

Council Activity Briefings



Date: Wednesday 23 June 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

17 June 2021

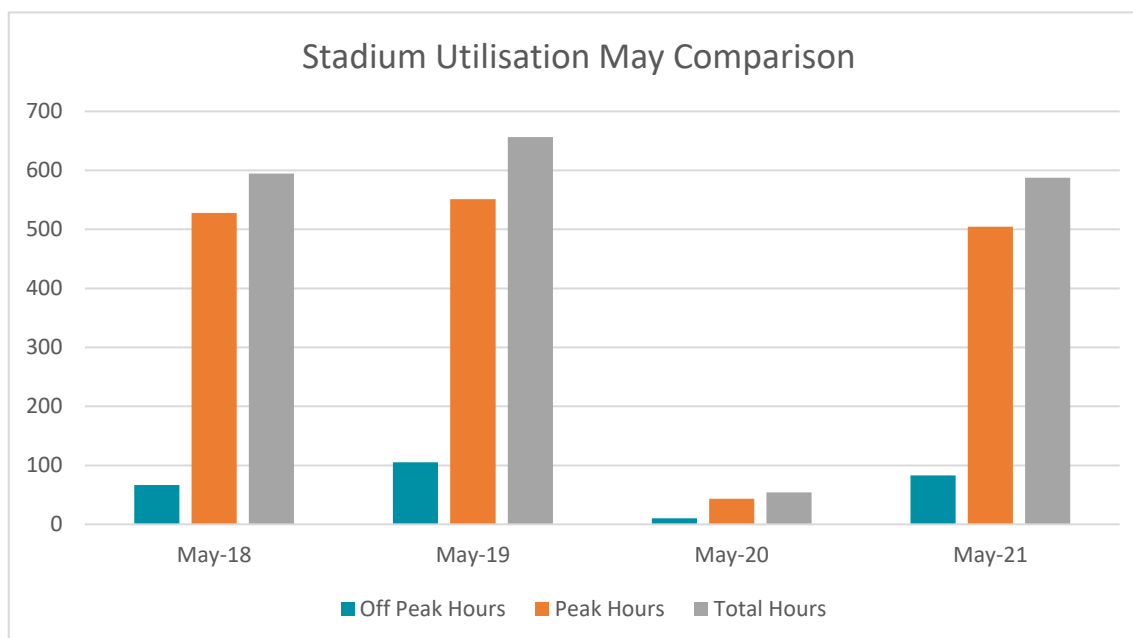
Activity Reports

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<i>Morning tea</i>				
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1. Community Services Group

1.1 EA Networks Centre

- **Stadium Utilisation**



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 on-going influence of Covid-19 some key sports are experiencing lower registrations and spectator participation.

- **Casual Usage**

Description	May 19	May 20	May 21
Adult Swim	1193	294	1194
Casual Stadium Use	267	293	209
Child 5-17 Swim	920	296	890
Child Under 5 Swim	84	52	61
Family Swim	90	45	115
Senior Swim	168	57	237
Student Swim	74	21	63
Total	2796	1058	2769

The above table shows a rebounding following 2020 in Casual visitations. Whilst not completely back to previous levels it would be expected that this level of utilisation continues.

- **Bookings Statistics**

Description	May 19	May 20	May 21
Group Fitness	252	217	325
Room Hire	41	1	23
Stadium	162	22	93
Total	455	240	441

The above table demonstrates an increase in bookings for the month of May across a cross-section of measurables. Note the stadium bookings been impacted by the weather event in May causing significant cancellations.

- **Software Project Update**

On July 13 the Sports Facility Core Software replacement project will go live. This is a significant project and investment council has made to improve the customer service and business process for EA Networks centre and present a number of positive opportunities for the Sports Facility Team.

1.2 Ashburton Library

- **Statistics for April and May 2019-2021**

Issues	April 2021	April 2020	April 2019
Adult	9294	2952	9379
Young Adult	887	4	531
Junior	8148	947	7851
TOTAL	18329	3903	17761

Memberships	Total at end April 2021	April 2020	April 2019	Added during April 2021
Adults	6327	6723	6061	56
Young Adults	1568	1810	929	1
Junior	1976	2112	2146	51
Non-resident	72	117	62	0
Other	442	411	338	1
TOTAL	10385	11173	9536	109

Foot Traffic		April 2021	April 2019	April 2020
		8429	9194	198
Year To Date		80609	92173	79510
Reference Enquiries		April 2021	April 2020	April 2019
	Adult	455	0	370
	Children	83	0	46
	Total	538	0	416

APNK Internet - April 2021

Total Users	Total Time	Average Session	Wifi Total Sessions
1171	509.03	26.081	1530

APNK Internet - April 2020

Total Users	Total Time	Average Session	Wifi Total Sessions
0	0.00	0	21

APNK Internet - April 2019

Total Users	Total Time	Average Session	Wifi Total Sessions
1486	719.35	29.055	2375

Tourist Information - April 2021

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Issues	May 2021	May 2020	May 2019
Adult	9942	9118	9803
Young Adult	874	310	537
Junior	8308	5933	8213
TOTAL	19124	15361	18553

Memberships	Total at end May 2021	May 2020	May 2019	Added during May 2021
Adults	6256	6732	6032	56
Young Adults	1575	1811	917	3
Junior	1952	2065	2126	24
Non-resident	71	118	62	1
Other	446	421	340	5
TOTAL	10300	11147	9477	89

Foot Traffic		May 2021	May 2020	May 2019
		8201	3946	9318
Year To Date		88810	83456	101491

Reference Enquiries		May 2021	May 2020	May 2019
	Adult	517	205	521
	Children	63	0	70
	Total	580	205	591

APNK Internet - May 2021

Total Users	Total Time	Average Session	Wifi Total Sessions
1050	465.75	26.614	

APNK Internet - May 2020

Total Users	Total Time	Average Session	Wifi Total Sessions
490	231.46	28.34	589

Total Users	Total Time	Average Session	Wifi Total Sessions
1526	750.17	29.5	2410

- **Community Engagement Activities and Projects**

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

Groups Using the Library meeting spaces

- Anglican Advocacy 1 on 1 client meetings and Team meeting
- YMCA 1 on 1 client meetings
- Fale Pasifika Civil Defence Emergency Pasifika community support
- Qtopia Rainbow support services Hui
- AVIVA 1 on 1 client meetings
- Mid Canterbury Learning Exchange Te Reo Maori Pronunciation Workshop 4 June
- Kristin Dunne Art & Creativity Classes - Fri 11 June & Wed 16 June for 6 weeks

Presentations & Groups Met

- Hospice Mid Canterbury
- Friendship Group @ Community House
- Presbyterian Support Social Work Team
- S.E.E.D.S
- Rakaia Friendship Group
- Ashburton District Family History Group
- Baptist Pre School
- YMCA
- BOOST interactive and educational display planning
- AshBEARton Teddy Bear Club interactive and fun activities display planning

Displays

- Timebank
- Hospice Mid Canterbury
- Art & Creativity
- Skate Jam

Baptist Pre School - collated & provided material on healthy eating in Pasifika languages for their Healthy Heart parent education evening.

Samosan Language story time - liaised with Rasela Sa and Robert Tito to find volunteers for reading in Samoan at the Library.

Elizabeth Daycare - Presented information about relevant Library programmes and read stories. This will become an ongoing activity.

Prince Philip condolence book - coordinating rehome visits.

DORA Bus - Digital Access Coordinator.

Co Facilitation of the Community Services - Welcoming Plan Development

Upcoming

Knit in Public Day - Sat 12 June 10.30 to 13.30 - liaising with Eco Educate/Creative Fibre and other local knitters.

Book Club begins Thursday 17 June @ 1.30pm and 6pm then 3rd Thursday of the month.

Elder Care Canterbury- Mid Canterbury Forum – presentation.

CDHB Volunteer Training Day – presentation.

Anglican Advocacy –presentation.

Early Childhood Centres Teacher Information Evening in Library.

Refugee Resettlement Stakeholder Meeting

• Digital Access Projects

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

Stepping Up Classes

- Starts next week
- Located in the Newspaper/Reading Room at the Library
- 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.
 - o These classes will run every Thursday from 10am-12pm, starting next week 10 June
 - o Beginning with the Introductory Pathway which consists of 4 sessions: 1. Pursuing Hobbies Online; 2. Finding the Right Device; 3. Communicating with Family; 4. Reducing Dependence on Others
 - o The first session will be Pursuing Hobbies Online on Thursday 10 June 10am-12pm
- We will also be running the Digital Steps programme which is a pick and mix of beginner sessions depending on interest, and are based at any age group. These courses are 1-off sessions about various topics.
 - o To start we have chosen a weekly rotation of Computer Basics, Email 1, Smart Phones, Real Me and MyMSD including Banking and Internet Safety on the first Tuesday of every month.
 - o These classes will run every Tuesday 1-3pm, starting next week 8 June
 - o The first session will be Computer Basics on Tuesday 8 June 1-3pm

Skinny Jump

- We have now received the Skinny Jump modems and are getting staff trained in the sign up process
- This service will be available to the public starting the week of Monday 7 June
- As part of this service, we will be able to have a demo modem which we will also be able to use for future outreach opportunities, especially bringing Stepping UP classes to locations outside of the Library

DORA: Digital On Road Access

- Ashburton will host the DORA bus on 10 and 11 June as part of its nationwide tour
- Running 4 x 2 hour Digital Banking and Online Safety sessions
- Sessions planned:
 - o Mt Hutt Memorial Hall, Methven 10am-12pm and 1-3pm, Thursday 10 June (6/7 spaces filled; 2/7 spaces filled)
 - o Ashburton Public Library, 10am-12pm, Friday 11 June (3/7 spaces filled)
 - o Rakaia Community Centre, Rakaia, 1.30-3.30pm, Friday 11 June (2/7 spaces filled)

HOOPLA

- Plan to have Hoopla Digital (down-loadable movies, music, audiobooks and comics), as part of our Library offerings in the near future/next financial year.

