

# Council Activity Briefings

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**Date:** Thursday 3 December 2020  
**Time:** 9.30am-12pm  
**Venue:** Council Chamber  
137 Havelock Street, Ashburton

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## Attendees:

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

## Executive Team:

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

25 November 2020

# Activity Reports

<b>1</b>	<b>Community Services</b>	<b>9.30</b>		<b>Page</b>
<b>1.1</b>	EA Networks Centre	9.30	Kate Fowler Richard Wood	<b>3</b>
<b>1.2</b>	Ashburton Library	9.35	Jill Watson	<b>4</b>
<b>1.3</b>	Ashburton Museum	9.40	Maryann Cowen	<b>4</b>
<b>1.4</b>	Open Spaces	9.45	Bert Hofmans	<b>5</b>
<b>1.5</b>	Economic Development	9.50	Janice McKay Richard Fitzgerald	<b>6</b>
<b>1.6</b>	Memorial Halls and Reserve Boards	9.55	Clare Harden	<b>7</b>
<b>2</b>	<b>Strategy &amp; Compliance</b>	<b>10.00</b>		
<b>2.1</b>	Building Services	10.00	Michael Wong	<b>8</b>
<b>2.2</b>	Civil Defence Emergency Management	10.05	James Lamb	<b>10</b>
<b>2.3</b>	Alcohol Licensing	10.10	Rick Catchpowle	<b>11</b>
<b>2.4</b>	Animal Control	10.15	Rick Catchpowle	<b>11</b>
<b>2.5</b>	Planning	10.20	Ian Hyde	<b>11</b>
<b>2.6</b>	Strategy and Policy	10.25	Toni Durham	<b>12</b>
	<i>Morning tea</i>	<b>10.30</b>		
<b>3</b>	<b>Infrastructure Services</b>	<b>10.45</b>		
<b>3.1</b>	3Waters Projects	10.45	Shyamal Ram	<b>13</b>
<b>3.2</b>	3Waters Review request for information	10.50	Andy Guthrie	<b>14</b>
<b>3.3</b>	Drinking Water	10.55	Andy Guthrie	<b>15</b>
<b>3.4</b>	District Water Management	11.00	Andy Guthrie	<b>15</b>
<b>3.5</b>	Wastewater	11.05	Andy Guthrie	<b>15</b>
<b>3.6</b>	Stormwater	11.10	Andy Guthrie	<b>15</b>
<b>3.7</b>	Solid Waste Management	11.15	Craig Goodwin	<b>16</b>
<b>3.8</b>	Roads and Footpaths	11.20	Brian Fauth	<b>16</b>
<b>3.9</b>	Contracts Awarded / Upcoming Tenders	11.25	Neil McCann	<b>18</b>
<b>4</b>	<b>Business Support</b>	<b>11.30</b>		
<b>4.1</b>	Information Systems	11.30	Gordon Tupper	<b>19</b>
<b>4.2</b>	Communications	11.35	Ruben Garcia	<b>23</b>
<b>4.3</b>	Commercial Property	11.40	Colin Windleborn	<b>24</b>
<b>4.4</b>	Forestry	11.45	Terry O'Neill	<b>24</b>
<b>4.5</b>	Finance	11.50	Rachel Sparks	<b>25</b>

# 1. Community Services

## 1.1 EA Networks Centre

### **Learn to swim**

Learn to Swim programme has had the anticipated increase for Term 4 with approximately 910 students registered for lessons. The Swim School has also seen the return of regular schools programming following a short break by some schools as a result of Covid-19, as well as a visit to a school pool for lessons.

Farm Water Safety week was successful with children experiencing activities to improve water safety and education around open bodies of water. In support of swim education, the swim school was permitted to share a reading via Facebook of "Boo's Adventure's at the Farm" written by Lawrie Lawrence's Swim School in Australia.

### **Gym**

The annual summer boot camp is underway and proving to be popular. A new programme, "new year, new me" is in development, targeting clients with New Year's Resolutions. The programme will be implemented in collaboration with two other providers, giving clients access to nutrition experts, body scanning and a motivational app.

The gym continues to be busy as members train into summer fitness. Virtual body combat will be launched in the coming weeks to bring an ever popular programme back to the timetable.

### **Aquatics**

The aquatics team have been working diligently and excitedly to open the Tinwald Pool. The pool will open with our first ever Tinwald Pool party on 28 November.

### **Recreation events and stadium**

Summer holiday programme preparations are underway as well as several initiatives to engage participation, including; The Hangout, Tween Vibe Club, 3v3 basketball, and more.

The stadium inflatable will be up for the six week summer holiday period. The inflatable has had a refresh and now features a foam pit instead of the ball pit giving a softer landing and more longevity to the asset.

The lights in the stadium will be replaced with LEDs in February with a more stable lighting outcome expected.

### **General**

The irrigation project is complete. Watering begins at 1 am each day working in sections across the planting area. The grass has been resown and asphalt repaired where pipes were added for the project. This project should result in some positive outcomes.

Ashburton College prizegiving was one of the biggest single events to be held at EANC using the concertina seating. The event had approximately 1050 people were in attendances. This trial event proved very successful and has already been repeat booked for 2021. This event highlighted the ability for EANC to be a multi-purpose venue indeed.

We have welcomed Kate Fowler to the team as Sports Facility Manager and look forward to working with Kate to invigorate recreation in our district.

## 1.2 Library

### **Children's library holiday programme**

Class visits have resumed after the school holidays, including 43 pupils from Lauriston School, taking in the sights on a visit to town. A Brownies group visited, interviewing the Children's Librarian about his job, and being taken on a tour of the library building.

