



Ashburton District Council

AGENDA

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

Date: Thursday 12 February 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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- Ashburton Museum	2.30 pm
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- Enterprise Ashburton	3.15 pm
- Ashburton District Tourism	3.30 pm
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5. CORPORATE SERVICES

5.1 INFORMATION SYSTEMS

The computer systems were unaffected by the virus that has caused problems for some operations. Systems were monitored, updated and backed up during the Christmas and New Year break. It is unfortunate that the Council weather station information has not been available on the Internet during some interesting weather events. This is due to a hardware failure and should be available later in February. Older computers are being replaced and a range of projects are progressing and will be reported when appropriate.

5.1.1 Ashburton District Council Web Site

The Council web site continues to attract visitors from around the world. People visited the site 13,104 times and viewed 71,249 pages. These figures have been adjusted to take account of the automatic visits by search engines such as Google and Yahoo. Search engines are gathering information about the content of the site so that people will be able to find relevant pages when they use the search engines. This activity means that the Council web site is well publicised on the Internet. The weather station information was not available due to a hardware breakdown which is currently being fixed.

December 2008 Number of Visits by country.

Rank	Country	Page Views	Visits	Bandwidth (KB)
1	New Zealand	62,884	6,460	6,804,188
2	United States	15,015	9,148	4,396,334
3	Not identified	4,250	4,344	781,226
4	Australia	890	490	121,666
5	Netherlands	350	146	19,320
6	Germany	325	65	34,760
7	UK	320	264	55,385
8	Romania	206	6	17,628
9	Sweden	199	56	20,604
10	China	176	141	20,328
11	France	160	112	18,442
12	Singapore	137	133	2,074
13	Philippines	72	16	9,400
14	Canada	60	70	17,175
15	UAE	37	11	5,448
16	India	29	25	8,056
17	Poland	27	7	5,339
18	Switzerland	27	7	3,528
19	Japan	23	16	4,739
20	Cote D'Ivoire	23	3	2,402
21	Italy	17	6	2,764
22	Ireland	11	9	1,922
23	South Africa	11	10	2,535

Cont'd

5. CORPORATE SERVICES

24	Iceland	9	3	1,836
25	Spain	8	4	1,188
Other Items (50)		103	114	32,586
Total		85,369	21,666	12,390,870
Search Engine		14,120	8,562	4,297,470
Total for People		71,249	13,104	8,093,400

Terms Used

Page Views - A page view is a successful request for a file on the web site that is considered to be a page. These usually mean files with extensions such as .txt, .asp, .aspx, .php, etc. Views generated as a result of an error (either a 400 or 500 level error) are not counted as actual views for your site, and are kept separate from successful views.

Visits - Visits represent the total number of times people have visited the web site. A visit is counted whenever a web site user requests one or more files from the web server. If the user becomes idle for more than a certain amount of time (usually 20 minutes), a new visit is generated when they come back.

Bandwidth - Bandwidth represents the total number of kilobytes that were sent to people visiting your site. Bandwidth includes all resources requested by the users.

Search Engine - A search engine is a website whose primary function is providing a search engine for gathering and reporting information available on the Internet

December 2008 Top 10 Pages viewed.

		December 2008	
Top 10 pages viewed	Notices	2378	
	Cemeteries	647	
	Job Vacancies	538	
	Cemetery Records	534	
	District Planning	441	
	Contact Us	429	
	Resource Consent Apps	419	
	Tenders	409	
	Maps	372	
	Services	357	

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December 2008 Top 10 Documents downloaded.

	December 2008			
Top 10 documents downloaded	Ashburton District Population Report	114		
	District Diary	61		
	Employment Application Form	56		
	Event Manager Position	50		
	Camping Regulations	50		
	Food Hygiene Regulations	49		
	Trade Waste Officer, General Inspector	46		
	District Plan Changes	45		
	Annual Report 2008	42		
	Building Act 2004	40		

5.1.2 Network

The Council computer system has not been affected by the virus that has closed down a number of operations. The continual monitoring, upgrading and maintenance of the security systems continued over the Christmas and New Year break. A number of new PCs, monitors and laptops are being installed to replace equipment that is five and six years old and is not capable of running more recent programmes. The router that connects the Domain to the Council building and is used to transfer information from the weather station to the web site broke. A replacement has been purchased and will be installed in February.

Average Per Day	May 08	June 08	Aug 08	Sept 08	Oct 08	Dec 08
Emails Sent	145	137	156	140	166	126
Emails Received	4708	4082	3827	4417	4745	2838
Virus/Spam Emails	3566	2911	3362	3352	4444	2213
Virus/Spam Emails %	76%	71%	87%	76%	93%	78%
Hacker attacks/month	403	401	426	352	725	1393
Computer Availability	99.99%	99.99%	99.90%	99.99%	99.90%	99.99%

5. CORPORATE SERVICES

5.1.3 Help desk

Marc Hoppins has started as the dedicated help desk person who will be a centralised point of contact for all help desk and support calls.

5.2 RECORDS AND ADMINISTRATION

5.2.1 Records

Records staff have participated in discussions on building consent and liquor licensing processing and documentation. One action brought permission from the Chief Archivist (Archives New Zealand) for Ashburton District Council to follow the retention and disposal schedule drawn up by ALGIM (Association of Local Government Information Management). Previously the Council followed Archives New Zealand's own more general guidelines, which offered less scope for disposing of some ephemeral Council records. This schedule will be implemented in future departmental plans and the Records Officer will monitor the schedule where implemented.

After the previous appointee withdrew, the duties of the temporary Records Systems Officer have been slightly refocused before being re-advertised. A student is reviewing the Council's address files over the summer to provide fuller addresses for some rural residents and checking on multiple addresses for some people. The Council aims to comply with the new New Zealand Post address standards.

5.2.2 LIM Reports

Forty LIM reports were produced in November and 38 in December (78 and 35 in 2007). Thirty six of the November LIMs and all 38 of the December LIMs were completed within 10 days. The average completion times were 8.2days for November and 5.6 days for December.

Two hundred and sixty six LIM reports were produced in the last six months of 2008 (319 in the same period of 2007; a 17% drop). Fifty six (21%) of these were for non-residential properties. Two hundred and fifty two LIMs (95%) were completed within 10 days over the six months and the average completion time was 7.3 days.

With a Treasury Assistant temporarily helping on LIMs two days a week, the Records Officer (LIMs) has addressed data problems arising from property subdivision. A workflow for the temporary Records Systems Officer will ensue.

