



Ashburton District Council

AGENDA

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

Date: Thursday 1 December 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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8.2 Property & Investment Subcommittee 5/10/11

- Section 7(2)(h) Commercial activities

41

8.3 LEI Farmland Freeholding – Thomas

- Section 7(2)(h) Commercial activities

Tabled

25 November 2011

3 Finance & Community Services Committee

Minutes of the Finance & Community Services Committee meeting held on 20 October, 2011, commencing at 1.30 pm, in the Council Chamber, 5 Baring Square West, Ashburton.

Present

Mayor, Angus McKay; Councillors Neil Brown (Chair), Don McLeod, Robin Kilworth, Jim Burgess, Donna Favel, Darryl Nelson, Martin Nordqvist and Jac Sparks.

In attendance

Councillors John Leadley, Peter Reveley, Alan Totty and Stuart Wilson; Chief Executive, Finance Manager, Corporate Services Manager, Manager Democracy & Community Services, Community Planning Manager and Committee Secretary.

Staff in attendance for the duration of their reports: G Philp, J van Nord, G Tupper and A Jenkins.

1 Apologies

Nil.

2 Notification of Extraordinary Business

Nil.

3 Confirmation of Minutes

That the minutes of the Finance & Community Services Committee meeting held on 8 September, 2011, be taken as read and confirmed.

McLeod/Kilworth

Carried

4 Matters Arising

Nil.

5.1 Ashburton District Council Web Strategy Workshop Findings and Recommendations

The Corporate Services Manager presented the findings of the Intergen report. The report sets out recommendations for a phased approach to the redevelopment of Council's web site and online channels.

The Committee agreed that it would be useful to have a workshop on the key implementation points and that overall integration of Council's information technology should also be addressed.

That the report be received and that a workshop be arranged.

Nelson/Nordqvist

Carried

Corporate Services Activity Reports

That the reports be received.

McLeod/Burgess

Carried

The Corporate Services Manager left the meeting at 2.08 pm.

6.1 Rakaia Domain Reserve Management Plan

1 **That** the Committee approves the draft reserve management plan for Rakaia Domain for the purpose of community consultation and feedback.

- 2 **That** the Committee agrees to a working group considering any submissions received to the draft management plan and recommending a final management plan to Council; that working group to be Councillors Brown, Wilson and Reveley, the Chair of the Rakaia Domain Board and Council staff – Property Manager, Parks Manager and Community Planning Manager.

Kilworth/Burgess

Carried

6.2 Methven Domain Reserve Management Plan

- 1 **That** the Committee approves the draft reserve management plan for Methven Domain for the purpose of community consultation and feedback.
- 2 **That** the Committee agrees to a working group considering any submissions received to the draft management plan and recommending a final management plan to Council; that working group to be Councillors Nordqvist and Totty, the Chair of the Methven Domain Board and Council staff – Property Manager, Parks Manager and Community Planning Manager.

Nordqvist/Burgess

Carried

Clarification was sought on whether the Domain Boards were vested in Council in 1999 or 1989. The matter will be referred to the Property Manager.

6.3 Ashburton Sport and Recreation Strategy Progress Report

The Community Planning Manager confirmed that the Strategy is able to be reviewed and updated at any time if warranted, however its full review will be in 2013.

That Council receives the Ashburton District "Sport and Recreation Strategy Progress Report 2011.

Nelson/Favel

Carried

6.4 Heritage Grant Scheme

- 1 **That** Council notes that the balance of the Heritage Grant fund stands at \$60,831;
- 2 **That** a second round of heritage grants be opened in February/March 2012 to consider applications for heritage items, including those which sustained damage from the earthquakes, using the funding available from (1) above.

McLeod/Sparks

Carried

6.5 Creative Communities Grant Scheme

That the minutes of the Creative Community Funding Assessment Committee meeting held on 17 October, 2011, be received.

McLeod/Sparks

Carried

6.6 Proposed 2012 Meeting Calendar

The calendar was amended at the Committee's request and the updated version will be referred to Council. It was recommended that the Operations and Environmental Services Committee meeting day be separated from July onwards.

Attached Appendix A

Recommendation to Council

That Council adopts the 2012 Meeting Schedule for Standing Committee, Council and Methven Community Board meetings.

Kilworth/Nelson

Carried

6.7 Delegations Manual

Delegations for the Senior District Planner will be added to the Manual.

Recommendation to Council

Attached Appendix B

That the revised Delegations Manual October 2011 be adopted.

Burgess/Nordqvist

Carried

Democracy & Community Services Activity Reports

That the reports be received.

McLeod/Nelson

Carried

- **Annual Report**

The Finance Manager reported that Audit has raised one issue with the draft annual report, being the Lake Hood purchase and gift which should have been shown in the 2009-10 report. This expenditure has been transferred back to the 2009-10 report.

- **Winchmore Water Scheme**

The draft management plan has been sent to the Medical Officer of Health. The Community Planning Manager will provide a further report to Council on the proposed transfer of this scheme.

- **Biodiversity Action Plan**

The Canterbury Water Management Strategy Zone Committee will be asked for feedback on the draft plan which will be presented to the 22 November meeting.

- **Art Gallery and Heritage Centre**

The Property Manager reported that the construction is expected to commence early next month with a February 2013 completion date. Mr Rooney confirmed that additional funding will be required for furniture and fittings, however those needs are yet to be determined. Landscaping costs will be met from the Parks budget and it's unlikely that additional finance will be needed to complete this work.

- **Library**

The Committee asked that the District Librarian report back on the effect on library usage from radio advertising and whether it has been the subject of a user survey. Information was also sought on whether there is evidence to show that primary schools are reducing or removing their libraries.

The Committee adjourned for afternoon tea at 3.05 pm and resumed at 3.18 pm.

- **Ashburton-Hakatere River Trail Committee**

The Community Planning Manager was asked to look at the way in which this group reports back to Council. It was agreed that more information on the work programmes and funding requirements could be provided by the Parks Manager in his activity report.

- **Youth Council**

The Youth Council has postponed its Wearable Arts Awards until next year when the Base Café will be operational again.

The Committee was pleased to note that the Youth Council has submitted to Council's draft waste management and waste minimisation plan.

7.1 Finance Activity Reports

That the reports be received.

Nelson/Burgess

Carried

- **Financial report**

Reports for the period ending 30 June 2011 were discussed. The September report was tabled and can be further considered at the Committee meeting on 1 December.

- **Company Road**

Legalisation of Company Road is pending the removal of historic easements. The Property Manager is progressing this with the various property owners who hold the easements.

- **Stadium and Pool complex**

The design brief is expected to be complete next week. The Property Manager reported that some drilling will take place on site next week and the geotech report is due in late November. This information, along with the piezo well data and topographical survey will also be included in the brief.

- **Mt Somers water supply**

A wash-out of an easement is being reinstated by Council's contractor under the direction of the Property Manager.

- **QEII Covenant**

A draft agreement in respect of Swamp Road has been referred back to the QEII Trust. The Property Manager has also spoken to the adjoining land owner about a covenant on the roadside title with the land owner recognising they will be unable to clear the roadside of protected vegetation. Mr Rooney confirmed that the protection will be on the basis that traffic and normal road activity will not be impeded. The QEII Trust's agreement to this is awaited.

- **Community House**

Report work has been undertaken on the building's window frames.

