

# Council Activity Briefings

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Date: Wednesday 11 September 2024  
Time: 9.30am  
Venue: Hine Paaka Council Chamber, Te Whare Whakaterere  
2 Baring Square East, Ashburton



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## Attendees

*Mayor* Neil Brown  
*Deputy Mayor* Liz McMillan (Chair)  
*Councillors* Leen Braam  
Carolyn Cameron  
Russell Ellis  
Phill Hooper  
Lynette Lovett  
Rob Mackle  
Tony Todd  
Richard Wilson

## Executive Team

*Chief Executive* Hamish Riach  
*GM Infrastructure & Open Spaces* Neil McCann  
*GM Compliance & Development* Ian Hyde  
*GM Business Support* Leanne Macdonald  
*GM People & Facilities* Sarah Mosley  
*GM Democracy & Engagement* Toni Durham

## Activity Reports

1	Business Support		Time	Page
1.1	Information Systems	Gordon Tupper	9:30am	4
1.2	Property	Renee Julius	9:35am	9
1.3	Finance	Erin Register	9:40am	13
<b>2 Infrastructure &amp; Open Spaces</b>				
2.1	Open Spaces	Ian Soper	9:45am	14
2.2	Solid Waste Management	Hernando Marilla	9:50am	20
2.3	3 Waters Operations	Hernando Marilla	9:55am	29
2.4	4 Waters Projects	Andrew Guthrie	10:05am	31
2.5	Stockwater Operations	Crissie Drummond	10:10am	38
2.6	Roads and Footpaths	Mark Chamberlain	10:15am	40
2.7	Contracts Awarded / Upcoming Tenders	Neil McCann	10:20am	44
Morning tea 10:30am				
<b>3 Compliance &amp; Development</b>				
3.1	Building Services	Michael Wong	10:45am	46
3.2	Civil Defence Emergency Management	Jim Henderson	10:50am	52
3.3	Alcohol Licensing/Bylaw Monitoring & Enforcement	Rick Catchpowle	10:55am	56
3.4	Animal Control	Rick Catchpowle	11:00am	57
3.5	Food Safety	Rick Catchpowle	11:05am	58
3.6	Council Meeting – Parking Question Response	Rick Cathcpowle	11:10am	59
3.7	Planning	Ian Hyde	11:15am	60

3.8	Economic Development	Simon Worthington	11:20am	62
<b>4 People &amp; Facilities</b>				
4.1	Customer Services	Amanda Watson	11:25am	74
4.2	Ashburton Library	Jill Watson	11:30am	76
4.3	EA Networks Centre	Richard Wood	11:35am	81
4.4	Ashburton Art Gallery & Museum	Shirin Khosraviani	11:40am	87
<b>5 Democracy &amp; Engagement</b>				
5.1	Communications	Janice McKay	11:45am	92
5.2	Strategy & Policy	Mark Low	11:40am	96
5.3	Memorial Halls & Reserve Boards	Ann Smith	11:55am	106
5.4	Welcoming Communities	Mercedes Walkham	12:00pm	107

# 1. Business Support Group

## 1.1 Information Systems

### 1.1.1 Projects

The following provides detail on a selection of team activity, typically the larger or more complex work items that are currently being work on.

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Application and Process Development						
Application enhancement and development	BAU Activity		N/A	N/A	N/A	<p>Ongoing development and business improvement within Council's ERP and other core applications.</p> <p>Recently deployed developments included:</p> <ul style="list-style-type: none"> <li>• Aged Trial Balance Reporting (Rates, applications, licences, certificates and requests)</li> <li>• Migration of new cloud-based platform service for Museums object management application, Past Perfect.</li> <li>• Map development for Solid Waste Contract tender documents</li> <li>• Version upgrades to health &amp; safety desktop and mobile applications</li> <li>• Version upgrade works for Council Property, Finance and HR applications</li> <li>• Data exchange build for request management of street lighting between contractor and Council service request management systems.</li> <li>• District representation map updates</li> </ul>

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
						<ul style="list-style-type: none"> <li>• District Ecological Map</li> </ul> <p>Current developments include:</p> <ul style="list-style-type: none"> <li>• Closed Water Main Segment map development.</li> <li>• GIS Water Supply Bore Head inspection survey and reporting.</li> <li>• Debt Management Process – financial reporting.</li> <li>• Open Space Tree App (GIS) enhancement for inspection history</li> <li>• Property Map – update on existing map and contents</li> <li>• Flood Mapping – application on updated flood data.</li> <li>• Version upgrades to mapping applications</li> <li>• Aged Trial Balance Reporting (Infringements, water and animals)</li> <li>• Roading (contractor) data map integration</li> </ul>
End of Financial Year Activities	May 2024	July 2024	Yes	N/A	N/A	Support of service teams licence renewals, rating, and charge management. – Works complete

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Aerial Imagery Capture 23/24 – Urban and Rural Areas	July 2023	November 2024	Yes	Yes	Yes	These works are in collaboration with ECan (lead agency), Selwyn DC, Timaru DC and LINZ and form part of a planned cyclic renewal of this asset.  Urban imagery has been captured, quality assurance completed, with publication of the data pending completion of Rural imagery,  Rural imagery capture is complete with quality assurance activity underway.
Learning Management System	February 2024	August 2024	Yes	Yes		Selection of a digital learning management system to support, in the first instance the education and use of records and associated record management systems. Complete.
Learning Management System	August 2024	December 2024	Yes	Yes		Continuation of the above. Works programme confirmed and commenced.
IT Infrastructure, Server and Desktop						
Cyber Security	BAU Activity		N/A	N/A	N/A	Ongoing programme in the development of reducing Council's cyber security risk profile and includes access, monitoring, patch management and identification, investigation and application of security related applications and enhancements.

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
Vendor Access	July 2024	September 2024	Yes	Yes	N/A	Identification of, and agreement from external vendors to set terms and conditions when accessing access Council digital networks.
Desktop Hardware Renewals	February 2023	August 2024	Yes	Yes	Yes	As part of our renewal programme works to replace identified user devices is complete.
Server and Storage Hardware Renewal	May 2023	September 2024	Yes	Yes	Yes	Forms part of our cyclic renewal programme of required server and storage hardware.  Installation and configuration activities with the provider (HP) and local support are continuing.
Internal Network Restructuring	May 2024	December 2024	Yes	Yes	N/A	Application of network configuration and consolidation across ADC operation sites.
Infrastructure Update	September 2024	December 2024	Yes	Yes	N/A	Build out of management processes for related updates of server and network hardware and application that enable these devices..
<b>Information Management</b>						
Physical and Digital Record Management - continuing work to identify, record, appraise and manage remaining Council physical records.	BAU Activity		N/A	N/A	N/A	Continuing and ongoing activity with business teams to assess digital and physical records held by Council as part of the management of the life of that record, including that of protected or permanent retention under statutory Acts including the Public Records Act and Local Government Official Information and Meetings Act. Work includes the decision to retain or dispose a record based on Council's adopted retention and disposal schedule.

Brief Project Description	Start Date	Estimated Completion Date	On track	Within budget	Carry-over	Comments
						<p>Current works include inspection of physical records (approx. 800 files) held at Open Spaces.</p> <p>Working with Museum staff we are recording detail on Council archives (pre-1990) held at the Museum.</p> <p>On the digital side, works are ongoing to assess, and managed unstructured data held on business file shares. This works includes retention and disposal activity.</p>
Digitalisation of Physical Format Records	July 2024	September 2024	Yes	Yes	No	Digitalisation works of Property and other team records (approx. 100 files).
Information Asset Register	January 2024	December 2024	Yes	Yes	N/A	<p>Scope and staff training on subject have been completed. Programme of works set out through to delivery. Current project phase includes design of required information templates and identification of all Council applications that hold data.</p> <p>On completion this work would lead to subsequent works relating to information asset management.</p>
Data Management - Monitoring and Reporting	BAU Activity		N/A	N/A	N/A	Ongoing activity for service monitoring on information creation and disposal for physical and digital form, supporting current and future service activity.



