

Council Activity Briefings



Date: Thursday 13 May 2021
Time: 9.30am-12pm
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
GM People & Capability	Sarah Mosley

6 May 2021

Activity Reports

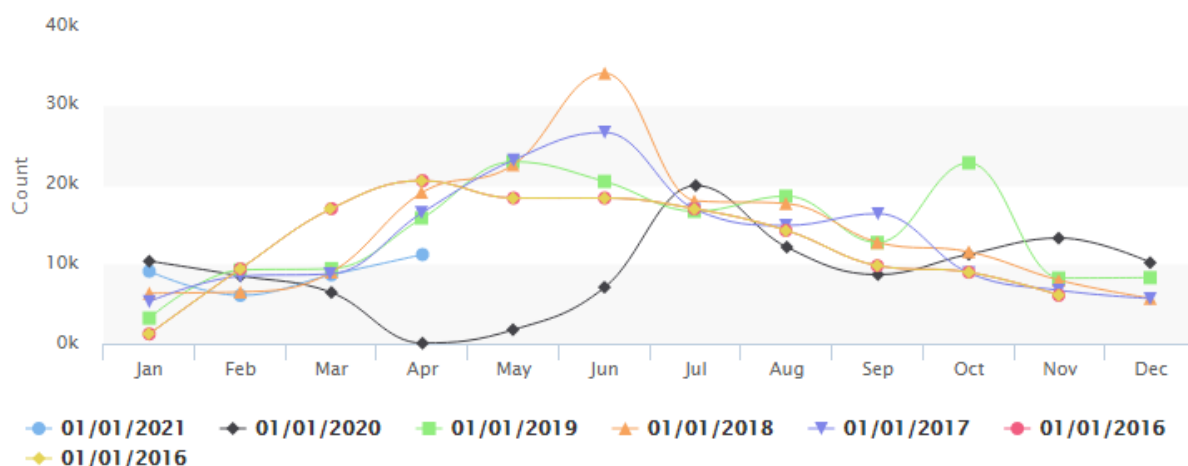
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1. Community Services Group

1.1 EA Networks Centre

- **Stadium utilisation**

Yearly comparisons



The above graph shows a general trending upwards of visitors to the stadium space and also demonstrates the obvious seasonal peaks. Based on visual assessment thus far in 2021 we would expect to see a high trend again through winter, however it is noteworthy that with the ongoing influence of Covid-19 some key sports are experiencing lower registrations and spectator participation.

- **Bookings Statistics**

Description	Mar 19	Mar 20	Mar 21
Group Fitness	240	245	325
Room Hire	20	6	35
Stadium	103	77	105
Total	363	328	465

The above table demonstrates an increase in bookings for the month of March across a cross-section of measurables. It is pleasing to see return to and growth on 2019.

- **Casual Usage**

Description	Mar 19	Mar 20	Mar 21
Adult Swim	1387	851	1111
Casual Stadium Use	280	287	284
Child 5-17 Swim	1155	794	887
Child Under 5 Swim	113	163	61
Family Swim	144	97	158
Senior Swim	226	137	181
Student Swim	62	85	156
Total	3367	2414	2838

The above table shows an upward trend following 2020 in casual visitations. Whilst not completely back to previous levels it would be expected that this level of utilisation continues.

1.2 Ashburton Library

- **Statistics for March 2021**

Issues	March 2021	March 2020
Adult	10124	9762
Young Adult	850	651
Junior	7809	8532
TOTAL	18783	18945

<u>Memberships</u>	Total at end March 2021	March 2020	Added during March 2021
Adults	6389	6791	57
Young Adults	1571	1813	5
Junior	1961	2141	30
Non-resident	73	118	0
Other	447	357	3
TOTAL	10441	11220	95

<u>Foot Traffic</u>		March 2021	March 2020
		9028	7296
Year To Date		72180	79312

<u>Reference Enquiries</u>		March 2021	March 2020
	Adult	485	423
	Children	95	98
	Total	580	521

APNK Internet - March 2021

Total PC Users	Total Time	Average Session	Wifi Total Sessions
1248	569.78	27.393	1821

APNK Internet - March 2020

Total PC Users	Total Time	Average Session	Wifi Total Sessions
1190	618.46	31.180	1226

Tourist Information - March 2021

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Tourist Information - March 2020

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- Services and Activities**

Issues and memberships are comparable with those for the same month last year.

At the moment staff are busy processing many new additions to the collection for the end of the financial year. Availability in the Covid supply environment is improving.

- Community Engagement Activities and Projects**

The following activities have been carried out or planned by the Community Engagement Co-ordinator:

- **Refugee Settlement Support Service** - Hui, 25 March.
- **HYPE** - met about programmes in the Library and what they think they may need from the Library. Advertising of their services and possibly outreach CV help for their clientele.
- **Timebank/Mid Canterbury Learning Exchange 31 March** - Library information evening in the Library with the Digital access Coordinator. We had 14 participants.
- Met with the **Toy Library** to tell them about services and programmes in the Library, they will stage an interactive display at the Library later in the year.
- **SeniorNet** - we hosted 25 members in the Library on April 1 to hear about all the services and programmes on offer.
- Organising a **Book Club Survey** and promotional material.
- **Ashburton Learning Centre** meeting 7 April to discuss Library programmes and services.
- **Caring for Communities** presentation 8 April.
- **Parents Centre meeting 13 April**
- **Pasifika Hui and Rainbow Hui 13 April**
- **FENZ Firefighter Tash** in Library 19, 21 and 28 April. Dress ups, interactive fire escape video and virtual reality, smoke blanket. Interacted with 137 people.
- **Birthright** support for single parent families in Library display 19 to 30 April with activity ideas for families.
- **Pathways Event** planning EANC 4 May.

- **Timebank** Display for week beginning 17 May.
- **Hospice Mid Canterbury given information about Library** - have been invited to speak to them in May. Organised Library display 17 May for Hospice Awareness Week.
- **Samoan Language Week** - 24 May Connections with the community to create a Samoan language story time, Esera Lauina volunteered to read in Samoan.
- **Hampstead Rugby Club** - provided cancelled children's books for the children present at adult rugby training nights.
- Coordinating **Resthome Visits** for Prince Philip Condolence Book.
- **Literacy Aotearoa** liaising with Mark Doyle about their Term 2 programme in the Library.

• Digital Access Projects

The following activities have been carried out or planned by the Digital Access Co-ordinator.

Stepping Up

- Running an ongoing series of digital classes which are planned to begin approximately mid-May.
- Running the Better Digital Futures programme which consists of 4 modules of 4 x hours sessions each aimed at those aged 65+ from beginner level.
- Running the Digital Steps programme which is a pick and mix of sessions depending on interest, and are based at any age group. These courses are one-off sessions about various topics including internet safety, internet banking, word and excel, how to use email, computer basics, google and the internet, intro to social media, logging in to IRD/MSD.

Skinny Jump

We will be providing a service where we can give out modems and sign people up for internet as part of the Skinny Jump programme. The first 30GB loaded onto Modem is free. This is planned to begin alongside the Stepping Up programme in approximately mid-May.

DORA: Digital On Road Access

Ashburton will host the DORA bus on 10 and 11 June as part of its nationwide tour.

There will be 4 x 2 hour internet banking sessions with approximately eight spaces in each session. These will be held in Ashburton, Methven and likely Rakaia.

Hoopla

Hoopla is a digital media service provider that provides entertainment and educational movies, television series, music, e-audiobooks, e-books, graphic novels and comics for Adults and Juniors with the capability of either streaming or downloading of content for offline playback.

Hoopla is aimed exclusively at Libraries. It can be utilised as a resource for the Library's upcoming book club as titles can be borrowed an unlimited amount of times simultaneously. As we work out the details we hope to have Hoopla as part of our Library offerings in the near future.

Time Bank

Time bank have approached us with the opportunity to do another learning exchange this time in Term 3 (approximately end of August). This would be a tech session with the opportunity to teach those present about one or more of our digital offerings at the Library.

- **Ongoing Projects**

CV (Curriculum Vitae) Help Sessions:

In total we have had 15 adults attend 1 on 1 CV help sessions. We have had great feedback from these sessions both from those who attended and from Work and Income NZ who often refer clients to us for assistance.

- **Children's Library**

Our children's programmes have remained steady this term, with an average of 19 babies and 14 parent/caregivers attending our Wiggle & Read programme. Story & Rhyme time sessions remain low with an average of four kids attending with three parents. Our Coding club is growing as we will be about to start our fourth group which currently has eight students already enrolled. We will now have 36 children each week learning how to code. Also we have found a way to embed the games that the children have created through our programme into our library website.

The Holiday Programme theme was Crafty Creations. On Monday 19 April we had over 60 kids and 30 parents/caregivers come in to make Beeswax Food wraps; on Wednesday 21 we had over 40 children and around 20 parent/caregivers to our Furry Felt Animals activity, and on Friday 23 we had another 40 children and near 20 parent/caregivers to create ANZAC themed faux stained glass art. We also have hosted Fire Fighter Tash who has been running an interactive display on fire safety at home. Tash had a VR setup with an app that allowed users to escape a burning house, she also had firefighting dress-ups.

Speaking of VR we will soon be running our own VR sessions using our Oculus Quest 2. The sessions will be aimed at teens and adults with a variety of experiences and games including but not limited to exploring Antarctica, playing wacky sports, viewing tourist hotspots, and exploring the International Space Station.

1.3 Ashburton Museum

- **Community & Visitor Engagement**

	2021	2020
	8 March -18 April	8 March – 18 April
Visitors	1680	710
Remote Research Requests	12	7
Volunteers	56	21
Community Outreach	121	0
Total	1869	738

- **Exhibitions**

With the removal of our “Reel life of Ashburton Exhibition” all museum exhibits were returned to the collection stores, checked, cleaned if need and located back to their storage locations by our Collections Assistant. This included updating our catalogue for any changes in condition and that their location from exhibit to storage has changed.

