



Ashburton District Council

AGENDA

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

Date: Thursday 6 August 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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	<ul style="list-style-type: none">• Forestry Matter Section 7(2)(h) Commercial activities• Property Matters Section 7(2)(h) Commercial activities• Police Report Section 7(2)(f) Maintain effective conduct of public affairs		
	[Now in open meeting]		
	<ul style="list-style-type: none">• Methven Heritage Associations NZ Grain & Snow Centre		
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31 July 2009

5. CORPORATE SERVICES

5.1 INFORMATION SYSTEMS

5.1.1 General

A health check of the department by independent consultants confirmed that the systems and plans are appropriate for the Council. Key Performance Indicators for the targets set in the Activity Management Plan are being reported to this committee. This will enable councillors to identify any issues before they become concerns and will give some indication of the results that will be reported in July 2010. A major upgrade is underway to bring the Proclaim/Property system up to date with the Finance system. This upgrade will provide a common look and feel for both programmes.

5.1.2 Ashburton District Council Web Site

The Council web site continues to have over 20,000 visits per month. The cemetery, job vacancies and district planning pages are regularly the most visited pages. The final Community Plan V1 was downloaded 43 times. This may indicate that customers find an electronic copy useful.

June 2009 Top 10 Pages viewed.

	May 2009		June 2009	
Top 10 pages viewed	Notices	3537	Notices	2564
	Cemeteries	905	Cemeteries	837
	District Planning	582	Cemetery Records	733
	Job Vacancies	562	Job Vacancies	606
	Contact Us	404	District Planning	445
	Resource Consents	393	Contact Us	390
	Ashburton Community	364	News-Tenders	382
	Forms	359	Forms	347
	Maps	355	Maps	325
	Tenders	347	Resource Consents	312

5. CORPORATE SERVICES

June 2009 Top 10 Documents downloaded.

	May 2009		June 2009	
Top 10 documents downloaded	Water Services Field Asst Job Description	132	Ashburton District Population Report V2	123
	Ashburton District Population Report V2	130	Water Rangers Job Description	75
	Records Officer Job Description	111	District Diary	64
	Employment Application Form	100	Residential Building Consent Application Pack	63
	District Diary	80	Employment Application Form	51
	Food Hygiene Regulations	67	Cattle Stock Crossing	45
	Camping Regulations	65	Final Community Plan V1	43
	Trade Waste	63	Stage 2 Initial Report	43
	Road Safety Job Description	62	Trade Waste Application	42
	Senior District Planner Job Description	60	Stock Underpass Install	46

Year to date visits to the Council Web Site



5. CORPORATE SERVICES

5.1.3 Key Performance Indicators

This table reports the monthly progress of the activities that are measured for the annual report. There are additional details about the use and responsiveness of the help desk.

	April	May	June	July	August	Target	Annual (average)
System and network availability	100%	100%	99.9%			95.0%	99.9%
Web site availability	100%	100%	99.4%			99.0%	99.8%
Help desk response times	100%	100%	95.0%			95.0%	98.3%
Help Desk call details							
Unresolved (running total)	27	43	36				35
Requests received/month	65	72	60				65
Responded to within 1 hour	65	72	57				64
Not responded to within 1 hour	0	0	3				1

5.1.4 Pandemic Planning

Use has been made of the facilities to work from home that were included in the report for April 2009. Over a dozen staff have used the ability to do their email from home and other staff have used their laptop computers to access the computer network from home. There are currently no plans to expand this capability as the trend of sickness absenteeism is declining.

5.1.5 Staff Training

A “Working Smart” on site course has been arranged for Heads of Departments that focuses on effective time management using Microsoft Outlook. Responses by participants will be evaluated to see whether the course should be made more widely available to staff.

5.1.6 Upgrade to the Proclaim Property system

A major upgrade to the Proclaim Property system is being planned and departments are being notified of their involvement. The Councillors’ Lounge has been booked for testing and training from September 2009 until March 2010.

5.1.7 Departmental Development

Fujitsu and The Total Team have undertaken a health check of the IS department infrastructure, applications, strategies and plans. The reports contained no major issues and the suggestions for improvements will be evaluated and most likely implemented. Audit NZ performed their annual audit of the Information Systems department and a report should be available in November 2009.

5. CORPORATE SERVICES

5.2 RECORDS AND ADMINISTRATION

5.2.1 Records

Current, completed building consent paperwork is being scanned and the property folders they go in are being reorganised, thus improving the storage of the property files. Difficulties are increasing in storing non-current records and property files because of the lack of space. The application of the retention and disposal schedule continues slowly with the disposal of some older ADC records and the designation of others for the archives. The Manager has recently attended courses on 'Recordkeeping metadata' (Archives New Zealand) and 'How safe is your hard copy?' (Canterbury Disaster Salvage Team).

5.2.2 Archives

Michael Hanrahan is advising the Council on how to improve the environmental conditions in the basement. Mould has been found on some items.

5.2.3 LIM Reports

33 LIM reports were produced in June and the average completion time was 4.2 days (39 and 6.4 days in 2008). All were completed within 10 days.

489 LIM reports were produced in the year to June 2009 and the average completion time was 6 days (613 and 8.5 days in year 2007-2008). 74 – 15% - of the LIMS were for non-residential properties. 97% were completed within the 10 day statutory target (90% in 2007-2008).

