



Ashburton District Council

AGENDA

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

Date: Thursday 9 September 2010

Time: 1.30 pm

Venue: Council Chamber
5 Baring Square West
Ashburton

B LESTER
Chief Executive

MEMBERS:

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

AGENDA

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3 September 2010

5. CORPORATE SERVICES

5.1 INFORMATION SYSTEMS

There was a significant disruption in the services provided to Council with three separate outages that affected email, internet and the web site. The key performance indicators have slipped below their usual high levels but work is continuing on projects that should reduce the risk of recurrence. The nominations for the 2010 elections were popular on the web site along with the usual cemetery information, notices and job vacancies. Interest in the proposed District Plan continued with downloads of selected parts from the web site. The help desk processed more calls than usual as a result of the service disruption.

5.1.1 Service Delivery

Three significant outages occurred in August that adversely affected Council business. The web site is currently hosted in Wellington by a company called Intergen. There is a service level agreement (SLA) with Intergen. The site was not available for 12 hours on 4 August 2010 due to a technical problem which was fixed by Intergen for no additional charge within the terms of the SLA. Email was not available, sending or receiving, for 35 hours from Tuesday morning 3 August until 3pm Wednesday 4 August. No emails were lost because they were queued until the service was restored and the emails could be delivered. The internet connection broke on Sunday morning 22 August for 38 hours. Telecom replaced the faulty component at no additional charge and internet and email service was restored at 2pm on 23 August with the terms of the SLA with Telecom. No emails were lost.

The causes of these three events were unrelated and investigation was carried out to determine the risk of a recurrence. Three separate projects have been identified.

Disaster recovery and business continuity – This project has been funded and started in this financial year.

A new internet connection using fibre optic cable – Discussions are taking place with Electricity Ashburton and Internet Service Providers (ISPs). The fibre optic connection should be installed this year, but the funding for an improved internet connection was cut in the last budget round. Funding will be requested in the next budget round.

Web site redevelopment – The funding was cut in the last budget round but talks with suppliers have begun because preliminary work can be started about the content, audience purpose and requirements without specifying a supplier. Funding will be requested in the next budget round.

5.1.1 Ashburton District Council Web Site

The Council web site was visited 26,289 times in August 2010. Information about current issues was popular on the notices page and the genealogists continue to make good use the online cemetery information. 79 applications for the customer services vacancy were received from the 91 job details and application forms downloaded. This method of distributing vacancy information leads has proved to be effective, allowing suitable candidates access to the information they need to apply. 527 people viewed the list of nominated candidates for the 2010 elections.

5. CORPORATE SERVICES

August 2010 Top 10 Pages viewed.

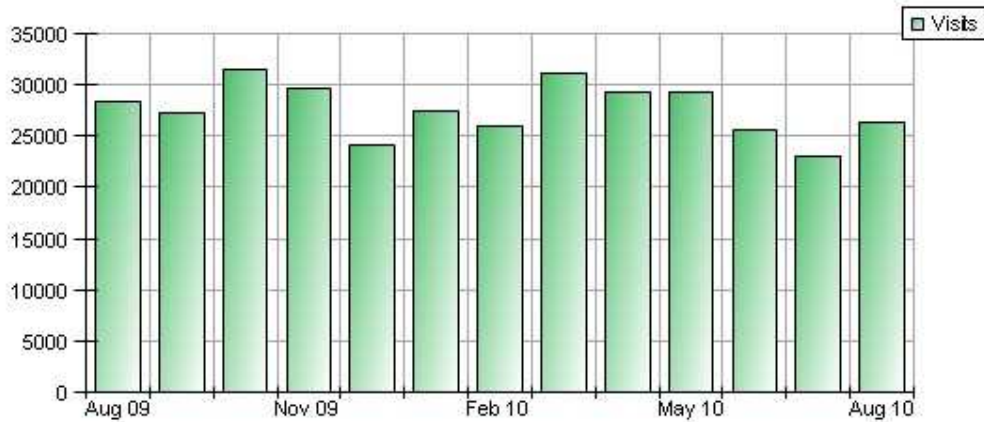
	June 2010		August 2010	
Top 10 pages viewed	Notices	2,399	Notices	2,707
	District Plan Review	1,170	Cemeteries	952
	Cemeteries	797	Job Vacancies	624
	Search	656	Search	612
	Cemetery Records	477	Cemetery Records	602
	Current District Plan	508	Contact Us	564
	Contact Us	477	2010NominatedCandidates	527
	Maps	422	Maps	437
	Fees and Charges	375	Forms	431
	Forms	372	District Maps	388

August 2010 Top 10 Documents downloaded.

	June 2010		August 2010	
Top 10 documents downloaded	District Plan Rural Zones	313	ADC Directory	137
	District Plan Rural Index	291	District Plan Section 7 Zone Rules	149
	Submission Form	185	District Plan Section 6 District Wide Rules	110
	District Plan Urban Index	180	Job Vacancy Customer Services Officer	91
	District Plan Residential Zones	168	Employment Application Form	91
	District Plan Zone Rules	158	Newsletter	74
	District Plan Subdivision	151	District Plan Rural Index	91
	Proposed District Plan Summary	142	District Plan Urban Index	85
	ADC Directory	134	District Plan Subdivision	77
	Utilities, energy and designations	123	District Plan Rural Zones	68

5. CORPORATE SERVICES

Monthly totals for visits to the Council Web Site



5.1.2 Key Performance Indicators

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

The system and network availability has fallen below the target. The projects due to be completed this financial year should bring the performance back on target.

	April 10	May 10	June 10	Jul-10	Aug-10	Target	Yearly Average
System and network availability	99.7%	99.3%	100%	100%	85.1%	95.0%	92.5%
Web site availability	100%	100%	100%	100%	98.4%	99.0%	99.2%
Help desk response times	99.2%	100%	100%	100%	100%	95.0%	100.0%
Help Desk call details							
Unresolved (running total)	34	35	41	33	42		
Requests received/month	127	80	119	124	147		
Responded to within 1 hour	126	80	119	124	147		
Not responded to within 1 hour	1	0	0	0	0		

5.2 RECORDS AND ADMINISTRATION

5.2.1 LIM Reports

Twenty-nine LIM reports were produced in July and 24 in August (39 and 32 in July and August 2009). Of these one in July and three in August were for non-residential properties (3 and 0 in 2009).

The average LIM completion time was 3.7 days in July and 2.8 days in August (3.1 and 3.6 days in 2009). All LIM reports have been completed within 10 days since December 2008.

A Risk Manager from RiskPool, our professional liability insurer, visited in July to review our LIMs procedure. Her full report is awaited.

5. CORPORATE SERVICES

5.2.2 Data Integrity

The Address Task Force continues work:

- the data compilation stage has been completed and now the address data to designate a postal address for every rateable entity in the District is being trialled.
- amalgamating duplicate and end dating obsolete data - addresses and names - on Property and Rating.
- improving the data in Council address records to meet New Zealand Post standards for postal addresses and qualify for bulk mail discounts.

The Records Officer (Systems) and Records Officer (LIMs) also:

- review past Subdivision consents (up to 2008), to ensure all consents are associated to correct 'parent' and 'child' properties – a long term project.
- review properties and their data associations where there has been recent building consent, subdivision or LIM activity. This work is now integrated into Council building consent, subdivision and LIM processes.

5.2.3 Administration

The final signoff of the insurance renewals is underway. As reported to the June 2010 Committee, since 2007 Ashburton District Council has provided professional liability insurance for the 6 Council funded organisations: Ashburton Art Gallery, Ashburton Community Swimming Pool, Ashburton District Tourism, Ashburton Museum; Ashburton Safer Community Council and Grow Mid Canterbury. For these organisations to be covered by our other liability insurances as originally envisaged - particularly fidelity guarantee, employers liability and statutory liability – our insurance brokers recently advised us that they should be *named* in our insurance policies and complete their own declarations. To date Ashburton Museum and Ashburton Safer Community Council have taken up this offer and the insurers have asked an extra \$2,404 from the Council. This expense had not previously been budgeted.

