



Ashburton District Council

AGENDA

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

Date: Thursday 26 October 2006

Time: To follow Extraordinary Council meeting at 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 D Glass
Cr R J Kilworth
Cr D N Nelson
Cr P W Reveley
Cr M J Urquhart
Mayor M B O'Malley (ex officio)

AGENDA

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20 October 2006

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: RO 1020
DATE: 26 October 2006
REPORT TO: Finance and Corporate Services
FROM: Property Manager
SUBJECT: ACL Workshop Addition

5. ACL WORKSHOP ADDITION – ACCEPTANCE OF TENDER**5.1 SUMMARY**

To consider accepting a tender for the construction of an addition to the ACL workshop building in South Street.

5.2 RECOMMENDATION

“That approval be given for –

1. the expenditure of \$302,957.05 plus GST, to enable the acceptance of a tender for the construction of an addition to the ACL workshop in South Street; and
2. the acceptance of the tender submitted by Bradford Building Ashburton Ltd in the sum of \$250,727.00 plus GST.”

5.3 BACKGROUND

Ashburton Contracting Limited approached Council in late 2004, seeking an addition to the workshop building on South Street in order to enable the company to handle large truck and trailer units in the servicing bays.

The addition was included in the 2005 / 06 budget and the preparation of plans commenced. Working drawings were prepared and tenders called in September. NB the budgetary provision was carried forward to the 2006 / 07 year when it became obvious that a contract would not be let prior to 30 June 2006.

When tenders closed two were received, viz –

Bradford Building Ashburton Ltd	\$250,727 plus GST
DC McCrea Building Ltd	\$358,015.57 plus GST

Neither tenderer included site works and excavation as this was reserved in the documents to be carried out by ACL. The Bradford tender excluded the supply of concrete reserving this item for ACL.

ACL has supplied firm prices for concrete and the earthworks as follows –

Concrete	\$14,368.50
Earthworks	\$10,320.00

An analysis using the tender prices submitted and the prices from ACL leaves Bradford Building Ashburton Ltd as the lowest tender. This firm is well known to Council and has the capability and resources to undertake the work.

5.4 OPTIONS

1. Decline the tenders and re-call. It would be very unlikely to obtain better prices.
2. Decline and maintain status quo – would place at risk the undertaking of a major part of ACL's mechanical servicing.
3. Accept the lowest tender.

5.5 STATUTORY IMPLICATIONS

Not applicable.

5.6 CONSULTATION

Not applicable.

5.7 STRATEGIC LINKS

An addition to the workshop will enable the ACL company to maintain and expand its business.

5.8 FINANCIAL

Provision for the work is made in the 2006 / 07 budget with the shortfall to be met from the Property account. A rental adjustment will be made on the premises when the work is completed.

Tender price	250,727.00
Concrete supply	14,368.50
Earthworks	<u>10,320.00</u>
Sub-total	275,415.50
Contingency 10%	<u>27,541.55</u>
	\$302,957.05

J M ROONEY
Property Manager

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 10/13
DATE: 26 October 2006
REPORT TO: Finance and Corporate Services
FROM: Property Manager
SUBJECT: Scales Road Farmland

6. SCALES ROAD FARMLAND**6.1 SUMMARY**

To consider setting aside approximately 10ha of the Council owned farmland at Scales Road as a nature park.

6.2 RECOMMENDATION

“That Council undertakes a subdivision of the Scales Road farmland to set aside an area of approximately 10ha as a nature park.”

6.3 BACKGROUND

Council owns a rural farmland property at Scales Road containing 121.441ha held in two titles. Part of this land (approximately 13.2ha) is intended to be set aside for the purposes of a Gun Club and a consent has been granted for this purpose.

The land also contains a QEII Covenant known as the “Harris Covenant” which contains a remnant of the lowland scrub cover indigenous to the Canterbury Plains.

An approach has been received from the Royal Forest and Bird Society – Ashburton Branch, asking that Council consider protecting an area containing about 10ha in order to afford greater protection to the present covenant and provide an area which can be planted out in the various species (particularly kanuka) present in the covenant area using seeds and seedlings from this area. The Society has concerns that should land use change in the vicinity of the covenant, this area will be destroyed by run-off of irrigation water and nutrients.

