

Council Activity Briefings

Date: Thursday 11 June 2020
Time: 9.30am
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
Manager Strategy & Compliance	Jane Donaldson

4 June 2020

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1. Community Services

1.1 EA Networks Centre

- **Stadium**

Now the centre has re-opened, one of the stadium courts is being used as an extension of the gym to ensure we meet social distancing requirements.

The rest of the stadium opened on 18 May to limited activities; this includes pickleball, badminton and casual basketball. All other sports are on hold until the group number allowances are increased to enable them to carry out their sport under as normal conditions as possible.

- **Learn to swim**

Learn to Swim started on 25 May in a limited capacity for the first three weeks. At the end of that period we are hoping to start all lessons again; however, if we aren't able to we will extend the initial three week conditions until the end of the term and start full lessons at the beginning of term three.

- **Gym**

The gym has opened and all classes are operating at smaller capacity. Some classes have been booked out and we have waiting lists but overall things are going in the right direction with attendances gradually increasing.

- **Aquatics**

The pools have opened and the numbers are increasing which has been good. The steam room and spa have not been opened at this time as they have the potential to be our highest risk area. To date no complaints have been received about those facilities remaining closed. It would appear that people are just happy to be able to exercise.

1.2 Library

- **Children's library**

During Covid-19 Level 4 lockdown our children's librarian, Jonathan Nixon, made some story videos that were posted on the library's Facebook page. The purchase of the Storybox Library containing some 200 video picturebook readings by children's authors helped give children reading experiences while they could not come to the library. There was also one home-recorded Wriggle and Read session with Jonathan's wife Rachel and son Caleb before the birth of Ada Nixon on 28 March.

At Level 3, with staff able to work at the library but behind closed doors, Jonathan weeded the children's non-fiction, deleting nearly 3,000 outdated or tired looking books from this important area of the collection for schoolchildren.

- **Covid-19 lockdown and levels 2 and 3**

Senior Librarian Nicky Farrell worked from home on keeping library members connected and able to access the extra e-books and e-audio which were added to the collection while the library was closed. New members were able to join up electronically to borrow digital items.

When the country moved to Level 3 on 28 April, all staff returned to the building and worked on weeding the non-fiction collection for that fortnight. This was work that had to be done before moving to the new Library and Civic Centre, and has now been completed.

The library building re-opened to the public at Level 2 on 14 May, and it was great to see our customers again. Contact tracing, physical spacing, and sanitising are being observed. Returned items are being quarantined for three days before being processed through the returns system and re-shelved, to reduce the risk of infection.

An extended Books on Wheels service is being put in place to send books out to elder members who wish to stay away from public places for health reasons at this time.

1.3 Museum

- **Sharing collections**

The Children's Holocaust Memorial exhibition which opened in February was brought to Ashburton Museum by the Holocaust Centre of New Zealand. It tells the story of how a small school in Wellington collected buttons from all round New Zealand and from across the world – each button to represent one child who was killed during World War II in Europe.

Over two years the total was reached - 1.5 million, one for each child killed and each button was like a face of a child.

An integral part of the exhibition is the message to encourage children and teenagers to be an upstander not a bystander, to question bullying and unacceptable behaviour and ways to deal with it.

A number of school groups visited before lockdown with more due, also a planned adult group meeting with speaker had been scheduled.

Due to the lockdown the exhibition has now been extended until 17 June 2020.

- **Caring for our collections**

Staff have been working on identifying opportunities to improve the storage conditions to preserve photographic negatives in the photo store. The implementation of micro-climate storage has commenced to enhance the life-span of these precious collections. This is an important step in the ongoing preservation of these collections to be able to continue to make them accessible to the public for many more years.

Good progress has also continued on the collection inventory project with just over 7,000 items being inventoried, there are many more objects still to inventory.

During lockdown, and while working remotely from home, staff were able to work on projects that had previously been on the back burner and valuable information has been collected to help with collection management in the future.

1.4 Open Spaces

- **Baring Square West**

Restoration and maintenance work on the cenotaph has recommenced. Contractors are currently removing, cleaning, and re-laying the bluestone around the base of the cenotaph. The stones will be re-laid at an angle that reduces water ponding and future maintenance costs.

Work is also underway to source an electrical connection to provide power points for future events in the square.

Exploratory work is being undertaken on the flag pole structures to determine repair and maintenance costs.

- **Parks and reserves**

Parks and reserves are still requiring regular mowing despite the more recent cooler weather. Staff have largely caught up on the backlog of work created by Covid-19 and Level 4 restrictions.

The carpark at Argyle Park has been sealed. The surplus chip will be removed in a several months' time once the surface has settled in.

- **Ashburton Domain**

Foundation work for the fitness equipment in the Ashburton Domain has begun and installation is on schedule to be completed by the end of the month.

- **Biodiversity**

A proposed planting day at Wakanui Beach had to be re-scheduled until Spring 2020 due to Covid-19.

- **Methven**

Street trees on Morgan and McMillan Streets in Methven have been removed due to poor health. Replacement trees will be planted over the winter months.

The town centre public toilet and water fountain are being upgraded.

A line of trees on the eastern boundary of the Methven Cemetery have been removed and replacement fencing installed.

1.5 Economic Development

The last months for Economic Development have seen a focus on economic recovery and being a business help desk. The plan has evolved and will continue to evolve as we continue to gain clarity around what is required from our community.

- **Covid-19 – the Mid Canterbury economic development response**

The Need	The Project	The Steps	Comments
<p><i>Essential Services were requiring workers.</i></p> <p>There was a pool of people with skills that could be transferred to another workplace i.e. forklift drivers, tractor drivers, truck drivers, factory workers etc.</p> <p>Council staff unable to do their normal work.</p> <p>Community based NFP requiring help.</p>	<p><i>Develop a central visible space were essential services could have a list of available vacancies.</i></p> <p>This had to be visible to both employers and potential employees.</p>	<p><i>The Ashburton App was identified as a suitable medium.</i></p> <p>Work with the developers to ensure that this functionality was possible.</p> <p>Develop the app functions Media release including ADC website and Facebook.</p> <p>Communicate to a wide range of known essential services direct.</p>	<p>Not that well used as a large portion of the mid Canterbury workforce were already involved in essential work.</p> <p>A very good advertisement that ADC Economic Development was here to help</p>

<i>To inform business of the most informative sites to obtain information.</i>	<i>Develop an as required email using the Economic Development Data Base.</i>	<i>Identify the top 100 business addresses to distribute the information.</i> Set up an Economic Development generic email address to allow for questions and other contact with the team.	Became very clear quickly that Economic Development was going to become a focus for business information and decisions needed to be made on how best this could be done. This email is ongoing as required
<i>To assist business with positive ways forward</i>	<i>Developed a Webinar series that would be interactive and informative</i>	<i>Identify local experts to deliver a range of informative webinars.</i> <u>Webinar series</u> <ul style="list-style-type: none"> • Mental Wellbeing “Lives Worth Living” • Stay at Home and get online • Employment and Health & Safety Law Updates • Thrive to survive in Governance • All things Digital Marketing • MSD is here to help • How to support Migrant Workers During Covid-19 restrictions • Event industry update community and professional Ongoing	These seminars were a combination of delivering key information and reacting to questions from viewers. The webinars were recorded and are presently on YouTube They were purposely not produced professionally and not adding any production values. We wanted these to have a good local feel using local professionals and making viewers feel that they were not being sold to but were participating. To date including those that participated on the day of each of the Webinars and those that have viewed at a later date we have over 500 individual views. There has been request for Economic Development to continue with these webinars into the future. We are presently working on a schedule for one a month from now until Xmas.

