



Ashburton District Council

AGENDA

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

Date: Thursday 17 February 2011

Time: 1.30 pm

Venue: Council Chamber
5 Baring Square West
Ashburton

B LESTER
Chief Executive

MEMBERS:

Cr N A Brown (Chair)
Cr D G McLeod (Deputy Chair)
Cr I J Burgess
Cr D M Favel
Cr R J Kilworth
Cr D N Nelson
Cr M J Nordqvist
Cr J Sparks
Mayor A R McKay (ex officio)

AGENDA

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Cont’d

8 Business transacted with the public excluded

8.1 Confirmation of minutes – 18/11/10

55

- Property matters Section 7(2)(h) Commercial activities
- Ashburton Airport Authority minutes Section 7(2)(h) Commercial activities
- Council Agencies Review Section 7(2)(h) Commercial activities

8.2 Property & Investment Subcommittee – 10/02/11

Tabled

- Property Matters
Section 7(2)(h) Commercial activities

8.3 CBD Security – TSG to present report at 4pm

Verbal

10 February 2011

5. CORPORATE SERVICES

Corporate Services

Customer Services, Information Systems and Records and Administration supported Council staff and customers before, during and after Christmas. Processes to transition from one year to the next are well established and proceeded smoothly. The new year started slowly but has quickly resumed a normal level of activity.

5.1 Information Systems

Current projects are progressing on track and on budget. Upgrades to the network infrastructure are taking place with a minimal disruption to council staff. Some essential activities take place out of normal office hours. Upgrades to Council systems are progressing to accommodate changes in legislation and management and customer requirements. Investigation into the requirements for redevelopment of the web site will be conducted with workshops for internal and external stakeholders.

5.1.1 Service Delivery

All information communication technology (ICT) services have been available during normal working hours.

5.1.2 Ashburton District Council Web Site

The Council web site was visited 27,787 times in January 2011 compared to 27,476 times in January 2010. The cemetery information continues to be of major interest along with notices. Job vacancy descriptions and application forms were very popular downloads. The ability for applicants to help themselves to information saves time and effort for Council staff. Sections of the District Plan continue to be of interest to people downloading documents.

January 2011 Top 10 Pages viewed.

	October 2010		January 2011	
Top 10 pages viewed	Notices	5,021	Notices	3,440
	Elections	1,281	Cemeteries	1,089
	Latest News	902	Cemetery Records	873
	Cemeteries	827	Job Vacancies	747
	Cemetery Records	582	Contact Us	529
	Contact Us	572	Maps	442
	District Plan Review	527	District Maps	401
	Job Vacancies	487	Forms	400
	Maps	427	Camping Grounds	397
	Fees and Charges	417	Current District Plan	396

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January 2011 Top 10 Documents downloaded.

	October 2010		January 2011	
Top 10 documents downloaded	Election Results	671	Regulatory Manager Job Description	129
	ADC Directory	190	ADC Directory	121
	Voting Returns Document	128	District Plan Section 6	121
	Preliminary Election Results	110	District Plan Section 7 Zone Rules	96
	District Plan Summary Submissions Table 1	109	Property Maintenance Officer Job Description	84
	District Plan Section 7 Zone Rules	99	Employment Application Form	84
	District Plan Summary Submissions Table 3	83	District Plan Street Index	79
	District Plan Urban Index	76	Assistant Property Officer Job Description	62
	District Plan Rural Index	76	District Plan Rural Index	61
	District Plan Street Index	75	District Plan Sub Division	60

Monthly totals for visits to the Council Web Site



5. CORPORATE SERVICES

5.1.3 Web Site Redevelopment

Workshops are being planned with internal and external stakeholders for May 2011 to discuss and gather a requirement which will then be used when selecting a suitable content management system (CMS) and a hosting company that will be responsible for publishing the web site.

5.1.4 Internet Connection

A new internet connection using fibre optic cable is being installed in the council building. The connection is being tested and changes in internet service provider, email handling and security will be made before the new service rolls out in March/April.

5.1.5 Domain Network Connection

A new fibre optic cable will allow staff to have access to a faster and more responsive service to Council systems. The fibre optic connection should be installed and configured by the end of February 2011.

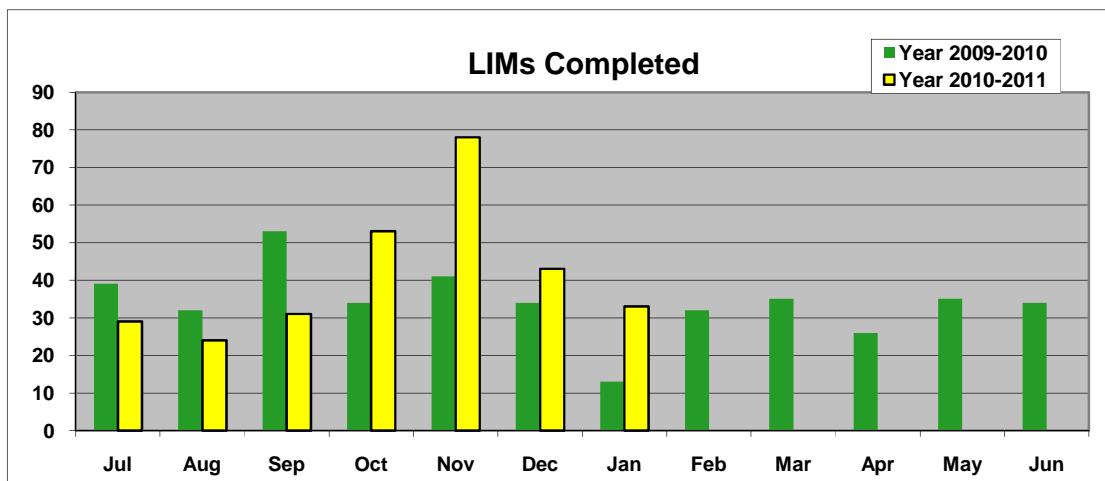
5.1.6 Library System Upgrade

Work has been completed on upgrading the Library application to the latest version available from the supplier and use of new functionality is being investigated by library staff.