## 1.2 Property

Current	Brief Project Description / progress
Ashburton Business Estate	<ul style="list-style-type: none"> <li>• One section in stage two is on hold while the potential purchaser complete due diligence.</li> <li>• In total, approximately 43-hectares of the Business Estate remains unsold, with 39-hectares sold.</li> </ul>
Elderly persons housing	<ul style="list-style-type: none"> <li>• Out of Council's 86 available units, there is one single vacant unit in McKee Place.</li> <li>• There are 33 applications on the waiting list, with 17 people wanting single units and 16 requesting double units (4 couples and 12 individuals).</li> <li>• 21 people on the waiting list are current residents in the Ashburton District, with 12 being from out of town.</li> <li>• The occupancy rate is currently at 98% of available units.</li> <li>• Currently working on installing extractor fans in bathrooms and kitchens to existing tenants to comply with the Healthy Homes Regulations. The date to comply with the Regulations is the 1 July 2025.</li> <li>• Tenants on the waiting lists are placed in available units at the discretion of Council Officers. This will depend on their position in the waitlist, their location and the urgency of the applicant's situation.</li> </ul>
Friendship Lane demolition and rebuild	<ul style="list-style-type: none"> <li>• All tenants have been relocated, from the 12 August 2024 fencing was erected and demolition started.</li> </ul>

Current

Brief Project Description / progress



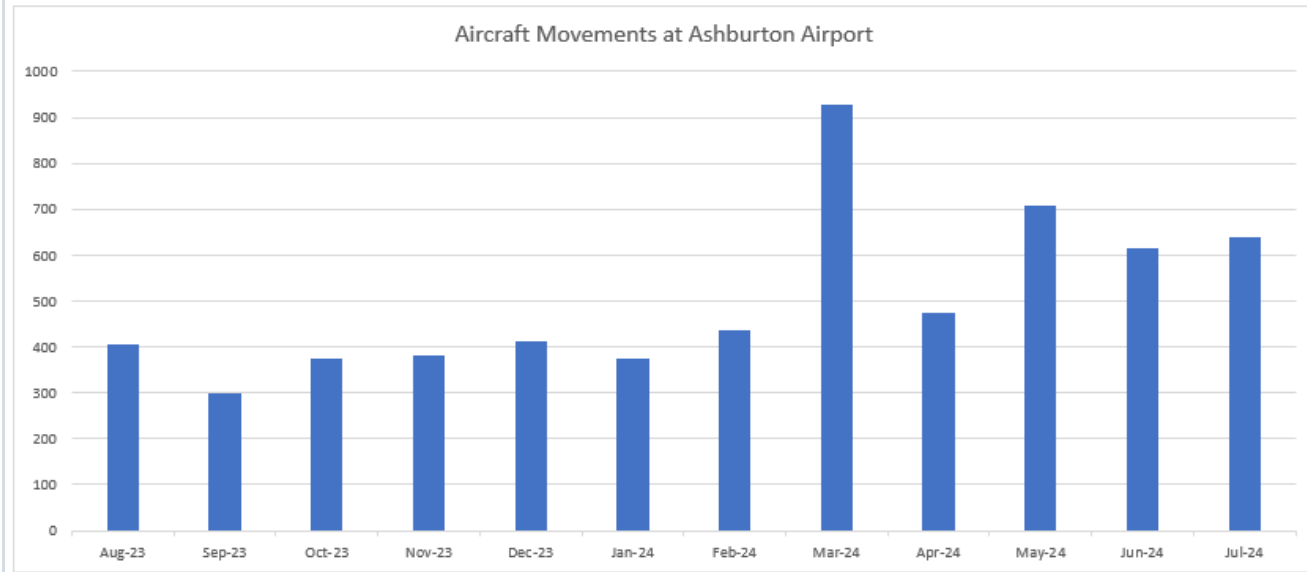
- The project is tracking well against the programme and will be delivered in a single stage.
- Officers are currently reviewing quotes for a temporary relocatable building-

Methven Medical Centre upgrades

Current	Brief Project Description / progress
Oval Pavilion – Ashburton Domain	<ul style="list-style-type: none"> <li>Both the Trust and Council have various matters to progress before a full report can be prepared for Council.</li> </ul>
Forestry	<ul style="list-style-type: none"> <li>Inspections are now completed on all forestry blocks across the district, Officers are now reviewing to establish a maintenance plan to address fencing issues and weed control.</li> </ul>
Current	Brief Project Description / progress
Airport	<ul style="list-style-type: none"> <li>Officers obtained valuations for various leases due for reviews at the Airport late last year. Council Officers are currently undertaking a number of rent reviews, new leases and tidying up any variation to Leases.</li> <li>Officers have engaged Avdata New Zealand to undertake monitoring and invoicing of aeronautical movements at the Ashburton Airport. The introduction of Avdata means that aeronautical movements at the airport are now able to be tracked in real time. Avdata will also undertake the billing of the aeronautical movements on Councils behalf. An external communications update about Avdata was published 22 August 2024.</li> <li>The CAA has advised Council that the work for the Ashburton Common Frequency Zone (CFZ) has been completed and will be published in the next update in November 2024. The CAA will look to publish a 'decision document' on their website in due course.</li> <li>On advice from Consultants and a review by the Ashburton Airport Safety User Group and CAA aviation Safety Advisor, the recommended changes to the Aeronautical Information Publication (AIP) have been submitted to Aeropath to be included in the November 2024 update. This aligns with the adoption of the CFZ.</li> <li>At the time of providing this update, 28 people have registered for an annual landing fee.</li> <li><i>The following table</i> provides an update of aircraft movements for the past 12 months.</li> </ul>

Current

Brief Project Description / progress



## 1.3 Finance

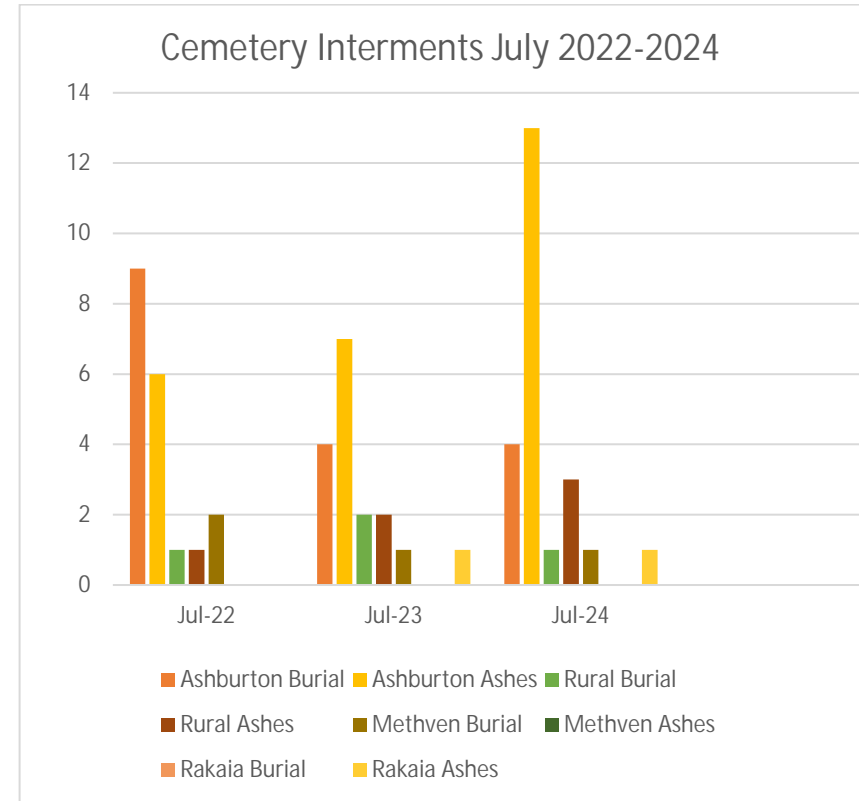
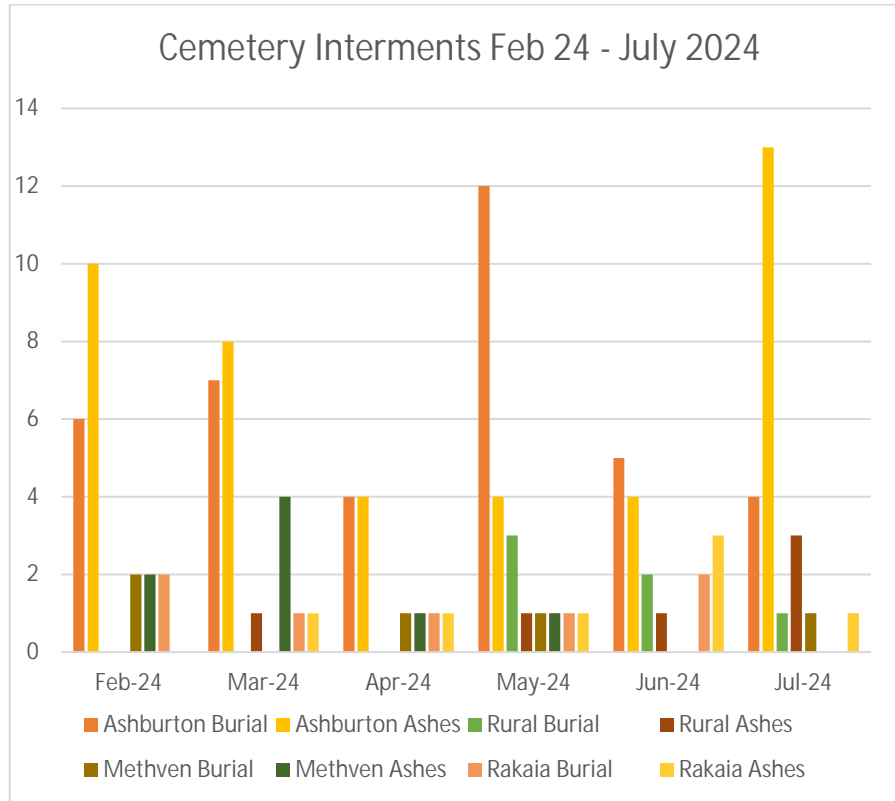
### 1.3.1 Projects

