

# Council Activity Briefings

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**Date:** Wednesday 24 March 2021  
**Time:** 9.30am-12pm  
**Venue:** Council Chamber  
137 Havelock Street, Ashburton

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## 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
GM People & Capability	Sarah Mosley

19 March 2021

# Activity Reports

<b>1</b>	<b>Community Services</b>	<b>9.30</b>		<b>Page</b>
<b>1.1</b>	EA Networks Centre	9.30	Kate Fowler	<b>3</b>
<b>1.2</b>	Ashburton Library	9.35	Jill Watson	<b>4</b>
<b>1.3</b>	Ashburton Museum	9.40	Maryann Cowen	<b>4</b>
<b>1.4</b>	Open Spaces	9.45	Beverley Peterson	<b>5</b>
<b>1.5</b>	Economic Development	9.50	Richard Fitzgerald	<b>6</b>
<b>1.6</b>	Memorial Halls and Reserve Boards	9.55	Clare Harden	<b>7</b>
<b>2</b>	<b>Strategy &amp; Compliance</b>	<b>10.00</b>		
<b>2.1</b>	Building Services	10.00	Michael Wong	<b>8</b>
<b>2.2</b>	Civil Defence Emergency Management	10.05	James Lamb	<b>10</b>
<b>2.3</b>	Alcohol Licensing	10.10	Rick Catchpowle	<b>11</b>
<b>2.4</b>	Animal Control	10.15	Rick Catchpowle	<b>11</b>
<b>2.5</b>	Planning	10.20	Ian Hyde	<b>11</b>
<b>2.6</b>	Strategy and Policy	10.25	Toni Durham	<b>12</b>
	<i>Morning tea</i>	<b>10.30</b>		
<b>3</b>	<b>Infrastructure Services</b>	<b>10.45</b>		
<b>3.1</b>	3Waters Projects	10.45	Shyamal Ram	<b>14</b>
<b>3.2</b>	Assets	10.50	Andy Guthrie	<b>15</b>
<b>3.3</b>	Drinking Water	10.55	Andy Guthrie	<b>16</b>
<b>3.4</b>	Wastewater	11.00	Andy Guthrie	<b>16</b>
<b>3.5</b>	Stormwater	11.05	Andy Guthrie	<b>16</b>
<b>3.6</b>	District Water Management	11.10	Andy Guthrie	<b>17</b>
<b>3.7</b>	Solid Waste Management	11.15	Craig Goodwin	<b>17</b>
<b>3.8</b>	Roads and Footpaths	11.25	Brian Fauth	<b>18</b>
<b>3.9</b>	Contracts Awarded / Upcoming Tenders	11.30	Neil McCann	<b>20</b>
<b>4</b>	<b>Business Support</b>	<b>11.35</b>		
<b>4.1</b>	Information Systems	11.35	Gordon Tupper	<b>21</b>
<b>4.2</b>	Communications	11.40	Ruben Garcia	<b>25</b>
<b>4.3</b>	Commercial Property	11.45	Colin Windleborn	<b>28</b>
<b>4.4</b>	Forestry	11.50	Terry O'Neill	<b>32</b>
<b>4.5</b>	Finance	11.55	Rachel Sparks	<b>33</b>

# 1. Community Services

## 1.1 EA Networks Centre

### **Learn to swim**

The Learn to Swim programme is just over halfway through the term, and it is a busy one with over 957 enrolments, an increase of 175 enrolments over the last term. This term will host another theme week, Pirate Week. Theme weeks provide a fun opportunity to support water safety awareness. Throughout this week, students learn vital survival strokes that are specific to open bodies of water. Students are encouraged to dress up for their lessons and swim in their costumes to promote simulating being in water in everyday clothing.

In the lead up to School Swimming Sports, a *Starts, Dives and Turns Clinic* was held across a week to boost student's skills and techniques ready for their races. The programme proved popular with many students.

### **Gym**

New Year New Me is mid-way through the block session. Clients have enjoyed learning about nutrition, and they are also getting the opportunity to try other products the facility offers e.g. Aqua size and Les Mills classes. Pre-season fitness for community sports teams is also in full swing with trainers working with groups including; Ashburton College First XV rugby team and Mid Canterbury netball. A new approach to pre and post-natal exercise is in the process of being built to introduce block programs for new mums to return to fitness.

### **Aquatics**

In late February, the aquatics team hosted two weeks of zone swimming sports. Whilst most of the schools had a high number of attendees. The aquatics team is working with schools to learn how swimming schools sports can attract more students in the future.

The Tinwald Pool season has been extended through March. The pool will be open on Saturdays and Sundays in March.

Previously EA Networks Centre has swapped inflatables with other Councils pools. However, due to health and safety and asset damage concerns, this arrangement is no longer in place.

In support of the community pools, the fully depreciated EANC pool inflatable has been donated to Methven pool.

### **Recreation events and stadium**

The stadium has multiple bookings in the upcoming months. Notably, in March, EANC will host Christ College Basketball Camp and Aoraki three vs three basketball championships.

Netball has had two new recent ongoing bookings to create their fast five programmes and walking netball.

The recreation team has partnered with the YMCA to support the delivery of active recreation pop-ups in the Ashburton Domain and Friedlander Park.

The recreation team is preparing for the upcoming school holidays in which they will have activities to commemorate Anzac day. Additionally, the stadium inflatable will be up for some time during the holidays.

### **General**

The full facility team has been working diligently throughout the COVID-19 level changes to ensure proper sanitation and additional cleaning measures are in place throughout the facility.

Additional parking spaces have been created and signposted specifically for motorbike/ scooter parking. This measure is to support the allocation of parking spaces during peak use times in the facility.

## **1.2 Library**

### **Children's Library**

The first term has begun, we have the Wiggle and Read programme running with a good turnout of 22 babies on average so far. The Story and Rhyme sessions for older pre-school children have not had so many, which is usual for this programme as more children are in day-care at this age.

Riff Raff resumes his reading-dog role next Tuesday the 16<sup>th</sup> of March.

The Microbytes programme coding classes for 10-14 year olds is back on. We have created an advanced group for kids who did the introductory class last year. This is called Megabytes, and has 16 children attending it. A class for new entrants will start in the next two weeks.

Planning is underway for the first term holiday programme, which will have a craft theme.

A guest speaker, Betsy Sewell, who has written a series of decodable readers (using the phonics teaching method) will speak on Monday the 22<sup>nd</sup> of March from 6.00pm to 7.30pm in the Children's Library.

### **New Zealand Libraries Partnership Programme**

The staff in the NZ Libraries Partners Programme named positions of Digital Access Co-ordinator and Community Engagement Co-ordinator have started to make contacts, attend training and plan public programmes and activities. Jane Riach, Community Engagement Co-ordinator, has liaised with Literacy Aotearoa, (which is temporarily holding classes upstairs at the library), Citizens' Advice, St Johns, Birthright, Senior Net, and the Newcomers' Network amid others.

Organisations to hold events at the library soon are Timebank, and Senior Citizens. Jane attended the Refugee Resettlement Hui on the 4<sup>th</sup> of March.

Rebecca Skansie, the Digital Access Co-ordinator, is offering one-on-one assistance with CVs and assisting people with their computer use in the library. She is promoting our LinkedIn Learning site and other electronic resources, and has many other projects in mind. Rebecca is also assisting with the Megabytes coding club in the children's library.

Jane and Rebecca are also becoming confident serving on the public desk.

## **1.3 Museum**

### **Sharing collections**

Archives continues to have a steady range of researchers, subjects include WW1 Soldiers photos, Baptist church, Crum's Kiln & Brickworks, historic farms and family history.

Archives have three regular volunteers who work on indexing projects to enable easier access to our Archives Collections for researchers and staff. These projects include Ashburton Borough Council Rates books, Ashburton County Council Minute books and Funeral Directors records.

Recently the Museum hosted Wakanui School for discussion and activities based around collection items in the exhibition hall covering topics such as the Wakanui Collection/Maori, migration and agriculture.

Winchester School visited for a look around with a focus on transport and hands on activities. Plus another group from Ashburton College, Year 9s studying Identity.

