



Ashburton District Council

AGENDA

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

Date: Thursday 10 December 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

	Page
1 APOLOGIES	
2 NOTIFICATION OF EXTRAORDINARY BUSINESS	
3 CONFIRMATION OF MINUTES – 29/10/09	1
4 MATTERS ARISING	
5. CORPORATE SERVICES	
5.1 Information Systems	7
– 2.30 pm Electricity Ashburton presentation (fibre optic network) G Guthrie, B Quinn and J Tavendale to attend.	
5.2 Records and Administration	10
5.3 Customer Services	11
5.4 Miscellaneous Matters	14
6. DEMOCRACY & COMMUNITY SERVICES	
6.1 Rakaia Community Strategic Plan	17
6.2 Community Consultation and Planning	19
– Cycleway Project	20
6.3 Democracy Services	21
– Proposed 2010 Meeting Schedule	21
6.4 Library	22
6.5 Parks and Recreation	26
6.6 Youth Council Meeting – 3/11/09	28
6.7 Youth Council Meeting with District Councillors	30
7. FINANCE	
7.1 Finance	33
7.2 Forestry	33
7.3 Property	33

Cont'd

8. BUSINESS TRANSACTED WITH THE PUBLIC EXCLUDED

- | | | | | |
|------------|--|-----------------|--|---------------|
| 8.1 | Confirmation of minutes – 29/10/09 | | | 41 |
| | <ul style="list-style-type: none">• Lake Hood Administration• Former County Building update | Section 7(2)(h) | Commercial activities | |
| | [Now in open meeting] | | | |
| | <ul style="list-style-type: none">• Glasgow leased land – 59 Creek Road | Section 7(2)(h) | Commercial activities | |
| 8.2 | Stadium Complex Project Group report | Section 7(2)(h) | Commercial activities | Verbal |
| 8.3 | Police Report | Section 7(2)(f) | Maintain effective conduct of public affairs | Verbal |

4 December 2009

5.1 INFORMATION SYSTEMS

Updates to the District Plan attracted visits to the web site and downloads of updated documents. These downloads save time and money for the Council and staff and are an efficient method of distributing up-to-date information. A failure of air conditioning units in the computer room resulted in less important servers being switched off for three days with a minimal decrease in the level of service.

The upgrade to the Property and Rating system is progressing according to plan. The Corporate Services Manager is continuing to work with other councils and agencies to consolidate efforts to solve common problems and make use of contracts that have been negotiated by government or groups of councils.

5.1.1 Ashburton District Council Web Site

The Council web site was visited 29,664 times in November 2009. The Notices page, as printed in the Guardian, was popular along with job vacancy details for the Project Support Officer and one hundred and thirty three application forms were downloaded. There has been renewed interest in the District Plan and the sections that are being updated.

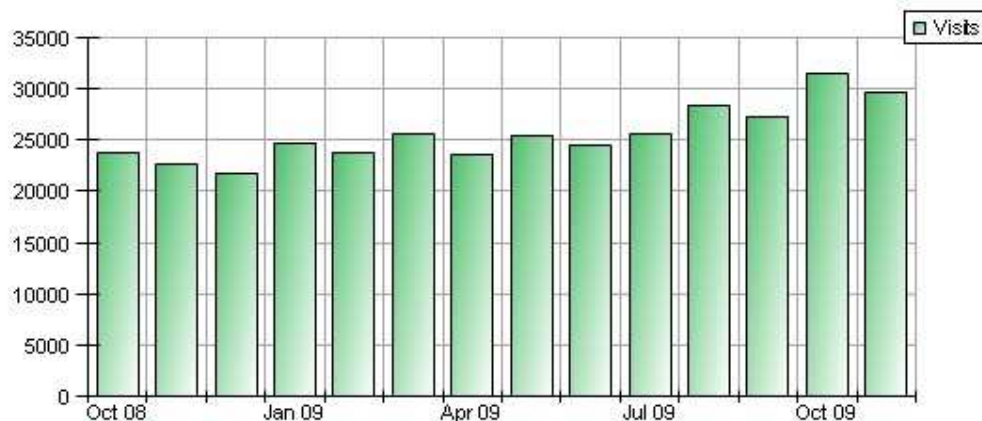
November 2009 Top 10 Pages viewed.

	September 2009		November 2009	
Top 10 pages viewed	Notices	1,719	Notices	3,044
	Job Vacancies	774	Cemeteries	795
	Cemeteries	703	Job Vacancies	636
	District Planning	695	District Planning	521
	Cemetery Records	680	Cemetery Records	623
	Contact Us	488	Interactive Maps	469
	Rating Information	456	Contact Us	460
	District Maps	449	Tenders	435
	Tenders	424	District Maps	400
	Forms	410	Forms	399

November 2009 Top 10 Documents downloaded.

	September 2009		November 2009	
Top 10 documents downloaded	Ashburton District Population Report V2	154	Newcomer information	121
	Tinwald Reserve Manager Information Pack 1	144	District Diary	103
	Tinwald Reserve Manager Information Pack 2	142	Ashburton District Population Report V2	87
	District Diary	133	Employment Application Form	133
	Updated District Plan	101	Project Support Officer Vacancy	82
	Newcomer information	89	District Plan Section 6 District Wide Rules	80
	Employment Application Form	82	District Plan Section 7 Zone Rules	76
	District Plan Change Submissions	56	District Plan Section 8 District Plan Introduction	75
	Annual Report 2008	51	District Plan Section 91 District Wide Issues	70
	Ashburton Business Estate Scheme Plan	43	Notice Board	61

Monthly totals for visits to the Council Web Site



5.1.2 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.

The decrease in system and network availability was due to a failure of two of the four air conditioning units in the computer room which have now been repaired or replaced. The result of this failure was a build up of heat that threatened to damage the servers. The IS business continuity plan was consulted and servers with the lowest priority were switched off to reduce heat production. As a result, staff could not remotely access their email from home, interactive maps were not available on the Internet and some development work stopped. This interruption of service was for three days over a weekend and a Monday. All other services continued to work and most staff did not notice any change to the level of service.

	July 09	Aug 09	Sept 09	Oct 09	Nov 09	Target	Current Average
System and network availability	100%	99.9%	99.9%	99.6%	99.4%	95.0%	99.8%
Web site availability	100%	100%	100%	100%	100%	99.0%	99.9%
Help desk response times	100%	97.8%	100%	94.1%	97.9%	95.0%	98.1%
Help Desk call details							
Unresolved (running total)	42	20	27	24	27		
Requests received/month	45	95	74	66	48		
Responded to within 1 hour	45	93	74	64	47		
Not responded to within 1 hour	0	2	0	4	1		

5.1.3 Upgrade to the Property and Rating system, previously known as Proclaim

The user acceptance phase of the project is completed. The Heads of the Departments are signing off this stage of the project. Improvements to the systems and processes have been identified during these exercises and a plan is being developed to investigate and prioritise these developments. A test of the upgraded system will take place in January 2010 which will be followed by end user training with a Go Live scheduled for February 2010.

