

Council Activity Briefings



Date: Wednesday 11 May 2022
Time: 9am
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 Steve Fabish

GM Infrastructure Services Neil McCann

GM Strategy & Compliance Jane Donaldson

Manager People & Capability Sarah Mosley

Covid-19 Protection

Council meetings will go ahead as normal under the Orange traffic light setting. A vaccine pass is not required but people attending must wear a mask. There is also the opportunity view copies of agendas and minutes, and watch live-streams of meetings (if available) on our You Tube channel, Facebook page and website: <https://www.ashburtondc.govt.nz/council/public-meetings-research-centre>

Activity Reports

Time	1.	Community Services		Page
9:00am	1.1	EA Networks Centre	Richard Wood	4
9:05am	1.2	Ashburton Library	Jill Watson	9
9:10am	1.3	Ashburton Museum & Art Gallery	Shirin Khosraviani	19
9:15am	1.4	Open Spaces	Ian Soper	25
9:20am	1.5	Economic Development	Simon Worthington	32
9:25am	1.6	Memorial Halls and Reserve Boards	Clare Harden	36
9:30am	1.7	Customer Services	Amanda Watson	38
Time	2.	Strategy & Compliance		
9:35am	2.1	Building Services	Michael Wong	41
9:40am	2.2	Civil Defence Emergency Management	Jim Henderson	47
9:45am	2.3	Alcohol Licensing/Bylaw Monitoring & Enforcement	Rick Catchpowle	47
9:50am	2.4	Animal Control	Rick Catchpowle	48
9:55am	2.5	Environmental Health	Rick Catchpowle	49
10:00am	2.6	Planning	Ian Hyde	50
10:05am	2.7	Strategy & Policy	Toni Durham	51
10:10am		Morning tea		

Cont'd

Time	3.	Infrastructure Services		Page
10:20am	3.1	Solid Waste Management	Hernando Marilla	55
10:25am	3.2	3Waters Projects	Neil McCann	58
10:30am	3.3	CBD Upgrade Project	Neil McCann	60
10:35am	3.4	3Waters Operations	Andy Guthrie	62
10:40am	3.5	Drinking Water	Andy Guthrie	64
10:45am	3.6	Wastewater	Andy Guthrie	64
10:50am	3.7	District Water Management	Andy Guthrie	65
10:55am	3.8	Stockwater	Crissie Drummond	65
11:00am	3.9	Roads and Footpaths	Mark Chamberlain	66
11:05am	3.10	Contracts Awarded / Upcoming Tenders	Neil McCann	69

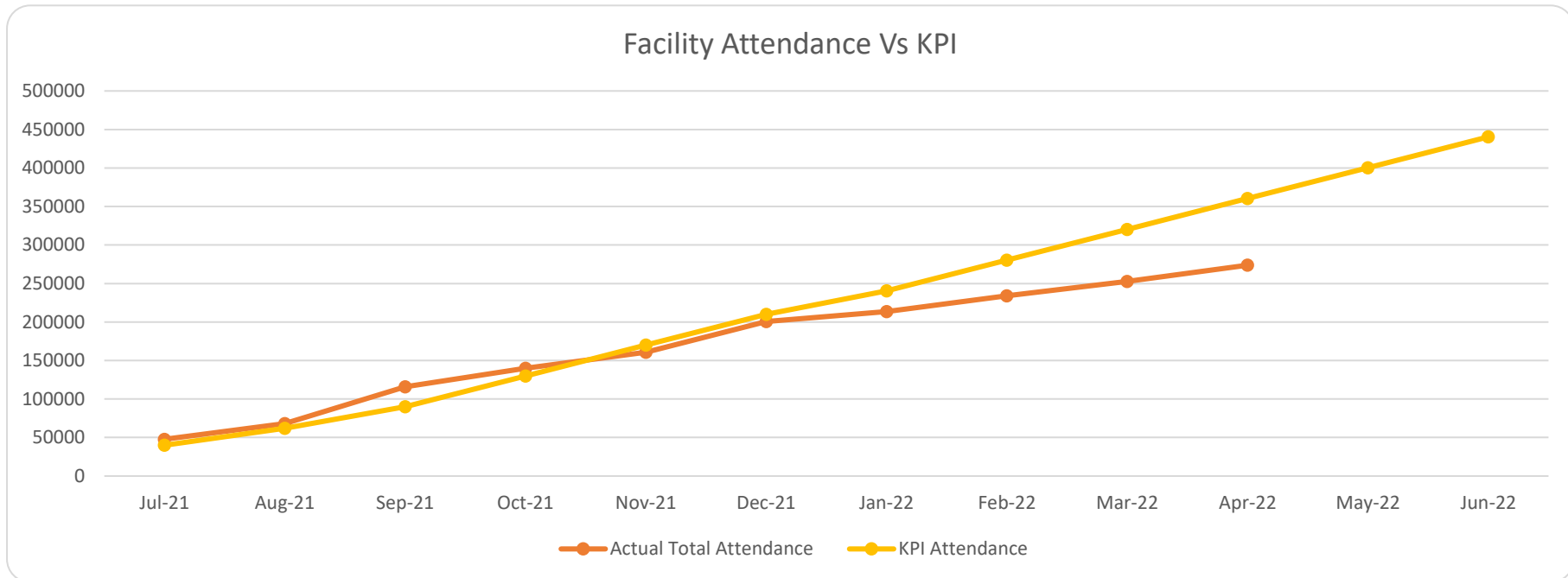
Time	4.	Business Support		
11:10am	4.1	Information Systems	Gordon Tupper	70
11:15am	4.2	Communications	Dan Huisman	75
11:20am	4.3	Commercial Property	Colin Windleborn	81
11:25am	4.4	Forestry	Terry O'Neill	83
11:30am	4.5	Finance	Erin Register	84

1. Community Services Group

1.1 EA Networks Centre

EA Networks Centre figures have been prepared using April to ensure the most up to date information is presented in the current challenging climate

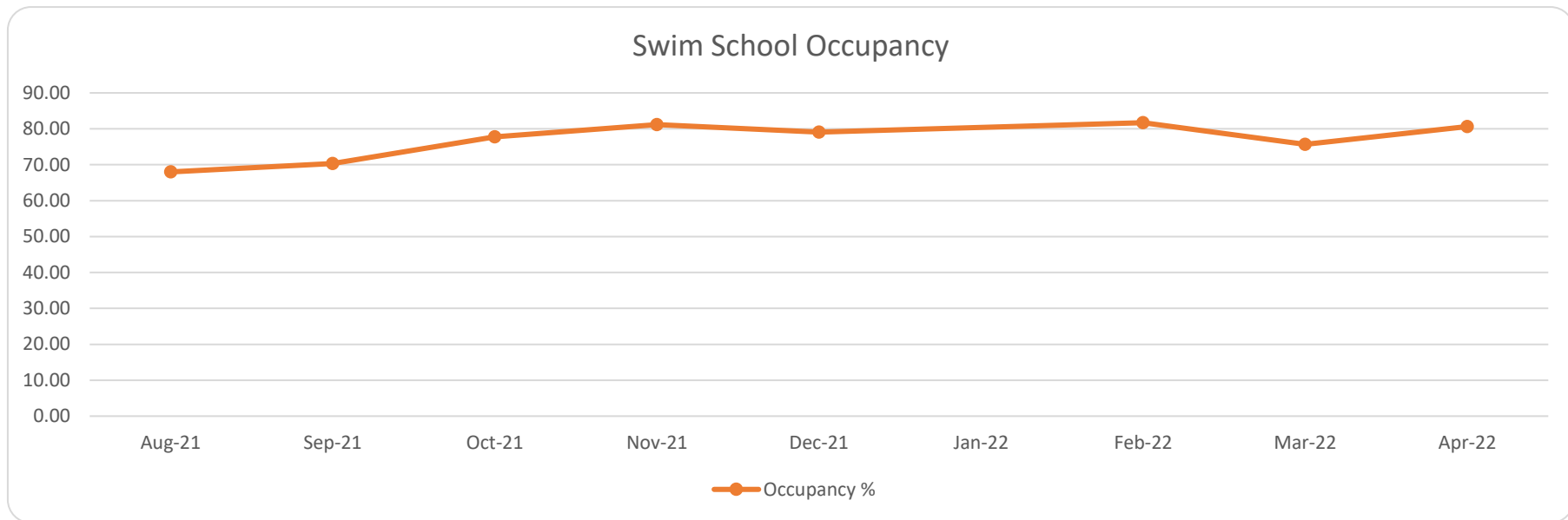
1.1.1 Facility



Comments: The 2021/31 LTP outlines the level of service and performance measures for EANC to be: “We provide quality gym, pool and stadium facilities, EA Networks Centre is well utilised with a goal of 480,000 attendees in the 2021/22 year. As at 30 April 2022 EANC had 273,767 visitors tracking below the target. Facility attendance has been and continues to be heavily impacted by the COVID-19 lockdown as well as a projected change to the structure of netball seasons resulting in a shortened playing season. It is expected to see a sharp increase in foot traffic with the beginning of the winter sports season however a small reduction will be realised due to the change in facility operating hours.

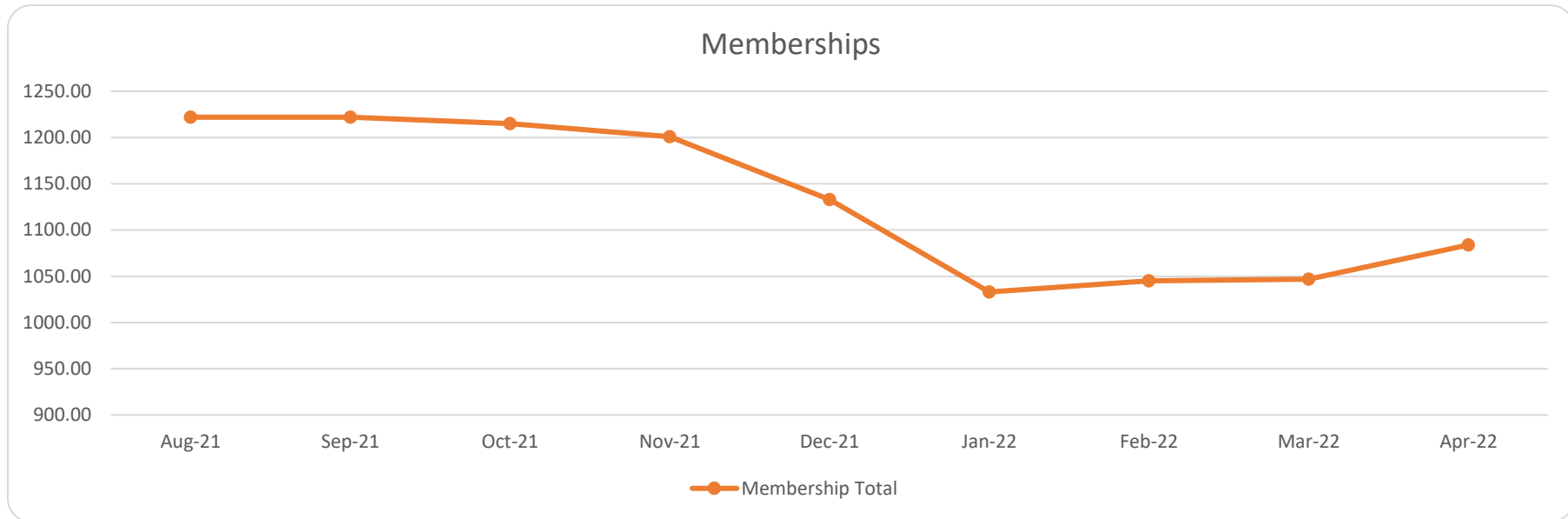
Note during September–November Stadium entry was uncounted due to using outdoor court door entry per COVID-19 protocol measures. .

1.1.2 Stadium Hours



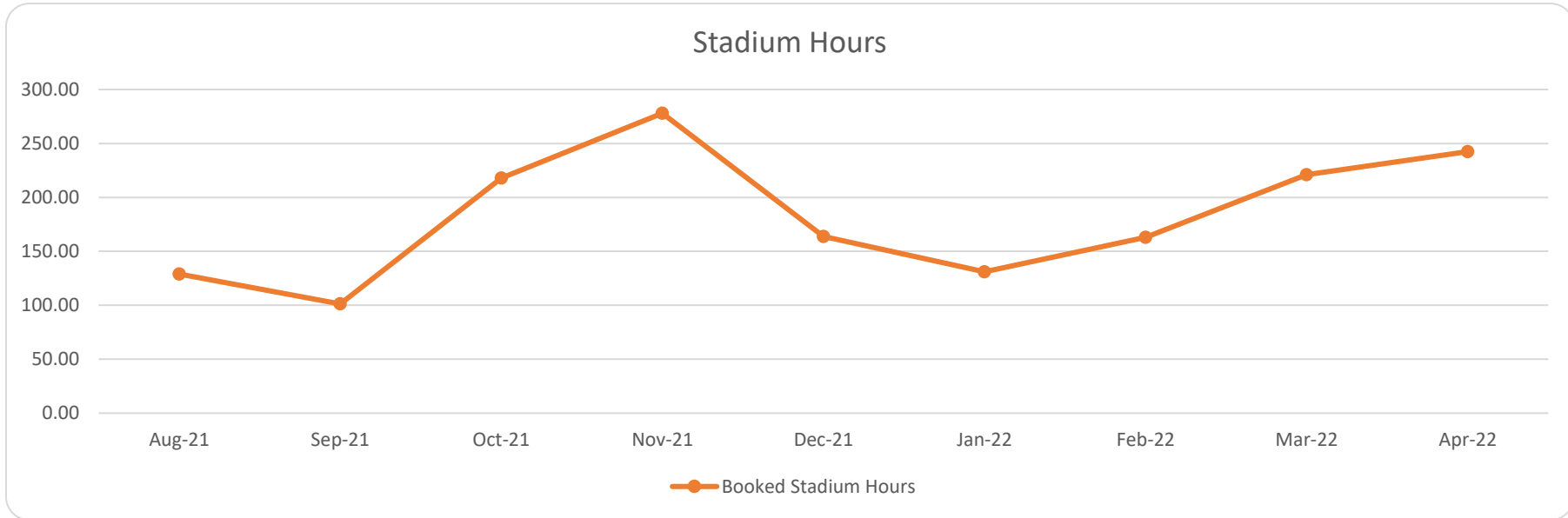
Comments: This graph represents the occupancy of the swim school. Positively the occupancy has trended upwards at the end of Term 1 and enrolments are looking strong leading into Term 2.

1.1.3 Memberships



Comments: This graph represents the tracking of EA Networks Centre memberships. The downturn through November-January can be partially attributed to the introduction of My Vaccine Pass, general summer season downturn and the maintenance closure in the pool area. EA Networks Centre Officers are shortly to rollout simpler sign up procedures for customers to become members with the aim of removing barriers.

1.1.4 Stadium Hours



Comments: This graph represents booked hours of stadium by external customers and is demonstrating expected seasonal trends. On 28 April the Winter Netball season kicked off for 2022. The trend should show continual upward curve through May/June.

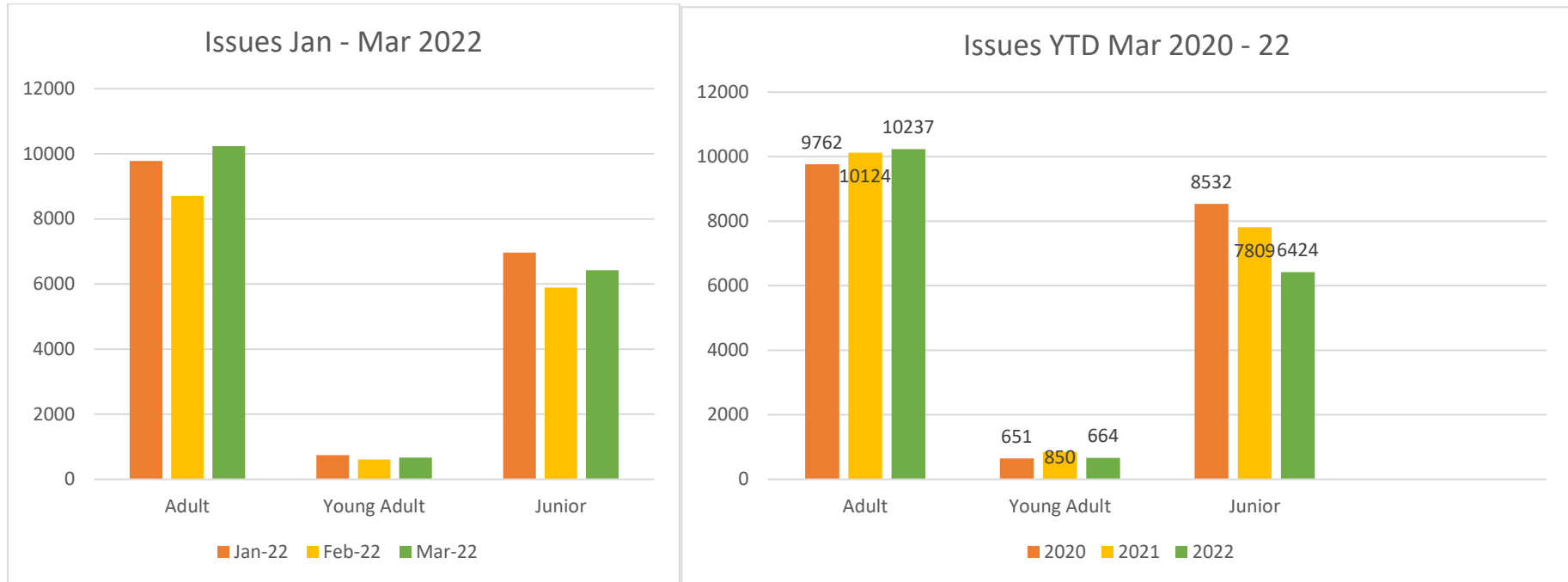
Activity Comments

Facility		
Activity/Programme	Description	Date
Business	Work continues on the detailed business and marketing plan with community consultation currently underway. This work will shape the way EANC develops services and programmes going forward and will support the development of an upcoming utilisation study for the district. General foot traffic continues to rebuild with the removal of Covid-19 restrictions.	Mar/Apr 2022

