

Council Activity Briefings

Date: Thursday 20 February 2020
Time: 1.00pm – 3.00pm
Venue: Council Chamber
137 Havelock Street, Ashburton

Attendees:

Mayor	Neil Brown
Deputy Mayor	Liz McMillan (Chair)
Councillors	Leen Braam
	Carolyn Cameron
	John Falloon
	Rodger Letham
	Lynette Lovett
	Angus McKay
	Diane Rawlinson
	Stuart Wilson

Executive Team:

Chief Executive	Hamish Riach
GM Business Support	Paul Brake
GM Community Services	[Vacant]
GM Infrastructure Services	Neil McCann
Manager People & Capability	Sarah Mosley
GM Strategy & Compliance	Jane Donaldson

Activity Reports

	<i>Pg</i>	
1 Community Services		1pm Staff reports
1.1 EA Networks Centre	3	1.00 S Prescott
1.2 Ashburton Library	3	1.05 J Watson
1.3 Ashburton Museum	4	1.10 T Robinson
1.4 Open Spaces	5	1.15 B Hofmans
1.5 Memorial Halls and Reserve Boards	5	1.20 C Harden
1.6 Welcoming Communities and Refugee Resettlement	6	1.25 J McKay
2 Environmental Services		1.30pm
2.1 Building Services	7	1.30 M Wong
2.2 Civil Defence Emergency Management	9	1.35 J Lamb
2.3 Environmental Monitoring	10	1.40 R Catchpowle
2.4 Planning	11	1.45 I Hyde
2.5 Strategy and Policy	11	1.50 T Durham
3 Infrastructure Services		2pm
3.1 3Waters Projects	13	2.00 S Ram and A Guthrie
3.2 Drinking Water	14	
3.3 Wastewater	15	
3.4 Stormwater	15	
3.5 District Water Management	15	
3.6 Solid Waste Management	16	2.15 C Goodwin
3.7 Roads and Footpaths	16	2.20 B Fauth
3.8 Contracts Awarded / Upcoming Tenders	18	
4 Business Support		2.30pm
4.1 Information Systems	19	2.30 A Kaur, P Stirling & C Nayyar
4.2 Communications	21	2.35 Ruben G
4.3 Commercial Property	21	2.40 Colin F
4.4 Finance	22	2.50 R Sparks

1. Community Services

1.1 EA Networks Centre

- **Stadium**

The stadium has been a hive of activity over the past six weeks with school holiday programmes in full swing and the new inflatables operating in the stadium. We've had over 2,500 people over the inflatables and all the comments to date have been very positive.

The holiday programme has gone from strength to strength with the numbers attending increasing over the three weeks it ran. We have received very positive comments from parents and they were very grateful that we added an extra week.

- **Learn to Swim**

Learn to Swim started at the end of January with very limited spaces remaining. The Learn to Swim holiday programme went really well. A number of clinics to teach the skills children had been lacking was undertaken and this was very well received.

- **Tinwald**

Tinwald has had some good days; during this time we have had some mechanical issues but these have now been sorted.

- **EANC Pool area**

The sprinkler system upgrade has been completed for sign-off from Wormalds and building control, pending completion of all paper work.

Overall things are going well and we are now into our busy season with school swimming sports and school learn to swim underway.

1.2 Library

- **Children's Library**

The school holiday children's programme began with craft activities in the week leading up to Christmas. Making plaster decorations, decorating (and eating) Christmas cookies, and making festive cards were the themed activities.

A Christmas storytime which included songs, stories, and cookies with cups of milo was popular on 18 December from 7 to 8pm. 45 children and 30 adults enjoyed this event.

Over the summer break 118 children completed the reading challenge of reading 20 books. As well as choosing a small reward, the entrants went into a prize draw for one of five \$50 book vouchers sponsored by Whitcoulls. The prize draw held on Friday 24 January was accompanied by multiple minute-to-win-it party games with small prizes. 26 children and 14 adults attended.

- **Leaking roof**

During heavy rain on the evening of 4 February there was an extensive leak in one of the flat roof areas in the adult library. Luckily the library was open when this occurred, and staff well-practised in these situations were able to move most of the many affected books to safety.

150 items later had to be discarded because of water damage. Water in a sprinkler sensor set off an alarm the following day, and an impromptu fire drill resulted with the Fire Brigade attending.

- **Visitor Information**

There were 90 visitor information enquiries in December and 38 in January.

1.3 Museum

- **Sharing collections**

The museum has continued to be very busy over the summer, due to the popularity of exhibitions and programmes.

The Topp Twins: An Exhibition for New Zealand was a unique opportunity to present about topics of inclusion, diversity, activism and equality, through the story of Dames Lynda and Jools Topp. The exhibition brought visitors from out of town and introduced museum programmes to people who have never visited before. Activities developed by staff explored themes in ways that are relevant to our community. It was also a bonus for staff and local media to meet the Twins, and hear their stories as they looked through the exhibition. This resulted in good media coverage and was an opportunity to celebrate these much-loved Kiwi icons, and a local resident. The exhibition was toured by Te Manawa Museum of Art, Science and Heritage, Palmerston North, and Ashburton is the only South Island venue to host the exhibition.

