



Ashburton District Council

AGENDA

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

Date: Thursday 14 February 2008

Time: 12.30 pm

Venue: Council Chamber
5 Baring Square West
Ashburton

B LESTER
Chief Executive

MEMBERS:

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

AGENDA

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8 February 2008

5. CORPORATE SERVICES

5.1 INFORMATION SYSTEMS

Introduction

January is traditionally a quiet time and the number of visitors to the Council web site is lower at this time of year. However, the hackers and spammers have been even busier during this period with the number of malicious activities increasing threefold. The TAS answering service continued to provide 24 hour response to calls to the Council over the Christmas and New Year period as part of the Customer Services provision. Records and Administration continue to develop methods to deal effectively with the increasing amount of information in both electronic and paper form. The Corporate Services Department is cooperating with other agencies and councils to find common solutions to shared problems, eg new postal addresses, faster broadband internet and contracts for services negotiated for all of government.

5.1.1 Technology One

Support was provided during the upgrade of the financial computer system (Finance One) to the new CI (Connected Intelligence) version. The next stage of the upgrade has started which introduces an additional module that which will allow budgets to be entered directly by departmental managers, which should improve the process of preparing budgets. Meetings are being held with most of the New Zealand users of the Property and Rating programme (Proclaim) to identify work needed to prepare for the changes introduced by NZ Post.

5.1.2 Ashburton District Council Web Site

The Notices and Cemetery searches were the most popular web pages visited in January. The Annual Report 2005/06 and the hosing restrictions document were the most popular downloads. The ability for customers to help themselves to information has saved time and expense for the Council and staff. The visitors to the web site are predominantly English speaking from a variety of continents.







January 2008 ADC web site visits:



5. CORPORATE SERVICES

Pages viewed in January 2008 - 15,674

Uniquely identified viewers in January 2008 - 6,760

Language Preferences		Visits by Continent			
English is the overwhelming majority					
#	Language	#	Continent	Total Visits	Percent of Visits
1.	English	1.	 Oceania	2,786	41.21%
2.	French	2.	 North America	1,875	27.74%
3.	German	3.	 Europe	1,477	21.85%
4.	Italian	4.	 Asia	505	7.47%
5.	Bulgarian	5.	 South America	48	0.71%
6.	Polish	6.	 Africa	69	1.02%
7.	Greek				
8.	Russian				
			Total	6,760	

	October 2007		January 2008	
Pages visited	16,377		15,674	
Top 10 pages viewed	Notices	1,764	Notices	2,505
	Election results	951	Cemeteries	605
	Searches	642	Searches	530
	Cemeteries	514	Vacancies	513
	district maps	349	District Planning	456
	ADC History	347	Contact Us	363
	Vacancies	345	Services Home	280
	Contact Us	341	district maps	260
	Tenders	275	Rating Information	257
	Services Home	263	Tenders	233

5. CORPORATE SERVICES

	October 2007		January 2008	
Top 10 documents downloaded	Statistics NZ Ashburton Quarterly Review June07	361	Annual Report 2005/6	239
	Annual Plan 2007/8	345	Hosing Restrictions	237
	Annual Report 2003/4	291	Ashburton District Physical Activity Strategy 2006	171
	Annual Report 2004/5	214	Parks and Open Spaces	114
	Ashburton District Physical Activity Strategy 2006	188	Ashburton District Plan Proposed Changes 2 North East Ashburton Business Park	103
	Community Agencies Directory	116	Camping Grounds Regulations	100
	Ashburton District Plan Proposed Changes 2 North East Ashburton Business Park	106	District Diary Rates Information 2007/2008	99
	Ashburton Borough Council Records	102	Statistics NZ Ashburton District Review September 2007	88
	District Diary April 2007 Rates information for 2007 - 2008	99	Ashburton District Water Supplies Restrictions	85
	Ashburton County Council Records	95	Cattle/Stock Crossing Road Code of Practice	80

5.1.3 Network

There has been a three-fold increase in the number of spam/virus emails and malicious attempts to penetrate the network. This is despite recent legislation that requires recipients to actively sign up to receive promotional emails and electronic brochures. The recent upgrades to the electronic security measures have helped to successfully manage these threats. IS staff are currently spending about two hours a day sorting through spam/virus emails to identify the one or two that are legitimate and should be released to staff.

Scheduled electrical work in the server room meant that computer access was not available for one and a half hours on a Thursday morning when staff meetings are held. Staff had been notified and manual business continuity procedures were in place. This work is part of the planned upgrade to the servers, which usually takes place outside normal working hours.

