

## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 3/4/4/1  
DATE: 13 September 2007  
REPORT TO: Finance and Corporate Services Committee  
FROM: Community Services Manager  
SUBJECT: Southern DC-3 Charitable Trust – Request for Funding

---

### 5.1 SOUTHERN DC-3 CHARITABLE TRUST – REQUEST FOR FUNDING

#### 5.1.1 SUMMARY

The Southern DC-3 Charitable Trust has applied for funds to purchase a DC-3 aircraft. Council has no funds set aside for this purpose.

#### 5.1.2 RECOMMENDATION

- “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.”

#### 5.1.3 BACKGROUND

The Southern DC-3 Charitable Trust was formed in 2005, for the purpose of purchasing a DC-3 aircraft. The Trust subsequently gifted the aeroplane to the Ashburton Aviation Museum which is building a hangar to house it in a project worth over \$500,000.

The Trust believes the Ashburton Aviation Museum will grow into a world class tourist attraction. To date the Trust has raised \$380,000 of the \$520,000 required to complete the purchase of the DC-3.

#### 5.1.4 OPTIONS

1. Provide some or all of the required \$140,000. Council has made no budgetary provision for this purpose and there is no appropriate reserve from which funds could be drawn. The Trust will be required to fund from other sources.
2. Decline the request. As noted above there is no appropriate avenue for funding. The project may qualify for funding from the Major Community Projects fund which was established for the very purpose of containing Council’s annual community project expenditure to \$100,000.

Council has provided \$98,700 to the aviation sector in recent times through the Aviation Museum by grants of \$15,000 in 2002/ 03 (transport of Tiger Moth) and \$83,700 in the current year (construction of a ‘super hangar’).

#### 5.1.5 STATUTORY IMPLICATIONS

Not applicable.

### **5.1.6 CONSULTATION**

Not applicable.

### **5.1.7 STRATEGIC LINKS**

The project is consistent with Council's Community Outcome Strategic Objective:

“Cultural, recreational and heritage experiences and facilities are accessible to the community and actively used”.

The Council funds many such cultural, recreational and heritage facilities through the annual budget process and one-off projects such as the DC-3 project through the grant process.

### **5.1.8 FINANCE**

There is no financial provision for a grant towards a project of this type at this stage of the budgetary cycle.

J G ROLLINSON  
**Community Services Manager**

## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 2/14/5  
DATE: 13 September 2007  
REPORT TO: Finance and Corporate Services Committee  
FROM: Community Services Manager  
SUBJECT: Ashburton Museum – Requests for Funding

---

### 5.2 ASHBURTON MUSEUM – REQUESTS FOR FUNDING

#### 5.2.1 SUMMARY

The Ashburton Museum has made two applications for funding – from the Art Centre Improvement Fund and the Museum (Historical) Acquisition Fund.

Applications to the Art Centre Improvement Fund may be made by the Ashburton Art Gallery or the Ashburton Museum & Historical Society in any financial year.

The Museum Acquisitions Fund is for the purpose of purchasing articles which become available and are considered suitable for display sets.

#### 5.2.2 RECOMMENDATION

"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.

#### 5.2.3 BACKGROUND

- **Art Centre Improvement Fund**

An application has been made by the Ashburton Museum for a grant of \$9,500 from the Art Centre Improvement Fund.

The Museum is proposing to upgrade its catalogue database programme (\$445 approx) and install MYOB accounting software (\$350). The Museum also requires a new computer and laptop with updated software programmes.

Quotes have been obtained from local businesses for the new main computer and associated peripherals. The preferred quote identified (\$8,700 approx) will provide the Museum with the ability to choose options that will best suit its needs.

Council's policy in respect of the Fund is –

*Applications to this fund may be made by the Ashburton Art Gallery and the Ashburton Historical Society and are required to include the views of the organisation not making the application. Each organisation is restricted to one application for funding in any financial year.*

The request for funding is supported by the Ashburton Art Gallery.

- **Museum Acquisition Fund**

A further application has been made by the Ashburton Museum for \$460 from the Museum (Historical) Acquisition Fund to fund the purchase of an Ansonia clock.

The clock has links to Ashburton and is considered to be an important addition to the Museum's collection.

Council's policy provides the Chief Executive with the authorisation to approve applications to this fund and accordingly the sum of \$460.00 (GST inclusive) will be advanced to the Ashburton Museum from the Museum Acquisition Fund towards the cost of the purchase of the Ansonia clock.

#### **5.2.4 OPTIONS**

Not applicable.

#### **5.2.5 STATUTORY IMPLICATIONS**

Not applicable.

#### **5.2.6 CONSULTATION**

The Museum and Historical Society has carried out consultation with and obtained the consent of the Art Gallery prior to making this application to the Art Centre Improvement Fund.

No consultation was required in respect to the application from the Museum Acquisition Fund.

#### **5.2.7 STRATEGIC LINKS**

Council's principal objectives which relate specifically to arts and heritage include:

- *To support a Museum and Arts Centre that meets the needs of the people and visitors to the District*
- *To identify and record, in consultation with the Historic Places Trust, Arowhenua Runanga, the Ashburton Museum and Historical Society and the local community, significant heritage buildings, archival material, objects, places and sites.*

#### **5.2.8 FINANCIAL**

There is currently a balance of \$65,000 in the Art Centre Improvement Fund and a balance of \$14,000 in the Museum (Historical) Acquisitions Fund.

J G ROLLINSON  
**Community Services Manager**

## ASHBURTON DISTRICT COUNCIL REPORT

**FILE NO:** 5/1/8/2  
**DATE:** 13 September 2007  
**REPORT TO:** Finance & Corporate Services Committee  
**FROM:** Community Services Manager  
**SUBJECT:** Road Closure & Glass Ban – East Street

---

### 5.3 ROAD CLOSURE & GLASS BAN – EAST STREET (New Years Eve)

#### 5.3.1 SUMMARY

To recommend the temporary closure of East Street, suspension of the Liquor Control Bylaw, and impose a glass ban on the area for the purpose of holding a “Street Party”.

#### 5.3.2 RECOMMENDATION

- “1. That East Street, from Havelock Street to Tancred 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 Tancred 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.”

#### 5.3.3 BACKGROUND

A temporary road closure is required for the purpose of holding the New Years Eve Street Party as follows:

- **EAST STREET**, from Havelock Street to Tancred Street,  
from 10 am on Monday 31 December 2007, until 12 noon on Tuesday 1 January 2008.
- **EAST STREET**, from Tancred Street to Moore Street  
from 2 pm on Monday 31 December 2007, until 12 noon on Tuesday 1 January 2008.

This application must be considered by Council under Paragraph 11(e) of the Tenth Schedule of the Local Government Act 1974, because the length of time the road is required to be closed, exceeds that provided for under the Transport (Vehicular Traffic Road Closure) Regulations 1965. Closure will be subject to the following standard conditions:

- No objections being upheld against the closure in response to the statutory advertisement.

