

Council Activity Briefings

Date: Thursday 10 September 2020
Time: 9.00am-11.30am
Venue: Council Chamber
137 Havelock Street, Ashburton

Attendees:

Mayor	Neil Brown
Deputy Mayor	Liz McMillan (Chair)
Councillors	Leen Braam
	Carolyn Cameron
	John Falloon
	Rodger Letham
	Lynette Lovett
	Angus McKay
	Diane Rawlinson
	Stuart Wilson

Executive Team:

Chief Executive	Hamish Riach
GM Business Support	Paul Brake
GM Community Services	Steve Fabish
GM Infrastructure Services	Neil McCann
Manager People & Capability	Sarah Mosley
Manager Strategy & Compliance	Jane Donaldson

3 September 2020

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1. Community Services

1.1 EA Networks Centre

Learn to swim

The swim school has continued to operate through Level 2 with hygiene measures in place. The current enrolments have dropped slightly to 782 since Level 2 came into place.

During the school holidays we will be running a safe boating programme for three days with a focus on large bodies of water in preparation for the warmer summer months. Also currently investigating a “free play” babies/toddler programme to encourage more water activity in the younger years.

Gym

With Level 2 restrictions the gym has some equipment out of use but is otherwise fully functional and group fitness classes are operating well with physical distancing.

The gym has rolled out an immersive indoor cycling programme from Les Mills called “The Trip” and numbers attending are building.

In conjunction with Les Mills, we are currently working to having a gym and group fitness open day, titled “United”, on Sunday 20 September.

Aquatics

With new employees we now are able to have a more adequate roster. Unfortunately, due to Covid-19 Level 2, we are unable to use the inflatables but lifeguards are busy carrying on with extra cleaning and sanitation.

Recreation events and stadium

We have just come off a successful theme week and mini pool party on the Friday. Due to current level restrictions we didn't manage to get the small inflatable into the pool but did however play Frozen 2 in the pool which was a hit.

The current EANC futsal competition is running well with the top 5 teams only split by 10 points at the halfway mark.

We have six events coming up through September and start of October with two basketball tournaments, Bite Nite, Father's Day, Stadium Inflatable Weekend and the School holiday programme fast approaching. These events along with the regular netball, badminton, pickleball and futsal means the stadium is being well used.

We are looking at the feasibility of increasing holiday programme capacity to cater for the “tween” age group (11-14) with relevant age based activities and early leadership opportunities.

General Facility

Currently undertaking a project in conjunction with Commercial Property to use the tens of thousands of litres of rainwater captured to irrigate gardens and lawns around the EA Networks Centre.

Discussion continues with Commercial Property in regards to movement to LED lighting in the stadium. During Alert Level 3 a number of bulbs were replaced and now we have another wave to repair once the netball season is over. Moving to LEDs would solve this and provide considerable energy savings as outlined in the recent energy audit.

1.2 Library

Children's library

Our new Coding Club named Microbytes, for 10 to 14 year olds, has started. Initially we were going to run the club on Monday, giving it the snappy name "Microbytes on Mondays". However, it was immediately so popular that another sessions of ten members quickly formed, to be held on Tuesdays. There are more children on a waiting list to join the group, and demand from those under 10 years as well. The children on the programme have access to Micro:bits, robots and programmable gaming devices. For the technically minded, we use the Microsoft Makecode system, focussing on Micro:Bit and Makecode Arcade.

Children's programming was suspended briefly on the Level 2 Alert, but we now have guidelines in place to resume Wriggle and Read, asking for bookings on Facebook or by phone. Sessions will be limited to 10 "bubbles", and initially two sessions will run on Tuesday mornings. Depending on demand, other session times will be added.

New Zealand Libraries Partnership Programme

Three staff members were applied for under the staff secondment programme, and we await approval for this. Libraries could apply to be reimbursed for the costs of one or more library staff, both experienced and trainee librarians, for up to 21 months.

As a further part of the Partnership Programme, libraries have been given access to a range of electronic reference resources. It will be interesting to have a long, free trial of these, to see if usage justifies continuing with them beyond the 2 year free period.

Cancelled Book Sales

Sales tables have been set up in the library, and books have been selling steadily from these, with \$765 income from sales for the month of August. Books are \$1 each, or \$5 for a library bag full.

1.3 Museum

Sharing collections

Children from the Mind Plus programme have visited our 'Billy Thomas, Architect' exhibition over the past few weeks in small groups as part of their current study of architecture. After viewing the Billy Thomas plans and discussion about planning and buildings, they went about creating in cardboard their own buildings for a pre-set out town grid. Over the three classes that visited they built up a town featuring public buildings, housing and commercial buildings.

Our planned September workshop 'Researching your home' is postponed until later this year or next year due to Level 2 restrictions. The restrictions have also curtailed our Outreach programme to local rest homes for the time being, and also larger school groups.

Preparations are underway for our Spring exhibition which will be looking at local cinema history and sharing local movies featuring activities from times past in the Ashburton District sourced from our collection.

Research queries and new items offered to the Museum has kept our collections staff very busy over the past month.

Caring for our collections

Work continues on inventory, rehousing and display preparation of photos and objects projects.

Also ongoing is the processing of new items and preparing the accepted items for storage in the collection stores and updating our catalogue.

1.4 Open Spaces

Ashburton Domain

Work will commence shortly on installing irrigation to the cricket oval outfield in the Domain.

Methven toilet upgrade

The upgrade of the Methven toilets is well underway with their re-opening anticipated early September 2020.

Ashburton cemetery

Concrete burial beams are currently being constructed/installed for the Muslim burial area in the new cemetery extension area.

Public conveniences

Both the entrance toilets near the paddling pool and the toilets in the picnic grounds in the Ashburton Domain have been subjected to some minor vandalism.

CCTV will be installed in the Ashburton Domain to cover the new toilets that were recently vandalised as well the paddling pool toilets at the entrance to the Domain. CCTV will also be installed at the new toilets at the SH1 Salmon site in Rakaia. These toilets are nearing completion and landscaping of the site is underway.

Bowyers Stream Reserve

Improvements are underway at Bowyers Stream. More fencing and re-grassing is required.

Biodiversity

Fencing of the donga and biodiversity areas at Ashton Beach has been completed.

Baring Square West

Work on the cenotaph has been completed subject to final inspection.

1.5 Economic Development

Continuation of Level 2 through the August period is having mixed outcomes on the district's business sectors. ED has noticed an upsurge in use of the Open for Business website with many companies updating their listings with new information. ED has continued, using Constant Contact, to email out information that is pertinent for businesses to access. There is a new 'all of government' website www.connected.govt.nz - this website brings together all the information that is available to help businesses in these difficult trading times.

The key sectors report varying levels of activity.

Hospitality continues to struggle with numbers limited and social distancing reducing numbers that can be accommodated in some restaurants. Retail is a mixed bag with some reporting steady trading and others noticing reduced customer counts.

Construction is slowing with all builders positive but very cautious of the future. Supply of raw materials is becoming an issue and this could result in price increases as the cost of international freight continues to increase.

Contracting is a mixture of activity. The agricultural sector is quiet, concrete plants are back in output as expected with housing very quiet, general contracting is steady for this time of the year. There is some nervousness going forward into 2021. As Christchurch motorway projects come to an end there will be a number of contractors looking for work and this could affect our local contractors.

Transport is reporting business appears to be as normal for the time of the year. There is pressure on staffing and even with the number of unemployed we are finding people with the right licences are not there.

In the primary industry, all eyes are on the newly released National Policy Statement for Freshwater Management. The Statement introduces a shift in approach by Central Government from outcomes-focussed environmental management to input regulation of farm practices. The main areas of the statement cover stock exclusion (fencing waterways), winter grazing practices, fertiliser management and water quality attributes. The significance of the statement cannot be understated and should it be enforced to its full extent. Economic modelling indicates a significant impact on the productivity and profitability of the primary sector.