CV Help Sessions:

- In total we have had 8 adults attend 1 on 1 CV help sessions during May, this is consistent with the totals from the two previous months.
- In addition to these, 2 sessions, scheduled for Monday 31 May, had to be rescheduled due to the weather and flooding in the District.
- We have had great feedback from these sessions both from those who attend and from Work and Income NZ who refer clients to us for assistance.

Digital Drop in Sessions:

- These have been gathering momentum these past weeks as knowledge gets out to the public
- In total we have had 4 adults attend official drop in sessions, while many of the team help out with various digital enquiries on a day to day basis, that often consist of 1 on 1 help for significant periods of time, while working at the desk as well.

• Children's Library

- This Term has been very busy with VR being added to our list of programmes. VR sessions run Wednesday & Fridays 3:30 – 5:30 and Thursdays 10:00-12:00 & Sundays 1:30 – 3:30. We have typically had 3-4 people per session. We have also had a few staff groups utilise this as a team building exercise.
- Wriggle & read sessions are going strong with an average of 21 children and 19 parents/grandparents. Our Story and Rhyme time sessions are still continuing with around 4 children and 3 parents. Recently we held our Samoan Language Week story time with a guest from our local Samoan community helping us out, Esera. We had 9 children to that event.
- Coding club still continues with around 9 children attending each Microbytes session and 6-8 children regularly attending the Megabytes sessions. The Children's Librarian, Jonathan Nixon, recently attended the MCELN (Mid Canterbury e-learning Network) held at Allenton School to give teachers professional development using the BBC Micro:Bit which is a coding tool we use in our coding club. Jonathan has also started another round of sessions teaching coding with a group of children at Ashburton Borough School.

1.3 Ashburton Museum

- **Community & Visitor Engagement**

	2021	2020	2019
	19 April – 30 May	19 April – 30 May	19 April – 30 May
Visitors	1848	710	3288
Remote Research Requests	12	7	-
Volunteers	56	21	-
Community Outreach	121	0	-
Ashburton Museum Blog Engagement Visitors April-May	536(1267views)	342 (784 views)	1060(1650views)
Total	2573	1080	4348

- **Community Engagement & Programmes**

The Ashburton Youth Council and guests from Selwyn District were hosted for a fun interaction session in the Murney room, taking part in the activities provided including Animal ears which were a bit hit.

The Museum was buzzing during the April School Holidays with good feedback on the activities provided at our building and also at other Council facilities.

Ashburton College students visited to find about museums and careers in Museums.

Coming up is an outreach program with Methven Primary School on Matariki and we will be hosting four sessions at the Museum with Mindplus Kids who are investigating Systems and how they work for us.

Due to the recent weather event the Museum had to postpone the planned June 3rd Museums Audience & Interpretation workshop, many participants were to be travelling from all areas of the South Island. We are awaiting a new date for this one day event.

- **Collections**

Our new Collections Registrar Natalie Liverant has arrived and is settling into the Museum. She has been surprised at the variety of items that we hold across our collections and is looking forward to working our extensive Wakanui Collection and working with our textiles.

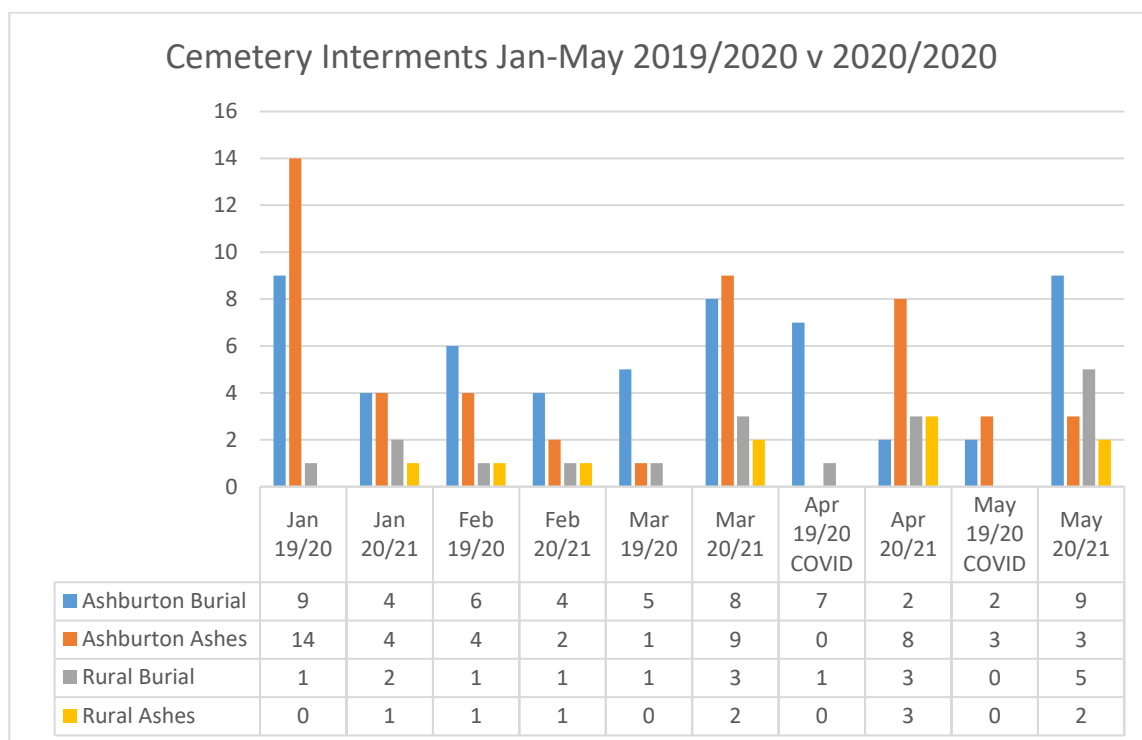
A number of groups are discussing with us the future of their records as their groups are aging and going into recess. We have had discussions about how we can look after their items and continuing access to them. We have given them tours of our stores to see for themselves how we care for item and why.

- **Exhibitions**

Critters, Creatures & Curiosities Exhibition is drawing to a close on 27 June and planning in progress for our Winter Exhibition in collaboration with Ashburton Welcoming Communities and the launch of *Hakatere, Home & Heritage* publication. This new Exhibition is set to open in early July.

1.4 Open Spaces

• Cemeteries



• Stockwater races

Currently there are 29 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.

There were two major stock water scheme disruptions due to the recent flooding. The first priority was to restore supply. Thereafter remedial works such as repairs to undermining (Pudding Hill) shall occur.

1. The Methven Auxiliary supply was left high and dry when floodwaters rerouted the mainstream. Work on this area involves reforming the supply race and repairing damage to infrastructure.
2. Staff are currently actively working through the options for reinstating stock water supply to a section of the Montalto/Hinds scheme to the area immediately below the Blair's Road siphon. The 1.2 meter concrete siphon was destroyed by floodwaters and broken up. This siphon took water from the Mt Somers/Willowby scheme and routed it to top-up the high area of the Montalto/Hinds scheme. Staff and contractors recovered sections of the siphon up to 300 meters downstream. Staff are reviewing the available supply options due to the original siphon being sized for the initial volume of supply. In the intervening years a significant amount of stock water races have been closed, so going forward the Council may be able to service demand with a smaller supply line. Options being considered are a smaller siphon or a flume in the same location, and a new siphon from the RDR canal.

Additional issues:

1. There is a major Three Waters asset replacements occurring in the Methven town centre. This work has uncovered the stock water linkage pipe under the state highway. It has raised concerns about the long-term integrity of the pipe. Investigations are currently ongoing and the Council may be able to be given an update at the meeting. While this work occurs, a pumped workaround has been agreed with the onsite contractors.
2. Lauriston township is having fibre optic cabling and electrical supply lines installed under stock water races. This work will require lowering of flow rates and diversion so some stock water subscribers shall notice lower than normal flows.
3. The Council Roothing Division is undertaking scheduled culvert replacements. This work will require lowering of flow rates so again, some stock water subscribers shall notice lower than normal flows.

- **Biodiversity**

The application for a wildlife permit at Ashton Beach has been put on hold. The Department of Conservation have indicated that the application is likely to be declined because the proposed mitigation is insufficient to offset the likely impact on the southern grass skinks during the construction of the motorbike park. They have recommended Council considers identifying and protecting an area of grass skink habitat equivalent to the area that will be destroyed. They have suggested the application is placed on hold while a suitable site (or sites) have been identified by a herpetologist, surveyed for lizards, and Council has committed to protecting/covenanting them. Council staff have requested the application be placed on hold while it considers its options. Options will be the subject of a separate report to Council once the survey work has been completed in spring 2021.

- **Domain**

AECOM have been selected as the provider of engineering design services (topographical survey, geotechnical services, civil engineering design) for the new entrance and access road into the Domain (Project 5 Ashburton Domain Development Plan). Topographical survey work has been completed and a series of test pits will be dug over the coming weeks along the proposed new road route. Part of the entrance redevelopment shall include better alignment of the West Street entrance/exit to match other Domain entrances.

Removal of the aviary buildings (Project 4 Aviary and Wildlife Gardens) is progressing through the Council disposal process. The sale and removal of the buildings will soon be put out for tender.

- **Trees**

Staff commissioned a report on the possible implications of tree lights being switched on continually at night in the East Street heritage trees. The report that there should be no adverse effects from the amenity lighting. It noted the lights need to be sensitively strung to allow for growth and bowing to the wind.