- Arrangements are to be made for a pre-event and post-event inspection with a representative from the Council's Operations Department. The inspections are to be completed within three days of the event and results of the inspections will be recorded by Council.
- The road must be reinstated to the condition prior to the event. Any restoration work required is to be carried out to an arranged programme with Council.
- Necessary arrangements are made for the tidying and clearing of the road on the closed section of the road and the disposal of any litter.
- The Ashburton District Council shall be responsible to ensure that the correct road signs and barricades are in place during the full period of the closure and promptly removed after the conclusion and clearance of the road.
- The Ashburton District Council is required to provide adequate safety marshals in distinctive clothing for the event.
- The Ashburton District Council is required to arrange adequate insurance against its liability to pay damages to any person or entity in respect of any claim on account of damage to property or injury to persons where the damage or injury results from the holding of this event.
- Provision of a Traffic Management Plan, conforming with the requirements of the Transit NZ Code of Practice for Temporary Traffic Management. Should weather conditions become sufficiently adverse that the road could be significantly damaged as a result of holding the event the event organisers shall take the necessary steps to protect the road. This may include delaying or cancelling the event.

The District Council has also requested that a glass ban be imposed on the closed section of the roads for safety and clean up reasons. To facilitate this it will be necessary for the Committee to formally resolve a glass ban on the portion of closed road.

This is the second occasion that consideration has had to be given to the suspension of the Liquor Control Bylaw which prohibits possession of liquor in central Ashburton between 9 pm and 7 am. As noted in my report to the Environmental Services Committee in 2005, past street parties have been characterised by residents bringing their own alcohol supplies to the function on foot from all parts of the town up to and in some cases past midnight. Many will have unconsumed supplies which they will then take home with them at the end of their night. As has been observed every year, the Street Party is remarkable for the attendance of a cross section of residents of all ages and for the relative absence of bad behaviour. This has been in an environment controlled only by glass ban legislation, Police and Council employed security guards. New Years Eve, 2005, was as well behaved as the previous six had been.

#### **5.3.4 OPTIONS**

The only area in which an option exists is to not suspend the Liquor Control Bylaw. This would in all probability lead to wholesale non attendance and effectively nullify the purpose of the occasion – a street party.

The recommended option is to suspend the Liquor Control Bylaw.

### **5.3.5 STATUTORY IMPLICATIONS**

Clause 11 of the Tenth Schedule of the Local Government Act 1974 provides-

*“That Council may, subject to such conditions as it thinks fit... close any road or part of a road to all traffic (e) ... for any exhibition, fair, market, concert, film making, race or other sporting event or public event.*

Chapter 16 (A) 01.5 of the Ashburton District Council Bylaw provides-

*“Council may from time to time and by publicly notified resolution place a temporary ban on the possession of glass drinking vessels and containers from any public place throughout the district.”*

Chapter 16(A) 01.6 of the Ashburton District Council Bylaw provides-

*“A resolution imposing a temporary ban pursuant to Clause 16 (A) 01.5 shall clearly specify and describe the public place on which a temporary ban is to be imposed and shall set out the duration of such ban.”*

Clause 2 of the First Schedule to the Ashburton District Public Places Liquor Control Bylaw 2005 provides that an exclusion to the area affected by the Bylaw is –

*“Organised events in public areas that the Council by resolution has suspended the application of this Bylaw between specified hours on any given day/s, in accordance with section 151 (2) of the Local Government Act 2002.”*

Section 151(2) says –

*“A bylaw may leave any matter or timing to be regulated, controlled, or prohibited by the local authority by resolution either generally, for any specified classes of case, or in a particular case.”*

### **5.3.6 CONSULTATION**

The proposed closure has been publicly notified in the Ashburton Guardian on Wednesday 13 July, and objections called for by 4.00 pm on Wednesday 20 July 2005.

The emergency services will be informed of the road closure after Council approval is received.

### **5.3.7 STRATEGIC LINKS**

Not applicable.

### **5.3.8 FINANCIAL**

There is provision for the costs of the road closure in the Council’s Street Party budget.

J G ROLLINSON  
**Community Services Manager**

## ASHBURTON DISTRICT COUNCIL REPORT

**FILE NO:** 5/1/8/2  
**DATE:** 13 September 2007  
**REPORT TO:** Finance & Corporate Services Committee  
**FROM:** Administration Officer  
**SUBJECT:** Road Closure – East Street Boulevard Day

---

### 5.4 ROAD CLOSURE – EAST STREET (Boulevard Day)

#### 5.4.1 SUMMARY

To recommend the temporary closure of East Street, for the purpose of holding the Ashburton Business Association's Boulevard Day celebrations.

#### 5.4.2 RECOMMENDATION

- “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.”

#### 5.4 BACKGROUND

The Ashburton Business Association has applied for a temporary closure of East Street, from Moore Street to Cameron Street; Havelock Street, from East Street to Baring Square East; and Baring Square East, from Havelock Street to Cameron Street, for the purpose of holding Boulevard Day, from 7.00 am until 6.00 pm on Monday 24 September.

This application has been referred to the Committee for consideration because of time constraints, as it was not received in time to meet the requirements of the Land Transport Act. Under Regulation 4 of the Transport (Vehicular Traffic Road Closure) Regulations 1965, notice of intention to close the road must be advertised at least 42 days before the proposed road closure.

The Ashburton Business Association has been advised of the conditions of closure as follows:

- Approval by this Committee
- No objections being upheld against the closure in response to the statutory advertisement.
- Arrangements are to be made for a pre-event and post-event inspection with a representative from the Council's Operations Department. The inspections are to be completed within three days of the event and results of the inspections will be recorded by Council.

- The road must be reinstated to the condition prior to the event. Any costs incurred by the Council as a result of this event, including maintenance costs or reinstatement costs, will be charged to the Ashburton Business Association. Any restoration work required is to be carried out to an arranged programme with Council.
- Necessary arrangements are made for the tidying and clearing of the road on the closed section of the road and the disposal of any litter.
- The Ashburton Business Association is required to arrange adequate insurance against its liability to pay damages to any person or entity in respect of any claim on account of damage to property or injury to persons where the damage or injury results from the holding of this event.
- Provision of a Traffic Management Plan, conforming with the requirements of the Transit NZ Code of Practice for Temporary Traffic Management.
- The Ashburton Business Association's nominated STMS shall be responsible to ensure that the correct road signs and barricades are in place during the full period of the closure and promptly removed after the conclusion and clearance of the road.
- The Ashburton Business Association is required to provide adequate safety marshals in distinctive clothing for the event.
- Should weather conditions become sufficiently adverse that the road could be damaged as a result of holding the event the organisers shall take the necessary steps to protect the road. This may include delaying or cancelling the event.

#### **5.4.4 OPTIONS**

Not applicable.

#### **5.4.5 STATUTORY IMPLICATIONS**

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

#### **5.4.6 CONSULTATION**

The proposed closure has been publicly notified in the Ashburton Guardian on Saturday 1 September, and objections called for by 4.00 pm on Tuesday 11 September 2007.