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
Annual Report	Current	30 October 2024	Yes	Yes	No	Finance team are heavily involved in the Annual Report. The first draft of the financials goes to Audit NZ on 9 September and the auditors arrive on site on 16 September.
Rating Property Valuations	Current	November 2024	Yes	Yes	No	Valuer General's audit of property data has begun. Officers have met with QV, and the team from the Office of Valuer General and have subsequently learned that our audit of the data has progressed well and been given the green light. This means we are well on track with no delays anticipated. We expect to receive final sign off 9 September 2024.
Purchase Cards	Current	October 2024	Yes	Yes	No	The testing of purchase cards is now complete and managers are signaling officers who would benefit from these cards. Once staff are approved Finance will arrange for the ordering of cards, training and implementation.
Sale of vehicles	Current	Ongoing	Yes	Yes	Yes	All vehicles have been ordered for the 2024 financial year. Unfortunately, there are a number on back order which won't arrive until late 2024/early 2025. This commitment of funding will be sought as part of the end of year carryover report.

## 2. Infrastructure & Open Spaces

### 2.1 Open Spaces

#### 2.1.1 Cemeteries



## 2.1.2 Activities – items of importance

### Cemeteries

- Cemetery staff are back into mowing rounds as grass growth recommences and weed control is also back on their radar to keep all Cemeteries looking sharp.
- Interment activity has increased in the past month, as depicted in the graphs above.
- Staff continue to have regular contact and dialogue with undertakers on various cemetery matters.
- Regular cyclical maintenance continues to occur at closed district cemeteries.
- An area in the Ashburton Cemetery RSA area has been sprayed out, site worked and the grass resown – due to uneven contour.
- Ashburton Cemetery has had its Muslim berms re-laid in the correct direction. The original berms were 7degrees out.
- Ashburton Cemetery is about to have its wrought iron fence on Seafield Road repainted and the Cedars on Bremners Road have been lifted pending a new fence.
- A roading contractor has installed two new soak-pits on the easternmost Ashburton Cemetery driveway and recontoured the edge into them to take surface water off the track. A surface metal top-up has subsequently been arranged.

### Open Space Management

- The Open Spaces management team have made a start on the new year's capital projects
- Work on Reserve Management Plans (RMPs) continues. Submissions closed on 4 August and a hearing of submitters and deliberations occurred on 5 September. Thereafter any changes will be made and a final report for Council adoption will follow.
- Multiple subdivisions are working their way through the system. Staff continue to work with developers to ensure good outcomes for our community and its open spaces. Staff remain focused on achieving strategic linkages, where possible.
- Management have organised a part-time role to assist the Cemeteries Administrator in the coming months. This is to undertake a project where there are issues with digital Cemetery data. The new role will cover daily duties while the Cemeteries Administrator focuses specifically on the identified data duplication issues.
- Management took a team of horticultural staff to the AAMG over winter and had a good look through the wonderful display of information celebrating the Domains 160<sup>th</sup>. This was very enlightening for all. In addition, the Manager gave a presentation to the community on Sunday 4 August on the Ashburton Domain. It was well received, with plenty of questions forthcoming.
- Staff held a meeting of the Hakatere Ashburton River Trails group. Good attendance and there is a lot of community and club input going into the River trail network.

### Ashburton Domain

- Work continues in the reconfigured natural wildflower/butterfly garden area, with planting underway.
- Spring is making its mark around the Domain with a lot of flowering shrubs putting on good displays and the ever-popular daffodils flagging the arrival of Spring.
- The annual bedding schemes are all looking good with colourful displays evident.
- Bike Skills Park planning is progressing with a further meeting in August attended by staff and the steering group at the Domain.
- Staff have installed a new Conifer Garden. It is in the location where a large tree (Douglas fir) was removed due to storm damage last year. It will be a learning garden as staff await delivery of the naming labels for the 90 plus varieties. These plants were fashionable in the 1970/80's, currently out of favour - but like anything in fashion, will return. This collection will become a gene pool for the future.
- Staff have also secured the balance of the old Ashburton Technical College. This will be refurbished and installed in the Domain with narrative panel highlighting its past history. Staff are already in possession of one curved, one gate and one straight section of the wrought iron fence and have had it cleaned up and rust-protectant coating applied. It will be painted gloss black.
- Annual bedding plants are looking good at the moment with plenty of colour. We are already seeing the bulbs planted within the displays poking through other annuals and very soon these bulbs will add another height dimension of colour to the displays.

### General Parks and Reserves and Gardens

- Playground weekly and monthly safety checks and maintenance continues throughout the district.
- Playground upgrades are progressing with trees being planted strategically for future shade. This will be rolled out to all district playgrounds. The varieties being used are Acer platanoides "Nigrum" & "Princeton Gold"
- Staff are receiving many positive compliments about the colourful bulb displays especially along Archibald Street, and along SH1.
- Street tree replacements in Charlesworth Drive are planted and Nursery Drive Claret Ash are scheduled to be removed.
- Spraying rounds for weed control has again ramped up as ground temperatures rise and spring growth takes hold.
- EA Networks Stadium new steps from the carpark to SH77. The new native planting has been mulched by staff as a team task:





- Ng King Bros Chinese Market Garden Settlement has had 39 Prunus Shimidsu Sakura planted adjacent to the first stage of the paths.
- District dog parks have had solar lighting fitted at main entrances.
- Methven Dog Park has had trees planted to provide shade being a mixture of oaks, elms and beech trees.



- Methven CBD is looking good, this year with additional Cancer Society daffodils. Staff are also working with the Community Board and community group on the CBD lighting project which the Council funded in the LTP. It will involve reconfiguring the current power supply to allow for the required luminaries.
- Staff have consulted with the Barrhill community and defined where a replacement playground is to be located adjacent to the community hall.
- Rakaia West Town Belt has had trees lifted off the carriageway.
- On SH1 Rakaia, the plantings at the speed berms have been cleared and prepared ready for replacement planting and mulching.
- Several railway crossings in the district have had tree pruning undertaken.

- Staff have had a contractor enact the wishes of the Hakatere Bollard working group with 31 identified bollards removed and others height lowered. The removed posts are being repurposed as signposts for new signs about to go up on the Hakatere Ashburton River Trail.

#### Public Conveniences

- The new Rakaia Domain facility is progressing favorably. Council staff remain in close contact with project leaders. There have been delays, so the currently proposed completion/opening date is in October.
- There have been more incidents of willful damage to the Methven Railway Reserve public toilets. An outdoor sign and post were pulled out and discarded; internally, toilet paper and soap dispensers were smashed off the walls, requiring replacement, jumbo toilet paper rolls were forced into the pans and other sodden paper strewn around the facility, stuck to the roof and ceiling.
- Staff have completed the landscaping of the new toilet at the west end of Lake Camp. This will blend the facility into the landscape in future.
- Other than the above, all facilities are working well.
- Staff are currently obtaining quotes for replacement public conveniences in the Ashburton Domain picnic ground and at River Road, Hakatere Mouth.

