

Council Activity Briefings



Date: Wednesday 23 March 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

Covid-19 Protection

Council meetings will go ahead as normal under the RED traffic light setting, but anyone aged 12 and older will require a vaccine pass to attend in person. Please sign/scan in and wear a mask. People without vaccine passes have the opportunity to view copies of agendas and minutes, and watch live-streams of meetings (if available) on our You Tube channel, Facebook page and website:

<https://www.ashburtondc.govt.nz/council/public-meetings-research-centre>

Activity Reports

Time	1.	Community Services		Page
9:30am	1.1	EA Networks Centre	Kate Fowler	1
9:35am	1.2	Ashburton Library	Jill Watson	4
9:40am	1.3	Ashburton Museum & Art Gallery	Shirin Khosraviani	15
9:45am	1.4	Open Spaces	Ian Soper	22
9:50am	1.5	Economic Development	Simon Worthington	29
9:55am	1.6	Memorial Halls and Reserve Boards	Clare Harden	32
10:00am	1.7	Customer Services	Amanda Watson	33

Time	2.	Strategy & Compliance		
10:05am	2.1	Building Services	Michael Wong	36
10:10am	2.2	Civil Defence Emergency Management	James Lamb	42
10:15am	2.3	Alcohol Licensing/Bylaw Monitoring & Enforcement	Rick Catchpowle	43
10:20am	2.4	Animal Control	Rick Catchpowle	44
10:25am	2.5	Environmental Health	Rick Catchpowle	45
10:30am	2.6	Planning	Ian Hyde	46
10:35am	2.7	Strategy & Policy	Toni Durham	48
10:40am		<i>Morning tea</i>		

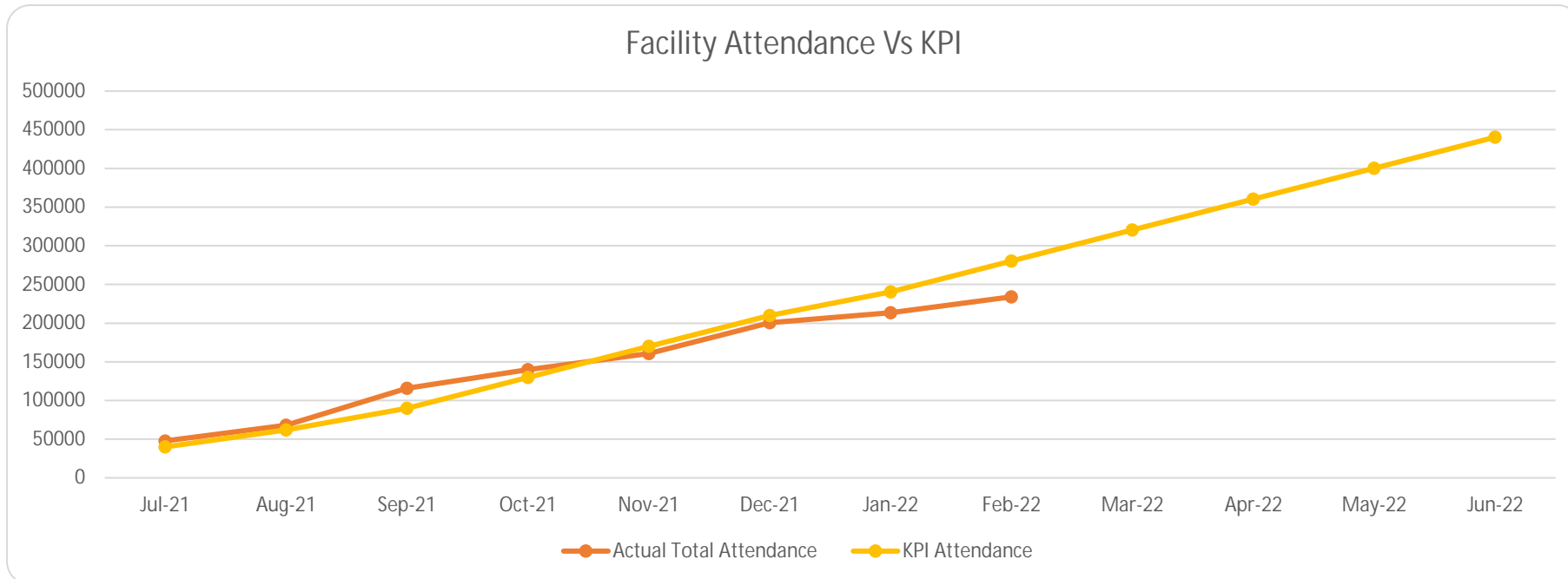
Time	3.	Infrastructure Services		Page
11:00am	3.1	3Waters Projects	Neil McCann	50
11:10am	3.2	CBD Upgrade Project	Neil McCann	51
11:15am	3.3	3Waters Operations	Neil McCann	52
11:20am	3.4	Drinking Water	Andy Guthrie	54
11:25am	3.5	Wastewater	Andy Guthrie	55
11:30am	3.6	Stormwater	Andy Guthrie	56
11:35am	3.7	District Water Management	Andy Guthrie	56
11:40am	3.8	Solid Waste Management	Hernando Marilla	57
11:45am	3.9	Roads and Footpaths	Mark Chamberlain	60
11:50am	3.10	Contracts Awarded / Upcoming Tenders	Neil McCann	61

Time	4.	Business Support		
12:00pm	4.1	Information Systems	Gordon Tupper	62
12:05pm	4.2	Communications	Ruben Garcia	69
12:10pm	4.3	Commercial Property	Colin Windleborn	74
12:15pm	4.4	Forestry	Terry O'Neill	76
12:20pm	4.5	Finance	Erin Register	78

1. Community Services Group

1.1 EA Networks Centre

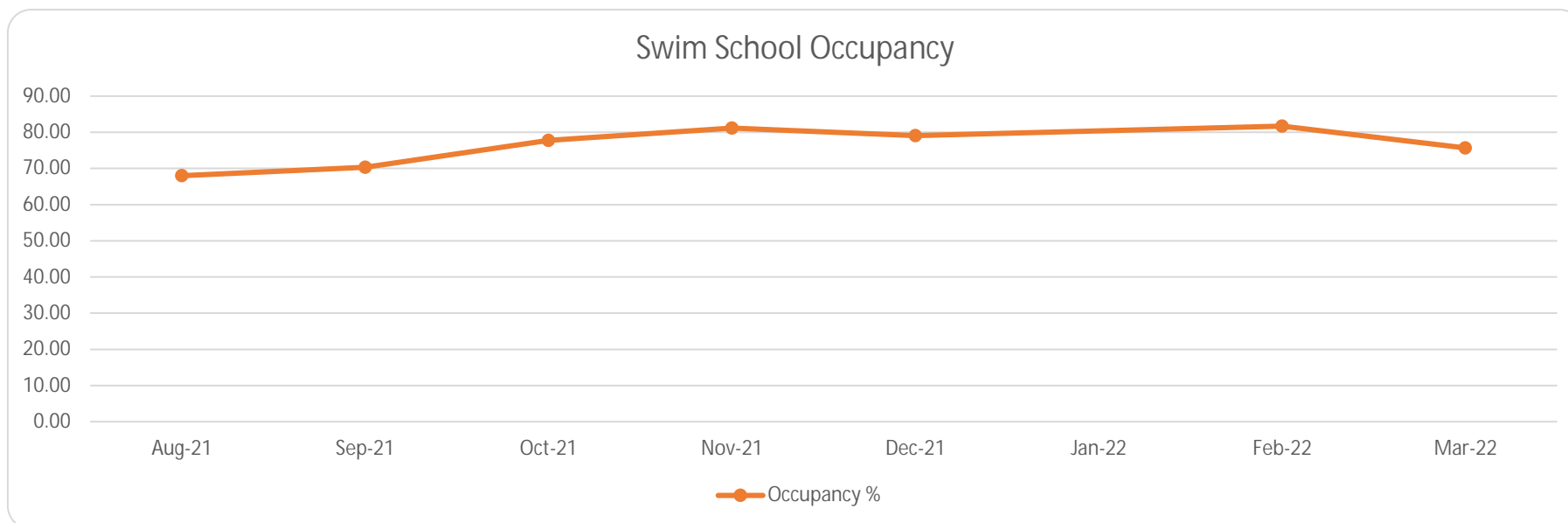
1.1.1 Facility



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 28 February 2022 EANC had 234,015 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 downwards due to Omicron and standard Mid-Term cancellations, currently sitting at 75.70%.