The emergency services will be informed of the road closure after Council approval.

#### **5.4.7 STRATEGIC LINKS**

Not applicable.

#### **5.4.8 FINANCIAL**

The Ashburton Business Association will be charged an advertising fee of \$172.

J G ROLLINSON  
**Community Services Manager**

## **5.5 COMMUNITY CONSULTATION**

### **5.5.1 Hinds Ratepayers Group**

Two meetings have been held with the Hinds Ratepayers to discuss issues of concern relating to water supply, stormwater and the Hinds Village Development Plan. The meetings (one of which was attended by Cr Reveley) were constructive and I am continuing to work with this group. I am looking to assist them with incorporation as the Hinds Ratepayer Association to assist them in being accepted as representative of the Hinds township.

### **5.5.2 Town Centre Subcommittee**

#### **Allenton Mall**

At the request of the Town Centre Sub-committee David Askin and I liaised with the owner of the Allenton Mall in respect of the removal of trees. While the trees were Council assets they were on private property and the owner insisted they were a nuisance to manage and obstructed views into his tenants window displays and signage. The trees and planter boxes have been removed and the area is being sealed.

#### **Advertising Sign Boards**

Also at the request of the Subcommittee notices were prepared and delivered to the proprietors of all premises in the CBD area, Netherby, Allenton and Tinwald Shopping Centres reminding shop owners of their obligations in respect of advertising sign boards. The notices were accompanied by a copy of the Bylaw. Proprietors were advised there would be an enforcement campaign during September.

#### **Ashburton CBD Parking**

Mr Thomas is now working with the Operations Manager on this project, the annual report process having sidelined the Roading Manager, Mr Robertson.

A letter has been sent to prospective Working Group members and responses suggest this approach will go as planned. The Group will have its first meeting on Tuesday 18 September.

### **5.5.3 Tinwald Reserve Board**

The Board has retained a landscape architect to prepare a concept plan to assist with possible future development of the Tinwald Domain area. It is hoped that the plan will provide guidelines for the use of the Domain and surrounding reserve land for the next 20 years.

Council staff facilitated and Board Chairman, Alister Wing, chaired a well attended meeting of Domain user groups on 30 August at the Tinwald Hall. The plan was well received with all parties showing a willingness to participate in developing an attractive and co-ordinated reserve. The next meeting is on 27 September where the user groups will provide feedback from their committees. It is planned to have a draft plan available for public submissions by mid-October.

### **5.5.4 Methven Heritage Centre**

Gavin Thomas and I have met with the Centre in respect of the \$750,000 Council grant to the NZ Grain & Snow Centre project. Some changes have been made to the project since it was presented to Council's Annual Plan process and the physical structure is presently being revalued. Cost changes are expected to be minimal. The Heritage Centre has been requested to provide me with full project costs with supporting documentation, advice on how all funding is being provided, and an indication of what would be appropriate payment milestones.

## **5.6 TRIENNIAL ELECTIONS**

### **5.6.1 Software**

The new Election software has been installed and is operating satisfactorily. The purchase of the Independent Election Services Ltd MES software was necessitated by an impending legislative requirement that election software and processes be certified as “fit for purpose”. This follows the DHB STV debacle which occurred in 2004 which actually had no connection to local authority software and processes.

In fact, there is still no legislative requirement for certification. However, the EMS has been independently reviewed and certified as:

- “fit for purpose” to run local authority elections or polls in New Zealand
- meeting New Zealand legislative requirements
- providing for the capture and processing of voting documents according to the Electoral Officers “Code of good practice and electoral guidelines”
- providing sufficient system controls to maintain voting document integrity
- providing sufficient information to support an electoral officer in discharging electoral duties diligently and effectively.

provided an associated audited “end to end process assurance” is used in conjunction with the Certificate.

I have prepared an ‘end to end process assurance’ document. It is effectively a copy of the process document prepared by the New Plymouth District Council and which has been independently audited by Price Waterhouse Coopers. In common with most other Electoral Officers I am not having the process document audited again. There is still no statutory requirement to do so and I have no doubt as to the legal propriety and integrity of the process I am using and have used for four triennial elections and multiple by-elections and polls.

### **5.6.2 Nominations**

A total of 32 nominations have been received for the 24 Council and Licensing Trust vacancies – the same as in 2004. One of the nominations was completed by email and faxed from Italy. A further potential candidate did not appreciate that closing time was 12 noon and attempted to file a nomination at 12.25 pm, reinforcing the ‘be early’ message emphasised in the Candidate Handbook and publicised in the Guardian.

Mayor Bede O’Malley and Crs Lowe and Tasker have been declared re-elected, there being no more candidates than vacancies for their positions, and their new terms commence on election day, 13 October.

Voters in the Western Ward who are not in the Licensing Trust district will have just one issue on which to exercise a vote – the seven CDHB vacancies. There are 35 candidates for the CDHB vacancies against 28 in 2004.

### **5.6.3 Electoral Roll**

The final roll is made up of 20,042 electors compared to 19,228 in 2004.

The preliminary electoral roll disclosed an anomaly in NZ Post’s addressing system for Ashburton. Addresses between Oak Grove, Walnut Avenue and Chalmers Avenue were all shown as being in the suburb of Allenton. The inaccuracy was drawn to my attention and to the attention of the Registrar of Electors in Timaru, who sent out a standard response that the addressing was at the instigation of, among others, the local council. In fact, it appears to have been an arbitrary decision by NZ Post to confer an area with a name when it presently has none. After discussions with the “Addressing Specialist” at the Wellington Mailcentre (which is actually in Petone) the final roll has been provided in correct form. The issue does raise the question, best left for another day, of whether the central area of Ashburton should have its own name.

## **5.7 CURRENT PROJECTS**

### **5.7.1 Annual Report**

Mr Thomas is preparing the Annual Report. This is a significant exercise relying heavily on all departments complying with deadlines. Efforts are being made to emphasise the importance of providing financial and other outcome information as scheduled. Some areas are finding this difficult because of resource or other reasons and there is a possibility that we will be late in presenting the report for adoption.

### **5.7.2 Economic Development Strategy**

Mr Thomas is currently developing a work programme for this project with the Enterprise Ashburton CEO. First deliverable will be an economic snapshot report which will be complete before the end of 2007. An assessment of potential providers of statistical information and analysis is being undertaken and will form the basis of the snapshot report.

### **5.7.3 Gambling Amendment Bill**

Submissions on this close 12 October. The current Bill has not incorporated any provisions that would address the issues raised by LGNZ (finite term for local authority consents and transferability of licenses and consents where approved by local authority). Mr Thomas is currently working on approaches to councils that may be sympathetic to issues emerging in Ashburton District regarding the ability to transfer licences and consents for class 4 gambling venues.