5. CORPORATE SERVICES

Average Per Day	May-07	June 07	July 07	Oct 07	Jan 08
Emails Sent	138	139	124	174	142
Emails Received	591	588	651	692	2177
Virus/Spam Emails	441	457	357	374	1868
Virus/Spam Emails %	75%	78%	55%	54%	86%
Hacker attacks/month	170	164	178	168	496
Computer Availability	99.99%	99.99%	99.99%	100%	99.98%

5.1.4 NZ Post Office addressing

NZ Post is implementing a new addressing standard. This standard includes Post Codes, the formatting and layout of addresses and the accuracy of addresses, particularly in rural areas. The impact of these changes is being investigated and plans are being developed to prepare for this change. The New Zealand users of the Property and Rating programme (Proclaim) are holding a series of meetings to identify a common solution that can be shared amongst the group of councils.

5.1.5 Councillor Communications

A study is underway with the Democracy and Community Services Manager to investigate ways to improve communications with councillors, particularly with regard to electronic communications. The first step is to identify existing problems, then develop a common requirement that meets the needs of all councillors. Councillors will be contacted to discuss any issues that they may have.

5.1.6 Broadband Internet Review

An initiative to improve broadband internet access for the whole of New Zealand is being discussed by various stakeholders. TUANZ (Telecommunications Users Association of NZ Inc.) and LGNZ (Local Government NZ) are proposing that Telecom provide fibre-optic cabling throughout the country to street cabinets. Local councils provide fibre-optic cabling to the letter box and the home owner is responsible for the fibre-optic cabling from the letter box into the home. Any developments, particularly as they affect Council, will be reported to this Committee.

5.1.7 Photocopier/Printers

A new contract has been signed with Ricoh for the supply of photocopier/printers. Two multi function devices (MFDs) have been replaced and an additional device has been installed in the Villa. More will be replaced as the existing Canon leases expire. The new agreement is part of a shared services offering that has been negotiated for all of government so it offers improved pricing. Training on the new devices will be offered later this month.

5. CORPORATE SERVICES

5.1.8 GIS

New layers for easements have been added to EasyMaps to help Planning to identify legal encumbrances. Schools and school zones layers are being created for use within the Council. Information within the council GIS system can be made available for the public to use on the Internet site when the departments responsible for the data give approval.

5.2 RECORDS AND ADMINISTRATION

5.2.1 The Records and Administration Manager reports:

The Land Information Memorandum (LIMs) process has now been absorbed successfully into this new department and a new Records Officer (LIMs), Monica Ranson, was appointed on 14 January, replacing Brian Kerr who was appointed a Business Systems Analyst last year. Improvements are being made to the physical property files and in a new process, new property files are being created for new subdivisions as soon as 224 subdivision approval certificates and valuation assessments are completed.

A new records classification directory for paper records is being piloted by Cecilia Hibbert. The need for better organisation and retrievability of the Council's extensive use of electronic documents and records – including email, maps, photographs and plans for requests, queries and applications - is being reviewed.

Maria Hibbert, Administration Officer, retired on 25 January 2008.

The archives of the Council and its predecessors are stored in the basement of the Council building. There are about half a dozen visitors a year who require access to archive material. Staff also consult the archives, particularly on historic cemetery matters. Those investigating family histories may also need to consult the Public Library and Ashburton Museum.

5.3 CUSTOMER SERVICES

5.3.1 The Customer Services Team Leader reports:

130 calls were answered by TAS Answering Services during the period the Ashburton District Council was closed from 5.00 pm Friday 21 December 2007, to 8.30 am Thursday 3 January 2008. The TAS office manager advised that there were no problems with calls for the Ashburton District Council and that all information they held for us over this period was correct. The majority of the calls related to water (both race problems and hosing restrictions), waste (days rubbish would be collected and landfill hours) and lost and found dogs.

