Shed

The revised plans have been signed off by the local Rural Fire Committee and Domain Board. Working drawings will now be prepared based on the revised layout.

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### 7.6.3 Rangitata Terrace Road

A meeting has been held with landowner of Shepherds Bush and have established route for pedestrian access track. Likely that this will be a shared access with owner's farm track. We will work with the owner to obtain a mutually beneficial outcome.

### 7.6.4 Rakaia BMX Track

Work has been done with local group to obtain access to Rail land on Railway Terrace West. Approval in principle has been obtained and we await final approval.

### 7.6.5 Dorie School Light

The light is now working. The mother board in the solar unit needed replacing. The first replacement unit was faulty and the obtaining of the second unit took longer than was acceptable. This work was done under warranty.

### 7.6.6 Tinwald Pool

A list of required maintenance items has been obtained and a meeting has been held with the Pool Manager on site. The list of required works is being worked through.

### 7.6.7 Scales Road

The plan creating the Scientific Reserve has been lodged. When new titles issued the future of the residual block of some 107 ha can be considered.

### 7.6.8 Dobson Street

Signatures from one affected party are awaited. This relates to the relinquishment of an easement to drain sewerage over a portion of freehold land which will become

### 7.6.9 Rangitata Camping Ground

Preliminary plans for additional toilet / laundry facilities have been prepared and costed. Preliminary assessment of cost is \$70,000. Working drawings will now be prepared

### 7.6.10 Administration Building

- **Temporary Tea Room**  
Tenders closed on 20 October. Three tenders were received, one of which offers an alternative (as per the tender document). This alternative is being evaluated/
- **Security**  
New security codes and master key system was put in place on 13 October.
- **Lights**  
All potentially faulty capacitors in the fluorescent lights are being progressively replaced to minimise risk of these burning.

P L BRAKE  
**Finance Manager**