### **5.7.4 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.

### **5.7.5 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.

### **5.7.6 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 in to full projects over the coming year. These include a review of rural reserves, looking at affordable housing, the Physical Activity Strategy, a policy on reserve contributions, review of Council policies required for the next LTCCP – Revenue and Financing Policy, Development Contributions Policy, Significance Policy and development of charters for seaside villages.

## **5.8 COMMUNITY EVENTS**

### **5.8.1 Treasures of Mid Canterbury**

This event, featuring displays connected with Ashburton District's heritage was held at the Hotel Ashburton on 28 and 29 July 2007, and attended by Diane Haslett and Cecilia Hibbert who collated an exhibit on behalf of the Council.

The main focus of the event was an ‘Antiques Roadshow’ with two experts providing information and assessments of antique and collectible items from members of the public.

The event also provided an opportunity for local heritage groups to showcase their organisation’s role in the District.

Ashburton District Council archives included a display of photographs showing changes to the East Street business area from the 1900, to the 1960s, a selection of local history books, some of the earliest minute books from the Borough and County Councils, early rates and valuation books and the Domain weather record-keeping book from 1918, as well as a portrait of the First Lord Ashburton. Copies of early Ashburton Guardians also attracted a lot of attention.

The Heritage exhibits display area was located in the Gallery Room where tables and display screens had been provided for exhibitors’ use. Unfortunately the Gallery Room was somewhat remote from the main event area and participants were somewhat disappointed at the lack of ‘connection’ with activities which were concentrated mainly in a large area on the west side of the building. However, the problem was solved by a series of public announcements indicating to visitors the location of the Heritage Exhibits area and this ensured a steady stream of visitors throughout the two days.

As well as Ashburton District Council the following groups provided displays for the exhibition.

- The Ashburton Art Gallery and Museum
- The Ashburton Aviation Museum Society
- The Methven Historical Society
- The Ashburton Branch of the NZ Society of Genealogists
- The Corwar Gatekeepers Cottage (Barrhill) Trust
- Lynn’s Joinery Woodwork Museum
- The Historic Places Trust.

The event was well attended and members of the public showed particular interest in the old photographs.

## **5.9 LIBRARY**

### **5.9.1 Issues and Membership**

The issue figure for August was significantly down on issues for that month last year, with relatively few new members joining as well. Foot traffic and reference enquiries were both healthy, however.

The approval rating of 97% in the NRB survey of resident satisfaction suggests that we must be doing something right, despite these rather glum statistics.

### **5.9.2 Statistics for August 2007**

<b>Issues</b>	<b>August 2007</b>	<b>August 2006</b>
Non-fiction	4887	5362
Fiction	4354	4688
Large Print	2246	2605
English Resources	8	6
Rentals	104	120

Young Adult Fiction	761	889
Young Adult Non-Fiction	126	231
Young Adult Magazines	91	39
Young Adult CD	42	
Paperbacks	497	561
Magazines	481	581
Adult Audio	171	129
Adult Video	242	197
Junior Fiction	7792	9121
Junior Non-Fiction	2261	2728
Junior Magazines	223	198
Junior Audio	367	467
Junior Video	898	1069
Requests	25	19
Stack	90	107
Undefined	101	12
<b>TOTAL</b>	<b>25767</b>	<b>29129</b>

<b><u>Memberships</u></b>	<b>Total at end August 2007</b>	<b>August 2006</b>	<b>Added during August 2007</b>
Adults	8039	8203	49
Young Adults	1092	1111	3
Junior	2915	2994	27
Non-resident	99	83	1
Other	404	410	8
<b>TOTAL</b>	<b>12549</b>	<b>12801</b>	<b>88</b>

<b><u>Foot Traffic</u></b>	<b>August 2007</b>	<b>August 2006</b>
	<b>12291</b>	<b>12309</b>
<b><u>Year To Date</u></b>	<b>25687</b>	<b>25811</b>

<b><u>Reference Enquiries</u></b>	<b>August 2007</b>	<b>August 2006</b>
Adult	843	609
Children	126	133
<b>Total</b>	<b>969</b>	<b>742</b>

### 5.9.3 Displays

The display areas were well utilised during August. The major display event was a collection of photographs and other material to mark Hiroshima Day. This ran for a short period, from the 4<sup>th</sup> to the 7<sup>th</sup>, before moving on to Methven. Several Japanese students folded symbolic paper cranes to give to the public, and spoke about the display to visitors to the library. A donation of two DVDs and four books on this significant event in world history was given to the Library by Mr Tanaka for a permanent resource.

Other displays were entrants in the Wastebusters Wearable Arts Awards, Falls Prevention for ACC, and the Safety New Zealand Week. A display outlining for the public the proposed new stadium was put up by the Property Department, together with forms for public comment on the proposal. This will stay in place for some time.

Library staff have been liaising with course organisers at Ashburton's Community College. Displays raising interest in subjects being offered at Menorlue seem to be providing useful results in terms of enrolments.

#### **5.9.4 Donation**

The Win Skellerup Library Trust has allocated a grant of \$2000 to the Library for the purchase of adult fiction books of popular type.

#### **5.9.5 Children's Library**

The Children's Library celebrated Maori language week in July with the help of the Parata family and friends. They spent a Saturday morning in the Children's Library showing people how to make pois and flax flowers. Kiri Parata gathered and displayed a fascinating collection of Maori artifacts, including items by local carver Vince Leonard.

Groups which visited in July/August included children from Ashburton Borough School, Rakaia Play Centre, Ashburton Intermediate and girls from local Pippins and Guiding Groups. A class from St Joseph's school came along to see the Hiroshima Exhibition and made origami peace cranes.

### **5.10 YOUTH COUNCIL**

**MINUTES** of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Monday, 3 August 2007, in the Council Chambers, Ashburton District Council, commencing at 7.05 pm.

**PRESENT:** E Gerard (Chair), T Obafemi, Stacey and D Page  
Also in attendance, Cr Kilworth, T McKenzie (District Truancy Service), Haley, and the Administration Officer.

**APOLOGIES:** S Bourke and G Robertson **Sustained**

#### ***Introductions***

Tash McKenzie and Haley were welcomed to the meeting. Introductions and a brief personal background were made by all present. Hailey visit was to learn more about the Youth Council with a view to possibly joining.

#### ***Matters for Discussion***

##### **Youth Council Events**

The Administration Officer advised ACADS are able to provide three Youth Workers for the proposed function at Celtic on October 12. Tobi will see if he can obtain security for the night also. The Administration Officer will advise as soon as she has confirmed the venue so a DJ can be booked and advertising can begin. The theme will be 'Wild Wild West.' Members discussed obtaining prizes and giveaways to encourage people to attend. Stacey will get quotes on MP3 players which would be the major prize drawcard.

The Administration Officer will get information on hiring a “Bucking Bronco” and prices to hire a van for the night to transport people home safely. Members agreed that heavy advertising of the event was the key to getting people along. Texting details of the event was agreed to be a very good way to pass information on.