In preparation for our new exhibition “Critters, Creature & Curiosities” with an animal theme our Archive Officer and Collections Assistant retrieved, cleaned and prepared over 116 archives and objects for this exhibition, some not seen before, some old favourites.

Four areas of the Curators Hall have been updated to accommodate items for this new exhibition as well as our normal changing exhibition areas. Several new cases have been added so some of the objects could be displayed to vary our animal theme. Not only was this a chance to showcase some of our more unusual collection items, it gives our team a chance to review condition and requirements for our collection objects.

The Kate and Hank Murney Room has become an activity centre for animal related activities for all ages which during the recent school holidays was extremely busy.

- **Community Engagement & Programmes**

Recently we hosted the Ashburton Museum & Historical Society for their April Bi-Monthly meeting and gave them a behind the scene tour of our Archives, Photo & Object collection stores along with an introduction to our latest exhibition. Many members and visitors took advantage of this chance to view, ask questions and hear about how we look after the museum's collection items.

Book in programmes will be running in the holidays along with a new "Find where the Hakatere Panther is hiding out" trail; also there is an activity to make animal ears to wear and filling the window aquarium with sea creatures, to name a few. These will continue after the holidays until the end of June.

Our Visitor Programmes Officer took an activity to the Pathways event at EANC on 4 May.

On 13 May we have an author's talk – Rod Smith will be sharing his book "Guinness Down Under"- the story of the New Zealand branch of the famous Irish brewing family, during which he will be highlighting the intriguing Ashburton connection to this famous family's story.

In June we are hosting a Museums Audience & Interpretation workshop in The Learning Centre for all local museums and interested groups. It will be run by National Services Te Papa and is a one day event. Planning is in progress for some winter workshops and events, these will be confirmed in the coming weeks.

1.4 Open Spaces

- **Stockwater races**

Currently there are 24 open requests for race closures, of which seven have been through the Council process to the stage that the next step is dependent upon the landowner implementing the agreed action, before Council can fully sign off as complete. A summary of [race closure](#) applications is appended (**Page 40**).

- **Biodiversity**

The last meeting of the Ashburton Biodiversity Working Group on 6 April 2021 was a field trip focussing on various dryland sites of significant indigenous vegetation around the district. Most of the remaining sites are roadside remnants, and the group discussed options for protecting these areas.

Ashton Beach was also visited on the field trip. The Wildlife Permit and Lizard Management Plan for the proposed motorbike park are currently being processed by the Department of Conservation. They have sought clarification on some of the application details and are also undertaking iwi consultation on the proposal.

- **Domain entrance, Project 5**

Logic Group has been appointed as project managers for Project 5 - New Access and Entranceway of the Ashburton Domain Development Plan. The preferred provider of engineering design services (topographical survey, geotechnical services, civil engineering design) is about to be confirmed with fee proposals requested and received from three potential providers.

- **Rakaia Salmon Site**

Work at the Rakaia Salmon Site is now focussed on landscaping the remainder of the site now that the toilet and associated landscaping have been completed. Landscaping includes new playground equipment, plantings, furniture, signage, paths, and sealing of the carpark behind the new toilets. This work is co-funded by the Tourism Infrastructure Fund.

- **Trees**

Street tree renewals have commenced with letters to the residents being sent out to residents of Jordan Avenue, Nursery Drive, Glassey Drive, and Knox Place. Unfortunately, replanting has been delayed probably until next winter due to supply issues.

A report has been received relating to Baring Square West trees confirming work required and one pending removal due to overall tree health.

- **Public conveniences**

The replacement of public toilets at Wakanui Beach and Bowyers Stream is pending. The current timeline for completion is by 30 May.

An application for Tourism Infrastructure Funding for new toilets and landscape enhancements at Awa Awa Reserve and Taylors Stream Rest Area has been lodged with the Ministry of Business, Employment and Innovation.

- **Gardens**

The annual bed changeover is all but complete at the time of writing. Underplanting of spring flowering bulbs have again supplemented winter annuals to add another visual dimension to the spring displays.

Autumn clean-up is underway district-wide as leaf fall is now upon us.

1.5 Economic Development

Brief Project Description	Start Date	Est. Completion Date	On track	Comments
Economic Development	Ongoing		Yes	Officers continue to coordinate conversations with developers, potential investors and stakeholders. A campaign has been planned for May to increase user engagement with the Open for Business website and Facebook page.

Events	Ongoing		Yes	First round of regional event funding is complete. Community events are still tracking below pre Covid-19 levels. First citizenship ceremony held in March, 15 groups from 11 countries. Business of the Year Awards will be held in February 2022 in collaboration with Ri Ra Events Ltd.
Youth Council	Ongoing		Yes	Skate Jam 2021 will be delivered on 9 May. Headline act and national sporting team confirmed for Bite Nite Culture Fest as well as funding of \$8,000 secured. AYC have formed an environmental subcommittee. Youth Audit training in Christchurch attended, see link for further information ReVision (youthvoicecanterbury.org.nz) Activate camp attended by 5 members. Submission made on LTP. One member received scholarship for Berwick Outdoor Experience.
Welcoming Communities	Ongoing		Yes	Progress on key projects include: promotion of Ezispeak interpretation services within Council facilities, facilitation of equitable access of services for Pasifika, the Global Ambassadors programme for Ashburton Youth Council, and the Welcoming Mural.
Refugee Resettlement	Ongoing		Yes	Appointments to the Refugee Steering Group are in progress. The first intake of refugees that was due in April has now been deferred to late May.
Agriculture Portfolio	August 2020	February 2023	Yes	The first workshop was held for the Resilient Business project and the second FWP statement economic impact report is on track.
My Next Move & Youth Driver Licensing	July 2020	July 2021	Yes	Progress on delivering the youth careers expo 'Pathways' continues to take priority with the event set to take place on May 4.

- **'Light up the Night' Christmas event update**

Discussions are ongoing with regards to combining Light up the Night with the end of the CBD Redevelopment project celebration.

1.6 Memorial Halls and Reserve Boards

Mt Somers Reserve Board have reported increased occupancy in the camp ground over the last few months. The Hall EQC and Provincial Growth Fund work is nearing completion and it is wonderful to see the work that has been done.

Mayfield Memorial Hall had the Big Little Theatre Company present their dress rehearsal of "The Importance of Being Ernest" show to the Mayfield Dinner Club on Tuesday 20 April. The Company also had their final show in the Winchmore Hall on Saturday 24 April.

This show was a huge success with two sell out performances and two shows very near capacity. The feedback from the BLTC is that the rural halls were a hit and they are keen to go on tour to the rural halls with more shows in the future.

Mt Hutt Memorial Hall upstairs theatre seating project (through Provincial Growth Funding) is now complete.

Barrhill Hall Society has asked for help to re-ignite the community group. A community meeting, chaired by Deputy Mayor Liz McMillan, was held at the hall on Tuesday 13 May at the Barrhill Hall and was well attended by the Barrhill community. Heritage Consultant, Arlene Baird presented on the report she has completed on the Barrhill character area design guide which was well received by the community. An interim committee has been nominated to look at options for the management of the hall and school house going forward.

- **General**

Anzac Day was well attended throughout the community halls and reserves this year. Thank you to the Boards for the hard work they have put in to make this happen.

A workshop is planned in August for community pools and reserve and hall boards. This year we hope to cover governance training for boards, funding options and pool health and safety regulations. We hope to host this at a local reserve board.

We are continuing to work with all Boards to look at the best way to move forward with the Playground report.

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	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%
Feb	55 (41)	424 (376)	45 (49)	370 (372)	86.7%	227 (5)	100%
Mar	84 (56)	508 (432)	74 (41)	444 (413)	64.9%	275 (5)	100%

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

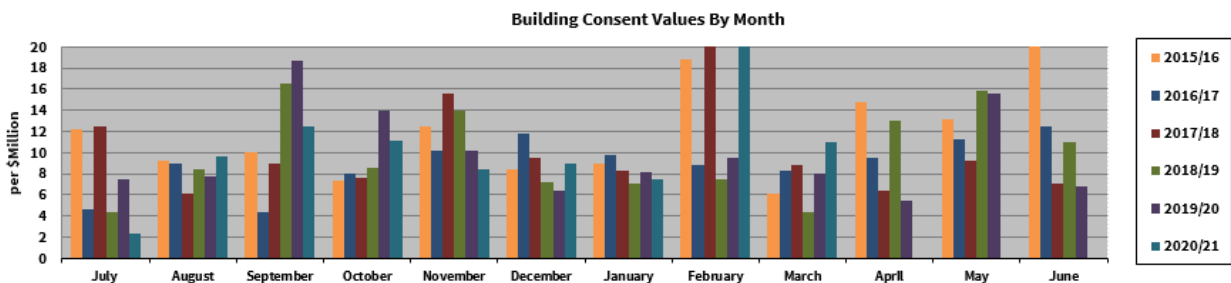
Month	BC Value of Work Received	BC Value of Work Received YTD	BC Value of Work Issued	BC Value of Work Issued YTD
Jul	\$6,314,658 (\$9,342,323)	\$6,314,658 (\$9,342,323)	\$2,439,526 (\$7,542,127)	\$2,439,526 (\$7,542,127)
Aug	\$7,326,623 (\$7,294,390)	\$13,641,281 (\$16,636,713)	\$9,576,211 (\$7,719,745)	\$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)