5.2.3 Administration

The claim for the damaged tennis courts at Ruapuna Reserve has yet to be settled. As recent additions, the pavilion, tennis courts and swimming pool were not specifically included in the Council's material damage schedule or the Area Committees' schedule. The insurers are reconsidering their initial decision that the courts were not insured. Their assessor advised reserving \$25,000 for the claim, although a local estimate was \$10,000-\$15,000.

5. CORPORATE SERVICES

To minimise an insurance situation like this reoccurring, the Records and Administration Manager is writing to every Reserve Board Committee. The letter contains a list of what is currently insured and its value. They are reminded to inform the Council whenever any changes to facilities affect the valuations or require adding facilities to the insurance schedule. The current excess for claims on the Area Committee policy is \$500.

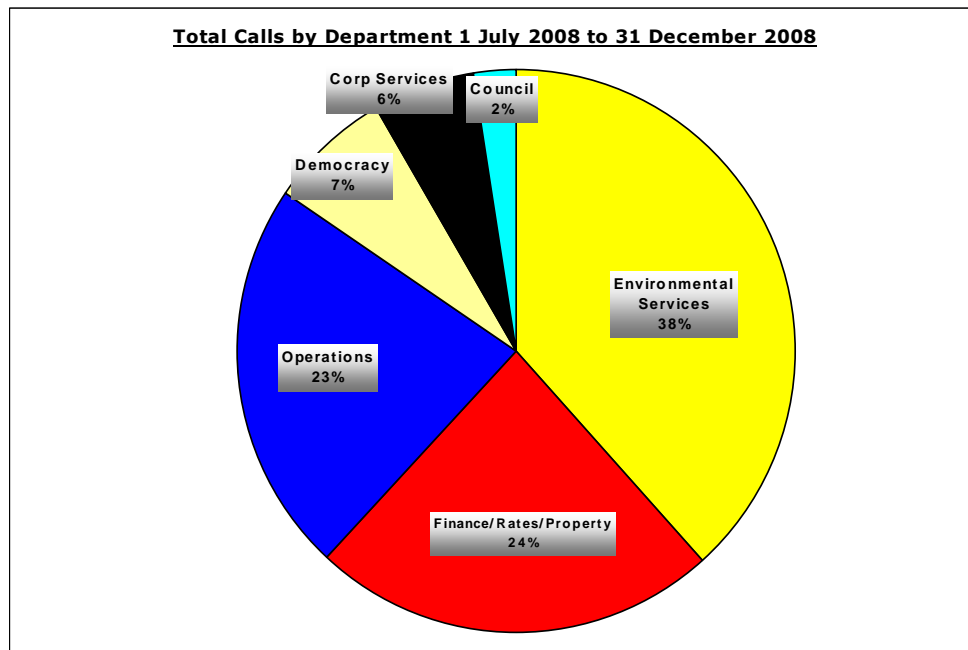
5.2.4 Archives (Pre 1989)

Ashburton Museum has approached the Council to accommodate and manage the Council's small collection of photographs. The Museum already has some of the old County Council's maps and plans and would like to have the remainder, which is housed in our Archive, to develop it as a single collection. The District Council would retain ownership, but the Museum would house them within its current facilities and produce a new catalogue. The approach is being considered in consultation with other departments.

5.3 CUSTOMER SERVICES

5.3.1 Since Customer Services became fully operational on 1 July 2008 and up to 31 December 2008 there have been 32,495 incoming calls to the Ashburton District Council on 307 7700. This is an average of 1,231 per week or 246 per day. 87% of calls are answered within 20 seconds.

A break down of calls answered by department is shown below. The significant thing for other Council departments is that only 36% of calls answered in the Contact Centre are transferred to departmental staff with Customer Services staff able to directly provide information or action most enquiries.



5. CORPORATE SERVICES

The Ashburton District Council was closed from 25 December to 4 January for the Christmas/New Year break. During this period Timaru Answering Services actioned 147 (130 last year) inquiries on our behalf. A breakdown of calls received is shown below.

Calls from TAS Report 25 Dec 08 to 4 Jan 09					
DEPARTMENT	Total Calls Answered	Calls escalated to ACL	Calls escalated to Chubb	Calls escalated to Fulton Hogan	Calls escalated to ADC staff (inc rangers)
Dogs/Stock	13		10		
Environmental Health (Mainly noise complaints)	14		12		2
Fire	1				
Housing/Property	5				3
Library (Mainly Hours)	8				
Miscellaneous	27				2
Parks	25	1			3
Roading	25			17	3
Waste (Includes refuse collection and landfill hours)	25				2
Water (Includes leaks, race and water restrictions)	25	17			5
TOTAL	147	18	22	17	20

5.4 MISCELLANEOUS MATTERS

5.4.1 Mail Management

Mail management report as at 3 February 2009

Group	Total Received	Total Completed	Of Completed		Total Uncomplete	Pending	Of uncomplete Overdue
			Within time	Overdue			
Mail Management	2827	2780	1510 (54.3%)	1270 (45.7%)	47	14 (29.8%)	33 (70.2%)

5. CORPORATE SERVICES

5.4.2 Council Seal

Under authority, since last meeting —

- **Lease Documents**
 - Deed of Assignment – Methven Physiotherapist - ADC
 - Deed of Assignment – On Road NZ to Vehicle Testing NZ / ADC
 - Deed of Renewal – Max Security Ltd / ADC / Toyota Finance
 - Deed of Covenant – 684 East St – Brown / ADC / Toyota Finance
 - Lease Variation – DW Lister – rural farm, Glasgow lease
 - Ashburton Airport – ADC / Meteorological Service of NZ

- **Licence to Occupy**
 - Marwin Land Ltd – Reserves 2069 & 2072
 - Ridge Greenfield Ltd – Reserve 3204

- **Easement Instrument**
 - Braebrook Properties Ltd – Wakanui Creek / ADC
 - Braebrook Properties Ltd – Wakanui Creek / ADC initiation
 - MJP Chapman
 - ADC / AG Smith – Mt Somers Water Supply
 - ADC / JN & PR Stace subdivision – Mackie St, Methven

- **Transfer Instrument**
 - Colony Park Partnership / ADC
 - Woodhams Properties Ltd / Impala Investments Ashburton Ltd
 - Pt Res 1406 – ADC / PRC & HA Elder

