

Council Activity Briefings

Date: [Monday 19 October 2020](#)
Time: [10am-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
Manager People & Capability	Sarah Mosley

14 October 2020

Activity Reports

1	Community Services	10.00		Page
1.1	EA Networks Centre	10.00	Richard Wood	3
1.2	Ashburton Library	10.05	Jill Watson	4
1.3	Ashburton Museum	10.10	Maryann Cowen	5
1.4	Open Spaces	10.15	Bert Hofmans	6
1.5	Economic Development, Welcoming Communities, Events' Agriculture portfolio and My Next move	10.20	Bevan Rickerby	7
1.6	Memorial Halls and Reserve Boards	10.25	Clare Harden	9
2	Strategy & Compliance	10.30		
2.1	Alcohol Licensing	10.30	Rick Catchpowle	10
2.2	Building Services	10.35	Michael Wong	10
2.3	Civil Defence Emergency Management	10.40	James Lamb	13
2.4	Animal Control	10.45	Rick Catchpowle	14
2.5	Planning	10.50	Ian Hyde	14
2.6	Strategy and Policy	10.55	Toni Durham	15
3	Infrastructure Services	11.00		
3.1	3Waters Projects	11.00	Shyamal Ram	16
3.2	Drinking Water	11.05	Andy Guthrie	17
3.3	District Water Management	11.10	Andy Guthrie	17
3.4	Wastewater	11.15	Andy Guthrie	17
3.5	Solid Waste Management	11.20	Craig Goodwin	19
3.6	Roads and Footpaths	11.25	Brian Fauth	18
3.7	Contracts Awarded / Upcoming Tenders	11.30	Neil McCann	21
4	Business Support	11.35		
4.1	Information Systems	11.35	Gordon Tupper	22
4.2	Communications	11.40	Ruben Garcia	26
4.3	Commercial Property	11.45	Colin Windleborn	27
4.4	Forestry	11.50	Terry O'Neill	27
4.5	Finance	11.55	Rachel Sparks	28
	Conclude	12pm		

1. Community Services

1.1 EA Networks Centre

Learn to swim

The Swim School is in preparation for the busy Term 4 period after another successful School Holiday Programme. We have launched a new “parent led, instructor supervised” programme named Little Splashers which is designed at engaging water confidence and enjoyment along with sensory elements to encourage more babies and pre-schoolers into the water. The first session had 12 attendees and provided some very positive feedback. This programme sits outside the normal Swim School curriculum.

Preparations are underway for two theme weeks in Term 4 – “Farming” Mid-November with a heavy water safety focus and a Christmas theme last week of term.

Gym

With level two restrictions lifted all gym equipment is back in action. We are having a visit from Lincoln Rec centre to check out our virtual cycling programme from Les Mills called “The Trip” and to see how we launched this. Group fitness open day on Sunday 20 September was received well by members with full classes throughout the day. Summer Boot camp is ready to launch on 13 October. In conjunction with “live stronger longer” and Sport Mid-Canterbury we are running free Evolve class throughout all of October for 60+ year olds.

Aquatics

The aquatics team is back to normal operations, since being back at Level 1. When the appropriate number of staff are available, we have been putting up inflatables and other activities but due to staff sickness it was not possible on a few occasions. We are currently considering the renewal of one of the pool inflatables and what option is best for maximum utilisation. The aquatics department will be into its busy season soon with end of year break ups, swim meets as well as the usual increase to leisure swimming.

Recreation events and stadium

The winter sports season has ended well and preparations are underway for the summer season with basketball, futsal and social netball key features. Further work on collaborative opportunities with sports partners continue both within and outside of the holiday programme.

The Canterbury Rams were highly impressed with the facility and plans are underway to host a pre-season camp including a number of community engagement opportunities in 2021.

The Canterbury United Futsal Dragons were equally impressed and collaboration discussions continue.

The EANC School holiday programme received some of its highest booking numbers across the two weeks and was well managed across the various activities despite challenges on staffing numbers due to misalignment with the tertiary breaks. Highlights included trips to Imagination Station, Margaret Mahy Playground, Flip Out Timaru and C-bay, Agri Centre Methven as well as golf with Sega Golf, Eco Educate and much more.

The option of a specialist “tween” programme catered to 11-14 year olds is being considered as an addition to the programme.

The stadium Inflatable was as popular as ever with over 600 participants in the first week of the holidays. The ball pit is being replaced with foam making the landing softer and increasing longevity. Feedback remains as high as ever and the recreation events team is considering add-on activities.

EANC will be launching a 3v3 basketball competition to cater to the “casual” user market in term 4 as the increase in “casual shooting hoops” users has increased post Covid lockdown. We see this as a key opportunity to directly engage with users and create an enjoyable environment for this sport.

Bite Nite collaboration proved highly successful and a number of positive learnings and opportunities have been taken from this. We look forward to 2021.

Our recreation events focus continues to grow and grow with a long list of initiatives still intended that will focus on increasing participation and engagement in recreation in the community.

General facilities

The irrigation project will be underway from 19 October and will be completed before the summer season. This will allow all 60,000 litres of holding water to be used for garden irrigation at the EA Networks Centre. Once completed there is the intention to increase holding capacity to 85,000 litres for this purpose.

Tinwald Pool season preparation will begin on 9 November with the intention of opening the pool from late November through until 7 March 2021.

EA Networks Centre will also host Ashburton College and Ashburton Borough prizegivings before Christmas after repurposing some sound equipment from storage to be able to host events of this calibre and further utilise capacity options at EA Networks Centre.

Work continues into the software system change at EA Networks Centre which will increase the ability to engage with our customers in different ways. This is an exciting project that will leave EA Networks Centre in a positive direction and increase the capacity to offer new initiatives and options for participation.