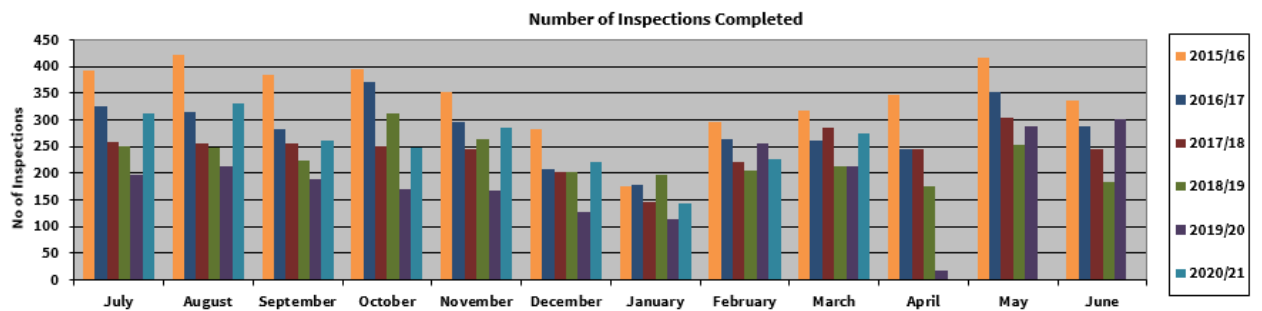
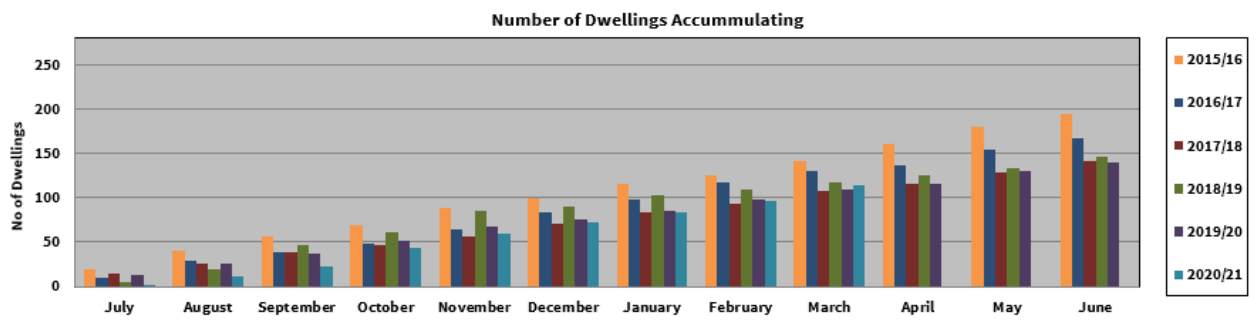
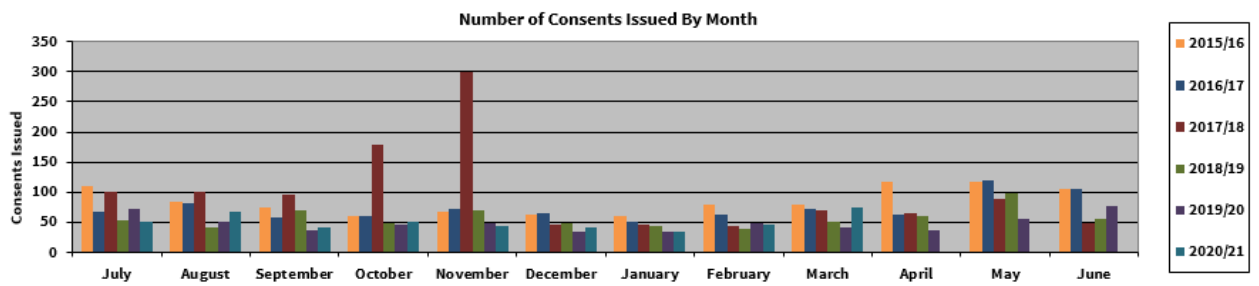
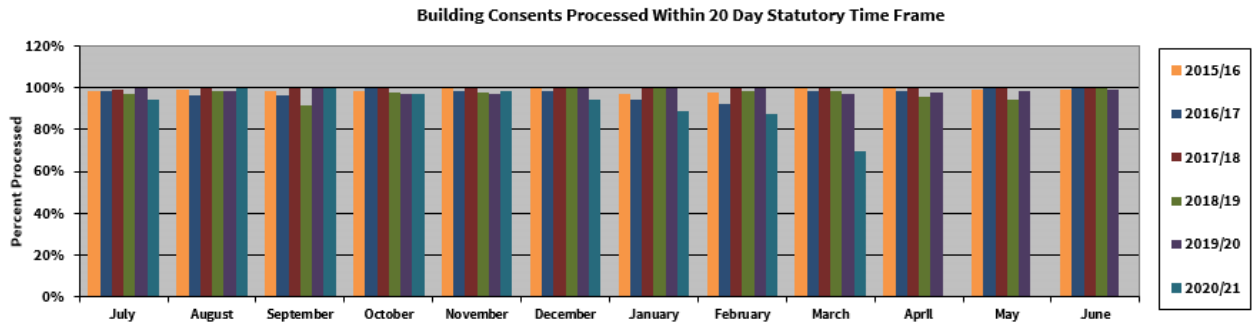
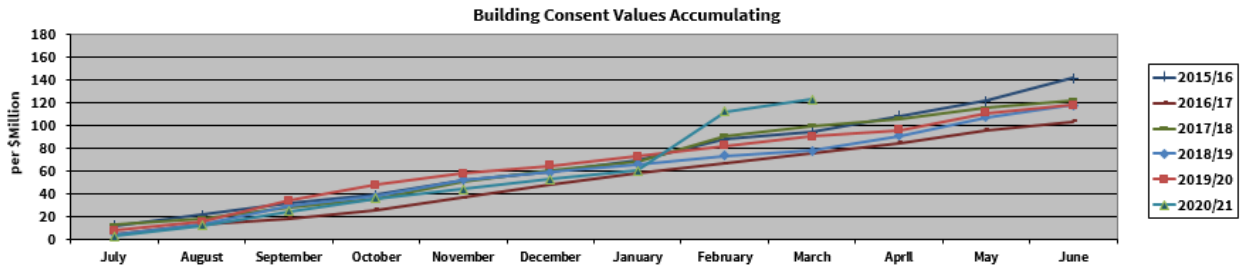
Jan	\$7,035,638 (\$6,203,650)	\$129,808,715 (\$68,615,092)	\$7,547,388 (\$8,205,672)	\$60,539,971 (\$72,657,012)
Feb	\$9,439,315 (\$11,882,201)	\$139,248,030 (\$80,497,293)	\$51,680,937 (\$9,533,290)	\$112,220,907 (\$82,190,302)
Mar	\$17,169,668 (\$9,402,041)	\$157,317,698 (\$89,899,334)	\$11,000,853 (\$7,970,336)	\$123,221,760 (\$90,160,638)

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)	114 (138)	11 (19)	109 (138)	100%
Jan	10 (12)	124 (150)	13 (13)	122 (151)	100%
Feb	13 (20)	137 (170)	12 (16)	134 (167)	100%
Mar	14 (20)	151 (190)	13 (24)	147 (191)	100%

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





As you can see from the tables above, there has been a surge in consents being received which has caused processing delays over the last few months. We have endeavoured to use contractors to help with the additional work but they have the same issues with workloads (as do all councils). We will have two additional staff starting at the end of May which will solve the problem in the coming months and also help with the flow-on effect of additional inspections that will occur with the additional projects on the go.

2.2 Civil Defence Emergency Management

Two ADC staff members, who will undertake Response Manager & Controller training later this year, completed their prerequisite Applied CIMS training at the beginning of March.

On Friday 5 March, New Zealand experienced three magnitude 7+ earthquakes over a seven hour period. The third earthquake, situated off the Kermadec Islands, resulted in a coastal and marine tsunami and tidal surge for much of the New Zealand coastline. While Mid-Canterbury was one of the few areas unaffected by the event the EMO notified all three coastal communities and passed on updates. The Salvation Army Church was stood up as a Welfare Centre as a precaution.

During the month the Emergency Management Officer attended the Mid-South Canterbury CDEM Coordinating Committee meeting and a two day C10 Workshop. The C10 Workshop brought together the first two training cohorts. The workshop reviewed the C10 deployments for the Pigeon Valley fires and Southland floods, plus undertook further training.

ADC received a request from Fire & Emergency NZ to contribute to the Canterbury Local Fire Plan. The EMO, District Planner, Agriculture Portfolio Advisor & Forestry Officer meet to provide Council feedback to this plan.

On Monday 29 March, earthquake researchers on the Alpine Fault (AF8) project held a public meeting at Methven as part of a South Island wide AF8 roadshow. Approximately 130 people attended the public meeting to hear from Professor Tom Wilson and Alice Hammond (AF8 project lead) present research information on the Alpine Fault. The following day two AF8 researchers and Council's EMO spent the day at Mt Hutt College doing AF8 earthquake education. On 19 April AF8 researchers released new research showing there is now a 75% likelihood of a large Alpine Fault earthquake in the next 50 years.

On 8 April, the EMO and Senior Structure Planner accompanied ECan flood controllers from Timaru on a familiarisation visit for new flood control officers of the Ashburton District. ECan Officers from Ashburton detailed mitigation work on the Ashburton River which included a shingle extraction plan. This involves engaging local contractors offering the shingle for free if they extract from the Ashburton River. Where there is not sufficient shingle extraction then ECan may look at paying for it to be done. Work still needs to be done around identifying a location site for shingle processing. ECan advised they currently have a student conducting surveys of Mid-Canterbury river stopbank heights in relation to shingle loading in the rivers to better estimate river capacity and possible breakout areas. Additional flood mitigation had also been undertaken at Digby's bridge. This included re-channelling of gravel around the bridge to protect the banks and vegetation clean-up along the banksides. Additional clean-up work had also been completed on Carters Creek.

