



# Ashburton District Council

## AGENDA

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

**Date:** Thursday 15 November 2007

**Time:** 1.30 pm

**Venue:** Council Chamber  
5 Baring Square West  
Ashburton

B LESTER  
Chief Executive

### **MEMBERS:**

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

# FINANCE AND CORPORATE SERVICES COMMITTEE MINUTES

---

**REPORT and MINUTES** of a meeting of the **FINANCE AND CORPORATE SERVICES COMMITTEE** held in the Council Chamber, 5 Baring Square West, Ashburton, on Thursday 13 September, 2007, commencing at 10.40 am.

**PRESENT:** His Worship the Mayor, M B O'Malley; Councillors K L Holmes, (Chair), D N Nelson, N A Brown, D Glass, R J Kilworth, P W Reveley and M J Urquhart.

Also in attendance Councillors L J Leadley, I J Burgess, K W P Lowe and B A Tasker; Community Services Manager, Finance Manager, Property Manager, Community Planning Manager, Corporate Services Manager, Roading & Street Services Manager, Water Services Manager and Committee Secretary.

**APOLOGY:** Cr R C Beavan, **Sustained**

## ***Confirmation of Minutes***

“That the minutes of the Finance and Corporate Services Committee meeting held on 2 August 2007, be taken as read and confirmed.”

Brown/Urquhart **Carried**

## ***Federated Farmers***

President of the Mid Canterbury Federated Farmers, Rupert Curd, was welcomed to the meeting and granted speaking rights.

Mr Curd reported that NZ Federated Farmers recently undertook a survey of territorial and regional councils. The survey attracted 1800 responses nationally with 64% of participants identified as Federated Farmers members. In the results released today by the National President, Ashburton District Council was ranked in 11<sup>th</sup> place from the 64 councils surveyed.

Mr Curd was thanked and the presentation concluded at 10.50 am.

## ***Order of Business***

With the agreement of the Committee, the Chairman gave notice that the agenda would be re-ordered to take the Finance reports as the first items of business.

## ***Ashburton Bowling Club Lease***

The Property Manager reported that a formula has been developed and applied to the Bowling Club's rental, based on 2% of the present rateable land value. Mr Rooney said that the formula is the basis for a policy that will likely be applied to other ground fee rentals on Council reserves.

The Mayor expressed concern that there has not been sufficient debate on the formula to determine whether it could be applied to other areas in the district. He said that consideration needs to firstly be given to the implications for the rural domain boards which could be adversely affected.

In response to a suggestion that the Bowling Club's lease be confirmed for a one year period, to allow further development of the policy, it was noted that the basis for the decision had been the timing of the rating valuation review which is to take place in July next year and three yearly thereafter.

The Property Manager was asked to evaluate the impact of this policy on other reserves and report back to Council.

## RECOMMENDATION TO COUNCIL

“That a new lease be entered into with the Ashburton Bowling Club for the bowling greens at the Ashburton Domain for a 21 year period; subject to

- i) the rental for the first three year period to be set at 2% of the present rateable value ( $\$7.98\text{m}^2 \times 4900\text{m}^2 = \$39,102 \times 2\% = \$782.04$ ) plus GST;
- ii) rent reviews to be undertaken every three years to apply the formula of 2% of the rateable land value, plus GST, at the time of review; and
- iii) the new lease to be effective from 1 July 2007, with terms other than rental and review dates to be as per the present lease.”

Brown/Urquhart

Carried

### Additional Information

Council (27/9/07) amended the recommendation and the rental for the first year is to be set at 2% of the present rateable value. Rent reviews will be undertaken in accordance with a formula being developed as policy for all domain rentals, this policy to be drafted and submitted to Council for approval by 31 March 2008.

## *Carry-Over of Funds from 2006/ 07 Budget*

### RECOMMENDATION TO COUNCIL

1. That the requested carry-overs as detailed in this report be approved; and
2. That the favourable variance from the waste water cyclic renewals be carried forward and used to fund farm development costs at Ocean Farm and wastewater project costs if required.”

Kilworth/Brown

Carried

The Roading & Street Services Manager and Water Services Manager left the meeting at 11.12 am.

## *Finance Activity Reports*

“That reports be received.”

Brown/Glass

Carried

### Financial reports

It was noted that the financial reports will be provided to the first meeting of the Committee in the new term of Council.

### Rates rebate

The Finance Manager reported that despite more ratepayers being eligible for a rebate this year, there has been a limited response to date. Mr Brake said that more publicity will be given to the scheme to encourage low income ratepayers to check their eligibility. It was noted that the scheme is available to all home owners with a household income of around \$20,000 per annum, however some households with combined higher incomes would also qualify.

### Rates – sale of abandoned land

The formal process for notification has commenced on land that is to be declared abandoned in Methven. The Finance Manager reported that rates on the property have been unpaid for almost six years and attempts to locate the owner have been unsuccessful. Once granted, the land will be sold either through public auction or tender. Following the sale some of the funds will be retained by the Crown to be held for any future claim by the land owner.

### **Resource Centre / Staff accommodation**

The Property Manager reported that a tender has been let to Waddell Construction for the upgrade of the vacant space in the Resource Centre building. When completed, the office will provide accommodation for the Safer Community Council and Enterprise Ashburton.

Mr Rooney advised that the Council's Property department will next week move to the offices previously occupied by Tourism in the Villa. It is proposed to move Finance department staff into the remaining Villa office space once it becomes available in October / November. Safer Community Council and Enterprise Ashburton Managers have been included in discussions and will be kept informed of progress.

### ***Southern DC-3 Charitable Trust – Request for Funding***

- “1. That the request for funding by the Southern DC-3 Charitable Trust be declined.
2. That the Trust be advised to apply to the Major Community Projects Fund as part of the 2008/ 09 Annual Plan process.”

Brown/Nelson

**Carried**

### ***Ashburton Museum – Requests for Funding***

Two applications for funding assistance were received from the Ashburton Museum.

- **Art Centre Improvement Fund**

"That the sum of \$9,500 (GST inclusive) be advanced to the Ashburton Museum from the Art Centre Improvement Fund for the purposes of upgrading the catalogue database, installing MYOB accounting software, and purchasing new computer hardware and software.

Mayor/Kilworth

**Carried**

- **Historical Acquisitions Fund**

A grant of \$460 has been made to fund the purchase of an Ansonia Clock which has historical links with an Ashburton jeweller, James Philip Parker, who operated a business in East Street between 1877 and 1880.

### ***Road Closure & Glass Ban – East Street (New Years Eve)***

The Mayor questioned the need to close two blocks of East Street at 10 am and suggested that the area between Burnett and Tancred Streets remain open until 2 pm on 31 December. Based on his observation of past events, he said that there has been little activity setting up the event until the afternoon.

The Community Services Manager agreed that closing this section at the 2 pm would allow sufficient time to set up the event.

- “1. That East Street, from Havelock Street to Burnett Street, be closed to ordinary vehicular traffic from 10.00 am on Monday 31 December, 2007, until 12.00 noon on Tuesday 1 January, 2008; and
2. That East Street, from Burnett Street to Moore Street, be closed to ordinary vehicular traffic from 2 pm on Monday 31 December, 2007, until 12 noon on Tuesday 1 January, 2008, for the purpose of holding a New Year's Eve Street Party.
3. That pursuant to clause 16(A) 01.6 of Council's Bylaw the banning of glass drinking vessels and containers be imposed as follows:

In the West Street car park and in East Street, from Havelock Street to Moore Street, between the hours of 10.00 am on Monday 31 December, 2007, until 12.00 noon on Tuesday 1 January, 2008, for the purpose of holding a New Year's Eve Street Party.

4. That pursuant to clause 2 of the First Schedule to the Ashburton District Public Places Liquor Control Bylaw 2005, the application of the Bylaw be suspended between 9 pm on 31 December 2007, and 7 am on 1 January 2008.”

Nelson/Brown

**Carried**

### ***Road Closure – East Street (Boulevard Day)***

- “1. That East Street, from Moore Street to Cameron Street, be closed to ordinary vehicular traffic from 7.00 am on Monday 24 September, 2007, until 6.00 pm on Monday 24 September, 2007;
2. That Havelock Street, from East Street to Baring Square East, be closed to ordinary vehicular traffic from 7.00 am on Monday 24 September, 2007, until 6.00 pm on Monday 24 September, 2007; and
3. That Baring Square East, from Havelock Street to Cameron Street, be closed to ordinary vehicular traffic from 7.00 am on Monday 24 September, 2007, until 6.00 pm on Monday 24 September, 2007, for the purpose of holding Boulevard Day.”

Kilworth/Glass

**Carried**

### ***Community Services Activity Reports***

“That the reports be received.”

Reveley/Urquhart

**Carried**

### **Hinds ratepayers**

Following meetings held with Hinds residents to discuss issues of concern relating to water supply, stormwater and the development plan for the village, the Community Services Manager is assisting the group with the process of becoming incorporated as a ratepayer association.

### **CBD parking**

At the request of the Town Centre Subcommittee, a working group consisting of Councillors, staff and business representatives is being formed to address parking issues in the CBD. Two meetings are proposed in September / October.

### **Tinwald Reserve Board**

The Community Consultation Manager reported on the meeting held with Tinwald Domain user groups to discuss future development of the reserve. A landscape architect has been contracted to prepare a concept plan and it is anticipated a draft will be available for public submission by mid October.

### **Annual Report**

The Finance Manager reported that preparation of the annual report has been held up and it is unlikely that Council will meet the statutory deadline of 31 October. Mr Brake confirmed that the reasons for the delay will be fully reported to Council should adoption of the report not occur on 27 September.

### **Gambling Amendment Bill**

The Committee heard that the current Bill has not addressed the issues raised by LGNZ relating to the transferability of licences and consents. The Community Planning Manager said that the Bill focused on technical amendments, however a further submission process would provide Council with the opportunity to promote the provisions requested. Mr Thomas confirmed that the submission being prepared will include Council’s proposed changes and amendments.

The Chief Executive said that the intent is to frame amendments to give effect to the Gambling Act purpose, but also to enable councils to give effect to their own policies. The matter has been included on the Agenda for the Zone 5 meeting on 14 September.

Councillors will be provided with a copy of Council’s submission once it is finalised.

### **Corporate Services Activity Reports**

“That reports be received.”

Brown/Reveley

**Carried**

#### **Technology One**

The Corporate Services Manager reported on the proposal to upgrade the Proclaim One programme to include a module that will offer standardised budgeting tools, allowing input from various people into one document. Mr Allen confirmed that the upgrade will be managed within the existing budget.

#### **Aerial photography**

The Committee heard that the company contracted to supply aerial photographs of the district will not be completing the project. The consortium of councils involved, along with Electricity Ashburton, will be responding to Terralink with a request for the contract to be completed. The Corporate Services Manager reported that there is unpaid budget available and Council could look at contracting another company, however the preference is to continue to work with neighbouring councils for efficiencies.

