

Council Activity Briefings

Date: Wednesday 9 February 2022
Time: 9.30am
Venue: Council Chamber
137 Havelock Street, Ashburton

Attendees:

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

Executive Team:

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

4 February 2022

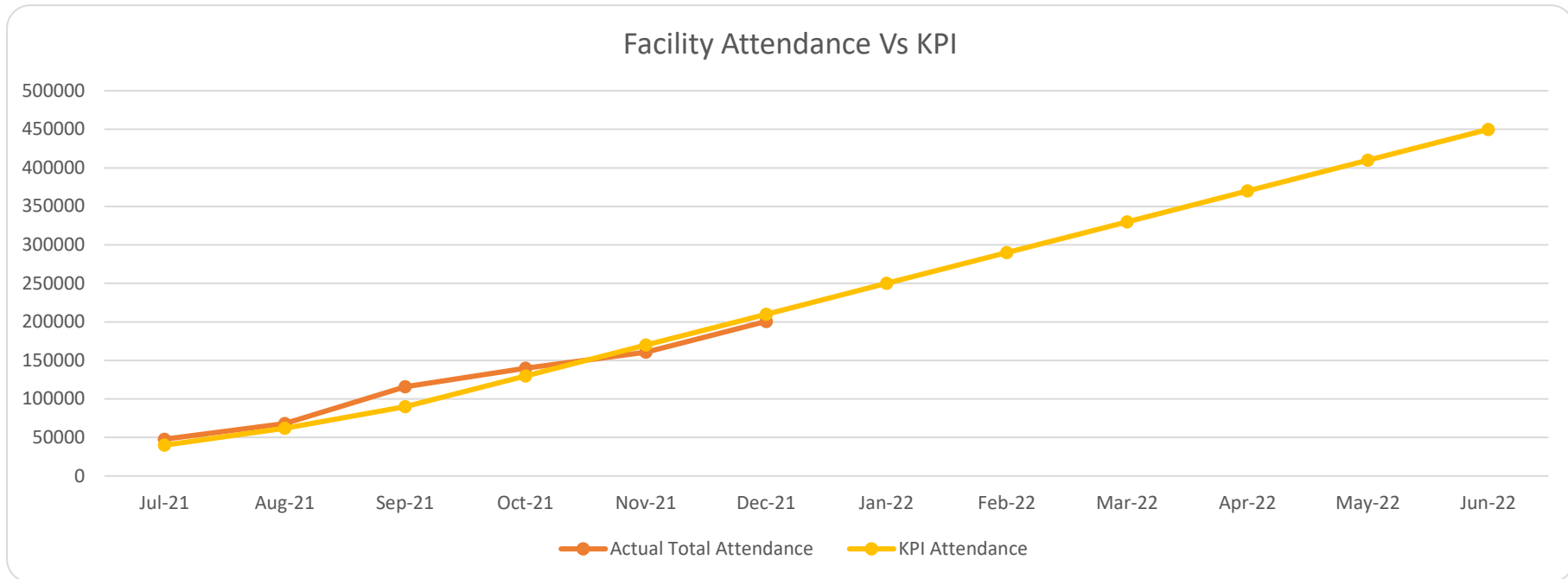
Activity Reports

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1. 1. Community Services Group

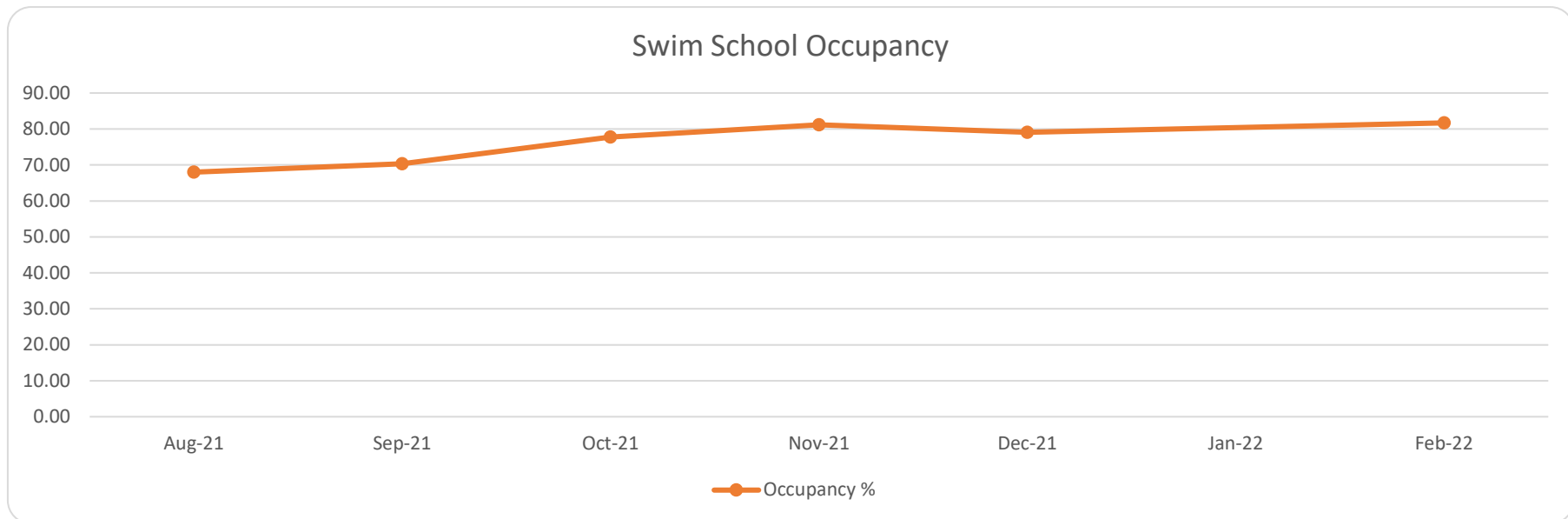
1.1 EA Networks Centre

1.1.1 Facility



Comments: The 2021/31 LTP outlines the level of service and performance measures for EANC to be: “We provide quality gym, pool and stadium facilities, EA Networks Centre is well utilised with a goal of 480,000 attendees in the 2021/22 year. As at 31 December 2021 EANC had 200,717 visitors making the actual slightly below the KPI target. Facility attendance has been and continues to be heavily impacted by the COVID-19 lockdown as well as a projected change to the structure of netball seasons resulting in a shortened playing season. Through the software changes new people-counting measures have been initiated that will provide accurate foot traffic measurements going forward. This will allow us to make more informed decisions and share accurate information based on movements of customers throughout the facility as well as visually understanding customer trends. Note during September–November Stadium entry was uncounted due to using outdoor court door entry per COVID-19 protocol measures.

1.1.2 Swim School Occupancy



Comments: This graph represents the occupancy of the swim school. EANC swim school occupancy is trending upwards, currently sitting at 82%.

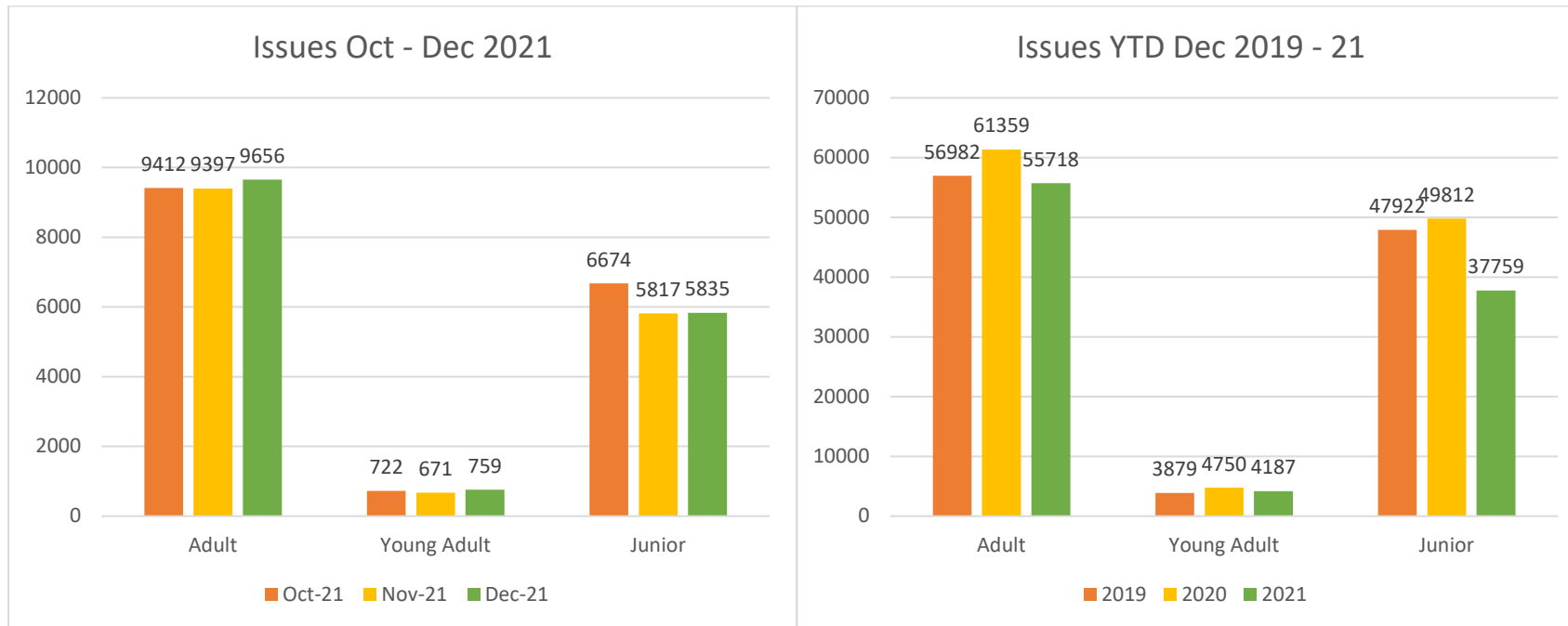
Activity Comments

Facility		
Activity/Programme	Description	Date
Business	EANC is currently developing a detailed 3 year business and marketing plan to support growth, consider and react to new trends in the market and adapt to changes due to COVID-19. This plan will set out actions to support increased business and growth of EANC. A survey will go out to the community in early to mid-February to engage and consult regarding what the community wants EANC to deliver and offer.	Dec/Jan 21/22

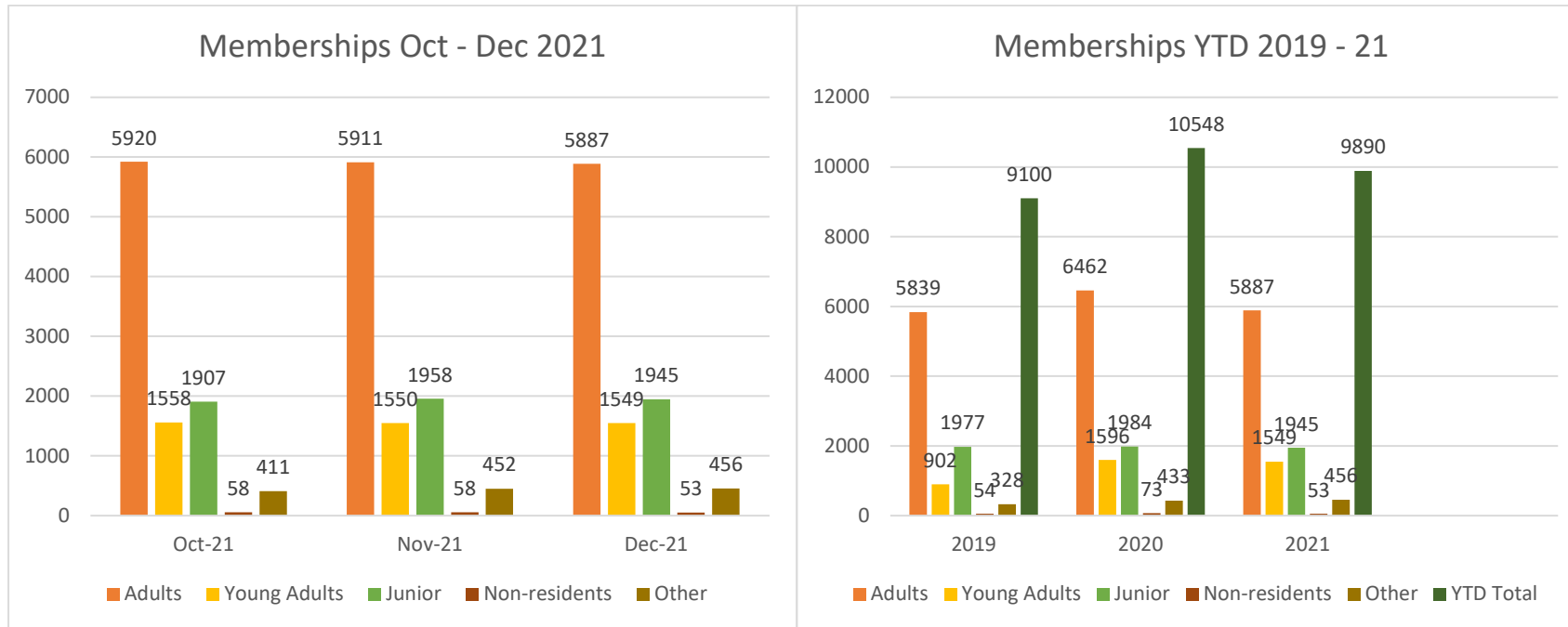
Stadium		
Activity/Programme	Description	Date
Stadium Bookings	The stadium space has been well utilised through December and January with the ever popular inflatable, in addition to casual users, pop up programmes and a well enrolled holiday programme. Netball New Zealand held an annual High Performance Camp for aspiring National Level Netball Players.	Dec/Jan 21/22
Pool		
Activity/Programme	Description	Date
Aquatics Activities	With the Aquatics area at EANC closed, staff have been supporting longer operating hours at Tinwald Pool and additional water activities such as a giant slip n slide, aquajets, pool games and inflatables. Works have continued positively in the pool area with renewed flooring in the change rooms and essential maintenance completed on key plant assets. Recruitment continues to be a challenge in the lifeguard team.	Dec/Jan 21/22
Fitness Centre		
Activity/Programme	Description	Date
Gym Activities	The popular fitness for living programme wrapped-up prior to Christmas and will see another iteration through the remainder of summer. The boot camp style programme offers participants a motivating holistic view of fitness and encourages them toward their personal goals under the guidance of well qualified trainers. Renewal works on some of the weights equipment are now complete offering members additional training options to target their personal outcomes.	Dec/Jan 21/22
Swim School		
Activity/Programme	Description	Date
Swim School	The Swim School is proving well subscribed with 1039 enrolments for term one at time of writing. Staff have been completing holiday programme lessons at the Tinwald Pool with positive feedback from customers received. The Swim School programme is currently sitting at 82% occupancy heading into the start of term, this is considered high per industry standards and supports a healthy budget in the swim school area.	Dec/Jan 21/22