The 'Brookers' subscription with Thomson Reuters has been renewed with little alteration and a 3.5% rise.

5.3 CUSTOMER SERVICES

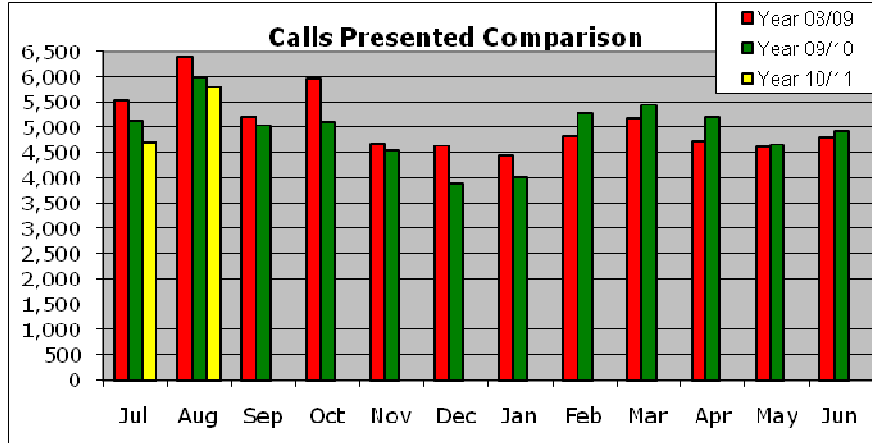
5.3.1 Incoming Communication

During August 2010 5,804 phone calls, 413 emails and 236 faxes were received by the Council's Contact Centre. (This does not include calls made direct to staff extensions). 84% of incoming calls were answered within 20 seconds. Calls presented in comparison to last year are shown in Chart 1.

The highest volume of calls was on Monday 2 August (311) and Monday 7 August (310) due to calls from people requesting rates rebate interviews.

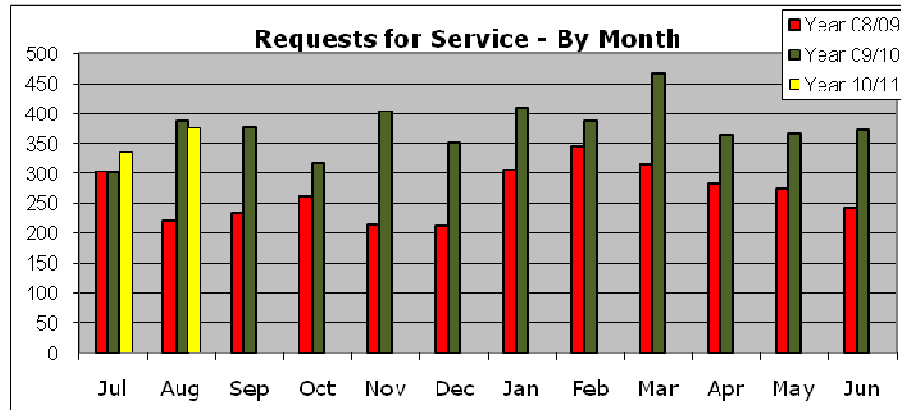
5. CORPORATE SERVICES

Chart 1



Customer Services prepared 377 requests for service in June. Most of these are entered as a result of customers phoning the Council Contact Centre or calling at Reception about a particular issue. Requests for service are sent either to council contractors or department staff for action. For August the most CRMs were 91 for Roading including footpaths, 62 for Water Supply, 53 for Stockwater Races, 81 for Animals.

Chart 2

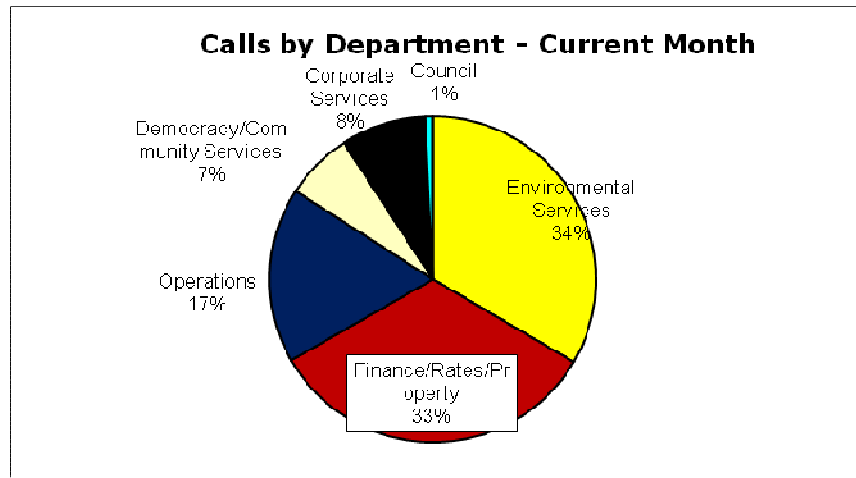


5.3.2 Incoming Phone Calls by Department

Chart 3 shows the breakdown of calls answered in the Contact Centre by department during August. The higher than average number attributed to Finance/Rates is due to inquiries regarding rates rebates.

5. CORPORATE SERVICES

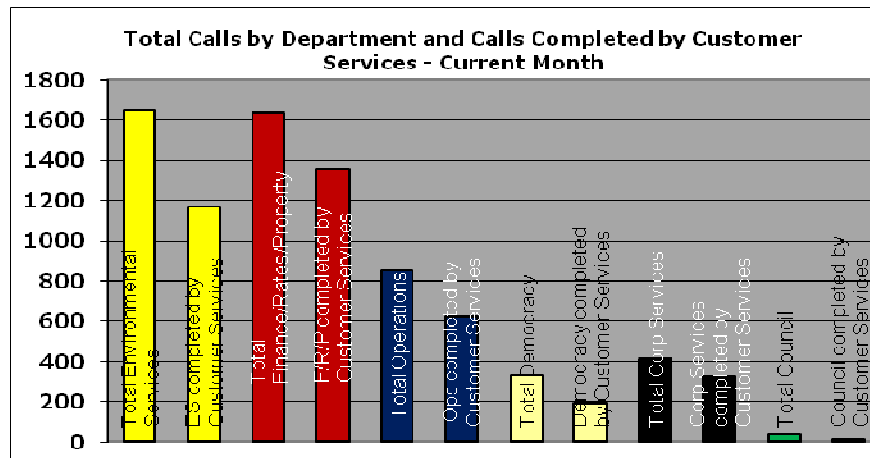
Chart 3



5.3.3 Calls received versus calls handled by Customer Services

Chart 4 shows the total number of calls received for each department and the number completed by Customer Services for August 2010. 75% of all calls answered in the Contact Centre in August were not required to be transferred to department staff. Again the impact of calls relating to rates rebates had significant affect.

Chart 4



5.3.4 Rates Rebates

In the first week of August Customer Services sent out just under 900 applications for rates rebate. To date 444 rates rebates to the value of \$228,099 have been granted.

5. CORPORATE SERVICES

5.3.5 Parking Services

Chart 5 shows that the parking officers issued 786 infringements in August 2010. Parking wardens commenced enforcing vehicle registration and warrants of fitness from 9 August 2010. 175 infringements were issued to vehicles showing noncurrent registration in August. To date the infringement fee for noncurrent registration was waived in 24 instances mostly because the person had placed their current registration under their expired registration.

Chart 6 shows that \$9,595.65 was collected from the parking meters in August.