The Children's Librarian, Jonathan Nixon, visited Plunket for an outreach session, running a Wiggle and Read session there, and talking to parents about the importance of reading to young children. On the same theme, the members of a reading support group for parents, led by Mrs Jan Church, came to the library to discuss services and gain some ideas about reading to their children.

The Microbytes coding club is going well, with 28 students currently enrolled, and usually near full attendance. Jonathan has collaborated with Connor Lysaght and Max Reeves from the Museum staff, and a shared activity is planned. The children are very excited by the skills they are learning, and some are beginning to apply this new knowledge in classroom projects.

Wiggle and Read continues to be popular, with over 20 babies and their caregivers regularly attending for the songs, activities and socialisation opportunities.

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

Approval for the third of the National Library 100% subsidised positions has been approved, for a Community Engagement Co-ordinator. The person appointed will plan and carry out programmes, displays and activities in the library in conjunction with clubs and community groups, as well as having ordinary library duties. The position will begin in early January 2021, and run to the end of June 2022.

### **Refugee resettlement hui**

The Library Manager attended this event on 18 November. While the programme has been delayed, it was beneficial to be able to network with representatives from other organisations, and to outline ways in which the library could assist in making newcomers feel at home.

## 1.3 Museum

### **Sharing collections**

Ashburton College Year 9s have visited to study "Ashburton Identity". The Museum was able to share with them the Macfarlane Shield, the Wakanui Collection and photographs for the discussion.

Photographs (copies), scrapbooks and the Heritage page folders are favourite items to stimulate discussion, memories and stories on outreach visits to Elizabeth Street Daycare.

Property searches have dominated recent research requests, including histories of local sites and buildings. A number of requests for early photographs of houses and businesses by current owners who wish to display these in their homes and businesses. We have helped to find locations of rural sections from our indexes and early maps for a local researcher working on farming history.

The exhibition "Reel Life of Ashburton" is to continue over the summer until March, as our previously planned travelling exhibition "Mighty Small, Mighty Bright" was made unavailable due to staff commitments at MOTAT prior to Christmas. We will change our children activities for Reel Life in December, add more collection items to small exhibition spaces and continue to change our movies as previously.

### **Holiday programme and children activities**

Planning is underway for the Museum holiday book-in programme for January. The popular Summer Burty Challenge is again being planned involving the Museum, Library, EANC & Open spaces.

Wednesday 16 December is Santa Hunt opening night with another new guest, Santa's Helper, to be found resting up at the museum. We are looking forward to welcoming lots of big and little Santa Hunters on the night and during the day over December and January.

### **Caring for our collections**

The Archives and Object collections have seen improvements made to information data management, finding aids and library content. Object Collections have increased accessioning and improved housing standards of the collection to an international standard.

## **1.4 Open Spaces**

### **Parks and Reserves**

At this time of year, most of our staff are occupied with trying to keep on top of grass and weed growth.

### **Ashburton Domain**

Domain staff have assisted with the preparation of the Filipino Hut Garden for the Council's Welcoming Communities Programme.

### **Ashburton Cemetery**

Installation of security fencing around the perimeter of the sheds at the Ashburton Cemetery has been completed.

Recent weeks have seen an increase in burial numbers after a relatively quiet period during Covid-19.

### **Public conveniences**

Repairs to the recently vandalised toilets near the playground in the Ashburton Domain have been largely completed. Two of the four cubicles have been re-opened with the two remaining cubicles awaiting the installation of some minor fittings.

## 1.5 Economic Development

### **Economic situation**

In the absence of the Economic Development Manager, comment has been sought from various sectors of the economy:

Electricity - from a weather perspective October was very dry and this led to large amounts of irrigation operating. As a result we distributed more energy in October than we ever had, roughly double the amount of energy we would normally transmit.

Transport - pretty much business as usual in terms of general freight. There are vacancies still for driving positions. As far as rural cartage goes the recent rain has disrupted work flow but will in the long term lead to greater activity down the track.

Retail - business in the CBD is variable, retailers are liking the progress on Tancred Street as Christmas gets closer.

### **Ashburton Employment Exchange (AEE)**

A very successful event held with positive feedback received.

### **Economic Impact Analysis**

The final touches of the report are currently being completed. The method for assessing the impact has been independently reviewed.

Officers are currently developing an engagement plan for communicating the report to key stakeholders.

### **Resilient business**

We are awaiting confirmation of funding to deliver farmer and industry consultation workshops.

### **Community events**

Continuing as normal under Covid-19 Alert Level 1.

### **Council events**

Nights of Lights Festival began on 20 November with the Festive Walk. We have had five cultural groups who have decorated windows in the CBD.

Other events include Light up the Night on 27 November, the Buskers & Market on 3 December, and Movie Night on 11 December.

### **Youth Council**

AYC had a great November meeting brainstorming the highlights and successes of 2020.

Highlights and successes:

- Bite Nite Reimagined
- Submissions (Ashburton Domain, Speed Limit, Baring Sq East, Walking and Cycling Strategy)
- Meeting new people

Recruitment for new Youth Councillors is open until 21 December. To date three applications have been received including two new members. We are expecting 3 – 4 from Mt Hutt College.

## **Welcoming Communities**

A Refugee Resettlement Hui was held on Wednesday 18 December, chaired by the Mayor. MBIE and Safer Mid Canterbury are to provide an update on the refugee resettlement process post Covid-19.