- **Caring for collections**

Good progress has been made on the collection inventory project over the summer, with two part-time staff employed on 3-month externally funded contracts, and a Summer Student working in this area. The inventory shows that a major project is needed ahead to locate and identify all items held in the collection store. The assessment to date shows that under 50% of objects are recorded in the museum's electronic collection database, and only 5% have current locations. This means that many objects are assumed to be in the collection without any record of exactly what they are, why or how they are there. Cross checking with an old card file shows that some of these items were recorded manually in the past. Transfer to the electronic collections management database is a priority so that these objects can easily be found and used for exhibitions, public researchers and education.

- **Burty Challenge**

This summer's Burty Challenge added new activities and venues to get children and families out exploring our Council facilities, including new challenges at Tinwald Domain, Tinwald Pool, Braebrook playground, along with the Museum, Library, EA Networks Centre and Ashburton Domain. Nearly 1,000 cards were started and 173 completed entries were returned. Winners are being contacted and will receive prize packs suited to their age and interests. In future, we hope to encourage more completions as staff at all venues observe that many people complete part of the challenge but not all.

1.4 Open Spaces

- **Parks**

Work has commenced on the restoration work on the Cenotaph (War Memorial) in Baring Square West. The work was originally planned for year one of the LTP (2018/18), however due to the specialised nature of the work, there was a delay in obtaining prices from contractors.

The work being carried out at present is cleaning and restoring the top part of the Memorial which is mainly sandstone. This involves killing the moss mould, lichen and algae growth, removal of loose and deleterious pointing and mortar, and replacement and repack of new mortar. Further work will be required on the bluestone and marble in the future.

1.5 Memorial Halls and Reserve Boards

In May 2019, the 16 reserve boards administered by Council were invited to provide feedback on their needs and priorities, and whether Council could better assist them. The survey questions focused on current levels of service, future service requirements and what the boards' preferred structures would be beyond five years. Responses, while varied, showed the importance of having good interaction with elected members and Council staff. The ability to attract and retain board members was identified as an issue for a number of the boards but they say they are generally well supported within their community. Financial independence and management, along with the ability to manage assets and resources, also featured highly in the responses.

Council's expectations of the need for improved processes were confirmed and that having a single point of contact in the office would improve the connection between Council and the boards. A community administration officer position has been created for this purpose with the primary focus being to provide secretarial support to the reserve and memorial hall boards, acting as their point of contact and following up on requests. The role was filled in November and the benefits were immediately apparent. The administrator is attending all board meetings (and acting as minute secretary for some of the boards). On a daily basis, requests for service and financial transactions are being managed and, importantly, the boards are receiving prompt and efficient response. Inevitably there are outstanding matters that will take time to research and resolve, but any delays are being communicated with the boards.

Since the October 2019 elections, the majority of the boards have held their triennial meetings, others are pending (three still need to have dates confirmed).

Council will be kept informed of matters from the reserve and memorial hall board meetings through board minutes, summaries of which will be regularly reported through Council's activity briefing forum.

Council will host a workshop with the reserve and memorial hall boards on 21 April. With input from the various activity areas of Council, the workshop will address matters such as management of finances, insurance, assets and facilities, and requirements around health and safety. All elected members are invited to attend this workshop.

1.6 Welcoming Communities and Refugee Resettlement

- **Welcoming Communities**

The WC programme is reaching an exciting phase with a number of projects coming to fruition, including:

- Newcomers Guide
- Global ambassadors programme
- WC accreditation – Stage 1 of 4 ‘Committed’

Looking ahead, the next 6 months will include:

- Holi Festival (WC has partnered with this event to lift the marketing and promotion)
- Hakatere home and heritage photobook
- CQ App development
- WC accreditation – applying for stage 2 of 4
- Partnerships with NGO’s for Neighbours Day, International Sports Day

- **Refugee Resettlement**

The refugee resettlement work will begin in earnest from late February. Safer Mid Canterbury have appointed their Refugee Resettlement Service Team Leader.

Once started in their role, the way in which we, as Council, can support and provide the Civic Leadership for the resettlement of refugees will become clearer. In the meantime, the Strategy & Policy Manager will travel to the Mangere Refugee Resettlement Centre in late February to attend the farewell celebration for the next intake of refugees, tour the facility and meet and talk with representatives from other new and established settlement locations. It will be a great opportunity learn more about the wider Refugee Resettlement Strategy and Quota Increase Programme. A summary of the day will be provided in the March activity briefing to Council.

2. Environmental Services

2.1 Building Services

- **Accreditation**

The building team have just had their two-yearly accreditation audit (February 11-14) and are working through a few general non-compliances prior to having accreditation formally renewed.