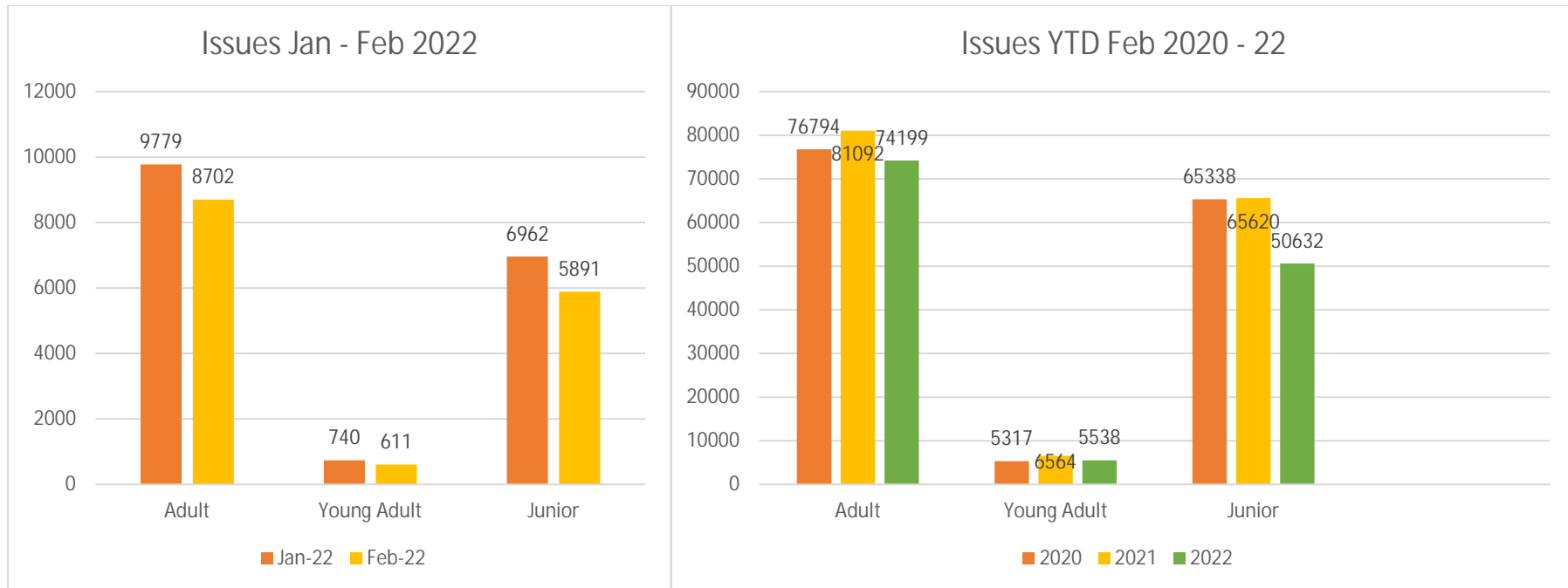
Activity Comments

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

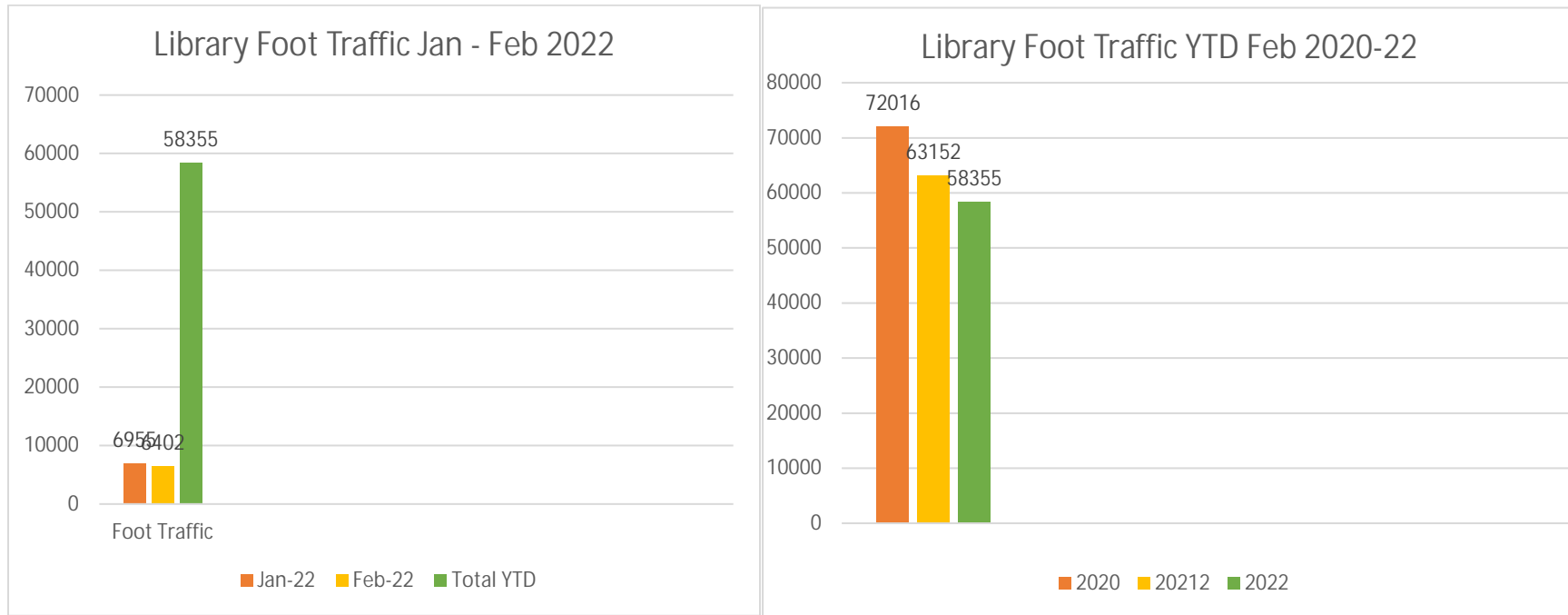
1.2.1 Issues



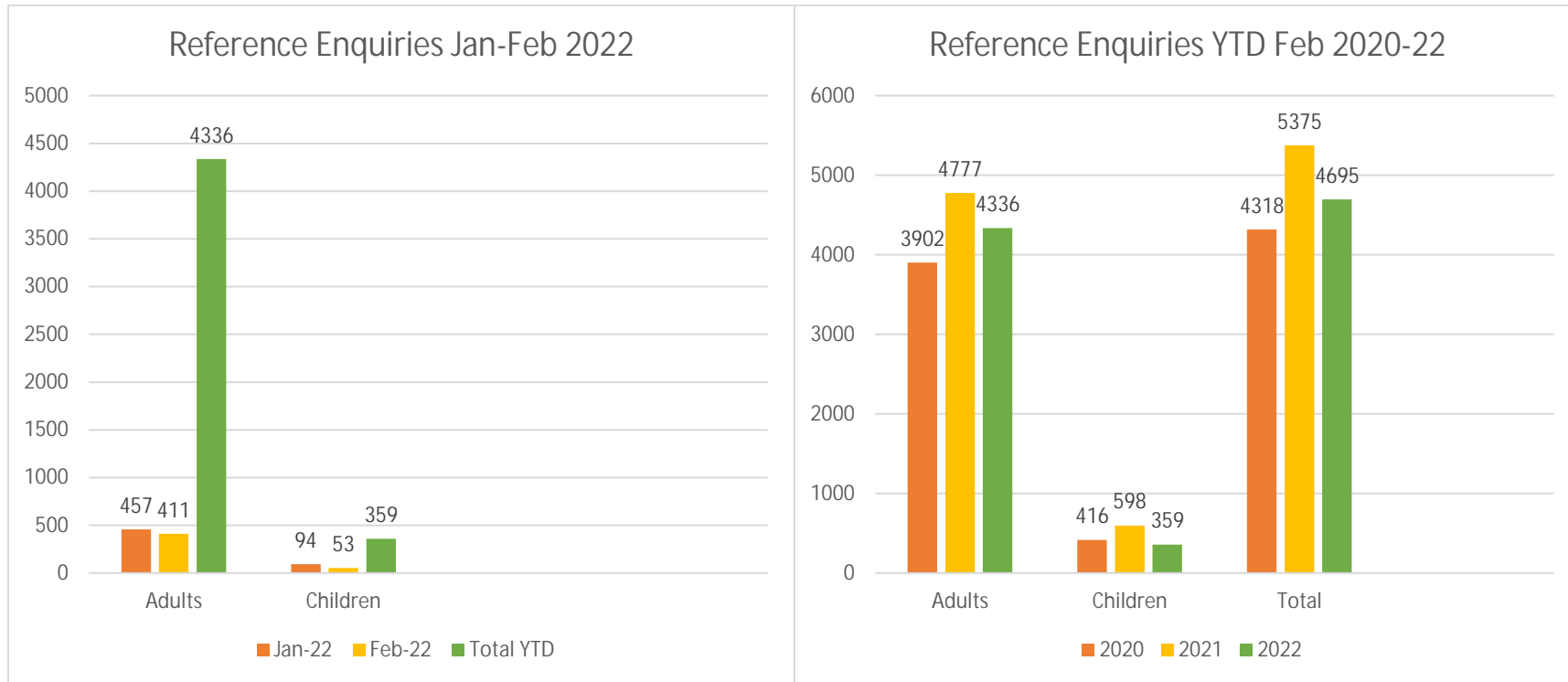
1.2.2 Memberships



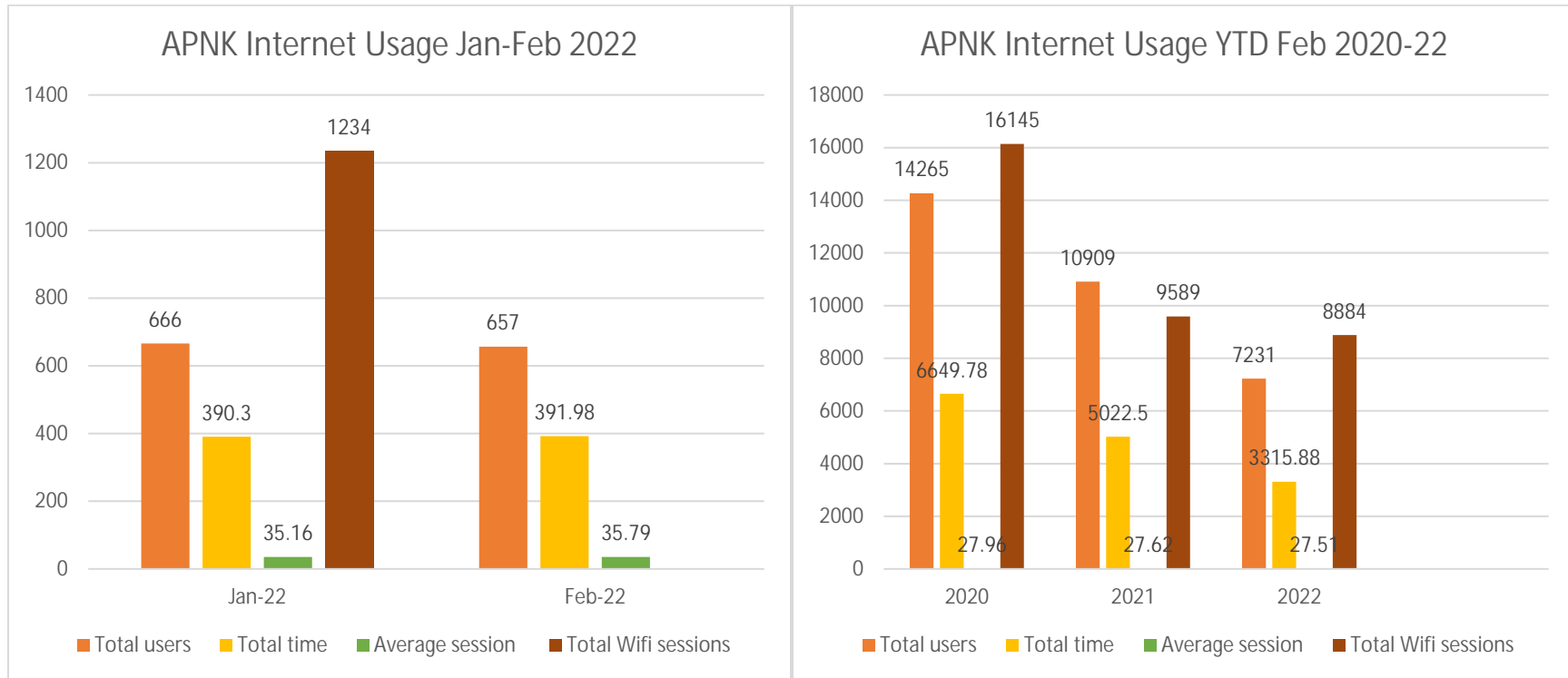
1.2.3 Library Foot Traffic



1.2.4 Reference Enquiries

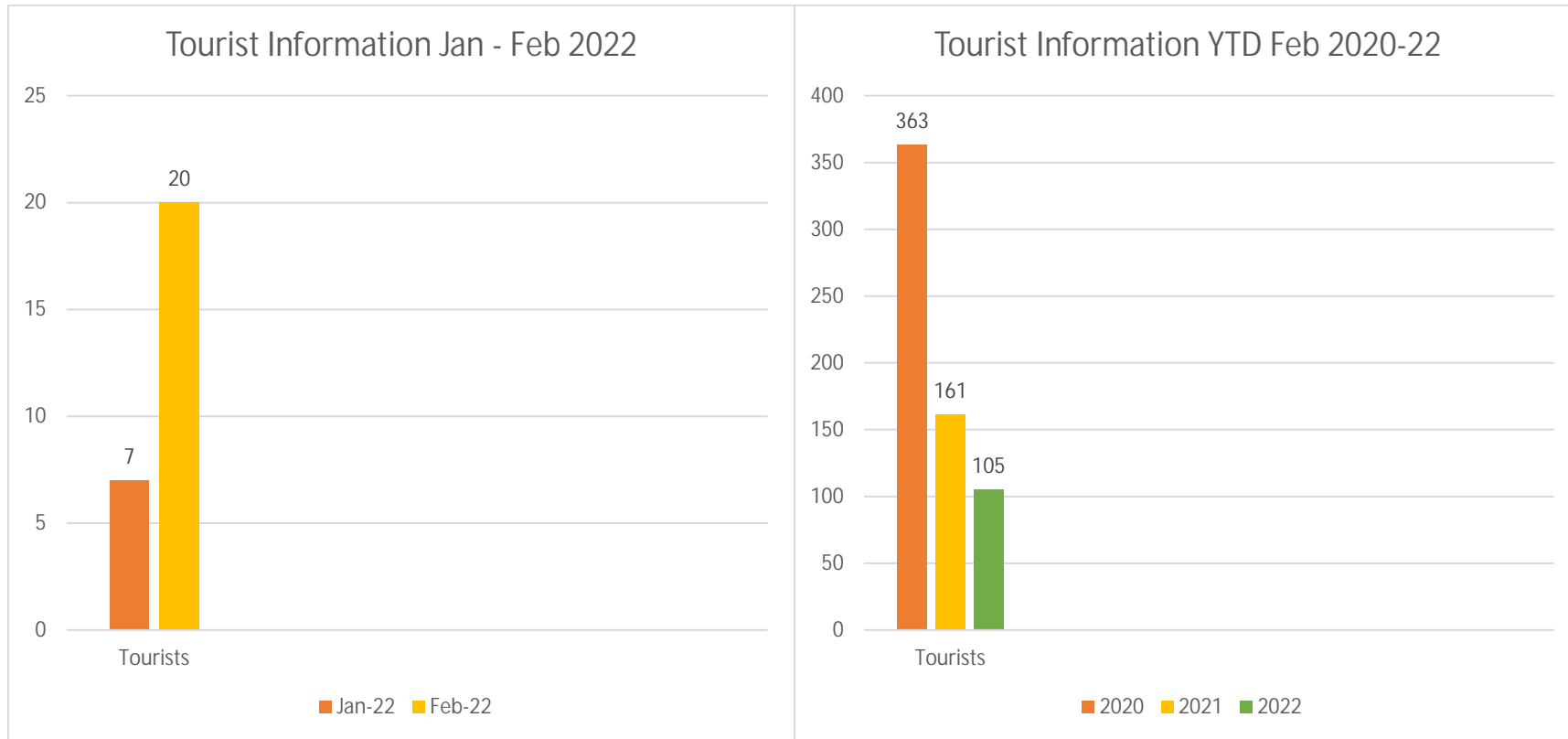


1.2.5 APNK Internet Usage



Comments: Incomplete Wi-Fi stats for December 2020. Stats only available from 1 December until 9 December. February 2022 Wi-Fi stats unavailable at time report due.

1.2.6 District Tourism Information Requests



Activities:

Community Engagement Activities		
Activity/Programme	Description	Date
<i>Click & Collect</i>	Contactless Book Issue.	Jan-Feb
Comments:	The development and implementation of Click & Collect to assist 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. 19 people used the service in this period.	
Activity/Programme	Description	Date
<i>Meeting Spaces</i>	Community use of meeting rooms.	Jan-Feb
Comments:	There were 33 bookings through the period with 66 people attending. Groups who utilised meeting spaces included Anglican Advocacy, Greg Dunne – Counsellor, Speech & Language therapy, Kanuka Mid Canterbury Regeneration Trust, ACC, individuals having job interviews online, work placement coaching services, Dementia Canterbury.	
Activity/Programme	Description	Date
<i>Presentations</i>	Library promotion.	Jan-Feb
Comments:	There was 1 presentation during the period to the Community House Network Meeting with 30 people attending. Through this time it has been difficult to meet with groups due to uncertainty around Covid-19.	
Activity/Programme	Description	Date
<i>Holiday Outreach</i>	Crafts, games and activities to Methven & Rakaia Communities in school holiday breaks. Ashburton Library leads collaboration between Wellbeing Opuke and ADC Community Facilities.	Jan-Feb
Comments:	Two sessions were held in late January with 59 children and 32 adults attending.	

Activity/Programme	Description	Date
<i>Book Club</i>	Community book club.	Feb
Comments:	February saw our first Book Club of 2022, we had 8 attendees	
Activity/Programme	Description	Date
<i>Next Chapter Group</i>	People living with dementia meet for theme based conversation, reading and activities.	Feb
Comments:	This is a new group run by library staff. Participants come through Dementia Canterbury.	
Activity/Programme	Description	Date
<i>Homework Hub</i>	Run in the library by volunteers who are in the main teachers, supported by library staff. Afternoon tea supplied by Kai for Kids. A drop in programme, no bookings required.	Feb
Comments:	We ran trial sessions at the end of February with 14 attendees. The programme officially launched on 1 st March.	
Digital Access Projects		
Activity/Programme	Description	Date
<i>Stepping Up</i>	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.	Jan-Feb
Comments:	7 people attended 7 Stepping Up classes during the period.	
Activity/Programme	Description	Date
<i>CV Help</i>	CV cover letters and applications.	Jan-Feb
Comments:	Five 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.	

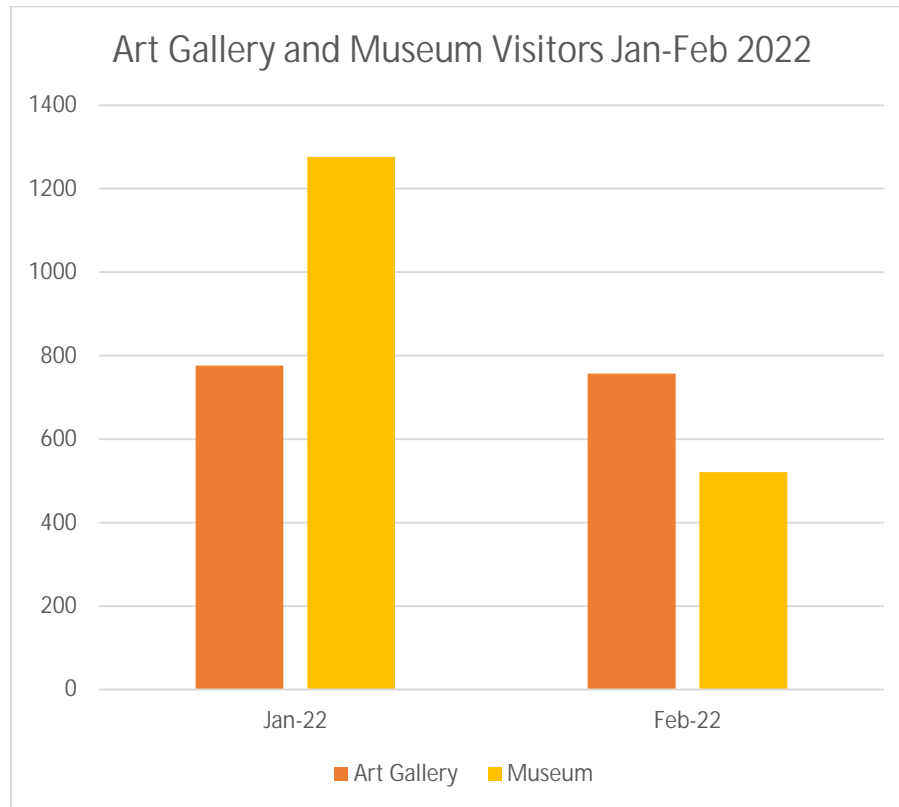
Activity/Programme	Description	Date
<i>Device Drop In</i>	One on one assistance with devices.	Jan-Feb
Comments:	Twenty six people received assistance with devices over the period.	
Activity/Programme	Description	Date
<i>Digital Help</i>	One on one assistance with digital skills.	Jan-Feb
Comments:	125 people received assistance through this time.	
Activity/Programme	Description	Date
<i>Ebook Sessions</i>	One on one assistance with accessing eBooks.	Jan-Feb
Comments:	Two people received assistance with eBooks during the period.	
Activity/Programme	Description	Date
<i>Skinny Jump Wi Fi Modem</i>	Low cost broadband	Jan-Feb
Comments:	7 people accessed Skinny Jump during the period.	
Youth Programming		
Activity/Programme	Description	Date
Youth Summer Reading Challenge	Reading challenge packs with a mix of literacy, digital and creative challenges all aimed at encouraging reading across different platforms throughout the summer break.	Dec-Feb
Comments:	25 reading challenge packs were issued to youth aged 12 to 18years. This was a pleasing result for the first year of the Youth Summer Reading Challenge.	

