Finance & Business Support Committee

AGENDA

Thursday 16 March 2017

Commencing at 1.30pm

Council Chamber,
2 Baring Square East, Ashburton
Committee Membership

Cr Neil Brown (Chair)
Cr Leen Braam (Deputy Chair)
Cr Thelma Bell
Cr Russell Ellis
Cr Lynette Lovett
Cr Mark Malcolm
Cr Liz McMillan
Cr Selwyn Price
Cr Diane Rawlinson
Cr Peter Reveley
Cr Alasdair Urquhart
Cr Stuart Wilson
Donna Favel Mayor, ex officio

Quorum – no less than seven (7) members

The purpose of local government:

(1) The purpose of local government is –
   (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
   (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

(2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are –
   (a) efficient; and
   (b) effective; and
   (c) appropriate to present and anticipated future circumstances.

(Local Government Act 2002 – Amendment Act 2012)
ASHBURTON DISTRICT COUNCIL

Finance & Business Support Committee Meeting

**Timetable**

1.30pm  Meeting commences

**ORDER OF BUSINESS**

1  Apologies
2  Extraordinary Business
3  Conflict of Interest Declarations
4  Confirmation of Minutes  1
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6  **Matters for Committee Decision**

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7  **Activity Reports**

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7.3  Finance  40
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7.5  Council Seal and Miscellaneous  41

8  **Business Transacted with the Public Excluded**

8.1  Finance & Business Support Committee – 2/02/17  73
Section 7(2)(h)  Commercial activities

8.2  Sale of Land held as Local Purpose Reserve  75
Section 7(2)(h)  Commercial activities

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Section 7(2)(h)  Commercial activities

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Section 7(2)(h)  Commercial activities

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Section 7(2)(h)  Commercial activities

8.6  Property Sales Update  92
Section 7(2)(h)  Commercial activities

10 March 2017
Committee Minutes

4 Finance & Business Support Committee

Minutes of the Finance & Business Support Committee meeting held on Thursday 2 February 2017, commencing at 2.33pm in the Council Chamber, 2 Baring Square East, Ashburton.

Present
Mayor Donna Favel; Councillors Neil Brown (Chair), Thelma Bell, Leen Braam, Russell Ellis, Lynette Lovett, Mark Malcolm, Liz McMillan, Selwyn Price, Diane Rawlinson, Peter Reveley, Alasdair Urquhart and Stuart Wilson.

In attendance
Group Manager Business Support, Community Relations Manager and Committee Secretary.
Staff in attendance for the duration of their reports: Commercial Manager, Finance Manager, Information Systems Manager.

1 Apologies
Nil.

2 Notification of Extraordinary Business
That pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 the following items be introduced as extraordinary business for discussion in-committee.

• Eastfield Investments joint venture Section 7(2)(h) Commercial activities
• Council lease agreement Section 7(2)(h) Commercial activities

Mayor/Reveley Carried

3 Conflict of Interest
Nil.

4 Confirmation of Minutes
That the minutes of the Finance and Community Services Committee meeting held on 1 December 2016, be taken as read and confirmed.

Mayor/Lovett Carried

5 Forward Programme
Elderly Persons Housing units [Referred to Bylaw & Policy Subcommittee] April – Gravel pit review, Sportsfields rentals (Domain & Argyle Park).

6.1 Ashburton Heritage Events Trust
That Council approves the Ashburton Heritage Events Trust funds being distributed to the Advance Ashburton Community Foundation.

Braam/Malcolm Carried

6.2 Funding Rehabilitation and Closure of Curries Pit, Methven
That Council approves a carryover budget of $100,000 for the rehabilitation works to be undertaken on Curries Pit, Methven.

Braam/McMillan Carried

6.3 Mt Somers Fire Station Extension
That Council approves an increase in the budget of $28,000 for the Mt Somers fire station extension with a total cost estimate of $149,000.

Braam/Malcolm Carried

A show of hands gave 9 for and 4 against the motion.
7 Activity Reports

That the reports be received.

Brown/Mayor Carried

7.2 Community Relations

• Economic Development Strategy

Market Economics will present the draft strategy to Council at a workshop on 6 April 2017.

7.3 Finance

• Rangitata Huts

It was reported that work has commenced on internal audits of memorial hall committees and reserve boards, as well as the Rangitata camping ground.

The Commercial Manager was asked for an update on the land purchased by the Rangitata Huts Society for the purpose of relocating huts threatened by coastal erosion. He advised that the Huts Society is yet to carry out the subdivision and would need to engage a surveyor to progress this.

That Council meets with the Rangitata Hut Holders Association to progress the subdivision.

Wilson/Malcolm Carried

7.3.2 Financial Variance Report

The November 2016 report was presented for discussion. December reports will be circulated to Councillors this week and included on the 23 February Council agenda. The Finance Manager reported that the process now is for reports to go out on 24/25 of each month.

- Capital expenditure and carry-overs
  Some capital expenditure on the EDRMS and digitisation won’t be fully spent. If carry-overs are identified before the Annual Plan is finalised they will be included in the budget. Similarly, where officers are aware a budget isn’t going to be spent that will also be identified and reported.

- Forestry sales
  A report on the Riverbank View joint venture will be provided following its winding up.

- Investments
  A report will be provided on the Mania-o-Roto Scouts investment.

7.6 Audit & Risk Subcommittee

The Committee received the minutes of the Subcommittee meeting held on 29 November 2016.

7.7 Community Grants & Funding Subcommittee – 15/12/16

• Biodiversity Grant Fund

The Subcommittee’s recommendation to fund travel and fuel expenses was not fully supported. Councillors opposing the motion agreed this approach could create inconsistency, noting that travel and fuel costs are not funded in any other category of grant.

The Community Relations Manager advised that while officers had not advocated the change, a case was made by the Open Spaces Planner to assist volunteers who travel significant distances for some biodiversity projects (eg Maori Lakes).

That the biodiversity grant scheme 2017 criteria be amended to allow funding for fuel and travel expenses.

Lovett/Rawlinson Lost

A show of hands gave 5 for and 6 against and the motion failed to pass.
8 Business transacted with the public excluded (4.05pm)

That the public be excluded from the following parts of the proceedings of this meeting, namely – the general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<table>
<thead>
<tr>
<th>Item no</th>
<th>General subject of each matter to be considered:</th>
<th>In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:</th>
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<tbody>
<tr>
<td>8.1</td>
<td>Audit &amp; Risk Subcommittee 29/11/16</td>
<td>Section 7(2)(h) Commercial activities</td>
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<tr>
<td>8.2</td>
<td>Ashburton Contracting Ltd Shareholder Reporting</td>
<td>Section 7(2)(h) Commercial activities</td>
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<td>8.3</td>
<td>Property Sales Update</td>
<td>Section 7(2)(h) Commercial activities</td>
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<tr>
<td>8.4</td>
<td>Extraordinary Business – Eastfields Joint Venture</td>
<td>Section 7(2)(h) Commercial activities</td>
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<tr>
<td>8.5</td>
<td>Extraordinary Business – Council lease</td>
<td>Section 7(2)(h) Commercial activities</td>
</tr>
</tbody>
</table>

Brown/Reveley Carried

The Committee concluded at 12.49pm.
## 5  Forward Programme –

**Finance & Business Support Committee**

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Report / Other</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 20</td>
<td>Triannual Performance Report</td>
<td>Community Relations Manager</td>
</tr>
<tr>
<td></td>
<td>Gravel Pit Review</td>
<td>Commercial Manager</td>
</tr>
<tr>
<td></td>
<td>S17A LGA, Service Delivery Reviews</td>
<td>Community Relations Manager</td>
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<td></td>
<td>Sportsfields rentals (Domain &amp; Argyle Park)</td>
<td>Finance Manager</td>
</tr>
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</table>
6.1 Ashburton Contracting Ltd – Draft Statement of Intent

6.1.1 Summary
Ashburton Contracting Limited’s draft 2017/18 Statement of Intent has been received for approval by Council.

6.1.2 Recommendation to Council
That Council receives the Ashburton Contracting Limited draft 2016/17 Statement of Intent.

6.1.3 Background
The purpose of the statement of intent is to provide:
  • a public statement of the activities and intentions of the Company for the year, and the objectives to which those activities will contribute;
  • an opportunity for the council to influence the direction of the Company; and
  • a basis for the Company’s Board to be accountable to the council for the Company’s performance.

Ashburton Contracting Limited (ACL) is required to prepare, adopt and deliver to Council its completed Statement of Intent (SOI) for the 2017/18 year by 30 June 2017. The draft SOI for 2017/18 has now been received by Council for comment. The draft 2017/18 SOI contains several minor changes from the 2016/17 SOI.

Page 3, Financial Results – the wording has been amended to remove the reference to quarterly reports being presented to a Liaison Committee. Clause 11.4 still includes the provision or quarterly reports to Council but these allow for the reports to be abbreviated reports.

Page 3, Nature and Scope of Activities – has had the reference to the Company supplying geotech drilling services removed. This is no longer a core activity as the Company has sold their drill. This has been replaced by the supply of aggregates and landscaping products.

Page 4, Performance Measures – has had the requirement to maintain the standards required within the Transit N.Z Document Review Certificate removed. This Certificate is no longer required.

6.1.4 Options and Risks Considered
The Statement of draft SOI is consistent with previous years. There is no option in having to produce a SOI but Council can request the Company to consider changes if required. The Company has the option to make any changes as a result of Council feedback.
6.1.5 Statutory Implications

The Local Government Act 2002 requires a council controlled organisation to have a statement of intent. Schedule 8 of the Act outlines the content that must be included in the statement of intent including the requirement for performance measures and targets to be included. A draft SOI must be forwarded to the shareholders on or before 1 March each year, and after considering any shareholder comments, must deliver a completed SOI to Council on or before 30 June each year. The draft SOI was received by Council on 1 March 2017 so the Company has met its legal obligations.

6.1.6 Significance and Engagement

There are no significant changes to the SOI and it does not require specific engagement or consultation with the wider community.

6.1.7 Financial Implications

There are no future financial implications relating to content of the Statement of Intent.

PREPARED BY
PAUL BRAKE
Group Manager Business Support

APPROVED BY
ANDREW DALZIEL
Chief Executive

ATTACHMENTS: pg 7-19

Appendix 1 Draft Statement of Intent
1. **PREAMBLE**

This Statement of Intent (SI) is required by section 64 of the Local Government Act 2002.

The Board of a Council Controlled Trading Organisation must deliver to the Council a draft Statement of Intent on or before 1 March each year. The Board must a) consider any comments on the draft Statement of Intent that are made to it within two months of 1 March by the Council, and b) deliver the completed Statement of Intent to the shareholders on or before 30 June each year.

2. **GOVERNANCE**

**Role of the Board**

The collective responsibility of the Directors is to direct the management of the Company.

The Board carries out its responsibilities by setting the Company’s strategic direction, providing leadership to put this into effect, appointing the Chief Executive Officer, agreeing targets and objectives and monitoring performance. The Chief Executive Officer has been delegated responsibility for the day-to-day management of the Company. He has an executive team to assist him.

**Board Composition**

The Company’s Constitution provides the Board will consist of not more than five directors of whom not more than one shall be a member or employee of any Local Authority; directors of the Company are appointed by the shareholder by notice in writing to the Company. The term of appointment shall be for a maximum period of three years, but may be for a lesser period as specified by the Council at the time of appointment. Retiring directors are eligible for re-election.
Board Meetings

Each year there are twelve scheduled directors’ meetings. The Board is able to meet at other times if there is business to be conducted. Any two directors have the power to summon a meeting of the Board.

Remuneration of Directors

The Shareholder by ordinary resolution from time to time sets a total maximum amount payable for annual directors’ fees divided among the directors as they consider appropriate.

Board Interaction with Management

Board policy is to make site visits to view Company operations and to familiarise directors with issues associated with the business. These visits usually involve interaction between directors and management and direct access to employees when their particular area of expertise is required. Most contact is with the Chief Executive Officer whom the Directors hold accountable for the operational performance of the Company.

Directors Obligations

A Directors’ Interests Register is maintained and records the following information:-

Directors’ Interests
Particulars of notices given by directors in regard to positions and shareholdings held in other companies.

Directors’ and Officers’ Insurance and Indemnity
The Company has arranged Directors’ and Officers’ Liability Insurance which ensures directors and officers will incur no monetary loss as a result of actions undertaken by them as directors and officers. Certain actions are specifically excluded, for example, criminal acts and the incurring of penalties and fines which may be imposed in respect of breaches of the law.

Financial Results

Management prepare monthly accounts which are provided to the Directors as part of the Board Report for review.

Unaudited half yearly summary reports are prepared for the Ashburton District Council.
The Company prepares Annual Accounts which are audited by Audit New Zealand. The directors review and sign the Annual Accounts which are incorporated in the Annual Report.

**External Auditor**

Section 70 of the Local Government Act 2002 requires that the Auditor General is the auditor of Council Controlled Organisations.

3. **OBJECTIVES**

The principal objectives of Ashburton Contracting Ltd are, in accordance with section 59 of the Local Government Act 2002 to:

a) be a successful business; and

b) be a good employer; and

c) exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so; and

d) conduct its affairs in accordance with sound business practice.

4. **NATURE AND SCOPE OF ACTIVITIES**

The nature of the Company’s activities are that of a civil and roading contractor. Its activities include: excavation, transport, construction, drainage, civil works, pipeline installation and surfacing (chip sealing/hotmix).

The company manufactures hotmix and readymix concrete.

The company has a vehicle repair workshop which services internal and external customers.

The company carries out quarrying and the supply of aggregates and landscaping products.

The company maintains water, sewer and wastewater facilities for the Council.

The company is a partner in the Lake Hood Extension Project joint venture.

The company supplies goods, materials, services and equipment for sale or hire.

The company engages in any other relevant activity as determined by the directors in consultation with the Shareholder from time to time.
5. **RATIONALE AND OBJECTIVES FOR ASHBURTON DISTRICT COUNCIL OWNERSHIP**

The rationale for the ongoing ownership of the Company in terms of contributing to the Ashburton District Council Long Term Plan is:-

a) To ensure local capacity and capability to undertake civil works, particularly focused on infrastructure.

b) To promote competition in the district for civil construction and maintenance activities.

c) To form part of a balanced portfolio of Council investments.

d) To provide a commercial rate of return on the Council’s investment.

6. **PERFORMANCE MEASURES**

a) Budgeted profit before tax for ACL Parent is achieved. ACL Parent excludes LHEP.

b) The annual rate of return on ACL Parent average shareholder’s funds will be a target of 12% before tax based on the rolling average of the last 5 years (excluding any subvention payments and the before tax profit or loss relating to the Lake Hood Extension Project).

c) The Company will maintain its ISO 9001 certification.

d) The Company will comply with the Resource Management Act.

e) The Company will ensure business management procedures and practices meet with the requirements of the Auditor such that the Company receives an unqualified audit report of its annual Financial Statements.

f) The Company will (a) maintain its current accreditation of Accident Compensation Commission Work Safety Management Plan Tertiary Qualified (expires 31 December 2018) and (b) strive to reduce its lost time injury frequency rate year upon year.

g) The Company will achieve its annual budgeted external revenue.