- **Cellular blackspots**

Further to Council discussion at the March Activity Briefings, officers have contacted Beca's senior GIS specialist who advised they have not had any confirmation from the Mayoral Forum that they will be conducting the black spot exercise on local roads, as yet. They have forwarded the email report from Ashburton District Council onto the Mayoral Forum for comment.

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
July	2	0	6	15	0
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
February	1	1	7	7	0
March	3	1	10	19	1

- **Alcohol Monitoring**

During the reporting period Tri-Agency Personnel (Alcohol Licensing Inspector, Police and Health staff) conducted late night monitoring of various licensed premises within the CBD to assess levels of intoxication at establishments. This included an assessment of those premises with one-way door policies.

A total of 10 licensed establishments were visited, plus monitoring of the alcohol ban area. Apart from two occasions where Police issued warnings to people carrying alcohol, everyone was well behaved.

Alcohol monitoring of the Pendarves Young Farmers "End of Harvest Ball" was also conducted and Tri-agency personnel were pleased to observe door security staff refusing entry to some patrons because of intoxication. Police also stopped a number of cars leaving the event and were pleased to find they all had sober drivers.

- **Bylaw Monitoring and Enforcement**

During the reporting period staff investigated three complaints of illegally dumped rubbish at Allens Road, Smyths Road and the Fairton recycling depot. The investigations resulted in staff serving fines under the Litter Act 1979 of \$400 for each incident (\$1200 total).

2.4 Animal Control

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

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
February	6495	472	92.7%	1	12	0	2	9	7
March	6558	458	93%	1	10	0	0	6	2

- **Unregistered dogs**

Investigations into known unregistered dogs and undeclared dogs during the reporting period resulted in 21 Notices to Register being served and 10 dogs registered on site.

- **Pound costs**

The cost of keeping a dog in the pound for a day is \$16.00 (separate to any impounding /registration /micro-chipping fees that may apply). A break-down of [animal control fees](#) is available on Council's website.

- **Registration tags**

Advice on how to soften registration tags when attaching them to collars is to be included in the dog owner's information leaflet, which is provided annually to all dog owners.

2.5 Planning

Resource Consents	February 2020	February 2021
No. of resource consent applications decided ₁	12	21
No. of resource consents decided within statutory timeframe	12	21
Notified/ Limited notified applications decided	0	0
Other		
No. of 223 Certificates processed	5	4
No. of 224 Certificates processed	3	1
No. of building consents reviewed against District Plan ₂	7	15

Resource Consents	March 2020	March 2021
No. of resource consent applications decided ₁	20	21
No. of resource consents decided within statutory timeframe	20	21
Notified/ Limited notified applications decided	0	0
Other		
No. of 223 Certificates processed	3	7
No. of 224 Certificates processed	1	4
No. of building consents reviewed against District Plan ₂	24	23

Land information memoranda	February 2020	February 2021
LIMs Produced	62	68
LIMs Produced within 10 working days	62	68

Land information memoranda	March 2020	March 2021
LIMs Produced	78	118
LIMs Produced within 10 working days	78	117

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

- **District Plan Change 4**

Following close of submissions on this Plan Change, an exchange of evidence has occurred and a hearing scheduled for 14 May.

- **Ashburton Housing and Business Assessment Study**

Dr David Dyason (PhD Economist) from Lincoln University has undertaken a high level Housing and Business Capacity Assessment (HBA) for the district. The purpose of the HBA is to report on demand and capacity for development. This will inform a 30 year Future Development Strategy (FDS) for the District and, in turn, allow the development of other documents such as spatial and other development plans. The process we are adopting for the FDS aligns well with the proposed national direction. We are now reviewing the information internally and a summary will be presented to Councillors at a workshop on 9 June.

- **Barrhill character design guide**

A design guide for development in the Barrhill historic village has been prepared to assist owners and prospective developers with their projects in the Village. The guide provides practical information on the styles and features expected in the village as well as providing detail of its history and character. The Guide is available on the Council's website [here](#).

2.6 Strategy & Policy

• Current projects

Brief Project Description	Start Date	Estimated Completion Date	On track	Comments
Long-Term Plan 2021-31	October 2019	30 June 2021	Yes	7 community meetings (attended ~120 people) 1 virtual community meeting (355 views) 430 submissions received through consultation
Aoraki Environmental Consultancy (AEC)	Ongoing		Yes	Officers continue to meet regularly with AEC. Current topics of discussion include three waters projects, policy reviews and planning matters.
Bylaws & Policies	Ongoing		Yes	Rates Remission Policy (2 submissions) Community Engagement Policy (3 submissions) D&FC Policy (70 submissions) EPH Policy (2 submissions) Background research for Bylaw reviews underway: Open Spaces Bylaw, Dog Control Bylaw
Strategies	Ongoing		Yes	Parking Strategy is under development. Review schedule underway for Council strategies.
Annual Residents Survey	August 2020	July 2021	Yes	3/4 rounds of the 2020/21 survey completed (n=636). Final round underway in May/June
Consultation	Ongoing		Yes	Prioritisation of LTP and associated policy reviews until June 2021.
Transfer of water races to Acton Farmers Irrigation Co-op	October 2020	October 2021	Yes	Steve Booker from Acton Farmers Irrigation Co-operative has been invited to speak to Council (date to be confirmed).

• External Submissions

Organisation	Submission Summary	Process	Due Date
MBIE	The Government is consulting on how to make freedom camping in New Zealand more sustainable. The discussion document outlines four proposals to improve freedom camping in New Zealand.	Given the short timeframes, officers will prepare a management level submission, this will be available online once submitted.	16 May 2021
MBIE – Building Code Updates	This year the Building Code Updates include the Building for Climate Change programme, set-up to reduce emissions from both constructing and operating buildings, and to make sure	This is a technical submission, therefore Building officers will prepare a management level submission; this will be available online once submitted.	28 May 2021

	buildings are being built with the future effects of climate change in mind. Options are proposed that will make it easier to heat and cool buildings. To do this the number of climate zones in New Zealand is proposed to increase from three to six, so that buildings have the right level of insulation for where they're located.		
Ministry of Health	Proposals for a Smokefree Aotearoa 2025 Action Plan is an opportunity for all New Zealanders to have their say and provide feedback that will help shape the 2025 Smokefree Action Plan.	Officers have been in touch with Smokefree Mid Canterbury and will prepare a management level submission, this will be available online once submitted.	31 May 2021
Department of Internal Affairs	Department of Internal Affairs (DIA) is consulting about a proposal to make it easier for organisations to get access to information about deaths. DIA registers all deaths that occur in New Zealand. This would mean less need to ask for certificates, and it would enable organisations to update their own data so that correspondence isn't sent to people who have died.	This is considered to be a management-level matter, therefore officers will prepare a management level submission; this will be available online once submitted.	11 June 2021

3. *Infrastructure Services Group*

3.1 3Waters Projects

Project	Description	Progress
Ashburton Wastewater Pipeline River Crossing and Pump Station	This project covered the construction of a 670m pipeline under the Ashburton River and a pumping station. Project value was \$7.7m.	ECan recently presented an unprecedented award to Ashburton District Council for exemplary attitude towards compliance and collaboration during the installation of the pipeline under the Ashburton River. This project had a strong focus on the environment and was delivered on time and under budget. This project will be nominated for other local government and construction awards.
Ashburton relief sewer – Part 1 - ACL	This project covers the construction of a new 3,020m 035m pipeline from Bridge Street to Wakanui Road. Project value is \$5.1M.	The contractor has installed 330m of DN 600 PE pipe and a manhole. The average depth of the pipeline so far is 3-4.5m. Programme completion – 11% Financial completion – 4% Finance spend - \$210,914.36
Ashburton relief sewer – Part 2 - Seipp	This project covers the construction of a new 2,189m pipeline from Wakanui Road to Milton Road South. Project value is \$4.2M.	The contractor has installed 77m of DN 800 PE pipe and a manhole. The average depth of the pipeline so far is over 4.5m. Programme completion – 4% Financial completion – 13% Finance spend - \$463,659.88
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 – Majority of the road surfacing work has been completed. The contractor will soon commence paving and concreting the footpath surfaces. Tancred St – the contractor will be addressing outstanding items Cass St – the contractor will be addressing outstanding items. East St – works on the western side of East Street is progressing well. The contractor has been working on the timber deck,

Project	Description	Progress
		gardens, lighting and grassed areas. Upgrade of Tancred and Burnett St intersections will commence on 3 April. The full programme will be presented to Councillors. Programme completion – 65% Financial completion – 56% Finance spend - \$9,035,785.55
Wastewater Pipelining	This project involves slip lining 1550m of wastewater pipes in Ashburton.	PipeTech has completed lining all the scheduled pipes. The wastewater pipes were located south of Wellington Street on Eton, Cambridge, Oxford and Church Streets as well as on Beatty Crescent.
Bore head raising	This project involves raising eight bore heads to above ground. This will then achieve compliance with DWSNZ bore head security requirements. Project value is \$0.8M.	The last of the eight bore heads (Rakaia) was successfully upgraded and brought back to service on 19 April.