Chart 5

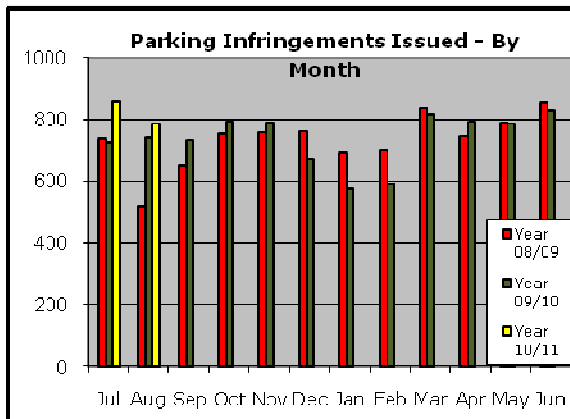
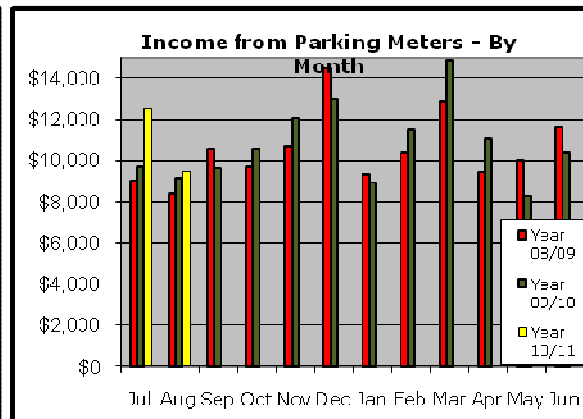


Chart 6



5.4 MISCELLANEOUS MATTERS

5.4.1 Council Seal

Under authority, since last meeting —

- **Lease Documents**
 - Agreement – ADC – Helm Holdings 2005 Ltd
 - Deed of Lease - ADC – Ashburton Community Conservation Trust – Scientific Reserve on Scales Road
 - Deed of Renewal – ADC – Ashmark Holdings
 - Deed of Lease – ADC – Anne Johnson Family Trust – Lake Clearwater
 - Variation – ADC - Hoopers Outdoor Power Ltd – 5 Range Street
- **Licence to Occupy**
 - ADC – Acton Irrigation Ltd – Part of Mainwarings Road
 - ADC – WJ & JA Sewell & BK Trustees 05 Ltd – Reserve 2516
 - ADC – Acton Irrigation Ltd – Part of Chertsey Kyle Road
 - ADC – Blackford Station Ltd
- **Sale & Purchase Agreement**
 - ADC – Copland
 - ADC – Core Engineering Services Ltd – Freeholding 6-8 Bryant Street
 - ADC – BJ & MA Stock Ltd – Surveyors Road
 - Option to Purchase – ADC – Lake Extension Trust – Aquatic Park Trust
- **Deed of Assignment**
 - ADC – Lake Extension Trust – Aquatic Park Trust

5. CORPORATE SERVICES

- **Easements**
 - ADC – M Van der Krogt Ltd - Right to drain, Allison Street
 - ADC – B R Jones – Right to erect / maintain Memorial Hall
- **Road Diversion Document**
 - Grahams Road Diversion
- **Memorandum of Encumbrance**
 - Stock underpass
 - ADC – Beckinson Holdings Ltd

5.4.2 Minor Applications

- Arthritis New Zealand Street Appeal – 24/09/2010
- Methven Cricket Club – Pig in a barrow raffle – 1/10/2010
- Bull Rush Chocolates – Banner over Water Feature – 27/08/10 – 11/09/2010
- St Johns Presbyterian Church – 27/08/2010 – Cake Stall, Methven
- Heart Foundation Street Appeal – 11/02/2011

5.4.3 Letter of Thanks / Congratulations

Received from:

- Ashburton Youth Café Charitable Trust – for Council's donation of \$10,000 for rent payments.
- Ashburton Youth Health Trust – for Council's continued funding of Youth Health Centre rental.

S ALLEN
Corporate Services Manager

6. DEMOCRACY & COMMUNITY SERVICES

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: Community Planning - Projects
DATE: 9 September 2010
REPORT TO: Finance and Community Services
FROM: Policy Advisor
SUBJECT: Ashburton District Sport & Recreation Strategy 2010

6.1 ASHBURTON DISTRICT SPORT & RECREATION STRATEGY 2010

6.1.1 SUMMARY

The review of the Ashburton District Physical Activity Strategy is complete and the Ashburton District Sport and Recreation Strategy 2010 is now available (separately attached).

6.1.2 RECOMMENDATION TO COUNCIL

- | |
|--|
| <ol style="list-style-type: none">1. That the Ashburton District Sport and Recreation Strategy 2010 be received.2. That Council adopts the Ashburton District Sport and Recreation Strategy 2010. |
|--|

6.1.3 BACKGROUND

The Ashburton District Physical Activity Strategy was first developed in 2006 through a collaborative process led by Council and including a range of other agencies with a strong interest in promoting physical activity in the district.

A number of actions have been completed since the first strategy was adopted, providing increased opportunities for collaboration and communication between ranges of different stakeholders. A challenge for the future is to ensure that this progress continues.

To update the existing Ashburton District Physical Activity Strategy, developed in 2006, a process was agreed upon between Active Ashburton (the strategy implementation working group) and Ashburton District Council, to review and establish new goals and objectives for the reviewed strategy.

The strategy has been reviewed and updated, through a review of the existing strategy, four community workshops and several focus group meetings with Active Ashburton members.

The community workshops were well attended with over 50 people from a cross section of clubs and organisations throughout the district attending. The attendees worked through a SWOT (strengths, weaknesses, opportunities and threats) analysis of sport and recreation in the district, as well as an assessment of the current goals from the 2006 strategic plan.

Through the consultation process it became apparent that key stakeholders and the community inherently thought of the strategy as a Sport and Recreation Strategy, rather than a Physical Activity Strategy. This coupled with central government's shift in focus to sport and recreation over physical activity has led to the proposed name change.

The draft strategy was presented to the community for their comment and feedback through a four week consultation period. Submissions were received on the strategy and where appropriate, the ideas suggested have been incorporated into this final strategy.

Once the Strategy has been adopted by Council it will be publicly available for the community and stakeholders involved in the process.

6. DEMOCRACY & COMMUNITY SERVICES

6.1.4 OPTIONS & RISKS CONSIDERED

Not applicable.

6.1.5 STATUTORY IMPLICATIONS

Not applicable.

6.1.6 CONSULTATION

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

6.1.7 STRATEGIC LINKS

Ashburton District Community Plan 2009-19

Ashburton District Community Outcomes

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

6.1.8 FINANCIAL

Costs associated with the review of the strategy have been met from the existing Physical Activity Strategy budget.

Prepared By:

TONI DURHAM
Policy Advisor

Approved by:

GAVIN THOMAS
Community Planning Manager

6. DEMOCRACY & COMMUNITY SERVICES

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 1/2/1
DATE: 9 September 2010
REPORT TO: Finance and Community Services Committee
FROM: Community Planning Manager
SUBJECT: Arts and Culture Subcommittee

6.2 ARTS AND CULTURE SUBCOMMITTEE TERMS OF REFERENCE COUNCIL ART COLLECTION POLICY

6.2.1 SUMMARY

The purpose of this report is to have the Finance and Community Services committee recommend Council adopts a Terms of Reference for the Arts and Culture subcommittee and an Art Collection Policy.

6.2.2 RECOMMENDATION

“That the Committee recommends Council adopts the Arts and Culture Subcommittee ‘Terms of Reference’ and the ‘Art Collection Policy’.”

6.2.3 BACKGROUND

Terms of Reference

The Arts and Culture Subcommittee has not had a terms of reference to provide guidance to the Subcommittee on its scope within Council. The Subcommittee have asked that a terms of reference be developed.

The Subcommittee and Community Planning Manager have developed the Terms of Reference attached to this report for consideration by the Finance and Community Services Committee and recommendation to Council for adoption.

The terms of reference are based on other similar terms of reference in place for other subcommittees.

Art Collection Policy

The Arts and Culture Subcommittee is tasked with selecting art for purchase for Council's civic art collection. Council has not had a collection policy to provide guidance to the Subcommittee regarding the art it considers for purchase.

The policy attached also provides guidance on how Council's art collection should be managed and allocates responsibilities for carrying this out.

6.2.4 OPTIONS

Not applicable.

6.2.5 STATUTORY IMPLICATIONS

Not applicable.