Chamber of Commerce update for the Regional Business Growth Fund for the Mid Canterbury area:

- The second round of COVID Advisory funding (mid July onwards) generated additional enquiries – these were mostly new registrations/businesses not spoken to previously. Approximately an additional 40 businesses in this second wave.
- A good number of enquiries have come directly to the advisor (rather than via the RBP registration process) which he would put down to the joint ADC/CECC communications and promotion undertaken.
- The CECC advisor has been following up with all businesses supported via RBP during the COVID period to check where the business is at now, and any additional support required – this has generated a mixture of additional COVID support and standard growth/improvement work.
- The hospitality sector (particularly near Methven) has been reported as a pain point. A number of positive outcomes where a range of COVID support services were put in early, stabilising the businesses and now supporting operational improvement plans that will likely put the businesses in a stronger fiscal position than even before COVID.
- The general trend that continues is less COVID distressed businesses and more enquiries around growth and improvement – a move towards more business as normal. Expansion plans, leadership and new product/service development have been areas of discussion.

Agriculture Portfolio Advisor

The new role commenced on 10 August. The initial stages of the role are focussed on two workstreams. Firstly, building a picture of the primary sector in Mid Canterbury to understand the relative contributions of each sector, such as GDP, employment and productivity etc. The second involves engaging with key stakeholders (farmers, value chain enterprises and industry organisations) to understand the changing agri-business environment with the corresponding pressure points, and/or opportunities which are emerging.

Bringing these two workstreams together should show the risks and potential impact of the business challenges and regulatory changes underway, and how they may be managed or mitigated.

This understanding will inform the development of programmes of work which will enable Mid Canterbury business to position themselves with stronger business resilience.

To date, the role has engaged with individuals from Federated Farmers, ECan, Irrigo, DairyNZ, Landcare Trust, AgResearch, ChristchurchNZ Food and Fibre, and several individual farmers. It is envisaged that a draft action plan will be developed by early October.

My Next Move and Drivers Licence Initiative

With regard to the licencing initiative, agreements with supporting agencies and service providers are currently in progress. A number of organisations have supplied their information for the building of the draft platform for approval prior to going live.

We are currently in the process of costing the platform and applying for the funding required.

Networking with local industry representatives and business owners for involvement in the My Next Move programme was initiated at the beginning of the calendar year, we are now revisiting the connections made and identifying industry gaps that require contacting. The offer to be a part of the programme has been very well received.

The programme allows for a collaborative approach to getting youth into meaningful work by addressing the issues employers, students and educational providers face.

In using this collaborative approach to benefit student, employer and education provider, we will open communications and normalise interaction between stakeholders. It is our belief that building these networks will encourage confidence and reliance on local employers when students leave secondary/tertiary education and move into employment. Whilst this is a difficult time to measure activity motivators given the Covid-19 factor, the effects of the programme will be monitored using government agency statistics on outward migration by age; reduction in the employment deficit trend identified in the NZIER Ashburton Labour Force Plan commissioned by Council in 2018; surveys and interviews.

Welcoming Communities

- **Inclusive Leadership**

The pilot phase governance groups have been disbanded and appointment of a new advisory group for Welcoming Communities is in progress. The group will steward the development of a new Welcoming Plan to achieve stage 3 (Advanced status). Stage 3 requires more robust evaluation of services being offered to newcomers.

The Global Ambassadors have completed Cultural Intelligence training which is funded by the Office of Ethnic Communities. Cultural Intelligence training will allow these emerging global leaders to resolve conflicts and have influence across all cultures.

- **Equitable Access**

Council hosted a Pasifika Leaders meeting at the Council Chambers on Friday 28 August. The purpose of this meeting was for Council to welcome Pasifika leaders and meet them. Also to bring Pasifika leaders together to find common ground, and to find out the needs of the Pasifika community. Around 25 leaders attended event.

- **Welcoming Public Spaces**

Council has partnered with the Hakatere Multicultural Council and Mid Canterbury Newcomers Network to facilitate a series of six mini-tours which will welcome people to Base Youth Centre, Library, Museum, Art Gallery, EA Networks Centre, Sports Canterbury, Ashburton Domain and Hakatere Marae. This is aimed at showing newcomers what is available whilst also encouraging locals to welcome them. Welcoming Week is from September 14-19.

- **Civic Engagement and Participation**

Local ethnic leaders have been engaged with and have been delivered information in different languages to promote newcomer participation in the upcoming general elections, with support from the Electoral Commission.

Events

Events have continued to progress since the July activity report. However, with the change in COVID alert Levels there has been some impact to both community and Council events. Generally across the district business events falling under 100 people have been largely unaffected, while those above the current threshold have either been rescheduled to 2021 or cancelled. Touring shows have yet to make any decisions about their upcoming schedules, however, it is anticipated that at least one show will cancel. The overall feeling at this stage with all venue based and outdoor events, to forge ahead as planned with the expectation that gathering size restrictions will be eased come 6 September.

Community Events

- Mid-Town Mardi Gras is now sold out with 70 vendors and a waiting list of additional stall holders. The organiser is looking at ways of being able to take on more sites within the current closure area. She has secured the NZ Army Band to perform and with stall holders has carefully managed the numbers selling similar product.
- A planning meeting has been held with members of the Multi-Cultural Trust, organisers of Multi-Cultural Bite. In light of the upcoming development of the Civic Centre, Methodist Church and Baring Square East, planning is underway on an alternative venue for 2021 and 2022.
- A planning meeting has been held with the organiser of the Santa Parade, with a view of planning a suitable route to take into consideration the current CBD upgrading work.
- Peak to Pub – is progressing as planned with measures in place to meet current Covid19 restrictions.

Council Events

- Night of Lights Festival – funding has been received from the Office of Ethnic Communities for this festival. Planning is underway for the full festival.
 - o Light up the Night – RuralCo have confirmed this date as their Christmas shopping event and as such have come on board as a sponsor. We are now working on ways we can collaborate and promote both events. We are yet to confirm a ‘presented by’ sponsor.
 - o Festive Walk – we have confirmed interest from Filipino, Samoan and German cultural groups to create window displays, and are awaiting confirmation from others. We currently do not have a ‘presented by’ sponsor.
 - o Buskers Night – advertising is due to commence in October calling for interested performers and entertainers to register. We have confirmed the Ashburton Courier as the ‘presented by’ sponsor for the second year running.
 - o Family Movie Night – we have confirmed MoreFM as the ‘presented by’ sponsor for the second year running.

Civic Events

- Formal citizenship ceremonies are still on hold until further notice. And we have since held one informal ceremony on 13 August. We had 8 new citizens attend. The next informal ceremony will take place on 5 November, and it is anticipated that formal ceremonies will commence again from the beginning of 2021.

Ashburton Youth Council Events

- Bite Nite Reimagined is all ready to go with tickets on sale now, including from EA Networks Centre. Sports are still being finalised, confirmed is Mid Canterbury Netball, Futsal Dragons, Canterbury Rams (4 – 6 players). We are patiently waiting to see what happens with Covid19 Alert Levels, at the current alert level 4 this event could not proceed with the limit on numbers at mass gatherings. If this continues we will look to reschedule the event to January 2021.
- September 21 to 27 is Mental Health Awareness week. AYC will be doing a social media campaign specifically targeted to youth.
- Elections – youth resources have been provided and these are being promoted via the AYC social media channels.

1.6 Memorial Halls and Reserve Boards

Chertsey Reserve Board have held their Triennial meeting and are now working through their Licence to Occupy with the Greyhound Club and the Harness Racing Club. Both groups are doing a good job of keeping their areas tidy.

Ealing Reserve Board and the Ealing Library Hall Society met on Sunday 30 August to further their discussions on the proposal to merge the two groups. Ealing will seek approval for all hall land, buildings, other assets and balance of the bank account to be vested in Council. If Council approves to take these over then Ealing Library Hall Society will advertise and hold a Special General meeting to get community approval. This will be the subject of a report to Council on 24 September.

