



Ashburton District Council

AGENDA

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

Date: Thursday 7 May 2009

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 J A Everest
Cr R J Kilworth
Cr J A Kingsbury
Cr K W P Lowe
Cr J Sparks
Mayor M B O'Malley (ex officio)

AGENDA

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| 4 MATTERS ARISING | |
| 1.30pm Chorus Presentation | |
| <p>Attending: Chris Dyhrberg – GM Product Management & South Island Sponsor Kathy Wiltshire – Manager, Community Relations Neville Warsaw – Network Planner Robin Stevenson – Senior Delivery Specialist Emma Walker – Telecom’s Senior Advisor for Loc Govt & Community</p> | |
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| 8.2 | Property Subcommittee Meetings 26/03/09 and 30/04/09 | Section 7(2)(h) Commercial activities | 33 |
| 8.3 | ACL Ltd Draft Statement of Intent | Section 7(2)(i) Conduct of negotiations | To be circulated |
| 8.4 | Property Matter | Section 7(2)(h) Commercial activities | To be circulated |

1 May 2009

5. CORPORATE SERVICES

5.1 INFORMATION SYSTEMS

The main Council processing programme has been upgraded. The number of visitors to the Council web site continues to increase with job vacancies, food regulations and latest news being popular. A new help desk programme has been implemented that will help in reporting Key Performance Indicators.

5.1.1 Telecom Network

The Committee will receive a presentation from Chorus (the ex Telecom telecommunications network operator). The presentation is called 'Enhancing New Zealand's Broadband Network' and will provide information about the 'Fibre to the Node' project that is being rolled out across New Zealand over the next 3 years. There will also be some news on the mobile network from a Telecom representative.

5.1.2 Staff Training

Three IS Staff attended a three day Technology One training session in Auckland. The skills acquired by the staff will allow upgrades to the Financials programme to be performed by Council staff.

5.1.3 Upgrade to the Proclaim Property System

The Proclaim Property system has been upgraded to a newer version. The upgrade proceeded as planned and with minimum disruption to services.

5.1.4 Cyclic Renewals

The three year cyclic renewal program for desktop and laptop computers is now fully implemented. This means that the computers can be upgraded when operational requirements dictate.

5.1.5 Pandemic Planning

The ability for some staff to work from home was established as part of the Pandemic Planning for Bird Flu. Ten staff already have laptops that they can use to work from home using their broadband connection. In addition, there are ten laptops available that can be allocated to staff who have broadband connections at home that will allow them to work from home if necessary. This facility gives staff full access to the computer network, with access to all their programmes and information. An additional facility exists for all staff with Internet access and computers at home to send, receive and manage email, tasks and calendars. GIS information and mapping can also be accessed remotely. The existing Council broadband connection can not support any expansion to these services. A fibre optic connection to the Council building would be needed to provide more capability for remote computer access.

Some staff have mobile phones which could be used in an emergency. Past experience of emergencies highlighted the importance of telecommunications and email and fax.

The Emergency Management Officer is in touch with the District Health Board and a link to the Pandemic Planning site of the Canterbury District Health Board is now on the main page of the Council web site. Council staff can access this site from the Intranet and will be kept informed of developments. Some emergency supplies that were ordered during the Bird Flu planning are being supplemented. Corporate Services are working with Human Resources and Emergency Management to update and enhance pandemic planning for the Council.

5. CORPORATE SERVICES

5.1.6 Ashburton District Council Web Site

People visited the site 16,730 times and viewed 77,535 pages, compared to 15,714 visits and viewed 71,702 pages in February 2009. English speaking countries continue to be the greatest users. This shows a continuing increase in interest in the information on the web site. Latest notices and news, along with cemetery and job vacancies continue to be the most popular subjects with visitors. Population reports and food hygiene regulations were the most popular downloaded documents

March 2009 Number of Visits by country.