5.2.4 Data Integrity

A group of staff are tightening up procedures and developing programmes for assigning full addresses and property files to new properties; and meeting New Zealand Post standards for postal addresses.

5.2.5 Administration

Most of the Council's insurance portfolio was renewed at the beginning of July. We await the final invoices but premium increases are quite modest. Approximately \$12,000 has been saved by changing insurers for some policies. The only significant increase is in the cost of motor insurance, which has almost doubled. The scope of the personal accident policy for civil defence volunteers has been extended to include events such as the staffing of displays at shows, driver reviver stations, reserve board/community group working bees and Community Watch.

The Council, through its membership of New Zealand Mutual Liability RiskPool, is insured for public liability and professional indemnity, including weathertight claims. Weathertight claims across New Zealand are, however, causing RiskPool problems.

In May, RiskPool informed the Council of the likelihood that they would be unable to offer cover for future Weathertight claims. In June, the Council was told the good news that cover would continue, since we were "identified as being low risk for these claims". This and the good news of our membership fee remaining the same as last year was mitigated by 30 June letter. RiskPool expect to make a 'call' this year on their member councils to cover shortfalls in weathertight claims.

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They expect 'calls' on Ashburton District Council to be:

\$2,334 - toward a New Zealand total of \$500,000 for 2002-2003 claims

\$15,401 - toward a total of \$3,500,000 for 2003-2004 claims

These unexpected demands have not been budgeted in the 2009-2010 year. There is the possibility of further such 'calls' in future years.

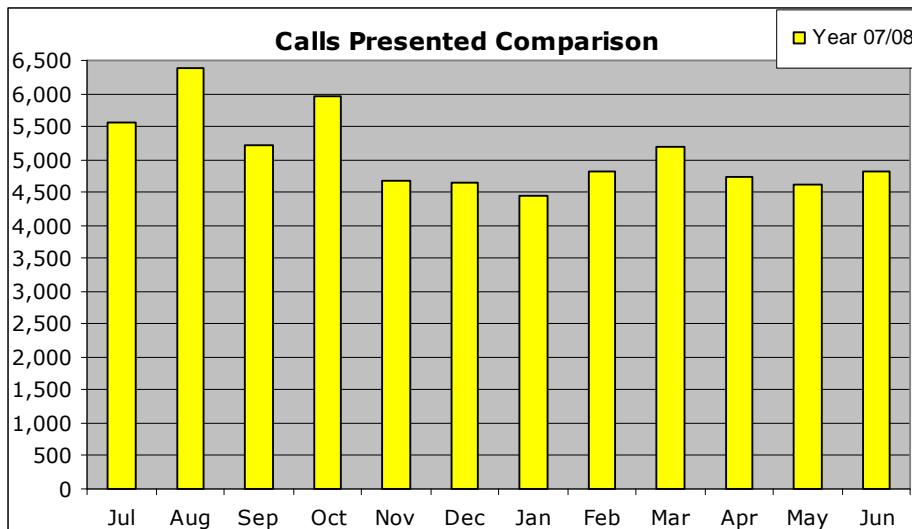
Facilities at 33 sites listed in the Area Committees Insurance schedule – mainly community halls - are being revalued. The updated valuations will minimise the risk to the Council from insuring under-valued properties.

Thomson Reuters (formerly Brookers), our principal supplier of statutory and legal information has made a 1.7% increase in our annual subscription from September.

5.3 CUSTOMER SERVICES

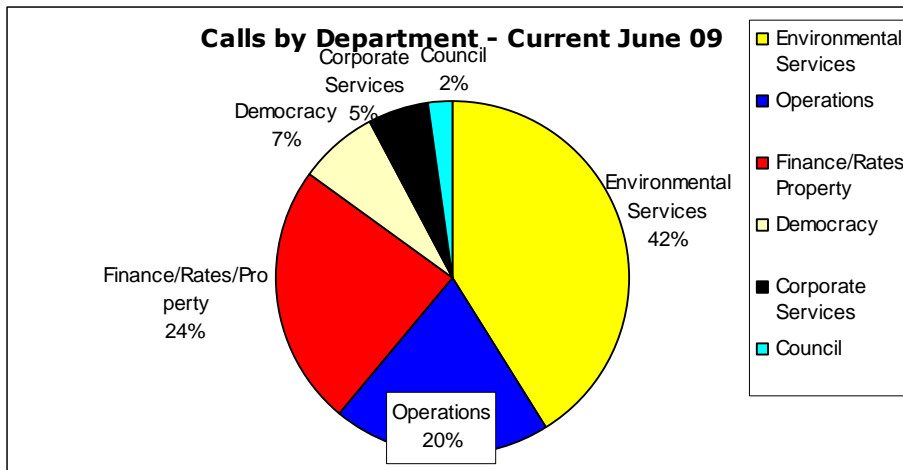
5.3.1 Telephone Calls

During June 2009 4,808 calls were made to the Ashburton District Council on 307 7700. (This does not include calls made direct to staff extensions). 81% of incoming calls were answered within 20 seconds.