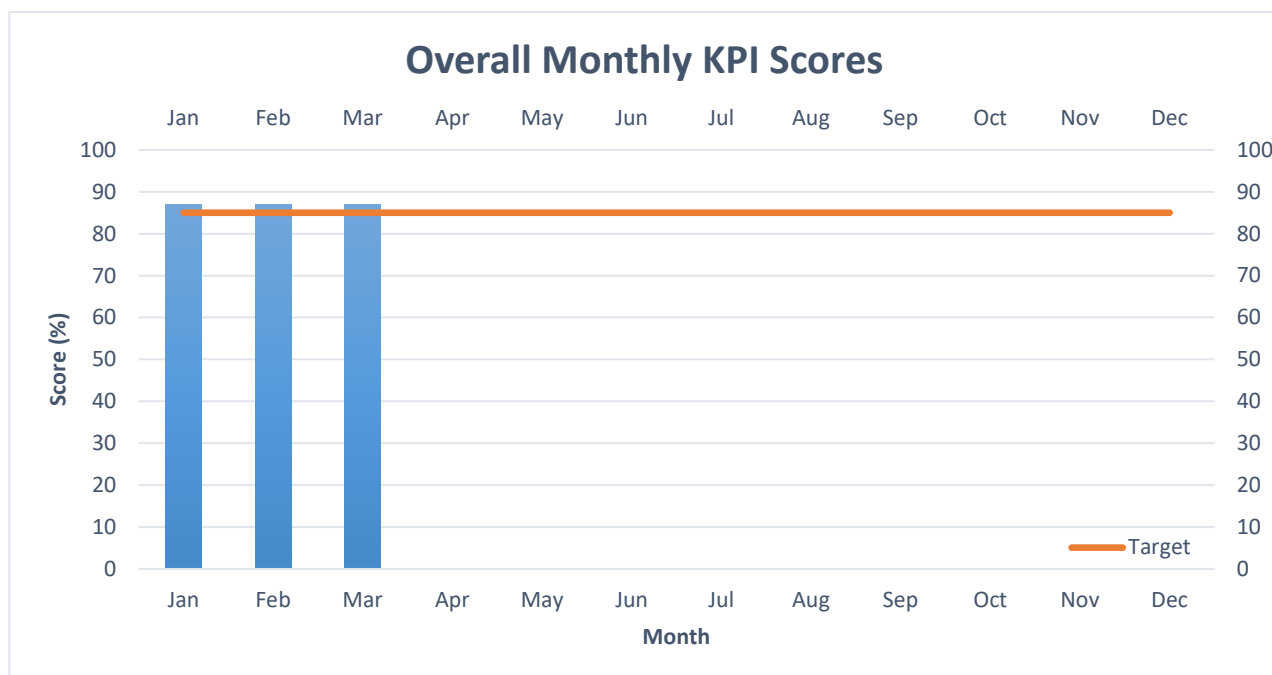
3.2 3Waters Operations

- 3 Waters CRMs

Water	J	F	M	A	M	J	J	A	S	O	N	D
P1	13	9	11									
P2	69	52	67									
P3	3	5	1									
P4	12	8	14									
Total	97	74	93									
Wastewater												
P1	7	4	5									
P2	9	9	6									
P3	3	1	5									
P4	6	4	4									
Total	25	18	20									
Stormwater												
P1	2	0	1									
P2	1	1	2									
P3	0	0	0									
P4	0	0	0									
Total	3	1	3									
Overall Total	125	93	116									

- **Monthly KPI Measures – March 2021**

Water KPIs	KPI Achieved	Actual % Achieved	Overall % Of At Risk Sum
WS1 – Priority 1 work on site within 1 hour - urgent reactive	No	72	0
WS2 – Priority 1 restore service within 4 hours	No	72	0
WS3 – Priority 1 full reinstatement of site with 5 working days	Yes	81	2
WS4 - Priority 2 work carried out within 5 working days	No	52	0
WS5 - Priority 3 work carried out within 10 working days	Yes	100	2
WS6 - Priority 4 work carried out within 20 working days	Yes	100	2
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			22
Wastewater KPIs			
WS1 – 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	Yes	100	3
WW6 - Priority 3 work carried out within 10 working days	Yes	100	3
WW7 - Priority 4 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			40
Stormwater KPIs			
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
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



The number of 3-waters CRMs for the past few months are generally consistent. In March, there were 116 CRMs reported. As winter approaches, it is anticipated the number of CRMs for wastewater will increase and water generally decreases.

In March, the maintenance contractor received an overall KPI score of 87%. For the past three months, the contractor has always achieved the minimum target of 85%.

3.3 Drinking Water

- **Water Safety Plans**

An updated water safety plan (WSP) has been submitted to the CDHB for review and consideration by drinking water assessors. There was a concern that with the imminent transfer of responsibilities to Taumata Arowai (new regulator), we would not get much feedback on the WSP immediately. However, the assessor has subsequently asked to see additional supporting documents, so the WSP appears to be under active review.

Team focus has now shifted to the Mount Somers WSP. A risk workshop is scheduled with the ACL operators, Asset team, and Beca personnel on 13 May.

- **Methven Reservoir**

The final tender documents have been received. The tender period commenced 3 May. Tenders close 3 June. The project now passes to Projects & Operations Team to progress and report.

In response to a question arising from the previous briefing regarding how much storage was on the Methven water supply. This question was answered within the LTP consultation meeting Cr briefing notes, but for completeness it is reproduced here in the following table:

Configuration	High use	Low use
Methven (Existing) – 700m ³	~11 hrs	~18 hrs
Methven Proposed Stage 1 (+ 500m ³) – 1,200m ³	~19 hrs	~30 hrs
Methven Proposed Stage 2 (+500m ³) – 1,700m ³	~27 hrs	~43 hrs

It should be noted, that in an emergency scenario, water use may be restricted e.g. through a Level 5 - Water Conservation Notice. Under those conditions, stored volumes would last even longer than the low use figures indicated above.

• **Laboratory – Annual Reassessment**

Council's laboratory has successfully retained its status as a Ministry of Health Recognised Drinking-water Testing Laboratory. The assessment by IANZ took place on 20 April. The following elements of the laboratory's quality management system and technical methods are assessed:

- Organisation & Management
- Quality System
- Personnel
- Accommodation
- Equipment & Reference Materials
- Measurement Traceability & Calibration
- Test Methods
- Handling of Samples
- Records
- Reports
- Subcontracting of Testing

There was only one corrective action request (CAR). This was in relation to records and traceability. This is a minor issue and has already been addressed.

3.4 Wastewater

• **North-west Ashburton wastewater servicing**

This project covers the construction of reticulation and a network pump station to service the area to NW Ashburton - primarily the block of Residential C zoned bounded by Farm Rd, Racecourse Rd, Allens Rd and Mill Creek.

Officers have been successful in securing agreement in principle for access to land for a network pump station. Once formal land entry agreements are in place, it is proposed to progress detailed design of the scheme. The design work will be tendered in the next 4-6 weeks.

• **Rakaia**

Council has received compliance monitoring report for the wastewater treatment plant. There are a number of matters requiring attention, however, the item of most pressing concern is in relation to sludge management. The issue of sludge disposal arose some years ago and it was resolved at that time through changes to the method of sludge application.

It now appears likely that the future disposal of sludge to land may have to be reconsidered. Officers propose to seek external advice on the use of sludge dewatering systems that will ultimately facilitate sludge removal (from site) options. It may be necessary to pilot a suitable system at small scale prior to progressing a given option.

3.5 Stormwater

- **Network-wide Stormwater Consents**

The Methven and Rakaia stormwater networks require consenting under the Land and Water regional Plan. The deadline for lodgement of an application was 30 June 2021. An officer's recent request a further extension to the deadline for lodgement was successful. The new deadline is 31 December 2021.

3.6 District Water Management

- **Cracroft Consenting Changes**

As a result of a request for this matter to be considered by Council, it became the subject of a stand-alone report to the 5 May meeting of Council. Council resolved to accept the inclusion of 'low flow' conditions in CRC212909. ECan has been advised of Council's decision and a final set of conditions has been requested for formal sign-off by officers.

3.7 Solid Waste Management

- **Recycling – bin audits**

As of 27 April we have:

- 1281 properties being monitored
- 277 properties on their third warning
- 122 properties have had their bins removed
- 34 properties have had removed bins returned.

- **Projects for 2021**

The work on the cardboard bunker roof and pavement will commence as soon as the building consent application is finalised.

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

The tender for the above contract closed on 26 March. The tender is a price quality tender. The tenders received are currently being evaluated.

- **Text messaging**

The potential for text messaging reminders has been investigated, and this would cost approximately \$20,000/year. Staff are exploring a more cost effective option using an app.