The Society would like to see the area between Lovetts Road and the existing covenant set aside as there are some good Kanuka specimens on the Lovetts Road boundary and the opportunity exists to link these specimens back to the covenant. Setting aside this area would facilitate entry into the total protected area from Lovetts Road.

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The Scales Road farm is intended for sale when the Gun Club is subdivided out. The balance for sale after the Gun Club land is excluded is 108.241 ha. Should Council set aside a further 10 ha the balance for sale will be 98.241 ha.

6.4 OPTIONS

1. Maintain the status quo and sell the 108.241 ha of land when the Gun Club subdivision is completed. This would increase the return to Council but potentially could adversely affect the longevity of the indigenous species within the Harris Covenant. It would also deprive the wider community of an opportunity to establish an area of iconic nature planting for future education and scientific purposes.
2. Undertake the subdivision as recommended.

6.5 STATUTORY IMPLICATIONS

The land can be disposed of as Council sees fit as a waiver, pursuant to the Public Works Act section 40 requirements, has been negotiated with the previous owner.

Setting aside the land for the purpose intended meets the requirements of the District Plan – rule 6.6.5.1.1.5 refers.

6.6 CONSULTATION

The proposal is supported by DOC, the QEII Trust representatives and a respected authority on native plant species, Dr Brian Molloy.

The proposal is supported by the Property Working Group which considered the request at a recent meeting.

6.7 STRATEGIC LINKS

Setting aside the area would encourage development of a native plant area enhancing the bio-diversity of the area.

6.8 FINANCIAL

Setting aside the area proposed will likely degrade the sale price of the property as it will adversely impact on future capability to irrigate using a pivot. It will partially split the property. However, the balance of 98ha should have a sale price in the vicinity of \$1m. The existence of the covenant in the virtual centre of the total land holding would always be seen as a deterrent to sale.

J M ROONEY
Property Manager

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 3/7/4
 DATE: 26 October 2006
 REPORT TO: Finance & Corporate Services Committee
 FROM: Council Working Party
 SUBJECT: Council Grant Scheme 2006/2007

7. COUNCIL GRANT SCHEME 2006/2007

REPORT and **MINUTES** of a meeting of the **COUNCIL WORKING PARTY**, to consider Grant Applications and School Holiday Programmes, held in the Council Chamber, 5 Baring Square West, Ashburton, on Thursday 5 October, 2006, commencing at 2.05 pm.

PRESENT: His Worship the Mayor, Mr B O'Malley; Councillors K Holmes (Chair), R Beavan, J Burgess, D Glass, R Kilworth, L Leadley, K Lowe, P Reveley, B Tasker and M Urquhart
 Also in attendance Administration Officer

APOLOGIES: Councillors N Brown and D Nelson

Sustained

School Holiday Programmes

Four applications were received with \$3000 available for distribution. The Working Party recommended that the following school holiday programme grants be allocated for the 2006/2007 financial year.

No	Name of Applicant	Amount Granted
1	Tinwald Golf Club	500
2	Methven New Life Church	250
3	St David's Union Church	1250
4	Sport Mid Canterbury	1000

Schedule of Council Grant Applications

Thirty one applications were received with \$35,000 available for distribution. The Working Party recommended that the following Council grants be allocated for the 2006/2007 financial year.

No	Name of Applicant	Amount Requested	Amount Granted
1	Pendarves Hall Society Inc	2566	1500
2	Chertsey Hall Committee	5000	4000
3	Lauriston Memorial Hall Society	500	500
4	Ashburton Aviation Museum Society <i>Cr Urquhart declared an interest in this application</i>	5000	4300
5	Ashburton College	2500	1500
6	Southern Netball Club	3500	2500
7	Rakaia War Memorial Community Centre	4000	3500
8	Ardamine Hall Dorie	1270	500
9	Ashburton Resource Centre <i>The Mayor & Cr Beavan declared an interest in this application</i>	2000	1500
10	Ashburton Clay Target Club <i>Cr Tasker declared an interest in this application</i>	3241	2000
11	Methven Theatre Company	5000	1000
12	Mayfield Citizens Association	3127	Declined
13	Ashburton Parents Centre	450	450