5.4 MISCELLANEOUS MATTERS

5.4.1 Mail Management

Mail management report as at 8 February 2008

Group	Total Received	Total Completed	Of Completed Within time	Of Completed Overdue	Total Uncomplete	Pending	Of uncomplete Overdue
Mail Management	2464	2415	1388 (57.5%)	1027 (42.5%)	49	16 (32.7%)	33 (67.3%)

5. CORPORATE SERVICES

5.4.2 Council Seal

Under authority, since last meeting —

- **Lease Documents**
 - Deed of Lease – Trenz International
 - Deed of Lease – Hut Site 55B, Lake Clearwater – CD & VA Bingham
 - Deed of Lease – Hut Site 49A, Lake Clearwater – Brovard / McClurg
 - Deed of Lease – 258 Cameron Street – Agribusiness Training Ltd
 - Deed of Lease – Hut Site 15B, Lake Clearwater – Saunders / Ormsby
 - Deed of Lease – Airport Hangar Site, Seafield Road – 4 x 4T Hangar Syndicate
 - Deed of Lease – Ashburton Airport Hangar Site – Terry Hewitt
 - Deed of Lease – Ashburton Airport Hangar Site – Robbie Orr
 - Lease Instrument – ADC / Ashburton Performing Arts Theatre Trust
- **Transfer Instrument** – Section 1233 – Ashburton Township – ADC to Mr & Mrs Lowe
- **Easements**
 - Easement Instrument – Subdivision 32 Oxford Street – S T Ferreira
 - Easement Instrument – Jolyn Homes Ltd to ADC
 - Allin Ltd – 21 Nelson Street, Pegasus Properties
 - Electricity Ashburton – Performing Arts Theatre
- **Licence to Occupy**
 - Eastern End Happy Valley Road – Electricity Ashburton
 - P T Reserve 1450 – Ross Galbraith Moore
 - Reserve 1401 – Cnr Methven Highway / Winchmore Dromore – Greg Donaldson Contracting Ltd
 - Reserve 1982 – Cnr Winslow / Lovetts – Greg Donaldson Contracting Ltd
 - Reserve 1608 – Forks Road – Cairndu Dairy Ltd
 - Reserve 1611 – Kokura Holdings Ltd
 - Reserve 2083 – Hackthorne Road – Pines Dairy Farm (2007) Ltd – Kokura Holdings Ltd
 - Reserve 2082 – Hackthorne Road – Pines Dairy Farm (2007) Ltd – Kokura Holdings Ltd
- **Contracts**
 - DW – AE10 - Watermain Extensions North West Ashburton – Opus
 - DW – AP10 – Allenton Pressure Zone Booster Station – Opus / ADC
- **Acknowledgement of Term Loan Agreement** – Ashburton Performing Arts Theatre Trust
- **All Obligations Guarantee & Indemnity** – Ashburton Performing Arts Theatre Trust

5.4.3 Minor Applications

- Kidney Kids of New Zealand – Street Appeal, 26 April 2008
- Multiple Sclerosis & Parkinsons Society – Street Appeal – 7 November 2008
- NZ Red Cross – Annual Appeal - 3-9 March 2008
- BZ Foundation of the Blind
 - 4-5 April 2008 Red Poppy Appeal.
 - 28 October – 3 November 2008 Blind Week Appeal
- Age Concern – Annual Lavender Day Appeal - 13 March 2009
- Young Farmers – Banner use on poles along East Street – 1 June – 12 July 2008

S ALLEN
Corporate Services Manager

6. COMMUNITY SERVICES

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:

DATE: 14 February 2008

REPORT TO: Finance and Community Services Committee

FROM: Community Planning Manager

SUBJECT: Local Governance Statement

6.1 LOCAL GOVERNANCE STATEMENT

6.1.1 SUMMARY

Under the Local Government Act 2002 Council is required to review and adopt its Local Governance Statement. This document is intended to provide basic information regarding Council and governance at the local level.

6.1.2 RECOMMENDATION TO COUNCIL

“That the Local Governance Statement 2008 be adopted.”
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6.1.3 BACKGROUND

Not applicable.

6.1.4 OPTIONS

Not applicable.

6.1.5 STATUTORY IMPLICATIONS

Section 40 of the Local Government Act 2002 requires all local authorities to prepare and make publicly available a local governance statement that includes information detailed in this section of the Act.

6.1.6 CONSULTATION

Not applicable.

6.1.7 STRATEGIC LINKS

Not applicable.

6.1.8 FINANCIAL

Not applicable.

GAVIN THOMAS
Community Planning Manager

6. COMMUNITY SERVICES

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:

DATE: 14 February 2008

REPORT TO: Finance and Community Services Committee

FROM: Policy Analyst

SUBJECT: Ashburton District Population Report

6.2 ASHBURTON DISTRICT POPULATION REPORT

6.2.1 SUMMARY

Council is required to monitor and report on progress being made to achieve community outcomes. This report on population and forecast population growth is the first part of that process and will form part of the overall community outcomes report.

The information contained in this report is based on data captured at the latest census (2006) and from Statistics New Zealand's latest population forecasts (December 2007).

Pages 47-60

6.2.2 RECOMMENDATION

“That the report be received.”