Preparations in the collection store is well underway to retrieve and prepare collection items for our Autumn Exhibition season opening in April. *Critters, Creatures & Curiosities* will be a collection rich exhibition while aiming to be fun and interesting for visitors of all ages.

### **Caring for our collections**

The Archives Officer has been busy with a large collection of Tinwald material which has been quarantined until recently. He has been cleaning and preparing the items for accessioning into the Archives collection.

Otherwise it is business as usual in the Archives, Object and Photo Stores with planned and exhibition preparation work.

## **1.4 Open Spaces**

### **Biodiversity**

We are arranging a field trip for the Ashburton District Biodiversity group and Councillors with this being most likely the 6th April.

Native Planting 101 day is scheduled to happen in winter for farmers to attend.

### **Trees**

Protected tree condition assessments reports have been sent out to individual property owners.

Tree removal of a large tree outside of Ashburton College was undertaken for safety reasons due being structurally compromised.

### **Cemeteries**

Ashes plot purchases have seen a sharp increase in Methven this last month, average of 3 sold annually over the last 5 years, but with 7 sold to date this financial year. These should be installed by the end of this month.

Ashburton cemetery memorial walls detailed design is progressing and it is due to be constructed before July.

### **Gardens**

The aviary birds will be rehomed by end of March. Expressions of interest are open for the purchase and removal of the structure.

## Playgrounds

Improvement actions are underway following the playground condition audit, with a focus on Methven and Rakaia.

## Stock water

A drone trial for routine stock water vegetation control is being explored.

## 1.5 Economic Development

ED Strategic Pillar	Activity	Milestone/ Achievement
Relationship Building –Open for Business -	Open for Business - Business Directory Website	<ul style="list-style-type: none"><li>• Open for Business/Stay and Play banners have been re-installed post-Christmas.</li><li>• Two new businesses registered.<ul style="list-style-type: none"><li>○ 276 active business listings</li><li>○ 10 now hiring</li></ul></li><li>• A monthly campaign is running with business listings and Spirit Magazine to create more engagement with businesses and consumers</li></ul>
Events - Placemaking & Branding	Review of Council run events Nights of Lights Festival & Bite Nite Reimagined event	<ul style="list-style-type: none"><li>• Night of Lights - External funding secured reduced last year's cost of event by 60%</li><li>• Bite Nite - External funding secured reduced last year's cost of event by 55%</li><li>• Number of community events in the third quarter of 2020 have increased by 57% compared to 2019 (from 16 to 28)</li></ul>
	Review of Community events held in ADC public spaces	
	Regional Event Fund – contracting complete, operating plan and structure established	<ul style="list-style-type: none"><li>• Two applications for REF have been accepted for the 2020 trial period. (Ashburton Holi Festival &amp; South Island MTB Tournament)</li><li>• Enquiries are being received for upcoming events including Boulevard Day (new location), Methven High Country Fete, national sporting tournament, Pickleball Tournament</li></ul>
Community Development - Placemaking & Branding -	Ashburton Youth Council Skate Jam event	<ul style="list-style-type: none"><li>• AYC are hosting a Skate Jam at the Ashburton Skate Park on 9 May to coincide with national Youth Week.</li><li>• Sponsorship of \$500 has been secured from The Trust Ashburton.</li></ul>
	Collaboration with Youth Organisations	<ul style="list-style-type: none"><li>• Two AYC members attending the Base Youth Centre Board meeting on 9 March, and Selwyn Youth Council will be attending the April AYC meeting to build connections.</li></ul>
Welcoming CBD Mural – Placemaking & Branding	The artist's commission document based on the topic 'What welcoming means to you'.	<ul style="list-style-type: none"><li>• A public call for artists to submit visual concepts based on public theme submissions will commence March 10.</li><li>• Artwork is planned to be installed on the rear wall of Armadillos restaurant in May.</li></ul>
Welcoming Plan Development -	Developing a new Welcoming Plan in collaboration with	<ul style="list-style-type: none"><li>• Include newcomers and employers' voice' into Welcoming Plan development and its co-development with other community groups. It's intended that their</li></ul>

Unlocking Opportunities	community organisations, employers, Council and newcomers	involvement will lead to good settlement outcomes with the plan meeting their needs, aiding employers in attracting and retaining their workforce.
Refugee Resettlement	The refugee resettlement structure, and the Council's role, has been clarified with MBIE and Safer Mid Canterbury	<ul style="list-style-type: none"> <li>• A terms of reference is being drafted for an Ashburton District Refugee Steering Group.</li> </ul>
Nitrate Report - Natural Resource Mgt	Development of the Freshwater Nitrogen 2.4mg report	<ul style="list-style-type: none"> <li>• The farm system modelling has commenced</li> </ul>
Resilient Business – Agriculture and Technology	The Resilient Business project will explore land use change options available farmers.	<ul style="list-style-type: none"> <li>• Received and included feedback on concept</li> <li>• A stakeholder group has been formed to workshop the approach, focus and funding avenues.</li> </ul>
My Next Move - Start-ups, SME's and Business Support	My Next Move Mid Canterbury – Pathways: Careers, support and recreational options for youth delivered through interactive exhibits	<ul style="list-style-type: none"> <li>• Local businesses have been invited to exhibit what they do and roles they have at Pathways 2021</li> <li>• \$4000.00 funding for Nigel Latta's presentation has been received from Rotary Ashburton.</li> </ul>

## 1.6 Memorial Halls and Reserve Boards

### Playground audit

A playground audit that was contracted by the Council for all playgrounds in this area has now been completed. This is being taken to each reserve board to discuss the issues raised on each playground and the next steps. We are also looking into the best way to manage this process. For this we are working with Open Spaces and the relevant reserve board to get feedback.

### Pool audit

A pool audit is currently underway on all Council owned pools. This will give the Council an indication on what the needs will be over the coming years to keep these pools available to our community. This report will be presented to the Audit and Risk Committee.

### Community Grants

Mt Somers Reserve Board, Rakaia Reserve Board, Ruapuna Reserve Board, Seafield Reserve Board and Tinwald Memorial Hall have all added Infrastructure grant applications that I am collating for the council report in April/May.

## 2. Strategy & Compliance

### 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	Inspections Carried Out (max wait time in brackets)	CCC Issued within 20 Days
Jul	71 (77)	71 (77)	51 (71)	51 (71)	94.1%	311 (2)	98.8%
Aug	46 (48)	117 (125)	66 (51)	117 (122)	100%	330 (2)	100%
Sep	65 (48)	182 (173)	41 (37)	158 (159)	100%	261 (2)	100%
Oct	45 (42)	227 (215)	50 (46)	208 (205)	96%	249 (2)	100%
Nov	60 (46)	287 (261)	44 (49)	252 (254)	97.7%	284 (2)	100%
Dec	45 (33)	332 (294)	40 (35)	292 (289)	92.5%	222 (3)	100%
Jan	37 (41)	369 (335)	33 (34)	325 (323)	84.8%	142 (2)	100%