| Rank | Country | Page Views | Visits |
|------------------|----------------|------------|--------|
| 1 | New Zealand | 64,258 | 7,656 |
| 2 | United States | 17,444 | 9,539 |
| 3 | Not identified | 7,816 | 6,422 |
| 4 | Australia | 1,241 | 565 |
| 5 | Spain | 749 | 32 |
| 6 | UK | 471 | 291 |
| 7 | Netherlands | 316 | 112 |
| 8 | China | 293 | 213 |
| 9 | Czech Republic | 268 | 23 |
| 10 | Germany | 209 | 87 |
| 11 | France | 133 | 107 |
| 12 | Canada | 110 | 93 |
| 13 | Sweden | 105 | 70 |
| 14 | Russian Fed | 52 | 9 |
| 15 | Singapore | 51 | 59 |
| 16 | Brazil | 33 | 26 |
| 17 | India | 28 | 20 |
| 18 | Japan | 25 | 25 |
| 19 | Korea Rep | 17 | 11 |
| 20 | Turkey | 15 | 5 |
| 21 | South Africa | 13 | 18 |
| 22 | Andorra | 12 | 3 |
| 23 | Hungary | 10 | 3 |
| 24 | Hong Kong | 10 | 13 |
| 25 | Switzerland | 9 | 9 |
| Other Items (58) | | 127 | 149 |
| Total | | 93,815 | 25,558 |
| Search Engine | | 16,280 | 8,828 |
| Total for People | | 77,535 | 16,730 |

5. CORPORATE SERVICES

March 2009 Top 10 Pages viewed.

| Top 10 pages viewed | February 2009 | | March 2009 | |
|---------------------|---------------|-------------------|------------|-------|
| | Notices | 3,881 | Notices | 4,080 |
| Job Vacancies | 790 | Cemetery Records | 1,000 | |
| Cemeteries | 739 | Cemeteries | 895 | |
| Cemetery Records | 663 | News | 800 | |
| District Planning | 495 | Search | 634 | |
| Contact Us | 451 | Job Vacancies | 590 | |
| News | 428 | Contact Us | 465 | |
| Tenders | 361 | District Planning | 437 | |
| Resource Consents | 336 | Tenders | 429 | |
| Maps | 320 | Maps | 381 | |

March 2009 Top 10 Documents downloaded.

| Top 10 documents downloaded | February 2009 | | March 2009 | |
|---|---|---|---|-----|
| | Water Services Field Asst Job Description | 132 | Ashburton District Population Report V2 | 133 |
| Ashburton District Population Report V2 | 130 | Food Hygiene Regulations | 98 | |
| Records Officer Job Description | 111 | District Diary | 88 | |
| Employment Application Form | 100 | Ashburton Borough Council Records | 56 | |
| District Diary | 80 | Hair Dressers Regulations | 54 | |
| Food Hygiene Regulations | 67 | Residential Building Consent Application Pack | 51 | |
| Camping Regulations | 65 | Camping Regulations | 50 | |
| Trade Waste | 63 | Employment Application Form | 47 | |
| Road Safety Job Description | 62 | Commercial Building Consent Industrial Application Pack | 47 | |
| Senior District Planner Job Description | 60 | Archives Maps and Plans | 46 | |

5. CORPORATE SERVICES

5.1.7 Network

There has been a significant drop in the number of hacker attacks. The security measures that are in place to prevent malicious intrusion are continually being refined and upgraded.

| Average Per Day | Aug 08 | Sept 08 | Oct 08 | Dec 08 | Jan 09 | Feb 09 |
|-----------------------|--------|---------|--------|--------|--------|--------|
| Emails Sent | 156 | 140 | 166 | 126 | 125 | 178 |
| Emails Received | 3827 | 4417 | 4745 | 2838 | 3722 | 3535 |
| Virus/Spam Emails | 3362 | 3352 | 4444 | 2213 | 2949 | 2843 |
| Virus/Spam Emails % | 87% | 76% | 93% | 78% | 79% | 80% |
| Hacker attacks/month | 426 | 352 | 725 | 1393 | 3793 | 490 |
| Computer Availability | 99.90% | 99.99% | 99.90% | 99.99% | 99.99% | 99.90% |

5.1.8 Help desk

A new programme for recording help desk calls and responses has been installed. This new programme will report Key Performance Indicators that have been set in the IS Activity Management Plan.

5.2 RECORDS AND ADMINISTRATION

5.2.1 Records

The retention and disposal schedule has been applied to more files and records, leading to the disposal of some older ADC records and the designation of others for the archives.

5.2.2 LIM Reports

Fifty one LIM reports were produced in March (62 in March 2008). All were completed within 10 days. The average completion time was 4.3 days.

The new temporary Records Officer (Systems) will take up her post on 27 April and will work on LIM reports under supervision of the Records Officer (LIMs).