6.2.3 BACKGROUND

Council has a legislative requirement to monitor and report on progress being made to achieving community outcomes. It is proposed that this will be done through a series of reports focusing on Ashburton District's community outcomes as contained in the Long Term Council Community Plan.

The information contained in these reports should assist Council to make decisions related to the next LTCCP which will be developed over the 2008-09 year. These reports will be posted on the Council website and will be mailed or emailed to stakeholder organisations and others who request them.

This first report detailing population changes over the past census period and population forecasts for the coming 25 years is an important starting point in understanding what has happened in the District over the past 20 years and what may be happening in the future. This information should be useful for Council, its agencies, and community and central government organisations as a starting point for decisions regarding future activities and service provision.

The report is based on census information captured in the 2006 census and from population forecasts made by Statistics New Zealand as at December 2007. These latest forecasts are significantly different to earlier forecast put out by Statistics NZ in that they predict a continuation of the population growth experienced in the District over the past 5 years rather than the low or no-growth forecasts Statistics NZ have previously produced.

6. COMMUNITY SERVICES

6.2.4 OPTIONS

Not applicable.

6.2.5 STATUTORY IMPLICATIONS

Section 92 of the Local Government Act 2002 requires all local authorities to monitor and, not less than once every three years, report on the progress made by the community in achieving the community outcomes for the district.

6.2.6 CONSULTATION

Not applicable.

6.2.7 STRATEGIC LINKS

This information will form part of the overall reporting of progress to achieving community outcomes in Ashburton District.

6.2.8 FINANCIAL

Not applicable.

TONI SPITTLE
Policy Analyst

6. COMMUNITY SERVICES

6.3 COMMUNITY CONSULTATION AND PLANNING

6.3.1 Annual Report

The Annual Report is now largely complete, but some information regarding asset valuations in the roading area is being reworked. This information is required before Audit NZ can give their final sign-off.

6.3.2 Economic Development Strategy

A draft economic snapshot report has been received from Strategic Economic Services of Christchurch. Once the report is signed off by ADC and Enterprise Ashburton it will be available to the community.

6.3.3 Newcomers Project

A cross-sectoral group has been meeting to discuss issues impacting on newcomers to Ashburton District. Research is being undertaken into the experiences, expectations and intentions of recent migrants to the District. A survey has been undertaken, focus sessions are being held and one-on-one interviews being done with recent migrants. A draft report from one of the researchers has been received and feedback provided from Council. MSD are undertaking some parallel research that will combine into a single report.

6.3.4 Amendment to LTCCP – Art Gallery and Museum

Letters have been sent to all 87 submitters detailing Council's decision to continue with the process and giving responses to points raised in individual submissions. Final adoption of the amendment to the LTCCP will be able to proceed when planning and consents have been worked through.

6.3.5 Physical Activity Strategy

The Strategy is currently being reviewed to provide better focus and to include new initiatives. Some action points have arisen as a result of the review including the formation of an Implementation Group to meet quarterly to plan, implement and report back on initiatives included in the Strategy. Some detailed actions are being worked on including applying to SPARC for funding for an "Activator" position. A report on this will be presented to Council in the near future. Councillors Beavan and Reveley have been reappointed to the Implementation Group. The Policy Analyst will begin to take responsibility for this project.

6.3.6 Ashburton District Tourism Strategic Plan

The ADT Board approved a project plan at its November meeting. A "Snap-Shot Report" is being prepared by the ADT Manager and the Community Planning Manager and should be available before the end of February. Work will continue on this project over the next six months.

6. COMMUNITY SERVICES

6.3.7 Mayor's Social Well-being Forum

The Community Planning Manager is working with the Mayor, the Safer Community Council and Family and Community Services to establish an Ashburton Social Services Forum.

Invitations have been sent to local social service providers to attend a workshop on February 22 at the Masonic Lodge. This workshop is to brief local agencies on the initiative, to seek representation from local service providers on the Forum and to have participants provide information on issues that need consideration and priorities.

Invitations will be sent to central government and other agencies to attend the first forum over the next few weeks. Again, this will be done in conjunction with the Safer Community Council and Family and Community Services.

6.3.8 Community Outcomes Monitoring Framework and Report

Our Policy Analyst has been progressing this project as time permits. We are currently developing a draft monitoring framework that will be sent out to key stakeholder organisations early in the New Year to seek their agreement on the process and their agreement to provide statistical information where required.

A report on population is complete and is available on the Council website.