<p><i>To signal to the Ashburton District that local Business was “Open for Business”.</i></p>	<p><i>To develop a website that all local business could participate in free of charge.</i></p> <ul style="list-style-type: none"> • The website had to be self-loading i.e. Businesses could access the website and load their own details and change the details if their circumstances changed. • The website had to be parochially Mid Canterbury. • The website needed to be up and running before the change from Level 4 to Level 3. • The Website needed longevity i.e. it need to outlive the immediate need of Covid-19. 	<p><i>Buy local, support local and work together to rebuild the Districts business community.</i></p> <p>Economic Development Manager (EDM) and the Communications Manager (CM) met to discuss ideas. Agreement on the basic structure and developer selected Pricing and timeframe agreed to Developers along with a huge amount of the communication team’s time pulled the prototype together in 5 days and the public accessible website available in 2 days after that. EDM and CM developed an advertising campaign involving print and radio to launch the website. Website launched on Thursday the 30th of May with 100 users within 36 hours. Now at over 200. www.midcanopenforbiz.nz</p>	<p>Other Councils looking at the website and sales are hopeful</p> <p>Relationships with the developer has been enhanced. This developer is currently working on our website.</p> <p>The type of web site Mid- Canterbury “Open for Business” is would traditionally take a month minimum to develop. With clear thought and little interference the developers achieved close to a miracle for us.</p> <p>This website continues to be worked on and functionality improved and enhanced.</p> <p>This website will allow ADC to have a definitive business website for future events and direct access to our business sectors.</p>
<p><i>Crown Infrastructure Partners call for shovel ready projects</i></p>	<p><i>Government asked for Local to advise of projects that would get their region moving after COVID-19 lockdown</i></p> <p>Criteria Projects which currently are (or were) in the construction phase but have been put on hold due to COVID 19 and are likely not to progress, or to progress at a much slower rate or scale/scope, if not supported post COVID 19</p> <p>Projects which have a high expectation of commencing the construction phase within the next six months (by 31 October 2020), but</p>	<p><i>Identify local Projects that meet the criteria</i></p> <p>Six projects were identified that best met the required Criteria and had the following positive impacts on the district i.e. Financial, Time, Social and Environmental.</p> <p>In order of final preference;</p> <ul style="list-style-type: none"> • Second Bridge Development. 35million • Library and Civic Centre Development. This would be a joint venture 20million from CIP and 31.6 from council • Methven Water Upgrade. 	<p>CIP have comeback and asked for more information and the rankings have changed as they have only asked for information on;</p> <p>Second Bridge Library and Civic Centre Rail Siding</p> <p>Awaiting outcome on these projects.</p>

	<p>are unlikely to do so due to COVID 19</p> <p>Projects which could have been expected to commence the construction phase within the next 12 months (by 30 May 2021), but are unlikely to do so due to COVID 19</p>	<p>Value 6.8 million</p> <ul style="list-style-type: none"> • Ashburton Relief Sewer. Value 9.4 million • Seal and widening of Thompsons Track. Value 12.25 million • Rail Siding shift to the Ashburton Industrial Park. Value 16.4 million 	
<i>Economic Recovery Advisory Committee</i>	<p><i>There will be a need to assist and support Mid Canterbury District through the economic impact of COVID 19</i></p> <p>After the response phase there will be the need for a high level strategy committee to:</p> <p>To work through the next phase the resilience stage, in an economic sense businesses will be focused on rebuilding and maintaining cash flows and jobs. Council as an organisation is clearly involved in its own right, but there is also a role for support, facilitation and empathy with the business sector to ensure there is a smooth transition back to full employment.</p> <p>The phase after the resilience will be the “return to capacity” phase as scale of all industry sectors are rebuilt.</p> <p>The final phase, which is envisaged to be at least two to three years away, will be the new norm and what that is going to look like will take visionary thinking.</p>	<p><i>Identify Sectors and suitable members of the committee</i></p> <p>The key sectors identified are:</p> <p>ADC Mayor (Chair) Council CEO Economic Development Manager Iwi representation Agricultural Infrastructure Construction Contracting Tourism Retail Hospitality Transport Engineering</p>	<p>Meetings to be held as required</p> <p>Working groups will be set up when required</p> <p>The group will co-ordinate and support a wider economic recovery</p> <p>Work in partnership with the key business sectors</p> <p>To advise and assist Council in the business needs of the district in the ongoing recovery period</p>

Training	<p><i>A group to identify and advise training organisation of requirements</i></p> <p>As the marketplace changes and there is an initial flood of unemployed there will be a requirement to have workers retrain</p> <p>To ensure training organisation are available and ready to deliver courses.</p> <p>To identify ongoing needs</p>	<p><i>Identify a group to identify needs and ensure training organisations react on a timely basis.</i></p> <p>The Economic Development Manager and the local manager of Ministry of Social Development have identified the initial courses required and have asked ARA to facilitate;</p> <p>2 hour online workshops for job seekers</p> <ul style="list-style-type: none"> • Digital skills • Preparation of CV's etc. • How to apply on line • Interview skills <p>Ongoing work to identify transferable skills ARA will engage their Centre for Prior Learning (CAPL)</p> <p>TANZ online courses are being identified. Courses from TANZ eCampus has a range of courses and if required qualifications.</p> <p>Group meeting with all Canterbury ED's to identify needs</p>	<p>This is an ongoing project and has the support of the CEO of ARA Tony Grey.</p> <p>The mid Canterbury Liaison person is Emma West Manager - Engagement, Strategy & Projects Customer Engagement and Experience</p>
<i>Re-employment opportunities with Agency partnerships</i>	<i>Still in progress</i>		
<i>Welcoming Communities</i>	<i>Information and support programme</i>	<p><i>Contact made</i></p> <p>Stakeholder engagement Cross-sector coordinated welfare response and social recovery Community Needs Survey Webinars on Immigration details and current issues Facebook and website updates for newcomers Review of Welcoming Communities governance structure Global Ambassadors professional development Ongoing cultural competency for staff</p>	Ongoing help

<i>Refugee Resettlement</i>	<i>Currently postponed</i>	Kid's poster competition with Safer Mid Canterbury's Refugee Resettlement Service.	
<i>Re-start of Community and Council Events</i>	<i>Evaluating Alert levels to advise organisers</i>	<p><i>Events so far</i></p> <p>Economic Advisory information event and webinar series.</p> <p>Film Festival Fundraiser in progress for August. Held at ATEC, moving from 1 screening to 4 over 2 days for social distancing and contact tracing. Accommodation and breakfast package put together with Bella Vista and Somerset Grocer.</p> <p>Bite Nite organisation underway for October. Being held at EANC utilising stadium and outdoor courts. Fencing off outdoor courts, ticketed event for restricting numbers and contact tracing. Gold coin donation for Kanuka Trust TBC.</p> <p>Nights of Lights organisation underway for late November. Coca Cola Christmas in the Park (Christchurch) and Mitre 10 Mega Christmas in the Park (Ashburton) both cancelled, working through potential explosion of numbers attending Nights of Lights.</p> <p>Youth Council meetings starting up again, working on projects to wrap up the remainder of the year.</p> <p>Boulevard Day – ongoing meetings with organisers, quite hesitant to continue planning for the event as can't do social distancing or contact tracing. Also thinking CBD upgrade may restrict parking.</p>	Ongoing

1.6 Memorial Halls and Reserve Boards

All Boards were provided with the necessary information for operating under Covid-19 restrictions. Since moving to Level 2, activity on the reserves has gradually resumed and Boards are able to undertake maintenance again.