1.2 Library

Children’s library holiday programme

We had a steady turnout to our holiday activities with an average of 22 children and 12 adults to each session. The theme was “Oh, the places you’ll go”, and the programme began with designing a landmark for Ashburton from cartons and other recyclables. The children created mostly clever clock tower variants, but there was one Eiffel Tower, a boat and a combine harvester. The next event was creating model hot air balloons using plaster, then the final activity in the first week was an educational quiz, locating different New Zealand landmarks on a map, after finding them on a scavenger hunt through the library.

Beach inspired art began the second week, using sand and sea shells to embellish beach scenes the children had first created using dyes and paints. Plaster bandages turned preloved soft toys into Egyptian mummies, a very popular and messy session.

On Friday 9 October, the final session “Round and round the garden” involved paper flower making, with a lollipop at the centre of each.

School visits from several schools in the last month of last term, including Allenton, Longbeach and Lagmhor as well as the more regular visits from Hampstead and Ashburton Christian School, involved nearly 500 children in various school groups coming to the library.

New Zealand libraries partnership programme

Two of the three National Library 100% subsidised positions have been approved, and will be advertised in the week beginning Monday 12 October. The third position may still be approved at a later stage. These positions will be fixed term, ending on 30 June 2022. The approved positions are for a library assistant and a digital access co-ordinator, with responsibility for assisting people use the APNK internet suite for working on projects like CVs and job applications, and running training sessions.

NZ Sign Language Taster Class

On Wednesday 14 October there will be a 45 minute sign language taster class held in the library between 6.00 and 7.00 pm. This will enable people to watch, learn and practice sign language which is used in everyday situations.

1.3 Museum

Sharing collections

With the new Covid Level 1 status the Museum was able to continue Education programmes with three classes from Allenton School taking up the opportunity before the school holidays. Also, outreach programmes have started with a visit a school and with more planned during October.

We welcomed a small group to a tour of the exhibitions and back of house collections stores as part of the Welcoming Communities week's programme.

The Museum hosted a Newcomers event "Walk a Mile in a Refugee's shoes", offering a meeting space, shared food, a talk and visit to the museum. It was well supported and an interesting morning.

Research enquiries for September were nearly at a record high with a lot more people visiting in person than in more recent times. Email enquiries continue at a steady rate.

The Archives Officer is also busy with Council related research for background on Reserve Boards and Halls.

The exhibition "Reel Life of Ashburton" is currently running movie footage of the last film night, the last sing-a-long and the demolition of the Regent Theatre in 2006. This shares a lot of nostalgia, as a number of well-known identities taking part have passed in the past year. There is also photos, histories and stories in the Murney Room.

Holiday programme and children activities

A very busy holiday programme has been completed with good sized groups for our book in programmes with many new people joining in on these activities. The theme was based around our new Spring Exhibition "Reel Life of Ashburton", making pinhole cameras, cardboard vending machines, 3D hologram projector and hand puppets.

Other activities are running for the duration of the Exhibition – a Flip Book trail featuring Mr Turton, popcorn containers and puppet people are all on offer until the end of November.

Caring for our collections

A reorganisation of the Photo Store has commenced to better passively control the environment within that store.

Pest management has been set up to monitor, identify and record pests that have entered our museum environment.

1.4 Open Spaces

Ashburton Domain

The irrigation in the cricket oval outfield in the Ashburton Domain has been replaced with new irrigations. Only some minor ground works are still required.

New banners have been and installed on the light poles along the West Street boundary of the Domain.

Ashburton cemetery

Improvements to the yard storage areas at the Ashburton Cemetery are either underway or about to commence. Improvements include resurfacing of the yard areas, drainage improvements, new security fencing, the construction of additional bunds to screen the yard areas, and improved storage options for playground chip and garden mulch. The security fencing is necessary due to a number of recent break-ins.

Public conveniences

The upgrade of the Methven town centre toilets has been completed.

Repairs have started on the vandalised toilets located near the playground in the Ashburton Domain.

The new toilets at the Rakaia Salmon site are open. Additional landscaping will be undertaken on the site beyond the landscaped areas around the toilets.

New benchtops have been installed in the Ashburton East Street toilets. The benchtops were made earlier in the year but installation was delayed due to Covid 19.

Biodiversity

Another planting day was held at Lake Camp on Friday 9 October 2020. Approximately 15 volunteers, including Lake Clearwater Hutholders and Forest and Bird members, assisted Council staff with planting and mulching more than 350 plants.

Baring Square West

New stone for the flagpole structures is being sourced and cut off-site. Once completed the stone will be shipped to NZ and used to replace the existing stone blocks.

1.5 Economic Development

Area reporting	The Project	The present position	Comments
Economic Development General	Employment Exchange	In the process of organising for 4 November	Council economic Development team, HR and communications are working with MSD, external speakers, CECC, ITO's as we put the programme together
	South Island ED Managers meeting in Ashburton	12 attendees from across the South Island to hear a range of relevant speakers and time for discussion. The meeting theme is aimed at beyond COVID	Most TA's involved.
	Children University	Working with UC and ARA as they bring this initiative to the Ashburton district	At present in the initial discussion stages
Agriculture Portfolio Advisor	Economic impact assessment	In final stages of draft report with provisional figures established. Currently arranging for a peer review of the figures.	Met with Mayor and highlighted draft assessment and received feedback.
	Resilient Business project	Ongoing scoping of project and needs assessment. Developing a straw man for feedback and refinement. Assessing potential evaluation process for identifying project impact.	Engagement with farmers, value chain, service industry and potential funding partners to draft strawman.
Events	Community events	Events now running as we are back in Covid level 1	Business as usual
	Council events	Nights of Lights Festival	Handout provided to each Councillor