- **Recreation**

Last winter, the Council received a request from the Ashburton Mountain Bike Club for fencing south of Ashburton River between the railway and State highway one. The request aligned with

the thinking of Council staff as a logical measure to mitigate the increasing vandalism. Regular conflicts between vehicles, trees, and turf have been increasing. This is the reason why the grass areas were fenced off. Staff are monitoring utilisation of the area and to date, weekend use is highest with no obvious overcrowding.

- **Recreation**

Council officers recently made contact with all stakeholders of the Hakatere River Trails group to ascertain the state of assets following the flood event. Reports are starting to come in and it has been noted that the Mountain Biking Clubs area has taken a particular battering with significant damage that will require major inputs to reinstate. Once a strategic and full picture of damage is available staff shall consider how best to offer assistance and advice on reinstatement. Initial impressions are that heavy machinery will be required to return to the status quo. Therefore some serious conversations will need to be entertained to enable this to progress, notwithstanding the monetary inputs required to enact the repairs.

The only Open Spaces asset to suffer significantly in the recent flood was the Ashburton dog park. Its fence was destroyed and the carpark left with a large sinkhole. Estimates are being sought for reinstatement. This is an unbudgeted expense and will probably result in a negative fiscal variance.

- **Public conveniences**

The replacement of public toilets at Wakanui Beach and Bowyers Stream is pending. The project has been delayed due to the recent flooding event. The current timeline for completion is now 30 June.

- **Gardens**

Most public gardens and those in the Ashburton Domain escaped the ferocity of the recent weather event. All reserves have received a good drenching which has soaked into the subsoils. Annual bedding plants have withstood the drenching and are now responding to finer days to create some colourful winter displays.

Replacement Cenotaph stone is due to arrive from Australia by mid-June. It is required to enable scheduled maintenance to occur on the Baring Square West Cenotaph.

The Central Business District upgrade is progressing after remedial actions were required to protect the integrity of the heritage trees onsite. The fountain is still to be sealed and will remain off until this work and surrounding paving works are concluded.

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. The recent floods have necessitated a need to focus on recovery as well as business as usual activities.

Events	Ongoing		Yes	The first capability training workshop was held at the end of May, the workshop covered digital marketing (social media and websites). It was well attended, feedback received was very positive.
Youth Council	Ongoing		Yes	As a result of the Youth Audit undertaken at the Skate Jam event, AYC Environmental Subcommittee are working with ADC and Eco Educate to install better bins at the skate park that will include recycling options.
Welcoming Communities	Ongoing		Yes	Progress on key projects include: the Welcoming Mural and the new Welcoming Plan development. Advocacy on behalf of Ashburton was provided to MBIE on improving the way Welcoming Communities is evaluated.
Refugee Resettlement	Ongoing		Yes	The first former refugee family arrived Friday May 28 and are settling in well. A cohort of delegates represented Ashburton at the refugee centre farewell ceremony in Mangere on Thursday May 27. Cr Carolyn Cameron has given direction to initiate the Refugee Steering Group of which she is the Chair. Two more families are expected in July.
Agriculture Portfolio	August 2020	February 2023	Yes	The Resilient Business working group have reviewed the initial project proposal and refinements have been integrated to strengthen the farmer driven nature of the project. The Freshwater Nitrate follow up report due date has been reset to 1 st July. Involvement in a series of workshops run by ECAN on climate change impacts across the region.
My Next Move & Youth Driver Licensing	July 2020	July 2021	Yes	Year 10 students from across the district were planned to attend an Industry Day June 16th, where they would be given the opportunity to explore and learn more on careers of interest to them. Given the recent State of Emergency and the impact it has had on local business, a decision has been made to postpone the event (date TBC) to allow businesses the opportunity to get back to BAU.

• Update on Light up the Night

Light up the Night will be held on Saturday 27 November, we are working towards delivering the event to Plan A (below) and that the CBD upgrade will be completed as planned. Should there be any delay the completion of the CBD upgrade the event will fall back to Plan B (Baring Square East, below).

PLAN A



PLAN B



1.6 Memorial Halls and Reserve Boards

Methven Reserve Board Methven United Rugby & Football Club held their 125th in the domain on the weekend of 8-9 May. The Club, with the help of the Domain Board, worked hard over the weeks before this event to have the ground looking sharp. The event was a big success and thank you to the Club and Reserve Board for the voluntary work put into this.

Tinwald Reserve Board the Board continue to work with the Plains Museum Trust, camp ground managers and Reserve users. There is good communication between groups and the Board has been very active making sure groups have good communication and support from the Board.

Tinwald Memorial Hall continues to have high use, and it is great to see such a diverse range of users from our community.

Greenstreet – Ashburton Forks Reserve Board are working with Open Spaces to fix the hazards that were identified in the Playground audit and are nearing completion.

Mayfield Reserve Board have also meet and developed an action plan to fix their playground issues.

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%
Apr	74 (29)	582 (461)	59 (37)	503 (450)	74.6%	234 (3)	100%
May	97 (67)	679 (528)	74 (55)	577 (505)	56.8%	330 (8)	98.6%

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

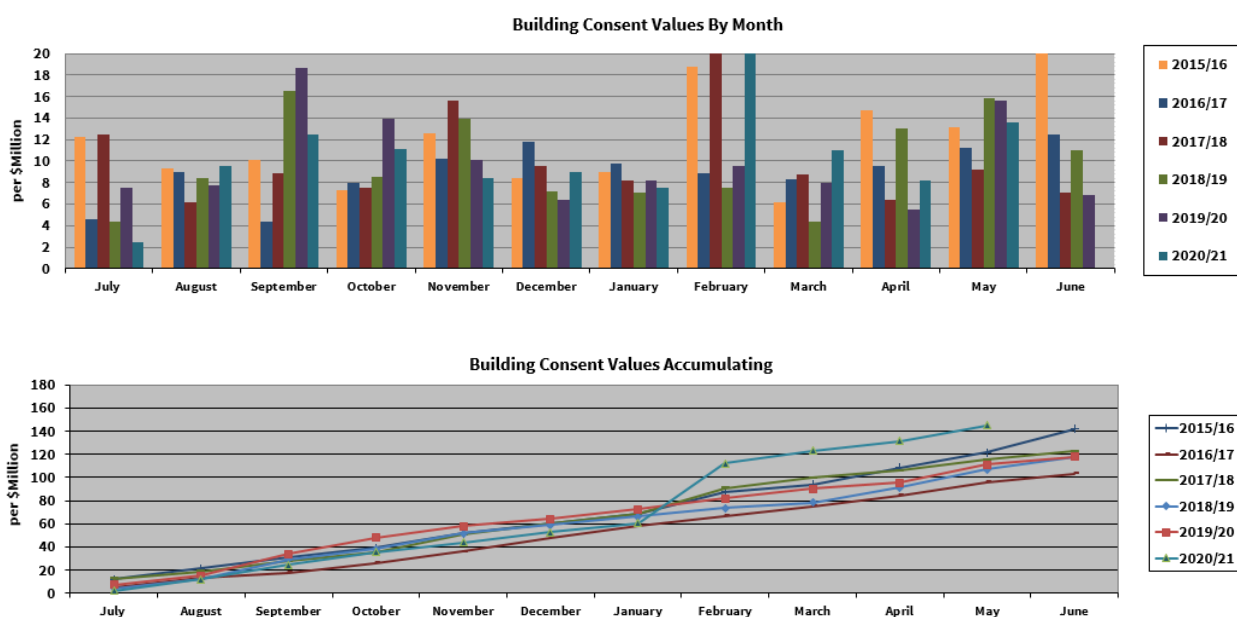
Month	BC Value of Work Received	BC Value of Work Received YTD	BC Value of Work Issued	BC Value of Work Issued YTD
Jul	\$6,314,658 (\$9,342,323)	\$6,314,658 (\$9,342,323)	\$2,439,526 (\$7,542,127)	\$2,439,526 (\$7,542,127)
Aug	\$7,326,623 (\$7,294,390)	\$13,641,281 (\$16,636,713)	\$9,576,211 (\$7,719,745)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