5.2 Records and Administration

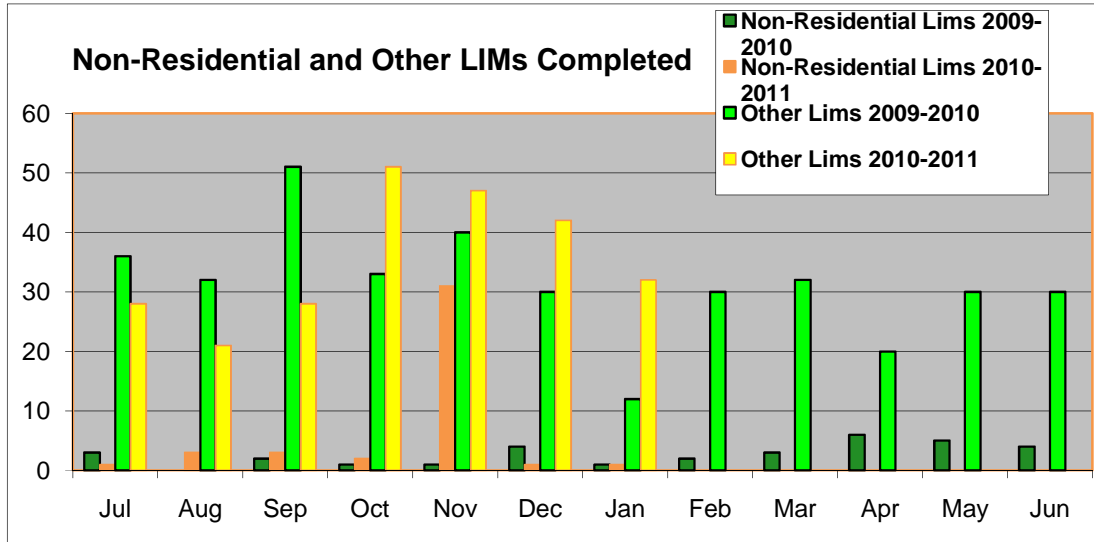
5.2.1 LIM Reports

Requests for LIM reports have increased significantly since October. Seventy-eight were produced in November, 43 in December and 33 in January (41, 34 and 13 a year previous). The November total was the highest since November 2007.

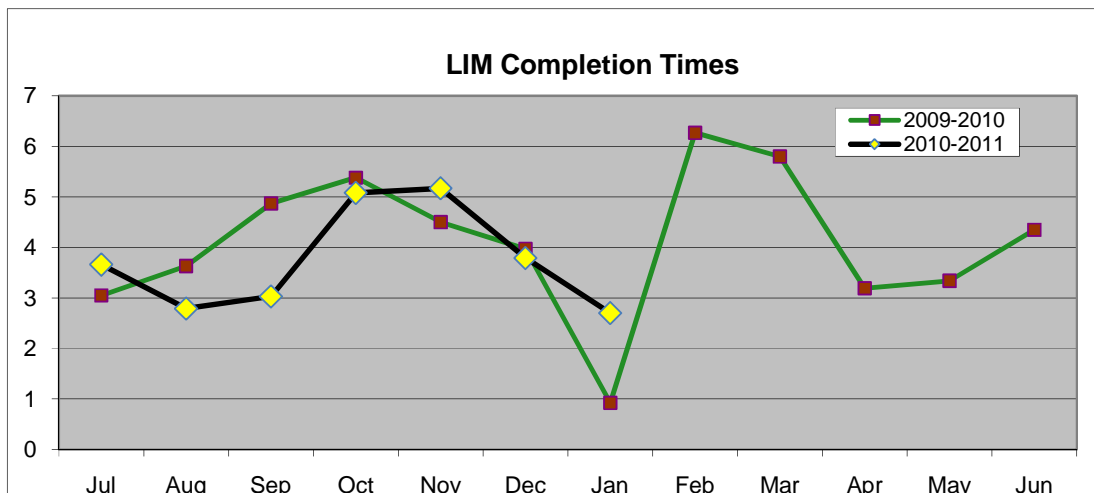


Thirty-one of the November LIM reports were for non-residential properties, but otherwise requests for non-residential properties remains low.

5. CORPORATE SERVICES



The average monthly LIM completion times were 5.2, 3.8 and 2.7 days between November and January (4.5, 4.0 and 0.9 days a year previous). All LIM reports have been completed within the statutory 10 days since December 2008.



5.2.2 Insurance

The Council's insurance policies are renewed between May and July each year. The Council's public liability and professional indemnity insurance is arranged through our membership of New Zealand Mutual Liability RiskPool. The portfolio of other insurance policies is arranged through our brokers, with the exception of underground resources which Operations arrange through LAPP.

There were many revised valuations, additions and some deletions to the property schedules leading up to July 2010. Some policies also offered improved terms. These lead to the cost of the Council's insurance portfolio increasing by 17.7% in July 2010. The July 2009 increase was 4.3%. Updated valuations of the community halls and facilities on the area committees' schedule led to an increased premium of 44% for that policy.

This accounted for almost half of the total premium increases.

5. CORPORATE SERVICES

The Council's material damage premium increased by 12% and the RiskPool membership fee by 19%.

With Ashburton Safer Community Council and Ashburton Museum now included in the Council Fidelity guarantee, that premium jumped by 59%. We were able to cancel one policy where its coverage overlapped with ACC and improved coverage on other policies.

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

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

Our insurance brokers have warned us to expect a steep rise in the cost of insurance in July 2011, as the costs of recent natural disasters and accidents are passed on. In our favour, Ashburton District Council does not make a large number of claims. So since 1 July there has been 13 claim events, three of which were for motor vehicle windscreens and another three other vehicle claims.

The 4 September earthquake counts as one of those events. The Council is involved in earthquake related claims on 21 properties, some of which are quite minor. Twelve of those claims are on Council owned property. Engineer's reports have been required for some properties and a loss assessor is advising our insurers. We await the insurers' instructions on proceeding with the larger claims.