8 Business transacted with the public excluded (3.58 pm)

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

Item no	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
8.1	Confirmation of Minutes – 8/09/11 <ul style="list-style-type: none"> • Finance matter • Museum & Art Gallery project • Audit & Budget subcommittee • Property & Investment scmte 	Section 7(2)(h) Section 7(2)(h) Section 7(2)(h) Section 7(2)(h)	Commercial activities Commercial activities Commercial activities Commercial activities
8.2	Audit & Budget subcommittee	Section 7(2)(h)	Commercial activities
8.3	Property & Investment subcmte	Section 7(2)(h)	Commercial activities
8.4	Transwaste Canterbury Ltd	Section 7(2)(h)	Commercial activities

Nelson/Nordqvist

Carried

Rural Fire Co-ordinating Board

Cr Burgess reported on his attendance at a meeting of the Rural Fire Co-ordinating Group last week where a request was made for a Council contribution to the cost of International Year of the Volunteer medals and commemorative bars. The bars would be presented to volunteer fire fighters who received volunteer medals 10 years ago and are still actively involved in the service. The medals would be made available to volunteers who have joined since that time and are still actively involved.

It was noted that the total cost for the bars would be approximately \$2,500. Council will be able to recover 50% through a NRFA subsidy.

That the request for funding towards the purchase of volunteer medals and commemorative bars be approved, to be met from the emergency management purchases account.

Nelson/Burgess

Carried

The meeting concluded at 5.25 pm.

5. Corporate Services

5.0 Corporate Services

All services and projects are on track and on target. Records and Administration continues to supply LIMs efficiently despite the increased demand. Customer Services staff continue to complete calls to the Council freeing staff in other departments to concentrate on their specialist areas. The Information Systems staff continue to implement the new infrastructure. The staff member with primary responsibility for this project has left the Council and current staff are getting up to speed with the project. The supplier has offered additional support and training as part of the handover.

5.1 Information Systems

Support has been provided for the forthcoming installation of the library free internet system working with library staff and the provider in pre-installation works. Business Analysts have been engaged with ongoing support of Council departments including the Building Department and their accreditation process and initial discussions on Health Licensing processes with the Regulatory Manager and Environment Health Officer. Application upgrades have been applied to Financial and HR/Payroll systems and work continues on projects that are scheduled for this year. Printer and multi-function devices have been upgraded following renegotiation of this contract with Ricoh which takes advantage of the All of Government contract for such equipment.

5.1.1 Service Delivery

The switch in the Library failed on 10 October resulting in no access to computers in the Library for three hours. A manual business continuity system is in place for power failures etc, so business could continue and information was updated when the computer system became available. The shared drives were unavailable for two hours on 12 October. Other services were unaffected, so people rescheduled their tasks until the shared drives became available. The performance measures are calculated using the harsh assumption that any outage detracts from performance, even if all the other services are available. There was an outage of a total of five hours. There are one hundred and sixty normal working hours in a month. $(5/160)*100\%=3.1\%$ downtime, so the performance measure uptime for system and network availability is 96.9% even though the majority of services were available 100%.

All targets for the year are on track.

	Aug-11	Sept-11	Oct-11	Nov-11	Dec-11	Target	Current Average
System and network availability	100.0%	100.0%	96.9%			95.0%	99.0%
Web site availability	100.0%	100.0%	99.0%			99.0%	100.0%
Help desk response times	100.0%	100.0%	100%			95.0%	100.0%
Help Desk call details							
Unresolved (running total)	63	24	24				
Requests received/month	395	274	275				
Responded to within 1 hour	395	274	275				
Not responded to within 1 hour	0	0	0				

5. Corporate Services

5.1.2 Ashburton District Council Web Site

The Council web site was visited 26,351 times in October 2011 compared to 26,699 times in October 2010. New content on the website attracts visitors and encourages them to return regularly. Building frequently asked questions (FAQs) the Policy Register, job vacancies and tenders were popular topics.

October 2011 Top 10 Pages viewed

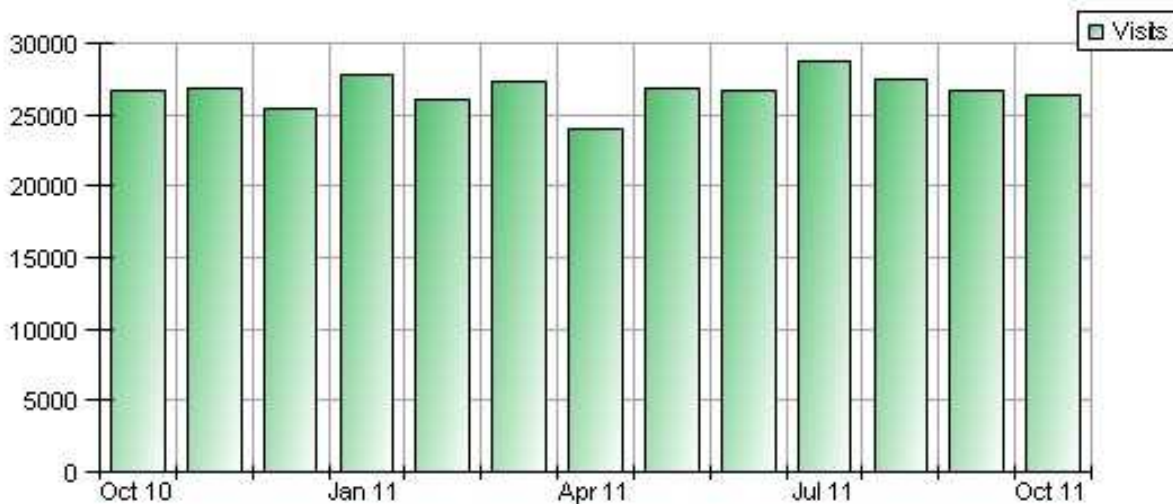
Top 10 pages viewed	Sept 2011		Oct 2011	
	Page Name	Views	Page Name	Views
	Notices	3,408	Notices	3,109
	Policy Register	1,181	Search	1,031
	Search	1,126	Cemeteries	872
	Cemeteries	866	Contact Us	700
	Job Vacancies	806	Job Vacancies	689
	Contact Us	718	District Maps	506
	Forms	493	Policy Register	501
	District Maps	480	Forms	467
	Current District Plan	484	Tenders	447
	District Plan Review	473	Building FAQs	437

October 2011 Top 10 Documents downloaded.

Top 10 documents downloaded	September 2011		October 2011	
	Document Name	Downloads	Document Name	Downloads
	District Plan Section 7 Zone Rules	183	District Plan Section 7 Zone Rules	128
	ADC Directory	95	District Plan Section 6	78
	District Plan Section 6	93	Environmental Services Manager job description	74
	Environmental Services Manager job description	84	District Plan Subdivision	74
	District Plan Definitions	83	Submissions Contact Details	70
	Asset Information Officer job description	77	District Plan Urban index	68
	District Plan Urban index	76	Key Issues and Projects	67
	District Plan Rural Index	72	Population Fact sheet 2011	64
	District Plan Subdivision	71	Stock Water Ranger Details	63
	District Plan Rural Zones	65	District Plan Rural Index	62

5. Corporate Services

Monthly totals for visits to the Council Web Site



5.1.3 Business Analysts

The department Business Analysts have been engaged with ongoing support of Council departments including the Building Department and their accreditation process. This work has had one of the two department business analysts temporarily seconded to Building since August this year to specifically focus on supporting them in their preparation for the next accreditation audit in February 2012.

Initial discussions on Health Licensing processes with the Regulatory Manager and Environment Health Officer have taken place in order that these can be reviewed and improvements identified. This work will aim to provide tools that can support their current work procedures but also improve positioning ahead of Health Act changes so that any adjustments can be better accommodated.