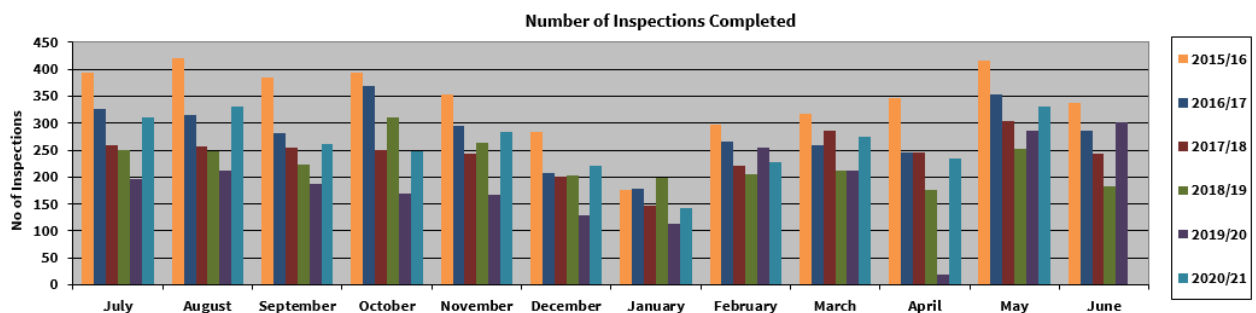
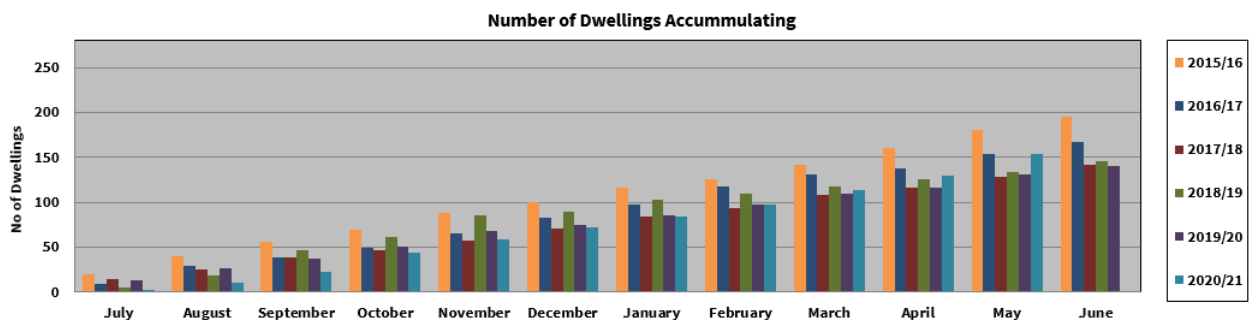
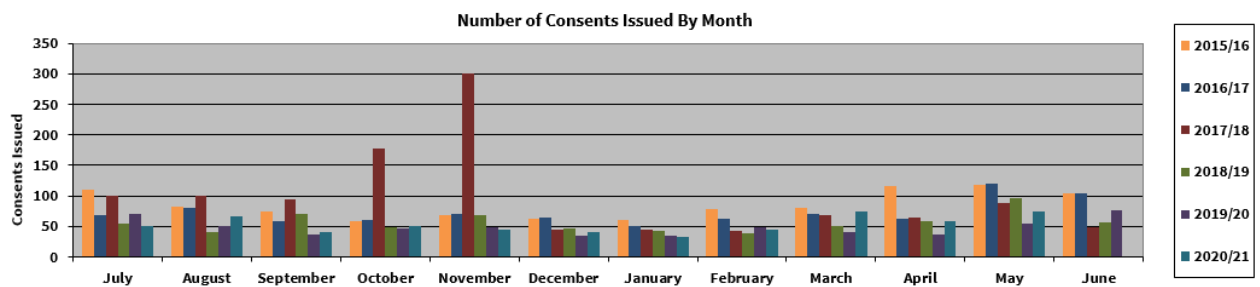
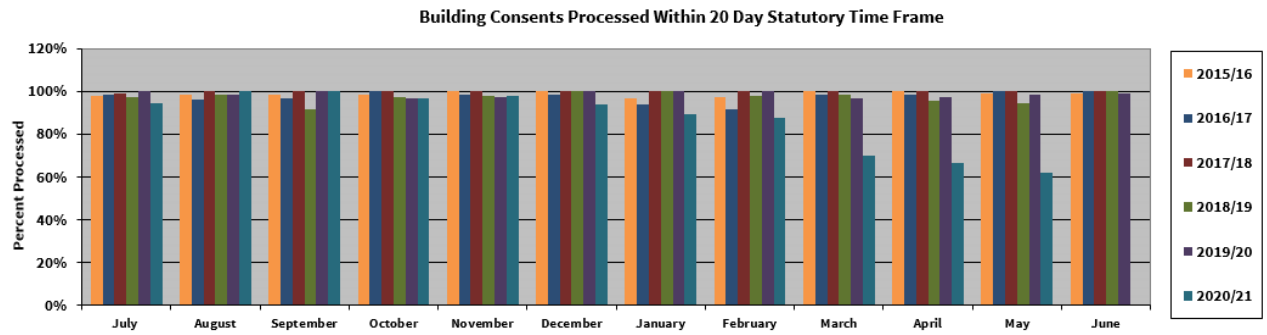
Mar	\$17,169,668 (\$9,402,041)	\$157,317,698 (\$89,899,334)	\$11,000,853 (\$7,970,336)	\$123,221,760 (\$90,160,638)
Apr	\$13,709,442 (\$4,894,424)	\$171,027,142 (\$94,793,758)	\$8,142,678 (\$5,473,792)	\$131,364,438 (\$95,634,430)
May	\$22,400,108 (\$8,114,287)	\$193,452,249 (\$102,908,045)	\$13,538,179 (\$15,562,527)	\$144,902,617 (\$111,196,957)

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%
Apr	8 (4)	159 (194)	4 (6)	151 (197)	100%
May	22 (21)	181 (215)	25 (16)	176 (213)	76%

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





The last two months have seen an even bigger increase in consents being received, so we have been unable to make a dent in the processing delays. Contractors and other Councils are experiencing the same issues so are unable to help. We had two additional staff start 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. Supply chain issues are also affecting building projects.

At the end of May, we were advised that Placemakers had run out of gib board (they now have supply back but limited), trusses were a 12 week wait, bricks were an 8 week wait and other items were up to 20 weeks wait. Adding to the construction woes are the increased costs of freight.

2.2 Civil Defence Emergency Management

Psychosocial First Training undertaken by CD volunteers in April. Canterbury CDEM Group established working group to develop a training program for the recently acquired D4H Incident Management program that will be used by all TA's. The EMO met with Mid-Canterbury Citizens Advice Bureau in April to discuss their participation in a Civil Defence event. This is an excellent opportunity to use CAB as an information hub during emergency events. Further work is required to integrate the CAB & Community House into the CD framework. Ashburton Civil Defence was also approached by Grace Vineyard Church to discuss establishing a foodbank distribution system similar to what has run in Christchurch since the 2011 earthquakes. During April & May the EMO attended the following meetings, forums and conferences; Natural Hazards Risk & Reduction Forum, Canterbury Welfare Coordination Group Meeting, RST Mid-Canterbury Stakeholder Group meeting, Canterbury 2 day EMO forum & National Emergency Management Conference in Wellington.

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
April	1	1	3	12	0
May	1	0	6	15	1

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
April	6585	451	93.2%	11	18	0	1	12	12
May	6619	441	93.3%	15	8	0	1	6	5

- **Unregistered dogs**

21 Notices to register dogs were issued in May resulting in 15 dogs registered and two subsequent infringements issued. The remaining four are being followed up by contractor.

2.5 Environmental Health

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

Month	Food Premise Verifications	Food Control Plans Audited	Mobile shops/food stall inspections	Mentoring Sessions	Hairdresser inspections
July	17	17	0	1	9
August	12	16	0	0	15
September	13	13	0	0	5
October	10	10	2	0	0
November	9	9	0	0	0
December	8	8	0	2	0
January	5	5	0	1	0
February	7	9	3	0	0
March	11	11	0	0	0
April	10	10	0	0	0
May	20	20	0	0	0

2.6 Air Quality

We have received two documents from ECan. The first is a [region-wide overview of air quality monitoring](#) during 2020 for each of the 8 air sheds. The second is specific to the [Ashburton District](#). It outlines the work programme for 2021, the air quality approach for the next 3 years, and a brief report on monitoring activity during 2020. Further information is available on ECan's Warmer Cheaper website and on their Facebook page.

2.7 Planning

Resource Consents	April 2020	April 2021
No. of resource consent applications decided ₁	14	17
No. of resource consents decided within statutory timeframe	14	17
Notified/ Limited notified applications decided	0	0
Other		
No. of 223 Certificates processed	1	5
No. of 224 Certificates processed	1	7
No. of building consents reviewed against District Plan ₂	7	19

Resource Consents	May 2020	May 2021
No. of resource consent applications decided ₁	6	26
No. of resource consents decided within statutory timeframe	6	25
Notified/ Limited notified applications decided	0	0
Other		
No. of 223 Certificates processed	2	7
No. of 224 Certificates processed	2	9
No. of building consents reviewed against District Plan ₂	20	31

Land information memoranda	April 2020	April 2021
LIMs Produced	14	79
LIMs Produced within 10 working days	14	79

Land information memoranda	May 2020	May 2021
LIMs Produced	51	84
LIMs Produced within 10 working days	51	84

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

- District Plan Change 4**

All submitters withdrew their right to speak before the hearing and the Commissioner elected to make his recommendation on the papers. This is due to be presented to Council on 30 June.

2.8 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	Consultation complete and final LTP drafted. Currently being reviewed by Audit NZ.

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	Finalisation of: Rates Remission Policy, Community Engagement Policy, D&FC Policy
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	Open Spaces Bylaw, Dog Control Bylaw, Dog Policy
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 at the next Council meeting.