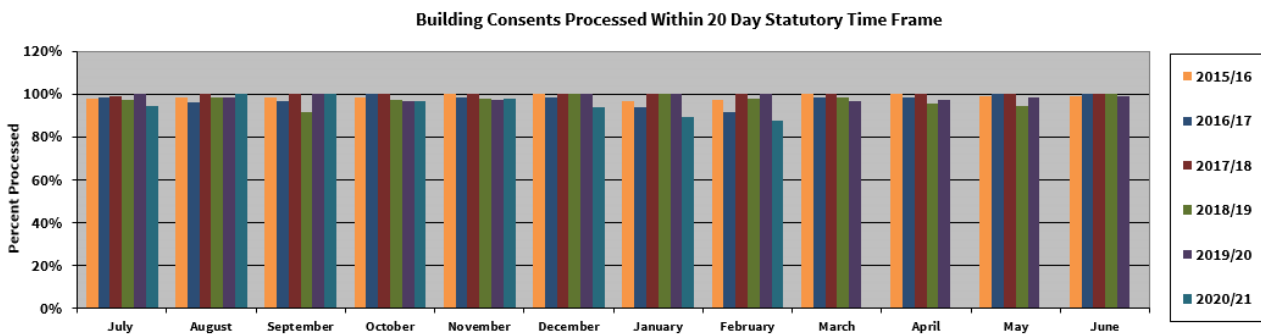
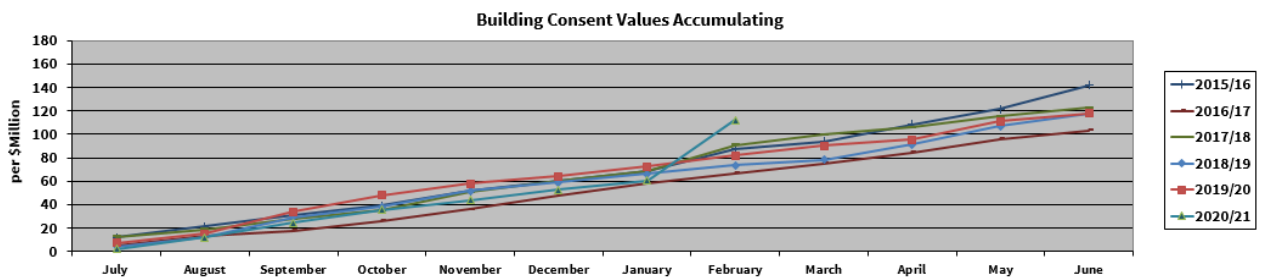
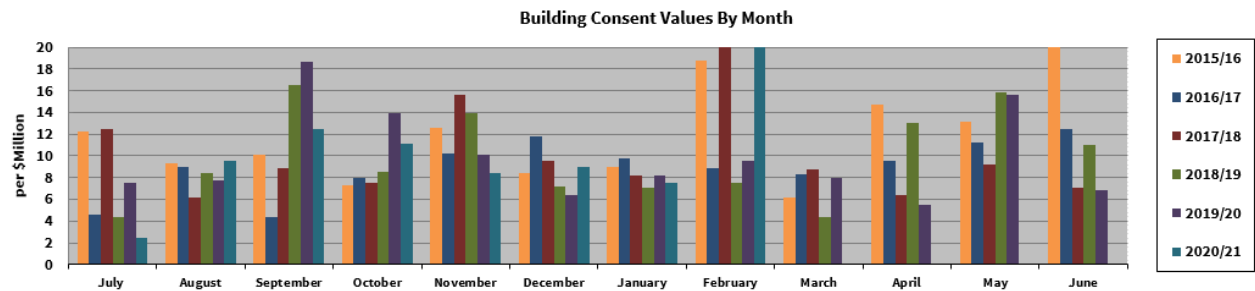
Note: figures in brackets are for the corresponding month the previous year

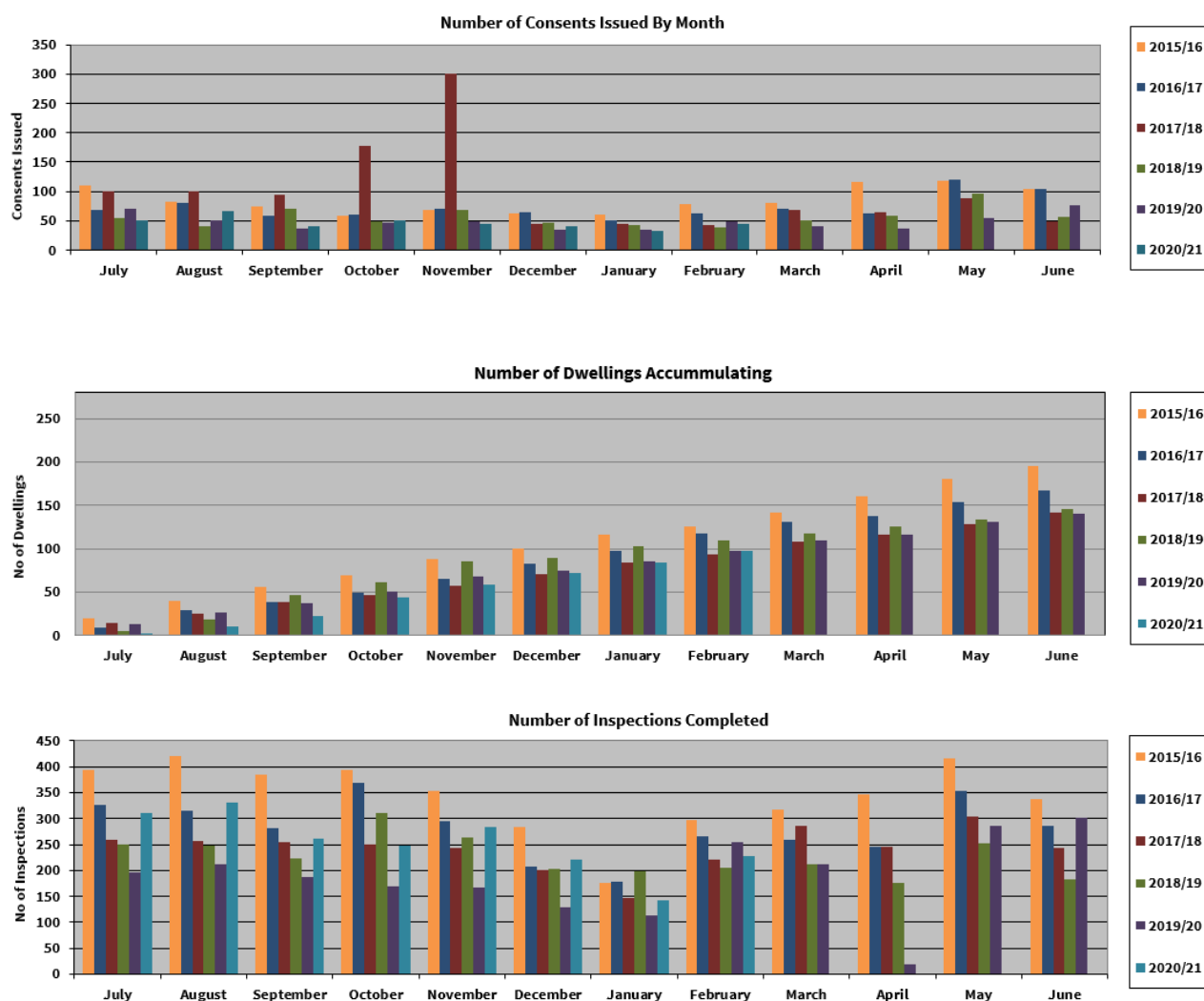
Month	BC Value of Work Received	BC Value of Work Received YTD	BC Value of Work Issued	BC Value of Work Issued YTD
Jul	\$6,314,658 (\$9,342,323)	\$6,314,658 (\$9,342,323)	\$2,439,526 (\$7,542,127)	\$2,439,526 (\$7,542,127)
Aug	\$7,326,623 (\$7,294,390)	\$13,641,281 (\$16,636,713)	\$9,576,211 (\$7,719,745)	\$12,015,736 (\$15,261,872)
Sep	\$19,133,403 (\$14,919,147)	\$32,774,683 (\$31,555,860)	\$12,506,942 (\$18,699,431)	\$24,522,678 (\$33,961,303)
Oct	\$52,632,650 (\$12,252,808)	\$85,407,333 (\$42,964,668)	\$11,122,222 (\$13,940,033)	\$35,644,901 (\$47,901,336)
Nov	\$15,828,544 (\$8,980,066)	\$101,417,067 (\$51,944,734)	\$8,397,120 (\$10,157,602)	\$44,042,021 (\$58,058,938)
Dec	\$21,338,010 (\$10,466,708)	\$122,755,077 (\$62,411,442)	\$8,950,562 (\$6,392,402)	\$52,992,583 (\$64,451,340)
Jan	\$7,035,638 (\$6,203,650)	\$129,808,715 (\$68,615,092)	\$7,547,388 (\$8,205,672)	\$60,539,971 (\$72,657,012)