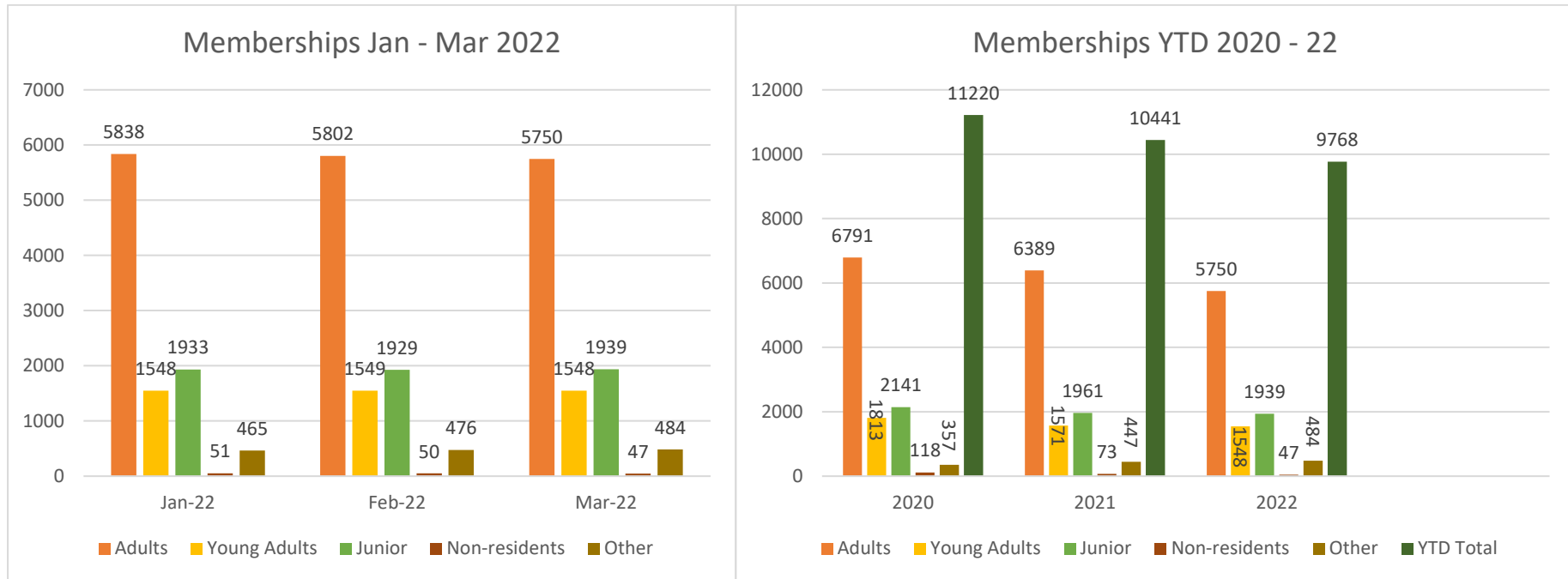
Stadium		
Activity/Programme	Description	Date
Stadium Bookings	The stadium continues to be well utilised during peak times with a number of sports clubs practicing and hosting trials leading into the winter sports season. April featured another successful holiday programme that was held solely at EANC due to staffing challenges and Covid-19 restrictions.	Mar/Apr 2022
Pool		
Activity/Programme	Description	Date
Aquatics Activities	The Aquatics team has been heavily hit with staff sickness, however have been able to minimise closure periods and maintain services as much as possible. During the busy school holidays the team have intermittently been able to offer small inflatables and hope to be able to offer further aquatic activities once recruitment is complete.	Mar/Apr 2022
Fitness Centre		
Activity/Programme	Description	Date
Gym Activities	A number of “Special Populations” classes will restart after the school holidays including “Fit Mum’s”, Breast Cancer Group, ProstFit and O2Go all targeted at enabling and enhancing the quality of life of participants. Membership numbers are building as expected with the winter season and the fitness team continue to support new members in beginning their fitness journey and finding the best direction to suit personal needs.	Mar/Apr 2022
Swim School		
Activity/Programme	Description	Date
Swim School	Swim School team has been integrating with the EANC Aquatics team to maintain service provision, with supporting a number of Swim School staff to become qualified lifeguards. Recruitment is ongoing for tutors in a number of positions. Through school holidays, LTS team has been undertaking training and preparation for the next term - a large focus on practical applications of water safety, training provided by RNZ Coastguard – Safe Boating programme. At the time of writing, Swim School has 1027 enrolments for Week 1 of Term 2. This figure may change over the course of the winter sport season, with competition from the return of other sports, however we remain hopeful of continued participation with reduced COVID-19 restrictions.	Mar/Apr 2022

1.2 Library

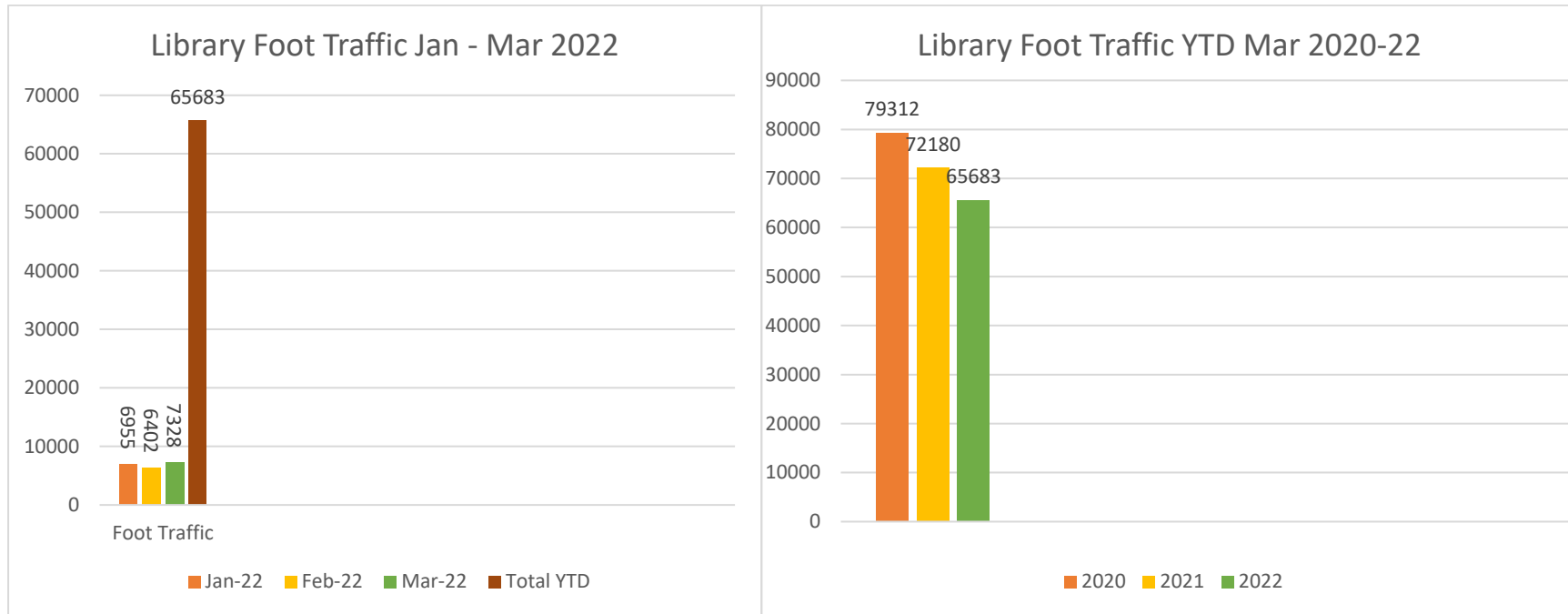
1.2.1 Issues



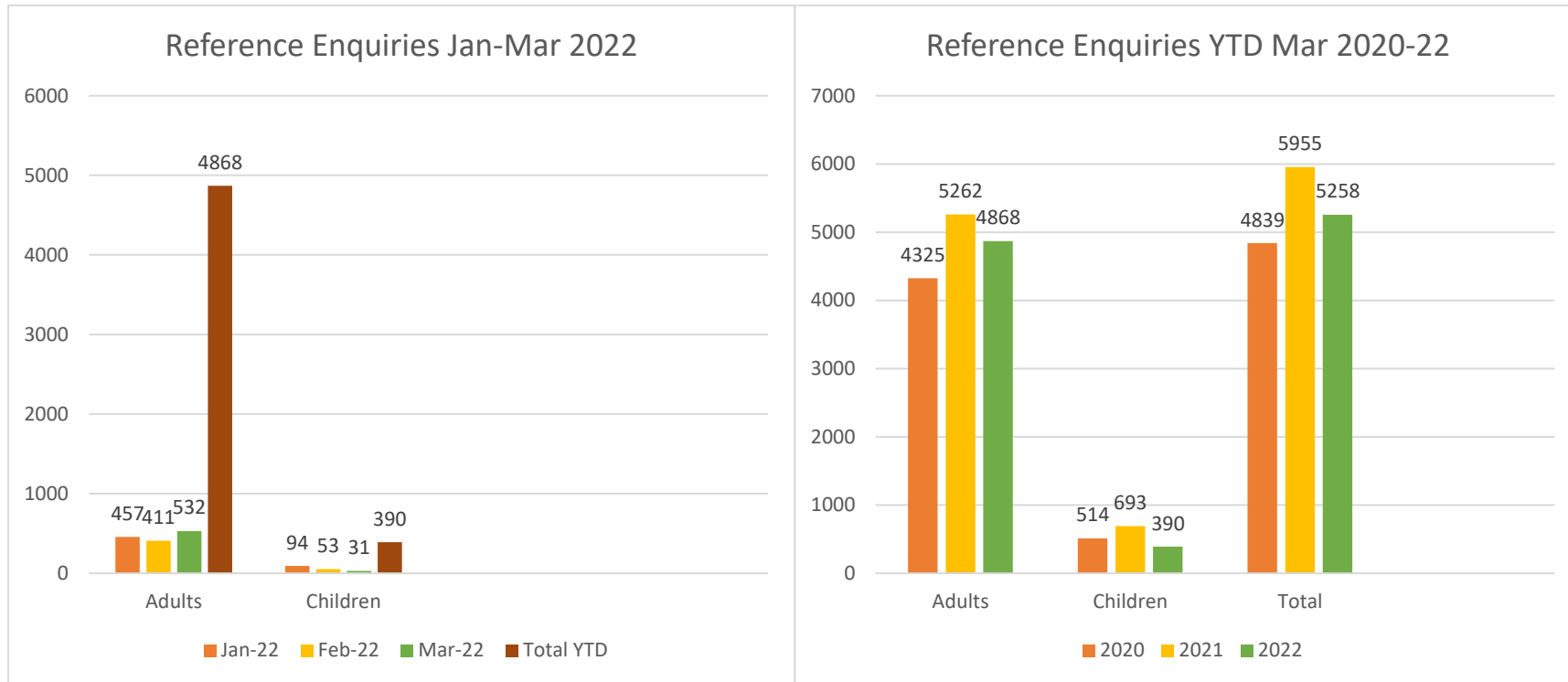
1.2.2 Memberships



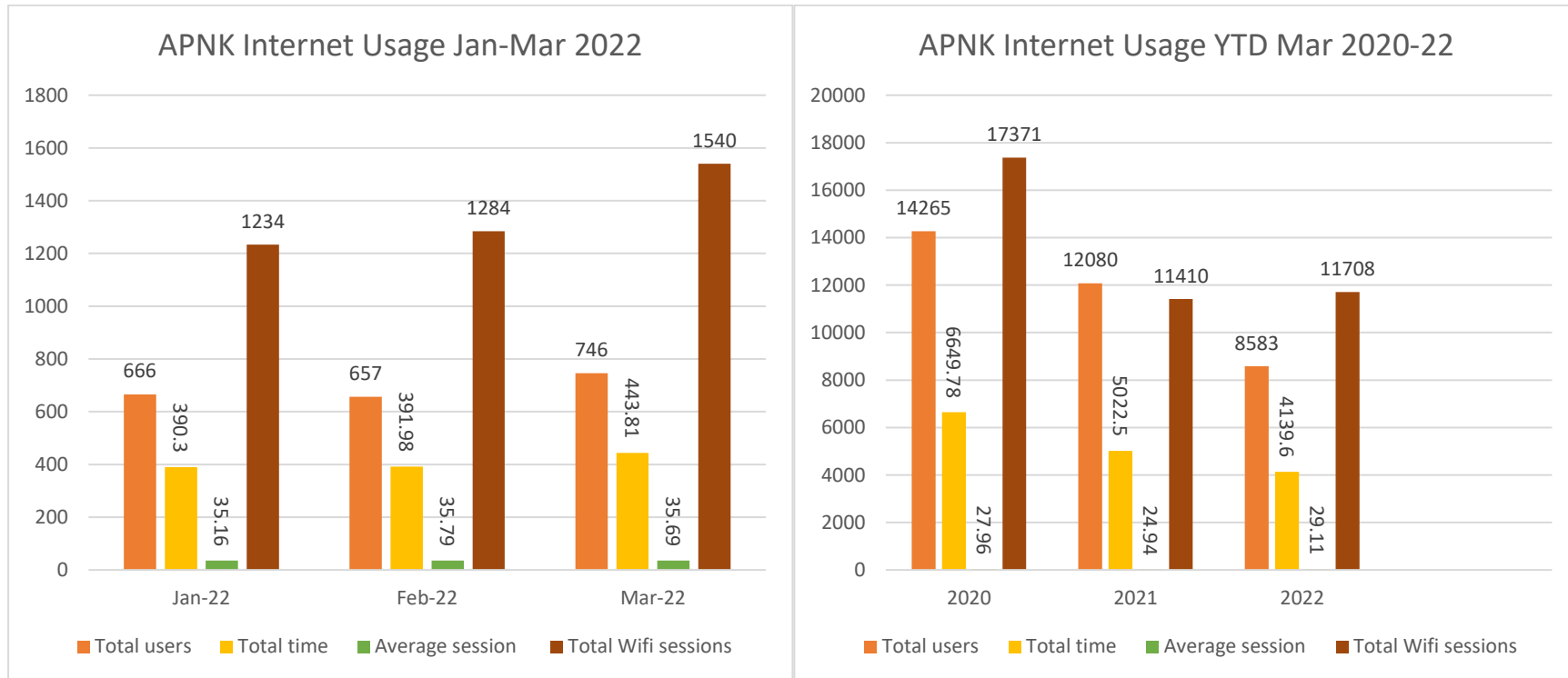
1.2.3 Library Foot Traffic



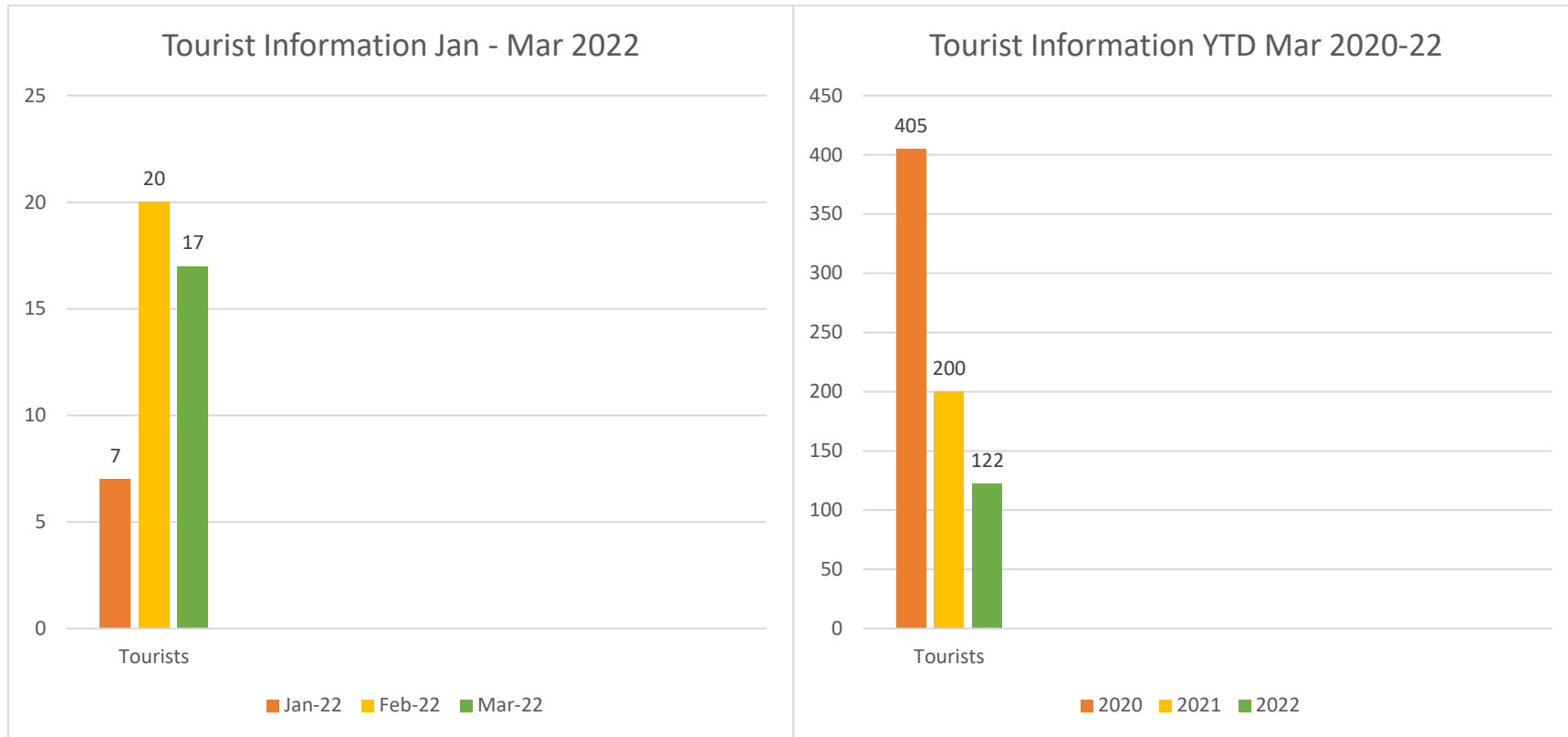
1.2.4 Reference Enquiries



1.2.5 APNK Internet Usage



1.2.6 District Tourism Information Requests



Activities:

Community Engagement Activities		
Activity/Programme	Description	Date
Click & Collect	Contactless Book Issue.	Mar
Comments:	The development and implementation of Click & Collect to assist public access took place and was initiated at Covid-19 level three. This service continues for anyone who wishes to use it. 18 people used the service in this period.	
Activity/Programme	Description	Date
Meeting Spaces	Community use of meeting rooms.	Mar
Comments:	There were 21 bookings through the period with 69 people attending. Groups who utilised meeting spaces included Anglican Advocacy, Art & Creativity classes, Greg Dunne – Counsellor, Speech & Language therapy, ACC, individuals having job interviews and telehealth consultations online, work placement coaching services, Dementia Canterbury & local schools.	
Activity/Programme	Description	Date
Presentations	Library promotion.	Mar
Comments:	There was one presentation during the period to the YMCA numeracy and literacy group with 8 attendees. Through this time it has been difficult to meet with groups due to uncertainty around Covid-19.	
Activity/Programme	Description	Date
Book Club	Monthly community book club.	Mar
Comments:	There were 8 attendees for the session	
Activity/Programme	Description	Date

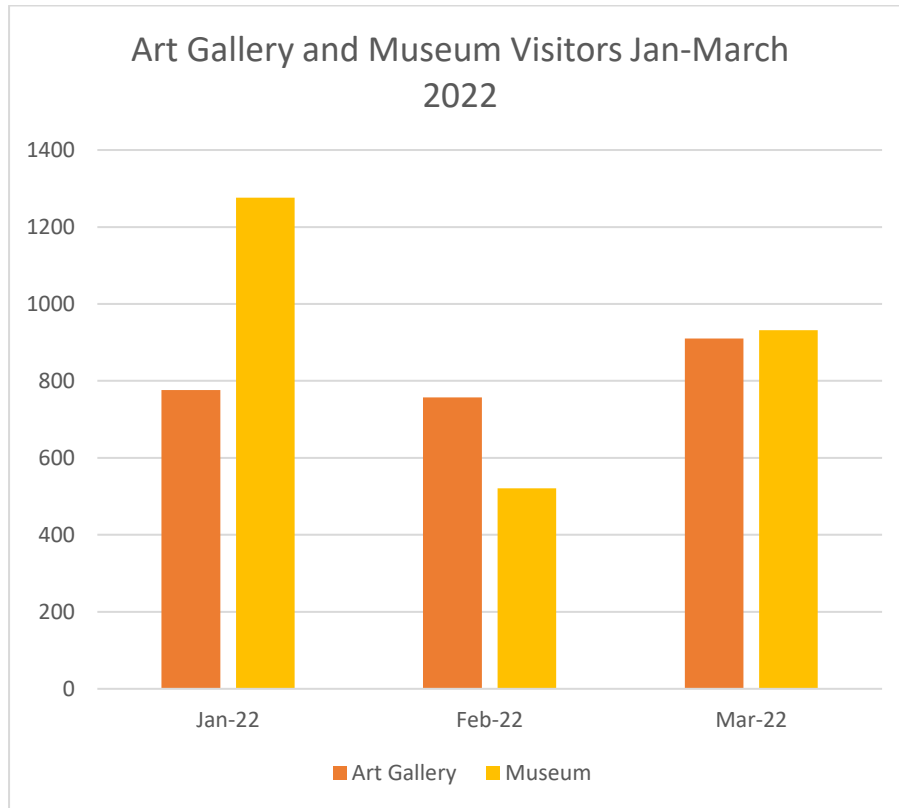
Next Chapter Group	People living with dementia meet for theme based conversation, reading and activities. Group begins again in May after having been in hiatus due to Covid 19.	Mar
Comments:	This is a new group run by library staff. Participants come through Dementia Canterbury.	
Activity/Programme	Description	Date
Homework Hub	Run in the library during the school term by volunteers who are teachers and supported by library staff. Afternoon tea supplied by Kai for Kids. A free drop in programme, no bookings required.	Mar
Comments:	There were 56 attendees and 10 volunteer teachers	
Digital Access Projects		
Activity/Programme	Description	Date
Stepping Up	Digital Steps and Better Digital Futures Programmes held Tuesdays and Thursdays 10-12pm respectively, in the Newspaper Reading Room (Tuesday classes have changed from previous time of 1-3pm). DS classes aimed at all beginners looking at specific topics eg. Facebook, TradeMe, Google. BDF Classes aimed at 65 years and older include introduction, essentials, engagement, safety and one off sessions are held for all age groups. March numbers have been effected by the current omicron outbreak.	Mar
Comments:	6 people attended 8 Stepping Up classes during the period.	
Activity/Programme	Description	Date
CV Help	CV cover letters and applications.	Mar
Comments:	One person attended the sessions over the period. The library continues to offer assistance outside of programme hours to those requiring assistance. The feedback from both Work and Income NZ and those accessing the service continues to be positive.	
Activity/Programme	Description	Date
Device Drop In	One on one assistance with devices.	Mar