14	Mt Somers District Citizens Association <i>Crs Lowe, Reveley & Tasker declared an interest in this application</i>	600	600
15	Mt Somers Indoor Sports Club <i>Crs Lowe, Reveley & Tasker declared an interest in this application</i>	850	250
16	Ashburton Rowing Club	2500	1000
17	Rakaia Craft Co Op	5000	Declined
18	Rakaia Community Association	5000	3000
19	Ashburton Senior Citizens <i>The Mayor declared an interest in this application</i>	5000	Declined
20	Ashburton Horticultural Society	884	Declined
21	Ashburton Art Gallery	2000	Declined

The meeting adjourned at 3.05 pm and resumed at 4.10 pm

22	Ashburton Branch NZ Historic Places Trust <i>Cr Beavan declared an interest in this application</i>	1700	1000
23	Miles of Tiles Revisited Committee	1000	Declined
24	Ashburton Cadet Corps Association	2713	1000
25	Mt Somers District Citizens Association <i>Crs Lowe, Reveley & Tasker declared an interest in this application</i>	2500	2500
26	Ashburton Festival of Pipe Band Music	450	400
27	Ashburton Learning Centre <i>Cr Beavan declared an interest in this application</i>	2000	2000
28	St James Anglican Church Chertsey	1098	Declined
29	Youth Skills Canterbury	948	Declined
30	Hinds Ratepayers Group	100	Declined
31	Attitude South Island	750	Declined

Funding Conditions

The Working Party agreed that grants for the organisation and projects listed below are subject to conditions as specified.

No	Name of Applicant	Condition
2	Chertsey Hall	Provision of quotations for the project
3	Lauriston Memorial Hall Society	For the replacement of weatherboards only
4	Ashburton Aviation Museum	Provision of quotations for the project
5	Ashburton College Environment Committee	Provision of quotations for the project
7	Rakaia War Memorial Community Centre	Provision of quotations for the project
14	Mt Somers District Citizens Association	Provision of quotations for the project
18	Rakaia Community Association	Provision of quotations for the project For the restoration of the buildings only
22	Ashburton District Branch, NZ Historic Places Trust	Provision of quotations for the project For equipment purchase only
25	Mt Somers District Citizens Association	Provision of quotations for the project
27	Ashburton Learning Centre Inc	Provision of quotations for the project

Declined Applications

Funding for the organisations and projects listed below cannot be provided through this scheme however the Working Party agreed that the following actions be taken.

No	Name of Applicant	Action
12	Mayfield Citizens Association	That the organisation be offered the same arrangement as Mt Somers, wherein Council prints the monthly newsletters for the organisation
19	Ashburton Senior Citizens	That the organisation be referred to Ashburton Licensing Trust as a possible funding provider for this project
23	Miles of Tiles Revisited Committee	That the organisation be referred to the Creative Communities Scheme as a possible funding provider for this project
30	Hinds Ratepayers Group	That the funding requested be provided from Council's cost of democracy budget and that the organisation be advised to forward this request to Council's Corporate Services Manager in the future.

RECOMMENDATION TO COUNCIL

“That the report of the Council Grants Working Party meeting held on 5 October 2006, be received and the grants listed confirmed.”

The meeting concluded at 4.40 pm.

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 9/6/1
DATE: 26 October 2006
REPORT TO: Finance and Corporate Services Committee
SUBJECT: Proposed Meeting Schedule for 2007

8. PROPOSED MEETING SCHEDULE 2007**8.1 SUMMARY**

To assist with the coordination of activities next year and give councillors advance notice for their private commitments a proposed meeting schedule has been prepared for the year 2007.

8.2 RECOMMENDATION TO COUNCIL

"That Council adopts the 2007 Meeting Schedule for Standing Committee and Council meetings."
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8.3 BACKGROUND

The meeting schedule for Standing Committees and Council for 2007 follows the same six weekly cycle presently in place. The Methven Community Board dates are also shown, meeting as previously on the Monday preceding each round of Committees.