1.2 Library

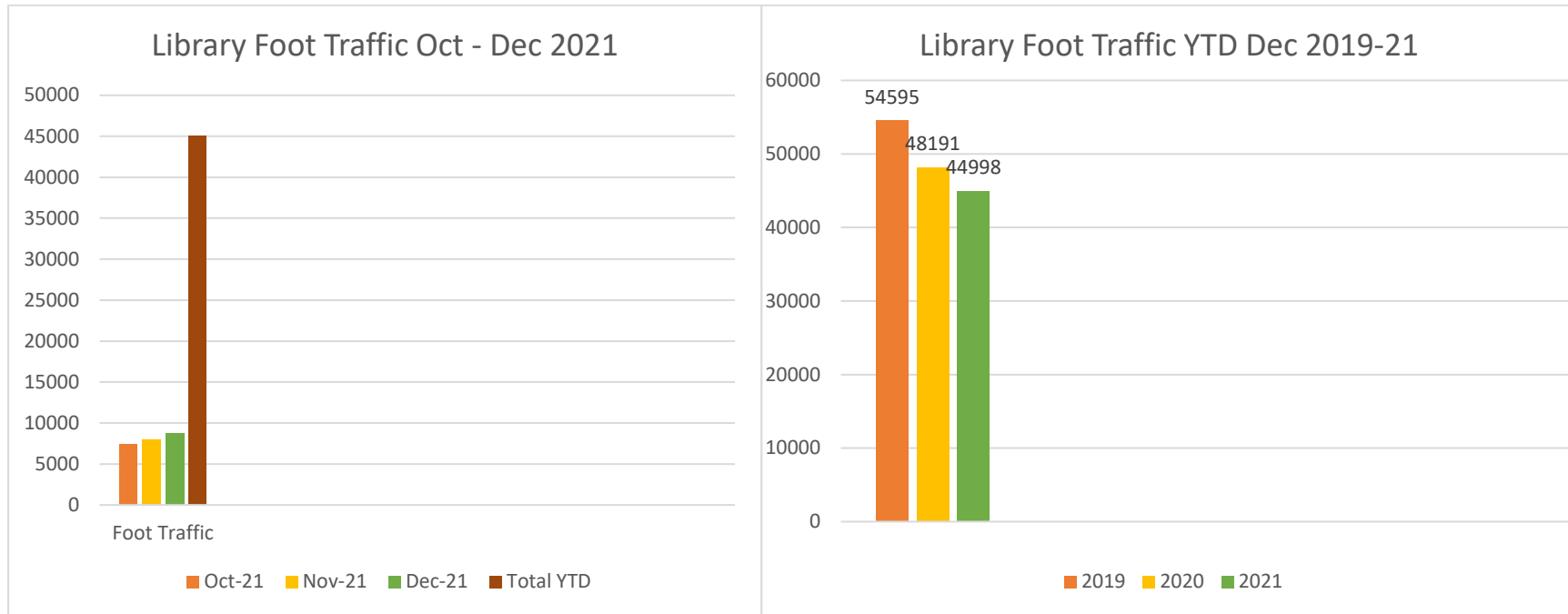
1.2.1 Issues



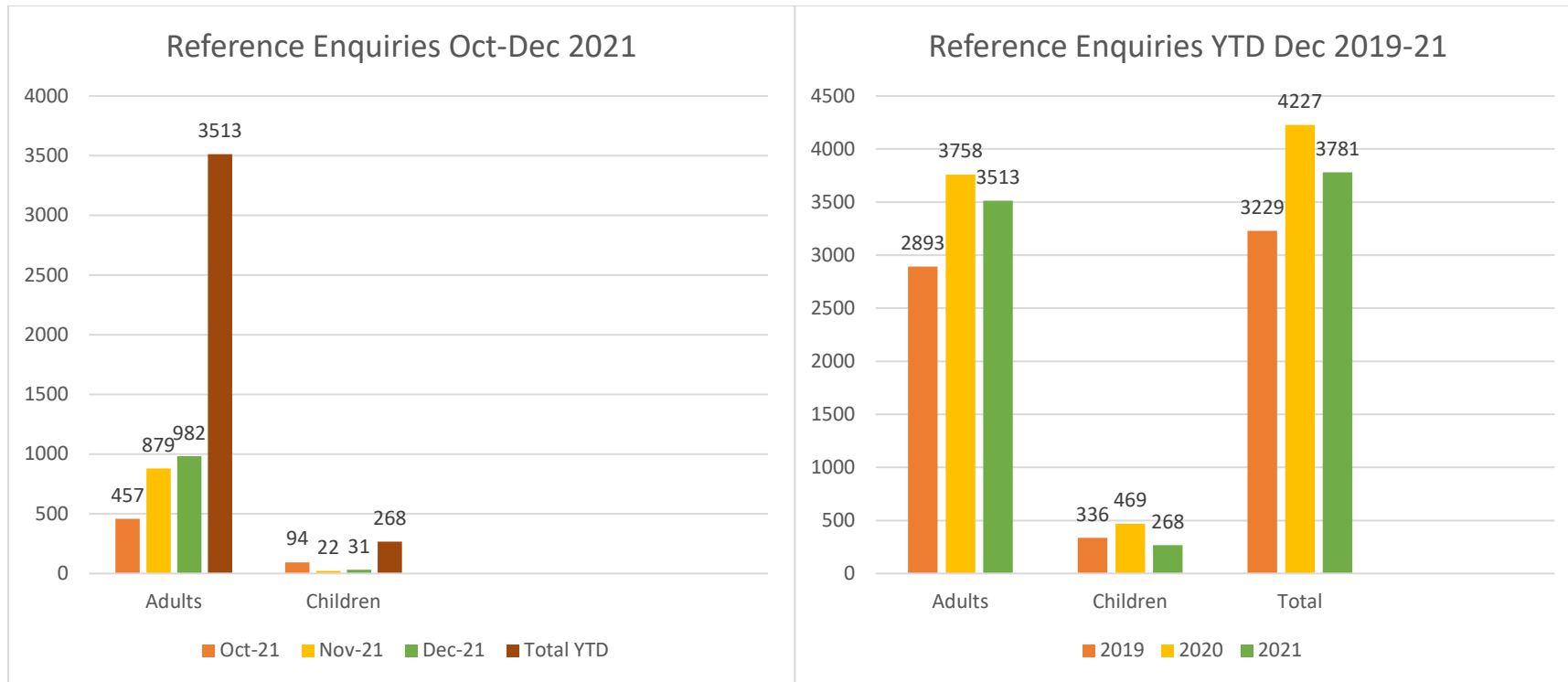
1.2.2 Memberships



1.2.3 Library Foot Traffic

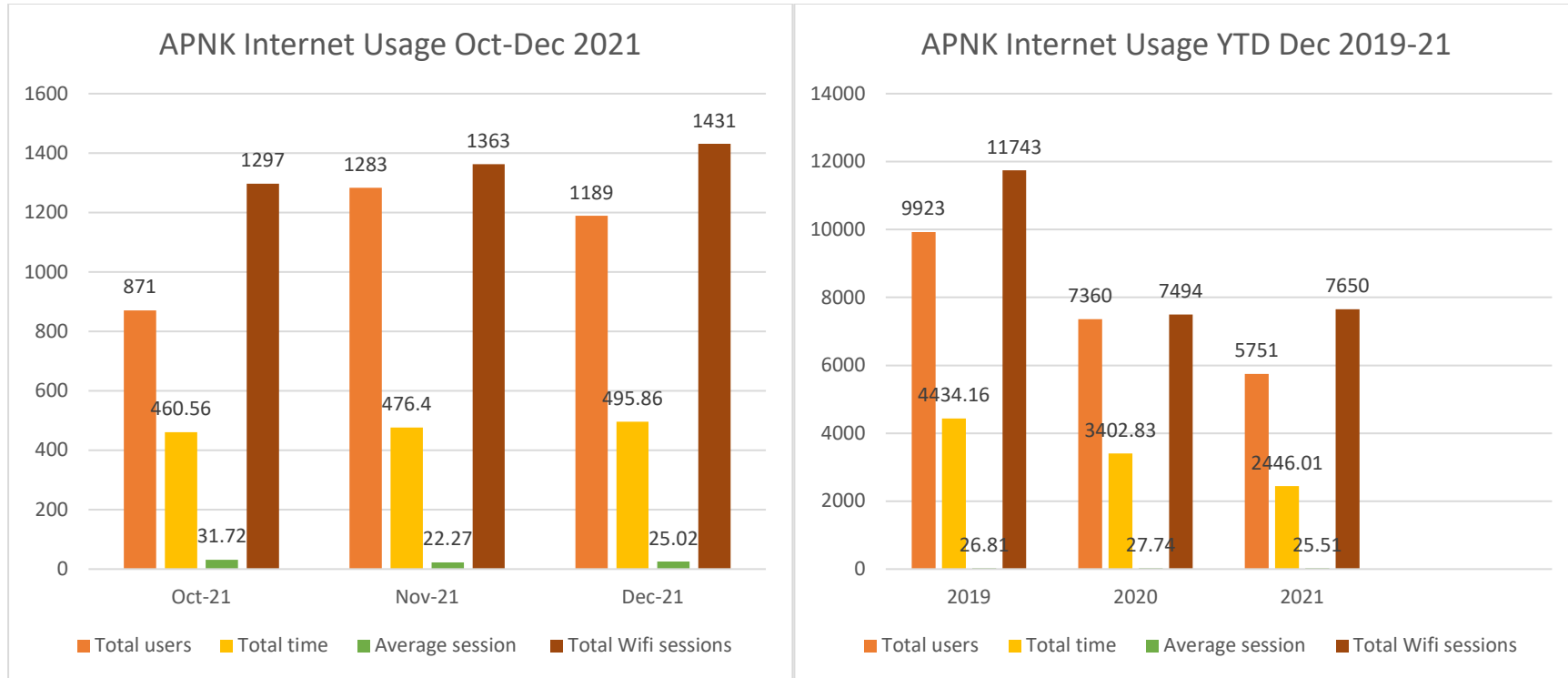


1.2.4 Reference Enquiries



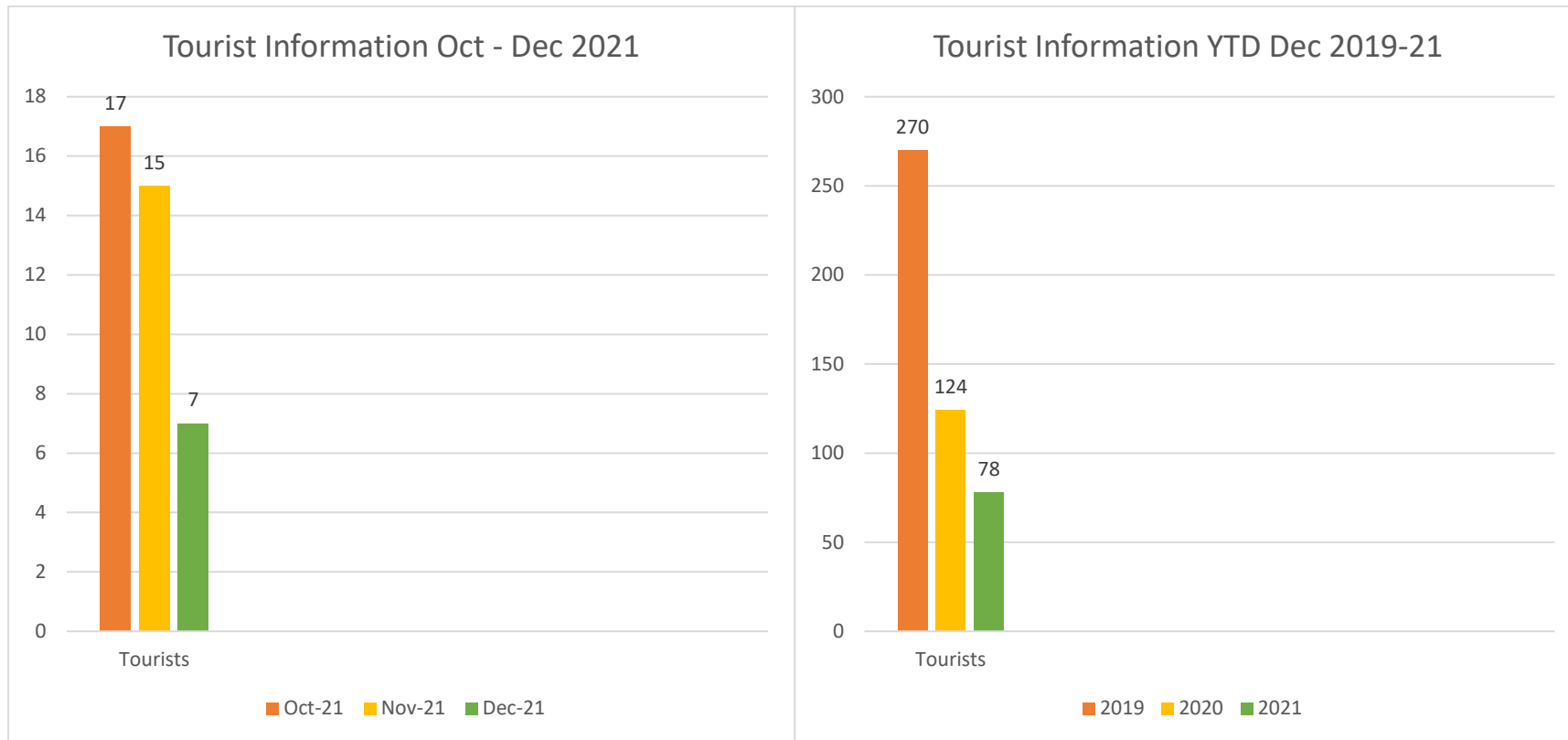
Comments: Help with **1026** Covid vaccine passes included in November and December totals.

1.2.5 APNK Internet Usage



Comments: Incomplete Wi-Fi stats for December 2020. Stats are only available from 1 December until 9 December.

1.2.6 District Tourism Information Requests



Activities:

Community Engagement Activities		
Activity/Programme	Description	Date
Click & Collect	Contactless Book Issue.	Oct-Dec
Comments:	<p>The development and implementation of Click & Collect to assist in public access took place and was initiated at Covid-19 level three. This service continues for those who don't have a My Vaccine Pass or anyone else who would prefer not to enter the library building.</p> <p>1 person used the service in the period after My Vaccine Pass was mandated on 20 December 2021.</p>	
Activity/Programme	Description	Date
Meeting Spaces	Community use of meeting rooms.	Oct-Dec
Comments:	<p>There were 43 bookings through the period with 178 people attending. Groups who utilised meeting spaces included Anglican Advocacy, Art & Creativity in the Community, Greg Dunne – Counsellor, Speech & Language therapy, Kanuka Mid Canterbury Regeneration Trust and ACC.</p>	
Activity/Programme	Description	Date
Presentations	Library promotion.	Oct-Dec
Comments:	<p>There were 3 presentations during the period with 80 people attending. Groups presented to include the Afghani former refugees, Ashburton College ESOL students and Plains Ladies Friendship Group.</p>	
Activity/Programme	Description	Date
Holiday Outreach	Crafts, games and activities to Methven & Rakaia Communities in school holiday breaks. Ashburton Library leads collaboration between Wellbeing Opuke and ADC Community Facilities.	Oct & Dec
Comments:	<p>Four sessions were held with 115 children and 31 adults attending.</p>	
Activity/Programme	Description	Date
Book Club	Community book club.	Oct-Dec

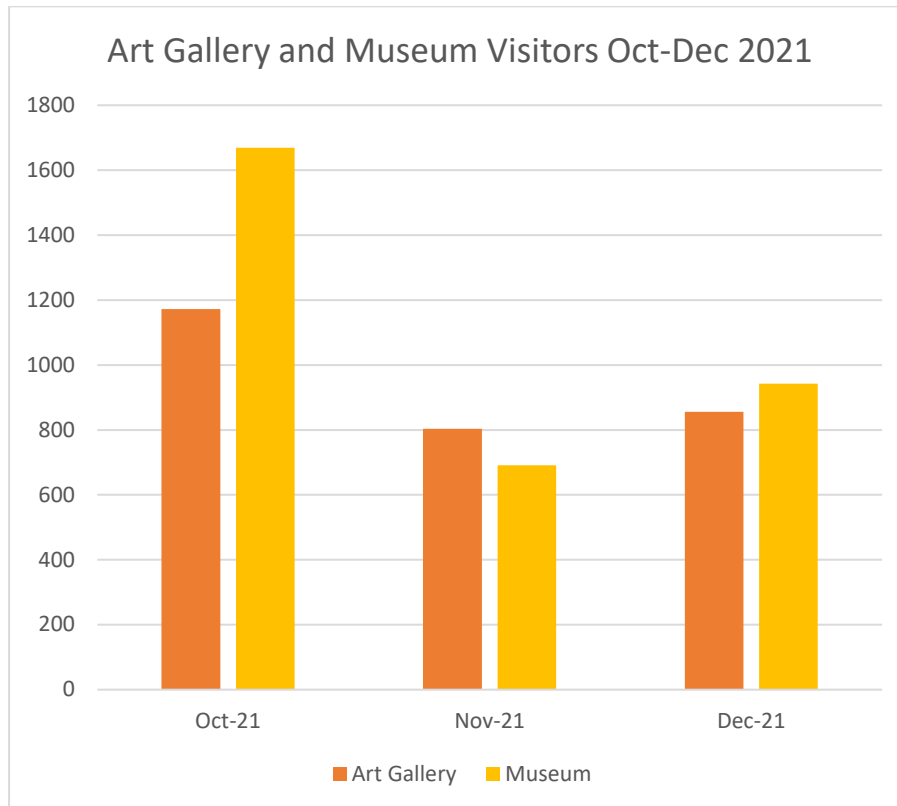
Comments:	Twenty eight people attended Book Club during the period.	
Activity/Programme	Description	Date
Abbas Nazari	Presentation from Afghani former refugee and author. One session in private with our local Afghani former refugees, fourteen attendees. Two public sessions, eighty nine attendees.	Dec
Comments:	In collaboration with Ashburton College	
Digital Access Projects		
Activity/Programme	Description	Date
Stepping Up	Better Digital Futures and Digital Steps Programmes held Thursday's 10-12pm and Tuesdays 1-3pm respectively, in the Newspaper Reading Room. Classes aimed at 65 years and older include introduction, essentials, engagement, safety and one off sessions are held for all age groups.	Oct-Dec
Comments:	33 people attended Stepping Up classes during the period.	
Activity/Programme	Description	Date
CV Help	CV cover letters and applications.	Oct-Dec
Comments:	Six people attended the sessions over the period. The library continues to offer assistance outside of programme hours to those requiring assistance. The feedback from both Work and Income NZ and those accessing the service continues to be positive.	
Activity/Programme	Description	Date
Device Drop In	One on one assistance with devices.	Oct-Dec
Comments:	Seventy one people received assistance with devices over the period.	
Activity/Programme	Description	Date
Digital Help	One on one assistance with digital skills.	Oct-Dec
Comments:	436 people received assistance through this time.	
Activity/Programme	Description	Date

Ebook Sessions	One on one assistance with accessing eBooks.	Oct-Dec
Comments:	Two people received assistance with eBooks during the period.	
Activity/Programme	Description	Date
Skinny Jump Wi Fi Modem	Low cost broadband	Oct-Dec
Comments:	One person accessed Skinny Jump during the period.	
Children's Library		
Activity/Programme	Description	Date
Wriggle & Read 2 sessions	Movement to music for ages 0-3	Oct-Dec
Comments:	29 Children+22 Adults = 51 Total. Only two sessions held in December due to COVID restriction changes.	
Activity/Programme	Description	Date
Story & Rhyme Time 2 sessions	Stories and Rhymes	Oct-Dec
Comments:	6 Children + 3 Adults = 9 Total. Only one session was held and a Christmas session was held but no one attended. No other sessions were held due to COVID restrictions during this time.	
Activity/Programme	Description	Date
School Class Visits 6 sessions	Story and browsing	Oct-Dec
Comments:	6 children + 2 adults = 8 total. We only had two sessions with a small group from Hampstead School. No other sessions were held due to COVID restrictions during this time.	
Activity/Programme	Description	Date
Coding Club	Game development	Oct-Dec

Comments:	Was cancelled due to COVID restrictions. I will re visit this programme in 2022	
Activity/Programme	Description	Date
Christmas craft Take home packs	Take home packs of Christmas crafts made available to the public.	December
Comments:	300 packs were made and 228 issued to children from the Library and 72 were used in our Methven & Rakaia outreach.	
Activity/Programme	Description	Date
Coding Outreach	Coding in schools	Oct - Dec
Comments:	529 children over 17 separate sessions at three schools (Hampstead, St Josephs, and Hinds).	
Activity/Programme	Description	Date
Summer reading Challenge	Will be reported on in next report due to finishing dates	
Summer Burty Challenge	Will be reported on in next report due to finishing dates	

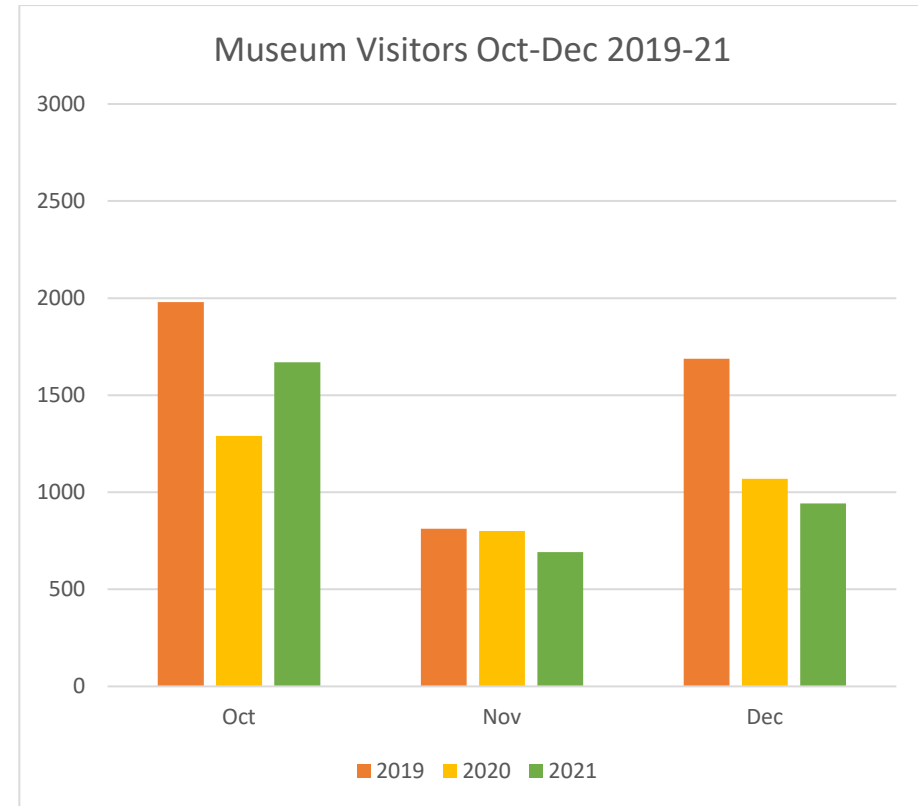
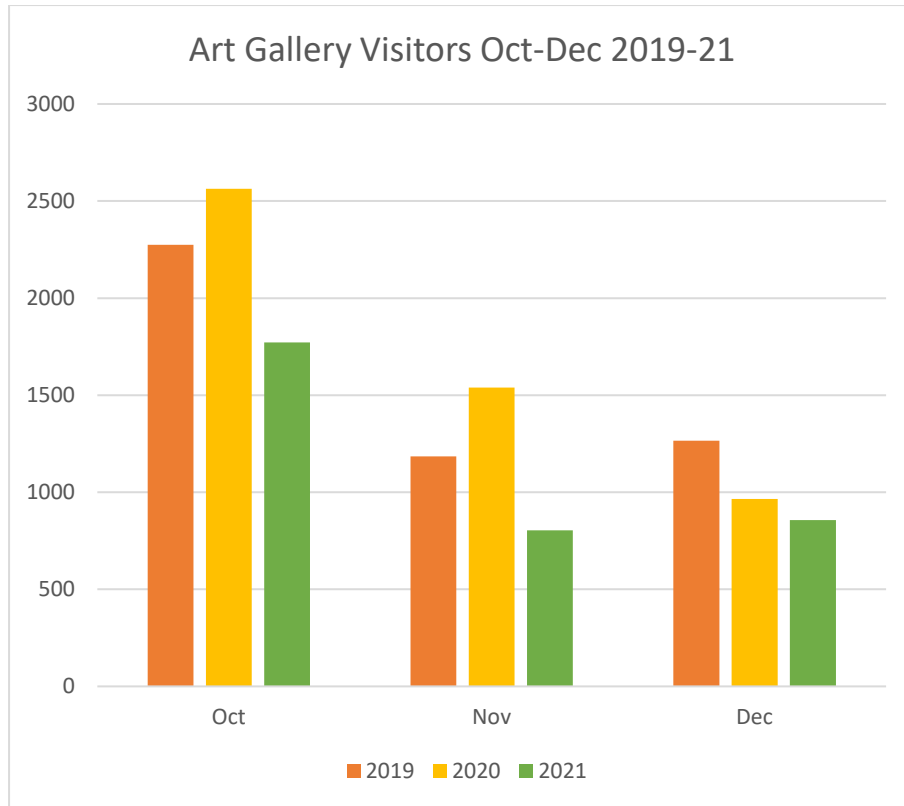
1.3 Ashburton Art Gallery and Museum

1.3.1 Art Gallery and Museum Visitors



Comments:

October visitation figures were higher than the following two months due to the October school holidays, end of term school group visits, three new exhibitions opening and three artist talks. Visitation numbers increased in the second half of December due to the summer holidays and participation in the holiday programme activities being offered, particularly the annual Santa Hunt displayed in the ground floor exhibition spaces.