### **Youth Council Membership**

The Administration Officer advised she had been speaking with staff at Ashburton College and an invitation has been extended to the Youth Council to speak at the Year 13 Leadership Camp in January 2008. It was agreed this would be a great opportunity to let more people know about the Youth Council and obtain new members. The Administration Officer will contact Ashburton College to arrange.

### **General Business**

Members were advised of the upcoming local body elections and the importance of young people over the age of 18 enrolling to vote. The Administration Officer agreed to obtain enrolment packs to take to Ashburton College so members can distribute to senior students who are 18 years and over.

### **Next Meeting**

The next meeting of the Ashburton Youth Council will be held on Monday 1 October 2007, in the Council Chambers commencing at 7.00 pm.

The meeting concluded at 7.39 pm.

## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: RO1145  
DATE: 13 September 2007  
REPORT TO: Finance and Corporate Services Committee  
FROM: Property Manager  
SUBJECT: Ashburton Bowling Club Lease

---

### 6.1 ASHBURTON BOWLING CLUB LEASE

#### 6.1.1 SUMMARY

To consider a new lease and rental for the Ashburton Bowling Club.

#### 6.1.2 RECOMMENDATION

“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.”

#### 6.1.3 BACKGROUND

The Ashburton Bowling Club lease expired on 31 March 2006. No request to exercise the right of renewal available under the lease was received from the Club. On 9 January 2007, the Club was written to and asked whether it wished to obtain a new lease. The Club advised, on 18 January 2007, that it did wish to continue to lease the land.

A valuation report was requested in order to establish a new rental. This report assessed a market rental of \$6,370 plus GST per annum. This rental was offered to the Bowling Club on 12 March, with an offer to discuss it if it wished. The Club did contact the writer on 19 March, and expressed concern, given that the rental as at 31 March 2006 was \$400 plus GST per annum.

At that time the Club was informed that we (Council) would be happy to entertain a counter offer and that we would enter into negotiations.

The Club made representations to Council as part of the Annual Plan submission process at which time it was advised that Council would revisit the rental level.

On 5 September 2007, representatives of the Club met with Council representatives (the Mayor, Cr Holmes and the Property Manager) to negotiate a way forward.

The recommended formula was agreed as equitable and reasonable, ie 2% of the rateable land value.

The effect of applying this formula is that the Club will face a rental increase of \$382 pa.

#### **6.1.4 OPTIONS**

It is an option to seek a higher percentage, however the level recommended is unlikely to cause hardship and therefore may be applicable to other users.

The option of market rental has been discounted on the basis that such levels are difficult to assess given the underlying status of the land.

#### **6.1.5 STATUTORY IMPLICATIONS**

Not applicable.

#### **6.1.6 CONSULTATION**

The formula and outcome from its application was acceptable to the Club representatives.

#### **6.1.7 STRATEGIC LINKS**

The formula may be sufficiently robust to warrant a policy development process to be instigated in respect of leases on recreation reserves. More work will need to be undertaken on this aspect.

The provision of a new lease to the Bowling Club will ensure its continued existence which meets Council's goals in promoting recreational activities.

#### **6.1.8 FINANCIAL**

The increased rental provides a positive income whilst maintaining the visibility of the Club.

J M ROONEY  
**Property Manager**

## ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 3/5/1 5/0/15  
DATE: 13 September 2007  
REPORT TO: Finance and Corporate Services Committee  
FROM: Operations Manager  
SUBJECT: Carry over of Funds from 2006/ 07 Budget -

---

### 6.2 CARRY-OVER OF FUNDS FROM 2006/ 07 BUDGET

#### 6.2.1 SUMMARY

The purpose of this report is to seek approval to carry over unspent budget provisions from 2006/ 2007 to 2007/ 2008, and to complete the planned work in 2007/ 2008.

#### 6.2.2 RECOMMENDATION

“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.”

#### 6.2.3 BACKGROUND

A number of projects programmed as part of the 2006/07 annual plan were not completed by 30 June 2007.

The reasons for non-completion of the projects include:

- Exploration of external funding avenues, ie CAP funding for water supply upgrading.
- Contractor availability due to the buoyant construction industry at present. This has resulted in reduced competitiveness in some contract pricing.
- A reassignment of resources to higher priority tasks.
- Additional consultation requirements identified after the project was scoped.
- To allow coordination of work with other works / developments in order to reduce overall project costs.

The requested carry-overs fall into two categories; the first being committed projects where work is committed under contract or somewhat advanced and the carry-over is required to complete the works; and uncommitted projects where no commitment exists. In the latter case Council has some discretion regarding the carry-over approval.

#### **Committed Projects – Required Carry-overs:**

##### Installation of Network Meters

The Ashburton and Hinds network meter installation work was not completed by 30 June 2007, due to competing work priorities. The Hinds meters have subsequently been installed, and the Ashburton work is nearing completion.

- Ashburton water supply                      \$ 31,691                      *Forecast Completion – 28 Sept 2007*
- Hinds water supply                              \$ 8,540

### Water Supply Upgrade

The final design and construction of water supply upgrade for Rakaia has yet to be completed pending the outcome of an application for funding through the Ministry of Health's Capital Assistance Programme (CAP). Council has been advised that the project has narrowly missed being selected for funding in the first round. Council has been advised to resubmit a revised application for the September funding round.

- Rakaia water supply                      \$ 577,774                      *Forecast Completion – 30 Jun 2008*

### Standby generators

This project covers the supply and installation of standby generation equipment at eight water supplies. On three schemes (Fairton, Mayfield & Mount Somers), the generator project is being funded from larger upgrade budgets that have been re-budgeted in the 2007/08 year therefore a carry-over is not required. The carry-overs listed below cover the remaining five water supplies and formalise the decision made at the 19 July meeting of the Services and Operations Committee.

- Chertsey water supply                      \$ 19,814
- Dromore water supply                      \$ 20,689
- Hakatere water supply                      \$ 21,189
- Methven water supply                      \$ 36,263
- Mvn Springfield water supply              \$ 21,189                      *Forecast Completion – 21 Dec 2007*

### Wastewater pipeline replacements

All projects have been completed. The value carry-over below comprises the favourable variances in the pipeline replacement carry-over from 2005/06 and the pipeline replacement budget for the 2006/07 year. It is proposed that this amount be carried over to fund development costs at Ocean Farm that now cannot be met from the wastewater project budget because of the additional costs to line the wetlands.

- Ashburton wastewater                      \$ 304,870                      *Forecast Completion – 30 Jun 2008*

### Tuarangi Road debris interceptor

The preferred interceptor was all but confirmed in April this year but the purchase was delayed to allow another supplier the opportunity to provide pricing on an alternate unit. There was a possibility of significant savings if the latter unit proved suitable. Further investigations confirmed that alternate would not provide the same capacity as the preferred unit. An order for the preferred unit (Ecosol RSF4600) was placed in June. Manufacturing was completed in early August and the unit is in storage in the supplier's yard awaiting transport to site. Negotiations are in hand with ACL for installation.