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
Jul	24 (22)	24 (22)	22 (23)	22 (23)	100%
Aug	27 (27)	51 (49)	21 (29)	43 (52)	100%
Sep	13 (25)	64 (74)	20 (21)	63 (73)	100%
Oct	16 (29)	80 (103)	16 (21)	79 (94)	100%
Nov	15 (19)	95 (122)	14 (25)	93 (119)	100%
Dec	14 (16)	109 (138)	11 (19)	104 (138)	100%
Jan	10 (12)	119 (150)	13 (13)	117 (151)	100%





## 2.2 Civil Defence Emergency Management

Civil Defence, FENZ and Lake Clearwater Hut Holders continued work on a Community Response Plan (CRP). Engagement was also sought with DOC about creating a fire break on their land at the western end of the settlement. DOC are happy for this to be created but under certain conditions. Further work is still required on this part of the plan. FENZ have now offered to collaborate with CDEM on all new and revised CRP's. Civil Defence volunteers undertook further training from Canterbury Emergency Training Group during the month. ADC's EMO and GIS officer attended an online CDEM Group presentation about a Common Operating Platform (COP) for GIS during an emergency. This meeting included representatives from FENZ & Police. The intention is for the COP to be used by all Emergency Services in the Canterbury region. The EMO followed up with the South Rakaia Hut Holders Association regarding the draft Community Response Plan that was sent to them for review. The secretary apologised for the delay, at the last meeting there were not enough members to make a decision. They will follow up with the EMO after the next meeting. The first of the yearly EMO forums was held on 17<sup>th</sup> the focus for this forum was Civil Defence Centres and contingency planning for an activation during Covid-19 lockdown. ECAN scientists gave a presentation about updated coastal inundation mapping (Tsunami) for Waimakariri, Christchurch and Banks Peninsula. They are now completing updated modelling for the area from Rakaia River to Timaru. This will be completed by September at which time it will be incorporated into ADC Tsunami Response plans. Following the EMO forum there was a Canterbury Animal Welfare Shelter workshop. This

was attended by representatives from CDEM, Council Animal Control Officers, FENZ and MPI. The focus of this workshop was to understand stakeholder responsibilities for animal welfare and start planning for a common response process in Canterbury. The EMO attend a Massey University seminar on psychosocial response and recovery and the COVID-19 pandemic. Researchers Maureen Mooney and David Johnston from the Joint Centre for Disaster Research presented findings from their Community Recovery and psychosocial response.

## 2.3 Alcohol Licensing

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

Month	On/OFF/Club new applications	On/OFF/Club renewal application	Special Licence applications	Managers Certificates (new and renewal)	Temporary Authority
August	0	1	6	14	1
September	0	1	7	15	2
October	2	2	6	17	1
November	2	0	8	11	0
December	0	0	0	10	0
January	0	0	5	15	0

## 2.4 Animal Control

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

Month	Dogs currently registered	Known unregistered dogs	Percentage of dogs registered	Infringements	Dogs Seized	Dogs Euthanized	Dogs rehomed	Barking dog letters sent	Reports of wandering stock
August	5972	949	84%	3	9	1	1	5	10
September	6126	738	88%	5	8	0	2	11	9
October	6322	522	91.7%	2	7	0	0	9	8
November	6375	491	92.3%	3	11	0	0	7	8
December	6414	495	93%	3	5	0	2	15	8
January	6451	478	92.6%	1	5	0	2	15	5

## 2.5 Planning

### District Plan Change 4 Update

The second round of submissions on Plan Change 4 to the Ashburton District Plan (seeking to reinforce and strengthen the town centre of Ashburton) closed on 11 February 2021. The hearing for the Plan Change was proposed to be held in late March, however this has been delayed until the end of April or early May to allow discussion with submitters.

Resource Consents	January 2020	January 2021
No. of resource consent applications decided <sub>1</sub>	12	7
No. of resource consents decided within statutory timeframe	12	7

Notified/ Limited notified applications decided	0	0
<b>Other</b>		
No. of 223 Certificates processed	2	1
No. of 224 Certificates processed	3	4
No. of building consents reviewed against District Plan <sub>2</sub>	7	15

<b>Land information memoranda</b>	<b>January 2020</b>	<b>January 2021</b>
LIMs Produced	48	75
LIMs Produced within 10 working days	48	75

## 2.6 Strategy & Policy

### Current projects

Brief Project Description	Start Date	Estimated Completion Date	On track	Comments
<b>Long-Term Plan 2021-31</b>	October 2019	30 June 2021	Yes	Audit NZ reviewing Consultation Document and supporting material and financial. Consultation begins 19 March.
<b>Aoraki Environmental Consultancy (AEC)</b>	Ongoing		Yes	Officers continue to meet regularly with AEC. Current topics of discussion include three waters projects, policy reviews and planning matters.
<b>Bylaws &amp; Policies</b>	Ongoing		Yes	LTP financial policies under review (Treasury Management, Rates Remission, Rates Postponement) Significance & Engagement Policy under review, Property Leases & Licenses Policy out for pre-engagement Background research for Bylaw reviews underway.
<b>Strategies</b>	Ongoing		Yes	Review schedule underway for Council strategies. This will include rolling reporting on progress and prioritisation of full strategy reviews. Due with Council May 2021. A new Parking Strategy is under development.
<b>Annual Residents Survey</b>	August 2020	July 2021	Yes	2/4 rounds of the 2020/21 survey completed (n=417). Survey round 3/4 currently underway. Elected members and the executive team have been removed from the mailing list, per Council request.
<b>Consultation</b>	Ongoing		Yes	Prioritisation of LTP and associated policy reviews until June 2021.

## External submissions

Organisation	Submission Summary	Process	Due Date
<b>Environment Canterbury – LTP 2021-31</b>	This draft LTP 2021-31 is currently out for consultation.	Officers will prepare a submission to the ten year plan and bring this to the April Council meeting.	11 April 2021

## 3. Infrastructure Services

### 3.1 3 Waters Projects

Project	Description	Progress
Ashburton relief sewer – Part 1 - ACL	This project covers the construction of a new 3,035m pipeline from Bridge Street to Wakanui Road. Project value is \$5.1M.	Some of the required pipes and manholes have been manufactured. The Ecan resource consent was approved on 5 March and the ADC resource consent was approved on 11 March. The construction and environmental management plan needs to be approved by Ecan before construction can commence.
Ashburton relief sewer – Part 2 - Seipp	This project covers the construction of a new 2,114m pipeline from Wakanui Road to Milton Road South. Project value is \$4.0M.	Some of the required pipes and manholes have been manufactured. The Ecan resource consent was approved on 5 March and the ADC resource consent was approved on 11 March. The construction and environmental management plan needs to be approved by Ecan before construction can commence.
Ashburton town centre revitalisation	This project involves replacing and upgrading three-waters infrastructure; constructing new road and footpath surfaces; and constructing urban landscape features. Project value is approx. \$15m.	Burnett St – The stormwater and wastewater pipelines have been laid. The contractor will commence connecting the wastewater laterals and the watermain connections – this will be carried out mostly at night. Tancred St – planting of the garden beds is being completed. Cass St – the contractor will be addressing outstanding items. The hydrants in the parking area have been relocated. East St – works on the western side of East Street is progressing well. The kerbs have been completed and the parking spaces temporarily re-opened. The shared footpath has been completed and the contractor is paving the remaining areas near the old i-site. 51% of the project has been completed. Total spend is \$7,320,383.33.

Hinds Water Pipeline Renewal	This project involves replacing 700m of water pipeline on Rhodes, Bennett and Rogers Street. Project value is \$250k.	The project was completed in February on time and under budget.
Hakaterere WTP works and Lower Hakaterere water supply connection	This project involves minor upgrades at the Hakaterere treatment plant and water supply connection to Lower Hakaterere. Project value is \$25k.	The treatment plant upgrade and laying of the main pipeline to the village has been completed. The connection to the local network is expected to be completed by end of March.
Mill Creek Vegetation Control	This project involves vegetation control along Mill Creek from Farm Road to Braebrook.	The vegetation control works being undertaken by ACL has been put on hold while the contractor reviews its methodology.
Wastewater Pipelining	This project involves slip lining 1550m of wastewater pipes in Ashburton	PipeTech has commenced lining wastewater pipes south of Wellington Street on Eton, Cambridge, Oxford and Church Streets as well as on Beatty Crescent. The project is expected to be completed by end of March.
Bore head raising	This project involves raising eight bore heads to above ground. This will then achieve compliance with DWSNZ bore water security. Project value is \$0.8M.	The final bore to be upgraded is scheduled for the April school holidays. The works may result in issuing of boil water notice to the residents of Rakaia.