Methven Reserve Board now have their new lawn mower and it is working well.

Mt Somers have set up Book-it, an automatic booking system for the camp ground, and this is now up and running. This is expected to streamline finance reporting and reduce theft at the reserve.

Ruapuna Reserve Board have received funding for a new dosing system to improve the efficiency of running the pool over the summer months.

Tinwald Reserve Board are working on getting the pool up to standard for the 20/21 season. The Board is also looking into options to make-over the fence.

Tinwald Memorial Hall are installing a disabled access toilet in the hall.

2. Strategy & Compliance

2.1 Alcohol Licensing

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

Month	On/OFF/Club new applications	On/OFF/Club renewal application	Special Licence applications	Managers Certificates (new and renewal)	Temporary Authority
July	2	0	6	15	0

2.2 Building Services

Proposed Amendment to Building Act – exempt work

The proposed changes to the current list of building consent exemptions took effect on 31 August 2020. The guidance document produced by MBIE is slightly confusing so we are expecting a lot of public enquiries.

Building consents/amendments

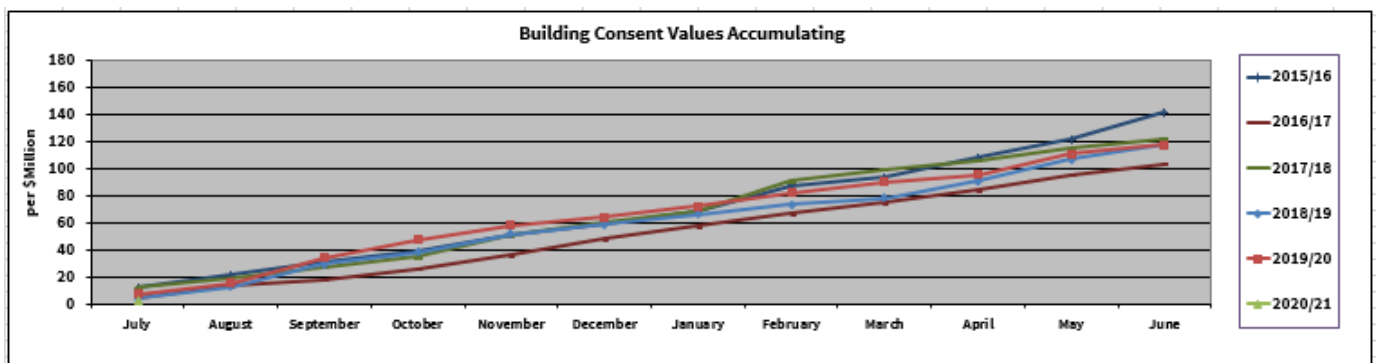
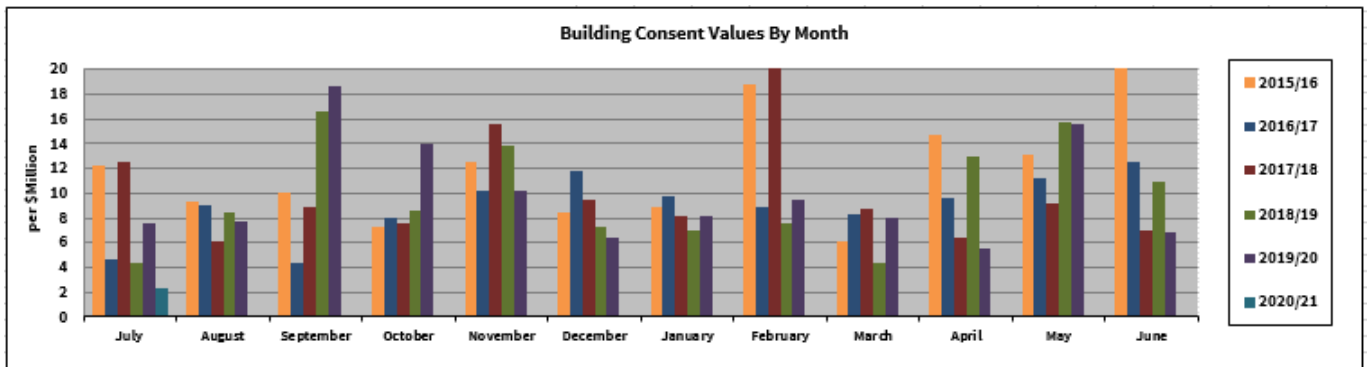
Month	Building Consents Received	Building Consents Received YTD	Building Consents Issued	Building Consents Issued YTD	% Processed within 20 Days	Inspections Carried Out (max wait time in brackets)	CCC Issued within 20 Days
Mar	56 (66)	434 (481)	41 (50)	413 (461)	100%	213 (2)	98.2%
Apr	29 (72)	463 (553)	37 (59)	450 (520)	100%	2 (1)	97.7%
May	68 (72)	531 (625)	55 (97)	505 (617)	100%	287 (2)	100%
Jun	64 (59)	595 (684)	77 (56)	582 (673)	100%	301 (2)	100%
Jul	71 (77)	71 (77)	51 (71)	51 (71)	94.1%	311 (2)	98.8%

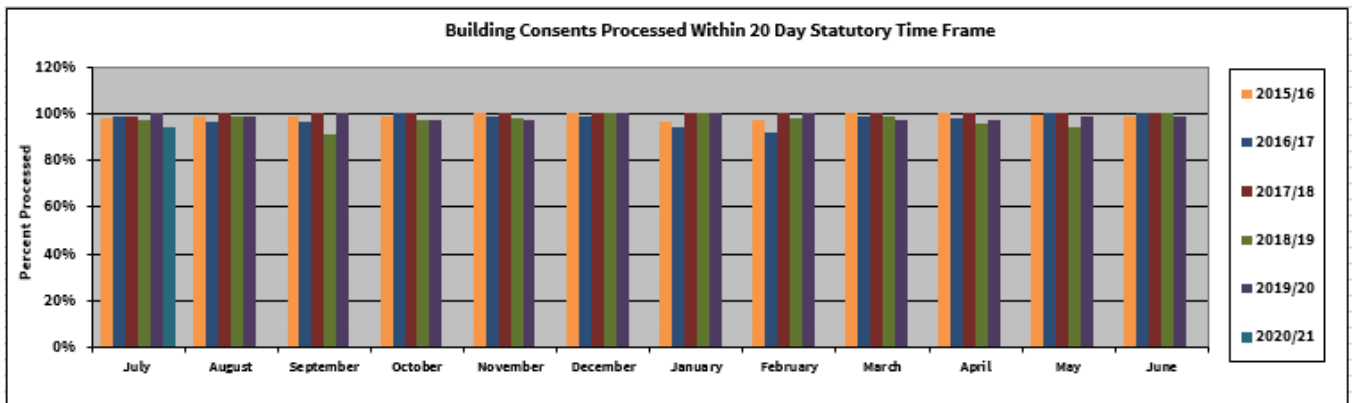
Note: figures in brackets are for the corresponding month the previous year

Month	BC Value of Work Received	BC Value of Work Received YTD	BC Value of Work Issued	BC Value of Work Issued YTD
Mar	\$9,412,041 (\$14,448,103)	\$90,753,334 (\$94,068,964)	\$7,970,336 (\$4,422,222)	\$90,160,638 (\$78,095,207)
Apr	\$4,894,424 (\$9,759,390)	\$95,637,758 (\$103,828,354)	\$5,473,792 (\$13,047,237)	\$95,634,430 (\$91,142,444)