#### **Town Centre surveillance**

It was reported that access to video surveillance of the town centre will be monitored at the Police communication centre in Timaru.

#### **Staff Structure**

A request was made for Councillors to be provided with regular updates on staff changes. It was suggested that such information could be included on the weekly bulletin faxed to Councillors.

The Committee Chair, Cr Holmes, thanked members for their involvement in the Committee during this term.

### **Items taken with the public excluded (12 noon)**

“That the public be excluded from the following parts of the proceedings of this meeting:

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:

<b>Item no</b>	<b>General subject of each matter to be considered:</b>	<b>In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:</b>
8.1	Confirmation of Minutes – 2/08/07 • Property Matters	Section 7(2)(h) Commercial activities
8.2	Property Matter	Section 7(2)(h) Commercial activities

Nelson/ Brown

**Carried**

The meeting concluded at 12.15 pm.

# 5. CORPORATE SERVICES

---

## INTRODUCTION

Corporate Services consists of three teams – Information Systems, Records and Administration and Customer Services. These teams endeavour to supply other departments with tools and services that will allow them to use and manage information, interact with customers and operate effectively. The Information Systems team supply the tools for safely collecting and managing information and communicating this information to customers inside and outside the Council. The Records and Administration team will design and provide services to store and retrieve paper and electronic information. The Customer Services team will develop methods and tools to communicate information to customers and register and monitor requests from customers that can be addressed by other Council staff.

The Records and Administration and Customer Services teams are new departments and their formation reflects the increasing demand for the services that they can provide from internal and external customers.

## 5.1 INFORMATION SYSTEMS

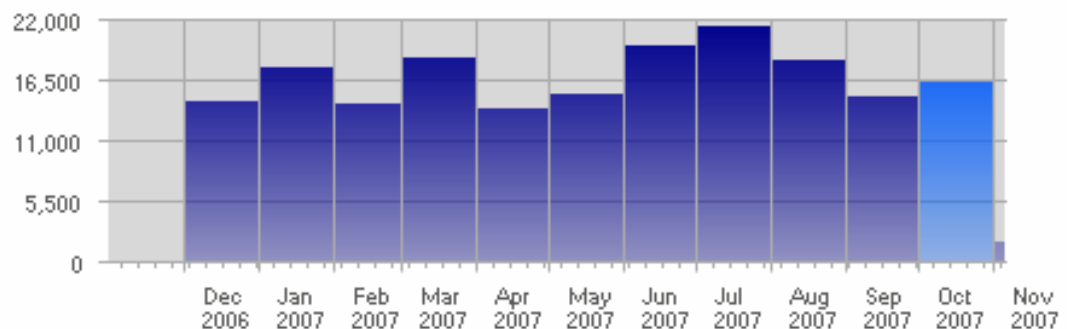
### 5.1.1 Technology One

A project has been started to introduce an additional module that which will allow budgets to be entered directly into the financial computer system (Finance One) by departmental managers. This year, the budgets will be entered by Finance staff to test the new module. In subsequent years, individual managers will enter their own information directly which should improve the process of preparing budgets. An upgrade to the local government specific computer system (Proclaim One) is planned for December.

### 5.1.2 Ashburton District Council Web Site







The Notices and Election Results were the most popular web pages visited in October. The Statistics NZ Ashburton Quarterly Review June 07 page was the most popular download. This review has information about changes in population, employment and crime among other interesting information. The ability for customers to help themselves to information has saved time and expense for the council and staff. The visitors to the web site are predominantly English speaking from a variety of continents.

October 2007 ADC web Statistics:



# 5. CORPORATE SERVICES

Uniquely identified viewers in October 16,377

Language Preferences		Visits by Continent			
English is the overwhelming majority					
#	Language	#	Continent	Total Visits	Percent of Visits
1.	English				
2.	German	1.	 Oceania	3,198	44.07 %
3.	French	2.	 North America	2,083	28.70 %
4.	Polish	3.	 Europe	1,294	17.83 %
5.	Japanese	4.	 Asia	535	7.37%
6.	Swedish	5.	 South America	100	1.38%
7.	Dutch	6.	 Africa	47	0.65%
8.	Slovak		Total	7,257	

	August	October
Visits from uniquely identified clients	<b>18,453</b>	16,377
<b>Top 10 pages viewed</b>		
	Notices <b>3,288</b>	Notices <b>1,764</b>
	Cemeteries <b>741</b>	Election results <b>951</b>
	Searches <b>580</b>	Searches <b>642</b>
	Contact Us <b>429</b>	Cemeteries <b>514</b>
	Drinking Water <b>407</b>	district maps <b>349</b>
	Tenders <b>361</b>	ADC History <b>347</b>
	Vacancies <b>312</b>	Vacancies <b>345</b>
	Rating Information <b>284</b>	Contact Us <b>341</b>
	Elections <b>238</b>	Tenders <b>275</b>
	Development Planning <b>238</b>	Services Home <b>263</b>

## 5. CORPORATE SERVICES

	<b>August</b>		<b>October</b>	
<b>Top 10 documents downloaded</b>	Candidate Information pack	<b>174</b>	Statistics NZ Ashburton Quarterly Review June07	<b>361</b>
	Annual Report 2006	<b>165</b>	Annual Plan 2007/8	<b>345</b>
	Community Agencies Directory	<b>133</b>	Annual Report 2003/4	<b>291</b>
	Annual Plan 2007/8	<b>127</b>	Annual Report 2004/5	<b>214</b>
	District Diary pages 4&5 Rates Information 2007/8	<b>117</b>	Ashburton District Physical Activity Strategy 2006	<b>188</b>
	Ashburton Physical Activity Strategy 2006	<b>110</b>	Community Agencies Directory	<b>116</b>
	District Diary December 2004	<b>89</b>	Ashburton District Plan Proposed Changes 2 North East Ashburton Business Park	<b>106</b>
	District Diary August 2003	<b>81</b>	Ashburton Borough Council Records	<b>102</b>
	Ashburton County Council Records	<b>78</b>	District Diary April 2007 Rates information for 2007 - 2008	<b>99</b>
	Proposed Plan Change North East Ashburton Transport Assessment	<b>75</b>	Ashburton County Council Records	<b>95</b>

### 5.1.3 GIS

The maps and aerial photographs of Ashburton district that are available for the public using the Internet are being used by a range of customers. Maps, downloaded and printed from the ADC Internet site, are being presented by customers at the counter and are useful when they are explaining issues. Additional information will be added to the maps as it becomes available.

### 5.1.4 Network Security

The computer and programme checks emails entering and leaving the Council has been upgraded. This has become necessary because of the increase in the volume of email and the sophistication of malicious and spam emails.

The number of spam emails has reduced. This may be due to recent legislation that requires recipients to actively sign up to receive promotional emails and electronic brochures.

## 5. CORPORATE SERVICES

---

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

### 5.1.5 Aerial Photography

The company supplying aerial photographs of the district has informed the Council that they will honour the original commitments made in the contract. The company had informed the Council that they were not going to complete the project. The Council is a member of a consortium that arranged for aerial photographs to be taken and supplied over the last three years. Environment Canterbury, Electricity Ashburton and some other Canterbury councils are members of this group. The group sent a letter signed by the members stating non acceptance of the wish to cancel. The company hopes to complete the project within the coming flying season.

### 5.1.6 Training

Weekly training sessions have been taking place on site regularly using training consultants and Council staff. The training needs have been identified as Microsoft Outlook, Word and Excel and suitable courses have been offered and have been well attended. Training for the Finance system has been held covering reports, queries and purchase orders. Holding training on site offers advantages of convenience and cost effectiveness and also allows the trainer to assess further training needs. It is intended to continue with these training sessions and expand the range of topics offered.

### 5.1.7 Computer and telephone access to the villa

All the rooms in the villa have been installed with sockets that can allow access to the Council computer and phone system. These rooms are currently occupied by Council supported agencies and the Council property department. There are plans to move more departments to the villa when the Council supported agencies move. The staff can then be connected to the Council computer and phone system.

### 5.1.8 Information Systems Help Desk

A help desk system has been installed that will be used by the Information Systems team. This system will record all requests and will allow monitoring of the types and source of issues. Information from this system will assist management to identify developing issues, which can then be addressed before they become problems.

# 5. CORPORATE SERVICES

---

## 5.2 RECORDS AND ADMINISTRATION

### 5.2.1 Technology One

The Records and Administration Manager, Geraint Philp, is working with the Business Systems Analyst, Brian Kerr, to investigate the Land Information Memorandum (LIMs) process. They are also looking at the current methods of managing Property Records, with a view to improving the maintenance of the records, particularly for new subdivisions. A new records classification directory for paper records is being designed by Cecilia Hibbert and is being piloted. Communication with the Council is increasingly using electronic documents for requests, queries, applications and plans. Guidelines on the format of these documents that the Council will accept have been distributed to all departments. A project is underway to consider ways of controlling and structuring more of the Council's electronic records.

## 5.3 CUSTOMER SERVICES

### 5.3.1 Customers

Joe van Noord commenced work as Customer Services Team Leader on 23 October 2007. The present focus is on drawing up service level agreements with other Council Departments. These agreements will define the level of assistance customer service staff will deliver at first point of contact, the information required to provide that service, and the tools that will be used to retain the data. Visits to other councils are planned to look at how information is stored and accessed, what level of service is offered, how many calls are resolved at first point of contact, what tools are used and the structure of the customer service team.