## 3.2 Assets

### Telemetry Radio Upgrades

We have recently completed the replacement of our 20-year old water and wastewater telemetry radio equipment with a modern, high-speed digital radio solution. The network is used to monitor the treatment plants continuously, and to record data on flows and treatment parameters which is essential for resource consent and drinking water standards compliance.

The old equipment was aging and operated at a low data speed, which was leading to increasingly frequent communications gaps and congestion. This meant we risked missing urgent alarms from treatment plants and losing critical data.

The new network is up to 100 times faster and is proving to be extremely reliable. As a result, not only are we reliably capturing the data we are required to, we are also able to record much more detailed information to better understand plant operation and performance.

Due to Officers being able to learn how to set up the new equipment and carry out some of the configuration work in-house, the final cost was approximately \$20,000 less than the initial estimate.

### 3.3 Drinking Water

#### Water safety plans

Work is continuing at pace on the development of a water safety plan (WSP) for the Methven water supply. The scheme had an earlier approved plan which has now expired. This work relates to having to prepare the new replacement plan in accordance with a significantly more comprehensive framework released by Ministry of Health.

Due to resourcing pressures at present in the three waters area, Beca consultants are assisting with the plan development. Beca staff are working alongside Council officers and plant operators. The revised WSP has to be resubmitted to our drinking water assessor by 31 March.

While the present focus is the Methven WSP, some of the work will be transferable to other plans which will have to closely follow.

#### Methven Reservoir Project

Following internal review, the final amendments are being completed on the design drawings. The associated physical works contract document only requires some minor administrative details to be added (tendering dates etc.). The project is expected to be handed over to the Projects and Operations Team soon for tendering.

### 3.4 Wastewater

#### Consenting for Relief Sewer Project

Consents for this project were expected to be very straight-forward. Unfortunately, this proved not to be the case. The project necessitated obtaining four consents from Environment Canterbury as follows:

- To use land for excavation over an aquifer
- Disturbance of the riverbed
- To take groundwater for dewatering and to divert surface water
- To discharge of contaminants to water and land

ECan determined that the trench dewatering activity (associated with construction) had the potential to affect shallow bores in adjacent rural properties. ECan identified four bores where this may be an issue. Officers were left in the position of attempting to obtain affected party approval (which was tried), or accepting quite onerous monitoring conditions.

The difficulty with obtaining affected party approvals, apart from the obvious time delay, is that landowners are naturally concerned about being asked to sign an affected party approval document. This has meant that the consent which has finally been granted has very onerous conditions around monitoring of the shallow bores.

It is understood that a number of stimulus projects around the country have been similarly affected by consenting delays.

### 3.5 Stormwater

#### Methven and Rakaia Network-wide stormwater consents

During the scoping phase for this work with a potential service provider we have determined that there is now insufficient time to prepare a satisfactory application before the lodgement deadline of 30 June



2021. This is one of the projects that was impacted by the redirection of resources to the 3Waters RFI works and other reforms related tasks. As a consequence, officers have written to Environment Canterbury seeking a further extension to the lodgement deadline to 31 December 2021. We await a decision from ECan on the matter.

In the interim, it is proposed to commence a programme of water quality monitoring of waterways and discharges around the networks to help understand the current condition of the receiving environment and impacts from stormwater discharges. This monitoring will include a period of regular and rain event sampling.

### **3.6 District Water Management**

#### **Cracroft Consenting Changes**

This consent is close to being finalised, with draft conditions being issued for our review. The draft conditions include a low flow condition which is unusual for a stockwater consent and if accepted would be the first consent with this type of condition. Our service provider has gone back to ECan questioning the appropriateness of the condition.

### **3.7 Solid Waste Management**

#### **Changes to recycling – Bin Audits**

The contamination rate for recycling going to EcoSort in Christchurch was 2.4% for February. This is our best result yet.

As of 22 January we have:

- 1341 properties being monitored (11.9%)
- 278 properties on their third warning (2.4%)
- 123 properties have had their bins removed (1.0%)
- 15 properties have had removed bins returned.

#### **Bin Clips**

Bin clips on recycling bins are being progressively rolled out in areas affected by high winds. Strong wind days have always been a challenge for us on recycling days.

This where Wind Straps or "Bin Clips" are fitted to wheelie bins to keep the bin lid closed if it gets blown over in a strong wind, preventing recycling from being blown down the street. They are designed to release when the truck lifts and tips the bin. The weight of the recycling on the lid creates enough pressure to release the clip and the lid. To work properly and consistently they have to be fitted precisely. For this reason we don't sell them and allow the property owner to fit them themselves.

When wind straps came on the market, a discussion with the contractor led to a small cost shared pilot program.

We ran the pilot project in Rakaia which proved the new bin clips were a huge benefit in reducing windblown recycling in a strong nor wester. Working about 95% of the time a bin is blown over. Learnings from that project showed that the most cost effective method of rolling out the bin clips was to prioritize wind prone areas and combine the fitting of theses bin clips with the kerbside auditing program.

The initial focus was on the towns near the foothills of the district, experience showed they are the most exposed areas and the furthest from town for the Contractor to respond to.

There are some streets in Ashburton that are also more prone to wind than others. The audit team continues to fit these bin clips in problem areas around the district, not everyone will have their bins out on any one day, the audit team picks up those properties missed on their first or second visits on subsequent visits.

This approach has been chosen because nor-westers rarely last longer than a day and can occur on different days of the week affecting different collection runs. This gives the opportunity to focus on those areas most prone to wind over time rather than trying to get it all done in one day. Something that was tried in Rakaia and showed that not everybody will get their bin out on the prescribed day, even with good communications in place. This meant several months of expensive catch-up work on that pilot project. The bin audit team will continue to plug away at the remainder of the district over time.

### **Projects for 2021**

The tender for the roof for the cardboard bunker at the Ashburton Recovery Park closed on 12 March. A tender evaluation report will be presented to the April Council meeting.

### **Waste and Water Sustainability Education Services Contract (RR-BA 17/18)**

The tender for the above contract closes on 26 March. The tender is a price quality tender. Following the tender evaluation a tender evaluation report will come to the May Council meeting.

## **3.8 Roads and Footpaths**

### **Maronan Road bridge guardrail**

The guardrail replacement project on the single lane bridge has been completed. The final site walkover took place on 9 March. The carriageway has now been widened to 3.9m and a safety barrier system installed.

### **District speed limit review**

HEB are due to install the second stage of the new speed limit signs. The tentative date for this second stage is April 2021 but is subject to agreement by Waka Kotahi.

### **Ashburton walking and cycling strategy**

The public hearing for the strategy was held on 20 January 2021. Ten submitters presented their case to Council. The strategy will be updated based on the Council deliberation and the revised strategy will proceed to the 7 April Council meeting for approval.

### **Road works – Mid Canterbury State Highways**

State Highway roadworks that have the potential to cause delays on the Mid Canterbury region State Highways in the immediate future are listed below.

NOTE: Weather and late programme changes may cause some planned road work to be postponed to the next suitable day or night.

For daily updates and real-time travel information:

Visit: <http://www.journeys.nzta.govt.nz/traffic/>

- Phone: 0800 44 HIGHWAYS (0800 44 44 49)
- Follow: [www.nzta.govt.nz/contact-us/connect-with-us](http://www.nzta.govt.nz/contact-us/connect-with-us)

	Site Location	Programme
<b>SH1</b>	Fairfield Road Fairton. Rehabilitation on Fairfield Road West by Fulton Hogan	8/3 – 31/3/21
<b>SH77</b>	ADC Sewer Main installation Main St. Methven. From Methven Chertsey Road to Racecourse Avenue by ACL.	15/3 -31/3/21

Drivers are able to plan ahead by using NZTA's Journey Planner

<http://www.journeys.nzta.govt.nz/home> which provides travel time information, access to traffic cameras, and updates on delays, roadworks and road closures.