Comments:	30 people received assistance with devices over the period.	
Activity/Programme	Description	Date
Digital Help	One on one assistance with digital skills, including ebook help outside of official ebook session	Mar
Comments:	93 people received assistance through this time.	
Activity/Programme	Description	Date
Ebook Sessions	One on one assistance with accessing eBooks held Tuesdays between 2-3pm	Mar
Comments:	One person received assistance with eBooks during the official help session.	
Activity/Programme	Description	Date
Skinny Jump Wi Fi Modem	Low cost broadband	Mar
Comments:	9 people accessed Skinny Jump during the period.	
Youth Programming		
Activity/Programme	Description	Date
Youth	A Poster along with bookmarks and online advertising via Instagram, our website and Facebook was created to encourage youth to come forward with ideas for programmes and events that could be held in the library	Mar
Comments:	We have had interest in creating a Dungeons and Dragons group.	
Children's Library		
Activity/Programme	Description	Date
Wriggle & Read 5 sessions	Movement to music for ages 0-3	Mar
Comments:	71 Children+72 Adults = 143 Total. Wriggle & Read is run during school term time.	
Activity/Programme	Description	Date

Story & Rhyme Time 3 sessions	Stories and Rhymes	Mar
Comments:	1 Children + 1 Adults = 2.Total. Story & Rhyme Time is run during school term time.	
Activity/Programme	Description	Date
School Class Visits 9 sessions	Story and browsing	Mar
Comments:	135 children +10 adults =145 total. This includes Class visits from Ashburton Christian School, St Joseph's and a regular small group from Hampstead School.	
Activity/Programme	Description	Date
Coding Club 9 Sessions	Game development using Microsoft Makecode Arcade.	Mar
Comments:	41 Children. Microbytes & Megabytes coding clubs run during school term time.	
Activity/Programme	Description	Date
Coding Outreach 1 Session	BBC Micro:Bits across the curriculum in the classroom.	Mar
Comments:	57 children 3 Adults = 60 total. Mt Somers Springburn School (3 classes)	
Activity/Programme	Description	Date
Comments:		

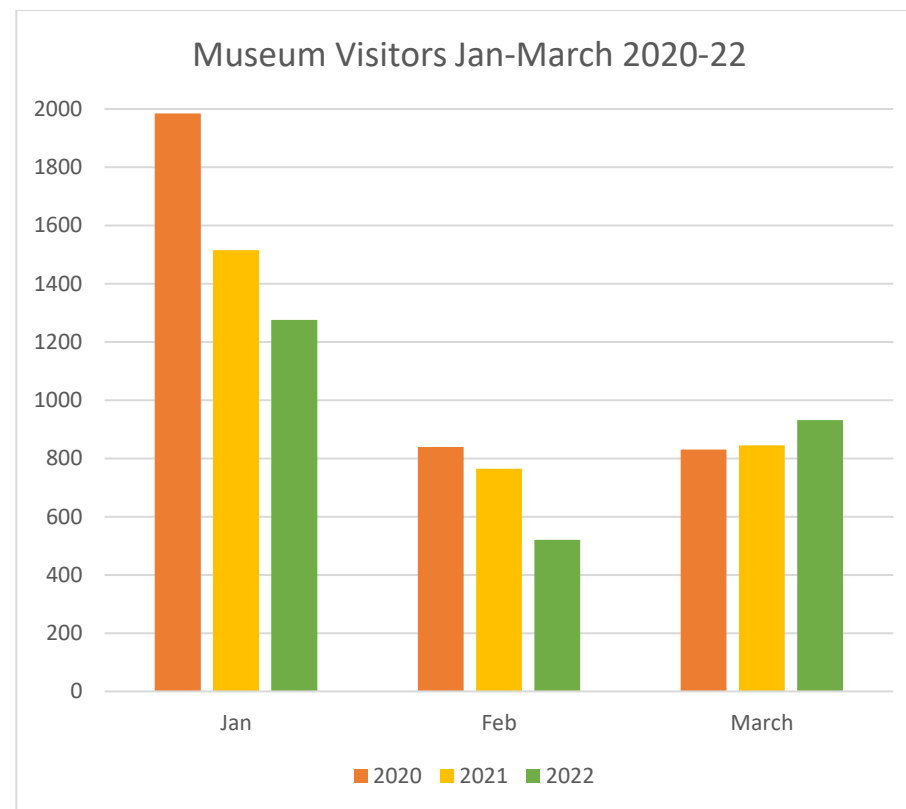
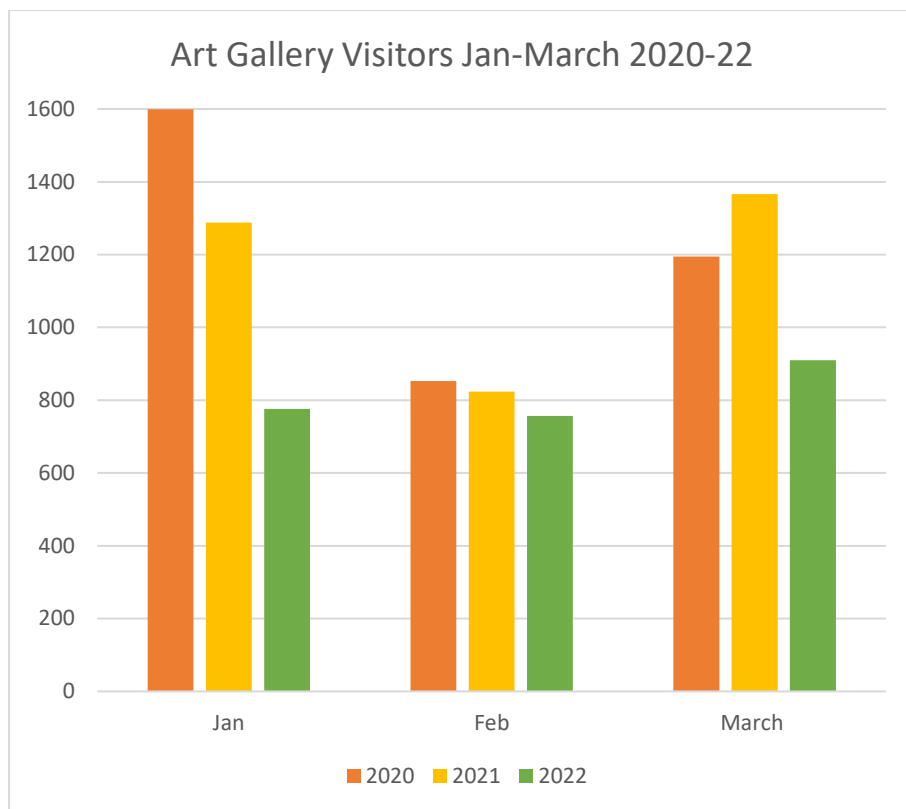
1.3 Ashburton Art Gallery and Museum

1.3.1 Art Gallery and Museum Visitors



Comments:

The gallery and museum visitor numbers increased in March due to the ZAFAA exhibition opening event, which was attended by 100 guests, and an outreach programme to all classes at Wakanui School delivered by our museum educator.



Comments:

The general downward trend in visitor numbers across the three-year period is consistent with a drop in visitation due to Covid-19. However, the museum's March visitor number were higher than the previous two years due to an outreach programme delivered to Wakanui School (130 kids) and an exhibition opening for *From the Hills: Exploring our Agates* (60 guests).

Activities:

Exhibitions and Displays		
Activity/Programme	Description	Date
Foyer Wall Display	A large-scale reproduction of one of David Elliot's illustrations from <i>The Moon & Farmer McPhee</i> graces the foyer wall of the AAGM. Visitors enjoy the warm and joyful depiction of farmer McPhee with his animals.	Feb-May 22
Activity/Programme	Description	Date
Urban Ashburton	An in-house exhibition which turned its attention to the elements – past and present – that make up the 'fabric' of the Ashburton townscape. Works included depicted landmarks that have since disappeared, such as the old Borough Council Chambers and the former 1901 Post Office. <i>Urban Ashburton</i> featured artworks and objects from the collections of Ashburton Art Gallery and Ashburton Museum, as well as the collection of the Ashburton District Council.	5 March-3 April
Activity/Programme	Description	Date
From the Hills: Exploring our Agates	An in-house exhibition developed to shed light on the rare and beautiful agates in our region. <i>From the Hills: Exploring our Agates</i> features agates from the museum's collection as well as several that are on loan from Malcolm Luxton's Agate Orphanage. Bringing together interactive elements, maps and a newly commissioned video of Malcolm Luxton, <i>From the Hills</i> has enchanted our visitors.	6 March-5 June
Activity/Programme	Description	Date
ZAFAA22	The 6th annual exhibition of <i>Zonta Ashburton Female Art Award 2022</i> . A total of 37 artworks were selected to be included in the awards exhibition, of which 24 qualified for the Premier Award with an additional 13 eligible for the Young Generation Award for female artists between the ages of 16-20. Judges for the 2022 awards were: Julia Morison, a senior practicing artist from Ōtautahi.	19 March-24 April

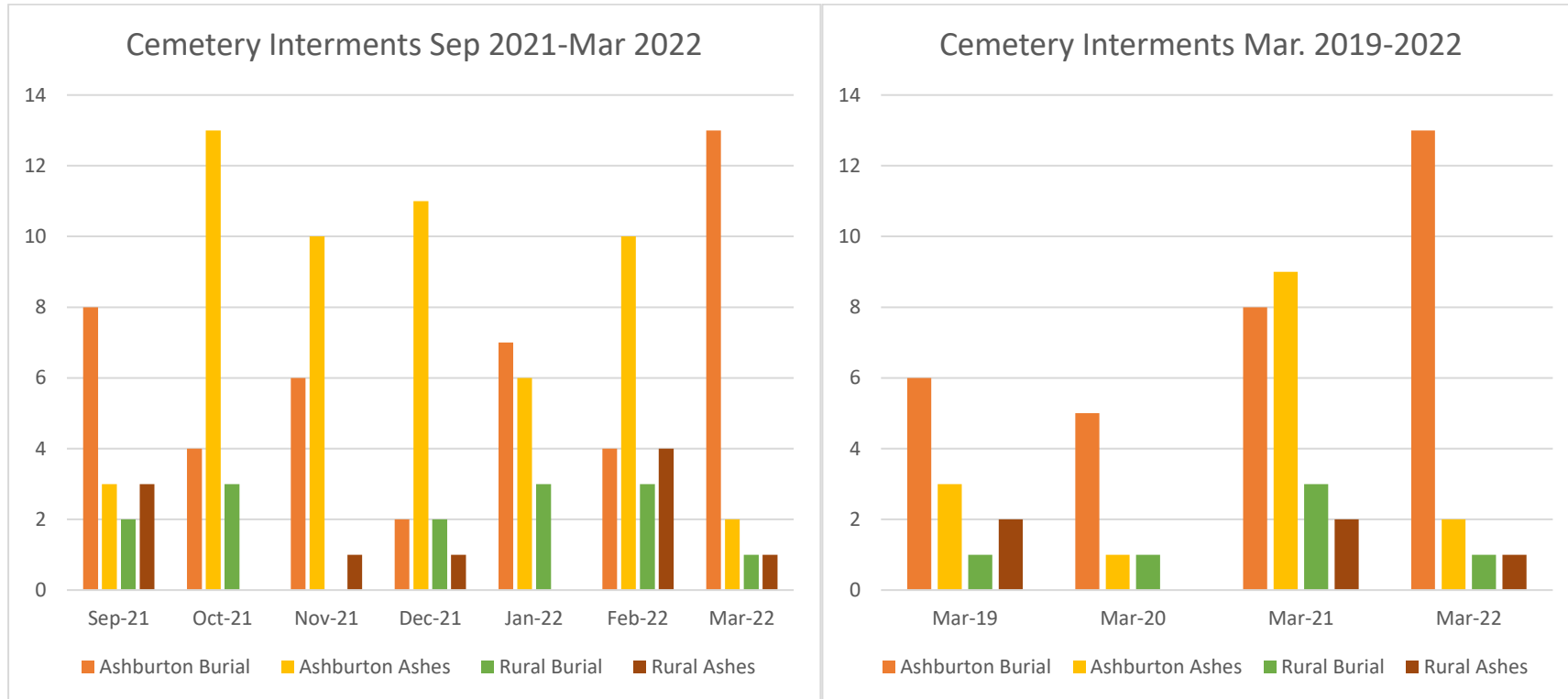
	Imogen Stockwell, Curator of Visual Arts at the Forrester Gallery in Ōamaru. Hannah Joynt, contemporary visual artist and educator based in Ōtepoti.	
Activity/Programme	Description	Date
Pork Chop Express	The ZAFAA21 Premier Award Winner Jacquelyn Greenbank returned to the Gallery with her solo exhibition <i>Pork Chop Express</i> . Greenbank's practice brings to light the value of culture and questions how and what we pass on to the next generation.	19 March-24 April
Education and Public Programmes		
Activity/Programme	Description	Date
MakeStation	Inspired by the exhibition <i>Urban Ashburton</i> , this programme involved a make station where visitors were encouraged to contribute to a model of the Ashburton District using cardboard and recycled materials. The aim was to inspire community collaboration and spark conversation. Visitors built places they felt connected to, places they felt disconnected from, and places they wish Ashburton had.	7 March-13 April
Activity/Programme	Description	Date
Art Addicts	The Gallery's weekly art space for kids during the school term. Weekly sessions continue. In March the AA families continued their series of sessions inspired by international artists and their diverse techniques. The work of artists Frank Bowling, Karen Walker and Nick Sharratt were explored.	Weekly, 2, 9, 16, 23, 30 March
Activity/Programme	Description	Date
Jub Club	The Gallery's membership programme for young people aged 8-13 years to extend and grow their knowledge and appreciation for art. Monthly sessions continue. In the March session, members explored Jacquelyn Greenbank's exhibition <i>Pork Chop Express</i> , before experimenting with the fun process of soap carving.	Monthly 27 March
Activity/Programme	Description	Date

In Colour	Social sessions that encourage connection with others through creativity. Monthly sessions continue.	Monthly 11 March
Activity/Programme	Description	Date
Molly's Masterpiece	In March, the second piece of Molly's Masterpiece was released alongside a new activity. Inspired by Louise Palmer's ZAFAA22 artwork Salt tears and Retinoids, visitors were asked to think about their own female relatives/friends and to create a list of their names, as well as consider their superpowers.	Monthly 19 March-24 April
Activity/Programme	Description	Date
Art Packs	A donation of 100 art packs was made to Safer Mid Canterbury. The packs were filled with a vibrant mix of art resources to encourage our most vulnerable community members to imagine and create at home. Safer Mid Canterbury delivered the art packs alongside food and care packages to those in isolation or experiencing financial struggles.	30 March
Activity/Programme	Description	Date
School Outreach	A day of outreach to Wakanui School with a focus on war. 130 children took part in medal making, ration book design, periscope making and letter writing.	23 March
Activity/Programme	Description	Date
Group Visits	We hosted an evening for the local Zonta Club of Ashburton, which included an artist talk by Jacquelyn Greenbank and a tour of the ZAFAA exhibition.	22 March
Collections and Research		
Activity/Programme	Description	Date
Research Room	The research remains open for bookings throughout the Red and Orange Traffic Light system. Hygiene/distancing measures are in place. There is a limit of 1 researcher at a time for a maximum period of 1 and ½ hours. Booking for the research room are steady, however not at capacity.	March 22

Activity/Programme	Description	Date
Research Enquiries	The archives officer received 41 research enquiries, of which 37 have been completed. 39 enquiries were from the general public and 2 were internal requests from ADC employees. The majority of public requests focus on family history.	March-April 22
Activity/Programme	Description	Date
Interpretation Panels	The final installation of the CBD heritage interpretation panels is at hand and being implemented by the staff at Open Spaces.	March 22
Activity/Programme	Description	Date
Collection Development and Management	Acquisition of new items, cataloguing and rehousing projects, environmental monitoring and pest management continues.	March 22
Activity/Programme	Description	Date
ADC Art Collection	The condition reports for works incorporated in the <i>Urban Ashburton</i> exhibition have been updated.	March 22
Media and Promotion		
Activity/Programme	Description	Date
Reviews/Features	The <i>Zonta Ashburton Female Art Award 2022</i> was listed as one of the top ten exhibitions to view in March in the Christchurch Press. Jacquelyn Greenbank's exhibition <i>Pork Chop Express</i> was positively reviewed and was the cover feature of <i>Artbeat</i> .	March 22
Activity/Programme	Description	Date
Articles and Blog Posts	The museum archivist and guest contributors have written 8 articles for the Ashburton Guardian's heritage page.	March 22

1.4 Open Spaces

1.4.1 Cemeteries



Activities:

Cemeteries
Items of Importance:
<p>Open Spaces cemetery staff have been focused on having all-district cemeteries looking their best for Easter and Anzac Day. All cemeteries were mown in the week leading up to Anzac Day, but staff noted some inland sites still with advanced growth rates might have looked as though this was not the case.</p> <p>An assistant Sexton has been recruited and commenced employment in early April. There will be a learning phase for the new recruit as we work towards growing some depth in this essential activity. The additional capacity shall ensure that the Council can fulfill its obligations to the community in this activity.</p> <p>The Methven Cemetery clean-up is well underway. At the time of writing, the new driveway has been installed. New burial areas have been prepared and grass seed sown before the end of April. Staff are confident of getting a good seed strike before the winter chills down ground temperatures.</p> <p>There will be some imported topsoil placed over the front and visible side of the windrowed debris from the root raking task. This will be planted in natives, starting this winter, with planting ongoing in the coming years. The mound will settle and rot down over time, and with native plantings on top, it should provide a good haven for wildlife and birds.</p> <p>The next task is the replacement of the Methven Lion's walkway, which will be constructed on a six-metre wide strip from the toe of the windrow. The balance of the area to the new driveway will also be grassed for ease of maintenance. This will make it easier for future turf repairs as the expected settling of the ground occurs. Staff will liaise with the Methven Lions Club to define the exact track location. Staff are pleased with the progress to date, and the project is on track for the first plantings to occur this winter.</p> <p>Another community project is underway at the Methven Cemetery. This is the replacement of the front fence to match the style of the new roadside fence at the Ashburton Cemetery.</p>

Open Space Management

Items of Importance:

A request for proposal has been out to the market for specialised consultancy services. A suitably qualified and experienced company has been selected. There will be a number of tasks undertaken by the preferred consultancy in the coming years. Particularly reserve management planning, asset management specific tasks, tree surveys, condition assessments – all of which will drive the tree maintenance plan.