## 5.4 MISCELLANEOUS MATTERS

### 5.4.1 Mail Management

Mail management report as at 6 November 2007

Group	Total Received	Total Completed	Of Completed Within time	Of Completed Overdue	Total Uncomplete	Pending	Of uncomplete Overdue
Mail Management	2407	2318 (96%)	1378 (59.4%)	940 (40.6%)	89	11 (12.4%)	78 (87.6%)

### 5.4.2 Council Seal

Under authority, since last meeting —

- **Lease Documents**

- Deed of Lease – Zeebos Café & Bar
- Deed of Lease & Renewal – Ashburton Bowling Club
- Consent to Sub-lease – Niagara Sawmilling Co Ltd to Waireka Industries
- Transfer Instrument - 45 Havelock St, Lucas to Davidson
- Transfer Instrument – Lease 724924.1 – Hallidays Timber to Niagara Sawmilling
- Transfer Instrument – Lease 997151.1 – Pacific Timber to Niagara Sawmilling
- Transfer Instrument – Lease 997151.3 – Pacific Timber to Niagara Sawmilling
- Transfer Instrument – ADC to Hewson, Hewson & Hubbard

# 5. CORPORATE SERVICES

---

- **Easements**
  - Easement Instrument – Ashburton Aquatic Park Charitable Trust
- **Licences to Occupy**
  - Reserve 1940 – Briarbank Farm Ltd
  - Part Lot 2 DP322 Blk VIII Hinds SD – DSJ Keating
  - Res 1416 Blk II Wakanui Rd – JC Hay
  - Res 2222 Blk VI Rakaia SD – Mainwarings Rd – Webster
- **Agreement**
  - ADC / MacKenzie Forestry Board
- **Certificate of Approval**
  - Ashburton District Plan Amendments
- **Cancellation Consent Notice**
  - CT CB44D/652

## 5.4.3 Minor Applications

- Heart Children NZ – Annual Street Appeal – 25-31 May 2008
- Drug Education Week (Kiwaniis) Street Appeal – 29 February 2008
- Westpac Rescue Helicopter Street Appeal – 23 May 2008
- CCS Disability Action – Use of Banner (water feature) – 30 Nov – 12 Dec 2007
- Save the Children Annual Appeal – 15-18 October 2008
- Mid Canterbury Music Club – Use of Banner (water feature) – 11-17 February 2008
- Methven Historical Society – Raffle ticket sales (Mall) – 17 December 2007
- Victim Support – Raffle ticket sales (Ashburton) – 5-11 March 2008
- Our Lady of the Snows School – Raffle ticket sales (Methven) – 30 Nov – 6 Dec 2007

## 5.4.4 Letters of Thanks

- Ashburton Rural Volunteer Fire Force – acknowledging support of ADC, as an employer, allowing employees who are members of the brigade to attend call-outs.
- Mt Somers District Citizens Association – in appreciation of shrub planting and beautification carried out at the Mt Somers Cemetery
- Rakaia Courts – thanking Council for the \$20,000 grant towards upgrading facilities.
- Cancer Society – thanking Council for allowing Collectors to operate in the district (best collection ever this year).
- Methven Public Library – thanking Council for grants (Heritage) and Council (repairs & upgrade)

S ALLEN  
**Corporate Services Manager**

# 6. COMMUNITY SERVICES

---

FILE NO: 7/13/9  
DATE: 15 November 2007  
REPORT TO: Finance and Community Services Committee  
FROM: Community Planning Manager  
SUBJECT: Smoke Free Playgrounds

---

## 6.1 SMOKE FREE PLAYGROUNDS

### 6.1.1 SUMMARY

A presentation made by two students from Hampstead School to the Young Persons Forum suggested that Friedlander Park be declared a smoke free area. The Services and Operations Committee, at its meeting of 1 February 2007, adopted a recommendation that the playground at Friedlander Park be made smoke free through voluntary compliance and, if the concept proved successful, all other playgrounds in the district be made smoke free before the end of 2007.

The initiative has been supported by families in the area and the Canterbury District Health Board and the Cancer Society have written to Council requesting consideration be given to making all Council owned playgrounds in the district smoke free.

This report recommends that Council adopts a “Smoke Free Playgrounds Policy”.

### 6.1.2 RECOMMENDATION TO COUNCIL

“That Council adopts the “Smoke Free Playgrounds Policy” as contained in this report.”
--

### 6.1.3 BACKGROUND

Council received a letter from the Canterbury District Health Board and the Cancer Society supporting a proposal put forward to Council by students of Hampstead School that Friedlander Park be Ashburton’s first smoke free park. Two students from Hampstead School had made a presentation to the Young Persons Forum run by the Council and the Ashburton Youth Council, suggesting that Friedlander Park be the first park in Ashburton to be declared smoke free.

The Services and Operations Committee, at its meeting of 1 February 2007, adopted a recommendation that the playground at Friedlander Park be made smoke free through voluntary compliance and, if the concept proved successful, all other playgrounds in the district be made smoke free before the end of 2007.

The smoke free playground initiative at Friedlander Park was launched on World Smoke Free Day, 31 May 2007, with Council representatives joining DHB and Cancer Society representatives and pupils and staff from Hampstead School.

The Canterbury District Health Board and the Cancer Society have written to Council requesting consideration be given to making all Council owned playgrounds in the district smoke free and providing details of survey work done in the vicinity of Friedlander park that shows strong community support for the smoke free playground initiative. The letter is included as an appendix to this report.

**Pages 47-48**

## 6. COMMUNITY SERVICES

---

The Parks Manager has advised there are 22 Council owned playgrounds around the district. Five of these are in rural domains (Methven, Rakaia, Hinds, Mayfield and Mt Somers), two in Methven township and one in Rakaia township with the remainder in Ashburton (including Friedlander Park).

### 6.1 Success of the Friedlander Park Initiative

Council Parks staff cannot say whether the initiative has had an impact on smoking within the playground area at Friedlander Park. People are still seen smoking in the Friedlander Park playground but it is impossible to say whether there has been any change since the introduction of the smoke free initiative including signage. The initiative may be discouraging some people from smoking in the playground.

The survey work undertaken by the Canterbury DHB and the Cancer Society has surveyed 215 families, of whom 140 returned completed surveys and 136 were not against the idea of smoke free parks. It should be noted that participants were self-selecting – only people who attended the launch of the Friedlander Park initiative – and therefore the survey findings should be treated with some caution.

#### 6.1.3.2 Rationale for Extending the Smoke Free Playgrounds Initiative

Despite there being no clear evidence the smoke free initiative at the Friedlander Park playground has resulted in a reduction in people smoking within the playground area, there are reasonable grounds to proceed with extending the initiative to all Council owned playgrounds in the district.

The Canterbury DHB and the Cancer Society suggest benefits coming from the adoption of smoke free playgrounds would include:

- Avoiding the health effects of second-hand smoke
- Discouraging youth from smoking
- Establishing positive role models for youth
- Protecting, promoting and maintaining public health
- Improving and enhancing community well-being
- Reduced litter in parks

Several local authorities in New Zealand have introduced similar restrictions, particularly in public buildings and areas where children congregate such as play grounds. In the case of wider outdoor locations, smoking has been actively discouraged through signage and promotion of a smoke-free environment rather than being banned. Initiatives like this enable Council to show community leadership in promoting a healthy community through discouraging smoking and providing an extra string in the overall smoke free bow.

#### 6.1.3.3 A Smoke Free Playgrounds Policy

The Friedlander Park smoke free playground was introduced without a formal policy supporting it. This approach was reasonable given the initiative was to be reviewed and a decision on extending the concept was to be considered at this time.

Moving to making all Council owned playgrounds smoke free, however, is probably best done through Council adopting a policy. This will give the concept the standing it requires to be taken seriously by the community and to attract the support of the community and stakeholder groups.

## 6. COMMUNITY SERVICES

---

**Proposed Policy:** – to be included in Council’s Policy Register in the Finance and Community Services section.

### **“Smoke Free Playgrounds**

This policy applies to all children’s playgrounds in Ashburton district owned and maintained by Council.

Ashburton District Council believes the children and young people of our district have a right to be able to enjoy playground facilities provided by Council in a smoke free environment.

**All Council-owned playgrounds in the District are NO SMOKING areas.**

This smoke free policy will be advised through appropriate signage. Council may, from time to time, undertake appropriate communication to advise the community of the smoke free status of Council playgrounds.

All Council contracts let for work on, or adjacent to, Council-owned playgrounds will advise contractors of the smoke free status of Council playgrounds.”

### **6.2 Promotion of the Policy Through Signage**

The Health Sponsorship Council and local smoke free group have offered to contribute to the cost of signage. The intention is that in most cases signage would be funded by these organisations and Council would fund the placement of signs. As there are a variety of signage options used at Council-owned playgrounds (including no current signage) this would need to be discussed on a case-by-case basis.

The Parks Manager advises most urban playgrounds have existing signage that can easily be updated to include the smoke free message. Some rural playgrounds currently have no signage but signs can be installed over time if cost is a barrier.

### **6.3 OPTIONS**

1. Do nothing. Council’s Parks Department have not had any issues with smoking in parks and do not see there being any management issues in retaining the status quo.
2. Continue to monitor the effect of the smoke free playground initiative at Friedlander Park. If there is evidence the concept is changing behaviour then the policy could be extended to the other Council owned playgrounds.
3. Adopt a policy to make all Council owned playgrounds smoke free.

### **6.1.5 STATUTORY IMPLICATIONS**

Not applicable.

### **6.4 CONSULTATION**

Not applicable.

# 6. COMMUNITY SERVICES

---

## 6.5 STRATEGIC LINKS

### Community Outcomes

Outcome 5: Healthy, Active People enjoying a good quality of life in a caring and safe community.

Strategic Objectives:

- a. Healthy, active people with good access to health services (Priority Objective)
- b. A range of agencies work together to create a safe environment
- d. Young people are supported to lead healthy and safe lives and are active participants in community life

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

Strategic Objectives:

- 6.6 Cultural, recreational and heritage experiences and facilities are accessible to the community and actively used

Outcome 7: A community that contributes to improving our quality of life through democratic participation

Strategic Objectives:

- a. The community is provided with opportunities to participate in local decision making

## 6.7 FINANCIAL

Cost of signage.

GAVIN THOMAS  
**Community Planning Manager**

# 6. COMMUNITY SERVICES

---

FILE NO: 1/1/4  
DATE: 15 November 2007  
REPORT TO: Finance and Community Services Committee  
SUBJECT: Proposed Meeting Schedule for 2008

---

## 6.2 PROPOSED MEETING SCHEDULE 2008

*Page 19*

### 6.2.1 SUMMARY

To assist with the coordination of activities next year and give Councillors advance notice for their private commitments a proposed meeting schedule has been prepared for the year 2008.

### 6.2.2 RECOMMENDATION TO COUNCIL

"That Council adopts the 2008 Meeting Schedule for Standing Committee, Council and Methven Community Board meetings."
---

### 6.2.3 BACKGROUND

The draft 2008 Meeting Schedule for Standing Committees, Council and the Methven Community Board has been prepared on the same basis as in previous years with a six weekly cycle for the eight rounds of meetings. This year the schedule also takes into account the school holidays for 2008 and the Zone 5 and National Council meeting dates. Because meetings have been scheduled around these dates, the usual six week period between meetings will not always be achieved.

A timetable is being prepared for the Budget and Annual Plan meetings and where possible existing meeting dates will be utilised. These meetings, which do not need to be formally adopted, will be reported to the 22 November Council meeting.

### 6.2.4 OPTIONS

Not applicable.

### 6.2.5 STATUTORY IMPLICATIONS

Where the local authority adopts a schedule of ordinary meetings -

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

### 6.2.6 CONSULTATION

Not applicable.

# 6. COMMUNITY SERVICES

---

## **6.2.7 STRATEGIC LINKS**

Not applicable.

## **6.2.8 FINANCIAL**

Not applicable.

J G ROLLINSON

**Manager**

**Democracy and Community Services**

## 6. COMMUNITY SERVICES

---

### 6.8 REQUEST FOR FINANCIAL SUPPORT

#### 6.8.1 SUMMARY

The Ashburton Health Services Workforce Project Team is requesting financial support to help pay for a recruitment video. The cost of the project is \$10,000.

#### 6.8.2 RECOMMENDATION

“That Council provides \$5,000 to the Ashburton Health Services Workforce Project Team from the Access Trust Reserve, to be applied to the cost of a recruitment video.”