- Ashburton stormwater                      \$ 53,990                      *Forecast Completion – 29 Sep 2007*

### Mill Creek bank stabilisation – Belt Road / Hanrahan Street

This project involves the construction of timber bank protection in Mill Creek at the rear of properties fronting Tucker Street and Hanrahan Street. The project has suffered a number of set backs primarily due to the inability to secure competitive pricing for the project. At the 19 July meeting of Services and Operations the Committee agreed to carry over the project funding to allow for localised repair work to be undertaken. The repair work has been negotiated with Ashburton Contracting Limited and is due to commence shortly.

- Mill Creek                                      \$ 98,038                      *Forecast Completion – 29 Sep 2007*

### New kerb and channel and footpaths in Ashburton District

This contract was not complete at 30 June 2006 mainly due to the contractor being over-committed with work. The contract will be completed by 30 September 2007.

- New kerb and channel, Ash \$ 12,527
- New kerb and channel, Methven \$ 9,857
- New kerb and channel, Rakaia. \$ 30,944
- New kerb and channel, Rural \$ 58,198
- New footpath, Ash \$ 13,544
- New footpath, Methven \$3,367
- New footpath, Rakaia \$19,230
- New footpath, Rural \$37,020

### Refuse collection, Ashburton, new litter bins.

These items were ordered but not delivered by 30 June 2007, hence not invoiced.

- New litter bins, Ashburton \$ 5,600 *Forecast Completion – 31 Jul 2007*

### Refuse collection, Hinds, new litter bin

This item was ordered but not delivered by 30 June 2007, hence not invoiced.

- New litter bin, Hinds \$ 800 *Forecast Completion – 31 Jul 2007*

### Ashburton town centre upgrade

This project is now commencing in the area of concept design and planning and land zoning. No costs were incurred in 2006/07 for this work so it is requested that the funding be carried forward to 2007/08 to cover planning costs expected in 2007/08.

- Ashburton town centre upgrade \$ 25,000 *Forecast Completion – 30 June 2008.*

### Rakaia Beautification; seats

The construction and installation of new seats at the entrance to Rakaia was planned to be funded from the Rakaia beautification budget. Work has started on these seats but costs have not been invoiced

- Rakaia Beautification seats \$ 4,000 *Forecast Completion – 30 September 2007*

### Passive Reserves; walkway bridge

The installation of the bridge was delayed because of issues relating to contractor availability. Work is now underway and the funding from 2006/07 is requested to be brought forward to 2007/08.

- Mill Creek walkway bridge \$ 5,000 *Forecast Completion – 31 Oct 2007.*

## **Uncommitted Projects – Requested Carry-overs:**

### Kerr Street stormwater improvements

The original scope of work involved reconstruction of large soak holes. As a result of difficulties in obtaining satisfactory pricing for the proposed work further investigation work has been undertaken (CCTV) and some minor improvements made which may have partly addressed the original flooding issues in Kerr Street.

It is proposed to carry over project funding until it can be confirmed that the improvements made to date have addressed all issues, ie the site will be monitored during the next few storm events.

- Ashburton stormwater \$ 35,953 *Forecast Completion – 30 Jun 2008*

### Mill Creek detention pond telemetry installation

A number of issues have conspired to delay the work. Initially this was power supply to the site. Other issues are technical constraints in regard to flow measurement and the limitations of the data-logging equipment. Our engineering service provider is presently developing a “work-around” for the problem; but no commitment exists for the physical works.

- Ashburton stormwater \$ 9,758 *Forecast Completion – 30 Jun 2008*

### Ashburton Domain irrigation stage II

This project was delayed pending a final decision as to which of the old town water supply bores would be made available for the supply for this system. Design work and resource consent application need to be completed before the work can commence, funds are required to be carried over into the 2007/08 financial year.

- Domain Irrigation St II \$ 60,000 *Forecast Completion – 31 may 2008.*

### Ashburton Domain: replace valve at duck-pond exit, West Street

The initial price for this work was too high, and alternative options are being investigated.

- Domain duck-pond exit valve \$ 4,852 *Forecast Completion – 31 Nov 2007*

### Other sports fields: playground equipment

This equipment was not ordered last year, but is still considered to be necessary to continue that supply of good quality playground equipment to Ashburton’s reserves.

- Playground equipment \$ 19,500 *Forecast Completion – 31 Dec 2007.*

## **6.2.4 OPTIONS**

The options available to the Committee are set out below:

1. To approve the carry over requests.
2. To approve only those where work is complete or the Council is committed to the work through contract.

Option 1 is the preferred option, as these works have already been agreed to by the community in previous Annual Plans.

### **6.2.5 STATUTORY IMPLICATIONS**

Not applicable.

### **6.2.6 CONSULTATION**

Consultation on these projects has been carried out as part of Annual Plan development and for some of the projects there has been further consultation with interested groups and affected parties.

Any issues of concern have been addressed through the consultation phase.

### **6.2.7 STRATEGIC LINKS**

These projects been defined in previous Annual Plans and Council programmes.

### **6.2.8 FINANCIAL**

There are no financial implications arising from the approval of the recommendations contained in this report.

Individual projects may be the subject of separate requests for additional funding once final pricing of those projects has been received.

**D H ROBERTSON**  
**Roading & Street Services Manager**

**A R GUTHRIE**  
**Water Services Manager**

## 6.3 FINANCIAL REPORTS

Financial reports will be prepared for the Committee's November meeting.

## 6.4 RATES – SALE OF ABANDONED LAND

Council is currently taking steps to have a rating unit in Methven declared abandoned and therefore sold in order to recover outstanding rates of approximately \$5,300. The land is owned by Paul Frederick Messiter. The rateable value on the land is currently \$92,000.

There are a number of steps that are required under the Local Government (Rating) Act 2002 in order to have land declared abandoned.

In order to have land declared abandoned, the rate payer for the land must

- be unknown; or
- cannot be found after due inquiry and has no personal representative; or
- is deceased and has no personal representative; or
- has given notice to the local authority that he or she intends to abandon or had abandoned the land.

We have been unable to locate Mr Messiter and therefore have begun the process to enable us to sell the land and recover the outstanding rates. Council is currently advertising our intention the have the land declared abandoned, and after the required one month public notice period, Council will be applying to the District Court for an order declaring the land abandoned and the authorisation necessary to be able to sell the land.

Once this is granted, the land will be sold either through public auction or tender.