- **Sale and Purchase Agreement**
 - 54 Cameron St – ADC / Esker

- **Property Transfer & Mortgage**
 - 684 East St – Impala Investments / Brown

- **Electronic Transaction**
 - KL & BH Gordon – rent review

5.4.3 Minor Applications

- NZ Red Cross Annual Appeal Week – Street Appeal – 1-8 March 2009
- Royal NZ Foundation for Blind – Street Appeal (door collection) 30 & 31 Oct & 1 Nov 2009
- Salvation Army Red Shield Appeal – 8 May 2009

S ALLEN
Corporate Services Manager

6. DEMOCRACY & COMMUNITY SERVICES

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 1/1/5
DATE: 12 February 2009
REPORT TO: Finance & Community Services Committee
FROM: Manager Democracy & Community Services Manager
SUBJECT: Elected Members' Remuneration

6.1 ELECTED MEMBERS' REMUNERATION 2009/ 2010

6.1.1 SUMMARY

Each year the Remuneration Authority advises councils of the pool available for distribution amongst elected members. The Council is required to advise the Authority of its recommendations for distribution. This year's recommendation is required to be notified by 1 April 2009.

6.1.2 RECOMMENDATION TO COUNCIL

"1. That the recommended remuneration for Councillors for the year 1 July 2009 to 30 June 2010, for consideration by the Remuneration Authority be on a salary only basis as outlined in Model 1 and listed below:

Position	Annual Salary	No.	Total Annual Salaries
Deputy Mayor	\$26,541.64	1	\$26,541.64
Committee Chair	\$26,541.64	3	\$79,624.93
Councillor	\$17,540.56	8	\$140,324.52

Total Salaries \$246,491.09

2. That Council adopts the remuneration basis determined by the Remuneration Authority, for the Mayor, for the year 1 July 2009 to 30 June 2010 – \$73,191.

3. That the recommended salaries for the Chair and members of the Methven Community Board for the year 1 July 2008 to 30 June 2009, for consideration by the Remuneration Authority be as outlined in Model 1 and listed below:

Position	Annual Salary	No.	Total Annual Salaries
Community Board Chair	\$3,231.16	1	\$3,231.16
Community Board Member	\$923.19	4	\$3,692.75

Total Salaries *\$6,923.91

*NB The total salaries figure is half of the remuneration of community board members. The other half is excluded from the indicative pool.

4. That the applicable rules of the Ashburton District Council for the recovery of expenses by elected members and community board members, as approved by the Remuneration Authority on 11 December 2007, be re-confirmed."

6. DEMOCRACY & COMMUNITY SERVICES

6.1.3 BACKGROUND

The Remuneration Authority has advised that the indicative remuneration pool and Mayor's salary which will apply in Ashburton from 1 July 2005, is –

Indicative Pool 326,606

Mayor's Salary 73,191

The Mayor's salary is included in the total indicative pool reducing that amount to \$253,415. This is to be divided amongst Councillors and Community Board Members pursuant to certain formulae which can be seen in the model attached.

The Authority has not made any changes to the calculation of the indicative pools for 2009/ 10 and the recommendation incorporates a 3% increase in the base rate level of the overall pool. Having said that, we have just received the attached memorandum from the Authority which has been issued in response to recent media and public interest. The memorandum confirms the mandatory nature of the determination and provides useful explanations of the rationale for allocation in the usual manner. Of particular note is the requirement of valid reasons to justify a request for anything other than the allocation notified.

Pages 37-38

6.1.4 OPTIONS AND RISKS

There are no options. It is unlawful to act contrary to the determination.

6.1.5 STATUTORY IMPLICATIONS

Schedule 7, Part 1, Clause 6(1) of the Local Government Act 2002 states –

The Remuneration Authority must determine the remuneration, allowances and expenses payable to –

- (a) mayors, deputy mayors, chairpersons, deputy chairpersons, and members of local authorities;
- (b) chairpersons of committees of local authorities;
- (c) chairpersons and members of community boards;
- (d) chairpersons of committees of community boards.

6.1.6 CONSULTATION

Not applicable.

6.1.7 STRATEGIC LINKS

Not applicable.

6.1.8 FINANCIAL

The expenditure is budgeted.

J G ROLLINSON

Manager

Democracy & Community Services

6. DEMOCRACY & COMMUNITY SERVICES

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:

DATE: 12 February 2009

REPORT TO: Finance and Community Services Committee

FROM: Manager Democracy & Community Services

SUBJECT: New Year's Eve Family Festival

6.2 NEW YEAR'S EVE FAMILY FESTIVAL

6.2.1 PURPOSE

To report on the recent New Year's Eve Street Party and discuss options for the future.

6.2.2 RECOMMENDATION

"That the report be received."

6.2.3 BACKGROUND

Council has successfully organized the New Year's Eve Street Party since the inaugural Millennium Street Party. It has consistently attracted over 4000 people every year. In the year after Council decided to discontinue the event a petition was received by over 2000 residents asking for its reinstatement. Until 2007-8 the event had been without incident. Police consistently describing behaviour as no different to a normal Saturday night. At the 2007-8 event a group of mostly youths disrupted the night for some of the attendees although many claimed not to have noticed anything untoward. The incidents were apparently gang-related and between two groups of young people promoting their 'colours'. Police also advised that eight people had been arrested at the event and that all were intoxicated.

Council decided to leave the liquor ban in place for the first time and appointed a committee to assist Council staff to organize an alcohol free event.

At its meeting on 8 September 2008, the Committee decided the following:

1. Venue - along East Street from Moore Street to Havelock Street.
2. Children's Entertainment - later start of 4-4.30pm with family entertainment until 7.00pm including something like the Cook Islands drum group.
3. Food - a food court in Burnett Street was seen as having appeal and as attracting families to stay longer. Vendors were to be requested to stay until 10.00pm.
(Burnett Street was impractical because of issues with power supply and the vendors set up on the Green).
4. Concert Stage - same location as previous years – outside Todds.
5. Entertainment - a covers band that played a wide variety of rock music.

6. DEMOCRACY & COMMUNITY SERVICES

6. Sound System - as had been previously used,
7. Security - Police to have 6 extra officers on duty and arrange balance with Chubb.
8. Barricade - not required because of liquor ban.
9. Toilets - extra toilets unit required.
10. Event Organiser - no volunteers – Council to manage again.
11. Sponsorship - no sponsorship had been secured at that stage and none was forthcoming.
12. Other attractions - the Business Association was to investigate firework options (not able to be progressed) and was to look at drawing prizes for a business competition (did not eventuate).