### Maintenance and renewal contracts

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

Project	Description	Progress
C640 Road Network Operations and maintenance 2015-2020	Maintain the Ashburton District transportation network	Contract has been completed. Fulton Hogan to complete identified remedial work and are liable under warranty for some works for a year.
Road Network Operations and Maintenance 2020- 2025	Network Operations and Maintenance contract 2020 – 2025	HEB are fully established and now working to prepare a full works programme based on network need. 30733m3 of maintenance metal and 8980m3 of basalt wearing course has been applied to date this financial year. This represents 64% of the planned work with the remainder programmed to commence April when weather is generally more suited to this activity.
C657 Road Resurfacing Ashburton District 2018-20	Design and construct proposed resurfacing sites within the Ashburton District over the two seasons 2018/19 and 2019/20	All sites for both year 1 and 2 are completed. A further 10 months until the 2 year defects period expires.
CON00109 Bridge Replacements Arundel Rakaia Gorge Road	Replacing three RDR bridges on the Arundel Rakaia Gorge Road	Work on all three bridges was substantially completed prior to Christmas with all bridges open to traffic. Minor seal defects, chip seal of bridges and a second coat for line marking to be undertaken.
ROAD 0129 CON00114 Seal Back at Intersections	Seal back 100m at unsealed intersections with sealed roads.	Contract awarded to Fulton Hogan. Separable portion completed in 2019/20. Minor remedial work has been completed.
ROAD0145 Road Resurfacing – Ashburton District 2020-22	Resurfacing district sealed roads over the coming two seasons	Tender closed on 11 August 2020. Council awarded this contract to ACL on 10 September. ACL have completed the first year sites.

### **Line Road realignment**

Initially this work was to be actioned within the road maintenance contract. However, final design has indicated greater earthworks than originally envisaged meaning that estimate is now greater than expected. Tenders for the work have closed, and as the prices are greater than budget. It has been decided not to proceed at this time.

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

Part B of the Detailed Business Case is aimed for completion by the end of March. Stantec have prepared a short-list of possible options which will be discussed at a workshop in April effectively completing what is known as a "multi criteria analysis". Results will be reported to NZTA and if approved then site investigations and indicative design work will be undertaken.

## **3.9 Contracts Awarded / Upcoming Tenders**

<b>Tender/contract</b>	<b>Awarded to:</b>
No contracts have been awarded or sought.	

## 4. Business Support

### 4.1 Information Systems

#### Projects

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
<b>Business Improvement</b> Application Enhancement and development	BAU Activity		N/A	N/A	No	Ongoing development of new and existing processes and support tools to support business improvement across Council Business Groups within Council's ERP and other core applications.  Work underway in the areas of ; Debt Management, Payroll processing, Security Categories, Water Consent Management, Planning , CRM Roding, Traffic Management Plans and Building  Recent deliveries include application upgrade to Council's ERP product suite, process improvements applied to Service Connection and Planning.
Stadium management system	November 2019	July 2021	Yes	Yes	No	Replacement of existing solution. Contracts confirmed and signed. Implementation plan underway.
Aerial imagery	December 2019	March 2021	No	Yes	Yes	Aerial imagery capture of Ashburton District urban and rural areas. Contract in collaboration with ECan and Timaru District Councils. Urban imagery complete and accessible. Rural capture 80% complete
INFOR IPS	February 2020	June 2020	No	Yes	No	GIS integration with water supply, waste and storm water assets within INFOR IPS solution. Continuing to work with supplier on enablement.
Spatial Plan	October 2020	June 2021	Yes	N/A	No	Development of GIS strategic planning work identifying planning consent activity, constraints and location across the district.
Mobile Spatial Capture	January 2021	February 2021	Yes	N/A	No	Development of spatial mobile applications to capture data on berms (complete) and street trees

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
Dryland Survey Spatial Presentation	December 2020	March 2021	Yes	N/A	No	Recreation of district vegetation survey for internal and public reference
<b>Systems</b> Site (Disaster) Recovery	BAU Activity		No	Yes	No	Design, scope and application of the disaster recovery systems. Activity in developing and documenting disaster recovery protocols, processes and supporting business continuity functions.  Migration to new cloud based data backup service has been completed.
Telephony	July 2019	June 2021	No	Yes	Yes	Renewal of current telephony and call centre solution.  Work to deliver the new call centre solution will begin late March.  For the telephone system work is continuing to verify technical requirements, functionality and service. Delivery timeline to be confirmed but aim is to commence for this financial year.
Microsoft M365 application suite	September 2020	June 2021	Yes	Yes	No	Application of this office suite version. The application is cloud based and includes Office products such as Email, Word and Excel, but also includes a number of other productivity applications that could benefit Council operation.  Current activity has seen underlying desktop architecture updated, the introduction of MS Teams (replacement for Zoom) and commencement of the migration of our email solution to the cloud equivalent.
Desktop	September 2020	August 2022	Yes	Yes	No	First of three phases to renew identified desktop devices. The first phase will involve the replace of 60 units through this financial year.  Deployment underway
Network	August 2020	May 2021	Yes	Yes	No	Renewal of network firewalls and core network switches.  Firewall replacement completed.  Core network switch work commenced
Email and Web Protection	December 2020	March 2021	Yes	Yes	No	Replacement of current email and web protection services

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
Web Security Audit	February 2021	March 2021	Yes	Yes	No	3 <sup>rd</sup> party audit and assessment of internet facing connection points. Draft report received and under review
<b>Information Management</b> Physical Record Management	BAU Activity		N/A	N/A	N/A	Ongoing work to identify, record and appraise Council physical records and disposal if applicable, that are held within Council operational locations. Current focus continuing with the Roding area.  Each appraisal includes classification against Council's adopted retention and disposal schedule as part of the management of the life of that record including that of protected or permanent retention under the Public Records Act.  Off-site storage transfer to commence with identified provider to hold Council protected and those classified with longer retention physical records.
Electronic document record management system (EDRMS)	BAU Activity		N/A	N/A	N/A	Ongoing EDRMS development working with Council Teams to review original spaces and functionality delivered in 2018 to provide solution improvement and use of.  Current redevelopment activity is in the areas of Finance and P&C  Migration of records from retired file shares to the EDRMS being investigated.
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. Continuing work but to date over 7,500 records have been updated
Data Management – Deceased Persons	BAU Activity		N/A	N/A	N/A	Assessment of current state, development of immediate actions and future management.

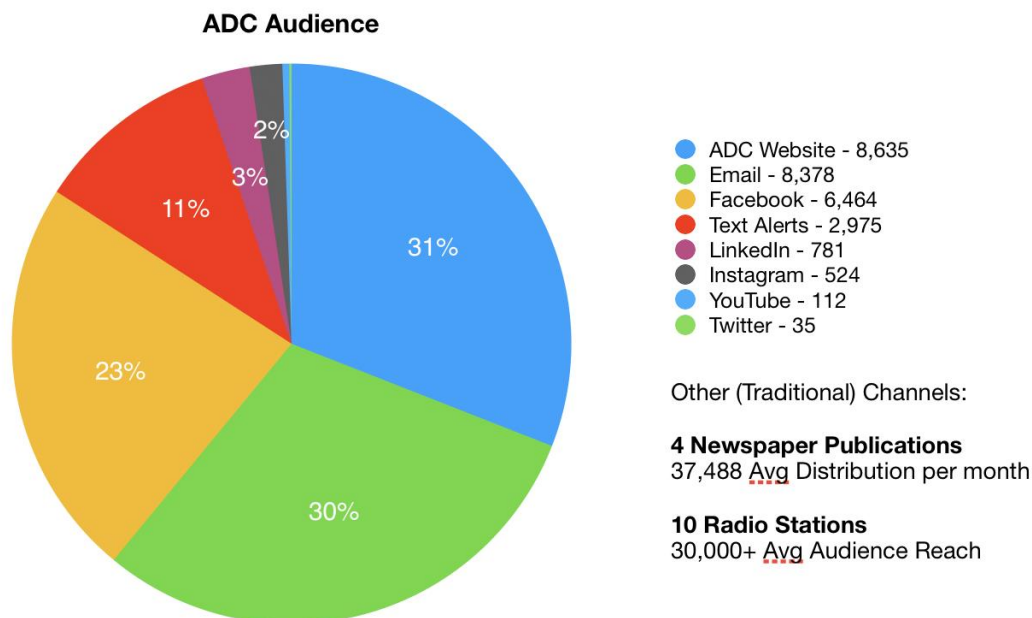
Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
Information Management Audit Work plan	BAU Activity		N/A	N/A	N/A	<p>Identified priority work items from the completed external service audit.</p> <p>Current activity in development of Information Management strategy and policy development.</p> <p>Developed end user training programs commencing.</p> <p>Future work to include digital record monitoring, appraisal and life cycle management across Council systems.</p>
Digital Record Management	BAU Activity		N/A	N/A	N/A	<p>Ongoing retention and disposal activities for digital records held within the EDRMS and other digital repositories against Council's retention schedule.</p> <p>Current activity on assessment of migration between older digital storage solutions and data management of Museum records, asset cctv record storage, and disposal of expired records.</p>