Another request for proposal is in the market for replacing the Mayfield Domain toilets. The parameters of the proposed new facility were developed by staff in conjunction with the Mayfield Domain Board. Tendered proposals will be socialised again with the Mayfield Domain Board before any decision is made.

Staff have lodged a funding application with the Crown's Tourism Infrastructure Fund for replacement toilets at Rakaia Gorge. The proposal also includes a linked storage facility to replace the twenty-foot container currently onsite. The proposal also includes a viewing deck with linkage to Matariki. This site lends itself to this as there are wonderful vistas down the Rakaia valley. The advice given to staff was that all applications were favoured if they included some form of linkage to the newly implemented public holiday of Matariki.

Staff hope to have an update for the Council on this application at the meeting.

Open Spaces has recently received four replacement utility vehicles that are now commissioned and in the field. With the recent plant additions, there will be a truckload of old and now replaced plant going to public auction, in accordance with Council policy on disposal.

Gardens

Items of Importance:

Open Spaces staff have been focused on annual bed renovation and replanting the winter cycle of annuals around the District. This process has worked well, and several new staff have been involved for the first time in this activity. The revitalised beds have had fertiliser added along with re-contouring prior to replanting. At the time of writing, the nursery is emptying out as seedlings find their way to their new homes. In addition to seedlings, some of the annual bedding plots have had spring-flowering tulip bulbs added. This adds to the spring show and also provides another height dimension to the ultimate display.

While staff is now focusing on leaf clean-up, there is still a degree of weed growth occurring, so these tasks are progressing in tandem. Replacement trees and shrubs are regularly arriving now, and staff will be working on the replanting once the annual bedding changeover has concluded.

There are currently two vacancies in the Open Spaces Division. We will go to the market soon to fill these vacancies.

Training opportunities have recommenced now that the Covid restrictions are abating. Open Spaces has had staff attend training courses for traffic Control, mower and digger operation (wheels and tracks), and playground auditing. The upskilling shall allow the open Spaces unit to retain its capacity and currency of staff with the ability and qualification to undertake required tasks.

Ashburton Domain

Items of Importance:

The Domain continues to see good patronage, especially around the playground on fine days. The paddling pool has been closed down for the winter. Sport in the Domain is still going strong, with both organised and passive sports occurring. Winter sports codes are now underway, and most summer sports concluded.

Maintenance tasks are ongoing with a focus now on annual bed replanting and perennial bed refurbishment as perennials slow down into their dormant stage.

The Domain picnic lawn area tables, seats, and BBQ area have had a refresh with timber coatings and painting, bringing back a new lease of life to some aging park furniture.

An avenue of trees on the Oak Grove side of the Domain have been removed. The decision to remove the Malus trilobata and Betula species was not taken lightly, especially as the Malus always provide a brilliant autumn display of burgundy red leaves. These trees had significant decay and had regularly shed large branches over the past few seasons. The risk this posed to sportsfield users and those using the footpath had got to the stage where the Council's duty of care for site users took precedence. The replacement tree species of choice is Acer rubum October Glory. It is also a species that exhibits wonderful red colouration.

Additional drainage work at the eastern corner of the Croquet greens has been identified, and a contract let to effect a repair.

Recreation

Items of Importance:

Work is progressing on completing additional landscaping and installation of more play equipment at the Camrose Estate subdivision in Methven. Once complete, this will conclude the development which was required by the Council as part of the developments Reserve Contribution to the community.

The Ashburton Dog Park fencing extensions are pending completion of the Cass Street linkage by the developers of the new Kmart site. Staff intend to get both these sections tidied up at one time to save on cost.

Trees		
Items of Importance:		
<p>Several tree-related tasks have recently been completed, with more work pending as we head into winter. Stump grinding is another task. The Council has a number of stumps requiring attention to tidy up areas where a tree has had to be removed for whatever reason. This task is to be bundled up into a parcel of works contract, to be outsourced.</p> <p>There are a lot of trees currently in the nursery, and planning is underway to get these out and in the ground this winter. One of these sites is South Belt in Methven, where residents have been notified, and removal of current trees is pending, replanting at a later date.</p> <p>There will be replacement street tree planted at Lake Hood in Torbay Avenue soon.</p>		
Public Conveniences		
Items of Importance:		
<p>There have been a few issues recently with public toilets around the District. Our business continuity plan has meant that we had additional resources allocated to staff. Our business continuity plans concluded on 1 May and staff are now back to their usual operating model of shared vehicles and resources.</p>		
Biodiversity		
Activity/Programme	Description	Date
Plantings	No plantings in the past month.	
Wilding Control	Lake Camp Wilding control day, approximately 36 volunteer participants	23 April
Items of Importance:		
<p>The Ecologist/Biodiversity Advisor hosted a one-day volunteer event for weed control at Lake Camp/Clearwater. This was attended by ~36 people, including 14 council staff, seven Forest and Bird members and other members of the public interested in biodiversity. Over a thousand weed plants such as rowans, wilding pines, and sweet briar were removed.</p>		

Quotes for the progress cleanout of wilding species, *Pinus contorta*, at Lake Camp have been received, and \$45,000 + GST has been invoiced to ECan for the project. The project is scheduled for the month of May, in line with the Lake Camp management plan and Canterbury Regional Pest Management plan and when fewer people are camping around the lake.

The Biodiversity Working Group workshop is scheduled to occur in early June. It shall set the scene for the Biodiversity strategy 2022 – 2027 development and add clarity to the role of the Biodiversity Advisory Group. The phase of the new biodiversity strategy commences in July 2022, so the timing for this review of actions is spot on. The workshop will be facilitated by an external consultant.

The Ecologist/Biodiversity Advisor is also working on content for the development of the biodiversity section on the ADC website. He is collating online resources (guidance) to make them readily accessible to landowners, community groups, and the general public. This project is expected to be completed by 30 June 2022.

Wakanui Beach restoration is being continued, with weed control completed for 2022. Progressive removal of pines at the rear shelterbelt to get the site ready for further native plantings in 2023 is ongoing.

The Ecologist/Biodiversity Advisor is undertaking ongoing technical input advice into the ecosystem health monitoring for the Council stormwater resource consent compliance.

1.5 Economic Development

Activities:

Economic Development		
Activity/Programme	Description	Date
Comments:	<p>Officers continue to work on projects with developers, potential investors and stakeholders.</p> <p>Welcoming Communities Advisor (Fixed Term) role has now been filled. Rachel Carr will commence in this position in early June, Rachel brings a wealth of community engagement and council experience having worked at two North Island councils.</p> <p>Officers are working with the Investment Team at New Zealand Trade and Enterprise to introduce Mid Canterbury Businesses to their investment programmes. NZTE report minimal interaction with Mid Canterbury businesses and are looking at expanding their offerings to local businesses.</p> <p>Officers continue to explore a pedestrian counting system that can effectively monitor pedestrian counts in retail areas of the central business district. Discussions have taken place with a number of councils who are using these types of systems and system providers. It is expected that an options paper will be presented to Council for consideration in the near future.</p> <p>Work is underway with the Methven business community improve the approach to dealing with large influxes of tourists following the relaxing of Covid criteria and borders opening to international tourists. A recent meeting following the public holiday weekend was attended by Officers and further work on an Economic Development Plan for Methven will continue as part of the redevelopment of the Economic Development Strategy.</p> <p>Officers continue working with the Ministry of Business, Innovation and Employment (MBIE) on the development of a Canterbury Workforce Plan. The alignment between this plan and our Economic Development Strategy will be an important development in addressing the skills shortages that are widespread through our district.</p>	

Events		
Activity/Programme	Description	Date
ANZ Business of the Year		Feb 2022
Comments:	<p>The Business of the Year Awards have now been scheduled to take place on 27 May 2022 at the Mt Hutt Memorial Hall. At the time of writing all the tables have been sold with a small number of tickets available in the gallery.</p> <p>Media releases updating the business community and the public have been sent to print media and social media posted updating the new date have also been released, Further communications are planned between now and the event that showcase finalists and sponsors.</p>	
Activity/Programme	Description	Date
Events Programme 2022/23		May 2022
Comments:	<p>Work is underway to increase the effectiveness of the Events function within the Council to attracting events to the region, as well as delivering Council Community Events.</p> <p>The existing event schedule that comprises of the events below will also be a priority for this new role to deliver.</p> <ul style="list-style-type: none"> • Citizenship Ceremonies • Apprenticeship Ceremony • Bite Night • Nights of Lights <p>The intention is to fill the events calendar for the Ashburton District, attracting a mix of sporting, cultural, arts and business events that provide economic benefit to the Ashburton District.</p> <p>Officers are also working on a series of business events, business breakfasts that bring thought leaders to the Ashburton District and business after 5 sessions that increase the networking opportunities for local business leaders.</p>	

Items of Importance:		
Youth Council		
Activity/Programme	Description	Date
Ashburton Youth Council 2022		
Comments:	<p>Work is underway to recruit more members of the Ashburton Youth Council; adverts are being placed in the media, backed up with social media posts.</p> <p>Planning is also underway to promote the opportunity again within schools, with organisations such as Salvation Army and YMCA and have the Chair of the Youth Council, Michael Baker, promoting the opportunity on local radio.</p>	
Welcoming Communities		
Activity/Programme	Description	Date
Welcoming Plan		
Comments:	<p>Welcoming Communities Advisor has been appointed and will commence on 13 June 2022. The focus for the next six months will be increasing our accreditation level from level 2 to level 3. This will involve engagement with the community as well as engagement internally to insure the Council is delivering against the criteria.</p>	
Activity/Programme	Description	Date
Driver Licencing Tender		
Comments:	<p>Driving Licence Tender has been awarded to Salvation Army; it is anticipated that work will begin in May with the first cohort of students starting their restricted driver licence training.</p>	

Agricultural Portfolio		
Activity/Programme	Description	Date
Resilient business		
Comments:	<p>The Land Use Adaption project has progressed with pace and the desktop review of how climate change research is communicated to farmers, has been completed by The AgriBusiness Group. The review points to the need for improvements in the way research, data and information is communicated to farmers about climate change. The review identifies the need for information to be presented with much greater context for a farmer, such as more localised data that reflects a farm location (rather than regional based data), and the frequency, intensity and duration of extreme events (rather than data provided on an averaged basis). The report suggests that context is very important because better context will enable a farmer to weigh up potential changes in risk for their farm business relative to what they have previously experienced. The next step of the project will involve ‘checking in’ with farmers (through focus groups) with the findings of the desktop review. This will confirm (or not) the findings and farmers will identify improvements to how information could be presented to them.</p> <ul style="list-style-type: none"> • Deliverable: The Land Use Adaption project report. Due date: 30 June 2022 <p>The Resilient Business proposal has continued to be refined by the working group. Healthy farming and a healthy environment is the outcome of the project and the workplan to achieve project outcomes are being fine-tuned. With farmers at the centre, the collaborative partners are identifying their farmer facing activities to ensure there is no duplication and all will align their activities to support farmers collectively. Arowhenua (through AEC) have provided input into the project proposal and are actively engaged in the process. Currently, the collaborative partners have been asked to formally signal their ‘support in principle’ for the project.</p> <ul style="list-style-type: none"> • Next steps: Confirm collaborative partner support and submit proposal to Sustainable Farming Futures Fund. If that is well received by SFFF, a business case for the project and further developments to the proposal will be required before the project may be approved for funding by SFFF. • Deliverable: Formal endorsement of the project by collaborative partners and submission to SFFF of proposal. Due date: 30 May 2022. 	

1.6 Memorial Halls and Reserve Boards

Activities:

Alford Forest Reserve Board
Items of Importance:
<p>Alford Forest Reserve Board held a small local ANZAC service. The Board do a good job of keeping the Singletree monument tidy and free from weeds. We are now hoping to add a road sign for this area to alert travellers of this monument.</p> <p>The Board will also hold their Community mid-winter dinner on 18 June 2022.</p>
Tinwald Reserve Board / Glow in the Park
Items of Importance:
<p>We have been working with the users of the Tinwald Reserve Board and have confirmed that the EA Networks Glow in the Park will now be held at the Plains Museum and Tinwald Domain. We are hoping to make this event bigger and better than what was planned at the Ashburton Domain and now have the option of a drive through if the traffic light setting change. This reduces the risk of having to cancel this event.</p> <p>The Tinwald Reserve Board, with the support of Council officers, is working with the Ashburton Holiday Park Contractors on renewing the current Management contract. This is due for renewal on 1 July 2022</p>
Mt Somers
Items of Importance:
<p>Mt Somers Reserve Board have worked closely with the Open Spaces team to remove some hazardous trees around the reserve. The wood has been auctioned off to raise funds for the Mt Somers Museum that is located on the reserve and has seen an increase in popularity over the last year.</p>
Reserve Hall Board Minutes
Links:
<p>Please refer to the following links to view minutes of Hall and Reserve Board meetings held over the last three months:</p> <p>Greenstreet-Ashburton-Forks-Reserve-Board-minutes-220217.pdf (ashburtondc.govt.nz)</p> <p>Hinds-Reserve-Board-February-Minutes.pdf (ashburtondc.govt.nz)</p>

[Tinwald-Reserve-Board-minutes-220221.pdf \(ashburtondc.govt.nz\)](#)

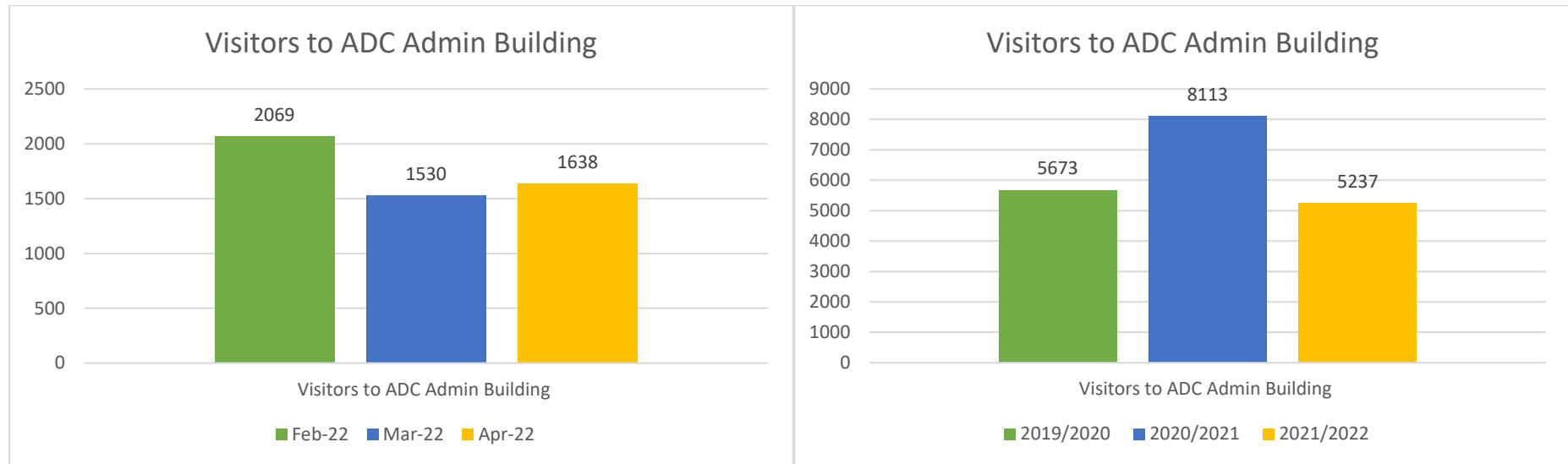
[Tinwald-Reserve-Board-minutes-220321.pdf \(ashburtondc.govt.nz\)](#)

[Mt-Hutt-Memorial-Hall-Board-minutes-220214.pdf \(ashburtondc.govt.nz\)](#)

[Mt-Hutt-Memorial-Hall-Board-minutes-210322.pdf \(ashburtondc.govt.nz\)](#)

1.7 Customer Services

1.7.1 Visitors to ADC Administration Building

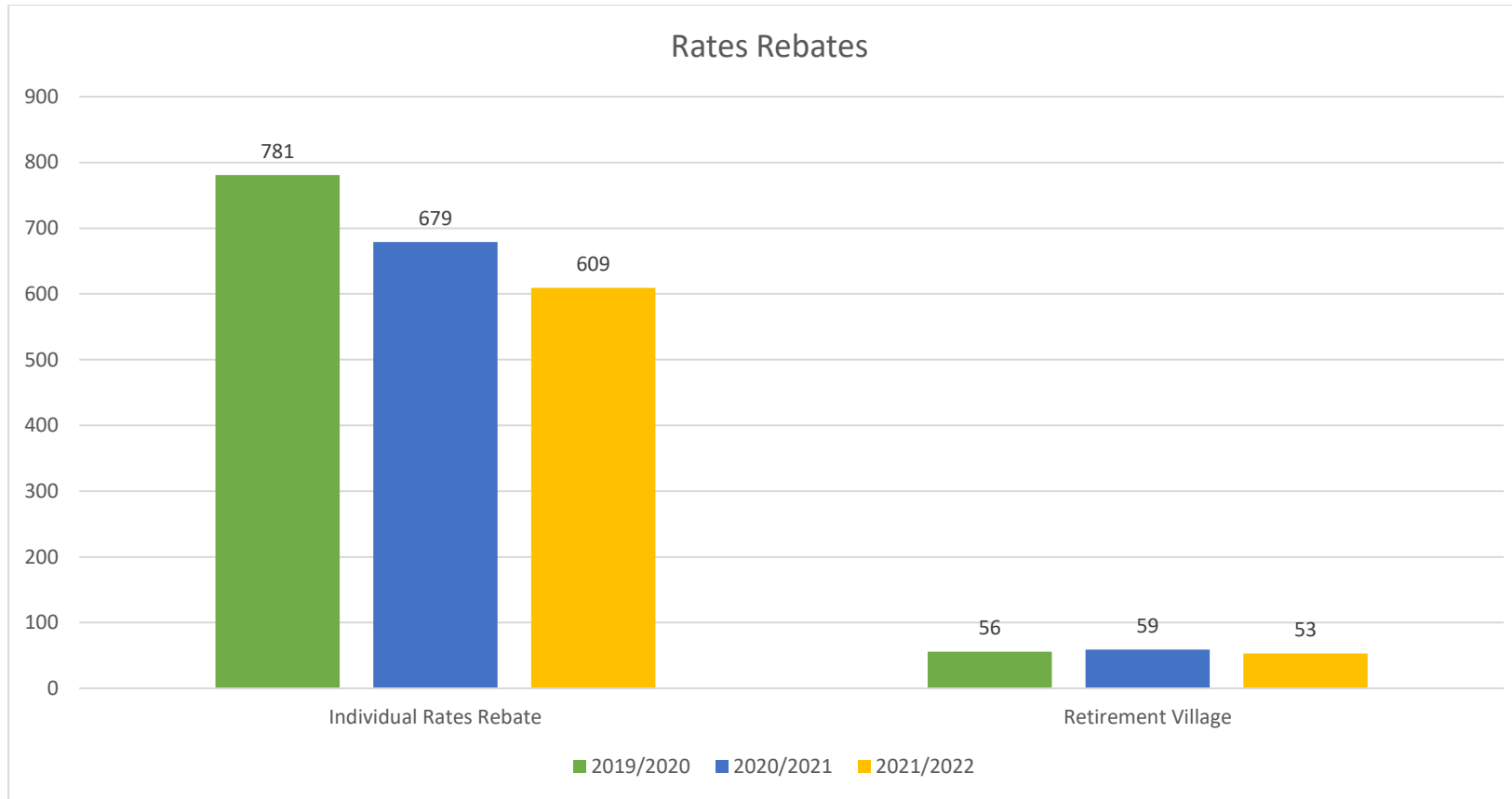


Comments:

The number of visitors coming into Reception over the last few months has started to pick up – regular, normal Council business queries.