5.1.4 Applications

Functionality has been added to the core Council system to enable Operations to manage the process of 'pipe under the road' applications through to completion of the applicant's work.

Financial and HR/Payroll systems have been upgraded to ensure that the latest functionality releases from the supplier are available to application users.

5.1.5 Printers

Following discussion between Information Systems, staff and supplier, printers and multi-function devices (printer/copier/scanner) have been replaced with latest models delivering higher print capabilities, reduced costs and maintenance overheads.

5.2 Records and Administration

5.2.1 Records

The scanning of large plans has become a much more efficient process with the installation of the new AO scanner/printer. Staff no longer have to go off-site to get large documents scanned or printed.

Printing charges of \$4 for A2, \$6 for A1 and \$9 for AO plans are being applied. Usage costs will be examined before a charge is applied for full colour posters.

5. Corporate Services

The application of the retention and disposal schedule continues to create some gaps in the basement files. All the papers damaged in the recent basement leaks were post 1989 and almost all were destined for disposal.

5.2.2 LIM Reports

Fifty-nine LIM reports were completed in October (53 in October 2010), five of which were for non-residential properties (two in October 2010). This is the third highest monthly total in the last 12 months and the third highest since February 2008. All were completed within the statutory 10 days and the average completion time was 4.7 days (5.1 days in October 2010).

5.2.3 Data Integrity

The Data Systems Officer has kept the RAPID numbering procedures operating during the staff changes and vacancies in Environmental Services. She will shortly start training the Environmental Services Support Officer, so the responsibility can transfer back to Environmental Services. Only the last few hundred problem properties remain of the 5,700 queried property postal addresses. Other data projects are ready to follow.

5.2.4 Insurance

The Executive Chairman of JLT, our insurance broker, has written the following in the full text of an article for the *Local government magazine*.

"If you can't provided the information set out below in your 'Insured Asset Schedule' you will be asked politely to go to the back of the queue until you can provide it – the message is out and is clear that those clients who make the effort will be first in line to get available capacity and potentially benefit from better pricing.

Examples of data which will be required –

- all locations, including full address and postal codes
- construction details for all components (floors, roofs, walls)
- risk mitigation/protection details (sprinklers, alarms – monitored/unmonitored)
- any buildings constructed pre 1935
- details of any earthquake strengthening
- any seismic/soil analysis - essential for major property in Canterbury
 - Claims histories, especially from ChCh EQ events"

These comments indicate we will have to do a lot more information gathering for the schedules before the next renewal at the end of June.

The Council's public liability insurance extends to the Mayor and Councillors when engaged in Council business. That insurance, however, does not extend to the Mayor, Councillors or staff sitting on committees of non-Council organisations, even when they join those organisations at the request of Council. Trustee liability insurance is "Indemnity for personal claims made against trustees arising from wrongful acts in the management of the trust." In the same way that the Council has no control or responsibility for decisions made by non-Council organisations, the Council cannot take out trustee liability insurance for activities outside Council. The Council, nevertheless, could assist District organisations arrange such insurance with JLT if requested.

5.3 Customer Services

5.3.1 Contact Centre Statistics

- Customer Services staff in the Contact Centre received 4,433 calls, 521 emails, 199 faxes and processed 4,729 payments during October 2011.
- 83% of calls were answered within 20 seconds.
- The average speed to answer calls was 8 seconds.

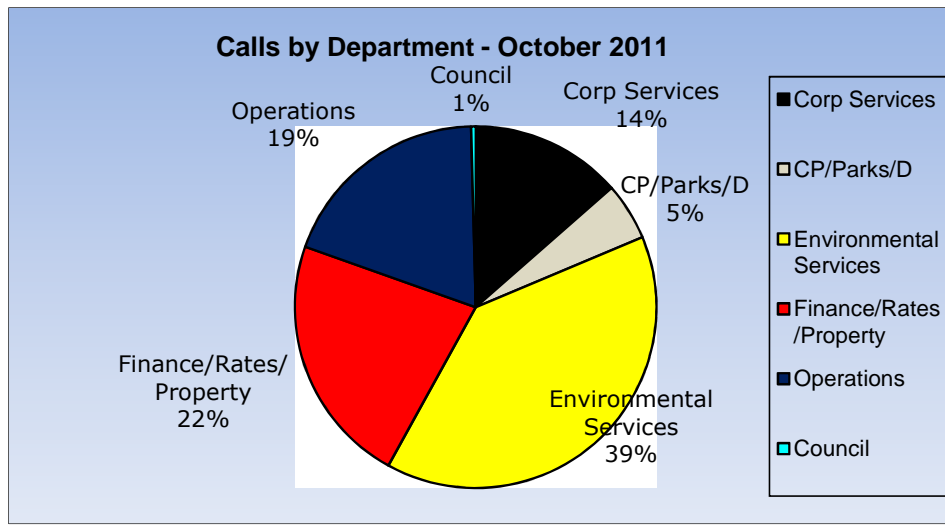
5. Corporate Services

- 4% of callers hung up before their call was answered. The average time a person was prepared to wait for their call to be answered before hanging up their call was 18 seconds.

Chart 1 shows that:

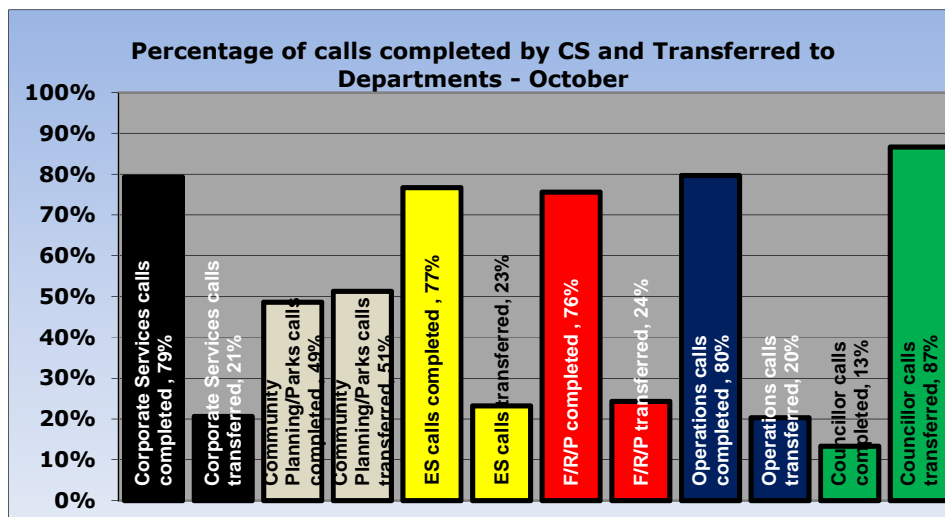
- 39% of the total calls related to the Environmental Services departments. (Building, Regulatory, Planning).
- 19% related to the Operations departments (Water, Roothing, Waste)
- 22% related to Finance/Rates/Property.
- 5% related to Community Planning/Parks/Democracy
- 14% related to the Corporate Services departments (Parking, Records, Information Systems, and calls not related to any department).
- 1% related to Councillors

Chart 1



73% of all calls received in October were completed by Customer Services staff with 27% transferred to department staff for action. Chart 2 shows the percentage of calls for each department completed by Customer Services and the percentage transferred to department staff to action.