The Mt Hutt Memorial Hall Board resumed with a meeting on 25 May. The Board is in the process of applying for external grant funding which, if successful, will be used for some re-carpeting and additional chairs. The Board is looking to develop an archives management plan for the Hall and this will be progressed with assistance of Council's archives officer.

The Mt Somers camp ground re-opened in Level 2 and the Mt Somers Reserve Board is looking at an online booking system to streamline processes with the aim of enhancing reporting and eliminating financial errors.

At the Tinwald Reserve the Ashburton Holiday Park Managers, Jarrod and Nadine Pink, worked closely with Cr Leen Braam to develop an effective plan to keep the holiday park running in Level 4.

The plaque design work for the Maronan Reserve is underway. Thank you to Councillor Stuart Wilson for his assistance with this. Once the plaque has been installed, the Maronan Reserve management will be handed over to the Hinds Reserve Board.

Draft Licences to Occupy and lease agreements for all reserve users have been prepared for the Hinds and Rakaia Reserves. The respective Boards have been asked review these documents.

Water testing compliance has been achieved for all reserve boards not connected to township supplies.

As previously reported, the majority of the boards have held their triennial meetings, but four are yet to happen. Ealing Reserve Board will meet on 21 June and the remaining boards (Chertsey, Highbank and Lagmhor Westerfield) are being followed up.

The Covid-19 restrictions also prevented Council from hosting the April workshop for Hall and Reserve Boards. A date will be scheduled for this to take place in the Spring. The workshop will cover a range of topics including financial management and grant funding, leases and licences to occupy, health and safety, and the statutory role of boards. In addition, it is proposed to talk about an online reserve board information portal, which is planned as part of a wider upgrade of Council's web site. The portal will provide efficiencies with its easy access to day to day operational information, templates, Board minutes and historical documents.

All elected members will be invited to attend the workshop.

2. Strategy & Compliance

2.1 Alcohol Licensing

- Breakdown of licensing activity for the reporting period is as follows:

Month	On/OFF/Club new applications	On/Off/Club renewal application	Special Licence applications	Managers Certificates (new and renewal)	Temporary Authority
January	1	0	10	23	2
February	1	4	9	12	0
March	2	1	7	5	0
April	0	4	0	7	1

2.2 Building Services

- Proposed Amendment to Building Act – exempt work**

The Government has announced proposed changes to the current list of building consent exemptions to take effect in August 2020. The exemption proposals include increasing current size limitations on certain structures. There is one proposed exemption for pole sheds/hay barns which will have an impact on consent income. We currently average about 70 per year, and it is concerning that a third of those consents required Council input to comply with either the building code or District Plan. Passing on this advice will be problematic because without a building consent there is no formal mechanism for this to occur.

Legislation will need to be updated to allow the proposed changes but as at the end of May nothing was before parliament.

- Building consents/amendments**

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
Jan	41 (34)	333 (372)	34 (43)	325 (372)	100%	194 (2)	100%
Feb	41 (43)	374 (415)	49 (39)	374 (411)	100%	255 (3)	100%
Mar	56 (66)	430 (481)	41 (50)	415 (461)	100%	213 (2)	98.2%
Apr	29 (72)	459 (553)	37 (59)	452 (520)	100%	2 (1)	97.7%

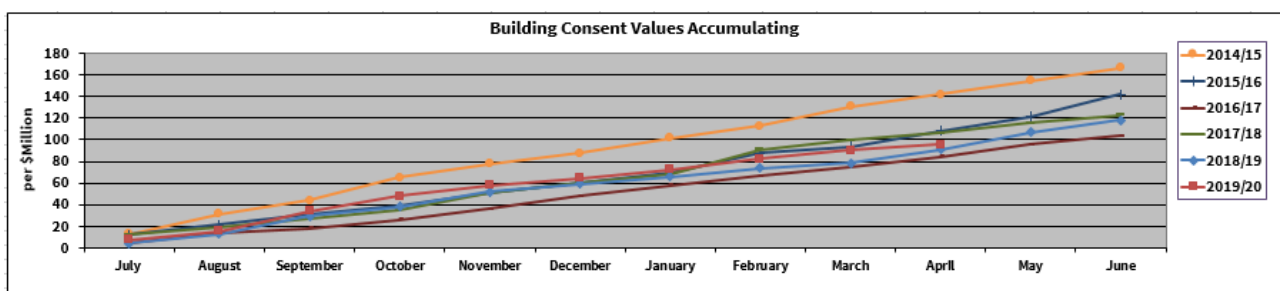
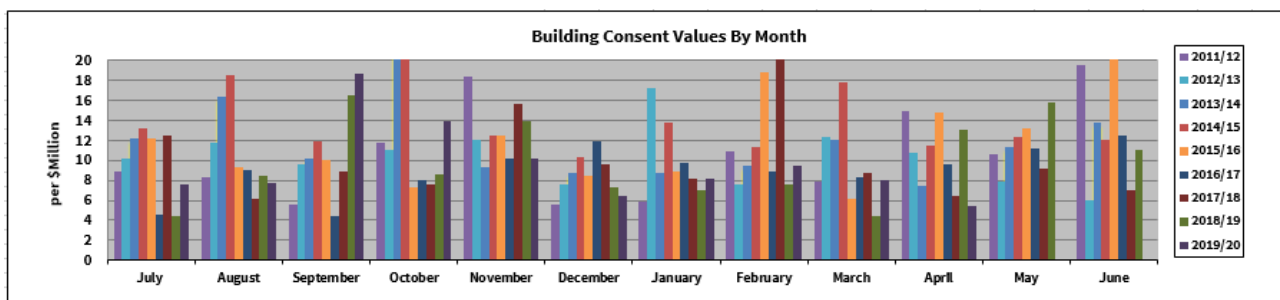
Note: figures in brackets are for the corresponding month the previous year