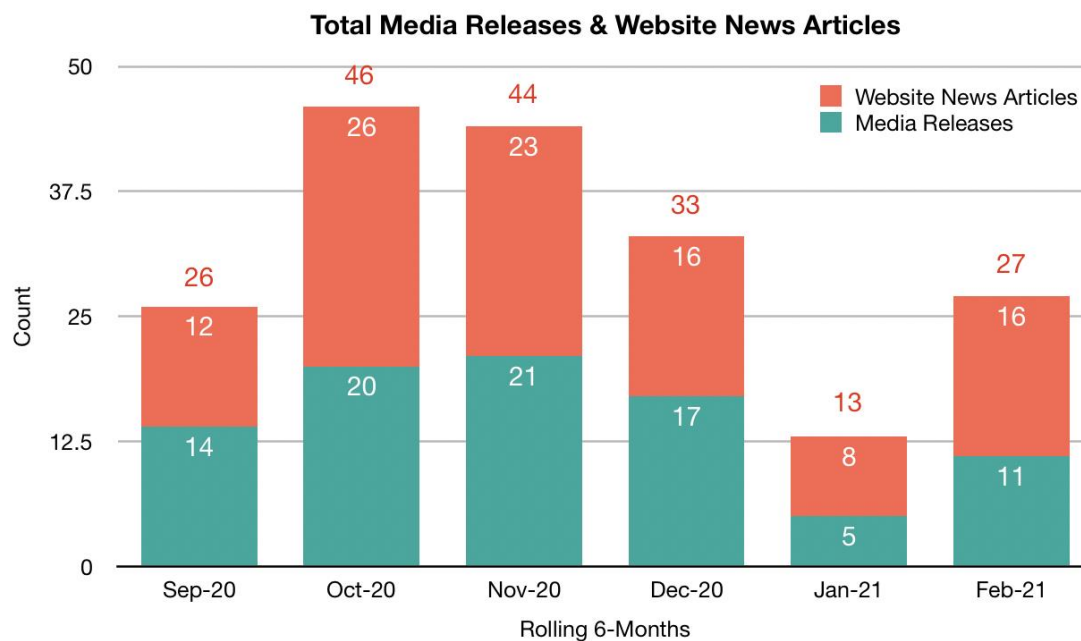
## 4.2 Communications

### Key Performance Indicators

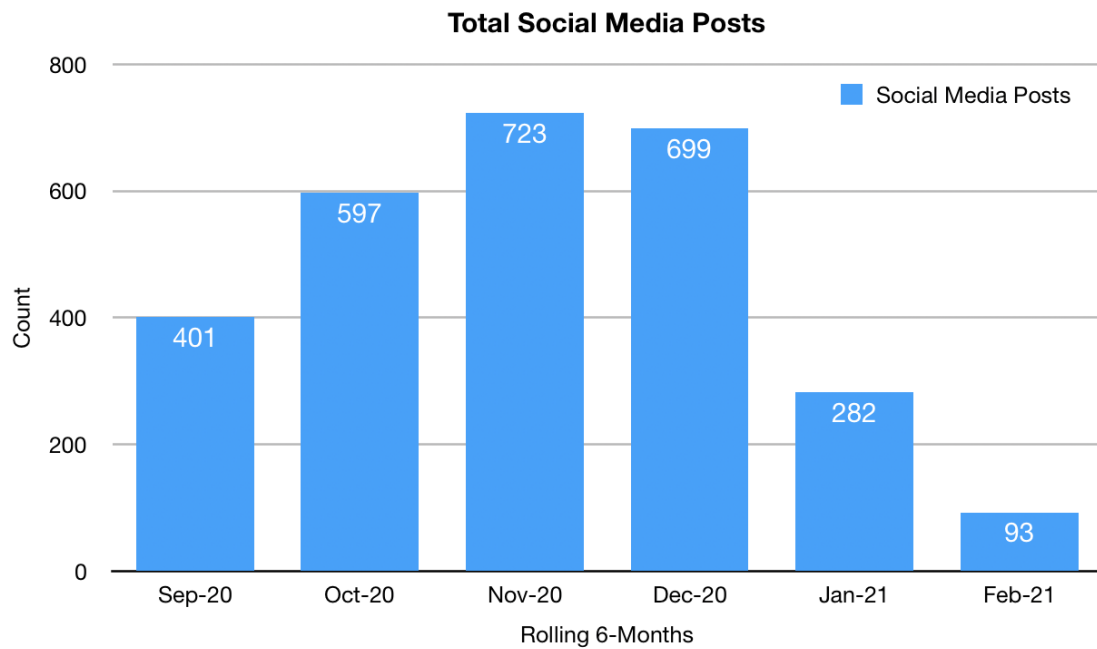
**ADC Audience** – This graph shows ADC’s current *total audience* distribution across multiple digital channels; data represents unique contacts. Traditional channels (newspaper and radio) are noted separately as data represents *average* distributions and audience reach.



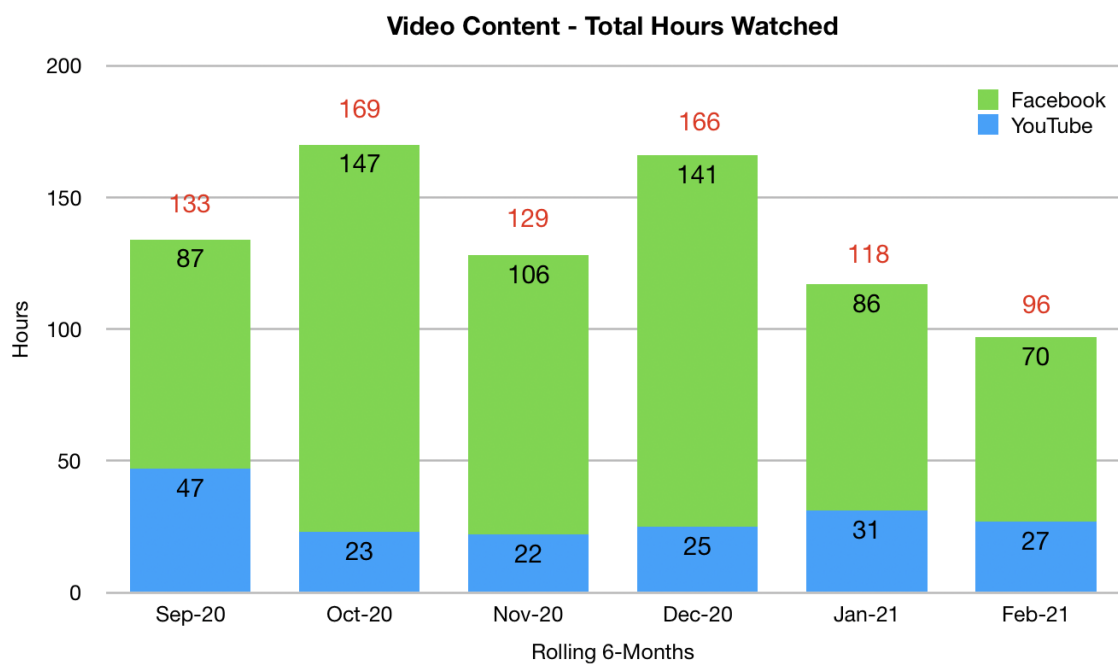
**Total Media Releases & Website News Articles** – The total number of unique editorial pieces written for ADC’s website and media distribution (email). Not all website news content results in a media release.