Children's Library		
Activity/Programme	Description	Date
Wriggle & Read 4 sessions	Movement to music for ages 0-3	Jan-Feb
Comments:	47 Children+42 Adults = 89 Total. 4 Wriggle & Read is run during school term time and started back up in February.	
Activity/Programme	Description	Date
Story & Rhyme Time 5 sessions	Stories and Rhymes	Jan-Feb
Comments:	12Children + 5 Adults = 17Total. 2 sessions had no attendees. We held a special David Elliot Story & Rhyme session as our first session of the year where we read a selection of David Elliot stories in the David Elliot exhibition in the Museum/Art Gallery education room, we had 6 children and 2 adults to that event.	
Activity/Programme	Description	Date
School Class Visits 8 sessions	Story and browsing	Jan-Feb
Comments:	119 children + 8 adults =127 total. This includes Class visits from Ashburton Christian School and a regular small group from Hampstead School.	
Activity/Programme	Description	Date
Coding Club	Game development	Jan-Feb
Comments:	This programme is Due to resume March 14 th	
Activity/Programme	Description	Date
Coding Outreach 1 session	Coding in schools – Professional Development for teachers.	Jan-Feb
Comments:	4 Teachers. Mt Somers Springburn School	

Activity/Programme	Description	Date
Summer reading Challenge	The Summer reading challenge encouraged children to read 25 books and complete 3 reading based challenges.	Dec-Jan
Comments:	52 children completed the Reading challenge	
Activity/Programme	Description	Date
Summer Burty Challenge	Will be reported on in next report due to finishing dates	

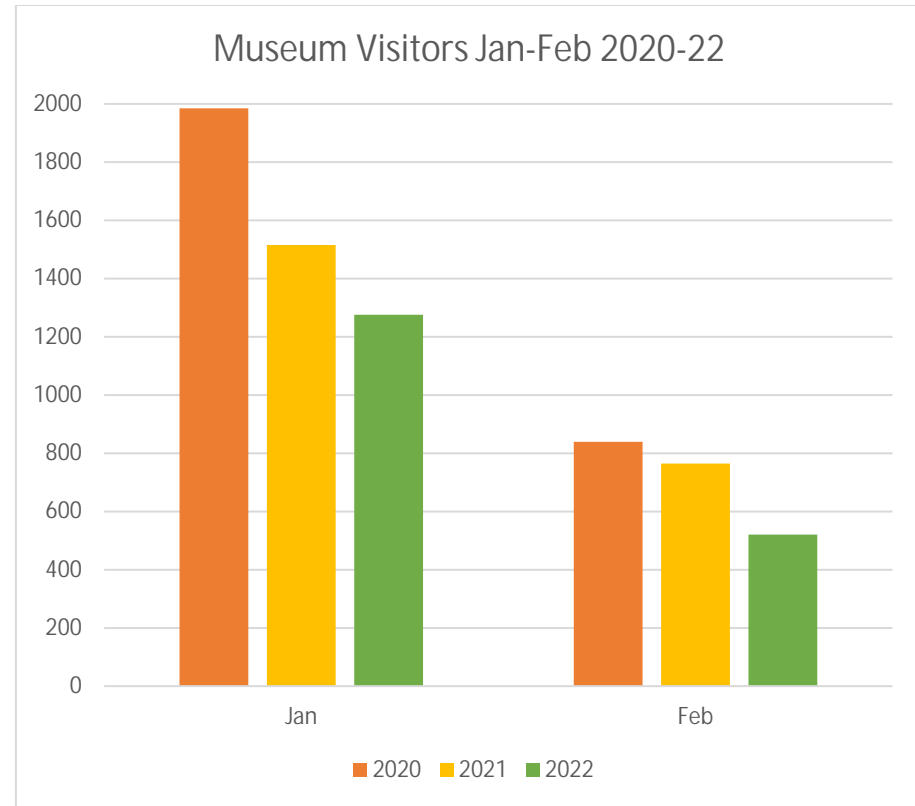
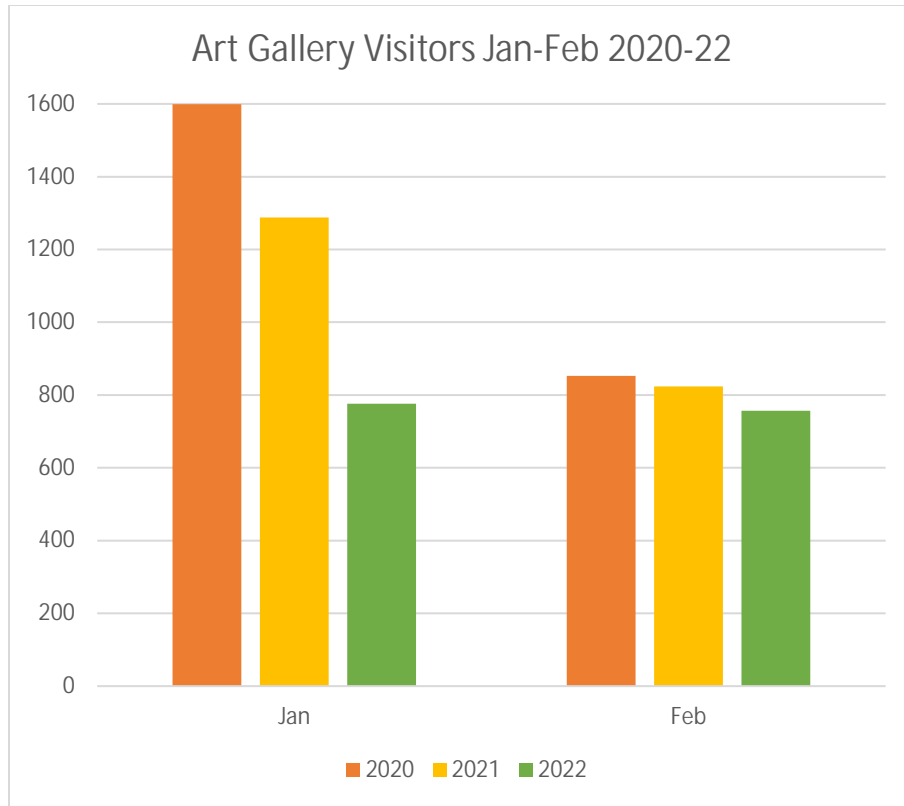
1.3 Ashburton Art Gallery and Museum

1.3.1 Art Gallery and Museum Visitors



Comments:

The museum's January visitor numbers remained high due to the Great Santa Hunt, Burty Challenge and Circus-themed programmes being continued until the end of the school holidays. The gallery's February visitor numbers were consistent with the previous month (despite the school holidays ending and a lack of term-time school visits) due to regular weekly and monthly programmes being offered during the school term and several well-attended exhibition openings/artist talks.



Comments:

The general downward trend in visitor numbers across the three-year period is consistent with a drop in visitation due to Covid-19. The gallery's February visitor numbers were similar to previous years (despite a lack of school visits) due to continued participation in the gallery's regular weekly and monthly programmes and several well-attended exhibition openings/artist talks.

Activities:

Exhibitions and Displays		
Activity/Programme	Description	Date
Under the Big Top Exhibition	An exhibition of circus-themed miniatures created by local Ashburton plumber Rex Hockings in the 1950s. The exhibition is split into two spaces on the ground floor and contains both objects and photographs from the archives.	Dec 21-Feb 22
Activity/Programme	Description	Date
Foyer Wall Display	A large-scale reproduction of one of David Elliot's illustrations from <i>The Moon & Farmer McPhee</i> graces the foyer wall of the AAGM. Visitors enjoy the warm and joyful depiction of farmer McPhee with his animals.	Feb-May 22
Activity/Programme	Description	Date
Cryosphere	Photography exhibition by Wellington-based artists Jonathan Kay exploring the Tasman and Fox glaciers of the South Island. Dr Barbara Garrie of the University of Canterbury was commissioned to write for the exhibition catalogue expanding on the themes of climate change and the Kay's practice.	4 Feb–6 March
Activity/Programme	Description	Date
Motoko Watanabe	Dunedin-based artist Motoko Watanabe's self-titled exhibition brought together a body of soft sculptures created over a period of 16 months. Watanabe utilises household waste and recycled materials to create her large-scale objects.	4 Feb–6 March
Activity/Programme	Description	Date
Braided Threads	The biannual exhibition of the Ashburton Embroiderers' Guild containing over 100 pieces of intricately stitched works of art. Members were present daily to welcome visitors and answer questions.	6-27 Feb

Education and Public Programmes		
Activity/Programme	Description	Date
David Elliot workshop	Ashburton-born artist, writer and illustrator David Elliot ran two workshops to help children and adults ignite their imaginative powers and look at the world in new ways.	24/25 Jan
Activity/Programme	Description	Date
Artist Talks	Dr Jane Malthus gave a talk on her travels across India and encounters with various textile cultures and embroidery techniques. The talk coincided with the opening of the Ashburton Embroiderers' Guild exhibition, <i>Braided Threads</i> .	5 Feb
Activity/Programme	Description	Date
Art Addicts	The gallery's weekly art space for kids during the school term. Weekly sessions continue. In February the AA families embarked on a series of sessions inspired by international artists and their diverse techniques. The work of artists Francis Upritchard and Bill Hammond were explored.	Weekly, 16 & 23 Feb
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. In the January session, Timaru-based artist Michael Armstrong guided the members through the basics of contemporary painting. The February session was led by talented members of Ashburton Embroiderers' Guild in conjunction with their exhibition <i>Braided Threads</i> . Tamariki (children) were guided through various stitching patterns and techniques to create a unique piece of embroidery to take home.	Monthly 30 Jan 27 Feb
Activity/Programme	Description	Date
In Colour	Social sessions at the gallery that encourage connection with others through creativity. Monthly sessions continue.	Monthly 11 Feb

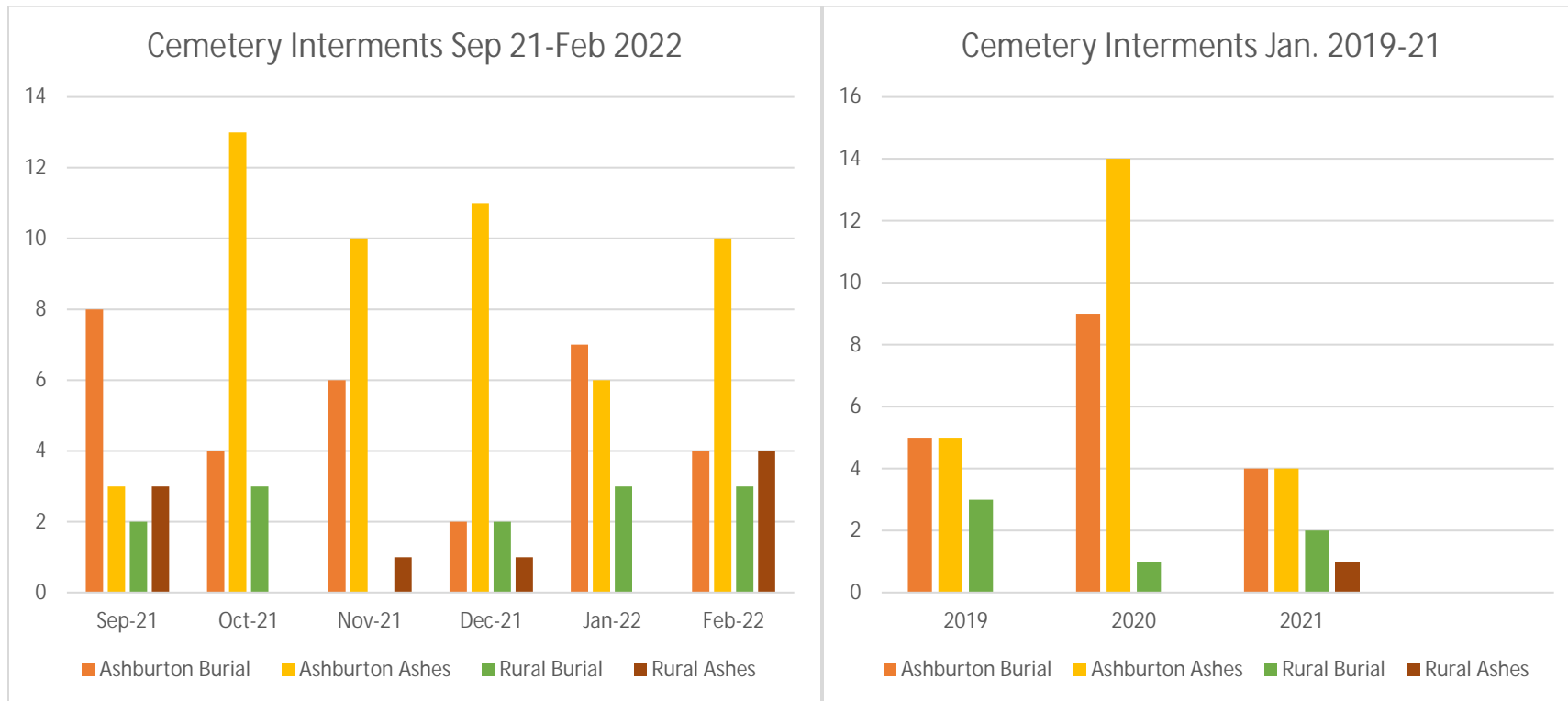
Activity/Programme	Description	Date
Molly's Masterpiece	Molly is the Gallery's imaginary dog drawn by Ashburton's own David Elliot. Molly 'hides' in the gallery every month with a particular activity or question for her friends to find. Those who complete each activity receive a piece of Molly's masterpiece, which goes towards a visual puzzle and creates an image of an artwork from the AAG Inc collection.	Monthly
Activity/Programme	Description	Date
Stuff + Sculpt	We welcomed visitors to take inspiration from Motoko Watanabe's exhibition and create a soft sculpture to take home using recycled materials, thread and child-safe needles.	5 Feb-6 March
Activity/Programme	Description	Date
Burty Challenge	Four winners were announced in February at the conclusion of the Summer Burty Challenge.	17 Feb
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 Santa's that are hidden throughout the museum exhibition spaces. In February the grand prize winner was drawn and announced on social media.	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
Group Visits	<i>Dementia Canterbury (9 adults)</i> This programme is specifically developed for people living with dementia and consists of a guided tour of a current exhibitions followed by morning tea. Staff received training from Dementia Canterbury to develop tours that meet the needs of the group.	24 Feb
Collections and Research		
Activity/Programme	Description	Date
Research Room	The research remains open for bookings throughout the Red Traffic Light system. 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. Booking for the research room are steady, however not at capacity.	Jan-Feb 22
Activity/Programme	Description	Date
Research Enquiries	The archives officer received 43 research enquiries which have all been responded to and completed. 34 enquiries were from the general public and 9 were internal requests from ADC employees. The majority of public requests focus on family history.	Jan-Feb 22
Activity/Programme	Description	Date
Interpretation Panels	The new CBD heritage interpretation panels are now complete and awaiting final installation.	Jan-Feb 22
Activity/Programme	Description	Date
Collection Development and Management	Acquisition of new items, cataloguing and rehousing projects, environmental monitoring and pest management continues.	Jan-Feb 22
Activity/Programme	Description	Date
ADC Art Collection	A selection of works from the Civic Art Collection are under review for an upcoming exhibition titled <i>Urban Ashburton</i> .	Jan-Feb 22


Media and Promotion		
Activity/Programme	Description	Date
Reviews/Features	<p>The Motoko Watanabe exhibition was reviewed in the monthly arts magazine <i>ArtBeat</i>. The February issue also contained a full-page colour poster of a work in the Gallery's collection by recently deceased local artist Natalia Saegusa.</p> <p>The group exhibition <i>Configure</i> received a two-page review in Art New Zealand.</p>	Feb 22
Activity/Programme	Description	Date
Articles and Blog Posts	The museum archivist and guest contributors have written 9 articles for the Ashburton Guardian's heritage page.	Jan-Feb 22

1.4 Open Spaces

1.4.1 Cemeteries



Activities:

Cemeteries	
Items of Importance:	
<p>A timely addition. To help out with the mowing issues, staff took delivery of a replacement mowing unit late in February. This unit is a John Deere with a 72 inch mowing deck width and early reports from staff indicate that it is doing a great job at the Cemetery. This unit will also be used for some mowing at the Ashburton Business Estate, as well as mop up mowing around Ashburton sportsfields, after the Trimax Pegasus field mower has mown the playing surfaces.</p> <p>An assistant Sexton has been recruited and the new role holder shall commence employment in early April. There will be a learning phase for the new recruit as we work towards growing some depth in this essential service activity.</p> <p>The Methven Cemetery clean-up is about to recommence following quotes being sought. This work shall entail the realigning of the internal Cemetery driveway, preparation and sowing in lawn, the new burial area. Root-raking the harvested area, working with Methven Lions to reinstate their walkway, supplying the materials needed and then replanting shall commence in winter.</p>	<p>Staff have continued to focus on keeping the growth down in all cemeteries across the District. The ongoing spring-like growth is really problematic. While it is nice to see green lawns it is a constant battle to keep on top of the grass growth. A similar situation surrounds weed growth - regular spray rounds are barely keeping up. Entrance gardens have been mulched.</p>  <p>Cemetery Sexton Don Heney undertaking a close inspection of the mowing deck on the new mowing unit.</p>

Stock Water Races

Items of Importance:

This financial year to date there has been 12 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

Contractors have been busy in the stockwater network lately. The regular rainfall is necessitating the regular reinstatement of intake water collection galleries, to maintain a constant flow. Another task that is ongoing for Rangers is overseeing contractors cleaning of the mains races. It is becoming more costly to maintain races adjacent to the roading network. These areas require staff to oversee contractor compliance with traffic management and control being required for any work being undertaken on the road corridor.