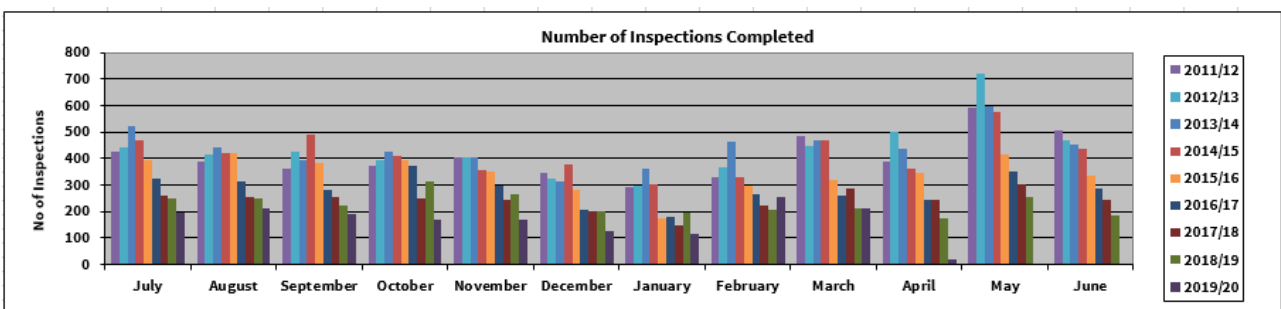
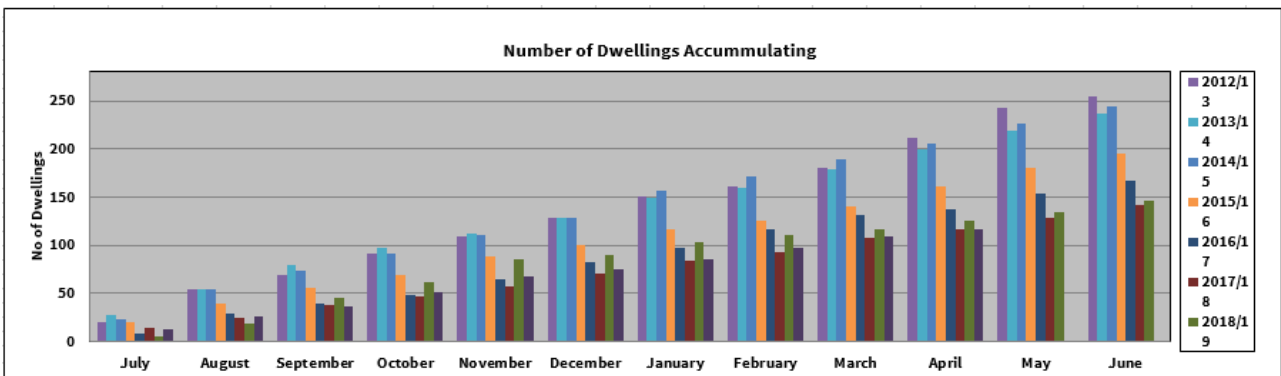
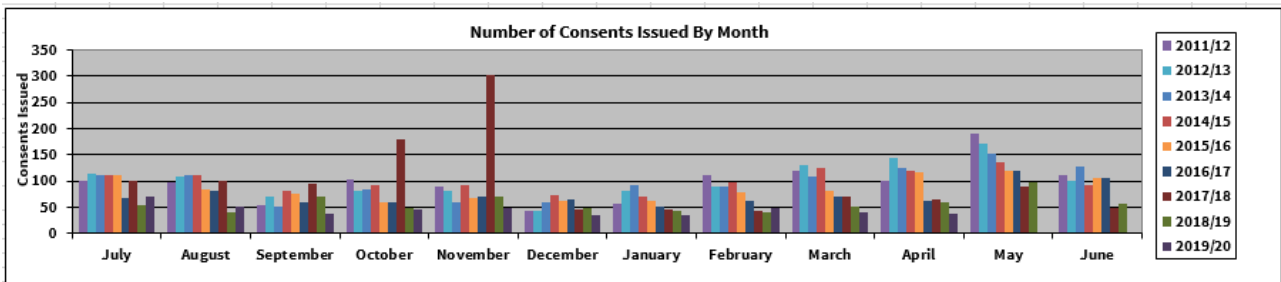
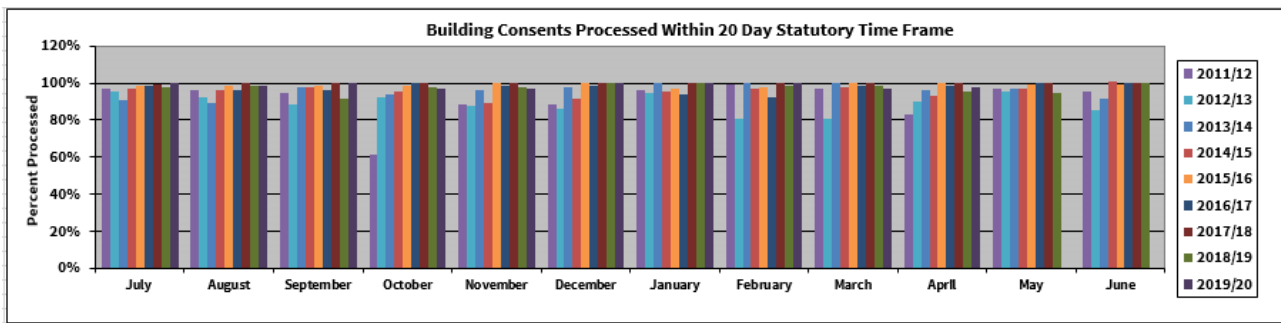
Month	BC Value of Work Received	BC Value of Work Received YTD	BC Value of Work Issued	BC Value of Work Issued YTD
Jan	\$6,203,650 (\$2,721,387)	\$69,459,092 (\$67,759,608)	\$8,205,672 (\$7,024,142)	\$72,657,012 (\$66,133,128)
Feb	\$11,882,201 (\$11,861,253)	\$81,341,293 (\$79,620,861)	\$9,533,290 (\$7,539,857)	\$82,190,302 (\$73,672,985)
Mar	\$9,412,041 (\$14,448,103)	\$90,753,334 (\$94,068,964)	\$7,970,336 (\$4,422,222)	\$90,160,638 (\$78,095,207)
Apr	\$4,894,424 (\$9,759,390)	\$95,637,758 (\$103,828,354)	\$5,473,792 (\$13,047,237)	\$95,634,430 (\$91,142,444)

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

Month	Building Amendment Received	Building Amendment Received YTD	Building Amendment Issued	Building Amendment Issued YTD	% Processed within 20 Days
Jan	12 (20)	149 (188)	13 (22)	149 (190)	100%
Feb	21 (20)	170 (208)	16 (19)	165 (209)	100%
Mar	20 (20)	190 (228)	24 (21)	189 (230)	100%
Apr	4 (17)	194 (245)	6 (10)	195 (240)	83.3%

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





2.3 Civil Defence Emergency Management

- **COVID-19 pandemic**

Civil Defence was activated on 23 March in response to the Covid-19 pandemic, with the EOC opening on 25 March when the government declared a national state of emergency. During the declared state of emergency and subsequent Covid Alert Levels the EOC coordinated community welfare need requests and supported local health authorities. During the emergency period the EOC responded to, or assisted with the following:

- Responded to 76 phone calls received from the Canterbury CDEM 0800 number. Each call resulted in a needs assessment being conducted.
- As a result of the needs assessments, 10 food parcel deliveries were arranged with Salvation Army
- ADC support of Ashburton Hospital 'Meals-on-wheels' deliveries, with an average 70 meals delivered on each of the delivery days.
- Nine ADC staff from Open Spaces & EA Networks Centre completed cleaning and administration tasks at the Covid-19 Community Based Assessment Centre located at the hospital.
- Support for Mid-Canterbury pharmacies with prescription deliveries to isolated or vulnerable people completed. Ashburton deliveries were conducted by ADC staff, rural deliveries were handled by Rural Support Trust and the Methven Community Response Team assisted with deliveries from Methven pharmacy.
- Ashburton Civil Defence assisted Canterbury CDEM Group in support of MSD Welfare checks for "over 70's living alone in Canterbury". 13 ADC staff assisted other Canterbury TA's in ringing 11,600 over 70's in the Canterbury region.

The national state of emergency expired on 12 May, with Minister of Civil Defence declaring a 90 day transition to recovery. The transition planning was started on 20 May when the Recovery Manager, Welfare Manager and EMO meet with the Chair and Coordinator of Safer Communities Ashburton to plan for a working group to assume community needs support from Civil Defence. The official transition date was set for 16 June 2020. The EOC was closed on Friday 22 May with welfare needs supported from business as usual roles.