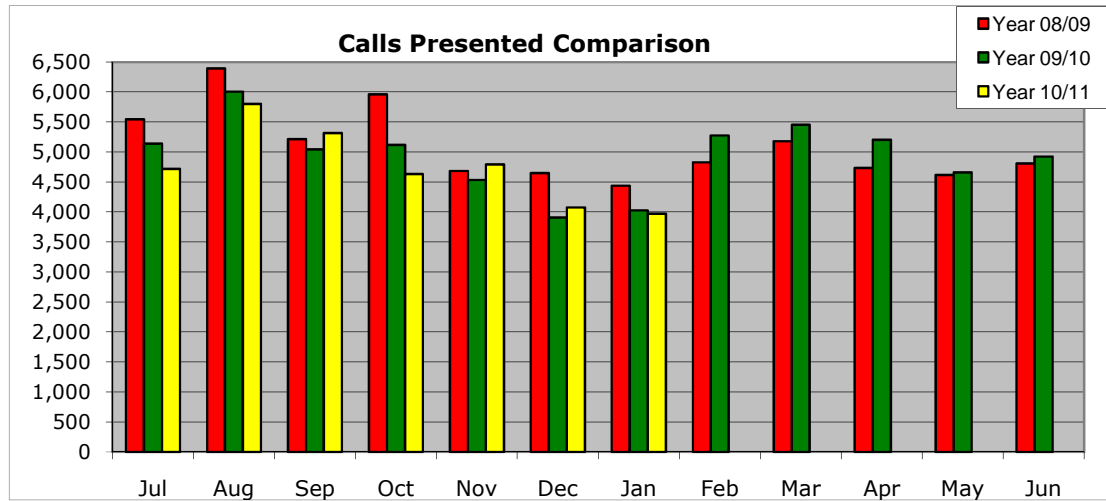
5.3 Customer Services

5.3.1 Incoming Communication

During January 2011 3,974 phone calls, 293 emails and 186 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.

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Chart 1

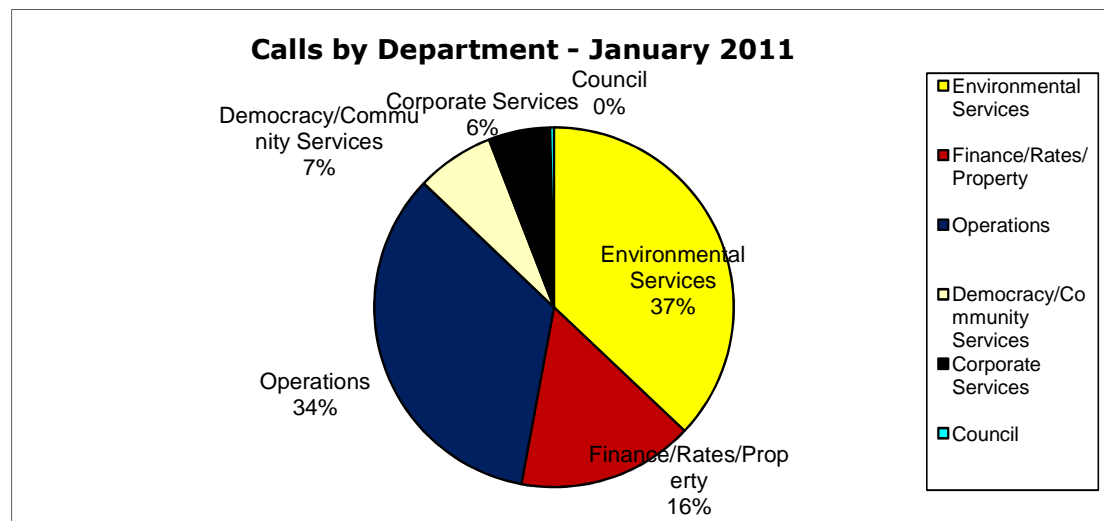


5.3.2 Incoming Phone Calls by Department

Chart 2 shows the breakdown of calls answered in the Contact Centre by department during January. Calls for Operations Department activities continue to be higher than normal due to calls regarding water leaks and stock water issues.

21 percent of all calls received in the contact centre were required to be transferred to department staff for action.

Chart 2

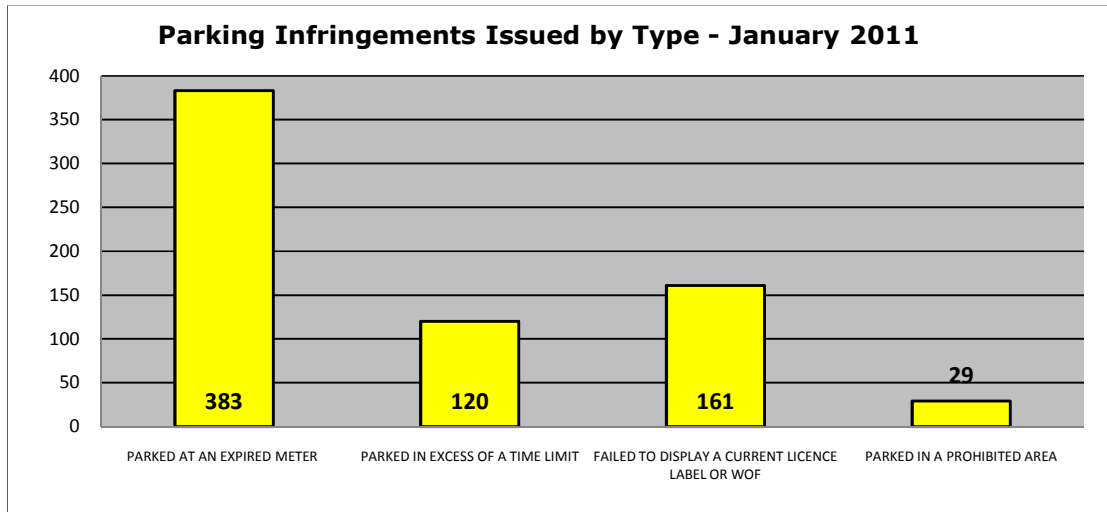


5.3.3 Parking Services

The parking officers issued 693 infringements in January 2011 which is on par with previous years. Chart 3 shows the number and types of infringements issued.

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Chart 3



\$9,205 was collected from the parking meters in January which is traditionally a quiet month for parking in the CBD. To date there is a positive variance of \$5,770 received from the parking meters this financial year.

5.3.4 Rates Rebates

Up to 31 January 2011 777 rates rebates applications had been received and interviews conducted. 733 applications totalling \$376,608 have been granted and 44 declined.

5.4 Miscellaneous Matters

5.4.1 Council Seal

Documents signed under authority since last meeting are shown on the attached page.