Silt-laden water remains an issue as reported last month, is still clogging telemetry devices within the network. A number of the devices are still awaiting the technician to conduct remedial repairs to enable full functionality.

Drone spraying of the mains network continues and it looks like it will be a required work activity right through until winter is upon us and growth slows down.

APPENDIX 1

Stockwater closures/alterations/culvert installation applications as at 10 March 2022

Application ID	Location	Length*	No of properties	PHASES					Comments
				1	2	3	4	5	
SKW/004/20	Chertsey Road	648.5	4						Ongoing discussion with applicant
SKW/015/20	Frasers Road	619.9	3						Physical work to be completed - reminder sent
SKW/017/20	Longbeach Road	1521.6	5						Report to 16 March Council meeting
SKW/031/20	Ruapuna School Road	614.1	1						Physical work to be completed
SKW/034/20	Gardiners Road	8904.6	5						Physical work to be completed
SKW/036/20	Westerfield School Road	413.4	1						Physical work to be completed
SKW/037/20	Somerville Road	250.5	1						Physical work to be completed
SKW/002/21	Seafield Road	1043.1	1						Physical work to be completed
SKW/003/21	Ruapuna School Road	4864.4	6						Physical work to be completed
SKW/006/21	Line Road	67.1	1						Other options to piping being considered
SKW/007/21	Ealing Road	747	1						Full cultural assessment undertaken by AEC on site 14/3/22
SKW/009/21	Mayfield Klondyke Road	0	1						Pump service installation – further info requested
SKW/010/21	Thompsons Track	4230.4	4						Waiting to receive all consent forms
SKW/001/22	Sheates Road	4292.8	5						Reporting
SKW/002/22	Methven Highway	6192.7	10						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
SKW/008/22	Brothers Road	12164	17						Waiting to receive all consent forms
SKW/009/22	Forest Drive	0	1						Culvert replacement
SKW/010/22	Urrall Road	945	1						Checking all info received

	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.

Gardens

Items of Importance:

Staff are still focused on keeping on top of weed growth district wide. Some of the annual bed plantings have been removed or are being gradually removed as certain varieties come to the end of their growth season. Staff in the nursery are currently busy pricking out the next crop of annual seedlings, which are germinating with regularity in the glasshouses.

Maintenance of walkways and hand-mowing of the pensioners flats is ongoing.

Staff have taken over the lawn mowing (only) of the CBD lawns from the CBD development contractor. There will be remedial works undertaken here by Open Spaces staff with the materials being provided by the contractor. Works will include spraying of broadleaf rouge species control, soil top-up, reseeding and fertiliser application. Further along East Street the picnic tables have been refurbished and are looking good. This should see these assets deliver another cycle with replacement being considered in the next LTP.

Pending work in the CBD is the dead-wooding of mature trees. This will require some revolving closure of pedestrian access ways to ensure public safety.

Hedges at West Street carparks have been trimmed on the railway side and is ongoing. Other maintenance here continues on a cyclical basis. Generally this work commences at 6.00am before too many people are around and parked for the day.

Maintenance and mulching of plantings at the 100 km signs has occurred – requiring full traffic control.

A number of replacement shrubs have arrived in the nursery for toping up street plot plantings on Chalmers Avenue and Oak Grove. These replacements will be planted as staff regularly undertake their maintenance rounds in the coming months.

A cleanout of overgrown shrubs at the Mt Hutt Hall has occurred to allow for building maintenance to occur. Replanting shall occur in the coming months.

Management have conducted a recruitment drive for three Horticulturists in the past month and we will have three new staff commencing work in the latter weeks of March and early April. Again, there will be a learning phase here but it is good to have a full contingent of staff on board again. This will mean we will be back to two mobile horticultural teams around the town as well and the Domain being fully staffed.

Street tree maintenance and replacement continues in Ashburton and Methven along with other towns as requirement dictates.

Ashburton Domain
Items of Importance:
<p>The Domain is still seeing good patronage, especially around the playground on any fine day. The paddling pool continues to be well patronised again on fine days. Sport on the Domain is still going strong with both organised and passive sports occurring.</p> <p>Maintenance tasks are ongoing with a focus now on annual and perennial beds as plantings start to wind down. With the peak of the summer flowering season now past, plants are starting to wane, deadheading of roses is also ramping up. Staff will start to remove spent annuals with bed renovations beginning as plots are cleaned out. It may be noticeable that some plots sit in a state of fallow for a few weeks.</p> <p>In the coming month, the Domain picnic area tables, seats and BBQ area will be having a refresh.</p>
Recreation
Items of Importance:
<p>The rebuild Ashburton Dog Park bank has been rolled and mown and with the rainfall we have experienced is settling well. There is some additional fencing to occur at the southern end to tidy up the linkages into the bike track. This work is scheduled to occur in April.</p>
Trees
Items of Importance:
<p>Tree work around sports parks is yet to occur. At this point it will probably be a winter task this year due to mowing commitments of staff usually used for these tasks. This includes further trimming and clean up at Holmes Road Methven. Several tree related tasks have recently occurred with more work pending in East Street, along the State Highway and other areas where there are identified issues.</p> <p>In the past month, tree pits have been installed on West Street near the intersection of Tancred Street. This work was scheduled last year but deferred until after the busy summer influx so as to not impinge upon local businesses.</p>
Public Conveniences
Items of Importance:
<p>There have been a few issues with public toilets around the District. Our business continuity process has meant that we have reassigned another vehicle to the Ashburton Caretakers. This is to alleviate the need for regular and onerous vehicle cleaning as rosters swap over. Maintaining staff in a bubble-of-one is working well.</p>

Biodiversity		
Activity/Programme	Description	Date
	No plantings in the past month.	
Items of Importance:		
<p>The Biodiversity Advisor is getting his feet under the desk, becoming familiar with the District and its assets, particularly those that directly relate to biodiversity. Some work has occurred onsite at Wakanui beach and Lake Camp.</p> <p>The Council has accepted the offer of funding from ECAN to undertake approximately \$50,000 of wilding tree removal work at Lake Camp. These funds were only available in this financial year so it was opportune that we accept the offer and progress the cleanout of wilding species.</p> <p>The Biodiversity Advisor is also working on content for a workshop of the Biodiversity Action Plan Working Group. This workshop is scheduled to occur in early April. It shall set the scene for the Biodiversity Advisors workload and direction, add clarity as to the role of the Action Plan Advisory Group and will flesh out details pertinent to the development of the Action Plan for Years six to 10. This commences in July 2022 so the timing for this review of actions is spot on. It is planned to have the workshop independently facilitated.</p> <p>The Biodiversity Advisor has additionally been meeting with members of the Biodiversity Action Group, individually, to gain a better understanding of the various drivers that members have. Again, having this knowledge before the workshop shall be of huge benefit in the Advisor offering the best advice possible.</p>		

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 bios 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> <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.</p>	

Items of Importance:		
Youth Council		
Activity/Programme	Description	Date
Ashburton Youth Council 2022		
Comments:	<p>Eight applications for Ashburton Youth Council 2022 were received, seven of the applications are members returning from 2021. 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:	<p>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</p>	

¹ [Labour Shortage in Ashburton \(nzier.org.nz\)](https://nzier.org.nz)

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. 	

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

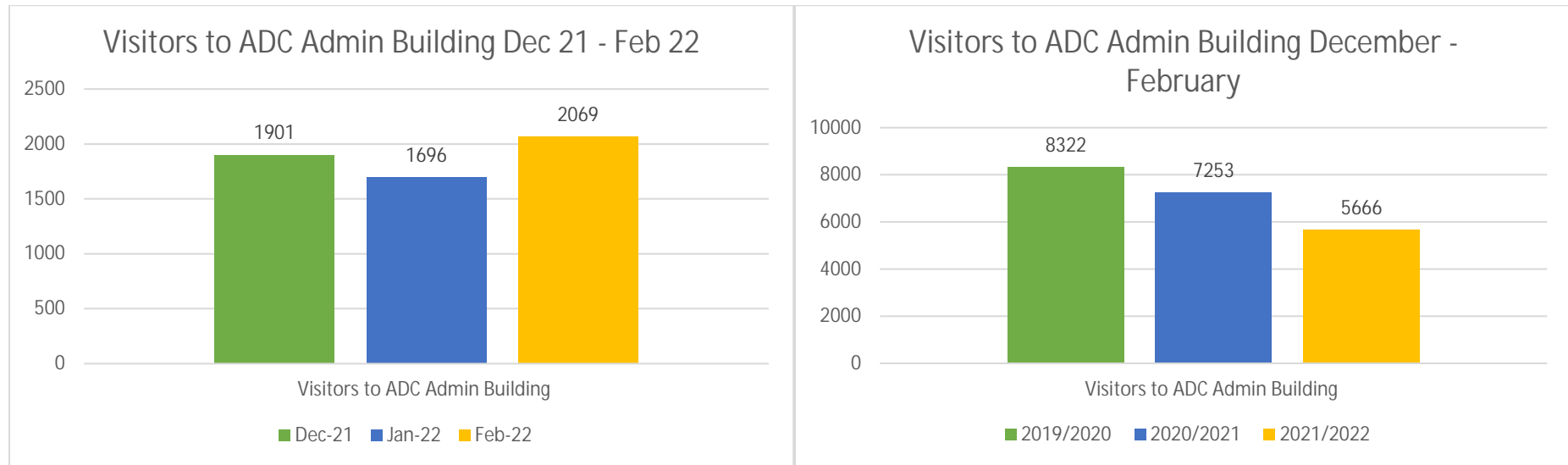
1.6 Memorial Halls and Reserve Boards

Activities:

Lagmhor Westerfield Memorial Hall
Items of Importance:
Lagmhor Westerfield Memorial Halls Board have done a lot of work over the summer months, they have cleaned up the tennis courts and are now running coaching each week that is well attended. The Board have also put a lot of work into tidying the gardens & getting quotes for upgrading parts of the hall that is needed.
Community Pools
Items of Importance:
Due to the colder weather most of the community pools will be closing in March. Tinwald Pool has had a busy summer with the pool being used more than other years due to a warmer January and the EA Networks centre being closed for maintenance.
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: Mt-Somers-Reserve-Board-minutes-211214.pdf (ashburtondc.govt.nz) Tinwald-Reserve-Board-minutes-211213.pdf (ashburtondc.govt.nz) Lagmore-Westerfield-Memorial-Hall-Board-minutes-211208.pdf (ashburtondc.govt.nz) Methven-Reserve-Board-Nov-2021-minutes.pdf (ashburtondc.govt.nz) Hinds-Reserve-Board-Nov-2021-minuets.pdf (ashburtondc.govt.nz) Mayfield-Hall-and-Reserve-Board-Dec-2021-minuets.pdf (ashburtondc.govt.nz) Mt-Hutt-Memorial-Hall-Board-Nov-2021-minutes.pdf (ashburtondc.govt.nz)

1.7 Customer Services

1.7.1 Visitors to ADC Administration Building

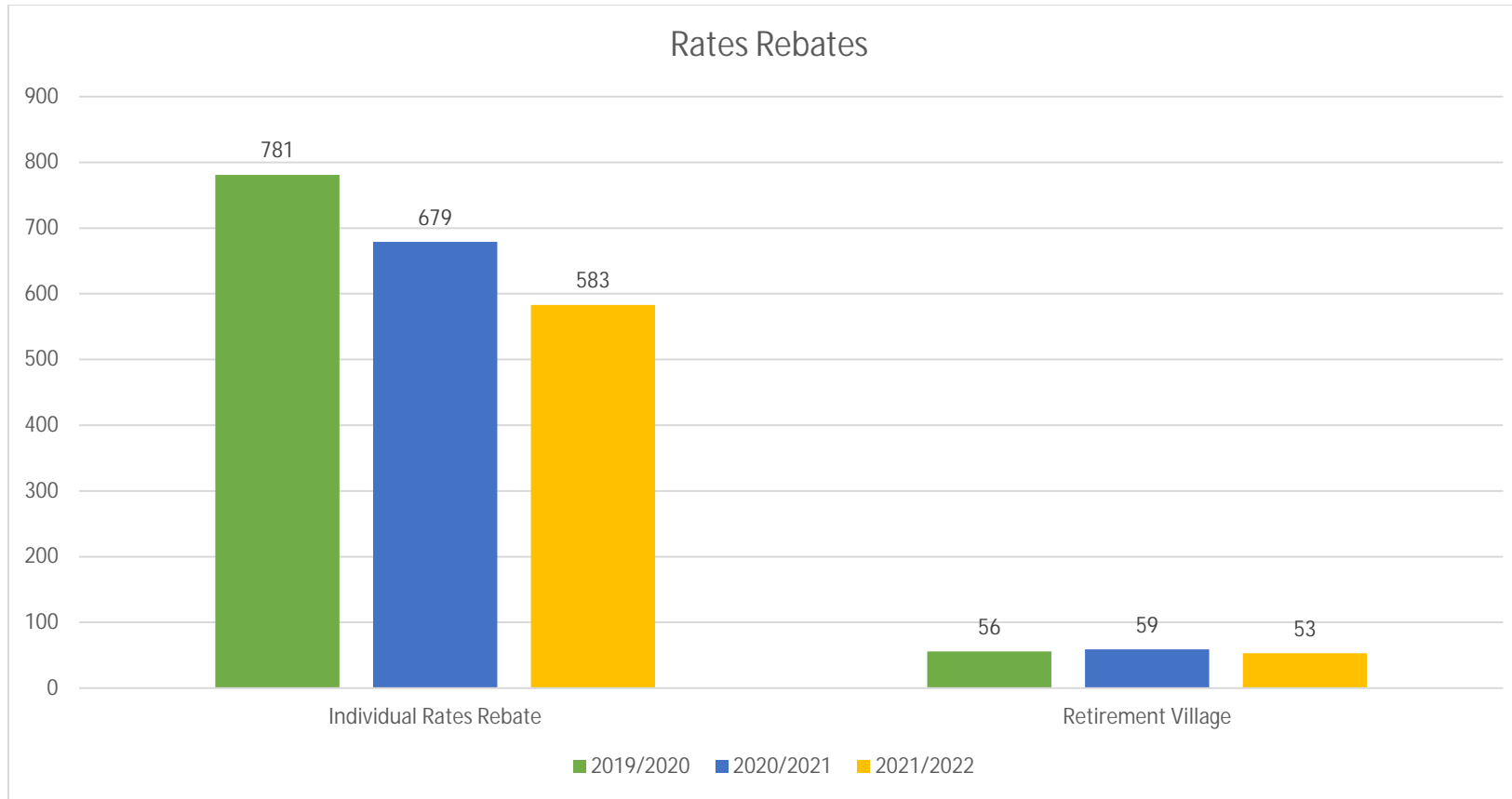


Comments:

Visits are very reflective for the time of year – December rushing to get finished before close down, January slowing getting going again in the new year and February is the third instalment of rates and the district trying to get business back to new normal.