	Youth Council	The year is almost complete, progressing through 2021 recruitment	Completed a very successful Bite Nite Reimagined, attended by approximately 600 people
Welcoming Communities	Review of governance	A new Advisory Group has been appointed with first meeting <i>October 13</i> .	This concludes the 'pilot' phase, moving the programme into the advanced level.
	Pacific Leaders Forum	<i>August 28</i> – First Pacific leaders meeting at Council Chambers <i>September 10</i> – Council hosted Minister Poto Williams with Asian & Pacific community leaders. <i>Next Meeting – October 30, 6pm</i>	Information from these sessions feeds into a range of processes and programmes that Council is involved with.
	Filipino garden in domain	Filipino huts, bright flowers, exotic plants and signage about the Philippines will be installed at the domain from <i>November 2020 – April 2021</i> .	Partly funded by the Hakatere Multicultural Council and Office of Ethnic Communities.
Drivers Licencing and My Next Move	Driver licencing	Mobile testing test run in November. Funding (to cover financial gap between those who can afford a learners licence and those who can get finance as well as the cost of putting the tests in schools) applied for.	
	My Next Move	Businesses approached for involvement in careers. Programme discussions continuing monthly. Funding for web platform being sought.	

1.6 Memorial Halls and Reserve Boards

All Boards have received their LTP budget templates and are working through these with support from the Finance team where needed.

Working with Dave Folley at EA Networks Centre we are able to offer chemical training for the Council community pools. We now have five community pool representatives attending this training. We hope in the future to increase the Council support to volunteer training for all Council pools.

The Mt Hutt Memorial Hall, Mt Somers War Memorial Hall, Seafield Hall and Ashburton War Memorial and Cenotaph will each receive a share of \$181,000 for repairs and renovations, thanks to Provincial Growth Funding announcement made on Saturday 26 September by Regional Economic Development Minister Shane Jones. The Mt Hutt Memorial Hall funding is for new seats for the upper level of the hall as well as a new generator. Mt Somers War Memorial Hall has received \$81,000 for hall maintenance and upgrades and the Seafield Hall has received \$21,000 for full recladding of the hall.

The Tinwald Reserve Board is working with EA Networks centre to have the Tinwald Pool ready for the upcoming summer.

The Communications Team have presented a new layout design for the Mt Hutt Memorial Hall I-Hub area and are working through this concept with the Mt Hutt Memorial Hall Board.

The Mayfield Reserve Board's lawn mower has broken down and the cost of fixing this is quite high. Due to the lawnmower being at the end of its life they are looking for funding to replace this so they can keep on top of mowing for the summer months.

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
August	0	1	6	14	1
September	0	1	7	15	2

2.2 Building Services

Building Code update – liquefaction

In November 2021 changes will be made to the Building Code to support safer and more resilient housing foundations for buildings on liquefaction-prone ground. These changes will:

- Reduce the likelihood of massive failures of foundations of structures where known liquefaction and lateral spread hazards exist across the country.
- Require specifically designed foundations for buildings on ground that has been identified as prone to liquefaction.
- Ensure new homes are built safely and strongly enough to withstand liquefaction risks.
- Provide clarity to territorial authorities, building consent authorities and engineers when designing for liquefaction-prone ground.

The current building code solutions will continue to comply until 28 November 2021. This code change requires councils to complete liquefaction mapping by this deadline. For our district, ECan is responsible for mapping liquefaction under the RMA and our current map was last updated in 2001. ECan intend to review the map by November 2021 to ensure it uses the 2017 MBIE terminology (for liquefaction) and that the information is as accurate as possible.

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
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%

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%

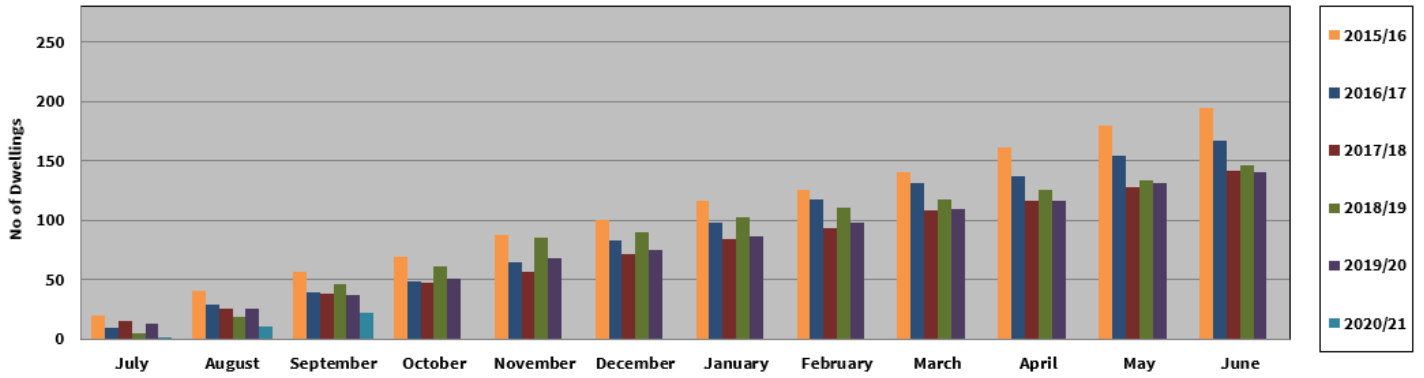
Note: figures in brackets are for the corresponding month the previous year

Month	BC Value of Work Received	BC Value of Work Received YTD	BC Value of Work Issued	BC Value of Work Issued YTD
Apr	\$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)
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)