Comments:

The general downward trend in visitor numbers across the three-year period is consistent with a drop in visitation due to Covid-19 restrictions and lockdowns.

Activities:

Exhibitions and Displays		
Activity/Programme	Description	Date
Microscopic Worlds Exhibition	Gallery exhibition that investigated the microscopic fabric of the natural world through which the line between science and art was blurred. Highly magnified images of local water samples, plants, insects, spiders were presented using both printed media and large-screen monitors.	Oct 21
Activity/Programme	Description	Date
Configure Exhibition	Gallery exhibition inspired by Womanhouse, the historic art installation and performance space exhibited in Los Angeles in 1972. In this group show, Ōtepoti-based artists explored social representations and expectations of women, feminism and feminist artwork through various artistic media ranging from sculpture to animation to embroidery.	Nov 21-Jan 22
Activity/Programme	Description	Date
Muka Youth Prints Exhibition	A travelling collection of original lithographs which could only be viewed and purchased by those aged 5-18 years.	17 Nov 21
Activity/Programme	Description	Date
Foyer Wall Display	The building's foyer wall display was replaced with a large-scale reproduction of one of David Elliot's illustrations from <i>The Moon & Farmer McPhee</i> .	Dec 21
Activity/Programme	Description	Date
For Home and Country Exhibition	Museum exhibition that marked the 100 th anniversary of the New Zealand Federation of Women's Institutes. Mid Canterbury Country Women's Institute branches created 11 display bays that each represented the women who were currently and formerly members of those branches.	Oct-Dec 21
Activity/Programme	Description	Date
Mid-Canterbury Biodiversity Exhibition	Museum exhibition that displayed winning photographs from a 2014 competition run by the Ashburton Forest and Bird group and the Ashburton Photography Society about Mid-Canterbury's biodiversity.	Oct-Nov 21
Activity/Programme	Description	Date
Summertime Swimmin' Display	The costume area of the museum's permanent exhibition space was refreshed with a display of historic swimwear.	Nov 21

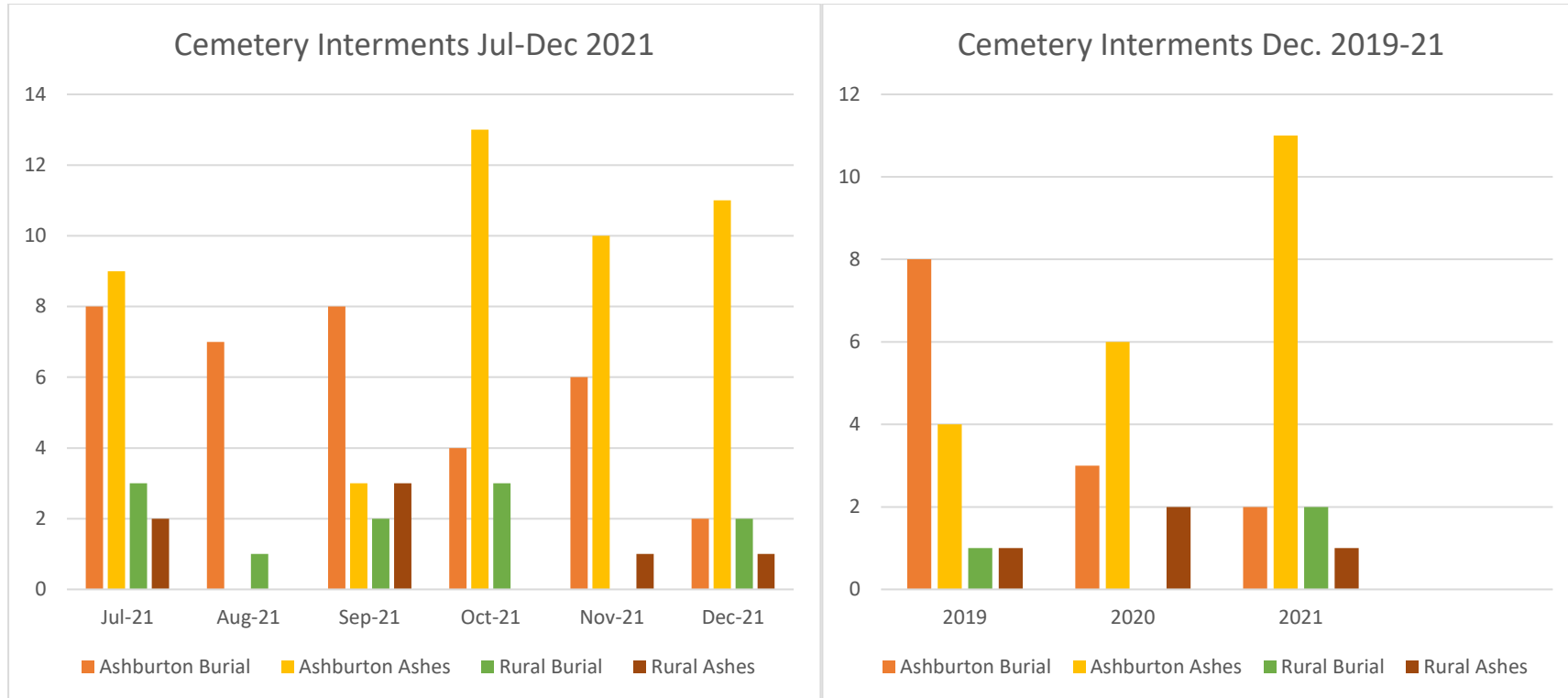
Activity/Programme	Description	Date
Under the Big Top Exhibition	Museum exhibition that displays circus-themed miniatures created by local Ashburton plumber Rex Hockings in the 1950s, previously displayed in the old museum as <i>Australasia's Largest Smallest Travelling Circus</i> .	Dec 21-Feb 22
Education and Public Programmes		
Activity/Programme	Description	Date
Artist Talks	<ul style="list-style-type: none"> ○ Oct 21 - Exhibition opening and artist talk with artists from <i>Configure</i>, talk with geologist Kerry Swanson about <i>Microscopic Worlds</i>, artist talk with Elizabeth Thomson about <i>Cellular Memory</i> ○ Dec 21 - Artist talk with artists of <i>Configure</i> 	Oct-Dec 21
Activity/Programme	Description	Date
Art Addicts	The gallery's weekly art space for kids during the school term. Weekly sessions continue.	Weekly
Activity/Programme	Description	Date
Jub Club	The gallery's membership programme for young people aged 8-13 years to extend and grow their knowledge and appreciation for art. Monthly sessions continue.	Monthly
Activity/Programme	Description	Date
In Colour	Social sessions at the gallery that encourage connection with others through creativity. Monthly sessions continue.	Monthly
Activity/Programme	Description	Date
Wire Fish Holiday Programme	Gallery programme inspired by Elizabeth Thomson's artwork 'The Fearless Five Hundred'. Kids created their own wire fish.	Oct 21
Activity/Programme	Description	Date
Natural Wonders Holiday Programme	Inspired by <i>Cellular Memory</i> and <i>Mid-Canterbury Biodiversity</i> , children were invited to take a photo of the wonders of nature. The images were entered in a competition that was judged by the deputy mayor and the winning design featured as the official ADC Christmas card.	Oct 21
Activity/Programme	Description	Date
Sculpture Dolls	Holiday programme inspired by the colourful sculptures on display in <i>Configure</i> . Children created figurative sculptures using a variety of mystery materials.	Dec 21-Jan 22

Activity/Programme	Description	Date
Narrative Nook	A temporary David Elliot-themed reading, writing and drawing space for kids in the Learning Centre.	Dec 21-Jan 22
Activity/Programme	Description	Date
The Great Santa Hunt	Annual Santa Hunt where Children are given a trail card and tasked with locating 30 Santas that are hidden throughout the museum exhibition spaces.	Dec 21-Feb 22
Activity/Programme	Description	Date
Christmas and Circus Crafts	A temporary activity space in the Murney Room where children can create Christmas and circus-themed crafts.	Dec 21-Feb 22
Activity/Programme	Description	Date
Burty Challenge	The biannual Burty Challenge encourages children to complete a range of activities at the museum, gallery, library, Tinwald pool and EA Networks Centre. This year an 'out and about' section with challenges to complete throughout the district was included.	Jan 22
Activity/Programme	Description	Date
Methven/Rakaia Holiday Programmes	Outreach programmes run by the museum, gallery, library and EA Networks Centre. <ul style="list-style-type: none"> o Oct 21 - 41 kids o Dec 21 - 72 kids o Jan 22 - 59 kids 	Oct 21-Jan 22
Activity/Programme	Description	Date
Group Visits	<ul style="list-style-type: none"> o Oct 21 - Mt Hutt College (26 kids), Rakaia School (14 kids), Ashburton Borough School (25 kids), Ashburton Intermediate (47 kids) o Nov 21 - Pippins (5 kids), Tinwald School (111 kids), Brownies (13 kids) o Jan 22 - EA Networks Centre school holiday programme (50 kids) 	Oct 21-Jan 22
Collections and Research		
Activity/Programme	Description	Date

Research Room	The research room was re-opened to the public following the return to level 2. A booking system and other hygiene/distancing measures are in place. There is a limit of 1 researcher at a time for a maximum period of 1 and ½ hours.	Dec 21
Activity/Programme	Description	Date
Research Enquiries	The museum received 56 research enquiries which have been responded to by the museum archivist. 49 enquiries were from the general public and 7 were internal requests from ADC employees.	Oct-Dec 21
Activity/Programme	Description	Date
Interpretation Panels	Our archivist researched and wrote the content for the four new CBD heritage interpretation panels. The panels are due to be installed and unveiled next month.	Oct-Dec 21
Activity/Programme	Description	Date
Collection Development and Management	Acquisition of new items, cataloguing and rehousing projects, environmental monitoring and pest management continues.	Oct-Dec 21
Activity/Programme	Description	Date
ADC Art Collection	A new civic art collection policy was adopted by council. The collection will be cared for and managed by the Art Gallery and Museum Director.	Dec 21
Media and Promotion		
Activity/Programme	Description	Date
ArtBeat Feature	The gallery's <i>Configure</i> exhibition was featured on the cover of monthly arts magazine <i>ArtBeat</i> .	Dec 21
Activity/Programme	Description	Date
Articles and Blog Posts	The museum archivist and guest contributors have written 11 articles for the Ashburton Guardian's heritage page. 13 additional articles that were originally published in the Guardian have been uploaded to the museum's blog.	Oct-Dec 21

1.4 Open Spaces

1.4.1 Cemeteries



Activities:

Cemeteries
Items of Importance:
<p>District cemeteries have all been busy over the festive season with visitors coming from far and wide. Staff worked hard prior to Christmas to get the cemeteries looking their best.</p> <p>Staff have developed work plans for the maintenance and upkeep of two closed cemeteries. Historically these have been a little unloved – from a maintenance perspective. Both Kyle and Westerfield cemeteries now reside in allotments of Council forestry.</p> <p>The Kyle Cemetery will have:</p> <ol style="list-style-type: none">1. Brush cut berm in front of the gate. Also a couple of metres on either side.2. Remove broom surrounding gate and poison roots.3. Paint the two posts white.4. Plant a Sequoiadendron giganteum (Wellingtonia) and Taxus Bacc. Fastigata (Yew) and protect with posts & netting. <p>Westerfield Cemetery:</p> <ol style="list-style-type: none">1. Brush cut berm frontage.2. Remove broom/gorse & poison roots.3. Spray path leading to graves & remove broom/gorse.4. Replace wooden posts along the path to graves.5. Clean/spray area surrounding graves6. Repair wooden fencing around the graves and paint both posts and rails7. Plant a Sequoiadendron giganteum (Wellingtonia) and protect with posts & netting. <p>Coping with ongoing grass growth in early Summer has proved challenging for staff. This task took precedence over others, such as topping up sunken graves. As soon as weather conditions allow, topping up shall recommence.</p> <p>The construction of a new memorial wall is complete at the Ashburton Cemetery.</p>

Stock Water Races

Items of Importance:

This financial year to date there has been eight applications for stock water race closure. All are tracking through the Council-defined bylaw process.

An updated summary of the race closure work in progress is appended for information. **Appendix 1**

Recruitment in the Stockwater Division has been successful, with a Stockwater Administrator and Field Officer commencing employment late last year.

Staff are still challenged by silt-laden water, clogging telemetry devices within the network. A number of the devices are awaiting a technician to conduct remedial repairs to enable full functionality. The result of the devices not working is that physical site visits are required.

A spray contractor is systematically working through the network of stock water mains, spraying weeds with a drone. This is proving to be an efficient methodology for what can be a time-consuming task. Stock water consumers are being sent reminder letters highlighting the need for them to clean stock water races on their property. This is to ensure continuity of flow to downstream subscribers.

Local engineers continue to work through some jobs where additional or upgraded barriers are required. It includes a new safety grill at the Blairs Road siphon. All these improvements or additions are required to mitigate known Health and Safety risks.

Gardens

Items of Importance:

Staff have been actively working through Open Space gardens to ensure they are presentable. Maintaining them in this way ensures our towns are viewed positively by the traveling public, especially over the summer holiday period.

The annual plantings around the District are adding a blaze of colour. The roundabouts at Netherby and Oak Grove are particularly spectacular. Staff have been commended for their choice of colours.

Staff are collating a replanting list for street gardens that need a refresh or additional shrubs added. A number are a bit light on planting densities. This replanting task will be scheduled for this coming winter. The Property division is working with contractors to repaint the Baring Street West flagpoles.

Ashburton Domain
Items of Importance:
<p>The Domain was very busy over the festive period, with lots of families out enjoying the facilities that the Domain has on offer. The paddling pool has been very well patronised.</p> <p>Sport is in full swing on the Domain. Croquet Ashburton have hosted the Croquet Golf Nationals, a large event over several days on their greens, and a Hawke Cup cricket match was played on the Domain Oval.</p>
Recreation
Items of Importance:
<p>The Ashburton Dog Park, rebuild project has gone well. From a timing perspective, it was always planned to have the park reopened to users by Christmas 2021. While there is still work to do, this target was achieved.</p> <p>The Council also needed some resource consents to achieve the current outcome. These are related to the tree removal, importation of cover material, and importation of bank-base material. From a cost perspective, staff are yet to have a complete picture of the overall expenditure noting there are several fund streams that have been combined to achieve this result. The Council also received very favourable material costing from a local timber supply business. The adjoining developers worked closely with the Council taking the opportunity to progress their Cass Street enhancements. Council spent \$36,000 on importing, placing, and overlaying works. Tree works, fencing, and incidental works have an estimated cost of \$40,000. Some invoices are yet to be confirmed, and other works are ongoing or yet to be completed. This includes the William Street entrance and the drinking fountain for both the human and canine park users. Rakaia Salmon Site project is nearing completion. There is fencing, completion of associated landscaping, lighting, and interpretative panels still to be installed. Periodic Detention team have been painting fence posts onsite, with other work currently being scheduled for them by a Council Supervisor on other sites around the District.</p> <p>Argyle Park hosted a large Softball competition.</p>
Trees
Items of Importance:
<p>Council officers continue to work through planning for the overall management of District trees. Working in conjunction with Information Systems, staff have developed a mobile application for the data logging of tree-specific information. Not just the name, location, and condition but maintenance records as well. The latter portion shall be able to be completed by tree contractors. It will build a future picture of a tree's integrity and will enable interrogation with a timeline, should the future need arise.</p>

Public Conveniences

Items of Importance:

There have been a few issues with public toilets around the District. It is aligned to this time of the year with heavier utilisation of most facilities, especially those in locations where people choose to camp or park up. Refuse at Lake Camp is an issue, and staff will be discussing just how to deal with the situation before the next holiday break.

We have a new part-time CBD caretaker rostered to cover the latter part of the week. The role holder is committed to delivering a high level of service and is working well with existing staff.

Recruitment of staff at Rakaia is ongoing.

Biodiversity

Activity/Programme	Description	Date
	No plantings in the past month.	

Items of Importance:

The new Biodiversity Advisor commenced employment with the Council on 31 January. Mr Christian Chukwuka will be spending some time becoming familiar with the Ashburton District environs and our current suite of planning documentation that relates to the District's Biodiversity.

Stockwater closures/alterations/culvert installation applications as at 21 January 2022

Application ID	Location	Length*	No of properties	PHASES					Comments
				1	2	3	4	5	
SKW/001/20	Lyndhurst Road	9610.4	6						Physical work to be completed - reminder sent
SKW/002/20	McCroys Road	8473.1	4						Physical work to be completed - reminder sent
SKW/004/20	Chertsey Road	648.5	4						Ongoing discussion with applicant
SKW/005/20	Dromore Hatfield Road	787.9	1						Physical work to be completed - reminder sent
SKW/007/20	Stranges Road	5371.4	5						Physical work to be completed - reminder sent
SKW/010/20	Works Road	474.5	1						Physical work to be completed - reminder sent
SKW/011/20	Methven Highway	30	1						Physical work to be completed - reminder sent
SKW/014/20	Hendersons Road	4750	9						Physical work to be completed - reminder sent
SKW/015/20	Frasers Road	619.9	3						Physical work to be completed - reminder sent
SKW/016/20	Pole Road	7259.4	6						Physical work to be completed - reminder sent
SKW/017/20	Longbeach Road	1521.6	5						Report to February 2022 Council meeting
SKW/021/20	Annetts Road	1561	1						Physical work to be completed - reminder sent
SKW/023/20	Arundel Rakaia Gorge Rd	3646.2	3						Physical work to be completed - reminder sent
SKW/024/20	TWM Road	9759.3	23						Physical work to be completed - reminder sent
SKW/025/20	Milton Road South	956.4	3						Physical work to be completed - reminder sent
SKW/028/20	Hinds Lismore Road	2111.5	3						Physical work to be completed - reminder sent
SKW/031/20	Ruapuna School Road	614.1	1						Reporting
SKW/032/20	Company Road	930	1						Physical work to be completed - reminder sent
SKW/034/20	Gardiners Road	8904.6	5						More information has been requested
SKW/035/20	Chertsey Kyle Road	2666	4						More information has been requested
SKW/036/20	Westerfield School Road	413.4	1						Physical work to be completed
SKW/037/20	Somerville Road	250.5	1						Reporting
SKW/001/21	Winslow Willowby Road	462.6	5						Physical work to be completed
SKW/002/21	Seafeld Road	1043.1	1						Reporting
SKW/003/21	Ruapuna School Road	4864.4	6						Awaiting last consent form
SKW/006/21	Line Road	67.1	1						Awaiting more information re engineering and easement requirements
SKW/007/21	Ealing Road	747	1						AEC undertook site visit re cultural assessment 26/1/22
SKW/009/21	Mayfield Klondyke Road	0	1						Pump service installation
SKW/010/21	Thompsons Track	4230.4	4						Reporting
SKW/001/22	Sheates Road	4292.8	5						Checking all info provided
SKW/002/22	Rakaia Highway	6192.7	10						Checking all info provided
SKW/003/22	Frasers Road	0	1						Checking all info provided
SKW/005/22	Barnwood Road	0	1						Checking all info provided
SKW/006/22	Ealing Road	0	1						Checking all info provided
SKW/007/22	Forks Road	0	1						Checking all info provided

	Phase complete
	On track
	Overdue

Phases: *Application received* *Information gathering* *Review significance and scope* *Reporting and decision making* *Sign off work completed and rates/GIS update*

*Note: a 0 in the length column relates to a culvert or pump service installation application - no race is being closed.