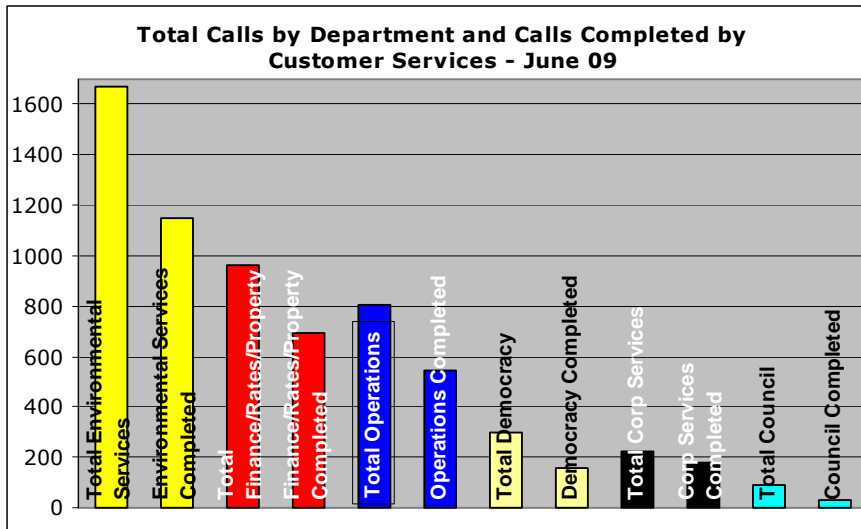


The chart below shows the breakdown of calls by department. Calls relating to Environmental Services (especially building inspections and dogs) continue to have the highest volume.

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This chart below shows the total number of calls received and calls completed by Customer Services for each department during June. 68% of all calls answered in the Contact Centre in June were not required to be transferred to department staff.



Up to 23 July 09 3,433 dog registration payments have been processed at Reception.

All Customer Services staff plus 3 from the Library and 3 from the Ashburton I-Site attended Armed Robbery Survival Skills training in June.

Customer Services was hard hit by absences in July as a result of interaction with customers at reception and the close seating arrangements in the contact centre resulting in large scale sick leave.

5. CORPORATE SERVICES

In August Customer Services will be sending out 912 letters and Rates Rebates applications to those who were granted one last year. This will result in significant activity for both the contact centre and reception. There will also be an article in the District Diary in August to raise awareness for others.

5.4 MISCELLANEOUS MATTERS (13/07/09)

5.4.1 Mail Management

Mail management report as at 31 July 2009

Group	Total Received	Total Completed	Of Completed Within time	Of Completed Overdue	Total Uncomplete	Pending	Of uncomplete Overdue
Mail Management	2983	2937	1585 (54.0%)	1352 (46.0%)	46	12 (26.1%)	34 (73.9%)

5.4.2 Council Seal

Under authority, since last meeting —

- **Lease Documents**
 - Deed of Lease – Lake Clearwater Hut Site – ADC vs Woods Family Trust
 - Deed of Renewal – Glenacardoch Farm Ltd vs ADC
 - Transfer Instrument Consent Form - 132 Cass Street – ADC vs Eastgate
 - Deed of Lease – Lake Clearwater Hut Site – ADC vs Riley Bandinet Family Trust
- **Sale & Purchase Agreement**
 - Disposal of Lots - ADC vs Conway Park Ltd
 - Smith Family Trust vs ADC – Part Harts Road
- **Easement Instrument**
 - Right to convey water – ADC vs Ashburton Aquatic Park Charitable Trust
 - Right to drain sewage – ADC vs Ashburton Aquatic Park Charitable Trust
 - Right of way – ADC vs Ashburton Aquatic Park Charitable Trust
 - Right to drain water – ADC vs Ashburton Aquatic Park Charitable Trust
- **Road Stopping**
 - Part of Gough Crossing Road stopped – ADC vs Meadow Lee Ltd
- **E-dealing Form**
 - Lake Hood subdivision – Easement
 - Memorandum of Encumbrance
 - Transfer – ADC vs CJ Redmond Ltd
 - Lease variation instrument – Ashburton Meat Processors vs ASDC
 - Lease renewal of 1-3 Bryant Street – Cates Grain and Seed vs ADC
 - Easement to convey water in gross – ADC vs Smith
- **Licence to Occupy**
 - ADC vs Brent McLaren

5. CORPORATE SERVICES

5.4.3 Minor Applications

- Arthritis New Zealand – Street Appeal, Ashburton & Methven – 25/09/09
- Mt Hutt College Netball Team – Raffle, Methven – 10/07/09
- Friends of Methven House – Raffle, Methven Mall – 4/09/09

5.4.4 Letter of Thanks / Congratulations

Received from:

- Mastercard – thanks for ADC support and help in staging 2009 MasterCard All Blacks Roadshow in Ashburton
- Rose Keen – thanks for ADC support to her and family following her husband’s accident
- Royal Forest & Bird Protection Society Ashburton Branch – congratulations to ADC on achieving Green Ribbon Awards for environmental projects
- Ashburton Trotting Club – acknowledging assistance of Parks and Recreation staff with preparation of Harness Jewels course.
- Methven Public Library – accepting with thanks the annual grant of \$5,000.