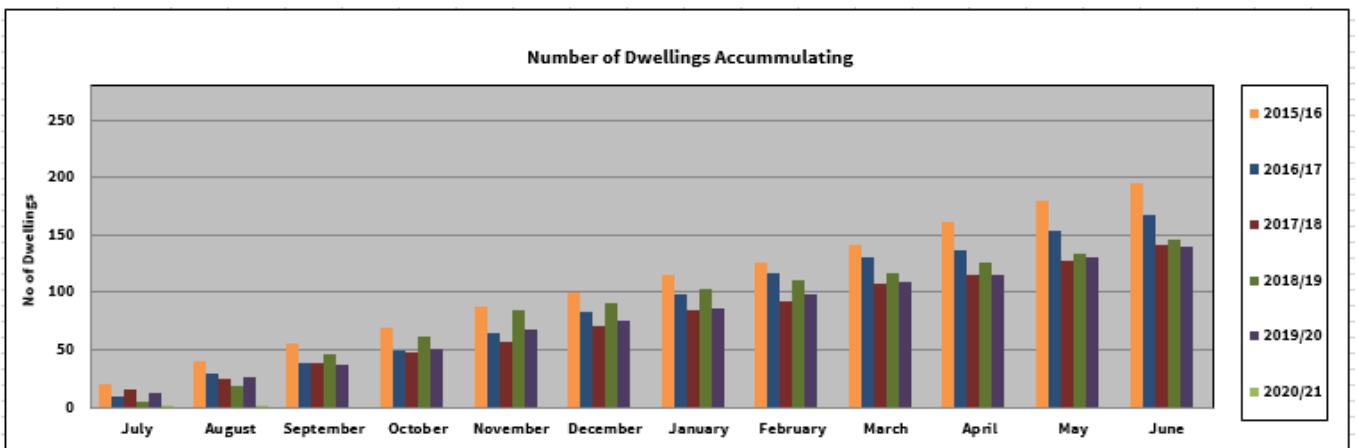
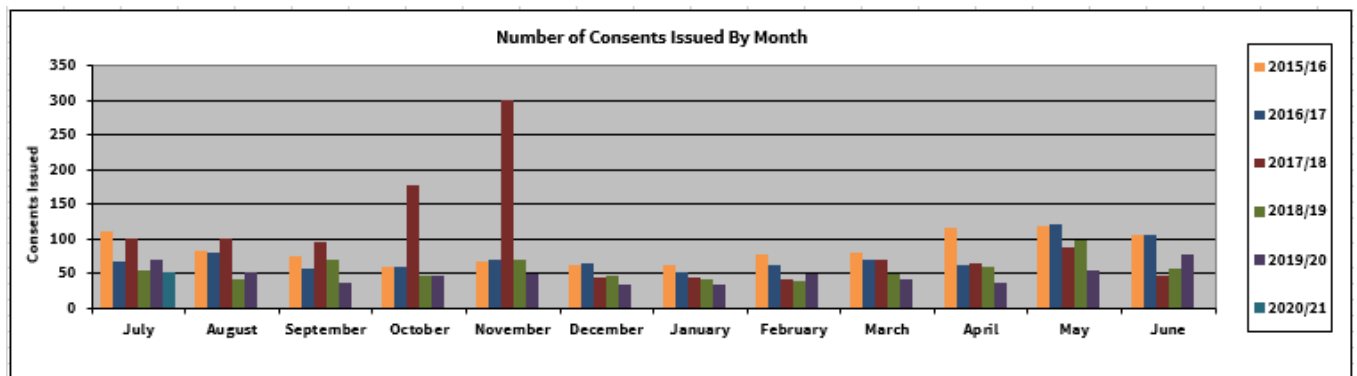
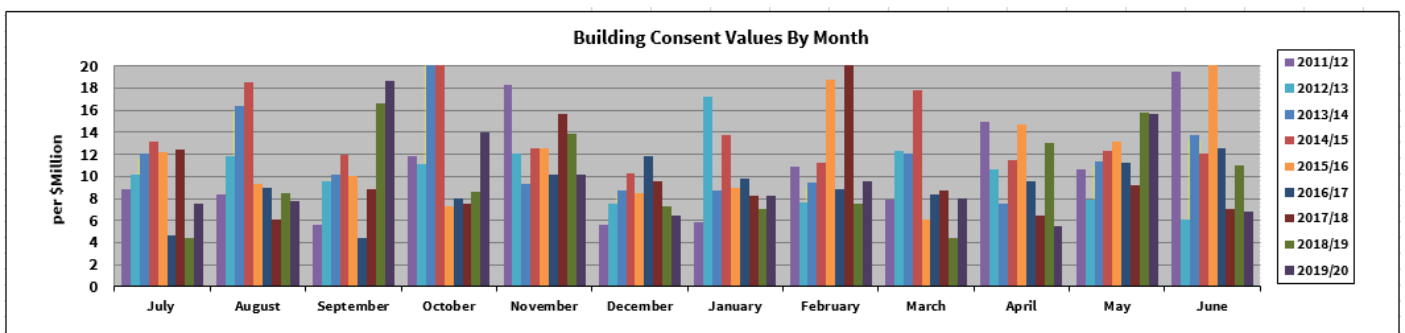
May	\$8,149,287 (\$16,087,677)	\$103,787,045 (\$119,916,031)	\$15,562,527 (\$15,794,340)	\$111,196,957 (\$106,936,784)
Jun	\$7,559,874 (\$7,732,799)	\$111,346,918 (\$127,648,830)	\$6,791,796 (\$8,322,987)	\$117,988,753 (\$115,259,771)
Jul	\$6,314,658 (\$9,342,323)	\$6,314,658 (\$9,342,323)	\$2,439,526 (\$7,542,127)	\$2,439,526 (\$7,542,127)