The lower number of visitors recorded for April is due to three public holidays and a number of staff and public taking annual leave during the school holidays. During this time we have seen the scanning of 'My Vaccine Pass' and the need for visitors to scan QR codes finish, but still have public and public facing staff wearing masks. We have plenty of masks and hand sanitiser available, as well as signage indicating that we still need to take care with Covid, and markings on the floor indicating where public need to move to keep a safe distance.

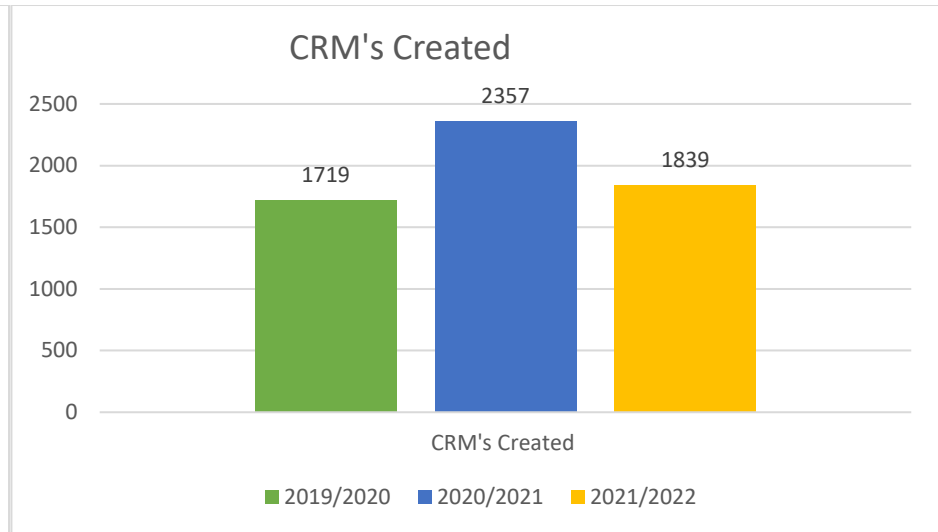
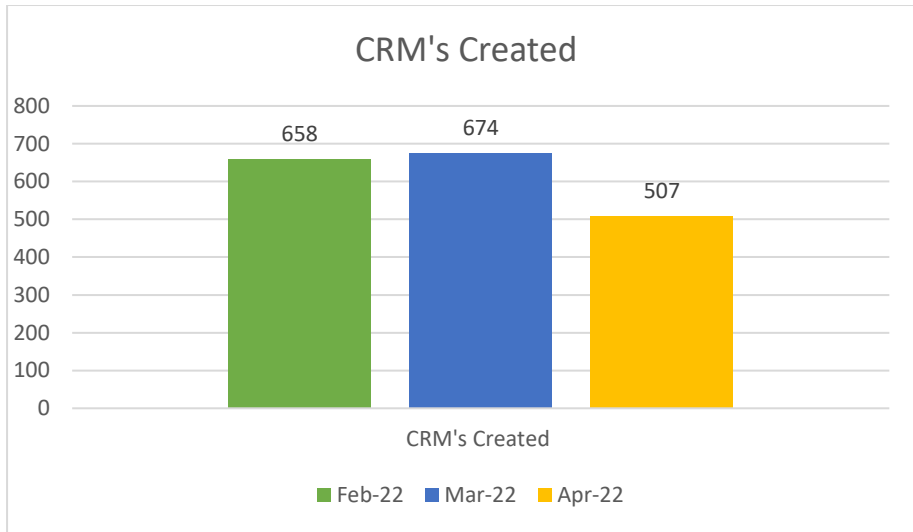
1.7.2 Rate Rebates



Comments:

These have been steadily coming in with a few home visits still to be done. With the last rates instalment for the 2021-22 year due for payment this month (May) it's anticipated there will be a number of people seeking rebates in this quarter will be seen. We have up until 30 June to complete these and expect to see a steady flow of these coming in.

1.7.3 CRMs Created



Comments:

CRMs being created are reflective of April being a month with public holidays and long weekends. This can affect the number of noise complaints relating to barking dogs. Our main areas of common requests still remain, with Roding, then Water and Kerbside collection being the top 3.

February and March were very much more consistent with each other and again Roding, Water and Kerbside collection were the leaders of requests in that order.

2. Strategy & Compliance Group

2.1 Building Services

- Building consents / amendments

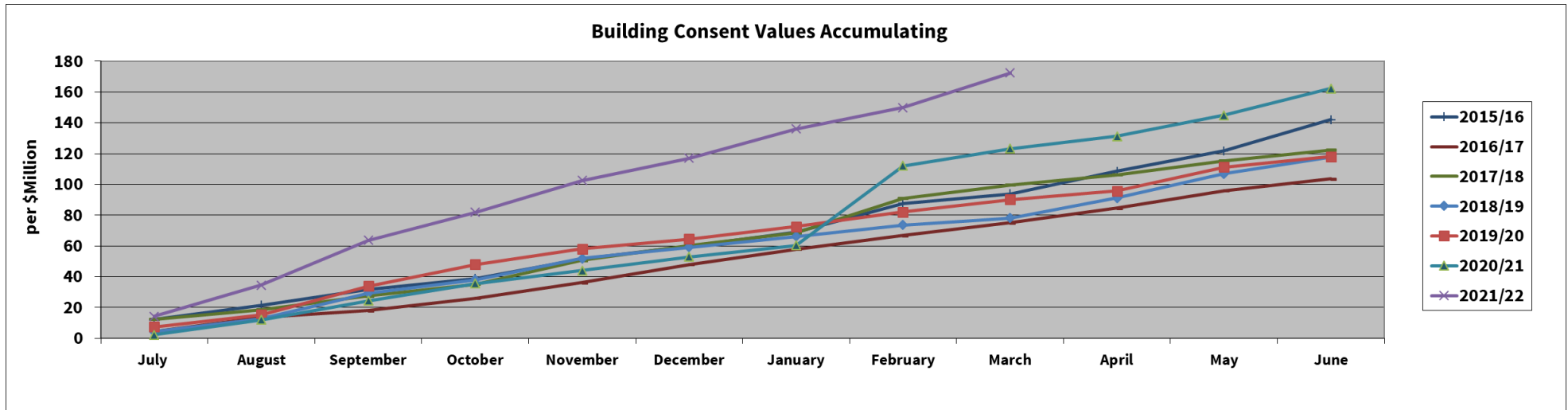
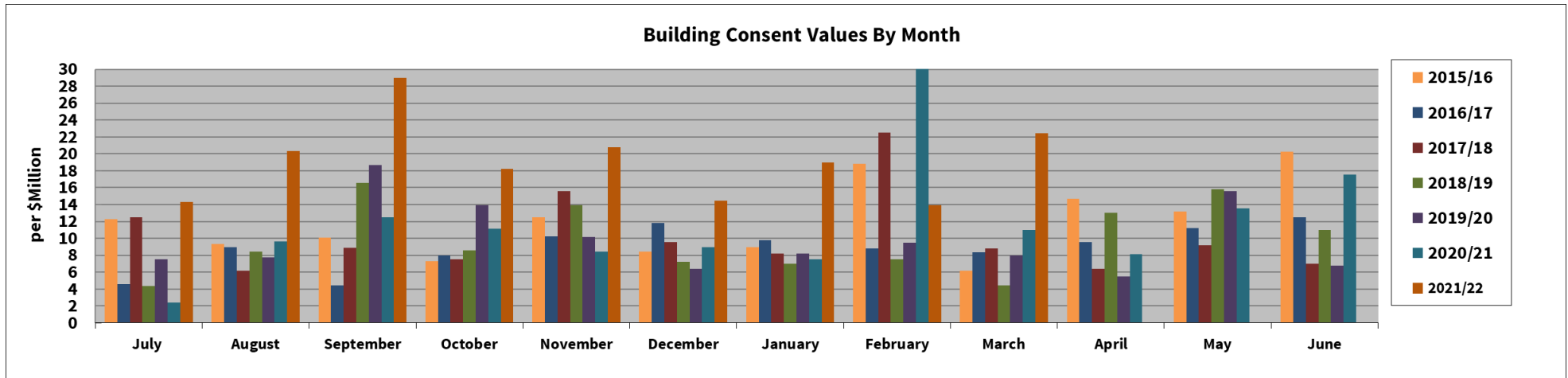
Month	Building Consents Received	Building Consents Received YTD	Building Consents Issued	Building Consents Issued YTD	% Processed within 20 Days	Average Processing Days	Inspections Carried Out (max wait time in brackets)	CCC Issued within 20 Days
Apr	74 (29)	582 (461)	59 (37)	503 (450)	66.1%	15.1	234 (3)	100%
May	98 (67)	680 (528)	74 (55)	577 (505)	59.5%	17.1	330 (8)	98.6%
Jun	71 (65)	751 (593)	72 (77)	649 (582)	58.3%	20.3	259 (5)	100%
Jul	76 (71)	76 (71)	64 (51)	64 (51)	39.1%	22.6	307 (5)	100%
Aug	48 (46)	124 (117)	38 (66)	102 (117)	39.4%	21.9	159 (5)	100%
Sep	83 (65)	207 (182)	86 (41)	188 (158)	25.6%	27.3	307 (7)	100%
Oct	57 (45)	264 (227)	69 (50)	257 (208)	29.0%	25.3	312 (7)	100%
Nov	69 (60)	333 (287)	55 (44)	312 (252)	40.0%	23.4	391 (10)	100%
Dec	37 (45)	370 (332)	53 (40)	365 (292)	45.3%	24.3	275 (7)	100%
Jan	65 (37)	435 (369)	46 (33)	411 (325)	43.5%	26.1	206 (7)	97%
Feb	46 (55)	481 (424)	59 (45)	470 (370)	59.3%	19.8	290 (7)	97%
Mar	115 (84)	596 (508)	96 (74)	566 (444)	50%	20.6	393 (8)	98.3%
Note: figures in brackets are for the corresponding month, the previous year								

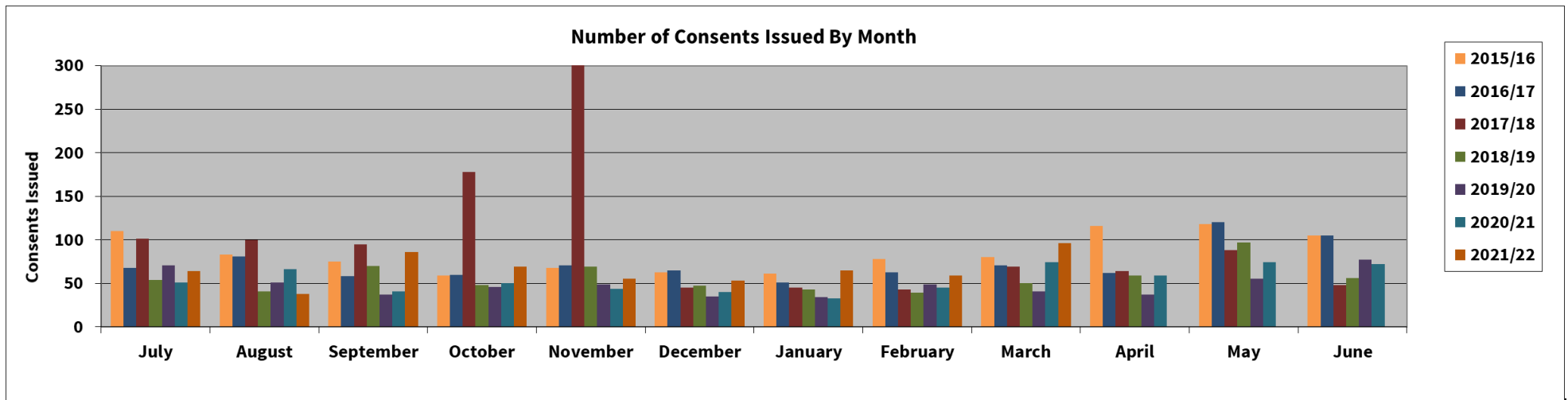
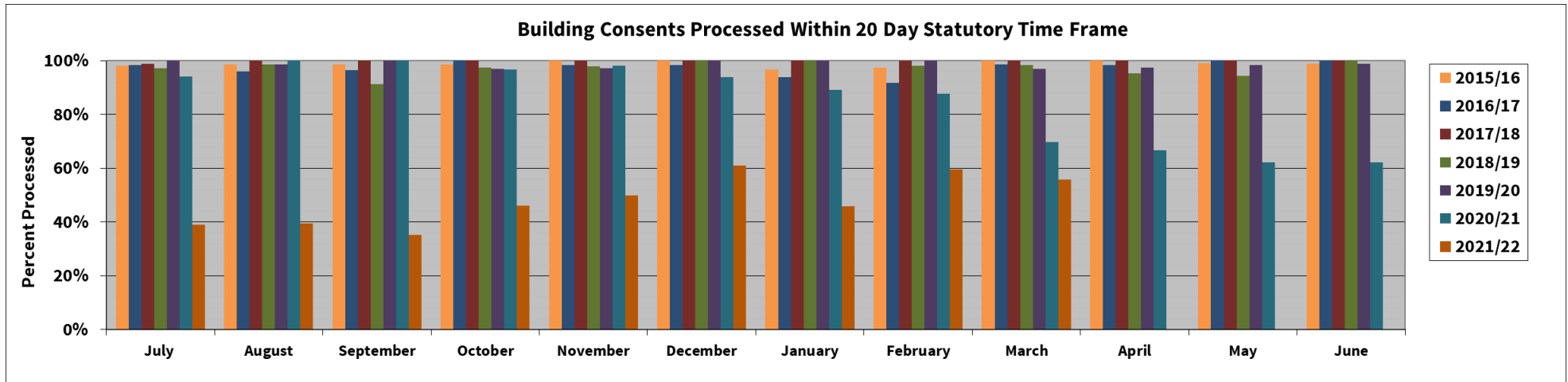
Month	BC Value of Work Received	BC Value of Work Received YTD	BC Value of Work Issued	BC Value of Work Issued YTD
Apr	\$13,709,442 (\$4,894,424)	\$171,052,141 (\$94,793,758)	\$8,142,678 (\$5,473,792)	\$131,364,438 (\$95,634,430)
May	\$22,420,108 (\$8,114,287)	\$193,472,249 (\$102,908,045)	\$13,538,179 (\$15,562,527)	\$144,902,617 (\$111,196,957)
Jun	\$19,195,465 (\$7,781,874)	\$212,667,714 (\$110,689,918)	\$17,509,197 (\$6,791,796)	\$162,411,814 (\$117,988,753)
Jul	\$19,080,527 (\$6,314,658)	\$19,080,527 (\$6,314,658)	\$14,325,251 (\$2,439,526)	\$14,325,251 (\$2,439,526)
Aug	\$11,668,552 (\$7,507,813)	\$30,749,079 (\$13,822,471)	\$20,293,764 (\$9,576,211)	\$34,619,015 (\$12,015,736)
Sep	\$30,995,470 (\$19,133,403)	\$61,791,549 (\$32,955,873)	\$28,958,306 (\$12,506,942)	\$63,577,321 (\$24,522,678)
Oct	\$16,140,481 (\$52,632,650)	\$78,420,014 (\$85,588,523)	\$18,248,787 (\$11,122,222)	\$81,826,108 (\$35,644,901)
Nov	\$20,714,488 (\$15,828,544)	\$99,178,197 (\$101,417,067)	\$17,868,388 (\$8,397,120)	\$99,694,496 (\$44,042,021)
Dec	\$11,993,360 (\$22,238,010)	\$111,171,557 (\$123,655,077)	\$14,455,849 (\$8,950,562)	\$114,150,345 (\$52,992,583)
Jan	\$18,488,067 (\$7,053,638)	\$129,713,624 (\$130,708,715)	\$12,879,953 (\$7,547,388)	\$127,030,298 (\$60,539,971)
Feb	\$9,627,344 (\$9,439,316)	\$139,951,518 (\$140,148,031)	\$13,900,058 (\$51,680,937)	\$140,930,356 (\$112,220,907)
Mar	\$53,796,495 (\$17,194,668)	\$193,749,513 (\$157,342,699)	\$22,416,574 (\$11,000,853)	\$163,346,930 (\$123,221,760)

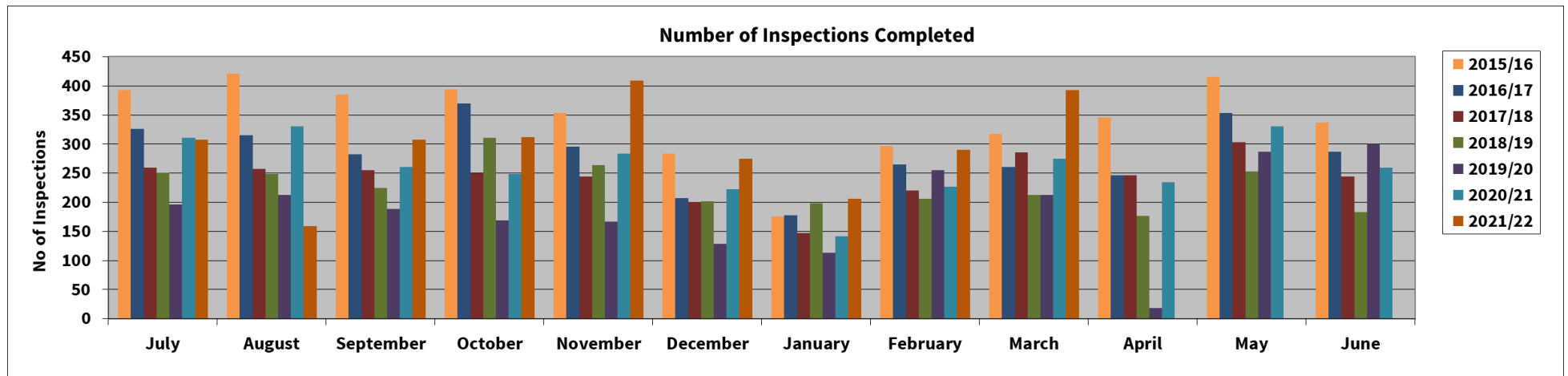
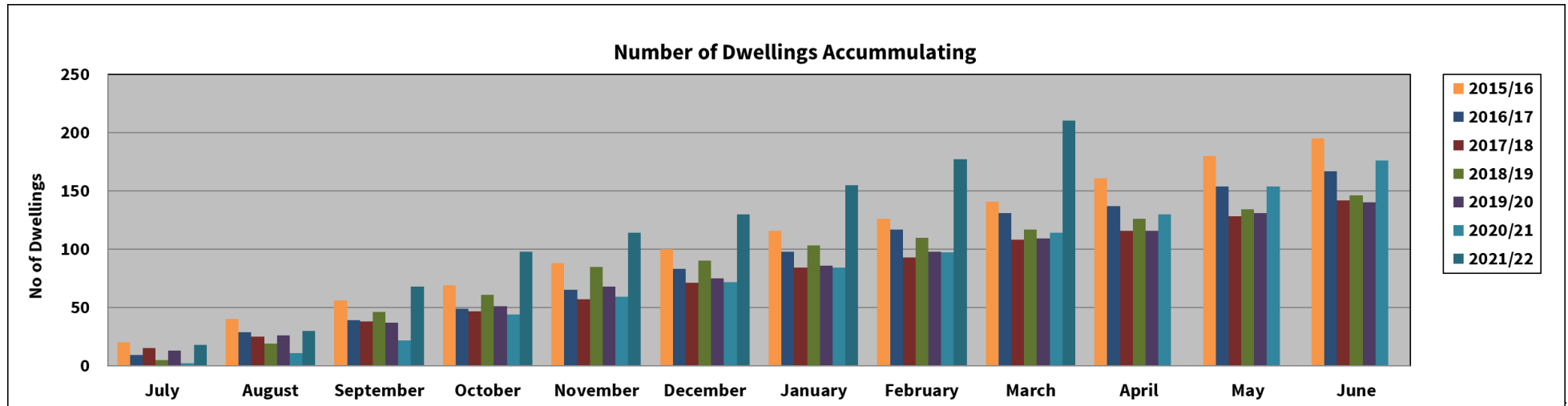
Note: figures in brackets are for the corresponding month, the previous year.