1.5 Economic Development

Activities:

Economic Development		
Activity/Programme	Description	Date
Comments:	<p>Officers continue to coordinate conversations with developers, potential investors and stakeholders.</p> <p>Council staff will begin a process this month to engage with community to understand the effectiveness of the current Economic Development Strategy, this plan was written in 2017 in a pre COVID 19. The initial engagement process will focus on the community's ideas and aspirations for the district and help shape the activities that lead to future growth and prosperity for the region.</p> <p>In November and December, Council partnered with the Guardian Newspaper to support the Shop Local initiative. Feedback from the retailers was extremely positive with the CBD Retailers Group reporting increased foot traffic over the festive period. The Shop Local campaign continued into early January. Further events are being considered to provide longevity to this initiative.</p>	
Events		
Activity/Programme	Description	Date
ANZ Business of the Year		Feb 2022
Comments:	<p>A total of 70 entries, over eight categories, were received for the inaugural ANZ Business of the Year Awards.</p> <p>The finalists were announced in December 2021, and the full list and bio's can be viewed on the website, www.businessoftheyear.nz</p> <p>The judging panel met in late January 2022 to interview the finalists in all categories, except People's Choice in Retail, to determine the winners and runners up in each category.</p> <p>RiRa Events who are managing the event management for the Business of the Year Awards have advised that 200 tickets have been purchased so far and they are expecting closer to 400 people on the night.</p>	

	The results were set to be announced at the gala award evening on Friday 18 February at the Mt Hutt Memorial Hall, however with the spread of the Omicron variant it has been decided to postpone the event until there is more certainty with the traffic light system.	
Items of Importance:		
Youth Council		
Activity/Programme	Description	Date
AYC 2022		
Comments:	<p>Eight applications for Ashburton Youth Council 2022 were received, seven of the applications are members returning from 2021.</p> <p>This year AYC is working in collaboration with Wellington City Youth Council to make submissions to central government throughout the year.</p> <p>A review and refocus of the AYC is currently underway and any changes will be implemented over the first 4 months of 2022.</p>	
Welcoming Communities		
Activity/Programme	Description	Date
Welcoming Plan		
Comments:	<p>The new, draft Welcoming Plan is still in progress. Officers are now seeking direct advice from newcomer communities to co-design of Council activities that are fit-for-purpose. This plan formally recognises that a council and community have met the Welcoming Communities Standard's outcomes set by Immigration NZ. Accredited communities benefit from a competitive advantage to retain (and attract) newcomers who contribute to the local economy.</p>	
Activity/Programme	Description	Date
Youth Employment Workshop		

Comments:	A workshop for Councillors on youth employment was held on November 24, 2021 with a range of presenters involved in youth development and employment. The purpose of the workshop was to better understand barriers facing youth in 2021, and the discrepancy between labour shortages and youth unemployment. Speakers included rangatahi (young people), government agencies and social service providers. The next steps are exploring and then identifying Council's role and position in supporting rangatahi into employment, education or training while also addressing youth impact in the District labour shortage. ¹	
Activity/Programme	Description	Date
Driver Licencing Tender		
Comments:	A Request for Proposals (RFP) was released on December 6, 2021 to engage local driver training/mentoring providers to deliver a Community Driver Mentoring Programme (CDMP) ² , specifically for young people aged 16-24 to increase the number of young drivers with restricted licenses. The contract will be fixed for three years and is co-funded by Waka Kotahi. CDMP's help reduce driving related fines and open the doors to further education, training and employment opportunities.	
Agricultural Portfolio		
Activity/Programme	Description	Date
Resilient business		
Comments:	<p>The application to the Rural Professionals Our Land and Water Fund was successful, \$75,000 was secured from this fund which was oversubscribed many times.</p> <p>Work started immediately on this project, the key deliverables at this stage being</p> <ul style="list-style-type: none"> • A Research Report that provides a stocktake and analysis of the available climate change and environmental research that articulates where there may be gaps in our knowledge. • Analysis of on farm investment practices looking at investment cycles across the district and consenting durations for water outside of the irrigation groups. • Development of farmer user groups to ensure that farmers are driving the outputs of this project. 	

¹ [Labour Shortage in Ashburton \(nzier.org.nz\)](https://nzier.org.nz/2021/11/24/labour-shortage-in-ashburton/)

² [Community-driver-mentor-programme-guide.pdf \(nzta.govt.nz\)](https://www.nzta.govt.nz/assets/Uploads/Community-driver-mentor-programme-guide.pdf)

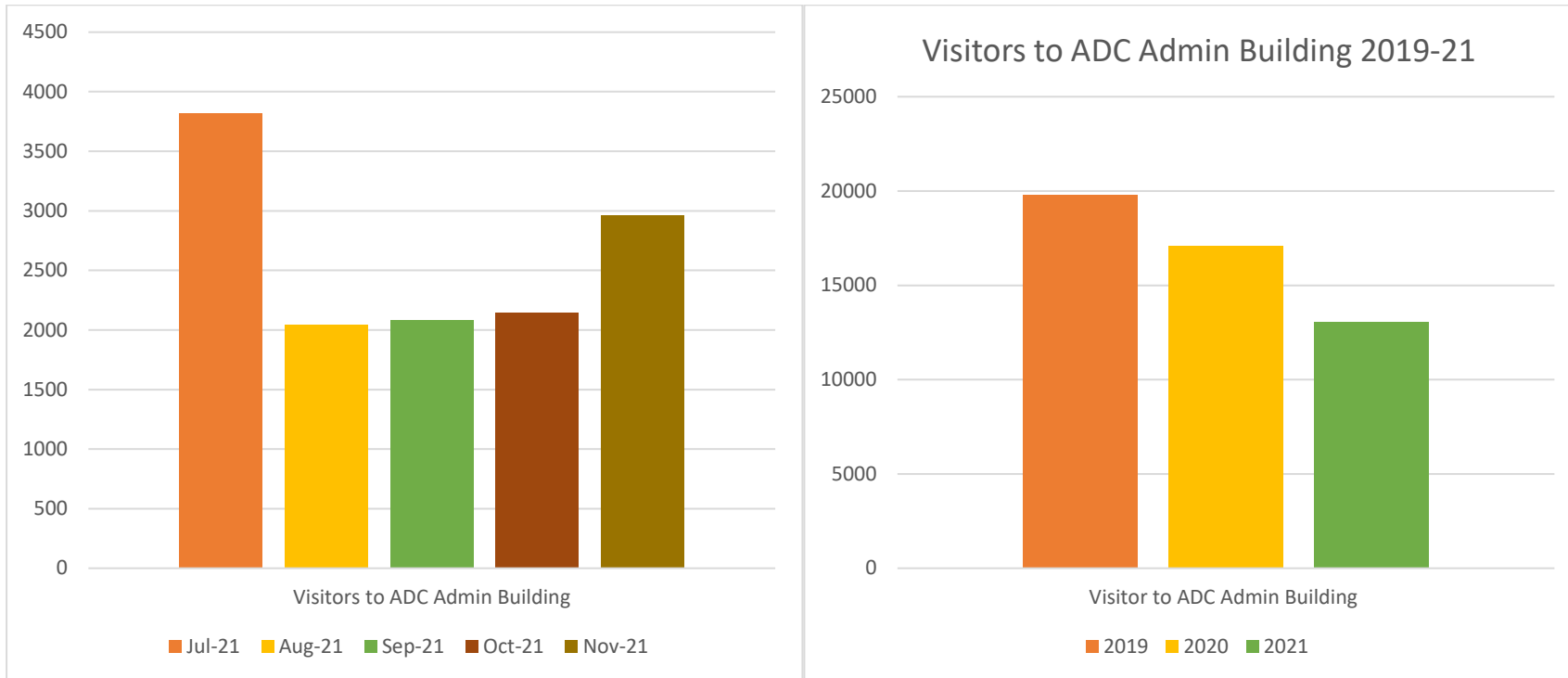
1.6 Memorial Halls and Reserve Boards

Activities:

Lagmhor Westerfield Memorial Hall
Items of Importance:
Lagmhor Westerfield Memorial Halls Board are working on fencing an area at the rear of the hall to have a children friendly area. They are also working on upgrading & maintaining areas of the hall. With new board members there is good motivation to see the hall used more.
Hinds & Rakaia & Mayfield Pools
Items of Importance:
Changing rooms are now down, fencing up and porta-loo's in place for both pools. Both committees have worked very hard to get the pool ready for the summer months and are now open to key holders. Mayfield Pool committee have added new pipe work around the pool and found over 17 leaks in doing so. They are also upgrading the filtration system, this was an outcome from the pool audit that was undertaken. They have again had help from Fonterra to full the pool and are now open for the summer. There has been a massive effort from the community at Mayfield to do this work.
Reserve Hall Board Minutes
Links:
Please refer to the following links to view minutes of Hall and Reserve Board meetings held over the last three months: Rakaia-Reserve-Board-minutes-210618.pdf (ashburtondc.govt.nz) Mt-Somers-Reserve-Board-minutes-September-2021.pdf (ashburtondc.govt.nz) Tinwald-Reserve-Board-minutes-210927.pdf (ashburtondc.govt.nz) Tinwald-Reserve-Board-minutes-211115.pdf (ashburtondc.govt.nz) Seafield-Hall-Minutes-Nov-2021.pdf (ashburtondc.govt.nz) Microsoft Word - 2021 Oct 28 Tri-ennial (ashburtondc.govt.nz) (Lagmhor Westerfield) Microsoft Word - 2021 Oct 28 (ashburtondc.govt.nz) (Lagmhor Westerfield) Greenstreet-Ashburton-Forks-Reserve-Board-210517.pdf (ashburtondc.govt.nz) Methven-Reserve-Board-minutes-210922.pdf (ashburtondc.govt.nz)

1.7 Customer Services

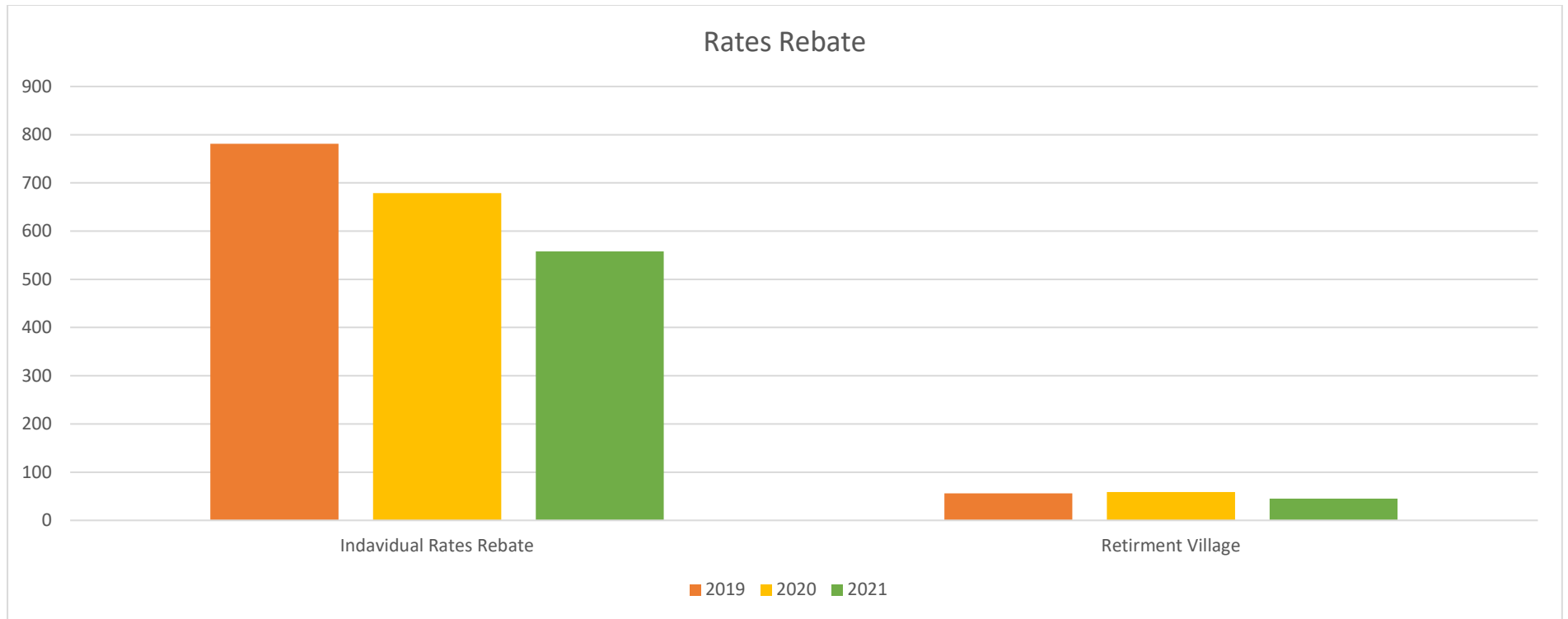
1.7.1 Visitors to ADC Administration Building



Comments:

Clearly the lockdown that started on 18 August (just prior to busy rates payments due 20 August) saw a decline in visitors to ADC Reception. The expected visitors rate for September, October and November resumes for Council activities. Looking over the past three years for the months July to November shows just how much Covid-19 has impacted visitors to ADC but this would also show a huge increase in online payments and direct debits set up.

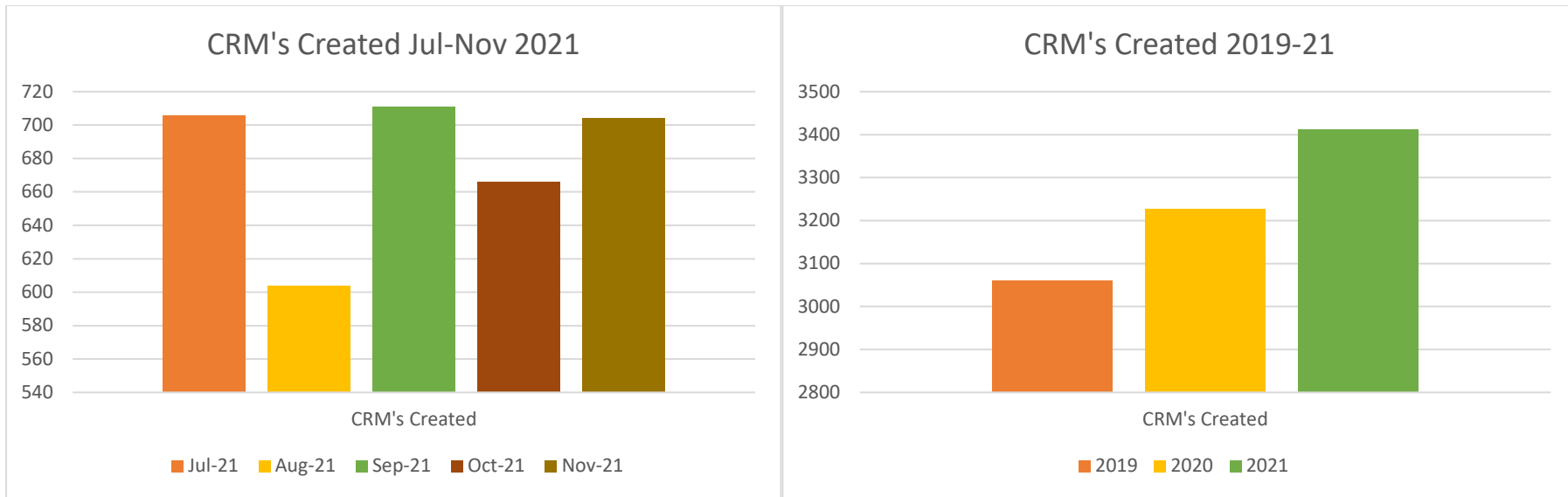
1.7.2 Rate Rebates



Comments:

We are continuing to process rebate and this figure will increase over the next 6 months, we have until 30 June to complete this. We are yet to complete most of Rosebank Retirement Villages Villas – Covid-19 restricts have stopped us completing these on site.

1.7.3 CRMs Created



Comments:

November top requests are: Roading 163, Water/Assets 141 and Kerbside Collection 134, with Noise 55, Info Requests 45 and Animals 39 following.

October: Roading out in front 182, Water/Assets 133 and Kerbside 111 then Animals 62, Noise 37 and Info Request 29.

September with the same top order Roading 177, Water/Assets 143, Kerbside 124 with small change in order Animals 52 Info Requests 50 and Noise 27.

August has the main requests for Roading 193, Water/Assets 86, Kerbside 85, Animals 61, and Information Request and Noise both on 35.

July, after the May flooding event, with main request being Roading 242, Water Supply 128, Kerbside 76, Information Requests 34, Noise 29, and Property Maintenance 28.

2. Strategy & Compliance Group

2.1 Building Services

- **Building consents / amendments**

Month	Building Consents Received	Building Consents Received YTD	Building Consents Issued	Building Consents Issued YTD	% Processed within 20 Days	Inspections Carried Out (max wait time in brackets)	CCC Issued within 20 Days
Jan	37 (41)	369 (335)	33 (34)	325 (323)	84.8%	142 (2)	100%
Feb	55 (41)	424 (376)	45 (49)	370 (372)	86.7%	227 (5)	100%
Mar	84 (56)	508 (432)	74 (41)	444 (413)	67.6%	275 (5)	100%
Apr	74 (29)	582 (461)	59 (37)	503 (450)	66.1%	234 (3)	100%
May	98 (67)	680 (528)	74 (55)	577 (505)	59.5%	330 (8)	98.6%
Jun	71 (65)	751 (593)	72 (77)	649 (582)	58.3%	259 (5)	100%
Jul	76 (71)	76 (71)	64 (51)	64 (51)	39.1%	307 (5)	100%
Aug	48 (46)	124 (117)	38 (66)	102 (117)	39.4%	159 (5)	100%
Sep	83 (65)	207 (182)	86 (41)	188 (158)	25.6%	307 (7)	100%
Oct	57 (45)	264 (227)	69 (50)	257 (208)	29.0%	312 (7)	100%
Nov	69 (60)	333 (287)	55 (44)	312 (252)	40.0%	391 (10)	100%
Dec	37 (45)	370 (332)	53 (40)	365 (292)	45.3%	275 (7)	100%