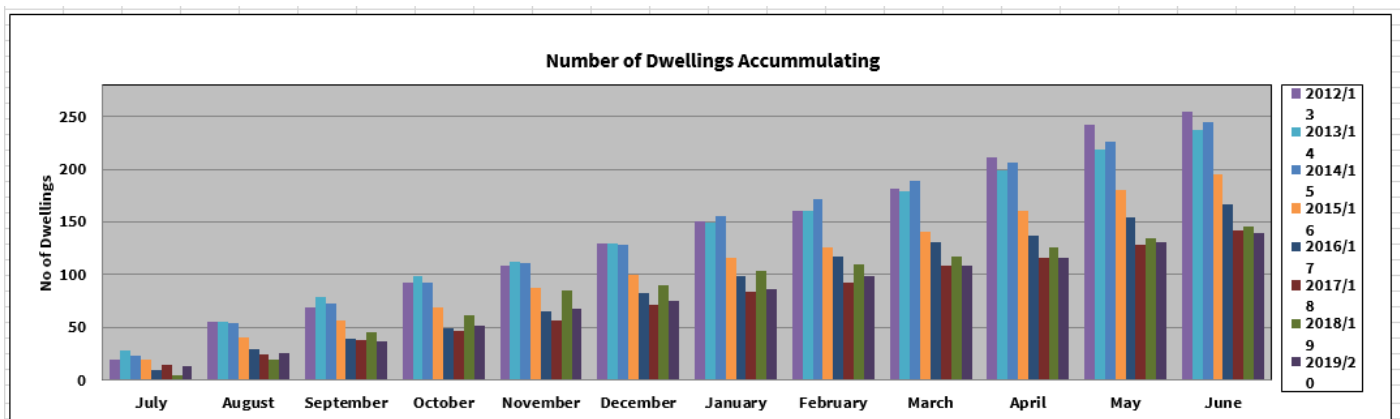
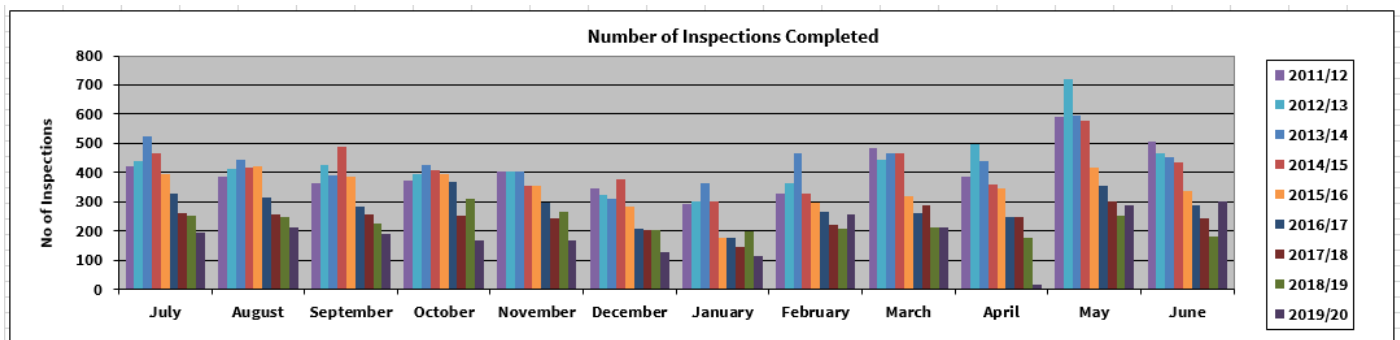
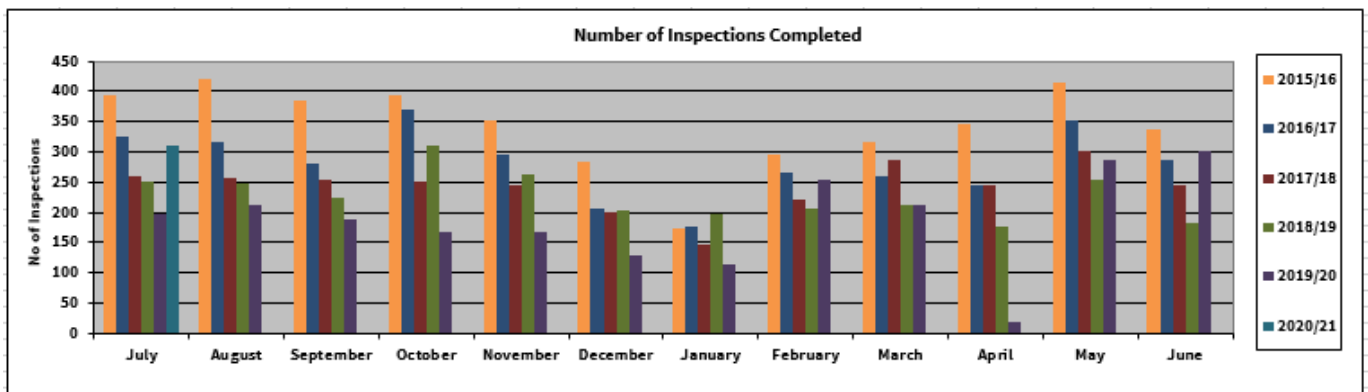
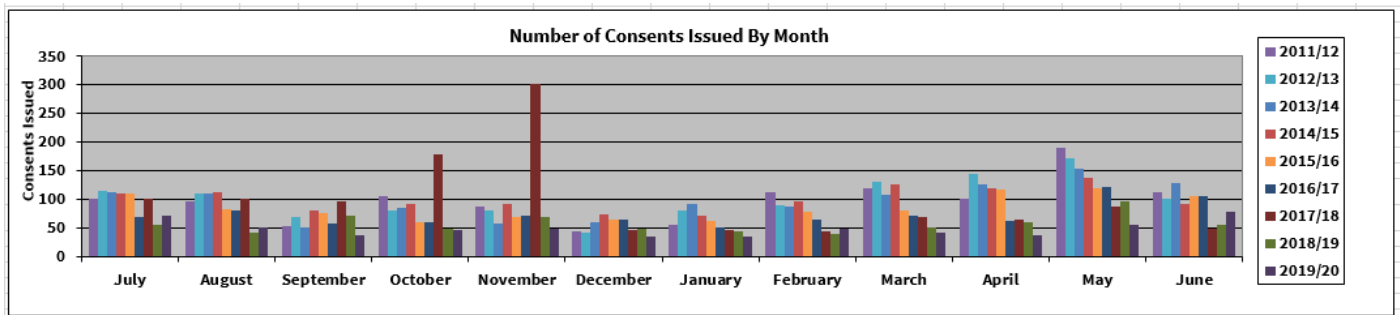
Month	Building Amendment Received	Building Amendment Received YTD	Building Amendment Issued	Building Amendment Issued YTD	% Processed within 20 Days
Mar	20 (20)	191 (228)	24 (21)	191 (230)	100%
Apr	4 (17)	195 (245)	6 (10)	197 (240)	83.3%
May	21 (32)	216 (277)	16 (32)	213 (272)	93.8%
Jun	22 (26)	238 (303)	22 (28)	235 (300)	95.5%
Jul	24 (22)	24 (22)	22 (23)	22 (23)	100%





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





2.3 Civil Defence Emergency Management

With the move to Alert Level 1 and CDEM no longer involved in the Covid-19 recovery, Canterbury CDEM group refocused on training for staff and volunteers. Training will recommence for Ashburton staff in August with an EOC Foundation training course. Volunteer training has tentatively been set for October. The EMO met with Signals NZ Ltd to review a new date for the installation of the replacement VHF radio repeater at Mt Hutt. The original date was set for early April 2020 but was cancelled due to Covid-19 lockdown. Installation will now take place this Spring but is weather dependent.

2.4 Animal Control

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

Month	Dogs currently registered	Known unregistered dogs	Percentage of dogs registered	Notices	Dogs Seized	Dogs Euthanized	Dogs rehomed	Barking dog letters sent	Reports of wandering stock
July	5717	1124	80.3%	4	3	0	1	15	13

2.5 Planning

Resource consents

Resource Consents	July 19	July 20
No. of resource consent applications decided ₁	21	16
No. of resource consents decided within statutory timeframe	21	16
Notified/ Limited notified applications decided	0	0
Other		
No. of 223 Certificates processed	9	8
No. of 224 Certificates processed	10	9
No. of building consents reviewed against District Plan ₂	22	24

Land information memoranda

LIMs	July 19	July 20
LIMs Produced	66	81
LIMs Produced within 10 working days	66	81

2.6 Strategy & Policy

Current Projects

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Comments
Long-Term Plan 2021-31	October 2019	30 June 2021	Yes	Yes	AMPs & BCs at review stage, IS & FS reviews underway, Financial Policies under review, Pre-engagement underway
Annual Report 2019-20	June 2020	31 October	Yes	Yes	Government have extended the deadline for LG Annual Reports to be adopted to 31 December.
Aoraki Environmental Consultancy (AEC)	July 2018	Ongoing	Yes	Yes	Officers continue to meet regularly with AEC. Current topics of discussion include water race network, Ashton Beach project and Library and Civic Centre
Community Grants and Funding	January 2020	September 2020	Yes	Yes	Round 2 of the heritage and event grants have now closed. Round 1 of Creative Communities has now closed. New Creative Communities Committee has been appointed.
Bylaws & Policies	Ongoing	Ongoing	Yes	Yes	Reviews underway include R&F Policy, DFC Policy (Council 24 Sept), Backflow Prevention Policy, Pressure Sewer System Policy (IS 8 October) and Property Leases and Licenses Policy (13 October)
Annual Residents Survey	August 2019	July 2020	Yes	Yes	Round 1 of the 2020/21 survey about to commence
Ashburton Domain Development Plan	August 2019	June 2020	No	Yes	Final ADDP

External submissions

No external submissions have been made in the past 6 weeks.