- **Building Consents/Amendments**

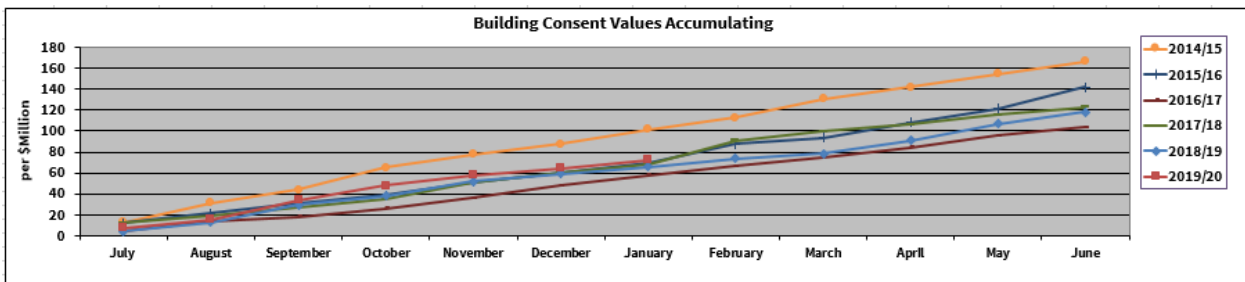
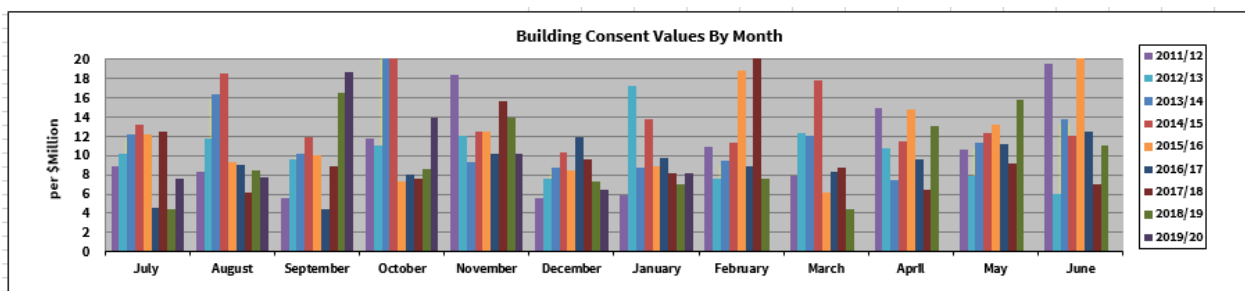
Note: figures in brackets are for the corresponding month the previous year

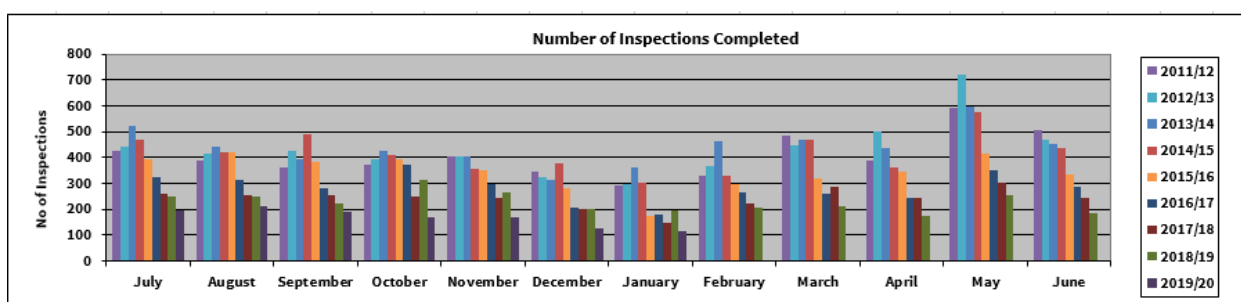
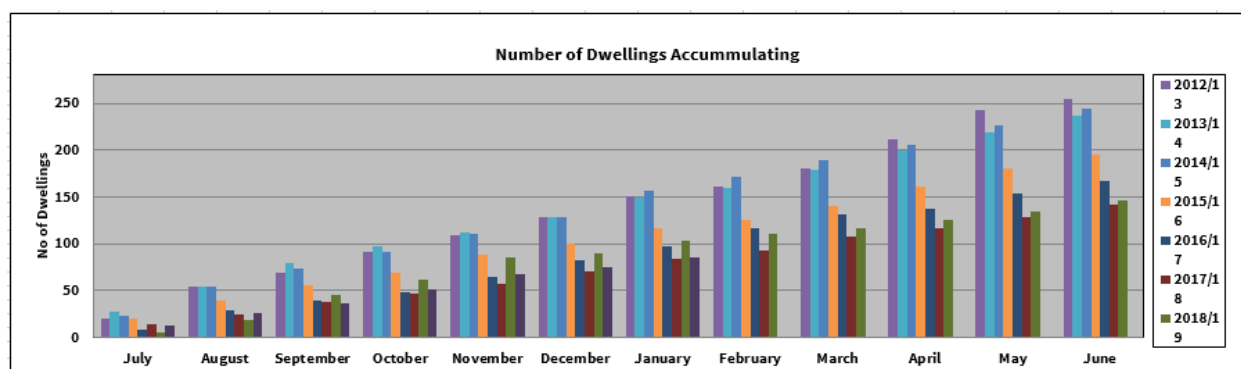
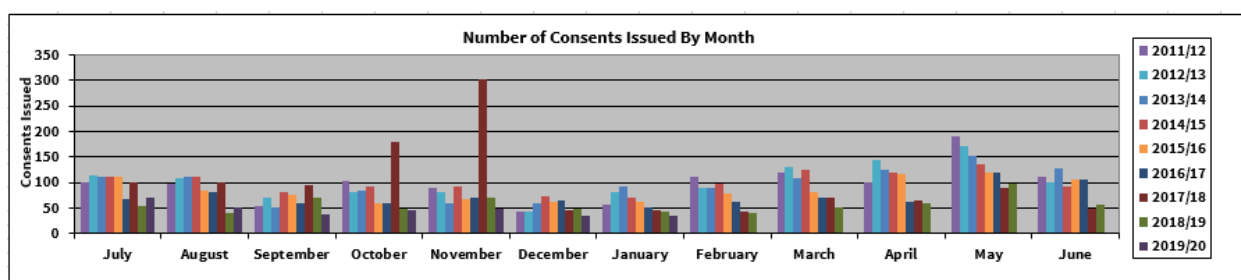
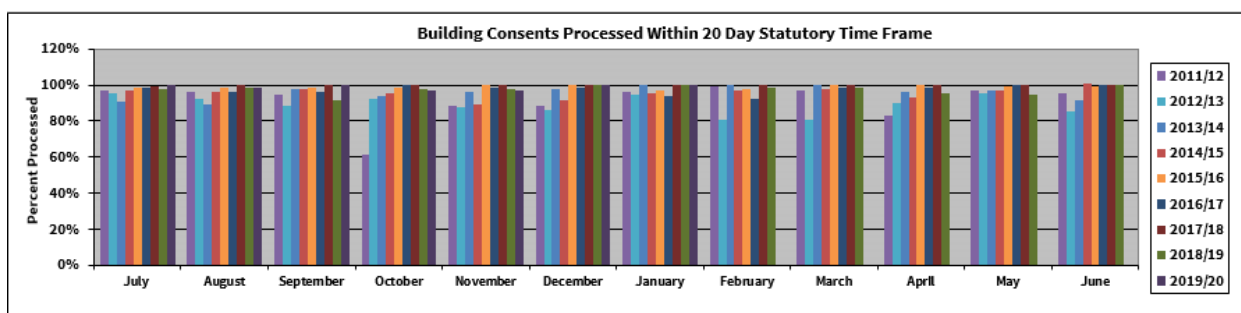
Month	Building Consents Received	Building Consents Received YTD	Building Consents Issued	Building Consents Issued YTD	% Processed within 20 Days	Inspections Carried Out (max wait time in brackets)	CCC Issued within 20 Days
Jul	77 (60)	77 (60)	71 (54)	71 (54)	100%	196 (5)	96.8%
Aug	48 (66)	125 (126)	51 (41)	122 (95)	100%	212 (5)	98.5%
Sep	48 (54)	173 (180)	37 (70)	159 (165)	100%	188 (3)	96.7%
Oct	44 (54)	217 (234)	46 (48)	205 (213)	97.8%	169 (2)	100%
Nov	46 (54)	263 (288)	49 (69)	254 (282)	95.9%	167 (2)	98.6%
Dec	33 (50)	296 (338)	35 (47)	289 (329)	100%	128 (2)	100%
Jan	41 (34)	337 (372)	34 (43)	323 (372)	100%	113 (5)	100%