6. DEMOCRACY & COMMUNITY SERVICES

6.2.6 CONSULTATION

Not applicable,

6.2.7 STRATEGIC LINKS

Community Outcomes

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

6.2.8 FINANCIAL

Not applicable.

Prepared By:

G THOMAS
Community Planning Manager

Approved by:

J G ROLLINSON
Manager
Democracy and Community Services

6. DEMOCRACY & COMMUNITY SERVICES

COMMITTEE PROFILES – ARTS & CULTURE SUBCOMMITTEE

Arts and Culture Subcommittee – Terms of Reference

Reports To: Finance and Community Services Committee

Constitution: Three to four councillors. (Quorum – two members)

Membership:
2007 - 2010
Cr Robin Kilworth (Chair)
Cr Judy Kingsbury
Cr Jac Sparks

Meeting Cycle: As required.

Terms of Reference: The terms of reference of the Arts and Culture Subcommittee are:

- The selection and recommendation of art works for Council to purchase for the civic art collection (in accordance with Council's Art Collection Policy)
- Review of Council's civic art collection every five years (in accordance with Council's Art Collection Policy)
- The selection and recommendation of art works for Council to dispose of from the civic art collection (in accordance with Council's Art Collection Policy)
- Review of existing policies related to arts and culture
- Development of new policies related to arts and culture
- Oversight of Council responsibilities for works of art displayed in public places (such as the John Grigg memorial)
- General development and maintenance of effective relationships between Council and community organisations in the arts and culture sectors
- Make recommendations to Council's long term plan and annual plan budget and work programme development

Appointments: In general the Arts and Culture Subcommittee members will be Council's elected member appointees to the following organisations (at the Council's discretion):

- Ashburton Art Gallery Committee
- Ashburton Historical Society Committee
- Art Gallery and Museum Trust
- Ashburton District Creative Communities Committee

Key Support Staff: Manager Democracy and Community Services
Community Planning Manager

6. DEMOCRACY & COMMUNITY SERVICES

ART COLLECTION POLICY

1. Policy Objectives

To ensure that Ashburton District Council's civic art collection is:

- a coherent collection of works with recognisable and understandable links to Ashburton District, the Canterbury region and the South Island
- maintained in an appropriate condition
- displayed and accessible to the community
- subject to periodic assessment to ensure it continues to reflect the district and region
- added to according to the acquisition objectives.

2. Principles

The Ashburton District Council civic art collection belongs to the Ashburton District.

There is benefit in having an agreed policy approach to the civic art collection with regards to acquisitions, deaccessions, maintenance and display of the collection in order to ensure that as the collection grows, there is an accepted direction and purpose for the collection that meet the objectives of Council.

3. Background

Ashburton District Council has an extensive art collection comprising mostly paintings with some pieces of ceramic art, sculptures and public art pieces.

There has been no collection policy operating in the past and the collection has developed in a piecemeal way. The works within the collection have been acquired by donation and purchase over the years by the Ashburton Borough Council, Ashburton County Council and, since 1989, the Ashburton District Council. The Council has for some years budgeted for art acquisition each year – currently \$5,000 per year.

The collection was catalogued and valued in 2003. The appraisal undertaken at this time showed that while the collection is relatively large the works are generally not of a high quality and the value of the collection is modest. The appraisal categorised the art works into four categories:

- A. Prime works of art that are important for the collection and could be transferred to Ashburton Art Gallery at some point
- B. Secondary works of lesser status that should be retained for furnishing
- C. Works that should be reassessed as to their importance and could be disposed of at some point
- D. Works of historic value that could be transferred to the Ashburton Museum at some point

Note: This categorisation method could change in future appraisals.

The latest assessment and valuation schedule is included in appendix I of this policy.

4. Links to Community Outcomes

Having, maintaining and growing the Ashburton District civic art collection contributes to promoting the achievement of the following of Ashburton District's community outcomes and strategic objectives:

Outcome 3: A community with a strong sense of identity and heritage, which welcomes new residents and encourages diversity

- a. We have a community that values and encourages diversity.
- d. Our community recognises and preserves the cultural and social heritage of our district.

Outcome 4: A community with access to quality education and lifelong learning

- b. People of all ages have access to opportunities to develop their skills and enrich their knowledge.

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

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

6. DEMOCRACY & COMMUNITY SERVICES

5. Policy Statement

5.1 Collection Objectives

The Ashburton District Council civic art collection will contain works of art which:

- reflect or provide a variety of images which depict Ashburton District, the Canterbury region and the South Island and/or
- do not over-represent any one artist or duplicate images and/or
- are by contemporary New Zealand artists working in Ashburton District and the Canterbury region but not necessarily images of the local physical environment and/or
- are of artistic quality and/or
- represent a unique one-off opportunity to acquire a work of art and/or
- are of historic significance due to the reason they are in collection eg marking an occasion in Council's history and/or
- are works which reflect the diversity and multi-cultural nature of the region, recognising the Treaty of Waitangi which honours Maori as tangata whenua
- are works that are able to be appropriately stored, displayed, maintained and insured by Council within reasonable budget and resourcing levels.

5.2 Collection Ownership and Management

Ashburton District Council will retain ownership and management of all works of art in the civic art collection.

5.2.1 Curator

The curator of the Ashburton District civic art collection is the Council's Democracy and Community Services Manager or designate.

5.2.2 Maintenance

The Ashburton District civic art collection will be recorded and maintained to acceptable museological standards including:

- accurate labelling, cataloguing and tracking of the individual art works
- regular inspection, collection management and the organisation of conservation treatment of the individual art works
- ensuring valuations are carried out on all pieces every five years
- ensuring the collection is adequately secured and insured
- regular inspection and rotation of individual works.

5.2.3 Care and Protection of Works

Measures will be taken to safeguard all works, retard deterioration and prevent damage through the provision of appropriate conditions of display and storage. A safe and controlled environment is required for the collection to maximise its preservation and lifespan.

Conservation treatment will only be carried out by a suitable qualified conservator.

5.2.4 Display of Works

Works will be hung in conditions that minimise the risk of accidental damage, theft, fire, flood and pest infestation.

Staff who have responsibility for the day to day care and management of the collection should be trained in proper care and handling procedures.

All framing and mounting for display will be carried out to museum standards using appropriate materials and methods. Works will be displayed in the Ashburton District Council premises and the Ashburton Library, and in other public spaces, at the discretion of the curator and the Arts and Culture sub-committee.

5.2.5 Storage of Works

Loose collection items should be protected in appropriate housing when not on display.

6. DEMOCRACY & COMMUNITY SERVICES

All works will be stored in conditions that minimise the risk of accidental damage, theft, fire, flood and pest infestation.

All housing of works for storage will be carried out in accordance with current conservation standards using appropriate inert materials and professional methods.

5.3 Acquisitions

All acquisitions to the civic art collection must meet the collection objectives of section 5.1 and also curatorial and conservation requirements.

5.3.1 Purchasing/Commissions

Art works may be purchased/ commissioned with funds held for this specific purpose (the Art Acquisition Fund) from the following sources: rates, bequests, gifts or endowments, grants and donations, and monies received from the sale of deaccessioned works.

Sources of acquisitions may be artists, exhibitions, dealers, auctions or private.

The Arts and Culture sub-committee shall recommend to the Finance and Community Services committee how this funding is spent.

The curator has delegated authority to make art purchases according to the recommendations of the Arts and Culture sub-committee approved by the Finance and Community Services committee.

5.3.2 Gifts and Bequests

The Council observes a policy of selective acquisition, and is under no obligation to accept works offered to it.

In accepting any gift or bequest in the form of art works, Council will have a Deed of Gift to protect long term the interests of both the donor and the Council.

The Council will normally only accept unrestricted gifts. Any conditions attached must be considered by the Arts and Culture sub-committee which will in turn make recommendations to Council for approval.

The Arts and Culture sub-committee will have the authority to decline a gift/bequest which does not fulfil the acquisitions criteria.

Unless otherwise requested, written acknowledgment of the donor/bequest will accompany the art work.