3. Infrastructure Services

3.1 3 Waters Projects

Project	Description	Progress
Ashburton wastewater pipeline river crossing	This project covers the construction of a new 670m pipeline under the Ashburton River. Project value is \$3.5M.	The contractor has installed the entire length (500m) of the pipeline crossing the river and 85m out of the 170m pipeline needed to connect to the existing pipe. 84% of the project has been completed. ECan have been very happy with how the project is being managed and they refer to the project as an example for others.
Wilkins Road wastewater pumping station	This project involves the construction a bulk pumping station that will pump wastewater from the new pipeline to Wilkins Road wastewater treatment facility. Project value is \$4.2M.	The pumping station wet wells passed the water leak test and the contractor has now started epoxy sealing the walls. The cofferdams were backfilled and the control room building foundation is currently being formed. 52% of the project has been completed.
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.	A major milestone for August was the construction of Cass/Moore St intersection and completion of the eastern end of footpaths on Cass St. In total, approximately 30,000 paving blocks were installed at this intersection alone. The contractor is completing the remaining rain-gardens, garden beds, tree pits, driveways and kerbs on Cass St. It is anticipated that the road surfacing between Moore St and Tancred St will be completed by early September. 23% of the project has been completed.
Bore head raising	This project involves raising eight bore heads to above ground. This will then achieve compliance with DWSNZ bore water security. Project value is \$0.8M.	Seven of the eight bore heads have been completed and awaiting final sign-off from Beca. Work on the remaining bore in Rakaia will be undertaken later.
Contract for three waters treatment and network operations and maintenance	The Three Waters Treatment and Network Operations and Maintenance Contract has been awarded to Ashburton Contracting Limited. The new 5 year contract is valued at \$10M.	ACL successfully commenced their 5 year contract on 1 July 2020. Systems integration was successfully completed on 31 August 2020 to streamline the flow of information between ACL and ADC (eg CRM, KPIs, claims etc). This will enable tracking of

		nearly live updates on CRMs and minimises manual involvement.
Ashburton relief sewer	This project is to construct a new trunk sewer main to address capacity issues in a key trunk sewer main known as the Ashburton relief sewer.	The initial site survey work and geo-tech investigations have been completed.
Rakaia salmon site public toilets	The replacement and upgrade of the Rakaia Salmon Site public toilets.	The roof for the units have been constructed and the contractor is currently installing the wiring. It is anticipated that the toilets will be fully constructed by end of September.

3.2 Drinking Water

Ashburton Hospital ground source heat pump – discharge application

The Canterbury District Health Board lodged an application with Environment Canterbury for a discharge consent for their proposed ground source heat pump system at the Ashburton Hospital. It is understood the system will replace the coal fired boiler currently in use at the hospital. Due to the location of the discharge system just at the outer limits of the drinking water protection zones for the Ashburton Domain bores, Aqualinc was engaged to review the application on our behalf and provide comment. This work initially identified concerns around potential contaminant migration from shallow to deeper aquifers and potential mounding of groundwater.

As a result of these concerns, the applicant agreed to carry out a discharge test and monitoring was carried out on observation piezo bores in the vicinity. The result of this monitoring has yet to be formally reported but it now appears likely that the activity will have little impact on Council water supplies. Any remaining uncertainty can be satisfactorily addressed through a monitoring condition on the consent. Aqualinc are formalising this approach back to the applicant.

Methven water supply – expired water safety plan

Community and Public Health have formally advised in writing to the Chief Executive, that Council is non-compliant with the Health Act Part 2A, specifically 69Z which outlines the mandatory requirement for a drinking water supplier to prepare and submit a water safety plan for approval.

Council has had an approved water safety plan in place for Methven for some years, but renewal of that plan has coincided with the release of a new framework dictating the form of all new plans. This framework “raises the bar” significantly in terms of how risks are perceived and managed. A revised water safety plan was lodged by the due date of 24 April 2020. Council was advised on 15 June that the plan was not acceptable.

It should be noted, at time of writing, officers are not aware of any water safety plans having been approved under the new framework. Officers believe this is a useful demonstration of where the real changes in the industry are likely to arise, with a significantly increased focus on risk identification, and risk management. Council has three other plans which have to be updated into the new format. Based on the Methven experience, this is expected have a significant impact on our available resourcing to meet this challenge.

3.3 District Water Management

Cracroft intake

Work on the new intake on the MHV race has been completed and is now in operation. The changes relating to the Cracroft consent are also being progressed. A draft application has been prepared and forward to Aoraki Environmental Consultancy Limited. We are awaiting their comments.

3.4 Solid Waste Management

Changes to recycling

As previously reported to Council, on 1 August 2020 we changed what can be collected through our recycling collection systems. A comprehensive communications campaign was undertaken throughout July.

The adjustment to collections system will ensure all loads can be sent for recycling.

There has been two teams of wheelie bin auditors on the street every day over the last full cycle of recycling collections. The teams look in every wheelie bin. If only small amounts of noncompliant material is found, this is removed and left in in their letter box along with a generic letter of explanation. If the bin has been found to be badly contaminated (gross contamination), the bin is rejected, the contents are emptied into a clear bag so photos can be taken of the contamination and then the bag is left in the driveway for the household to re-sort their material.

Three versions of explanatory/information letters are used.

- 1 x saying a very poor effort at recycling and the address has been noted for the next round of auditing
- 1 x saying the items that have been taken out aren't recyclable
- 1 x saying well done on your recycling efforts

A record of each rejected bin is sent back to the office with the address, the photos taken of the contents and the reason why it was rejected. These are all being recorded on the property files and also in spreadsheet to allow staff to identify the addresses that show up as repeat properties and to inform the auditing teams when their day comes up again. In the worst cases where properties are repetitively using their recycling bin as a rubbish bin, the bin is removed from the property for three months.

Staff are being met with a lot of people thanking the auditing team including the Eco Educate staff who are door knocking rejected properties and explaining what can and can't go in the recycling bin. Overall staff have informed me it has been great to get out amongst the public.

There have only been a few instances of upset users of the service.

Some of the larger items or very unacceptable Items we have had in the bins

- Heat pump
- Drier
- Oven
- Large toys
- Lots of clothing
- Glass (lots of)
- Loose nappies (lots of)
- Loose sanitary pads
- Tool box
- Stereo speaker
- Frying pan

- Clothing
- Black bags
- Bags full of nappies and food

From 12 August to Monday 31 August

- Total of 866 fully rejected
- Total of 1,169 partial rejected (where non recycle items taken out of bin and put into mailboxes)

No trucks have yet been clean enough to send for recycling. We are now on our second cycle of auditing and we believe we are making a tangible difference. Each load is emptied on the pit floor here in Ashburton and assessed. We have gone from an average of 30% contamination during the first cycle of auditing down to about 12% in the first two loads from the start of the second cycle of auditing. If we keep tracking on this line of improvement we anticipate we will have acceptable loads when the third fortnightly cycle begins. The audit teams will continue their work through the third cycle of collection and a fourth cycle if needed.

Projects for 2020

We only have one project to complete in 2020/21. This is to roof the cardboard bunker. This a carry-over from 2019/20. The project was delayed due to competing priorities and the Covid-19 lockdowns.

Ashburton District waste activity data report

Below is the volume (tonnes) of waste and recycling handled through Council's waste management and minimisation services for the 2019-2020 financial year.

Tonnes													
Waste To Landfill													
	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	12 month Total
Kerbside waste to landfill (Red Bin)	315.88	343.18	333.41	344.96	362.16	311.21	344.04	396.41	331.05	313.30	352.15	318.78	4,066.52
RRP Pit Waste to Landfill	692.05	760.84	659.83	737.53	659.82	614.75	579.43	297.20	683.76	683.57	743.74	677.05	7,789.55
Kerbside Bags (RRP - drop offs)	3.90	4.34	4.96	6.66	4.84	5.20	4.16	2.25	4.04	3.25	2.99	2.84	49.42
Litter bin waste	8.11	9.05	9.96	8.81	11.94	9.89	9.50	1.49	8.19	7.15	9.20	9.65	102.93
Contaminated Drop Off Recycling	1.90	3.14	10.25	7.35	3.86	3.53	11.06	71.07	45.09	16.05	8.22	5.00	186.52
Contaminated Kerbside Recycling	7.02	3.99	0.47	9.81	1.65	2.01	21.60	148.32	116.41	97.74	103.54	73.96	586.52
Re-Use Shop Waste	4.52	3.40	2.19	2.87	1.70	2.10	2.68	-	3.59	1.79	1.29	0.51	26.64
Material Recovered from Pit	-10.29	-10.70	-0.26	-9.79	-0.03	-0.15	-0.03	-0.67	-0.44	6.69	-	9.02	30.03
Waste Received for Landfill	1,023.10	1,117.24	1,020.81	1,108.20	1,045.94	948.54	972.44	916.06	1,191.68	1,116.15	1,221.12	1,096.80	12,778.07
Waste Sent out to Kate Valley Landfill	999.01	1,112.20	1,023.26	1,097.06	1,089.41	896.94	992.93	893.34	1,196.84	1,131.97	1,202.43	1,086.16	12,721.55
Balance in the Pit Yard	24.09	5.04	-2.45	11.13	-43.47	51.60	-20.49	22.72	-5.16	-15.82	18.69	10.64	56.51