In conjunction with this upgrade, the Microsoft Office Suite, used by most of the Council staff, will be upgraded to the 2007 version.

5.1.4 Shared Services.

The Corporate Services Manager has attended meetings at Hurunui, Waimakariri and Selwyn District Councils to discuss any common requirements that could be investigated as a collaborative group. Internet web site hosting providers and electronic document and record management systems have been demonstrated to this group, which has saved time and may result in a group discount. The IS department has always attempted to negotiate and take advantage of collaboration efforts between councils. Examples of contracts that are currently in use are –

- an all of government contract for landline and mobile phones and other services (TAHI)
- a mostly Canterbury arrangement for photocopier/printers (Multi Function Devices, MFDs)
- a contract that was initially negotiated by the State Services Commission for Microsoft licensing; and
- a multi council agreement for laptop purchases.

These agreements are also offered to and are in use by agencies affiliated to the Council.

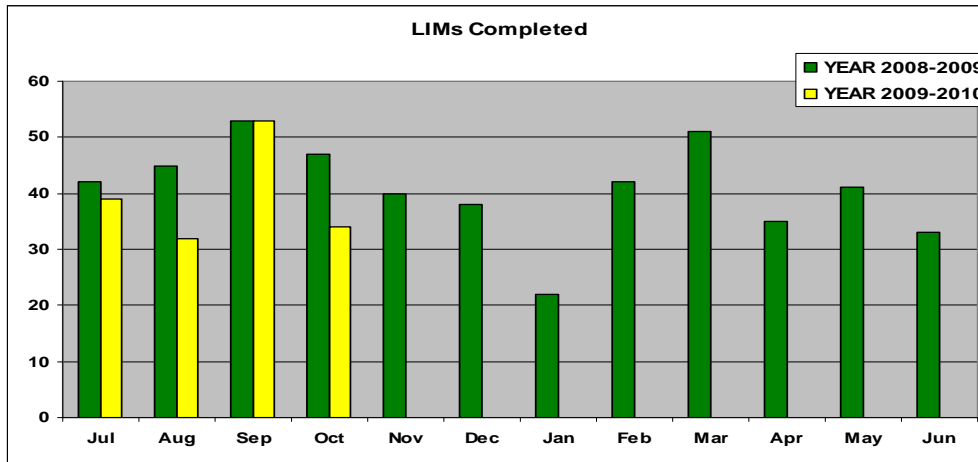
5.2 RECORDS AND ADMINISTRATION

5.2.1 Records

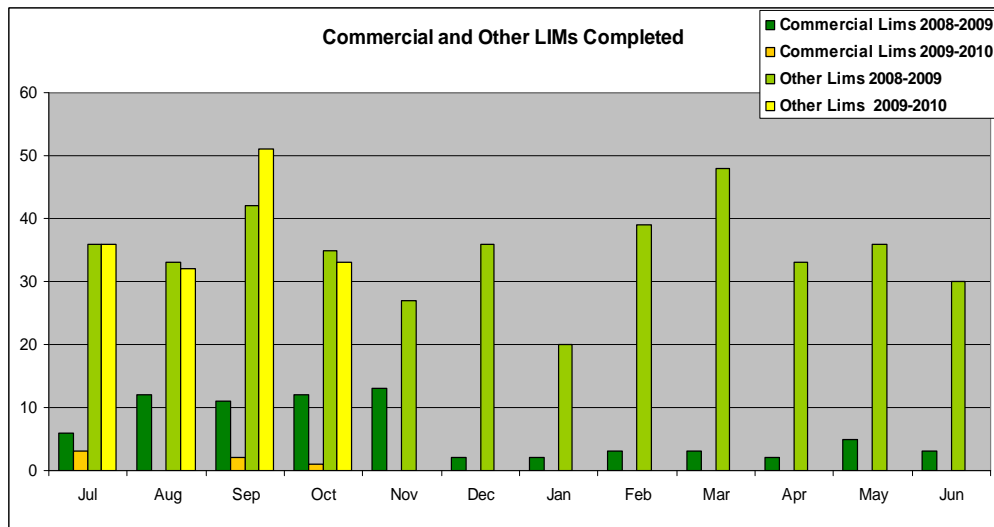
Current building consent paperwork is scanned after the code of compliance is issued. Property folders are then reorganised, improving the storage of the property files, including the creation of new folders for new subdivisions.

5.2.2 LIM Reports

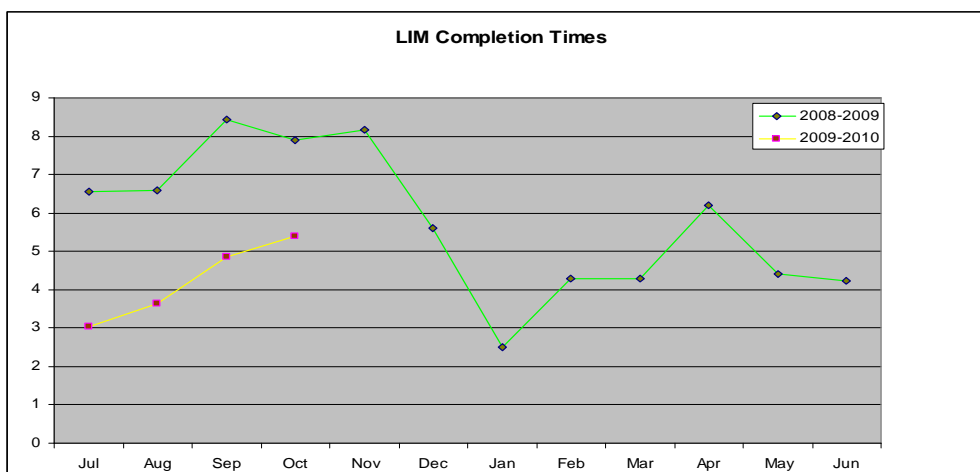
Thirty four LIM reports were produced in October 2009 (47 in October 2008).



While the demand for LIM reports for residential properties remains similar to a year ago, only one LIM for a commercial property was required in October, compared with 12 in October 2008.



The average completion time was 5.4 days (7.9 days in October 2008). For the eleventh consecutive month all LIM reports were completed within 10 days.



5.2.3 Data Integrity

The address task force continues to work on:

- reviewing past Subdivision consents to the end of 2008, to ensure all consents are associated to correct 'parent' and 'child' properties;
- procedures, training and documentation are in place for the assigning of full addresses and property files to new properties;
- improving the data in Council address records to meet New Zealand Post standards for postal addresses;
- de-duplicating address and name data on Property and Rating.