Month	Building Amendment Received	Building Amendment Received YTD	Building Amendment Issued	Building Amendment Issued YTD	% Processed within 20 Days
Apr	8 (4)	159 (194)	4 (6)	151 (197)	100%
May	21 (21)	181 (215)	25 (16)	176 (213)	76%
Jun	12 (22)	192 (237)	10 (22)	186 (235)	100%
Jul	25 (29)	25 (29)	26 (27)	26 (27)	81%
Aug	11 (27)	36 (56)	12 (21)	38 (48)	92%
Sep	14 (13)	50 (69)	13 (20)	51 (68)	100%
Oct	26 (16)	76 (85)	24 (16)	75 (84)	100%
Nov	21 (15)	97 (100)	16 (14)	91 (98)	94%
Dec	17 (14)	113 (114)	20 (11)	111 (109)	100%
Jan	6 (10)	118 (124)	2 (13)	113 (122)	100%
Feb	16 (13)	134 (137)	13 (12)	126 (134)	100%
Mar	19 (14)	153 (151)	16 (13)	142 (147)	100%

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







The value of consents for the last financial year (\$212.7m) was the highest on record and so far this financial year it hasn't let up with \$193.8m of work received. Also the number of dwelling consents for the last financial year (229) was one of the highest on record and this year is following suit with 218 dwelling consents received so far. To date supply chain issues, inflation and increasing mortgage rates have not slowed consents coming in.

2.2 Civil Defence Emergency Management

The new fulltime EMO recruitment was completed in early March and the new EMO started in the role on 14 March 2022. The handover process went smoothly with the exiting EMO able to spend a week with the incoming to provide a thorough understanding of the current state of Civil Defence in the district and set priorities of work to be completed. The incoming EMO will continue to do some work in his previous role as People & Capability Advisor, as well as Health and Safety and Event Management while replacements for these are recruited.

The EMO has provided an introduction to our partner agencies and informed them of the changeover and has had meetings with Emergency Services, Neighbourhood Support, Community House, Safer Ashburton and Citizens Advice Ashburton. Priority for the transition will be continuing to build on the already established relationships.

EMO attended the quarterly EMO Forum hosted by Canterbury CDEM Group, where due to a large changeover of staff within CDEM across Canterbury there were introductions of five new EMO's within the region.

An evacuation contingency plan for North Ashburton has been prepared in draft, with consultation to be completed with the ADC Emergency Management team before finalising. The Community Emergency Plan for Upper Rakaia Gorge has been completed and finalised in consultation with the community group, with a draft plan provided to the South Rakaia Huts community group for consultation. The Mount Somers Reserve Board have been contacted regarding commencing the review of their current plan, with Hakatere next to be reviewed.

The work to install the changeover switch and rewire the electrical board at Mount Hutt Memorial Hall has commenced with Council's contractor, Laser Electrical, having sourced the parts. A suitable date will be agreed between the contractor and the Hall Board for the work to be completed. Funding to pay for this work was provided by a grant from NZ Govt Shovel Ready projects funding.

2.3 Alcohol Licensing / Bylaw Monitoring & Enforcement

Month	On/OFF/Club new applications	On/Off/Club renewal application	Special Licence applications	Managers Certificates (new and renewal)	Temporary Authority
May	1	0	6	15	1
June	0	7	8	21	0
July	2	5	5	19	0
August	0	4	4	12	0
September	1	1	4	19	1
October	0	6	3	18	0

November	2	2	3	27	0
December	1	8	2	20	1
January	1	1	1	9	2
February	1	1	2	11	0
March	0	3	2	11	1

2.4 Animal Control

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

Month	Dogs currently registered	Known un-registered dogs	% of dogs registered	Infringements	Dogs Seized	Dogs Euthanized	Dogs rehomed	Barking dog letters sent	Reports of wandering stock
May	6619	441	93.3%	15	8	0	1	6	5
June	6728	332	95.1%	3	11	0	0	5	3
July	4708	2321	49.3%	2	14	0	0	5	5
August	5951	1135	80%	0	6	0	0	15	2
September	6151	958	84%	5	7	0	2	10	4
October	6268	841	87%	7	2	0	2	5	6
November	6311	741	88%	9	1	0	1	7	1
December	6350	701	90%	1	0	0	0	9	3
January	6392	688	90.3%	0	7	0	3	2	0
February	6437	626	91%	3	6	0	1	8	1
March	6498	574	91.8%	18	6	1	2	5	7

There were 116 notices to register issued in March 2022.

2.5 Environmental Health

The following is a breakdown of Environmental Health activities for the reporting period:

Month	Food Premise Verifications	Food Control Plans Audited	Mobile shops/food stall inspections	Mentoring Sessions	Hairdresser inspections
May	20	20	0	0	0
June	20	20	0	0	0
July	11	11	3	0	1
August	10	10	0	0	0
September	1	1	4	19	1
October	5	5	0	0	1
November	23	23	0	0	0
December	17	17	0	0	0
January	4	4	0	0	0
February	9	9	1	0	1
March	6	6	0	0	1

2.6 Planning

Resource Consents	March 2021	March 2022
No. of resource consent applications decided ₁	20	23
No. of resource consents decided within statutory	20	23
Resource consent KPI Compliance (accumulating)	99.4%	98.4%
Notified/ Limited notified applications decided	0	0
Other		
No. of 223 Certificates processed	7	10
No. of 224 Certificates processed	4	10
No. of building consents reviewed against District Plan ₂	30	39

Land information memoranda	March 2021	March 2022
LIMs Produced	118	91
LIMs Produced within 10 working days	117	91
LIMS (accumulating)	848	736

The above tables show statistics for Planning Team activity over the reporting period:-

2.7 Strategy & Policy

- **Current projects**

Brief Project Description	Start Date	Estimated Completion Date	On track	Comments
Annual Plan	30 October 2021	30 June 2022	Yes	Consultation underway , 45 submission received at time of writing.
Annual Residents Survey	August 2021	July 2022	Yes	<ul style="list-style-type: none"> • Round 4 commencing end of May
Aoraki Environmental Consultancy (AEC)	Ongoing		Yes	<ul style="list-style-type: none"> • Officers continue to meet regularly with AEC. Current topics of discussion include three waters projects, strategy development and implementation, policy reviews and planning matters.
Bylaws & Policies	Ongoing		Yes	<ul style="list-style-type: none"> • Mobile Shops Bylaw – drafting • Stormwater Bylaw - drafting • Climate Change Policy – Action Plan drafting • Property Leases & Licenses Policy – drafting • Gambling Venue Policy – Background report drafting
Consultation	Ongoing		Yes	<ul style="list-style-type: none"> • Lakes Camp & Clearwater – drafting • Airport Development Plan – drafting
Internal Work	Ongoing		Yes	<ul style="list-style-type: none"> • Performance Management Framework & reporting – complete • Service Delivery Reviews – Economic Development - scoping • LocoDelegations – underway • Pre-election Report – drafting • GIS – Census Data Explorer nearly complete Census Data Explorer (arcgis.com)
Strategies	Ongoing		Yes	<ul style="list-style-type: none"> • Open Spaces Strategy – action plan under review • Sport & Recreation Strategy – consultation, 8 submissions received

Transfer of Acton water races	October 2020	July 2022	Yes	<ul style="list-style-type: none"> Officers working with Acton to provide Council-held information for transfer proposal.
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- External Submissions**

The following are submissions that **we are** preparing currently.

Organisation	Submission Summary	Process	Due Date
Ministry for the Environment	The Government is seeking feedback on the draft National Adaptation Plan Draft-national-adaptation-plan.pdf (environment.govt.nz)	Submission prepared for Council meeting 1 June 2022	3 June 2022

The following are initiatives that are out for consultation that **we are not** preparing a submission for.

Organisation	Name of initiative	Due date
Department of Internal Affairs	Reducing harm from gaming. Proposals to strengthen regulations to minimise harm from Class 4 gambling in New Zealand. https://www.dia.govt.nz/reducingpokiesharm	28 April 2022
NZTA	Consultation on NZTA Fees and Charges. Proposed changes to funding, fees and charges to pay for better regulation.. Regulatory funding and fees consultation - All updates Waka Kotahi NZ Transport Agency (nzta.govt.nz)	13 May 2022

Education and Workforce Committee	Fair Pay Agreements Bill. Changes employment legislation to allow for employers and employees to bargain industry-wide. Fair Pay Agreements Bill 115-1 (2022), Government Bill Contents – New Zealand Legislation	19 May 2022
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The following **are possible upcoming consultation** opportunities that we will consider once full details are known. The information has been provided by Taituara based on their intel from government, but they are at pains to indicate that the information is speculative until out for consultation.

Organisation	Name of initiative	Stage
Justice Committee	Local Electoral Amendment Bill. Government Bill gives effect to decisions out of the consultation on Māori wards and constituencies and a few other procedural amendments.	Bill imminent
Health Select Committee	Water Services Entities Bill. Government bill, the first of two, that gives effect to the policy decisions taken in 3 waters reforms. This establishes the entities and their coverage, their powers, and aspects of the governance framework.	Bill into House in May 2022
Not clear?	Self-contained Vehicles Bill. Government Bill giving effect to a package of changes tightening what is categorized as a self-contained vehicle, and allowing local authorities to better regulate where non-self contained vehicles may stay overnight.	Bill into House in early 2022
Environment Select Committee	Natural and Built Environment Bill. First of two Bills giving effect to RMA reform. This focuses the setting of environmental limits, environmental and land use planning and the governance of those activities.	Bill into House 3rd quarter 2022

Environment Select Committee ?	Strategic Planning Bill. Second of two Bills giving effect to RMA reforms. This one focuses on regional spatial strategies and the governance of these activities	Bill into House 3rd quarter 2022
Governance Admin Select Committee	Civil Defence and Emergency Management Amendment Bill. Gives effect to whatever of the Trifecta Review survives the 'consultation' and policy development process. NEMA officials have said this is the formal consultation.	Bill into House 3rd quarter 2022
Presumably Environment	Climate Response Bill. Will introduce the legal framework for managed retreat and other climate response matters.	Early 2023

3. *Infrastructure Services Group*

3.1 Solid Waste Management

- **Waste Management Minimisation Plan (WMMP) 2022**

The first workshop for the WMMP was held on 16 February 2022 with Lisa Eve from Eunomia in attendance. Eunomia incorporated the outcomes from the workshop into the final Waste Assessment (WA) and prepared a draft WMMP 2022.

The WA report was presented at the second workshop held 20 April 2022. The primary goal of the workshop was to seek feedback on the proposed vision, goals and objectives for the new WMMP and the high level priorities for the action plan.

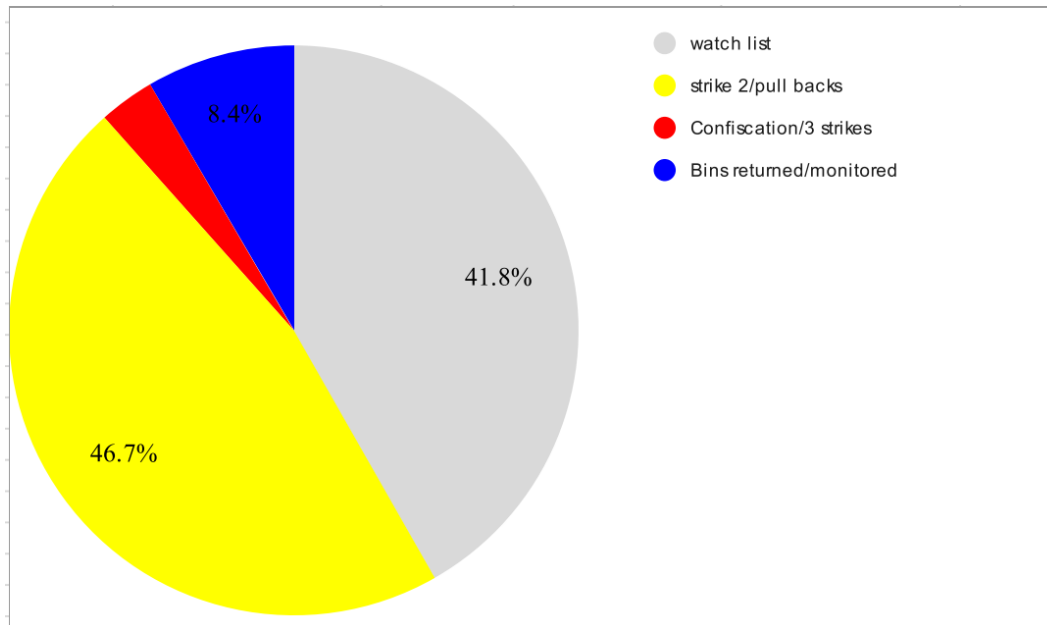
A draft of the WMMP will be presented to Council for adoption at the 18 May Council meeting. Statutory consultation is planned to be held from 23 May to 23 June 2022.

The programme provided by Eunomia to complete their tasks is as follows:

Month	Activity
September 2021	Project commencement
October 2021	Start of waste assessment
November 2021	Waste audit completed
February 2022	Stakeholder engagement
February 2022	Councillor workshop – waste assessment outcomes, WMMP vision, goals and objectives
20 April 2022	Councillor workshop – WMMP action plan
18 May 2022	Adoption of Draft Consultation Document
23 May 2022	Statutory consultation to be held from 23 May to 23 June 2022
June 2022	Consultation outcomes, WMMP revision as may be deemed necessary. Depending on the result of the consultation, the final draft of the WMMP will be presented to Council for adoption in July 2022.
28 July 2022	Presentation of the Final Draft and Adoption of the WMMP 2022
1 August 2022	WMMP will take effect

Recycling – February 2022 bin audits

Week / day	Town/Area	watch list	strike 2/pull backs	Confiscation/3 strikes	Bins returned/ monitored
1 Monday	Methven & villages	119	133	9	24
1 Tuesday	Showgrounds Area	90	81	26	8
1 Wednesday	Extended Triangle (Allenton)	132	94	20	11
1 Thursday	Racecourse Area	70	58	14	7
1 Friday	Beach Road Area	113	86	18	9
2 Monday	Tinwald/Lake Hood	113	96	14	7
2 Tuesday	Hampstead Area	87	110	19	17
2 Wednesday	W.Tinwald & Hinds	59	28	5	2
2 Thursday	Argyle Park Area	59	65	9	5
2 Friday	E.Town/Chertsey/Rakaia	115	76	15	6
		957	827	149	96
Total Interventions		2029			



The March audits shows 957 houses being placed on the watch list which is comparatively lower than the 1093 houses in February 2022. There has also been a decrease in the number of strike 2 offenders from 894 houses in February down to 827 in March. The number of bins confiscated increased slightly from 143 in February to 149 bins in March.

Council staff are monitoring the effectiveness of the new tag notification system introduced in January 2022. Feedback from public has been positive with most saying that it is an easier way to understand what type of non-recycling materials had been found in their bins.

3.2 3Waters Projects

Project	Description	Progress
Methven Water Reservoir - Reliant Solutions Limited	Construction of two reservoirs, associated pipe works, valves, meters, fencing and access track. Project value is \$1.7m plus a contingency sum.	Concrete pouring was completed in March. Pipe installation works has commenced and is ongoing. Due to shipping delays, it is now expected the tank kit will not arrive in the country until 17 May 2022. Total contract amount - \$1,499,927.57 Claimed to March 2022 - \$444,370.83
Contract WATER0220.1 – Supply of Membrane for Mt Somers and Methven		Contract for the supply, installation and commissioning of a membrane plant for Mt Somers and Methven. The contract has been awarded to Masons Engineers NZ. Total contract amount - \$3,395,735.00 The membrane is due to be supplied in December 2022
Contract WWAT0254 – Sewermain Renewal Contract (Design and Build)		Contract to renew existing sewer mains at the following sites: <ul style="list-style-type: none"> • Site 1 – Brucefield Ave sewermain (21 Brucefield St to Princes St) • Site 2 – Russell Ave sewermain (between Somerset St and Saunders Rd) • Site 3 – William St sewermain (between Burnett St and Cameron St) • Site 4 – Clark Street sewermain (full length) • Site 5 – Mt Hutt College sewermain (from McDonald St to 20 Main St) No survey or design work has been carried out for these sites as construction is to be carried out to existing longitudinal profiles of the sewermain. The contractor is responsible for surveying, designing and setting out as deemed necessary. The contract was awarded to Ashburton Contracting Limited. Total contract amount - \$1,152,398.21 Site possession date -14 April 2022 Completion date – 26 September 2023

<p>Contract WWAT0243 – Sewer Pipeline Renewals Contract</p>		<p>Contract for the supply and construction of programmed wastewater pipelines renewals on the following sites:</p> <ul style="list-style-type: none"> • Site 1 – Chalmers Avenue (between Cameron St and Victoria St) • Site 2 – Cameron Street (between William St and Chalmers Ave) <p>The contract was awarded to Ashburton Contracting Limited. Total contract amount - \$929,845.92 Site possession date -14 April 2022 Completion date – 13 January 2023</p>
<p>Contract WAT0236 – Water Pipeline Renewals Contract</p>		<p>Contract for the renewal of potable water pipelines in Ashburton Township, Methven, Rakaia and Hinds, and associated fittings.</p> <p>The contract has 2 separable proportions. Separable Portion 1 commenced on 5 January 2022 and is programmed to be completed by 30 June 2022. Separable Portion 2 will start thereafter.</p> <p>The contract was awarded to Ashburton Contracting Limited. Total contract amount - \$1,994,233.98 Site possession - 5 January 2022 Date for completion of Separable Portion 1 – 30 June 2022 Date for completion of Separable Portion 2 – 30 September 2022</p>
<p>Sewer Main Relining Programme</p>		<p>Relining of 1,741 metres of sewer main on Wellington St, Albert St, Rapley St, Hugh St , Cambridge St, Oxford St and Eton St.</p> <p>Total contract amount - \$672,927 Date of completion – April 2022</p>

3.3 CBD Upgrade Project

The overall upgrade project has been completed, and the snag list of minor repairs and outstanding items is being worked through.

The installation of the smart eye parking sensors remains outstanding.

The supplier has advised they continue to face very serious and significant supply chain issues, and at the moment there are no guarantees from their supplier / manufacturer and raw material manufacturers globally that this will get any better any time soon. As it currently stands they are facing at least a further three month delay on the in-ground sensors being completed and shelf ready.

The total expenditure on the project to date is \$17,494,993 with approximately \$97,000 outstanding for the supply and installation of the parking sensors.

The expected project cost is therefore \$17,591,993.

The approved budget for the project is \$17,639,620.