Council staff were left to organize all aspects apart from the traffic management which was to be carried out by the Business Association. The Plan was prepared by the Council's Operations Department and Council has met the cost of Spraymarks involvement.

The Committee's prescription was followed to the letter. Most of the administration was carried out by Vikki Prendergast, Council's Community Services Officer and she has provided this account:

"Ashburton celebrated New Years Eve with the Street Party on Wednesday 31 December. At the request of the Ashburton Business Association, East Street from was closed Havelock Street to Burnett Street from 12.00 pm and the remainder of East Street (Burnett to Moore Street) from 2.30 pm. One retailer (Ashburton Cycles) expressed frustration at the time of the Street being closed. This was due to road marking cones etc being put out earlier than the 12.00 pm street closing time to avoid people parking and getting caught inside the closure. Prior to the event every business and shop along East Street was contacted (as well as food retailers close by) advising them of the Street Closure and for them to contact the Council if they had any concerns. There had been no feedback.

Kelly's bar stayed open to approximately 11.00 pm.

Due to pressure on the transport company on the day, the 'stage' arrived late. This was unfortunate and put the schedule behind somewhat.

The food court vendors and rides/entertainment arrived from 2.30 pm to set up.

The Family Festival began at 4.00 pm, accompanied by a very gusty wind. It seemed that despite extensive promotion numbers were down on previous years for this section of the day, but steady queues were seen all day at the face painters, Amac Bungy and bouncy castles.

The balloon man used over 600 balloons and Brett Hitchens who walked around the crowd with a talking monkey puppet almost lost his voice from talking to children. The food court was not supported as much as hoped. There were issues with the power box at the food court being overused although not to the extent that service could not be provided.

6. DEMOCRACY & COMMUNITY SERVICES

Vendors were asked for feedback and the consensus is that it wasn't worth their time or effort and they were lucky to cover costs and not make money. From those who I have spoken to since, none would bother again. Dave Hughes (fish & chips etc) stayed on until approximately midnight.

The Checkerboard proved an excellent venue for 'No Strings Attached' (4.00-7.30 pm) and the Cook Island Dancers (8.00 – 9.00 pm). Many lessons were learnt here, particularly with dealing with contractors and performing outside. If we were to use again, stricter planning would deal with some issues that arose.

St Johns were present from 4.00 – 1.00 pm and thankfully were not required for anything serious.

The band – 'Inside Out' started playing at 9.00 pm. The sound quality and band were of an excellent quality. However, the crowd just never materialised to enjoy them. It was hoped there might be an influx of people at 11.30 pm but only a trickle of people came. The Mayor thanked the crowd and band and a countdown was held at midnight. The band stopped at 1 am and what was left of the crowd dispersed very quickly. The street was clear of everyone other than the band, sound, Police and security guards by 1.30 am. I am unaware of any trouble caused by guests at the event. It is understood Police dealt with two young people who breached the liquor ban.

The road was cleaned up quickly the following morning and the road reopened before 10 am.

There has not been much media feedback since the event. One 'letter to the editor' in the Guardian complained that their child had received out of date sweets at one of the rides and another that they would not attend again due to charges on the rides etc. Everything was in fact free - apart from food and the Laughing Clowns and Sidewinder so that feedback was disappointing to hear.

As always, much feedback has been received from co workers, members of the public etc after the event. Suggestions received include:

- Combine Family Festival with Children's Day
- Ditch event altogether
- Put money into a fireworks display at 10.00 pm so kids could enjoy (or at midnight)
- Change location – suggestions include Ashburton domain, show grounds, racecourse, Tinwald domain
- Hire a professional event manager to plan and run

The contribution of TNL Freighting, PGG Wrightson, Electricity Ashburton, Mitre 10 Mega and Hastings McLeod Real Estate were greatly appreciated.”

Clearly the event was not a success. The children's entertainment did not attract families in the numbers hoped for – and the musical performance from Vicky Smith and her young guests were of high quality. There were never more than about 300 people at the later concert.

The net result of a time consuming and pressurizing exercise was a disappointment for the vendors, the performers, Council staff but particularly for those who attended expecting to be part of a greater celebration and found what was a sad shadow of its former self.

6. DEMOCRACY & COMMUNITY SERVICES

6.2.4 OPTIONS AND RISKS

1. Receive the report and await submissions to the 2009 Community Plan. People power has previously reinstated the Street Party and may do so again. However, the liquor ban was clearly a negative factor for many of the thousands who did not attend and if it continues the probability is support for a future event will be practically non-existent. It will be helpful to the Council if submissions refer to support of or opposition to the liquor ban.

There is no risk in this process being followed.

2. Reprogramme the event for 2009-10. Council has pre-empted this by removing its cost from the budget. If the party was to be held again the only risk (apart from civil disorder) is whether Council can justify the expenditure when so few people take advantage.
3. Consider an alternative function or functions. Any discussion in this respect would be best left until the Community Plan submission process.

Option 1 is favoured.

6.2.5 STATUTORY IMPLICATIONS

Not applicable.

6.2.6 CONSULTATION

There has been no debrief or post function consultation. If Council decides to promote another event then a consultation process will be determined.

6.2.7 STRATEGIC LINKS

The event is consistent with Outcome 6 of our Community Outcomes

“A community with access to a variety of cultural, recreational and heritage experiences and facilities that enrich our quality of life.”

This outcome incorporates the Strategic Objective

- a. **Cultural, recreational and heritage experiences and facilities are accessible to the community and actively used.**

Council's Community Development and Well-being activity records Objective C as

- c. To ensure community events, facilities and funding are available to foster community identity, participation and to encourage the use of community facilities.

6.2.8 FINANCIAL

The event had a budget of \$15,000 and expenditure of \$15,034 was incurred. The requirement to pay for traffic management has added \$1,569 to that account.

J G ROLLINSON

Manager

Democracy & Community Services

6. DEMOCRACY & COMMUNITY SERVICES

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:

DATE: 12 February 2009

REPORT TO: Finance & Community Services Committee

FROM: Housing & Social Services Subcommittee

SUBJECT: Housing and Social Services Subcommittee

6.3 HOUSING AND SOCIAL SERVICES SUBCOMMITTEE

REPORT and **MINUTES** of the **HOUSING AND SOCIAL SERVICES SUB-COMMITTEE** held in Meeting Room two, on Thursday 22 January 2009, 2009, commencing at 9.20 am.