### 2.1.3 Biodiversity

#### Recent Activity

- Staff are undertaking business as usual activities.

#### Planned Projects

- Weed control at Rakaia Gorge Campground and surrounding native areas and Area of Significant Natural Value (ASCV) sites. We are coordinating with landowners and leaseholders for wider weed control around the campground and ASCV sites. Russel lupins, old man beard, and wild cotoneasters are among new weeds identified that have not existed around this area in the past.
- Harris Reserve planting is scheduled for 8 September.

## 2.2 Solid Waste Management

### 2.2.1 Solid Waste Management Contract

The Request for Proposal (RFP for the new solid waste contract) was released on Tenderlink on 9 August. A mandatory site visit for all interested parties was held on 20 August. Eighteen contractor representatives representing 6 companies attended the contract briefing and site visit. Below is the tender programme:

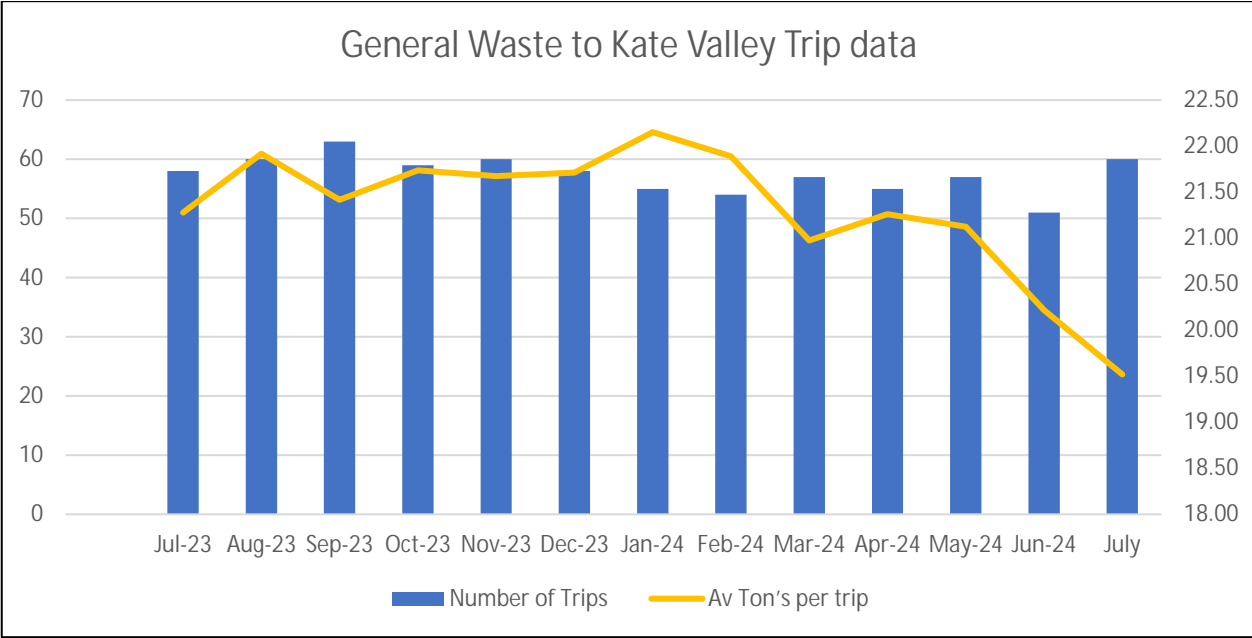
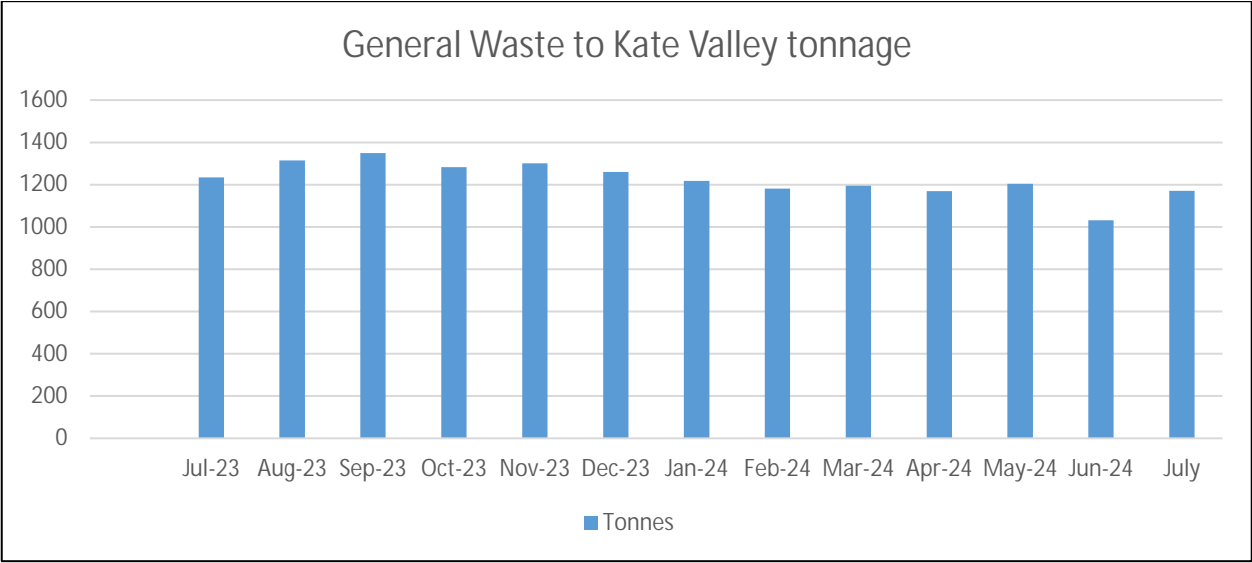
DATE	ACTIVITY
9 August 2024	Tender Release
20 August 2024	Contract Briefing and Site Visit
4 October 2024	Submission of Proposals
October/November 2024	Proposal Evaluation and Negotiations
December 2024 / January 2025	Recommendation Report preparation
February 2025	Award decision confirmed at Council Meeting
March to August 2026	Mobilisation (rollout of FOGO 1 month before commencement date)
1 September 2026	Commencement Date

- Tendering the contract in August and awarding the contract in February 2025 will give the successful contractor at least 18 months establishment time before the new contract commences in September 2026.
- As per the Council's decision on 20 August, public consultation on the Solid Waste Bylaw review opened on Wednesday 28 August and closes on Sunday 29 September.

### 2.2.2 Solid Waste Kerbside Refuse and Recycling Collection

- A total of 144 CRMs were received in August 2024. A summary of the CRMs for the last six months is shown below:

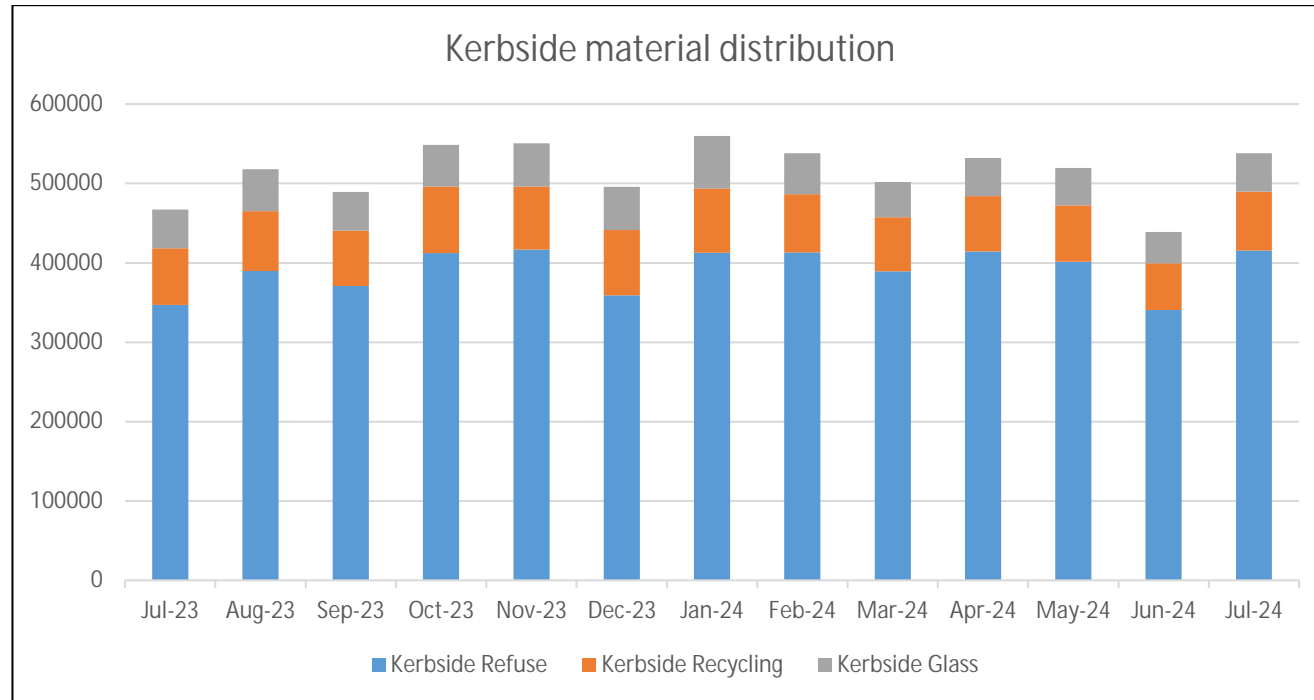
Request Enquiry	Monthly Total Number					
	March	April	May	June	July	August
Illegal dumping	18	4	5	0	3	6
Kerbside - Bin Accessory	14	12	15	4	7	7
Additional Bins	40	19	23	33	19	38
Damaged Bins	38	20	22	17	12	20
New Bins	32	25	19	19	15	26
Gross Contamination	59	30	11	2	10	5
Missing Bins	21	12	16	10	6	11
Missed Collections & Other Contractor Complaints	58	50	31	41	32	28
Satellite Drop Off Site Issues	12	4	4	2	4	3
<b>Total</b>	<b>292</b>	<b>176</b>	<b>146</b>	<b>128</b>	<b>108</b>	<b>144</b>



- The volume of waste sent to landfill for the month of July 2024 is 1,173 tonnes which is almost the same as the previous year at 1,163 tonnes.
- The volume of waste per trip has gone down to 19.52 tonnes due to a lack of heavy materials such as construction waste.

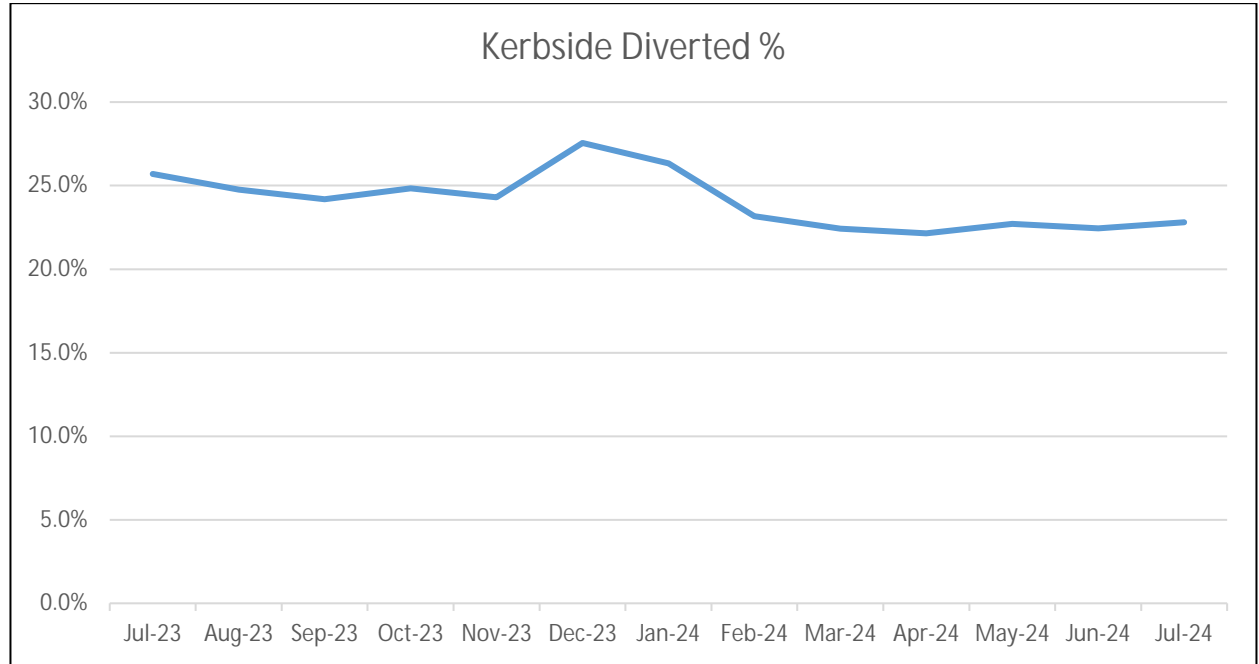
Site	Last 6-months Recycling Volumes						6 moth Total Tonnes
	Feb - 24	Mar - 24	Apr - 24	May - 24	Jun - 24	July- 24	
Methven Recycling Centre	16.57	16.54	10.75	12.40	15.26	10.52	82.04
Rakaia Huts	0.270	2.07	0	2.05	0	0.245	4.635
Pendarves	3.03	2.20	3.77	1.70	1.98	2.66	15.34
Hakatere Huts	0.550	2.21	0.690	1.84	0.50	0.45	6.24
Willowby	3.20	5.18	4.98	2.06	1.15	5.19	21.76
Rangitata huts	1.73	0.230	0.265	0	1.80	0.38	4.405
Hinds	2.660	2.760	4.560	1.055	2.735	3.55	17.32
Mayfield	1.555	8.025	2.315	4.115	0.745	0.50	17.255
Mt Somers	6.000	5.710	2.815	0.375	0.006	0.22	15.126
Staveley	2.460	1.685	0.585	1.830	0.560	1.97	9.09
Fairton	2.175	3.660	2.445	2.590	0.400	0.17	11.44
Rakaia Resource Recovery Park	8.315	6.100	2.095	7.395	6.829	4.71	35.444
Monthly Totals	48.515	56.37	35.27	37.41	31.965	30.565	240.095

- The volume of recyclable materials from the drop off stations have been at the same level in the past five months. We are expecting the same volumes until the end of the year. The volume normally increases during the months of December to February when resident's undertake clean outs during the holiday periods.