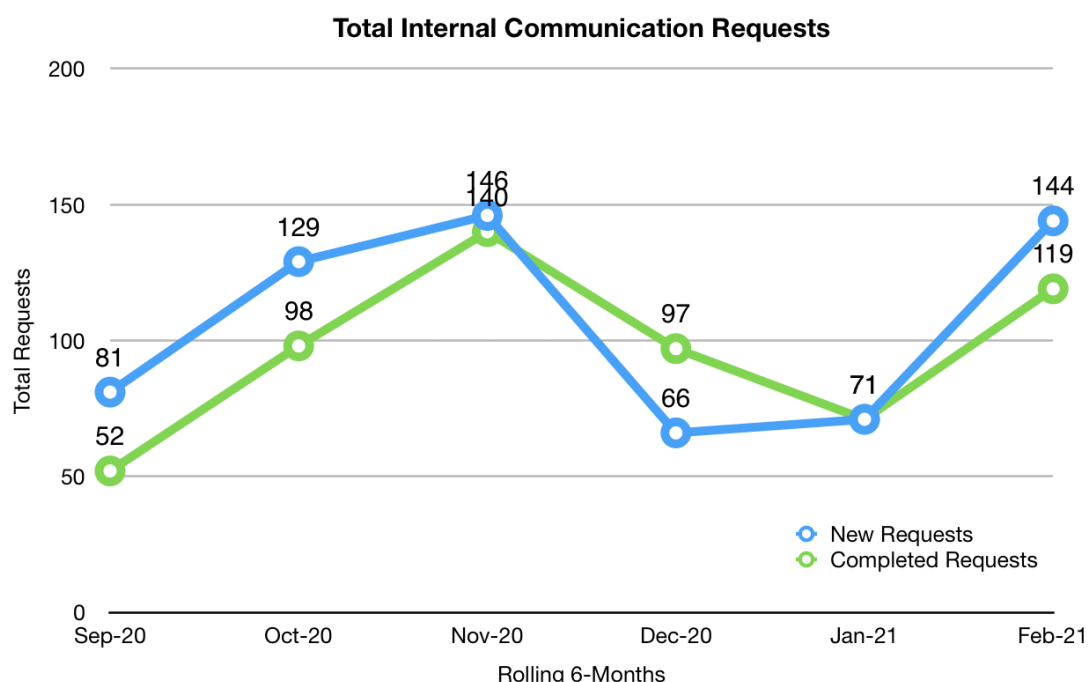
**Total Social Media Posts** – Total number of posts shared across multiple ADC-managed social media accounts, including Facebook, LinkedIn, Twitter, Instagram, and YouTube.



**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.



**Total Internal Communication Requests** – All work produced by ADC’s Comm 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.



## Major Projects / Updates

### EA Networks Centre New Website

Having successfully delivered a new website for ADC ([ashburtondc.govt.nz](http://ashburtondc.govt.nz)) in February (2021), the Comms Team is now focused and working on developing a new website for the EA Networks Centre, with a live date scheduled for 1 May 2021. Built on the same cutting-edge platform of ADC’s new site (Squiz), EANC’s new website will benefit from major improvements, enhancing a members’ and/or visitor’s online experience.

### Councillor Website News Email Notifications

Recognising that news and information is sometimes shared on ADC’s website and social media channels of which does not necessarily warrant an official media release, this month the Comms Team has introduced email notifications to all Councillors. All Councillors, including the Executive Team, will now receive a new email notification when a news story is published on ADC’s website. This notification will help keep recipients informed in a timelier manner on the latest information being shared with the public.

### Library & Civic Centre Hoarding “Peek Holes”

The newly installed hoardings located on Baring Square East and Havelock streets will soon have “peek holes” cut out as part of the overall design. These cut-outs throughout the 160+ metre hoardings design, will allow visitors of the site to see the construction progress inside.

## 4.3 Commercial Property

### Projects

Current	
Ashburton Business Estate	Awaiting completion of covenant agreements before titles can be obtained. Street names have been approved and signs are in place. Comprehensive marketing campaign is being developed along with appropriate signage.
Elderly persons housing	Twenty one people on the waiting list with twelve people wanting single units, nine wanting double units – a decrease from last month. Five vacant units are currently being redecorated. The majority of units have been inspected with any remedial work required programmed to be undertaken. Public meeting for tenants to explain the Section 17a review of Elderly Housing was undertaken with a good turnout.
Ng King Bros Chinese Market Garden Settlement	Work has commenced on rehabilitation. Photos are appended.
Airport	Fuel facility installation is underway, tanks are in and being tested and expected to be completed and operational by mid-March 2021. BP and RD petroleum are in discussions to ensure a smooth transition. Mid Canterbury Aero Club clubrooms are currently completing the refurbishment of their building. Work has commenced on the development plan and a stakeholders meeting is currently being organised. Re-grassing of the parking for aircraft during refueling has been organised.
Property Inspections	All Council gravel reserves and leased land, as well as forestry, is continuing to be inspected using Council's app which was developed between the Roading and Commercial Teams.
Ex ACL Yard South Street	New occupiers continue to be found for the buildings and yard which is currently vacant with one tenant taking several buildings.
Lake Clearwater	A scope of work has been priced by surveyors with a contract let with start date to be confirmed.
Earthquake Strengthening	Mt Somers - a builder has commenced work with renovation. Rakaia Memorial Hall - currently scoping the repair strategy with Engineer and Builder. Mayfield - engineer has prepared a report and the findings will be discussed with the Reserve Board in order to develop a repair strategy.

## Ng King Brothers Chinese Market Garden Settlement Site









## **4.4 Forestry**

### **Log Sales & Harvesting**

Arrangements to facilitate the harvesting of the windblown trees near Fairton off Company & Milton Roads continues. The Council has now signed a contract for the sale of these trees with Forest Management Limited (FML). The Council chose FML as we successfully concluded our last log sale with them and we also needed to access a logging crew as soon as possible. We expect the logging contractor to be on-site soon after Easter. The new landowner Talley's Ltd have been contacted and we have arranged to get access to the plantation using a track they have formed alongside our trees. It is expected that the harvesting will take about 2 months to complete. Log markets remain steady with most of the logs produced expected to be sold into the local log market. The cutting of an export pulp grade will be important though for the value achieved from the block as domestic chiplog prices will only achieve a modest royalty.

### **Section 17a Review**

Arrangements to facilitate the harvesting of the windblown trees near Fairton off Company Road.

The forester completed the first draft of a section 17a local government act review for the forestry operation. The review looked at four other options for forest management service delivery; Outsourcing, Council Controlled Trading Organisation, Shared Service and the Sale of Cutting Rights. All of these options have been used by other Council's, although the type of in-house modelled currently used by the Council is reasonably unique. The review will be brought to Council to consider in April.



## 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
LTP 21/31		30 June 2021	Yes	Yes	NA	Financials are currently being prepared for the audit of the consultation document
Water Meter invoicing for Res D / Rural A properties	Jan-2021			No	N/A	

- **Procurement Policy**

At the Council meeting on 17 February, an extraordinary business item was introduced seeking an update on the percentage of 'local buying' and whether there has been a change in procurement practices since Council reviewed the policy (April 2020) to include a 5% weighting on local suppliers. It was noted that the update will be provided to the Activity Briefings meeting on 24 March 2021.

- We are still working on this request. Due to lower staffing levels in the IS team we have not yet been able to extract this information from the system.