A student is spending a second Summer upgrading and correcting postal addresses, this time concentrating on those for properties. The previous work did much to improve our postal address accuracy from 0.3% to 78%. That accuracy level was applied to the postage of the October 2009 rates run and led to a discount of \$1,361 (24%) for that one postal run.

5.2.4 Administration

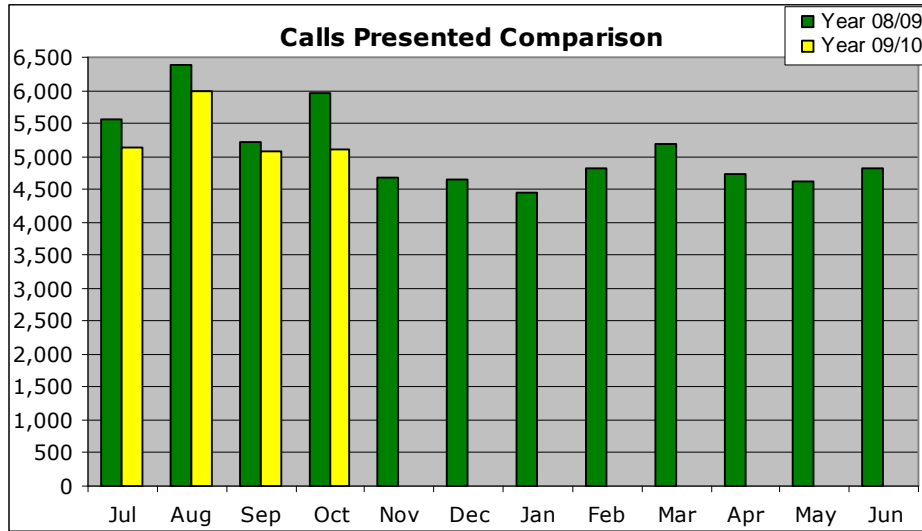
The revised valuations for the halls and facilities listed in the area committees schedule are expected in December.

5.3 CUSTOMER SERVICES

5.3.1 Incoming Communication

During October 2009, 5,107 calls, 318 emails and 313 faxes were received by the Ashburton District Council. This does not include calls made direct to staff extensions. 84% of incoming calls were answered within 20 seconds. Calls presented in comparison to last year are shown in Chart 1.

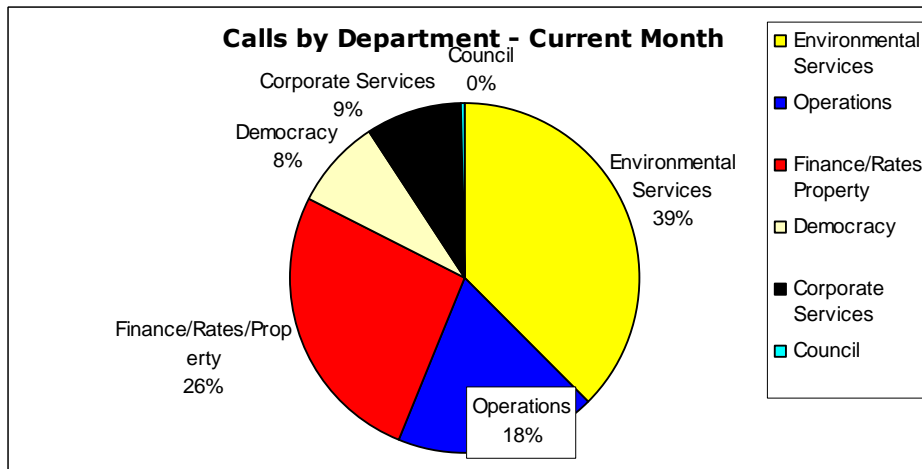
Chart 1



5.3.2 Incoming Phone Calls by Department

Chart 2 shows the breakdown of calls answered in the Contact Centre by department. The breakdown of calls by department for October followed the usual pattern with calls for Environmental Services, Finance/Property/Rates and Operations making up the majority of the calls.

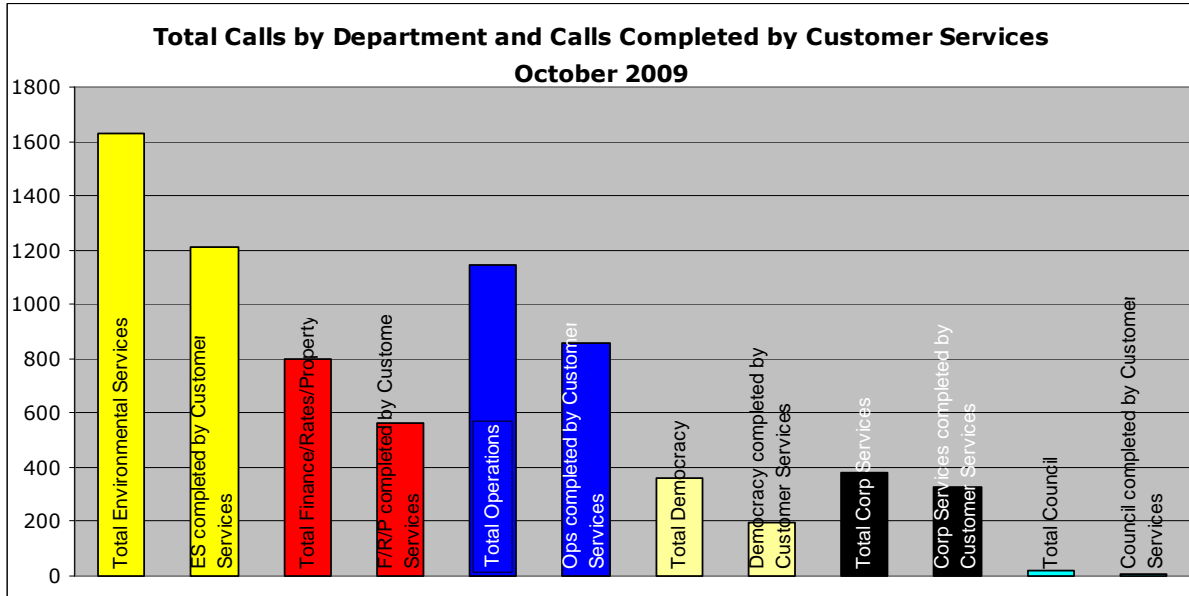
Chart 2



5.3.3 Calls received versus calls handled by Customer Services

Chart 3 shows the total number of calls received for each department and the number completed by Customer Services for September. 73% of all calls answered in the Contact Centre in September were not required to be transferred to department staff.

Chart 3



5.3.4 Rates Rebates

Up to 27 November, Customer Services had interviewed and processed 821 applications for rates rebates. 767 applications to the value of \$371,690 have been granted and 54 declined.

5.3.5 Parking Services

Chart 4 shows that the parking officers issued 791 infringements in October and Chart 5 shows that \$10,563 was collected from the parking meters.