A timetable has also been prepared for the Budget and Annual Plan meetings. Where possible existing meeting dates have been utilised, however a number of extra meeting days will be needed to complete the process. These meeting dates do not need to be formally adopted.

The timetable is attached

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8.4 OPTIONS

Not applicable.

8.5 STATUTORY IMPLICATIONS

Where the local authority adopts a schedule of ordinary meetings -

- (a) the schedule may cover such future period as the local authority considers appropriate and may be amended from time to time; and
- (b) notification of the schedule or any amendment shall constitute notification of every meeting on the schedule or amendment.

8.6 CONSULTATION

Not applicable.

8.7 STRATEGIC LINKS

Not applicable.

8.8 FINANCIAL

Not applicable.

J G ROLLINSON
Corporate Services Manager

Activity Reports

9. Finance

9.1 Investment Report

Pages 28-29

9.2 Non Rateable Land – Recent Court Decision

A recent Court of Appeal case has overturned a High Court decision relating to the rateability of land owned by the NZ Foundation for the Blind.

The Local Government (Rating) Act 2002, under Part 1 of Schedule 1, contains a number of definitions of land that is deemed to be non rateable. One of these definitions is section 5 which states:

Land owned or used by, and for the purposes of -

- (a) the New Zealand Historic Places Trust:
- (b) the Queen Elizabeth the Second National Trust:
- (c) the Museum of New Zealand Te Papa Tongarewa Board:
- (d) the charitable trust known as Children's Health Camps – The New Zealand Foundation for Child and Family Health development:
- (e) the Royal New Zealand Foundation for the Blind, except as an endowment.

The case involved land owned by the Royal New Zealand Foundation for the Blind (RNZFB) which was surplus to its office needs and was let commercially. The rental income was used by the Foundation and the Foundation argued that the land was used by, and for the purposes of, the Foundation and that the land was therefore non rateable, a view upheld by the High Court.

The Auckland City Council took this case to appeal and the Court of Appeal overturned the High Court decision. The Court of Appeal held that the land was rateable as the word endowment in the rating legislation suggests a focus on the purpose of the land rather than historically how the land was originally acquired, and the fact that profit earned from the letting of the land was used for RNZFB charitable work did not mean that the land was used for that purpose.

This is a good outcome for Local Government as the High Court decision could have seen significant commercial operations being removed from the rating base.

10. Forestry

The District Forester reports:

10.1 Sales and Harvesting

SALES INFORMATION REPORT - FOREST SUMMARY *Period: 1/8/2006 to 30/9/2006*

Products	Quantity	Net Value
KA EXPORT	391.974 JAS	\$7,054.48
KI EXPORT	1252.719 JAS	\$8,143.13
KS EXPORT	1668.021 JAS	\$25,514.21
<i>Unit Total</i>	<i>3312.714 JAS</i>	<i>\$40,711.81</i>
KA EXPORT	222.080 tonnes	\$5,834.04
KS EXPORT	71.040 tonnes	\$1,204.72
PRAD firewood	379.370 tonnes	\$1,178.49
PRAD M18 SRS	147.940 tonnes	\$2,622.92
PRAD Run of Bush Sawlog	110.100 tonnes	\$3,016.74
PRAD sawlogs S-grade	148.500 tonnes	\$6,181.86
S20 RADIATA SAWLOG	1277.040 tonnes	\$48,001.13
S30 RADIATA SAWLOG	1326.230 tonnes	\$69,435.49
SMALLWOOD	77.170 tonnes	\$2,965.41
<i>Unit Total</i>	<i>3759.47 tonnes</i>	<i>\$140,440.80</i>
Forest Total		\$181,152.61

The log uplift summary above is for the months of August and September and includes log uplift from Westerfield, McFarlanes Road and Pudding Stream. The logging crew that moved to Frasers Road during August is expected to finish this plantation at the end of October. This crew will then move to Rakaia to start the harvesting of the Rakaia Domain Board plantation on Normanby Road. Harvesting jobs at McFarlanes Road and Pudding Streams are now both completed.