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5.4.2 Minor Applications received January 2011

- Tinwald Cycling Club bike sale, Ashburton, 21 January 2011
- Heart Foundation Appeal. Banner over water feature, 31 January to 7 February 2011
- Royal NZ Plunket Appeal, Ashburton, 9 March 2011
- Alzheimer's Ashburton, 13 May 2011
- Heart Foundation Street Appeal, Ashburton, 27 May 2011

5.4.3 Letters of Thanks

Received from:

- Advance Ashburton Community Foundation – for making the Council Chamber available and assisting with the Community Foundation's presentation function in September.
- Mt Hutt College – acknowledging Council's donation towards the annual prize giving ceremony.
- Elsie Morriss QSM – for Council's acknowledgment of her Queen's Service Medal.
- Mrs Bonisch – for Council's acknowledgement of the late Ian Bonisch.

S ALLEN

Corporate Services Manager

6. DEMOCRACY & COMMUNITY SERVICES

Ashburton District Council Report

File No 8/1
Date 17 February 2011
Report to Finance & Community Services Committee
From District Librarian
Subject Public Internet Service

6.1 Aotearoa People's Network Kaharoa – Free Public Internet Service

6.1.1 Summary

This report outlines the offer of membership to the Aotearoa People's Network Kaharoa (APNK) free public Internet provision and its implications, to provide information on which to base a funding decision for the 2011/12 Budget and Annual Plan.

6.1.2 Recommendation

That the Library becomes a member of the Aotearoa People's Network Kaharoa (APNK), the National Library managed service to provide free Internet access to library users, at a cost of \$6348 for 2011/12.

6.1.3 Background

In October 2010 an offer to join APNK was received from the National Library (see attachment). This service, which provides a broad range of Internet services free to the public in public libraries, had been run as a free pilot scheme since 2007, with 42 councils participating, involving 127 libraries to date. Libraries that have joined report high usage of the service from their communities and visitors, and that the system is robust and well supported by its helpdesk. Until now, a figure has not been available of the annual cost involved when this pilot scheme ceased to be free to participating libraries. The cost of \$6348 per annum to Ashburton should it join has now been identified, and would be 75% central government subsidised. **Pages 34-36**

Since 1999 the Library has offered the public a basic pay Internet option as well as the online reference resources available for free on the OPAC (Online Public Access Catalogue) computer terminals. The current fee for pay Internet access is \$2 per 15 minutes. The most income ever from this source, \$13,123, was achieved last year. This year \$10,000 to \$11,000 seems likely to be received.

6.1.4 Options & Risks Considered

1. To apply to join the APNK network.

This would allow the community and visitors to Ashburton to enjoy a much wider and completely free Internet access at the Library, at a relatively small cost. For \$6348, 8PCs and a printer will be provided, (replaced on a four year cycle), a Wifi (wireless) "hot-spot" service, and a helpdesk available during all opening hours.

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Benefits

- a) Increased use of the Library. If the experience of other districts is duplicated here, APNK will bring many new users into the Library.
- b) Residents will have better and more equitable access to Internet services, helping to address the "digital divide" problem identified as existing in the district.
- c) Tourists will also benefit. They seek out public libraries for APNK connections already.
- d) The range of software installed on the APNK service is much wider than that on the current 3 pay Internet PCs, which only have 8 of the 59 programmes available on APNK installed on them. The extra software includes adaptive technology for the visually impaired, voice/video communication such as Skype, 3D tools like Google Earth, picture and photo editing programmes and media players. Other new technology will be added as it becomes popularly used.
- e) Self-education in computer applications. Residents will be able to experience and practise on a wide range of up to date programmes in a supportive environment.
- f) Workforce participation. Users can learn about education, work on assignments, look at job websites and apply for work online.
- g) Support services for new residents. Free access would enable international migrants working in Ashburton to spend more time emailing (and Skyping) home, as well as on language skills, job searching, and learning more about New Zealand.
- h) Democracy. Many government agencies have their resources and consultative documents available through websites. "E-government" is a major reason for central government involvement in the development of APNK.

Risks

- a) \$10,000 to \$14,000 of income per annum would be lost.
 - b) APNK in the Library would take away some custom from local Internet access points.
2. To postpone joining APNK.
 3. To turn down the offer and retain the pay Internet PCs.

Benefits

Income of \$10,000 to \$14,000 per annum would be available into the future, less the costs of maintaining and providing this service.

Risks

- a) The community would not be able to benefit from the advantages of free Internet access.
- b) The Library would not be providing a level of service enjoyed by most other centres, blending the use of electronic and print resources.

6. DEMOCRACY & COMMUNITY SERVICES

- c) As taxpayers, residents would be denied the benefit of a government subsidised service to which they are contributing.
- d) Council would miss an opportunity to make progress towards many of its stated targets for the community, and to promote the Library as a modern and relevant facility

6.1.5 Statutory Implications

There are no statutory implications.

6.1.6 Consultation

Consultation through Draft Annual Plan 2011/12.

6.1.7 Strategic Links

APNK membership would be a good fit with the Library's Activity Goal and would help to further all the Activity Objectives for the Library as set out in the Community Plan 2009-2019.

It should also play a part in meeting all these Community Outcomes identified as Library related.

Activity Goal

To provide educational, informational and recreational resources both print and electronic, to meet the needs of the residents of the district.

Activity Objectives

- a) To encourage literacy, continuing education and informed citizenship.
- b) To acquire, preserve and provide a collection of reference material on Ashburton history.
- c) To ensure the currency and relevance of the Library's resources is maintained.
- d) To provide a service that is customer-focussed, and meets the needs of residents.
- e) To promote and encourage public use of the library, its services and collection.

It should also play a part in meeting all these Community Outcomes identified as Library related –

- A thriving and diverse local economy that provides the foundation for a quality lifestyle
- A community with a strong sense of identity and heritage which welcomes new residents and encourages diversity
- A community with access to quality education and life-long learning
- A community with access to a variety of cultural, recreational and heritage experiences and facilities that enrich our quality of life.

The possibility of Council deciding to take up the option of providing free Internet access within the Library was signalled in the Current and Future Issues section of the Community Plan under the heading Electronic Media.

6.1.8 Financial

The cost of APNK membership is to be a maximum of \$6348 to Ashburton, with a commitment to continuing government subsidy which should keep the annual subscription at a similarly low level.

6. DEMOCRACY & COMMUNITY SERVICES

Nelson City Council's publicity sheet "Internet Access for All" estimates set-up costs of \$250,000 and ongoing maintenance costs of around \$150,000 would be needed to duplicate the service obtained from Nelson's annual APNK subscription of \$10,806.