Month	BC Value of Work Received	BC Value of Work Received YTD	BC Value of Work Issued	BC Value of Work Issued YTD
Jul	\$9,342,323 (\$16,445,053)	\$9,342,323 (\$16,445,053)	\$7,542,127 (\$4,372,717)	\$7,542,127 (\$4,372,717)
Aug	\$7,294,390 (\$10,026,359)	\$16,636,713 (\$26,471,412)	\$7,719,745 (\$8,448,586)	\$15,261,872 (\$12,821,303)
Sep	\$14,910,147 (\$9,103,515)	\$31,546,860 (\$35,574,927)	\$18,699,431 (\$16,566,760)	\$33,961,303 (\$29,388,063)
Oct	\$12,252,808 (\$10,793,224)	\$43,799,668 (\$46,368,151)	\$13,940,033 (\$8,580,336)	\$47,901,336 (\$37,968,399)
Nov	\$8,980,066 (\$6,185,433)	\$52,779,734 (\$52,553,583)	\$10,157,602 (\$13,908,340)	\$58,058,938 (\$51,876,738)
Dec	\$10,466,708 (\$12,484,637)	\$63,246,442 (\$63,038,220)	\$6,392,402 (\$7,232,248)	\$64,451,340 (\$59,108,986)
Jan	\$6,203,650 (\$2,721,387)	\$69,450,092 (\$65,759,607)	\$8,196,672 (\$7,024,142)	\$72,648,012 (\$66,133,128)

Month	Building Amendment Received	Building Amendment Received YTD	Building Amendment Issued	Building Amendment Issued YTD	% Processed within 20 Days
Jul	22 (18)	22 (18)	23 (27)	23 (27)	100%
Aug	27 (38)	49 (56)	29 (33)	52 (60)	100%
Sep	25 (31)	74 (87)	21 (27)	73 (87)	100%
Oct	29 (28)	103 (115)	21 (34)	94 (121)	100%
Nov	19 (36)	122 (151)	24 (31)	118 (152)	100%
Dec	15 (17)	137 (168)	18 (16)	136 (168)	100%
Jan	12 (20)	149 (188)	13 (22)	149 (190)	100%

Note: figures in brackets are for the corresponding month the previous year





2.2 Civil Defence Emergency Management

• Civil Defence Volunteers

A successful recruitment drive over the Christmas / New Year period saw the EMO holding a meeting for approximately 30 potential CD Volunteers on 30 January. This will be the first time that Ashburton Civil Defence will have conducted training for volunteers under the Canterbury CDEM Group training framework. Potential CD Welfare volunteers must undergo a Police vetting check and complete initial Emergency Preparedness course. This course has 10 modules and will take approximately 6 to 12 months to complete.

Training will be conducted fortnightly by Canterbury Emergency Management Training Centre (EMTC), over that time students will be required to attend training and submit work sheets for assessment.

This course has been designed by EMTC to ensure that all CD Volunteers in Canterbury receive the same level of training. Additionally some requirements such as the Police vetting checks are now a legal requirement. An initial selection day is now being planned for 29 February with formal training for successful applicants planned to commence in March.