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

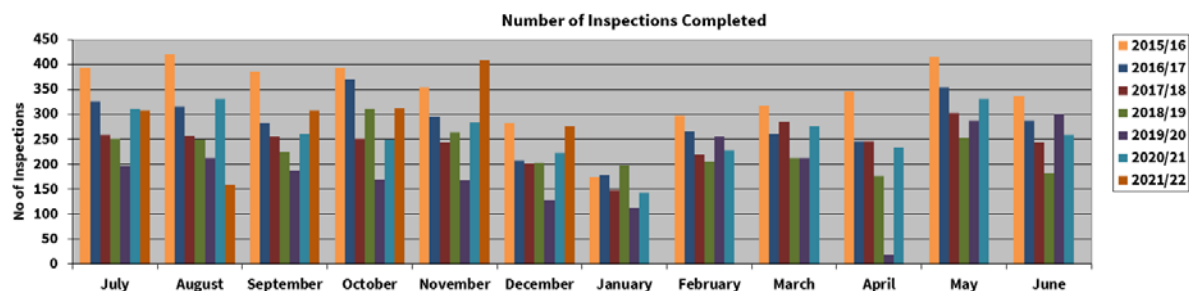
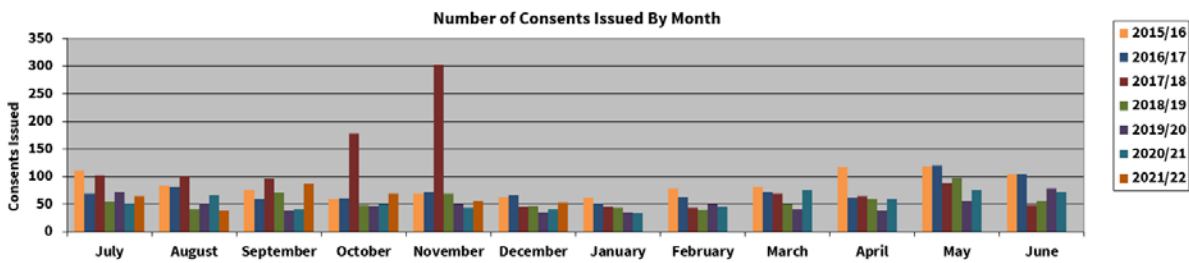
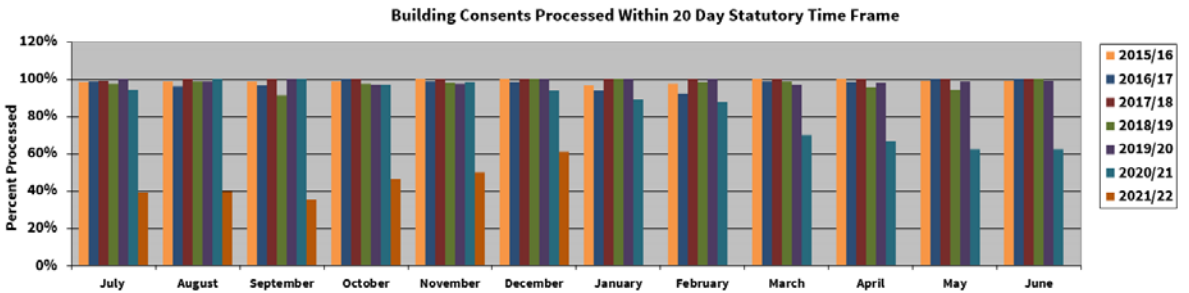
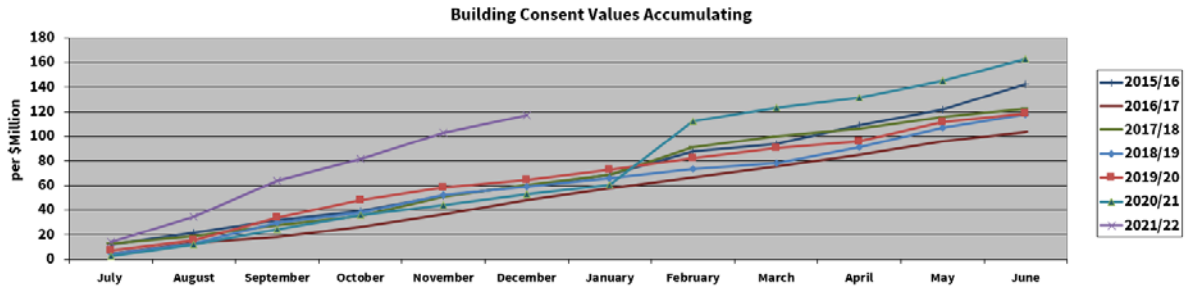
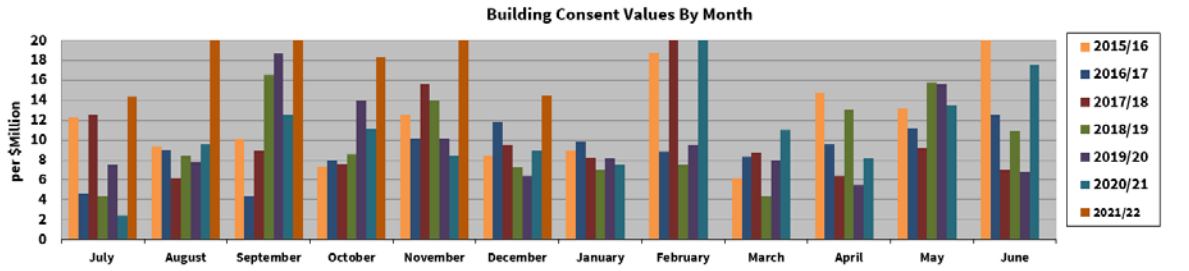
Month	BC Value of Work Received	BC Value of Work Received YTD	BC Value of Work Issued	BC Value of Work Issued YTD
Jan	\$7,035,638 (\$6,203,650)	\$129,808,715 (\$68,615,092)	\$7,547,388 (\$8,205,672)	\$60,539,971 (\$72,657,012)
Feb	\$9,439,315 (\$11,882,201)	\$139,248,030 (\$80,497,293)	\$51,680,937 (\$9,533,290)	\$112,220,907 (\$82,190,302)
Mar	\$17,169,668 (\$9,402,041)	\$157,317,698 (\$89,899,334)	\$11,000,853 (\$7,970,336)	\$123,221,760 (\$90,160,638)
Apr	\$13,709,442 (\$4,894,424)	\$171,052,141 (\$94,793,758)	\$8,142,678 (\$5,473,792)	\$131,364,438 (\$95,634,430)
May	\$22,420,108 (\$8,114,287)	\$193,472,249 (\$102,908,045)	\$13,538,179 (\$15,562,527)	\$144,902,617 (\$111,196,957)

Jun	\$19,195,465 (\$7,781,874)	\$212,667,714 (\$110,689,918)	\$17,509,197 (\$6,791,796)	\$162,411,814 (\$117,988,753)
Jul	\$19,080,527 (\$6,314,658)	\$19,080,527 (\$6,314,658)	\$14,325,251 (\$2,439,526)	\$14,325,251 (\$2,439,526)
Aug	\$11,668,552 (\$7,507,813)	\$30,749,079 (\$13,822,471)	\$20,293,764 (\$9,576,211)	\$34,619,015 (\$12,015,736)
Sep	\$30,995,470 (\$19,133,403)	\$61,791,549 (\$32,955,873)	\$28,958,306 (\$12,506,942)	\$63,577,321 (\$24,522,678)
Oct	\$16,140,481 (\$52,632,650)	\$78,420,014 (\$85,588,523)	\$18,248,787 (\$11,122,222)	\$81,826,108 (\$35,644,901)
Nov	\$20,714,488 (\$15,828,544)	\$99,178,197 (\$101,417,067)	\$17,868,388 (\$8,397,120)	\$99,694,496 (\$44,042,021)
Dec	\$11,993,360 (\$22,238,010)	\$111,171,557 (\$123,655,077)	\$14,455,849 (\$8,950,562)	\$114,150,345 (\$52,992,583)

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
Jan	10 (12)	124 (150)	13 (13)	122 (151)	100%
Feb	13 (20)	137 (170)	12 (16)	134 (167)	100%
Mar	14 (20)	151 (190)	13 (24)	147 (191)	100%
Apr	8 (4)	159 (194)	4 (6)	151 (197)	100%
May	21 (21)	181 (215)	25 (16)	176 (213)	76%
Jun	12 (22)	192 (237)	10 (22)	186 (235)	100%
Jul	25 (29)	25 (29)	26 (27)	26 (27)	81%
Aug	11 (27)	36 (56)	12 (21)	38 (48)	92%
Sep	14 (13)	50 (69)	13 (20)	51 (68)	100%
Oct	26 (16)	76 (85)	24 (16)	75 (84)	100%
Nov	21 (15)	97 (100)	16 (14)	91 (98)	94%
Dec	17 (14)	113 (114)	20 (11)	111 (109)	100%

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



The value of consents for the last financial year (\$212.7m) was the highest on record and the first half of this financial year hasn't let up with \$111.2m of work received. Also the number of dwelling consents for the last financial year (229) was one of the highest on record and this year is following suit with 144 dwelling consents received so far.

2.2 Civil Defence Emergency Management

November

During the month the EMO attended workshops and forums on Natural Hazards Risk Reduction, Improving Rural Emergency Response in Canterbury, Mid-South Canterbury combined emergency service approach to community engagement, and a COVID-19 on farm webinar hosted by MPI & Federated Farmers. Civil Defence volunteers undertook a Movement Control Course (check points) on Saturday 20 November. On 23 November ADC Mayor, CE and EMO visited NEMA's Emergency Management Assistance Team (EMAT) yearly training exercise that was being held at the Staveley Camp Ground. Approximately 40 members of EMAT spent a week at Staveley exercising their skills and emergency equipment as part of readiness training for emergency deployment around New Zealand. From 26 – 28 November the EMO and 4 other Canterbury C10 staff deployed to Hokitika and Greymouth to support West Coast CDEM for a forecasted flood event. While predicted rain levels did not eventuate it was still a valuable learning experience.

Throughout November Ashburton CDEM continued to assist health agencies in the Covid response. This work included planning and assisting in a Covid vaccination clinic at Southern Rugby Club in Hinds, identifying a new CBAC testing site, tentatively planned for the old ACL building. The EMO also attended a briefing from Department of Prime Minister and Cabinet on the transition process from the Covid Alert Levels to the new Covid Protection Framework ("traffic light system").

BECA held a second workshop to discuss the findings of the Phase two investigations into Canterbury Mobile Phone Blackspots. The map below shows the district roads driven as part of the report research. For reference the orange track was from Phase One and was driven by BECA staff. The yellow track is the one ADC staff drove as part of Phase 2 data recording. The black lines indicate a loss of cellular signal for an area longer than 400 metres. For reference BECA defined a loss of signal "as a distance greater than 400 metres" as the base measure for this project. The blue lines indicate a cellular signal that can only be picked up when you're driving in one direction. The black dots are anecdotal mobile black spots that have been manually entered. The black spots for the hut communities on the Rakaia and Rangitata Rivers were entered by ADC's EMO. BECA advised they would like to report back to the Mayoral Forum with a list of the top 10 Canterbury district roads to focus on improving cellular coverage. Based on the mobile blackspot data presented at the workshop Ashburton District may not be on that list. Most of the impacted roads were situated in Kaikoura district and Banks Peninsula.

EMO mentioned to BECA that Council would strongly advocate for some sort of enhanced cellular reception capability for the two coastal communities as they currently would not receive any Emergency Mobile Alert (EMA) messages during an emergency event. This is a significant risk for those two communities.



December

The EMO hosted the last Civil Defence Welfare Committee meeting for the year. The committee focused on understanding each other's capability to respond to a Covid outbreak in the district. All agencies can continue to operate at all levels of the traffic light system but some agencies may be limited to assisting if a concurrent emergency event occurs. The EMO was also invited to MPI's initial meeting of the North to Mid Canterbury Regional on-farm Covid Cluster (RoCC). This cluster group was formed to help support farms and families that may be impacted by Covid-19 on-farm. The cluster group includes Rural Support Trust, Federated Farmers, MPI, CDHB, MSD & CDEM.

During December Ashburton District had two significant rain events, the first over 4 and 5 December, and the second event over 15 and 16 December. The second event covered most of North & Mid-Canterbury including Christchurch & Banks Peninsula and sustained significant rainfall as a result of ex-tropical Cyclone Ruby. There were no out-of-river flows for either event but there was some further erosion on the northern side of the Rangitata River near the rivermouth. Ashburton ECan staff reported there was no additional damage on the Ashburton or Hinds Rivers and repair work in those rivers had not been damaged. Mt Somers was placed on a boiled water notice for the second rain event, this gave Council & ACL the opportunity to test out a new 10 thousand litre water bladder that is being trialled as part of emergency water planning. The bladder has a 20-25 year life span.



2.3 Alcohol Licensing / Bylaw Monitoring & Enforcement

Month	On/OFF/Club new applications	On/Off/Club renewal application	Special Licence applications	Managers Certificates (new and renewal)	Temporary Authority
January	0	0	5	15	0
February	1	1	7	7	0
March	3	1	10	19	1
April	1	1	3	12	0
May	1	0	6	15	1
June	0	7	8	21	0
July	2	5	5	19	0
August	0	4	4	12	0
September	1	1	4	19	1
October	0	6	3	18	0
November	2	2	3	27	0
December	1	8	2	20	1

2.4 Animal Control

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

Month	Dogs currently registered	Known unregistered dogs	Percentage of dogs registered	Infringements	Dogs Seized	Dogs Euthanized	Dogs rehomed	Barking dog letters sent	Reports of wandering stock
January	6451	478	92.6%	1	5	0	2	15	5
February	6495	472	92.7%	1	12	0	2	9	7
March	6558	458	93%	1	10	0	0	6	2
April	6585	451	93.2%	11	18	0	1	12	12
May	6619	441	93.3%	15	8	0	1	6	5
June	6728	332	95.1%	3	11	0	0	5	3
July	4708	2321	49.3%	2	14	0	0	5	5
August	5951	1135	80%	0	6	0	0	15	2
September	6151	958	84%	5	7	0	2	10	4
October	6268	841	87%	7	2	0	2	5	6
November	6311	741	88%	9	1	0	1	7	1
December	6350	701	90%	1	0	0	0	9	3

- **Unregistered dogs**

64 Notices to Register were issued between October to December

2.5 Environmental Health

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

Month	Food Premise Verifications	Food Control Plans Audited	Mobile shops/food stall inspections	Mentoring Sessions	Hairdresser inspections
January	5	5	0	1	0
February	7	9	3	0	0
March	11	11	0	0	0
April	10	10	0	0	0
May	20	20	0	0	0

June	20	20	0	0	0
July	11	11	3	0	1
August	10	10	0	0	0
September	1	1	4	19	1
October	5	5	0	0	1
November	23	23	0	0	0
December	17	17	0	0	0

2.6 Planning

Resource Consents	Nov 2020	Nov 2021
No. of resource consent applications decided ₁	12	25
No. of resource consents decided within statutory timeframe	12	24
Resource consent KPI Compliance (accumulating)	100%	99%
Notified/ Limited notified applications decided	1	1
Other		
No. of 223 Certificates processed	8	10
No. of 224 Certificates processed	10	7
No. of building consents reviewed against District Plan ₂	16	29

Land information memoranda	Nov 2020	Nov 2021
LIMs Produced	134	109
LIMs Produced within 10 working days	134	109

Resource Consents	Dec 2020	Dec 2021
No. of resource consent applications decided ₁	25	24
No. of resource consents decided within statutory timeframe	25	22
Resource consent KPI Compliance (accumulating)	100	97.6%
Notified/ Limited notified applications decided	0	1
Other		

No. of 223 Certificates processed	5	2
No. of 224 Certificates processed	7	7
No. of building consents reviewed against District Plan ₂	16	32

Land information memoranda	Dec 2020	Dec 2021
LIMs Produced	90	83
LIMs Produced within 10 working days	90	83

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

Comment:

The Planning Team is still seeing well above average activity both through consenting, support of other teams and pre-application and informal customer requests. Building consents comments completed for both November and December were also approximately double last year’s levels.

In relation to resource consents, the Planning Team generally receive around 21 applications per month, however since July 2021 we have been averaging 31 applications with a record of 43 being received in December; this has required the use of external consultants for processing applications.

LIM numbers are still busy, although down from last year. This appears to be due to supply more than demand.

2.7 Strategy & Policy

- **Current projects**

Brief Project Description	Start Date	Estimated Completion Date	On track	Comments
Annual Plan	30 October 2021	30 June 2022	Yes	Budget workshops underway
Annual Residents Survey	August 2021	July 2022	Yes	Round 2 complete. Interim results coming to Council 14 February
Aoraki Environmental Consultancy (AEC)	Ongoing		Yes	Officers continue to meet regularly with AEC. Current topics of discussion include three waters projects, strategy development and implementation, policy reviews and planning matters.
Bylaws & Policies	Ongoing		Yes	Mobile Shops Bylaw – under review Stormwater Bylaw - scoping Climate Change Policy – under review Property Leases & Licenses Policy – pre-engagement Gambling Venue Policy – under review Over 80's Parking Policy – pending Council approval
Consultation	Ongoing		Yes	Lakes Camp & Clearwater – engagement underway Airport Development Plan – engagement underway
Internal Work	Ongoing		Yes	Performance Management Framework & reporting – complete Service Delivery Reviews – Animal Control & Environmental Health – pending Council review LocoDelegations – underway Pre-election Report – scoping underway
Strategies	Ongoing		Yes	Open Spaces Strategy – action plan under review Sport & Recreation Strategy – pre-engagement
Transfer of Acton water races	October 2020	July 2022	Yes	Officers working with Acton to provide Council-held information for transfer proposal.

- **External Submissions**

Organisation	Submission Summary	Process	Due Date
National Emergency Management Agency (NEMA)	<p>NEMA have started a Regulatory Framework Review Programme engagement (also known as the “Trifecta”) to bring together three projects that have significant alignment. The projects are:</p> <ul style="list-style-type: none"> • developing a new Emergency Management Act (the Act); • review of the National Civil Defence Emergency Management Plan Order (the Plan Order) 2015 and the accompanying Guide to the National CDEM Plan (the Guide) 2015; • development of the National Disaster Resilience Strategy (NDRS) Roadmap. 	Draft submission being prepared by officers. The short timeframe means that the submission will be workshopped with Council 3 Feb before finalisation.	11 February 2022
Ministry for the Environment	Government have released proposals changes to the National Environmental Standard for Sources of Human Drinking Water (NES-DW).	Draft submission will be brought to Council 2 March 2022.	6 March 2022
Taumata Arawai	<p>Consultation on the first set of regulations as the new water services regulator for Aotearoa New Zealand.</p> <p>The documents are targeted at drinking water suppliers and contain technical content that will guide the way safe drinking water is supplied to people in Aotearoa.</p>	Draft submission will be brought to Council 16 March 2022	28 March 2022

3. *Infrastructure Services Group*

3.1 3Waters Projects

Project	Description	Progress
Ashburton relief sewer – Part 1 - ACL	This project covers the construction of a new 3,020m pipeline from Bridge Street to Wakanui Road. Project value is \$5.1m plus a contingency sum.	The contractor has completed installing approximately 2700m of DN 600 & 700 PE pipes. The final 300m section is currently being constructed and is expected to be completed by March 2021. Programme completion – 95% Financial completion – 91%* Finance spend - \$4,690,798*
Ashburton relief sewer – Part 2 - Seipp	This project covers the construction of a new 2,189m pipeline from Wakanui Road to Milton Road South. Project value is \$4.2m plus a contingency sum.	The contractor has completed installing all the 2,189m of DN 800 & 700 PE pipe. Programme completion – 100% Financial completion – 98%* Finance spend - \$4,365,877.00*
Ashburton town centre revitalisation	The replacement and upgrading of 3-waters infrastructure, construction of new road and footpath surfaces, and urban landscape features. Project value is approx. \$15m plus a contingency sum.	The overall project has been completed. The installation of the parking meters remains to be done. It is expected that meters will be installed by end of March 2022. A snag list has been prepared detailing the minor repairs that are required. The contractor is scheduled to come back in February to undertake the repair works. The project was completed within the approved budget with contingency. A full breakdown of costs are as follows: Programme completion – 98% Financial completion – 95%* Finance spend - \$17,126,641*
Methven Water Reservoir - Reliant Solutions Limited	Construction of two reservoirs, associated pipe works, valves, meters, fencing and access track. Project value is \$1.7m plus a contingency sum.	The reservoir panels are expected to arrive in the country by March 2022. Pot-holing to locate services has been completed and new fences were constructed in November. Excavation work stopped due to the discovery of two old water tanks below the proposed reservoir site, prompting the relocation of the reservoir. New drawings were prepared and construction work has commenced.