Chart 4

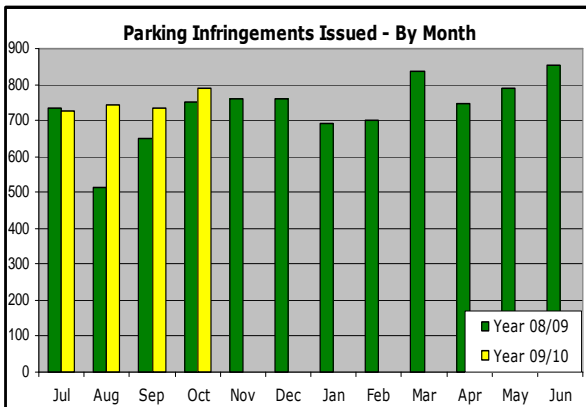
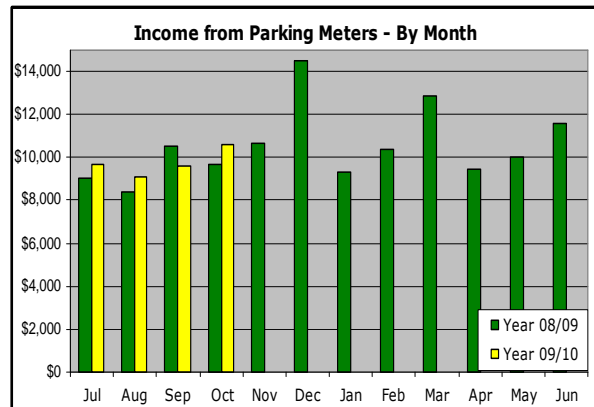


Chart 5



5.3.6 Other

Staff from Customer Services attended the wrap up of the Ashburton District Healthy Homes Project at the RSA and one staff member from Customer Services represented the Ashburton District Council at the Community Link Outreach in Rakaia on 6 November 2009.

5.4 MISCELLANEOUS MATTERS

5.4.1 Mail Management

Mail Management details	July 09	Aug 09	Sept 09	Oct 09	Nov 09	Dec 09	Jan 09
Unanswered requests (running total)	46	38	15	20	18		
Requests received/month	13	13	18	15	9		
Requests due this period	22	10	14	16	13		
Requests closed this period	10	21	33	10	11		

5.4.2 Council Seal

Under authority, since last meeting —

- **Lease Documents**
 - Deed of Lease – Hut site 116B Lake Clearwater – ADC vs Haydon Property Trust
 - Deed of Lease – Hut site 31B Lake Clearwater – ADC vs Richardson & Allen
 - Lease Transfer – 4 Bryant St – ADC vs. Ashburton TV & Audio
 - Deed of Assignment – 5 Range St – ADC vs. Hooper Ltd vs Hooper (2009) Ltd
- **E-dealing Form**
 - Deed of Renewal of Lease – 10-12 Bryant St – ADC vs Shredder
 - Deed of Renewal of Lease – 246 Havelock St – Watts lea Properties vs ADC
 - Deed of Renewal of Lease – 132 Cass St – Longwood Equities vs ADC
 - Surrender of Lease – 11-13 Bryant St – ADC vs R&J Repairs
 - Surrender of Lease – 92 Grey St – ADC vs M Sloane
 - Variation of Lease – 14-16 Bryant St – ADC vs Gary McCormick Transport
 - Variation of Lease – 4 Bryant St – ADC vs Bull Investments
 - Variation of Lease – 13B Cass St – ADC vs C Smith
 - Sale of Tancred St toilet – 831 Tancred St, Ashburton – ADC vs CJ Redmond
- **Sale & Purchase Agreement**
 - 92 Grey St – ADC vs M Sloane
 - Paper road, off Thompsons Track – ADC vs c Allen
- **Licence to Occupy**
 - Part of Comyns St (road reserve) – ADC vs Mallinson
 - Footpath – 116 Main Street, Methven – Last Post Café vs ADC
 - Res 1976 Maronan Road – Cashmore Investments
- **Agreement**
 - Contract WW-AG11 – removal of standing grass at Ocean Farm, Terrace Rd
- **Easement**
 - Right to drain sewage at 36 Nelson St – ADC vs GS & MA Tullett

5.4.3 Minor Applications

- Heart Children NZ Street Appeal – 28/05/10
- Westpac Rescue Helicopter Appeal – East St & Community sites – 21/05/10
- Methven Red Cross Raffle – Methven Mall – 30/10/09 & 4/11/09

- Cookie Time Christmas Cookies – East St – 21/11, 12/12 & 12/12/09
- Arthritis NZ Appeal – Street Appeal Methven – 24/09/10
- Multiple Sclerosis & Parkinson Society Carnation Day Street Appeal – 3/09/10
- Mid Canterbury Victim Support Street Appeal – 5/03/10
- Our Lady of the Snows School Raffle at Elim Church – 5/12/09
- Red Puppy Appeal (NZ Foundation for Blind Guide Dog Street Appeal) – 26-28/03/10

5.4.4 Letter of Thanks / Congratulations

Received from:

- Rakaia War Memorial Community Centre – acknowledging Council’s \$1500 grant.
- Ruapuna All Saints Guild and Ruapuna community – for Heritage grant of \$1072.

S ALLEN
Corporate Services Manager

6. Democracy & Community Services

ASHBURTON DISTRICT COUNCIL REPORT

FILE NO: 1/9/2
DATE: 10 December 2009
REPORT TO: Finance and Community Services Committee
FROM: Policy Advisor
SUBJECT: 2009 Rakaia Community Strategic Plan

6.1 2009 RAKAIA COMMUNITY STRATEGIC PLAN

6.1.1 SUMMARY

The review of the Rakaia Community Strategic Plan is complete and the strategy document is now available.

6.1.2 RECOMMENDATION TO COUNCIL

- | |
|---|
| <ol style="list-style-type: none">1. That the Rakaia Community Strategic Plan be received; and2. That Council adopts the Rakaia Community Strategic Plan.” |
|---|

6.1.3 BACKGROUND

The first Rakaia Community Strategic Plan was developed in 2001 by the Rakaia community in a process facilitated by Ashburton District Council. The Plan has been the catalyst for much change in Rakaia and has, by any standards, been a resounding success. It has provided the Rakaia community, Ashburton District Council and other key stakeholders with a structure and focus for developing Rakaia in the ways the community identified from the outset of the Plan.

The 2009 Rakaia Community Strategic Plan builds on the success of the previous Plan. Most of the actions from the original plan have been achieved – so the new plan provides ways to take that next leap to continue to develop Rakaia as a great place to live and visit.

A major difference between the two plans is that original strategy had quite a focus on what Council could do to improve Rakaia, such as the development of the Salmon site for information and promotion, improving community health services, assisting with the formation of a legally formed entity known as the Rakaia Community Association and so on. Most of the actions have been achieved and many of the initiatives that came through from the original strategy will continue, particularly with respect to Council development within the town.