PRESENT: Cr B A Tasker (Chair), Crs I J Burgess and J A Kingsbury.

Also in attendance Manager Democracy & Community Services, and Community Services Officer.

APOLOGIES: Crs L J Leadley and R C Beavan

Sustained

Purpose

To assess an application for funding from the Hakatere Maori Komiti from the Social Services Discretionary Fund.

General Evaluation

The Hakatere Maori Komiti has requested funds to assist with the opening of Stage 1 of the Marae building project the Wharekai – Te Hapai O, on 6 February 2009.

An open invitation to members of the community has been made to attend the opening and there will be significant costs associated with this. A funding application to the Ministry of Culture for \$2,000 has been successful and the Komiti will also use some of their own funds to help cover costs.

The Subcommittee agreed to a payment of \$2,000 being made to assist with the opening costs. It is given on the understanding that any surplus funds are applied to Marae development.

RECOMMENDATION TO FINANCE AND CORPORATE SERVICES COMMITTEE

“That a payment of \$2,000 from the Social Services Discretionary Fund be made to the Hakatere Maori Komiti to assist with costs of holding the opening of Stage 1 of the Marae building Project the Wharekai – Te Hapai O.”

Burgess / Kingsbury

Carried

The meeting concluded at 9.35 am.

6. DEMOCRACY & COMMUNITY SERVICES

6.4 COMMUNITY CONSULTATION AND PLANNING

6.4.1 Ashburton District Visitor Strategy

Submissions have been considered and changes made to the draft strategy where appropriate. New “commercial accommodation monitor” statistics are to be put into the document – they are available February 12 – then it will go to print.

Councillors will receive their copies in time for the Strategy to be adopted by Council on 26 February.

6.4.2 Social Wellbeing Forum

The Ashburton District Social Wellbeing Strategy was adopted by Council in December. The Community Planning Manager will be working with representatives of other agencies on various projects associated with the strategy.

Council’s first output associated with the strategy – the Ashburton District Community Directory - was completed and printed in December. It is also available on Council’s website. Feedback from the community has been extremely positive.

6.4.3 Community Outcomes Monitoring Framework and Report

This document is nearing completion and should be available by late February.

6.4.4 2009-2019 LTCCP

Activity Management Plans are going through final review before the information is transferred to the LTCCP document and the AMPs are sent to Audit NZ.

All policies except one are now in complete draft form and financials are being collated.

The next workshop with Councillors will be held on 16 and 17 February.

6.4.5 Methven and Rakaia Community Strategy Reviews

The community planning team are working with the Rakaia Community Association and the Methven Community Board in processes to review and update both documents. The first community workshop for the Rakaia process was held on 30 November and the first Methven workshop will be held on 7 December.

The second workshop for Rakaia was held on Rakaia on January 25. Staff are now collating the information to develop a draft strategy to be presented to the Rakaia community for feedback. The response to both Rakaia workshops has been good and the quality of information and the level of thought put in has been welcome.

The second Methven workshop will now be held on 1 March. Information from the first Methven workshop and answers to questions that arose from that meeting are in the process of being sent out to attendees.

An independent facilitator, Mr Richard Budd, will host the workshops with community planning staff supporting at the workshops and undertaking the strategy development and collation.

6. DEMOCRACY & COMMUNITY SERVICES

6.4.6 Newcomers Project

Apparently the report associated with this project is with Ministry of Social Development in Wellington. We have not heard directly what progress is but have had word that the report will be available by the end of February.

6.4.7 Physical Activity Strategy

Council's Policy Advisor presented an application for funding from SPARC's contestable funding pool in late January. We are now waiting for the response from that application.

6.4.8 Reserve Contribution Policy

Work is well underway on a report providing policy options with respect to the spending of reserve contribution funds. This will have to wait until the draft LTCCP is with Audit NZ before further work can be done to complete it and a workshop with Councillors arranged. We will aim to have this happen in mid-March.

6.5 DEMOCRACY

6.5.1 Motions and Amendments

There has recently been an increase in the use of the amendment process and it is timely to provide clarity in respect of the moving of an amendment to a motion under discussion.

The rules adopted by Council to manage meeting procedures are the New Zealand Model Standing Orders. The rules covering motions and amendments are at Standing Order 3.9.

The most relevant clauses are –

3.9.2 Withdrawal of motions and amendments

Once motions or amendments have been seconded and put to the meeting by the chairperson, they cannot be withdrawn without the consent of the majority of the members present and voting. A motion to which an amendment has been moved and seconded, cannot be withdrawn until the amendment is withdrawn or lost.

3.9.3 Substituted motion by amendment

The meeting may allow a motion, which is subject to an amendment, to be withdrawn and replaced by the amendment as the substituted motion, provided the mover and seconder of the original motion agree to the withdrawal of the original motion. In such circumstances, members who have spoken to the original motion may speak again to the substituted motion.

3.9.6. Amendment once moved

When a motion has been moved and seconded, then proposed by the chairperson for discussion, an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion. The mover or seconder of a motion for the adoption of the report of a committee, who desires to amend any item in the report, may also propose or second an amendment.

3.9.7 Amendments and motions not seconded

Amendments and motions which are proposed but not seconded are not in order and are not entered in the minutes.

3.9.8 Further amendments

No further amendment may be allowed until the first amendment is disposed of, although members may notify the chairperson of their intention to move further amendments and the tenor of their content.

6. DEMOCRACY & COMMUNITY SERVICES

3.9.9 Where amendment lost

Where an amendment is lost, another may be moved and seconded by any members who have not spoken to the motion, whether an original motion or substituted motion. Movers of previous amendments which were lost are regarded as having spoken to the motion only and are entitled to speak to the new amendment, but are not entitled to move or second the new amendment.

3.9.10 Where amendment carried

Where an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers or seconders in the debate, may then propose a further amendment.

3.9.11 Amendments relevant

Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment which has been lost.

3.9.12 Direct negatives not allowed

No amendment which amounts to a direct negative, is to be allowed which, if carried, would have the same effect as negating the motion.

It is clear from clause 3.9.6 that once a motion has been moved and seconded, any member wishing to amend the original motion may only do so when speaking to the original motion for the first time. In other words, a member cannot speak to the original motion, sit down and then decide to come back into the debate and move an amendment.

It is also worth noting clause 3.9.8 does not allow a further motion to amend until the first motion to amend has been disposed of. It is obviously important to phrase the wording of the amendment correctly. So only two motions can be on the table at the same time although a member or members may notify the chair of an intention to move further amendments and the tenor of their content (cl 3.9.8).