Chart 2

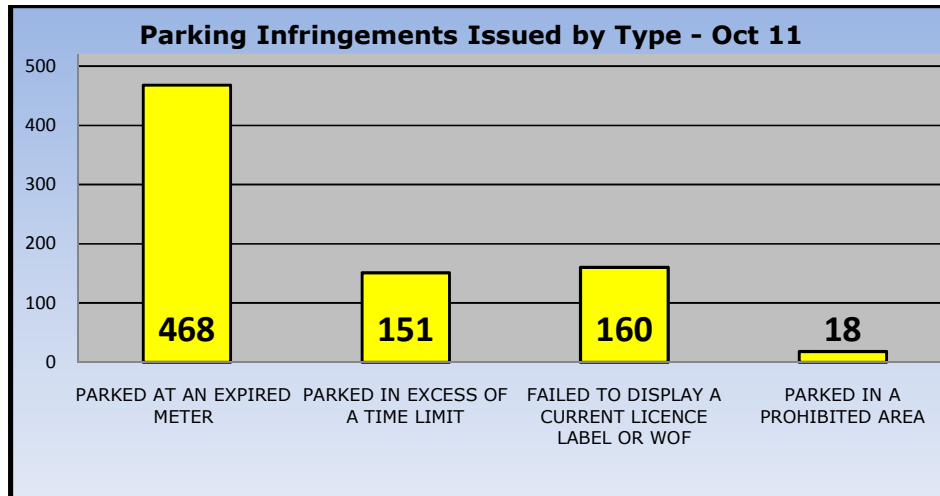


5. Corporate Services

5.3.2 Parking Services

During October the Parking Officers issued 797 parking infringements. Chart 3 shows the number and types of infringements issued.

Chart 3



The revenue from parking meters in October was \$9,948, the total collected from parking meters this financial year is \$40,902. The total received from parking fines this financial year is \$116,790.

5.3.3 Rates Rebates

Customer Services have processed 677 rates rebates applications totalling \$356,171.

5.4 Miscellaneous Matters

5.4.1 Council Seal

Under authority, since last meeting —

- **Lease Documents**
 - Right to convey electricity – ADC / Electricity Ashburton
 - Right to drain sewerage and water in gross
 - Deed of Lease - 7 Cass Street – ADC / Mid-Canterbury Freight
 - Removal of Covenant - Geoff Geering Drive – ADC
 - Deed of Ground Lease – Double Hill Run Road – ADC / Glenariffe Station Ltd
 - Deed of Lease – Hut Site 68(A) Lake Clearwater – ADC / C & C Reid Property
 - Deed of Renewal of Lease – William Street Depot = ADC / Hanham Enterprises
- **Licence to Occupy**
 - Res 2474 Hardys Road – ADC / GC Cameron
 - Methven Chertsey Road – ADC / Bike Methven
- **Sale & Purchase Agreements**
 - Lot 16 Geoff Geering Drive – ADC / MD & J Brown
 - 188 Dobson Street – ADC / Luisetti Properties Ltd
- **Agreement**
 - Rakaia Minor Township Maintenance 2011 - 2015

5. Corporate Services

5.4.2 Minor Applications received October 2011

- Road Safety Ashburton, Water Banner feature, 1 December 2011 to 7 January 2012 and 1-29 February 2012
- Westpac Rescue Helicopter street appeal, Ashburton, 25 May 2012
- NZ Breast Cancer Foundation, Pink Ribbon appeal, street appeal, 12-13 October 2012
- Girl Guide Biscuits sale, Westpac site, 1-18 March 2012

5.4.3 Letters of Thanks

- Ashburton Agricultural & Pastoral Association – for sponsorship of the HIP section
- Methven Public Library for annual grant of \$5,500.
- New Zealand Red Cross – to Methven Community Board, for a donation to the 2011 Earthquake Appeal.
- Rugby NZ 2011 - has presented Council with a Certificate of Appreciation in recognition of Council's involvement in the Rugby World Cup tournament.

S ALLEN

Corporate Services Manager

6. Democracy & Community Services

Ashburton District Council Report

File No	2/3
Date	1 December 2011
Report to	Finance and Community Services Committee
From	Community Planning Manager
Subject	Art Gallery and Heritage Centre – External Funding Applications

6.1 Art Gallery and Heritage Centre

6.1.1 Summary

With the building of the new Art Gallery and Heritage Centre confirmed and about to begin we are now looking at preparing applications for funding from external agencies for a contribution to the capital cost of the building and for furniture and fittings.

This report provides the Committee with an overview of the applications expected to be made in the coming months. The report also seeks Committee approval of unbudgeted expenditure for the preparation of reports required by some funding sources (particularly Lotteries) and which is likely to assist applications to other funding applications.

6.1.2 Recommendation

<p>That the Committee approves expenditure of \$9,994 plus gst for the preparation of a "feasibility study" report that meets the requirements of Lotteries NZ.</p>
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6.1.3 Background

Council has let the tender for construction of the new Art Gallery and Heritage Centre on West Street, Ashburton. The budget for the capital cost of the facility includes \$500,000 from unspecified external sources. There will also need to be external funding applications made for the various costs associated with furniture and fittings for the facility.

Council officers have begun working with the Art Gallery and Museum organisations to identify what is required in terms of furniture and fittings for the facility, what funding sources are available and the best approach to make applications for funding.

One of the sources of funding available is the Lotteries "Environment and Heritage" - Cultural Heritage Projects Fund. This fund is available for a range of projects including:

- capital works – the development, redevelopment or upgrade of museums, art galleries or archive facilities, including appropriate storage systems, environmental control systems and display facilities
- feasibility studies for capital works projects
- interpretive panels
- archiving, including school based archive projects
- developing (fitting out) education centres for young people within existing museums
- collection management systems

6. Democracy & Community Services

To apply for funding for capital works with an overall cost exceeding \$100,000 the application must include a "feasibility study" that meets the requirements of the funding committee and undertaken by an expert approved by Lotteries NZ.

While Council has undertaken a range of assessments and investigations to inform the decision-making processes associated with the development of the facility we do not have a report that fully meets the requirements of Lotteries in terms of overall content or author.

We have contacted an expert approved by Lotteries NZ, Mr John Coster, who has provided a report proposal and an estimate of cost for preparing a conforming report. The estimated cost of \$9,994 plus gst is based on the majority of information required for the report being readily available. Normally reports of this type are 2 to 3 times this cost.

The cost also reflects the fact that Mr Coster is visiting the South Island for other reasons in January and can include work required to be done in Ashburton as part of this trip.

Mr Coster is one of two experts suggested by Lotteries NZ and was recommended by the curator of the Ashburton Museum. He has written a resource guide on preparing feasibility studies for Te Papa, amongst other more academic publications.

The report is required for the Lotteries NZ "Environment and Heritage Fund" application and also for an application to the Lotteries NZ "Community Facilities Fund". Local authorities were in the past excluded from the requirement for the Community Facilities Fund, however this changed earlier in 2011.

The report will also provide Council and the Ashburton Art Gallery and Ashburton Museum and Historical Society with a comprehensive resource to include with applications to other funding agencies.

The Lotteries "Environment and Heritage" - Cultural Heritage Projects Fund does provide contestable funding for the preparation of feasibility studies. The timing of the funding decisions did not fit our timeline, however, with decisions not made until February 2012 when the next funding application round closes. Therefore, rather than put off the report until that time (and still not be guaranteed of a successful application) it is considered having the report prepared is a better option, particularly given the amount of funding being applied for.