2.4 Animal Control

- Breakdown of animal control activities for the reporting period is as follows:

Month	Dogs currently registered	Known unregistered dogs	Percentage of dogs registered	Notices	Dogs Seized	Dogs Euthanized	Dogs rehomed	Barking dog letters sent	Reports of wandering stock
Jan	6301	555	91.2%	6	12	0	1	7	3
Feb	6322	549	92.0%	2	4	0	1	17	6
Mar	6340	546	92.07%	Nil	7	0	1	12	6
Apr	6905	541	92.2%	Nil	3	0	0	11	4

2.5 Planning

- **Resource consents**

Resource Consents	Feb 19	Feb 20
No. of resource consent applications decided ₁	8	12
No. of resource consents decided within statutory timeframe	8	12
Notified/ Limited notified applications decided	0	0
Other		
No. of 223 Certificates processed	4	5
No. of 224 Certificates processed	2	3
No. of building consents reviewed against District Plan ₂	18	24

Resource Consents	Mar 19	Mar 20
No. of resource consent applications decided ₁	8	21
No. of resource consents decided within statutory timeframe	8	21
Notified/ Limited notified applications decided	1	0
Other		
No. of 223 Certificates processed	3	3
No. of 224 Certificates processed	3	1
No. of building consents reviewed against District Plan ₂	16	19

Resource Consents	Apr 19	Apr 20
No. of resource consent applications decided ₁	13	14
No. of resource consents decided within statutory timeframe	13	14
Notified/ Limited notified applications decided	0	0
Other		
No. of 223 Certificates processed	3	1
No. of 224 Certificates processed	3	1
No. of building consents reviewed against District Plan ₂	26	8

- Land information memoranda**

LIMs	Feb 19	Feb 20
LIMs Produced	67	62
LIMs Produced within 10 working days	67	62

LIMs	Mar 19	Mar 20
LIMs Produced	85	78
LIMs Produced within 10 working days	85	78

LIMs	Apr 19	Apr 20
LIMs Produced	85	14
LIMs Produced within 10 working days	85	14

2.6 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	AP scheduled for adoption by Council 25 June 2020
Long-Term Plan 2021-31	October 2019	30 June 2021	Yes	Yes	No	R&F and DFC Policy reviews largely complete, AMPs underway, IS & FS reviews underway
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	Council funding to be distributed following adoption of Annual Plan
Bylaws & Policies	Ongoing	Ongoing	Yes	Yes	No	Policy reviews on track. Property Leases & Licences Policy work underway
Annual Residents Survey	August 2019	July 2020	Yes	Yes	No	3 survey rounds are complete, with round 4 underway shortly. Results presented to Council late July 2020.
Speed Limit Review - Consultation	January 2020	June 2020	No	Yes	No	Consultation has closed. 203 submissions received. Covid-19 has delayed submission hearings and deliberations.
Ashburton Domain Development Plan	August 2019	June 2020	No	Yes	No	Consultation still open. To date 113 submissions received. Covid-19 has delayed the closure of the consultation and subsequent submission hearings and deliberations.

- External submissions**

Organisation	Submission Summary	Process	Due Date
Ministry of Health	Deaths, funerals and burials discussion document	Management focused submission on the technical details of proposals.	Submitted

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 380m of pipeline and 450m of sheet piles. 41% of the project has been completed. Covid-19 Alert Level 4 related variations are being processed.
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 base slab has been poured and contractors are currently installing steel reinforcing for the walls. Concrete for the first level of walls will be poured in early June. 22% of the project has been completed. Covid-19 Alert Level 4 related variations are being processed.
Ashburton town centre revitalisation	This project involves replacing and upgrading three-waters infrastructure; constructing new road and footpath surfaces; and constructing urban landscape features. Project value is approx. \$15m.	The contractor has installed approximately 1600m of water, 300m of wastewater and 100m of stormwater pipelines on Cass St, Burnett St East and Tancred St East. Rain-gardens on Cass St are currently being constructed. 8% of the project has been completed. Covid-19 Alert Level 4 related variations are being processed.
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 completed and awaiting final sign-off from Beca. Work on the remaining bore in Rakaia will be undertaken later.
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 completed lining of the pipelines in March.
Rakaia salmon site public toilets	The replacement and upgrade of the Rakaia Salmon Site public toilets	The deconstruction of the old toilet is complete and ground work for the new toilet is well underway. The first of three transportable units has arrived onsite. The two units to follow are expected to be to be onsite before the end of June.

Mt Somers gallery vegetation clearance	The project involves clearing the vegetation at Mt Somers Gallery, installing weed mats and covering with gravel.	The contractor completed the project in early June.
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3.2 Drinking Water

• Methven upgrade project

A proposed upgrade project was put forward to Crown Infrastructure Partners (CIP) as a 'shovel ready' project. The project was a combined package of work comprising the construction of a membrane treatment plant sized to supply treated water to both the Methven and Methven Springfield water schemes. The project also included the construction of a reservoir. The project is estimated at \$6.9M.

The project was not recommended to the Minister but has been forwarded to the Provincial Growth Fund (PGF) for consideration. It is not clear if or when the project will be considered by the PGF.

The only aspect of the project that has approved funding is the reservoir so detailed design on the reservoir is continuing apace, with geo-tech works and topographical survey completed on site. The design and contract documents for the new reservoir are on target for completion by the end of July.

• Methven Springfield – consent review

The Methven Springfield water supply consent (CRC002108) was one of a number of consents captured by ECan's review of consents from the Ashburton River. ECan were seeking to include (amongst other things) a low flow condition that would apply to dairy washdown - that being an identified use within the consent.

Council formally objected to the inclusion of the consent on the basis that management of the low flow condition would be impossible on the scheme. That request was unsuccessful and the consent continued on in the review process. An investigating consultant was assigned.

After a number of ongoing discussions with the investigating consultant and ECan officers it has now been agreed that the volumes associated with dairy washdown on the consent are less than the acceptable metering accuracy tolerances, and for that reason a low condition may not be effective. Officers have been advised to write to ECan seeking the application for the new (reviewed) consent be declined. This has been done. It is understood that once that request is processed and completed, the original consent is effectively reinstated unchanged.

3.3 Wastewater

• Ashburton Relief Sewer Pipeline

Detailed design on this pipeline is continuing. Surveyors are expected to return to the site in the next few weeks. The physical works budget for the project, now estimated at around \$9.0M will be the subject of consideration by Council as part of the 2021-31 Long Term Plan.

This project was also put forward as a shovel ready project. The project was not recommended to the minister but has been forwarded to the Provincial Growth Fund (PGF) for consideration. It is not clear if or when the project would be considered by the PGF.

3.4 Stormwater

- **Open drain - Dobson Street West to river**

As part of a property access arrangement for nearby Council land, Ashburton Contracting Limited is completing improvement works to the open drain. The work includes removal of ageing wind damaged trees and scrub, clearing and restoring the capacity of the drain. The intention is to eventually re-establish the drain banks in native planting.

It is also proposed to establish a trash net below the Dobson Street West culvert. The net will capture larger trash and debris preventing it from entering the river environment. Nets are a lower cost alternative to the gross pollutant traps installed at other locations on the network (e.g. Chalmers Avenue & Trevors Road).

- **Carters Creek**

The Ashburton Zone Committee received an update from ECan officers on investigations relating to Carters Creek. Part of the investigations included results of water quality monitoring and a recent walkover of the creek. The primary matter of concern was identifying potential sources of evident contamination.