New Motions

As a matter of practice Council staff always include a recommendation in any report which may require a decision. That does not mean that this is the motion that should be put to the meeting. On other occasions there may be an activity report which Councillors may consider requires a resolution to give direction.

This issue of there being no recommendation in a report was of concern to a member of the Canterbury Regional Council at a recent meeting. The Chairman, Sir Kerry Burke, dealt with it as follows –

Recommendations which follow an agenda paper are designed to assist elected members by suggesting an outcome or choice of outcomes that flow logically from the information provided in the paper. They have no other status. Councillors are free to reject, amend and / or adopt them as they choose.

This is essentially the purpose of staff recommendations.

While councillors are free to reject, amend or adopt recommendations, whether from staff or colleagues, the absence of a recommendation in no way limits their rights to formalise a Council position on a matter by means of motions and amendments properly moved and seconded, debated and resolved by way of majority vote.

6. DEMOCRACY & COMMUNITY SERVICES

The only time when this might be reasonably challenged would be if the matter wasn't on the agenda.

An agenda paper presented to the Council by either staff or councillors becomes the property of the meeting, which is free to decide how best to deal with its contents.

It would be unacceptable for a host of reasons for staff to be able to limit councillors' freedoms to deal with issues by the simple device of not including recommendations at the end of their reports.

This is totally consistent with the Standing Orders and Ashburton practice.

RECOMMENDATION

"That the report be received."

6.6 LIBRARY

6.6.1 Issues and Membership

The rise in issues continues to gain momentum, with the Library being a popular venue during the holiday period. As might be expected, fiction was high on most borrowers' lists for relaxing reading in the very hot weather.

New members were not as frequent as at other times of the year, but foot traffic and reference enquiry figures have shown a general increase over the last three months.

6.6.2 Children's Library

In December the Children's Library displayed entries in the "Ashburton 150 years" colouring competition.

On 11 December, the Children's Librarian organised activities for the creche at the ATS Christmas shopping night promotional event.

The holiday reading programme this year had the theme of "Reading – it's Magic". Children were asked to fill out a log of books read during the holidays, with a set number of books qualifying for progressive prizes. As the holiday draws to a close approximately 100 children have taken part, keeping their reading skills sharp over the long break from school.

6.6.3 Heavy Rain Event – 18 January

An epic downpour in the late afternoon of this Sunday sent water bucketing through the library ceilings. Luckily two staff members, Diane Haslett and Adrienne Moodie, were in town and hurried to the Library to put tarpaulins over the affected book shelves. Their quick response saved thousands of books from damage.

6. DEMOCRACY & COMMUNITY SERVICES

6.6.4 Statistics for November 2008

Issues	November 2008	November 2007
Non-fiction	4397	4081
Fiction	4442	4017
Large Print	2178	2023
English Resources	30	5
Rentals	68	86
Young Adult Fiction	857	633
Young Adult Non-Fiction	152	126
Young Adult Magazines	77	55
Young Adult CD	73	44
Paperbacks	386	402
Magazines	459	424
Adult Audio	111	172
Adult Video	177	234
Junior Fiction	6521	6252
Junior Non-Fiction	1934	1811
Junior Magazines	268	310
Junior Audio	306	272
Junior Video	702	714
Requests	12	18
Stack	66	85
Undefined	49	142
TOTAL	23265	21906
Issue - Year To Date	131857	124403

<u>Memberships</u>	Total at end November 2008	November 2007	Added during November 2008
Adults	7873	7976	47
Young Adults	989	1057	4
Junior	2919	2887	25
Non-resident	106	100	0
Other	391	401	3
TOTAL	12278	12421	79

<u>Foot Traffic</u>	November 2008	November 2007
	10481	10239
Year To Date	66797	58696

6. DEMOCRACY & COMMUNITY SERVICES

<u>Reference Enquiries</u>		November 2008	November 2007
	Adult	628	601
	Children	90	106
	Total	718	707

6.6.5 Statistics for December 2008

Issues	December 2008	December 2007
Non-fiction	4227	3832
Fiction	5158	4553
Large Print	2522	2185
English Resources	22	9
Rentals	72	110
Young Adult Fiction	1025	897
Young Adult Non-Fiction	133	92
Young Adult Magazines	77	106
Young Adult CD	73	40
Paperbacks	487	415
Magazines	439	438
Adult Audio	134	165
Adult Video	222	203
Junior Fiction	6099	5900
Junior Non-Fiction	1227	1059
Junior Magazines	326	223
Junior Audio	228	230
Junior Video	712	663
Requests	13	9
Stack	85	64
Undefined	97	16
TOTAL	23378	21209
Issue - Year To Date	155235	145612

<u>Memberships</u>	Total at end December 2008	December 2007	Added during December 2008
Adults	7858	7941	46
Young Adults	973	1047	3
Junior	2913	2874	25
Non-resident	109	105	1
Other	386	394	4
TOTAL	12239	12361	79

6. DEMOCRACY & COMMUNITY SERVICES

Foot Traffic		December 2008	December 2007
		10606	9515
Year To Date		77403	68211

Reference Enquiries		December 2008	December 2007
	Adult	635	512
	Children	128	85
	Total	763	597

6.6.6 Statistics for January 2009

Issues	January 2009	January 2008
Non-fiction	4888	4674
Fiction	5430	4770
Large Print	2801	2356
English Resources	20	5
Rentals	94	83
Young Adult Fiction	1205	1092
Young Adult Non-Fiction	181	129
Young Adult Magazines	113	85
Young Adult CD	65	64
Paperbacks	486	466
Magazines	449	502
Adult Audio	156	158
Adult Video	208	327
Junior Fiction	8404	10773
Junior Non-Fiction	1782	2203
Junior Magazines	436	383
Junior Audio	309	440
Junior Video	797	1017
Requests	20	16
Stack	122	97
Undefined	132	133
TOTAL	28098	29773
Issue - Year To Date	183333	175385

6. DEMOCRACY & COMMUNITY SERVICES

<u>Memberships</u>	Total at end January 2009	January 2008	Added during January 2009
Adults	7925	7977	87
Young Adults	1002	1045	8
Junior	2887	2872	38
Non-resident	111	106	4
Other	400	395	9
TOTAL	12325	12395	146

<u>Foot Traffic</u>	January 2009	January 2008
	12250	12675
Year To Date	89653	80886

<u>Reference Enquiries</u>	January 2009	January 2008
Adult	659	769
Children	137	116
Total	796	885

6.7 PARKS AND RECREATION

6.7.1 Ashburton Domain

Polyanthus seedlings are being pricked out for the autumn planting.