#### 6.8.3 BACKGROUND

The Ashburton Health Services Workforce Project Team was set up by the Canterbury District Health Board (Ashburton Hospital) as a result of the 2005 review of Ashburton Health Services. The team has determined that a combined, generic approach to recruitment is desirable to attract health professionals to the Ashburton district. They believe that a video featuring not only the district’s attractions but also footage of medical venues and facilities will be useful in attracting “not only medical practitioners, but all the health disciplines important to the care of the local population.” This would include physiotherapists, midwives and nurses.

The team also believes the Council is important to this process and should be part of a collaborative exercise to meet health needs.

The video will cost \$10,000 and will be made by a local company, Boomtown Studios Ltd.

The team has explored cost cut options but none can be made. The video should be made as soon as possible to allow it to be available for distribution at the Auckland Job Expo on 8 and 9 December 2007.

#### 6.8.4 OPTIONS

- 1) Do nothing. Council already invests significantly in promotion of the district through operating grants to Enterprise Ashburton and Ashburton District Tourism.
- 2) Provide support as recommended. The Local Government Act 2002 imposed certain responsibilities in respect of community health on the Council. The Council has been pro-active in contributing to the review of Ashburton Hospital Services and advocates for improved health and access to health services through the District Health Committee.

The Council has developed a special relationship with Ashburton Rural and Health Services and a financial contribution towards the cost of recruitment would be consistent with this relationship.

#### 6.8.5 STATUTORY IMPLICATIONS

Not applicable.

#### 6.8.6 CONSULTATION

The sum in consideration is not of sufficient significance to require consultation.

# 6. COMMUNITY SERVICES

---

## 6.8.7 STRATEGIC LINKS

### Community Plan Outcome 5

Healthy Active People enjoying a good quality of life in a caring and safe community.

- (a) Healthy active people with good access to health services (priority objective).

## 6.8.8 FINANCIAL

The payment can appropriately be drawn from the Access Trust Reserve. This reserve was established in the late 1980's from a surplus left after the expiry of a Council sponsored Government work scheme.

J G ROLLINSON

**Manager**

**Democracy & Community Services**

## 6. COMMUNITY SERVICES

---

### 6.3 COMMUNITY CONSULTATION AND PLANNING

#### 6.3.1 Street Party

Arrangements are in place for this year's Street Party. The event will follow the family format of previous years beginning with the Kidz Karnival from 2-6 pm providing free rides and entertainment for pre-teens and live music playing through until 1.00 pm.

DJ John Byrne will wind the proceedings down between 2-3 am.

A meeting was convened on 5 November, including Police, a Trust representative (Speights Alehouse and The Shed), Security and Council staff, to discuss points of difference to previous years, in particular, the construction site on the corner of East and Burnett Streets, the new licensed premises which have signalled their intention to open and possible effects of demographic changes in the community.

#### 6.3.2 Tinwald Domain Development Plan

Two further meetings have been held with Domain user groups to refine the Development Plan which has been on display for public submission since Monday 4 November. Inevitably there are perceived detrimental effects to one or more parties in these matters and separate meetings were held to discuss issues in respect of certain users. The end result had the acceptance of all parties who participated.

The final day for submissions is 30 November, and the hearing of any submissions is scheduled for 5 December, after which the final plan will be presented for Council sign-off.

#### 6.3.3 Annual Report

Work will have been completed on the Annual Report by the time the Committee meets. Delays in the receipt of accounting information have led to the statutory deadline for adoption being missed and Audit NZ rescheduled. They are due to return on 12 November.

#### 6.3.4 Policy Analyst Recruitment

We are pleased to have recruited Toni Spittle as the new policy analyst. Toni has recently completed a Masters of Recreational Management degree at Lincoln University. Prior to this she managed the community pools for the Clutha District Council.

#### 6.3.5 Economic Development Strategy

A contract has been awarded to Strategic Economic Services of Christchurch to provide statistical information for the district economic snapshot report to be completed before the end of 2007.

#### 6.3.6 Gambling Amendment Bill

Council has made a submission on this Bill. Support from other councils and LGNZ was sought for the submission's two main points – restricting Council gambling venue consents valid for a specified time, and enabling the transfer of venue consent conditions. LGNZ were in agreement with the points raised in our submission, however, other councils appear not to have held the same view. We are waiting to hear regarding an opportunity to present the submission to the Review Committee in person.

## 6. COMMUNITY SERVICES

---

### 6.3.7 Newcomers Project

A cross-sectoral group has been meeting to discuss issues impacting on newcomers to Ashburton district. Mr Thomas has been co-opted on to a steering group to manage a research project to assess issues related to newcomers to the district. The findings of the research will then provide guidance on what (if any) specific projects should be undertaken to improve the district's ability to welcome and retain newcomers.

### 6.3.8 Amendment to LTCCP – Art Gallery and Museum

The Statement of Proposal for an amendment to the Ashburton District Community Plan 2006-2016 has been adopted by Council. This is currently out for community consultation (until 30 November). As at 5 November, one submission had been received.

### 6.3.9 Physical Activity Strategy

The Strategy is currently being reviewed to provide better focus and to include new initiatives. The review was signalled at the time the Strategy was adopted.

### 6.3.10 Ashburton District Tourism Strategic Plan

Mr Thomas has prepared a strategy development process document for the ADT Board to consider at its November meeting. Details will be available for Councillors following this meeting.

### 6.3.11 Ashburton Museum Strategic Planning Process

Mr Thomas attended an initial strategic planning session facilitated by former Enterprise manager Tim Fitzgerald held by the Museum at the Electricity Ashburton boardroom. The Museum has decided it needs to review its strategic focus and operation in preparation for any changes that might come out of the current proposal to construct a new facility or, if this proposal does not proceed, a revamped building. This process will continue into the new year.

### 6.3.12 Local Services Mapping

The Ashburton District LSM Report will be tabled at the next Council meeting. Community organisations are looking forward to having the report available and to the action planning that will follow this.

### 6.3.13 Community Outcomes Monitoring Framework and Report

Work is continuing on this project as time permits – although it will need a much higher level of input over the coming six months. A draft set of indicators has been identified and the priority is to refine this indicator set and discuss it with key stakeholder organisations that will provide data.

### 6.3.14 LTCCP

The Community Planning Manager will be developing a project plan for the LTCCP before the end of the year. Some policies may need to be reviewed as part of next year's Annual Plan process – Revenue and Finance Policy and Significance Policy - with others to be reviewed over the coming year and/ or in conjunction with the LTCCP itself. Activity workshops will need to be held with elected members and staff in the first half of 2008 to enable the LTCCP to be developed.

## 6. COMMUNITY SERVICES

---

### 6.3.15 Other

Several other projects are at the information gathering stage or are being discussed with outside organisations in general terms. Some of these may develop into full projects over the coming year. These include a review of rural reserves, looking at affordable housing and a policy on reserve contributions.

## 6.4 LIBRARY

### 6.4.1 Issues and Membership

Issues were down on last year's for the same period in most categories in September, and mainly for children's fiction in October. Foot traffic and memberships are very comparable for both months with the figures achieved last year.

### 6.4.2 New Zealand Book Month

September was New Zealand Book Month and gave the library an opportunity to celebrate and showcase New Zealand writing and also to support new and upcoming writers in our community.

Throughout the month the library had a range of static book displays in both the adult and children's library, supported by lists of New Zealand and Maori authors.

Two writing workshops were offered and received very positive feedback. Coral Atkinson's "Getting Published" attracted 10 participants, while 8 people registered for Jenny Haworth's "Writing Fiction". Both tutors are experienced authors and offered participants a wealth of knowledge and experience.

### 6.4.3 Library Week

Library Week ran from October 15-21 and this year's theme was "Kia hiwa ra"! "Pass it on"! Interactive displays featured in both the adult and children's library where library users and staff could "pass on" details of their favourite books. These were added to the display to make a wall of recommendations. This was so well received that we have continued on with the display to encourage more contributions.

Other promotional activities included a series of "Pass it on" radio advertisements, a "Guess the weight of the library books" competition and Library Week bookmarks and handouts.

### 6.4.4 Children's Library

We celebrated New Zealand Book Month by holding a "Great New Zealand Storytime" in the first week of the school holidays. In the second week we held a collage craft session. This attracted an enthusiastic crowd who produced some imaginative works. Visiting groups have included children from Allenton, Netherby, St Josephs, Fairton, Hampstead and Dorie schools; Longbeach and Ashburton playcentres and St Joseph's guides.

### 6.4.5 Ashburton A&P Show Book Stall

We had a backlog of unsold cancelled books, so decided to run a stall at the Ashburton Show. This was a successful exercise from the public relations point of view, allowing about a hundred book bags with Ashburton Public Library blazoned across them to circulate on the grounds, and receiving lots of good comments from the public. Sales of \$365.40 were achieved at the special Show prices offered, and about 1000 discarded books and magazines were sold. The site fees were \$120, so this was not a big earner once wages are taken into account, but probably broke even, with some added value from promotion.

## 6. COMMUNITY SERVICES

### 6.4.6 Displays

Community displays during this two month period were from the Mid-Canterbury Children's Theatre, the planned Christian School, the Art Department of Aoraki Polytechnic, and Mid-Canterbury Playcentre Association.