## 6.5 FORESTRY

### 6.5.1 Sales and Harvesting

---

#### SALES INFORMATION REPORT - FOREST SUMMARY

Period: 1/7/2007 to 31/7/2007

Products	Quantity	Net Value
KA EXPORT	233.079 JAS	\$4,198.07
KI EXPORT	357.932 JAS	\$2,863.21
KIS Export (Small Industrial)	55.706 JAS	\$192.74
KS EXPORT	509.541 JAS	\$5,277.41
<i>Unit Total</i>	<i>1156.258 JAS</i>	<i>\$12,531.44</i>
Douglas fir S30 sawlog	215.500 tonnes	\$18,015.80
KS EXPORT	22.800 tonnes	\$517.56
PRAD chip (LED<55cm)	759.460 tonnes	\$870.47
PRAD firewood	140.880 tonnes	\$562.07
PRAD M18 SRS	325.980 tonnes	\$8,883.38
PRAD sawlogs S-grade	107.690 tonnes	\$3,058.71
S22 RADIATA SAWLOG	400.620 tonnes	\$15,614.41
S30 RADIATA SAWLOG	742.710 tonnes	\$39,579.41
SMALLWOOD	104.600 tonnes	\$3,159.67
<i>Unit Total</i>	<i>2820.240 tonnes</i>	<i>\$90,261.48</i>
<b>Forest Total</b>		<b>\$102,792.92</b>

---

The log uplift summary above is for the month of July and includes Radiata pine log uplift from Barford Road and Westerfield School Road. The uplift also includes the start of operations at the Douglas fir plantation at Millers Road. This plantation has been harvested as there is currently a market opportunity for Douglas fir and it shifts production away from less profitable Radiata pine export. The Phil Russell logging crew finished harvesting the plantation at Barford Road at the start of August. During August a small plantation adjacent to the Barford Road plantation on the corner of the Tinwald-Westerfield-Mayfield Road was cut. The Property Manager has been requested to investigate other tenure options for this plantation. Phil Russell is currently harvesting the plantation on the Mayfield-Valetta Road.

## **6.6 PROPERTY**

### **6.6.1 Staff**

A new Property Graduate, Yuting Yin (Conan), has been appointed. She commenced work on Monday 3 September, and has commenced the catch-up work on lease renewals and rental reviews. Conan majored in Property at Auckland University. Her subjects included property management, development and valuation. Her skills are being put to good use.

### **6.6.2 Airport**

Met Service has been in touch regarding the placement of a beacon on the weather station mast. They are likely to trial an orange "ball". If this is not sufficient they will install a flashing beacon which will be powered with solar energy.

### **6.6.3 Resource Centre**

The quote submitted by Waddell Construction for the upgrade and fit-out of the vacant space has been accepted.

As part of this project we will seal the Cass Street frontage parapet to stop water ingress. Also, provision has been made to refurbish the Centre's conference room and I am meeting with the Trust's Chairperson on 18 September, to finalise colour schemes.

## **7.1. INFORMATION SYSTEMS**

### **7.1.1 Summary**

Improvements and upgrades to the main Council computer programmes continue. The web site continues to attract about 600 visits a day from a variety of mainly English speaking countries. The maps available on computer to Internet users and staff continue to improve as a result of feedback received. Email is maturing as a method of business communication as recent legislation attempts to reduce spam and malicious email. A manager has been appointed to the Documents and Records Department. The provision of aerial photography of the district is currently stalled. A telephone call centre is being planned. Well attended computer training sessions are now a regular feature. Access is being arranged for the Police to monitor live video of the town centre. Some rooms in the Villa now have access to the Council computer and telephone system.

### **7.1.2 Technology One**

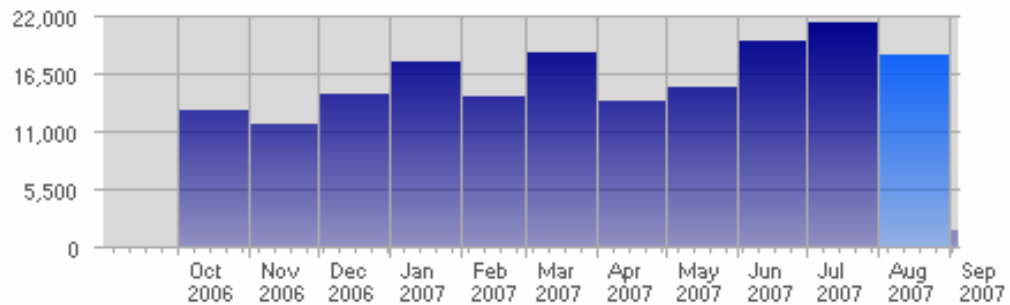
Research is being conducted to assess the feasibility and benefits of an additional module for Finance One which will allow budgets to be entered directly into the financial computer system by managers. This ability will give more control to individual managers and improve the process of preparing budgets. An upgrade to the Proclaim One programme will be required in

addition to new hardware, software, configuration and training for the Finance One programme. Staff will be attending a presentation in September to gather more information.







### 7.1.3 Ashburton District Council Web Site

The candidate information pack for the upcoming elections was the most downloaded file from the Council web site. The cemeteries page was the most popular web page. This page offers access to cemetery records and is useful for genealogists. The ability for customers to help themselves 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.

August 2007 ADC web Statistics:



Uniquely identified viewers in August 18,453

Language Preferences		Visits by Continent			
English is the overwhelming majority					
#	Language	#	Continent	Total Visits	Percent of Visits
1.	English	1.	 Oceania	2,848	40.24%
2.	German	2.	 North America	2,306	32.58%
3.	French	3.	 Europe	1,099	15.53%
4.	Spanish	4.	 Asia	766	10.82%
5.	Dutch	5.	 Africa	39	0.55%
6.	Italian	6.	 South America	19	0.27%
7.	Polish				
8.	Swedish				
		Total		7,077	

	<b>June</b>		<b>August</b>	
Visits from uniquely identified clients	<b>19,744</b>		<b>18,453</b>	
<b>Top 10 pages viewed</b>	Notices	<b>3,236</b>	Notices	<b>3,288</b>
	Vacancies	<b>743</b>	Cemeteries	<b>741</b>

	Searches	<b>460</b>	Searches	<b>580</b>
	Contact Us	<b>353</b>	Contact Us	<b>429</b>
	Cemeteries	<b>302</b>	Drinking Water	<b>407</b>
	Fees & Charges	<b>260</b>	Tenders	<b>361</b>
	ADC Camping Grounds	<b>222</b>	Vacancies	<b>312</b>
	Development Planning	<b>218</b>	Rating Information	<b>284</b>
	ADC History	<b>218</b>	Elections	<b>238</b>
	Rating Information	<b>217</b>	Development Planning	<b>238</b>
	<b>June</b>		<b>August</b>	
<b>Top 10 documents downloaded</b>	Ashburton community agencies directory	<b>194</b>	Candidate Information pack	<b>174</b>
	Annual plan 2007/08 draft	<b>165</b>	Annual Report 2006	<b>165</b>
	Adc job application form	<b>135</b>	Community Agencies Directory	<b>133</b>
	Code of conduct	<b>114</b>	Annual Plan 2007/8	<b>127</b>
	Annual report 2003	<b>113</b>	District Diary pages 4&5 Rates Information 2007/8	<b>117</b>
	District Diary Aug 2005	<b>106</b>	Ashburton Physical Activity Strategy 2006	<b>110</b>
	Hinds development plan June08	<b>104</b>	District Diary December 2004	<b>89</b>
	NE Ashburton business 9 lasc assessment	<b>104</b>	District Diary August 2003	<b>81</b>
	Annual report 2006	<b>103</b>	Ashburton County Council Records	<b>78</b>
	District Diary April 2007	<b>98</b>	Proposed Plan Change North East Ashburton Transport Assessment	<b>75</b>

#### 7.1.4 GIS

The maps and aerial photographs of Ashburton District that are available for the public using the Internet have been refined based on feedback from the public. Rating and property information is currently available. Additional information will be added as it becomes available.