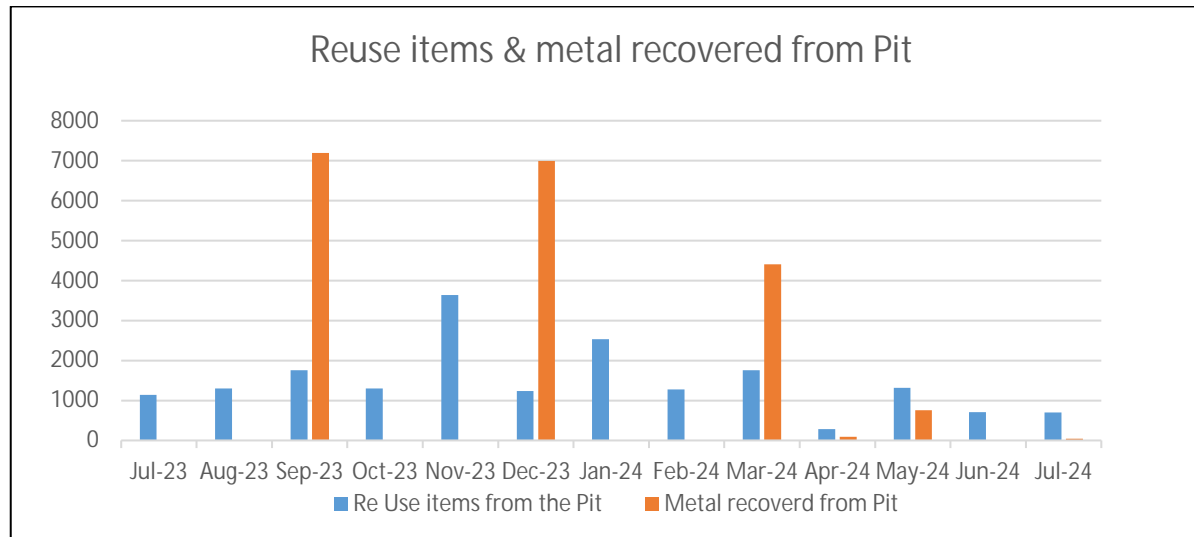
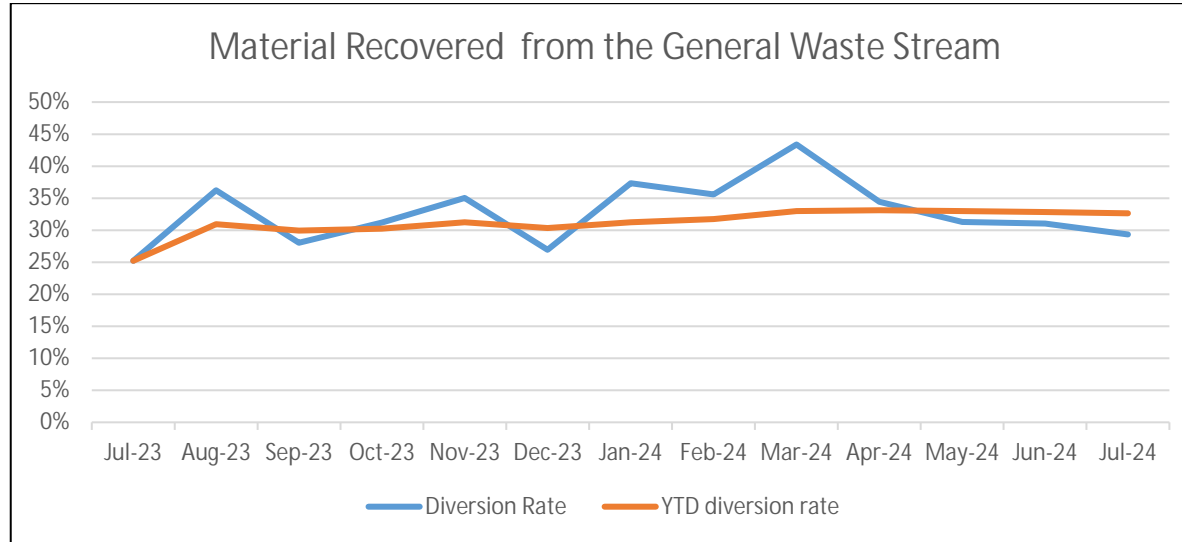
- Kerbside recycling (74.22 tonnes) and glass collection (48.57 tonnes) volumes increased back to comparable levels as the previous months after a dip in June. Kerbside refuse collected in July is 415.46 tonnes.



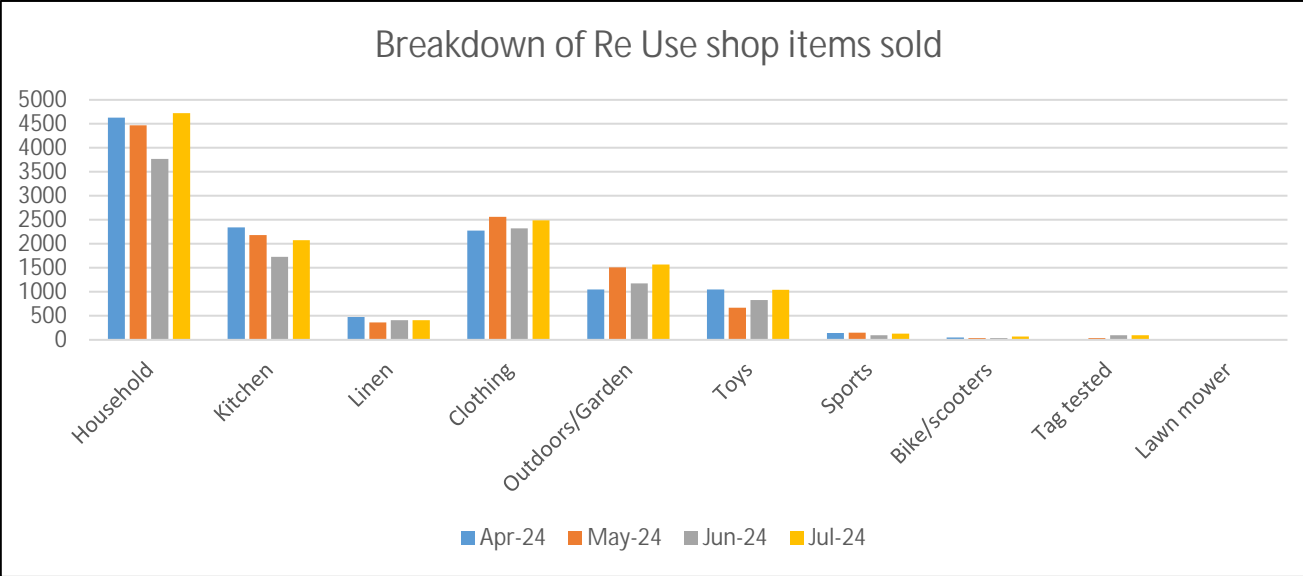
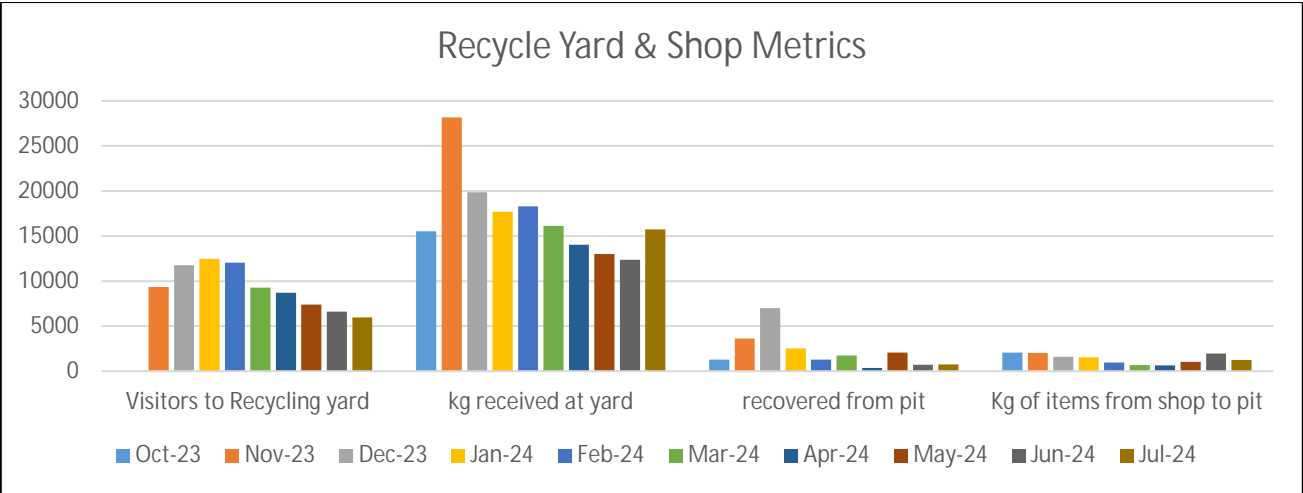