- **External Submissions**

Organisation	Submission Summary	Process	Due Date
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.	Management level submission Available online once submitted	11 June 21
NZ Infrastructure Commission	The New Zealand Infrastructure Commission, Te Waihanga is developing a 30-year Infrastructure Strategy for Aotearoa New Zealand. This consultation document sets out a proposed direction for the Strategy and is open to your feedback, ideas and views. Following consultation, this information will be used to finalise the draft Infrastructure Strategy that will be provided to the Minister for Infrastructure.	Management level submission Available online once submitted	24 June 21
Ministry of Transport	The Government is seeking feedback on options to accelerate the transport sector to meeting the draft advice and recommendations of the Climate Change Commission, and moving to a net zero carbon transport system by 2050. The Ministry of Transport's 'Hikina te Kohupara – Kia mauri ora ai te iwi - Transport Emissions: Pathways to Net Zero by 2050' sets out potential pathways and policies to phase out emissions across the transport system. The discussion document does not represent Government policy.	Management level submission Available online once submitted	25 June 21

NZTA – Waka KotahiKotahi	<p>We are consulting on a proposed new rule enabling an improved approach to speed management planning on New Zealand roads, called the Land Transport Rule: Setting of Speed Limits 2021.</p> <p>Speed is a major contributing factor to deaths and serious injuries on New Zealand roads. In the event of a crash, regardless of cause, the speed of impact is the most important determinant of the severity of injuries sustained and the probability of death.</p>	<p>Council meeting – 16 June</p>	<p>25 June 21</p>
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3. *Infrastructure Services Group*

3.1 3Waters Projects

Project	Description	Progress
Ashburton relief sewer – Part 1 - ACL	This project covers the construction of a new 3,020m pipeline from Bridge Street to Wakanui Road. Project value is \$5.1M.	The contractor has installed 1050m of DN 600 PE pipe. The average depth of the pipeline so far is 3-4.5m. Programme completion – 35% Financial completion – 34% Finance spend - \$1,297,966.33
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 247m of DN 800 PE pipe. The average depth of the pipeline so far is over 4.5m. After the weather event, the water table was 0.5m below ground level, a rise of 1.5m. Programme completion – 11% Financial completion – 32% Finance spend - \$1,445,538.31
Ashburton town centre revitalisation	This project covers the construction of a new 2,189m pipeline from Wakanui Road to Milton Road South. Project value is \$4.2M.	Tancred St – the contractor will be addressing outstanding items. Cass St – the contractor will be addressing outstanding items. Burnett St - The contractor has been paving and concreting the northern footpath surfaces and finalising landscaping works. East St - The landscaping works around the trees and the extension of the footpath is to be completed. Upgrade of Tancred and Burnett St intersections have been completed and works started on Havelock St intersection. Programme completion – 70% Financial completion – 65% Finance spend - \$10,767,396.18
Methven Water Reservoir	This work involves constructing a reservoir, associated pipe works, valves, meters, fencing and access track.	The tender closing date was deferred by a week to 10 June due to the recent weather event. The tenders are currently being evaluated.
Water Infrastructure Flood Repairs	This work involves a number of district wide water repairs needed as a result of the flood damage.	The Methven water gallery was flooded during the weather event and later had a thick layer of silt

Project	Description	Progress
		<p>that would have posed long term turbidity issues. The top of the gallery has been scraped and replaced with new and clean aggregate.</p> <p>The access track to Montalto water intakes has been washed away at several places. The intake structure and raw water pipeline also have some damages. These will be repaired later.</p>
Wastewater Infrastructure Flood Repairs	This work involves a number of district wide wastewater repairs needed as a result of the flood damage.	The wastewater pipeline from Wilkins Road treatment plant to Ocean Farm has been repaired at a few places. A few slips at Ocean Farm will be repaired later.

3.2 3Waters Operations

The recent flood event had a significant impact on the level of three waters services provided by the Council. The event resulted in Council staff and Maintenance Contractors having to manage a large volume of customer requests. Generally, the three waters infrastructure performed very well under challenging circumstances.

• Water Operations

The Ashburton, Rakaia, Fairton, Hakatere, Hinds, Mayfield, Chertsey and Dromore schemes operated very well during the flood event. These networks demonstrated the resilience of our infrastructure.

The flood event caused high turbidity at the treatment plant in a few schemes resulting in issuing of boil water notices. While Montalto remained on a permanent boil water notice, a boil water notice was issued for the Methven and Mt Somers water schemes in the early hours of Sunday morning, 30 May. A boil water notice was also issued for the Methven Springfield water supply on Monday morning, 31 May. This was advised through a website update, social media, and text alert system.

Boil water notices for Mt Somers was lifted on 6 June. Apart from Montalto, Methven and Methven-Springfield are the only schemes that remain on boil water notice. The notice will be lifted when the turbidity at the water treatment plant gets below 2.5 NTU and, all E.coli and Total Coliforms samples remains clear. The turbidity at the plant is currently averaging 8.6 NTU.

• Wastewater Operations

The Ashburton, Rakaia and Methven wastewater infrastructure performed well despite an influx in inflow and infiltration. None of the wastewater treatment plants overflowed during the flood

event. The new pump station beside the Ashburton River remained operational while the surrounding areas were flooded.

The only observed overflow points were at the inlet to the wetlands at Ocean Farm and along the pipeline from Wilkins Road wastewater treatment plant to Ocean Farm. These overflow points continued discharging wastewater for about two days.

- **Stormwater Operations**

In urban areas, the stormwater infrastructure functioned well during the flood event. There were minor localised flooding due to debris blocking the cesspit grilles. These grilles were promptly cleared by the maintenance contractors or the residents.

Mill Creek was flowing well and only a few detention ponds filled up. The recent cleaning of Mill Creek played a significant part in avoiding localised flooding.

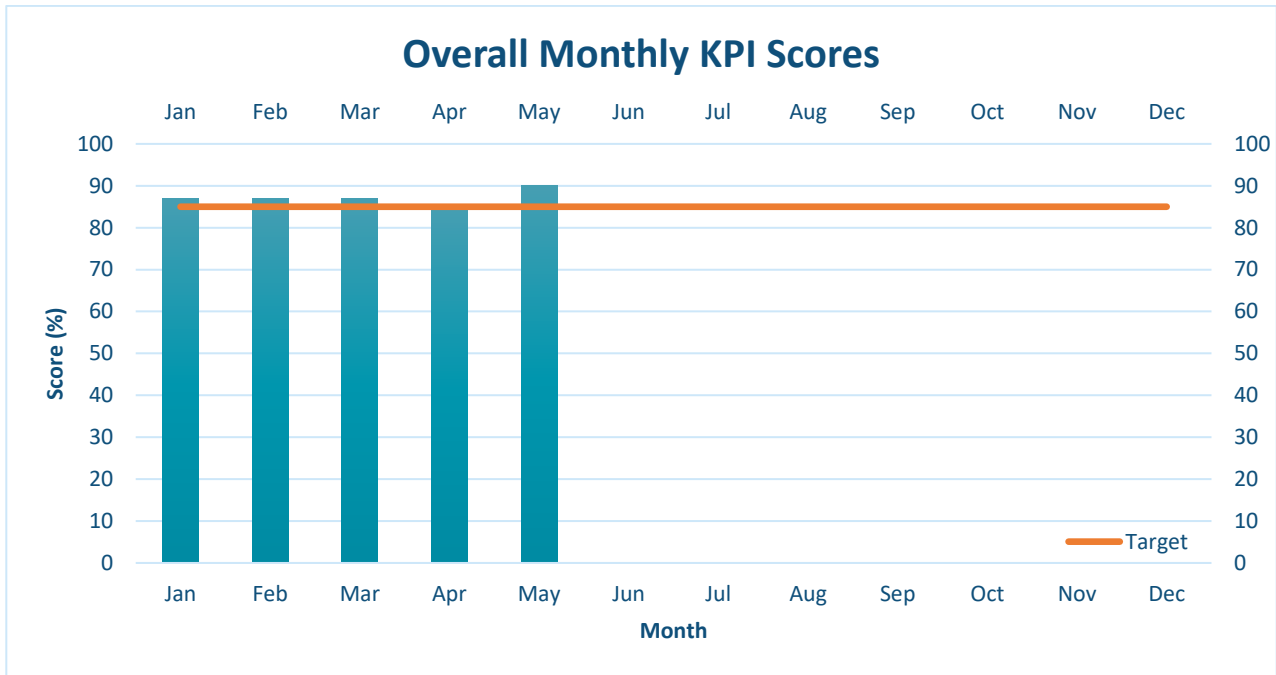
- **3 Waters CRMs**

Water	J	F	M	A	M	J	J	A	S	O	N	D
P1	13	9	11	10	8							
P2	69	52	67	41	34							
P3	3	5	1	1	3							
P4	12	8	14	10	18							
Total	97	74	93	62	63							
Wastewater												
P1	7	4	5	7	6							
P2	9	9	6	3	0							
P3	3	1	5	0	0							
P4	6	4	4	0	6							
Total	25	18	20	10	12							
Stormwater												
P1	2	0	1	3	2							
P2	1	1	2	1	3							
P3	0	0	0	0	0							
P4	0	0	0	0	0							
Total	3	1	3	4	5							
Overall Total	125	93	116	76	80							

- **Monthly KPI Measures – May 2021**

Water KPIs	KPI Achieved	Actual % Achieved	Overall % Of At Risk Sum
WS1 – Priority 1 work on site within 1 hour - urgent reactive	No	60	0
WS2 – Priority 1 restore service within 4 hours	No	37	0
WS3 – Priority 1 full reinstatement of site with 5 working days	Yes	100	2
WS4 - Priority 2 work carried out within 5 working days	Yes	82	3
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			25
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 two months were slightly lower. In May, there were 80 CRMs reported. It is anticipated the number of CRMs for June will be low as well as most of the customer requests during the flood event came directly through EOC.

In May, the maintenance contractor received an overall KPI score of 90%. For the past five months, the contractor has always achieved the minimum target of 85%.

3.3 Drinking Water

- **Water Safety Plans**

The draft Methven WSP is under active review, and discussions continue with the Drinking Water Assessor. A draft WSP for Mt Somers is well-developed but not entirely complete, while attention is turning to the Mayfield and Fairton plans.

Risk workshops and site visits with ACL operators, Assets and Projects & Operations teams and Beca personnel are scheduled over the coming weeks.

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.

Offers of service for detailed design work closed on 4 June. These are being evaluated with a view to awarding and commencing the work as soon as possible.

- **Wastewater Compliance**

Nine compliance monitoring reports (CMRs) have been received from ECan covering the Ashburton and Methven wastewater schemes. Four are graded either 'non-compliant, action required' or 'unable to determine compliance' and require steps to be taken.

Officers are working through the implications and identifying required actions. The work needed to clear these appears to be significant and may require capital expenditure.

- **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 have reached out to consultants to scope out an investigation of alternative sludge dewatering system options that will ultimately facilitate sludge removal (from site). 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.