6.3.9 2009-2019 LTCCP

A project plan is being developed for the LTCCP. Some policies will be reviewed in the coming year, including the Revenue and Finance Policy, Development Contributions Policy and Significance Policy - with others to be reviewed over in conjunction with the LTCCP itself. Activity workshops will need to be held with elected members and staff in the first half of 2008 to enable the LTCCP to be developed.

6.3.10 Tinwald Domain Development Plan

This is now with the Tinwald Reserve Board for them to assess options following submissions and to look at any changes to the draft Plan they consider appropriate. It is expected the Board will finalise the initial version the Development Plan over the next month or so, including identifying priority projects for the coming 3 years that can be incorporated into the LTCCP where appropriate.

6.3.11 Local Governance Statement

The Community Planning Manager has reviewed and updated this document for Council to adopt at its first meeting in 2008.

6.4 LIBRARY

6.4.1 Issues and Membership

There was a "swings and roundabouts" aspect between the issue statistics for December 2007 and for January 2008. December was down on the 2006 figure for the same month, and showed a drop in children's issues with relatively good results for the adult section.

6. COMMUNITY SERVICES

In January we achieved a rise on the previous year, with the children's library turning in an outstanding result while the adult issue was uninspired. However, as the Children's Librarian will report below, a certain amount of bribery in a good cause was involved in the high junior issue figure for January.

There was a high figure of 129 new memberships for January, after a slow December.

Foot traffic and reference enquiries do not completely follow the expected trend for the issue and membership results, which shows that statistics can struggle to reflect a more complex picture of usage.

6.4.2 Public Internet

January recorded the highest yet level of income from our improved pay Internet service, which goes from strength to strength. This is partly because there has been a dedicated word-processing PC enabled to offer Internet as well, taking the number to three. \$1303 (including GST) was made from this source in January. Tourists, and workers from overseas contacting friends and family back home are significant users.

6.4.3 Displays

As well as the usual Christmas and book displays over the holiday period, the library hosted a large Food Safety Authority "Foodsafe" promotion, and a display featuring the Community Education courses offered at Menorlue in the coming year.

A display commemorated the works of poet Hone Tuwhare, who died on 16 January 2008.

6.4.4 Book of Condolence for Sir Edmund Hillary

Visitors to the Library were given the opportunity to pay their respects to the memory of this famous Kiwi by signing a special commemoration book.

6.4.5 Children's Library

Our Summer Reading Programme has been very successful this year. Starting from 20 December children were given a 'library penny' for each book that they had issued to them. On 24 January, we held a market morning and children spent their 'pennies' on stickers, bookmarks, toys, books and other goodies. We had sponsorship from Scholastic Books, and from the New Zealand branch of Letterland which is based here in Ashburton. This enabled us to offer a reward to each child rather than running a competition where there can only be a few winners. Approximately 200 children participated and issue statistics for January showed an increase. Feedback was positive, with a parent commenting that their child's reading had improved because he wanted to earn more pennies.

6.4.6 Statistics for December 2007

Issues	December 2007	December 2006
Non-fiction	3832	3994
Fiction	4553	4603
Large Print	2185	2211
English Resources	9	17
Rentals	110	84

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Young Adult Fiction	897	796
Young Adult Non-Fiction	92	112
Young Adult Magazines	106	77
Young Adult CD	40	
Paperbacks	415	493
Magazines	438	404
Adult Audio	165	124
Adult Video	203	167
Junior Fiction	5900	7116
Junior Non-Fiction	1059	1440
Junior Magazines	223	233
Junior Audio	230	306
Junior Video	663	857
Requests	9	12
Stack	64	82
Undefined	16	143
TOTAL	21209	23271
Issue - Year To Date	145612	159524

<u>Memberships</u>	Total at end December 2007	December 2006	Added during December 2007
Adults	7941	8049	24
Young Adults	1047	1079	5
Junior	2874	2995	12
Non-resident	105	82	1
Other	394	405	2
TOTAL	12361	12610	44

<u>Foot Traffic</u>	December 2007	December 2006
	9515	10307
Year To Date	68211	70373

<u>Reference Enquiries</u>	December 2007	December 2006
Adult	512	358
Children	85	113
Total	597	471