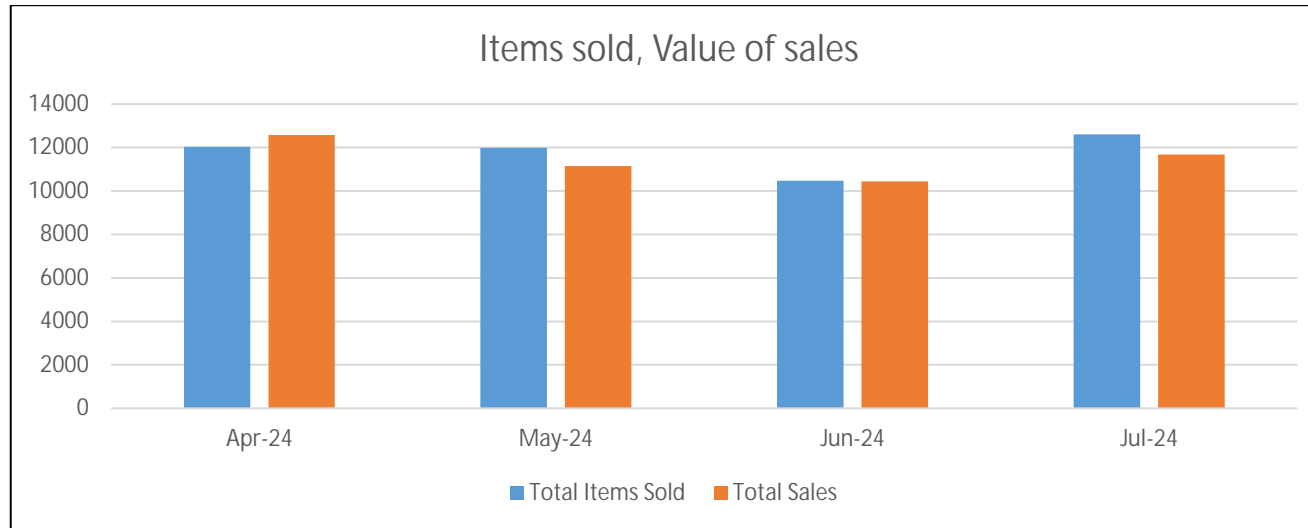
Month	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
Kerbside Diverted %	25.7%	24.8%	24.2%	24.8%	24%	28%	26%	23%	22%	22%	23%	22%	23%
Total Kerbside collection tonnes	467220	518030	489160	548390	550429	495865	560010	537905	501720	532220	519385	438900	538256
Year to Date Recycling	120090	128310	118350	136220	133746	136630	147420	124650	112520	117860	117920	98500	122790

- Kerbside diversion rate (volume of kerbside recycling against volume of kerbside general waste collected) has been averaging 22 % since February.



- The diversion rate and pit recovery amounts are down in June and July, implying less reusable material is being dumped in the pit.





- A total of 12,600 items were sold at the re-use shop in the month of July which is slightly higher to June (10,468 items) and May (11,990 items). Like the previous months, most salable items are clothing, household utensils, outdoor decors and garden items.

### 2.2.3 Waste Education

- The kerbside audits are ongoing. Overall seeing improvements, but then occasionally there is a run of awful bins.
- School and pre-school visits are ongoing.
- The Tuesday Education centre openings are ongoing.
- Planning for Hakatere Noodle Festival and Ethnic Communities Day underway.
- Bokashi composting and worm farming workshops held.

## 2.3 3 Waters Operations

### 2.3.1 General Operations and Maintenance Activities

- For the month ending July, the following activities were carried out:
  - ACL have started inspections and repairs of fire hydrants across the district
  - ACL have commenced inspections along Mill Creek to prepare for the annual routine clean-up
  
  - A total of 79 CRMs were received in July. The locations of the CRMs are shown below:

Location	Total %
Ashburton	62
Hinds	2
Methven	11
Montalto	9
Mt Somers	0
Rakaia	1
Springfield	4
Chertsey	1
Dromore	5
Hakatere	1
Mayfield	4
TOTAL	100

### 2.3.2 Ocean Farm


- For the month of July and August, the Farm Manager carried out the following work:
  - Repair part of the old fences that were damaged by fallen trees during high winds

- Daily checks on 4 mobs of sheep, move them to fresh paddock every 3-days and clean-out of water troughs each time the mobs are moved to new paddocks.
- Repairs grounds that were damaged during grass harvesting activities, particularly soft ground where vehicles got stuck
- Maintenance of the wool shed and dog kennel
- Aid the crutching gang to crutch Alliance lambs
- Carried out soil sampling test together with Balance representative
- Cleared trees so that the fencing contractor can erect a new gateway for the new piezometer well.
- Assist in the repair and replacement of garage walls.
- Provide assistance in the preparation of the grass harvesting tender document.

## 2.4 4 Waters Projects

Project Title / Description	Start Date	End Date	On Track (Yes/No)	Within Budget (Yes/No)	Mgr in Charge	Comments
<p><u>UV and Filtration Upgrades – Hinds, Mayfield &amp; Dromore</u></p> <p>Project covers the construction phase for the treatment upgrades of the Hinds, Mayfield and Dromore water supplies.</p>	24/04/24	28/02/25	Yes	Yes	HAM	<p>Service Provider – TBC</p> <ul style="list-style-type: none"> <li>• The work was tendered as Ashburton Water Treatment Plant Upgrades- Package 1</li> <li>• 4 tenders were received when the tender closed 21 June</li> <li>• The contract was awarded to ARC Project</li> <li>• Work commenced at the Mayfield Plant commenced 30 August 2024</li> </ul>



Project Title / Description	Start Date	End Date	On Track (Yes/No)	Within Budget (Yes/No)	Mgr in Charge	Comments
<u>Rakaia WWTP Sludge Drying Beds</u> Project covers the physical works phase for construction of sludge drying beds at the Rakaia WWTP.	17/05/24	31/12/24 (revised)	Yes	Yes	HAM	Service Provider – TBC <ul style="list-style-type: none"> <li>• Tender publicly advertised 21 May 2024</li> <li>• 7 tenders were received when the tender closed 3 July 2024</li> <li>• Contract was awarded to Grant Hood Contracting and work commenced 29 August 2024</li> </ul> 
<u>Grit Chamber Pipeline Renewal</u> Project covers construction phase of a renewal of the wastewater pipeline from the Trevors Rd grit chamber to the new river crossing pipeline.	01/07/24	30/06/25	Yes	Yes	HAM	Service Provider – TBC <ul style="list-style-type: none"> <li>• Tender documents were released on Tenderlink on 4 September 2024.</li> <li>• Tender close on 4 October 2024</li> <li>• Proposed tender award 6 November 2024</li> <li>• Proposed contract start 18 November 2024</li> </ul>



Project Title / Description	Start Date	End Date	On Track (Yes/No)	Within Budget (Yes/No)	Mgr in Charge	Comments
<u>UV and Filtration Upgrades - Rakaia</u> Project covers the construction phase for the treatment upgrades of the Rakaia water supply.	26/10/22	30/06/25	Yes	Yes	HAM	Service Provider – TBC <ul style="list-style-type: none"> <li>Consent application for construction &amp; operational phase stormwater have been granted by ECan</li> <li>This project is included in the UV and Filtration Upgrades Package 2 tender</li> <li>Tender was sent out through Tenderlink 15 August 2024</li> <li>Tender closes 1 October 2024</li> <li>Proposed Tender Award 7 November 2024</li> </ul>
<u>UV and Filtration Upgrade - Chertsey</u> Project covers the construction phase for the treatment upgrade of the Chertsey water supply.	26/10/22	30/06/25	Yes	Yes	HAM	Service Provider – TBC <ul style="list-style-type: none"> <li>Consent application for construction &amp; operational phase stormwater have been granted by ECan.</li> <li>This project is included in the UV and Filtration Upgrades Package 2 tender</li> <li>Tender was sent out through Tenderlink 15 August 2024</li> <li>Tender closes 1 October 2024</li> <li>Proposed Tender Award 7 November 2024</li> </ul>
<u>Removal of Standing Grass at Ocean Farm 2024/2027</u> This contract is to formalise the harvest and removal of standing grass at Ocean Farm	1/10/24	30/05/27	Yes	Yes	HAM	Service Provider – TBC <ul style="list-style-type: none"> <li>Tender Document released through Tenderlink 28 August 2024</li> <li>Tender Closes 13 September 2024</li> <li>Contract Award 16 September 2024</li> <li>Contract start 1 October 2024</li> </ul>
<u>UV Upgrades - Ashburton</u> Project covers the design phase for the treatment upgrades of the Ashburton water supply.	26/10/22	30/06/25	No (At risk)	Yes	ARG	Service Provider – TBC <ul style="list-style-type: none"> <li>The Tinwald project is included in the UV and Filtration Upgrades Package 2 tender which has been sent out to market.</li> <li>For the Tinwald site, a new standalone building to house treatment equipment will be constructed within the existing WTP compound.</li> <li>Consent application for construction &amp; operational phase stormwater has been granted by ECan.</li> </ul>