5.2.3 Data Quality

After the new temporary Records Officer (Systems) starts, the Records Officer (LIMs) will tackle further improvements in the Council's address files. The Council aims to comply with the new New Zealand Post address standards for business users, which includes adding road names and RAPID numbers to rural addresses. The Records Officer will also tidy up resource and building consent data associations on subdivided properties.

5.2.4 Administration

There is still a lot of insurance activity; reviewing the Council's accident cover for staff and volunteers, actions consequent to the incident at Ruapuna Reserve, vandalism, and from the consequences of the elements – damaged roofs, vehicles (hail), machinery (Nor'wester) and books (hail and rain).

5. CORPORATE SERVICES

The Records and Administration Manager wrote to all 22 Reserve Boards and Memorial Hall committees that operate as Council subcommittees, stating what is currently insured and asking for updates on new facilities and valuations. Responses to date have mainly amended contents rather than property values.

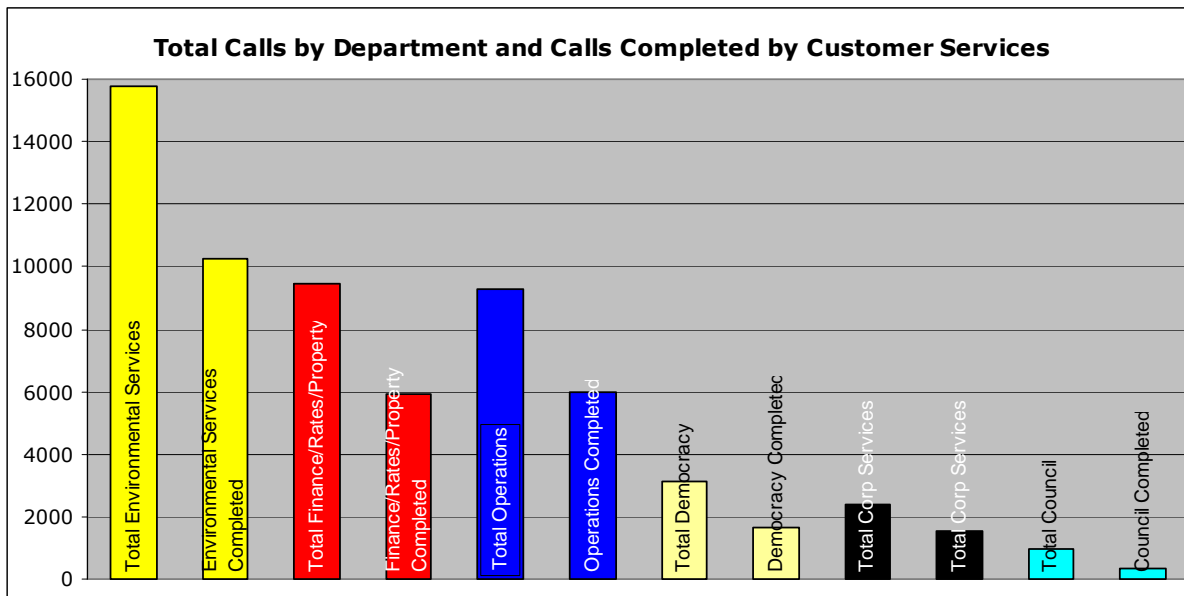
Letters were also sent to two other halls, but further correspondence stopped pending a decision on using an external insurance valuer to revalue premises at 30 sites with community halls. We have received a quotation of \$100 an hour, up to a maximum of \$9,000 + GST for completion of the work. If revaluation of contents/plant is possible at some sites, this may be invoiced separately.

The triennial Reserve Board and Memorial Hall Meeting is being organised, at which the Records & Administration Manager will speak on insurance matters.

5.3 CUSTOMER SERVICES

Over the past six weeks 6,888 calls were made to the Ashburton District Council on 307 7700. (This does not include calls made direct to staff extensions). The average wait for callers was 7 seconds. 66% of all calls answered in the Contact Centre were not required to be transferred to department staff. Calls followed the usual pattern with requests for building inspections, requests for remedial work such as potholes and water leaks, and general rate inquiries making up a large part of the calls.

At reception over the past six weeks we processed 6,658 payments including 2,029 on the 20 and 21 April - the final days for payment of rates instalment 5. Of the total rates payments received in April 46% were processed in these last two days which indicates people are waiting till the last possible moment before paying their rates.