The Filipino Hut Garden was launched by the Filipino community on 21 November and will be in the Ashburton Domain until Easter 2021. This is partly funded by DIA (Office of Ethnic Communities) and Hakatere Multicultural Council.

The Welcoming Mural Campaign will run from November 2020 to March 2021.

## **My Next Move Mid-Canterbury**

Mt Hutt College and Ashburton College have now had their first trial of licence testing in schools. A report on the effectiveness and viability of licence testing in schools is being prepared for consideration and the next steps of the licencing aspect of the programme are being assessed.

Local businesses have been approached for the careers programme. A meeting will be held for local businesses to confirm their involvement in the near future. Monthly meetings with the stakeholders continue.

## **1.6 Memorial Halls and Reserve Boards**

Ealing Library Hall Society have been sent a draft Sale & Purchase agreement. The Society is now working through disestablishment aligned with the Ealing Library Hall Society Constitution.

Seafeld Reserve Board re-cladding PGF project has now been completed. The Board are looking to raise funds to paint the Hall.

Ruapuna Reserve Board have just completed a new pool fence and have a working bee in the coming week to get the pool ready for the summer months.

Tinwald Reserve Board have been working with EA Networks Centre to have the Tinwald pool ready to open on 28 November. The Board have been working with the Plains Museum Trust on the LTP Budget. This collaboration is working well. The Board is also looking to start a Domain user group in the New Year. This has worked well with the Ashburton Domain and they hope to use a similar structure.

Mt Hutt Memorial Hall is having a historical plaque installed at the main street entry which has been donated by the Methven Historical Society. The Hall Board is gathering data from the I-Hub with new Point of Sale software and a customer survey to gain more of an understanding on the needs for this services.

Mt Somers Hall strengthening work is scheduled to start on 30 November. The PGF project work is planned to start on 1 February and be completed by 1 April 2021. The camp ground has been well used over the last month and the Board is looking forward to a busy summer. The Board is also working with the Mt Somers Citizens Association to develop a walking track at the back of the Reserve.

## 2. Strategy & Compliance

### 2.1 Building Services

#### Building consents/amendments

Month	Building Consents Received	Building Consents Received YTD	Building Consents Issued	Building Consents Issued YTD	% Processed within 20 Days	Inspections Carried Out (max wait time in brackets)	CCC Issued within 20 Days
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%
Oct	45 (42)	227 (215)	50 (46)	208 (205)	96%	249 (2)	100%

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

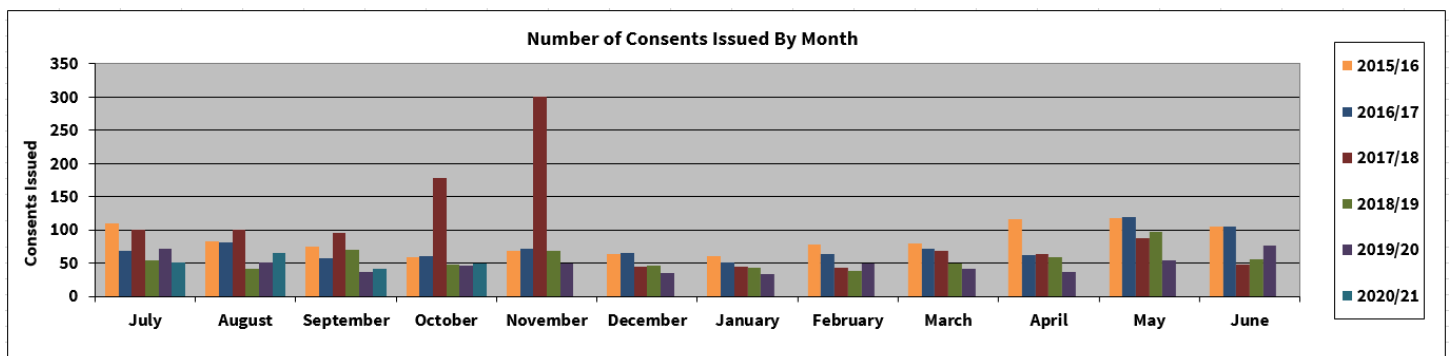
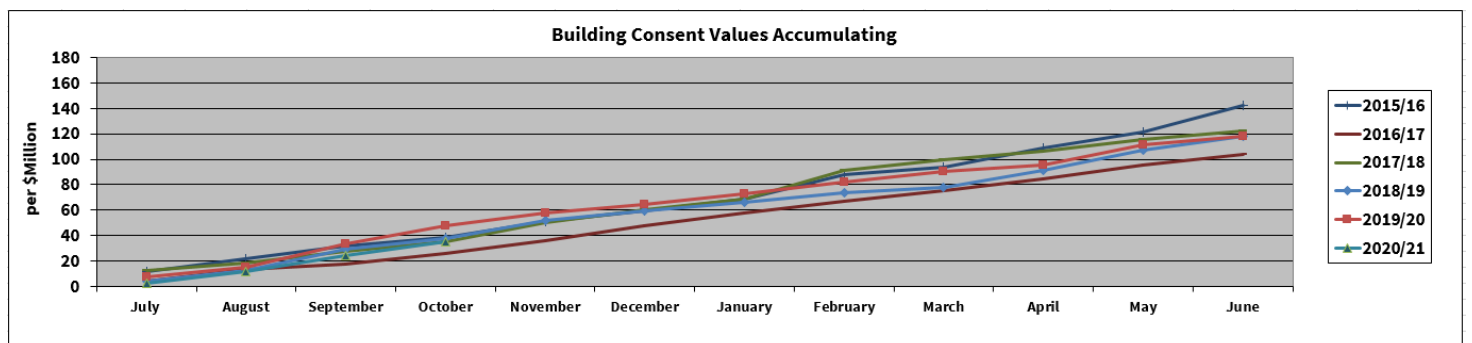
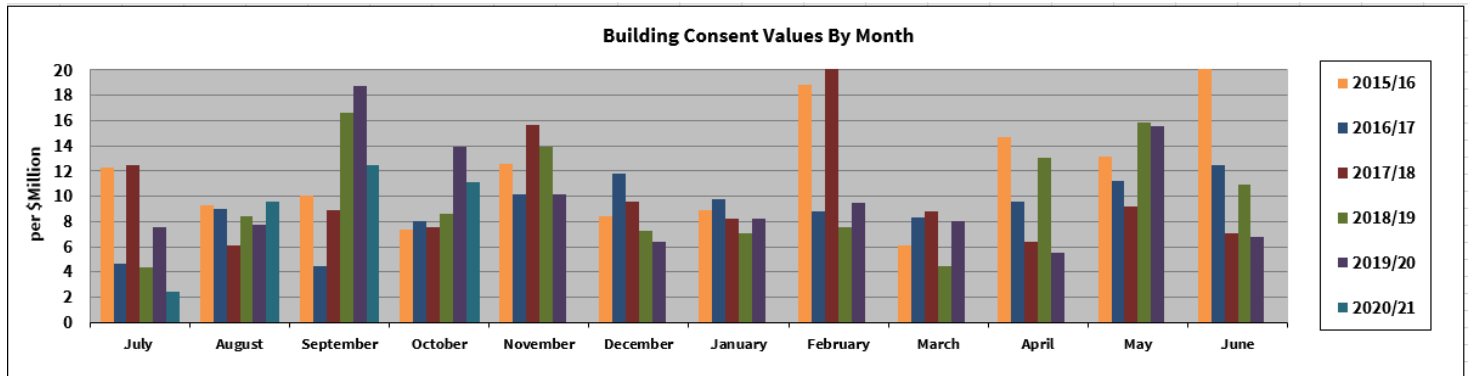
Month	BC Value of Work Received	BC Value of Work Received YTD	BC Value of Work Issued	BC Value of Work Issued YTD
May	\$8,149,287 (\$16,087,677)	\$103,787,045 (\$119,916,031)	\$15,562,527 (\$15,794,340)	\$111,196,957 (\$106,936,784)
Jun	\$7,559,874 (\$7,732,799)	\$111,346,918 (\$127,648,830)	\$6,791,796 (\$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)
Oct	\$52,632,650 (\$12,252,808)	\$85,407,333 (\$42,964,668)	\$11,122,222 (\$13,940,033)	\$35,644,901 (\$47,901,336)