5.3.3 Accessioning

All acquisitions will be accessioned into the collection by the Democracy and Community Services Manager and/ or designated staff.

Details of the acquisition will be entered into the accession register: title of work; name of artist; date of work; date work acquired; provenance; price etc.

A photograph of the work must be included in the accession file.

A condition report of the work must be undertaken and included in the accession file.

Details of acquisitions will be included in reports to the Art and Culture Assessment sub-committee and then to the Finance and Community Services committee of Council.

6. DEMOCRACY & COMMUNITY SERVICES

5.3.4 Deaccessions

The Ashburton District Council is resolved to refine and improve its permanent collection over time.

Five yearly reviews of the civic art collection will be undertaken in order to rationalise the content. Recommendations for the deaccession of works will be made by the Art and Culture sub-committee to the Finance and Community Services committee which will in turn make recommendations to Council for approval.

Any recommendation for works to be deaccessioned from the civic art collection must be based on the following criteria:

Relevance:	inclusion of the object in the collection does not support the collection content objectives (section 5.1)
Condition:	the object has deteriorated or been damaged beyond repair or poses a health hazard
Care of the Object:	Ashburton District Council is not able to provide proper care for special preservation requirements associated with the work
Duplication:	the object is a duplicate or unnecessarily duplicates the subject matter or relevance of another object
Authenticity:	the object is found to be falsely attributed or documented, or proved to be a fake or forgery

In undertaking any deaccession the following will apply:

- The curator will prepare a deaccession proposal for each work, being considered for deaccessioning, indicating the reasons why it should be removed from the collection. The proposal and recommendations will then be considered by the Arts and Culture sub-committee which will in turn make recommendations to the Finance and Community Services committee to seek a recommendation to Council for approval.
- Legal or other impediments must be identified before disposal takes place.
- Where possible, the donors of works recommended for deaccession will be consulted prior to any final decision to dispose of the art work.
- Where possible, in the case of donors/bequests, the original owners or their heirs will be given first opportunity to acquire the art work.
- The proceeds from the sale of deaccessioned art work will be used solely for the purchase of acquisitions.
- Deaccessioned art work will not be made available for sale to employees of Council, relevant external advisors, or any other parties with a declared interest in the collection, other than through a public auction.

5.4 Loans of Art Works

5.4.1. Inward Loans

In general Council will not seek or accept art work to be loaned to Council as the conditions of the Council administration building and the Ashburton library are not to gallery standard. If art work is loaned to Council for a specific reason, the following procedures will be required:

- i. Incoming loans will be recorded and condition reported and a receipt will be issued to the owner/agent.
- ii. Incoming loans will be treated with the same care as the Council's collection. Any special requirements must be agreed upon in writing by the curator and/ or designated staff.
- iii. Unless otherwise specified insurance of incoming loans will be the Council's responsibility.

6. DEMOCRACY & COMMUNITY SERVICES

- iv. Art work will be returned to the owner/agent at the request of the lender, or as otherwise specified on the loan agreement.
- v. Incoming loans should be of a specified time period, normally not more than six months.
- vi. Council will not normally accept works on a permanent loan basis. Any offers of this type will instead be referred to the Ashburton Art Gallery, Ashburton Museum or another appropriate facility.

5.4.2 Outgoing Loans

The curator (or designate) in consultation with the Arts and Culture sub-committee will have authority to approve or decline outgoing loan requests. In making a decision regarding an outgoing loan request the following will be considered:

- i. Art work from the Council's collection will not be loaned to private individuals or private/commercial galleries, except for the purposes of conservation or framing.
- ii. A loan will be declined if, in the opinion of the curator in consultation with the Arts and Culture sub-committee, the condition of the work would be threatened by travel or if it is exceptionally rare or unique.
- iii. The curator must make certain that the work on loan will be packaged, transported, handled, stored and exhibited safely and securely and that appropriate security and insurance measures are agreed to in writing.
- iv. The condition of all outgoing works will be recorded on a loan agreement form and where appropriate, cumulative condition reports will be maintained by borrowing institutions.
- v. Loans will only be approved to reputable institutions, which possess systems for environmental control e.g. temperature, humidity and lighting, and which meet the appropriate conservation standards and whose staff have demonstrated an ability to handle works of art safely.
- vi. The Council reserves the right to carry out periodic inspections of loans and reserves the right to withdraw them for any reason and at any time.
- vii. Loans will not normally exceed six months in duration unless to the Ashburton Art Gallery, the Ashburton Museum or the Ashburton Event Centre. Loans to these organisations may be for an indefinite period with Council able to provide six months notice for the return of the work at any time.
- viii. If a loan to any organisation other than the Ashburton Art Gallery, the Ashburton Museum or the Ashburton Event Centre is to exceed 6 months a new loan agreement should be completed every six months and the condition of the venue and the works inspected by the curator before the new agreement is entered into.
- ix. A loan of works will not normally be approved if the recommended maximum frequency of locations and duration of exhibition is exceeded:
- x. Council ownership of the work will be acknowledged in publications, labels and other written texts, where appropriate.
- xi. Copyright permission, in accordance with the 1994 Copyright Act, must be sought by the borrowing institution, where appropriate.

6. DEMOCRACY & COMMUNITY SERVICES

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 1/3/3
DATE: 9 September 2010
REPORT TO: Finance and Community Services
FROM: Chief Executive
SUBJECT: (1) RDR Management Limited
(2) Christchurch School of Medicine Donation

6.3 RANGITATA DIVERSION RACE MANAGEMENT LIMITED - AGM

The AGM is to be held at 1.30 pm on Wednesday 15 September 2010, at Hotel Ashburton. Council, as shareholder, is entitled to appoint a proxy to attend the meeting and vote on items of business.

RECOMMENDATION

“That the Deputy Mayor, Cr John Leadley, and the Chief Executive, Brian Lester, be appointed as proxies for the Ashburton District Council for the purposes of the AGM of Rangitata Diversion Race Management Limited 2010.”

6.4 VISIT BY CHRISTCHURCH SCHOOL OF MEDICINE – 3RD YEAR MEDICAL STUDENTS

As in past years, following the visit to Ashburton of a group of third year medical students as part of their study programme, the Christchurch School of Medicine has given \$500 to the Council to make a donation to a suitable agency or committee within the community. In past years Council resolved to forward the contribution as follows:

1998 Order of St John
1999 Alzheimers Association (Ashburton Branch)
2000 Plunket Society (Mid-Canterbury Branch)
2002 Ashburton Palliative Care
2003 Ashburton Ostomy Group
2004 Ashburton Benevolent Fund
2005 Ronald McDonald House
2006 St Vincent de Paul Society
2007 Salvation Army
2008 Ashburton Branch of SPCA
2009 Ashburton Branch of NZ Heart Foundation

RECOMMENDATION

“That the Christchurch School of Medicine’s donation of \$500 be given to Ashburton Youth Café Charitable Trust.”

B LESTER
Chief Executive

6. DEMOCRACY & COMMUNITY SERVICES

6.5 COMMUNITY CONSULTATION AND PLANNING – CURRENT PROJECTS

6.5.1 Annual Report 2009/ 10

Policy Advisor, Jenna Scott, is continuing to work on the Annual Report document and the reporting of performance measures.

Performance measure information has all been received and entered, though background information on performance information capture has not been provided by some activities as requested and we are currently tracking this down from relevant managers.

Little information on variances to the Annual Plan budget and work programmes has been received and we are using financial variance reports to identify potential areas that may require explanation in the Annual Report.

The Finance department reports it is approximately one week behind the planned schedule for the Annual Report, due largely to delays in receiving correct and complete information from some activities.

6.5.2 Aquatic Centre and Indoor Stadium

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

Proposed site – River Terrace Reserve

The consultation process for the proposed site for the facility went well. The consultation document was delivered to houses in the district as an insert in the Courier newspaper.

Open days were held at:

- Ashburton (Ashburton Library – approx. 50 attended)
- Rakaia (Rakaia Memorial Hall – approx. 20 attended)
- Methven (Heritage Centre – approx. 10 attended)

While attendance at the open days outside Ashburton was not great the response from attendees at all open days was extremely positive.