Considerable time is being spent preparing plants for the Ellerslie Flower Show. Staff have also attended evening exhibitor meetings in Christchurch at the Canterbury Horticultural Centre.

Once again public amenities such as toilets, paddling pool, playgrounds, picnic areas and barbeques are being used to their maximum, requiring constant attention including cleaning and litter removal. This is pleasing to see, but at times resources are being stretched.

Weather again has created extra workload with strong winds creating havoc.

The Weber Brothers Circus performed on the Domain from 19 to 24 January.

6.7.2 Township Beautification and Sports Grounds

During the past two months staff have been kept busy watering trees using the water tanks, otherwise it has been a matter of keeping up with the maintenance throughout the district.

The chipper has been well utilised to chip the branches pruned from the trees that surround Mona Square, as well as branches blown off trees during the very strong winds on 2 January 2009.

Parks staff were involved again this year with the setting up and clearing of the New Year's Eve Street Party.

6. DEMOCRACY & COMMUNITY SERVICES

6.7.3 Cemeteries

Staff have been busy spraying cemeteries.

A considerable number of sunken graves have required top-dressing following the heavy rain and hail event on 2 January 2009.

Prices have been obtained and options and designs for the 'Wall of Memories' at the Rakaia Cemetery are being considered. At this stage the two preferred options are to either construct a wall on site or purchase a pre-cast wall. It is anticipated that this work will be completed by the beginning of April 2009.

Ashburton Cemetery

November 2007		November 2008	
Interments	6	Interments	3
Ashes	7	Ashes	2
December 2007		December 2008	
Interments	11	Interments	9
Ashes	4	Ashes	9
January 2008		January 2009	
Interments	7	Interments	8
Ashes	1	Ashes	5

J G ROLLINSON

Manager

Democracy & Community Services

7. FINANCE

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 10/4/1
DATE: 12 February 2009
REPORT TO: Finance and Corporate Services
FROM: Property Manager
SUBJECT: Elderly Person Housing Rental and Heating Improvements

7.1 ELDERLY PERSONS HOUSING – RENTAL AND HEATING IMPROVEMENTS

7.1.1 SUMMARY

To consider increasing the rental for elderly persons housing units and installing heat pumps in all units.

7.1.2 RECOMMENDATION TO COUNCIL

- “1. That the Committee gives approval to –
- i) Increase the rental for elderly persons housing units by \$13.00 per week for single units and \$13.50 per week for double units effective 1 June 2009; and
 - ii) The expenditure of \$228,906.00 including Goods and Services Tax for the installation of heat pumps in all units.
2. That the Committee notes that the expenditure of \$78,639.75, including Goods and Services Tax, will be funded from the present reserve to enable work to commence prior to 1 July 2009, with the balance to be drawn from the reserve in the 2009/10 year.
3. That the Committee notes that Central Government suspensory loan funding will be sought for future replacement / upgrade of some units in the future.”

7.1.3 BACKGROUND

Current rentals for elderly persons housing are \$58.00 per week for single units and \$68.00 per week for double units. These rentals were established in 2005.

The Elderly Persons Housing Subcommittee has reviewed the rentals and notes that costs have increased since 2005. This is reflected in the costs involved in carrying out repairs and maintenance. The Subcommittee has suggested that rentals be increased by \$3.00 per week for single units and \$3.50 per week for double units. The rental increase would result in an annual increase of total income of \$18,902.00 ($57 \times \$3.00 = \$171.00 \times 52 = \8892.00; $55 \times \$3.50 = \$192.50 \times 52 = \$10,010.00$).

On 4 December 2008, all tenants were written to seeking their views on options available for upgrading the flats. Tenants were informed of the likely rental impact should Council proceed with either a major upgrade or the provision of heat pumps. Tenants were invited to attend briefing sessions on the topic. Thirty seven tenants attended the briefing sessions held in the Masonic Hall on 11 December 2008, at 10:30am and 1:30pm.

7. FINANCE

Questionnaires were returned from 67 tenants after the briefing sessions.

Of those who responded, 38 have opted for the provision of heat pumps with a consequential increase in rental of \$10.00 per week. It was made clear in the letter of 4 December and at the briefing session that the \$10.00 increase would be over and above any increase relating to general price increases. Ten responses were for major work with consequential rental increase of \$19.00 per week and 17 responses for the retention of the full status quo.

On the basis of the responses received it is proposed to proceed with the installation of heat pumps. It is expected that the work will commence May 2009.

The rental increases, if approved, will be effective 1 June 2009. This timeline provides for all statutory notices to be given.

It is proposed to put in place within the Long Term Council Community Plan our longer term intention to upgrade some units (specifically the McKee Place units) to improve egress and to replace some older units. This work will be dependant upon Central Government suspensory loan funding and will be the subject of further consultation when (if) any funding becomes a reality.

7.1.4 OPTIONS AND RISKS CONSIDERED

An option to retain the status quo was considered however this is not supported by the majority of respondents nor was the option to undertake major upgrading. It is still an option to seek central Government funding to apply towards replacing the older units at Cass, Dobson, Kitchener and Kermode Streets. This process is flagged in the draft LTCCP and will be pursued with Government. In the event we are successful in obtaining suspensory loan money the replacement new flats would attract a higher rental but this would not impact on existing tenancies unless individuals sought to move from their existing domicile.

7.1.5 STATUTORY IMPLICATIONS

Any rental increase must be advised pursuant to the Residential Tenancies Act 1986 Section 24, 60 days prior to the application of the increase.

7.1.6 STRATEGIC LINKS

The installation of heat pumps will improve the health and well being of residents. An increase in energy efficiency has economic benefits.

7.1.7 CONSULTATION

The proposal has been canvassed with tenants both in writing and via meetings.

7.1.8 FINANCIAL IMPLICATIONS

The initial installation can be funded from reserve currently at \$193,000 with a projected increase of \$80,000 to the Reserve in the 2009/10 year. Using the Reserve will enable installation work to commence prior to the rental increase taking effect and provide improved conditions in most flats this coming winter.