<p>Methven and Mt Somers Membrane Water Treatment Plant</p>	<p>Construction of two new membrane water treatment plants to service Methven, Methven-Springfield, and Mt Somers schemes. Estimated project value is \$10-15m.</p>	<p>Five Registrations of Interest were received for the supply and installation of the membrane filters.</p> <p>The three short-listed potential suppliers are Mason Engineers (NZ) Limited, Pall Marshall Water Consortium and Filtec Limited. The tender for the supply of the membrane was released on 14 January 2022 and closes on 25 February. The tender is likely to be awarded in March/April 2022.</p> <p>A separate tender will be let for the civil and building portion of the project.</p>
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**as of December 2021*

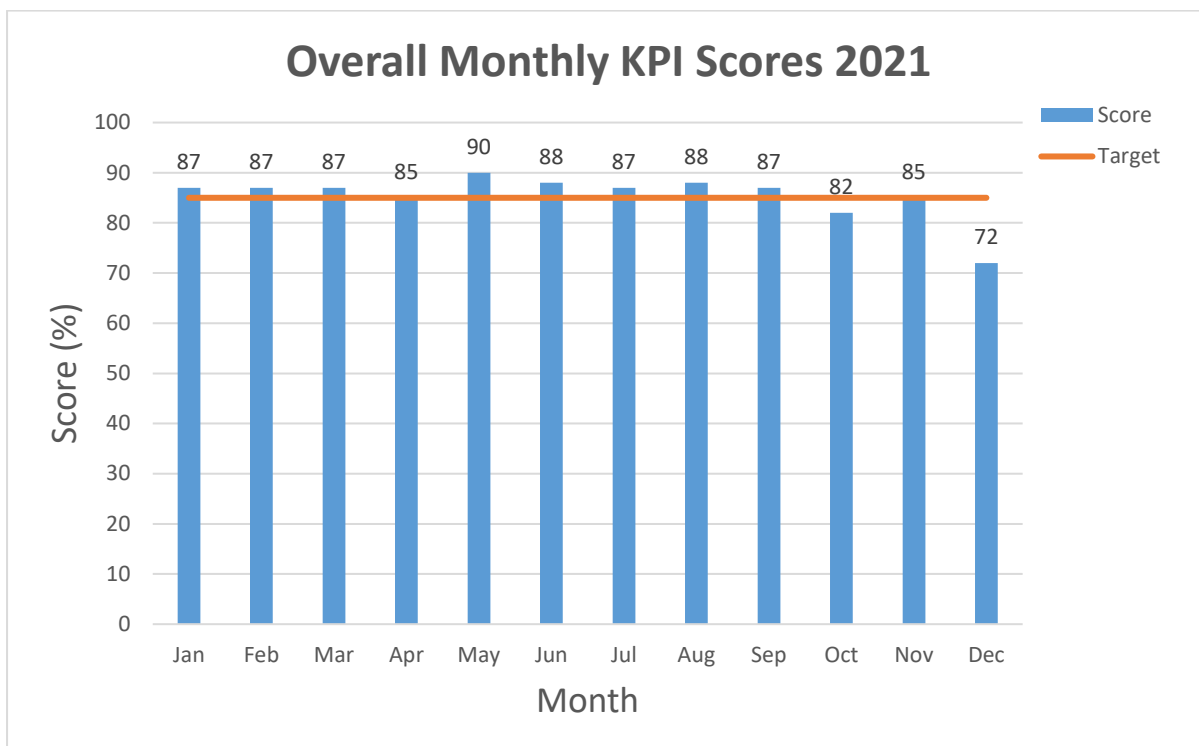
3.2 3Waters Operations

- 3 Waters CRMs

Water	J	F	M	A	M	J	J	A	S	O	N	D
P1	13	9	11	10	8	12	13	11	17	6	9	13
P2	69	52	67	41	34	38	34	28	46	36	105	101
P3	3	5	1	1	3	0	4	6	6	0	1	2
P4	12	8	14	10	18	7	5	4	0	8	0	0
Total	97	74	93	62	63	57	56	49	65	50	115	116
Wastewater												
P1	7	4	5	7	6	5	7	5	4	4	3	3
P2	9	9	6	3	0	2	3	2	1	2	1	1
P3	3	1	5	0	0	1	2	2	0	0	0	0
P4	6	4	4	0	6	5	7	4	0	0	0	0
Total	25	18	20	10	12	13	19	13	5	6	4	4
Stormwater												
P1	2	0	1	3	2	0	0	0	0	0	0	0
P2	1	1	2	1	3	1	0	2	1	0	0	2
P3	0	0	0	0	0	0	0	0	1	0	0	0
P4	0	0	0	0	0	0	3	0	0	0	0	0
Total	3	1	3	4	5	1	3	2	2	0	0	2
Overall Total	125	93	116	76	80	71	78	64	72	56	119	122

- Monthly KPI measures October to December 2021

Monthly KPI Measures October - December 2021									
MONTH	OCTOBER			NOVEMBER			DECEMBER		
WATER KPI'S	KPI Achieved	Actual % Achieved	Overall % of At Risk Sum	KPI Achieved	Actual % Achieved	Overall % of At Risk Sum	KPI Achieved	Actual % Achieved	Overall % of At Risk Sum
WS1 - Priority 1 work on site within 1 hour - urgent reactive	No	33	0	No	63	0	No	46	0
WS2 - Priority 1 restore service within 4 hours	No	50	0	No	63	0	No	61	0
WS3 - Priority 1 full reinstatement of site with 5 working days	No	83	2	Yes	88	2	No	46	0
WS4 - Priority 2 work carried out within 5 working days	No	78	0	No	60	0	No	61	0
WS5 - Priority 3 work carried out within 10 working days	Yes	100	2	No	50	0	Yes	100	2
WS6 - Priority 4 work carried out within 20 working days	Yes	100	2	Yes	100	2	Yes	100	2
WS7 - Customer satisfaction	Yes	100	3	Yes	100	3	Yes	100	3
WS8 - Contractor's reports are accurate and complete	Yes	100	4	Yes	90	4	Yes	100	4
WS9 - All accidents investigated and reported	Yes	100	3	Yes	100	3	Yes	100	3
WS10 - Complete safety audits planned for month	Yes	100	3	Yes	90	3	No	80	0
WS11 - Compliance with DWSNZ and WSP	Yes	100	3	Yes	100	3	Yes	100	3
Total			22			20			17
WASTEWATER KPI'S									
WW1 - Priority 1 work on site within 1 hour - urgent reactive	Yes	100	5	Yes	100	5	Yes	100	5
WW2 - Priority 1 restore service within 4 hours	No	75	0	Yes	100	5	Yes	100	5
WW3 - No repeat sewer blockages within a 2 year period	Yes	100	3	Yes	100	3	Yes	100	3
WW4 - Priority 1 full reinstatement of site with 5 working days	Yes	100	3	Yes	100	3	Yes	100	3
WW5 - Priority 2 work carried out within 5 working days	Yes	100	3	Yes	100	3	No	0	0
WW6 - Priority 3 work carried out within 10 working days	Yes	100	3	Yes	100	3	Yes	100	3
WW7 - Priority 2 work carried out within 20 working days	Yes	100	2	Yes	100	2	Yes	100	2
WW8 - Customer satisfaction	Yes	100	3	Yes	100	3	Yes	100	3
WW9 - Contractor's reports are accurate and complete	Yes	100	4	Yes	100	4	Yes	100	4
WW10 - Notify Council of all significant overflow	Yes	100	3	Yes	100	3	Yes	100	3
WW11 - All accidents investigated and reported	Yes	100	3	Yes	100	3	Yes	100	3
WW12 - Complete safety audits planned for month	Yes	100	3	Yes	90	3	No	80	0
Total			35			40			34
STORMWATER KPI'S									
SW1 - Priority 1 work on site within 1 hour - urgent reactive	Yes	100	4	Yes	100	4	Yes	100	4
SW2 - Priority 1 restore service within 4 hours	Yes	100	4	Yes	100	4	Yes	100	4
SW3 - Priority 1 full reinstatement of site with 5 working days	Yes	100	2	Yes	100	2	Yes	100	2
SW4 - Priority 2 work carried out within 5 working days	Yes	100	2	Yes	100	2	No	0	0
SW5 - Priority 3 work carried out within 10 working days	Yes	100	2	Yes	100	2	Yes	100	2
SW6 - Priority 4 work carried out within 20 working days	Yes	100	2	Yes	100	2	Yes	100	2
SW7 - Customer satisfaction	Yes	100	2	Yes	100	2	Yes	100	2
SW8 - Contractor's reports are accurate and complete	Yes	100	2	Yes	100	2	Yes	100	2
SW9 - All accidents investigated and reported	Yes	100	3	Yes	100	3	Yes	100	3
SW10 - Complete safety audits planned for month	Yes	100	2	Yes	90	2	No	80	0
Total			25			25			21
OVERALL TOTAL			82			85			72



ACL did not meet their KPIs for WS1, WS2 and WS3 in October and December. Following discussions on this matter, it would appear there is a measurement deficiency with the management of the P 1 and P 2 responses in the ACL NIMBUS System. Generally this happens if ACL change the priority from P1 to P2 after reviewing the information received or by making contact with the CRM reporter.

It would appear that ACL’s team are not updating the job status in NIMBUS when a P1 CRM is changed to P2 within the one-hour response time allocated for a P1 CRM. As the time elapses, the system automatically reports a failure in the KPI. ACL is currently working with their staff to improve the operating procedure.

3.3 Drinking Water

- **South Park Rd Watermain Extension**

Council has been approached by a landowner (and neighbour) interested in connecting to the Ashburton water supply. Officers have developed a 330m long water main extension proposal that in effect completes a loop, sought prices and will be seeking confirmation from the landowners of their support for the project. Once landowners have confirmed a wish to proceed, the matter will be brought to Council for consideration. The project was expected to cost in the vicinity 60,000³.

³ Estimate was developed prior to recent price movements.

- **Taumata Arowai Visit**

Representatives from Taumata Arowai have made contact and are wishing to meet key staff and carry out a site visit of some of our water supplies. They have specifically requested to see a range of supplies – i.e. not just the best and/or largest. This visit was expected to be in February but has now been postponed due to the current Covid-19 red traffic light setting.

- **Montalto**

In response to a customer enquiry (13/01), a water sample was taken at the customer premises. This sample subsequently tested positive for the presence of E-coli. Other samples taken on the same day at the water treatment plant and reticulation were free of E-coli.

Given the positive result a reminder of the permanent boil water notice was sent to all residents on the supply through normal media channels. Note:- The customer was following the requirements of the boil water notice.

Under the new framework with Taumata Arowai (TA), they were notified automatically once the laboratory information was entered (lab notification). They were then also formally and separately notified by officers (supplier notification). Subsequently, a TA representative made contact and sought details on what Council was doing about the issue and outlined their expectation that the incident would be fully investigated. A draft of the investigation report has been submitted.

3.4 Wastewater

- **Tradewaste**

Investigations are continuing into the possibility for Council to accept a tradewaste discharge from AMP on Bridge Street. Once the initial investigation report was finalised, there were a number of uncertainties to be addressed before bringing the matter to Council for a decision. Instead officers have commissioned a more detailed investigation and analysis of the impacts of a discharge on the wastewater treatment plants (WWTP) and Council resource consents.

- **Modelling**

The network and WWTP modelling carried out and finalised in December indicates that servicing residential D zone areas for wastewater may be manageable subject to some upgrades. Because the modelling is based on full zone utilisation, the network upgrades would not be required in the short-term and instead would simply be included in future long term plan programmes.

The modelling of the WWTP at Wilkins Rd suggests that the additional loading arising from Residential D may pose compliance difficulties. This has arisen because there is a concern that the oxidation ponds may not be operating optimally and that sludge management actions may need to be brought forward. The approach for the ponds currently has been to undertake periodic sludge surveys to monitor sludge depths and respond accordingly. No budget allowances have been made in the 2021-31 LTP for sludge management.

- **Bridge Street Buffer Tank**

When the rising main from the Ashburton Business Estate (ABE) was constructed, a buffer tank was installed on Bridge Street near Kitchener St. The purpose of the tank was to attenuate peak wastewater flows from the ABE rising main to allow it to discharge to the old relief sewer, which was prone to surcharging at peak times. This tank was always only an interim measure until such time as the new ARS sewer was built.

In recent times, the tank has given rise to odour complaints. This may have arisen with increased load from development at the ABE. With the imminent completion of the new ARS pipeline, planning for the decommissioning of the tank has begun. Once the new ARS is completed and tank decommissioned, the odour issues are expected to cease.

- **Rakaia WWTP Compliance**

Officers are continuing with tasks around improving our compliance at this site. One of the more challenging matters requested by ECan is the need to carry out a pond drop test on the treated effluent pond. The pond drop test has to be conducted over 2-3 days without inflows. This requirement is somewhat impractical on a system component that cannot readily be taken offline. How this requirement is ultimately addressed is still under active consideration.

3.5 Stormwater

- **Methven & Rakaia Investigations**

Work is underway on tasks to support the application for stormwater discharge consent for Methven & Rakaia stormwater networks. Tasks now committed include:

- Stormwater and flood risk assessment
- Ground and surface water assessments
- Preparation of stormwater management plans (one for each township)
- Preparation of resource consent applications (including AEE)

3.6 District Water Management

- **Surface Water Strategy**

The surface water project coordinator role is currently vacant and the recruitment process is underway. It is being advertised as a 12 month fixed term role.

It is a crucial role to enable completion of actions under the surface water strategy, and may prove difficult to fill. Officers are considering options to outsource the work through a consultant if it becomes necessary.

- **Mt Harding Creek Project (ECan)**

Officers have received correspondence from ECan regarding the Mt Harding Creek project. The project is a joint one between ECan and Fonterra as part of the Fonterra Sustainable Catchments initiative.

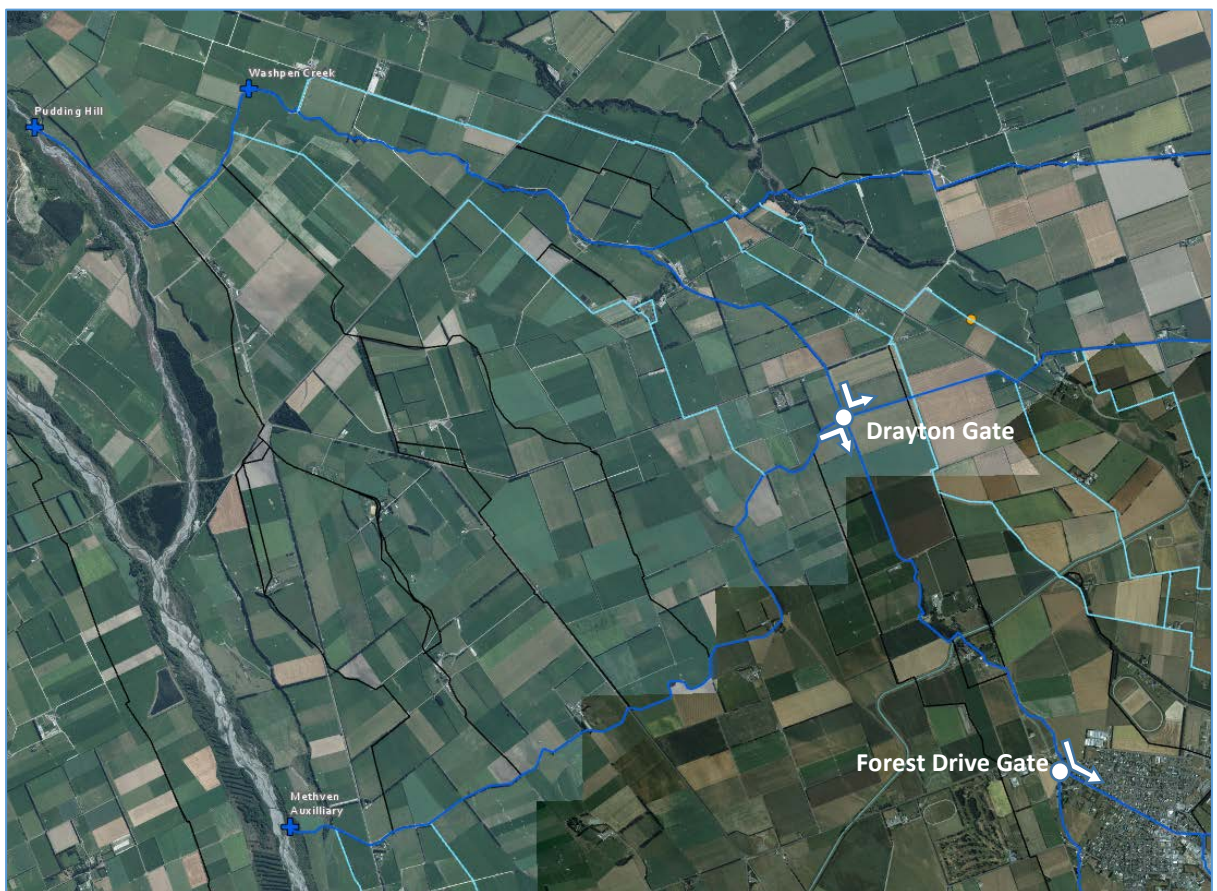
Project representatives have carried out a walkover inspection of Mt Harding Creek. The letter advises:

“The purpose of the walk was to establish the catchment’s surface-water sources and biological values. We also scoped its future contribution to biodiversity and landscape interest, in the intensively farmed Mid Canterbury district north of Ashburton”.

A couple of matters were identified which may have impacts on how Council operates its stockwater network in the area. These are as follows:

- The management of the control gate on Forest Drive on Mt Harding Creek and whether it is possible to maintain a continuous annual flow in the creek.
- The configuration of the control structures at the point where the Methven Auxiliary and Pudding Hill race (Mt Harding Creek) meet (Drayton gate) – there is a desire for the Pudding Hill flow to continue down Mt Harding Creek rather than redirected around the top of Methven.

The photo below shown the stockwater network northwest of Methven and the two points of interest and the existing preferential flow paths of stockwater.

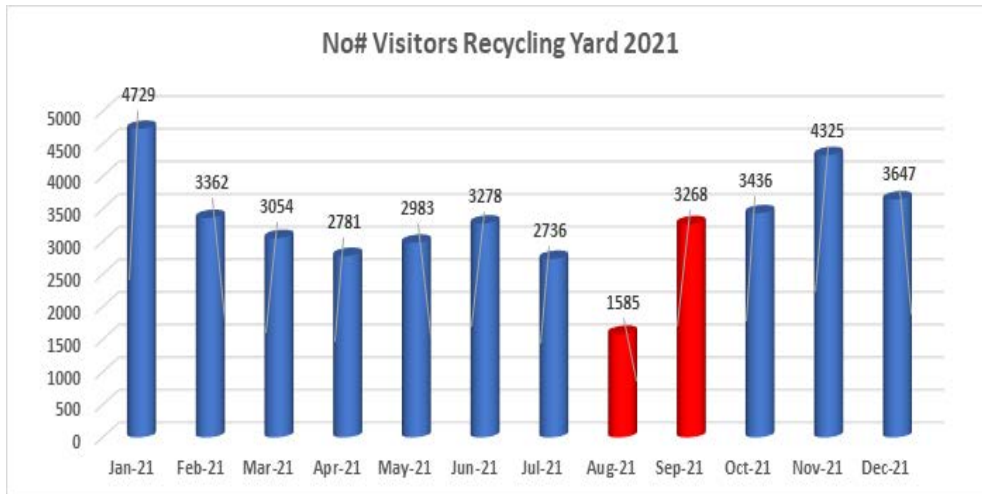


Officers are regarding the request with caution. Our own investigations carried out some years ago suggest that if our stockwater intakes at Pudding Hill and Methven Auxiliary were eventually shut down, Mt Harding Creek may revert to an ephemeral waterway which is inconsistent with the ECan project aims for a “continuous annual flow” in the creek.

3.7 Solid Waste Management

- **Number of visitors in the RRP**

A visitor counter was installed in the resource recovery park in March 2020. The data gathered from the time the counter was operational is presented below.



Month	2020 Visitors	2021 Visitors	Diff 20/21
Jan		4729	
Feb		3362	
Mar	2494	3054	560
Apr	0	2781	2781
May	1849	2983	1134
Jun	3273	3278	5
Jul	3316	2736	-580
Aug	4114	1585	-2529
Sep	3230	3268	38
Oct	3149	3436	287
Nov	4042	4325	283
Dec	3761	3647	-114

The decreased August and September visitor numbers can be attributed to Cov19 shut down period when the RRP was closed to public access for a couple of weeks. A comparative analysis of the number of visits in 2020 and 2021 shows there were relatively more visits in 2021 than 2020.