The revised plan has moved away from focusing on what the Council can do for the Rakaia community and more towards what the community can do for Rakaia, often with Council's support. This strategy is about Rakaia deciding for itself what it wants to be and finding ways to achieve these things.

6. Democracy & Community Services

Community consultation has ensured that the plan is an accurate reflection of the needs and wants of the Rakaia community. The review of the Rakaia Community Strategic Plan was developed through two community workshops, a focus group discussion and a number of meetings between Ashburton District Council and the Rakaia Community Association.

This produced the draft plan which was open to public submissions for a period of four weeks. A total of eight submissions were received during this consultation period. A workshop to consider submissions on the Strategic Plan was held with the Rakaia Community Association, and as a result, some changes were made to the draft plan. Ashburton District Council staff have also provided comments on aspects of the plan that relate to their area of expertise.

The 2009 Rakaia Community Strategic Plan Review is now complete and copies of the updated plan are available to the public and copies have been sent to key stakeholders in the Rakaia community who have been involved in the process.

The community planning team will hold a workshop for the Mayor and Councillors to discuss the goals and actions outlined in this plan on Thursday 11 March 2010.

6.1.4 STATUTORY IMPLICATIONS

Not applicable.

6.1.5 OPTIONS AND RISKS CONSIDERED

Not applicable.

6.1.6 STRATEGIC LINKS

Ashburton District Community Outcomes
Ashburton District Community Plan 2009-2019.
Ashburton District Social Wellbeing Strategy
Ashburton District Visitor Strategy
Ashburton District Walking and Cycling Strategy
Ashburton District Physical Activity Strategy

6.1.7 CONSULTATION

Consultation with the Rakaia community has been undertaken as part of the plan's review process.

6.1.8 FINANCIAL IMPLICATIONS

Prepared By:

TONI SPITTLE
Policy Advisor

Approved by:

GAVIN THOMAS
Community Planning Manager

6. Democracy & Community Services

6.2 COMMUNITY CONSULTATION AND PLANNING – CURRENT PROJECTS

6.2.1 Ashburton District Social Wellbeing Forum

Council, as the lead agency for the Health workstream of the Social Wellbeing Strategy, facilitated a meeting of key health service providers in the district on November 9. Information was provided by those attending on the current status of several key projects within the district including the Ashburton Hospital Model of Care, the Ashburton Youth Health Centre, primary health care registration, health professional recruitment and health care targeting elderly residents. It was agreed the meeting would be held annually to provide an update of progress being made on the various initiatives and to identify opportunities for new initiatives to be developed.

A workshop for local social service providers was held on 18 November to discuss emerging issues and the progress made since the strategy's adoption last December.

The Social Wellbeing Forum planned for November has been deferred until February due to the Mayor being unable to attend the November meeting. Forum members will be advised of the new date as soon as possible.

6.2.2 Social Agencies Survey

Council's Policy Advisor, Jenna Scott, has undertaken the second quarterly survey of key social service providers in the district to track demand for services and availability of resources. The survey shows there continues to be increases in demand for a wide range of services over the past three months over and above normal seasonal changes. There has also been a significant increase in the number of people claiming income benefits and in particular unemployment benefit.

While there are signs the local economy may be recovering these changes are appear not to have yet flowed through to increasing employment or to any reduction in demand for social services. The latest "Taking the Pulse" report has been sent to elected members. Feedback from the initial "Taking the Pulse" report has been positive and it seems the report is providing the level of information required at this time.

6.2.3 SPARC Active Communities Funding

Council's Policy Advisor, Toni Spittle has been working with Sport Mid Canterbury and Rakaia sports organisations on an application for funding to SPARC based on developing a multi-sport facility and governance structure at the Rakaia Domain.

The application for funding has been turned down by SPARC on the basis that funding has already been allocated to similar projects in the Canterbury/ West Coast region. Sport Canterbury senior management were extremely disappointed with the decision and took the matter up with SPARC but to no avail. Given the reason for the funding application being turned down there would appear to be no future opportunities to secure a funding contribution for this project from SPARC.

This project has strong linkages with outcomes and actions included in the Ashburton District Physical Activity Strategy. Council's Policy Advisor will continue to work with Sport Mid Canterbury, Sport Canterbury, the Rakaia Community Association, Domain Board and sports clubs to progress the project.

6. Democracy & Community Services

Funding from the Physical Activity Strategy implementation budget could be used to assist the project, possibly through providing some funding for the Rakaia community to access advice from an appropriate consultant, much as would have been the case with the SPARC funding.

6.2.4 Review of Ashburton District Physical Activity Strategy

Council's Policy Advisor, Toni Spittle, will work with the "Active Ashburton" group to review the district's Physical Activity Strategy over the coming months. The strategy is overdue for review and with several significant projects with linkages to the strategy being either started or undertaken in the coming year this is a timely project.

A report detailing the review process will be presented to the next meeting of the Finance and Community Services committee on 12 February 2010.

6.2.5 Engaging Youth in Sport

The Community Planning Manager and Policy Advisor Toni Spittle, met with Sport Canterbury staff to discuss a project they are planning to get youth more engaged in sport and physical activity throughout Canterbury. Sport Canterbury are applying to the SPARC "Active Communities" fund for this project and were gauging support for the initiative to assist with the application.

While the project is very much in its formative planning stage what is envisaged is a two-tier approach to increasing youth engagement; (1) working with sports clubs to tailor sport and recreation opportunities to youth, and (2) an "extreme sports" introduction programme targeted to at-risk youth. The first initiative is seen by staff to offer the best return to the district from the Council's perspective as it seeks to add value to what is already offered in the district in terms of facilities and services. The second initiative is probably more suited to organisations that deal with at-risk youth more closely.

Sport Canterbury is to further develop the proposal and will meet again with staff at a later date. In order to have the programme offered within the district there is likely to be a need for a funding contribution from Council and/ or another funding source, though the amount is likely to be very modest and would be able to come from the Physical Activity Strategy implementation budget.

6.2.6 Cycleway Project

The general manager of Ashburton District Tourism is coordinating an application for funding from the National Cycleway funding process. The application will centre on a new cycleway running from Rakaia to Methven and down to Ashburton.

A working group has been established to progress the project, including Councillors Holmes and Everest.

Key dates for the funding application are:

- 18 December 2009: Closing date for applicants to submit concept proposals to the Ministry
- 1 February 2010: Applicants notified whether the proposal will proceed to stage two (feasibility study)
- 31 May 2010: Feasibility studies completed
- 30 June 2010: Proposals to proceed to stage three (business case) notified
- 30 September 2010: Business cases completed; and
- October 2010: Approved cycleways confirmed for detailed design and construction funding (subject to any conditions of funding).

6. Democracy & Community Services

The Community Planning Manager will assist with the funding application and project development as required.