6. COMMUNITY SERVICES

6.4.7 Statistics for January 2008

Issues	January 2008	January 2007
Non-fiction	4674	5032
Fiction	4770	5029
Large Print	2356	2341
English Resources	5	17
Rentals	83	93
Young Adult Fiction	1092	1175
Young Adult Non-Fiction	129	167
Young Adult Magazines	85	147
Young Adult CD	64	
Paperbacks	466	484
Magazines	502	539
Adult Audio	158	134
Adult Video	327	244
Junior Fiction	10773	9195
Junior Non-Fiction	2203	1985
Junior Magazines	383	304
Junior Audio	440	418
Junior Video	1017	1074
Requests	16	9
Stack	97	123
Undefined	133	134
TOTAL	29773	28644
Issue - Year To Date	175385	188168

Memberships	Total at end January 2008	January 2007	Added during January 2008
Adults	7977	8097	74
Young Adults	1045	1098	7
Junior	2872	2974	41
Non-resident	106	85	3
Other	395	407	4
TOTAL	12395	12661	129

Foot Traffic	January 2008	January 2007
	12675	12645
Year To Date	80886	83018

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Reference Enquiries		January 2008	January 2007
	Adult	769	618
	Children	116	129
	Total	885	747

6.5 PARKS AND RECREATION

6.5.1 Ashburton Domain

Mowing is well underway and keeping the mower operators busy. Most of the annual beds have now been planted ready for summer displays. Daffodil areas have now been mown off.

6.5.2 Ashburton Domain

Polyanthus seedlings are being pricked out for the autumn planting. Irrigation of gardens and general maintenance continues as usual.

The Weber Bros Circus was held in the Domain from 21 to 28 January 2008.

6.5.3 Township Beautification and Sports Grounds

The water-cart has been out constantly, watering trees that are under distress from lack of rain.

Weed eating and spraying has been carried out and prior to Christmas tree pruning and chipping of branches was carried out at the Tinwald Domain.

Another successful work morning was held with Year 9 students, from Ashburton College, on the same format as previous years. Small projects consisted of –

- raking and sweeping in Ashburton Domain
- picking up litter and glass at Ashburton Cemetery
- beautification work at Rakaia
- painting an iron fence, dismantling a fence and a general tidy up in Tinwald Domain
- general tidy up in Nursery

Parks staff were again involved with the setting up and cleaning up of the New Years Eve Street Party.

6.5.4 Rural Reserve Beautification

The Highway 2000 tree plantings between Winslow and Hinds have been watered using water tanks in this reporting period.

Rural conveniences and rubbish receptacles have also been attended to.

6.5.5 Cemeteries

New plantings of shrubs and trees at Barrhill, Alford Forest, Mt Somers and Ashburton cemeteries have been watered.

Rural cemeteries have been spot sprayed for weeds.

6. COMMUNITY SERVICES

Ashburton Cemetery

November 2006		November 2007	
Interments	9	Interments	6
Ashes	2	Ashes	7
December 2006		December 2007	
Interments	6	Interments	11
Ashes	6	Ashes	4
January 2007		January 2008 (to 18/1/08)	
Interments	16	Interments	2
Ashes	8	Ashes	

6.6 METHVEN COMMUNITY BOARD

A meeting of the Methven Community Board was held on 28 January 2008. There were no matters referred to this Committee for consideration.

6.7 YOUTH COUNCIL

MINUTES of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Wednesday, 5 December 2007, in the Council Chambers, Ashburton District Council, commencing at 7.06 pm.

PRESENT: E Gerard (Chair), G Robertson, B Stevenson, J Corbett, S Ruck, Luke
Also in attendance, Cr Sparks and the Community Services Officer.

APOLOGIES: L McGregor, S Bourke, G Wragg, T Duncan and T Obafemi **Sustained**

Introductions

Blair, Sam, Luke and Jared were welcomed to the meeting. Introductions and a brief personal background were made by all present. Georgia and Libby explained to the new members why being a member of the Youth Council is beneficial and what they have achieved and learnt through being members.

Matters for Discussion

Website Proposal

Members have spoken with fellow students and teachers at Ashburton College and the feedback received suggests the proposed website is not needed in Ashburton as there are many similar sites already available that are regularly used by young people. It is believed an Ashburton specific site would not be supported or successful.

No volunteers were found to assist at the Community Lunch on Christmas day.

General Business

A very productive discussion on the Youth Council's future and what events/activities the Youth Council could get involved with was held. It was suggested that the Youth Council becomes more involved with planning community based events rather than social events for young people as these have not been well supported in 2007.

6. COMMUNITY SERVICES

Ideas included:

- Party at Lake Hood to include water sports etc
- Paint balling
- Mountain bike race
- Maize maze
- River Day – help clean up at the Ashburton River
- Replanting of native plants
- Twilight sporting competitions for young people ie touch, netball, tennis

It was decided that at the first meeting of 2008, members will set specific goals for the Youth Council and make plans for what they would like to see the Youth Council achieve.