The scale model of the site and an indicative facility proved a popular way of showing how the facility might look on the site. The model is also likely to be extremely useful for the Ashburton Stadium Complex Trust in its fundraising exercises.

In total we received 306 submissions. Of these 285 submissions are in support of the proposed site and 16 against, with five either undecided or not expressing a clear view one way or the other. Of those against the site four are against the project regardless of the site, three have traffic concerns and six do not like the site either because of its location or because it is perceived as being unsuitable for heavy construction.

In all six submitters want to make submissions to Council in person. These are scheduled to be heard on the morning of this meeting.

The site selection process from here is:

1. Submission hearings : Thursday 9 Sept
2. Council considers all feedback: Thursday 16 Sept
3. Council adopts its preferred site: Thursday 23 Sept

6. DEMOCRACY & COMMUNITY SERVICES

6.5.3 Art Gallery and Museum

Liaison meetings are continuing and are moving various aspects of the project forward.

The Art Gallery and Museum organisations applied for funding for fit-out requirements from the Ashburton Trust Charitable Foundation, applying for requirements that can be utilised both in the existing facility and a new one. Both organisations secured funding of \$10,000.

6.5.4 Ashburton District Social Wellbeing Forum

Council's policy advisor Jenna Scott is continuing to develop a brochure for new migrants based on a template used by Christchurch and Nelson/ Marlborough. This is now at the printers and should be delivered soon.

6.5.5 Review of Ashburton District Sport and Recreation Strategy

Council's Policy Advisor, Toni Durham, is working with the "Active Ashburton" group to review the district's Sport and Recreation Strategy (formerly the Physical Activity Strategy).

The reviewed Sport and Recreation Strategy is on the agenda of this Finance and Community Services committee with a recommendation it be adopted by Council at its meeting on 23 September.

6.5.6 Community Directory

Council's Policy Advisor, Jenna Scott, and Project Support Officer, Emma Threadwell, are continuing to update the Community Directory. Information has been captured from all community organisations in the district for updated information. We are currently looking at ways to format the document so we do not need to have a designer do this each time which will reduce the costs of updating. When this issue is resolved we will have the updated version printed.

As part of the move to enable Council to edit the document (and produce and edit all other documents more professionally) in-house Community Planning staff have been provided with access to the "InDesign" document publishing software.

6.5.7 Gambling Policy Review

Council's Community Planning Manager and Policy Advisor have assisted a working group of four councillors to review Council's Gambling Venue Policy. The Gambling Venue Policy has been rolled over by Council unchanged.

6.5.8 Canterbury Water Management Strategy

The Community Planning Manager has worked with Canterbury Water on the establishment of the Ashburton Zone Water Management Committee.

The Ashburton Water Management Zone Committee will be launched by Minister of Agriculture, David Carter, on 10 September. Council received a report at an Extraordinary Meeting of Council on 26 August, detailing the membership.

6.5.9 Keep Ashburton Beautiful

Community planning staff have assisted Environmental Services with identifying a steering group for this project and in making initial contact with the stakeholders. Advice has been given to Environmental Services on how to approach and run the first meeting, which is being organised and led by the Environmental Services Manager.

6. DEMOCRACY & COMMUNITY SERVICES

6.5.10 2010 SOLGM Community Plan Conference

The Policy Advisors attended the 2010 Community Plan conference last week. The conference focused largely on what changes TAFM may mean for the LTCCP. This information will assist staff in their preparation for the 2012 Long Term Plan.

6.6 LIBRARY

6.6.1 Issues and Membership

Numbers of issues in both July and August exceeded those for the same months last year, with the Children's Library outperforming the adult section in this regard. A good number of reference enquiries confirmed the staff impression that it has been a busy and productive period.

6.6.2 Promotions and Events

Library Week 2010, 16-22 August – Visit your library...you might be surprised

Library Week has been running for over 35 years and is a week-long celebration of libraries and librarianship which takes place in libraries all over New Zealand.

Library Week celebrates the important role libraries play in our communities and this year's theme was *Visit your library ... you might be surprised*.

New Zealand's Largest Storytime

On Wednesday 18 August children, librarians, parents and teachers gathered in libraries all across the country for this very special Library Week event.

In Ashburton guest Jac Sparks shared some favourites, including this year's story Mr Muggs the Library Cat, with a class from St Joseph's School.

6.6.3 Library Tour

On Thursday two small but enthusiastic groups joined tours for a "Behind the Scenes" look at their library.

6.6.4 Family and Local History Enthusiasts Session

On Friday the emphasis was on local history, with an opportunity to explore the newspaper archives and other print and electronic resources. Ashburton Family History Group members were also available to share their specialist knowledge.

6.6.5 General

The Library featured special Library Week displays and everyone who borrowed books, magazines, DVD's during library week went into a prize draw for a Whitcoulls gift voucher.

6.6.6 Displays

Apart from the Book Week related displays, the Alzheimers Society and the Art Gallery used the display facilities during July and August. The Art Gallery was promoting a visiting authors fundraiser held at the Gallery on 7 August, at which Children's Librarian Adrienne Moodie assisted by introducing local illustrator David Elliot.

A display to inform people about the suggested site for the Sports Complex as part of the public consultation process was held at the Library for a three week period.

6. DEMOCRACY & COMMUNITY SERVICES

Having set times at which Council staff and elected members, including His Worship the Mayor, were present to answer questions about the site and the planning process attracted much interest from the public. It is possible that this could be repeated for other Council related issues in the future, as it worked so well.

6.6.7 Fire in Book Box

During the early hours of August 17th the Fire Brigade were called out to a fire in the foyer of the Library, caused by material being set on fire in one of the after hours book return bins. Fortunately the bins are steel so as to avoid fire spreading in these circumstances. However, smoke residue was widespread, meaning much money wasted on cleaning costs. and customers and staff were inconvenienced by the fumes for some days. Lids for the bookbins are a possible improvement which is being investigated.

6.6.8 Children's Library

For the July holiday event we organized a visit from Craig Smith, the writer/singer of *The Wonky Donkey*. This was extremely popular, with a combined total of 250 - 300 people attending the two sessions.

At the end of July we held the first meeting of the Book Worms – a book club for 9 – 13 year olds. This attracted a small number of potential members. We will continue to publicise the group during August, and hold another meeting at the end of the month.

August has been a busy month for school sessions. Every class from Hampstead School visited as a part of their Book Week celebrations. This was a valuable exercise, and some of the children have since come back to the Library after school. Other visitors have included Lowcliffe and the Christian Schools, and a class from Ashburton Borough School.

6.6.9 Statistics for July

Issues	July 2010	July 2009
Non-fiction	5214	5552
Fiction	5260	5406
Large Print	3020	2734
English Resources	9	13
Rentals	96	76
Young Adult Fiction	974	1026
Young Adult Non-Fiction	148	149
Young Adult Magazines	91	66
Young Adult CD	62	75
Young Adult Talking Book	6	0
Paperbacks	371	443
Magazines	437	468
Adult Audio	118	125
Adult Video	218	348
Junior Fiction	10808	9007
Junior Non-Fiction	2863	2421
Junior Magazines	453	412
Junior Audio	427	413

6. DEMOCRACY & COMMUNITY SERVICES

Junior Video	899	840
Requests	10	20
Stack	126	118
Undefined	95	119
TOTAL	31705	29831
Issue - Year To Date	31705	29831

<u>Memberships</u>	Total at end July 2010	July 2009	Added during July 2010
Adults	7955	7931	63
Young Adults	1056	1014	3
Junior	2809	2936	46
Non-resident	94	114	1
Other	387	387	6
TOTAL	12301	12382	119

<u>Foot Traffic</u>		July 2010	July 2009
-		13342	13038
Year To Date		13342	13038

<u>Reference Enquiries</u>		July 2010	July 2009
	Adult	862	893
	Children	472	160
	Total	1334	1053