**LAKE HOOD EXTENSION PROJECT (LHEP) POLICY**

The Company will actively participate in and manage the performance of its investment in the Lake Hood Extension Project and report on its progress in the Notes to the Financial Statements of the Annual Report.
8. **FINANCIAL FORECASTS**

The budget projection for the year ending 30 June 2018 and forecast projections for each of the years ending 30 June 2019 and 30 June 2020 will be disclosed to the shareholder, on a confidential basis, in a timely manner to enable the Council to incorporate this information in its Annual Plan.

9. **RATIO OF EQUITY TO TOTAL ASSETS**

a) Equity is defined as the paid up capital, plus any tax paid profits earned and less any dividends distributed to shareholders. They include undistributed profits which have been accumulated in accounts known as either "Revenue Reserves" or "Capital Reserves".

b) Total Assets are defined as the sum of all current assets, investment assets and fixed assets of the Company.

c) The ratio of Equity to Total Assets will be no less than 50%.

10. **DIRECTORS' ESTIMATE OF THE COMPANY VALUE**

The Directors estimate that the commercial value of the shareholder’s investment in Ashburton Contracting Ltd will be represented by the opening balance of Equity.

11. **REPORTING TO SHAREHOLDER**

The Company will report to the Shareholder on both a regular basis and as and when necessary. The following information will be available to the shareholder based on an annual balance date of 30 June:

11.1 **Draft Statement of Intent**

The directors shall deliver to the shareholder a Draft Statement of Intent on or before 1 March each year which fulfils the requirements of section 64 of the Local Government Act 2002.
11.2 Completed Statement of Intent

The directors shall deliver to the shareholder a completed Statement of Intent on or before 30 June each year, which fulfils the requirements of section 64 of the Local Government Act 2002.

11.3 Reporting

Within two months after the end of the first half and the second half of each financial year, the Directors will meet with the shareholder and deliver to the Shareholder, a report containing the following unaudited information as a minimum in respect of the period year under review:

a) An Income Statement disclosing actual and budgeted revenue and expenditure and comparative figures for the same period in the previous financial year.

b) A Statement of Changes in Equity with comparative figures for the same period in the previous financial year.

c) A Balance Sheet period with comparative figures for the same period in the previous financial year.

d) An abbreviated Statement of Cash Flows with comparative figures for the same period in the previous financial year.

e) A commentary on the results for the period under review. Where the Report is in respect of the first six months the report will contain an outlook for the second six months with reference to any significant factors that are likely to have an effect on the Company's performance, including an estimate of the financial result for the year based on that outlook.

f) Commentary on the Company’s performance with regard to Health and Safety including appropriate graphical information on the Company’s performance and KPI’s.

11.4 Quarterly Reports

In addition, an abbreviated report, content to be agreed between the Board and the Ashburton District Council to maintain an overview on the Company and its operations, be provided at quarterly intervals between the half yearly report and the annual report.
11.5 **Annual Report**

Within three months of the end of each financial year, the Directors shall deliver to the Shareholder, an Annual Report which shall contain audited Financial Statements in respect of the financial year, containing the following information as a minimum:

a) A Directors’ Report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to dividend.

b) An Income Statement disclosing actual and budgeted revenue and expenditure with comparative figures from the previous Annual Report.

c) A Statement of Changes in Equity at the end of the year with comparative figures from the previous Annual Report.

d) A Balance Sheet at the end of the year with comparative figures from the previous Annual Report.


f) An auditor's report on the above statements and the measurement of performance in relation to objectives.

12. **ACCOUNTING POLICIES**

The accounting policies adopted for Ashburton Contracting Limited are documented in Appendix 1.

13. **DIVIDEND POLICY**

13.1 The Company will subject to the directors having completed a solvency certificate and discussion with the Council distribute by way of dividend the expected 50% of the ACL Parent Company’s operating surplus after tax.

13.2 The ACL Parent Profit after Tax excludes any realised capital gains/losses, revaluation movements and any after tax profits/losses arising from the LHEP.
14. **CHARITABLE GIFTS POLICY**

14.1 The Company may make charitable gifts to qualifying entities in terms of the 2007 Income Tax Act. Qualifying entities are those entities which are not carried on for private pecuniary profit and whose funds are wholly applied to charitable, benevolent, philanthropic or cultural purposes within New Zealand. The limit of the gifts is the level of taxable income for the Company. Charitable gifts for less than $20,000 in total in any one financial year will not require prior formal approval of the Ashburton District Council.

14.2 Any charitable gift in excess of $20,000 must have the formal agreement of the Company Directors and the Ashburton District Council regarding the recipient qualifying entity, the project and the amount of the gift.

15. **PROCEDURES FOR ACQUISITION OF INTERESTS IN OTHER COMPANIES OR ORGANISATIONS**

15.1 As a general policy, any proposed investment by the Company in other companies or organisations will be required to meet the weighted average cost of capital (WACC) of the proposed investment(s).

15.2 If the directors believe that the Company should invest in, or otherwise acquire, an interest in another company or organisation the directors will obtain prior approval of the shareholder by special resolution.

16. **SALES OF GOODS/SERVICES TO LOCAL AUTHORITIES**

16.1 The Company will provide goods and services to the Ashburton District Council as part of its normal business activities. These goods and services shall be charged for on a commercial basis.

16.2 Ashburton Contracting Limited under any contract with Ashburton District Council will be required to meet levels of service determined by the Council.
ACCOUNTING POLICIES

Significant Accounting Policies
Ashburton Contracting Limited (the “Company”) is a company domiciled in New Zealand.

The Company is a Council Controlled Trading Organisation as defined in Section 6 (1) of the Local Government Act 2002, wholly owned by the Ashburton District Council and is a profit-orientated entity for financial reporting purposes.

The Company’s business includes contracting for physical works, both maintenance and construction, offering goods and services for sale and plant and equipment for hire. These activities occur predominantly in the Ashburton district and immediate surrounding areas and may be undertaken in other geographical areas.

Statement of Compliance
The financial statements have been prepared in accordance with the Financial Reporting Act 1993, Generally Accepted Accounting Practice in New Zealand (NZ GAAP), the pronouncements of the New Zealand Institute of Chartered Accountants and they comply with New Zealand equivalents to International Financial Reporting Standards (NZ IFRS).

The Company qualifies as a Tier 2 for profit reporting entity and has elected to report under the reduced reporting regime. The Company has in some cases chosen to include information within its accounts used for the financial reporting requirements of its parent.

Basis of Preparation
The financial statements are presented in New Zealand dollars, rounded to the nearest thousand. They are prepared on the historical cost basis except that Land and Buildings and Investment Properties are stated at their fair value.

Non-current assets held for sale are stated at the lower of carrying amount and fair value less costs to sell.

The preparation of financial statements in conformity with NZ IFRS requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgments about carrying values of assets and liabilities that are not readily apparent from other sources.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

Property, Plant and Equipment

Owned Assets
Items of property, plant and equipment are stated at cost or deemed cost less accumulated depreciation and impairment losses, except for Land and Buildings which are valued annually by a registered valuer and are stated at fair value.

The cost of self-constructed assets includes the cost of materials, direct labour and an appropriate proportion of production overheads.

Certain items of property, plant and equipment that have been revalued to fair value on or prior to 1 July 2005, the date of transition to NZ IFRS, are measured on the basis of deemed cost, being the revalued amount at the date of that revaluation.

Where parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items of property, plant and equipment.
Borrowing Costs
Borrowing costs directly attributable to the acquisition, construction or production of a quality asset which is determined to be an asset that takes a period of greater than one year to get ready for the intended use are capitalised as part of the cost of that asset. All other borrowing costs are expensed in the period in which they occur. Borrowing costs consist of interest and other costs that are incurred in connection with the borrowing of funds.

Leased Assets
Leases in terms of which the Company assumes substantially all the risks and rewards of ownership are classified as finance leases. Finance leases are stated at the lower of the fair value of the asset or the present value of the minimum lease payments at the inception of the lease, less accumulated depreciation and impairment losses.

Subsequent Costs
Subsequent Costs are recognised in the carrying amount of an item of property, plant and equipment. The subsequent cost is capitalised when that cost is incurred if it is probable that the future economic benefits embodied within the item will flow to the Company and the cost of the item can be measured reliably. All other costs are recognised in the profit or loss as an expense when incurred.

Depreciation
Depreciation is charged to profit or loss on either straight-line or diminishing value basis over the estimated useful lives of each part of an item of property, plant and equipment. Lower value assets (cost less than $50,000) are depreciated at the current maximum rates allowed by the Inland Revenue Department as these rates approximate the useful lives and residual values associated with these assets. Land is not depreciated.

The estimated useful lives are as follows:

- Buildings 30-50 years
- Plant and Equipment 3-38 years
- Office Equipment & Fixtures 3-10 years
- Land Improvements 20 years

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

Non Current Assets Held for Sale
On initial classification as held for sale, non-current assets are recognised at the lower of carrying amount and fair value less costs to sell. Impairment losses are included in profit or loss.

Intangible Assets
Intangible assets acquired by the Company are stated at cost less accumulated amortisation and impairment losses.

Amortisation of intangible assets with a finite life is charged to profit or loss on a straight-line basis over the estimated useful lives of the intangible assets. The estimated useful life of software is three to ten years.

Trade and Other Receivables

Work in Progress
Work in progress is stated at cost plus profit recognised to date less a provision for foreseeable losses and progress billings. Cost comprises direct material and direct labour together with production overheads.

Trade and Other Receivables
Trade and other receivables are stated at their cost less impairment losses. A provision for impairment of receivables is established when there is objective evidence that the Company will not be able to collect all amounts due according to the original terms of receivables.

Inventories
Inventories are stated at the lower of cost and net realisable value using weighted average. Net realisable value is the estimated selling price in the ordinary course of business, less the estimated costs of completion and selling expenses.
Cash and Equivalents
Cash and cash equivalents comprise cash balances and call deposits with original maturities of less than 3 months. Bank overdrafts that are repayable on demand form an integral part of the Company’s cash management and are included as a component of cash and cash equivalents for the purpose of the statement of cash flows.

Impairment
The carrying amount of the Company’s assets other than inventories are reviewed at each balance date to determine whether there is any objective evidence of the indication of impairment. If any such indication exists, the asset’s recoverable amount is estimated.

If the estimated recoverable amount of an asset is less than its carrying amount, the asset is written down to its estimated recoverable amount and an impairment loss is recognised in profit or loss. For revalued assets the impairment loss is recognised in other comprehensive income for that asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in profit or loss.

Reversal of Impairment
Impairment losses are reversed when there is a change in the estimates used to determine the recoverable amount. For revalued assets the reversal of an impairment loss is recognised in other comprehensive income and credit to the revaluation reserve. However, to the extent that an impairment loss for that asset was previously recognised in profit or loss, a reversal of the impairment loss is also recognised in profit or loss.

Investments
Investment Property
Investment properties are properties which are held either to earn rental income or for capital appreciation or for both. Investment properties are stated at fair value. An external, independent valuer, having an appropriate recognised professional qualification and recent experience in the location and category of property being valued, values the property annually.

Any gain or loss arising from a change in fair value is recognised in profit or loss. Rental income from investment property is accounted for as described under the Revenue Policy below.

Other Investments
Investments in equity securities held by the Company are recorded at fair value.

Joint Venture
The Joint Venture has been incorporated into the financial statements using the equity method.

Income Tax
Income tax on the profit or loss for the year comprises current and deferred tax. Current tax is the expected tax payable on the taxable income for the year, using tax rates enacted or substantively enacted at the reporting date, and any adjustment to tax payable in respect of previous years. Deferred tax is provided using the balance sheet method, providing for temporary differences between the carrying amounts of assets and liabilities for financial reporting purposes and the amounts used for taxation purposes. The amount of any deferred tax provided is based on the expected manner of realisation or settlement of the carrying amount of assets and liabilities using tax rates or substantially enacted at the balance date.

Current tax and deferred tax is charged or credited to profit or loss, except when it relates to items recognised in other comprehensive income, in which case the tax is dealt with in other comprehensive income.

A deferred tax asset is recognised only to the extent that it is probable that future taxable profits will be available against which the asset can be utilised.

Employee Entitlements
The Company has made provision in respect of entitlements for annual leave, long service leave and retirement gratuities. The provision is calculated on an actual entitlement basis at current rates of pay.
The Company recognises a liability for sick leave to the extent that compensated absences in the coming year are expected to be greater than sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent the Company anticipates it will be used by staff to cover those future absences.

Obligations for contributions to defined contribution superannuation plans are recognised as an expense in profit or loss when they are due.

**Revenue**

**Goods and Services Sold**
Revenue from the sale of goods and services is recognised in profit or loss when the significant risks and rewards of ownership have been transferred to the buyer. No revenue is recognised if there are significant uncertainties regarding the recovery of the consideration due, associated costs or the possible return of goods, or where there is continuing management involvement with the goods or services.

**Construction Contracts**
Contract revenue and contract costs are recognised as revenue and expenses respectively by reference to the stage of completion of the contract at balance date. The stage of completion is measured by reference to the contract costs incurred up to balance date as a percentage of the total estimated costs for each contract.

Contract costs include all costs directly related to specific contracts, costs that are specifically chargeable to the customer under the terms of the contract and an allocation of overhead expenses.

An expected loss on construction contracts is recognised immediately as an expense in profit or loss.

Where the outcome of a contract cannot be reliably estimated, contract costs are recognised as an expense as incurred, and where it is probable that the costs will be recovered, revenue is recognised to the extent of costs incurred.

**Rental Income**
Rental Income from investment property is recognised in profit or loss on a straight-line basis over the term of the lease.

**Expenses**

**Operating Lease Payments**
Payments made under operating leases are recognised in profit or loss in the period in which they are incurred.

**Finance Lease Payments**
Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

**Net Financing Costs**
Net financing costs comprise interest payable on borrowings, interest receivable on funds invested and dividend income. Interest income is recognised in profit or loss as it accrues. Dividend income is recognised in profit or loss on the date the Company’s right to receive payment is established.

**Trade and Other Payables**
Trade and Other Payables are stated at cost.

**Provisions**
A provision is recognised in the balance sheet when the Company has a present legal or constructive obligation as a result of a past event, and it is probable that an outflow of economic benefits will be required to settle the obligation.

**Loans**
Loans are non-derivative financial instruments. Subsequent to initial recognition, loans are measured at amortised cost using the effective interest method.

**Goods and Services Tax (GST)**
All amounts are shown exclusive of GST, except for trade receivables and payables that are stated inclusive of GST.
Derivative Financial Instruments and Hedging
The Company uses derivative financial instruments (including forward currency agreements) to hedge risks associated with foreign currency. Such derivative financial instruments are initially recognised at fair value on the date at which the derivative is entered into and are subsequently remeasured to fair value.

Any gains or losses arising from changes in the fair value of derivatives are taken directly to profit or loss for the year.

The Company does not hedge account.

Changes in Accounting Policies
All policies have been applied on a consistent basis with those used in previous years.
6.2 Ashburton Stadium Complex Trust – Draft Statement of Intent 2017/18

6.2.1 Summary

Ashburton Stadium Complex Trust’s draft 2017/18 Statement of Intent has been received for approval by Council. (Attached)

6.2.2 Recommendation to Council

That Council receives the Ashburton Stadium Complex Trust’s draft 2017/18 Statement of Intent.