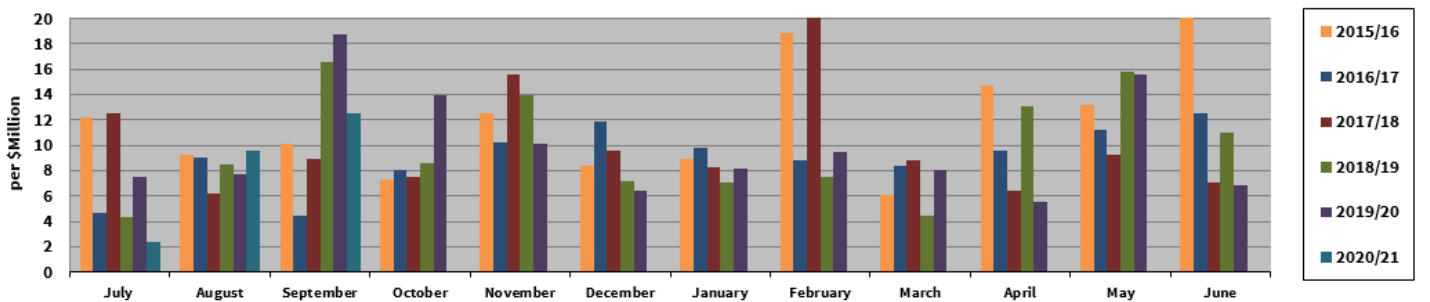
Month	Building Amendment Received	Building Amendment Received YTD	Building Amendment Issued	Building Amendment Issued YTD	% Processed within 20 Days
Apr	4 (17)	195 (245)	6 (10)	197 (240)	83.3%
May	21 (32)	216 (277)	16 (32)	213 (272)	93.8%
Jun	22 (26)	238 (303)	22 (28)	235 (300)	95.5%
Jul	24 (22)	24 (22)	22 (23)	22 (23)	100%
Aug	27 (27)	51 (49)	21 (29)	43 (52)	100%
Sep	13 (25)	64 (74)	20 (21)	63 (73)	100%