11. Library

The District Librarian reports:

11.1 Issues and Membership

For the first time in several months the issue figure was slightly under that for the same month in 2005. Sunday issues have dropped quite dramatically with the arrival of the Spring weather, and this seems to be the chief factor. New members continue to register in significant numbers.

September saw a number of activities promoting learning, literacy and libraries.

11.2 Adult Learners Week

Adult Learners' Week was established in New Zealand in 1998, to raise the profile of adult learning, and is celebrated in early September each year. This year the local Adult and Community Education (ACE) Network placed a static display in the library. Several education providers contributed to this substantial display, highlighting the many pathways to adult learning.

International Literacy Day was celebrated on 8 September this year, and in addition to their contribution to the ACE Network display, Ashburton Learning Centre staff were available on Literacy Day to talk to anyone who wanted to know about the centre and how it could help with literacy and numeracy issues. They also presented the Mayor with a book of their student writings for the library.

11.3 Library Week

Library Week is a national celebration of New Zealand libraries and librarians and ran from 18 to 24 September.

The theme for this year was "Get Connected" and the library had a number of activities to encourage people to get connected to their library.

Library staff ran tutorials twice daily to show customers the wealth of information available through the information resources and library catalogue.

Colourful “footstep trails” encouraged people to explore the library and discover new services and areas, such as the reference and local history areas, the newspaper collection and the enhanced internet and word processing facilities now available.

Crossword and Question of the Day promotions were also offered, encouraging use of the catalogue and information resources.

11.4 General Displays

As always, a number of community and general library displays were featured during September. Deaf Awareness and Meningitis Awareness Weeks were highlighted through displays. In house promotions included Author of the Week selections and a New Zealand Book Month promotion, celebrating New Zealand books and writers.

11.5 Part Time Library Assistant

Mrs Carla Verberne has begun work with us to help cover Sunday opening hours, one day a week and call-in work when necessary.

11.6 Joe Bennett Evening

On 25 September, the popular Christchurch author and columnist Joe Bennett gave a talk at the Hotel Ashburton about his new book “Mustn’t Grumble”, an amusing account of his recent trip to the United Kingdom. Library staff organized this event in conjunction with the book’s publishers as a promotion to end our Library Week activities, with a local bookseller making books available for sale, signed by the author.

Sixty three tickets were sold, and the function seemed to be very much enjoyed by those attending.

11.7 Weekly Radio Slot

Port FM has begun broadcasting a weekly item updating the public on books, services and events at the Library, each Wednesday morning at 11.20.

11.8 Recovery of Amounts Outstanding

Some delays in the design of .eLM library computer reports meant that very overdue accounts since 2004 could only be sent out in late September. 160 demands for payment were sent out for those amounts over \$20 which had been outstanding for more than 40 days, a total of \$9,827.05.

Response to the statements has been encouraging so far, with \$1935.16 being paid to date.

11.9 Children’s Library

During the last month the Children’s Library has had visits from Wakanui School, Allenton Kindergarten, a Pippins group, Hinds and Methven Playcentres and a class from Borough School.

As part of the Library Week celebrations a St Joseph’s class came to the Library and enjoyed hearing the Mayor read the Margaret Mahy book, “Down the Back of the Chair”. This particular book was read in libraries throughout New Zealand on that day.

In September, three boxes of cancelled books were donated to a school in the Tokelau Islands. They are very short of books and so are happy to receive older items to fill the gap.

In the first week of the school holidays Celeste Bennett and Thelma Bell ran a Filipino dancing session. A small group of children were brave enough to join in and others just enjoyed watching. In the second week we had a craft session and 20-30 children made dinosaurs and flowers.