Prepared By

J M ROONEY

Property Manager

Approved By

P L BRAKE

Finance Manager

7. FINANCE

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 0530-12 cc 2/16/4
DATE: 12 February 2009
REPORT TO: Finance and Corporate Services
FROM: Finance Manager
SUBJECT: Funding of the ex Hakatere water supply generator

7.2 FUNDING OF THE EX HAKATERE WATER SUPPLY GENERATOR

7.2.1 SUMMARY

In December 2008, Council made the decision to remove the standby generator from the Hakatere water supply scheme. At that time Council did not consider where the funding for this generator would be met from, once it was no longer part of the Hakatere scheme.

7.2.2 RECOMMENDATION

“That the ex Hakatere water supply standby generator and associated costs be funded from the Disaster Insurance fund.”
--

7.2.3 BACKGROUND

A standby generator was installed on the Hakatere water supply scheme. Following some consultation with the Hakatere water supply users, Council in December 2008 decided to remove the standby generator. The total costs of the generator and connection costs currently have been debited to the Hakatere water scheme. The cost was \$34,000 with an estimated additional cost of \$1,000 to remove the generator.

Now that this generator is to be removed, the Hakatere water supply scheme’s account will need have these costs removed. The generator is now spare and at this stage is not identified for any other water scheme.

The generator could be viewed as being held as a spare for emergency use and as such could be funded from the Disaster Insurance fund. This fund currently has a balance of \$2.7 million. This expenditure would be consistent with the purpose of the fund.

7.2.4 OPTIONS AND RISKS CONSIDERED

The generator costs could be met from other general reserves however the Disaster Insurance Fund is seen as a more appropriate option.

7.2.5 STATUTORY IMPLICATIONS

There are no statutory implications arising from the recommendation in this report.

7. FINANCE

7.2.6 STRATEGIC LINKS

Not applicable.

7.2.7 CONSULTATION

The decision to remove the Hakatere standby generator was as a result of public consultation. No further consultation is required.

7.2.8 FINANCIAL IMPLICATIONS

The Disaster Insurance Fund's balance will be reduced by approximately \$35,000 (including removal costs). This will result in a loss of interest on this amount.

Prepared By

P L BRAKE
Finance Manager

Approved By

B LESTER
Chief Executive

7. FINANCE

7.3 FINANCE

7.3.1 Financial Reports

Attached

7.3.2 LTCCP

Work is continuing on the LTCCP preparation. Currently budgets have been completed and inflation factors are now being applied.

The new budgeting software has worked well and has made the budgeting structure process more structured and allows the inflation adjustments to be made much easier.

7.3.2 ECan Rating Meeting

Rating and Finance staff met with ECan Finance and Rating staff to discuss several rating issues. Included in these discussions were ECan's special rating areas (SRA's) and re-negotiation of the rating contract between ECan and Council. Cost contribution figures are currently being updated and it is hoped that this contract can be updated and finalised in the near future.

7.4 FORESTRY

7.4.1 Sales and Harvesting

The Council received over \$27,500 of export wash-ups at the end of last year when there was favourable move in exchange rates and bulk shipping costs. Unfortunately this short term gain is unlikely to be repeated this year with the global economic downturn having reduced demand for logs both overseas and locally. We do however have supply arrangements going forward with Rayonier and Forest Management Ltd.

The start of January saw harvesting commence at Springburn. Two plantations were affected by a damaging wind in October last year. The smaller of these two plantations on the Ashburton Staveley Road had at least 50% of the block affected by the wind damage. Clearfelling of this plantation will be completed in the first week of February with salvage harvesting of approximately four hectares of the adjacent plantation expected to be completed by the end of the month.

When harvesting work is completed at Springburn efforts will then switch to areas affected by the wind event on the 2 January 2009. This wind event affected plantations in the Winchmore and Ashburton areas. Plantations affected by this wind storm that will require clearfelling are listed below:

Plantations Requiring Clearfelling following 2 January 2009 Wind Storm

Number	Plantation	Area(ha)	Planting Year	Volume
89	Fairfield Rd - Fairton	21.7	1980	7700
81	Winchmore Dromore Rd - Winchmore	1.6	1979	600
59	Winchmore Hall – Winchmore	1.4	1978	480
99	Fords Rd - Tinwald	1.5	1981	500

7. FINANCE

The degree of damage varies between plantations. The plantation that was affected the worst was the Fairton plantation with approximately 10 hectares flattened.

The damage at the Fairton plantation also includes a significant quantity of wind break which means more value loss due to wood shatter and sap stain. The Council's logging contractor will be moving to the Fairton plantation when operations at Springburn are completed. **Page 39**

The grade recovery from the plantations that will now be harvested due to the wind throw event will not be as favourable as those originally scheduled for harvest. It is expected that net sales will therefore be \$40,000 to \$50,000 less than expected.

7.4.2 Emissions Trading Scheme

The Council is now an account holder with the Emission Unit Register. The Council was required to register the plantations it does not intend to replant that were harvested in the year 2008; there is only six hectares of plantations that fit into this category. The Council can now also apply for an allocation of credits for its pre-1990 plantations and for carbon credits for post-1989 forests. To date there has been no indication of any changes in the legislation that will affect forestry with the review that is currently being undertaken by the National led government.

7.5 PROPERTY

7.5.1 Rangitata Terrace Road Stopping

This matter was heard in the Environment Court on Friday 30 January and Wednesday 4 February 2009. The decision of the Court is awaited.

7.5.2 Rainfall Event

During the heavy rain and hail event on Sunday 18 January, water ingress occurred in the Library, Administration building, Resource Centre building and 254 Cameron Street (former Polytech).

The Library was the worst affected with extensive damage to ceiling tiles and books. The Administration building had some water in the back stairwell from overflowing downpipes.

The Resource Centre had one roof leak where a new valley had become blocked with hail and was not able to carry the water volume. The staff kitchen floor was also wet but there was no evidence of any ceiling or wall dampness. It is thought that the courtyard system was unable to cope and water entered at the floor plate area.

No other problems were experienced or reported.

The building at 254 Cameron Street appeared to have had a "backflow" episode due to sumps not coping.

7. FINANCE

7.5.3 Library Roof

Work has commenced on replacing / repitching the flat roof area. The work will also involve the provision of additional downpipes to assist in clearing water.

7.5.4 Rakaia Medical Centre

Work is nearing completion with the final date being 28 February 2009. This looks like being achieved.

7.5.5 Mayfield Fire Shed

The fire shed is due for completion before the end of February 2009.

7.5.6 Methven Medical Centre

Revised scheme plans are being prepared for comment.

P L BRAKE
Finance Manager