The project cost breakdown is as follows:

Activity	TOTAL
Open Spaces	\$2,581,004
Parking	\$43,105
Roading - Drainage	\$416,827
Roading - Footpaths	\$2,898,431
Roading - Kerb and Channel	\$354,452
Roading - Lighting	\$1,289,411
Roading - Rain Gardens	\$1,059,842
Roading - Rehabilitation	\$3,433,639
Roading - Raised Intersections	\$441,955
Roading - Roadmarking	\$108,676
Roading - Street Furniture	\$102,585
Roading - Signage	\$256,153

Roading - Traffic Islands	\$50,821
Roading - Traffic Signals	\$677,039
Sewer	\$846,857
Solid Waste	\$96,828
Stormwater	\$1,568,586
Water	\$1,147,972
Services	\$120,812
TOTAL	\$17,494,993

The cost breakdown for the roading expenditure is as follows:

Unsubsidised funds	\$4,060,993
Subsidised funds	\$7,028,837
Total Roothing expenditure	\$11,089,830

3.4 3Waters Operations

- **3 Waters CRMs for 2022**

Water	J	F	M	A	M	J	J	A	S	O	N	D
P1	15	8	11									
P2	127	92	99									
P3	4	1	2									
P4	1	1	2									
Total	147	102	114									
Wastewater												
P1	5	0	3									
P2	2	0	2									
P3	0	0	0									
P4	0	0	0									
Total	7	0	5									
Stormwater												
P1	0	0	0									
P2	2	0	2									
P3	0	0	0									
P4	0	0	0									
Total	2	0	2									
Overall Total	156	102	121									

- **Monthly KPI measures March 2022**

WATER KPI'S	KPI Achieved	Actual % Achieved	Overall % of At Risk Sum
WS1 - Priority 1 work on site within 1 hour - urgent reactive	No	82	0
WS2 - Priority 1 restore service within 4 hours	No	69	0

WATER KPI'S	KPI Achieved	Actual % Achieved	Overall % of At Risk Sum
WS3 - Priority 1 full reinstatement of site with 5 working days	No	55	0
WS4 - Priority 2 work carried out within 5 working days	No	40	0
WS5 - Priority 3 work carried out within 10 working days	No	0	0
WS6 - Priority 4 work carried out within 20 working days	No	0	0
WS7 - Customer satisfaction	Yes	100	3
WS8 - Contractor's reports are accurate and complete	Yes	100	4
WS9 - All accidents investigated and reported	Yes	100	3
WS10 - Complete safety audits planned for month	Yes	100	3
WS11 - Compliance with DWSNZ and WSP	Yes	100	3
Total			16
WASTEWATER KPI'S			
WW1 - Priority 1 work on site within 1 hour - urgent reactive	Yes	100	5
WW2 - Priority 1 restore service within 4 hours	Yes	100	5
WW3 - No repeat sewer blockages within a 2 year period	Yes	100	3
WW4 - Priority 1 full reinstatement of site with 5 working days	Yes	100	3
WW5 - Priority 2 work carried out within 5 working days	No	50	0
WW6 - Priority 3 work carried out within 10 working days	Yes	100	3
WW7 - Priority 2 work carried out within 20 working days	Yes	100	2
WW8 - Customer satisfaction	Yes	100	3
WW9 - Contractor's reports are accurate and complete	Yes	100	4
WW10 - Notify Council of all significant overflow	Yes	100	3
WW11 - All accidents investigated and reported	Yes	100	3
WW12 - Complete safety audits planned for month	Yes	100	3
Total			37
STORMWATER KPI'S			
SW1 - Priority 1 work on site within 1 hour - urgent reactive	Yes	100	4
SW2 - Priority 1 restore service within 4 hours	Yes	100	4
SW3 - Priority 1 full reinstatement of site with 5 working days	Yes	100	2

WATER KPI'S	KPI Achieved	Actual % Achieved	Overall % of At Risk Sum
SW4 - Priority 2 work carried out within 5 working days	Yes	100	2
SW5 - Priority 3 work carried out within 10 working days	Yes	100	2
SW6 - Priority 4 work carried out within 20 working days	Yes	100	2
SW7 - Customer satisfaction	Yes	100	2
SW8 - Contractor's reports are accurate and complete	Yes	100	2
SW9 - All accidents investigated and reported	Yes	100	3
SW10 - Complete safety audits planned for month	Yes	100	2
Total			25
OVERALL TOTAL			78

ADC officers are in the final stage of discussions with ACL for the adoption of a more comprehensive KPIs rating system for water, wastewater and tradewaste. Unlike the current KPI system which is mainly anchored against CRMs responses, the new system will include measures such as process documentation, asset management response and recording. It is planned to have the new KPI system implemented in June 2022.

3.5 Drinking Water

- **Methven exploratory bore drilling**

Landowner approval is still being sought. There are implications to the landowner on their farming operation if the bore was proven successful and able to be used as a drinking water supply source. The landowner is currently considering independent advice on the matter.

3.6 Wastewater

- **North-west Ashburton wastewater servicing**

This contract covers the construction of a new wastewater pump station and pipeline to service the Allens Road, Carters Road and Farm Road area. Late advice of changes to the size and dimensions of the utility lot where the proposed pump station was to be sited delayed finalisation of the contract documentation. This is now complete and the contract is expected to be released for tender on 12 May 2022. Following is the planned timetable:

Activity	Schedule
Tender Release	12 May 2022
Tender Query Deadline	26 May 2022
Tender Closes	9 June 2022
Tender Evaluation completed	16 June 2022
Proposed Tender Award for Council approval	29 June 2022 (Council meeting)

3.7 District Water Management

- **Pudding Hill intake closure investigation**

A report is being developed seeking approval to commenced detailed investigation into closing the Pudding Hill intake. This is one of three sites that is subject to a fish screening requirement. The intake closure would also involve the consequential closure of a significant length of races supplied by the intake. The report will be considered at the 18 May meeting of Council.

3.8 Stockwater

To date this financial year a total of 31 applications have been received for race closures/alterations/culvert installations. Of these, 19 have been approved/completed with 12 currently working through the application process.

An updated summary of the race closure work in progress is appended for information. ***Refer Appendix 1 (Pg 85)***

Auditing of older outstanding applications has been underway over the last few weeks. These applications had been submitted in the old paper based system which was used prior to the electronic, tracked system now used. The audits have been to confirm that the paperwork has been completed.

Rangers were busy preparing for the RDR shutdown on Monday 25 April which has an effect on stockwater customers in the area who rely on the races which are fed from the RDR. All stockwater users in the affected area were sent a letter three weeks prior to the closure advising them of possible low water flows and recommending alternative water provision be allowed for on-property.

The Cracraft take has been shut off completely as the water comes from the MHV race scheme who currently have no water in their race. The amount of water coming from the Klondyke take has reduced from 270 L/s to 90 L/s for the three week period. More water is being taken from the Brothers Intake for the three week period to supplement races but the water taken remains well below the consented amount. Access to water from five irrigation ponds has also been provided to help supplement races. The Rangers will continue to monitor the area closely until the RDR is back operating from 13 May.

Race cleaning is ongoing. The high rainfall and warm weather this season has seen some races requiring additional cleaning due to significant weed growth. Now that most crops have been harvested, many property owners are making the effort to have contractors through their properties.

3.9 Roads and Footpaths

To the end of March 2022 we have spent:

- 79% of the subsidised road maintenance budget excluding the emergency works for the May and July heavy rain events.
- 79% of the subsidised road renewals budget.
- 28% of the subsidised local road improvements.

Information on some of the main areas of work completed are:

- 5855 m² of sealed pavement digouts completed (567 m² remain)
- 11,667 m² of stabilised sealed repairs completed which includes 1597 m² utilising the additional \$300,000 (4483m² remain)
- 5219 km of unsealed roads graded
- 166 km of high shoulder trimmed (35 km remain)
- 26810 m³ of maintenance metal placed (33271 m³ remain)
- 75 km of reseals completed
- 7.53 km of rehabilitation completed (0.58 km remain)

We are on track to spend 100% of the maintenance, operations and renewals budget by the end of June.

- **Monthly achievements**

The majority of the May and July heavy rain event repairs have been completed including the replacement bridge on Surrey Hills Road.



The reseal programme has been completed for the year. No issues with the quality of the reseals to date but will be monitored over the winter when the new seals are most vulnerable.

Routine sealed and unsealed pavement maintenance is ongoing. The original heavy maintenance repairs have been completed with further repairs being carried out by the stabilising crews utilising the additional \$300,000 approved. The majority of the repairs have come up well with the isolated failures being attended to by the contractor.

The rehabilitation work for the year is complete apart from the final section on Ashburton Staveley Road. The unsealed metalling is under way and will continue through to October which will spend the budget for 2021/22 and most of the 2022/23 budget.

- **Proposed \$1.7 million additional funding**

If the additional funding is adopted in the Annual Plan, it is proposed to spend that on sections of the network identified for rehabilitation. It is preferred to complete a long term repair to road sections that would otherwise require ongoing patching to hold them for another year.

The list of roads with section for rehabilitation utilising the approved subsidised funding and additional unsubsidised funding are:

Arundel Rakaia Gorge Road

Ashburton Staveley Road

Barford Road

Lismore Mayfield Road

Maronan Road

Thompsons Track

This is a total of 14.5 km.

- **Local road improvements and new footpaths**

The proposed local road improvements and new footpaths for 2022/23 and 2023/24 is being compiled. These projects are funded from both the Low Cost Low Risk category in subsidised roading and the unsubsidised local road improvements.

The list of projects and proposed priority is close to completion, and will be presented to Council.

- **Ashburton second bridge**

Stantec is continuing to work on the Detailed Business Case. Topographic and geotechnical surveys are in progress. The design to date for the bridge and road was presented to Councillors in a workshop on 4 May.

- **Tinwald corridor upgrade**

GHD is continuing to work on the upgrade with site investigations carried out for the design.

Construction is currently programmed to start in mid-2023 (subject to property and consents), and completion to be around mid-2024.

Engagement with Councillors and community stakeholders is proposed when the initial design drawings have been prepared.

- **SH1/Walnut Avenue/East Street signalisation of intersections**

The new road layout has been finished as planned which includes the footpaths, stormwater basins, new streetlight columns and signage. The new traffic light poles have also been installed ready for the next stage of this project.

The traffic lights and railway warning lights have been designed to work together. For this reason, the traffic lights won't be switched on until later this year, once the rail level crossing work is complete.

Now that the road construction is largely complete the next stage being the new railway level crossing on Walnut Avenue, between East Street and West Street is to be completed.

This next stage of work will include:

- Removing one of the existing three rail tracks, making the crossing narrower and quicker to cross.
- Building a new concrete crossing pad across the tracks.
- Installing new warning lights, bells and barrier arms.
- Installing an upgraded footpath, guide fencing and automatic gates for pedestrians.

Until the level crossing work is completed traffic will be managed with the two temporary roundabouts at the Walnut Avenue/West Street and Walnut Avenue/East Street intersections.

It is expected the work at the rail level crossing will be finished and both the new traffic lights and rail warning lights will be working by the end of the year.

Following the switching on of the traffic lights and rail warning lights, there will be some final finishing work needed and it is expected the whole project to be completed in early 2023.

3.10 Contracts - Upcoming Tenders

Contract/Tender	Date tendered
Northwest Ashburton Wastewater Servicing	12 May 2002







4. Business Support Group


4.1 Information Systems

- **Projects**

There are currently 30 active work pieces across all areas of Information Systems. The following provides detail on the larger or more complex work items.

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Business Improvement						
Application Enhancement and development	BAU Activity		N/A	N/A	No	<p>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.</p> <p>Recent completed works include: Solid Waste – CRM management of contractor assigned service requests including contractor self-reporting portal Solid Waste – reconciliation of assigned bins to properties. Assets – CRM development to manage final meter readings</p> <p>Current work includes: Building –review of processes which support consent applications and subsequent activities. P&C - Digitisation of current manual internal staff performance process</p>

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
						<p>Health & Safety (Approved Contractor) – further development on application and management of contractor endorsements.</p> <p>Liquor Licensing – enhancement to licence renewal process and management of</p> <p>Solid Waste – enhancement of process of auditing residential bin contents and result recording and actions</p> <p>Rating Boundary – work to confirm, support new rating year works and future management of rating areas</p>
Aerial imagery	October 2021	June 2021	Yes	Yes	No	Urban aerial imagery capture. Capture completed but issues identified when completing QA to be raised with supplier.
Spatial Census Data Dashboard and Analysis solution	September 2021	Nov 2022	Yes	N/A	No	<p>Design of GIS dashboard and analysis tool to replace 3rd party system used by Strategy and Policy. Data sets of Population, Employment, Households, Education and Ethnicity.</p> <div data-bbox="1294 901 2054 1273" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: #00a651;">Select a Category:</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center; width: 30%;">  <p>Population</p> <p><small>Based on population data, age groups and ethnicity</small></p> <p style="background-color: #00a651; color: white; padding: 2px 5px; border-radius: 5px;">View</p> </div> <div style="text-align: center; width: 30%;">  <p>People</p> <p><small>Based on ethnicity, language, age and origin</small></p> <p style="background-color: #00a651; color: white; padding: 2px 5px; border-radius: 5px;">View</p> </div> <div style="text-align: center; width: 30%;">  <p>Households</p> <p><small>Based on family size, household type and household size</small></p> <p style="background-color: #00a651; color: white; padding: 2px 5px; border-radius: 5px;">View</p> </div> <div style="text-align: center; width: 30%;">  <p>Education</p> <p><small>Based on education level and qualifications</small></p> <p style="background-color: #00a651; color: white; padding: 2px 5px; border-radius: 5px;">View</p> </div> <div style="text-align: center; width: 30%;">  <p>Employment</p> <p><small>Based on occupation, industry, skills and level of education</small></p> <p style="background-color: #00a651; color: white; padding: 2px 5px; border-radius: 5px;">View</p> </div> <div style="text-align: center; width: 30%;">  <p>Data Explorer</p> <p><small>Overview of population, people and households</small></p> <p style="background-color: #00a651; color: white; padding: 2px 5px; border-radius: 5px;">View</p> </div> </div> </div> <p>First phase released on Population and People with two further phases planned</p>

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Mobile Spatial Application – Open Spaces Trees	January 2021	April 2022	No	N/A	No	Complete - Development of GIS spatial mobile application to capture and view data on managed trees. 
Microsoft M365	September 2020	June 2022	Yes	Yes	No	Application of office and other suite solutions version. The application is cloud based and includes Office products such as Email, Word, and Excel, but also includes several other productivity applications including telephony that will support Council day to day operation.
Technology One Cloud	July 2021	May 2022	No	Yes	No	Transfer of property, financial and payroll systems to hosted cloud service. Transfer scheduled for 23 May

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Mobile Spatial Application – Open Spaces Safety Alert Work Location	February 2022	March 2022	Yes			Complete - Development of GIS spatial mobile application to identify and inform users of safety consideration at district location
Systems						
Virtual Desktop Upgrade	January 2022	June 2022	Yes	Yes		Replacement of onsite solution to Microsoft cloud service. Solution pilot underway with selected end users
Art Gallery Networking	March 2022	July 2022	Yes	Yes		Transition of gallery networked services to Council’s network and information systems
Cyber Security	BAU Activity		N/A	N/A	N/A	Continuing assessment and solution application to mitigate cyber security risk. Improved tools are providing increased visibility of current risk profiles, improvement recommendations and response controls. External security
Library and Civic Centre - Te Pataka o ka Tuhituhi and Te Waharoa a Hine Paaka	May 2021	Feb 2023	Yes	N/A	No	Works associated to the ICT scope and supply for new library and civic centre. Items included fall within and outside main contract covering areas such as network, audio-visual and desktop services.
Wi-Fi Replacement – Phase 1	April 2022	July 2022	Yes	Yes		Replacement of current Wi-Fi solution at Open Spaces, Art Gallery & Museum and EA Networks Centre. Solution will be expanded in to new Library & Civic Centre
Information Management						
Physical Record Management	BAU Activity		N/A	N/A	N/A	Ongoing work to identify, record and appraise remaining Council physical records. Work includes the decision to retain or dispose. Appraisal includes classification against Council's adopted retention and disposal schedule as part of the management

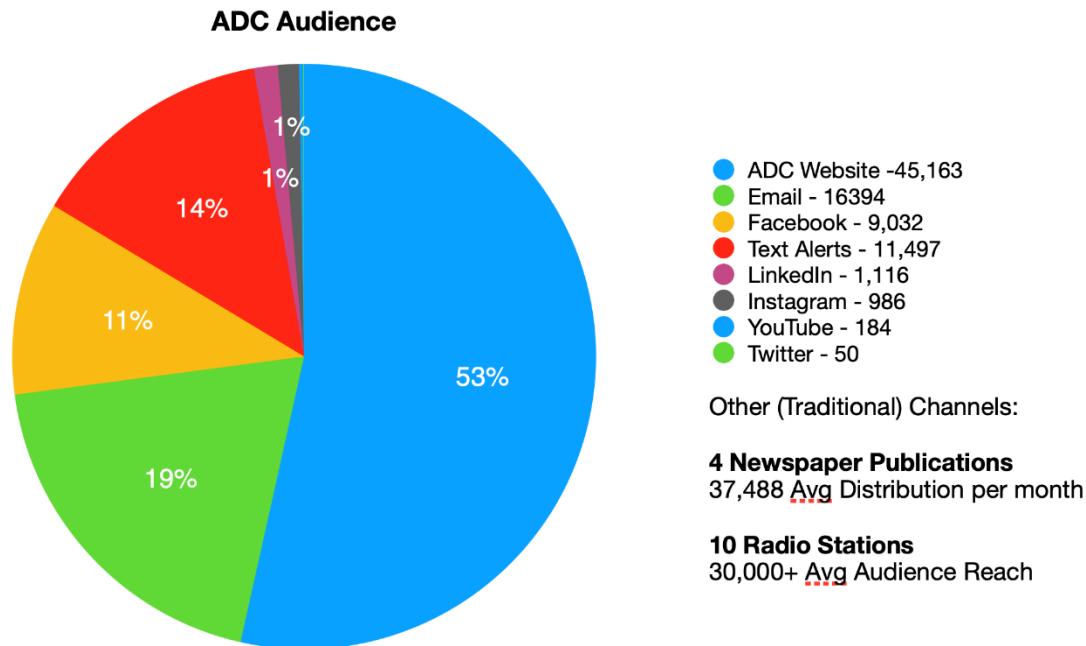
Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
						of the life of that record including that of protected or permanent retention under the Public Records Act. Off-site storage transfer underway to 3 rd party storage facility to hold Council protected and long retention physical records. 500 of approximately 750 storage boxes transferred to date. Remainder being prepped for shipment first half of 2022. Works in readiness of administration building move in 2023.
Digital Record Management	BAU Activity		N/A	N/A	N/A	Ongoing retention and disposal activities for digital records held within the EDRMS and other digital repositories against Council's retention schedule. Current works include the disposal of records that exist within digital file shares which were previously migrated to the EDRMS
Electronic document record management system (EDRMS)	BAU Activity		N/A	N/A	N/A	Ongoing EDRMS development working with Council Teams to define new areas and improvements Current activity is in the areas of Art Gallery, Museum, P&C.
Data Management – 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

- **Key Performance Indicators (March – April 2022)**

ADC Audience – This graph shows ADC’s current *total audience* distribution across multiple digital channels; data represents unique contacts. Traditional channels (newspaper and radio) are noted separately as data represents *average* distributions and audience reach.