11.10 Statistics for September

Issues	September 2006	September 2005
Non-fiction	4722	4749
Fiction	4321	4227
Large Print	2257	2282
English Resources	6	18
Rentals	96	61
Young Adult Fiction	919	810
Young Adult Non-Fiction	157	205
Young Adult Magazines	109	52
Paperbacks	498	499
Magazines	499	416
Adult Audio	141	179
Adult Video	193	162
Junior Fiction	8175	8125
Junior Non-Fiction	2061	2163
Junior Magazines	241	229
Junior Audio	368	573
Junior Video	950	1188
Requests		12
Stack	100	87
Undefined	146	5
TOTAL	25959	26042
Issue - Year To Date	86644	81220

Memberships	Total at end September 2006	September 2005	Added during September 2006
Adults	8148	8369	62
Young Adults	1100	1198	3
Junior	2996	3043	45
Non-resident	78	87	0
Other	407	394	1
TOTAL	12729	13091	111

Foot Traffic	September 2006	September 2005
	11946	13058

Reference Enquiries	September 2006	September 2005
Adult	442	716
Children	142	195
Total	584	911

12. Property

The Property Manager reports:

12.1 Tinwald Domain Toilet Upgrade

Initial sketch / scheme plans have been requested. When received these will be discussed with the Domain Board to seek refinements.

12.2 Tenure Review

I have had a series of discussions with LINZ representatives and its contractors relating to our needs in respect of boundary changes that may occur as part of the high country tenure review process. The main items which require our attention relate to roading and the protection of water supply catchments / easements. I am working in liaison with the Operations division in respect of these.

12.3 Rakaia Huts Roothing

I have met with representatives of the Hut Holders Association and have arranged road maintenance within our reserve area.

12.4 Albert Street

Titles are expected within the next week. The purchaser has obtained building consents and the house construction is expected to commence prior to Christmas.

Plans for the infrastructure to Stage 1 are being prepared and will be submitted to Services and Operations for approval, hopefully towards the end of November. The formal consent application is expected to be lodged in February 2007.

12.5 Airport

I am having continuing discussions with Airways NZ regarding the future of the NDB aerals.

12.6 Christmas Lights

It is planned to have the decorations in place early December. It is intended to have across-street lights. This work is being arranged in liaison with the Business Association and Electricity Ashburton.

The Roothing and Street Services Manager will be involved to ensure minimum heights are maintained over East Street. The large coloured lights will also be used and we have had more secure stands manufactured.

12.7 Mt Somers Fire Shed

The shed has been completed and I have received very good feedback. We may need to look at a water connection and I will speak with the Fire Unit representatives about this.

12.8 Rakaia Gorge Toilets

We are experiencing some difficulty with the septic system. I am seeking a report from a consultant on this matter.

12.9 Tinwald Hall

I have had a meeting with the Hall representative to try and progress some maintenance issues.

13. Information Systems

The Information Systems Manager reports:

13.1 Summary

The Proclaim One programme is progressing with the development of a new module and the preparation of data entry guidelines to improve the quality of the information on the system. Actions suggested in the Finance One report are being planned. The Council web site is being visited more often after a drop last month. The steps needed to make maps available on the internet have been started. The computer systems have been available 100% of working hours and the email system is coping with an increase of almost twice as much spam and viruses.

The building accreditation documentation project has been chosen to prototype the new classification system developed during the AIMS project.

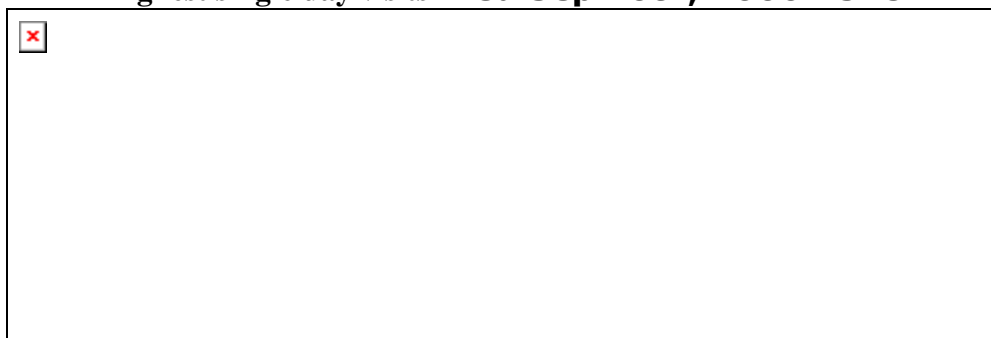
13.2 Technology One

The Finance One post implementation review report has been received and a meeting with Technology One account managers has taken place to discuss solutions to some of the issues. A meeting has been scheduled for early November to develop a timetable to implement improvements. The cemeteries module of Proclaim One has been developed and is being tested.