While there was no one single cause identified for the poor water quality, there were a number of matters arising considered relevant to Infrastructure Services. These are set out in the following table:

Concern	Officer Comment
Integrity of Council pipeline assets that pass under the creek i.e. potential for leakage.	There are two pipelines that pass under Carter Creek. Work is underway to confirm the integrity of the pipelines in order to rule them out.
Oxidation ponds i.e. seepage	<p>The Wilkins Road treatment plant (oxidation ponds) has a seepage consent complete with associated upgradient and downgradient monitoring bores.</p> <p>The monitoring bores are sampled and tested on a quarterly basis and results provided to Environment Canterbury. The results do not indicate pond seepage as a source for the elevated E.coli in the surrounding groundwater/environment.</p>
Stormwater outlets to the creek in the urban area i.e. sump and pipe discharges	<p>Around three years ago, Council retro-fitted filter bags into sumps that were directly connected to the creek. These filter bags remove trash and particles from stormwater.</p> <p>There remains a potential for waterborne contaminants to enter the waterway from carriageways.</p>

3.5 District Water Management

- **Hinds-Hekeao Water Enhancement Trust (HHWET)**

The HHWET have written to the Mayor seeking approval to commence discussions with officers regarding ongoing access to land (and access to new parcels), and ongoing access to water (and access to further volumes of water).

A draft report on the matter has been prepared and has been forwarded to Aoraki Environmental Consulting Ltd seeking their view. A hui was held on 3 June between ADC officers, AEC and representatives of HHWET.

- **Cracroft intake**

A new replacement intake is being progressed at the intersection of Rangitata Terrace Road and Cracroft Maronan Road. The new intake will source water from the MHV main race. The total cost of the new infrastructure is estimated at \$39,100 exc GST. This will be funded from the capital budget set aside for fish screens.

The new supply arrangement (via RDR & MHV) requires some consenting changes which are also being progressed. The primary change is to allow the taking of part or all of our consented take at Cracroft, via the RDRML infrastructure further upstream. There is no intention as part of these consenting change to surrender access to the river at Cracroft.

3.6 Solid Waste Management

- **Covid-19 response**

During the level four lockdown kerbside collections continued as an essential service, although recycling was sent to landfill as we were unable to sort the recycling.

- **Covid-19 impact on recycling**

For the period 26 March to 31May	Tonnes	Truck loads	\$ including gst
Kerbside recycling	284.56	56.91	60,588.80
Drop-off recycling (rural sites)	123.13	24.63	26,216.51
Total recycling sent to landfill	407.69	81.54	86,805.31
Lower than average general waste	142		30,235.00
Net additional cost			56,570.31

During this period...

- total of 407 tonnes or the equivalent of about 81.5 truckloads of recycling sent to landfill
- reduced average of general waste to landfill of about 142 tonnes
- net additional cost to the ratepayer from Covid-19 recycling going to landfill has been \$56,570.31
- kerbside wheelie bin recycling normally goes to the EcoSort sorting facility in Christchurch
- rural and drop-off site recycling normally goes to the sorting facility in Timaru
- aiming to get it under 5% by volume - during L4 it was close to 50% in many areas
- threshold for sorting facilities to export is just 0.5% contamination
- each time a load is rejected here in Ashburton and sent to landfill, it carries an additional cost to the ratepayer of about \$1065.00 per load
- each time a load is sent to the sorting facility in Christchurch, and rejected there, the additional cost to the ratepayer is \$1,606.45 based on an average 5 tonne load

- historically it has cost \$555.00 per 5 tonne load of recycling to be sorted processed and exported
- recycling is planned to go back to being sent to the sorting facilities from 15 June.

• **Changes to recycling in New Zealand**

The global market for processing low grade mixed plastics has collapsed. The collapse has changed the way we do things with rubbish and recycling in New Zealand.

New international requirements (under the Basel Convention) for the trade in plastic waste come into effect 1 January 2021. New Zealand processors and exporters of recycling are already responding to these changes and are moving to meet the new trade agreement requirements on the movement of wastes around the globe. The knock-on effect for councils around the country is that they too are preparing to restrict the range of what is considered recyclable and only collect those materials New Zealand processors will accept. Many New Zealand councils have already made that move.

For many years China was the biggest overseas market for the world's recycling. The Chinese Government's threshold for contamination was set at 90 to 95 percent purity by volume for most recyclables.

The Chinese National Sword Policy, which came into effect in February 2018, will ban imports of 24 types of waste material and set a tougher standard for contamination levels in others. The policy bans various plastic, paper and solid waste, including plastics such as PVC and Polystyrene. It also sets a much tougher standard on the limit of contamination in scrap plastic allowed in a shipment. The threshold for contamination increasing from 90-95 percent purity to 99.5 percent.

This effectively closed the Chinese border to 99% of the volume China was previously importing.

This created a glut in the international market and a ripple effect that saw most of the developing nations who were importing recycling follow suit. What was once seen as a global resource has now become a global nuisance.

New international requirements (under the Basel Convention) for the trade in plastic waste come into effect on 1 January 2021. The Government is proposing amendments to the Imports and Exports Order to meet this international requirement.

Under these amendments, imports and exports of most mixed plastic waste will require a permit. Imports and exports of separated plastic waste suitable for recycling, and mixtures of polyethylene terephthalate (PET), polyethylene (PE) and polypropylene (PP), will not require a permit.

Whilst these are proposed changes by our Government to meet the Basel Convention requirements, it is widely predicted that trading on the international market for recyclable plastics is about to become more of a challenge.

New Zealand processors and exporters of recycling are already responding to these influences and are moving to meet these proposed new requirements. The knock on effect for councils around the country is that they too are preparing to restrict the range of what is considered recyclable and only collect those materials New Zealand processors will accept. Many New Zealand councils have already made the move to receive only grade 1, 2, and 5 plastics.

- #1 - PET (Polyethylene Terephthalate)
- #2 - HDPE (High-Density Polyethylene)
- #5 - PP (Polypropylene)

On 1 July 2020, we plan to formally change what will be collected through our recycling collection systems to meet these new requirements.

- Canterbury Joint Waste Committee meeting (CJWC - 25/05/20)**

The CJWC meeting was held on 25 May and Christchurch City Council Councillor Jimmy Chen was elected Chair of the committee. Waimakairiri Councillor Robbie Brine was elected Deputy Chair.

\$70,000.00 was allocated to a feasibility study on alternative processing for mixed fibre from the Regional Waste Minimisation Fund.

The agenda and minutes can be found on the Christchurch City Council website on [this link](#).

- Ashburton District waste activity data report**

Below is the volume (tonnes) of waste and recycling handled through Council's waste management and minimisation services for the current financial year.