S ALLEN

Corporate Services Manager

6. Democracy & Community Services

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO:

DATE: 6 August 2009

REPORT TO: Finance & Community Services

FROM: Community Planning Manager

SUBJECT: Canterbury Economic Development Company Ltd. – Statement of Intent 2010

6.1 CANTERBURY ECONOMIC DEVELOPMENT CO LTD – STATEMENT OF INTENT 2010

6.1.1 SUMMARY

The purpose of this report is to provide Council with a copy of the statement of intent for the Canterbury Economic Development Company Limited (CEDCL). The company is a council controlled organisation as defined by the Local Government Act 2002 (LGA) and as such must provide its local authority shareholders with a statement of intent each year.

Pages 35-43

6.1.2 RECOMMENDATION TO COUNCIL

“That Council receives the Canterbury Economic Development Company Limited Statement of Intent 2010”.

6.1.3 BACKGROUND

A regional economic development entity (Canterbury Economic Development Company Limited) has been established for the Canterbury region, as part of the reorganisation of regional economic development initiatives undertaken by local government.

This entity meets requirements introduced by the Ministry of Economic Development and New Zealand Trade and Enterprise to enable Canterbury to participate in and contest for the Regional Strategy Fund and Enterprising Partnership Fund.

All local and regional authorities in the Canterbury region are shareholders in the organisation.

All council controlled organisations must produce a statement of intent each year. The purpose of a statement of intent, as outlined in schedule 8 of the LGA, is to:

- (a) State publicly the activities and intentions of a council-controlled organisation for the year and the objectives to which those activities will contribute; and
- (b) Provide an opportunity for shareholders to influence the direction of the organisation; and
- (c) Provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

6. Democracy & Community Services

6.1.4 STATUTORY IMPLICATIONS

All council controlled organisations are required, under the Local Government Act 2002 (LGA), to produce an annual statement of intent that meets the requirements of schedule 8 of the LGA. This is the first statement of intent from the Canterbury Economic Development Company Limited.

6.1.5 OPTIONS AND RISKS CONSIDERED

Not applicable.

6.1.6 STRATEGIC LINKS

The Canterbury Economic Development Company Limited has been established to assist with meeting requirements and goals associated with promoting economic wellbeing in the Canterbury region. As such it has strategic linkages with:

- Ashburton District community outcomes
- Ashburton District Council Community Plan 2009-19
- Canterbury Regional Economic Development Strategy
- Ashburton District Economic Development Strategy (in development)

6.1.7 CONSULTATION

Not applicable.

6.1.8 FINANCIAL IMPLICATIONS

Not applicable.

Prepared By

G THOMAS
Community Planning Manager

Approved By

J G ROLLINSON
Manager
Democracy & Community Services

6. Democracy & Community Services

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 2/35/2
DATE: 6 August 2009
REPORT TO: Finance and Community Services Committee
FROM: Policy Advisor
SUBJECT: Annual NRB Residents Survey

6.2 ANNUAL NATIONAL RESEARCH BUREAU RESIDENTS SURVEY

6.2.1 SUMMARY

The attached report summarises the results of the 2009 NRB survey of Ashburton District residents. **Pages 44-65**

6.2.2 RECOMMENDATION

“That the report be received.”

6.2.3 BACKGROUND

Each year the Council commissions an independent survey of Ashburton District residents to ascertain community satisfaction with Council services and performance and to gather information on resident’s views on topical issues. This survey enables Council to monitor performance targets set in the Community Plan 2006-2016 and the Annual Plan. A summary report and the full results of the 2009 survey are attached to this report.

6.2.4 STATUTORY IMPLICATIONS

Not applicable.

6.2.5 OPTIONS AND RISKS CONSIDERED

Not applicable.

6.2.6 STRATEGIC LINKS

This survey enables Council to monitor performance targets set in the Community Plan 2006-2016 and the Annual Plan 2008/ 09.

The results from the survey are used to monitor elements of all seven community outcomes.

6.2.7 CONSULTATION

Not applicable.

6.2.8 STRATEGIC LINKS

Not applicable.

Prepared By
T SPITTLE
Policy Advisor

Approved By
G THOMAS
Community Planning Manager

6. Democracy & Community Services

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 3/6/1
DATE: 6 August 2009
REPORT TO: Finance & Community Services
FROM: Parks Manager
SUBJECT: Fees and Charges 2009-2010

6.3 CEMETERY FEES & CHARGES – 2009-10

6.3.1 PURPOSE

To reinstate Section 3, Physical Works, of the Cemetery fees and charges for 2009-2010.

6.3.2 RECOMMENDATION

“That Section 3, Physical Works, of \$235, be reinstated in the Ashburton District Council schedule of fees and charges for 2009-2010.”

6.3.3 BACKGROUND

This section was included in the original draft for the LTCCP but omitted from the final schedule.

Physical works is described as –

Work involved in piercing, cutting or removing stone, brickwork, concrete, or similar material for the purpose of opening, for interment, disinterment or any other purpose any grave or vault and for replacing the same (in addition to any interment, disinterment, reopening and other fees payable.

6.3.4 OPTIONS & RISKS CONSIDERED

Not applicable.

6.3.5 STATUTORY IMPLICATIONS

There are no statutory implications.