#### 7.1.5 Network Security

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.

Average Per Day	Apr-07	May-07	June 07	July 07
Emails Sent	102	138	139	124
Emails Received	711	591	588	651
Virus/Spam Emails	479	441	457	357
Virus/Spam Emails %	67%	75%	78%	55%
Hacker attacks/month	112	170	164	178
Computer Availability	99.99%	99.99%	99.99%	99.999%

#### 7.1.6 Ashburton Information Management Strategy (AIMS) Project

Geraint Philp has joined the Council as Documents, Records and Administration Manager. Geraint is initially concentrating on investigating the process for producing LIMs and managing Property Records.

#### 7.1.7 Aerial Photography

The company supplying aerial photographs of the district has decided not 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 company that was contracted to supply the photographs has completed part of the district but has announced that it does not intend to complete the project. There will be a meeting of some of the members of the consortium on Friday 7 September, to review the options available. Payment has been made to the company only for the photographs that the Council has received. An illustration showing the extent of the aerial photography that has been delivered is attached.

**Page 37**

#### 7.1.8 Customer Service Staff Reference Group

A staff reference group has presented a report that identifies the need for a telephone call centre as a priority. The receptionists consistently receive over a thousand telephone calls a week from customers, which on average, is a call every two minutes. This does not include personal visits to the receptionist's counter or internal calls from staff in the Council, which add to the workload of the receptionist. There would be benefits for customers and Council staff if this first point of telephone contact had time to respond to queries and requests directly and only refer calls that needed more specialist treatment to other council staff. A project plan is being refined.

### 7.1.9 Training

Weekly training sessions have been taking place on site regularly using training consultants and GIS staff. Basic training needs have been identified and suitable courses offered which have been well attended.

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.

### 7.1.10 Town Centre video surveillance

Access is being arranged for the Police to monitor live video of the town centre.

### 7.1.11 Computer and telephone access to the villa

Two rooms in the villa have been set up with access to the Council computer and phone system. These rooms are currently being used by the Rates Rebate staff. This access will be expanded as other rooms become available.

### 7.1.12 Elections

Hardware, software and support are being provided to assist in the election process.

## 7.2 ADMINISTRATION

### 7.2.1 Staff Structure

Between the period 1 July 2006 to 30 June 2007, Ashburton District Council employed 96 staff, being 90 full time and six part time staff.

The ethnic grouping of staff is as follows:

Ethnic Grouping	No.	Percentage of Total
Caucasian Male	53	55%
Caucasian Female	41	43%
Asian Female	2	2%
	96	100%

The age grouping of staff is as follows:

Age Group	No.	Percentage of Total
18 to 20 years	1	1%
20 to 29 years	9	9%
30 to 39 Years	18	19%
40 to 49 years	33	34%
50 to 59 years	21	22%
60 years and over	14	15%
	96	100%

Labour turnover rates and staffing levels are listed below:

	As at 30/06/04	As at 30/06/05	As at 30/06/06	As at 30/06/07
Total Staff Numbers	78	83	87	96 11 resignations 4 maternity leave entitlements 9 new positions created.

Turnover rate:

Number who left during the year x100 = 1500

Number employed during the year =  $\frac{87 + 96}{2} = 91.5$

$\frac{1500}{91.5} = 16.39\%$  turnover rate for 2006/2007.

## 7.2.2 Insurance Cover for 2007/ 08

Jardine Lloyd Thompson Ltd continues as Council's insurance broker and they continue to provide broking and risk management services for which an annual fee is paid. As a result of discussion with JLT, a 20% discount in premiums for the 07/08 year has been agreed.

The snow event of June 2006, resulted in numerous claims for repairs to pensioner housing and community halls. No major structural damage was sustained but damage to spouting and down pipes was widespread and \$21,000 was refunded by JLT for this. Council paid the excess of \$2,000 in respect of this claim.

Community halls continue to receive cover under the Area Committees Material Damage scheme which has a \$500 excess for each incident. Council continues to pay the indemnity value of insurance cover for halls, plus contents, with full replacement an option for halls that are able to raise funds for the extra amount. The issue of ongoing maintenance costs continues for all halls with no insurance cover available for this.

No personal injury claims have been lodged and no material damage claims against Council as a result of snow damage to other properties have been lodged despite Council receiving notice that such a claim was likely. That matter appears to have been resolved without Council being involved. Jardine Lloyd Thompson has indicated their satisfaction with the level of insurance cover provided for Council assets and liabilities.

## 7.3 MISCELLANEOUS MATTERS

### 7.3.1 Mail Management

Mail management report as at 7 September 2007

Group	Total Received	Total Completed	Completed within Time	Completed Overdue	Total Uncomplete	Pending	Overdue
Mail Management	<b>2366</b>	<b>2266</b>	1366 (60.3%)	900 (39.7%)	<b>100</b>	29 (29.0%)	71 (71.0%)

### **7.3.2 Council Seal**

Under authority, since last meeting —

- **Lease Documents**
  - Deed of Lease – Carl Grove Ltd – Sub-lease to Burdett Ashburton Ltd
- **Bonds**
  - Registered Bond (\$8m) – Computer Investment Services Ltd
  - Subscription Agreement to secure a Bond (\$8m)
  - Deed of Charge (\$8m) – Registered holder of Bond
- **Easements**
  - Easement in Gross – convey sewage – ADC and IA & DA McCaw
  - Easement in Gross – convey sewage – Shanks & Jemmett Ltd
  - Easement – electricity – Harrison Street – Electricity Ashburton
- **Licence to Occupy**
  - Rural Section 39374 – JP & MA Edkins
- **Sale and Purchase Agreement**
  - Surveyors Road – BJ & MA Stock Ltd

### **7.3.3 Minor Applications**

- Methven Garden Club Annual Street Stall – 28 September 2007
- Adult Learning Week – Street Banner – 24 August – 9 September 2007
- SADD Street Appeal – 8 September 2007
- Preventing Violence in the Home National Appeal – 23 November 2007
- Methven Cricket Club Raffle – 21 September 2007
- Kids Ride for Life Charitable Trust Street Appeal – 30 October 2007
- Amnesty International Annual Street Appeal – 1 August 2008

### **7.3.4 Letters of Thanks**

- Kids Ride for Life Charitable Trust – in appreciation of Council's support for the annual fundraising tour 2006.
- Methven Public Library – in appreciation of the \$4,500 annual grant.

### **7.3.5 Methven Community Board**

A meeting of the Methven Community Board was held on Monday 20 August and no matters were referred to this Committee for consideration.