6.6.10 Statistics for August

Issues	August 2010	August 2009
Non-fiction	5257	5199
Fiction	5150	5049
Large Print	2877	2840
English Resources	13	14
Rentals	59	57
Young Adult Fiction	993	873
Young Adult Non-Fiction	201	130
Young Adult Magazines	54	45
Young Adult CD	48	79

6. DEMOCRACY & COMMUNITY SERVICES

Young Adult Talking Book	5	0
Paperbacks	388	419
Magazines	438	512
Adult Audio	123	145
Adult Video	135	234
Junior Fiction	9452	7998
Junior Non-Fiction	2723	2371
Junior Magazines	360	286
Junior Audio	390	330
Junior Video	833	706
Requests	19	17
Stack	139	116
Undefined	146	107
TOTAL	29803	27527
Issue - Year To Date	61508	57358

<u>Memberships</u>	Total at end August 2010	August 2009	Added during August 2010
Adults	7948	7945	48
Young Adults	1036	1011	2
Junior	2783	2920	34
Non-resident	94	116	1
Other	383	386	1
TOTAL	12244	12378	86

<u>Foot Traffic</u>		August 2010	August 2009
-		13171	11661
-			
Year To Date		26513	24699

<u>Reference Enquiries</u>		August 2010	August 2009
	Adult	896	738
	Children	154	65
	Total	1050	803

6. DEMOCRACY & COMMUNITY SERVICES

6.7 PARKS AND RECREATION

6.7.1 General

In the reporting period, over the last six weeks, it has been exceptionally wet with a total of 146.8ml of rain and 27 (2ml +) wet days recorded. This allowed a number of inside maintenance jobs to be done, such as tidying up sheds and vehicles, repairing seats and signs and maintenance of machinery and tools.

All mower operators have managed to get a mowing round done during this period.

6.7.2 Ashburton Domain

Spring is upon us so there has been a lot of maintenance, when the weather allowed, such as hoeing annual beds, cutting edges, spraying etc.

Twenty eight flowering cherries, Prunus 'Shirotae' have been planted inside the brick wall along West Street. Root barrier was installed between the trees and brick wall, the southern end from the lay-by to Wills Street was done last year. Keeping in mind that these trees are replacements due to vandalism and, in some cases, this is the second time they have been replaced.

A number of seeds needed for the spring planting (summer display) have been sown, eg begonia and geraniums. Begonia seedlings are being pricked out at present.

Playground area has been topped up with bark.

6.7.3 Township Beautification and Sports Grounds

Both water features have been drained, water blasted and cleaned out with the sumps also being sucked out.

Both Methven and Rakaia townships have been attended to, with mowing, spraying and rose pruning carried out.

All neighbourhood playgrounds have been topped up with bark.

Carpet roses have been trimmed in the berms at the northern approach, Coniston Waters, Oak Grove, Chalmers Ave as well as Methven and Rakaia townships.

A mowing round has been completed in between the wet weather.

There has been some pruning done at Friendship Lane units as well as general maintenance at other elderly persons' units.

One side of Rapley Street has been replanted with white flowering dogwood, Cornus 'Eddies White Wonder'. It was intended to do both sides after receiving several requests from residents, with supporting signatures because the majority of the flowering plum trees, Prunus cerasifera var. atropurpurea being past their due by date. Some residents are now saying they did not want them removed so we have left the eastern side trees.

6.7.4 Rural Reserve Beautification

Tree pruning and chipping has been done at Hakatere. A mowing round and a spray run has been completed at Barrhill, Bowyers and Taylors Streams, Hakatere and Wakanui and North Reserve.

6.7.5 Ashburton Business Estate

The entrance into the business estate from Northpark Road has been planted and we are in the process of planting the street trees.

6. DEMOCRACY & COMMUNITY SERVICES

6.7.6 Cemeteries

The Ashburton cemetery driveways have had some maintenance work carried out and some light pruning has also been undertaken at the Cemetery.

After the heavy rainfall there has been some subsidence of the graves, these are being topped up with soil as they become apparent.

Rural cemeteries have had a spray run.

Hedges at Ashburton Cemetery have been trimmed and clippings picked up.

Replacement trees have been planted at Ashburton, Mt Somers and Hinds Cemeteries.

Ashburton Cemetery

June 2009		June 2010	
Interments	5	Interments	3
Ashes	9	Ashes	2
July 2009		July 2010	
Interments	10	Interments	6
Ashes	3	Ashes	5
August 2009		August 2010	
Interments	11	Interments	8
Ashes	3	Ashes	6

6.8 CBD SECURITY

Provision was made in the 2010-11 budget to retain Talbot Security Group to monitor the CBD area and take appropriate action where necessary to assist in the maintenance of order in the town centre and enforce Council bylaws.

Their contract includes:

- providing increased manpower to improve the enforcement of bylaws and coverage of the CBD area
- providing increased manpower for coverage of Council parks, reserves and associated buildings.
- zero tolerance of drinking in liquor ban areas
- establishing strong links with other agencies
- operating town CBD camera system to improve enforcement of bylaw breaches, disorder issues and potential criminal acts
- providing a weekly report.

TSG report that they are working in well with the Police, giving them more assurance to act in some situations. They are able to issue infringement notices but are doing so sparingly preferring to confiscate and educate at this stage.

Their monthly report for August is attached.

Pages 38-41

6. DEMOCRACY & COMMUNITY SERVICES

6.9 METHVEN COMMUNITY BOARD

There were no recommendations for the Committee's decision, however a number of matters have been for staff action –

- Dolma St beautification – fencing has been completed without the further input from the Board and residents that had been requested. The matter has been referred back to Regulatory Manager staff.
- Railway reserve – a meeting to discuss the redevelopment with Council's Parks and Property Managers had not been progressed and an update on progress is needed. It was noted that acquisition of land for the skatepark is nearing completion. The Board wants the reserve to be developed as quickly as possible.
- Tree pruning – the Board has requested an on site meeting with the Parks and Property Managers to discuss tree pruning and general garden maintenance requirements.
- Garden Club – it was noted that although this matter wasn't addressed through the annual plan process the Methven Garden Club's development of the stormwater reserve is to be maintained by the Parks Department at the Club's request.

6.10 YOUTH COUNCIL

A meeting of the Youth Council is scheduled for Tuesday 7 September, and the Committee will be provided with an update.

J G ROLLINSON
Manager
Democracy & Community Services

7. FINANCE

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 3/5/1
DATE: 6 August 2009
REPORT TO: Finance and Community Services Committee
FROM: Finance Manager
SUBJECT: Carry-over of Funds from 2008-2009 Budget

7.1 CARRY-OVER OF FUNDS FROM 2009-2010 BUDGET

7.1.1 SUMMARY

To request the carry-over of funds to complete projects in the 2010/11 year that were budgeted for, and either not started or completed, in the 2009/10 financial year.

7.1.2 RECOMMENDATION

“That the projects identified be completed in the 2010-11 financial year, and that the funds identified be carried forward.”

7.1.3 BACKGROUND

A number of projects budgeted for 2009 / 10 were not started, or not completed as at 30 June 2010. The projects are listed below along with their status and the amount requested to be carried over into the 2010 / 11 financial year.

Ledger Code	Project	Original Budget	Carry Forward Request	Comments
Information Systems				
13550108	Cyclic renewals	\$120,300	\$58,000	Computer Replacements
Property				
145510035201	Business estate	\$10,665,541	\$3,891,869	Project not complete
16251007	Pendarves Fire Shed	\$25,000	\$25,000	Project to be completed in 2010/11
Plant				
13751006	Plant Purchases	\$295,000	\$185,000	Plant purchases delayed until 2010/11

7.1.4 OPTIONS

It is staff's view that the projects are still relevant and necessary.

7.1.5 STATUTORY IMPLICATIONS

There are no statutory implications.

7.1.6 CONSULTATION

The above projects were all consulted on as part of the 2009/10 Community Plan.

7. FINANCE

7.1.7 STRATEGIC LINK

These items were contained in the Council's 2009/10 Community Plan.