Next Meeting

The next meeting of the Ashburton Youth Council will be held on Tuesday 15 January 2008, in the Council Chambers commencing at 7.00 pm.

The meeting concluded at 8.40 pm.

J G ROLLINSON
Manager
Democracy & Community Services

7. FINANCE

FILE NO: 10/10/1
DATE: 14 February 2008
REPORT TO: Finance and Community Services Committee
FROM: Property Manager
SUBJECT: Proposed declassification of Reserve 1391 – Cnr Back Track & Accommodation Rd

7.1 PROPOSED DECLASSIFICATION OF RESERVE 1391 – CORNER BACK TRACK AND ACCOMMODATION ROAD

7.1.1 SUMMARY

To consider declassifying Reserve 1391 at the corner of Back Track and Accommodation Road.

7.1.2 RECOMMENDATION

- “1. That approval be given to commence the declassification of the Reserve 1391 pursuant to the section 24(1)(b) of the Reserves Act 1977;
2. That in the event the Reserve 1391 is declassified, and land therein be disposed of by transfer to the Department of Conservation; and
3. That costs associated with the declassification be borne by the adjoining owner.”

7.1.3 BACKGROUND

The owner of the land adjoining Reserve 1391 has approached Council seeking that the subject reserve be declassified to facilitate a subdivision of their property. Reserve 1391 is declared as a gravel pit and vested in Ashburton district Council *Gazette 1874 page 35*. It is triangular shaped with an area of 2.0234 hectares at the corner of Back Track and Accommodation Road.

This reserve has been worked out and is currently planted as a Pine plantation.

The adjoining owners have entered into a formal contract with Council to meet all the costs associated with the declassification process. Their intention is to purchase the land if declassification is successful. They acknowledge that if the reserve is declassified the Council will no longer be involved in this matter and recognise that Council is not able to make any commitment in respect of them being able to purchase the land.

Compensation of at least \$7,500 is payable to Council for the removal of the Pine plantation if the reserve is declassified and sold.

7.1.4 OPTIONS

It is an option to retain the Reserve 1391 and use it for plantation purposes.

7.1.5 STATUTORY IMPLICATIONS

Any declassification of reserve will be undertaken in strict adherence to the provisions of the section 24 of the Reserves Act 1977.

7. FINANCE

7.1.6 CONSULTATON

The adjoining landowners have made the request to declassify and purchase the reserve. Part of the declassification process involves public notification and makes provision for the registration of objections. The declassification is supported by Forestry Department and Rooding Department.

7.1.7 STRATEGIC LINKS

Not applicable.

7.1.8 FINANCIAL

Costs involved will be borne by the adjoining owners.

Compensation of at least \$7,500 is receivable for the removal of Pine plantations. This value was established by the District Forester and will be adjusted to current market value at the time any declassification is achieved.

J M ROONEY
Property Manager

7. FINANCE

7.2 FINANCE

7.2.1 Financial and Investment Reports

To be circulated.

7.2.2 Technology One Budgeting

Council has purchased the Technology One budgeting module and work has commenced on its development. The need for this development is driven primarily by the up coming review of the 2006-2016 LTCCP.

Currently the annual budgets and the ten year LTCCP budgets are prepared on spreadsheets. These spreadsheets have several weaknesses. These include:

- Lack of consistency in the way they are completed across the organisation.
- Difficult in building in any real security controls.
- Lack of version control (there is no history of changes).
- The chances of errors (both in data entry and formulas) are high.
- The completed budgets cannot be entered automatically into Council's financial ledger, and must be manually entered (a time consuming job which increases the likelihood of errors).

The new module will incorporate the following:

- Allow automatic input directly into the financial ledgers.
- Incorporate an approval system which will allow managers to sign off on budgets prepared by their staff.
- Standardise calculations for such items as ACC levies, payroll costs, insurance, telephones etc.
- Will have the ability to hold both financial and non financial information.
- Will allow proper security and the ability to retain an audit trail of changes.

The development work will continue for some months as they are developed, and rolled out to staff for testing. The preliminary work has already highlighted the need to update supporting budget information more often and in different ways, and this will impact across the whole organisation.

7.2.3 Technology One CI Update

On Monday 28 January, Council went live with the new update to its financial system. This involved both Information Systems performing hardware updates and data transfers, and finance configuring and implementing the new update with the assistance of Technology One consultants.