13.3 Ashburton District Council Web Site

12 Month Trend: visits from uniquely identified clients

Highest single day visits Wed Sep 20th, 2006: 578



May, June and July peaked probably due to LTCCP draft, consultation and final version publication as well as consultation on Business Park and Election Wards.

Top Pages visited



September:

	August		September		October (to 16th)	
Visits from uniquely identified clients	11,468		12,659		7,597	
Top 5 pages viewed	Notices	1,966	Notices	1,746	Notices	1,059
	Vacancies	670	Drinking Water	842	Drinking Water	407
	Searches	476	Vacancies	599	Recycling	353
	Library	457	Recycling	487	Vacancies	298
	Contact Us	453	Library	435	Library	252
Top 5 documents downloaded	Farm Manager Job Description	261	Community Agency Directory	180	Community Agency Directory	66
	Community Plan (LTCCP)	178	Environmental Service Secretary Job Description	133	September 2004 District Diary	57
	Community Agency Directory	160	Community Plan (LTCCP)	87	Annual Plan	53
	10 August Council Agenda	145	Job Application Form	86	Building Consent Application Form	53
	Job Application Form	102	April 2006 District Diary	84	August 2005 District Diary	47

Web visits appear to be rising again after the August drop. October may top 14,000

13.4 GIS

A project to make maps available on the Internet has started. The first phase has started and involves making Internet enabled maps available within the Council. Staff can then identify maps that would be suitable for publishing on the Internet. Consultants have been assisting with the preparation of the programme called "Exponare" that would make this possible. The GIS Council system is being linked to Proclaim One, which will allow staff to more easily view integrated information from a variety of departments. This should improve communication between various Council functions.

13.5 Network Security

The computer system has been available 100% during normal working hours. The number of spam and virus laden emails attempting to enter the Council has nearly doubled. The authors of such devices are becoming more sophisticated so more effort is being spent configuring our defences to protect the Council systems and staff from these potentially harmful intrusions.

Average Per Day	Apr	May	Jun	July	Aug	Sept
Emails Sent	115	184	138	182	159	127
Emails Received	815	718	712	876	950	1694
Virus/Spam Emails	509	553	512	570	586	1066
Virus/Spam Emails %	62%	77%	72%	65%	62%	62%
Hacker attacks	37	135	63	75	77	58
Computer Availability	100%	99.99%	100%	100%	100%	100%

Four suppliers of services to the Council have been set up on the Virtual Private Network (VPN) that allows secure access to the Council computer system through the Internet. Three staff have been set up on the same system and are testing access to the computer system from home. These tests have been successful so far. The next phase will set up a facility to allow ten staff to work from home. This may stretch the capacity of the current Council internet connection which may then need upgrading.

13.6 **Ashburton Information Management Strategy (AIMS) Project**

The Steering group has decided that the Building Accreditation documentation project should be used to prototype the classification structure that has been developed for filing both paper and electronic records.

A plan is being developed with the consultant appointed by the group of councils that are collaborating in this project. Common documents, templates and business process diagrams are being developed which can then be customised by each council. Some of these documents are currently being trialled.

13.7 **Internal Improvements**

The change management system to improve service support that was trialled last month was successful. This system is now being used for all change requests from all departments.

14. **Miscellaneous Matters**

14.1 **Mail Management**

Mail management report as at 20 October 2006.

Group	Total Received	Total Completed	Completed within Time	Completed Overdue	Total Uncomplete	Pending	Overdue
Mail Management	1301	1263	832 (65.9%)	431 (34.1%)	38	22(57.9%)	16(42.1%)

14.2 **Council Seal**

Under authority, since last meeting —

- **Lease Documents**
 - Memorandum of Lease – Rural Section - Ruapuna Dairies Ltd
 - Deed of Lease – Hut Site 116(B) Lake Clearwater – DJP & JG O'Connor
 - Transfer of Lease – 136 Cass Street
 - Transfer of Lease – 20 Havelock Street
- **Easements**
 - Surrender – Rolken Builders Ltd – Beach Road Subdivision
 - Electricity - Ashburton Aquatic Park Charitable Trust – Stage 4 Lake Hood
- **Contracts**
 - 496 – New & Replacement Kerb & Channel ADC/ACL
 - 500 - Minor Safety Works ADC/ACL