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

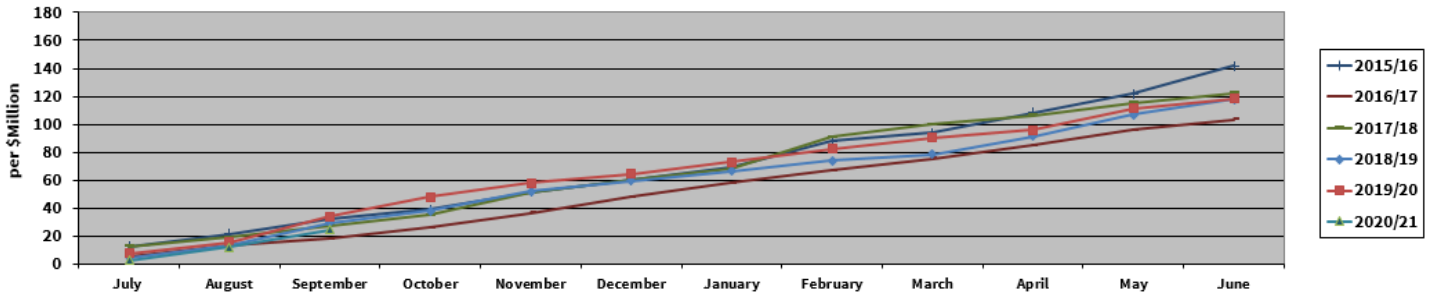
Number of Dwellings Accumulating



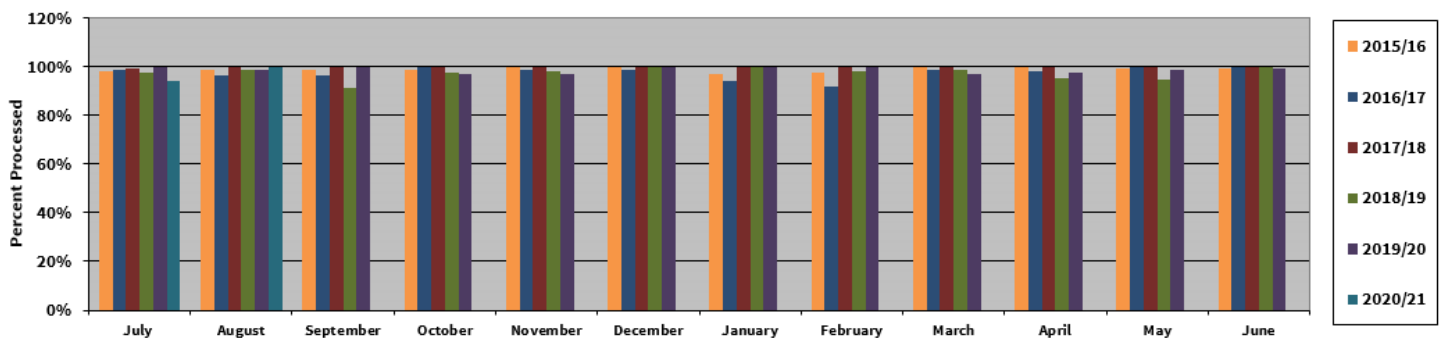
Building Consent Values By Month

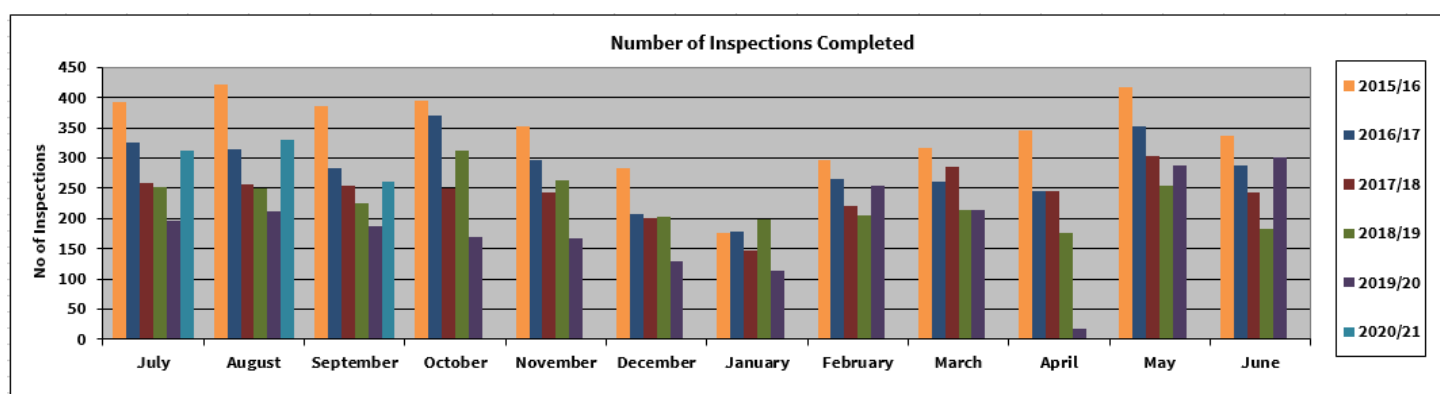
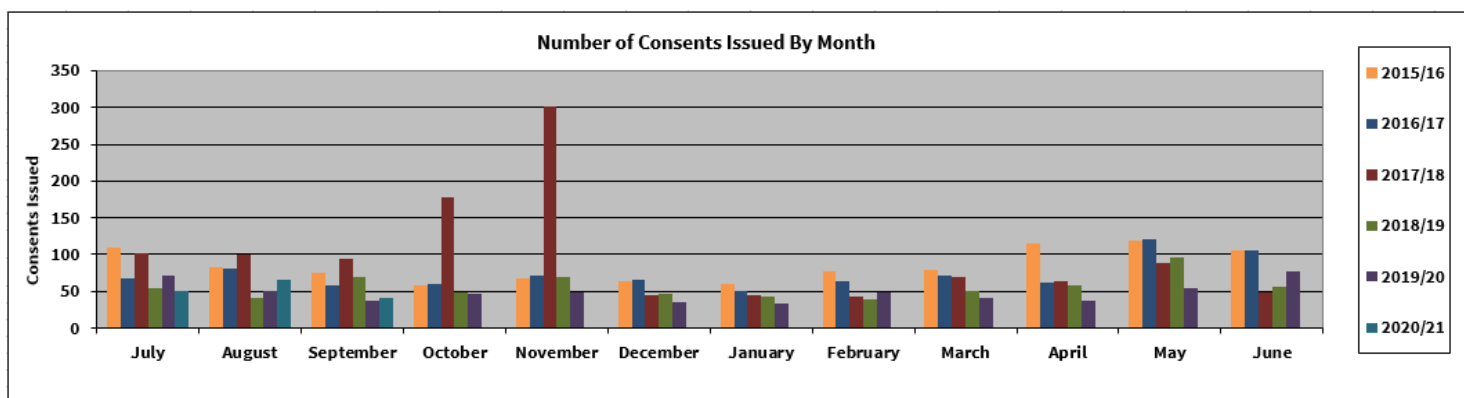


Building Consent Values Accumulating



Building Consents Processed Within 20 Day Statutory Time Frame





2.3 Civil Defence Emergency Management

During August and September, Canterbury CDEM Group continued Covid-19 resurgence planning. Group Emergency Management Officers and Controllers met online each fortnight to develop a regional resurgence plan. NEMA have requested regional resurgence plans be completed and sent to Wellington by the end of October.

August saw the resumption of EOC training. Eight staff from ADC completed the initial EOC Foundation training. The EMO, at the request of the Hakatere Huts community, completed another review of their Community Response Plan (CRP) that included a section on pandemic responses.

During September the EMO completed a review of the Methven CRP, this meeting also included a Covid-19 response debrief with the Methven Community Response team. The EMO thanked the Methven team for their assistance with pharmacy deliveries and welfare checks in and around Methven during the initial lockdown. A new CRP was also started with the South Rakaia Huts community based on the Hakatere Huts CRP. An initial meeting was held with the residents association on 5 September. The EMO has produced a draft copy of the plan for the residents to review and provide feedback for the final plan. The CRP will be completed and presented to the residents association at its next committee meeting in November.

The EMO and CDEM Welfare Manager met with Ashburton Age Concern to formally invite them onto the CDEM Welfare Committee.

The EMO attended the South Canterbury CDEM Coordinating Committee meeting in Timaru for the first time.

2.4 Animal Control

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

Month	Dogs currently registered	Known unregistered dogs	Percentage of dogs registered	Infringements	Dogs Seized	Dogs Euthanized	Dogs rehomed	Barking dog letters sent	Reports of wandering stock
July	5717	1124	80.3%	4	3	0	1	15	13
Aug	5972	949	84%	3	9	1	1	5	10
Sep	6126	738	88%	5	8	0	2	11	9

2.5 Planning

Resource consents

Resource Consents	August 19	August 20
No. of resource consent applications decided ₁	20	15
No. of resource consents decided within statutory timeframe	20	15
Notified/ Limited notified applications decided	0	0
Other		
No. of 223 Certificates processed	3	5
No. of 224 Certificates processed	1	8
No. of building consents reviewed against District Plan ₂	17	51

Land information memoranda

LIMs	August 19	August 20
LIMs Produced	60	80
LIMs Produced within 10 working days	60	80

Resource Consents	September 19	September 20
No. of resource consent applications decided ₁	22	16
No. of resource consents decided within statutory timeframe	22	16
Notified/ Limited notified applications decided	0	0
Other		
No. of 223 Certificates processed	6	8
No. of 224 Certificates processed	4	11
No. of building consents reviewed against District Plan ₂	17	36

Land information memoranda

LIMs	September 19	September 20
LIMs Produced	81	88
LIMs Produced within 10 working days	81	88