### 6.4.7 Statistics for October 2007

Issues	October 2007	October 2006
Non-fiction	4559	4531
Fiction	4145	4060
Large Print	1953	2240
English Resources	7	18
Rentals	55	86
Young Adult Fiction	843	764
Young Adult Non-Fiction	127	167
Young Adult Magazines	57	58
Young Adult CD	75	
Paperbacks	408	406
Magazines	444	471
Adult Audio	152	141
Adult Video	217	186
Junior Fiction	7733	8351
Junior Non-Fiction	2417	2301
Junior Magazines	346	228
Junior Audio	345	359
Junior Video	826	870
Requests	10	15
Stack	90	88
Undefined	135	100
<b>TOTAL</b>	<b>24944</b>	<b>25440</b>
<b>Issue - Year To Date</b>	<b>102497</b>	<b>112084</b>

<b>Memberships</b>	<b>Total at end October 2007</b>	<b>October 2006</b>	<b>Added during October 2007</b>
Adults	7998	8087	50
Young Adults	1067	1083	5
Junior	2895	3000	49
Non-resident	100	79	1
Other	401	404	7
<b>TOTAL</b>	<b>12461</b>	<b>12653</b>	<b>112</b>

## 6. COMMUNITY SERVICES

<b>Foot Traffic</b>		<b>October 2007</b>	<b>October 2006</b>
		<b>11841</b>	<b>11442</b>
<b>Year To Date</b>		<b>48457</b>	<b>49199</b>

<b>Reference Enquiries</b>		<b>October 2007</b>	<b>October 2006</b>
	Adult	511	556
	Children	152	141
	<b>Total</b>	<b>663</b>	<b>697</b>

### 6.4.8 Statistics for September 2007

<b>Issues</b>	<b>September 2007</b>	<b>September 2006</b>
Non-fiction	4586	4722
Fiction	4159	4321
Large Print	1961	2257
English Resources	6	6
Rentals	83	96
Young Adult Fiction	831	919
Young Adult Non-Fiction	148	157
Young Adult Magazines	53	109
Young Adult CD	52	
Paperbacks	344	498
Magazines	405	499
Adult Audio	150	141
Adult Video	189	193
Junior Fiction	7266	8175
Junior Non-Fiction	2008	2061
Junior Magazines	220	241
Junior Audio	336	368
Junior Video	789	950
Requests	20	
Stack	120	100
Undefined	61	146
<b>TOTAL</b>	<b>23787</b>	<b>25959</b>
<b>Issue - Year To Date</b>	<b>77553</b>	<b>86644</b>

<b>Memberships</b>	<b>Total at end September 2007</b>	<b>September 2006</b>	<b>Added during September 2007</b>
Adults	8011	8148	64

## 6. COMMUNITY SERVICES

Young Adults	1080	1100	7
Junior	2881	2996	37
Non-resident	99	78	1
Other	400	407	0
<b>TOTAL</b>	<b>12471</b>	<b>12729</b>	<b>109</b>

<b>Foot Traffic</b>		<b>September 2007</b>	<b>September 2006</b>
		<b>10929</b>	<b>11946</b>
<b>Year To Date</b>		<b>36616</b>	<b>37757</b>

<b>Reference Enquiries</b>		<b>September 2007</b>	<b>September 2006</b>
	Adult	493	442
	Children	179	142
	<b>Total</b>	<b>672</b>	<b>584</b>

### 6.5 CREATIVE COMMUNITIES FUNDING

**Report and Minutes** of a meeting of the **Creative Communities Funding Assessment Committee**, held in the Council Chambers, 5 Baring Square West, Ashburton, on Friday 12 October, 2007, commencing at 10.10 am.

**PRESENT:** Cr R Beavan (Chair), Mr V Barrett, Ms K Meehan, Mrs J Wilkinson and Mrs J Wright

Also in attendance Administration Officer

**APOLOGIES:** Mayor B O'Malley, Cr M Urquhart, Ms B Leonard and Mr J Ross **Sustained**

#### **Correspondence**

The Committee acknowledged the thank you letters received and noted how pleasing it is to hear back from successful applicants.

#### **Schedule of Applications**

The Committee considered the applications and agreed that funding of \$11,550 be distributed as follows:

<b>Number</b>	<b>Applicant</b>	<b>Amount Requested</b>	<b>Amount Granted</b>
1	Raincliff Patchwork & Quilting Workshop Weekend Organising Committee	1,592	1,000
2	Malcolm Monteath	650	450
3	Minerals to Art Charitable Trust	2,100	1,000
4	Puiwaitanga Kapa Haka Group	3,208	1,500
5	Ashburton Woodturners	1,097	600
6	Ashburton Art Gallery Inc <i>Mrs J Wilkinson declared an interest in this application</i>	2,000	2,000

## 6. COMMUNITY SERVICES

---

7	2bstamping	1,000	750
8	Ashburton Operatic Society	2,000	1,500
9	Crescendo	2,345	1,000
10	Children's Say Sub-Committee	750	750
11	Ashburton Art Gallery Inc <i>Mrs J Wilkinson declared an interest in this application</i>	2,000	1,000
Total:		18,742	11,550

The above funds have been granted with the following conditions imposed in accordance with the schemes eligible and ineligible activities.

<b>Applicant</b>	<b>Conditions</b>
Crescendo	Funding provided for showcase and workshop only

It was agreed that the remaining funds of \$346.04 be carried forward to the next funding round in March 2008.

### **Presentation of Funding**

Up to 5% of the scheme's annual allocation can be spent on promotion of the scheme. The Committee agreed to hold the presentation evening for the successful applicants, at 5 pm on Wednesday 24 October, for the successful applications.

The meeting concluded at 11.30 am.

## **6.6 YOUTH COUNCIL – 31 OCTOBER 2007**

**MINUTES** of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Wednesday, 31 October 2007, in the Council Chambers, Ashburton District Council, commencing at 7.05 pm.

**PRESENT:** E Gerard (Chair), T Obafemi, S Bourke, S Thomson and G Robertson  
Also in attendance, Cr Kilworth, Cr Sparks, J Girvan (Youth Institute), B Girvan (Youth Institute) and the Community Services Officer.

**APOLOGIES:** T Duncan and S Putaranui **Sustained**

### **Introductions**

Jackie and Bob Girvan were welcomed to the meeting. Introductions and a brief personal background were made by all present.

### **Minutes**

"That the minutes of the Ashburton Youth Council held on Monday, 3 September 2007, be taken as read and confirmed."

Bourke / Obafemi **Carried**

# 6. COMMUNITY SERVICES

---

## ***Matters for Discussion***

### **Website Proposal**

Mr & Mrs Girvan spoke to the group about their idea to create/start up a web programme similar to 'Bebo' and 'Myspace' that is specific to local young people. The Youth Institute has offered to build the website and get it started and then it will be over to the young people of the district to run. Members thought it was a very positive idea and agreed to discuss it with Student Executive, Journalism and IT teachers at Ashburton College to gain feedback about the proposed site. The Girvan's have been requested to put their idea in writing to the Youth Council so the idea can be taken further.

Members were also informed about the Presbyterian Support Services Community Christmas lunch on Christmas Day. Volunteers are needed to help cater for the approximately 150 who will attend the lunch.

### **Wild Wild West**

Members expressed disappointment at the lack of support from the town's young people for the recent Wild Wild West dance. It was felt nothing could have been done differently to encourage people to attend. Members think it may be best to leave organising social events for the young people of the district and focus instead on community based ideas that can help others instead.

### **Youth Council Membership**

Members will speak with the Ashburton College Principal to firm up ideas for getting new student members in 2008. The Community Services Officer will approach Mt Hutt College to see if Youth Council Members are able to speak at their Leadership day in February to encourage new members also.

Members who attend Ashburton College agreed to approach fellow students in the following week and to invite them to an informal lunchtime meeting on Wednesday 7 November in the hope they will want to attend the next Youth Council meeting on December 5.

### **General Business**

Cr Kilworth advised the group that March 2, 2008 is Children's Day and a fun filled day at the Ashburton Racecourse is currently being organized. Members agreed to manage the hidden bottle top event.

### **Next Meeting**

The next meeting of the Ashburton Youth Council will be held on Wednesday 5 December, 2007, in the Council Chambers commencing at 7.00 pm.

The meeting concluded at 8.20 pm.

# 6. COMMUNITY SERVICES

---

## 6.7 PARKS AND RECREATION

### 6.7.1 Ashburton Domain

Work completed in the Domain during the reporting period includes –

- Re-soiling up to either side of the new hot mix pathway that runs from Phillip Street, past Waireka Croquet, to the tennis court.
- Spring spraying, to deal with the flush of weed growth.
- Pruning of trees in the Domain, by a qualified Arborist, still continues as his time permits.

The Ashburton Civic Music Council held their annual band concert on the Long Lawn Sunday 7 October, and on 1 September a new plaque for the Florence Nightingale memorial tree was unveiled by the Mayoress and a representative from the Nurses Association.

### 6.7.2 Township Beautification and Sports Grounds

Work undertaken during the reporting period includes –

- Fertilising the lawns in Baring Square West and Baring Square East.
- Replanting the raised beds in the town centre and, where needed, shrubs that have been stolen or died were replaced.
- Developing and planting gardens at the new Harvey Norman warehouse.
- Installing a set of two swings and a seesaw at the Jordan Ave / Nursery Drive playground.
- Dismantling the raised planters in front of the Allenton Mall with the trees and shrubs from these being replanted elsewhere.

### 6.7.3 Rural Reserves

Rural staff have been chipping branches from winter pruning and lifting of trees throughout the district.

### 6.7.4 Training

Parks and Recreation staff, along with staff from other departments, completed either the full two day or the one day refresher First Aid certification courses.

Glenn Milne and Rhonda Gallagher attended a three day course towards their National Certificate in Sports Turf Level 3. The course covered development of a fertilisation programme, marking out sports fields and mowing and presentation of a sports turf area.

### 6.7.5 Cemeteries

The row of trees on the northern boundary of the Ashburton Cemetery has been side-trimmed and topped. All other hedges have also been trimmed with the branches and trimmings then put through the chipper.

An assortment of Rhododendrons and Camellias have been planted and mulched at the Mt Somers Cemetery

A complete spray run of all rural cemeteries has been completed.

## 6. COMMUNITY SERVICES

---

### Ashburton Cemetery

<b>August 2006</b>		<b>August 2007</b>	
Interments	9	Interments	7
Ashes	5	Ashes	5
<b>September 2006</b>		<b>September 2007</b>	
Interments	18	Interments	4
Ashes	5	Ashes	8
<b>October 2006</b>		<b>October 2007</b>	
Interments	4	Interments	10
Ashes	6	Ashes	3

J G ROLLINSON  
**Manager**  
**Democracy & Community Services**

# 7. FINANCE

---

FILE NO: 3/9/2  
DATE: 15 November 2007  
REPORT TO: Finance and Community Services Committee  
FROM: Finance Manager  
SUBJECT: Capital Works Loan 2007/ 08

---

## 7.1 CAPITAL WORKS LOAN 2007/ 2008

### 7.1.1 SUMMARY

The 2007/08 Annual Plan contained a number of capital projects which required loan funding. A resolution is required authorising the loan funding of these projects. The activities requiring loan were as follows:

Commercial property	\$17,361,233
Wastewater	\$ 6,993,676
Water Supply	\$ 2,931,849
Stormwater	\$ 431,448
Environmental Services	\$ 295,000
Information Services	\$ 181,000
Total	\$28,194,206

### 7.1.2 RECOMMENDATION TO COUNCIL

1. That the Finance Manager be authorised to borrow up to \$28,194,206 for the purpose of funding the capital works identified in the 2007/ 08 Annual Plan; the loans will be for a term not exceeding twenty five years on such terms and conditions consistent with Council's Liability Management Policy, as may be negotiated by Finance Manager.
2. That Council has considered the risks and benefits to the local authority of the loan or incidental arrangement and the giving of security to be given in relation to the loan or incidental arrangement and Council believes the benefits of raising the loans outweigh the risks associated with the raising of the loan and the giving of security.
3. That the Finance Manager be delegated authority to negotiate and determine the amount, number and type of loan or facility, and the terms and conditions of the loan or loans, facility or facilities (and security), and to negotiate, agree enter into and execute any documentation which may be required, (including security documentation), and if required, to issue such debenture stock/bonds with a face value sufficient to yield up to the sum of \$28,194,206 and execute such; all arrangements entered into under this authority must be consistent with the Council's Liability Management Policy.
4. That the loans may be external or internal loans depending on the interest market at the time of raising the loan. Should external debt be raised, this external debt will be by way of a fixed rate bond issue."