14.3 **Minor Applications**

- Kiwanis Club – Street Appeal – 23 February 2007
- Arthritis Street Appeal – Methven – 4 October 2006
- NZ Red Cross – Street Appeal – Methven – 20 October 2006
- CanTeen – Street Appeal – 20 October 2006
- Greenpeace NZ Inc – On-Street fundraisers in Ashburton – 5 December 2006 and 30 January 2007
- Our Lady of the Snows School – Selling Raffles – 1 and 4 December 2006
- Methven Historical Society – Selling Annual Christmas Raffle – 8 December 2006
- CCS Canterbury – Use of Banner – Christmas tree festival – 8-14 December 2006
- Amnesty International = Street Appeal – 3 August 2007

14.4 Letters of Thanks

- St Vincent de Paul Ashburton – for donation from Christchurch School of Medicine passed to them
- Staff at Ashburton Hospital – appreciation of garden displays tended by Parks & Recreation Dept
- The National Science-Technology Roadshow Trust – for permission to locate trailer in West Street car park for their open day.

14.5 Methven Community Board

A meeting of the Methven Community Board was held on Monday 25 September and no matters were referred to this Committee for consideration.

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 1/1/13/1
 DATE: 26 October 2006
 REPORT TO: Finance & Corporate Services Committee
 FROM: Administration Officer
 SUBJECT: Youth Council

15. YOUTH COUNCIL

MINUTES of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Monday, 9 October 2006, in the Council Chambers, Ashburton District Council, commencing at 7.00 pm.

PRESENT: J McKenzie (Chair), E Gerard, E Neil, T Obafemi and R Riley, E Sole

Also in attendance Cr Beavan, Mr Trystan Swain (MYD) Mrs E Graham (ACADS) and the Administration Officer

APOLOGIES: S Putaranui, C Woods and Cr Kilworth

Sustained

Minutes

“That the minutes of the Ashburton Youth Council held on Monday, 4 September 2006, be taken as read and confirmed.”

Sole / Neil

Carried

Matters Arising**Youth Guide**

The Nelson City Council has advised that there have been unforeseen delays with the Youth Guide but the document will be forwarded to the Youth Council as soon as possible.

Emma Graham left the meeting at 7.15 pm.

Cr Beavan left the meeting at 7.20 pm.

Matters for Discussion**Ministry of Youth Development - Liberating Meetings Training**

Trystan Swain, Youth Participation Advisor at the Ministry of Youth Development, was welcomed to the meeting. Mr Swain ran a training workshop for one hour covering practical guidelines for facilitating meetings using consensus decision making. Members found the workshop very worthwhile and thanked Mr Swain for his attendance.

Mr Swain left the meeting at 8.15 pm.

Youth in Local Government Conference

Youth Council members Ellen Sole and Elizabeth Neil attended the Youth in Local Government Conference in New Plymouth from 25 to 26 September. Ellen and Elizabeth briefly discussed their experiences at the conference, they will provide a written report detailing their experience at the conference at the next Youth Council meeting, this report will also be presented to the Councillors at the Youth Councillors / Councillors function.

Rock n Vegas / Youth Cafe

The Administration Officer confirmed the final arrangements for the Rock n Vegas on Friday 13 October. A band and sound system needs to be booked before the final details of the Youth Café, planned for Friday 27 October, can be confirmed.

The November meeting has been bought forward two weeks to allow time for final planning for the Youth Café and the Youth Councillors / Councillors function.

Youth Council / Councillors Function

The Mayor and Councillors have been invited to attend the function on Thursday 2 November, from 6.00 pm to 7.30 pm in the Council staffroom. A light meal will be provided. The format and presentation will be confirmed at the next Youth Council meeting.

Next Meeting

The next meeting of the Ashburton Youth Council will be held on Tuesday 24 October 2006, in the Council Chambers commencing at 7.00 pm.

The meeting concluded at 8.35 pm.