6.3.6 CONSULTATION / STRATEGIC LINK

The appropriate section was in the 2008-09 schedule of fees and charges and also the draft 2009-10 LTCCP schedule. No submissions resulted from the consultation process in respect to cemetery fees and charges.

6.3.7 FINANCIAL

Should the fee not be reinstated, there will be a decrease in revenue and an additional expense on operations.

Prepared By

D ASKIN
Parks Manager

Approved By

J G ROLLINSON
Manager
Democracy & Community Services

6. Democracy & Community Services

6.4 COMMUNITY CONSULTATION AND PLANNING – CURRENT PROJECTS

6.4.1 Community Outcomes Monitoring Framework and Report

This document is complete and is now being formatted and printed. It has had to be put on hold while we focused on the Community Plan.

6.4.2 Community Plan 2009-2019

The Community Plan has been adopted by Council following an unqualified opinion from Audit NZ. The document has been printed and is being sent to key stakeholder organisations.

The document has been posted on the Council website.

Letters to submitters have been sent explaining decisions relating to their particular submission. This has been a huge task given the number of submissions received and has been extremely well handled by Policy Advisor, Toni Spittle and Project Coordinator Jenna Scott.

6.4.3 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. Both the draft documents are currently out for community consultation. We have held meetings with staff to discuss the actions Council is likely to be involved in and information from these meetings will feed in to the submissions processes.

We would like to hold a workshop with Councillors to discuss actions of particular significance to Council and to get a wide understanding of the strategies. This will happen after the documents have been adopted.

6.4.4 New Comers Report

The report looking at experiences of new comers to Ashburton District commissioned by MSD and DIA is now complete and printed. If any councillors would like a copy please contact the community planning manager.

6.4.5 Ashburton District Social Wellbeing Forum

The latest forum for local social service providers was held on 15 July at the Masonic Hall with the full forum held one week later in the Council Chamber, with Deputy Mayor John Leadley chairing in place of the Mayor who was in Wellington.

The focus for these forums was reporting back on progress being made to achieve the actions in the strategy. Good progress is being made across a range of actions and there should be more specific information able to be reported before the end of 2009.

Key achievements to date include the opening of the Ashburton Community Link centre, the printing of the Ashburton District Community Directory and the establishment of the community development position within the Ashburton Safer Community Council.

6. Democracy & Community Services

6.4.6 NRB Communitrak Survey 2009

The Communitrak survey has been undertaken early this year to enable results to be used for staff performance measurement purposes. The report on this year's survey is included on the agenda for this meeting.

6.4.7 Elderly Persons Housing Tenants' Survey

The annual survey of residents living in Council's elderly persons housing units is currently underway. The report on results will be included on the agenda for the September meeting of the Finance and Community Services Committee.

6.4.8 Council Agencies Survey

The annual survey of clients of Ashburton District Tourism and Enterprise Ashburton are currently underway. The reports on results will be included on the agenda for the September meeting of the Finance and Community Services Committee.

6.5 NEW YEAR'S EVE FAMILY FESTIVAL – EVENT PROPOSAL

The Safer Community Council has prepared a proposal to oversee the hosting of the New Year's Eve event that Council has been running since 2000. As indicated in their submission to Council's LTCCP, the Safer Community Council is seeking a funding commitment from Council of \$15,000.

The full proposal is attached and will be presented to the Committee by the Manager, Kevin Clifford.

Pages 19-22

[K Clifford attending the meeting at 2.20pm]

6. Democracy & Community Services

6.6 LIBRARY

6.6.1 Issues and Membership

Another month in which we exceeded the issue for last year. Annual statistics are now to hand, showing that all indicators are up on those for 2007-2008; issues are up by 4.3% overall. Reference enquiries totalled 9722 as against last year's 9456, and the foot traffic counter recorded 147914, bettering 138778 for last year. Membership is also slightly higher.

This is a very pleasing result, and hopefully this positive trend will continue into 2009-2010.

6.6.2 Newspaper Archive Microfilming

The last of the Guardian bound files were sent up to the National Library Microfilm Unit for filming. The years which we at Ashburton had had microfilmed, and later sold the master files to the National Library, have now appeared on the Papers Past site, where they can be searched at www.paperspast.natilib.govt.nz. In time all the Ashburton files up to 1920 will appear there. This is a great resource for family and local history researchers throughout New Zealand and indeed the world.

6.6.3 Displays

Community groups which used the display facilities during June were the IHC for Volunteer Awareness Week, the Art Society promoting their annual exhibition, and the Herb Society.