2.6 Strategy & Policy

Current projects

Brief Project Description	Start Date	Estimated Completion Date	On track	Comments
Long-Term Plan 2021-31	October 2019	30 June 2021	Yes	AMPs & BCs at review stage, IS & FS reviews underway, Financial Policies under review, Pre-engagement complete, budgets nearing completion, key issues affecting the LTP assumptions.
Annual Report 2019-20	June 2020	31 November	Yes	Audit NZ have begun their audit of the Annual Report.
Aoraki Environmental Consultancy (AEC)	July 2018	Ongoing	Yes	Officers continue to meet regularly with AEC. Current topics of discussion include water race network, Library and Civic Centre, three waters projects, policy reviews.
Bylaws & Policies	Ongoing	Ongoing	Yes	Reviews underway include Backflow Prevention Policy, Pressure Sewer System Policy (Council 29 October) and Property Leases and Licenses Policy (Council 29 October), Treasury Management Policy (TBC)
Annual Residents Survey	August 2019	July 2020	Yes	Round 1 of the 2020/21 survey has completed. Have not heard of response rate
Consultation	August 2019	June 2020	No	RFP & DFCP – Submitters responded to ADDP – finalisation by Council 29 October Millbrook Place Trees – Council 29 October Baring Square East – Council 29 October Walking & Cycling Strategy – draft finalised by Council for consultation 29 October

External submissions

Organisation	Submission Summary	Process	Due Date
Ministry for Business, Innovation and Employment	<p>The building and construction sector is a large contributor to greenhouse gas emissions from producing materials, constructing buildings and the energy used in buildings.</p> <p>If New Zealand is to reach its climate change goals, including net zero carbon by 2050, the building and construction sector must play a major part in this</p>	As this was a technical proposal affecting the Building Act and Building Code, officers prepared a submission generally supporting the framework to reduce operational carbon emissions.	11 September 2020

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 170m pipeline needed to connect to the existing pipe. The contractor is currently constructing the manholes in preparation to connect to the existing pipeline. 94% of the project has been completed.
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 wet well concrete lid weighing over 40 tonnes was lowered into place and secured. The electrical cabling and lighting were also installed in the wet well and the control room. Works on the first pumped pipeline has started. 77% 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.	The road resurfacing and footpaths on Cass Street between Moore and Havelock Street have been completed. The Havelock/Cass intersection upgrade is complete. Tree pits are being installed on Moore Street. Rain gardens, garden beds and tree pits installation work is ongoing with planting programmed for late October. Street furniture, lighting, signage and road marking installation on track for late October. Work has commenced on the East Street end of Tancred Street. 29% 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 we received the sign off from Beca. Work on the remaining bore in Rakaia will be undertaken on 29 October. The works will be done at night when the water demand is low. Locals will be encouraged to minimise water usage during works.

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.	This project is the subject of Council's Delivery Plan for the 3 Waters Reform funding. The detailed design and contract documentation is substantially complete.
Rakaia salmon site public toilets	The replacement and upgrade of the Rakaia Salmon Site public toilets.	Construction of the toilet building and landscapes works around the toilet was completed in early October. The facility was opened by the Mayor on 9 October.

3.2 Drinking Water

Groundwater security - Ashburton

Council has invested significant expenditure raising the below-ground boreheads on the Ashburton water supply in an attempt to regain groundwater security status.

The benefits of regaining this status are that it may ultimately reduce the treatment requirement for the scheme in future but more immediately it means we can reduce the current testing frequency on the water supply (i.e. daily testing can reduce to monthly testing).

Our consultant (Beca) have certified the upgraded boreheads as being compliant with the standard and this information has been forwarded to our drinking water assessor (DWA) for consideration. There has been a request from DWA for further details around how Council is managing source risk which has now been provided. We are now awaiting advice on the security status.

Water safety plans

Following the Health Act non-compliance for the Methven water supply reported previously, officers have sought external assistance to assist in developing water safety plans in the new framework. The first step toward this involves a scoping exercise to determine what documents, procedures, and systems we have and what we need to develop. The scoping exercise will also seek to determine what information gaps we may have.

The output from this exercise will allow officers to develop a programme of work to support the preparation of the Methven water safety plan (highest priority). WSPs for three other schemes which have now also expired, are also being developed in conjunction, these are Mt Somers, Fairton, and Mayfield.

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 consent application was lodged with Environment Canterbury on 13 October.

3.4 Wastewater

Pressure sewer policy

The draft Pressure Sewer Policy has been recommended by the committee for adoption by Council on 29 October.

Officers are working to finalise a customer guide which will provide additional information to help developers and landowners understand the policy and how the systems operate. This information will also be provided in future as part of a property LIM report for properties that are serviced by systems that have been approved under the policy.

3.5 Solid Waste Management

Changes to recycling

The adjustment to the accepted materials list for kerbside collections 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 three full cycle of recycling collections.

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.

As of 17 September, recycling trucks have started going to the Timaru sorting facility. Beginning Monday 5 October we have also sent some of the best performing collection runs through to Christchurch. EcoSort assessed the load delivered on 6 October at just 3% contamination.

The audit teams have completed a fourth cycle of collection. A follow up programme is now in place to track levels of contamination and problem properties.

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. A tender for this work will be released in the coming months.

Waste and water sustainability education services contract (RR-BA 17/18)

The above contract expires in early January 2021. A tender for a contract will be released by the end of October.

3.6 Roads and Footpaths

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 have contacted 19 of the 25 school principals to establish school speed limit zones and with the Strategy & Policy team to amend the Transportation Bylaw. Fulton Hogan have provided a quotation for changing half the proposed speed limit signs and we will request a similar quotation from HEB for the remainder of the signs.

We have received a letter from Waka Kotahi requesting consultation before changes are made to speed limits.