### 7.1.3 BACKGROUND

The 2007 / 08 Annual Plan included budgeted loan funding of \$28,194,206. Although the loan funding has been signalled in Council's Annual Plans, this is primarily a statement of intention

# 7. FINANCE

---

and policy, and a resolution is still required to undertake particular borrowing or delegate that decision.

Whether the loans are raised through external debt or internal debt will depend on the interest rates at the time of borrowing. However given the size of the loans to be raised, it is very likely that the majority of this debt will be external.

The amount in the resolution is the maximum amount to be raised. Should the capital works be less than budgeted, then the loans will be correspondingly less.

## **7.1.4 OPTIONS**

The Annual Plan outlines the intention to loan fund certain capital works. There is no reason to consider any other options at this stage.

## **7.1.5 STATUTORY IMPLICATIONS**

The loan resolution is required to give effect to the intentions outlined in the Annual Plan.

## **7.1.6 CONSULTATION**

Consultation was undertaken as part of the Annual Plan consultation. No further consultation is required.

## **7.1.7 STRATEGIC LINKS**

As per the Annual Plan.

## **7.1.8 FINANCIAL**

The cost of this loan has been budgeted for in the Annual Plan.

P L BRAKE  
**Finance Manager**

# 7. FINANCE

---

FILE NO: 3/5/1  
DATE: 15 November 2007  
REPORT TO: Finance and Community Services Committee  
FROM: Finance Manager  
SUBJECT: Additional carry-over of funds from 2006/ 07 Budget

---

## **7.2 ADDITIONAL CARRY-OVER OF FUNDS FROM 2006/ 07 BUDGET**

### **7.2.1 SUMMARY**

To request a carry-over of Information Services capital expenditure of \$60,000 that remained unspent as at 30 June 2007.

### **7.2.2 RECOMMENDATION**

“That the amount of \$60,000 in the Information Services capital budget 2006/ 07 be carried forward to the 2007 / 08 year.”

### **7.2.3 BACKGROUND**

Information Services’ capital expenditure budget was \$400,000 in 2006/ 07. As at 30 June 2007, there was a favourable variance of \$60,000 which was due to timing of replacement capital. This capital is required as part of the 2007/ 08 upgrades.

### **7.2.4 OPTIONS**

It is the staff’s view that the capital expenditure is still relevant and necessary.

### **7.2.5 STATUTORY IMPLICATIONS**

There are no statutory implications.

### **7.2.6 CONSULTATION**

The capital expenditure was consulted on as part of the 2006/ 07 Annual Plan.

### **7.2.7 STRATEGIC LINKS**

Not applicable.

### **7.2.8 FINANCIAL**

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

P L BRAKE  
**Finance Manager**

# 7. FINANCE

---

FILE NO: 10/8/10  
DATE: 15 November 2007  
REPORT TO: Finance and Corporate Services Committee  
FROM: Property Manager  
SUBJECT: Proposed Road Stopping – Unformed Road off Thompsons Track

---

## **7.3 PROPOSED ROAD STOPPING – UNFORMED ROAD OFF THOMPSONS TRACK**

### **7.3.1 SUMMARY**

To consider stopping an unformed road off Thompsons Track.

### **7.3.2 RECOMMENDATION**

- “1. That approval be given to commence the road stopping procedures pursuant to the 10<sup>th</sup> Schedule of the Local Government Act 1974 in respect of the unformed road off Thompsons Track depicted on plan SO 373272; and
2. That in the event the road is stopped, the land therein be disposed of by sale to the adjoining landowner at market value.”

### **7.3.3 BACKGROUND**

The owner of the land adjoining the unformed road has approached Council seeking that the road be stopped to facilitate a subdivision of their property. The road does not provide sole legal access to any particular lot. All lots bounded by the road have alternative legal road frontages.

The road has not been formed in the past and services no useful purpose.

The adjoining owners have indicated a willingness to meet the costs of the stopping and have also stated that they will purchase the land in the stopped road. As a condition this land will be required to be amalgamated into the adjoining titles.

### **7.3.4 OPTIONS**

It is an option to retain the unformed road, however retention would serve no purpose as it is not required for access purposes and is unlikely therefore to ever be formed or used as a public road.

### **7.3.5 STATUTORY IMPLICATIONS**

Any road stopping will be undertaken in strict adherence to the provisions of the 10<sup>th</sup> Schedule of the Local Government Act 1974.

# 7. FINANCE

---

## **7.3.6 CONSULTATION**

The adjoining landowners have made the request to stop the road. Part of the stopping process involves public notification and makes provision for the registration of objections. The stopping is supported by the Roading Manager.

## **7.3.7 STRATEGIC LINKS**

Not applicable.

## **7.3.8 FINANCIAL**

Costs involved will be borne by the adjoining owners.

Council will realise the market value of the land in the stopped road which when (if) the proposal is finalised will become rateable land.

J M ROONEY  
**Property Manager**

# 7. FINANCE

---

**FILE NO:** 12/15  
**DATE:** 23/10/2007  
**REPORT TO:** Finance and Corporate Services Committee  
**FROM:** District Forester  
**SUBJECT:** Forestry and the Emissions Trading Scheme

---

## 7.4 FORESTRY AND THE EMISSIONS TRADING SCHEME

*Pages 49-52*

### 7.4.1 SUMMARY

The Ashburton District Council owns exotic forests which will be affected by the Emissions Trading Scheme (ETS) that government are proposing to introduce. ETS allows forest owners to accrue the benefits of carbon credits for post 1989 (“Kyoto”) forests and future associated liabilities. It also makes forest owners liable for CO<sub>2</sub> emissions related to deforestation of pre 1990 forests. If legislation is past and ETS comes into law the Council needs to decide whether it wishes to opt into the ETS systems for its post 1989 forests or turn over it’s credits and liabilities to the government. It has 18 months from the passing of the legislation to make this decision.

### 7.4.2 BACKGROUND

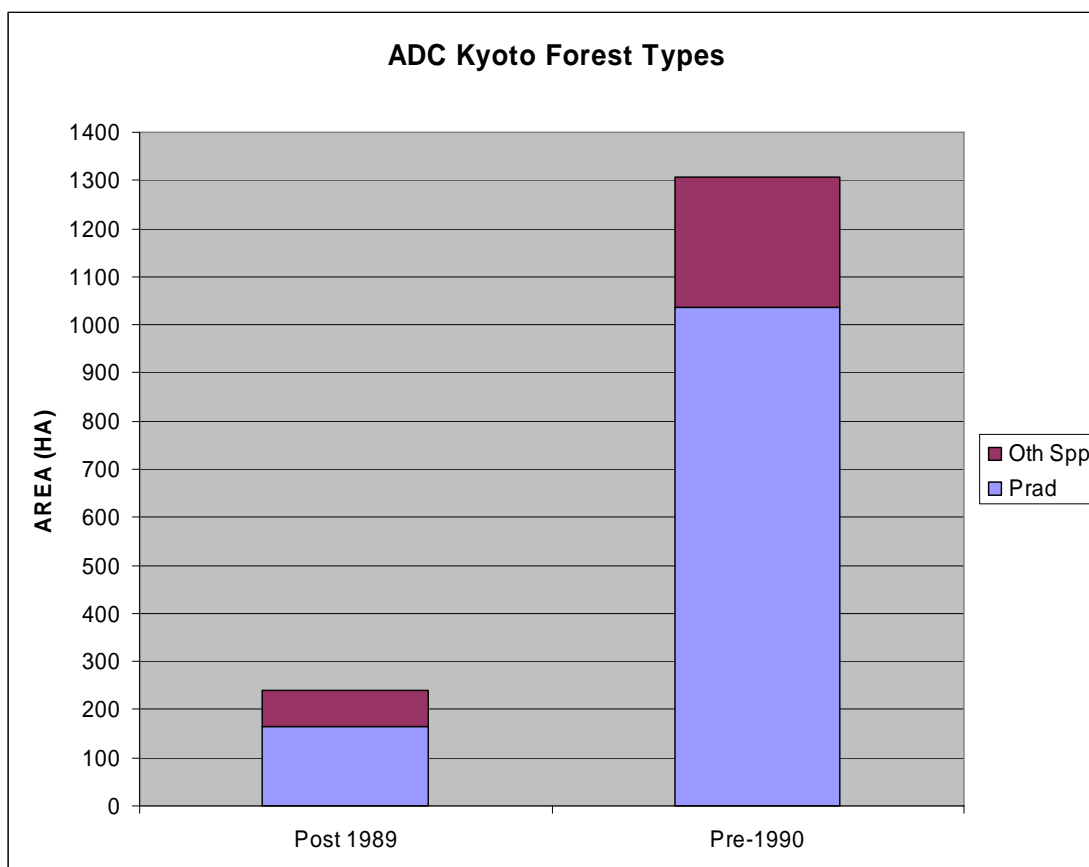
The Emissions Trading Scheme (ETS) is the key mechanism the government has chosen to try and manage New Zealand’s obligations under the Kyoto Protocol for climate change. ETS requires participants to hold units that match the emission levels for which they are responsible. Each emission unit (NZU) is equivalent to one metric tonne of CO<sub>2</sub>. Emission unit’s price will be determined through auctions of NZU’s and through the price in the international markets. ETS will, over time, include all major sectors (stationery energy, transport, industrial processes, forestry, agriculture and waste) and all greenhouse gases specified in the Kyoto Protocol overtime. The staged entry of the different sectors has been done to try and allow a gradual adjustment across the economy. Forestry is the first sector to be captured by ETS. This has been done to try and minimise further deforestation that has occurred in some locations including the central North Island and the Canterbury plains.

Due to rules defined in the Kyoto Protocol “new forests” that were planted from **1 January 1990** (post 1989 forests) are able to accrue units for CO<sub>2</sub> that they capture from the atmosphere. “New forests” refers to the Kyoto rule that complying forests must be planted on previously non-forested land. There are also associated liabilities when these forests are harvested. Land that was forested before 1990 can not earn units. Furthermore if these pre-1990 forests are not replanted they will release CO<sub>2</sub> which the forest owner will be liable for. This means that within ETS there two different types of forest; Pre-1990 and Post 1989. The Council has both types of forest, see figure one detailing the areas of each type.

The Council’s forestry resource is dominated by pre-1990 forests. The graph below does not include the Riverbank View joint venture plantation. Riverbank View is a pre-1990 forest and its deforestation liabilities lie with the landowner.