The new update gives a more modern look and feel to the finance system with easy customising of menus and options for individual users. By customising menus users will find it easier to navigate and the update will allow the users screen to be an 'active desktop' with proactive task alerts, live reports etc.

The implementation was achieved per the timetable with only a minimum number of issues remaining to be addressed. Development and training will continue in order to maximise the benefit to all users across the organisation.

7. FINANCE

7.3 PROPERTY

7.3.1 Elderly Persons Housing

Specifications and contract documents for the interior refurbishment of six units and the exterior renovation of one block of four units have been prepared and tenders called for the work as two separate contracts. Tenders close on 19 February.

7.3.2 Rakaia Medical Centre

A building consent for the addition has been issued and on receipt of this tenders were called. Tenders close on 19 February.

7.3.3 Arundel-Rakaia Gorge / McFarlanes Road – Sale of land

Documents for the sale of the block(s) of land have been prepared and tenders called. Tenders closed on 12 February.

7.3.4 Art Gallery / Museum

Comments on the scheme plan have been received and are being evaluated. A meeting with the Trust Board, Art Gallery, Museum and the architect will be held to make changes.

7.3.5 Rail Yard Relocation

A draft agreement with On Track has been prepared and is with On Track for perusal. A meeting has been arranged in Wellington on 18 February to further this agreement.

7.3.6 Asset Management Plans

Miss Yin and I will attend a seminar on property asset management plans in Wellington on 18/19 February.

7.3.7 Hinds Fire Shed

We have established critical levels to enable plans for the provision of a toilet and kitchen sink bench unit to be prepared. This work is being done “in house” and a building consent will be sought by the end of this month to enable tenders to be called mid-March.

7.3.8 Mayfield Fire Shed

A price has been sought for the provision of a new enlarged shed. It is proposed to provide a four bay pole shed similar to Mt Somers. The present shed bays are too narrow to permit ease of movement of vehicles.

7.3.9 Fire Sheds – General

A meeting with the various fire units is being arranged to firm up on the provision of facilities.

7.3.10 Library Roof

A major water leak occurred in the library on 23 January. Part of this roof has failed in the past and we will budget to replace the flat iron portion.

7.3.11 Cameron Street

The Aoraki Polytechnic has vacated. New tenancies have been arranged with Agri Business and FRENZ International, an international agriculture recruiting agency.

7.3.12 Staffing

Mrs Carter retired on 31 January. Mrs Carter’s replacement, Miss Alex Favel, commenced work on 14 January.

7. FINANCE

7.4 FORESTRY

7.4.1 Sales and Harvesting

SALES INFORMATION REPORT - FOREST SUMMARY *Period: 1/11/2007 to 31/12/2007*

Products	Quantity	Net Value
EXPORT DOUGLAS FIR 44K	11.165 JAS	\$392.38
KA EXPORT	145.368 JAS	\$2,435.38
KI EXPORT	421.855 JAS	\$2,508.57
KS EXPORT	226.340 JAS	\$2,275.89
Unit Total	804.728 JAS	\$7,612.23
Dfir Firewood	78.080 tonnes	\$1,096.39
Douglas fir S16 sawlog	47.910 tonnes	\$1,738.47
Douglas fir S30 sawlog	11.880 tonnes	\$869.77
KS EXPORT	4.240 tonnes	\$28.96
MACROCARPA SAWLOGS	51.100 tonnes	\$1,293.11
OTHER firewood	12.240 tonnes	\$151.78
PRAD firewood	126.500 tonnes	\$1,012.01
PRAD M18 SRS	28.790 tonnes	\$350.56
PRAD sawlogs S-grade	9.560 tonnes	\$65.29
S22 RADIATA SAWLOG	251.900 tonnes	\$7,124.23
S30 RADIATA SAWLOG	302.800 tonnes	\$14,683.98
SMALLWOOD	23.980 tonnes	\$354.18
Unit Total	948.98 tonnes	\$28,768.74
Forest Total		\$36,380.97

The log uplift summary above is for November through to the end of December last year. The Radiata pine logs above were from Mayfield Valetta Rd, Anama Station Rd, Old Main South Rd, Coldstream Rd and the Hinds Cemetery. The uplift also includes Douglas fir and Macrocarpa from the plantation at Millers Road. There has been no harvesting or log uplift in January as the logging crew moved north prior to Christmas to complete some work for Selwyn District Council. Harvesting of a larger Ashburton plantation at Winslow will begin February.

Prior to work starting at Selwyn a small plantation was also harvested for the Dorie Domain Board. This plantation was harvested to make the land available for agricultural use.

P L BRAKE
Finance Manager