6.2.3 Background

The purpose of the statement of intent is to provide:

- a public statement of the activities and intentions of the Trust for the year, and the objectives to which those activities will contribute;
- an opportunity for the council to influence the direction of the Trust; and
- a basis for the Trust to be accountable to the council for the Trust’s performance.

The Ashburton Stadium Complex Trust (ASCT) is a Council Controlled Organisation. It is required to prepare, adopt and deliver to Council its completed Statement of Intent (SOI) for the 2017/18 year by 30 June 2017. The draft SOI for 2017/18 has now been received by Council for comment. The ASCT’s draft 2017/18 SOI is consistent with the 2016/17 SOI which was subject to a major rewrite at the time.

The draft 2017/18 SOI contains a couple of changes from the 2016/17 SOI.

Under 3.1.6 a comment has been added to clarify that although the objects are those outlined in the Trust Deed, the Trust’s role is now principally related to fund raising.

Under paragraph 5 the expected timing of the remaining sponsors’ money is outlined (5b) along with the timing of the payment of the money to Council (5c). Effectively 5c means that the sums outlined in 5b will be paid across after September each year.

6.2.4 Options and Risks Considered

The Statement of draft SOI is consistent with previous years other than the changes outlined above. There is no option in having to produce a SOI but Council can request the Trust to consider changes if required. The Trust has the option to make any changes as a result of Council feedback.
6.2.5 Statutory Implications

The Local Government Act 2002 requires a council controlled organisation to have a statement of intent. Schedule 8 of the Act outlines the content that must be included in the statement of intent including the requirement for performance measures and targets to be included. A draft SOI must be forwarded to the shareholders on or before 1 March each year, and after considering any shareholder comments, must deliver a completed SOI to Council on or before 30 June each year. The draft SOI was received by Council on 6 March 2017 so the Trust has failed to meet its legal obligation to provide the SOI by 1 March.

6.2.6 Significance and Engagement

There are no significant changes to the SOI and it does not require specific engagement or consultation with the wider community.

6.2.7 Financial Implications

There are no financial implications relating to receiving of the draft SOI.

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Group Manager Business Support

APPROVED BY
ANDREW DALZIEL
Chief Executive

ATTACHMENTS: pg 22-27

Appendix 1 Draft Statement of Intent
ASHBURTON STADIUM COMPLEX TRUST (ASCT)

STATEMENT OF INTENT FROM 1 JULY 2017 to 30 June 2018

1. BACKGROUND

This Statement of Intent (SI) is required by section 64 of the Local Government Act 2002.

The Board of a Council Controlled Organisation must deliver to the Council a draft Statement of Intent on or before 1 March each year. The Board must a) consider any comments on the draft Statement of Intent that are made to it within two months of 1 March by the Council, and b) deliver the completed Statement of Intent to the Stakeholders on or before 30 June each year.

2. OBJECTIVES

The principal objectives of ASCT are, in accordance with section 59 of the Local Government Act 2002 to:

a) achieve the objectives as specified in the Statement of Intent; and

b) be a good employer; and

c) exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so; and

d) conduct its affairs in accordance with sound business practice.

3. NATURE AND SCOPE OF TRUST ACTIVITIES

3.1 Exclusively Charitable Objects and Purposes: The Trustees stand possessed of the Trust Fund on trust to pay or apply so much of the capital and income of the Trust Fund as the Trustees think fit for or towards any one or more of the following exclusively charitable objects and purposes, which are declared to be the objects and purposes of the Trust, namely:

3.1.1 First Object: to research and determine the sporting and other facilities to be included in any stadium/pool complex for Ashburton;

3.1.2 Second Object: to raise by any means available the funds to achieve the provision of such facilities;

3.1.3 Third Object: to acquire and develop such facilities;

3.1.4 Fourth Object: determine the ownership and operation of the above facilities;

3.1.5 Fifth Object: to appoint a Board of management (or reform itself) to manage and operate the above facilities;

3.1.6 General: all things which are incidental or conducive to the attainment of the charitable objects and purpose described.

It is noted that the current role of the Trust now relates principally to the provision of clause 3.1.2 above.
4. GOVERNANCE

Governance

4 (a) Structure, Function and Obligations of the Board
The Role of the Board:

- Ensuring the Trust meets its objectives as defined in this Statement of Intent.
- Ensuring the Trust complies with all its legal obligations.
- Ensuring the Stakeholders are kept well informed on all relevant issues and that there are no “surprises” on matters likely to cause community or political concern.
- Making any decisions as to policy that is not the preserve of the Administrative Agent and is not day to day administration.
- Employing the Administrative Agent.
- Ensuring sound financial management of the Trust.

4 (b) Board Composition

The Trust’s Deed provides the Board will consist of not more than seven Trustees who shall be appointed in accordance with the Trust Deed.

4 (c) Board Meetings

The Board will meet as and when required.

4 (d) Remuneration of Trustees

It is not envisaged there will be any Trustee fees payable.

External Auditor

Section 70 of the Local Government Act 2002 requires that the Auditor General is the auditor of Council Controlled Organisations.

5. PERFORMANCE AND OTHER MEASUREMENTS

(a) Performance shall be assessed against the following targets:

- Evidence of action liaison with stakeholders.
- Successful application for grant funding.
- Financial performance against budget compared with target and assessed against the previous year.
- To meet the reporting requirements to Local Authorities, the regional council and external funding agencies.
- Preparing the annual report for Local Authorities and external funding agencies.

(b) Expected timing of remaining sponsors Invoicing and Collection to the Trust will be as follows:

- Year ended 30 June 2017 $354,547
- Year ended 30 June 2018 $171,917
- Year ended 30 June 2019 $ 10,000
(c) The Trust undertakes to release its surplus cash collections within 20 working days of:

1. The completed audited financial statements at 6.3(b), and
2. The completed half yearly report at 6.3 (a), and Subject to receiving the appropriate GST tax invoice from Ashburton District Council

6. REPORTING TO STAKEHOLDERS

The Trust will report to the stakeholders on both a regular basis and as and when necessary. The following information will be available to the stakeholders based on an annual balance date of 30 June:

6.1 Draft Statement of Intent

The directors shall deliver to the stakeholders a Draft Statement of Intent on or before 1 March each year which fulfils the requirements of section 64 of the Local Government Act 2002.

6.2 Completed Statement of Intent

The Board shall deliver to the stakeholders a completed Statement of Intent on or before 30 June each year which fulfils the requirements of section 64 of the Local Government Act 2002.

6.3 (a) Half Yearly Report

- Within 2 months after the end of the first half of each financial year, the board of a council controlled organisation must deliver to the Stakeholders a report on the organisation’s operations during that half year.

- This report covers the period from 1 July to 31 December of each year and must be delivered to Council by the last day of February each year.

- The report must include the information required to be included by its statement of intent.

- The Trust will report on the following:
  - initiatives undertaken
  - progress made
  - detail expenditure incurred

- The Trust will compare its specific performance for the period under review and compare this to its statement of intent.

6.3 (b) Annual Report

- Within 3 months after the end of each financial, the board of a council controlled organisation must deliver to the Stakeholders, and make available to the public, a report on the organisation’s operations during that year.

- This report covers the period from 1 July to 30 June of each year and must be delivered to Council by the last day of October each year.

- The report must include the information required to be included by:
a) Sections 68 and 69 and
b) Its Statement of Intent

6.3 (c) Consent of Reports on Operations
A report on the operations of a council controlled organisation under section 67 must:
(a) Contain the information that is necessary to enable an informed assessment of the operations of that organisation and its subsidiaries, including
   i. A comparison of the performance of the organisation and its subsidiaries with the statement of intent, and
   ii. An explanation of any material variances between that performance and the statement of intent, and

6.3 (d) Financial Statements and Auditor's Report
A report on the operations of a council controlled organisation under 67 must include:
(a) Audited consolidated financial statements for that financial year for that organisation and its subsidiaries; and
(b) An auditor's report on
   i. Those financial statements, and
   ii. The performance targets and other measures by which performance was judged in relation to that organisation's objectives

The audited financial statements under subsection (1)(a) must be prepared in accordance with general accepted accounting practice.

6.3 (e) Auditor General is Auditor of Council Controlled Organisations
Despite sections 196 – 203 of the Companies Act 1993, a council controlled organisation or a subsidiary of a council controlled organisation is a public entity as defined in section 4 of the Public Audit Act 2001 and, in accordance with that Act, the Auditor General is its Auditor.

6.3 (f) Accounting Policies

The significant accounting policies adopted for Ashburton Stadium Complex Trust are contained in Appendix A
Statement of Accounting Policies
for the year ended 30 June 2016

Accounting policies applied
Basis of preparation
The Board has elected to apply PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than $2 million. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and services tax (GST)
The Trust is registered for GST. All amounts in the financial statements are recorded exclusive of GST, except for debtors and creditors, which are stated inclusive of GST.

Income tax
The Trust is wholly exempt from New Zealand Income tax having fully complied with all statutory conditions for these exemptions.

Bank accounts and cash
Bank accounts comprise of cheque or savings accounts, and deposits held at call with banks.

Revenue
Revenue is measured as the fair value of consideration received.

Sponsorship
With effect from 1 July 2012 any sponsorship revenue received from sponsors which are subject to a Gold or Silver contract or is defined as a major partner will be collected by the Trust as agent for the Ashburton District Council. As a result the Trust will recognise an agency creditor until such a time as the sponsorship revenue is transferred to Ashburton District Council. Gold, silver and major sponsors are not reflected in Revenue in the Financial Statements.

Donations
The Trust will continue to receive donations and sponsorship revenue not subject to a contract and which have no obligation to repay the council. These are shown as revenue.

Grants
Grants received from Ashburton District Council are restricted for the purpose of the Trust meeting its objectives as specified in the Trust deed.

The grants are recognised as revenue when they become receivable unless there is an obligation to return the funds if conditions of the grant are not met.

Interest
Interest income is recognised using the effective interest method.

Employee related costs
Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries, and leave entitlements.

Superannuation contributions are recorded as an expense as staff provide services.
Statement of Accounting Policies
for the year ended 30 June 2016

Administration and overhead costs
These are expensed when the related service has been received.

Debtors
Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

Property, plant, and equipment
Property, plant, and equipment is recorded at cost, less accumulated depreciation and impairment losses.

Donated assets are recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the current value of the asset is readily obtainable and significant. Significant donated assets for which current values are not readily obtainable are not recognised.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

For an asset to be used by the Trust, the asset is impaired if the value to the Trust in using the asset falls below the carrying amount of the asset.

Depreciation is provided on a diminishing-value basis at rates that will write off the cost of the assets over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Useful Life</th>
<th>Depreciation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Equipment</td>
<td>3 to 5 years (50%)</td>
<td>50%</td>
</tr>
</tbody>
</table>

Creditors and accrued expenses
Creditors and accrued expenses are measured at the amount owed.

Employee costs payable
A liability for employee costs payable is recognised when an employee has earned the entitlement.

These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date.

Critical judgements in applying the Trust's accounting policies
The Trustees must exercise their judgement when recognising grant revenue to determine if conditions of the grant contract have been satisfied. This judgement will be based on the facts and circumstances that are evident for each grant contract.
6.3 Population Projections

6.3.1 Summary

The purpose of this report is to confirm Council’s preferred population projections series to use in preparation for the Long Term Plan.

6.3.2 Recommendation

That Council adopts the medium population projection series released by Statistics New Zealand for the development of the Long Term Plan.

6.3.3 Background

Statistics New Zealand release subnational population projections every two – three years. The projections are based on the estimate resident population of each area at 30 June 2013 (as based on the census usually resident population count collected on 5 March 2013) and adjusted for:

- Net census undercount
- Residents temporarily overseas on census night
- Births, deaths, and net migration between census night and 30 June 2013
- Reconciliation with demographic estimates at ages 0-9 years.

The population projections indicate the future population living in the district out to 2043. Three projections (low, medium, and high growth) that incorporate different fertility, mortality, and migration assumptions for each geographic area are produced to illustrate a range of possible scenarios.

At the time of release, Statistics NZ considers the medium projections as the most suitable for assessing future population changes. The medium series is consistent with the median projection (50th percentile) of the National Population Projections: 2016 (base)–2068 (released October 2016). Officers have reviewed a further five indicators (building consents, school enrolments, business unit growth, filled jobs and GDP growth) to ensure that the medium series best reflects the population changes in the district.

It is important to note that projections are not predictions. They should be used as an indication of the overall trend, rather than as exact forecasts. Statistics New Zealand update the projections every 2–3 years to maintain their relevance and usefulness, by incorporating new information about demographic trends and developments in methods.
<table>
<thead>
<tr>
<th>Year</th>
<th>1996</th>
<th>2001</th>
<th>2006</th>
<th>2013</th>
<th>2018</th>
<th>2023</th>
<th>2028</th>
<th>2033</th>
<th>2038</th>
<th>2043</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>35,400</td>
<td>37,800</td>
<td>40,200</td>
<td>42,600</td>
<td>45,000</td>
<td>47,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>25,176</td>
<td>25,443</td>
<td>27,372</td>
<td>32,300</td>
<td>34,700</td>
<td>36,300</td>
<td>37,800</td>
<td>39,200</td>
<td>40,500</td>
<td>41,900</td>
</tr>
<tr>
<td>Low</td>
<td>33,900</td>
<td>34,700</td>
<td>35,300</td>
<td>35,700</td>
<td>36,000</td>
<td>36,300</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source: Statistics New Zealand Population Projections released 22 February 2017

### 6.3.4 Options and Risks Considered

**Option One – Medium Projection series (the preferred option)**

Based on the advice of Statistics New Zealand, and the review of additional information by officers, it is considered that the medium population projections are most likely to represent the district’s future growth. There are no risks associated with this option.

**Option Two – Low Projection series**

The low population projection series is not recommended as the indicators reviewed by officers suggest growth is over and above the projected scenarios. A risk of choosing to use this projection scenario is that Council could plan for less population growth than what may eventuate and end up with an infrastructure deficit.

**Option Three – High Projection series**

The high population projection series is not recommended as the indicators reviewed by officers suggest that while the district is continuing to grow, it is not growing at the pace projected in this scenario. A risk of choosing to use this projection scenario is that Council could plan for more population growth than what may eventuate and end up with an infrastructure surplus.

### 6.3.5 Statutory Implications

The decision being made relates to the Local Government Act, specifically Section 76 relating to Decision making and Section 93 relating to the Long Term Plan.
6.3.6 Significance and Engagement
The projection series used will be a part of the Long Term Plan which will undergo a Special Consultative Procedure as per Section 93a of the LTP.

6.3.7 Financial Implications
The financial implications associated with this decision are dependent on the projection scenario chosen. Using the low population projection series could result in lower costs to Council in the short term, with the risk of greater costs for future generations. Alternately, using the high population projection series could result in higher costs to Council in the short term, with the risk of an infrastructure surplus for future generations.

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APPROVED BY
VINCIE BILLANTE
Community Relations Manager
6.4 Annual Plan Consultation

6.4.1 Summary
Council needs to determine if it wishes to consult on the Annual Plan 2017/18, which is not deemed to be a significant variation from the Long Term Plan 2015-25 and would not legally require consultation.