6.1.4 Options & Risks Considered

1. Undertake the feasibility study now. This requires Council funding but ensures the report is ready to put with an application for Lotteries capital funding to the next round that closes in February 2012. Estimated cost to prepare the report is \$9,994 plus gst. In the context of the funding to be applied for (capital costs of up to \$500,000 and furniture and fitting costs of approximately \$600,000) the cost of the report is not considered significant.
2. Apply first to lotteries for Feasibility Study funding. This would mean waiting until February to hear whether the application was successful and then applying to the November funding round for capital funding. The Lotteries fund does not fund retrospectively and this would introduce a risk of only being able to apply once before the project is completed.
3. Do not prepare a conforming feasibility study by an approved consultant. This would disqualify Council and the Art Gallery and Museum organisations from applying for funding for the project. While a successful application for funding is not a certainty it is considered prudent to apply and to have an application that meets all requirements.

Option 1 is the recommended option.

6. Democracy & Community Services

6.1.5 Statutory Implications

Not applicable.

6.1.6 Consultation

Not applicable.

6.1.7 Strategic Links

The Community Plan 2009-19 details Council's response to community outcomes and where appropriate shows linkages with Council strategic planning documents.

6.1.8 Financial

Estimated cost to prepare the report is \$9,994 plus gst. The Finance Manager has suggested funding to come from the Art Centre Improvement reserve – which had a balance of \$62,000 at 30 June.

Prepared By:

G THOMAS
Community Planning Manager

Approved by:

J G ROLLINSON
Manager
Democracy & Community Services

6. Democracy & Community Services

Ashburton District Council Report

File No	1/8/1
Date	1 December 2011
Report to	Finance & Community Services Committee
From	Policy Advisor
Subject	Tri-annual Performance Report

6.2 Tri-annual Performance Report – November 2011

6.2.1 Summary

This is the first of Ashburton District Council's new tri-annual performance reports. The purpose of this report is to allow Council and activity managers to track progress against their Long Term Plan 2009-19 performance measures throughout the year, allowing emerging issues to be detected early, ultimately improving service delivery across the organisation.

6.2.2 Recommendation

That the Tri-annual Performance Report – November 2011 be received.
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6.2.3 Background

Until now Ashburton District Council has not undertaken comprehensive interim reporting against activity performance measures identified in the Long Term Plan/Annual Plan. The Audit New Zealand Audit Management Report 2010 identified the introduction of interim reporting as a best practice approach to performance management. Council was encouraged to develop systems for regularly reporting against its performance measures, so that this information could start to be incorporated into activity management throughout the year.

In response, the community planning team has worked with heads of departments to develop the Ashburton District Council Performance Management Framework. This document provides a detailed account of the performance monitoring and reporting processes at Council, which also includes a structured approach to interim reporting of non-financial performance measures.

Tracking progress against performance measures regularly, rather than solely on an annual basis, is intended to enable activity managers to detect and respond to potential performance issues early.

This first Tri-annual Performance Report (TPR) for 2011/12 covers the period from 1 July to 31 October 2011. The next report will be presented to Finance and Community Services in March/April, covering 1 November 2011 to 28 February 2012. Most performance measures can be measured on an interim basis for each of the TPR's, however, some measures do not have performance results available until a specific time of the year. A good example of this includes measures of resident satisfaction, which rely on the completion of the Annual Residents Survey.

6. Democracy & Community Services

As this survey is carried out in April-May, the results will only be available for the third TPR of each year (reported to Finance and Community Services in July/August). Measures which do not have data available are indicated throughout the report.

Managers were asked to also provide information about progress to date and future plans for their activity's projects and work-streams and to provide a comment about the progress of their activity for the reporting period.

Future reports will also include financial information at an activity-group level, based on the information reported to Council through the Finance Department's Variance Report.

6.2.4 Options and Risks Considered

Not applicable.

6.2.5 Statutory Implications

Not applicable.

6.2.6 Consultation

Not applicable.

6.2.7 Strategic Links

Regular performance monitoring and reporting underpins the achievement of each of Council's community outcomes and strategic objectives.

6.2.8 Financial Implications

Not applicable.

Prepared By:

A Jenkins
Policy Advisor

Approved by:

G Thomas
Community Planning Manager

6. Democracy & Community Services

Ashburton District Council Report

File No 0510/68/02
Date 1 December 2011
Report to Finance & Community Services Committee
From Community Services Officer
Subject Road Closure – Methven Motorcycle Street Race

6.3 Road Closure – Methven Motorcycle Street Race

6.3.1 Summary

To recommend the temporary closure of roads in Methven, for the purpose of allowing the Methven Lions Club to hold the Methven Motorcycle Street Race.

6.3.2 Recommendation

That the following roads be closed to ordinary vehicular traffic from 6.00am to 6.00pm on Saturday 7 April 2012, for the purpose of allowing the Methven Lions Club to hold the Methven Motorcycle Street Race

METHVEN CHERTSEY ROAD, from Main Street to Line Road
MACKIE STREET, from Methven Chertsey Road to Barkers Road
BARKERS ROAD, from Main Street to Hall Street
HALL STREET, from Barkers Road to Main Street
STATE HIGHWAY 77 (MAIN STREET), from Lampard Street to Bank Street
KILWORTH STREET, from Main Street to Mackie Street
FOREST DRIVE, from McMillan Street to Main Street.

6.3.3 Background

The Methven Lions Club has applied for a temporary road closure for the purpose of holding the Methven Motorcycle Street Race, for the above named roads in Methven.

The Methven Lions Club has been advised of the conditions of closure as follows:

1. Approval by this Committee.
2. No objections being upheld against the closure in response to the statutory advertisement.
3. Arrangements are to be made for a pre-event and post-event inspection with a representative from the Council's Operations Department. The inspections are to be completed within three days of the event and results of the inspections will be recorded by Council.
4. The road must be reinstated to the condition prior to the event. Any costs incurred by the Council as a result of this event, including maintenance costs or reinstatement costs, will be charged to the Methven Lions Club. Any restoration work required is to be carried out to an arranged programme with Council.
5. Necessary arrangements are made for the tidying and clearing of the road on the closed section of the road and the disposal of any litter.

6. Democracy & Community Services

6. The Methven Lions Club are required to arrange adequate insurance against its liability to pay damages to any person or entity in respect of any claim on account of damage to property or injury to persons where the damage or injury results from the holding of this event.
7. Provision of a Traffic Management Plan, conforming with the requirements of the Transit NZ Code of Practice for Temporary Traffic Management.
8. The Methven Lions Club shall be responsible to ensure that the correct road signs and barricades are in place during the full period of the closure and promptly removed after the conclusion and clearance of the road.
9. The Methven Lions Club is required to provide adequate safety marshals in distinctive clothing for the event.
10. Should weather conditions become sufficiently adverse that the road could be damaged as a result of holding the event the organisers shall take the necessary steps to protect the road. This may include delaying or cancelling the event.

6.3.4 Options and Risks Considered

This will be the third year that the event has run and it has been managed without incident in the past. The responsibilities for risk free operation lie with the organisers and all contingencies are covered in the conditions of closure.

6.3.5 Statutory Implications

Clause 11 of the Tenth Schedule of the Local Government Act 1974 provides –
"That Council may, subject to such conditions as it thinks fit... close any road or part of a road to all traffic (e)... for any exhibition, fair, market, concert, film making, race or other sporting event or public function."

6.3.6 Consultation

The proposed road closure has been publicly notified in the Ashburton Guardian Community Noticeboard on 2 November 2011 and 16 November 2011, and in the Methven Snowfed on Thursday 10 November 2011 and objections called for by 4.00 pm on Wednesday 23 November 2011. No objections were received.

6.3.7 Strategic Links

Not applicable.

6.3.8 Financial

Not applicable.