5. CORPORATE SERVICES

5.4 MISCELLANEOUS MATTERS

5.4.1 Mail Management – 1 May 2009

| Group | Total Received | Total Completed | Of Completed | | Total Uncomplete | Pending | Of uncomplete Overdue |
|-----------------|----------------|-----------------|--------------|--------------|------------------|------------|-----------------------|
| | | | Within time | Overdue | | | |
| Mail Management | 2890 | 2850 | 1531 (53.7%) | 1319 (46.3%) | 40 | 25 (62.5%) | 15 (37.5%) |

5.4.2 Council Seal

Under authority, since last meeting —

- **Lease Documents**
 - Glasgow Lease Transfer - McCormick vs ADC
 - Hut Site Lake Clearwater – Maurice Brailey Family Trust
- **Licence to Occupy**
 - AYU & JM Cameron and KW Richardson
 - Part of Council Road – part of Anama Valetta Road – Rushton vs ADC
- **Easement Instrument**
 - Fencing Covenant – Braebrook vs ADC
 - Right to convey electricity – J Millichamp & Sons Ltd vs ADC
 - Right to drain sewage – 74 Princes Street (Registration Form)
 - Right to drain sewage – CR & JM Skene vs ADC
- **Deed of Fencing Covenant**
 - Braebrook Properties Ltd vs ADC
- **Restrictive Land Covenant**
 - Geoff Geering Drive – ADC vs MLP (Ashburton) Limited
- **Transfer Instrument**
 - Braebrook vs ADC
 - Creating restrictive land covenant - ADC vs MLP (Ashburton) Holdings Ltd
- **E-dealing Form**
 - Braebrook vs ADC – Fencing Covenant & Easement in gross
- **Consent Notice**
 - Pursuant to S.221 RMA 1991 – Title issued – Braebrook Stage 1 Subdivision vs ADC
 - Pursuant to S.221 RMA 1991 – Title issued – Braebrook Subdivision vs ADC
- **Plan Change 6**
 - Boundary Adjustment – Addition to District Plan
- **Loan Documents**
 - ADC / Westpac Banking Corporation

5.4.3 Minor Applications

- Arthritis Foundation – Street Appeal – 21/04/09
- Mid-Canterbury Womens' Institute Federation Choir -30/04/09
- Lauriston Play Centre – Street Stall, Methven – 30/04/07
- Mid-Canterbury Childrens' Theatre – Banner over Water Feature – 1/9/09 – 5/10/09

S ALLEN

Corporate Services Manager

6. DEMOCRACY & COMMUNITY SERVICES

6.1 COMMUNITY CONSULTATION AND PLANNING – CURRENT PROJECTS

6.1.1 Community Outcomes Monitoring Framework and Report

This document is complete and is now being formatted and printed.

6.1.2 Draft Community Plan 2009-2019

The draft Community Plan 2009/19 was given a clear opinion by Audit NZ and was adopted by Council for community consultation on 9 April.

The Summary Community Plan has been delivered to all homes in the district and we have received very positive feedback about the document.

By the time this report gets to the Committee we will have completed the community meetings in Rakaia, Ashburton, Methven, Mayfield and Hinds. We will also have had the open day in Ashburton. We are also providing a presentation to the social services sector on May 1 and to the Ashburton Business Association on May 10.

There is extensive information on the Council website regarding the draft Community Plan and some of the major project proposals contained in it – particularly the Aquatic Centre and Indoor Stadium and the Barrhill Chertsey Irrigation investment proposal.

Media interest in the draft Community plan has been strong and there have been numerous stories regarding various proposals contained in the Plan.

Submissions have been steady and we will provide an update of numbers received at this meeting.

6.1.3 Methven and Rakaia Community Strategy Reviews

The Community Planning team are continuing to work with the Rakaia Community Association and the Methven Community Board to finalise drafts for both documents. Two community workshops have been held with each community and the results of those workshops put into a first cut strategy document. The Community Planning team is now working with smaller groups from each town to build detail into the documents and establish a draft set of actions.

6.1.4 Camping Ground Review

Policy Advisor, Felix Dawson, has prepared a scoping report outlining the approach to be taken to a review of Council's camping grounds. This document will guide the review itself.

6.1.5 Green Ribbon Award Applications

Community Planning staff have prepared entries for the Green Ribbon awards on behalf of Council for three Council projects – the Ashburton wastewater treatment and disposal facility, the Scales Road Scientific Reserve and the Albert Street eco-subdivision.