3.8 Roads and Footpaths

- Expenditure to 31 March

	Original Budget	Revised Budget	Expenditure @ 31/3/2021	Balance
Emergency Works	\$43,304	\$9,000	\$0	\$9,000
Road Maintenance				
Sealed Maintenance	\$1,460,000	\$1,610,000	\$1,344,207	\$265,793
Unsealed Maintenance	\$660,000	\$660,000	\$401,765	\$258,235
Drainage Maintenance	\$315,000	\$315,000	\$115,786	\$199,214
Structures Maintenance	\$95,000	\$95,000	\$49,361	\$45,639
Environmental maintenance	\$550,000	\$550,000	\$316,707	\$233,293
Network Services	\$850,000	\$600,000	\$510,817	\$89,183
Network Operations	\$15,000	\$10,000	\$7,408	\$2,592
Cycle Path Maintenance	\$5,000	\$5,000	\$0	\$5,000
Footpath Maintenance	\$1,194,350	\$1,278,350	\$1,648,448	-\$370,098*
Level Crossings	\$30,000	\$30,000	\$27,811	\$2,189
Minor Events	\$90,000	\$90,000	\$0	\$90,000
Network & Asset Manage	\$1,150,000	\$1,150,000	\$968,869	\$181,131
	\$6,414,350	\$6,393,350	\$5,391,179	\$1,002,171
Local Road Renewals				
Unsealed Metalling	\$1,100,000	\$1,100,000	\$697,489	\$402,511
Seal Resurfacing	\$2,950,000	\$2,950,000	\$2,692,602	\$257,398
Drainage Renewals	\$550,000	\$450,000	\$236,590	\$213,410
Seal Rehabilitation	\$2,080,000	\$2,080,000	\$1,596,995	\$483,005
Structure Components	\$86,000	\$86,000	\$12,430	\$73,570
Environmental Renewals	\$5,000	\$0	\$0	\$0
Traffic Services Renewals	\$74,000	\$200,000	\$139,221	\$60,779
	\$6,845,000	\$6,866,000	\$5,375,327	\$1,490,673
Total Maintenance Prog.	\$13,259,350	\$13,259,350	\$10,766,506	\$2,492,844
Local Road Improvements				
ASUB Improvement	\$258,697	\$258,697	\$90,950	\$167,747
LED Lighting	\$5,370	\$5,370	\$0	\$5,370
Low Cost Low Risk Improve.	\$6,328,821	\$4,611,250	\$3,299,437	\$1,311,813
Road safety Programme	\$157,988	\$144,000	\$94,465	\$49,535
Cycle Facilities	\$63,000	\$12,000	\$10,655	\$1,345
	\$6,813,876	\$5,031,317	\$3,495,507	\$1,535,810
	\$20,073,226	\$18,290,667	\$14,262,013	\$4,028,654
Unsubsidised Road Works				
Street Cleaning	\$140,500	\$140,500	\$118,472	\$22,028
Seal extension	\$50,000	\$50,000	\$0	\$50,000
Work for NZTA	\$77,000	\$77,000	\$74,344	\$2,656

Subdivision Contribution	\$10,000	\$10,000	\$5,213	\$4,787
Projects	\$1,373,226	\$1,373,226	\$1,017,265	\$355,961
Minor Investigation	\$50,000	\$50,000	\$7,916	\$42,084
	\$1,700,726	\$1,700,726	\$1,223,210	\$477,516
Total	\$20,287,256	\$20,000,393	\$15,485,223	\$4,515,170

**Note footpath costs have still to be apportioned to correct cost centres*

• Monthly Achievements

Pudding Hill/ Fairfield West and Isleworth Roads rehabilitations have been completed.

We have accepted a quote from ACL to undertake footpath renewals in Methven and Hinds. Value \$58,765.02.

A RFT will be put out at the end of May for 2021-2023 rehabilitation work to be undertaken on Thompsons Track and the Arundel Rakaia Gorge Road.

Leaf fall collection started 1 April and will be ongoing to June end.

Footpath lichen spraying is to commence on 1 June.

Sump cleaning also commenced as at 1 April.

All fault identification around the complete network is 90% completed and night inspections of signage and delineation is underway with completion expected by 30 June.

Drainage involving HEB's innovative methodology is ongoing. This uses a "potato" machine that cuts the high lip from the berm edge to a conveyor system into truck for disposal.

NZTA at Council's request will proceed with the installation of a pedestrian crossing point opposite the New World entrance on SH77 (Moore Street). (see image).

3.9 Contracts Awarded / Upcoming Tenders

Contract/Tender	Date awarded/tendered
WATE0153 – Methven Reservoir Upgrade Stage 1	Tendered 3 May – closing 3 June

4. *Business Support Group*

4.1 Information Systems

- Projects

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>Work underway in the areas of ; Purchase Cards (Procurement), Debt Management (Rates), Payroll processing, Security Categories (system delegations), Request Management (Planning, Roading, Building), Traffic Management Plans (Open Spaces), Stock Water Race (closure management), Approved Contractor Application (Health & Safety) and Building (process time changes)</p> <p>Recent deliveries include process improvements applied to Planning (recommendation notice management), Building (Housing NZ consenting)</p>
Stadium management system	November 2019	July 2021	Yes	Yes	No	Replacement of existing solution. Implementation underway. Target delivery 13 July
Aerial imagery	December 2019	March 2021	No	Yes	No	<p>Aerial imagery capture of Ashburton District urban and rural areas. Contract in collaboration with ECan and Timaru District Councils. Urban imagery complete and accessible.</p> <p>Rural capture complete. Awaiting delivery of processed imagery</p>
INFOR IPS	February 2020	June 2020	No	Yes	No	<p>GIS integration with water supply, waste and storm water assets within INFOR IPS solution.</p> <p>Continuing to work with supplier on enablement.</p>

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
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	No	N/A	No	Development of spatial mobile applications to capture data on street trees.
Dryland Survey Spatial Presentation	December 2020	March 2021	No	N/A	No	Recreation of district vegetation survey for internal and public reference (map view).
Systems 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.
Call Centre/ Telephony	July 2019	June 2021	No	Yes	Yes	Renewal of current telephony and call centre solution. Delivery of the call centre solution underway. Target delivery 11 May 2021 The renewal of the telephone system work will follow. Delivery timeline to be confirmed but aim is to commence for this financial year.
Desktop	September 2020	August 2022	Yes	Yes	No	Renewal of desktop devices. Selection, design and deployment methods confirmed. 20 completed to date. Current deployment with Strategy & Policy then P&C teams
Microsoft M365 application suite	September 2020	June 2022	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 includes the migration of our email system to the cloud equivalent and a pilot test of Office products.

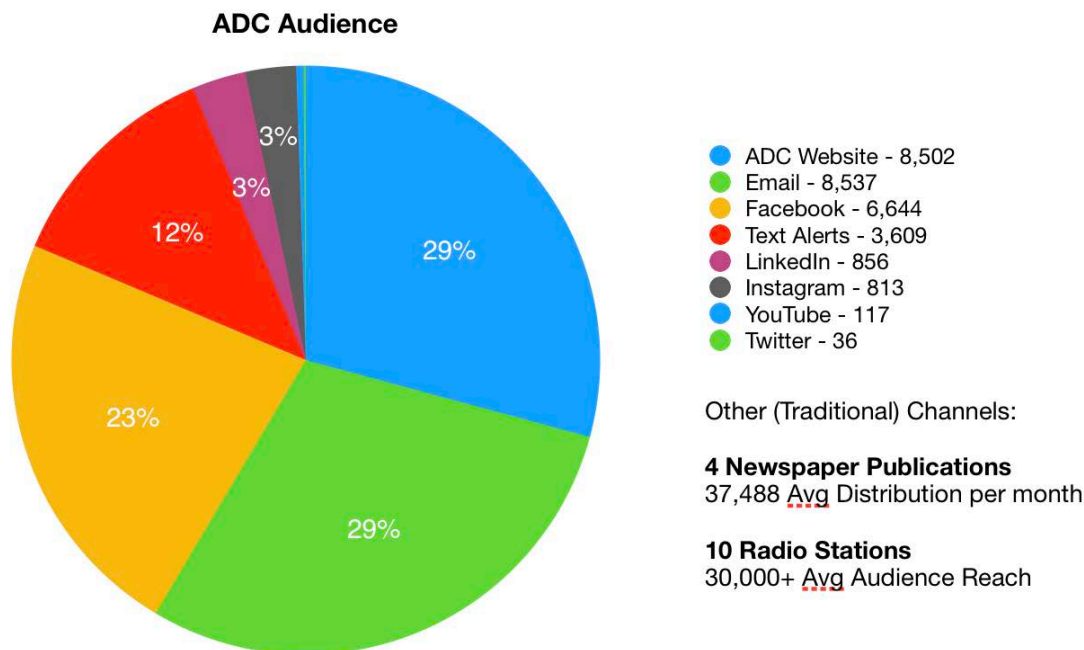
Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Network	August 2020	May 2021	Yes	Yes	No	Renewal of network firewalls and core network switches. Firewall replacement completed. Core network switches to be replaced 22 May 2021
Email and Web Protection	December 2020	March 2021	Yes	Yes	No	Replacement of current email and web protection services - Complete
Web Security Audit	February 2021	March 2021	Yes	Yes	No	3 rd party audit and assessment of internet facing connection points. Audit complete. Recommendations being considered
Systems Audit	May 2021	June 2021	Yes	Yes	No	Yearly audit by Audit NZ of network security and financial systems
Information Management 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. 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 underway 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 Assets Migration of records from retired file shares to the EDRMS to be investigated.
Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
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 8,000 name records have been updated
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 are in place with inductions, video guides and refresher sessions.</p> <p>Work commenced to develop a suite of digital record monitoring reports across Council systems to support information management activities.</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

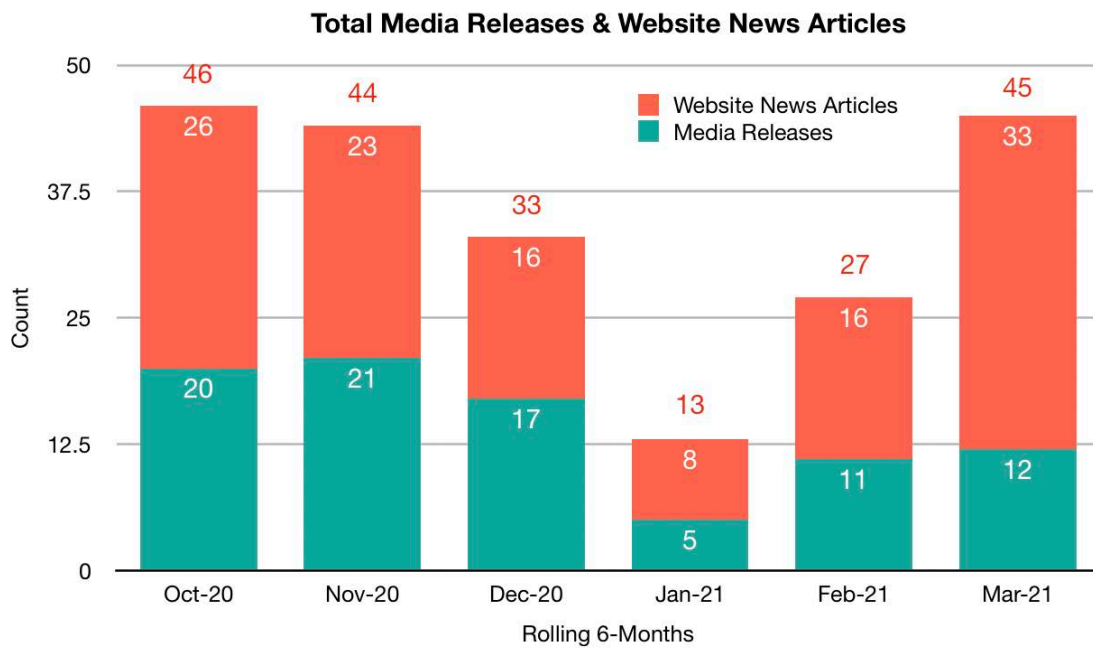
- **Key Performance Indicators**

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.