Prepared By:

J NAYLOR
Community Services Officer

Approved by:

J G ROLLINSON
Manager
Democracy and Community Services

6. Democracy & Community Services

6.4 Community Consultation and Planning – Current Projects

6.4.1 Annual Report 2010/ 11

The Annual Report 2010/11 was adopted by Council on 31 October. The report is available on the Council website and printed documents are available from the Council offices. We have completed the Annual Report Summary document and Annual Reports and letters advising of its availability were sent out this week.

6.4.2 Aquatic Centre and Indoor Stadium

Work is continuing on various matters regarding the aquatic centre and stadium. More detailed information will be provided to Council through the Project Group minutes.

The second project newsletter has been produced and distributed.

6.4.3 Performance Monitoring and Reporting Framework

Community Planning staff have worked with activity managers to review performance measures for the Long Term Plan. This includes issues brought up in the activity management plan workshops with Council.

Community planning staff have developed a report template for an interim report on non-financial performance measures in the Long Term Plan / Annual Plan and the first such report is included on the agenda for this meeting. The report covers the period 1 July to 31 October.

6.4.4 Reserve Management Plans

Draft reserve management plans have been prepared for Rakaia and Methven. These are now available for community consultation. Work will begin on the next plans, for the Mayfield and Hinds reserves.

6.4.5 Winchmore Water Scheme

The draft management plan has been sent to the Medical Officer of Health for feedback and a report detailing the feedback received was made to the Operations Committee meeting of 17 November. The report also recommended the basis for any transfer of the scheme to a community entity. We are working towards having a firm timeline for the transfer decision process to the December 15 meeting of Council.

6.4.6 Long Term Plan 2012-22

Activity Management Plan workshops have been completed. Community Planning staff have worked with activity managers to address issues brought up in the activity management plan workshops with Council. Activity management plans should all now have been reviewed and updated and be available for Audit NZ information purposes.

Council staff joined members of the Methven Community Board for a drive-around of projects proposed for the Long Term Plan.

The Community Planning Manager attended a meeting of the Mayfield Citizens Committee for a similar purpose. The Mayfield committee are to look at becoming incorporated and are a good enthusiastic group who are now looking beyond the issues related to drinking water in the village.

A similar pre-Long Term Plan meeting is to be held with the Rakaia Community Association.

A Council workshop was held on 29 and 30 November to assess overhead budgets and address outstanding LTP issues.

Council-funded agencies will present their budgets to Council on 14 December.

6. Democracy & Community Services

6.4.7 Biodiversity Action Plan

As requested, the draft plan has been presented to the Canterbury Water Management Strategy Ashburton Zone Committee for feedback before being presented to Council.

6.4.8 Council Policy Review

A register of Council policies with priorities for review has been produced. Staff will work with the Policy Review Working Group to get the review process underway. A number of policies have been selected for review before the end of the current calendar year.

Reviewing of the policies has had to be deferred due to current workloads and will be progressed as soon as possible.

6.4.9 Art Gallery and Heritage Centre

Approaches have been made to external funding agencies regarding funding criteria and availability. Lotteries require a "feasibility report" that meets their requirements. There is a report on this agenda requesting funding to undertake the preparation of a document that meets their requirements.

6.4.10 Council-funded Agencies Review

Presentations on the report findings and recommendations have been made to all three agencies reviewed so far. The reports have generally been well received by the agencies and there is a positive approach to the recommendations.

A more detailed workshop with the agency boards will now be undertaken to get consensus around progressing governance recommendations. This has happened with one of the agencies and we are now looking to meet with the other two.

6.4.11 Social Wellbeing Strategy

The first draft of a local services directory for over 65s has been prepared. A working group will be formed in the New Year to finalise the content of the directory. This project is being progressed as other work allows.

6.4.12 Methven Community Strategic Plan

This project is being led by the Methven Community Board and is continuing.

6.4.13 Mid Canterbury Newcomers Network

Policy advisor Jenna Scott has attended the national migrant and newcomers hui in Wellington, along with the Mid Canterbury Newcomers Network coordinator Daria Glesser and community development worker Raewyn Barclay. The hui was an opportunity to learn what initiatives are being undertaken throughout the country. The trip and accommodation was funded by Ministry of Social Development.

6.4.14 Ashburton District Health Committee

The Committee has asked for a survey to be developed to ascertain any increase in demand for services in the wider health sector as a result of the earthquakes (either through people moving to the district or through local issues triggered by the effects of the earthquakes).

Community Planning staff have developed an online survey which will be sent to representatives in the sector once approved by the Committee.

6. Democracy & Community Services

6.4.15 Annual Plan Work Schedule

A schedule of miscellaneous work agreed to by Council through the Annual Plan 2011/12 submission process is on this agenda. It includes work agreed to be undertaken by Council through previous Annual Plans that has not been completed.

6.4.16 New Zealand Community Boards Executive Committee Levy

LGNZ has advised that after lengthy discussion at a recent NZCBEC meeting and with approval from LGNZ's National Council, it has been decided to seek an annual levy from Councils with community boards to support the NZCBEC to actively support community boards. The levy is \$200 per community board to a maximum of \$500.

The function of NZCBEC is to provide advice to the National Council on issues specific to community boards. It also has a role to represent the views of the 116 community boards throughout the country and to assist the boards in carrying out their function of assisting councils in local body governance. The Committee meets three times a year.

6.4.17 Ashburton Total Mobility Committee

Councillor Burgess has provided minutes from the meeting held in August. Attendance at the meeting was impacted by the snow event at the time. Expenditure continues to be within budget and above the previous year.

During July there were a total of 854 trips carrying 1141 passengers and 8 wheelchairs.

The general business section of the of the minutes shows a vote of thanks given to Mayor McKay for the sponge cake he provided for the AGM. The community planning team are quite willing to organise a meeting that fits with the Mayor's future baking schedule should a sponge be offered.

A meeting has since been held in October. The next meeting is scheduled for 12 December.

6.4.18 Communications Strategy

A request for proposal to prepare a communications strategy for Council has been sent to ten communications consultancies. Responses have been received from six agencies with five to prepare proposals. The proposals are to be received by 2 December and selected agencies will then be interviewed regarding their proposal. It is hoped the strategy preparation process can begin before the end of the year.

6.4.19 Consultation Training – Elected Members

One elected member recently requested to attend a consultation training seminar held by SOLGM. It was thought that there may be other elected members who would want to attend something similar and we have looked at options. The leading provider of community engagement training is the International Association of Public Participation (IAP2), who are the provider we have used for training for community planning staff. IAP2 are currently putting together information on two options for in-house training which will be provided to councillors when available for a decision on whether to proceed.

6.4.20 Market Research – Christchurch Residents

A recent presentation to Council seeking funding for a proposed campaign to attract Christchurch residents to Ashburton District for shopping and moving businesses and families affected by the earthquakes was declined by Council on the basis there was insufficient evidence the approach would target the right audience with the right message. The Community Planning Manager was asked to seek a proposal for market research that could be used for this type of project. A proposal has been received and can be brought to the next meeting of Council if the committee considers this still to be an exercise worth considering.

6. Democracy & Community Services

6.4.21 Annual Plan Action Schedule

When considering submissions made to the Community Plan 2009-19 and the Annual Plan 2010/11 and 2011/12, Council made decisions on actions to be undertaken with respect to each submission. Many of these were a case of writing to submitters to inform them of Council decisions relevant to their submission.

Some require further action by Council officers. The attached report details the current status of outstanding actions.