6.4.2 Recommendation to Council

That Council notes the changes to the Annual Plan process and consultation requirements and resolves not to consult on the Annual Plan 2017/18 in accordance with s95 (2a) of the Local Government Act.

6.4.3 Background

Annual Plan Changes
Changes to the Local Government Act 2002 in 2014 mean that the Council’s approach to preparing and consulting on an Annual Plan is changed. These changes mean that:

- There is no requirement to prepare information that duplicates the LTP content.
- As such, the Annual Plan is an exception based document and the Annual Plan 2017/18 content is reduced.
- A Council is not required to prepare a “Draft Annual Plan” or Draft Annual Plan Summary.

Consultation on an Annual Plan is not required unless the differences to the LTP are ‘significant’ or ‘material’ or the Council chooses to. The Annual Plan is not required to go through a formal Special Consultative Procedure (SCPas previously carried out). If consultation is carried out, it must give effect to the consultation principles under the LGA (S82).

Where consultation occurs, a Consultation Document (CD) must be prepared.

The focus of the CD can only be around the ‘significant’ and ‘material’ changes between the 2017/18 year in the LTP 2015-25 and the Annual Plan 2017/18.

The new Annual Plan process is not about re-litigating issues already decided in the LTP. It is effectively an exceptions document that contains the major differences from the LTP. Consultation, if required, focuses around these differences or anything else that the Council wishes to consult on.

2017/18 Annual Plan Approach
Based on our initial analysis from the Budget workshops, it is proposed that the Annual Plan will not be consulted on. The Council may take more of a notification and information sharing approach.
This is likely to include an overview of what the main projects are for the coming year, any new projects included, changes to what was included in Year Three of the LTP and the financial and rating impact. There will not be a formal Special Consultative Procedure (SCP) as has occurred in the past. Note this is the proposed approach, and Council may decide to consult using a ‘Consultation Document’ under the Act.

Information on the Annual Plan information will be included as part of the Courier, on the Council’s website, made available from Council Customer Services Reception Area, the Library, and mailed out to stakeholders.

It is proposed that Community Conversations are held instead of formal consultation community meetings, based in areas where people already congregate (such as pubs) and using the Start With A Smile couch in the wider townships. Please see attached Communication and Engagement Timeline.

6.4.4 Options and Risks Considered

Option One: Council may decide to consult using a ‘Consultation Document’ under the Act.

The Council may choose to hold a full SCP as specified under the Act, producing a Consultation Document based on the proposed changes in the Annual Plan from the LTP. Council officers have assessed these against the Significance and Engagement Policy as not being of material significance, so Council will need to determine the exact nature of the content for consultation to be based on.

Option Two: Council does not consult on the Annual Plan 2017/18 (Recommended)

Council opts not to consult on the Annual Plan 2017/18 and adopts it in full on 18 May 2017. This would be followed up with information about the Annual Plan as listed above, and general Community Conversations where elected members can meet their constituents and gather information to feed into the Long Term Plan 2018-28 development.

6.4.5 Statutory Implications

The recommended approach is consistent with s95 (2a) of the Local Government Act 2002.

6.4.6 Significance and Engagement

This matter has been assessed against Council’s Significance and Engagement Policy, and is not deemed significant.

6.4.7 Financial Implications

There are no financial implications if Council decides to adopt the recommendation. If Council decides to do a full SCP, the cost could be around $20,000.

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APPROVED BY
PAUL BRAKE
Group Manager Business Support

ATTACHMENTS: pg 33-34
Appendix 1 Communication Plan
## APPENDIX ONE

### The Communication Plan

<table>
<thead>
<tr>
<th>Communication Channel</th>
<th>Comments</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| **Media Statements**  | • Statement following Council adoption of final AP  
• Two or three media statements focusing on particular projects or topics (updates on LTP progress)  
• Statement to encourage participation at community conversation meetings | • Meg/Priority Comms |
| **Advertising**       | **To run throughout engagement period**  
• Print media (including District Diary, the Ashburton Guardian, the Courier, and the Mid Canterbury Herald)  
• Radio - all available gaps in engagement period  
• Council website - all engagement period  
• Smaller community papers (Rakaia, Methven, Mt Somers etc.) | • Rosemary/Donna Robertson (when Rosemary is on Annual Leave) |
| **Community Meetings & Engagement Approach** | • Community conversation meetings to be held in Ashburton, and one rural pub - suggestion either Methven Blue Pub or Rakaia Pub. Elected members to attend.  
• Start With A Smile trailer and campaign used during the day at various sites around the district, i.e. Hinds, Rakaia, Mayfield, Mt Somers, Methven for elected members to be present at and chat with residents who elect to come discuss ideas and issues in the district | • Community Relations Team |
| **Council Website & Facebook pages** | • Notification of community meetings, copy of Annual Plan online | • Rosemary |
# The Engagement Plan

<table>
<thead>
<tr>
<th>Date / Timing</th>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>By 6 April 2017</strong></td>
<td><strong>Community Meeting Venues Booked</strong></td>
<td>Vincie</td>
</tr>
<tr>
<td></td>
<td><strong>Consultation Advertising prepared/booked</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Radio- ads to run 6 April - 7 May</td>
<td>Meg/Rosemary/ Priority Comms</td>
</tr>
<tr>
<td></td>
<td>• Council website - posted 6 April</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Print Media:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Media release regarding adoption sent to Courier, Guardian, Press and Selwyn Outlook, and community newsletters including Rakaia News, Snowfed, Hinds, Mayfield and Mt Somers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Dates of community meetings in Advertising Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Community Noticeboard in District Diary</td>
<td></td>
</tr>
<tr>
<td><strong>Completed by 4 May 2017</strong></td>
<td><strong>Preparation of documents</strong></td>
<td>Vincie/ Sandy/ Priority Comms</td>
</tr>
<tr>
<td></td>
<td>• Draft Annual Plan 2017/18 for Councillors</td>
<td></td>
</tr>
<tr>
<td><strong>18 May 2017</strong></td>
<td><strong>Final Annual Plan adopted by Council</strong></td>
<td>Vincie</td>
</tr>
<tr>
<td></td>
<td>• Report</td>
<td></td>
</tr>
<tr>
<td><strong>Week of 19-26 May 2017</strong></td>
<td><strong>Media statement</strong></td>
<td>Meg/Priority Comms</td>
</tr>
<tr>
<td></td>
<td>• Annual Plan available online</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Community meeting locations and times</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>District Diary</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 25 May</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Also include rates postponement and remission policy info</td>
<td></td>
</tr>
<tr>
<td><strong>19 May 2017</strong></td>
<td><strong>Final document available on website &amp; sent to be printed</strong></td>
<td>Rosemary</td>
</tr>
<tr>
<td><strong>22 May - 9 June 2017</strong></td>
<td><strong>Community meetings</strong></td>
<td>Elected Members Community Relations Team (SWAS)</td>
</tr>
<tr>
<td></td>
<td>• Methven Blue Pub</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ashburton - Community Meeting Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mayfield/Mt Somers - SWAS Couch &amp; Caravan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Rakaia Pub</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Hinds - SWAS Couch &amp; Caravan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Hakatere - SWAS Couch &amp; Caravan</td>
<td></td>
</tr>
<tr>
<td><strong>1 June 2017</strong></td>
<td><strong>Printed copies of final Annual Plan 2017/18 available</strong></td>
<td>Courtney</td>
</tr>
<tr>
<td></td>
<td>Send to stakeholders incl. OAG etc.</td>
<td></td>
</tr>
</tbody>
</table>
6.5 Mania-o-roto Scouts – Grant Overpayment

6.5.1 Summary

This report is recommending the write-off of an overpayment of the Mania-o-roto major grant expenditure made in 2011/12.

6.5.2 Recommendation

That Council writes off the Mania-o-roto Scouts grant overpayment of $7,688.05 GST inclusive.

6.5.3 Background

In 2009 the Mania-o-roto Scout Association made an application for $97,521 under the Council’s Major Project funding towards the cost of a new scout den located at the end of Chalmers Avenue. The total cost of the project was estimated at $650,144. At that time, Council made an annual budget provision of $100,000 as a contestable fund to assist with major projects throughout the District. The Mania-o-roto Scout Association were successful in their grant application and were advised that they had been granted $95,000.

The Association lodged their building consent and all the fees associated with the building consent were to be met from the grant. These fees totalled 14,925 (GST inclusive); however the full grant of $95,000 was paid to the Association without the deduction for the building consent fees.

This overpayment has been shown as an advance in Council’s books since that date but it appears little action was taken to recover the overpayment.

Recently a new underground sewer pipe has been installed across the Mania-o-roto Scout Association grounds as part of the Ashburton Borough sewer upgrade. The Association is entitled to compensation for the easement and this has been valued at $6,293 plus GST.

We have contacted the Association advising them of the situation and they have agreed not to seek this compensation if Council does not seek to recover the overpayment of the grant. They appeared to be unaware that they had been overpaid as they were unaware of Council’s internal crediting of the building consent costs.

Given that the original overpayment was Council’s error and that Council did not actively seek to recover the overpayment at the time, together with the limited funds the Association has, it is recommended that the net overpayment of $7,688 (after deducting the easement compensation) be written off.

Council will need to work through with the Association concerns that the Commissioners expressed when considering the second bridge designation regarding access to the Mania-o-roto Scout Association site. The Commissioners stated:

We are not convinced that this layout provides appropriate access to the former, and we urge the Ashburton District Council to give further detailed consideration to this issue both
before, and at the time of, its consideration of outline plans for the works. We are confident that a suitable solution can be found.

There will need to be goodwill from both the Council and the Association in seeking a suitable solution referred to by the Commissioners. Hence this is another reason not to seek the refund of the overpayment.

6.5.4 Options and Risks Considered

Option 1
Council writes off the net overpayment of $7,688.05 GST inclusive.
This is the recommended option.

Option 2
That Council seeks to recover the net overpayment of $7,688.05. The Association was unaware that Council had overpaid the grant and would need to fundraise meet this cost. Given that this was a result of a Council error and it is now six years since the project was completed, this option is not recommended.

6.5.5 Statutory Implications
There are no statutory implications.

6.5.6 Significance and Engagement
There are no significance or engagement issues as a result of the recommendation.

6.5.7 Financial Implications
The cost of the write-off of $6,627.87 (GST exclusive) will be met from Council's general reserves.

PREPARED BY
PAUL BRAKE
Group Manager Business Support

APPROVED BY
ANDREW DALZIEL
Chief Executive
## 7 Activity Reports

### 7.1 Information Systems

#### 7.1.1 Projects

<table>
<thead>
<tr>
<th>Brief Project Description</th>
<th>Start Date</th>
<th>Estimated Completion Date</th>
<th>On track (yes/no)</th>
<th>Within budget (yes/no)</th>
<th>Carry-over (yes/no)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDRMS</td>
<td>September 2014</td>
<td>2017/18</td>
<td>No</td>
<td>-</td>
<td>Yes</td>
<td>Current activities:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1. Scope confirmed with supplier, Information Leadership.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2. Project planning underway with supplier to identify tasks, timeline resourcing and key milestones.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3. Main contract terms and conditions prepared for sign off.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Targets are to sign contracts by 13 March with initial activities planned to commence end March.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Project delay due to extended assessment of solution and non-agreement of contract with initial solution provider., resulting in supplier and solution change.</td>
</tr>
<tr>
<td>Desktop Replacement</td>
<td>May 2015</td>
<td>February 2017</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>8 units remaining to be replaced. Delayed due to available staff resourcing and hardware. New hardware received and being configured. Units to be replaced by end of March 2017.</td>
</tr>
<tr>
<td>Infrastructure renewal/upgrade and relocation</td>
<td>August 2015</td>
<td>May 2016</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Phase 1 - Renewal of server hardware and relocation of library server completed. Phase 2 – New storage hardware Completed. Phase 3 – Decommissioning of library site, switch and network configuration Completed Phase 4 - Core switch configuration finalised. Required fibre infrastructure proof of concept tested successfully. Phase 5 – relocation of server/network infrastructure. Underway. Core switches transferred and network adjustments made between sites. Server and storage hardware to be relocated through March. Estimated project completion April/May. Project delay due to resource availability (internal and external) and other priority work</td>
</tr>
<tr>
<td>Brief Project Description</td>
<td>Start Date</td>
<td>Estimated Completion Date</td>
<td>On track (yes/no)</td>
<td>Within budget (yes/no)</td>
<td>Carry-over (yes/no)</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------</td>
<td>---------------------------</td>
<td>-------------------</td>
<td>------------------------</td>
<td>---------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Annual Plan</td>
<td>Dec 2016</td>
<td>June 2017</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Final plan with narrative and final budget amounts proposed to be adopted in April, with no SCP for this year.</td>
</tr>
</tbody>
</table>

### 7.2 Community Relations

#### 7.2.1 Projects

<table>
<thead>
<tr>
<th>Brief Project Description</th>
<th>Start Date</th>
<th>Estimated Completion Date</th>
<th>On track (yes/no)</th>
<th>Within budget (yes/no)</th>
<th>Carry-over (yes/no)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digitalisation of Property and Consent files</td>
<td>August 2015</td>
<td>2018</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Main contract – underway. 26,000 building, resource consent and property files.</td>
</tr>
</tbody>
</table>
| Core Enterprise Software Upgrade | August 2015 | 2018 | Yes | Yes | No | Implementation of suppliers new user interface for Property, Finance, HR/Payroll. Rolling implementation as modules are released.  
Phase 1 - Environment upgrades completed.  
Phase 2 – Development of roll out program – complete for identified Finance modules. Others to be planned as modules released/resources allow.  
Phase 3 – Identified Finance modules to be implemented April – June 2017. |
| Process Development | Ongoing | Yes | Yes | No | Development of new and existing processes and support tools to support service delivery across Council Business Groups.  
Priority work underway – Building Amendments (completed), Trade Water, Vested Assets, Elderly Persons Housing and Commercial Property. |
| Aerial Imagery Renewal | July 2016 | June 2017 | Yes | Yes | No | Underway – Renewal of existing rural and urban aerial imagery - in conjunction with other Canterbury Councils. |
| Back up Methodology | December 2016 | March 2017 | Yes | Yes | No | Transfer to cloud backup from physical tape and on site storage. Completed. |
| Microsoft Licensing Audit | November 2016 | February 2017 | Yes | Yes | No | Compliance Audit by PwC on behalf of Microsoft in respect to the Microsoft Licensing used by ADC. Completed. No further action received from PwC or Microsoft. |
### Long Term Plan

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Change</th>
<th>Completed</th>
<th>Timetable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timetable being developed and new templates for Activity Management Plans underway. These will feed into the Infrastructure Strategy and various financial policies for the Finance Strategy.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Grants & Funding Subcommittee

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Change</th>
<th>Completed</th>
<th>Timetable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>66 grants applications received requesting $1.37m funding. Subcommittee meets 16 March to assess applications.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Newcomers & Migrants Settlement Project for CREDS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Change</th>
<th>Completed</th>
<th>Timetable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start With A Smile will be complemented with a new pilot programme for MBIE (Immigration NZ) called Welcoming Communities, which ADC will lead on behalf of Canterbury.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LGA02 s17A Service Delivery Reviews