A recommendation to progress the cycleway project will be the subject of a further report, to be circulated prior to the Committee meeting.

6.2.7 Gambling Venue Policy Review

Letters have been sent to key stakeholder organisations requesting information relevant to the updating of the social impact report on gambling for the district. At this stage none has been received, though organisations have until later in December to provide this. The review of the report is the first stage in the policy review process and should be complete for the second Environmental Services committee meeting in the New Year on 18 March.

6.2.8 Policy Advisor Position

A recruitment process for the second Policy Advisor position (which has been vacant for the past 5 months) has been completed. We are very pleased the successful candidate was Jenna Scott, who had been working in the community planning team for the past year as the Project Support Officer. Jenna has an Honours degree in sociology and has proved herself a valuable member of the team since starting with us.

We are now in the process of recruiting for the Project Support Officer role and hope to have this complete before the end of the year.

6.2.9 Smokefree Parks & Sportsfields Policy

Policy Advisor, Toni Spittle, is progressing the development of the policy. A draft policy will be presented at the next Finance and Community Services committee meeting on 11 February 2010.

6.3 DEMOCRACY SERVICES

6.3.1 Proposed 2010 Meeting Schedule

A proposed meeting schedule has been prepared for the year 2010 on the same basis as in previous years with a six weekly cycle for the eight rounds of meetings.

A timetable has also been prepared for the Budget and Annual Plan meetings and where possible existing meeting dates will be utilized. These meetings, which do not need to be formally adopted, are included for consideration.

The Manager Democracy & Community Services has been in discussion with Ashburton College about holding a Council meeting in the auditorium. They are very receptive to the suggestion and have nominated 20 May 2010, as a suitable date. This has been included in the schedule.

The draft meeting schedule and annual plan timetable is attached.

Pages 35-36

RECOMMENDATION TO COUNCIL

"That Council adopts the 2010 Meeting Schedule for Standing Committee, Council and Methven Community Board meetings."

6. Democracy & Community Services

6.3.2 Art Gallery and Heritage Centre Project

The agreement to sell the current Art Gallery and Museum building to the Ashburton Licensing Trust for \$1.8m plus GST has been signed by both parties. The deposit will be paid upon the granting of the resource consent for the new building with the balance to be paid after Council vacates the County building late in 2011 early 2012.

The associated covenant which primarily protects the façade and gives Council buy-back rights has been amended to delete the reference to a hotel restaurant or bar. While this was intended to be permissive the Trust thought it restrictive and want to reserve the option to put the building to another use.

Project Timetable

A timetable has been prepared which anticipates handover of the facility to the Art Gallery, Museum and Genealogical Society in December 2011. A copy is attached. **Pages 37-40**

While considerable thought has gone into its preparation it is emphasised that the times should be viewed as indicative only, the resource consent process in particular being very difficult to estimate with certainty. Nevertheless, a plan outlining all of the necessary options is essential and the tentative dates give all parties goals to aim for.

Current Planning

The Property Manager is managing the resource consent process and will report on progress in his activity report. A workshop involving representatives from the Museum, Art Gallery, the Trust Board and the Council was held on 2 December, with positive participation and useful outcomes. The day raised as many questions as it provided answers and will continue in early February 2010. Matters discussed included the floor plan, timetable, shared spaces and services, transitional arrangements, management and governance structures, external funding and internal budget expectations.

These meetings will continue until all matters are resolved and will transition into project management meetings once the construction phase commences.

6.4 LIBRARY

6.4.1 Issues and Membership

Both months showed an improvement on the statistics for 2008, which is pleasing, especially the higher Children's Library issue for November.

New memberships were higher for October, low for November, but the positions were reversed for door counts, proving these things are hard to predict or explain. Reference enquiries were at a high level for both months.

6.4.2 Martin Crump Event

On Sunday 18 October, a talk was given in the Library by Martin Crump, talkback radio host and son of the well known New Zealand author Barry Crump. The book "A Good Keen Man" has been re-released in a 50th anniversary edition, and so was included in the NZ Book Month programme of author visits. The talk centred on growing up as the son of a famous, but absent, father. The audience of about twenty people asked many questions, and seemed to enjoy the event very much.

6. Democracy & Community Services

6.4.3 LIANZA Library Conference 12-14 October, Christchurch

There were several interesting sessions to attend at this conference. I found a session on “Aotearoa People’s Network: facing the future” relevant, because I hoped it would give a clear idea of what costs might be entailed in subscribing to this government provided free public internet service when it stops being provided to libraries free of charge. No such luck. There was a suggestion of 15% recovery being required, which would make this service worth considering if firmed up on.

Customer education, adapting libraries for the “Self Serve Generation”, and a session on “The librarian as bookseller” were very interesting, contrasting as they did the forward-looking and the traditional view of the librarian’s role.

Diane Haslett, Customer Services Librarian, attended one of the days of the Conference. She found particularly useful the sessions on “Communities building Libraries”, describing how library service has been delivered to the Navajo Nation through the work of the Bill and Melinda Gates Foundation, and “Defining the best customer experience”. This was a report on research carried out into what the customers of six Auckland libraries thought about their library service, what mattered most, and what made for a satisfying library experience.

Diane writes: This was a very interesting paper which reinforced much of the feedback we receive here in Ashburton. Library customers enjoy friendly staff who can help provide access to information and also recommend a “good read”. Feeling welcome and safe helped make a visit to the library a positive experience and extended hours improved access.

6.4.4 Children’s Library

In the October school holidays a “surprise speaker” gave a talk to children. This was Mr John Keeley from the SPCA. He brought along two abandoned cats to illustrate his words on responsible pet ownership and kindness to animals of all kinds.

As part of NZ Book Month the Children’s Library ran a “Great New Zealand Storytime” event, with readings of Kiwi classic stories.

School visits during the period included groups from Allenton, St Joseph’s, Borough, and the Christian School. Other visits were from Pippins groups, and three Playcentres.

The Children’s Librarian, Adrienne Moodie, gave two talks during November, to meetings of Birthright, and also the Parents’ Centre. Her theme was the benefits of reading to children from earliest infancy onwards.

6.4.5 Displays

New Zealand Book Month was promoted by displays during October. A Playcentre display, and an exhibition of students’ art work by the Aoraki Art Academy also took place during the period.