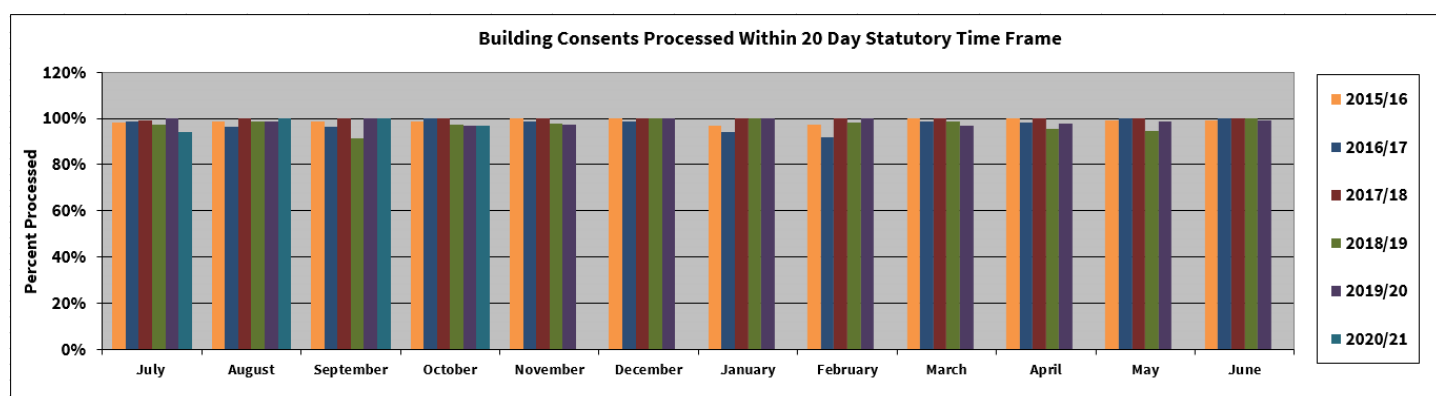
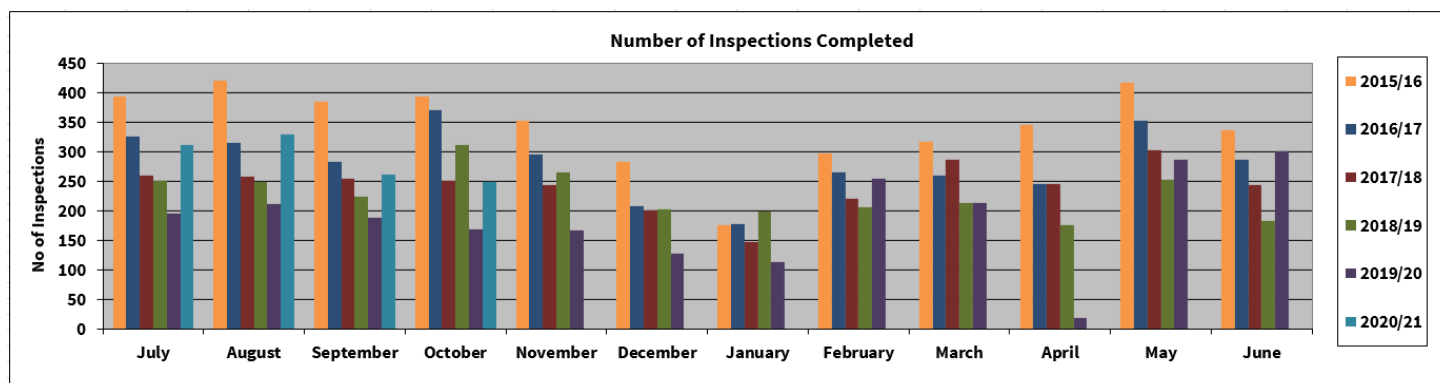
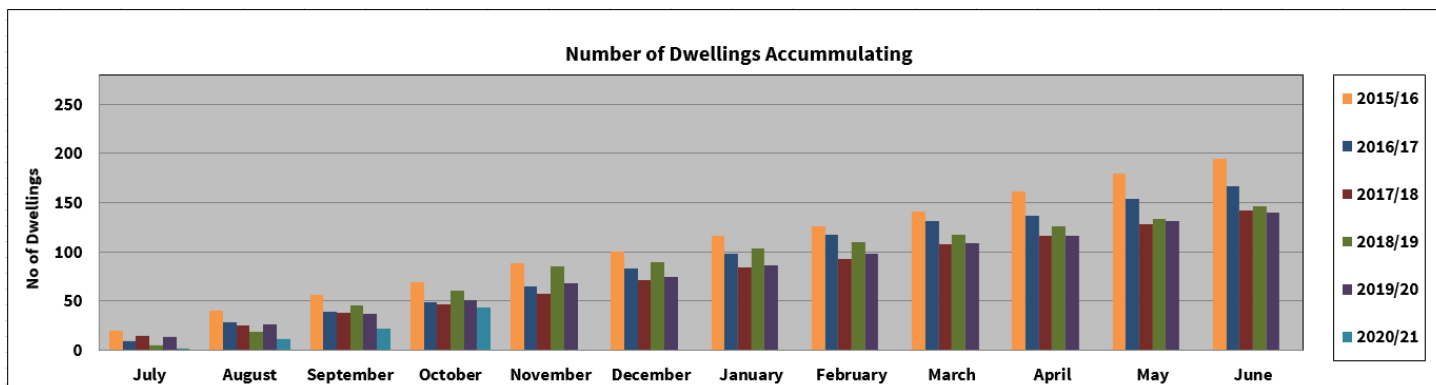
Note:  
figures in  
brackets  
are for the