Over the 3 years for the same months shows the natural decline of visitors to the Council building to access Council services with more and more available online.

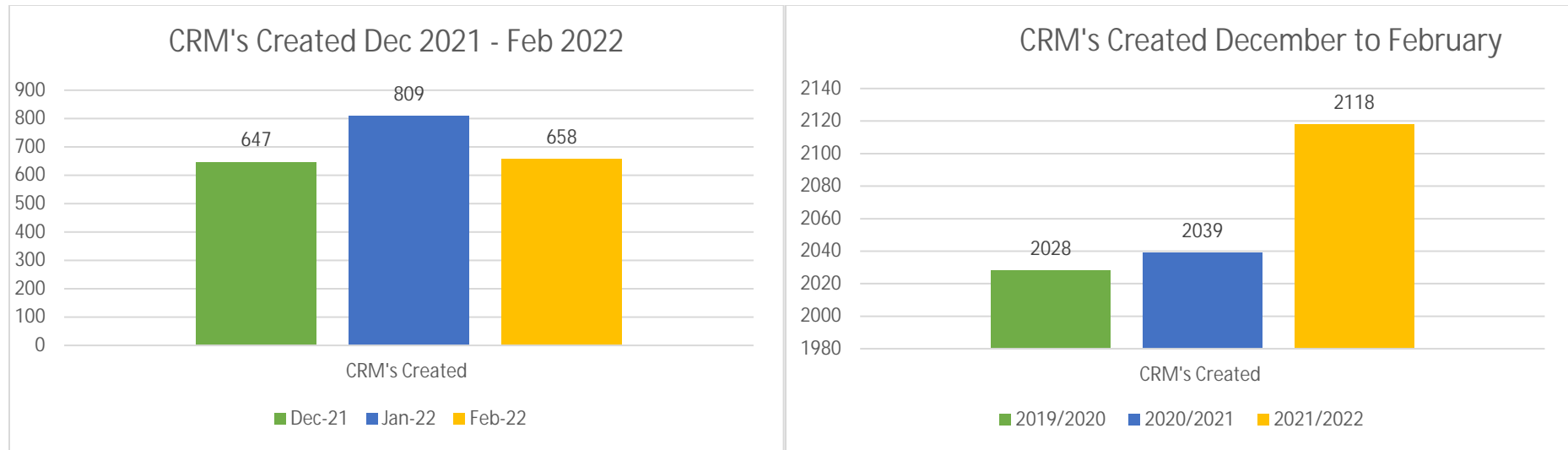
1.7.2 Rate Rebates



Comments:

These have been steadily coming in but expect the pandemic is having an effect on those applying for a rebate. Staff will push for more people to apply when the current outbreak is in decline.

1.7.3 CRMs Created



Comments:

December saw the same departments with the similar levels of requests coming in. Roding 179, Water 134, and Kerbside 101. Noise just ahead on 48 and Info requests and Animals both on 40.

January saw us creating a huge amount of CRMs, a lot from Snap Send Solve and weather events happening creating potholes and flooding/stockwater issues. Roding 223, Water 170 and kerbside steady on 98. Animals 63, Noise 61, Stockwater Races 47 appears because of the weather events makes it into the top 6.

February settles back down to Roding 212, Water 128 and steady as ever Kerbside 101. With holidays over and people returning to work animals are next on 46, noise 36 and information request 31.

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
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%
Jan	65 (37)	435 (369)	46 (33)	411 (325)	43.5%	206 (7)	97%
Feb	46 (55)	481 (424)	59 (45)	470 (370)	59.3%	290 (7)	97%
Note: figures in brackets are for the corresponding month, the previous year							

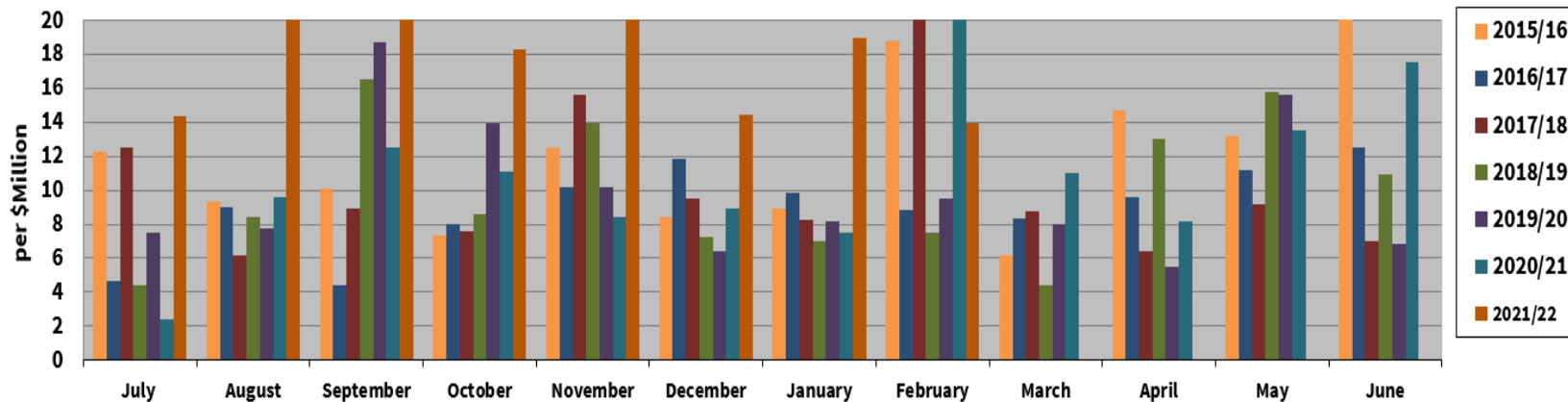
Month	BC Value of Work Received	BC Value of Work Received YTD	BC Value of Work Issued	BC Value of Work Issued YTD
Mar	\$17,169,668 (\$9,402,041)	\$157,317,698 (\$89,899,334)	\$11,000,853 (\$7,970,336)	\$123,221,760 (\$90,160,638)
Apr	\$13,709,442 (\$4,894,424)	\$171,052,141 (\$94,793,758)	\$8,142,678 (\$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)
Jan	\$18,488,067 (\$7,053,638)	\$129,713,624 (\$130,708,715)	\$12,879,953 (\$7,547,388)	\$127,030,298 (\$60,539,971)
Feb	\$9,627,344 (\$9,439,316)	\$139,951,518 (\$140,148,031)	\$13,900,058 (\$51,680,937)	\$140,930,356 (\$112,220,907)

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

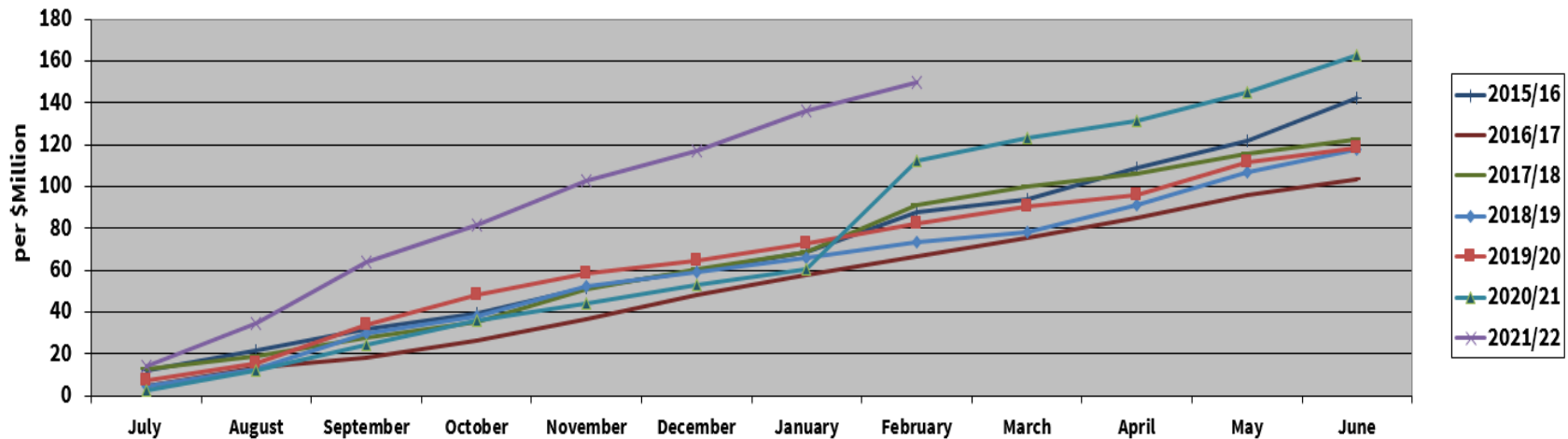
Month	Building Amendment Received	Building Amendment Received YTD	Building Amendment Issued	Building Amendment Issued YTD	% Processed within 20 Days
Mar	14 (20)	151 (190)	13 (24)	147 (191)	100%
Apr	8 (4)	159 (194)	4 (6)	151 (197)	100%
May	21 (21)	181 (215)	25 (16)	176 (213)	76%
Jun	12 (22)	192 (237)	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%
Jan	6 (10)	118 (124)	2 (13)	113 (122)	100%
Feb	16 (13)	134 (137)	13 (12)	126 (134)	100%

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

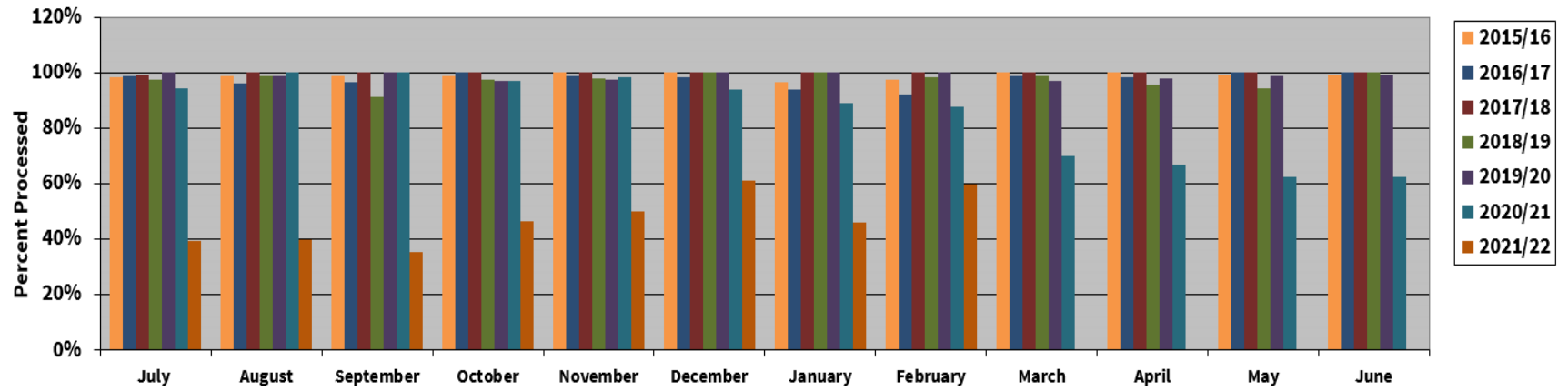
Building Consent Values By Month



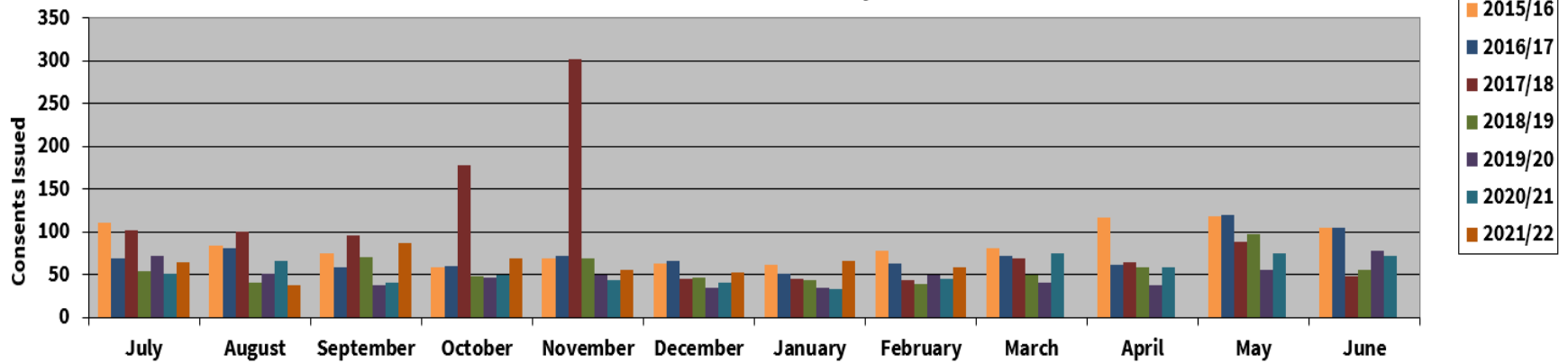
Building Consent Values Accumulating



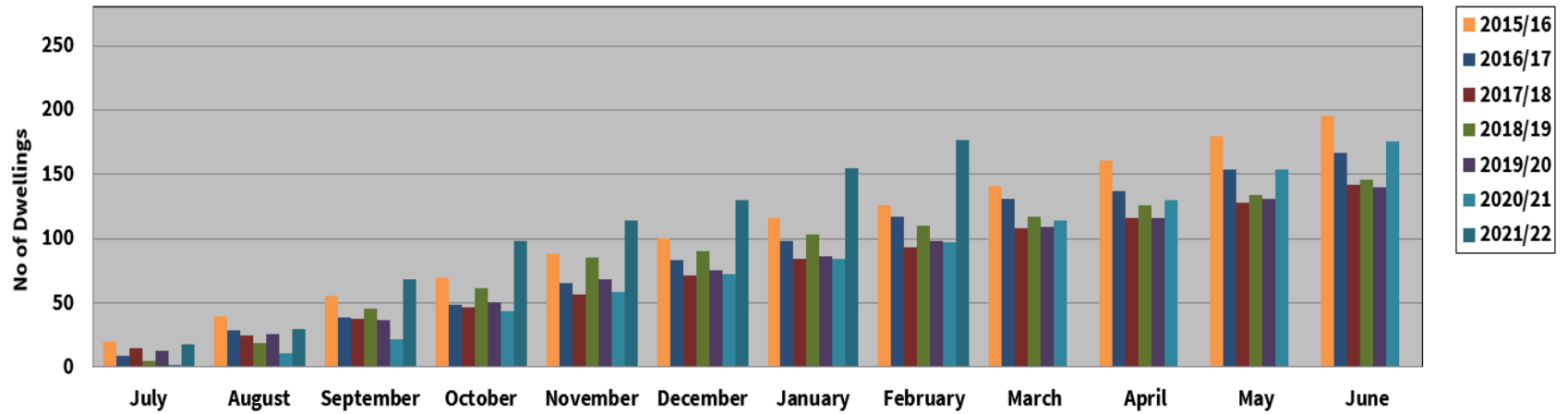
Building Consents Processed Within 20 Day Statutory Time Frame



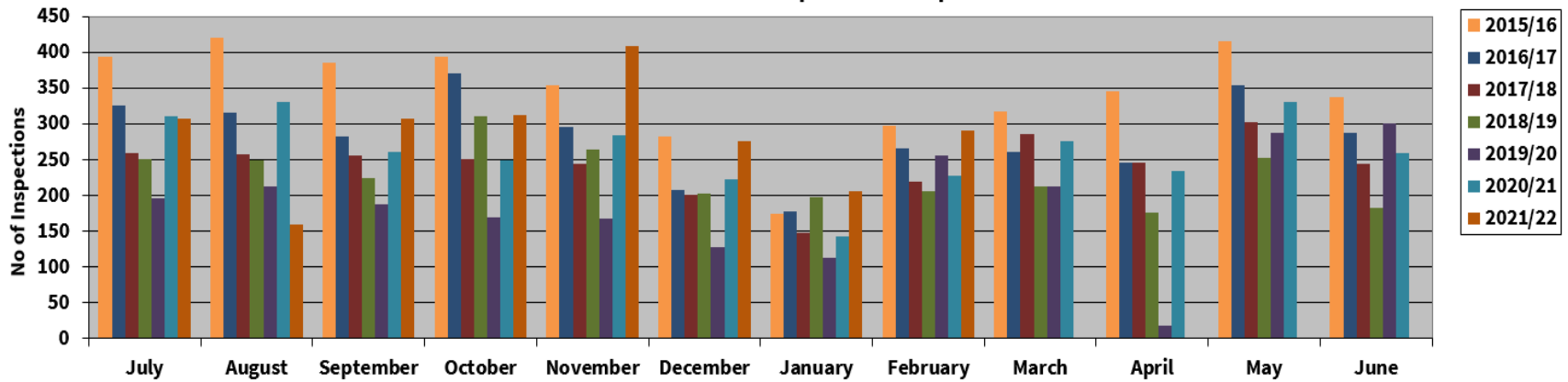
Number of Consents Issued By Month



Number of Dwellings Accumulating



Number of Inspections Completed



The value of consents for the last financial year (\$212.7m) was the highest on record and so far this financial year it hasn't let up with \$139.9m 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 183 dwelling consents received so far.