2.3 Environmental Monitoring

- Alcohol Licensing**

The reporting period saw one Public Hearing held concerning objections to a new Bottle Store being established at Rakaia. While the ruling was in favour of the Bottle Store, the decision is subject to conditions which are currently under discussion.

The following is a breakdown of all alcohol licensing activities for the period:

Month	On/OFF/Club new applications	On/OFF/Club renewal application	Special Licence applications	Managers Certificates (new and renewal)	Temporary Authority
July	2	4	11	10	0
August	1	2	9	2	2
September	3	5	9	15	1
October	0	4	15	16	0
November	0	1	6	7	0
December	0	1	8	10	0
January	1	0	10	23	2

- Animal Control**

The following is a breakdown of animal control activities for the period:

Month	Dogs currently registered	Known unregistered dogs	Percentage of dogs registered	Infringement notices	Dogs impounded	Dogs Euthanized	Dogs rehomed	Barking dog letters sent	Property inspections	Reports of wandering stock
July	5522	1242	77%	Nil	8	0	1	6	2	6
Aug	5874	910	84.5%	Nil	17	1	0	1	0	7
Sept	5982	784	87%	4	6	0	1	14	31	5
Oct	6109	674	89%	2	25	1	2	8	0	1
Nov	6156	610	90.1%	7	22	2	1	14	0	3
Dec	6231	573	91%	1	15	1	2	11	0	5
Jan	6301	555	91.2%	6	12	0	1	7	2	3

2.4 Planning

- **Resource Consents**

Resource Consents	July18	July 19
No. of resource consent applications decided ₁	12	20
No. of resource consents decided within statutory timeframe	12	20
Notified/ Limited notified applications decided	0	0
Other		
No. of 223 Certificates processed	4	7
No. of 224 Certificates processed	10	5
No. of building consents reviewed against District Plan ₂	23	22

- **Land Information Memoranda**

LIMs	July 18	July 19
LIMs Produced	84	66
LIMs Produced within 10 working days	84	66

1. Includes applications for subdivision, land use and other consents (e.g. application to change conditions of consent).

2. Building consent applications are assessed against all relevant rules in the District Plan to determine if resource consent is required. The applicant for building consent is advised accordingly if resource consent is required.

2.5 Strategy & Policy

- **Projects**

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
Annual Plan	November 2019	30 June 2020	Yes	Yes	No	Annual Plan budgets are underway with the Council workshop of these scheduled for late February.
Long-Term Plan 2021-31	October 2019	30 June 2021	Yes	Yes	No	Strategic vision and initial workshops on R&F Policy and DFC Policy in late February.
Aoraki Environmental Consultancy (AEC)	July 2018	Ongoing	Yes	Yes	No	Officers continue to meet regularly with AEC. Current topics of discussion include drinking water upgrades, water race network and the Library & Civic Centre and Baring Square East plans.
Community Grants and Funding	January 2020	September 2020	Yes	Yes	No	Applications open for Council grants, closing 28 February. Applications for the Sport NZ Rural Travel Fund and Creative Communities will be sought in March 2020.

Bylaws & Policies	Ongoing	Ongoing	Yes	Yes	No	Property Leases & Licenses Policy work underway Reviews of DFC and R&F Policies' underway. Community Grants, Asset Disposal and LGOIMA Policy reviews to be confirmed by Council 27 February.
Post-Election work	May 2019	Ongoing	Yes	Yes	No	Reports to Council (27 February) covering the Delegation Manual, Local Governance Statement.
Annual Residents Survey	August 2019	July 2020	Yes	Yes	No	Key Research undertake are Council's annual residents survey. The 2019-20 survey is being run quarterley, using the electoral roll to select participants. They will be mailed an invitation letter to participate in the online survey with a follow-up letter including a hardcopy of the survey. 2 rounds are complete and the new approach is working well.
Speed Limit Review - Consultation	January 2020	June 2020	Yes	Yes	No	Consultation is progressing well, with 72 submissions received (14.02.20). Submissions close 8 March.
Ashton Beach Donga – Engagement	December 2019	March 2020	Yes	Yes	No	Engagement closed 8 February. 41 people responded and 12 people took the opportunity to meet with staff onsite. The findings of the engagement will be presented to Council in due course.

3. Infrastructure Services

3.1 3 Waters Projects

Project	Description	Progress
Ashburton Wastewater Pipeline River Crossing	This project covers the construction of a new 670m pipeline under the Ashburton River. Project value is \$3.5M.	The contractor has installed 64m of pipeline and 1,00m of sheet piles. 15% of the project has been completed.
Wilkins Road Wastewater Pumping Station	This project involves the construction a bulk pumping station that will pump wastewater from the new pipeline to Wilkins Road wastewater treatment facility. Project value is \$4.2M.	The pumping station site has been stripped and 12m deep sheets piles are currently being installed. 5% of the project has been completed.
Beach Road East Watermain Extension	This contract is to install a new 853m of 150mm diameter watermain on Beach Road East starting from the intersection Trevors Road. Project value is \$0.2M.	The watermain has been installed and site reinstated.
Bore Head Raising	This project involves raising eight bore heads to above ground. This will then achieve compliance with DWSNZ bore water security. Project value is \$0.8M.	Seven of the eight bore heads have been raised above ground level and fences installed. Some minor construction defects are currently being addressed. Work on the remaining bore in Rakaia will commence once the resource consent is approved.
Contract for Three Waters Treatment and Network Operations and Maintenance	The Three Waters Treatment and Network Operations and Maintenance Contract has been awarded to Ashburton Contracting Limited. The new 5 year contract valued at \$10M will commence on 1 July 2020.	Systems integration is currently progressing to streamline the flow of information between ACL and ADC (eg CRM, KPIs, claims etc).
Ashburton Relief Sewer	This project is to construct a new trunk sewer main to address capacity issues in a key trunk sewer main known as the Ashburton relief sewer.	The initial site survey work and geo-tech investigations have been completed.
Wastewater Pipelining	This project involves slip lining 1300m of wastewater pipes in Ashburton and Methven.	PipeTech have commenced lining wastewater pipes on Nelson St. The project is expected to be completed by end of February.