corresponding month the previous year



Month	Building Amendment Received	Building Amendment Received YTD	Building Amendment Issued	Building Amendment Issued YTD	% Processed within 20 Days
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%
Oct	16 (29)	80 (103)	16 (21)	79 (94)	100%





## 2.2 Civil Defence Emergency Management

During the month the following training courses were held at Ashburton.

Nine ADC staff undertook the two day EOC II course. The initial group of 14 Civil Defence volunteers commenced their EMPREP training. This was a nine module course conducted over three weekends during October.

The EMO attended the last EMO Forum in Timaru during the month. The forum reviewed the Canterbury Response to the MacKenzie District fires at Pukaki and Ohau.

Ashburton Civil Defence met with Ashburton A&P Committee and MPI to commence planning for an Animal Welfare Management Plan and welfare shelter at the A&P showgrounds. The EMO has approached the Ashburton Racecourse to also be an animal welfare shelter. The Racecourse committee will meet at the beginning of November and will consider the civil defence request.

## 2.3 Alcohol Licensing

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

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

Monitoring with Police and Medical Officer of Health evening of 14.11.20: Devon Tavern, Hotel Ashburton, Phat Duck, Tinwald Tavern, Kellys Café and Bar, Speights Alehouse, Arcadia and the Print Room visited. The Print Room didn't open up until after 10.00pm, it was visited three times, it was relatively quiet with numbers not reaching 100. Arcadia had a "Pasifica" evening with three bands playing through to about 1.00am when the doors closed. This was visited at least four times through the evening and watched after 1.00am to ensure "one way door" restrictions were followed. Although expecting about 400 people, only 170 attended. Police commented that this was not the usual crowd at Arcadia and was well behaved. The other premises had low numbers and all closed relatively early. It turned out to be a quiet night with everyone behaving.