2.2 Civil Defence Emergency Management

NEMA undertook a consultation process with CDEM Groups and TAs for the Government's Regulatory Framework Review (Trifecta) Programme in January. The foundation of this programme is the recommendations from the 2018 TAG report into Emergency Management. The Trifecta brings together three projects:

- a new Emergency Management Bill
- review of the National Civil Defence Emergency Management Plan (CDEM Plan) and accompanying Guide
- a Roadmap for the National Disaster Resilience Strategy

January's consultation was related to the new Emergency Management Bill. The Mayor, CE and Council CDEM staff attended webinars hosted by NEMA explaining the proposed changes. Changes proposed included functions of CDEM Groups and local authorities, Iwi membership of CDEM Group Joint Committees, liability protections for undeclared events and additional guidance for responding to concurrent emergencies. Post the webinars the EMO, CDEM Controllers and Senior Policy Advisor then developed a draft submission document which was presented to Council for review prior to its submission on 11 February.

In February, 14 CDEM staff undertook D4H Incident Management programme. The D4H programme has now been adopted across all of Canterbury, plus other CDEM regions in New Zealand. Canterbury CDEM Group is consolidating the training to allow greater inter-operability between the Canterbury EOCs.

The Council's Commercial Property team and EMO worked with CDHB to relocate the CBAC (Covid Testing Station) from Ashburton Hospital to the old ACL headquarters on South Street on 24 February. Traffic Management for the site had to be revised when businesses on South Street raised concerns about traffic congestion. Testing traffic was eventually routed around the back of the yard on the Terrace and then Cass Street to reduce queuing on South Street. Testing numbers at this site should reduce now the country has moved into Phase 3 and Rapid Antigen Testing has commenced.

Council's EMO has resigned and taken up a role with the National Emergency Management Authority (NEMA) in Wellington. Recruiting is underway for a replacement EMO. This role will now be full time rather than combined with health and safety.

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
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
January	1	1	1	9	2
February	1	1	2	11	0

2.4 Animal Control

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

Month	Dogs currently registered	Known un-registered dogs	% of dogs registered	Infringements	Dogs Seized	Dogs Euthanized	Dogs rehomed	Barking dog letters sent	Reports of wandering stock
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
January	6392	688	90.3%	0	7	0	3	2	0
February	6437	626	91%	3	6	0	1	8	1

There were 34 notices to register issued between January and February 2022.

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
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
January	4	4	0	0	0
February	9	9	1	0	1

- Food and Health Contract

A new three year contract has been signed with Food and Health Standards Limited, our existing contractor, for the provision of food and health related services. The estimated contract price per annum is \$78,151.

2.6 Planning

Resource Consents	January 2021	January 2022
No. of resource consent applications decided ₁	7	15
No. of resource consents decided within statutory	7	15
Resource consent KPI Compliance (accumulating)	98.2	97.8
Other		
No. of 223 Certificates processed	1	4
No. of 224 Certificates processed	4	4
No. of building consents reviewed against District Plan ₂	15	36

Land information memoranda	January 2021	January 2022
LIMs Produced	75	51
LIMs Produced within 10 working days	75	51
Lims (Accumulating)	662	554

Resource Consents	February 2021	February 2022
No. of resource consent applications decided ₁	21	25
No. of resource consents decided within statutory	21	25
Resource consent KPI Compliance (accumulating)	99.2	98.1
Notified/ Limited notified applications decided	0	1
Other		
No. of 223 Certificates processed	4	4
No. of 224 Certificates processed	1	2
No. of building consents reviewed against District Plan ₂	23	20

Land information memoranda	February 2021	February 2022
LIMs Produced	68	91
LIMs Produced within 10 working days	68	91
LIMS (accumulating)	730	645

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

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	Drafting complete, will be presented to Council for consideration 6 April.
Annual Residents Survey	August 2021	July 2022	Yes	<ul style="list-style-type: none"> • Round 3 underway.
Aoraki Environmental Consultancy (AEC)	Ongoing		Yes	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Mobile Shops Bylaw – under review • Stormwater Bylaw - scoping • Climate Change Policy – under review • Property Leases & Licenses Policy – drafting • Gambling Venue Policy – under review
Consultation	Ongoing		Yes	<ul style="list-style-type: none"> • Lakes Camp & Clearwater – engagement closed 13 March • Airport Development Plan – drafting underway
Internal Work	Ongoing		Yes	<ul style="list-style-type: none"> • Performance Management Framework & reporting – complete • Service Delivery Reviews – Economic Development - scoping • LocoDelegations – underway • Pre-election Report – drafting
Strategies	Ongoing		Yes	<ul style="list-style-type: none"> • Open Spaces Strategy – action plan under review • Sport & Recreation Strategy – drafting
Transfer of Acton water races	October 2020	July 2022	Yes	<ul style="list-style-type: none"> • Officers working with Acton to provide Council-held information for transfer proposal.

- External Submissions

Organisation	Submission Summary	Process	Due Date
Taumata Arowai	Mostly technical documents relating to drinking water standards and acceptable solutions. We view these as matters for IPWEA and Water New Zealand. We are considering submitted on the proposed standard for reporting environmental performance. https://te-puna-korero.taumataarowai.govt.nz	Technical feedback prepared by managers – CE to approve	28 March 2022
Environment Canterbury – Annual Plan	Key issues are bus fares, flood recovery and protection, and future funding for responding to climate change. Annual Plans Environment Canterbury (ecan.govt.nz)	Draft prepared and circulated to Council for feedback (as timing of Council meetings does not work)	4 April 2022
Ministry for the Environment	The Government is seeking feedback on proposals to achieve better outcomes from afforestation. Managing exotic afforestation incentives by changing the forestry settings in the NZ Emissions Trading Scheme	Submission prepared for Council meeting 20 April	22 April 2022
Ministry of Transport	Possible changes intended to improve the RUC system and support the uptake of low carbon vehicles. Driving Change: Reviewing the Road User Charges System.	Submission prepared for Council meeting 20 April	22 April 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 the installation of 2700m of DN 600 & 700 PE pipes. Programme completion – 99% Financial completion – 91% as of March 2022 Finance spend - \$4,948,455.36 as of March 2022
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 the installation of the 2,189m of DN 800 & 700 PE pipe. Programme completion – 100% Financial completion – 98% as of March 2022 Finance spend - \$4,365,877.00 as of March 2022
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.	Two additional chambers were discovered during excavation of the reservoir foundations. It was agreed to move the location of the reservoir to avoid the chambers. Construction of the foundations is ongoing. Concrete pouring is scheduled the second week of March. 

		<p>Due to shipping delays, it is now expected the tank kit will not arrive in the country until 20 April.</p> <p>Total Contract amount - \$1,499,927.57</p> <p>Claimed to March 2022 - \$444,370.83</p>
Methven and Mt Somers Membrane Water Treatment Plant	Construction of two new membrane water treatment plants to service Methven, Methven-Springfield, and Mt Somers schemes. Estimated project value is \$10-15m.	<p>The tender for the supply of the membrane was released on 14 January and closed on 4 March 2022. The three short-listed potential suppliers all submitted their tenders. These suppliers are Mason Engineers (NZ) Limited, Pall Marshall Water Consortium and Filtec Limited.</p> <p>The tender is currently being evaluated and is anticipated to be awarded on 21 March 2022.</p> <p>A separate tender will be let for the civil and building portion of the project.</p>

3.2 CBD Upgrade Project

The overall upgrade project has been completed, and Truline are working through the snag list on minor repairs and outstanding items.

The installation of the smart eye parking sensors remains outstanding. An installation date is to be confirmed due to the manufacturer experiencing difficulty in obtaining necessary componentry from overseas. At this stage the sensors are expected to be installed in April.

The total expenditure on the project to date is \$17,494,993 with approximately \$97,000 outstanding for the supply and installation of the parking sensors.

The expected project cost is therefore \$17,591,993.

The approved budget for the project is \$17,639,620.

Council has submitted an application for a Taitarā Local Government Excellence Award for the project, the the award category for 'Infrastructure-led regeneration for hauora (wellbeing)'. A presentation with the detailed cost summary and videos/photos will be brought to Council in April/May.

3.3 3Waters Operations

- 3 Waters CRMs for 2022

Water	J	F	M	A	M	J	J	A	S	O	N	D
P1	13	15	8									
P2	10	12	92									
P3	2	4	1									
P4	0	1	1									
Total	11	14	10									
Wastewater												
P1	3	5	0									
P2	1	2	1									
P3	0	0	0									
P4	0	0	0									
Total	4	7	0									
Stormwater												
P1	0	0	0									
P2	2	2	1									
P3	0	0	0									
P4	0	0	0									
Total	2	2	0									
Overall Total	12	15	10									

- Monthly KPI measures February 2022

WATER KPI'S	KPI Achieved	Actual % Achieved	Overall % of At Risk Sum
WS1 - Priority 1 work on site within 1 hour - urgent reactive	No	75	0
WS2 - Priority 1 restore service within 4 hours	No	86	0
WS3 - Priority 1 full reinstatement of site with 5 working days	No	71	0
WS4 - Priority 2 work carried out within 5 working days	No	47	0
WS5 - Priority 3 work carried out within 10 working days	Yes	100	2
WS6 - Priority 4 work carried out within 20 working days	Yes	100	2
WS7 - Customer satisfaction	Yes	100	3
WS8 - Contractor's reports are accurate and complete	Yes	100	4
WS9 - All accidents investigated and reported	Yes	100	3
WS10 - Complete safety audits planned for month	Yes	100	3
WS11 - Compliance with DWSNZ and WSP	Yes	100	3
Total			20
WASTEWATER KPI'S			
WW1 - Priority 1 work on site within 1 hour - urgent reactive	Yes	100	5
WW2 - Priority 1 restore service within 4 hours	Yes	100	5
WW3 - No repeat sewer blockages within a 2 year period	Yes	100	3
WW4 - Priority 1 full reinstatement of site with 5 working days	Yes	100	3
WW5 - Priority 2 work carried out within 5 working days	Yes	100	3
WW6 - Priority 3 work carried out within 10 working days	Yes	100	3
WW7 - Priority 2 work carried out within 20 working days	Yes	100	2
WW8 - Customer satisfaction	Yes	100	3
WW9 - Contractor's reports are accurate and complete	Yes	100	4
WW10 - Notify Council of all significant overflow	Yes	100	3
WW11 - All accidents investigated and reported	Yes	100	3
WW12 - Complete safety audits planned for month	Yes	100	3
Total			40

WATER KPI'S	KPI Achieved	Actual % Achieved	Overall % of At Risk Sum
STORMWATER KPI'S			
SW1 - Priority 1 work on site within 1 hour - urgent reactive	Yes	100	4
SW2 - Priority 1 restore service within 4 hours	Yes	100	4
SW3 - Priority 1 full reinstatement of site with 5 working days	Yes	100	2
SW4 - Priority 2 work carried out within 5 working days	Yes	100	2
SW5 - Priority 3 work carried out within 10 working days	Yes	100	2
SW6 - Priority 4 work carried out within 20 working days	Yes	100	2
SW7 - Customer satisfaction			Yes
SW8 - Contractor's reports are accurate and complete	Yes	100	2
SW9 - All accidents investigated and reported	Yes	100	3
SW10 - Complete safety audits planned for month	Yes	100	2
Total			25
OVERALL TOTAL			85

Following discussions with ACL in January, their team has improved reporting their response times, and the management of P 1 and P 2 responses in the ACL NIMBUS System. The team is now updating the job status in NIMBUS whenever a P1 CRM is changed to P2 within the one-hour response time allocated for a P1 CRM. ADC staff are monitoring the progress to ensure continuous compliance and improvements.

ADC officers are currently reviewing how the KPIs for water, wastewater and tradewaste are measured. It is planned to expand the scope to include other measures such as Process Documentation, Asset Management Response and Recording. Once the review is completed, this will be discussed with ACL.

3.4 Drinking Water

- Professional Services Contract

Officers are currently preparing a multi-year professional services contract for tendering in the next few weeks. The contract will cover the provision of professional services for the three waters area through to at least 30 June 2024. There is a substantial programme of capital work which has associated engineering investigation and design components.

Consideration is being given to the merits of a longer contract period i.e. beyond 30 June 2024. This could take the form of 2+2 year contract. Offering a longer duration contract period is expected to make the package more attractive to the larger consultancies and may yield more competitive pricing.

- Methven exploratory bore drilling

Discussions with the affected landowner have commenced. The landowner has expressed a willingness to support the project, but has a number of concerns to be addressed. A land access agreement has been provided and it is understood the landowner is seeking legal advice on the agreement. This is not unexpected.

- Water take compliance - ECan focus

Water take compliance has been flagged as another area of focus for Environment Canterbury. Officers are meeting ECan staff in March to discuss the new compliance approach. It is understood ECan has employed additional staff to more closely manage water take compliance going forward. At this point, it is unclear what the increased scrutiny will mean for ADC.

3.5 Wastewater

- North-west Ashburton wastewater servicing

This contract covers the construction of a new wastewater pump station and pipeline to service the Allens Road, Carters Road and Farm Road area. The contract documentation is substantially complete and expected to be tendered on or about 18 March with a closing date of 22 April.

- Rakaia WWTP Compliance

Officers are continuing to work through the compliance issues at this site. An annual report has been lodged with ECan in accordance to a negotiated revised timeframe along with an action plan detailing steps being taken to address compliance. Both documents were submitted on 1 March. At the time of writing, no feedback had been received.

- Rakaia WWTP Sludge Management

WSP consultants were engaged to further evaluate and develop options for future sludge management at the Rakaia wastewater treatment plant. The primary shift is from disposal onsite to processing (dewatering / drying) sludge prior to subsequent removal to landfill.

The two options being evaluated were: drying beds and geobags. The draft report is being reviewed by officers; however the report indicates that either option will be relatively expensive to implement, with a capital cost in the range of \$1.05M to \$1.49M. Once the report is finalised, the matter will be brought to Council for formal consideration.

3.6 Stormwater

- Bylaw

Officers have reactivated work on developing a stormwater bylaw. The bylaw is a key tool to enable Council to meet its obligations under the Ashburton network-wide consent. The bylaw is to be developed jointly between Assets and Strategy & Policy teams with technical support being outsourced through WSP (due to the latter's knowledge of the Ashburton Stormwater Management Plan and the consent).

- Methven & Rakaia consenting

Work has continued on this project. Progress to date is as follows:

- Simplified models have been developed for each township.
- Flow and water quality monitoring has also been completed.
- Service provider is confirming whether baseline groundwater sampling is required (has been a ECan requirement for other consents).