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Change</th>
<th>Completed</th>
<th>Timetable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S17A reviews underway; estimated most desktop analyses will be completed by February/March and presented to FABS in April.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Economic Development Strategy & Action Plan

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Change</th>
<th>Completed</th>
<th>Timetable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Economics holding workshop on 6 April to present draft to Council.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 7.2.2 Reserve Boards & Memorial Halls

Following Council’s appointment of the elected member representatives to the reserve boards and memorial hall committees, the remainder of the triennial meetings have now taken place with the exception of Maronan Reserve Board. These are shown below:

<table>
<thead>
<tr>
<th>Reserve Board/Memorial Hall</th>
<th>Triennial Meeting Date</th>
<th>Chair</th>
<th>Treasurer/Secretary/Treasurer</th>
<th>Description</th>
</tr>
</thead>
</table>
| Methven Reserve Board       | 23 January 2017         | Colin Maw | Graeme Smith | Chair – Colin Maw  
Treasurer – Graeme Smith  
Secretary – Jan Whitehead |
| Alford Forest Road Reserve Board | 24 January 2017      | Malcolm Cretney  
Secretaary/Treasurer – Nicky Norrie | Chair – Malcolm Cretney  
Secretary/Treasurer – Nicky Norrie  
Chair – Philip Vanderweg  
Secretary/Treasurer – Marion Harrison |
| Chertsey Reserve Board      | 24 January 2017         | Henry Hogg | Michael Sheate | Chair – Henry Hogg  
Secretary/Treasurer – Michael Sheate  
Chair – Duncan King  
Secretary/Treasurer – Di Lake  
Chair – Steve Booker  
Secretary/Treasurer – Phil Sloper |
| Laghmor Westerfield Memorial Hall | 24 January 2017      | Barry Austin | Cushla Murdoch | Chair – Barry Austin  
Treasurer – Cushla Murdoch  
Secretary – Jill Ludeman |
| Ruapuna Reserve Board       | 28 January 2017         | Steve Booker | Phil Sloper | Chair – Steve Booker  
Secretary/Treasurer – Phil Sloper  
Chair – Michael Read  
Secretary/Treasurer – Dianne Lowe |
| Dorie Reserve Board         | 30 January 2017         | To be advised following election | |
| Lynnford Reserve Board      | 6 February 2017          | | |
| Ealing Reserve Board        | 12 February 2017         | | |
| Mayfield Reserve Board & Memorial Hall | 13 February 2017 | | |
| Ashburton Forks/Greenstreet Reserve Board | 15 February 2017 | | |
| Tinwald Reserve Board       | 20 February 2017         | | |

Reserves and Memorial Hall Board meeting minutes are attached. 

Appendix One
7.2.3 Plains Village Precinct

Quarterly meetings are held with the Ashburton Plains Museum Trust and Tinwald Reserve Board to discuss the operation of the Plains Village Precinct on the Tinwald Reserve land. These meetings are attended by staff from Environmental Services (Planning & Building), Open Spaces, Commercial Property and Business Support.

The most recent meeting was held on 13 February 2017. Discussion included:

- Confirmation that the Ashburton Vintage Machinery Club are no longer interested in pursuing any further options for locating at the Plains Village.
- Work needed to undertake a minor review of the development plan and how this could be funded. This plan will then need to be adopted by Council.
- How the current village boundary could be altered as part of a District Plan Change to reflect the development plan boundary.
- An update on the process of the new lodge with the foundations being completed.

7.2.4 Youth Council

Minutes of the Youth Council meeting held on 1 March 2017 are attached.  

The Youth Council has elected Alyce Lysaght as chairperson, Alisa Ikenaga as secretary and Libby Fenwick as communications officer. The role of deputy chairperson will be shared by other members when needed. Subcommittees have been formed for policy and bylaw and also for events.

Members have recently volunteered at Multi Cultural Bite, The Great Methven Meet and Ashburton College Orientation Day.

7.3 Finance

7.3.1 Projects

<table>
<thead>
<tr>
<th>Brief Project Description</th>
<th>Start Date</th>
<th>Estimated Completion Date</th>
<th>On track (yes/no)</th>
<th>Within budget (yes/no)</th>
<th>Carry-over (yes/no)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Audit</td>
<td>1 July 2016</td>
<td>30 June 2017</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
<td>Internal audit work has commenced for 2016-2017 with follow ups of rolling audits with reserve boards and memorial hall committee. A follow up has also occurred with the Rangitata Huts camping ground and Hakatere Huts camping ground. Work has been completed on a Deloitte review of creditors and payroll.</td>
</tr>
<tr>
<td>2017/2018 Budgets</td>
<td>1 November 2016</td>
<td>30 June 2017</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
<td>March 1 and 2 workshops held with final draft to be completed for Annual Plan workshop on 23 March 2017.</td>
</tr>
<tr>
<td>CI Anywhere Upgrade</td>
<td>November 2016</td>
<td>December 2017</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
<td>An upgrade of the financial computer system is underway to a new platform with workshops being undertaken in March 2017 to formalise the timetable of</td>
</tr>
</tbody>
</table>
module changeovers and resourcing required.

7.3.2 **Financial Reporting**

The January 2017 Financial Variance report and the December 2016 Bancorp Treasury report are included for discussion.

The average cost of funds for external debt is sitting at 4.18%.

7.4 **Commercial**

7.4.1 **Projects**

<table>
<thead>
<tr>
<th>Brief Project Description</th>
<th>Start Date</th>
<th>Estimated Completion Date</th>
<th>On track (yes/no)</th>
<th>Within budget (yes/no)</th>
<th>Carry-over (yes/no)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rakaia Fire Shed</td>
<td></td>
<td>Completed</td>
<td>No</td>
<td>No</td>
<td>Can be removed</td>
<td></td>
</tr>
<tr>
<td>ACL workshop</td>
<td>1 March 2015</td>
<td>Unknown</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>ACL have advised that their plans for the extension of the ACL workshop have been placed on hold pending a review of the business case for this extension.</td>
</tr>
<tr>
<td>Community Pool on MOE land (Ashburton College)</td>
<td>Feb 2015</td>
<td>Nov 2015</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Currently being demolished.</td>
</tr>
<tr>
<td>South Street Fire Shed</td>
<td>Sept 2015</td>
<td>Unknown</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Project cancelled – Council will contribute to a joint fire service facility</td>
</tr>
<tr>
<td>Elderly Housing – Condition assessment</td>
<td>23 February</td>
<td>April 2017</td>
<td>yes</td>
<td>yes</td>
<td>No</td>
<td>Council's Building Officials are undertaking a condition assessment of all elderly housing from which a future work plan can be developed</td>
</tr>
<tr>
<td>Review of District Shingle Pits</td>
<td>5 Dec 2016</td>
<td>April 2017</td>
<td>yes</td>
<td>yes</td>
<td>No</td>
<td>Summer student is visiting and compiling future work plan</td>
</tr>
</tbody>
</table>

7.5 **Miscellaneous Matters**

7.5.1 **Council Seal**

Documents recorded under authority since the last meeting –

<table>
<thead>
<tr>
<th>Date</th>
<th>Document</th>
<th>Property / Parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/01/17</td>
<td>Surrender Easement (partial)</td>
<td>Anama Valetta Rd, DP 23587 &amp; 500333 ADC/Valetta Irrigation Ltd</td>
</tr>
<tr>
<td>30/01/17</td>
<td>Right to drain sewage Easement</td>
<td>22 Wellington St, DP 505618 SP LT 505618 ADC/Mallard Investments Ltd</td>
</tr>
<tr>
<td>31/01/17</td>
<td>Agreement to grant Easement to drain sewage / Entry Agreement</td>
<td>3 Princes Street, Lot 2 DP 6671 ADC/ K&amp;L Opele</td>
</tr>
<tr>
<td>3/02/17</td>
<td>Sale and Purchase Agreement</td>
<td>12 JB Cullen Drive, Lot 27 DP 477688 ADC/McIntosh Investments Ltd</td>
</tr>
<tr>
<td>7/02/17</td>
<td>Deed of Lease</td>
<td>5 Range Street, Lot 5 DP 306348 ADC/Ashburton Building Supplies Ltd</td>
</tr>
<tr>
<td>16/02/17</td>
<td>Licence to Occupy</td>
<td>Res 1822, Ashburton Gorge Rd ADC/D Acland</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>16/02/17</td>
<td>Licence to Occupy</td>
<td>Res 2088, Arundel Rakaia Gorge Rd ADC/A&amp;N King</td>
</tr>
<tr>
<td>16/02/17</td>
<td>Deed of Assignment</td>
<td>Hut 65A, Lake Clearwater ADC/GR Buchanan &amp; P Bell</td>
</tr>
<tr>
<td>16/02/17</td>
<td>Deeds of Covenant of Sub-lease and Deed of Lease</td>
<td>Part of Tinwald Domain ADC/STC Farming Ltd</td>
</tr>
<tr>
<td>20/02/17</td>
<td>Instrument creating Esplanade Strip</td>
<td>Lot 3 DP 440110 ADC/Southern Pastures (Lochan Farm) Ltd Partnership</td>
</tr>
<tr>
<td>30/02/17</td>
<td>Consent to Transfer</td>
<td>330 Burnett St ADC/Burnett Land Holdings Ltd</td>
</tr>
<tr>
<td>3/03/17</td>
<td>Assignment of Lease</td>
<td>94B Mt Potts St, Lake Clearwater ADC/</td>
</tr>
<tr>
<td>11/03/17</td>
<td>Licence to Occupy for grazing land</td>
<td>Part 61 Carters Tce, PT Lots DP 821 Dowling/Strange</td>
</tr>
</tbody>
</table>

**ATTACHMENTS:** pg 43-72

- **Appendix 1**: Reserve & Hall Board Minutes
- **Appendix 2**: Youth Council Board Minutes
- **Appendix 3**: Bancorp Report (separate document)
- **Appendix 4**: January Variance Report (separate document)

PAUL BRAKE  
*Group Manager Business Support*
MINUTES OF THE CHERTSEY DOMAIN AND RESERVE BOARD TRI-ANNUAL MEETING HELD IN THE CHERTSEY HALL TUESDAY 24TH JANUARY 2017 AT 8PM.

Phillip Vanderweg presided over an attendance of 9 people, and introduced our Council Representative Mark Malcolm.
PRESENT:- Mark Malcolm, Phillip Vanderweg, Marion Harrison, Thelma Bell ADC, Lynette Lovett ADC, Craig Rodgers, Trotting, Bruce Dann, Greyhounds, Bob Lowrie, Selwyn Price ADC, and Mayor Donna Favel.

APOLOGIES:- Gail Brewerton, and Mayor Favel, and Cr Price for lateness.

MINUTES:- of the last meeting were read and confirmed, moved M. Harrison, seconded C. Rodgers.

FINANCE:- Cash Reserve $9,362-00

PRESIDENTS REPORT:- was presented by P. Vanderweg.

Meeting closed at 8.15

ELECTION OF OFFICERS:- Cr Malcolm took the chair and the following were elected:-
CHAIRMAN:- P. Vanderweg, moved C. Rodgers, seconded B. Dann.
SECRETARY / TREASURER:- C. Rodgers, moved M. Harrison seconded B. Dann.
COMMITTEE:- All present and apologies.
MINUTES OF THE CHERTSEY DOMAIN AND RESERVE BOARD HELD IN THE CHERTSEY HALL ON TUESDAY 24TH JANUARY AT 8.15PM.

Philip Vanderweg presided over an attendance of 9 people and introduced our Council Representative Mark Malcolm.

PRESENT:- Mark Malcolm ADC, Phillip Vanderweg, Marion Harrison, Thelma Bell ADC, Lynette Lovett ADC, Craig Rodgers Trotting Club, Bruce Dann Greyhound Club, Bob Lowrie, Selwyn Price ADC, and Mayor Donna Favell.

APOLOGIES:- Gail Brewerton, and Mayor Favell and Cr Price for lateness.

MINUTES:- of the last meeting were read and confirmed.

FINANCE:- Cash reserve $9,362-00.

GENERAL BUSINESS:-
1. Rakaia Pony Club have requested permission to use the Domain for an event in October 5th, 6th, 7th and 8th. The wish to use the north end and have use of the stables. Permission was granted for this. No set charge but a donation to be asked for.
2. The Chertsey Rugby League Football club requested permission to use the domain to hold possibly 3 matches. They will prepare and keep the surrounding area tidy, and proposed 4 sites they could use. The committee favoured site 1 and 2 but decided site 1 would be the preferred option. No set charge for this, but a donation will be asked for. The old tennis pavilion could be used as a changing room which we would need to clean out and put a borer bomb through the building.
3. Toilet facilities in the domain has been under discussion for some time. The cost of building new ones was discussed, as was putting in ones that didn’t have a running cost. We can apply for a grant from the Council to build toilets, and this would have to be done very shortly. We would need to get a price from a builder first. Parks and Reserves have toilets we can borrow / hire on condition that they are cleaned. This is to be followed up.
4. Contracts for the Trotting Club and Greyhound Club need to be found.
5. Spraying of undergrowth needs to be done twice a year by a contractor.
6. Trees along the NW side of the Racing track need cleaning up, and replanting done at a later date. Mayor Favell suggested we contact corrections who would have a crew to help with this.
7. It was suggested we have a domain sign put up at Wilkinson’s Road corner, and maybe Doig’s Road.
8. Horses being grazed in the domain was discussed. While it does help to keep the grounds tidy, other pay to use the domain so perhaps this should be charged for as well. Meeting closed at 9pm with the Mayor and the councillors having a look at the domain and coming back to the hall for supper.
PRESENT: Duncan king (Chairperson), Di Lake (Secretary/Treasurer), Rebecca Whillans, Blair Sewell  
Donna Favel (Ashburton Mayor),( Peter Reveley councillor, Eastern ward) (Diane Rawlinson, (councillor, Ashburton Ward) Lynette Lovett (councillor, Eastern Ward)

Duncan welcomed everyone and declared the meeting open at 10.20am

APOLOGIES: No apologies

MINUTES: Moved by Blair Sewell SEC Rebecca Whillans that the minutes of the meeting held 27/7/2013 are a true and accurate record of that meeting - carried.

MATTERS ARISING: None

CHAIRPERSONS REPORT: See attached
Duncan King presented his report and moved that his report be accepted, MOVED BY Peter Reveley SEC Rebecca Whillans.

NOMINATION OF CHAIRPERSON,SECRETARY/TREASURER,COMMITTEE.
CHAIRPERSON- DUNCAN KING NOMINATED by Rebecca Whillans SEC Blair Sewell.
As there were no other nominations Duncan was declared Chairperson.

SECRETARY/TREASURER- 
Di Lake NOMINATED by Duncan King SEC Rebecca Whillans
As there were no other nominations Di Lake was declared Secretary/Treasurer.

COMMITTEE MEMBERS ELECTED  Blair Sewell, Nominated by Duncan King SEC Di Lake.

A motion was moved to court more members as needed - SEC by Blair Sewell.

MEETING CLOSED 10.45 AM.