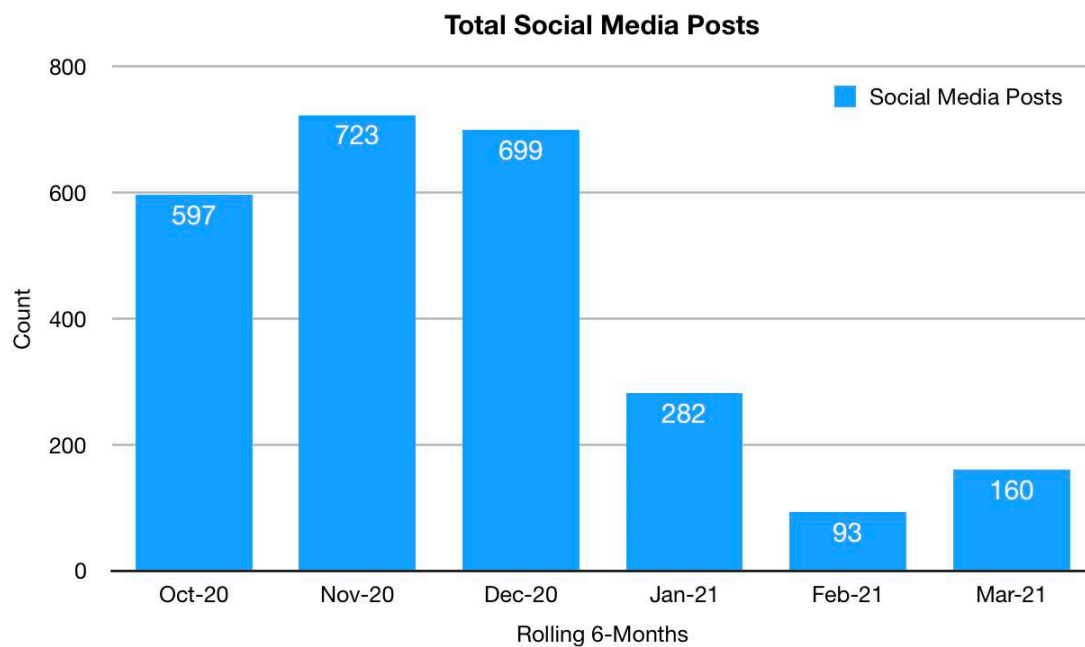
- **Total Media Releases & Website News Articles**

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.



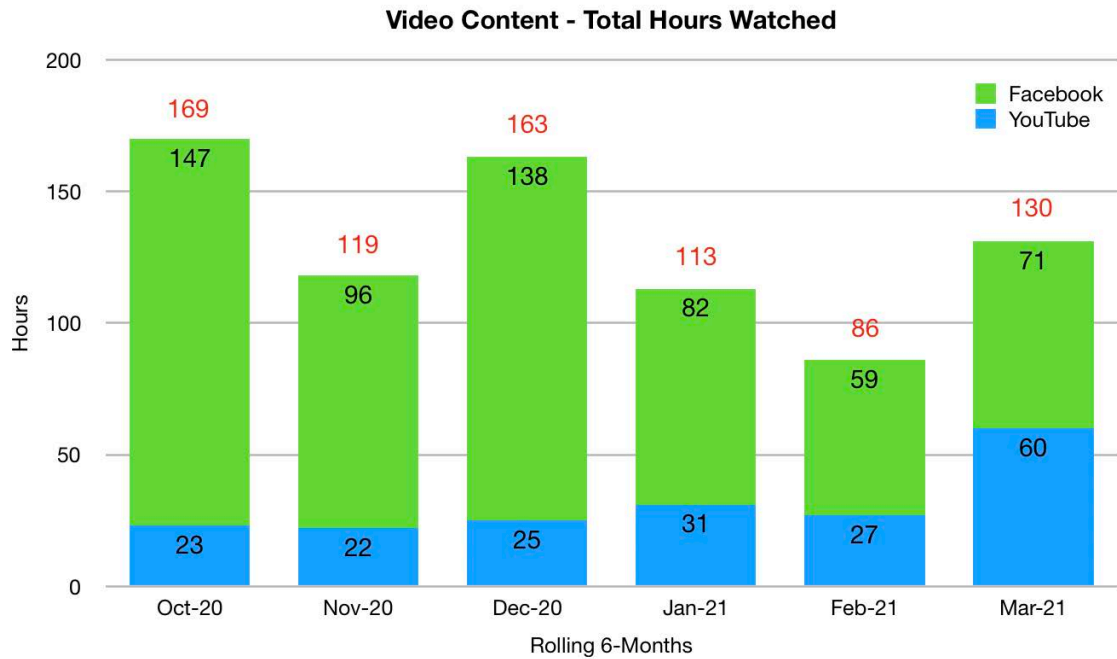
- **Total Social Media Posts**

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



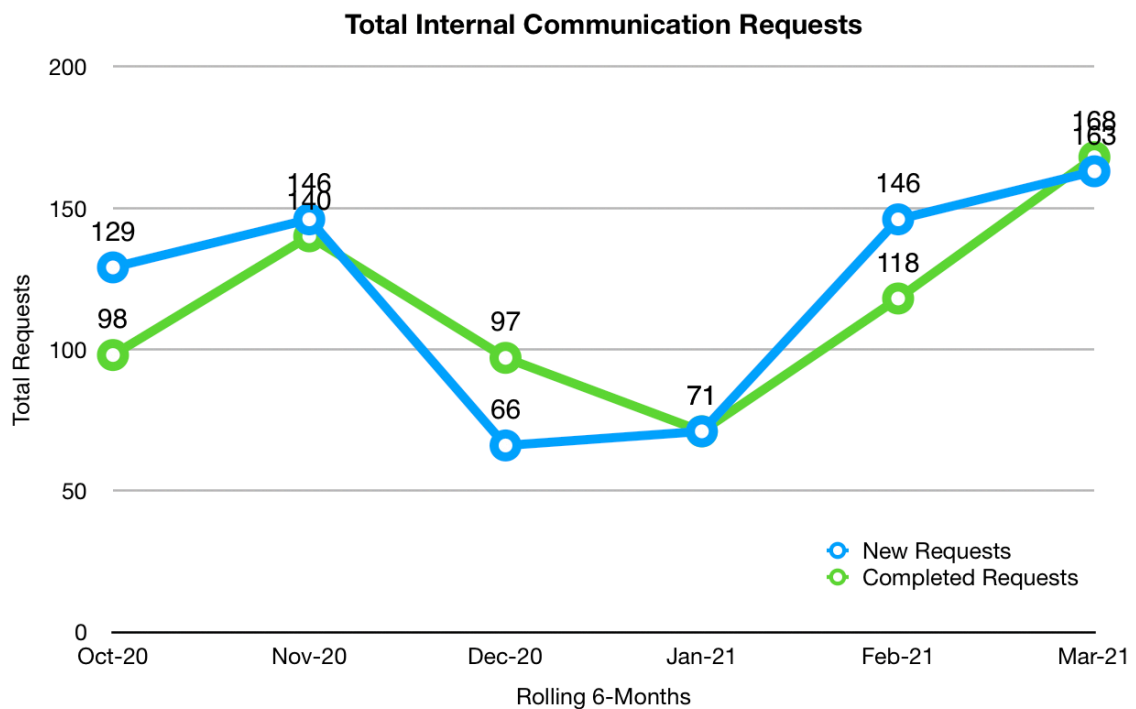
- **Video Content – Total Hours Watched**

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 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.



- **Major Projects / Updates**

EA Networks Centre New Website

EA Networks Centre's new website (eanetworkscentre.co.nz) is now, built on the same cutting-edge Squiz platform as ADC's recently published new site (ashburtondc.govt.nz). While this project migrates most of the content from the previous website, EANC's new website platform on Squiz will benefit from major improvements, future enhancements to members' and/or visitor's online experience.

ADC Website Launches Improved News Page

The [Council's website news page](#) has been redesigned to allow for better viewing and presentation of news content. Styled similar to popular news sites today, the page provides a central source of all relevant and current information including media releases, columns from the Mayor and Chief Executive, road closures, upcoming meetings, and general news content by category (alerts and advisories, facilities news, and consultations).