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 for community consultation 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 has been held. Community consultation is planned to be undertaken during November.

Road Reference Groups

A joint Rooding Reference group meeting was held on Monday 28 September.

HEB Construction (the new road maintenance contractors) attended the meeting to provide an outline of their plans for the contract and to seek feedback from the reference groups on their concerns for the network.

Officers provided updates on the following:

- 2020/2021 Rehabilitation and Reseal programmes
- ADC website forward works interactive map
- RDR bridge upgrades
- Maronan Road bridge upgrade
- CBD Streetscape Revitalisation project
- Detailed Business Case – Ashburton-Tinwald Connectivity Strategic Case
- Speed limit review
- Walking & Cycling Strategy
- Walnut Avenue/SH 1 Traffic signals
- Lagmhor Road/SH1 Traffic signals

Weekly road works – Mid Canterbury state highways

Roadworks that have the potential to cause delays on the Mid Canterbury region State Highways for this week are listed below.

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

For daily updates and real-time travel information:

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

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

SH1 – Rakaia to Rangitata: Weather dependent. Road marking B Type – for intersections, flush medians, pedestrian markings and directional arrows – sections of stop/go.
Hinds – Road pavement repairs managed under stop/go with 30kph speed restriction in place.

SH77 Mt Hutt Station Road, Methven north of township. Trenching for new sewer, water and power supply managed under portable traffic lights with 30kph speed restriction.

Please drive carefully through work sites and keep to the temporary speed limits. You can plan ahead by using NZTA's Journey Planner <http://www.journeys.nzta.govt.nz/home> which gives you travel time information, access to traffic cameras, and updates on delays, roadworks and road closures.

Maintenance and renewal contracts

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

Project	Description	Progress
C640 Road Network Operations and maintenance 2015-2020	Maintain the Ashburton District transportation network	Currently in year 5 of this five year contract. Contract value to date \$23.9m.
Road Network Operations and Maintenance 2020- 2025	Network Operations and Maintenance contract 2020 – 2025	This contract was awarded to HEB Construction and they are expected to commence on the 1 st December 2020.
C657 Road Resurfacing Ashburton District 2018-20	Design and construct proposed resurfacing sites within the Ashburton District over the two seasons 2018/19 and 2019/20	All sites for both year 1 and 2 are completed. Defects for sites have been 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 have been constructed. Site works commenced Monday 5 October at the Staveley Bridge site. Work on all three bridges is expected to be complete prior to Christmas.
ROAD0145 Road Resurfacing – Ashburton District 2020-22	Resurfacing district sealed roads over the coming two seasons	Tender closed on 11 August 2020. Council awarded this contract to ACL on 10 September. ACL are due to start physical works mid-November.

Line Road realignment

Initially this work was to be actioned within the road maintenance contract. However, final design has indicated greater earthworks than originally envisaged meaning that estimate is now greater than that allowed within our procurement manual and the work is required to be tendered. The tender is being prepared and will be advertised in November with work now expected to commence in the new-year.

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 has prepared a “Strategic Case” that has been forwarded to NZTA for review.

This is effectively Part A of the Detailed Business Case which has been split into three stages to ensure costs are in line with expected outcome. Part B is aimed for completion by the end of March and if approved by NZTA then site investigations and indicative design work will be undertaken.

Forward works programme

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

3.7 Contracts Awarded / Upcoming Tenders

Tender/contract	Awarded to
WWAT0176 Removal of Standing Grass at Ocean Farm	Quigley Contracting
Tender/contract	Tenders called for:
ROAD0188 Sealed Road Rehabilitation Rural North 2020-21	16 October 2020
ROAD0177 – Maronan Road Bridge 72 – Barrier upgrade	16 October 2020
RR-BA 17/18 –Waste & Water Sustainability Education Services	Late October 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	N/A	No	Ongoing development of new and existing processes and support tools to support business improvement across Council Business Groups within Council's ERP and other core applications. Work underway in the areas of ; Debt Management, Payroll processing, Service Connection, Security Categories, Water Consent Management, Illegal Buildings Recent delivery include process development of Vehicle Crossing, Water Billing, and Engineering Sub-Process.
Technology One Cloud	September 2020	November 2020	N/A	-	No	Investigation into the migration to a cloud service for Council's ERP solution. A desktop assessment covering functionality, service operation and financial aspects.
Health & Safety management system	August 2019	September 2020	No	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 and contract terms being made prior to entering into supply agreements.
AP Automation	June 2020	August 2020	Yes	Yes	Yes	Complete – post go live support continuing
Aerial imagery	December 2019	March 2021	No	Yes	Yes	Aerial imagery capture of Ashburton District urban and rural areas. Contract in collaboration with ECan and Timaru District Councils. Urban imagery captured, applied and available for us by Council and public. Rural capture delayed due to summer 20/21 weather conditions and COVID-19. Capture to restart October 2020 as conditions permit.