Because searches on the Internet would be free to users with APNK, it is proposed to discontinue the subscription to the databases in the EPIC online reference collection if we join. The EPIC subscription for 2011/12 was to have been \$3,386. This brings the additional cost of APNK to the Library in this budget down to \$3000, plus the foregone income from discontinuing the present pay Internet service of at least \$10,000. The IS department would no longer have to devote staff time to maintain and develop the pay Internet service, or provide the hardware.

It is proposed to fund the APNK subscription from Library operating expenditure, (computer) Licensing Costs. Corporate Services will fund the GOGO booking system as cyclic renewal, as it already funds the booking system on the pay Internet PCs.

Prepared By:

J WATSON
District Librarian

Approved by:

J G ROLLINSON
Manager
Democracy & Community Services

6. DEMOCRACY & COMMUNITY SERVICES

Ashburton District Council Report

File No 1/1/8
Date 17 February 2011
Report to Finance & Community Services Committee
From Community Planning Manager
Subject Review of general Council policies

6.2 Review of General Council Policies

6.2.1 Summary

The purpose of this report is to propose a work programme and approach for reviewing Council's general policy register to the Finance and Community Services Committee and for the Committee to recommend to Council the review be undertaken.

6.2.2 Recommendation to Council

- | | |
|---|---|
| 1 | That Council's general policies be reviewed by a working group of elected members; and |
| 2 | That the working group comprise the chairs of the three committees of Council. |

6.2.3 Background

Council's general policies are contained in a policy register with three sections: Finance and Community Services, Environmental Services and Operations. In addition to these policies there are numerous standalone policies that sit outside the register and that are not proposed to be included in the review process (these can be reviewed separately if need is identified). The review will not include any Council bylaws either.

The policies in the main have not been reviewed or updated since 2001 (though some have been reviewed or updated in separate processes). Many are, therefore, likely to need some changes to ensure they remain a relevant and effective guide to Council decision-making.

It is proposed that a review of all policies in the register be undertaken by a working group comprising the chairs of the three Council committees with staff participation as appropriate throughout the review.

This will also be an opportunity for any policy gaps to be identified and additional policies developed as required.

It is proposed that the policies are reviewed in tranches and are adopted by Council as each tranche is completed.

A more detailed approach and timeframe will be developed with the working group.

The policy review workshops will be open to all elected members to attend and non-working group members would have full speaking rights. The working group is proposed to be chaired by one of the Committee chairs.

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6.2.4 Options & Risks Considered

Option One – Undertake the review as proposed.

The benefits to undertaking the review are:

- Improved policy direction
- Improved decision-making
- Opportunity to improve transparency of decision-making

The costs/ risks are mostly associated with high elected member and staff workload in the next year being exacerbated. Given the time since the policies were last reviewed, the desire for a general review expressed by elected members in recent years, and the benefits to Council business in undertaking the review, the risks are considered minor.

The proposal to review the policies in tranches will enable the review process to be put on hold if time commitments require.

Option Two – Do nothing

Given the time since the policies were last reviewed this is not considered a viable option.

Option one is recommended.

6.2.5 Statutory Implications

There are no policies with statutory review cycles included in the general policy register.

6.2.6 Consultation

Not applicable.

6.2.7 Strategic Links

Not applicable.

6.2.8 Financial

The costs associated with the policy review are internal only.

Prepared By:

G THOMAS
Community Planning Manager

Approved by:

J G ROLLINSON
Manager Democracy and Community Services

6. DEMOCRACY & COMMUNITY SERVICES

Ashburton District Council Report

File No 1/1/8
Date 17 February 2011
Report to Finance & Community Services Committee
From Community Planning Manager
Subject Local Governance Statement

6.3 Local Governance Statement

6.3.1 Summary

The purpose of this report is to have the Finance and Community Services Committee receive the updated Local Governance Statement and recommend its adoption by Council.
Pages 37-52

6.3.2 Recommendation to Council

- | | |
|---|---|
| 1 | That the Committee receives the Ashburton District Council "Local Governance Statement 2011" document. |
| 2 | That Council adopts the "Local Governance Statement 2011." |

6.3.3 Background

The Local Government Act 2002 (section 40) requires Council to prepare a "Local Governance Statement" which provides key information on the Council. The document is intended as a standalone source of general information about the Council for the community and anyone else wishing to access it.

The Local Governance Statement is required to be adopted by Council within six months of a triennial election.

The Local Governance Statement is made available on Council's website and in hard copy form in the Council offices.

6.3.4 Options & Risks Considered

Not applicable.

6.3.5 Statutory Implications

The Local Government Act 2002 (Section 40) requires Council to adopt a Local Governance Statement and outlines what information should be contained in it.

6.3.6 Consultation

Not applicable.

6. DEMOCRACY & COMMUNITY SERVICES

6.3.7 Strategic Links

Not applicable.

6.3.8 Financial

There are no costs associated with adopting the document.

Prepared By:

G THOMAS
Community Planning Manager

Approved by:

J ROLLINSON
Manager
Democracy and Community Services

6. DEMOCRACY & COMMUNITY SERVICES

6.4 Community Consultation and Planning – Current Projects

6.4.1 Annual Plan 2011/ 12

Policy Advisor, Jenna Scott, is leading the preparation of the Annual Plan with the Finance manager. Most deadlines have been met and work is progressing within the programmed timeframes.

Pre-Annual Plan meetings have been held with the Methven Community Board and with community organisations in Rakaia, Mount Somers, Hakatere and Hinds. These have been well-received by the organisations and have been extremely helpful for the staff and elected members attending.

6.4.2 Aquatic Centre and Indoor Stadium

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

The Project Group has engaged Simply Great Leisure (SGL) to undertake leisure planning and funding functions for the project. SGL will be talking with user groups and key stakeholders over the next few weeks to refine the business case work done in 2009 by Deloitte. This information will inform decisions about the scale of features included in the facility and funding opportunities user groups are able to create.

SGL will also be developing a funding strategy over the next two months and working with Project group members and other appropriate representatives to approach potential community funders.

6.4.3 Ashburton District Social Wellbeing Forum

The Social Wellbeing Forum was held on Wednesday 1 December, with a community workshop for local service providers held the week prior. The workshop and forum focused on two of the action areas in the Social Wellbeing Strategy where the forum has done little work to date – children and young people, and older people.