We have received a request for further information on the Albert Street subdivision entry and await any further news.

6. DEMOCRACY & COMMUNITY SERVICES

6.2 LIBRARY

6.2.1 Issues and Membership

A very good issue total was recorded for March, clearly ahead of that for the month last year. Higher issue figures were reached in most areas, especially in the adult library.

The new memberships figure of 129 was also good to see, together with foot traffic and reference enquiries both up on March last year.

6.2.2 South Island Library Managers' Meeting

This annual mini-conference was held in Dunedin on 30 and 31 March. As well as individual reports from the managers highlighting event, concerns and trends in their areas over the last year, the National Librarian Penny Carnaby addressed the meeting. She spoke about the role of public libraries in the current economic climate, in which library use has already been seen to rise. She also talked about the controversial building redevelopment of the National Library in Wellington, which has come into question as the new government carries out a line-by-line review of expenditure. Other areas such as the non-New Zealand music collections and the microfilming of current newspapers are also under question.

Operationally, the National Library has performed well recently in digitizing its heritage collections, microfilming (such as the retrospective project currently undertaken on the Ashburton Guardian) and administering the Aotearoa People's Network free public internet in many district libraries.

Updates were also given by the manager of the Aotearoa People's Network, LIANZA (Library and Information Association) and the newly formed Association of Public Library Managers.

An interesting session from the Christchurch City Libraries Manager, Carolyn Robertson, described the projected use of RFID (Radio Frequency Identification) in self-issue machines throughout the city library system. This seems to be the way of the future, and opens up a wide range of service delivery possibilities. Book kiosks are one development overseas, where library books are selected and self-issued in a similar way to a drinks dispenser.

6.2.3 Displays

Community organisations using the display facilities during March were Ashburton District Tourism, the Herb Society, and Borough School to publicise its Ashton Beach Clean-up Project.

6.2.4 Children's Library

In March the Children's Librarian attended the South Island Children's Librarians' Conference in Greymouth. Guest speakers included the inspirational Joy Cowley and her fellow New Zealander, writer/storyteller Stu Duval. As always, the conference offered the bonus of being able to trade ideas with people who are working in the same field, and looking for solutions to the same problems.

In the last half of the term the Library had visits from four schools and two pre-schools. The Children's Librarian visited the St David's play group.

The new games computers in the Children's Library have been a great hit. The two elderly computers have been replaced with four modern screens. Some new games are available, along with favourites from the old system. Feedback is good and the computers are in constant use.

6. DEMOCRACY & COMMUNITY SERVICES

6.2.5 Stocktaking Options

Following a report on the recent stocktake of library items, Council has asked that options for shorter than the suggested five year intervals for future stocktakes be evaluated. The possibility of incremental or section-by-section stocktakes was mentioned for further investigation. Annual intervals were also suggested.

Various options are possible, within the constraints of the current eLM. library computer system, and the availability of staff and money. The main technical constraint is that issues in area are not possible while stocktaking is being carried out. It would clearly be better not to have to close to the public in order to carry out a stocktake, but items cannot be issued from scanned areas until the item details have been downloaded to the system, and this makes public access to the targeted sections impossible while stocktaking is in progress. Roping off sections of the library is one possibility, but is unlikely to be popular with the public.

The value of knowing more exactly the status of individual items of library stock has to be balanced against the best utilization of staff time, and the costs involved. Unlike in a shop or other business situation, where stock on hand details are necessary for accounting, taxation and stock decision making purposes, libraries use stocktaking mainly as a way of updating the information on the library catalogue. The realization that a popular book is missing, and should be replaced, comes within a short period of time, and is acted upon at the time without the need for stocktaking. Recommended purchase forms allow the public to highlight gaps they see in library purchasing. Stocktaking of the entire collection is a low priority activity. The loss rate is low enough to make it hard to justify the amount of work needed to carry it out more frequently than the five years suggested. After eleven years interval since the last stocktake in 1998, the items unaccounted figure was 1308, which represented 1.36% of the then collection total.

The latest Public Library Statistics put Ashburton the third highest of the 73 public library operations reported on in terms of numbers of issues processed per staff member (Manawatu 46746, Timaru 42115, Ashburton 38307). This figure will be higher next year, as our issues rise while staff numbers are held. I believe it is important to deploy the staff on necessary duties with meaningful results. Employing temporary staff would be a cheaper option, but would probably result in far more errors in the process.