3.7 District Water Management

- Defences Against Water – non-compliance

Environment Canterbury has identified another area of non-compliance in Council activities. The matter relates to the installation/replacement of a concrete weir on a main water race above Methven. The primary issue is where a main race coincides with a natural waterway. Council has previously enjoyed (for around 100+ years) a degree of freedom to assume responsibility for, and management of, the entire water race network.

With this latest issue, it is apparent that ECan wish to apply all rules under the Land & Water Regional Plan strictly in accordance with their plan. The rule in question 5.138 describes criteria for structures work to be considered a permitted activity. It is not straight-forward and does require submission and certification of a 3 year operational work plan. The work plan has to be developed in accordance with ECan's [Canterbury Regional Code of Practice for Defences Against Water and Drainage Schemes \(April 2019\)](#).

3.8 Solid Waste Management

- Waste Management Minimisation Plan (WMMP) 2022

The first workshop for the WMMP was held on 16 February 2022 with Lisa Eve from Eunomia in attendance. Eunomia will incorporate the outcomes from the workshop into the final Waste Assessment (WA) and prepare a draft WMMP 2022. The draft WA and WMMP will be provided to Council officers for comments prior to the final version of the draft documents being presented at a Council workshop to be held 20 April 2022.

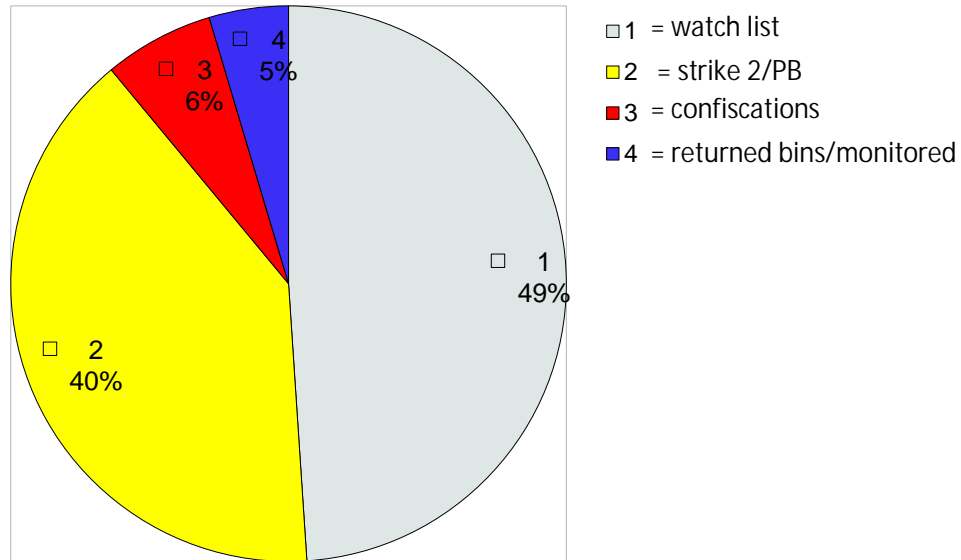
The programme provided by Eunomia to complete their tasks is as follows:

Month	Activity
September 2021	Project commencement
October 2021	Start of waste assessment
November 2021	Waste audit completed
February 2022	Stakeholder engagement
February 2022	Councillor workshop – waste assessment outcomes, WMMP vision, goals and objectives
20 April 2022	Councillor workshop – WMMP action plan Adoption of consultation draft
22 April 2022	Statutory consultation to be held from 22 April to 23 May 2022
May 2022	Consultation outcomes, WMMP revision as may be deemed necessary. Depending on the result of the consultation, the final draft of the WMMP will be presented to Council for adoption in June 2022.
June 2022	Presentation of the Final Draft and Adoption of the WMMP 2022
July 2022	WMMP will take effect

- Recycling – February 2022 bin audits

Week / day	Town/Area	watch list	strike 2/pull backs	Confiscation/3 strikes	Bins returned/ monitored
1 Monday	Methven & villages	147	128	9	9
1 Tuesday	Showgrounds Area	98	90	24	12
1 Wednesday	Extended Triangle (Allenton)	113	109	20	12
1 Thursday	Racecourse Area	57	74	13	7
1 Friday	Beach Road Area	115	96	18	16
2 Monday	Tinwald/Lake Hood	151	94	11	11
2 Tuesday	Hampstead Area	132	119	20	19
2 Wednesday	W.Tinwald & Hinds	66	39	5	3
2 Thursday	Argyle Park Area	61	75	9	8
2 Friday	E.Town/Chertsey/Rakaia	153	70	14	6
		1093	894	143	103
Total Interventions		2233			

Bin Audit Data February 2022



While no bin audits were carried out in January, the February audits show a slight increase in the number of houses being placed on the watch list, increasing from 1021 in December 2021 to 1093 in February 2022.

The number of confiscated bins decreased slightly from 152 in December 2021 to 143 in February 2022.

The new tag notification system introduced in January 2022 appears to have been reasonably well accepted with feedback received saying the tags attached to the bins is an easier way to understand what non-recycling materials had been found in the bins.

3.9 Roads and Footpaths

To the end of February 2022 we have spent:

- 68% of the subsidised road maintenance budget excluding the emergency works for the May and July heavy rain events.
- 74% of the subsidised road renewals budget.
- 25% of the subsidised local road improvements.

Information on some of the main areas of work completed are:

- 5790 m² of sealed pavement digouts completed (1000 m² remain)
- 6978 m² of stabilised sealed repairs completed (6000 m² remain)
- 4819 km of unsealed roads graded
- 60 km of high shoulder trimmed (125 km remain)
- 26810 m³ of maintenance metal placed (33271 m³ remain)
- 75 km of reseals completed
- 4.95 km of rehabilitation completed (3.16 km remain)

- Monthly achievements

The majority of the May/July heavy rain event repairs have been completed with some work still to be claimed, which includes work recently undertaken clearing gravel at Redcliffes Bridge. The replacement bridge on Surrey Hills Road has been designed, consented and construction started the week commencing 7 March 2022.

The reseal programme has been completed for the year.

Routine sealed and unsealed pavement maintenance is ongoing. Heavy maintenance repairs have been completed on sections of Arundel Rakaia Gorge Road, Ashburton Gorge Road and Surveyors Road with the heavy maintenance programme 80% completed.

The rehabilitation work on sections of Thompsons Track and Ashburton Staveley Road is completed and work is under way on sections of Arundel Rakaia Gorge Road (south of Mayfield), Christys, Valetta Westerfield and Forks Roads.

Stabilised repairs are planned for areas with large potholes/failures that are outside of the heavy maintenance and rehabilitation sites to get them in a condition that causes few issues over the winter months.

The unsealed metalling is programmed to be carried out from April through to October which will span the end of the 2021/22 and 2022/23 financial years.

The CBD streetscape upgrade project has contributed to the majority of the cost for footpath renewals and local road improvements. New footpath construction from next year is planned to be funded as part of the local road improvements in the low cost low risk projects. A list of the sites and proposed programme is being prepared.

- Ashburton second bridge

Stantec is working on the Detailed Business Case. Topographic and geotechnical surveys are in progress.

A workshop has been held to get input from various parties to discuss/determine the cross section layout of traffic lanes, cycle lanes, shared paths, footpaths and berms for both the bridge and new road in Tinwald.

- 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.

Engagement with Councillors and community stakeholders is proposed when the initial design drawings have been prepared.

- SH1/Walnut Avenue/East Street signalisation of intersections

Construction is progressing with the pavement construction under way on East Street and West Street, and the installation of the traffic signals on East Street.

3.10 Contracts Awarded / Upcoming Tenders

Contract/Tender	Date awarded/tendered
WWAT0243 Wastewater Pipeline Renewals	Closes 16 March 2022
WWAT0254 Wastewater Sewer Main Renewals	Closed 10 March 2022

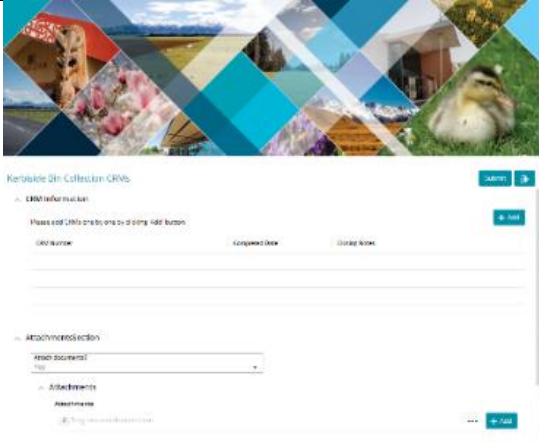
4. Business Support Group

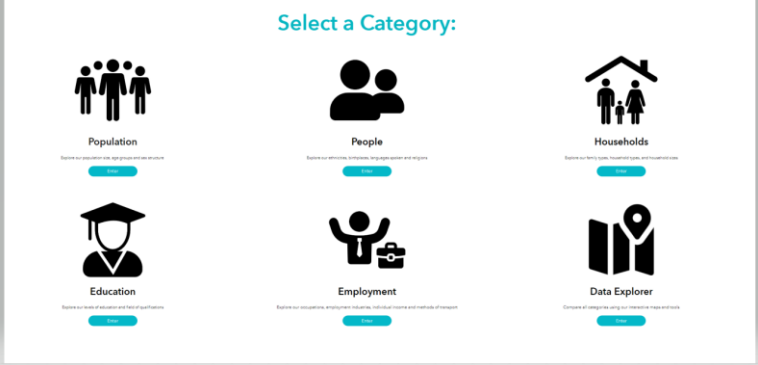
4.1 Information Systems


- Projects

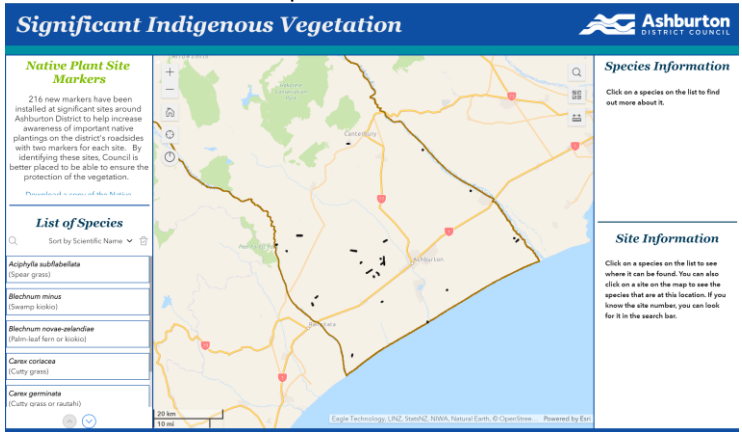
There are currently 30 active work pieces across all areas of Information Systems. The following provides detail on the larger or more complex work items.

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Business Improvement						
Application Enhancement and development	BAU Activity		N/A	N/A	No	<p>Ongoing development of new and existing processes and support tools to support business improvement across Council Business Groups within Council's ERP and other core applications.</p> <p>Current work includes: Solid Waste – CRM management of contractor assigned service requests including contractor self-reporting portal</p>

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
						 <p>Solid Waste – reconciliation of assigned bins to properties. Assets – CRM development to manage final meter readings Building –review of processes which support consent applications and subsequent activities. P&C - Digitisation of current manual internal staff performance process Health & Safety (Approved Contractor) – further development on application and management of contractor endorsements.</p>
Aerial imagery	October 2021	June 2021	Yes	Yes	No	Urban aerial imagery capture. Capture completed in partnership with Canterbury Councils. Ashburton Imagery has been captured with processing underway. Advised March 2022.
Spatial Census Data Dashboard and Analysis solution	September 2021	March 2022	Yes	N/A	No	Design of GIS dashboard and analysis tool to replace 3 rd party system used by Strategy and Policy. Data sets of Population, Employment, Households, Education and Ethnicity.

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
						 <p>Work identified for future expansion of tool</p>
Mobile Spatial Application – Open Spaces Trees	January 2021	April 2022	No	N/A	No	Development of GIS spatial mobile application to capture and view data on managed trees.

						
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Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Significant indigenous vegetation viewer	December 2020	February 2022	No	N/A	No	Complete - GIS district vegetation (significant indigenous) viewer for internal and public reference. 
Microsoft M365	September 2020	June 2022	Yes	Yes	No	Application of office and other suite solutions 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 support Council day to day operation.
Technology One Cloud	July 2021	tbc	No	Yes	No	Transfer of property, financial and payroll systems to hosted cloud service. Deployment delayed pending resolution of identified migration issue. Working with supplier to achieve this. Delivery to be confirmed.
Mobile Spatial Application – Open Spaces Safety Alert Work Location Systems	February 2022	March 2022	Yes			Development of GIS spatial mobile application to identify and inform users of safety consideration at district location

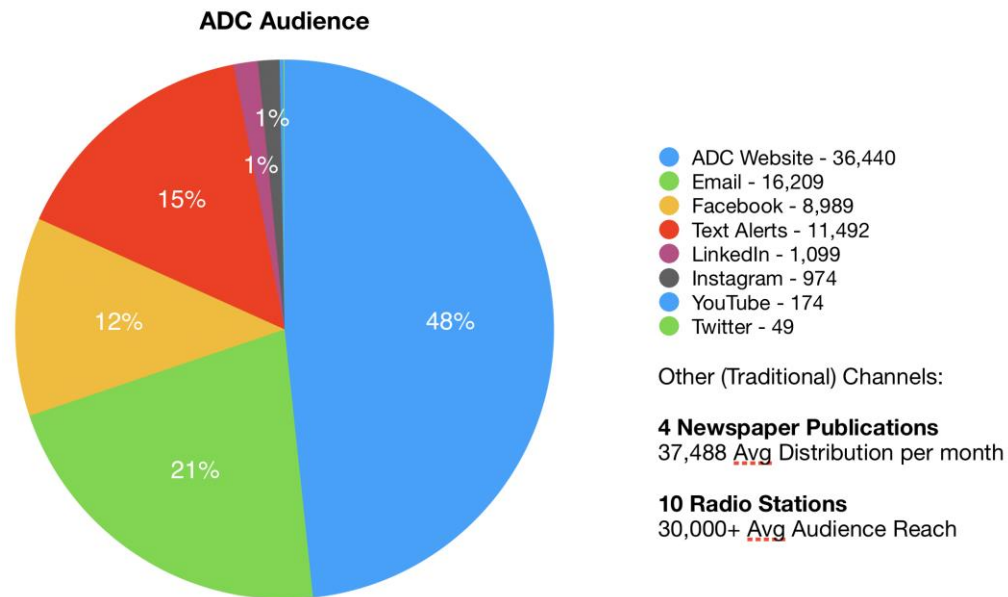
Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Desktop Device Renewal	September 2020	February 2022	Yes	Yes	Yes	Renewal of desktop devices. Switch to tablet devices to support mobile and flexible location operation of Council officers. Work also includes renewal of desktop monitors and headsets. Complete.
Virtual Desktop Upgrade	January 2022	June 2022	Yes	Yes		Upgrade of onsite solution to Microsoft cloud service
Art Gallery Networking	March 2022	July 2022	Yes	Yes		Transition of gallery networked services to Council's network and information systems
Cyber Security	BAU Activity		N/A	N/A	N/A	Continuing assessment and solution application to mitigate cyber security risk. Improved tools are providing increased visibility of current risk profiles, improvement recommendations and response controls.
Library and Civic Centre - Te Pataka o ka Tuhituhi and Te Waharoa a Hine Paaka	May 2021	Feb 2023	Yes	N/A	No	Design of ICT scope and procurement for new library and civic centre
Information Management						
Physical Record Management	BAU Activity		N/A	N/A	N/A	Ongoing work to identify, record and appraise remaining Council physical records. Work includes the decision to retain or dispose. Appraisal includes classification against Council's adopted retention and disposal schedule as part of the management of the life of that record including that of protected or permanent retention under the Public Records Act. Off-site storage transfer underway to 3 rd party storage facility to hold Council protected and long retention physical

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
						records. 500 of approximately 750 storage boxes transferred to date. Remainder being prepped for shipment first half of 2022. Works in readiness of administration building move in 2023.
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. Current works include the disposal of records that exist within digital file shares which were previously migrated to the EDRMS
Electronic document record management system (EDRMS)	BAU Activity		N/A	N/A	N/A	Ongoing EDRMS development working with Council Teams to define new areas and improvements Current activity is in the areas of Art Gallery, Museum, P&C.
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.