Officers are progressing with the development of supporting documentation.

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.

Officers are carefully reviewing the supplied conditions before committing to signing them off.

3.7 Solid Waste Management

- **Recycling – bin audits**

As of 10 April we have:

- 1246 properties being monitored (-35)
- 312 properties on their third warning (+35)
- 122 properties have had their bins removed (+10)
- 34 properties have had removed bins returned (+6)
- We had one load of recycling rejected at the Christchurch sorting facility

- Our over contamination rate for May was 5.98%

- **Diversion Rate**

The overall rate of diversion from landfill for May was 36.1% of the total waste stream

- 1010.54 tonnes sent to landfill in May
- 566.48 tonnes were diverted in May

- **Projects for 2021**

The work on the cardboard bunker roof and pavement has begun. This project will carry over into July and August.

- **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 tender has been awarded to the incumbent contractor Eco Educate.

- **Additional kerbside properties for 2021/2022**

157 additional properties for 2021/2022 will have their bins rolled before the end of June. These properties are in the area between Willowby and Tinwald (148) and (9) in Chertsey.

- **Flood event**

Recent work on stormwater management at both the Ashburton resource recovery park and the Rakaia resource recovery park performed as designed. All consent conditions were maintained throughout the event.

The Ashburton landfill did have a meter of water flowing along the toe of the southwest slope during the peak of the event. The flood protection works (Tree planting) by ECan did its job slowing the speed and energy in flow. No major scouring resulted from the flooding. The South west slope which became water logged is being monitored for any cracking and movement as it dries out.

3.8 Roads and Footpaths

- Expenditure to 31 May

	Original Budget	Revised Budget	Expenditure @ 31/5/2021	Balance
Emergency Works	\$43,304	\$9,000	\$0	\$9,000
Road Maintenance				
Sealed Maintenance	\$1,460,000	\$1,610,000	\$1,485,953	\$124,047
Unsealed Maintenance	\$660,000	\$660,000	\$555,746	\$104,254
Drainage Maintenance	\$315,000	\$315,000	\$315,117	-\$117
Structures Maintenance	\$95,000	\$95,000	\$55,832	\$39,168
Environmental maintenance	\$550,000	\$550,000	\$374,232	\$175,768
Network Services	\$850,000	\$600,000	\$622,700	-\$22,700
Network Operations	\$15,000	\$10,000	\$8,128	\$1,872
Cycle Path Maintenance	\$5,000	\$5,000	\$0	\$5,000
Footpath Maintenance	\$1,194,350	\$1,278,350	\$1,311,054	-\$32,704
Level Crossings	\$30,000	\$30,000	\$27,811	\$2,189
Minor Events	\$90,000	\$90,000	\$102,261	-\$12,261
Network & Asset Manage	\$1,150,000	\$1,150,000	\$1,151,357	-\$1,357
	\$6,414,350	\$6,393,350	\$6,010,191	\$383,159
Local Road Renewals				
Unsealed Metalling	\$1,100,000	\$1,100,000	\$857,614	\$242,386
Seal Resurfacing	\$2,950,000	\$2,950,000	\$2,918,632	\$31,368
Drainage Renewals	\$550,000	\$450,000	\$321,796	\$128,204
Seal Rehabilitation	\$2,080,000	\$2,080,000	\$2,062,461	\$17,539
Structure Components	\$86,000	\$86,000	\$12,625	\$73,375
Environmental Renewals	\$5,000	\$0	\$0	\$0
Traffic Services Renewals	\$74,000	\$200,000	\$183,790	\$16,210
	\$6,845,000	\$6,866,000	\$6,356,918	\$509,082
Total Maintenance Prog.	\$13,302,654	\$13,268,350	\$12,367,109	\$901,241
Local Road Improvements				
ASUB Improvement	\$258,697	\$258,697	\$106,388	\$152,309
LED Lighting	\$5,370	\$5,370	\$0	\$5,370
Low Cost Low Risk Improve.	\$6,328,821	\$4,611,250	\$4,149,936	\$461,314
Road safety Programme	\$157,988	\$144,000	\$116,989	\$27,011
Cycle Facilities	\$63,000	\$12,000	\$11,611	\$389
	\$6,813,876	\$5,031,317	\$4,384,924	\$646,393
	\$20,116,530	\$18,299,667	\$16,752,033	\$1,547,634
Unsubsidised Road Works				
Street Cleaning	\$140,500	\$140,500	\$147,570	-\$7,070
Seal extension	\$50,000	\$50,000	\$0	\$50,000
Work for NZTA	\$77,000	\$77,000	\$91,872	-\$14,872

Subdivision Contribution	\$10,000	\$10,000	\$7,011	\$2,989
Projects	\$1,373,226	\$1,373,226	\$1,246,440	\$126,786
Minor Investigation	\$50,000	\$50,000	\$17,786	\$32,214
	\$1,700,726	\$1,700,726	\$1,510,679	\$190,047
Total	\$22,383,094	\$20,000,393	\$18,262,712	\$1,737,681

• Monthly Achievements

We have accepted a quote from ACL to undertake footpath renewals in Methven and Hinds. Value \$58,765.02 and we anticipate completion of this work before June end.

A RFT has been advertised for 2021-2023 rehabilitation work to be undertaken on Thompsons Track and the Arundel Rakaia Gorge Road with Tenders closing on Tuesday 6th July.

Leaf fall collection started 1 April and is ongoing until June end.

Footpath lichen spraying commenced on 1 June but is behind schedule due to inclement weather.

Sump cleaning also commenced as at 1 April and is ongoing.

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. Additional work/faults as a result of the flooding will be added and programmed as normal.

Drainage involving HEB's innovative methodology has been completed for this financial year.

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

All roads are trafficable but some only to residents. These are due to be opened week beginning 14th June. One bridge on Surrey Hills Road has been lost with all others intact and will be passable by the end of the month.

Staff are working with HEB to determine initial cost estimate of flood response and damage repair. They will then estimate costs and works necessary to bring the network back to the LOS prior to the flood event.

Stantec have provided a draft Stage B report on the Ashburton Tinwald Connectivity works. A meeting is to be held on Monday 14th to discuss with a report to the 30th June Council meeting.

3.9 Contracts Awarded / Upcoming Tenders

Contract/Tender	Date awarded/tendered
ROAD0205 – Road Rehabilitation Rural 2021/23	Tendered 24 May - closes 6 July 2021
WATE0153 – Methven Reservoir Upgrade Stage 1	Closed 3 June and being assessed

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>Current focused on supporting end of financial year/readiness of new in licence renewal, fees and charges and rating activities.</p> <p>Additionally work continues in the areas of; Purchase Cards (Procurement), Debt Management (Rates), Payroll processing (version update), Security Categories (system delegations), Request Management (Planning), Traffic Management Plans (Open Spaces), Stock Water Race (closure management), Approved Contractor Application (Health & Safety) and Building (process time changes)</p>
Stadium management system	November 2019	July 2021	Yes	Yes	No	Replacement of existing solution. Implementation work continues to program with build and configuration of service modules. 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 from supplier.</p>
INFOR IPS	February 2020	June 2020	No	Yes	No	GIS integration with water supply, waste and storm water assets within INFOR IPS solution. Supplier solution available July 2021.

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Spatial Plan	October 2020	August 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).
Transformation to Technology One Cloud	May 2021	December 2021	Yes	Yes	No	Transfer of property, financial and payroll systems to hosted cloud service.
Systems Call Centre/ Telephony	July 2019	June 2021	No	Yes	Yes	<p>Renewal of current telephony and call centre solution.</p> <p>Call Centre solution delivered 10 June.</p> <p>The current on-premise telephony solution is to be replaced with a cloud-based solution. Delivery timeline to be confirmed with business and supplier.</p>
Desktop	September 2020	August 2022	Yes	Yes	No	<p>Renewal of desktop devices. Selection, design and deployment methods confirmed. Deployment complete to Assets, Strategy & Policy and Planning teams. Underway with P&C, and Governance.</p> <p>Tablet devices to support Stock Water activities to be field tested and then deployed to all rangers</p>
Microsoft M365 application suite	September 2020	June 2022	Yes	Yes	No	<p>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.</p> <p>Current activity includes the migration of our email system to the cloud equivalent. All officer mailboxes except Councillors (under test with Councillor Braam) have been migrated. Pilot test of Office products is continuing with focus on</p>

						its operation with our records management system.
Network	August 2020	May 2021	Yes	Yes	No	Renewal of network firewalls and core network switches. Completed Site switches at EANC, Museum and Open Spaces to be replaced. Equipment scoped and ordered. Estimated completion September 2021.
Cyber Security	June 2021	July 2021	Yes	N/A	N/A	Overview of current protection methods and identification of any action.
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 and actioned by responsible IS areas.
Systems Audit	May 2021	June 2021	Yes	Yes	No	Yearly audit by Audit NZ of network security and financial systems. Partially complete. Further data being collated after information request.
Mobile Phone Renewal	June 2021	August 2021	Yes	Yes	Yes	Cyclic renewal of corporate mobile phones. Scope and volume being confirmed by business, followed by procurement of devices.
New Library and Civic Centre	May 2021	December 2021	Yes	N/A	No	Confirmation of ICT fit out for new building equipment including as network, desktop, AV and library services.
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 3 rd party storage facility to hold Council protected and long retention physical records. 200 or approximately 650 storage boxes transferred

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
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 Animal Control and Assets
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	Identified priority work items from the completed external service audit. Development of Information Management strategy and policy Developed end user training programs are now in place with inductions, video guides and refresher sessions. Work commenced to develop a suite of digital record monitoring reports across Council systems to support information management activities. Scheduled for release 1 July.
Digital Record Management	BAU Activity		N/A	N/A	N/A	Ongoing retention and disposal activities for digital records held within the EDRMS and other digital repositories against Council's retention schedule. Archiving of Council Social Media posts Assessment of migration between older digital storage solutions and data management of Museum records, asset cctv record storage, and disposal of expired records.