Option 1: Continuous “rolling” stocktakes, weekly basis

While the library is closed to the public, for example before 10 am on weekday mornings, it would be possible to scan the barcodes of a certain number of items, and import their details into the eLM system. This cannot be done once that area is open to the public. It would be possible but difficult to incorporate this into library routines on an ongoing basis. Because of other necessary duties which have to be carried out before opening, only one staff member could be released to do this work, perhaps for two pre-opening periods per week.

On my estimate of an average of one side of a stand being scanned in the time available, continuous or rolling stocktaking would involve between 90 and 100 of these short sessions. The result would be that over a two year period we would know that the database was more accurate.

6. DEMOCRACY & COMMUNITY SERVICES

If areas were “roped off” from the public after opening this work would go faster, but would interfere even more with present staff duties and also frustrate the public.

While making it possible to update the catalogue for missing items on an ongoing basis, neither this nor the following two options allows a complete picture of what is missing from the collection. Neither does it capture those items which are temporarily elsewhere in the library. They would appear as lost although just mishelved, or in mending or some other legitimate place.

Option 2: More frequent complete stocktakes, without closing.

Alternatively, every year, or two or three years, most of the staff could together scan category areas during longer periods when the library was closed to the public, perhaps mainly during weekends. This would be costly, but again would provide more up to date information on the availability of individual titles, and allow mistakes on the database to be cleaned up more regularly.

Option 3: Partial Stocktakes on an Annual Basis

This would involve completely stocktaking only certain areas, about a fifth of the collection each year, over a five year period. It could be managed without closing on the same basis as Option 2, or by closing for only one day in order to complete that one fifth of the collection in one hit.

Option 4: “One Hit” Complete Stocktake

Librarians hate losing potential issues, so the decision to carry out the recent stocktake during the week, and to close the library to the public, was a hard one to make. The reasons for this decision were:

- Less costly than other options. Over \$1200 was paid in overtime related to the stocktake as it was. If weekend hours had been used, the bill would have been much larger.
- Technical support more readily available. We wanted to be able to quickly get help from the IS department and from the eLM. office if required. It was required.
- The ability to reach an accurate comprehensive figure for missing items, which excluded those on the wrong shelf, or otherwise temporarily out of place. None of the other options allows this level of certainty.
- Any items still on issue, but found on the shelf, are automatically returned, so the process clears up such loose ends in the circulation system.
- Near-complete suspension of the demands of providing library service to the public is possible. The public co-operated in the recent project, seldom even ringing with book renewals during the period we had informed them we would be closed.
- Ability to focus the team completely on a task we all knew would be demanding, but relatively soon over. This element was important, and would be lost if the same project was more fragmented.

6. DEMOCRACY & COMMUNITY SERVICES

Conclusion

Option 4 gives the best result, is less expensive, less disruptive to the library operation and is much less inconvenient to the public.

6.2.6 Statistics for March

| Issues | March 2009 | March 2008 |
|------------------------------------|-------------------|-------------------|
| Non-fiction | 5237 | 4236 |
| Fiction | 5012 | 4388 |
| Large Print | 2715 | 2231 |
| English Resources | 20 | 12 |
| Rentals | 92 | 61 |
| Young Adult Fiction | 868 | 828 |
| Young Adult Non-Fiction | 144 | 135 |
| Young Adult Magazines | 77 | 61 |
| Young Adult CD | 79 | 48 |
| Paperbacks | 420 | 390 |
| Magazines | 476 | 441 |
| Adult Audio | 123 | 193 |
| Adult Video | 225 | 166 |
| Junior Fiction | 7802 | 7573 |
| Junior Non-Fiction | 2033 | 2342 |
| Junior Magazines | 409 | 334 |
| Junior Audio | 310 | 312 |
| Junior Video | 791 | 746 |
| Requests | 22 | 14 |
| Stack | 111 | 108 |
| Undefined | 123 | 16 |
| TOTAL | 27089 | 24635 |
| | | |
| <u>Issue - Year To Date</u> | 234320 | 224023 |

| <u>Memberships</u> | Total at end March 2009 | March 2008 | Added during March 2009 |
|---------------------------|--------------------------------|-------------------|--------------------------------|
| Adults | 7948 | 7936 | 63 |
| Young Adults | 1007 | 1031 | 10 |
| Junior | 2907 | 2859 | 53 |
| Non-resident | 110 | 100 | 0 |
| Other | 398 | 397 | 3 |
| TOTAL | 12370 | 12323 | 129 |