Recycling and Recovery													
	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	19-20 Total
Kerbside Recycling - (Yellow Bin)	107.91	138.39	133.57	139.75	141.39	118.17	3.57	-	-	14.01	1.51	0.69	1,047.61
Drop Off Recycling - (Rural and RRP)	69.72	49.09	40.53	33.23	39.21	35.69	37.26	-	-	6.92	-	26.17	394.16
Recycling Other	68.66	79.90	73.22	89.50	70.92	65.78	69.21	13.15	62.52	83.74	75.09	60.15	820.13
Kerbside Glass	57.84	63.50	66.37	81.42	82.08	60.50	54.36	10.20	80.67	71.66	63.82	60.33	752.33
Drop Off Glass - (Rural and RRP)	54.28	61.22	79.87	89.71	76.51	64.69	61.35	33.46	97.40	54.23	72.50	49.73	792.20
GreenWaste - IN	94.47	153.77	157.31	114.25	99.09	66.44	81.13	22.92	109.89	98.12	44.28	62.95	1,194.11

Clean Fill - IN	10.24	12.50	6.35	8.02	6.68	24.32	7.46	0.88	11.44	3.85	8.62	5.88	107.57
Electronics - (E-Waste) - Out	2.33	3.44	4.21	5.42	3.71	4.00	3.35	-	-	4.45	4.64	1.82	36.12
Hazardous Chemicals, Oils - Out	2.66	2.14	2.61	1.06	4.58	2.41	0.77	-	2.49	1.58	3.38	0.43	22.15
Hazardous Waste - Aerosols, Batteries, LPG Bottles, Other - Out	-	-	-	-	0.90	-	2.21	-	0.24	-	-	-	3.35
Tyres -Out	-	2.36	-	-	-	2.44	-	-	-	-	-	-	5.35
Scrap Metals - Out	14.73	20.53	17.35	13.02	26.24	11.91	11.53	0.80	9.76	15.90	19.48	12.10	177.57
	304.13	330.88	313.69	343.90	333.60	280.13	164.40	23.35	143.19	176.32	140.42	147.34	5,352.64

18,130.71

29.5%

3.5 Roads and Footpaths

ADC network operations and maintenance contract

The current contract expires on 30 November 2020. Council officers have been working on a new contract, separate to the Aoraki Rooding Collaboration (ARC), which will start on 1 December 2020. A tender report will be prepared for the extraordinary Council meeting on 10 September.

Maronan Road bridge guardrail

Design for the guardrail to replace the existing handrail has been completed. Staff will prepare tender documents and have this work out to tender by the end of October.

District speed limit review

The speed limit review has been passed by Council and staff are now working with school principals to establish school speed limit zones and with the Strategy & Policy team to amend the Transportation Bylaw.

Ashburton walking and cycling strategy

Abley Ltd completed the technical report for the district's Walking and Cycling Strategy in March 2020. The strategy has been revised to comply with ADC's strategy format and be more user friendly for the community to understand. A workshop with Council to explain the strategy and gain Council approval to go out to community consultation is to be held on 10 September. Community consultation is planned to be completed prior to the end of the calendar year.

Maintenance and renewal contracts

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

Project	Description	Progress
C640 Road Network Operations and maintenance 2015-2020	Maintain the Ashburton District transportation network	Currently in year 5 of this five year contract. Contract value to date \$23m.
Road Network Operations and Maintenance 2020- 2025	Network Operations and Maintenance contract 2020 - 2025	Council award expected on 10 September.
C657 Road Resurfacing	Design and construct proposed resurfacing sites within the Ashburton	All sites for both year 1 and 2 are completed. Defects for sites have been

Ashburton District 2018-20	District over the two seasons 2018/19 and 2019/20	identified with remedies proposed for approval during November/December.
CON00109 Bridge Replacements Arundel Rakaia Gorge Road	Replacing three RDR bridges on the Arundel Rakaia Gorge Road	Design and contract tendering has been undertaken. The contract has been awarded to Smith Cranes and Construction. Bridge beams and other concrete pre-cast sections are under construction. Site works to commence on 5 October. Bridges will be constructed concurrently to minimise road closure and limit RDR capacity issues.
ROAD0145 Road Resurfacing – Ashburton District 2020-22	Resurfacing district sealed roads over the coming two seasons	Tender closed on 11 August 2020. Evaluation has been completed and tender report will go to Extra ordinary Council Meeting of 10 September for award.

Line Road Realignment

Work on this re-alignment is expected to be undertaken during October.

Ashburton second urban bridge – detailed business case

Council officers and Stantec met with NZTA staff in mid-February for a workshop utilising, among other tools, the new Benefits Framework (an outcome of the Investment Decision-Making Framework review) to progress the business case process. An ILM workshop was held on 5 August with stakeholders to discuss the current problems and reinforce the new bridge solution. Stantec are preparing a draft which is expected to be with Council for review mid September before the detailed business case to be finalised and forwarded to NZTA.

Forward works programme

Staff have prepared an interactive map for roading activities that is now available on Council's website.

3.6 Contracts Awarded / Upcoming Tenders

Tender/contract	Awarded to
No tenders have been awarded in the last period.	
Tender/contract	Tenders called for:
WWAT0176 Removal of Standing Grass at Ocean Farm	8 August 2020

4. Business Support

4.1 Information Systems

Projects

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
Business Improvement Application Enhancement and development	BAU Activity		N/A	-	No	<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 ; Vehicle Crossing, Debt Management, and. Payroll processing, Service Connection, Water Billing, Security Categories, Water Consent Management</p> <p>Recent delivery include process development of Liquor Licensing (Special Licence), Service Request (data exchange between contractor and ADC)</p>
Health & Safety management system	August 2019	September 2020	At risk	Yes	Yes	Work continues with the P&C Team and supplier in the configuration of the Assura solution.
Stadium management system	November 2019	March 2020	Yes	Yes	No	Replacement of existing solution. Preferred supplier identified with final checks being made prior to entering into supply agreements.
AP Automation	June 2020	August 2020	Yes	Yes	Yes	Working with Project Manager, Finance Team and supplier in supporting enablement of automated order processing. Solution scheduled for enablement mid- September.
Aerial imagery	December 2019	March 2021	No	Yes	Yes	<p>Aerial imagery capture of Ashburton District urban and rural areas. Contract in collaboration with ECan and Timaru District Councils. Urban imagery captured, applied and available for us by Council and public</p> <p>Rural capture delayed due to summer 20/21 weather conditions and COVID-19. Capture to restart October 2020 as conditions permit.</p>

INFOR IPS	February 2020	June 2020	No	Yes	No	GIS integration with water supply, waste and stormwater assets within INFOR IPS solution. Continuing to work with supplier on enablement.
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 such as digital back up.
Telephony	July 2019	December 2020	No	Yes	Yes	Renewal of current telephony and call centre solution. Assement of identified solutions continuing.
Telephony	January 2020	July 2020	No	Yes	No	Complete - Switch to internet based telephone line service as current method being retired by Chorus. Transfer of services underway.
Water Monitoring	August 2020	December 2020	No	Yes	No	Work in association with Assets to enable new servers and service migration for digital monitoring of district water supplies.
Microsoft M365 application suite	September 2020	June 2021	Yes	Yes	No	Application of this office suite. The application 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 in enabling email services.
Desktop	July 2020	September 2020	Yes	Yes	No	Complete - Investigation into cloud based virtual desktop delivery and desktop devices in readiness for renewal of current devices. Subject to the outcome of this work, future work will follow on implementation of confirmed solutions and hardware.
Desktop	September 2020	December 2020	Yes	Yes	No	Development of cloud based virtual desktop and test pilot to confirm build, operation and cost of service.
Desktop	September 2020	May 2021	Yes	Yes	No	First of three phases to renew identified desktop devices. The first phase will involve the replace of 60 units through this financial year.
Network	August 2020	May 2021	Yes	Yes	No	Renewal of network firewalls and core network switches. Three phased project of delivery, configuration and commissioning. Equipment on order.