- **Re-use shop items sold**

The following tables shows the number of items being sold in the RRP

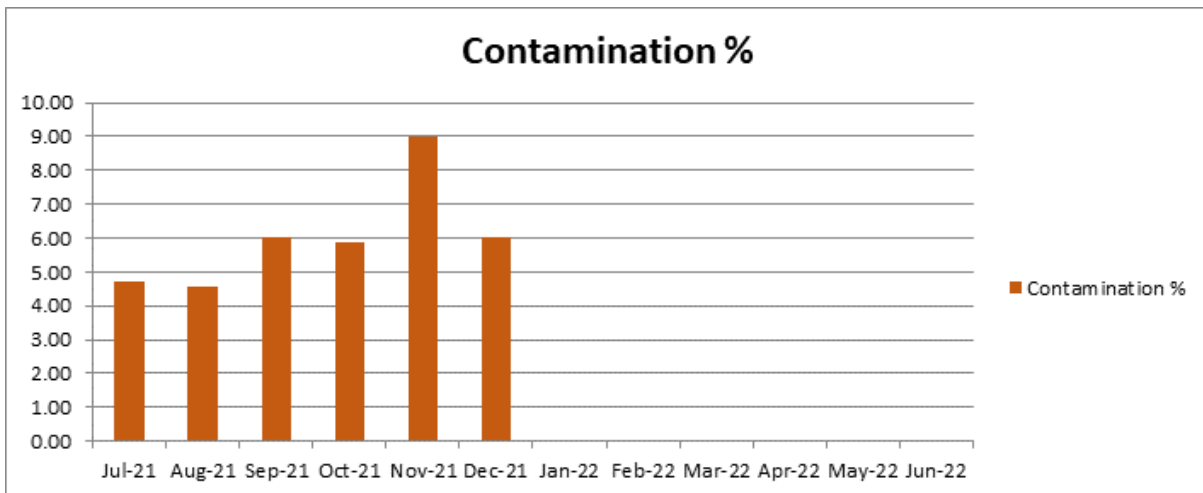




FILL A BAG of clothing is the most popular purchase followed by kitchen and household items. Single pieces of clothing are also popular.

- **Contamination rate**

The data shows ADC's contamination rates at the Eco Sort facility. The most common contaminants finding its way to the yellow bin are food and waste, and clothes. The contamination rate is still well under 10% and within the acceptable limit. Bin audits are carried out by the audit team and the recycling truck drivers.

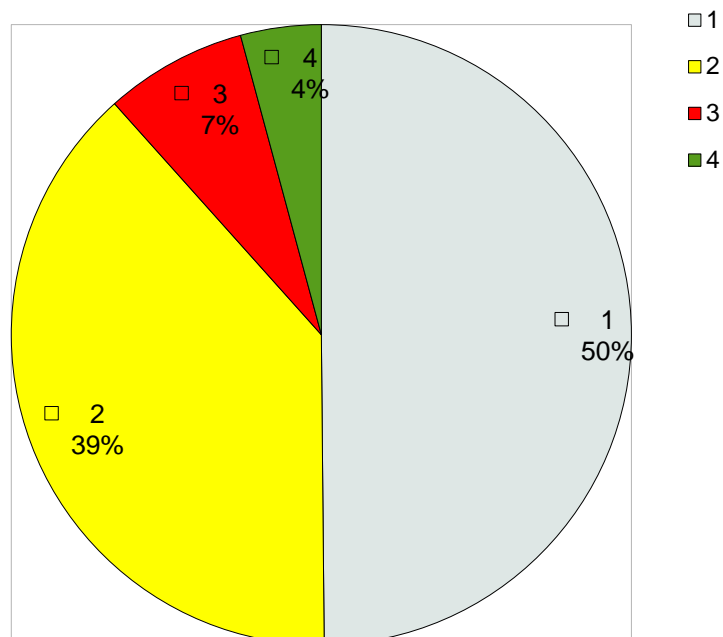


The spike in the contamination rate in November was due to a few loads being contaminated with heavy material such as clothes, wood and food waste. Messages were issued through our communication channels to remind people what material is recyclable and what is not.

- **Recycling – December 2021 bin audits**

Week / day	Town/Area	Watch list	strike 2/ pull backs	Confiscation/ 3 strikes	Bins Returned/ Monitored
1Monday	Methven & villages	151	109	7	7
1Tuesday	Showgrounds Area	92	89	26	10
1Wednesday	Extended Triangle (Allenton)	113	98	17	14
1Thursday	Racecourse Area	74	60	12	6
1Friday	Beach Road Area	106	86	21	15
2 Monday	Tinwald/lake Hood	126	83	17	6
2 Tuesday	Hampstead Area	110	91	22	16
2 Wednesday	W Tinwald & Hinds	67	44	6	2
2 Thursday	Argyle Park Area	69	62	10	7
2 Friday	E Town/Chertsey/Rakaia	113	67	14	3
		1021	789	152	86
Total Interventions		2048			

Bin Audit Data December 2021
legend



The December 2021 data shows 1021 houses on the watch list. An additional 789 houses received strike 2/pull backs warnings and were sent letters.

At least 152 bins were confiscated and 86 recycling bins were returned to their owners.

It takes on average 4 to 5 visits (1 visit per pick-up cycle week) before a house is taken off the watch list.

January 2022 saw the introduction of a new notification system where a tag is attached to recycling bins containing unrecyclable material. The tag identifies what material was in the bin that cannot be recycled, and replaces the old letter system.

- **Waste Management Minimisation Plan (WMMP) 2022**

Section 50 of the Waste Management Act of 2008 requires Territorial Authorities to carry out a review of its WMMP. ADC's current WMMP was prepared and adopted in 2016 and must be reviewed and adopted by July 2022 at the latest.

Eunomia Research & Consulting in partnership with Waste Not Consulting Ltd (Waste Not) have been engaged to carry out the Waste Audit & Assessment to develop a new WMMP for adoption by Council by July 2022. The programme provided by Eunomia to complete their tasks is as follows:

Month	Activity
September 2021	Project commencement
October 2021	Start of waste assessment
November 2021	Waste audit was completed
February 2022	Stakeholder engagement
February 2022	Councillor workshop – Waste assessment outcomes, WMMP vision, goals and objectives
March 2022	Councillor workshop – WMMP action plan Adoption of consultation draft
April 2022	Statutory consultation
May 2022	Consultation outcomes, WMMP revision as deemed necessary
June 2022	Presentation of the Final Draft and Adoption of the WMMP 2022
July 2022	WMMP take effect

The waste audit has been completed and the results will be presented to Council at a workshop later in February 2022.

3.8 Roads and Footpaths

Refer to table on following page

- The table shows the ADC Budget, NZTA approved budget and expenditure to 31 December 2021.

The approved funding for the emergency works is shown with the increased subsidy rate for a portion of the May event.

	NZTA Budget	Revised Budget	ADC Budget	Expenditure @ 31/12/21	Balance
Emergency Works					
Rain Event May 2021 @ 51%		\$ 1,062,820	\$ 50,000	\$ 1,062,820	\$ -
Rain Event May 2021 @ 71%		\$ 3,202,849		\$ 1,121,789	\$ 2,081,060
Rain Event July 2021 @ 51%		\$ 236,401		\$ 162,137	\$ 74,264
	\$ -	\$ 4,502,070	\$ 50,000	\$ 2,346,746	\$ 2,155,324
Road Maintenance					
Sealed Maintenance	\$ 1,600,000		\$ 1,639,749	\$ 795,403	\$ 804,597
Unsealed Maintenance	\$ 750,000		\$ 758,218	\$ 328,588	\$ 421,412
Drainage Maintenance	\$ 428,196		\$ 428,196	\$ 70,177	\$ 358,019
Structures Maintenance	\$ 50,000		\$ 50,000	\$ 36,793	\$ 13,207
Environmental maintenance	\$ 483,401		\$ 483,401	\$ 389,814	\$ 93,587
Network Services	\$ 878,884		\$ 878,885	\$ 487,616	\$ 391,268
Network Operations	\$ 17,069		\$ 17,069	\$ 353	\$ 16,716
Cycle Path Maintenance	\$ 3,500		\$ 4,000	\$ -	\$ 3,500
Footpath Maintenance	\$ 325,000		\$ 329,700	\$ 66,321	\$ 258,679
Level Crossings	\$ 39,100		\$ 40,900	\$ 6,039	\$ 33,061
Minor Events	\$ 60,000		\$ 104,917	\$ 35,501	\$ 24,500
Network & Asset Manage	\$ 1,042,000		\$ 1,110,450	\$ 502,649	\$ 539,351
	\$ 5,677,150	\$ -	\$ 5,845,485	\$ 2,719,254	\$ 2,957,896
Local Road Renewals					
Unsealed Metalling	\$ 1,100,000		\$ 1,118,132	\$ 7,165	\$ 1,092,835
Seal Resurfacing	\$ 2,703,387		\$ 2,703,387	\$ 6,281	\$ 2,697,106
Drainage Renewals	\$ 586,860		\$ 586,860	\$ 102,897	\$ 483,963
Seal Rehabilitation	\$ 2,058,000		\$ 2,058,080	\$ 511,806	\$ 1,546,194
Structure Components	\$ 33,500		\$ 33,500	\$ 14,577	\$ 18,923
Bridge & Structures Renewals	\$ -		\$ -	\$ -	\$ -
Environmental Renewals	\$ -		\$ -	\$ -	\$ -
Traffic Services Renewals	\$ 150,313		\$ 150,343	\$ 116,955	\$ 33,358
Cycle path Renewal	\$ -			\$ -	\$ -
Footpath Renewal	\$ 683,000		\$ 683,730	\$ 970,776	-\$ 287,776
	\$ 7,315,060	\$ -	\$ 7,334,032	\$ 1,730,458	\$ 5,584,602
Total Maintenance Prog.	\$ 12,992,210	\$ -	\$ 13,179,517	\$ 4,449,711	\$ 8,542,499
Safety Promotion, Education & Advertising	\$ 135,800		\$ 168,000	\$ 35,638	\$ 100,162
Investment Management					
Ashburton Urban Walking & Cycling Programme	\$ 51,480		\$ -	\$ -	\$ 51,480
Low Cost Low Risk (Budgets for 3yrs)					
Walking and Cycling improvements		\$ 565,000	\$ 1,105,200	\$ -	\$ 565,000
Local Road improvements		\$ 3,909,376	\$ 8,961,330	\$ 1,184,408	\$ 2,724,968
Road to Zero		\$ 933,647	\$ 933,647	\$ 4,060	\$ 929,587
	\$ -	\$ 5,408,023	\$ 11,000,177	\$ 1,188,468	\$ 4,219,555
ASUB - DBC	\$ 74,400	\$ 215,797	\$ 641,397	\$ 151,775	\$ 64,022
Total Investment Prog	\$ 125,880	\$ 5,623,820	\$ 11,641,574	\$ 1,340,243	\$ 4,335,057
Unsubsidised Road Works					
Street Cleaning			\$ 191,500	\$ 86,666	\$ 104,834
Seal extension					\$ -
Work for NZTA			\$ 41,200	\$ 43,021	-\$ 1,821
Subdivision Contribution			\$ 15,000	\$ 3,390	\$ 11,610
Projects			\$ 2,720,592	\$ 1,642,105	\$ 1,078,487
Minor Investigation					\$ -
	\$ -	\$ -	\$ 2,968,292	\$ 1,775,182	\$ 1,193,110
Total	\$ 13,253,890	\$ 5,610,125,890	\$ 28,007,383	\$ 9,947,520	\$ 16,326,152

- **Monthly achievements**

The majority of the rain event repairs have been completed.

Routine sealed and unsealed pavement maintenance has continued with pothole repairs on the sealed network being a focus to try to hold those areas in need of more work until the funding allows a more permanent repair or rehabilitation.

Most of the pre-reseal repairs are completed. 50% of the heavy maintenance programme has been completed along with approximately 25% of the reseal programme. Heavy maintenance repairs are to be completed on sections of Arundel Rakaia Gorge Road, Ashburton Gorge Road and Surveyors Road.

The unsealed metalling for the next two years has been programmed with work to be carried out from April through to October which will span the end of the 2021/22 and 2022/23 financial years.

The 2021-2023 rehabilitation work has commenced with work on sections of Thompsons Track and Ashburton Staveley Road completed. Work has begun on a section of Arundel Rakaia Gorge Road south of Mayfield and on a section of Christys Rd.

HEB has completed validation inspections of known culverts in the road corridor. The report of the inspection results are used to update and confirm asset condition, improve knowledge of our assets, assists in preparing a maintenance/replacement programme and calculation of the value of this asset class.

The CBD streetscape upgrade project has contributed to the majority of the cost for footpath renewals and local road improvements.

Design has been completed for the replacement bridge on Surrey Hills Road. Manufacture of components is under way in anticipation of resource consent to allow construction to begin in late February.

Stantec has started work on the Detailed Business Case for the Ashburton Second Bridge. Topographic and geotechnical surveys will be commencing in the near future.

- **Tinwald corridor upgrade**

GHD has been engaged by Waka Kotahi to prepare the drawings and documents for tendering the construction work. Over the next year, the project team will be undertaking site investigations to develop the detailed design for the project. Construction is currently programmed to start in mid-2023 (subject to property and consents), and completion to be around mid-2024.

- **SH1/Walnut Avenue/East Street signalisation of intersections**

Construction is progressing with the programme of work for January – February being to complete the new stormwater basins, install traffic signal ducting across West Street, pavement construction to new widening areas and ongoing footpath construction. In February – March pavement construction will start on East Street and West Street, and the installation of the traffic signals.

3.9 Contracts Awarded / Upcoming Tenders

Contract/Tender	Date awarded/tendered
Methven & Mt Somers WTP Membrane Filter Upgrade – Supply of Membrane	Closes 25 February 2022
Ocean Farm Grazing Contract	Awarded 10 January 2022

4. Business Support Group

4.1 Information Systems

- **Projects**

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Business Improvement Application Enhancement and development	BAU Activity		N/A	N/A	No	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 continues with business owners in the areas of; Purchase Cards (Procurement), Debt Management (Rates), Request Management (Planning and Solid Waste), Traffic Management Plans (Open Spaces), Stock Water Race (closure process management), Approved Contractor Application (Health & Safety), Roading contractor KPI monitoring, Building (process enhancement)
Aerial imagery	October 2021	June 2021	Yes	Yes	No	Urban aerial imagery capture. Capture to be completed over the coming summer period, with processing and delivery following this.
Spatial Plan	October 2020	August 2021	No	N/A	No	Development of GIS interface identifying planning consent activity, constraints, and location across the district. Complete.
Census Data	September 2021	December 2021	Yes	N/A	No	Design of GIS spatial analysis tool exposing population statistical data from NZ Stats census data. Expanding scope to look at possibility of adding additional Infometrics data sets
Commercial Property Inspection App	October 2021	November 2021	Yes	N/A	No	Development of GIS app to collect property structural information as part of Commercial Property's project.

Building Information Map	August 2021	March 2022	Yes	N/A	No	Consolidation of GIS and other data into a single map representation for building team. Ongoing development to expand out the final product.
Mobile Spatial Capture	January 2021	February 2021	No	N/A	No	Development of GIS spatial mobile applications to capture data on street trees. Delayed pending available resource. Recommencing October 2021, with delivery December 2021
Dryland Survey Spatial Presentation	December 2020	March 2021	No	N/A	No	Recreation of GIS district vegetation survey maps for internal and public reference. Rescheduled to December 2021.
Microsoft M365 application suite	September 2020	June 2022	Yes	Yes	No	Application of this office suite version. The application is cloud based and includes Office products such as Email, Word, and Excel, but also includes several other productivity applications including telephony that will benefit Council operation.
Transformation to Technology One Cloud	May 2021	December 2021	No	Yes	No	Transfer of property, financial and payroll systems to hosted cloud service. Deployment delayed pending resolution of identified functional issues. Delivery to be confirmed.
Systems						
Desktop	September 2020	August 2022	Yes	Yes	Yes	Renewal of desktop devices. Switch to tablet devices to support mobile and flexible location operation of Council officers. Approximately 50% completed. Work also includes renewal of desktop monitors and headsets.

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Network	June 2021	October 2021	Yes	Yes	Yes	Site switches at EANC, Museum and Open Spaces replaced.
	August 2021	February 2022	Yes	Yes	Yes	Replacement of Wi-Fi solution across EANC, Open Spaces and Art Gallery\Museum
Cyber Security	BAU Activity		N/A	N/A	N/A	Continuing assessment and solution application to mitigate risk, but also to equip IS team to response to security events
Mobile Phone Renewal	June 2021	November 2021	Yes	Yes	Yes	Cyclic renewal of corporate mobile phones. 90% completed
New Library and Civic Centre	May 2021	December 2021	Yes	N/A	No	Confirmation of ICT fit out for new building equipment including as network, desktop, AV and library services. Continuing.
Information Management Physical Record Management	BAU Activity		N/A	N/A	N/A	<p>Ongoing work to identify, record and appraise Council physical records and disposal, if applicable.</p> <p>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.</p> <p>Off-site storage transfer underway to 3rd party storage facility to hold Council protected and long retention physical records. 500 of approximately 750 storage boxes transferred to date. Remainder being prepped for shipment first quarter of 2022</p>
Electronic document record	BAU Activity		N/A	N/A	N/A	Ongoing EDRMS development working with Council Teams to

management system (EDRMS)						define new areas and improvements Current development activity is in the areas of Museum, Art Gallery and Governance (Mayor and Councillors)
Data Management – Name Amalgamation	BAU Activity		N/A	N/A	N/A	Ongoing work to identify name data duplication and subsequent amalgamation of name and related activity held within Council's ERP system. Continuing work but to date over 10,000 name records have been updated to date.
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. Assessment of migration between older digital storage solutions and data management of Museum records, asset cctv record storage, and disposal of expired records.

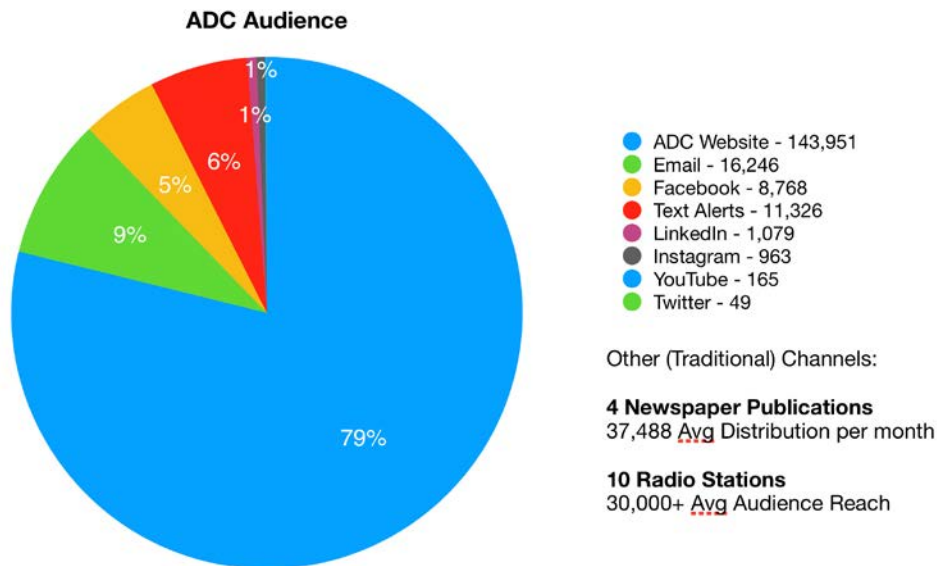
- **Other Activities**

Art Gallery. Activities across Information Systems to transfer ICT services into Council environment. Audit of current network, server, desktop complete, with and information management practices continuing.