INFOR IPS	February 2020	June 2020	No	Yes	No	GIS integration with water supply, waste and storm water assets within INFOR IPS solution. Continuing to work with supplier on enablement.
Spatial Plan	October 2020	January 2020	Yes	N/A	No	Support of strategic planning work identifying planning constraints and location across the district
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. Current focus on migration to new cloud based data backup service.
Telephony	July 2019	December 2020	No	Yes	Yes	Renewal of current telephony and call centre solution. Preferred cloud based solutions have been identified with work continuing to verify technical requirements, functionality and service. Delivery timeline to be confirmed but targeted for this financial year.
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. Complete. Post live support and activities to remove retired hardware continues.
Microsoft M365 application suite	September 2020	June 2021	Yes	Yes	No	Application of this office suite version. The application is cloud based and includes Office products such as Email, Word and Excel, but also includes a number of other productivity applications that could benefit Council operation. Current activity in migration of our email on premise to cloud service and use of office products as part of desktop pilot
Desktop	September 2020	December 2020	Yes	Yes	No	Development and assessment 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. Firewall replacement works commenced
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, that are held within Council operational locations. Current focus in areas of Roading and Finance. Appraisal of Council records held at Mt Hutt Hall Appraisal of records received from Experience Mid Canterbury (waiting on receipt of records). Each appraisal includes classification against Council's adopted retention and disposal schedule as part of the management of the life of that record including that of protected or permanent retention under the Public Records Act. Assessment of off-site storage facilities to hold Council physical records.
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	Complete - 32,922 building, resource consent and property files have been scanned. From these files, in excess of 123,000 digital files have been created, and attached to consent and property records within Council's ERP solution.
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 Workplan	BAU Activity		N/A	N/A	N/A	Identified priority work items from the completed external service audit. Items include strategy and policy development, training programs, digital record monitoring, appraisal and life cycle management.
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 update

Hording designs has been finalised and skins are expected to be installed once construction is completed within the next two weeks.

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 cost for producing and installing the hoardings is being shared by participating builders and project partners.

Open for Business Campaign, ALGIM Award Results

The Ashburton District Council's Open for Business marketing campaign was nominated for an award in the recent ALGIM 2020 Special Awards Programme.

Ashburton District Council secured 2nd Place in the 'New Initiatives Project' category announced on 2 October 2020. Auckland Council took 1st Place for its COVID-19 Track and Trace solutions which were developed in-house in response to the emerging needs of the organisation during the COVID-19 lockdown. While Ashburton District Council did not come away with the top spot for its Open for Business campaign in this instance, it does demonstrate that the Council is implementing great initiatives on par with much larger councils.

Website development

The development of the new website continues to be on track with a completion date of December 2020. Council departments will begin to review their respective content pages this month. In November, Council will also have the opportunity to preview the new website, just prior to launch date.

District Diary

Recognising that District residents get their information primarily from local newspapers (as indicated by the recent Residents Survey), a condensed two-page version of District Diary will now be included weekly in both the Ashburton Guardian and Ashburton Courier local newspapers beginning in November 2020. This vehicle will allow the Council to share its news and information in a more timely fashion on a consistent weekly basis, while also realising overall cost savings.

Ashburton entry signage

The Communications Team continues to explore 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 the November 2020 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.
Ashburton Business Estate	Stages 2 and 3 of the development is progressing with sealing of the roadways to take place between 15-20 October, weather dependent. The project is still on time with handover to Council being the end of October.
Elderly persons housing	Sixteen people on the waiting list with nine people wanting single units, seven wanting double units or single. One unit is currently being redecorated. Seven units at Mona Square (old weatherboard units) are vacant with the final tenant being relocated by 23 October. One unit at Kitchener Street is vacant as it is not suitable for tenants due to the expenditure required to meet the minimum required standard. There is one vacant unit at Methven with one being redecorated.
Ng King Bros Chinese Market Garden Settlement	Applications for funding from the Heritage Reservation Incentive Fund closed Friday 31 July and Council has received \$50,000 of the \$65,000 requested. The Audit, Risk & Finance Committee is recommending to Council that an additional \$15,000 to be added to the \$50,000 so the project can be completed. The site is now listed as Category One by Heritage New Zealand. 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	The next meeting of the Airport Authority will take place on 19 October.
Earthquake Strengthening	Final design for work on the Mt Somers Memorial Hall has been completed and prices are being obtained. The Rakaia Hall has had final design work completed and this work will be tendered shortly.

4.4 Forestry

Log Sales & Harvesting

- Lump sum log sale of Douglas fir at Mckenzie's Road near Mayfield

The first payment of \$106K has been received with the next payment due early October. Operations have been delayed due to a lack of wharf space due to improvements being made to the log storage area. Other than this, operations are proceeding well with the tree size and form favourable for mechanical harvesting and log making. With delays at the wharf, harvesting is now expected to be at the end of October.

Operational activity

Silvicultural works have restarted for the summer with the Council's contractor starting at the Rakaia Domain Board's plantation on Normanby Road. This plantation on Reserve Board land will be edge pruned to 4.5m and waste thinned to approximately 550 stems/hectare. The contractor is taking special care with trees being felled adjacent to the Rakaia Walkway which runs along the river side of the plantation. The rest of the silvicultural work programme is detailed below;

Silvicultural Work Programme – 2020/21

Cpt*	Name	Area (ha)	Task
77/1	Dicksons Rd – Windermere	2.0	Edge Prune
82/1	McConnells Rd – Ealing	12.0	Edge Prune
103/2	Springburn Bushside Rd - Staveley	17.5	Edge Prune
105/1	Bowyers Stream	33.4	Edge Prune
163/1	Timaru Track & Winslow Westerfield Rd	1.4	Edge Prune
55/1&2	Hendersons & Lovetts Rd	32.8	Waste thin
56/1	Winslow Westerfield Rd	7.7	Waste thin
67/1	Maronan Valetta Rd	1.2	Waste thin
81/1	Winchmore Dromore Rd	1.5	Waste thin
98/1	Ashburton Staveley Rd	3.7	Waste thin
99/1	Fords Rd	1.5	Waste thin
120/1	Hinds Arundel Rd	0.6	Waste thin
121/1	Hinds Arundel & Annetts Rd	1.0	Waste thin

* all stands are Pinus radiata

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.

						The final part of the P2P module, the scanning solution, went live in September 2020. We are slowly ramping up the number of invoices entered via this new solution to ensure issues / bugs able to be identified and fixed with minimal impact on invoice payments. We expect full use of the scanning solution by November 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. Changes have been made in our UAT environment and testing is ongoing. Expected go-live date for this new solution is mid-October 2020.
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).