Tonnes													
Waste To Landfill													
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	19-20 Total
Kerbside waste to landfill (Red Bin)	314.54	309.73	315.88	343.18	333.41	344.96	362.16	311.21	344.04	396.41	331.05	-	3,706.57
RRP Pit Waste to Landfill	673.30	722.05	692.05	760.84	659.83	737.53	659.82	614.75	579.43	297.20	676.93	-	7,073.72
Kerbside Bags (RRP - drop offs)	4.45	4.22	3.90	4.34	4.96	6.66	4.84	5.20	4.16	2.25	4.04	-	49.01
Litter bin waste	10.57	10.42	8.11	9.05	9.96	8.81	11.94	9.89	9.50	1.49	8.19	-	97.93
Contaminated Drop Off Recycling	1.41	1.72	1.90	3.14	10.25	7.35	3.86	3.53	11.06	71.07	45.09	-	160.38
Contaminated Kerbside Recycling	5.12	0.62	7.02	3.99	0.47	9.81	1.65	2.01	21.60	148.32	116.41	-	317.02
Re-Use Shop Waste	1.53	1.96	4.52	3.40	2.19	2.87	1.70	2.10	2.68	-	3.46	-	26.41
Material Recovered from Pit	-12.93	-3.81	-10.29	-10.70	-0.26	-9.79	-0.03	-0.15	-0.03	-0.67	-0.44	-	-49.10
Waste Received for Landfill	997.99	1,046.90	1,023.10	1,117.24	1,020.81	1,108.20	1,045.94	948.54	972.44	916.06	1,184.72	-	11,381.93
Waste Sent out to Kate Valley Landfill	961.67	1,024.23	999.01	1,112.20	1,023.26	1,097.06	1,089.41	896.94	992.93	893.34	1,196.84	-	11,286.89
Balance in the Pit Yard	36.32	22.67	24.09	5.04	-2.45	11.13	-43.47	51.60	-20.49	22.72	-12.12	0.00	95.04

Recycling and Recovery													
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	19-20 Total
Kerbside Recycling - (Yellow Bin)	126.22	124.64	107.91	138.39	133.57	139.75	141.39	118.17	3.57	-	-	-	1,033.61
Drop Off Recycling - (Rural and RRP)	39.93	42.58	69.72	49.09	40.53	33.23	39.21	35.69	37.26	-	-	-	387.24
Recycling Other	68.09	75.45	68.66	79.90	73.22	89.50	70.92	65.78	69.21	13.15	62.52	-	736.39
Kerbside Glass	61.92	61.81	57.84	63.50	66.37	81.42	82.08	60.50	54.36	10.20	80.67	-	680.67
Drop Off Glass - (Rural and RRP)	51.12	68.36	54.28	61.22	79.87	89.71	76.51	64.69	61.35	33.46	97.40	-	737.97
GreenWaste - IN	81.87	114.85	94.47	153.77	157.31	114.25	99.09	66.44	81.13	22.92	109.89	-	1,095.99
Clean Fill - IN	8.31	7.52	10.24	12.50	6.35	8.02	6.68	24.32	7.46	0.88	11.44	-	103.72
Electronics - (E-Waste) - Out	2.59	2.62	2.33	3.44	4.21	5.42	3.71	4.00	3.35	-	-	-	31.67
Hazardous Chemicals, Oils - Out	1.26	0.59	2.66	2.14	2.61	1.06	4.58	2.41	0.77	-	2.49	-	20.57
Hazardous Waste - Aerosols, Batteries, LPG Bottles, Other - Out	-	-	-	-	-	-	0.90	-	2.21	-	0.24	-	3.35
Tyres -Out	0.55	-	-	2.36	-	-	-	2.44	-	-	-	-	5.35
Scrap Metals - Out	18.35	17.45	14.73	20.53	17.35	13.02	26.24	11.91	11.53	0.80	9.76	-	161.67
	296.16	304.48	304.13	330.88	313.69	343.90	333.60	280.13	164.40	23.35	143.19	-	4,998.19

Total All Diversi on Rate 16,380.12 30.5%

3.7 Roads and Footpaths

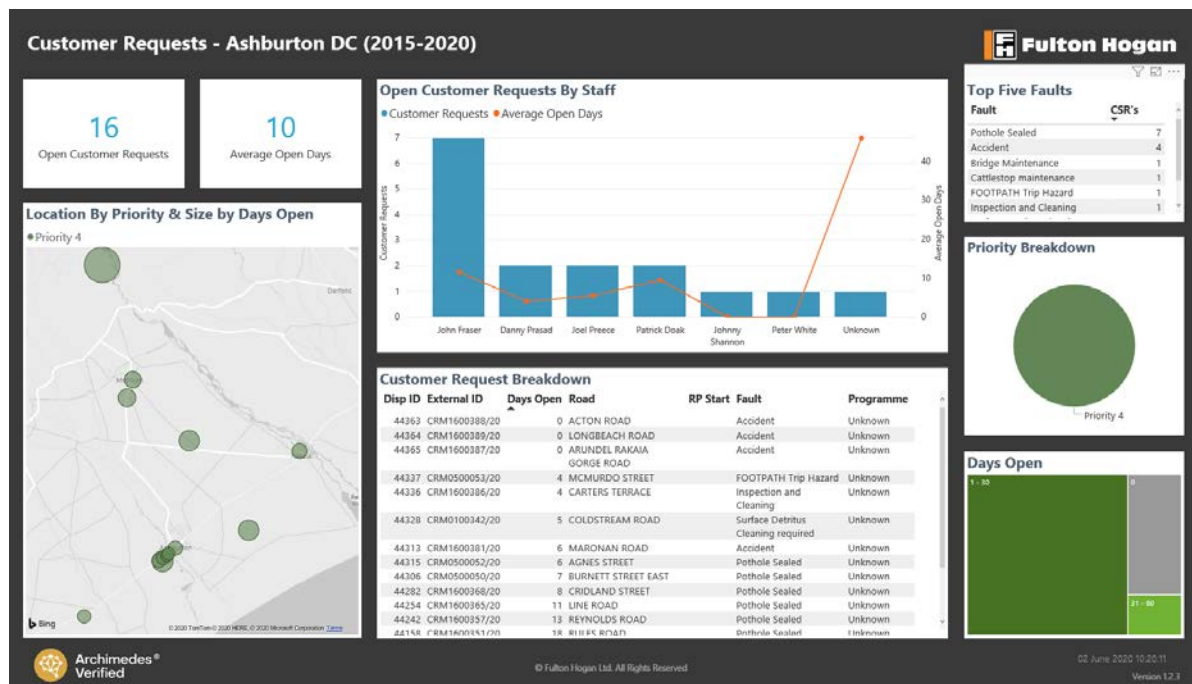
• ADC network operations and maintenance contract

The current contract expires on 30 November 2020. Council officers have been working on a new contract, separate to the Aoraki Rooding Collaboration (ARC), which will start on 1 December 2020. The new contract was publicly tendered on 2 June with a closing date of Friday 31 July.

Monthly programme update – May



Customer Request Update - May



- **District speed limit review**

Submission hearings and Council deliberation for the District Speed Limit Review was initially planned to take place on the 2 April 2020. Due to the Covid-19 pandemic situation, Council paused the review engagement in the 2 April Covid-19 Response Committee. The Mayor and Chief Executive have been delegated authority to decide whether the hearing and deliberation should proceed during level one restriction.

- **Ashburton walking and cycling strategy**

Abley Ltd completed the technical report for the district's Walking and Cycling Strategy in March 2020. The strategy is currently being revised to comply with ADC's strategy format and be more user friendly for the community to understand before it goes out for consultation. Due to the Covid-19 pandemic, progress has been delayed on the development of the strategy.