# 7. FINANCE

Figure 1: Ashburton District Council Kyoto Forest Type Areas



## POST-1989 FORESTS

The Council has 240 hectares of Post 1989 forests that can generate NZU's. Of these 164 hectares is Radiata Pine, the remainder is other species which is predominantly Douglas fir. Forestry emission unit credits in ETS are calculated by assessing the quantity of carbon in a forest at the start of the first commitment period and comparing it with the carbon at the end of the commitment period. If the forest has not been harvested or destroyed by fire there should be an increase of carbon on the site and therefore a net gain in NZU's;

$$\text{Total Carbon 31 December 2012} - \text{Total Carbon 1 January 2008} = \text{Net Carbon Storage}$$

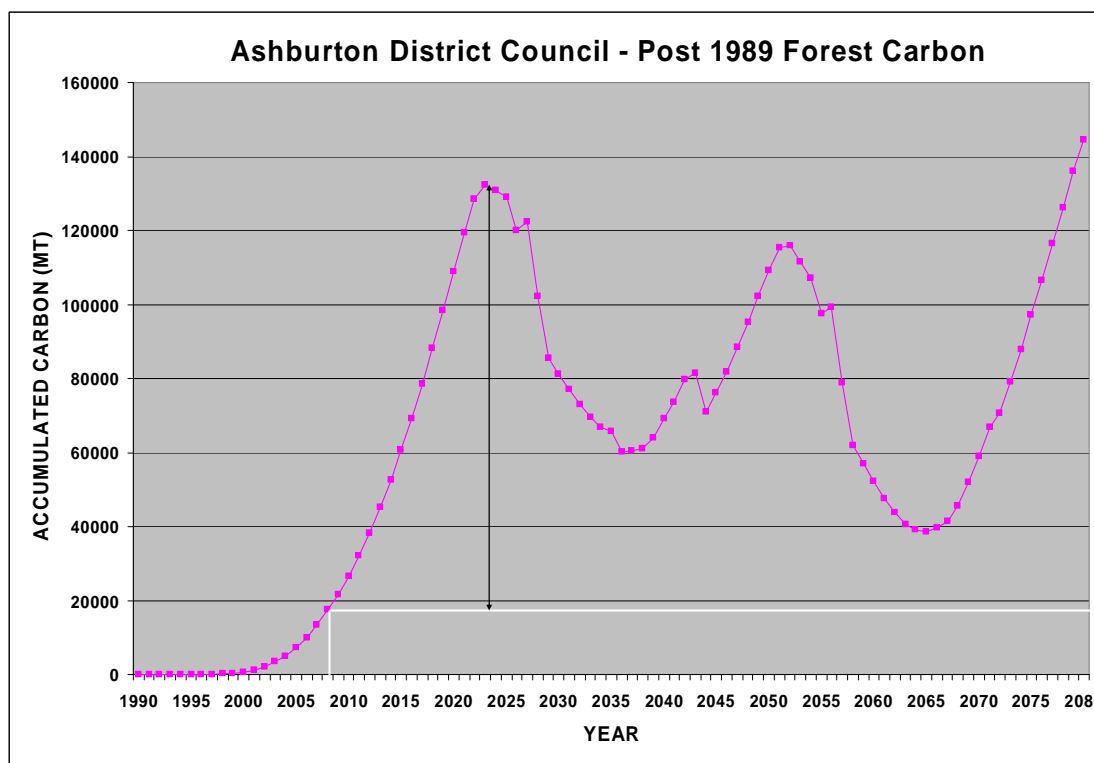
No definitive methods have been identified for measuring carbon in forests yet although it would be expected that a relationship between stem volume and forest carbon could be made. Using such a method the quantity of carbon the Councils pre-1990 forests will capture over time can be estimated. This can be seen in figure 2. This graph not only displays the increase in carbon storage as the forest grows but also the decreases associated with harvesting.

The white lines on the graph represent the commencement of the first commitment period for forestry on the 1 January 2008. NZU's in the Emissions Trading Scheme (ETS) can only be accrued after this date. CO<sub>2</sub> that has been captured prior to this period is not recognised by ETS. The arrow on the graph represents the first peak in carbon storage if harvesting is carried out at normal clearfelling ages.

## 7. FINANCE

This peak is estimated to be 114,800 MT of CO<sub>2</sub> equivalents which would have a value of over \$2.8M if NZU's were valued at \$25/MT. The first decrease in CO<sub>2</sub> storage following harvesting is softened because of the other species that are still growing on a longer rotation.

Figure 2: Post 1989 Carbon Storage 1990 to 2080



The Council has the choice of joining the Emission Trading Scheme or relinquishing its credits and future liabilities to the government. From the commencement of the first commitment period the Council's Post-1989 forests will accumulate reasonably substantial quantities CO<sub>2</sub>. There is a risk, however, that when these forests are harvested the liabilities could be more expensive if the price of carbon increases.

With regard to the carbon captured prior to 1 January 2008 (estimated to be 17,423 MT), some industry players are looking at the possibility of trading this carbon on what is known as the "grey market". Grey market carbon could be traded in the voluntary carbon market that has developed. Similar to ETS a grey market would require verification from a qualified organisation. These credits would be traded separately to NZU's or Kyoto units and are likely to have a lower value.

The ETS will require post 1989 forests to be monitored with the level of carbon verified by independent agents. There will be an associated cost with this process which is yet to be identified. As displayed in figure 2, the long term average quantity of carbon that this area of forests will capture from 1 January 2008, is approximately 62,000 MT. This will basically be a one-off gain; ETS will however, require the continued monitoring of forests which will see these costs carried through in perpetuity.

It has been suggested that if the price of carbon increased sufficiently then harvesting could be delayed or manipulated to maximise income from this source.

## 7. FINANCE

---

It has also been suggested continuous canopy regimes could be employed to minimise liabilities at harvest. Unfortunately these are not realistic options for the majority of the Council's post-1989 forest resource due their vulnerability to wind damage if production thinning is carried out or if harvesting is delayed.

ETS also states that liabilities will occur if carbon is lost through fire. Initial discussions with our insurance broker suggest that it will not be possible to obtain cover for this liability.

### **PRE-1990 FORESTS**

The Council's pre-1990 forests can not earn carbon credits, they will however, have a deforestation liabilities if they are not replanted. The forest owner (landowner) must surrender a number of NZUs or other acceptable units equal to the calculated emissions. There is an allowance for an area less than two hectares to be cleared that will be exempt from this obligation each commitment period. The Council will also be allocated free NZUs to allow for some deforestation. Documents suggest that approximately 51,000 units would be allocated to the Council through to 2020. If the Council chose to restock all of its pre-1990 forests and decided to sell these units they would be worth approximately \$1.3M if NZUs were worth \$25 each.

The Council has a number of smaller plantations with neighbouring landowners wanting to secure these areas to allow irrigation projects and for other purchases. It is therefore likely that the Council would want to retain some of the free allocation to allow these areas to be cleared. Forests that have been harvested and have not been replanted prior to 1 January 2008, will not be liable for deforestation liabilities, this includes plantations that were recently harvested on McFarlanes Road, Tanks Rd and Hatfield Dromore Rd.

The Council will not be liable for any emissions from the Riverbank View plantation if it is not replanted as it is not the landowner. The Riverbank View landowner will also receive the free allocation of emission units for this plantation, 5,400 units.

### **Afforestation Grants Scheme (AFS)**

In conjunction with ETS the government has launched the Afforestation Grants Scheme (AFS). This initiative is designed to encourage long term tree planting. AFS will make \$50M available for new tree planting throughout New Zealand. It appears that money will be made available using a bidding process. This process will take other factors into consideration, especially other positive impacts such as erosion control. Areas such as the southern north island which have recently experienced severe storm and erosion events can expect to be first in line for this money. The forester is unaware of any significant areas of local land suitable for AFS assistance.

### **EMISSIONS TRADING SCHEME (ETS) – WHERE TO FROM HERE?**

The Government is currently running workshops providing information on the Emissions Trading Scheme, the Christchurch workshop was attended by the forester earlier in October. Following this process more detail was to be worked through with legislation going before parliament and through the select committee process in 2008. The NZ Forest Owners Association is planning on using the select committee process to lobby for change as to how the pre-1990 forest owners are treated.

A summary document of the Emissions Trading System as it relates to forestry has been put together by Simpson Grierson, this report is attached to this report as an appendix.

# 7. FINANCE

---

## 7.4.3 OPTIONS

If the Emissions Trading Scheme is passed into law as it has been presented to date, the options available to the Council with regard to its pre-1990 forests are limited. It will be able to deforest all plantations that have been cleared prior to 1 January 2008 without penalty. Deforestation of pre-1990 forests after this date will require the surrendering of emissions units. With regard to post 1989 forests there are still many unknowns. The most significant uncertainty is the short-term and longer term price of carbon. Significant increases in the price of carbon over time could lead to the Council losing money if it sells the majority of carbon units it acquires in the first 10 to 15 years of the scheme. If the predictions regarding carbon capture are correct it appears the Council will have a net quantity of carbon it could trade while retaining the majority to cover for future liabilities. Other uncertainties remain regarding the cost of running the post-1989 forest scheme. The ongoing costs associated with this may make it unattractive. There is also uncertainty regarding the methods that will be used to verify the quantity of carbon capture of forests. This report has assumed a simple linear relationship between stem volume and the quantity of carbon, other methods however may be used.

No immediate decisions need to be made regarding ETS. The engagement document states that a decision regarding post-1989 forests will need to be made within 18 months of the legislation passing into law. The Council could become involved in the select committee process, especially with regard to how ETS treats pre-1990 forest owners. Significant areas of the Council's pre-1990 forests could be suitable for deforestation. Contact will be made with the Forest Owners Association regarding the Council's concerns regarding pre-1990 forests. Suggested changes to the legislation could include an exemption of plantations under a certain size. The Council has many smaller plantations where neighbouring landowners could better utilise the land.

## 7.4.4 STRATEGIC LINKS

The Council has stated its strategic intention not to replant plantations considered unsuitable for forestry. If ETS is passed into law in its current form extra costs will be associated with this process. If the Council is to use its free deforestation units then these will need to be targeted to those plantations with the greatest priority.

## 7.4.5 FINANCIAL

Clarification will need to be given as to how carbon units will affect the annual accounts. If the Council decides to opt into ETS for the post-1989 forests then it will accrue emission units as the forests grow, it will also have the associated liabilities following harvesting. The Council will also have to account for the "free" emissions units it receives for its pre-1990 forests.

There are also tax implications associated with the ETS. The NZU's on post 1989 forests are likely to be taxable on an accrual basis and with any liability on harvesting being deductible. It is likely that Council will be subject to this taxation regime. Any liability on converting pre 1990 forests to some other use will not be deductible.

TERRY O'NEILL

**District Forester**

**Appendix:**

[..\forestry\EmissionsOverview.pdf](#)

# 7. FINANCE

---

## 7.5 FINANCE

### 7.5.1 Financial and Investment Reports

Attached.

### 7.5.2 ACL Final Dividend 2006/ 07

Council has received the final ACL dividend for the 2006/ 07 year of \$440,000 (fully imputed). This brings the net dividend from ACL to \$750,000 which includes a special \$150,000 dividend received in May 2007.