- **Other Activities**

Support provided for the EoC through the weather event for IT set up and operational support and for GIS functions.

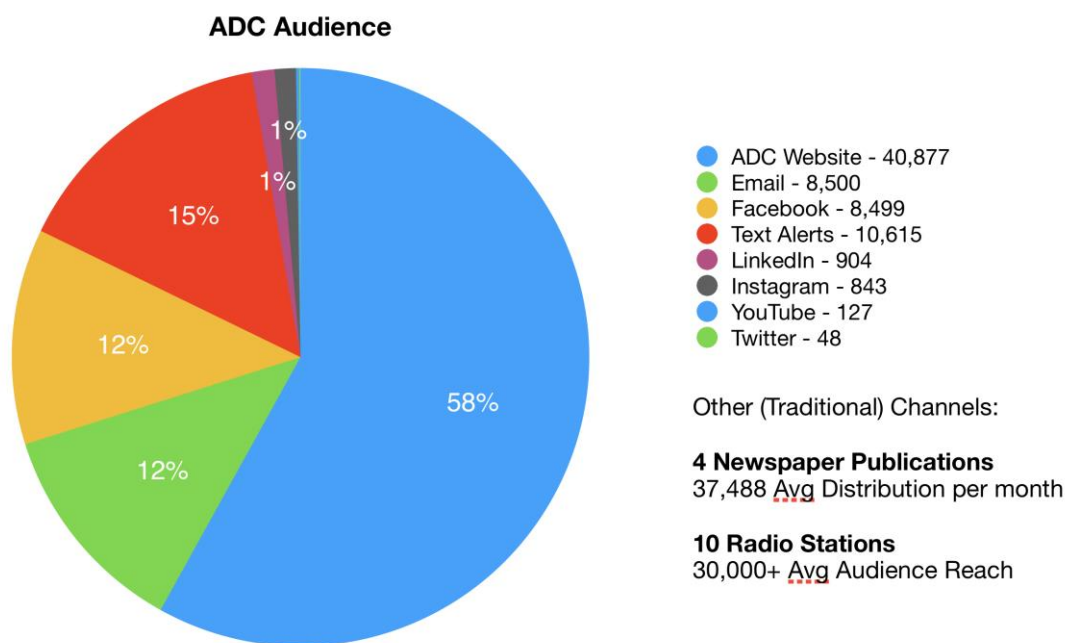
Microsoft three-year licence renewal. Optimisation of licensing of both server and desktop software. Licensing secured through All of Government agreement negotiated by the Department of Internal Affairs.

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.

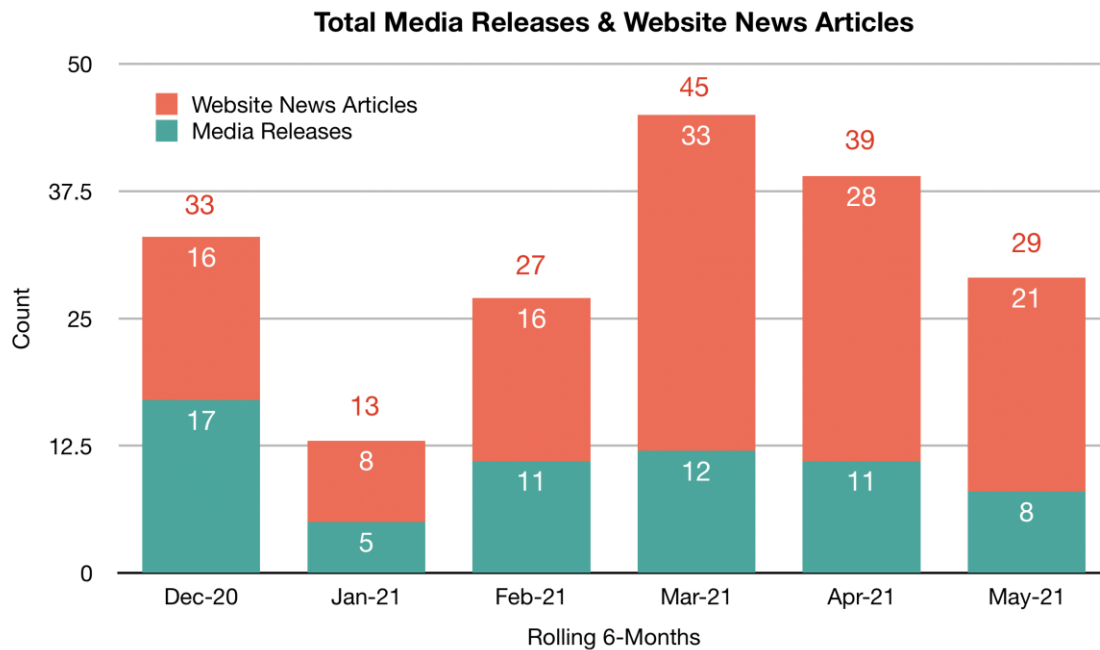
For this reporting period, we saw significant increase in users and engagement on ADC Website, Facebook, and Text Alert channels due to the Long Term Plan (LTP) and weather event reporting at the tail end of May.



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

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

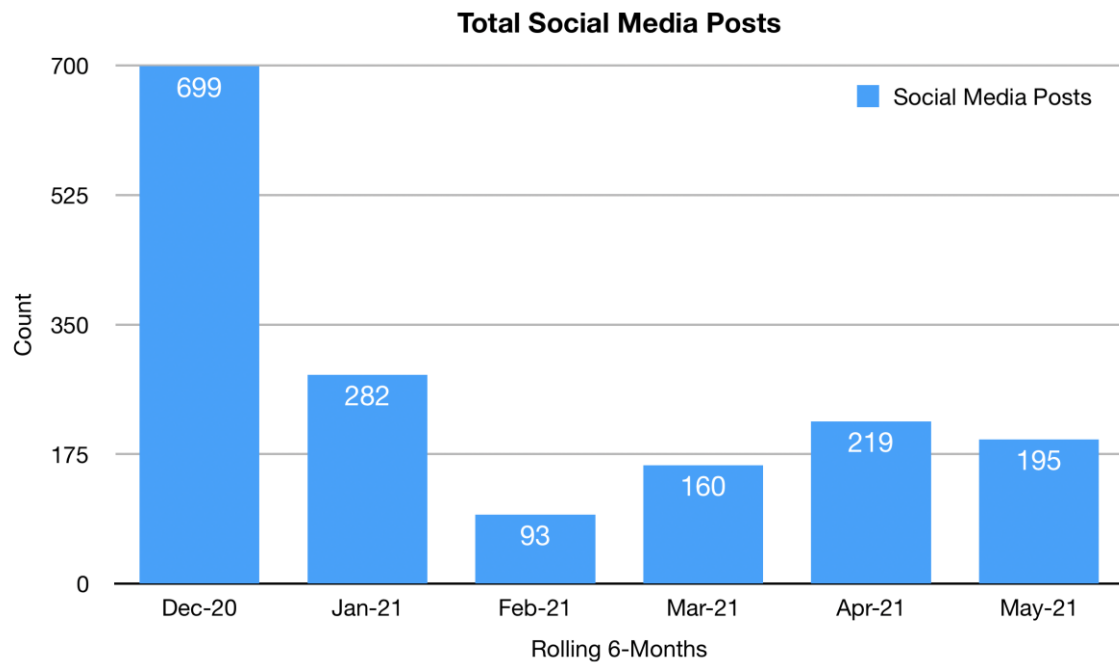
For this reporting period, we note a decline in media releases and website news articles from March to May 2021 due to the departure of our Communications Coordinator (Meg Rawson) in April. This position has been now been filled (by Linda Clarke) and we anticipate our communication activities to again increase to normal output.



- **Total Social Media Posts**

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

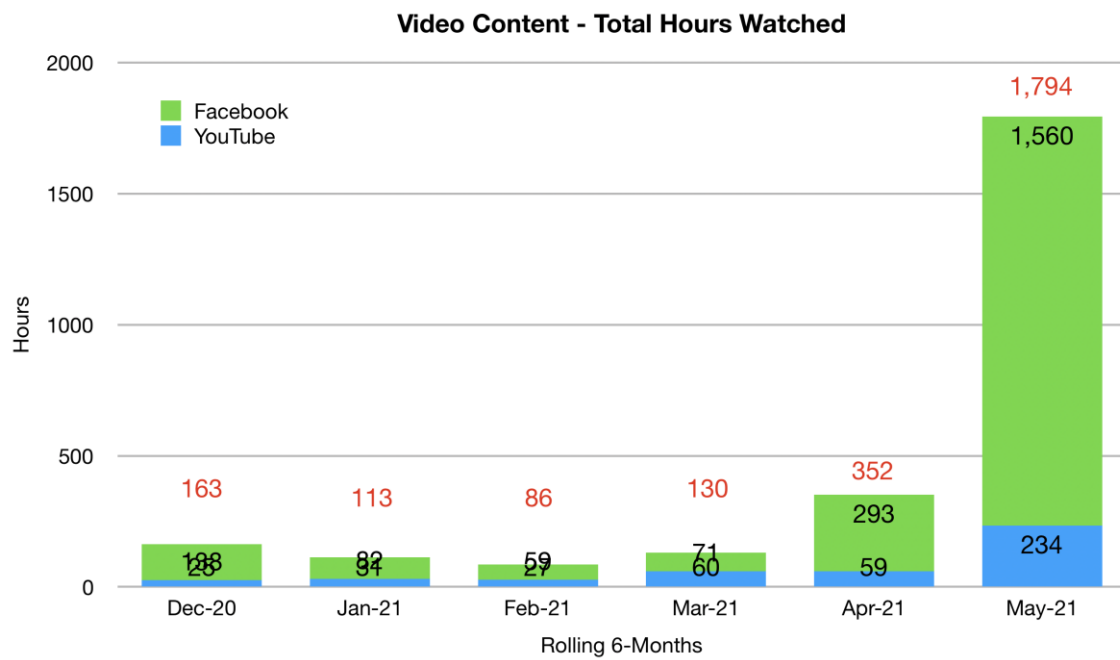
For this reporting period, activity has somewhat levelled, in part due to the decline in content as noted in previous graph, and also due to the May 2021 weather event.