NEW MEETING STARTED 10.49AM.
NO APOLOGIES

GENERAL BUSINESS:
Mt Somers Bike race, 25 February 2017,
The Ruapuna Domain committee have been asked to help with erecting and putting down of
tent for a donation given to the Ruapuna Reserve board.
Discussion was brought up for the pool to be re painted within the next 3 years. Quotes will be
sorted and put within the 3 year budget . A possible cost of $25,000.

Changing of pool fence area in incorporate grass area in pool surround, Grants for fencing from
the council will be looked into.. Keys/ keypad for entry will be set up for next season, advertising
for season key will be done by placing advertisement in local paper.
E.A to be rung re trees around power lines that have started to hang over the power lines.

A project is to be started to clear all the wild cherry trees and small seedlings around the back
of the change sheds and have it laid in grass for future relaxing area for the domain.
It was suggested the we could have P.D workers help out with this if needed.

A suggestion to set up a facebook page, to let people know when the pool will open /closed for
the season and upcoming events.

Meeting to be arranged re the Tennis pavilion and maintenance of it.
The Domain would like to look into a cost of a robotic pool cleaner and apply for grant if
needed.

MAYOR FAVEL, and councillors commented on a well maintane domain and its lovely
surroundings.

MEETING WAS CLOSED AT 11.36 AM
Chairman’s Report Ruapuna
Reserve Board
28/01/2017

The The Pool & Leisure Centre from Timaru have taken over the supply of chemicals for the pool and the the chlorination system was upgraded in 2013 to make this easier. Instead of bulk liquid Tablets are now used. This was funded with money donated by Mayfield District Lions. The filtration pump was replaced in 2014 due to the old one seizing. This was mostly funded by Mayfield District Lions donation for helping put the Tent up at the Mt Somes bike race.

In 2014 the Hand rails where replaced with Stainless Steel half of this was funded by a community grant from the Ashburton District Council and the other half was funded by Ruapuna Reserve Board. Also in 2014 signage was erected around the pool and domain.

In 2015 the steps where replaced with new stainless steel ones and this was again half funded by a ADC community grant and by the Ruapuna Reserve Board.

2016 the Gorse and broom was sprayed around the pool and where the trees were removed. Over Waitangi weekend the Donation box was broken into. It was reported to the Police.

Some of the older Meeting Minutes have been passed to the Museum for safe keeping.

Robbie Watson has taken on the license of the Paddock for the next 3 years starting the 1st of August 2016 till the 1st August 2019.

Where the trees stumps were removed by Blake Downie Contracting The Ruapuna Reserve Board paid for this.

In November the ADC carried out a Safety Audit (see attached report). ADC have also decided that the pool will have to be locked and a key system with a register of users will be needed to make the pool safer.
MINUTES OF THE MAYFIELD MEMORIAL HALL AND MAYFIELD RESERVE BOARD
TRIENNIAL MEETING HELD AT THE HALL 13TH FEBRUARY 2017 AT 7:30PM

Barry welcomed everyone to the meeting and introduced Peter Reveley (A.D.C) Representative who will attend our meetings

PRESENT: Barry Austin, Brent Murdoch, Cushla Murdoch, Gerald Jacobson, Val Fleming John Fleming, David Greenslade, Peter Reveley (A.D.C ) representative, Jill Ludemann

APOLOGIES: Aafce Huisman, Ben Johnson, Donnal Favel (Mayor)

Minutes of the last Triennial Meeting held 11th April 2014 were read and confirmed V Fleming/ B Murdoch CARRIED

BUSINESS ARISING FROM THE MINUTES FROM THE LAST MEETING
Peter Reveley said the A.D.C will install and monitor all meters on Reserves in the District

FINANCIAL REPORT (Cushla Murdoch) as per attached
Finances will always be a challenge for both the Mayfield Reserve and Memorial Hall. Unlike other Reserves and Halls we have no land to rent to cover expenses and keep rentals low. There is a fine balance between charging sufficient to cover the costs and limiting charges so that the Hall and Reserve is utilised by the community. With regard to the Memorial Hall I believe the committee have done an excellent job of keeping costs to the minimum therefore keeping charges as low as possible to enable the Hall to be used by the community. It is interesting to note that the Hall charges have not increased since 2005. The Reserve is a different matter and we can't continue to run at a loss, therefore, regrettably I believe the charges need to be increased.

Mayfield Reserve
Rates- Included in these figures is the water rate. Despite many consultations with the council and Barry and John checking meters, looking for water leaks our water rate continues to be high. Within the past three years we have requested that each user have a water meter and it be user pays however this was declined by the Council as being too costly. Due to Mayfield's water issues they have now joined the ''water leak hunt'' and rumour has it, yet to be confirmed, that they will indeed put a meter on every user of the domain. If proven to be true I am delighted as (a) it will be fair on all parties and (b) hopefully find the leak.

John Fleming's hours spent keeping the Domain in excellent order have been recorded as donations and mowing or repairs and maintenance- grounds.

Fees- this covers the monies received from the POP clients that utilise the domain and it is steadily increasing over the years. 2014/2015 year salary of $1958 is wages paid for cleaning the toilets in the Domain. I have spoken to the council re this matter.

Mayfield Hall
Use of the Hall has decreased over the past years although to date this financial year it appears to be increasing slightly. Reasons could be: regular yoga classes stopped, and Panthers Rock has a meeting room and we only have tea and coffee to offer and that is bring your own!

Painting, repairs to weather boards, broken windows, increased our repairs and maintenance for the Hall.
Capital expenditure of $6145 is the new sound syste
Cushla moved the adoption of The Financial Report seconded D Greenslade CARRIED

Increase In Rentals for the Mayfield Reserve

<table>
<thead>
<tr>
<th>Level</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>$100.00  + GST</td>
</tr>
<tr>
<td>Level 2</td>
<td>$200.00 + GST</td>
</tr>
<tr>
<td>Level 3</td>
<td>$300.00 + GST</td>
</tr>
</tbody>
</table>

Level 1
Mayfield Rifle Club

Level 2
Southern Netball Club
Mayfield Squash Club
Mayfield Swimming Club

Level 3
Mayfield Playcentre
Southern RFC
Mayfield A&P Association

Cushla moved the increase of Rentals for the Mayfield Recreation Reserve as outlined above V Fleming Seconded CARRIED

CHAIRMANS REPORT (Barry Austin)

2017 Tri Annual Report

It is with satisfaction that I look back at what we have achieved over the last three years.

We started with uncertainty as to the direction of the hall showed that it was better than first thought, so a replacement, although supported by the community, was not financially viable.

With a new roof through hail damage, repaint inside, both on insurance, then a repint and upgraded colour scheme on the outside the hall looks great.

A modern sound system was installed thanks to a bequest from Geoff Hammond, which has really made the hall more user friendly.

The ladies have brought a new fridge for the kitchen and a new lock on the back has replaced the one that failed. Same key.

Improvements in the domain have continued. Toilets have been painted inside and out and new urinal installed.

The very regular cleaning by Tanya have made these toilets a popular stopping off place by the travelling public, with up to 10 vehicles an hour calling in. Thanks to her.

Brent has installed a donation box and although not signed, people are showing their appreciation with donations. He has also painted the mower shed, many thanks looks great.
Thanks to Ron Cross, Ben and Ian for providing equipment to clean up the swimming pool bank and the committee for replanting, especially Val for sourcing the plants.

Both the Squash and Rifle clubs have redone the outsides of their buildings, a great improvement to the standard of the domain; great work guys.

A huge vote of thanks to John for the hours of work he puts in, mowing, emptying the rubbish and the many other jobs he does.

Also thanks to the council Parks and Reserves for installing the tables on concrete pads, makes the domain a lot tidier.

Looking ahead, the children’s play area needs to be finished with the monkey bar and maypole put back up. I would like to see a fling fox installed in the same area, great fun for all ages and simple to build.

The road trees need to be topped before winter; a telehandler has been arranged and is available after harvest.

The entrance improvement project has grown with the Lions making it their Centenary project. Unfortunately the lack of stonemasons has slowed this down and it will be some time before it is completed. Once this has been we will be able to continue with our planting plans and improve the front of the Domain making it a great place to stop for a cup of tea.

My thanks to Jill, for carrying out the role of secretary with style and efficiency. She is able to put my rambling thoughts down concisely on emails to the committee. I would like to thank Cushla for being able to understand the council financial system and for the work she does in keeping the books.

Thanks to the committee who have worked well together and have always been available to attend working bees. I have always tried to make them short and sharp with an achievable goal in just a few hours. Thanks for Jill for providing a cup of tea and scones on these occasions. I have enjoyed the last three years and look back and think we have done a good job.

Barry Austin
Chairman.

Barry moved that his Chairmans Report be adopted Brent Murdoch seconded CARRIED
Peter Reveley thanked Barry for his good report and work done by everyone over the last 3 years and duly called for nominations for:

**ELECTIONS OF OFFICERS**

Chairperson: Barry Austin:   B Murdoch/ V Fleming  
Secretary: Jill Ludemann : V Fleming/ B Austin  
Treasurer/ : Cushla Murdoch : V Fleming/ J Fleming  
Booking Officer:  
Committee: Gerald Jacobson, David Greenslade, Val Fleming, John Fleming, Brent Murdoch, Ben Johnson, Aafce Huisman  
B Murdoch/G Jacobson  

Barry declared the Triennial Meeting closed at 8:10 PM

**CHAIRPERSON:**  
**DATE:**
Minutes of the Mt Somers Reserves Board

Meeting 14th February 7.30pm

Hall Kitchen


Apologies G Cook  P Reveley. [H Heaven. K Stace, ]

Minutes read and confirmed [ K Stace. H Heaven. ]

Finances 31st December &3879 Accounts &4611.96 Banked &2349

Account Pay for Payment as per #4 (To Kerr. W Tubb)

Inward Correspondence [B Kerr. W Tubb. ] Letters from Todd Lewis. A.D.C

Caretaker report received [ B Kerr. W Tubb ]

General Business [R Huggins. K Stace ] moved that Colleen look at bulk purchases of cleaning product

[K Stace. W Tubb ] move that we pay the extra &225 on the lease land new gateway

[R Huggins. I Beach ] moved that we purchases a cupboard for the Hall brooms and cleaning material

[ B Kerr. K Stace ] move d that we purchase a new zip for the Hall Kitchen

[B Kerr. W Tubb ] moved that we get the Reserves Board creek clean

We had a decussion on the camping ground charges and people per camp site

Meeting close 8.30pm

Next meeting 14th March
## Income and Expenditure Report

**For the period ended 31 December 2016**

### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Month Actual</th>
<th>YTD Actual</th>
<th>Full Year Budget</th>
<th>Budget Remaining</th>
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<tbody>
<tr>
<td>Grants</td>
<td>0</td>
<td>5,000</td>
<td>0</td>
<td>(5,000)</td>
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<tr>
<td>Interest</td>
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<td>0</td>
<td>744</td>
<td>744</td>
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<td>18,481</td>
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<td>5,570</td>
<td>24,000</td>
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<td><strong>Total</strong></td>
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<td><strong>29,052</strong></td>
<td><strong>46,693</strong></td>
<td><strong>17,641</strong></td>
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### Expenditure

<table>
<thead>
<tr>
<th>Description</th>
<th>Month Actual</th>
<th>YTD Actual</th>
<th>Full Year Budget</th>
<th>Budget Remaining</th>
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</thead>
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<td>Salary / Wages</td>
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<td>12,882</td>
<td>6,792</td>
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<td>ACC Levies</td>
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<td>83</td>
<td>155</td>
<td>71</td>
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<td>Allowances</td>
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<td>5</td>
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<td>(5)</td>
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<tr>
<td>Indemnity Insurance</td>
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<td>0</td>
<td>300</td>
<td>300</td>
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<tr>
<td>Stationery</td>
<td>49</td>
<td>77</td>
<td>100</td>
<td>23</td>
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<tr>
<td>Licensing Costs</td>
<td>0</td>
<td>111</td>
<td>123</td>
<td>12</td>
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<tr>
<td>Advertising</td>
<td>40</td>
<td>62</td>
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<td>(62)</td>
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<tr>
<td>Surveys</td>
<td>0</td>
<td>3,508</td>
<td>0</td>
<td>(3,508)</td>
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<tr>
<td>Maintenance</td>
<td>336</td>
<td>336</td>
<td>0</td>
<td>(336)</td>
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<tr>
<td>Cleaning</td>
<td>0</td>
<td>684</td>
<td>3,000</td>
<td>2,316</td>
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<tr>
<td>Cleaning Consumables</td>
<td>877</td>
<td>1,167</td>
<td>1,200</td>
<td>33</td>
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<tr>
<td>Purchases</td>
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<td>325</td>
<td>1,200</td>
<td>875</td>
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<tr>
<td>Consumables</td>
<td>0</td>
<td>0</td>
<td>600</td>
<td>600</td>
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<tr>
<td>Spraying</td>
<td>88</td>
<td>288</td>
<td>0</td>
<td>(288)</td>
</tr>
<tr>
<td>Sundry Expenditure</td>
<td>0</td>
<td>78</td>
<td>0</td>
<td>(78)</td>
</tr>
<tr>
<td>Insurance - Plant/Vehicles</td>
<td>0</td>
<td>72</td>
<td>82</td>
<td>11</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance - Equipment</td>
<td>203</td>
<td>2,813</td>
<td>0</td>
<td>(2,813)</td>
</tr>
<tr>
<td>Rates</td>
<td>347</td>
<td>874</td>
<td>3,756</td>
<td>2,882</td>
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<tr>
<td>Repairs &amp; Maintenance - Building</td>
<td>1,242</td>
<td>4,932</td>
<td>3,000</td>
<td>(1,932)</td>
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<tr>
<td>Repairs &amp; Maintenance - Grounds</td>
<td>0</td>
<td>7,971</td>
<td>6,000</td>
<td>(1,971)</td>
</tr>
<tr>
<td>Fire Protection/Suppression</td>
<td>0</td>
<td>143</td>
<td>0</td>
<td>(143)</td>
</tr>
<tr>
<td>Insurance - Property</td>
<td>0</td>
<td>912</td>
<td>1,167</td>
<td>255</td>
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<tr>
<td>Electricity</td>
<td>817</td>
<td>1,547</td>
<td>4,100</td>
<td>2,553</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance Plant</td>
<td>60</td>
<td>807</td>
<td>0</td>
<td>(807)</td>
</tr>
<tr>
<td>Fuel</td>
<td>145</td>
<td>520</td>
<td>600</td>
<td>80</td>
</tr>
<tr>
<td>Playground Maintenance</td>
<td>0</td>
<td>0</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Parks Recoveries</td>
<td>0</td>
<td>199</td>
<td>0</td>
<td>(199)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5,444</strong></td>
<td><strong>33,803</strong></td>
<td><strong>39,264</strong></td>
<td><strong>5,061</strong></td>
</tr>
</tbody>
</table>

### Net Surplus/(Deficit)

- **(4,088)**

### Capital Expenditure

#### Additions / Alterations

- **0**

### Net Cash Movement

- **(4,088)**

### Cash Reserves

- **Separate Reserves**: 0
- **Plus Net Surplus/(Deficit)**: (4,088)
- **Less Capital Expenditure**: (4,551)
- **Closing Cash Reserves**: (6,071)

**20/01/2017**

**53**
December Accounts

Wendy Cullen &778.68
Kay Allen &144
Barry Kerr &442.17
Trust Power Domain &476.15
Trust Power Hall &312.38
Mt Somers Store &191.43
A.T.S Mitre 10 &219.58
A.T.S &31.70
Electraserve &232.97
A.T.S &640.30
Humm Engineering &1142.30

Total &4611.96

Bank Westpac &2349
MOUNT SOMERS RESERVE BOARD

CAMPING GROUND REPORT 14 FEBRUARY 2017

THE CAMP HAS HAD A STEADY FLOW OF CAMPERS IN.