Separate Report Attached

That the Committee receives the report.
--

6.5 Library

6.5.1 Issues and Membership

Issues exceeded those for October 2010, with fiction and young adult and children's issues making up most of the gain. The drop in large print issues is an unusual feature.

Memberships were also at a healthy level for the month, with 38 new junior members being very pleasing to see.

6.5.2 Overdrive

During October the ability for library members to download audio and e-books from the library website was made available. This is through an American subscription service called Overdrive, from which a consortium of New Zealand public libraries, have taken out a combined subscription. This keeps administration costs to a minimum, and allows access to hundreds of titles. The region Ashburton belongs to is the South Island Downloadable Zone. The cost of the annual subscription is \$2900 per year, from the audio visual and book budgets.

6.5.3 Children's Library

The October school holiday activity took the form of an art class on cartooning for children, with art tutor Lyndal Lane. This was run in two separate sessions, and 33 children participated.

Class visits continue, this month from Hampstead, Borough and the Christian School.

In reply to a question from last month's meeting as to whether there is any evidence that "primary schools are reducing or removing their libraries", the Children's Librarian is not aware of any such trend. When approached for comment, a field officer at the School Library Service in Christchurch remarked that:

- a. The way that funding is spent is entirely up to individual schools.
- b. There are no minimum standards that school libraries have to meet.
- c. Schools may be spending less on books as they develop their digital resources.
- d. If there is a temporary shortage of classroom space the library is often the only other area available. (This comment is in the light of the earthquakes in Christchurch, and may have no local application).

Neither the School Library Service, or Mrs Moodie, our Children's Librarian, knows personally of any school that is following a policy of "reducing or removing their libraries".

6.5.4 Radio Advertising

The Library is one of several Council departments that use radio advertising to publicise aspects of their operations. As a result of this regular usage as an organisation, extra "slots" are made available at non-peak broadcasting times.

6. Democracy & Community Services

This helps make radio the most economical method of generic promotional advertising. It is combined with print-based advertising of a specific nature, such as Christmas opening hours.

Directly attributing or evaluating the effects of specific advertising is virtually impossible, as I think any business would agree.

Anecdotally, when we have promoted particular services, people coming in to the library sometimes comment that they heard about it on the radio. It is a good way of keeping the library in the consciousness of many Ashburton residents, and at less than \$3000 a year, does not seem a very expensive way of achieving this.

6.5.5 Displays

The Mental Health Foundation held a display on "Get in the Game, training for happiness", to encourage physical activity, for the first half of the month. The final week in October was Adult Learners' Week, and the library hosted a display to promote this.

6.5.6 Statistics for 2011

Issues	October 2011	October 2010
Non-fiction	4208	4117
Fiction	5093	4673
Large Print	2578	2843
English Resources	11	18
Rentals	148	60
Young Adult Fiction	1204	878
Young Adult Non-Fiction	145	149
Young Adult Magazines	67	59
Young Adult CD	52	57
Young Adult Talking Book	3	7
Paperbacks	234	310
Magazines	338	460
Adult Audio	120	87
Adult Video	92	148
Junior Fiction	9498	8648
Junior Non-Fiction	2223	2058
Junior Magazines	252	321
Junior Audio	333	311
Junior Video	874	754
Requests	18	14
Stack	99	110
Undefined	53	75
TOTAL	27643	26157
Issue - Year To Date	113437	114529

6. Democracy & Community Services

<u>Memberships</u>	Total at end October 2011	October 2010	Added during October 2011
Adults	7954	7917	55
Young Adults	1042	1049	3
Junior	2678	2757	38
Non-resident	102	92	2
Other	392	393	6
TOTAL	12168	12208	104

<u>Foot Traffic</u>		October 2011	October 2010
-		11541	10480
-			
<u>Year To Date</u>		48291	48792

<u>Reference Enquiries</u>		October 2011	October 2010
	Adult	716	852
	Children	136	148
	Total	852	1000

Pay Internet Usage				
Number of 15 minute Timecodes sold at \$2.00	October 2010	October 2011	Oct 09 – Oct 2010	Oct 10 - Oct 2011
	438	732	8336	8765

6.6 Parks and Recreation

6.6.1 Ashburton Domain

The paddling pool has been filled with water for the summer season. New playground equipment is also being installed in the Domain playground.

General maintenance of the Domain is ongoing with hoeing, weeding, pruning and mowing taking place. In the nursery all the summer bedding plants are now ready to be planted out. Begonias, petunias and celosia have been grown this year.

The Domain is continuing to be used for sports events, mainly athletics, and due to the lack of facilities in Christchurch, there has been increased use of the Domain by Christchurch schools.

With the cricket season underway, the outfields are being mowed on a weekly basis.

6.6.2 Township Beautification and Sports Grounds

Recent weather patterns have impacted on the mower drivers' ability to keep the reserves in order.

The annual flower beds around the district are being cleared in preparation for the summer bedding plants.

6.6.3 Ashburton – Hakatere River Trail

Vandalism is an ongoing problem with the fencing/barriers and locks being the main targets.

6. Democracy & Community Services

The Ashburton Mountain Bike Club has extended the trail from the SH1 bridge up to Melrose Road.

A working bee was held on 16 October 2011 to install directional signs and seats ends. Each of the user/community groups have been allocated different sections of the trail to look after and this appears to be working well. The groups have shared use of the four wheeler motorbike with a spray unit attached.

Minutes of the 17 November meeting are attached.

Pages 33-35

6.6.4 Ashburton Business Estate

General maintenance is ongoing at the Ashburton Business Estate, with the trees being re-staked and the areas being sprayed for weeds.

6.6.5 Staff

Staff have attended various courses, including Traffic Management and Site Safe courses.

6.6.6 Cemeteries

General maintenance has taken place throughout the district's cemeteries. The cemeteries have been sprayed and the grass is being cut weekly.

Ashburton Cemetery

October 2010		October 2011	
Interments	6	Interments	10
Ashes	5	Ashes	4

Rural Cemeteries

October 2010		October 2011	
Interments	3	Interments	1
Ashes	4	Ashes	3

J G ROLLINSON

Manager

Democracy & Community Services

6. Democracy & Community Services

Ashburton District Council Report

File No 1/1/13/1
Date 1 December 2011
Report to Finance & Community Services
From Community Services Officer
Subject Youth Council Minutes – 1 November 2011

6.7 Youth Council Meeting

Minutes of a meeting of the **Ashburton Youth Council** held on Tuesday, 1 November 2011, in Council Chambers, Ashburton District Council, commencing at 5.33pm.

Present

Caitlin Warwood (Chair), Hailey Beevor, Sara Kircher, Sam McLay, Olivia Quinn, Miller Scott, Alasdair Tarry

Also in attendance Cr R Kilworth, Cr J Sparks and Community Services Officer (minutes).

1 Apologies

For absence: George McDonald, William Hodgetts, Sam McLay, Kate Moses
To leave at 7pm: Hailey Beevor, Miller Scott, Issy Ferguson to leave at 7pm.

Sustained

2 Confirmation of Minutes

That the minutes of the Ashburton Youth Council meeting held on Tuesday 4 October 2011, be taken as read and confirmed.

Tarry /Kircher

Carried

3 Matters Arising

• Hoodies

Alasdair Tarry provided a brochure on the styles of hoodies that his rowing team had purchased. He advised they were good quality and very comfortable. The cost is approx \$60 each including embroidery. There were various styles and the youth councillors agreed that differing styles would be acceptable however the colour should be the same.

• Submission

Cr Kilworth congratulated the Youth Council on reporting that they would be submitting to the Waste Management and Waste Minimisation Plan 2011. She advised that this was well received by Councillors.