6.4.6 Statistics for November

Issues	November 2009	November 2008
Non-fiction	4587	4397
Fiction	4598	4442
Large Print	2463	2178

6. Democracy & Community Services

English Resources	7	30
Rentals	79	68
Young Adult Fiction	751	857
Young Adult Non-Fiction	122	152
Young Adult Magazines	46	77
Young Adult CD	59	73
Paperbacks	352	386
Magazines	448	459
Adult Audio	133	111
Adult Video	201	177
Junior Fiction	7339	6521
Junior Non-Fiction	2049	1934
Junior Magazines	307	268
Junior Audio	336	306
Junior Video	654	702
Requests	16	12
Stack	124	66
Undefined	108	49
TOTAL	24779	23265
Issue - Year To Date	135173	131857

<u>Memberships</u>	Total at end November 2009	November 2008	Added during November 2009
Adults	7911	7873	33
Young Adults	998	989	0
Junior	2893	2919	23
Non-resident	109	106	0
Other	377	391	2
TOTAL	12288	12278	58

<u>Foot Traffic</u>	November 2009	November 2008
	10712	10481
Year To Date	58162	60036

<u>Reference Enquiries</u>	November 2009	November 2008
Adult	702	628
Children	127	90
Total	829	718

6. Democracy & Community Services

6.4.7 Statistics for October

Issues	October 2009	October 2008
Non-fiction	4728	4600
Fiction	4666	4463
Large Print	2610	2396
English Resources	22	21
Rentals	79	73
Young Adult Fiction	906	947
Young Adult Non-Fiction	174	132
Young Adult Magazines	31	57
Young Adult CD	82	70
Paperbacks	394	390
Magazines	508	472
Adult Audio	143	108
Adult Video	287	200
Junior Fiction	8153	8099
Junior Non-Fiction	2244	2193
Junior Magazines	276	327
Junior Audio	334	392
Junior Video	695	825
Requests	26	18
Stack	132	76
Undefined	142	146
TOTAL	26632	26005
Issue - Year To Date	110394	108592

<u>Memberships</u>	Total at end of October 2009	October 2008	Added during October 2009
Adults	7923	7873	50
Young Adults	1011	992	7
Junior	2914	2920	45
Non-resident	113	106	2
Other	381	394	2
TOTAL	12342	12285	106

<u>Foot Traffic</u>	October 2009	October 2008
	11192	12096
Year To Date	47450	49555

6. Democracy & Community Services

Reference Enquiries		October 2009	October 2008
	Adult	796	626
	Children	146	134
	Total	942	760

6.5 PARKS AND RECREATION

6.5.1 Ashburton Domain

All the annual beds have been planted for the summer displays. Daffodil areas have been mown off.

The Civic Music Society concert was held on the 'Long Lawn' on 1 November.

6.5.2 Township Beautification and Sports Grounds

Staff have been busy planting the annual beds for summer displays. This is nearly completed. Mowing staff are busy keeping all the areas mown due to the continued growth. All the daffodil beds have been mown off.

With the start of the cricket season the cricket outfielders are being mown and caught each week.

6.5.3 Rural Reserve Beautification

Staff have been busy mowing and have also been doing some light pruning and spraying in various areas.

Rural toilet and rubbish runs are being carried out more frequently in readiness for the holiday period.

At the request of NZTA old stumps have been dug out at Dromore Corner and the holes have been filled, top dressed and sown.

New trees at Ealing (at the new passing bay), Tinwald Domain, Archibald Street and Ashburton Business Park are receiving frequent watering.

6.5.4 Training

Murray Templeton, Glenn Milne and Alasdair Pope attended two days of training at a NZ Sports Turf Industry Training Organisation (NZSTITO) training course on the maintenance of cricket blocks, preparing a cricket pitch for play and renovating a cricket block.

6.5.5 Cemeteries

All the rural cemeteries have been sprayed ready for the holiday period. Some of these have also been sprayed for gorse and broom.

Weed spraying at the Ashburton Cemetery is almost completed. Topdressing of graves in the rural and Ashburton cemeteries continues as needed.

6. Democracy & Community Services

Ashburton Cemetery

September 2008		September 2009	
Interments	8	Interments	10
Ashes	8	Ashes	5
October 2008		October 2009	
Interments	6	Interments	3
Ashes	4	Ashes	1
November 2008		November 2009	
Interments	3	Interments	4
Ashes	2	Ashes	14

J G ROLLINSON

Manager

Democracy & Community Services

6. Democracy & Community Services

6.6 YOUTH COUNCIL MEETING

MINUTES of a meeting of the **ASHBURTON YOUTH COUNCIL** held on Tuesday, 3 November 2009, in the Council Chambers, Ashburton District Council, commencing at 6.45 pm.

PRESENT: Shama Putaranui (Chair), Blair Stevenson, Emma McGregor, Luke Howden, Libby MacGregor, Sam Ruck, Georgia Robertson, Sam Lewthwaite, Kate Moses, Stacey Smith

Also in attendance Community Services Officer, Jo Naylor (minutes)

APOLOGIES: James Lester, Jared Corbett, Jazz Leonard, Gemma Wragg, Cr R Kilworth, Cr J Sparks

Stacey / Blair

Sustained

Minutes

Amendments:

Meet and Greet: Luke is to speak about Youth Café and River Clean up, not James.

“That the minutes of the Ashburton Youth Council held on Tuesday 13 October 2009, be amended and confirmed.”

Shama / Kate

Carried

Matters Arising

Youth Council Meet & Greet with Councillors

Very positive feedback from Councillors.

Matters for Discussion

Youth Cafe

This is progressing. Site has been secured on Tancred St.

Community BBQ

BBQ was held at Harvey Norman on 24 October. Went well, with several enquiries about what the Youth Council do. Made profit of approx \$85 which will be donated to Red Cross for Tsunami victims.

Youth Council recruitment

- Youth Councillors have spoken at some house assemblies at Ashburton College and there has been positive feedback. Will circulate application forms during family form times to directly target.
- Youth Councillors feel that 14 is a good number and will set maximum at that.
- Would like to recruit across cultures and age groups ie younger students and older youth in the workforce.
- Have agreed to receive applications, invite applicants to speak at meeting and then select new Councillors.

6. Democracy & Community Services

Supporting local youth

This will be discussed further at the next meeting.

General Business

Agendas and Minutes

The Youth Councillors agreed that they would like to receive agendas and minutes by email and for a hard copy of agenda to be provided at the meetings. A contact list was circulated to ensure that up to date details were available to the Community Services Officer.

“That the agenda and minutes of Youth Council meetings be circulated by email unless email contact is not available, and hard copies of agendas be provided at the meeting”.

Sam R / Georgia

Carried

Fundraising and Promotion

Mud Plug

Luke suggested the Youth Council providing a Mud Plug for the youth of Ashburton, as a promotional and fundraising idea. Discussion was held and it was agreed that it would be worthy of investigating further.

- Sam L will contact the 4WD club to ask for information re: doing in conjunction with them
- Luke will speak to his father about contacts, as one has been held on their property in the past

Wearable Arts

Georgia would like to see the Youth Council coordinate a Wearable Arts show before the end of Term 1, 2010.

- Georgia will investigate venues

Finances

The Youth Council questioned their current financial status.

- Community Services Officer to find out balance, and whether funding is rolled over.
- CSO also to donate funds from BBQ to Red Cross for Tsunami victims

Next Meeting

The next meeting of the Ashburton Youth Council will be held on Tuesday 1 December 2009, in the Council Chamber.