WAITANGI WEEKEND WAS A BUSY ONE WITH FULL CAMP SITES AND TENTS ALONG RUGBY HEDGELINE.

THE LOCK ON MENS SHOWER MACHINE HAS BEEN FIXED.

THE LADIES TOILET GOT BLOCKED AND NEEDED MORE THAN A PLUNGE TO GET GOING. THANK YOU TO WAYNE FOR THE DIG UP, WE HAVE LEFT IT OPEN BECAUSE OF LARGE CRUISE NUMBERS AT PRESENT FOR EASY GET TO IF NEEDED. A COUPLE OF CLOSE CALLS BUT HAS HELD. THE MENS WERE ALSO BLOCKED BUT IT HAD A BROKEN BOTTLE IN BOTTOM OF IT THEN SHITTED IN.

THE PLAYGROUND UNDER THE SWINGS ARE WELL DUG OUT AND SOME MORE CALF BEDDING CHIPS WOULD HELP TO FILL IN HOLES.

THE ANNUAL MOUNTAIN BIKE RACE IS DUE FOR 2017 MAY THE WEATHER BE KIND ON THE DAY.

CAMP CARETAKER

WENDY CULLEN
HALL CLEANER/CARETAKERS REPORT FEBRUARY 2017

HALL RENTAL

Invoiced for January  $178.70
One account still outstanding.

Hasslefree

Invoiced Nov  $230
    Dec    $529
    Jan    $483

I cannot confirm whether Council have received these payments yet.

FIRE HOSE

The fire hose has now been signed off my Masterguard although it was not pressure tested?

KITCHEN FLOOR

There is a small square in the floor which gives access to some pipes. This is in front of the dishwasher. I find that this is inclined to tip when you stand on it. Would it be possible for this to be looked at please?

ZIPS

The Zip over the sink has now been used for months due to the water leaking from the inner tank to the lagging, then dripping down the pipe at the bottom. Now that the gas califont has been correctly installed (i.e. gas bottle housed outside and the flu fitted). This zip can either be removed altogether as it is no longer needed, or disconnected (both the power cord and the water intake tap) and left there as an ornament. Looks quite good I thought!

The zip next to the servery is still going, but will switch off before it comes to the boil then turn on again. I understand that you have Electraserve coming to look at this on Wednesday in case it just a simple problem. With the Bike Race coming up you may want to discuss replacing it with a new Zip which will have to be ordered from Mitre 10.

If you do decide to replace the zip, could you please replace the intake tap with one similar to the one for the dishwasher which is located in the cupboard under the bench (next to the dishwasher). This will hopefully stop the zip overflowing as it will be obvious when that tap is turned off properly.
STOREAGE CUPBOARD

I would like permission to instal a cupboard outside the ladies toilet to store the cleaning gear. I would like to get the mops, brooms etc out of the kitchen. It would be secured to the wall.

That is it for this month.

Thank you for listening to my report.

KAY ALLEN
CARETAKER
Triennial Meeting  Greenstreet / Ashburton Forks Hall  15 February 2017

7.15 pm

Present: Councillor Diane Rawlinson, Chair Ian Hodge, Peter Elder, Johnathon Ward, Rob Marriot, Sue Scott, Nathalie Tallott, Alison Aschen

Ian opened the meeting, welcoming Diane, & outlining what the hall committee has achieved over the years. The playground has had a safety upgrade & a paint. The wooden floor was sanded & varnished. Curtains replaced. Rotten boards replaced. A new water pump when the old one failed. Painting has been done inside and a total repaint outside, apart from the roof.

The roof has sections which are in need of replacement iron. Water is leaking thru into the building. This will be $3-6,000 depending on the areas done.

Ian spoke of past fund raising for the hall. We currently run 4 annual gatherings at the hall for the community, while many members of the community use the hall for family occasions. We rely on these donations to keep the hall running.

The committee is grateful for the help the Council offer, in the form of Grants etc. We feel it is worthwhile keeping the hall in use for the community, & with the roof being attended to, should last many more years.

Peter Elder was thanked for all the work he puts into keeping the grounds tidy & mown, overseeing maintenance, & supervision of the local contractors we use from time to time.

Ian moved the adoption of the verbal report. Ian/Peter

TREASURERS REPORT;

We received 2 grants of $5,000 over 2 years from the Council, which allowed us to combine the two to cover the cost of painting the exterior of the hall. Have had some great fundraising events, with the last two quiz nites earning more than $500 each. Generous prize donations from local retailers are part of the success.

Cost savings are made with voluntary labour where able, with local contractors used when necessary.

A moment of elation was had when we discovered an extra $10,000 in the account, only to be informed that it was an input error from the Council.

Paper work for Council Grants were now available. Current balance is around $2300. Alison/Ian

The Board resigns & is re filled as follows:

Chair; Ian Hodge Secretary/Treasurer; Alison Aschen
Board members; Sue Scott, Johnathan Ward, Peter Elder, Rob Marriot, Nathalie Tallott.

Councillor Rawlinson spoke of her experiences & wish to help the committee with council dealings.

Triennial meeting  Closed @ 7.50pm

Normal committee meeting;

Minutes of last meeting correct. Peter/Rob

If we want to have busses on the grounds, the power line will need to go underground. Rob will use his charms with EA Networks to see if we can have a price reduction for this work, with maybe assistance from the council.

The roof needs to be fixed at the rear of the building, will need to source new quotes.

Bills passed for payment:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
<th>Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power</td>
<td>$133.45</td>
<td>Total</td>
</tr>
<tr>
<td>Fly ban spray</td>
<td>$120</td>
<td>Alison/Rob</td>
</tr>
</tbody>
</table>

Councillor Rawlinson made a suggestion for fundraising, to ask farmers in the district to raise a calf or a sheep for sale. It was noted that past funding efforts by the community had been generous.

Time to fill in Grant forms for the Council.

Closed 8.10pm

followed by a tour of the Building & Grounds with Councillor Rawlinson.
MINUTES OF MONTHLY MEETING
held in the 4WD Rooms on Monday, 20 February 2017 at 7 pm.

PRESENT
Alistair Wing (Chairperson), Robin Kilworth, Darryl Nelson, Mick Hydes, Bev Walls, David Askin, Graham Ackroyd, John Howe, Leen Braam, David Oakley, David Thompson, Diane Rawlinson (District Council Representative) and Rae Magson (Secretary).

APOLOGIES
Paul Hefford.

Robin Kilworth moved, Graham Ackroyd seconded that the apologies be accepted. Carried

WELCOME
The Chairperson welcomed all present.

MINUTES
That the minutes as circulated are confirmed as a true and accurate record of the meeting held on 12 December 2016.

David Thompson/Darryl Nelson – Carried

MATTERS ARISING FROM THE PREVIOUS MINUTES:
There were no matters arising from the Minutes.

CORRESPONDENCE
Inwards:
Ashburton District Council – Letter enclosing a schedule extracted from their broker’s detailed insurance schedules.
Kara Hollis Double (Ashburton Citizens Association Secretary) – Letter originally sent through website, then to District Council, then to Council Open Spaces Department, then to Alistair Wing. They were asking why the barbecue and recreational area around the back of the pond is constantly chained off now. This happened for the entire Christmas period at least.
Paul Brake, Group Manager Business Support, ADC – A letter after a meeting with Andrew Dalziel and Paul Brake to provide an update on the new lodge project.
Paul Brake – An e-mail advising that invoices for the Lodge be sent to Rachelle Twamley. Also asking for a quick progress report every month to keep the Council informed.

Outwards:
Robert Howe – A letter thanking for his work on the resource consent for the new building.
Paul Brake, ADC – Letter sending copy of motion approved by the Board on 12 December giving authority to the Chairperson and Holiday Park Development Chairperson to sign off payments and process for building the new lodge.
Ashburton District Council – A letter requesting an insurance schedule.
Paul Brake – Alistair Wing had replied regarding the new lodge project.

MATTERS ARISING FROM THE CORRESPONDENCE:
There was discussion on the letter from the Ashburton Citizens Association. Darryl Nelson said it was supposed to be opened in the morning, and security to shut the chain. David Oakley said if the area is locked it won’t be used.
David Askin advised that the health and safety issues had been discussed for the new Lodge as asked for in the letter from Paul Brake.

FINANCIAL REPORT
See Appendix 1

…that the accounts from the Holiday Park Sub-Committee meeting in January 2017 for $68,228.30 be ratified for payment.

Bev Walls/Mick Hydes - Carried

MATTERS ARISING FROM FINANCIAL REPORT:

Darryl Nelson said that the gardens are not being kept up with, they are extra to contract. Robin Kilworth advised to look at contract and discuss at next sub-meeting.

COMMITTEE REPORTS:

1. PLAINS MUSEUM TRUST
Robin Kilworth spoke to the report. Licences to occupy will be in place soon. Alistair Wing advised that there had been meetings with Council staff and members present, they gave useful advice.

2. HOLIDAY PARK
Market material was tabled but is still a work in motion, a presentation will be made to the Board at the March meeting.

3. GROUNDS
David Oakley advised there is little to report, the grass to be re-established after the dump was removed.
4. **HOLIDAY PARK DEVELOPMENT**
John Howe reported on progress, the foundations are in, the floor will be poured soon. A pumping station will be required.

**GENERAL BUSINESS:**
Mick Hydes was thanked for the work he has put into the Tinwald Reserves Board over several years, and presented with a gift.

Insurance is out of date, to be reviewed at the next board meeting. David Askin to formalise resource consent through the Reserves Act for the new camping ground. Ann Craig asked about the dog exercise park, also why the campers’ dogs are allowed to run loose, and others have to be on leads. Robin Kilworth said this was a Council decision, it is in the By Laws. David Askin to check the By Laws.

**DATE OF NEXT MEETING**
20 March 2017, Meeting at 7.30pm. Venue to be advised.

**MEETING CLOSURE**
The meeting closed at 7.59pm.

.............................................  Chairperson
APPENDIX 1

Tinwald Recreation Reserve Board – Income January $38,026.28

February 2017 – Accounts to be passed for payment

Leisurezone Ltd – reimburse expenses
Z Tinwald - petrol $166.30 : ACL - soil for cabins garden box $36.50
St Vincent de Paul - kitchen plates $16.00 : Salvation Army - 2x chairs for Backpackers $24
OfficeMax - disabled toilet sign $18.58
Bunnings - sprinkler & mirror fixings $75.02
Plus Signs -15 signs for recycling stations $282.90 : Masterguard - 2x cabin keys $40.00
Mico Plumbing - cistern repairs & irrigation line repairs $102.90
Traffic R Us - 2x speed humps $1267.53 - as per approved quote
Portacom power 14/01/17 to 15/02/17 $209.38

Leisurezone Ltd - reimburse expenses 900
G Piedad - refurbish caravans 494RT,10FZZ & 45FXJ - 27 hrs @$20 = $540.00
R Douglass - weed spraying & garden maintenance - 18 hrs @$20 = $360.00

TrustPower – Campground 22/12 to 20/01 752.39
TrustPower – Backpackers 22/12 to 20/01 125.3
TrustPower –Westpark 06/12 to 09/01 1,030.07
Keen Energy – gas for Portacom & Westpark x3 cylinder 447.53
Spark – landline January 71.09
Spark – cellphone January 60.98
Gary McCormick – 3x bin hire & returns + 1x cardboard 540.82
Seekom – iBex Accommodation System monthly lease (paid one month in advance) 322
Internet Kiosk – internet connection – invoice 15304 75
internet vouchers – invoices 15118, 15245 & 15375 555

Rae Magson – secretarial fee & expenses

Murray Milne Ltd - new bench tops for house & campground kitchen. Supply & paint 4,999.78
vanity cupboard
Ashmotortrim Ltd - replace caravan Squabs 841.3
Camross Electrical - install 2x two way & 1x three way supply boxes in Westpark 1,380.00
- adjust isolator on caravan socket 51.75
- disconnect & reconnect wiring in flooded kitchen/ablution block 238.63
Claas Harvest Centre - replace fuel tank on Husqvarna mower 163.25
Mitre 10 - R&M Buildings 500.55
Jim Reed Builders - labour & materials to repair water damaged disabled toilet block 11,814.69
- includes flooring vinyl $1,836.86 & painting $843.32
Doakys Plumbing Ltd - labour & materials to repair water leak in kitchen/ablution block 5,603.06
- includes replacing shower trap

Westpark (New Campground Development)

ADC - Community Infrastructure Fee $2,300.00 35,516.00
Development Contribution Ashburton Wastewater $25,816.00
Development Contribution Ashburton Water $7,400.00

Tinwald Reserves Board – 20 February 2017
In Committee – Accounts to be passed
Leisurezone Ltd – Contract Services February 2017 6,325.00
Leisurezone Ltd – Quarterly bonus October -December 2016 9,860.46
Banked Quarterly Commission from Internet Kiosk - $308.00

IN COMMITTEE:
That the In committee accounts be ratified for payment.

Mick Hydes/Graham Ackroyd  Carried
MINUTES OF TRIENNIAL MEETING
Held at the 4WD Rooms on Monday 20 February 2017 at 8pm.

PRESENT
Alistair Wing (Chairperson), Robin Kilworth, Graham Ackroyd, John Howe, Darryl Nelson, Leen Braam, David Thompson, David Oakley, Bev Walls (Treasurer), Diane Rawlinson (Councillor) and Rae Magson (Secretary).
Also Mayor Donna Favel, Ann Craig, Marion Bartlett, Gordon Mockford (Ashburton Citizens Association), George Crack, Selwyn Price (Councillor), Ian Cullimore (Plains Museum Trust), Alden Thomas and Stuart Wilson (Councillor).

APOLOGY
Paul Hefford. The apology was accepted. Carried

WELCOME
The Chairperson welcomed all presented, with a special welcome to Mayor Donna Favel.

MINUTES
Minutes of the Triennial Meeting held on 18 November 2013 were read and confirmed as a true and accurate record.
Moved David Thompson, Seconded Leen Braam Carried

CHAIRPERSON’S REPORT:
Alistair Wing read his report. The last three years have seen significant change and progress for the Tinwald Reserve. After years of planning the relocation of the holiday park to a new site in the domain has become a reality. The much awaited lodge building preparatory work commenced before Christmas with building work started in January 2017. It was noted how disappointing and frustrating it was having to postpone the scheduled triennial meeting in November due to the delay of having the appointment of a Council representative. Thanks were extended to Mick Hydes who has tendered his resignation from the board, he has been a valuable member. Thanks were also extended to all members of the board.
The Report was adopted.
Moved Alistair Wing/Darryl Nelson Carried

ELECTION OF NEW BOARD
Alistair Wing vacated the chair for Diane Rawlinson to take the election.