## 2.4 Animal Control

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

Month	Dogs currently registered	Known unregistered dogs	Percentage of dogs registered	Infringements	Dogs Seized	Dogs Euthanized	Dogs rehomed	Barking dog letters sent	Reports of wandering stock
August	5972	949	84%	3	9	1	1	5	10
September	6126	738	88%	5	8	0	2	11	9
Oct	6322	522	91.7%	2	7	0	0	9	8

## 2.5 Planning

Resource Consents	October 19	October 20
No. of resource consent applications decided <sub>1</sub>	25	18
No. of resource consents decided within statutory timeframe	25	18
Notified/ Limited notified applications decided	0	0
<b>Other</b>		
No. of 223 Certificates processed	5	2
No. of 224 Certificates processed	3	3
No. of building consents reviewed against District Plan <sub>2</sub>	17	19

## Land information memoranda

LIMs	October 19	October 20
LIMs Produced	71	114
LIMs Produced within 10 working days	71	114

## 2.6 Strategy & Policy

### Current projects

Brief Project Description	Start Date	Estimated Completion Date	On track	Comments
<b>Long-Term Plan 2021-31</b>	October 2019	30 June 2021	Yes	Drafting of the LTP underway. First cut budgets prepared for discussion with Council in December.
<b>Annual Report 2019-20</b>	June 2020	31 November	Yes	Audit on-track, annual report and summary will be coming to Council 17 December for adoption.
<b>Aoraki Environmental Consultancy (AEC)</b>	July 2018	Ongoing	Yes	Officers continue to meet regularly with AEC. Current topics of discussion include three waters projects, policy reviews and planning matters.
<b>Bylaws &amp; Policies</b>	Ongoing	Ongoing	Yes	LTP financial policies under review (Treasury Management, Rates Remission, Rates Postponement) Significance & Engagement Policy under review, Property Leases & Licenses workshop 26 Nov.
<b>Annual Residents Survey</b>	August 2019	July 2020	Yes	Round 1 of the 2020/21 survey completed. Data collection for wave one took place between 14th September 2020 to 14th October 2020, with an achieved sample of n=202
<b>Consultation</b>	August 2019	June 2020	No	Walking & Cycling Strategy out for consultation (21 submissions received 19.11.20)

### External submissions

Organisation	Submission Summary	Process	Due Date
<b>Ministry for Business, Innovation and Employment</b>	MBIE released a discussion document considering the extension of the Government Procurement Rules to government entities in the New Zealand Public Sector, including local government.	As this was a technical proposal, officers prepared and submitted in opposition to the inclusion of local government under the Government Procurement Rules. Our submission was in support of the SOLGM submission.	23 November 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.	<p>The contractor has installed all the pipelines and manholes. All the installed assets have been commissioned and only the site reinstatement is outstanding. The site reinstatement may need to be postponed if the contractor is allowed to use this space as their yard for the ARS project. 99% of the project has been completed.</p> <p>25 Notice to Contractor (NTC), 35 Notice to Engineer (NTE), 22 Request for Information (RFI), and reviewed over a 1500 pages of documents.</p> <p>Internally supervising the pipeline river crossing and pump station project has resulted in a saving of approximately \$500k. Out of the \$832k approved contingency, \$326k was for Covid related costs and \$83k was for installing additional pipes for the ARS project. Excluding these two items, the net sum used from the contingency was \$27k resulting in a saving of approximately \$805k.</p>
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.	<p>The pump station was tested and commissioned on 10 November. The contractor is currently installing the second pumped line. The opening of the pump station and pipelines will be organised for the week commencing 21 December. 88% of the project has been completed.</p> <p>25 Notice to Contractor (NTC), 30 Notice to Engineer (NTE), 65 Request for Information (RFI), and reviewed over 2000 pages of documents.</p>
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.	<p>The road marking on Cass Street between Moore and Havelock Street have been completed. Majority of the trees and plants in the rain gardens and garden beds have been planted.</p>

		<p>The remaining street furniture, lighting, signage will be installed by early December.</p> <p>Work on the East Street end of Tancred Street is progressing well. TLC have two teams (day and night) and also worked during the public holiday to stay ahead of the programme. The key focus is on kerbs and footpaths.</p> <p>38% of the project has been completed.</p>
Bore head raising	<p>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.</p>	<p>Seven of the eight bore heads have been completed and we received the sign off from Beca. Work on the remaining bore in Rakaia was scheduled for 29 October but has now been postponed till April 2021 school holidays.</p>
Ashburton relief sewer	<p>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.</p>	<p>Contracts have been awarded to ACL Ltd and Seipp Construction Ltd for the two parts of the project works. Work is expected to commence in January, and completion is to be before 31 March 2022.</p>

### 3.2 3 Waters Review Request for Information

As part of the work being carried out by Central Government on the Three Waters Review, the Department of Internal Affairs (DIA) has issued a request for information (RFI) to all local authorities for detailed information about the three waters activities (drinking water, wastewater and stormwater). There are two versions of the survey to choose from and we have elected to complete the more detailed version as we see the value in collating this information and using it as a basis both for thoroughly understanding our service and to advocate for our district's needs.

This is a substantial document comprising 67 Excel sheets and thousands of data points to enter, covering population and demographics, financials, management, and personnel, as well as the nature, condition and performance of the infrastructure itself. Assets staff are working hard to complete this by the deadline of 1 February 2021. Assistance is being provided by other Council teams and also by the Water Industry Commission for Scotland (the economic regulator), who have been engaged by DIA to help guide this process.

It is interesting to note that, while this is a significant task for us, this is approximately a third of the amount of information Scottish Water provides to their regulator.

### 3.3 Drinking Water

#### **Groundwater security - Ashburton**

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

A request from DWA for further details around how Council is managing source risk was responded to, and met with a further information request.

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).

#### **Water safety plans**

Following the Health Act non-compliance for the Methven water supply reported previously, officers have sought external assistance to develop water safety plans (WSPs) in the new framework.

A scoping exercise has been carried out which identified several key areas where information was needed, and ways to generate or document this information. A programme of work has been developed and agreed in principle with Officers. The timeframes will be very challenging and will require significant input from ADC and ACL staff and from the external resource.