6.6.4 Statistics for June

Issues	June 2009	June 2008
Non-fiction	4849	4699
Fiction	4984	4459
Large Print	2676	2232
English Resources	10	11
Rentals	79	99
Young Adult Fiction	856	676
Young Adult Non-Fiction	172	123
Young Adult CD	81	55
Young Adult Magazines	48	51
Paperbacks	454	418
Magazines	582	444
Adult Audio	121	182
Adult Video	315	246
Junior Fiction	7370	7609
Junior Non-Fiction	2133	2263
Junior Magazines	316	294
Junior Audio	327	342

6. Democracy & Community Services

Junior Video	725	834
Requests	30	13
Stack	95	84
Undefined	49	16
TOTAL	26272	25150
Issue - Year To Date	316213	302622

<u>Memberships</u>	Total at end June 2009	June 2008	Added during June 2009
Adults	7919	7901	54
Young Adults	1011	1000	3
Junior	2930	2910	35
Non-resident	115	103	3
Other	378	389	2
TOTAL	12353	12303	97
<u>Foot Traffic</u>		June 2009	June 2008
		11909	11565
<u>Year To Date</u>		147914	138778
<u>Reference Enquiries</u>		June 2009	June 2008
	Adult	778	630
	Children	129	105
	Total	907	735

6.6.5 Annual Statistics

Issues	1/07/06-30/06/07	1/07/07-30/06/08	1/07/08-30/06/09
Non-fiction	57240	54362	58517
Fiction	52584	52555	58771
Large Print	27066	25927	30885
English Resources	146	110	220
Rentals	972	1024	1010
Young Adult Fiction	10285	10016	11288
Young Adult Non-Fiction	1940	1564	1671
Young Adult CD	60	641	842
Young Adult Magazines	917	840	878
Paperbacks	5674	4950	5267
Magazines	5765	5494	5592

6. Democracy & Community Services

Adult Audio	1507	1982	1582
Adult Video	2489	2876	2992
Junior Fiction	99149	93711	92003
Junior Non-Fiction	26618	26248	24266
Junior Magazines	3082	3711	4144
Junior Audio	4735	4144	4034
Junior Video	11015	9977	9687
Requests	182	198	223
Stack	1280	1118	1201
Undefined	1149	1174	1140
TOTAL	313855	302622	316213

6.7 PARKS AND RECREATION

6.7.1 Ashburton Domain

Winter pruning of trees and shrubs is being carried out. The line of old flowering cherry trees along West Street, between the layby and Wills Street, have been removed because some had died and others, that had been badly pruned over the years, were showing symptoms of the bacterial disease 'silver leaf'. The trees are being replaced with the Mt Fuji flowering cherry, *Prunus Shirotae*. All of the roses have been pruned.

The New Zealand Red Beech, *Nothofagus fusca*, was planted by the Ashburton Branch of the Red Cross on 17 June 2009, to acknowledge 150 years of the Red Cross organisation. We have realigned the post and chain barrier around the new parking bays.

6.7.2 Township Beautification and Sports Grounds

The ledge between the West Street car park and railway line has been trimmed back.

Pruning, re-planting (mainly a selection of flaxes) and soiling (for grass seed) has been carried out on the Railway beautification strips along West Street opposite the Ashburton Domain.

Pruning trees and trimming shrubberies in neighbourhood parks has been carried out and both Methven and Rakaia townships have received a general winter maintenance clean up.

A number of playgrounds have been topped up with bark. Traffic islands, medians and bulges have received some pruning, trimming and maintenance.

An arborist has been contracted to undertake corrective pruning of trees around Ashburton and Methven with the Parks staff following up chipping the branches.

6.7.3 Rural Reserve Beautification

A full mowing run was completed while the weather was fine. De-sucking of trees and a spray run has been completed at Barrhill. A spray run has also been completed at Methven and Rakaia.

6. Democracy & Community Services

6.7.4 Cemeteries

Hedge clippings have been picked up at Rakaia and Ashburton after the hedge cutter had been through trimming the hedges.

The belt of trees along Smithfield Road boundary has had some judicial pruning and the residue was put through the chipper.

The memorial brick wall at the Rakaia Cemetery has been completed.

Ashburton Cemetery

May 2008		May 2009	
Interments	3	Interments	
Ashes	5	Ashes	
June 2008		June 2009	
Interments	9	Interments	5
Ashes	4	Ashes	8
May 2008		July 2009 (8/07/09)	
Interments	9	Interments	5
Ashes	9	Ashes	1

6.7.5 Ashburton River Walkway

Since the public meeting there have been two Management Committee meetings. The Ashburton Mountain Bike Club has taken real ownership of the section of walkway from the main traffic bridge through to Trevors Road. This section has been completely gravelled and hundreds of native plants have been planted.

The Ashburton Lions are taking ownership of the section between Trevors Road and Milton Road. There are some local Hakatere volunteers looking after the section from Hakatere to Gray Road.

To date the Ashburton Mountain Bike Club, led by Del Phillips, has given many voluntary hours with assistances from the Corrections Department.

Motorbikes are still a concern on the walkway and the Committee is putting some strategies in place to help control the problem.

J G ROLLINSON
Manager
Democracy & Community Services

6. Democracy & Community Services

6.8 YOUTH COUNCIL

MINUTES of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Tuesday, 21 July, in the Council Chambers, Ashburton District Council, commencing at 5.40 pm.

PRESENT: S Putaranui (Chair), S Ruck, K Moses, B Stevenson, S Smith, L MacGregor, S Lewthwaite, J Lester, G Robertson, L Howden, J Leonard and E McGregor
Also in attendance L Lane (Ashburton Art Gallery), L Bridge (Ashburton Youth Café/Bar concept), J Sparks and V Prendergast

APOLOGIES: G Wragg and J Corbett **Sustained**

Minutes

“That the minutes of the Ashburton Youth Council held on Tuesday 5 May, 2009, be taken as read and confirmed.”