As a result, and given that much has changed in the two years since the Strategy was adopted, revised action plans for these two areas are being developed. Policy Advisor, Jenna Scott, plans to meet with community groups involved in delivering services in these areas to finalise and begin implementation of these action plans.

6.4.4 Active Ashburton

Council's Policy Advisor, Toni Durham, has continued working with the "Active Ashburton" group, and has passed this responsibility to Policy Advisor Alicia Jenkins.

Active Ashburton are undertaking a survey of sports and recreation providers in the district to develop a snapshot of what is currently offered and what opportunities are seen for improvement in the planning and delivery of services.

The survey will be undertaken in two sections – summer and winter sports.

6.4.5 Ashburton District Event Strategy

The Community Planning Manager has been working with Ashburton District Tourism to develop an event strategy for the district. This was an action identified in the visitor strategy adopted in 2009.

The draft strategy has been available for community consultation since December with submissions closing on 14 February. A final strategy document should be available for the next meeting of the Finance and Community Services committee.

6. DEMOCRACY & COMMUNITY SERVICES

6.4.6 Canterbury Water Management Strategy

The Ashburton Zone Committee continues to meet monthly and recently undertook two field trips. Minutes of the Committee meetings will be provided to Council.

6.4.7 Workplace Safety Study

The Community Planning Manager and Policy Advisor have been working with ACC, the Department of Labour and Grow Mid Canterbury on a report on ACC claim statistics in the district. This should be available for the next meeting of the Finance and Community Services Committee.

6.4.8 Performance Monitoring and Reporting Framework

The Community Planning Manager and Policy Advisors have been working on a framework detailing the capture and reporting of performance measure data for the Long Term Plan/ Annual Plan/ Annual Report performance measures.

When in place this will see Council receiving tri-annual performance reports.

6.4.9 Annual Plan Actions Schedule

The final schedule will be presented at the next meeting of the Finance and Community Services Committee.

6.4.10 Alcohol Reform Bill

The Community Planning Manager and Policy Advisor Jenna Scott have been working with the District Licensing Inspector and the District Licensing Agency on submissions to the Alcohol Reform Bill and to the advertising standards regulations.

6.4.11 Tinwald Reserve Management Plan

The contractor undertaking preparation of the Reserve Management plan has presented a draft plan to the chair of the Tinwald Reserve Board and Councillors Leadley, Kilworth and Nelson. Some changes were requested as a result of the discussions and a final draft plan will be presented at the next Council meeting for adoption for consultation.

6.4.12 Council-funded Agencies Reviews

Work is underway on the first three agency reviews. The contractor undertaking the work has reported back that the process is running to schedule.

6.4.13 Winchmore Water Scheme

The Community Planning Manager is leading a process to assess the possibility of transferring the ownership and operation of the Winchmore community water supply to a community entity. A process and timeline for this project will be presented at the next meeting of Council.

6.4.14 Personnel

The Community Planning Team is pleased to have Alicia Jenkins join us as a Policy Advisor on a fixed term contract covering Toni Durham's position while she is on maternity leave. Alicia is originally from Ashburton and has joined Council having completed a degree in political science at the University of Canterbury.

6. DEMOCRACY & COMMUNITY SERVICES

6.5 Democracy

6.5.1 Youth Council Membership

Registrations of interest from young people between 15 and 24 years are called for each year. Promotion via newspaper and radio advertising, as well as rural newsletters and website have been successful this year.

The purpose of the Youth Council is to:

- Provide a forum where the views of young people are voiced and heard.
- Work cooperatively with Council staff to initiate and support programmes and services which benefit young people.
- Assist elected members of Council and Council staff with youth consultation procedures.
- Act as a consultative link between the young people of Ashburton and Council staff and elected members.
- Participate in the planning of youth focused and intergenerational events.

RECOMMENDATION

That the Ashburton Youth Council members for 2011 be as follows:

Hailey Beevor, Izzy Ferguson, William Hodgetts, Sara Kircher, Jazzlyn Leonard, George McDonald, Sam McLay, Kate Moses, Olivia Quinn, Miller Scott, Alasdair Tarry and Caitlin Warwood.

6.6 Library

6.6.1 Issues and Membership

All three of the months reported on achieved a marked rise in issues over those for the same months last financial year. The Children's Library was responsible for much of the extra activity, in junior fiction issues. That this was evident even before the holidays began, in November and early December, shows that librarians, parents and teachers are meeting with some success in encouraging recreational reading. Adult reading has been focused on fiction also, as those that could do so relaxed for the summer holidays. On 5 January, when the Library re-opened after the statutory holiday weekend, a record door count of 838 was recorded, with issues of 2585.

6.6.2 The Summer @ the Library Promotion

We began the holiday season with a children's craft session on 22 December. This attracted more than 20 children, who made decorations and gift tags with plenty of glitter, while their mothers caught up on last minute shopping.

Our summer reading challenge ran for five weeks. Children received 'library pennies' for each book issued. When they had read 20 books they could choose a small prize, and their name went into a draw for a \$100 Whitcoulls voucher.

Research has shown that children's reading skills can slip back over the long summer break, and so our library promotion is designed to encourage them to keep reading. The challenge was well supported, with 250 entries in the prize draw.

6. DEMOCRACY & COMMUNITY SERVICES

To complement the children's reading challenge we also offered a number of activities and puzzles to entertain the whole family. These were a photographic competition portraying summer reading, a crossword and word puzzle and a "Where in Ashburton" contest. For this, staff had fun posing a pink panther soft toy in various well known locations around town, which entrants then had to identify. Prize-winners were drawn and announced at a ceremony including activities and spot prizes on 20 January.

6.6.3 Displays

These months have been a slow time for displays. Apart from the seasonal decorations, holiday reading promotions and competition publicity, we have hosted a Photographic Society display of the top 10 photos of 2010, and a Families Without Violence display from the Ashburton Safer Community Council, to accompany a nationwide campaign against domestic violence.