4.2 Communications

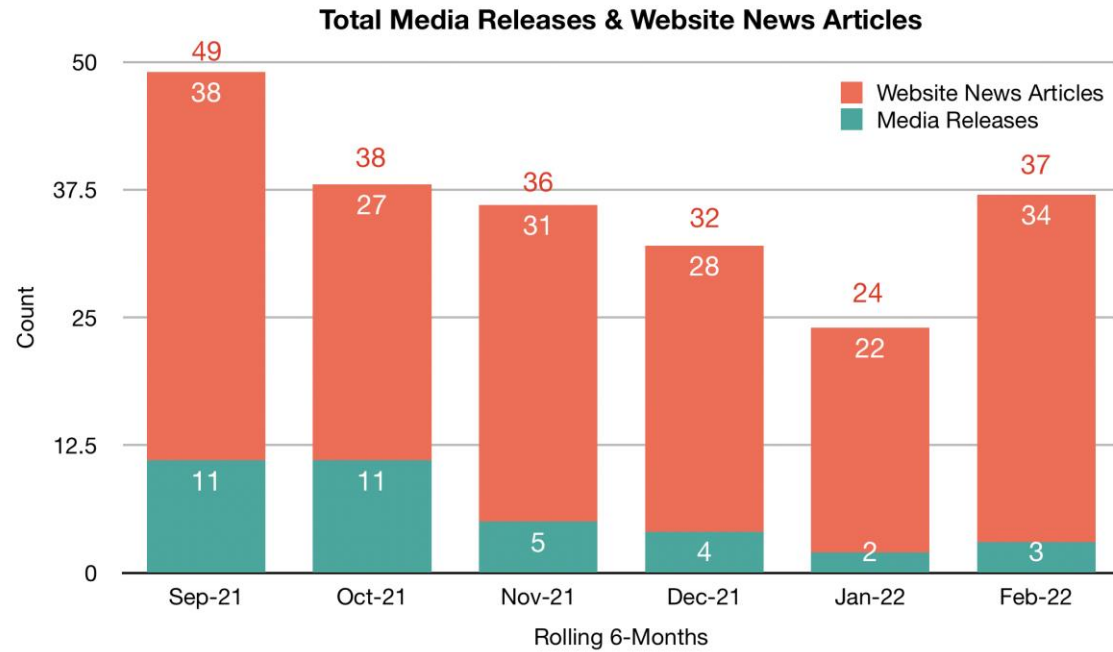
- Key Performance Indicators (January – February 2022)

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.



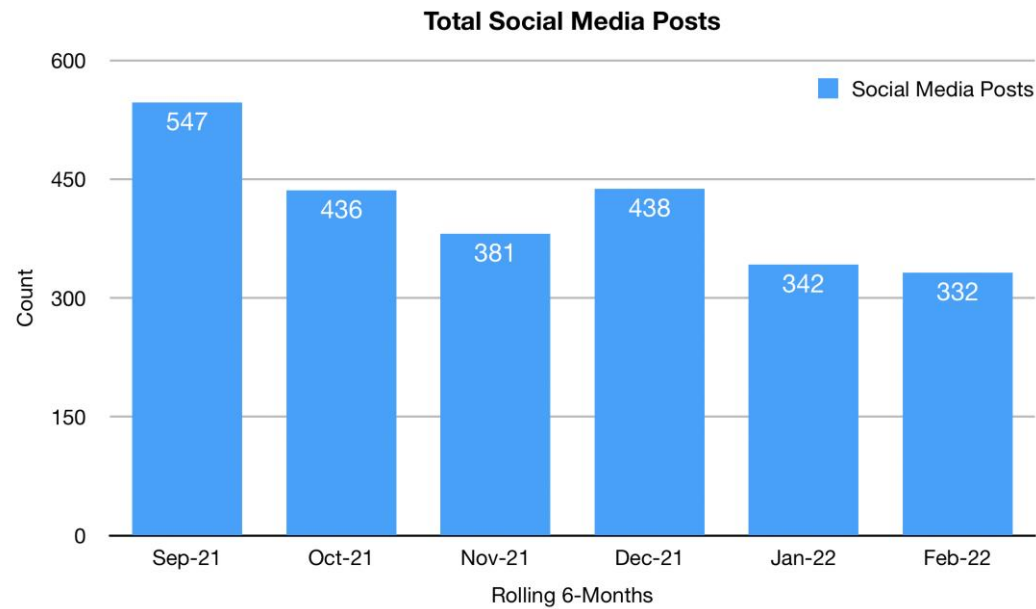
- Total Media Releases & Website News Articles

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.



- Total Social Media Posts

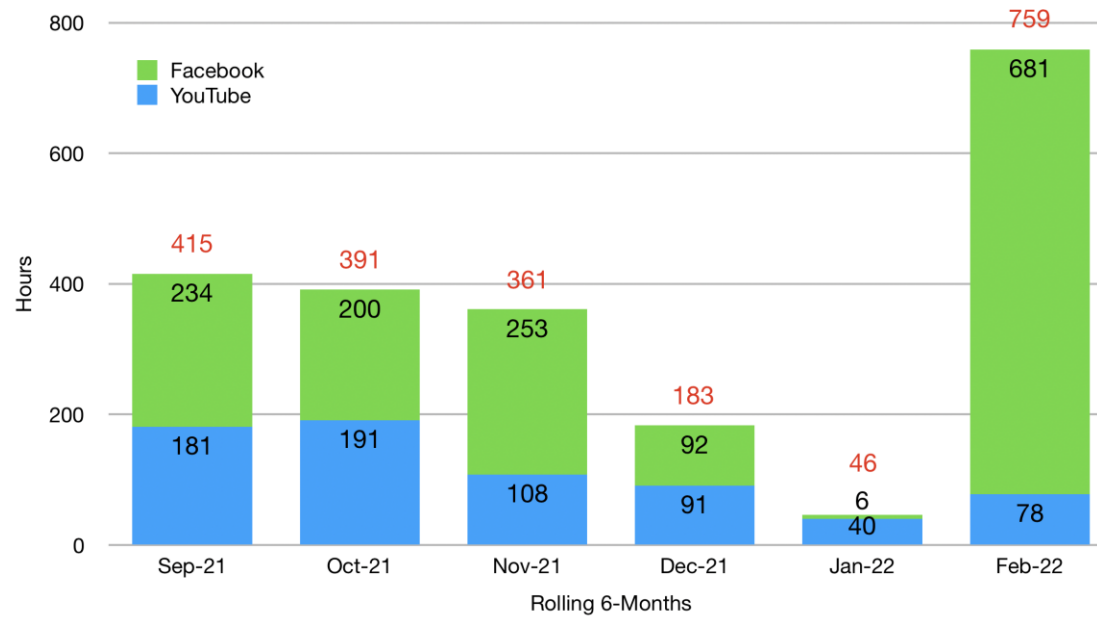
Total number of posts shared across ALL ADC-managed social media accounts, including Facebook, LinkedIn, Twitter, Instagram, and YouTube.



- 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.

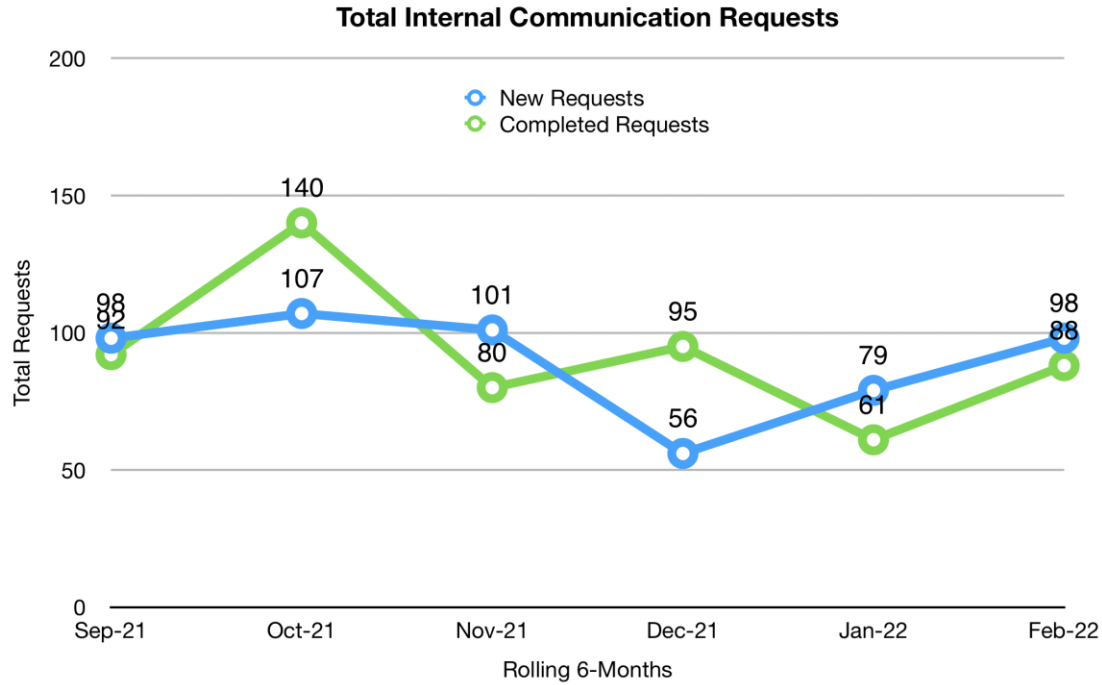
Video Content - Total Hours Watched



- 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.



4.3 Commercial Property

Current	Brief Project Description / progress
Ashburton Business Estate	<p>Awaiting LINZ to issue titles. Three properties under contract with interest in properties continuing.</p> <p>A short video and marketing billboards have been prepared by our summer student with assistance from Council's communication team for use in the marketing of the Business Estate.</p>
Elderly persons housing	<p>There are 22 people on the waiting lists – 9 people wanting single units, 13 wanting double units (two are couples and they're counted as one application per couple).</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 three people on the waiting list, one is the above mentioned person.</p> <p>Scoping for the redecoration of Friendship Lane Units 1-16 is currently underway.</p>
Ng King Bros Chinese Market Garden Settlement	<p>Work is continuing on the buildings with a quote received to complete foundation work on the remaining building. This is due for completion in the next 6 months.</p> <p>A working bee was organised to paint/stain the buildings with this work nearly completed.</p> <p>The landscape and planting concept plans have been completed with these being preliminary priced.</p> <p>Eight interpretive panels are underway for installation at the site.</p> <p>Fencing at the front of the property along Allen's Road has been completed.</p>
Airport	<p>The online system for collecting landing fees has seen \$2,500 along with a further \$700 received for this financial year.</p> <p>Progress has been made on a process to compare Council's financial system for fee collection with the monitoring system currently being developed. Staff are also investigating a scanning app as a more user friendly method of payment.</p> <p>Mid Canterbury Aero Club clubrooms renovations are virtually complete The airside path to the accessible toilet is yet to be completed.</p>

Current	Brief Project Description / progress
	<p>We are currently updating the maintenance contract with the Aero Club to ensure that it is fair and fit for purpose and recognises the work that the Club undertakes. 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><i>Airport Development and Infrastructure Project:</i> Contractors have installed the cable and transformer to the Airport commercial hangar precinct on Seafield Road and we are awaiting commissioning. 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><i>New Construction:</i> 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 and this site has now been re-let.</p> <p><i>Large Event:</i> Ashburton Aviation Museum Militaria Extravaganza Event was set for 5-6 February 2022. This has now been postponed until November 2022. This 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><i>Interest from Commercial Operators:</i> 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>
Ex ACL yard South Street	<p>The workshop and all outbuildings are currently leased. The office and part of the yard are currently leased to Pegasus Health Ltd for Covid testing.</p>
Lake Clearwater	<p>There has been a good response to sewage disposal requirements at the hut settlement with 5 out of 180 huts still having 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 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>

Current	Brief Project Description / progress
Earthquake strengthening and condition assessments of halls	Rakaia Memorial Hall – Potential options are now being investigated.
Glasgow leases	Valuations have been arranged for the lessee’s making requests to freehold, reports will be presented to Council as these valuations come in. Rent reviews and renewals are completed as and when the leases require.
Medical centre upgrades	Further work is required to establish a suitable location for the Methven Medical Centre to relocate. The work required to retro fit Crossroads Restaurant to make it fit for purpose rules out this building. Rakaia – The resource consent has been approved and the lessee is working with the architects to finalise the interior layout, meeting required with Council and Medical Centre owners to discuss progress.
Library and Civic Centre Te Pātaka o kā Tuhituhi - Te Waharoa a Hine Paaka	Security systems/storage during the buildings use is currently being finalised. We have received a further progress claim for payment from Naylor Love – Claim 11.For a full report on updates the PCG minutes can provide this.
Oval Pavilion –Ashburton Domain Walnut Avenue Pavilion – Ashburton Domain	Documentation is currently being prepared for the transfer of the building to Council. 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.

4.4 Forestry

- *Log Sales & Harvesting*

The sales report below for January is all salvage harvesting completed at compartment 20 Frasers Road following the wind storm in September 2021. This harvesting was completed during February with the logging crew moving onto another smaller plantation on Frasers Road to be followed by a plantation near Mayfield. This work is expected to be completed by mid-March and will be the conclusion of the salvage harvesting from the wind storm last year. Feedback from the contractor suggests there has been some deterioration in the log quality with some sap stain affecting the wind fallen trees.

Export log markets have continued to recover since November 2021 with wharf gate price for A-grade in February back to \$125/JAS. The CFR price continues to improve, the \$US strengthens and shipping rates have remained relatively modest. This recovery in log prices should result in additional wash up payments from our agent.

SALES INFORMATION REPORT - Forest SUMMARY			
Period:	01/1/2022	to	31/1/2022
Products	Quantity	Unit	Gross Value
Sawlogs & Posts			
KA EXPORT	66.424	JAS	\$2,627.98
KI EXPORT	50.067	JAS	\$942.46
KIS Export (Small Industrial)	62.939	JAS	\$528.70
KS EXPORT	549.260	JAS	\$17,798.30
Smallwood - Posts & Poles	1035.095	tonnes	\$48,487.43
Pulp & Firewood			
PRAD firewood	117.675	tonnes	\$1,117.91
Forest Total	1881.460	Units	\$71,502.78

- *Establishment 2022*

The areas logged following last year’s wind storm require to be re-planted. This process is initiated with mechanical land preparation with slash pushed into windrows. The areas will be sprayed prior to planting if there is an appropriate level of weed regrowth. Planting will be completed during the winter months (June to August), it is estimated that approximately 110 hectares will be replanted this winter. Following planting areas will be release sprayed.

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
2022/2023 Annual Plan	30 Oct 2021	30 June 2022	Yes	Yes	NA	Work on the consultation document is ongoing.
Vehicle Replacements	Current	Unknown	Unknown	Yes		17 vehicles were ordered. 1 ute and 4 cars have been received by the drivers. 12 utes have arrived. 9 utes need decks. The ETA for decks is April as there are 40 utes in the queue for decks before us. 3 utes are well-sides waiting on ERoads.
Purchase card Implementation		Unknown	No	Yes	NA	The final part of the procure-to-pay project is the introduction of purchase cards for small miscellaneous purchases. The next available time for TechnologyOne is yet to be confirmed, and is dependent on Covid levels.
Debt Management Process			Yes	Yes	N/A	Testing is being carried out, in conjunction with the IS team. All issues must be resolved and letters updated before implementation. It appears this is more likely to be in Instalment 1 of the 2022/2023 year.