Blair / James **Carried**

Lyndal Lane, Ashburton Art Gallery Technician and Publicity Officer was welcomed to the meeting. Lyndal described her role at the Art Gallery which includes running of the Jub Jub Club for young people aged 7-13 years. Lyndal has joined forces with Clare Robert-Shaw from Ashburton College to establish an art club that broadens the horizons of young people (15-17 years) in our community. They plan to cover art topics that are perhaps controversial or unusual that are not currently covered by the usual school curriculum and topics that show art can be fun without the participants needing to sit exams. Lyndal asked for feedback from members as to what they thought about the art club idea, to which members were very encouraging.

Lynne Bridge was also welcomed to the meeting. Lynne and a friend have developed a youth café/bar concept they would like to see up in running in Ashburton within 12 months. The café would operate as a community trust and be not for profit - the hope being it would eventually become self sustaining. Lynne has so far received positive feedback and offers of help for the café from a number of local businesses. At present they are trying to source a suitable building to run the café from and with a number of possibilities in mind. Youth Council members were very enthusiastic about the concept and offered their future assistance to Lynne to make the café operational.

Matters for Discussion

Ministry of Youth Development Forum

Members discussed the Forum held in Ashburton with Waimate and Christchurch Youth Councils on June 2. Members felt the second, informal part of the meeting where they were able to speak candidly about what different youth councils were up to was of the greatest benefit to them.

This feedback will be passed on the Ministry of Youth Development for planning of similar events in the future.

National Youth Forum on Cultural Diversity

Five Youth Council Members have expressed interest in attending this forum to be held in Wellington from August 22-24. Ashburton has been allocated two spaces at the forum so a draw will be held by Vikki as soon as possible to select our two candidates.

6. Democracy & Community Services

General Business

Shama advised the next Youth Council meeting will be held in two weeks time and members are expected to come to that meeting armed with ideas as 'where to now' for the Ashburton Youth Council. Members are expected to think carefully about what activities, training etc they would like to achieve in the foreseeable future and bring those ideas along to the meeting.

Next Meeting

The next meeting of the Ashburton Youth Council will be held on Tuesday 4 August, 2009, in the Council Chamber commencing at 5.30 pm.

The meeting concluded at 6.45 pm.

7. FINANCE

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 5/10/2/3
DATE: 8 August 2009
REPORT TO: Finance and Community Services Committee
FROM: Finance Manager
SUBJECT: Methven Firefighters Support Group Inc – Gwyn V8 trailer pump transfer

7.1 METHVEN FIREFIGHTERS SUPPORT GROUP INC – TRANSFER OF GYWN V8 TRAILER PUMP

7.1.1 SUMMARY

Council has received a request from the Methven Firefighters Support Group Inc to have ownership of the Gwyn V8 trailer pump transferred to them from Council ownership.

7.1.2 RECOMMENDATION

“That Council transfers ownership of the Gwyn V8 trailer pump to the Methven Firefighters Support Group Inc at no charge.”

7.1.3 BACKGROUND

Council has received a letter from the Methven Firefighters Support Group Inc asking Council to vest the 1953 Gwyn v8 trailer pump (plant #10077) in their society to retain the pump in Methven and be able to display the pump in their extended building. The tanker shed that is planned to be extended is not Council’s building and at this stage does not involve any Council money, so the housing of the pump is not dependant on Council financing the extension to the tanker shed. This pump is listed in our assets as a museum item and is not used in day to day firefighting duties. The Council’s Emergency Management Officer is aware of the request and supports the proposal.

7.1.4 STATUTORY IMPLICATIONS

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

7.1.5 OPTIONS AND RISKS CONSIDERED

Council could retain ownership or consider selling this item. Its sale value is unclear and given that we have identified this as a museum piece and we have a community group willing to look after it, the option of vesting it in the community group is preferred.

7.1.6 STRATEGIC LINKS

The recommendation could be seen to be consistent with the following Strategic Outcome 6:

- Cultural, recreational and heritage facilities are maintained and developed to meet community needs.

7. FINANCE

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

7.1.7 CONSULTATION

There is no specific consultation required.

7.1.8 FINANCIAL IMPLICATIONS

Council will forgo any proceeds from the sale of this plant item, but will save any costs associated with its upkeep.

Prepared By

P BRAKE
Finance Manager

Approved By

B LESTER
Chief Executive

7. FINANCE

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 3/5/1
DATE: 6 August 2009
REPORT TO: Finance and Community Services Committee
FROM: Finance Manager
SUBJECT: Carry over of Funds from 2008-2009 Budget

7.2 CARRY-OVER OF FUNDS FROM 2008-2009 BUDGET

7.2.1 SUMMARY

To request the carry-over of funds to complete projects in the 2009-10 year that were budgeted for, and either not started or completed, in the 2008-09 financial year.

7.2.2 RECOMMENDATION

“That the projects identified be completed in the 2009-10 financial year, and that the funds identified be carried forward.”

7.2.3 BACKGROUND

A number of projects budgeted for 2008 / 09 were not started, or not completed as at 30 June 2009. The projects are listed below along with their status and the amount requested to be carried over into the 2009 / 10 financial year.