• Facebook

The Ashburton Youth Council Facebook page is doing well.

4 Green Paper

Contribution to this process needs to be meaningful. Youth Councillors were questioned as to whether they could identify with someone who is a vulnerable child to enable contribution of appropriate information, not from the point of view of inexperience. This was confirmed.

CSO will contact the Office of the Children's Commissioner with the preferred date of December 6th from 1pm – 5:30pm.

6. Democracy & Community Services

If suitable, the Youth Councillors will also invite senior councillors to an end of year meet and greet before or following the workshop.

Post meeting information: 6 December from 1pm has been confirmed with the Office of the Children's Commissioner. Further information will follow.

5 Waste Management

That the Youth Council submits the Waste Management and Waste Minimisation Plan 2011 submission, as drafted.

Kircher / Tarry

Carried

6 Forward planning and direction of Youth Council

A workshop was undertaken and the Youth Council confirmed that it would review the goals which were established in approximately 1999.

The workshop also identified areas of focus for the youth council and means of consulting with youth.

Feedback will be drafted and returned to members for comment.

7 Youth Forum

The Youth Council was supportive of the concept of a youth forum to be held in 2012.

8 General Business

- **Youth Council recruitment**

CSO will begin the Youth Council recruitment process for the 2012 Youth Council.

Youth Councillors who are resigning are requested to provide their resignation in writing to the CSO.

9 Next Meeting

The next meeting of the Ashburton Youth Council will be held on Tuesday 6 December 2011, in Council Chambers.

The meeting closed at 7:05 pm.

7. Finance

Ashburton District Council Report

File No 10/8/37
Date 1 December 2011
Report to Finance & Community Services Committee
From Property Manager
Subject Construction of the Rakaia Gorge Rural Fire Shed

7.1 Construction of the Rakaia Gorge Rural Fire Shed

7.1.1 Summary

To consider constructing the Rakaia Gorge rural fire shed on leased land.

7.1.2 Recommendation

That Council approves the construction of the Rakaia Gorge rural fire shed on Part Lot 5 Deposited Plan 368387 (being that land currently leased by Council for a term of 35 years less one day expiring 30 July 2046) at an estimated cost to Council at a maximum of \$125,000 plus GST.

7.1.3 Background

The Rakaia Gorge rural fire truck is currently housed in a farm shed on Glenariffe Station. The landowner currently allows the Rakaia Gorge rural fire crew to operate from his buildings free of charge. The fire truck was recently upgraded and the shed is now inadequate for the new truck.

Rakaia Gorge is one of the most remote areas of the district and Council owns no land in the locality suitable for a fire depot shed. Opportunities to purchase land in the area are nonexistent as the minimum subdivision size of 50 hectares precludes the acquisition of an economical and practical land parcel.

The present location of the fire truck is considered by the Rural Fire Officer to be geographically and practically ideal. In view of this an approach was made to Mr Ensor at Glenariffe seeking a long term lease of a small parcel of land on which to locate a new rural fire depot. Mr Ensor has agreed to lease an area of 0.04ha for a term of 35 years less one day at a rental of \$2.00 per annum (if demanded). Given the long term certain of Council occupancy it is proposed to construct a new depot on the leasehold portion of Glenariffe.

Although it is not ideal to construct buildings on land which Council does not own, we have considered all options and believe that, in this case, building the Rakaia Gorge fire shed on leased land is the best option. We have taken special note of this during the creation of the lease and have protected ownership of the building. Whilst it is unlikely there will be any issue renewing the lease at the end of its current term in June 2046, the worst case scenario is that the shed will have to be removed and erected at an alternative location.

7.1.4 Options and Risks Considered

It is an option for Council to decline the construction of the fire shed on leased land, however should the construction not proceed, the continuation of a viable fire crew could be put at risk.

7. Finance

The main risk for constructing on leased land, due to the fact a lease can't be for a term of 35 years or more, is that upon the expiration of the lease Council may be unable to renew the lease.

We have allowed for this in the lease, ensuring the building will remain the property of the Council and if no new lease can be arranged, the building will be relocated. However we see this as a minimal risk.

7.1.5 Statutory Implications

Not applicable.

7.1.6 Consultation

This construction is supported by the Emergency Management Officer.

7.1.7 Strategic Links

The existence of a viable rural fire crew/unit in a somewhat isolated area provides an essential first aid fire service.

7.1.8 Financial

Construction has been budgeted for in the 2011/2012 year of \$125,000. Council has also received confirmation that the National Rural Fire Authority approved a subsidy of up to \$30,000 for the Rakaia Gorge rural fire shed.

Prepared By:

J M ROONEY
Property Manager

Approved by:

P L Brake
Finance Manager

7. Finance

7.2 Forestry

7.2.1 Sales and Harvesting – Forest Summary *Period: 1/10/2011 to 31/10/2011*

Products	Quantity Units	Net Value
Domestic Logs	1221.61 tonnes	\$47,148.61
Export Logs	975.858 JAS	\$13,722.86
Total	2197.468	\$60,871.47

Log sales resumed during October with the return of the Council's log crew. A Radiata Pine plantation at Siberia Rd (Lagmhor/Westerfield area) has been harvested with a mixture of domestic and export sawlogs cut. Operations were completed at the end of November with the logging crew moving to another Radiata block at Anama. The Siberia Road plantation will not be replanted. The neighbouring landowner has purchased the land and will convert it to pasture. As the plantation is being deforested the new landowner will be responsible for the carbon liabilities.

The Anama Station Road plantation which was started at the end of November is a larger plantation (27 hectares) and should be completed March next year. Following harvesting part of this plantation will be utilised by the Valetta Irrigation Company for a surge pond when they pipe part of their scheme.

Export log prices remain subdued. It sounds as though log inventories in China remain high and opportunities to sell logs into other markets (Korea & India) are limited. The log export grades are an important component of the Councils cut with much of our lower grade wood being sold as export logs.

7.2.2 Emissions Trading Scheme

The Council has received a preliminary determination confirming the eligibility of 623 hectares of pre 1990 plantation reserve land. MAF have, however, raised some mapping issues with this determination which will be queried by the Forester.

Forestry students have been employed again this summer to establish and measure plots required by the Emissions Trading Scheme for post 1989 forests. Ashburton District Council is required to measure 38 plots while a further 50 or 60 plots will be required for Mackenzie District Council. As well as fulfilling requirements of the ETS this information will be useful for operation scheduling and growth monitoring.

The price of carbon remains at a low level with the current price approximately \$14.00 per NZU.

7.3 Property

7.3.1 Staffing

Ms Yin has returned from parental leave.

7.3.2 Elderly Persons Housing

Annual inspections will be carried out in the week ending 9 December.

7.3.3 Activity Management Plans

Activity management plans have been prepared.

7. Finance

7.3.4 Budgets

The overhead portion of budgets was completed by 18 November. Remaining cost centres are being worked on and will be completed by 18 December.

7.3.5 Art Gallery / Museum

The construction management plan has been prepared and consulted on with neighbours as required by the resource consent and contract document. A site meeting with the contractor and all consultants involved in the contract was held on 29 November.

7.3.6 Stadium / Pool

The draft design brief has been completed.

7.3.7 Rakaia Gorge and Lake Clearwater

New signs have been installed.

7.3.8 Tinwald Pool

The pool has been cleaned and set up. Due to a minor delay with the concrete surrounds work, the likely opening day is now 10 December. The Property Manager is liaising with the Ashburton Pool management on this.

P L BRAKE
Finance Manager