4.2 Communications

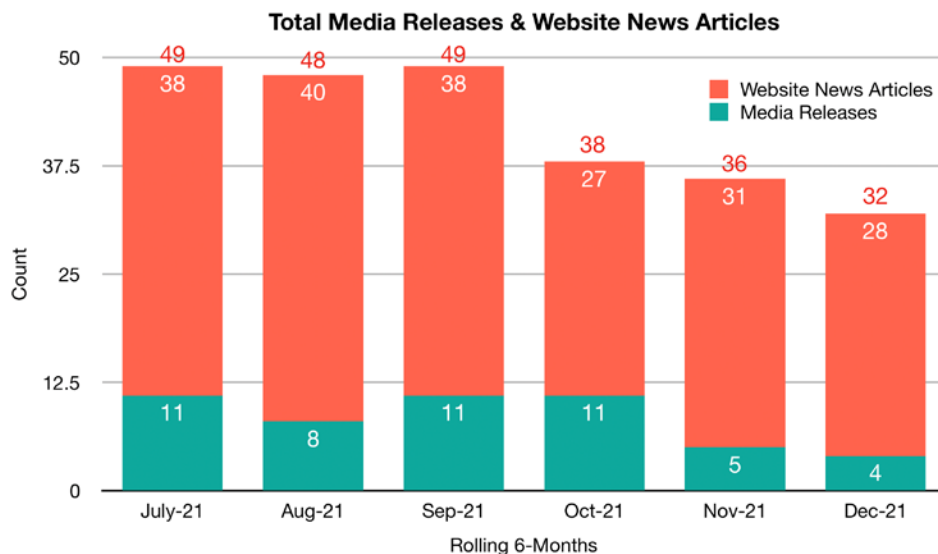
- **Key Performance Indicators (October – December 2021)**

ADC Audience – This graph shows ADC’s current *total audience* distribution across multiple digital channels; data represents unique contacts. Traditional channels (newspaper and radio) are noted separately as data represents *average* distributions and audience reach.



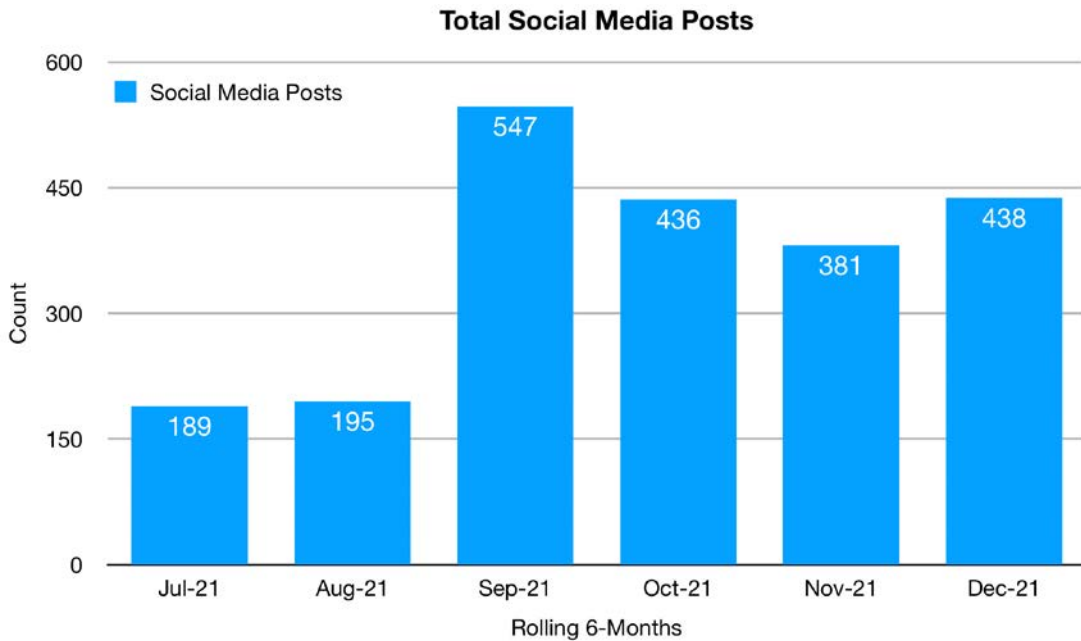
- **Total Media Releases & Website News Articles**

The total number of unique editorial pieces written for ADC’s website and media distribution (email). Not all website news content results in a media release. The downward trend in activity is a combined result of weather related activities in the previous reporting period, and lower activity than normal for this time of year due to cancelled events.



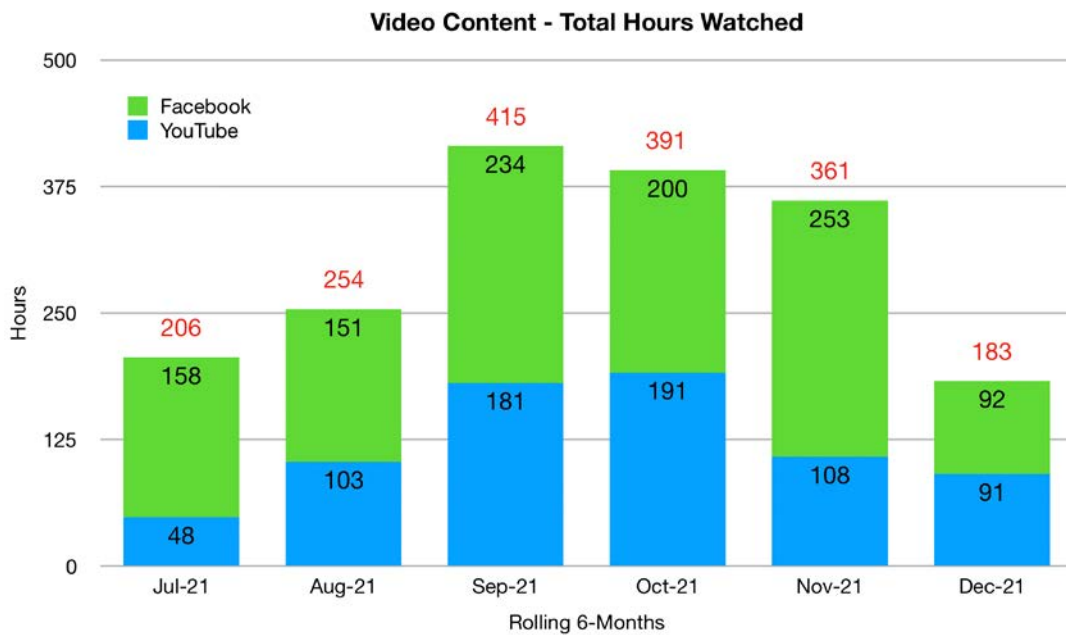
- **Total Social Media Posts**

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



- **Video Content – Total Hours Watched**

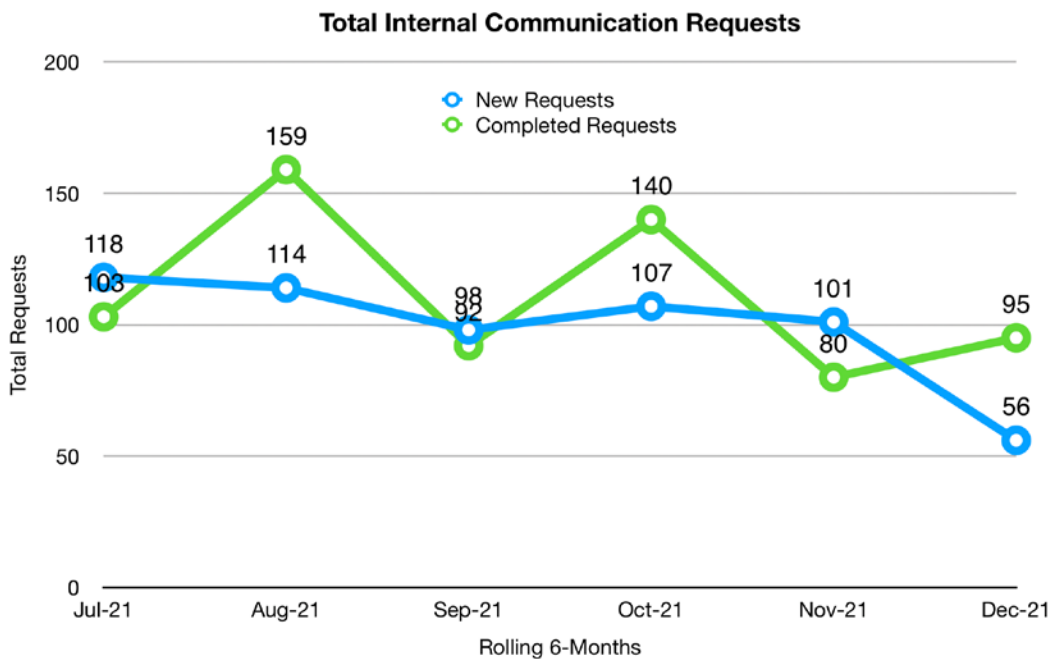
Total number of hours watched of ADC-produced video content on both Facebook and YouTube platforms. Videos primarily consist of live coverage of Council meetings.



- **Total Internal Communication Requests**

All work produced by ADC’s Comms Team is managed through a request system. This graph shows the total number of new requests for service submitted by ADC internal departments, and total number of requests completed by the Comms Team, by month.

Trending for this reporting period trended downward, due to cancellation of major events that resulted less work required. This gave use the opportunity to improve our service levels at the close of the calendar year.



- **Major Projects / Updates**

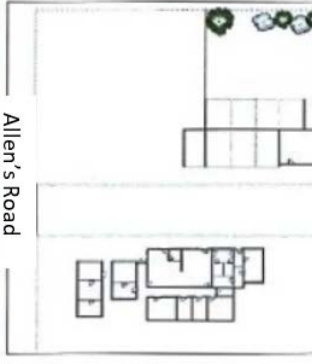
Media Requests Process

A new media request process that was intended to begin in November, is now scheduled to begin in February after improvements made on the online platform that will facilitate this new service. Media enquiries, traditionally sent in through email, will be encouraged to use a newly built online form on ADC’s website. The form is intended to capture of all relevant details of a media enquiry, while also providing reporting capabilities on the back-end, including total number of requests received, average handle times, and alerts/notifications.

New Senior Communications and Engagement Advisor

Daniel Huisman has joined the Communications Team to provide dedicated communication support across all of Council’s consultation and engagement activities, in close partnership with the Policy and Strategy team. Daniel comes to us with extensive knowledge and experience, previously working at Waimakariri District Council. He is also C10 Certified as PIM, which strengthens Council’s communication resourcing in Civil Defence activities.

4.3 Commercial Property

Current	Brief Project Description / progress
Ashburton Business Estate	Awaiting LINZ to issue titles. Three properties under contract with interest in properties continuing.
Elderly persons housing	<p>There are 22 people on the waiting list – 9 people wanting single units, 13 wanting double units (two are couples and they’re counted as one application per couple).</p> <p>Scoping of the redecoration of the Friendship Lane Units 1-16 is currently underway.</p> <p>11a & 11b Kitchener Street were sold on 10 December 2021.</p> <p>Two units are currently vacant, both are being redecorated and one has been offered to a person on the waiting list in anticipation of completion of the redecoration.</p> <p>Methven has four people on the waiting list, one being the above mentioned person.</p>
Ng King Bros Chinese Market Garden Settlement	<p>Work is continuing on the buildings with a quote received to complete foundation work on Building 4.</p> <p>A working bee is being organised to paint/stain the buildings once confirmation has been received that sponsorship has been obtained for the paint/stain.</p> <p>The landscape and planting concept plans have been completed with them being preliminary priced.</p> <p>The interpretive panels are underway for eight panels.</p> <p>Fencing at the front of the property along Allens Road has been completed.</p> <div data-bbox="687 1335 1501 1697" style="display: flex; align-items: center;">  <div style="margin-left: 10px;">  </div> </div> <p style="text-align: center;">Building 4: Storage, workshop, school room</p>
Airport	The new online system for collecting landing fees has seen \$1210.00 received for this financial year. We have made progress on a process to compare Council’s financial system for fee collection with the monitoring system which is being developed. Council staff are also investigating a scanning app as a more user friendly method of payment.

	<p>Mid Canterbury Aero Club clubrooms renovations is virtually complete The airside path to the accessible toilet is yet to be completed. Currently updating the maintenance contract with the Club to ensure that it is fair and fit for purpose and recognises the work that the Club is undertaking. The Aero Club report a strong upswing in demand for (PPL) private pilot license training.</p> <p>CFZ – common frequency zone- we are awaiting confirmation from CAA that this will annotated onto the next issue of visual navigation charts.</p> <p>Airport Development: A public consultation meeting was held on 24 January at 7.00pm in the Mid Canterbury Aero Club Clubrooms. Owners of neighboring sites to the airport have been written to and invited to attend.</p> <p>Infrastructure Project: Contractors have been busy installing the cable and transformer which will get electricity services to the Airport commercial hangar precinct on Seafield Road. Town supply water will also be provided to this part of the airport at the same time.</p> <p>Sky-diving: The operator is planning to be operational in October of this year.</p> <p>New Construction: 3 of the 4 new hangars that have been consented have now been completed and are earning income. The Lessee of the fourth hangar site is no longer able to commence the build. This site will be transferred to another suitable interested party once one comes forward.</p> <p>Large Event: Ashburton Aviation Museum Militaria Extravaganza Event 5-6 February and planning is well underway. This large scale event is a cooperation between the Ashburton Aviation Museum and the Military Adventure Group (MAG) it will include static displays, vehicle rides, live re-enactments etc.</p> <p>Interest from Commercial Operators: An international flying school training foreign pilots, and a commercial drone operator have conducted initial enquiries about operating out of Ashburton Airport in the future.</p>
Property Inspections	Inspections of 400 properties have been completed to date by our Summer student with elderly housing inspections to be completed in the next 3 weeks.
Ex ACL Yard South Street	The workshop and all outbuildings are currently leased. Commercial Property are currently negotiating with the CDHB regarding the relocation of the Community Based Covid Testing Station to the old ACL office.
Lake Clearwater	<p>We are in the process of corresponding with the Hut holders Association and lessees with respect to the aerial imagery and the various non-compliance issues this has highlighted.</p> <p>There has been a good response to the new sewerage disposal requirements at the hut settlement. Only 24 out of 180 huts still have a long drop toilet as their primary means of disposal. Work continues on assisting the remainder in becoming compliant.</p>

	<p>The demolition of public long drop toilets the toilets adjacent to the water sports club has been completed. Funds have been earmarked in the LTP to provide an additional dry vault public toilet complex in the future.</p> <p>There is work being undertaken on education for minimising the amount of rubbish which is being generated during periods of high demand ensuring that we have adequate receptacles for its collection.</p>
<p>Earthquake Strengthening and Condition Assessments of Halls</p>	<p>Rakaia Memorial Hall – we have received a scope and one estimate for this work. Potential options are now being investigated.</p> <p>Pool building assessments have been completed for the Rakaia, Hinds and Tinwald Community pools. Community Services will report on this.</p> <p>Mt Hutt Memorial Hall And Heritage Centre – Council has a condition assessment for the Hall with work programmed in next year’s budget which is yet to be approved.</p>
<p>Glasgow Leases</p>	<p>Valuations have been arranged for the lessee’s making requests to freehold, reports will be presented to Council as these valuations come in.</p> <p>Rent reviews and renewals are completed as and when the leases require.</p>
<p>Medical Centre upgrades</p>	<p>Medical Centre Management Team and Commercial Property staff inspected the Crossroads Restaurant and Accommodation building opposite the current medical centre on Methven Chertsey Road to consider if this would be a suitable option to relocate the medical centre.</p> <p>Rakaia – The resource consent has been approved and the lessee is working with the architects to finalise the interior layout.</p>
<p>Library and Civic Centre Te Pātaka o kā Tuhituhi - Te Waharoa a Hine Paaka</p>	<p>Work has recommenced after the Christmas break with security systems/storage during the buildings use looked at. We have received a further progress claim for payment from Naylor Love – Claim 10.</p>
<p>Oval Pavilion –Ashburton Domain Walnut Avenue Pavilion – Ashburton Domain</p>	<p>Documentation is currently being prepared for the transfer of the building to Council.</p> <p>Documentation is currently being prepared to allow the transfer of the building following a report which will be presented to Council. This report cannot be finalised until we have;-a valuation of the building as well as an earthquake assessment.</p>

4.4 Forestry

- **Log Sales & Harvesting**

The sales report below for October and November is primarily salvage harvesting completed following the wind storm in September. This was harvested from plantations at Hinds, Lismore, Westerfield, Ruapuna, Staveley and the Methven Cemetery and represents a significant harvest volume. Unfortunately the export log market had a significant correction with wharf gate prices dropping to a seven year low in November. Harvesting was therefore stopped at Westerfield with crews returning in January with production targeted at the domestic market. The drop in log prices has resulted in harvesting costs exceeding log sale revenue for the Diamond Town plantation salvage operation. This younger plantation had high logging costs and also a poor JAS conversion coupled with the weakening log market means this salvage operation will have a negative result.

SALES INFORMATION REPORT - Forest SUMMARY			
<i>Period:</i>	<i>01/10/2021</i>	<i>to</i>	<i>30/11/2021</i>
Products	Quantity	Unit	Gross Value
Sawlogs & Posts			
<i>Douglas fir S30 sawlog</i>	<i>104.33</i>	<i>tonnes</i>	<i>\$18,257.75</i>
<i>Export Dfir Sawlogs CF+</i>	<i>52.711</i>	<i>JAS</i>	<i>\$4,480.44</i>
<i>Pruned Export</i>	<i>26.096</i>	<i>JAS</i>	<i>\$2,414.71</i>
<i>PRAD PRUNED P30</i>	<i>74.926</i>	<i>JAS</i>	<i>\$4,712.03</i>
<i>KA EXPORT</i>	<i>860.392</i>	<i>JAS</i>	<i>\$52,952.41</i>
<i>KS EXPORT</i>	<i>3001.804</i>	<i>JAS</i>	<i>\$153,020.98</i>
<i>KI EXPORT</i>	<i>167.962</i>	<i>JAS</i>	<i>\$3,584.44</i>
<i>KI EXPORT</i>	<i>10.322</i>	<i>tonnes</i>	<i>\$887.69</i>
<i>OTHER sawlogs</i>	<i>22.98</i>	<i>tonnes</i>	<i>\$2,757.60</i>
<i>Smallwood - Posts & Poles</i>	<i>1526.81</i>	<i>tonnes</i>	<i>\$68,938.96</i>
Pulp & Firewood			
<i>Dfir Firewood</i>	<i>103.3</i>	<i>tonnes</i>	<i>\$4,569.73</i>
<i>OTHER firewood</i>	<i>89.29</i>	<i>tonnes</i>	<i>\$4,944.20</i>
<i>KIS Export (Small Industrial)</i>	<i>1910.18</i>	<i>JAS</i>	<i>\$128,357.79</i>
<i>KX Export Pulp</i>	<i>222.3</i>	<i>tonnes</i>	<i>\$4,779.45</i>
<i>PRAD chip (LED<55cm)</i>	<i>1247.98</i>	<i>tonnes</i>	<i>\$15,415.12</i>
<i>PRAD firewood</i>	<i>81.1</i>	<i>tonnes</i>	<i>\$770.45</i>
Forest Total	9502.483	Units	\$470,843.75

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
20/21 Annual Report		1/12/21	Yes	Yes	NA	Work is ongoing. Due to Audit NZ resource constraints, Audit NZ has highlighted they won't be able to meet the original timetable, and we are now looking at adoption of the Annual Report in early December 2021.
Vehicle Replacements	Current	Unknown	Unknown	Yes		While some orders have been placed, only one vehicle has been received to date. We have been advised there are extensive delays in delivery for the remainder, with no reliable delivery dates at this stage.
Purchase card Implementation		Late 2021	No	Yes	NA	The final part of the procure-to-pay project is the introduction of purchase cards for small miscellaneous purchases. Due to Covid levels, the September and November site visits by TechnologyOne consultants were cancelled. The next available time is yet to be confirmed, and is dependent on Covid levels.
Debt Management Process		20/11/2021	Yes	Yes	N/A	The current target is to have the debt management process implemented for rates instalment 2. This is dependent on testing, as any issues will need to be resolved, with IS support, prior to implementation.
Query from September briefings meeting requesting confirmation of number of rate payers who were late paying after the extended period until penalties were payable.			N/A	N/A	N/A	There were 1039 properties that were given a penalty after we delayed applying them. This is no different to any other penalty run, delaying made no significant difference.