The first WSP to be developed will be Methven (highest priority), followed by Mt Somers, Fairton, and Mayfield.

### 3.4 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. Information requests are being responded to as the processing takes place.

### 3.5 Wastewater

#### **Pressure sewer policy**

The Pressure Sewer Policy has been adopted by Council.

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.

### 3.6 Stormwater

#### **Network-wide stormwater consent**

The network-wide consent for Ashburton and Tinwald was formally activated on 11 November. This has the effect of 'starting the clock' on a number of required actions, including the development and adoption of a Stormwater Bylaw, auditing of high-risk sites, and the commencement of a detailed monitoring programme for streams and shallow groundwater.

Eleven individual consents have now been surrendered, as they were superseded by the new consent. Typically these were for individual subdivision stormwater infrastructure, such as basins or swales.

### 3.7 Solid Waste Management

#### Changes to recycling – Bin Audits

The contamination rate for recycling going to EcoSort in Christchurch was 3.45% over October. This is a great result.

As of 20 November we have:

- 1502 properties being monitored (13.3%)
- 287 properties on their third warning (2.5%)
- 76 properties have had their bins removed (0.68%)

#### Projects for 2020

The only project left to complete for 2020/21 is the roof for the cardboard bunker at the Ashburton Recovery Park. This is a carry-over from 2019/20, as 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 in early December.

### 3.8 Roads and Footpaths

#### Maronan Road bridge guardrail

Design for the guardrail to replace the existing handrail has been completed. Documents have been prepared and work is out to tender with tenders closing on 8 December. Work is planned to be completed by end of February 2021.

Currently a 30kph temporary speed limit is in place as side rails have again been damaged.

#### District speed limit review

The first stage of the new speed limit implementation will be enforceable on 11 December 2020. The speed limit will be changed at the following areas: Ashburton Business Estate, Fairton, Mayfield, Methven, Mt Somers & Tinwald. The new signs will be installed at the beginning of December and is expected to have all the signs installed before 11 December.

HEB will be installing the second stage of the new speed limit signs. The tentative date for the second stage is early April 2021 but is subject to agreement with Waka Kotahi.

#### Ashburton walking and cycling strategy

The public consultation for the District's Walking and Cycling Strategy commenced on 2 November 2020. The community has four weeks to make their submission in regards to the strategy. A submission hearing for the strategy will be held on 20 January 2021.

#### Road works – Mid Canterbury State Highways

State Highway 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](http://www.nzta.govt.nz/contact-us/connect-with-us)

**SH1** – Rakaia to Rangitata: Night Work (Weather dependent). Mobile chip sealing operation. Slow moving convoy in live lane under control of pilot vehicles. Be prepared to STOP.

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 last month of this five year contract. Contract value to date \$24.5m.
Road Network Operations and Maintenance 2020- 2025	Network Operations and Maintenance contract 2020 – 2025	This contract was awarded to HEB Construction with commencement on 1 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 have commenced the physical work of this contract

### Line Road realignment

Initially this work was to be actioned within the road maintenance contract. However, final design has indicated greater earthworks than originally envisaged meaning that estimate is now greater than expected. Tenders for the work have closed, and prices are greater than budget, so the roading engineers are now considering how to proceed.

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

As previously mentioned the “Strategic Case” 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.

We have requested Stantec to proceed with Part B of the Detailed Business Case.

### **Forward works programme**

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

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

<b>Tender/contract</b>	
WWAT0032/1 Ashburton Relief Sewer Part 1	ACL
WWAAT0032/2 Ashburton Relief Sewer Part 2	Seipp Construction
<b>Tender/contract</b>	<b>Tenders called for:</b>
ROAD 0188 Sealed Road Rehabilitation Rural Roads North	closes 24/11/20
ROAD0177 Maronan Road Bridge barrier upgrade	closes 8/12/20

## 4. Business Support

### 4.1 Information Systems

#### Projects

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
<b>Business Improvement</b> Application Enhancement and development	BAU Activity		N/A	N/A	No	<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 ; Debt Management, Payroll processing, Service Connection, Security Categories, Water Consent Management, Engineering Sub-Process, CRM Rooding, Cemetery</p> <p>Recent delivery include process development of Illegal Buildings, CRM Water and CRM Waste Collection</p>
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. Go live target 30 November.
Stadium management system	November 2019	March 2020	Yes	Yes	No	Replacement of existing solution. Preferred supplier identified with contract terms being confirmed
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 19/20 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 storm water assets within INFOR IPS solution. Continuing to work with supplier on enablement.
Spatial Plan	October 2020	January 2020	Yes	N/A	No	Development of GIS strategic planning work identifying planning consent activity, constraints and location across the district
<b>Systems</b> Site (Disaster) Recovery	BAU Activity		No	Yes	No	Design, scope and application of the disaster recovery systems. Activity in developing and documenting disaster recovery protocols, processes and supporting business continuity functions.  Current focus on migration to new cloud based data backup service. Delivery due end of November
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.
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. Complete
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.  Hardware management and deployment in design

Network	August 2020	May 2021	Yes	Yes	No	Renewal of network firewalls and core network switches. Firewall replacement scheduled for 19 November
<b>Information Management</b> Physical Record Management	BAU Activity		N/A	N/A	N/A	Ongoing work to identify, record and appraise Council physical records and disposal if applicable, that are held within Council operational locations. Current focus in areas of Roading, People and Capability, Communications and Finance. Appraisal of Council records held at Mt Hutt Hall and Experience Mid Canterbury completed. 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 system (EDRMS)	BAU Activity		N/A	N/A	N/A	Ongoing EDRMS development working with Council Teams to review original spaces and functionality delivered in 2018 to provide solution improvement and use of. Current redevelopment activity is in the areas of Economic Development, Public Excluded Register, Forestry and Welcoming Communities Migration of records from retired file shares to the EDRMS.
Internal Digitalisation	October 2020	December 2020	Yes	Yes	No	Delivery of solution and capability to provide internal digitalization of physical records received, initially within the building and planning consent management functions
Data Management – Name Amalgamation	BAU Activity		N/A	N/A	N/A	Ongoing work to identify name data duplication and subsequent amalgamation of name and related activity held within Council's ERP system. First of 3 phases of interrogation complete, part way through second.