- **Asset Management Information System**

This project covers the implementation of a new asset database focussed initially on the three waters assets. Similar to what the RAMM system does for roading assets, the new Infor Public Sector (IPS) database will manage water, wastewater and stormwater pipelines and facilities assets.

After many delays, this project is now nearing a key milestone with the database expecting to 'go live' within the coming weeks. A great deal of staff time has been spent over the last few months preparing database structures and cleansing data in preparation for transferring to the new database.

Once the system is live, there will be a direct correlation between the database information and GIS. Apart from improved visibility and management of the individual assets, one of the immediate benefits of the new system will be significant savings in staff time preparing infrastructural asset valuations. The valuations are currently prepared manually using very large and complex spreadsheets.

- **Aoraki Three Waters Collaboration**

Officers from Ashburton, Mackenzie, Timaru, Waimate, and Waitaki District Councils have been meeting to discuss opportunities for collaboration in the three waters activities. Following on from a successful first meeting on 22 November, where the group worked through an investment logic mapping exercise, a second meeting was held on 20 January to look at and evaluate options available (i.e. types of collaboration). The next steps are to complete a detailed analysis of the options and develop an Outline Strategic Case. The next meeting is scheduled for 28 February.

3.2 Drinking Water

- **Water Upgrades**

The water treatment upgrade investigations carried out by Beca consultants are largely complete. This work primarily related to addressing the protozoal compliance on Methven, Mount Somers, Methven Springfield and Montalto water supplies. Protozoal compliance is the key driver in decisions around the issuing of boil water notices on these schemes.

Information on the outcome from this work (and other related projects) was provided to the Methven Community Board at a workshop on 11 December. A workshop is scheduled with the Infrastructural Services Committee on 26 March to present key findings of the investigations and proposed future direction for these schemes.

- **Unused Bores in Protection Zones**

As part of our improvements to address potential risks in water supply protection zones, work is continuing on identifying and decommissioning unused bores where they are within or close to the protection zones. The affected bores are:

- Hinds Water Supply, old bore, located within the water treatment facility site on Hinds Lismore Rd – now decommissioned.
- Fairton Water Supply, old bore, located on school land adjacent to Water Treatment Facility site on Fairfield Road – approval from the school has been sought and granted. Decommissioning work is being priced by maintenance contractor at present.
- Rakaia Water Supply, old bores on West Town Belt, one on green area, and one inside WTP building – the old external bore was being used as a monitoring bore by ECan, so it was initially offered to ECan on the proviso that they met the cost to upgrade the borehead to a compliant standard. This offer has been declined. Formal decommissioning is to be progressed.
- Ashburton Water Supply, old bore, located on West Street, on railway reserve land opposite Domain entrance – formal decommissioning is to be progressed.

- **Mount Somers**

As a result of higher than usual demand and falling water levels in the water source intake, it became necessary to tanker water to the scheme. An emergency bore at the intake was also used to supplement supply.

A Level 5 water conservation notice was issued for the scheme during this period. Since then the supply intake has recovered and the Level 5 restriction has been eased to a Level 4 – hosing ban.

As a result of the supply issues, a project to install smart water meters on all connections in Mt Somers has commenced. For connections where a standard manifold already exists, the meter has now been installed by Assets Team officers. A schedule of the balance of connections (requiring a manifold and meter) has been compiled. Prices for this work are currently being sought.

3.3 Wastewater

- **Septage Disposal**

As a result of increased security at the Wilkins Road septage disposal facility, officers have identified one of the contractors disposing of septage directly into the wet well. This is contrary to the requirements of the site which dictate that septage must be disposed via the stone trap and smaller screen. The contractor in question has been written to and issued a final warning. Any further breach of the site rules by that party will result in their access being withdrawn.

3.4 Stormwater

- **Methven & Rakaia Network-wide Consents**

The Assets Manager has written to Environment Canterbury seeking a further extension to the deadline for lodgement of applications for the network-wide resource consents for the Methven and Rakaia townships. Based on the progress of similar consents in the region, ECan appears sympathetic to the complexities surrounding the preparation of applications for network wide consents. It is envisaged that the extension will be granted.

3.5 District Water Management

- **Stockwater Intake Fish-screens**

Officers are continuing efforts to close intakes where a fish-screen liability exists.

The **Pudding Hill** intake appears favourable due to the extensive Spaxton stockwater piped scheme supplying stockwater above the RDR. BCI has been asked to investigate supply options for customers below the RDR supplied from this intake.

The Spaxton scheme also provides options for the **Methven auxiliary** intake but due to the much larger flows involved may be more difficult to progress. Also, work completed a few years ago identified that there was need for an “environmental flow” to remain in the Methven auxiliary main to avoid any ecological impacts.