- **Video Content – Total Hours Watched**

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

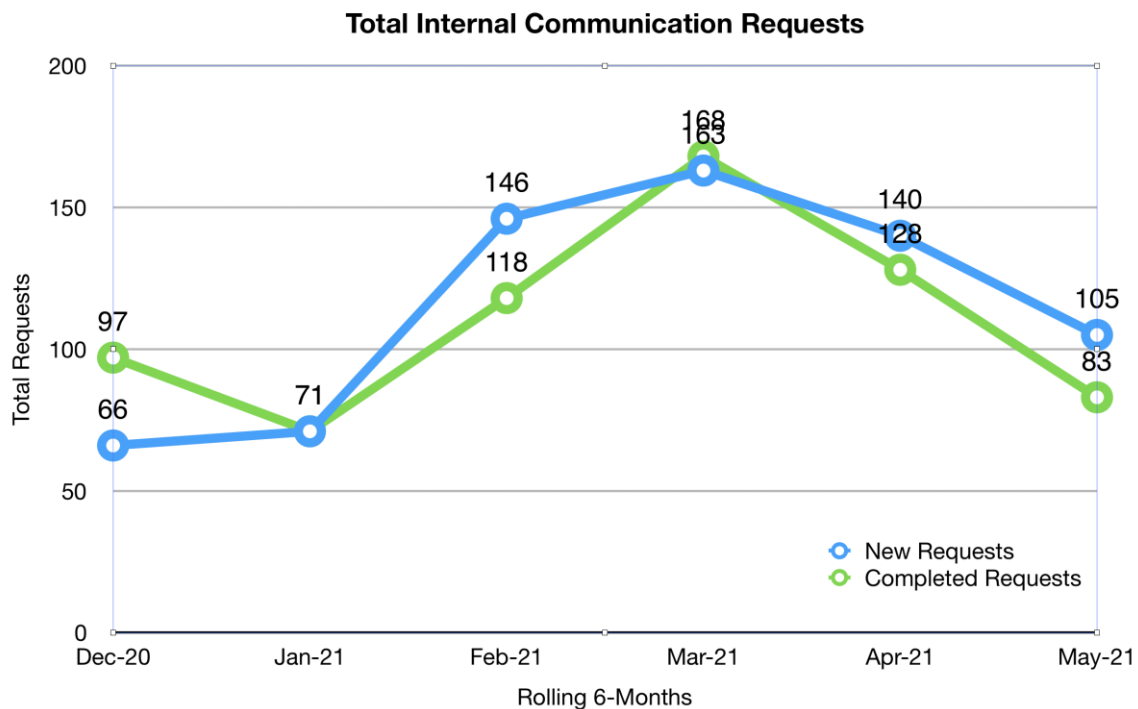
For this reporting period, video content related to the Long Term Plan, including the Live Online Community Meeting, LTP Hearings and Deliberations, and Council meetings, collectively contributed to a significant higher than normal watch hours.



- **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.

For this reporting period, we continue to see more new requests than we can complete due to staffing levels as noted above. We anticipate this trend to align more closely with recently hired Communications Advisor.



- **Major Projects / Updates**

Heritage Signage for Rakaia

We have been working with the Community Services Group and Rakaia Lions to design and delivery new heritage signage for Rakaia. A series signs are intended to be installed which shares information about various sectors in Rakaia's history, including churches and schools, farming and agriculture, transportation, and more. This project is expected to be completed by August 2021.

Two New Websites Designed and Launch

For this reporting period, two new microsites were designed and launched in support of Council activities. Facilitating the Long Term Plan consultation, the [ItsOurPlace.nz](https://www.itsourplace.nz) was migrated from a different platform and redeveloped within the new Squiz framework. The new [BusinessOfTheYear.nz](https://www.businessoftheyear.nz) website was also launched to support the new Economic Development initiative.

4.3 Commercial Property

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. We are receiving numerous enquiries with respect to the availability of sections for development.
Elderly persons housing	<p>Ashburton: 18 people on the waiting list with 11 people wanting single units, 7 wanting double units.</p> <p>Scoping of the redecoration of the Friendship Lane Units 1-16 is currently underway.</p> <p>Four vacant units are currently being redecorated with 1 being offered to a current tenant in anticipation of redecoration of units.</p> <p>Methven: 6 units with 1 person on the waiting list.</p>
Ng King Bros Chinese Market Garden Settlement	<p>Work is continuing on the buildings.</p> <p>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' with Kate Sheppard House winning the supreme award.</p>
Airport	<p>The new online system for collecting landing fees has seen \$1421 in income since this was introduced.</p> <p>Mid Canterbury Aero Club clubrooms are currently completing the refurbishment of their building.</p>
	Work has commenced on the development plan and a stakeholders meeting is currently being organised.
Property Inspections	<p>All Council gravel reserves and leased land, as well as forestry, have been 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	New occupiers continue to be found for the buildings and yard which is currently vacant with one tenant taking several buildings. There are currently 7 tenants.
Lake Clearwater	<p>The area has been flown with a drone to survey occupation of sites with an assessment of the occupation of sites being undertaken.</p> <p>We have completed inspections of all the baches to ascertain sewerage disposal methods for each.</p>

Earthquake Strengthening	<p>Mt Somers – Work has been completed and cosmetic painting is being undertaken at the moment. We have had to upgrade the switchboard and install heat pumps within the budget.</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> <p>We have sent valuations 5 lessees for their consideration.</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 a survey of the land was required.</p>

4.4 Forestry

• Log Sales & Harvesting

Log uplift at Fairton started in April although issues with operators has held back production. The logs cut in April is approximately 10% of the total log production expected from this 25ha of 19 year old Radiata Pine. The values in the adjacent table are GST exclusive but net of all direct logging costs. The logs cut have predominantly been for the local market with small industrial logs for Shands Road Sawmill at Rolleston. Depending on the log grade export logs are going to either the Port of Lyttelton or Primeport Timaru. Export log prices are favourable at the moment with a squeeze on the supply of timber in many places including the Chinese market. Even though log production has been lower than expected during April this job is still expected to be completed before the end of June.

SALES INFORMATION REPORT - Forest SUMMARY			
Forest:	Ashburton D.C.		
Compartment:	005		
Customer:	Forest Management	Period:	1/4/2021 to 30/4/2021
Products	Quantity	Unit	Net Value
KA EXPORT	11.437	JAS	\$743.28
KIS Export - Small Industrial	67.435	JAS	\$2,209.60
KS EXPORT	59.648	JAS	\$3,428.74
KX Export Pulp	27.525	JAS	\$1,059.82
PRAD chip (LED<55cm)	28.420	tonnes	\$310.32
PRAD M20 SRS	338.980	tonnes	\$19,715.08
PRAD M30 sawlogs	26.860	tonnes	\$1,830.78
Smallwood – Posts & Poles	33.340	tonnes	\$1,391.95
Forest Total	593.645		\$30,689.56

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	No	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. Waiting for TechOne consultant to be available to work on some technical difficulties.

• Funding availability for flood costs

There are a few different reserves that Council could potentially use to help fund the costs associated with the flooding event.

Disaster Insurance Reserve

The description of the reserve is:

“Council retains a cash reserve as part of its insurance provisions. This reserve along with its normal insurances and LAPP insurance should ensure that the Government meets its contribution towards any major disaster. This fund meets the annual cost of Council’s membership of LAPP.”

The wording of what this reserve is to be used for indicates that ADC could use this reserve towards:

- 1) Any insurance excesses ADC needs to pay out for insurance claims as the result of the flooding event
- 2) Funding the threshold amount ADC needs to spend on eligible disaster response costs before Central Government funding kicks in (\$1.42m)
- 3) Funding the 40% spent above the threshold that Central Government funding does not cover (reimburse 60% of eligible costs)

Looking at the LAPP insurance costs, and assuming the Council wishes to continue to retain some reserves for the next few years of LAPP costs, ADC could potentially use \$2.1m of this reserve. Note that using this full \$2.1m means the reserve would likely be zero by year 4 of the LTP (2024/25), and funding LAPP costs going forward would need to come from another source (i.e. rates) as well as any replenishment of this disaster insurance fund.

If Council wishes to use the entirety of the fund towards covering the costs of the flood event, and fund all future years LAPP costs via rates (from 2022/23) rather than via this reserve, there would be up to \$2.3m available.

Contingency Reserve

The description of that reserve is:

“A fund set up to meet unforeseen expenditure of any nature”

There is only a very small amount of \$18k in this reserve, but Council could choose to use this towards the flood event costs.

Roading Bridges Reserve

The description of that reserve is:

“To fund the costs associated with maintaining or upgrading Council bridges.”

The wording of what this reserve can be used for indicates that ADC could use this reserve for any portion of a bridge repair or replacement that goes above a like-for-like replacement/repair i.e. the portion of the cost that is for the “upgrade”.

This reserve has a balance of approximately \$700k.