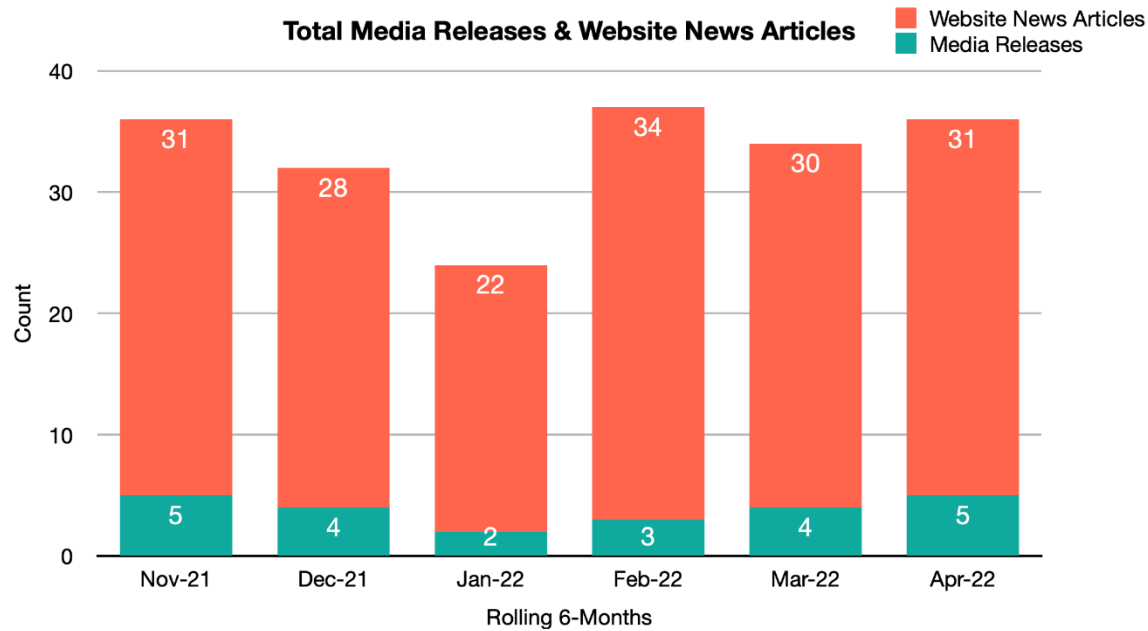
For this reporting period, we saw a modest increase in users across all channels.



- **Total Media Releases & Website News Articles**

The total number of unique editorial pieces written for ADC’s website and media distribution (email). Not all website news content results in a media release.

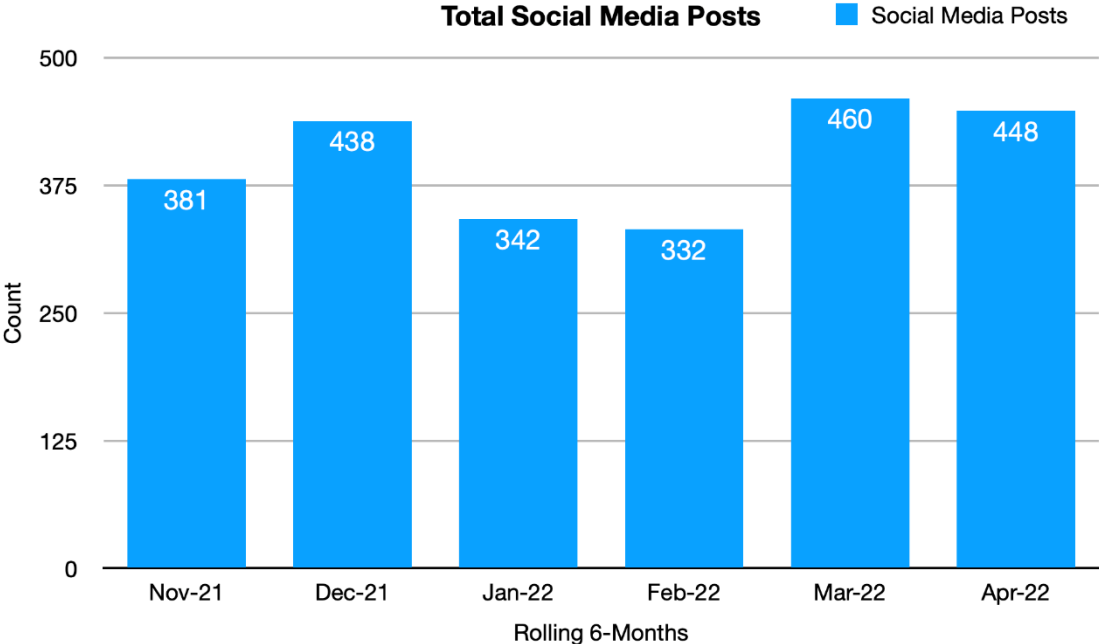
For this reporting period, we saw a typical level of output of articles and media releases.



- **Total Social Media Posts**

Total number of posts shared across ALL ADC-managed social media accounts, including Facebook, LinkedIn, Twitter, Instagram, and YouTube.

For this reporting period, we saw a slight increase on posts on social media, likely supported by a high number of recruitment adverts and posts relating to current public consultations. (Annual Plan, PAR Strategy)

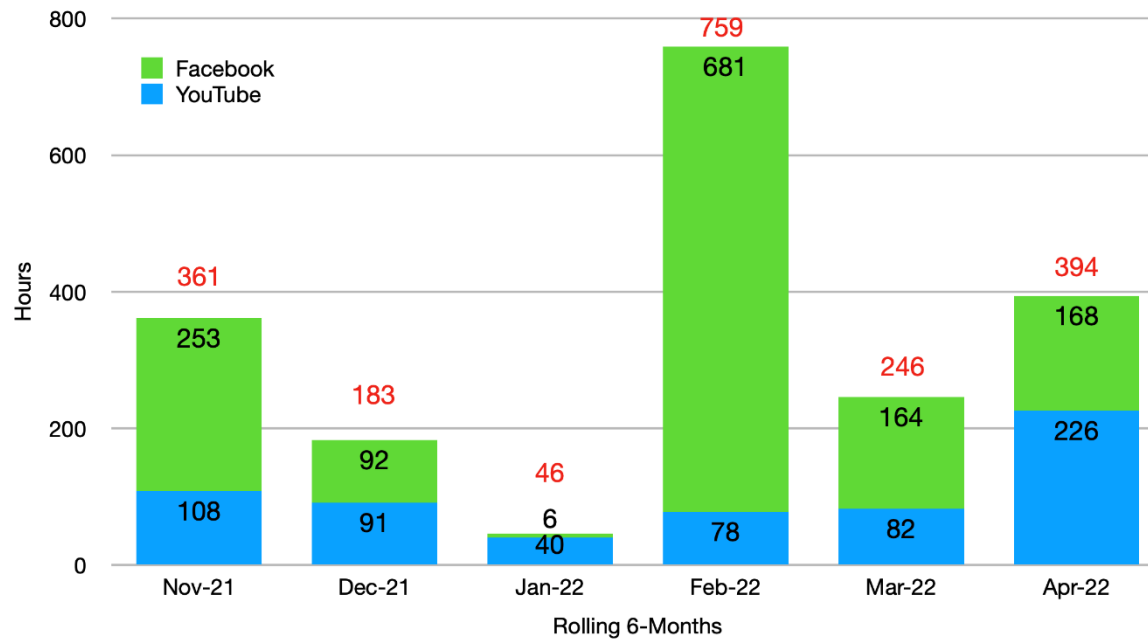


- **Video Content – Total Hours Watched**

Total number of hours watched of ADC-produced video content on both Facebook and YouTube platforms. Videos primarily consist of live coverage of Council meetings.

For this reporting period, video hours watched has been fairly typical. The spike in February is due to a sponsored advertising campaign for DRIVE (preparing young adults to be full licensed drivers) which contained video.

Video Content - Total Hours Watched

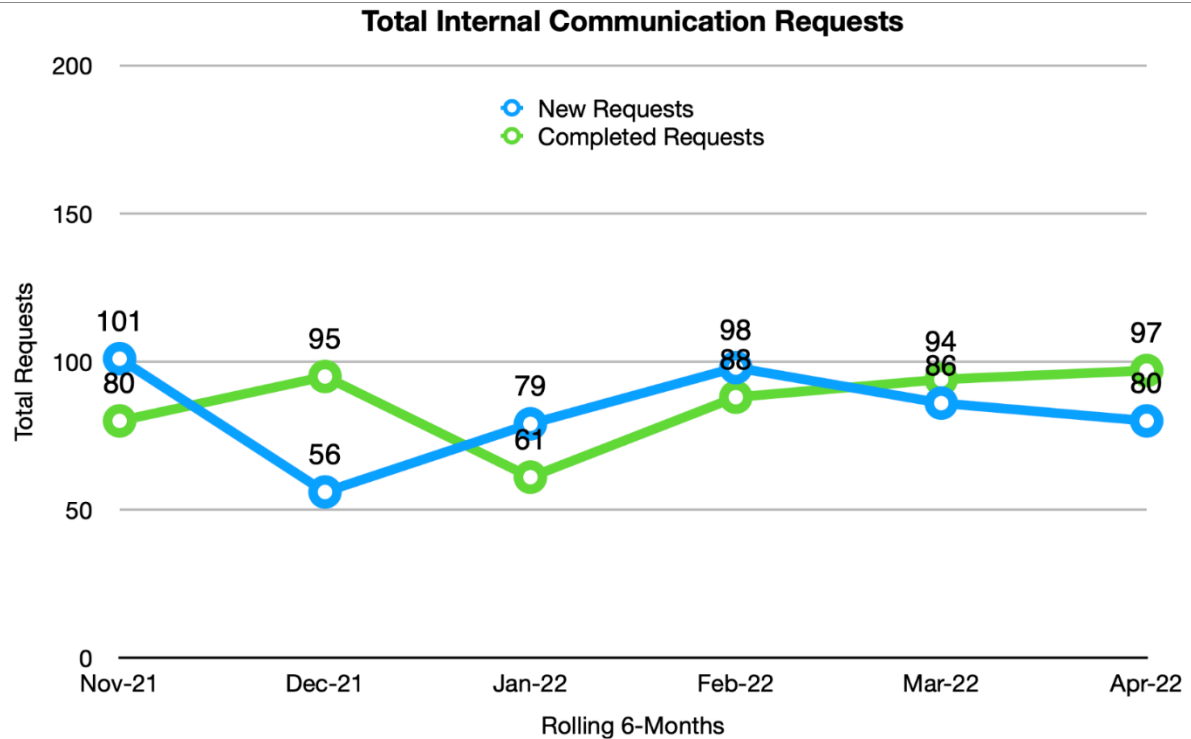


- **Total Internal Communication Requests**

Work produced by ADC’s Comms Team is managed through a request system.

This graph shows the total number of new requests for service submitted by ADC internal departments, and total number of requests completed by the Comms Team, by month.

For this reporting period, the quantity of requests opened and completed is fairly typical compared with recent months. The last two months have also been busy with work related to the draft Annual Plan and other public consultations (which are each contained within a single request in our system).



- **Major Projects / Updates**

draft Annual Plan Consultation

A large amount of time over the last two months has been dedicated towards communications and advertising for the draft Annual Plan. Actions included design of the documents and collateral, web development, mailers to all letterboxes, newspaper campaign, radio campaign, email campaign, social media campaign and livestreaming of our online community meeting.

draft Play, Active Recreation and Sport Strategy.

Providing communications and advertising support for this strategy across our typical advertising channels.

Local Body Elections

Communications planning has started for local body elections, with will have three phases across this year: enrol to vote / stand in local body elections / vote now.

4.3 Commercial Property

Current	Brief Project Description / progress
Ashburton Business Estate	<p>Titles have now issued for all properties at business estate. Three sales settled in April, Two properties in stage two are under contract, one in stage 3 and one in stage 1. We also have a number of contracts with potential purchasers at present.</p> <p>A short video and marketing billboards have been prepared by our summer student with assistance from Council’s communication team for use in the marketing of the Business Estate. The video is on our web site and is also viewable on Youtube at this link: https://youtu.be/dHui47XN2B4</p>
Elderly persons housing	<p>There are 24 people on the waiting lists – nine people wanting single units, 15 wanting double units (three are couples and they’re counted as one application per couple).</p> <p>Six units are currently vacant, five are in the process of being redecorated and one has been offered to a person on the waiting list.</p> <p>Three people on the waiting list are waiting for Methven.</p> <p>Scoping for the redecoration of Friendship Lane Units 1-16 is currently underway.</p>
Ng King Bros Chinese Market Garden Settlement	<p>Work is continuing on the buildings with a quote received to complete foundation work on the remaining building. This is due for completion in the next 6 months.</p> <p>The landscape and planting concept plans have been completed with these being preliminary priced.</p> <p>Eight interpretive panels are underway for installation at the site.</p> <p>Fencing at the front of the property along Allens Road has been completed.</p>
Airport	<p>The online system for collecting landing fees has seen \$4,700 collected up from \$2,500 last month along with a further \$700 received for this financial year. Approximately 60 invoices are being sent to pilots who haven’t paid their landing fees.</p> <p>Mid Canterbury Aero Club clubrooms renovations are complete The airside path to the accessible toilet has been completed. Landscaping around clubrooms is being commenced in first week of May.</p>

Current	Brief Project Description / progress
	<p>We are currently updating the maintenance contract with the Aero Club to ensure that it is fair and fit for purpose and recognises the work that the Club undertakes. The Aero Club report a strong upswing in demand for (PPL) private pilot licence training.</p> <p>CFZ – common frequency zone- we are awaiting confirmation from CAA that this will annotated onto the next issue of visual navigation charts.</p> <p><i>Airport Development and Infrastructure Project:</i> Contractors have installed the cable and transformer to the Airport commercial hangar precinct on Seafield Road and we are awaiting commissioning. Town supply water has also be provided to this part of the airport along with water meters.</p> <p><i>New Construction:</i> 3 of the 4 new hangars that have been consented have now been completed and are earning income. The Lessee of the fourth hangar site is no longer able to commence the build and this site is to be re-let.</p> <p><i>Large Event:</i> Ashburton Aviation Museum Militaria Extravaganza Event was set for 5-6 February 2022. This has now been postponed until November 2022. This event is a cooperation between the Ashburton Aviation Museum and the Military Adventure Group (MAG) it will include static displays, vehicle rides, live re-enactments etc.</p> <p><i>Interest from Commercial Operators:</i> An international flying school training foreign pilots, and a commercial drone operator have conducted initial enquiries about operating out of Ashburton Airport in the future.</p>
Ex ACL yard South Street	The workshop and all outbuildings are currently leased. The office and part of the yard are currently leased to Pegasus Health Ltd for Covid testing.
Lake Clearwater	<p>There has been a good response to sewage disposal requirements at the hut settlement and all 180 of the huts' long-drop toilet have been decommissioned.</p> <p>The demolition of public long-drop toilets adjacent to the water sports club has been completed. Funds have been earmarked in the LTP to provide an additional dry vault public toilet complex in the future.</p> <p>There is work being undertaken on education for minimising the amount of rubbish which is being generated during periods of high demand ensuring that we have adequate receptacles for its collection.</p>
Earthquake strengthening and condition assessments of halls	Rakaia Memorial Hall – Potential options are now being investigated.

Current	Brief Project Description / progress
Glasgow leases	Valuations have been arranged for the lessees making requests to freehold and reports will be presented to Council as these valuations come in. Rent reviews and renewals are completed as and when the leases require.
Medical centre upgrades	Further work is required to establish a suitable location for the Methven Medical Centre to relocate. The work required to retro fit an existing building in Methven to make it fit for purpose rules out this building. Rakaia – the resource consent has been approved and the lessee is working with the architects to finalise the interior layout, meeting required with Council and Medical Centre owners to discuss progress.
Library and Civic Centre Te Pātaka o kā Tuhituhi - Te Waharoa a Hine Paaka	Security systems/storage during the buildings use is currently being finalised. We have received a further progress claim for payment from Naylor Love – Claim 12. The PCG agenda provides a full report on updates.
Oval Pavilion –Ashburton Domain Walnut Avenue Pavilion – Ashburton Domain	Documentation is currently being prepared for the transfer of the building to Council. Documentation is currently being prepared to allow the transfer of the building following a report which will be presented to Council. This report cannot be finalised until we have a valuation of the building as well as an earthquake assessment.

4.4 Forestry

- **Log Sales & Harvesting**

The sales report below for February & March completion of salvage harvesting at compartments 20 and 44 at Westerfield and 21 near Mayfield. With exception of a good quantity of post wood and some firewood the remaining volume was sold as export logs, fortunately this logging was completed prior to another drop in the export market. The China log market recovered after the Chinese New Year, demand has though dropped again due to covid-19 lockdowns as the government pursues an elimination policy for the omicron strain of the virus. Export A-grade in April had dropped to \$109/JAS, down 13% from February.

SALES INFORMATION REPORT - Forest SUMMARY			
Period:	01/02/2022	to	31/03/2022
Products	Quantity	Unit	Net Value
KA EXPORT	127.332	JAS	\$8,283
KI EXPORT	285.773	JAS	\$13,980
KIS Export (Small Industrial)	505.89	JAS	\$13,838
KS EXPORT	1865.349	JAS	\$94,250
Smallwood - Posts & Poles	1418.575	tonnes	\$66,138
PRAD firewood	642.785	tonnes	\$9,290
Forest Total	4845.704	Units	\$205,779

4.5 Finance

- **Projects**

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
2022/2023 Annual Plan	30 Oct 2021	30 June 2022	Yes	Yes	NA	The Annual Plan is currently out for consultation with the community.
Vehicle Replacements		10 May 2022		Yes	No	All 17 vehicles have been received. All new vehicles have gone to either drivers or into the fleet, with the exception of 2 utes having decks fitted by Helmacks.
Purchase card Implementation		Unknown	No	Yes	NA	The final part of the procure-to-pay project is the introduction of purchase cards for small miscellaneous purchases. The next available time for TechnologyOne is yet to be confirmed, and this has been held up due to Covid 19.
Debt Management Process			Yes	Yes	N/A	Testing is being carried out, in conjunction with the IS team. All issues must be resolved and letters updated before implementation. It appears this is more likely to be in Instalment 1 of the 2022/2023 year.

APPENDIX 1

Stockwater closures/alterations/culvert installation applications as at 28 April 2022

Application ID	Location	Length*	No of properties	PHASES					Comments
				1	2	3	4	5	
SKW/015/20	Frasers Road	619.9	3						Physical work to be completed - reminder sent
SKW/017/20	Longbeach Road	1,521.6	5						Physical work to be completed
SKW/031/20	Ruapuna School Road	614.1	1						Physical work to be completed
SKW/036/20	Westerfield School Road	413.4	1						Physical work to be completed
SKW/002/21	Seafield Road	1,043.1	1						Physical work to be completed
SKW/003/21	Ruapuna School Road	4,864.4	6						Physical work to be completed
SKW/004/21	Hinds Highway	3,122.8	6						Waiting for additional information
SKW/006/21	Line Road	67.1	1						Physical work to be completed
SKW/007/21	Ealing Road	747	1						Waiting for additional information
SKW/009/21	Mayfield Klondyke Road	0	1						Physical work to be completed
SKW/010/21	Thompsons Track	4,230.4	4						Physical work to be completed
SKW/002/22	Methven Highway	6,192.7	10						Waiting for additional information
SKW/006/22	Ealing Road	0	1						Waiting for additional information
SKW/007/22	Forks Road	0	1						Physical work to be completed
SKW/008/22	Brothers Road	12,164	17						Waiting for additional information
SKW/009/22	Forest Drive	0	1						Physical work to be completed
SKW/011/22	Maronan Road	1,113.7	5						Waiting for additional consent
SKW/012/22	Stranges Road	902	2						Waiting for additional consent
SKW/013/22	Back Track	4,431	10						Checking all info received
SKW/016/22	Bebbingtons Road	6,207.1	11						Checking all info received
SKW/017/22	Anama Station Road	3,063.4	2						Checking all info received
SKW/018/22	Rangitata Terrace Road	4,519.1	5						Checking all info received

	Phase complete
	On track
	Overdue

Phases: *Application received* *Information gathering* *Review significance and scope* *Reporting and decision making* *Sign off work completed and rates/GIS update*

*Note: a 0 in the length column relates to a culvert or pump service installation application - no race is being closed.