The meeting concluded at 7.10pm.

6. Democracy & Community Services

6.7 YOUTH COUNCIL MEETING WITH DISTRICT COUNCILLORS

MINUTES of a “Meet and Greet” of the **ASHBURTON YOUTH COUNCIL** with the **ASHBURTON DISTRICT COUNCIL COUNCILLORS** held on Tuesday, 3 November 2009, in the Council Chambers, Ashburton District Council, commencing at 5.30 pm.

PRESENT: Shama Putaranui (Chair), Blair Stevenson, James Lester, Emma McGregor, Jared Corbett, Jazz Leonard, Luke Howden, Libby MacGregor, Sam Ruck, Stacey Smith, Georgia Robertson, Sam Lewthwaite, Kate Moses

Also in attendance CEO Brian Lester, Cr R Kilworth, Cr J Sparks, Cr J Kingsbury, Cr J Everest, Cr J Leadley, Cr K Holmes and Jo Naylor (minutes)

APOLOGIES: Gemma Wragg, Mayor, Cr B Tasker, Cr R Beavan, Cr J Burgess, Cr P Reveley, Cr N Brown, Cr K Lowe **Sustained**

The evening began at 5:30pm with mingling and light refreshments for the Councillors and Youth Councillors.

At 6pm the group moved to the Council Chambers where each member of the Youth Council presented a topic to the Councillors, with which the Youth Council has been involved over the past 12-24 months.

Introduction and Welcome	Shama Putaranui (Chair)
Children’s Day	Jared Corbett
Meeting with other YC’s 2009	Jazzlyn Leonard
Community BBQ	James Lester on behalf of Gemma Wragg (apology)
New Members	James Lester
Logo Competition	Sam Lewthwaite
Hoodies	Georgia Robertson
Meeting with other YC’s 2008	Sam Ruck
River Clean Up	Luke Howden
Youth Café	Luke Howden
Concert	Kate Moses
Youth Health Trust	Emma McGregor
Youth Week on radio	Libby MacGregor
National Youth Forum	Stacey Smith and Blair Stevenson

Shama thanked the Councillors for attending and invited the Councillors to ask questions or make comments.

Cr Leadley congratulated the Youth Council on their presentations, both in content and delivery. He said it was pleasing to see their persistence and involvement in many aspects of the community.

Mr Lester informed the Youth Council that today was the 20th anniversary of the amalgamation of the Ashburton Borough Council and the Ashburton County Council to create the Ashburton District Council. He noted that at a similar time, the first meeting of Lake Hood was held, the future of the Regent theatre was grim, and Sunday shopping was introduced. He said this all illustrated change and the Youth Councillors were part of change, today and in the future.

6. Democracy & Community Services

Mr Lester said there were benefits to sharing ideas with other Youth Councils in other regions and encouraged their persistence. He congratulated the Youth Councillors on their presentations and wished them all well.

Cr Kilworth reflected on when the Youth Council was set up in 2000. She said that the Council and ideas have grown over the years and the youth have also gained in confidence. She thanked the Youth Councillors for an enjoyable involvement and wished them well.

Cr Sparks also said how she has enjoyed her involvement with the Youth Council and has enjoyed watching the Councillors grow. She wished them well for their futures.

Cr Kingsbury congratulated the Youth Council and said she hoped that in the future they would reflect on what a privilege it had been and what great experience they had gained. She wished them well for their chosen paths.

Cr Leadley concluded by asking the Youth Council to make the most of all opportunities presented to them and thanked them for their contributions to the community.

The “Meet and Greet” concluded at 6.45 pm.

7. FINANCE

7.1 FINANCE

7.1.1 Financial Reports

There are no financial reports in this period.

7.2 FORESTRY

7.2.1 Sales and Harvesting

SALES INFORMATION REPORT - FOREST SUMMARY *Period: 1/10/2009 to 31/10/2009*

Products	Quantity	Units	Net Value
Domestic Sawlogs	1393.010	tonnes	\$13,210.79
Export Sawlogs*	1271.042	JAS	\$12,962.55
Total	2664.052		\$26,173.34
* includes some export washup payments			

The Council's contract logging crew completed the harvesting of three smaller plantations during November in the Winslow/Westerfield area. They have now moved to a larger plantation adjacent to Bowyers Stream at Mt Somers. This plantation is estimated to have over 15,000 tonnes of logs to extract. Export log prices have remained relatively steady, even though the NZ\$ has been appreciating against the US\$. Predictions are that the export log demand will remain relatively strong going into 2010 and if foreign exchange movements become favourable log price increases could be expected.

Budget versus actual sales at the end of the October indicated log sales were ahead of budget with net sales already at 57% of the total expected annual sales and only a third of the financial year past. All costs for this years planting season have now been paid. The actual planting program was 17% larger than expected however total costs were only \$5,300 (9%) over budget.

7.3 PROPERTY

7.3.1 Christmas Lights

The street decorations have been erected in time for the Santa Parade. The Christmas tree and Nativity scene in the Library (West Street) has been decorated and the lights turned on by pupils from Mayfield School.

7.3.2 Administration Building

Outline plans for utilization of the present staff room with consequential changes have been prepared for consideration by the senior management group.

7.3.3 Tinwald Pool

Minor maintenance work has been completed. The pool has been emptied, cleaned and refilled.

7. FINANCE

7.3.4 Art Gallery / Heritage Centre

All information relating to the request for further information for the resource consent is to hand and will be forwarded to the Planning Authority by 14 December.

7.3.5 Airport

Information relating to noise contours is completed and will be forwarded to the Planning Authority in the week commencing 14 December.

7.3.6 Maronan Hall

Revised documents for the disposal of the hall have been prepared and forwarded to the Reserve / Hall Committee for their action.

7.3.7 Methven Gun Club

A site has been identified off Wightmans Road. We are currently assessing carbon liabilities, should this ultimately be the Club's preferred location. The site is currently plantation and any change of use will be subject to resource consent.

7.3.8 13 Bryant Street

The lessee of the Glasgow leased land relinquished his lease as at 30 October. The effect of this is that Council now owns the improvements on the land. The improvements consist of a substantial industrial building which is in sound condition but needs some interior maintenance.

Currently we are merging the leasehold / freehold interests into a single title. When this is completed we will undertake interior refurbishment and have the property available for either lease (on commercial terms) or seek approval to sell it.

7.3.9 Lease Arbitrations

The rental arbitration set down for 7 December was deferred by the arbitrator at the request of the lessee's solicitor. This is now re-scheduled for March 2010.

7.3.10 YMCA

Negotiations have been ongoing with YMCA in respect of their lease review for part of the Tancred Street Mall. These have been concluded on the basis of our proposed rental and terms.

P L BRAKE
Finance Manager