Data Management – Deceased Persons	BAU Activity		N/A	N/A	N/A	Assessment of current state, development of immediate actions and future management
Data Management – Addressing	BAU Activity		N/A	N/A	N/A	Assessment of current state, development of immediate actions and future management
Information Management Audit Workplan	BAU Activity		N/A	N/A	N/A	<p>Identified priority work items from the completed external service audit.</p> <p>Current activity in development of Information Management strategy and policy development and end user training programs.</p> <p>Future work to include digital record monitoring, appraisal and life cycle management across Council systems.</p>
Digital Record Management	BAU Activity		N/A	N/A	N/A	<p>Ongoing retention and disposal activities for digital records held within the EDRMS and other digital repositories against Council's retention schedule.</p> <p>Current activity on assessment of social media record management for IM compliance, and retention and disposal application within specific areas of Technology One solution.</p>

## 4.2 Communications

### **Open for Business directory tool, enhanced with new features**

We have recently added a new feature to our online business directory tool, designed to help site visitors find your business details a bit quicker. Below the 'Search' box, users can now click on the displayed labels to apply filters showing business listings that match the three business coding categories, 'Essential Business', 'Offering Discounts' and 'Now Hiring'. The filters not only provide a more user-friendly experience for customers, but also give businesses the opportunity to stand out with their discount offerings and to connect with jobseekers. The traditionally busy holiday shopping season is fast approaching and for many businesses, this is the main event on their trading and sales calendar. We are proud to make these new enhancements available in time to capture the festive season and drive home the message of shopping local this Christmas.

### **New Ashburton District Council website demo**

Communications Manager, Ruben Garcia, will provide a brief demo of the Council's new website, scheduled for launch by end of January 2021.

### **Council Brief (formerly, District Diary) update**

Weekly circulation of the new condensed two-page version of *District Diary*, now renamed to *Council Brief*, began on 5 November 2020 in both the Ashburton Guardian and Ashburton Courier local newspapers. With four issues already produced as of this meeting date, Council Brief is quickly proving to be a valuable vehicle to deliver relevant news and information in a more timely manner.

## 4.3 Commercial Property

### Projects

Current	
Geoff Geering Drive	Council has received an offer for all remaining 22 sections and we are awaiting the geological report before the agreement goes unconditional with settlement in late January.
Ashburton Business Estate	Development is complete and 224 has been granted, waiting for titles from LINZ. A further report will be presented to Council from the Planning Department recommending four street names. Comprehensive marketing campaign is being developed.
Elderly persons housing	Twenty three people on the waiting list with fifteen people wanting single units, eight wanting double units. One unit is currently being redecorated. Eight units at Mona Square (old weatherboard units). 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 unit at Methven being redecorated.
Ng King Bros Chinese Market Garden Settlement	Meeting organised with Heritage New Zealand and Builders on site before work commences on next stage of project.
Airport	A meeting is currently being organised for the Airport Users group. Deconstruction of the Mid Canterbury Aeroclub has commenced in anticipation of the iSite building being relocated.
Ex ACL Yard South Street	New occupiers have been found for several of the buildings with ACL continuing to occupy some areas for themselves as well as an area for equipment for Councils infrastructure.
Earthquake Strengthening	Mt Somers The builder has been engaged with work commencing shortly.

## 4.4 Forestry

### Log Sales & Harvesting

Harvesting at the Council's Douglas fir plantation at Mckenzie's Road Mayfield is now complete with all logs uplifted and final invoices paid. It appears this lump sum sale did not go favourably for the buyer with less volume realised than predicted by the inventory completed earlier in the year. The Council however was not affected by this as the plantation was sold on a lump sum basis. This plantation will be windrowed for replanting as soon as possible.

### Operational activity

Aerial release spraying of the Rakaia River/SH1 plantation has been completed with no negative feedback received. There some concern about spraying this plantation due to its proximity to the Rakaia Township. Re-spraying of last year's plantings is expected to be completed by the end of November.



### Forest Management – other councils

Contract management work for Mackenzie District Council is busy. They had a plantation badly damaged by a wind event during October and a logging contractor has now commenced salvage harvesting of this plantation. Mackenzie are also undertaking strategic review of their commercial operations including forestry which has provided good returns recently with significant income from log sales and through the sale of carbon. Timaru District Council have also recently contracted Ashburton to complete a review of their forest operations.

## 4.5 Finance

### Projects

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
LTP 21/31		30 June 2021	Yes	Yes	NA	Draft budgets are currently being checked and funding calculation are being completed
2019/20 Annual Report	July 2020	December 2020	Yes	Yes	Yes	The Annual Report is 95% complete and will be completed once ACL audited accounts have been received. This will be adopted by Council on 17 December 2020
Debenture Trust Deed audit		November	Yes	Yes	NA	The debenture trust deed audit is being completed this week.