6.6.4 Statistics for November 2010

Issues	November 2010	November 2009
Non-fiction	4379	4587
Fiction	4730	4598
Large Print	2700	2463
English Resources	13	7
Rentals	33	79
Young Adult Fiction	958	751
Young Adult Non-Fiction	192	122
Young Adult Magazines	66	46
Young Adult CD	75	59
Young Adult Talking Book	7	0
Paperbacks	305	352
Magazines	353	448
Adult Audio	138	133
Adult Video	157	201
Junior Fiction	8131	7339
Junior Non-Fiction	1876	2049
Junior Magazines	375	307
Junior Audio	311	336
Junior Video	720	654
Requests	15	16
Stack	77	124
Undefined	144	108
TOTAL	25755	24779

Memberships	Total at end November 2010	November 2009	Added during November 2010
Adults	7886	7911	36
Young Adults	1039	998	1
Junior	2716	2893	10

6. DEMOCRACY & COMMUNITY SERVICES

Non-resident	97	109	0
Other	387	377	1
TOTAL	12125	12288	48

Foot Traffic		November 2010	November 2009
		10560	10712
Year To Date		59352	58162

Reference Enquiries		November 2010	November 2009
	Adult	566	702
	Children	124	127
	Total	690	829

6.6.5 Statistics for January 2011

Issues	January 2011	January 2010
Non-fiction	4694	4977
Fiction	5433	5095
Large Print	2953	2684
English Resources	14	6
Rentals	65	88
Young Adult Fiction	1276	1203
Young Adult Non-Fiction	163	158
Young Adult Magazines	65	82
Young Adult CD	62	74
Young Adult Talking Book	7	0
Paperbacks	336	454
Magazines	452	464
Adult Audio	91	133
Adult Video	199	250
Junior Fiction	11588	10563
Junior Non-Fiction	2108	2394
Junior Magazines	410	523
Junior Audio	377	403
Junior Video	740	730
Requests	19	23
Stack	116	107
Undefined	39	133
TOTAL	31207	30544

6. DEMOCRACY & COMMUNITY SERVICES

Memberships	Total at end January 2011	January 2010	Added during January 2011
Adults	7909	7949	65
Young Adults	1050	1023	6
Junior	2705	2860	35
Non-resident	97	110	1
Other	384	379	4
TOTAL	12145	12321	111

Foot Traffic		January 2011	January 2010
		11354	12558
Year To Date		80959	81519

Reference Enquiries		January 2011	January 2010
	Adult	600	707
	Children	130	125
	Total	730	832

6.6.6 Statistics for December 2010

Issues	December 2010	December 2009
Non-fiction	4075	4426
Fiction	5445	5436
Large Print	2814	2863
English Resources	6	12
Rentals	63	99
Young Adult Fiction	1063	912
Young Adult Non-Fiction	139	88
Young Adult Magazines	38	43
Young Adult CD	46	82
Young Adult Talking Book	7	0
Paperbacks	332	433
Magazines	383	416
Adult Audio	147	124
Adult Video	178	237
Junior Fiction	8770	7133
Junior Non-Fiction	1450	1420
Junior Magazines	313	272
Junior Audio	294	262
Junior Video	705	632

6. DEMOCRACY & COMMUNITY SERVICES

Requests	19	6
Stack	99	106
Undefined	98	54
TOTAL	26484	25056

Memberships	Total at end December 2010	December 2009	Added during December 2010
Adults	7877	7883	36
Young Adults	1037	999	2
Junior	2701	2878	18
Non-resident	98	109	1
Other	383	374	0
TOTAL	12096	12243	57

Foot Traffic	December 2010	December 2009
	10253	10799
Year To Date	69605	68961

Reference Enquiries	December 2010	December 2009
Adult	592	521
Children	114	97
Total	706	618

6.7 Parks and Recreation

6.7.1 Ashburton Domain

Polyanthus seed was sown prior to Christmas and has since been pricked out for the Autumn planting.

Considerable time has been spent preparing plants for the Ellerslie Flower show.

All public amenities such as toilets, paddling pool, playgrounds, picnic areas and BBQs are being used to their maximum and require constant attention, including cleaning and litter removal.

Major organised activities that have been held recently in the Domain include the primary school cricket tournament, other 1-2 day cricket matches, and the Pipe Band Competition.

6.7.2 Tinwald Domain

General maintenance and watering of trees has been carried out.

6.7.3 Township Beautification, Sports Grounds & Ashburton Business Estate.

Staff have continued with general Summer maintenance of gardens and some light pruning and mowing. The water cart has been in constant use for watering trees.

6. DEMOCRACY & COMMUNITY SERVICES

6.7.4 Rural Reserve Beautification

Staff have been mowing almost constantly except for the occasional short period where they have managed to do some spraying and light pruning.

As usual for this time of year the rural amenities have been well used by the travelling public over the holiday period, requiring more frequent attention and maintenance.

6.7.5 Staff

Russell Wilson retired on 4 November after 22 years of service. David Shaw resigned in November after nine years of service and Georgina Buckley is temporarily covering administration duties until 18 November. Staff structure is currently under review.

6.7.6 Cemeteries

All the rural cemeteries have been re-sprayed.

Ashburton Cemetery

November 2009		November 2010	
Interments	4	Interments	9
Ashes	14	Ashes	11
December 2009		December 2010	
Interments	7	Interments	7
Ashes	6	Ashes	9
January 2010		January 2011	
Interments	12	Interments	10
Ashes	2	Ashes	3

6.8 Methven Community Board

The Methven Community Board met on 31 January. The following recommendations have been referred to the Committee for decision –

6.8.1 Contact Liaison Roles

RECOMMENDATION

That Board members be allocated the following contact liaison roles:

- Oversight of stock, potable, waste and stormwater
Hamish Gilpin
- Oversight of community services, parks, reserves, property and public toilets
Anna Johnson
- Oversight of community liaison and administration
Liz McMillan
- Oversight of solid waste and recycling
Dan McLaughlin
- Oversight of transportation, footpaths, toilets, kerb and channel
David Wilson

Johnson/Nordqvist

Carried

6. DEMOCRACY & COMMUNITY SERVICES

6.8.2 Community Boards Conference 2011

RECOMMENDATIONS

That the Methven Community Board Chairperson attends the New Zealand Community Board Conference in Rotorua, 5-7 May 2011; and

That a request is made to the Finance & Community Services Committee to fund Conference fees, airfares and accommodation.

Nordqvist/Totty

Carried

That budget provision be made for one member of the Methven Community Board to attend the bi-annual Community Board conference every second year.