Ledger Code	Project	Original Budget	Carry Forward Request	Comments
Community Services				
28230308	LTCCP	\$60,000	\$20,000	Formatting and printing of the adopted LTCCP will be invoiced in July or August
28230308	Methven Community Strategy Review	\$10,000	\$5,000	Project not complete
28230308	Rakaia Community Strategy Review	\$10,000	\$5,000	Project not complete
28430202	Photographic Images and Council info brochures	\$15,000	\$13,000	Project not complete
28230308	Community Outcomes Report	\$18000	\$15,000	Formatting and printing of the document will be invoiced in July or August
Property				
16251007	Pendarves Fire Shed	\$25,000	\$25,000	Project proceeding in 2009/10 year
Information Systems				
13551003/51018	Information Systems Capital - various	\$454,000	\$60,000	Implementation of new hardware and software still required. (1)

Cont'd

7. FINANCE

Library				
	Unspent insurance claim	\$0	\$3,387	Water damaged books not yet replaced
Parks				
17751003	Domain Irrigation	\$60,000	\$60,000	Project delayed due to identifying water source
Human Resources				
283.30308	Consultancy	35,000	20,000	Payroll/Self Service project delayed. To be carried over to new payroll/HR project (1)
			14,300	Performance Mgmt project delayed. To be carried over to complete this project in 2009/10
283.30113	Staff Travel	3,500	3,469	Travel Costs budgeted for the product investigation phase of Payroll/Self Service & Performance Mgmt Projects. (1)
283.30104	Staff Training	13,000	5,864	Training budgeted for Staff after project upgrade /implementation of Payroll/Self Service & Performance Mgmt Projects. (1)
283.30115	Appointment Costs	69,000	42,316	This expense hard to budget for as it depends on turnover, technical skill & position level. Provision to be carried over to the payroll/HR project. (1)

- (1) The Payroll/HR project was planned to begin in 2008/09 and consisted of an upgrade to more of a “self service” system which would allow staff to complete timesheets on line, on line leave requests and access staff information, and would result in more efficient payroll processing. This project has widened in scope and will now see development of a fully integrated payroll and human resources system under our technology one platform.

7.2.4 OPTIONS

It is staff’s view that the projects are still relevant and necessary.

7.2.5 STATUTORY IMPLICATIONS

There are no statutory implications.

7.2.6 CONSULTATION

The above projects were all consulted on as part of the 2008-09 annual plan.

7.2.7 STRATEGIC LINK

These items were contained in the Council’s 2008-09 annual plan.

7.2.8 FINANCIAL

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

Prepared By:

P L BRAKE
Finance Manager

Approved By:

B LESTER
Chief Executive

7. FINANCE

7.3 FINANCE

7.3.1 Financial Reports Quotable Value February statistics

*To be circulated
Attached*

7.4 FORESTRY

7.4.1 Sales and Harvesting

SALES INFORMATION REPORT - FOREST SUMMARY *Period: 1/3/2009 to 31/5/2009*

Products	Quantity	Units	Net Value
Domestic Sawlogs	599.220	tonnes	\$10,478.12
Export Sawlogs*	683.578	JAS	\$1,395.66
Total	5611.329		\$18,197.23
* not total export value			

Production for the June month was down as Russell Logging was finishing a private sales job at Fairton. At the completion of this job they moved to Fords Road to clearfell the final plantation affected by the January 2009 wind event. The logging contractors then moved back to Springburn where more salvage logging was required following a rain and northwest wind event in May. This work is now almost complete and the logging crew should be able to move to Winslow and actually harvest a plantation which has not been wind damaged, a first for this calendar year!

7.4.2 Emissions Trading and Possible Land Sales

The newly reconvened Forestry Subcommittee considered the possible sale of freehold forestry land recently harvested. Information regarding emissions liabilities was presented to the Subcommittee by the Forester along with land tenure details from the Property Manager. The conclusion reached by the Subcommittee was that the liabilities that would be incurred from not replanting would be too great with respect to possible revenues from a land sale. Current land tenure would also impede any such land sales. The decision was therefore made to replant both the Fairton and the Springburn plantations.

7.5 PROPERTY

7.5.1 Elderly Persons Housing

Exterior renovations have been completed to the block at 44-51 Friendship Lane. A new concrete terrace has been poured at 3/7 Suffolk Street.

7.5.2 Methven Medical Centre

Scheme plans for the addition have been reviewed in light of the experience gained from the "pandemic" planning. This has resulted in the provision of an additional alternative entry discreet from the main entry and the removal of access points between rooms in order to create secure treatment areas. It is anticipated that with these amendments working drawings can proceed.

7. FINANCE

7.5.3 Resource Centre

A specification for exterior renovation is being prepared. The colour scheme will match the “community link” scheme.

7.5.4 Art Gallery

Work has commenced on the installation of an additional heat pump / air conditioning unit in the art store area in order to protect the environment within this area.

7.5.5 NZ Army

I met with representatives of the Electrical Mechanical Corps from Burnham who were seeking the opportunity to carry out field exercises relating to disassembly and repair of gear. Arrangements have been made for them to use part of the airport and also the excavated area of the gravel pit at Seafield Road. The exercises do not involve firearms and occupancy has been cleared with both the Environmental Services and Operations Departments.

P L BRAKE

Finance Manager