Officers commenced discussions with MHV regarding an alternative to the **Cracroft** intake in November last year. A potential new intake on Cracroft Maronan Road is currently being investigated. MHV has been asked to confirm the feasibility and cost of the new infrastructure. This is becoming more urgent since the December floods in the Rangitata River, which wreaked significant damage around the existing intake.

3.6 Solid Waste Management

- **Greenwaste**

Operations arrangements with McLaren Contracting, operating at the previous Wastebusters site, have now expired and will not be renewed.

EnviroWaste have entered into new arrangements with Canterbury Wood Chippers to have the green waste received at the Ashburton resource recovery park chipped and removed for processing.

- **Improvements to the Methven Recycling Yard**

Work is programmed to grade and reshape the Methven recycle yard. Asphalt will be used to extend the vehicle crossing further into the yard to help reduce potholing in this area over winter.

- **Covered Recycling Bunker**

This LTP project is progressing. The roof design and tender preparation is nearing completion.

The bunker pad and walls are in place ready to receive the top walls and roof. The project will house a new baler to be installed by EnviroWaste for baling cardboard, paper and other single stream recyclables received at the park. This will improve the quality and marketability of those recyclables sent to market.

We anticipate to have the tender for the roof to be released by the end of February.

- **Unsorted rubbish – Recovery Trial**

A trial to remove and recover recyclable materials from unsorted rubbish dumped in the pit area is being planned. The trial will run for six months in the next financial year. The aim is to gather waste composition data and establish the viability of doing this in the future.

If 6.25% by weight of the material can be removed from the landfill stream the trial will achieve a cost neutral status against the cost to landfill that volume of material.

3.7 Roads and Footpaths

- **ADC Network Operations and Maintenance contract**

The current contract expires on 30 November 2020. Council officers are currently working on a new contract, separate to the Aoraki Rooding Collaboration (ARC), which will start on 1 December 2020. It is intended the tender will go out in May/June this year.

- **District Speed Limit Review**

The review is currently out for public consultation. Feedback closes at 5pm, Sunday 8 March.

- **Ashburton Walking and Cycling Strategy**

Technical work on the strategy has been completed. Council now requires a consultation document that can be issued to the community for feedback. Consultation will follow once the Speed Limit Review consultation document has been completed.

- **Maintenance and renewal contracts**

All contract MSQA (Management, Supervision and Quality Assurance) is being undertaken in-house.

Project	Description	Progress
C640 Road Network Operations and maintenance 2015-2020	Maintain the Ashburton District transportation network	Currently in year 5 of this five year contract. Contract value to date \$20.271m.
Road Network Operations and Maintenance 2020- XXXX	Network Operations and Maintenance contract 2020 - XXXX	Understanding reached with ARC partners. NZTA advised of decision and timetable required to have new contract in place drafted.
C657 Road Resurfacing Ashburton District 2018-20	Design and construct proposed resurfacing sites within the Ashburton District over the two seasons 2018/19 and 2019/20	The original year one component of the contract is complete. Approximately 80% of the 72km of reseals have been completed this year. Rakaia Barrhill Methven Road sections are yet to be done. All work is expected to be actioned by end of February.
CON00107 Sealed Road Rehabilitation Rural South 2019-20	Rehabilitation of 2.1km of Arundel Rakaia Gorge Road & 0.9km on Fords Road	Arundel Rakaia Gorge Road completed with berm work to be finalised. Fords Road to be sealed 1 st week of February. 1.4km on the Ashburton Staveley Road has been added to this contract.
CON00109 Bridge Replacements Arundel Rakaia Gorge Road	Replacing three RDR bridges on the Arundel Rakaia Gorge Road	Design and contract tendering has been undertaken. A contract award report will be presented to the 27 February Council meeting.
CON00114 Seal Back at Intersections	Sealing unsealed portions of eight unsealed road intersections in the Rakaia/Lauriston areas	Contract awarded to Fulton Hogan with construction due for completion mid-February.
CON00115 Tinwald Intersection Upgrade 2020	Improvements to the Maronan/Henderson/Melcombe/Sherman Intersection	Tender closed on 4 February with work estimated to be completed prior to April.

- **Ashburton Second Urban Bridge – Detailed Business Case**

Council officers and Stantec will be meeting with NZTA staff in mid-February for a workshop utilising among other tools, the new Benefits Framework (an outcome of the Investment Decision-Making Framework review) to progress the business case process. Stantec are more experienced with preparing business cases for the NZTA, and they will take over the work initially prepared by Holmes Consulting.

3.8 Contracts Awarded / Upcoming Tenders

Tender/contract	Awarded to
CON000114 – Sealbacks at Intersections	Fulton Hogan
CON000115 – Tinwald Intersection Upgrade – Maronan Road	Fulton Hogan

Tender/contract	Tenders called for:
CON00109 – RDR Replacement Bridges (to be awarded at February Council meeting)	December 2019
Road Network Operations and Maintenance Contract	May/June 2020

4. Business Support

4.1 Information Systems

- **Projects**

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
Business Improvement Application Enhancement and development	BAU Activity		Yes	-	No	Ongoing development of new and existing processes and support tools to support business improvement across Council business groups within Council's ERP and other core applications. Work underway includes the areas of ; liquor licensing, noise complaints, planning, glasgow leases, debt management, stock water race closure and job costing entry.
Core Enterprise Software Upgrades	November 2019	March 2020	Yes	N/A	No	Implementation of supplier's new application version for Council ERP system Technology One, EDRMS management application and asset management system.
Health & Safety Management System	August 2019	July 2020	Yes	Yes	tbc	Assura solution selected following RfP. Working with P&C on implementation planning and configuration activities underway.
Stadium Management System	November 2019	March 2020	Yes	Yes		Identification of business requirements to allow for market selection of a replacement stadium management system.
Agenda Distribution	December 2019	February 2020	Yes	Yes	No	Application that will enable centralized distribution of Council and Committee agenda and supporting documents to Council and Committee members by the Governance Team.
Aerial Imagery	December 2019	July 2020	Yes	Yes	tbc	Aerial imagery capture of Ashburton District urban and rural areas. Contract in collaboration with ECan and Timaru District Councils.
Systems Site (Disaster) Recovery	May 2019	June 2020	Yes	Yes	No	Design, scope and application of the disaster recovery system. Includes the build of individual system plans, system and data backups.