Serving Board members re-elected: (Seven required)
- Alistair Wing
- Bev Walls
- Paul Hefford
- John Howe
- Darryl Nelson
- Leen Braam
- David Oakley
Robin Kilworth moved, John Howe seconded that the above members be re-elected.

Darryl Nelson moved, John Howe seconded – Robin Kilworth
Power to co-opt was given.

…that there being no further nominations the above nominees are elected to the new Board
for 2017-2020. Carried

GENERAL BUSINESS
Mayor Donna Favel acknowledged Councillors Wilson and Price being present, and thanked
the Tinwald Reserves Board, and particularly Chairperson Alistair Wing.
Ian Cullimore, on behalf of the Plains Museum Trust thanked the Board and explained that
the Trust is to benefit the Plains area. Licences to occupy are being signed at the present
time. Boundary lines are an issue.
George Crack on behalf of the Citizens Association spoke about the Men’s Shed that the
Council are providing rent free, but at the Tinwald Domain there were high expenses.
George also mentioned the Vintage Machinery.
Alistair Wing replied to George Crack, and said there had been many discussions.
Ian Cullimore advised they have to fit the category.

DATE OF NEXT MEETING
Date, venue and time to be advised.

MEETING CLOSURE
The meeting closed at 8.27pm.

…………………………Chairperson
…………………………Date
Draft Tinwald Reserves Board

MINUTES OF MEETING

held in the 4WD Rooms on Monday, 20 February 2017 at 8.30 pm, after the Triennial Meeting.

PRESENT

Alistair Wing (Chairperson), Robin Kilworth, Darryl Nelson, Bev Walls, David Askin, Graham Ackroyd, John Howe, David Oakley, David Thompson, Leen Braam, Diane Rawlinson (Councillor) and Rae Magson (Secretary).

APOLOGIES

Paul Hefford. 

The apology was accepted. 

Nominations for Chairperson were called for.

…that Alistair Wing be elected as Chairperson. 

Leen Braam/Robin Kilworth – Carried 

Leen Braam/Robin Kilworth - Carried 

Nominations for Treasurer were called for.

…that Bev Walls be elected as Treasurer. 

John Howe/Diane Rawlinson – Carried 

John Howe/Diane Rawlinson - Carried 

The Secretary position is Ad Hoc.

Members to be co-opted to the Reserves Board –

…that Graham Ackroyd and David Askin be members of the Tinwald Reserves Board. 

Robin Kilworth/Leen Braam - Carried 

Thanks were extended to David Thompson for his six years on the Tinwald Reserves Board.

…That the Board ratifies quasi Board decisions. 

Alistair Wing/Darryl Nelson - Carried 

…that Robin Kilworth be appointed to the Plains Museum Trust. 

Darryl Nelson/Leen Braam - Carried 

…that David Oakley be appointed to the Holiday Park committee. 

Bev Walls/Robin Kilworth - Carried 

The venue was discussed.

…that we write to the Railway and Preservation Society to find out the costs of hiring the function room for meetings. 

Robin Kilworth/Graham Ackroyd - Carried 

MEETING CLOSURE

The meeting closed at 8.45pm.

……………………..Chairperson
Methven Reserve Board Meeting  
28th February 2017 at United Clubrooms 7.30 pm


Apologies: None

Past Minutes were circulated and taken as read. Move that the minutes be accepted as a true and accurate record. Colin/ Martin

Matters arising:
- Liz spoke to Jeremy Lambert and he has put 2 signs up on the road either side of the road by Domain. He queried the effectiveness of a sign in by the squash courts and suggested plastic judder bars might be more effective.
- Motion – that we ask ADC Roading to look at putting plastic judder bars inside the gates by squash courts”. Seconded Dennise. Carried
- Graeme has talked to someone about getting a plan for line marking of carpark by courts – waiting to hear back.
- Damage to courts from tree roots – Board to look after meeting

Correspondence
Several emails to ADC re Licence to Occupy and other small queries.

Financial
Graeme meetign with Shirly on 1st March to go over books and discuss what needs doing. Graeme had an email saying user groups had not been charged for last year. To action immediately. Colin said he had signed cheques for approx $150.

Health and Safety
- Signage on road has gone up – request to Council for judderbars.
- Talked about a Health and Safety plan – Charles going to talk to Mark Wareing as he is doing one for United.

General Business
- Colin went through Reserve Board and Memorial Halls forum 2016 notes – no concerns at this stage.
- Read the Consitution and everyone now has a copy.
- Went through Licence to Occupy – will have the bigger document for all users and the one page for one off users.
- Add clauses 1. re line marking of fields and stating that only approved turf paint may be used and no grass killer at all.2. That those that have buildings are solely responsible for the building, improvements, maintenance and insurance of buildings 3. Grounds around the buildings must be kept clean and tidy at all times. Jan to work on these with users to get them signed
- Stu has started working again as of 1 January
- Tree roots – Colin to talk to Blackwells about this. Graeme moved that if everything llos ok when we do an expection after the meeting we approve that the tree roots be dealt with to minimise further damage to the courts” Seconded Murray. Carried
- Grant made to ADC for water fountain – will see what comes from this before we go to much further.

Meeting Closed 8.30 pm.
Ashburton Youth Council Minutes

Wednesday 1 March 2017

Minutes of a meeting of the Ashburton Youth Council held on Wednesday 1 March 2017, commencing at 5:35pm in the Ashburton District Council Staffroom, 5 Baring Square West, Ashburton.

Present
Alyce Lysaght (Chairman), Alisa Ikenaga (Minutes), Henry Hickman, Marc Juntilla, Hine Wairepo, Sophie Ketlley, Artem Kravchenko, Mayu Suzuki, Catheya Bongcawel and Thea Valmores.

In attendance
Mayor Donna Favel and Cr Thelma Bell; John Hobbs (Community Development Advisor) and Meg Rawson (Communications Officer).

1 Apologies
Cr Russell Ellis and Libby Fenwick (absence);
For early departure - Sophie Ketlley and Marc Juntilla (6:43pm) and Hine Wairepo (6:45pm)

2 Notification of Extraordinary Business

Deb Hay - ACADS (Ashburton Community Alcohol and Drug Service)
A brief introduction to ACADS was given as well as a suggestion for the AYC to be involved in brainstorming a youth driven campaign / project surrounding alcohol safety.

Jenny Reed - Base Youth Centre
Encouragement for the AYC to become more involved with Base and reconnect. Base has just moved to a new location for approx. 10 - 16 year olds and are working towards opening a youth help space. Holiday programmes are available (no charge) and ‘WITS’, an eight week programme for young people to deal with bullying and exploring perspectives is run. A page for Base Youth Centre can be found on FaceBook.

Janet Hadley - Hype Youth Health Centre
Youth health centre open Monday - Friday from 3-5pm for confidential service to youth (12 - 24 year olds) looking for general advice / guidance. A page for Hype Youth Health Centre can be found on FaceBook.

3 Confirmation of Minutes

That the minutes of the meeting held on 1 February 2017 be taken as read and confirmed.

CARRIED Sophie/Mayu

3.1 Matters arising from the minutes
Nil.
4  Correspondence

- Email regarding South Island Youth Connect 2017 was received.
- Alyce, Alisa, Thea, Mayu and Catheya expressed interest in attending the South Island Youth Connect

That five members (Alyce, Alisa, Thea, Mayu, Catheya) will be representing the Ashburton Youth Council at the South Island Youth Connect 2017 on 20 - 21st May and will provide a report back to the AYC on the event.

CARRIED  Thea / Hine

5  Matters for Discussion

5.1  Alfresco Dining Policy Submission

Rachael Thomas was unavailable to attend the meeting to discuss the Alfresco Dining Policy Submission.

A brief introduction to the Alfresco Dining Policy Submission was given by John. Further discussion will be held under 6.3 - Committees.

Youth Council members unanimously agree that the AYC will make a submission on this policy.

CARRIED  Hine / Henry

5.2  YMCA

YMCA will be holding a cocktail evening on May 26. A request for the Ashburton Youth Council to hold a showcase / display / performance at the event was made.

That the YMCA manager be invited to the next Ashburton Youth Council meeting to provide us with more information on their organisation and the cocktail evening.

CARRIED  Hine / Henry

A sports related programme in the school holidays will be run by YMCA. Marc and Artem have volunteered to help out at this event.

5.3  Ashburton Ladies Lions Club

A 'Stars in their Eyes' event will be held in late October for fundraising the Outward Bound programme and CACTUS programme. A suggestion was made for the AYC to help sponsor the events as part of our strategic goal.

That the Ashburton Youth Council invite a speaker from the Ashburton Ladies Lions Club to attend an AYC meeting to provide further information on the Stars in their Eyes event.

That the Ashburton Youth Council invite the Community Relations Manager from Ashburton District Council to attend an AYC meeting to discuss AYC’s funding towards the event.

CARRIED  Henry / Sophie
5.4 Next month’s guest speakers

- YMCA
  Vincie Billante - Community Relations Manager

Suggestions made by Youth Council members for guest speakers at future AYC meetings:
- Speakers working with bullying and mental health issues
- Member from Canteen
- Cornelius from the Mid Canterbury Boxing Academy
- Speaker from BASE leading self defence
- Speaker from Women’s Refuge to discuss domestic violence

There has been a rebrand of ‘Child Youth and Family’ to become ‘Vulnerable Children’. A position for Vulnerable Children will become available in the community and the Youth Council agreed that the elected person would be invited to speak at a future AYC meeting.

6 General Business

6.1 Ashburton College Orientation Day Surveys

Sophie gave the Youth Council a brief rundown of the Ashburton College Orientation Day. A successful outcome with approximately 75% of surveys completed by 13 - 17 year olds returned.

Students expressed interest in raising more awareness of bullying, mental health, and family issues. Would also like to see the Youth Council leading an event based around music and comedy. Dates preferred are Monday, Tuesday, Wednesday nights as well as Friday after school and/or from 7:00pm onwards. Students did not have a particular food preference - would just like food available.

That a Youth Council member from Ashburton College and Mount Hutt College contact admin from the schools to organise a SurveyMonkey of the Youth Council Orientation Day surveys.

CARRIED  Mayu / Hine

6.2 Update on Hoodies and Badges

Badges were given out at the meeting. The hoodies will be available at the next meeting but if not, Youth Councillors are welcome to come in and pick them up.

6.3 Sub Committees

Events Subcommittee - Hine, Mayu, Alisa, Libby, Alyce, Thea, Catheya
Policy and Bylaw Subcommittee - Sophie, Alyce, Mayu, Artem, Marc, Thea

A Policy & Bylaw Subcommittee meeting to discuss the Alfresco Dining Policy submission with Rachael Thomas will be held on Thursday 9 March 4pm at Council.

An Events Subcommittee meeting will be held on Thursday 9 March at 5pm at Council.
7 Information Items

Alyce will find further information regarding the Ashburton Youth Council’s possible involvement in ANZAC Day ceremonies.

Alisa will present her Spirit of Adventure slideshow at the next meeting.

A suggestion for Thea, the leader of the Peer Support group, to request the AYC for funding in 2017. This will be discussed at the next Ashburton Youth Council meeting.

A reminder for Youth Council members to look over the calendar to attend a Council, Committee or Community Board meeting in relation to our Goal 2.1 of our 2017 Strategic Plan.

Mayu and Thea will not be able to attend the next Ashburton Youth Council meeting on Wednesday 5 April and asked that their apologies be recorded.

8 Next Meeting

The next meeting of the Ashburton Youth Council will be held on Wednesday 5 April 2017, commencing at 5:30pm at the Council’s administration office (meeting room to be advised).

The meeting closed at 6:59pm.

Approved and adopted as a true and correct record on ........................................ (date)

......................................................
Chairperson
## Finance & Business Support Committee Delegations

<table>
<thead>
<tr>
<th>Type of Committee</th>
<th>Council Committee</th>
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<tbody>
<tr>
<td>Subordinate to</td>
<td>Council</td>
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<tr>
<td>Subordinate Committees</td>
<td>Ashburton Airport Authority, Audit and Risk, Community Awards, Community Grants &amp; Funding.</td>
</tr>
<tr>
<td>Legislative Basis</td>
<td>Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002. Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002.</td>
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<tr>
<td>Membership</td>
<td>Twelve Councillors and Mayor (ex officio)</td>
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<tr>
<td>Quorum</td>
<td>Seven</td>
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<tr>
<td>Delegations</td>
<td>Council delegates to the Finance and Business Support Committee all of the duties and decision-making powers within the following areas of responsibility:</td>
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<td>- Amenity provision including:</td>
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<td></td>
<td>- Ashburton Airport</td>
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<td>- Camping grounds</td>
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<td>- Community halls and facilities</td>
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<td>- Elderly persons housing</td>
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<td>- Community Services including:</td>
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<td></td>
<td>- Community initiatives and events</td>
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<td>- Financial Management including:</td>
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<td>- Statutory compliance in respect to financial disclosure (delegated to the Audit and Risk Subcommittee)</td>
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<tr>
<td></td>
<td>- Corporate risk and internal risk management (delegated to the Audit and Risk Subcommittee)</td>
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<td>- Review the annual audit plan with the Auditors ensuring the emphasis is placed on areas where the Audit and Risk Subcommittee, Council management, or the Auditors believe is necessary (delegated to the Audit and Risk Subcommittee)</td>
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<td>- Monitor and report on compliance with Long Term Plan / Annual Plan policies under sections 101A-110 of the Local Government Act 2002</td>
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<td>- Review of information derived from the audit (delegated to the Audit and Risk Subcommittee)</td>
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<td>- Council insurance</td>
</tr>
<tr>
<td></td>
<td>- Council’s special funds accounts, loan accounts and investment portfolios</td>
</tr>
</tbody>
</table>
- Forestry
- Writing off debt considered to be bad or uncollectible (greater than $5,000).

Organisational services including:
- information services and record management
- plant and vehicles
- democracy
- communications
- customer services

- Planning and strategic direction with regard to:
  - Community planning
  - Forestry
  - Camping grounds
  - Community halls and facilities
  - Elderly persons housing
  - Community initiatives and events
  - District promotion

- All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation including:
  - Building Act 2004
  - Camping Grounds Regulations 1985
  - Civil Defence Emergency Management Act 2002
  - Forest and Rural Fires Act 1977
  - Freedom Camping Act 2011
  - Land Drainage Act 1908
  - Land Transfer Act 1952
  - Local Government (Rating) Act 2002
  - Local Government Act 1974
  - Local Government Act 2002
  - Local Government Official Information and Meetings Act 1987
  - New Zealand Geographic Board Act 2008
  - Public Bodies Contracts Act 1959
  - Public Bodies Leases Act 1969
  - Public Works Act 1981
  - Rates Rebate Act 1973
  - Rating Valuations Act 1998
  - Reserves Act 1977
<table>
<thead>
<tr>
<th><strong>Limits to Delegations</strong></th>
<th>Matters that must be processed by way of recommendation to Council include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Amendment to fees and charges relating to all activities</td>
</tr>
</tbody>
</table>

Powers that cannot be delegated to committees as per the Local Government Act 2002 and sections 2.3 and 2.4 of this Delegations Manual.

Delegated authority is within the financial limits in section 7.1 of this Delegations Manual.