6. DEMOCRACY & COMMUNITY SERVICES

| Foot Traffic | | March 2009 | March 2008 |
|---------------------|--|-------------------|-------------------|
| | | 11845 | 11129 |
| | | | |
| Year To Date | | 111519 | 103580 |

| Reference Enquiries | | March 2009 | March 2008 |
|----------------------------|--------------|-------------------|-------------------|
| | Adult | 669 | 669 |
| | Children | 134 | 101 |
| | Total | 803 | 770 |

6.3 PARKS AND RECREATION

6.3.1 Ashburton Domain

The annual beds have been stripped of their summer display and are, at present, being prepared and planted for the spring display.

Once again the brick wall has been badly damaged by vandals, on a further two occasions, in the last 6 to 8 weeks. It is interesting to note that it is exactly the same time of the year as a similar incident of vandalism last year.

All show lawns have been sprayed to eliminate weeds.

The wire rope on the flying fox has been re-tensioned again.

6.3.2 Township Beautification and Sports Grounds

Baring Square West was prepared for Anzac Day ceremonies.

Like the Ashburton Domain gardens, annual beds around the townships are being prepared for planting.

All the sports fields have been sprayed to eliminate weeds as well as fertilised.

New 'smoke-free' playground signs have been installed.

A number of odd jobs, such as repairing broken barriers, boxing around the bark under playground equipment and erecting the winning gardens street and cul-de-sac signs have been finished.

Tree pruning along the front of the Methven Domain has been completed.

6.3.3 Rural Reserve Beautification

Rural staff have been busy with occasional mowing and tree pruning.

6. DEMOCRACY & COMMUNITY SERVICES

6.3.4 Cemeteries

The spraying of all cemeteries has been completed.

Cemeteries were prepared for ANZAC Day ceremonies.

The area of the Hinds cemetery, that had previously been plantation, has been graded and sown in grass seed.

Hedges at Waterton cemetery have been trimmed and clippings removed.

Ashburton Cemetery

| February 2008 | | February 2009 | |
|---------------|----|--------------------------|---|
| Interments | 5 | Interments | 7 |
| Ashes | 8 | Ashes | 4 |
| March 2008 | | March 2009 | |
| Interments | 10 | Interments | 4 |
| Ashes | 6 | Ashes | |
| April 2008 | | April 2009 (to 24/04/09) | |
| Interments | 10 | Interments | 3 |
| Ashes | 4 | Ashes | 7 |

6.3.5 Signage

As reported in October 2008, the installing of name signs in Council parks was delayed due to waiting for the Town Centre Development Plan. It was understood that there would be a standard design of signs, lettering and colours for all signage in Ashburton, thus maintaining a consistent image and theme.

The district's cemeteries signage also needs to be consistent with an overall standard.

To date, no advice has been received of a standard being developed, therefore the proposal is unable to proceed. Budget provision has been made for domain and cemetery signage in the next financial year.

6.3.6 Vandalism and Security

Vandalism is a regular and ongoing problem which seems to draw extra publicity when it is a highly prominent area that is targeted. A day wouldn't go by without some form of vandalism, from pulling out plants, smashing trees, damage to toilets, park furniture, playground equipment and signs, graffiti, break-ins, fires, the list goes on and on. Therefore security does become a big issue and a major financial burden.

The Ashburton Domain does have some security cameras. They are expensive to install and when culprits responsible for vandalism / graffiti have been caught on the cameras there has been no prosecution, mainly because of the inability to identify offenders. Hence the installation of further cameras is not seen as an option at this stage.

Requirements in respect of security services in the domain have changed, resulting in a change to the domain's security providers for the next 12 months.

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There will be a higher level of internal and perimeter patrolling, a higher security profile and a programme targeted at making the domain unattractive for criminal activities. For example, the level of damage increases in the domain during the school holidays therefore extra security will be provided to cover that period.

The service providers will also be covering the Information Centre and public toilets area on the Green and Council amenities such as Baring Squares East and West, the Skatepark and the Cemetery. They will have delegated authority to enforce Council's Public Place Bylaws and to issue infringement notices. While the enforcement of infringement offences will make the various localities inhospitable to offending elements, there is also expected to be a high degree of interaction with the Police. There may be further security innovations as a result of monthly review meetings with the service provider.