- **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- 2025	Network Operations and Maintenance contract 2020 - 2025	The Request for Proposal (RFP) was posted on Tenderlink 2 June 2020. Tender closing 31 July 2020.
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	All sites for both year 1 and 2 are completed. Defects for sites are being identified with remedies proposed for approved.
CON00107 Sealed Road Rehabilitation Rural South 2019-20	Rehabilitation of 2.1km of Arundel Rakaia Gorge Road, 0.9km on Fords Road and 1.4km of Ashburton Staveley Road	Both the Arundel Rakaia Gorge Road site and the Fords Road site have been completed. The Ashburton Staveley Road site is completed apart from the final pavement marking.
CON00109 Bridge Replacements Arundel Rakaia Gorge Road	Replacing three RDR bridges on the Arundel Rakaia Gorge Road	Design and contract tendering has been undertaken. The contract has been awarded to Smith Cranes and Construction. Bridge beams and other concrete pre-cast sections are under construction. Site works to commence in August/September on all three bridges concurrently.
CON00114 Seal Back at Intersections	Sealing unsealed portions of eight unsealed road intersections in the Rakaia/Lauriston areas.	Construction completed in February.
CON00115 Tinwald Intersection Upgrade 2020	Improvements to the Maronan/Henderson/Melcombe/Sherman Intersection	This tender has been awarded to Fulton Hogan with all work completed on 2 June 2020.
ROAD0151 Rural Footpath and Kerb & Channel	New footpath and kerb to be constructed on Methven Chertsey Road. New kerb to be constructed on Robert St and Hinds Domain.	Tender closed on 24 April with work estimated to be completed by end of June.

- **Ashburton second urban bridge – detailed business case**

Council officers and Stantec met 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 have continued work and the next stage is an ILM workshop with locals to discuss the current problems and reinforce the new bridge solution. This workshop is currently deferred awaiting a decision on the “shovel ready” projects by Government.

3.8 Contracts Awarded / Upcoming Tenders

Tender/contract	Awarded to
ROAD0151 Rural Footpath and Kerb & Channel	ACL

Tender/contract	Tenders called for:
ROAD0144 Ashburton District Council Road Network Maintenance and Operations 2020-2025	2 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		N/A	-	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 in the areas of ; Liquor Licensing (Special Licence), Glasgow Leases, Vehicle Crossing, Debt Management, Stock Water Race Closure and Service Request (water).
New financial year activities	May 2020	July 2020	Yes	N/A	No	Works associated in readying licence renewals, charge maintenance and rating for the new year.
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. Complete: All version updates applied.
Health & Safety management system	August 2019	September 2020	Yes	Yes	Yes	Work underway with P&C Team and supplier in the configuration of the Assura solution.
Stadium management system	November 2019	March 2020	Yes	Yes	No	Identification of business requirements to allow for market selection of a replacement stadium management system. Completed. Rfp released and currently waiting on proposals
Agenda Distribution	December 2019	February 2020	Yes	Yes	No	Complete. Stellar Library application delivered to Executive and Councillors
Aerial imagery	December 2019	March 2021	No	Yes	Yes	Aerial imagery capture of Ashburton District urban and rural areas. Contract in collaboration with ECan and Timaru District Councils. Urban imagery captured, applied and available for us by Council and public

						Rural capture delayed due to summer 20/21 weather conditions and COVID-19
INFOR IPS	February 2020	June 2020	Yes	Yes	No	Enablement of GIS integration with water supply, waste and stormwater assets within INFOR IPS solution.
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	December 2020	No	Yes	Yes	Renewal of current telephony and call center solution. Selection process placed delayed due to COVID-19.
Telephony	January 2020	July 2020	No	Yes	No	Switch to internet based telephone line service as current method being retired by Chorus. Progressing but delays incurred by COVID 19
Water Monitoring	January 2020	July 2020	No	Yes	No	Work in association with Assets to enable digital monitoring of district water supplies. Progressing but delays incurred by COVID 19
Microsoft M365 application suite	May 2020	July 2020	Yes	N/A	No	Investigation of new office suite and its operational capability with Council systems. The application includes Office products such as Word and Excel, but also includes a number of other productivity applications that could benefit Council operation.
Security audit	May 2020	June 2020	Yes	Yes	No	External audit of Council IT security configuration and management.
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 and District Plan. Close off of old file share areas and migration of records from these to the EDRMS. Investigation into management of social media records
Digitalisation of Property and Consent files	August 2015	July 2020	No	Yes	No	32,238 building, resource consent and property files have been scanned to 22 May 2020. There has been a slight delay in the conclusion of this work due to COVID-19.
Name Amalgamation	BAU Activity		N/A	N/A	N/A	Ongoing work to identify name data duplication and subsequent amalgamation of name and related activity held within Council's ERP system.

4.2 Communications

- **Council websites development project**

Work on this project began in January 2020 after a successful tender process which awarded the project to Squiz in December 2020. This project will deliver two new redesigned websites: 1) the official website from the Ashburton District Council (ashburtondc.govt.nz), and 2) the official website for AE Networks Centre (eanetworkscentre.co.nz). Design, development, and migration of content is ongoing. Both websites are expected to be delivered (or made live) by December 2020 due to delays related to COVID-19 lockdown.

- **Communication during COVID-19 lockdown**

In the early stages of the COVID-19 lockdown beginning in March 2020, the Communication Team worked to produce regular video updates with Mayor Neil Brown and Chief Executive Hamish Riach. The purpose of these short video updates were to keep the District informed on COVID-19 related activities the Council was conducting. In total, eight video updates were released which proved to be highly effective. The eight videos resulted in a total of 40,772 views, equating to 28,118 minutes viewed in just a short eight-week period.

- **ADC's economic Recovery campaign featured in LGNZ magazine**

Ashburton District Council's economic recovery campaign strategy (Open for Business) has gained national attention as our success story has been featured on the front cover of the June issue of LGNZ Magazine (<https://localgovernmentmag.co.nz/sharing-an-economic-recovery-campaign/>).

As councils and communities across the country grapple with the economic fallout of the COVID-19 pandemic, we shared our story that delivered a solution to rebuild our local economy. Alongside a district-wide advertising and promotional drive, the campaign featured a new, free online business directory (midcanopenforbiz.nz) to help people find which businesses are open, what they're offering and any exciting specials or deals they are offering. This campaign and tool has been made available to other Councils to help them kickstart their own regions. Aoraki Development, which manages economic development activities for Timaru, Mackenzie, and Waimate District Councils, has already launched its own version of the same platform, South Canterbury Buy Local (buylocalsc.nz).

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 – Stages 2 and 3	The contract for engineering works has commenced for stage 2 and 3 with ACL being the successful tenderer. The contractor is a week ahead of schedule and will commence on the earthworks for stage 3. Two agreements were signed over the lockdown with one being a delayed settlement; the other will settle when titles are available for stage 2. This person has also taken an option on an adjacent section.
Elderly persons housing	Fourteen people on the waiting list with ten people wanting single units, four wanting double units or single. Three units currently being redecorated. Two units at Mona Square (old weather board units) and 1 at Kitchener Street are vacant, as they are not suitable for tenants due to the expenditure required to meet a minimum required standard. One tenant could not move in during the Covid-19 lockdown.
Ng King Bros Chinese Market Garden Settlement	A contract for refurbishment of the foundations of one of the buildings has been completed.
Ashburton Art Gallery and Heritage Centre	The air-conditioning equipment has arrived in the country and we are finalising the design of the pipework. A date for the contractor to commence work is being finalised. The exterior of the building cannot be painted until there is warmer weather as the paint requires a minimum temperature for application.

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. The current focus is on Procure to Pay.
Procure to Pay – project	September 2018	July 2019	No	Yes	Yes	The Procure-to-Pay module was implemented in December 2019. This module is now being successfully used for our BAU accounts payable function. The overall project is ongoing. We have commenced work on the scanning solution, with an expected delivery date of October 2020.