Telephony	July 2019	July 2020	Yes	Yes	tbc	Renewal of current telephony and call center solution. RfP issued and awaiting responses. RfP closes 21 February with solution selection to be made 30 April after which delivery will be planned.
Telephony	January 2020	April 2020	Yes	Yes	No	Switch to internet based telephone line service as current method being retired by Chorus.
Water Monitoring	January 2020	April 2020	Yes	Yes	No	Enablement of pilot to prove the capability and capacity of digital monitoring of district water supplies that could replace current radio transmit. Work in association with Assets and Canterbury Communications.
Eftpos Device Upgrades	January 2020	February 2020	Yes	Yes	No	Completed terminal upgrades on identified units where the existing service was being retired by the supplier. Sites included the main administration building and Rangitata campsite amongst others
Information Management Physical Record Management	BAU Activity		N/A	N/A	N/A	Physical Management – ongoing work to identify, record and assess Council physical records. Each records assessment includes classification against Council’s adopted retention and disposal schedule as part of the management of the life of that record including that of protected or permanent retention under the Public Records Act.
Electronic Document Record Management	BAU Activity		N/A	N/A	N/A	Ongoing EDRMS development working with Council Teams to review original spaces and functionality delivered in 2018 to provide solution improvement and use of. Current activity is in the areas of Project and Contracts, District Plan and Solid Waste.
Digitalisation of Property and Consent files	August 2015	June 2020	Yes	Yes	No	30,600 building, resource consent and property files have been scanned to 31 January 2020. These files have been transferred in to 123,000 individual pdf documents that have all been uploaded into Council’s Property Estimated completion based on current throughput is March – June 2020.

Name Amalgamation	BAU Activity		N/A	N/A	N/A	Work to identify name data duplication and subsequent amalgamation of name and related activity held within Council's ERP system.
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4.2 Communications

• Council Websites Development Project

The Council has had a web presence for over 15 years which was last significantly redesigned in 2013. A separate website was added on the opening of the EA Networks Centre in 2016. These websites form an important part of our online presence supporting our residents, businesses, and ratepayers to complete tasks, source information and engage with council on community and district-wide issues. In addition to these two website, Council has a Museum website (ashburtonmuseum.co.nz) and also delivers internal online services externally, supporting transactional activities such as payments, applications, GIS and cemetery data.

Oversight and day-to-day management of Council websites is through the Communications Team, with site authors distributed across Council Teams. Our websites have on average 9,000 visits per month, and while they are adequate, it has been recognised that they are in need of modernisation and provide Council more flexibility in delivering online content for the next 5 years.

The Communications Team kicked off a web redevelopment project in January 2020, after a comprehensive tender process and selection of preferred vendor in December 2019. This project will include the complete redesign of both the Ashburton District Council's website (ashburtondc.govt.nz) and the EA Networks Centre website (eanetworkscentre.co.nz), to bring these online resources to modern standards, with emphasis on (but not limited to):

- Improving the customer experience through intuitive design with enhanced search-driven features, tools, and capabilities
- Consolidated, simplified structure and layout to remove unnecessary complications
- Functionality that supports and promotes public engagement
- Cross-device compatibility for consistent user experience

The project is expected to be completed by 1 July 2020.

4.3 Commercial Property

• Projects

Current	
Subdivision Geoff Geering Drive	Five sections have settled. We now have a general agency with Property Brokers, Bayleys and Ray White for the marketing of the properties.
Ashburton Business Estate – Stage 2 and 3	The contract for engineering services for stage 2 and 3 is out for tender at present with tenders closing in 2 weeks. A report will then be presented to council.
Elderly Persons Housing	Sixteen people on the waiting list with nine people wanting single units, four wanting double units or single. One tenant about to move into a unit at McKee Place on 9 th February (not included in the sixteen)

	Three units currently being redecorated. Two units at Mona Square (old weather board units) vacant neither are suitable for tenants due to shower over bath and mould issues.
Lynnford-Ealing Reserve Board	This Board won't continue and consideration is being given to its amalgamation with the Hinds Reserve Board. At the Hinds Board meeting on 11 February, a request was made that Hinds be formally advised by Council of the proposal. The Commercial Manager will address this.
Ng King Bros Chinese Market Garden Settlement	A contract has been let for refurbishment of the foundations of one of the buildings.

4.4 Finance

- Projects**

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
CI Anywhere Upgrade	November 2016		NA	NA	NA	This is an ongoing activity migrating Finance system modules to the supplier's next solution version.
Procure to Pay – Project	September 2018	June 2020	No	Yes	Yes	The new procure to pay purchase system has been rolled out across the organisation. The next step is to implement the scanning solution that will streamline the invoice approval system.

14 February 2020