7.1.8 FINANCIAL

There are no financial implications. The funds were available as part of earlier budgets.

Prepared By:

P L BRAKE
Finance Manager

Approved By:

B LESTER
Chief Executive

7. FINANCE

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 3/9/1
DATE: 9 September 2010
REPORT TO: Finance and Community Services Committee
FROM: Finance Manager
SUBJECT: Wastebusters Loan

7.2 WASTEBUSTERS LOAN

7.2.1 SUMMARY

Council has been requested to consider whether it would agree to leaving the current Wastebusters loan in place.

7.2.2 RECOMMENDATION

1. That Council declines the request to leave the current loan agreement in place.
2. That Council will not enforce special loan condition 22.1 and agree that Wastebusters retain ownership of the shredder upon full payment of the outstanding loan balance.”

7.2.3 BACKGROUND

Council lent Wastebusters \$141,000 in May 2005, to enable Wastebusters to purchase a shredder. The loan was for a term of 10 years at an initial interest rate of 8.65%. This interest rate was based on a one year term deposit rate plus 2% and this was reviewable annually. The default interest rate is 15%

Wastebusters has been paying principal and interest monthly. The balance of this loan as at 30 June 2010 was \$69,325.

Council holds under the personal properties security register a registered security interest in the shredder.

Wastebusters were not successful in the recent Council tender for waste management services, but have requested that the loan stay in place so that they can continue to own and operate the shredder. They propose to open a new recycling facility on McNally Street and this has been given some recent publicity.

Special condition 22.1 in the loan agreement states -

“In the event the Borrower shall cease to hold for whatever reason the contract for the provision of composting, construction, and demolition waste activities with the lender then:

22.1.1 Ownership and title in the shredder shall forthwith pass to the lender.

22.1.2 The balance of the loan outstanding shall be extinguished in consideration of the lender receiving ownership and title in the shredder.

Hence under this provision Council would become the owner of the Shredder at a cost of approximately \$60,000.

7. FINANCE

Wastebusters have advised that they believe that they will be able to raise finance to purchase the shredder if Council decline their request for the continuation of the existing loan.

7.2.4 OPTIONS & RISKS CONSIDERED

Option 1

Decline the request, seek full repayment of the outstanding balance, but waive the requirements of special condition 22.1 in the loan agreement, allowing Wastebusters to retain ownership of the shredder. This is a no risk option to Council in that the debt would be extinguished and Council would not be the owner of an asset that it has no identifiable need for. This is the preferred option.

Option 2

Enforce the loan agreement special condition 22.1. Council will then own the shredder at a cost of approximately \$60,000. The newly appointed service provider Mastagard is providing their own plant and equipment and therefore the shredder will not be of any immediately identifiable use to Council in the short term. Council could seek to sell the shredder to recover in part or whole the balance of the loan extinguished under clause 22.1.2 above.

Option 3

Amend clause 22.1 of the loan agreement and allow the loan to continue with Wastebusters for the remaining term of the loan. The interest rate terms mean Council is obtaining a satisfactory return from this advance. Council retains a registered security interest over the shredder and is not left with an asset for which it has no identifiable use. There is no personal Trustee liability unless a loss is incurred by the Council due to an intentional default or dishonesty (but not negligence). A clause would remain to make it clear that the ownership and title of the shredder passes to Council immediately on default.

7.2.5 Statutory Implications

There are no statutory implications in any of the options.

7.2.6 Consultation

Not applicable.

7.2.7 Strategic Links

Not applicable.

7.2.8 Financial

2The financial implications have been outlined in the main body of the report.

Prepared By:

P L BRAKE
Finance Manager

Approved By:

B LESTER
Chief Executive

7. FINANCE

7.3 FINANCE

7.3.1 Financial Reports *(Not circulated this reporting period)*

7.4 FORESTRY

7.4.1 Sales Information Report – Forest Summary *Period: 1/07/10 to 31/07/10*

Products	Quantity Units	Net Value
Domestic Logs	816.78 tonnes	\$5,872.15
Export Logs	500.572 JAS	\$2,884.74
Total	1317.352	\$8,756.89

For much of July the Council's harvesting contractor was working in a private block near Methven before moving to the Council plantation at Frasers Rd, Westerfield. The log sale figures above are for log uplift from Frasers Road and the Bowyers Stream plantation. Harvesting is expected to continue at Westerfield until the end of October. Log quality from the Frasers plantation is meeting expectations with a relatively high proportion of logs meeting domestic sawlog specifications. The Frasers Road plantation has been ideal for the current winter conditions with no real problems with truck access or logging operations.

7.4.2 Planting

Planting was completed at the start of August with just under 98,500 Radiata Pine seedlings planted and 72 hectares of plantation restocked. In addition to this approximately 25 hectares was also completed for Mackenzie District Council. Plantations will be release sprayed in September or October.

7.5 PROPERTY

7.5.1 Administration Building

With the finalisation of the plans and consents granted, a programme for carrying out the work has been drawn up and advised to all staff. Work will be carried out in the order shown on Appendix A attached.

7.5.2 Re-roofing

Plans have been completed and are currently with four roofing specialist firms for pricing. Prices are due 24 September, with a view to commencing work mid October.

The work will involve the temporary relocation of the Civil Defence aerals and the main air conditioning plant to enable the new membrane to be laid. The equipment will then be re-fixed.

As far as possible we will endeavour to minimise disruption to services and if possible will have some work undertaken at weekends, especially around the air conditioning plant serving the computer rooms.

Insofar as the Civil Defence communications is concerned, these will be disrupted for an absolute minimum and liaison with the Controller will be maintained.

7. FINANCE

7.5.3 Grahams Road Diversion

After protracted discussion the LINZ Land Registry has now (on 3 September) agreed that our procedures are correct and that the change in the roofing layout at the Grahams / Stranges Road intersection is in fact a road diversion and not subject to the road closing provisions of the Local Government Act. As such it can be handled under section 345 of the LGA. This matter has been in dispute since December 2009 but is now resolved.

7.5.4 Rangitata Camping Ground

The new shower / laundry block is under construction. The question of obtaining an additional water allocation is being negotiated. As part of the new block a 5000 litre tank and pressure pump is being installed to maintain continuity and pressure to the new block.

We are working on the land acquisition being sought by the Hut Holders and are obtaining valuations.

7.5.5 Company Road Legislation

It has come to notice that the new portion of Company Road (constructed 1997/98) has never been legalised. We have done some work on this but now need to extinguish a number of easements which are historic. This will involve contacting multiple owners and it is likely that "Landpac" consultants (Peter King) will be commissioned to undertake this work.

7.5.6 Lake Hood

The Property Manager is working on matters arising from the acquisition. He has arranged temporary insurance cover, effective 1 September 2010, until we are able to establish all liabilities.

7.5.7 LEI Arbitration

Closing submissions were heard on 6-7 September. The decision is awaited.

7.5.8 Art Gallery and Museum

The working drawings and specifications are being checked against the brief to ensure all requirements meet the brief. This is particularly important in respect of technical / environmental issues.

7.5.9 Methven Skate Park

Negotiations on obtaining access to the Telecom land are nearing finalisation. The Property Manager is meeting the Telecom representative on site on 10 September and indications are that, subject to Council being prepared to provide adequate fencing between the Exchange and reserve, we will get access to the land.

7.5.10 Methven Gun Club

A response from the Club is awaited. The Property Manager received telephone advice on 2 September that the Club's plans are proceeding and they will formally respond to our earlier correspondence.

7. FINANCE

7.5.11 Ashburton Speedway Association

Following on from meetings regarding the Airport's overall development plan, confirmation that the Speedway Association is prepared to rationalise its leased area has been received, subject to a new lease with reference to "common areas" being incorporated. The new draft lease has been prepared and forwarded to the Association's solicitor's for consideration.

7.5.12 Acton Intake

An inspection of the proposed river access road has been undertaken and river access will be preserved. The road diversion plan will be finalised when work is completed to ensure the plan and physical formation follow the same alignment.

P L BRAKE
Finance Manager

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