### 7.5.3 Civic Assurance Dividend

Council has received a net dividend of \$3,697.06 (fully imputed) from Civic Assurance for the year ended 30 June 2007.

### 7.5.4 International City / County Management Association (ICMA) 2007 Conference

As a result of being granted a MWH/SOLGM International Conference Attendance Award, I was able to attend the 2007 ICMA conference in Pittsburgh on 7-10 October.

This conference was attended by 3,300 attendees and was held at the David L Lawrence Convention centre in Pittsburgh, Pennsylvania. The conference was organised along five theme tracks.

- 360-Degree Leadership
- Civic Engagement
- Managing Health Care Costs
- Enhancing Personal Skills and Interests
- Performance Management

My application for the award centered on the performance management track, although I was able to fit in attendance at a couple of other presentations on recruitment issues, and technology trends.

My arrival at Pittsburgh on Sunday 7 October was after several arduous days sightseeing via Toronto, New York, and Washington DC.

My first impression of the conference was the sheer number of attendees and getting to grips with the layout of what was a very impressive building, noted for being the first certified “green” conference centre and the world’s largest “green” building.

The conference was led off with a two hour presentation titled “The Art of Leadership’ by Bill Strickland who is CEO of the Manchester Bidwell Corporation in Pittsburgh, an arts and technology centre that provides vocational training for unemployed adults, along with an arts program for at risk high school and middle school children. His message was inspirational, and emphasised that by using innovative and entrepreneurial solutions with a challenged population (those at risk), people’s lives can be changed for the better. He sees a role for local government to provide opportunity for innovation within communities at risk which is often missing from institutions that are not entrepreneurial and education systems that are not as effective as they should be.

## 7. FINANCE

---

Following this session there was a get together of first time conference attendees, which was well attended, although the numbers were such that I never met up with the other three award attendees from New Zealand.

Monday was a full day of sessions on performance management sessions. There were a number of interesting presentations and case studies from several city managers.

Perhaps the number one point being stressed was that each organisation must establish a “piercing clarity of purpose (or mission)”. Ultimately elected members need to agree this clarity of purpose, and in the New Zealand environment, champion it through its LTCCP process and subsequent immediate three year cycle.

Organisations must be absolutely clear on what they are trying to achieve, and that this must be accepted across the whole organisation before performance measurement and management can be put in place. Following this, organisations must rigorously assemble evidence (performance measures) and apply rigorous logic thinking and questioning.<sup>1</sup>

Without the rigorous evidence, decision making can often be based on incorrect data, assumptions or opinions, all of which can undermine effective management.

There is often confusion in performance measurement and management between the various terms, outcomes, outputs and inputs. The ICMA has done work in this area and presented the following performance measurement and management terminology and hierarchy:

**Outcomes (Effectiveness) Measures** – These tell how well a programme or service is accomplishing its mission – including quality, time and citizen satisfaction measures.

- Ties to mission and programme targets
- Can be intermediate or end outcomes (ultimate programme impact or effect)

*These in turn are influenced by (and determined in part by):*

**Outputs** – reflect the amount of a service or programme provided (which represents completed work or activity or effort), expressed in units of service delivered; and

**Efficiency Measures** – indicate how well the organisation is using its resources, expressed as a ratio between the amount of input and the amount of output or outcome.

*These in turn are influenced by (and determined in part by):*

**Inputs** – Include the amount of resources used to produce a programme or provide a service, often expressed in terms such as expenditure (cost), labour units etc.

Councils have performance measures in their LTCCP, but these tend to be output or input related rather than outcome focused. In addition although there are performance measures and indicators for employees, but often there is some way to go to tie these in to an integrated performance measurement and management system that builds from the individual staff management performance measures all the way up to departments and business units and ultimately organisation wide outcome measures.

There are significant cost and resource implications in fully developing such a system and ensuring that organisational discipline in adhering to such a system. Clearly the benefits of such a system must outweigh the costs. However without such a system in place questions such as the following are difficult to answer.

---

<sup>1</sup> “Evidence – based Management” Pfeffer & Sutton, Harvard Business Review, January 2006.

# 7. FINANCE

---

- Is the focus of our work consistent with our mission and desired outcomes?
- Are we delivering what really matters?
- Are we efficient and effective?
- Are we improving?
- Are some areas performing better than others, can we learn from those areas?
- Do we really know what good performance is?
- Are we using key performance measures in our management decisions?

Development of outcome measurement is planned for the next LTCCP, however done in isolation without a fully integrated performance measurement and management process could lead to a failure to achieve the outcomes in an efficient and timely manner.

*Food for thought:*

How much time/resources are currently devoted to:

Tracking dollars:

- Developing and preparing budgets?
- Monitoring month to month financials?
- Preparing annual financial reports?
- Audits?

Compared to tracking how well those dollars are spent?

## **Recruitment**

I attended a couple of sessions focusing on recruitment issues and strategies. Like New Zealand, the US local government sector has difficulty attracting experienced and qualified staff, particularly in the engineering, and to a lesser extent finance areas. The sector, like New Zealand, is competing against the private sector for qualified staff, and like here, the sector is seen as being less attractive than the private sector in work experience, career opportunities and particularly remuneration.

Presentations from several city managers outlined how they were working to attract staff. These included sign on payments, and offering more flexible work arrangements including being able to work from home for certain periods, ie one or two days a week. This does not suit all jobs, and almost always requires fast internet that is not currently available in most areas of New Zealand. The advantage to the employee in larger cities is the reduction in time taken commuting to and from work. An interesting comment from one presenter was that working from home is generally accepted and embraced in the larger private enterprise sector in the US but in the local government sector some suspicion of this approach remains, and a reluctance to embrace this approach even when it could easily be accommodated.

The outcome from these sessions was confirmation that the skills shortage is a world wide problem, and that we are all trying to recruit from what appears to be a shrinking pool of skilled staff resource. In New Zealand, local government's inability to attract experienced and appropriately tertiary qualified staff in a number of skill areas is putting many councils' capacity to deliver innovation and performance at risk.

## **Summary**

This was a great opportunity to attend a very well run and informative conference. Many of the issues facing their local government sector are similar to ours and it was interesting to see how their communities are addressing them

PAUL BRAKE  
**Finance Manager**

# 7. FINANCE

---

## 7.6 PROPERTY

### 7.6.1 Elderly Persons Housing

Annual inspections have been completed. A list of minor maintenance items is now being prepared for the work to be carried out.

Complete refurbishment of one unit (8 Friendship Lane) has been completed. This unit had had a roof leak which was attended to prior to the refurbishment.

Mr Rooney is working with Housing New Zealand and EECA to obtain suspensory loan money and a grant to undertake work to upgrade the heating and improve the efficiency of hot water heating.

### 7.6.2 Administration Building

The brief has been forwarded to the Architect (Ian Krause Architects Ltd) and an initial scheme plan is expected mid-late November.

The Property Department has moved into the Villa; the Safer Community Council and Enterprise Ashburton have moved into the Resource Centre and the Finance Department will move into the vacated space in the Villa by the end of November to free up space within the main building.

The emergency generator shelter is being refurbished.

### 7.6.3 Art Gallery / Heritage Centre

The first scheme plans were checked against the brief and returned to the Architect for changing to meet the required briefed relationships. A second plan is due in mid November and will be made available to the Art Gallery, the Museum and the Trust Board for comment.

Depending on the outcome of LTCCP consultation, work will commence on land issues surrounding this project.

### 7.6.4 Airport

Work has commenced on the relocation of the NDB aerials; the power has been undergrounded and the shelter belt trees have been removed.

### 7.6.5 Albert Street

Tenders for the sale of 11 sections, subject to title, have been called.

The engineering plans have been completed and it is anticipated that approval to call tenders will be sought in December.

### 7.6.6 Aoraki Polytech

Aoraki Polytech has advised they wish to terminate their lease at the expiry of the current term (31 December 2007). Mr Rooney has arranged a renewal of Ag ITO lease for part of the building and have arranged a new lease with an agricultural recruitment company for part of the ground floor. We will continue to seek tenants for the remaining spaces.

# 7. FINANCE

---

## 7.6.7 Rakaia Medical Centre

Plans for the addition have been completed. A building consent has been sought and when this is obtained tenders for the addition will be called.

## 7.6.8 Rakaia Wastewater Plant

Tenders for the harvesting of grass have been called. These close on 20 November.

## 7.6.9 Festive Lighting

Arrangements have been made to have the festive lighting in place in time for the Santa Parade.

## 7.6.10 Bowling Club Lease

The lease for a one year period is with the Club for signing. Data on sports field and other rentals is being obtained from the reserves boards.

## 7.7 FORESTRY

### 7.7.1 Sales and Harvesting

---

#### SALES INFORMATION REPORT - FOREST SUMMARY *Period: 1/8/2007 to 31/10/2007*

<b>Products</b>	<b>Quantity</b>	<b>Net Value</b>
KS EXPORT DFIR	135.307 JAS	\$2,050.12
KA EXPORT	201.800 JAS	\$2,477.70
KI EXPORT	485.318 JAS	-\$553.49
KS EXPORT	886.124 JAS	\$11,531.91
<i>Unit Total</i>	<i>1223.231 JAS</i>	<i>\$16,059.73</i>
Dfir Firewood	439.620 tonnes	\$8,405.44
Douglas fir S16 sawlog	642.630 tonnes	\$33,783.47
Douglas fir S25 sawlog	85.770 tonnes	\$8,164.45
Douglas fir S30 sawlog	632.980 tonnes	\$51,925.63
KI EXPORT	55.800 tonnes	\$300.10
KS EXPORT	221.140 tonnes	\$1,579.55
PRAD chip (LED<55cm)	1807.280 tonnes	\$757.74
PRAD firewood	125.140 tonnes	\$261.70
PRAD M18 SRS	288.550 tonnes	\$7,338.97
S22 RADIATA SAWLOG	797.600 tonnes	\$27,652.44
S30 RADIATA SAWLOG	781.660 tonnes	\$41,958.79
Unit Total	5878.170 tonnes	\$182,128.28
<b>Forest Total</b>		<b>\$198,188.01</b>

---

The log uplift summary above is for August through to the end of October and includes Radiata pine log uplift from Barford Road, Tanks Road and Mayfield Valetta Road. The uplift also includes Douglas fir from the plantation at Millers Road. The Phil Russell logging crew is currently harvesting a variety of smaller plantations these include the table listed in the table below.

# 7. FINANCE

---

<b>Cpt</b>	<b>Description</b>	<b>Area (ha)</b>	<b>Date Completed</b>
131	Anama Station Road – Clearing trees from power wires.	1.0	31/10/2007
117	Anama Station Road – Clearing trees from power wires.	1.6	2//11/2007
62	Old Main South Rd – wind damage	2.0	12/11/2007
66	Coldstream Rd, Hinds – wind damage	1.1	19/11/2007
Dorie	Dorie Reserve Board	2.0	30/11/2007

P BRAKE  
**Finance Manager**