4.3 Commercial Property

- **Projects**

Current	Brief Project Description / progress
Ashburton Business Estate	Awaiting completion of covenant agreements before titles can be obtained. A comprehensive marketing campaign is being developed along with appropriate signage.
Elderly persons housing	<p>Ashburton: 21 people on the waiting list with 12 people wanting single units, nine wanting double units. This is the same as last month, although we have placed one of the applicants in an EPH unit.</p> <p>Four vacant units are currently being redecorated.</p> <p>Methven: 6 units with two people on the waiting list (one being offered vacancy).</p>
Ng King Bros Chinese Market Garden Settlement	Work is continuing on this with a new roof on one of the buildings. Ng King Brothers Chinese Market Garden Settlement project has been announced as a finalist for the Canterbury Heritage Awards in the category of 'Outstanding contribution to heritage'.
Airport	<p>The fuel facility installation is completed and previous tanks are currently being decommissioned. There is interest in more helicopters to use the site following Jet A1 fuel being on site.</p> <p>The new online system for collecting landing fees has seen \$1100 in income since this was introduced.</p> <p>Mid Canterbury Aero Club clubrooms are currently completing the refurbishment of their building.</p>

	<p>Re-grassing of the parking for aircraft during refueling has been completed and we have had a good strike of grass.</p> <p>We have received four new lease sites for hangers comprising 1100m² in total.</p> <p>Work has commenced on the development plan and a stakeholders meeting is currently being organised for late May/early June.</p> <p>The Airport Authority Subcommittee met on Monday 10 May.</p>
Property Inspections	<p>All Council gravel reserves and leased land, as well as forestry, are continuing to be inspected using Council's app which was developed between the Roading and Commercial Teams.</p> <p>As part of this 217 buildings/monuments on Council land are in the process of being inspected.</p>
Ex ACL Yard South Street	<p>New occupiers continue to be found for the buildings and yard which is currently vacant with one tenant taking several buildings.</p>
Lake Clearwater	<p>The area has been flown with a drone to survey occupation of sites. We have completed inspections of all the baches to ascertain sewerage disposal methods for each. The public response to the inspections has been positive and we still need to confirm methods of disposal for 50 baches.</p>
Earthquake Strengthening	<p>Mt Somers – Work has been completed and cosmetic painting is being undertaken at the moment.</p> <p>Rakaia Memorial Hall – We have received a scope for this work with a report to Council being prepared as the works will exceed the original estimate.</p> <p>Mayfield – A builder has been engaged to undertake some minor repair work to bring the building up to code.</p>
Glasgow Leases	<p>Requests have been received to freehold five Glasgow leases, being commercial and residential.</p>
Licences to Occupy	<p>In the 2020-21 financial year we have processed 115 Licences to Occupy for a total annual rental of \$116,000 with 14 being in April for a total value of \$6500 per annum.</p>
Medical Centre upgrades	<p><i>Methven</i> – preliminary discussion has been held and more in depth discussion with the Architect is to be arranged.</p> <p><i>Rakaia</i> – the Architect has been engaged and is working on developing plans.</p>

4.4 Forestry

- **Log Sales & Harvesting**

Harvesting of the windblown trees near Fairton, off Company and Milton Roads, commenced in April with a small fully mechanised crew deployed. Feedback from the contractor and FML suggest a good proportion of the logs produced should meet the specification required by the local sawmill that processes industrial logs – Shands Road Sawmills. This will be a reasonably lucrative market with good delivered prices and a relatively short cart of 61km. The other predominant log grades being produced are export KM and KX grades which are being carted to the Port of Lyttelton. Access using Talleys track alongside our trees is working well and most of the wind damage trees in a portion of the block north-east of Milton Road have now been harvested.

- **Establishment**

With windrowing at the McKenzies Road plantation now completed the area is to be assessed for desiccate spraying to control brush weeds that will suppress the tree crop. The most significant weed is broom. With the spray operation being undertaken close to the scheduled planting date the only herbicide that can be considered is Glyphosate. With unprecedented demand for forestry planting stocks the Council at this stage has not secured tree stocks for its planting programme. The high demand is coupled with significant mortalities of seedlings at Rangiora Nurseries where the Council has sourced its Radiata Pine seedlings for the last three to four years. Other nurseries are also sold out and we are now on wait lists with all the major nurseries.

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	Will be updating financials and rating information once any changes are known as a result of submissions. A review of the LTP budget system has identified a number of improvements to speed up the process and work has commenced on this work.
Purchase card Implementation		31 July 2021	Yes	Yes	NA	The final part of the procure-to-pay project was the introduction of purchase cards for small miscellaneous purchases. Testing will occur in May with expected rollout of these cards by July.

- **Procurement (local expenditure)**

Expenditure for the year ended Dec 2019 and Dec 2020 (excludes payments to Computershare, ECan, IRD and any property purchases). Postal codes identify local vs non local (there are a number of creditors without a post code which haven't been included).

	2020	2019
Total expenditure	\$68.2 million	\$54.6 million
Local postcode	\$27.9 million	\$27.7 million
Local as a percentage	48%	54%

In 2020 there was more expenditure on big projects (i.e. town centre and the Ashburton River pipeline) which increases the non-local total for that year. Otherwise payments with no post codes are quite similar (\$349,000 in 2020 and \$375,700 in 2019).

Application Process (Enquiry)				
Application ID	Primary Property ID	Full Details	Date	Stage/Decision
SKW/001/20	23885	Stockwater closure of a race starting at a junction on 157 Cairnbrae Road through to 1445 Line road.	29/05/2020	ClosureTBD, Closure to be done, Y
SKW/002/20	20894	Stockwater closure of a race starting with two soakholes at 424 McCroys Road through to 1428 Kyle Road.	22/07/2021	Reporting, Reporting, Y
SKW/004/20	2361	Stockwater closure of a race starting at a junction on 23 Wards Road through to 60 Chertsey Road. A report to Council was presented on 17/11/2020 - Was left on the table. Water Ranger to follow up on pricing to cut alternative race. (deadline 06/05/2021)	04/06/2020	Reporting, Reporting, Y
SKW/005/20	24540	Stockwater Closure starting with a soakhole on 982 Dromore Hatfield Road. No other affected parties.	05/08/2020	ClosureTBD, Closure to be done, Y
SKW/006/20	23665	14/08/2020 - request for further information was posted out. Nothing further can be done on this application until the applicant gathers the requested information.	06/08/2020	Cancelled, Cancelled, Y
SKW/007/20	23112	Closure of stockwater race from a junction on 279 Strangers Road through to 55 Smalls Road	19/05/2020	ClosureTBD, Closure to be done, Y
SKW/009/20	3095	Stockwater Closure of a race starting at a junction at 81 Fairfield Road West through to 43 Fairfield Avenue. Approved by Council on 17/11/2020.	15/05/2020	ClosureTBD, Closure to be done, Y
SKW/010/20	21600	Minor stockwater realignment through 109 Works Road.	09/09/2020	ClosureTBD, Closure to be done, Y
SKW/011/20	23409	Installation of cuvert and minor realignment in a stockwater race at 1393 Methven Highway	09/09/2020	Reporting, Reporting, Y
SKW/013/20	3771	Full closure approved by Andrew Guthrie (Assets Manager)/ race had been previously closed with no rates amendment/ Rates refunds etc. applied from 01/07/2020.		#Completed, Completed, Y
SKW/014/20	3344	Closure of a stockwater race starting at a junction at 141 Winslow Road through to 185 Chatmos Road.	01/10/2020	Reporting, Reporting, Y
SKW/015/20	3240	Stockwater Closure 226 Fraser Road, close a short section of race and realign the existing race.	01/10/2020	Reporting, Reporting, Y
SKW/016/20	397	Stockwater Closure from a junction on 2510 Methven Highway through to 483 Braemar Road. Information being sought from ALIL on possible alternative for property 360 - 21/04/2021	29/01/2020	Reporting, Reporting, Y
SKW/017/20	16220	Stockwater Closure of a race from a junction at 344 Longbeach Road through to 273 Longbeach Road - Aquatic Ecology to provide quote for deatiled ecological assesment.	17/09/2020	Reporting, Reporting, Y
SKW/018/20	2361	Installation of a culvert in the stockwater race on 8 Chertsey Kyle Road.	20/07/2020	Approved, Approved, Y
SKW/019/20	4759	Application to close a stockwater race that feeds off ECan Drain Moffats Drain. Meeting with Terry Hewitt (date TBC) to see if this is possible. Pending discussions with ECan - 21/04/2021		Impact, Impact Assessment, Y
SKW/020/20	2900	Temporary realignment of a stockwater race at 342 Company Road.	19/11/2021	ClosureTBD, Closure to be done, Y
SKW/021/20	23953	Retrospective closure of a section of Stockwater Main at 307 Annetts Road Race has been dry for three years.	02/02/2021	Reporting, Reporting, Y
SKW/022/20	22661	Closure of a stockwater race from 539 Pole Road to 483 Braemar Road. Stockwater ranger investigating possibility of extending closure to Dolma Gate, currently consulting with affected parties.	22/01/2021	AwaitInfo, Waiting for Further Information, Y
SKW/023/20	6247	Closure of local stockwater race on 1440 Arundel Rakaia Gorge Road. Stockwater Ranger to complete Rapid Field Assesment	09/3/2021	Impact, Impact Assessment, Y
SKW/024/20	24422	Stockwater Closure from 198 Mill Road to 46 Tinwald Westerfield Mayfield Road. Surveys from non-consenting paries due back 23/04/2021	09/3/2021	Approved, Approved, Y
SKW/025/20	2833	Stockwater Closure of a race starting at a junction on 145 Wakanui Road through to 104 Milton Road South	17/03/2021	Reporting, Reporting, Y
SKW/026/20	5719	Realignment of a stockwater race on 4393 Arundel Rakaia Gorge Road	29/03/2021	Reporting, Reporting, Y
SKW/028/20	22923	Stockwater Closure of a race at 967 Hinds Lismore Road 01/04/52021 - Stockwater Ranger to contact a property owner for affected party consent	01/04/2021	Impact, Impact Assessment, Y
Blue indicates closures that have been approved by Council but are waiting for the property owner to action the closure before being signed off as completed				