Information Management Physical Record Management	BAU Activity		N/A	N/A	N/A	Ongoing work to identify, record and assess Council physical records that are held within Council operational locations. Assessment of Council records held at Mt Hutt Hall Assessment of records received from Experience Mid Canterbury (pending receipt of records). Each records assessment includes classification against Council's adopted retention and disposal schedule as part of the management of the life of that record including that of protected or permanent retention under the Public Records Act.
Electronic document record management	BAU Activity		N/A	N/A	N/A	Ongoing EDRMS development working with Council Teams to review original spaces and functionality delivered in 2018 to provide solution improvement and use of. Current activity is in the areas of Projects and Economic Development. Close off of old file share areas and migration of records from these to the EDRMS. Investigation into management of social media records
Digitalisation of Property and Consent files	August 2015	July 2020	No	Yes	No	32,922 building, resource consent and property files have been scanned to 20 July 2020. Quality control audits and application of files to the property systems continue.
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. First of 3 phases of interrogation complete.
Information Management Audit	August 2020	August 2020	Yes	Yes	Yes	Complete - ALGIM audit of ADC's Information Management service and compliance. Report received and advise under consideration.
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

4.2 Communications

Library & Civic Centre Hoardings

Hoardings provide an excellent opportunity to visually communicate what the future of a construction site will look like after successful completion of a project. The Communication Team is currently developing informational and visually appealing panel designs for the hoardings being installed along Baring Square East and Havelock Street.

The panels will have a unifying branded theme throughout and feature concept art of the new facility, as well as key information about the project.

By featuring Ashburton District Council's new Library & Civic Centre concept drawings, along with relevant information, visitors can both educate themselves on the project and look forward to seeing progress. The Baring Square East Street panel design (approx. 67m length) will focus on general information about the project, as well as the main public spaces, including the Public Library, Performance Space, and Courtyard. Panel 2 (along Havelock Street, approx. 70m length) will feature interior working spaces, including the Council Chambers, meeting rooms, Pioneer Hall, and also a Sustainability Features Diagram.

The cost for producing and installing the hoardings is being shared by participating builders and project partners. The hoardings are expected to be installed by 1 October 2020.

Open for Business Campaign, Award Finalist

The Ashburton District Council's Open for Business marketing campaign has been selected as an award finalist in the 'New Initiatives Project' category for the ALGIM 2020 Special Awards Programme.

Open for Business is a marketing campaign that encourages residents, where they can, to spend their money locally, helping local establishments to stay open and provide jobs. Alongside a district-wide advertising and promotional drive, the campaign features a free online intuitive business directory (midcanopenforbiz.nz) which helps people find businesses that are open, what their offerings are, and any exciting specials or deals available. The Council-supported campaign eased some of the financial pressure on businesses to advertise and re-establish themselves.

Winners will be announced on 2 October via an online ceremony. The online ceremony is open to all ALGM members to attend.

Website development

The development of the new website continues to be on track with a completion date of December 2020. Council staff will have the opportunity to preview and test the new website in October 2020. Council will also have the opportunity to preview the new website in November 2020, just prior to launch date.

Methven i-HUB

Work is progressing on Stage 2 of the Methven iHub and rebrand, which includes proposed options to rearrange the layout inside the building, maximising the space and providing additional leasing space. A meeting with the Mt Hutt Memorial Hall Board is scheduled for Friday, 11 September 2020, to present Stage 2 considerations.

Bin it Right Campaign

Currently we are running a campaign on the changes in recycling of plastic. The campaign includes an information handbook, a recycling sticker for the yellow recycling bin, fridge magnets and an updated collection calendar. This is also being promoted through our normal communication channels.

Ashburton Entry Signage

The Communications Team is exploring the design of “welcome” signs with the intention of being installed at both entry ends of Ashburton. Details on this effort will be provided at a future meeting.

4.3 Commercial Property

Projects

Current	
Geoff Geering Drive	There are currently 25 sections for sale with one under contract subject to sale of their property and two on hold confirming building design.
Ashburton Business Estate	Stages 2 and 3 of the development is progressing with kerb and channel construction, along with water, power, stormwater, phone and sewerage services being laid in both stages. Of the two agreements signed over the Covid-19 lockdown one comprising 2ha in the existing development has had earthworks progressing and building started.
Elderly persons housing	Fourteen people on the waiting list with nine people wanting single units, five wanting double units or single. One unit is currently being redecorated . Seven units at Mona Square (old weatherboard units) and one at Kitchener Street are vacant as they are not suitable for tenants due to the expenditure required to meet a minimum required standard. There are two vacant units at Methven with one of these being redecorated.
Ng King Bros Chinese Market Garden Settlement	Applications for funding from the Heritage Reservation Incentive Fund closed Friday 31 July and are to be considered in September. Council has an application in for funding in order to complete the work at the settlement. A further meeting with the family and Archeologists and a landscape architect to discuss the development of a plan for the site took place on 27 August.
Airport	A meeting was held with members of the Mid Canterbury Aeroclub to discuss the agreement for the purchase and relocation of the former i-Site building.
Earthquake Strengthening	Final design for work on the Mt Somers Memorial Hall has been completed and prices are being obtained. The Rakaia Hall is having the final design work completed which will then be put out for tender.

4.4 Forestry

Log Sales & Harvesting

The Council has sold the Douglas fir plantation on Mckenzie's Road near Mayfield for a lump sum offer of \$426K. This sale matches the budget estimate for the plantation and being a lump sum sale removes the risk of market movements or variations in the actual recoverable volume. This Douglas fir plantation has good stand information with trees generally uniform in size and the form is suited to a lump sum sale. It is the first lump sum log sale for many years with graded sales being favoured for the Council's Radiata pine plantations. Harvesting started at the end of August and is expected to be completed during September.

Operational Activity

With planting now completed prices have been received for herbicide for the release spraying of this year's and last year's plantings. The 2019 and 2020 plantings total 55 hectares and the spraying will be completed by South Canterbury helicopters. Planting is still being completed for the Mackenzie District Council with trees planted near Kimbell, Cave, Burkes Pass and Tekapo. The planting season is later in the Mackenzie basin due to ground conditions. A significant harvesting job has also been completed for Mackenzie.

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
CI Anywhere upgrade	November 2016		NA	NA	NA	This is an ongoing activity migrating Finance system modules to the supplier's next solution version. The current focus is on Procure to Pay.
Procure to Pay project – scanning solution	July 2019	October 2020	Yes	Yes	Yes	The Procure-to-Pay module was implemented in December 2019. This module is now being successfully used for our BAU accounts payable function. The overall project is ongoing. We have commenced work on the scanning solution, with an expected delivery date of September 2020.
Water Meter Billing Solution	June 2020	Uncertain – will depend on Technology One availability	Yes	NA	NA	Working with the IS team, the 3Waters team and Technology One to design and implement an amended water billing module to allow annual billing of Residential D & Rural A properties with quarterly reads still tracked and checked within the system.
2021-2031 Long Term Plan	October 2019	June 2021	Yes	Yes	NA	Working closely with the Strategy & Policy team to prepare the 2021-31 LTP and all associated pre-work (policies, strategies etc).