Johnson/McLaughlin

Carried

J G ROLLINSON

Manager

Democracy & Community Services

7. FINANCE

Ashburton District Council Report

File No 12/4/2
Date 17 February 2011
Report to Finance & Community Services Committee
From District Forester
Subject Lake Clearwater – tree maintenance

7.1 Lake Clearwater – Tree Maintenance Works

7.1.1 Summary

A tree management plan for the Lake Clearwater huts and Lake Camp was put in place in 2009. This management plan identified works that needed to be carried out to eliminate safety issues associated with trees on the Lake Clearwater reserve and wilding tree spread issues. Both Lake Clearwater hut holders and the Department of Conservation were consulted during the drafting of this plan. Since the report was finalised work has been completed both around the huts and the Lake Camp recreational reserve.

7.1.2 Recommendation

That the report be received.

7.1.3 Background

Ashburton District Council administers land adjacent to Lake Clearwater and Lake Camp. The Lake Clearwater reserve is managed to accommodate numerous huts, hut holders are represented by a hut holders association. The Council also administers the Lake Camp recreational reserve although the underlying owner is DOC. Attached to this report is a plan showing the boundaries of the Lake Clearwater reserve and the Lake Camp recreational reserve. Over the years the Council has planted trees both around the huts and Lake Camp. These trees have provided invaluable shelter in a sometimes very windy location. Some maintenance of the trees has been carried out in the past however issues regarding safety around the huts and wilding tree spread have become apparent recently. For this reason the tree management plan was developed.

7.1.4 Work Completed

Work commenced May 2009, when an excavator was used to clear wilding pines west of the Lake Camp shelter belt adjacent to the Aquatic Club. These trees were pushed into heaps and burnt. Further similar work was carried out in September. In August 2009 the Ashburton District Council logging crew moved to Lake Clearwater to remove mature trees in a number of locations. Ponderosa pines adjacent to the lower playground were removed. Hut holders believed these trees presented a safety issue – both with regard to the playground and an adjacent hut.

7. FINANCE

Pines at the northern end of the eastern boundary of the reserve along with several individual larger trees were removed again for safety reasons. The logging crew also removed a row *Pinus contorta* from the shelter belt immediately west of Lake Camp.

These trees were the seed source for the wilding trees that had established to the west of this shelter belt. Where possible trees were cut into logs and sold to minimise the cost of the work.



Figure 1: Clearing wilding trees Lake Camp

Following these works in the spring of 2009 natives were planted at Lake Camp where the *Contorta* had been removed and deciduous hardwoods were planted where the Ponderosa pines were removed adjacent to the lower playground.

During 2010 the two small plantations on the south side of Lake Camp were harvested by the Councils logging contractor. These plantations were providing a seed source for wilding pines and were affected by wind damage. Further work was also carried out with an excavator to clear wilding trees adjacent to lake camp along with the topping of trees on the western boundary of the Clearwater huts reserve. Two temporary shelterbelts were planted during 2010. Both belts were planted with *Radiata* pine which is considered to be a low risk spread species. When these trees have grown to sufficient height the adjacent trees will be removed and the areas replanted with more appropriate species. Attached to this report is a plan showing where tree work has been carried out to date.

Manual cutting of smaller wilding trees is scheduled for the autumn of 2011. This follows up the work completed by the excavator in 2009 and 2010.

7.1.5 Consultation

The Department of Conservation were consulted prior to the planting of trees on their land.

7. FINANCE

7.1.6 Financial

The LTCCP has allocated funds for the implementation of the Lake Clearwater tree management plan. Expenditure on tree works is charged to the grounds maintenance budget which has \$7,000 available per annum. Actual expenditure to date has been \$4,587 2008/09, \$8,401 2009/10 and year to date 2010/11 \$5,811.

Prepared By:

T O'Neill
District Forester

Approved by:

P L Brake
Finance Manager

7. FINANCE

7.1 Finance

7.1.1 Financial Reports

Attached

7.1.2 December 2010 Treasury Report

Council's treasury advisors, Bancorp Treasury Services Limited, prepare a Treasury report each quarter on Council's investments and borrowings and how these comply with the Council's Treasury policy per page 141 of Volume 2 of the LTCCP. The December 2010 quarter report is attached.

7.2 Forestry

7.2.1 Sales and Harvesting

Sales Information Report – Forest Summary *Period: 1/8/10 to 31/10/10*

Products	Quantity	Units	Net Value
Domestic Logs	3619.64	tonnes	\$78,211.75
Export Logs	7423.574	JAS	\$376,984.04
Total	11043.216		\$455,195.79

Harvesting of wind damage plantations at Westerfield (Cpt 102), Lismore (Cpt 71), Ealing (Cpt 82) and Mayfield (Cpt 88), has now been completed. A total of 43 hectares of plantations have been logged. The Council's logging contractor has now returned to Westerfield to complete salvage operations at Cpt 75, Cpt 113, Cpt 127 and Cpt 72 – another 27.3 hectares. When the harvesting of wind damaged areas has been completed alternative work will be sought for the harvesting contractor for a period so that the Council does not over cut its resource

Over the period when the salvage logging has occurred the Council has been achieving very good log prices, due mainly to the excellent prices being achieved for export logs. Forecasts suggest these log prices should remain strong although it is difficult to predict the impact of fluctuations in exchange rates and shipping rates.

7.2.2 Students

The Council employed two forestry students over the holiday period – Celia Falloon and Mellissa Pandy. Their primary task has been measuring plantations scheduled for harvest over the next 3 to 4 years. Unfortunately a significant number of the plantations they were to measure were affected by the September wind event. They have, however, been employed in other work including wilding tree control work at Lake Camp, tree measurement work for Mackenzie District and forestry silviculture work.

7. FINANCE

7.3 Property

7.3.1 Geoff Geering Drive

Work has been completed on the first section of the fence on the western boundary. This has improved this area and includes the Housing New Zealand properties. The remaining section will be completed over the next week or so.

7.3.2 Fire Sheds

Work is completed at Pendarves with only one defect to be addressed. The contractor has commenced on the Lauriston shed.

7.3.3 Clock Tower

The work has commenced.

7.3.4 Methven Medical Centre

Work is continuing and good progress is being made.

7.3.5 Elderly Persons Housing

All units were inspected during December. Some minor work is being progressively carried out to remedy faults found. Importantly we are replacing all window latches on a progressive basis to improve security and allow for cross ventilation.

7.3.6 Administration Building Roof

Physical work completed. The Property Manager will undertake an inspection with the Architect.

7.3.7 Staffing

Forty eight applications were received for pending property maintenance vacancy. Twenty six applications were received for the fixed term (maternity leave) position. Processing of applications is underway.

P L BRAKE
Finance Manager