6. DEMOCRACY & COMMUNITY SERVICES

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 1/1/13/1
DATE: 7 May 2009
REPORT TO: Finance & Community Services Committee
FROM: Youth Council Meeting – 7/04/09

6.4 YOUTH COUNCIL

MINUTES of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Tuesday, 7 April, in the Council Chambers, Ashburton District Council, commencing at 5.40 pm.

PRESENT: S Ruck (Chair), K Moses, B Stevenson, G Wragg, S Smith, J Corbett, L MacGregor, S Lewthwaite and James Lester
Also in attendance Trina Markland and Tracey Quartermaine (He Oranga Pounamu); Cr J Sparks and V Prendergast.

APOLOGIES: S Putaranui, L Howden, Cr R Kilworth and G Robertson **Sustained**

Minutes

“That the minutes of the Ashburton Youth Council held on Tuesday 10 March, 2009, be taken as read and confirmed.”

Jared / Stacey **Carried**

Tracey Quartermaine – Programme Co-coordinator He Oranga Pounamu and Trina Markland – Project Manager Kia Piki o te Ora were welcomed to the meeting and introductions were made. Trina explained that Kia Piki is a Ministry of Health all-age suicide prevention project for the strengthening of Maori well-being. Kia Piki has in the past organised youth well being concerts and events and would like to do so again in our district. Youth Council members were invited to learn more about Kia Piki at a meeting to be held at Hampstead School on 20 April at 3.00 pm. Trina will provide further details closer to the date.

Matters Arising

Ashburton River to Lake Hood Cycle Track

Cr Sparks advised a public meeting will be held in the near future to discuss development and care of the proposed track.

Matters for Discussion

Logo Competition

A pleasing number of entries were received for the logo competition. Members viewed all 62 designs on a PowerPoint presentation and rated each design. A huge variation in designs was apparent with many proving popular. The winning design was by Tori Pollard. Tori will shortly be contacted to receive her prize.

Youth Council Forum

Vikki reported that due to the Waimate Youth Council no longer being able to attend on 24 April, the Forum has been postponed.

6. DEMOCRACY & COMMUNITY SERVICES

Future Events

Planning is well under way for the Doppler concert on 22 May. The venue will be the Ashburton Intermediate Hall. The planning committee is to meet on Thursday at 7.00 pm at Harrison's Café, Allenton. Vikki will contact the Library and I-sites to see if tickets for the concert can be sold there. She will also contact ACADS to check availability of Youth Worker team for the event. Kate is to meet with Senior Sergeant Grant Russell to discuss any further requirements. Once expected costs are tallied ticket prices will be set to cover costs.

Next Meeting

The next meeting of the Ashburton Youth Council will be held on Tuesday 7 April, 2009, in the Council Chamber commencing at 5.30 pm.

The meeting concluded at 7.00 pm.

J G ROLLINSON

Manager

Democracy & Community Services

7. FINANCE

7.1 FINANCE

7.1.1 Financial Reports Quotable Value February statistics

*To be circulated
Pages 23-29*

7.2 PROPERTY

7.2.1 Library Roof

The main repairs have been completed. The capping flashings are fitted to the ground floor aggregate panels and new gutter inserts completed on the first floor level. There is still some flashing repair to be completed at the first floor level and above the Children's Library.

7.2.2 Administration Building Roof

New butynol is to be fitted and flashed on the south eastern corner to prevent water ingress into the lift machine room which is causing a leak in the second floor foyer. Repairs carried out on the north western portion have been successful.

7.2.3 Mt Somers Water Supply

A new culvert has been installed on the new easement alignment as required by the land owner as part of the easement agreement.

7.2.4 Methven Medical Centre

Comments from the lessee have been referred back to the architect for inclusion in the draft working drawings.

7.2.5 Elderly Persons Housing

Quotes are currently being obtained for refurbishment of two unit interiors. Tenders have been called for renovating one block exterior (44-51 Friendship Lane).

Heat pumps have been installed in 68 units to date. Installation is due to be fully completed on 25 May. Inspections to assess the economic life of privately installed units will be undertaken in early June with a view to purchasing before 30 June.

7.2.6 Rangitata Camping Ground

Initial scheme plans for additional shower and laundry facilities have been prepared and prices and costs obtained (\$75,000). These will be advanced in order to obtain building consent and approval to go to tender.

P L BRAKE
Finance Manager