Project Title / Description	Start Date	End Date	On Track (Yes/No)	Within Budget (Yes/No)	Mgr in Charge	Comments
						<ul style="list-style-type: none"> <li>For Argyle Park, the design at this site has continued based on a building extension immediately adjacent on the SE side of the WTP.</li> <li>For Ashburton Domain, by utilizing the lime room, no further space is required.</li> <li>For Bridge Street, by utilizing the lime room, no further space is required.</li> <li>The above sites will be tendered as UV and Filtration Upgrades Package 3. This is currently scheduled for tendering in November.</li> </ul>
<u>Definition of Source Risk Management Areas</u> Project covers investigations to determine extent of source risk management areas for each community drinking water source.	BAU	BAU	Yes	Yes	ARG	Service Provider - Aqualinc Research Ltd <ul style="list-style-type: none"> <li>The report on the Montalto water supply has been received and is being reviewed by officers.</li> </ul>
<u>Nitrate Investigations</u> Project covers investigations into the Tinwald bore to potentially forecast when the bore water quality may breach the maximum allocatable value (MAV) for nitrate. The work will also include determining likelihood of intercepting a new deeper aquifer with lower nitrates.	BAU	BAU	Yes	Yes	ARG	Service Provider – Aqualinc Research Ltd <ul style="list-style-type: none"> <li>This work is nearing completion, with the output report due mid-September.</li> </ul>

Project Title / Description	Start Date	End Date	On Track (Yes/No)	Within Budget (Yes/No)	Mgr in Charge	Comments
<u>Water Safety Plans Implementation</u> Project covers the implementation of water safety plans for all ADC water supplies.	BAU	BAU	Yes	Yes	ARG	Service Provider – TBC - internal resources initially <ul style="list-style-type: none"> <li>• Officers are currently determining the performance gap between current level of service (LOS) and the LOS required by the WSPs.</li> <li>• A definitive listing of all actions identified in the plans is in the process of being collated.</li> <li>• It is proposed to report progress on WSP implementation through the tracking of actions on the improvement plans.</li> </ul>
<u>NE Ashburton Watermain Extensions</u> Project covers the progressive packaging of pipeline extension projects in the Residential D area in north-east Ashburton.	BAU	BAU	Yes	Yes	ARG	Service Provider – Internal Resources (as time permits) <ul style="list-style-type: none"> <li>• The first package is Seafield Rd (Company to Keenans); Keenans Rd (Seafield to Company); and South Park (No 49 South Park to Keenans). Total length is 1,180m.</li> <li>• Once designs are finalized, construction estimates will be prepared and used to develop the cost of servicing for property owners in this area.</li> <li>• Consultation with landowners in this area is expected to proceed late September.</li> </ul>
<u>2023/24 Water Pipeline Renewals Design Only</u> This project covers the investigations, survey and detailed design for pipeline renewals in Archibald Street (Graham St-Hassal St), and Mason Place (full length) in Ashburton; Spaxton Street (Carr-Alford) in Methven; and Taverners Road (full length) in Dromore.	01/07/23	31/12/24 (revised)	Yes	Yes	ARG	Service Provider – Beca Consultants Ltd <ul style="list-style-type: none"> <li>• The majority of the detailed design is complete and under review.</li> <li>• The Dromore renewal design cannot be finalized as it requires KiwiRail approval for the new pipeline under the rail corridor. Discussion with KiwiRail has commenced.</li> <li>• The physical works is programmed for 2025/26 (Year 2) of the LTP.</li> </ul>

Project Title / Description	Start Date	End Date	On Track (Yes/No)	Within Budget (Yes/No)	Mgr in Charge	Comments
<u>Ocean Farm Irrigation Investigation</u> Project covers the detailed investigations into potential upgrades of the current, or replacement irrigation systems for Ocean Farm.	08/03/23	30/06/25	Yes	Yes	ARG	Service Provider – Beca Consultants Ltd (+Waterforce Ltd) <ul style="list-style-type: none"> <li>The results of this work have been workshopped with Council.</li> <li>Officers have been directed to seek additional proposals from other irrigation companies.</li> </ul>
<u>AMP Tradewaste Application</u> Project covers the consideration of a tradewaste discharge from Ashburton Meat Processors on Bridge Street.	BAU	BAU	Yes	Yes	ARG	Service Provider – Internal Resources <ul style="list-style-type: none"> <li>AMP has been notified of the council resolution.</li> <li>Officers were scheduled met with AMP on 06/09/24 to discuss next steps.</li> </ul>
<u>Rakaia WWTP Sludge Drying Beds</u> Project covers the detailed design and consenting of sludge drying beds at the Rakaia WWTP.	06/09/23	30/06/24	Yes	Yes	ARG	Service Provider – Beca Consultants Ltd <ul style="list-style-type: none"> <li>Consent applications and supporting documentation have been prepared for Air Discharge, and Construction Phase Stormwater Discharge.</li> <li>These were lodged with ECan on 09/05/24 and accepted on 24/05/24.</li> <li>The consents were issued on 29/07/24. The project has been handed over to the Projects and Operations team.</li> </ul>
<u>Dam Safety Assessments</u> This project covers the classification and assessment of dams operated by Council to meet the Building (Dam Safety) Regulations 2022 which come into force 13 May 2024. Two sites are captured: Lake Hood and Wilkins Road WWTP (Ponds 3&4)	BAU	BAU	Yes	No	ARG	Service Provider – Stantec [&PDP] <ul style="list-style-type: none"> <li>Stantec has been engaged to carry out this work as it relates the Wilkins Road site and provide sign-off of this site and Lake Hood.</li> <li>The initial work completed at Wilkins Rd casts doubt on whether it is a classifiable dam. It was subsequently confirmed the Wilkins Rd is not considered a classifiable dam.</li> <li>The Lake Hood dam assessment will be undertaken by PDP (as they have carried out previous assessments) and sign-off will be done by Stantec.</li> </ul> Note: Unbudgeted expenditure, compliance related.

Project Title / Description	Start Date	End Date	On Track (Yes/No)	Within Budget (Yes/No)	Mgr in Charge	Comments
<u>Mount Somers Stormwater Investigation</u> Project covers investigations into a potential cut-off drain to protect the Mt Somers Township	24/04/23	30/06/24	Yes	Yes	ARG	Service Provider – Beca Consultants Ltd <ul style="list-style-type: none"> <li>The report has been finalised.</li> <li>A workshop is scheduled for 12 September to discuss the findings.</li> </ul>
<u>Stockwater Intake Fishscreens</u> Project covers the detailed design of suitable fishscreening infrastructure at the Methven Auxiliary, and Brothers intakes.	28/03/23	30/06/24	Yes	Yes	ARG	Service Provider – Beca Consultants Ltd <ul style="list-style-type: none"> <li>The concept design and design report have been reviewed by officers and finalised.</li> <li>Next step is to seek comment from MHV/ALIL.</li> </ul>
<u>Scarness Weir Abatement Notice Resolution</u> Project covers work required to retrospectively consent the structure and carry out modifications as necessary.	28/03/23	TBC	No	No	ARG	Service Provider – Beca Consultants Ltd <ul style="list-style-type: none"> <li>Draft documents to support consent application have been finalised inclusive of feedback from AECL.</li> <li>The requirement to proceed with consenting and structure modifications is currently the subject of further discussions with ECan compliance team.</li> </ul>
<u>MHV/ALIL Stockwater Delivery Investigations</u> Project covers the investigations being undertaken by MHV Ltd (and Ashburton Lyndhurst Irrigation Ltd) into taking over stockwater delivery.	01/08/22	01/09/24	Yes	Yes	ARG/CD	Service Provider – MHV Water and Ashburton Lyndhurst Irrigation <ul style="list-style-type: none"> <li>Discussions are ongoing and officers are awaiting a refined proposal from MHV.</li> <li>No progress since last report.</li> </ul>
<u>Pudding Hill Intake Closure</u> Project covers the investigation of the potential closure of the Pudding Hill stockwater intake.	Nov. 2022	TBC	Yes	Yes	ARG/CD	Service Provider – Melius Ltd (John Wright) <ul style="list-style-type: none"> <li>The Melius report has been reviewed by officers and has now been finalised.</li> <li>Melius report to be the subject of a standalone report to Council.</li> </ul>

## 2.5 Stockwater Operations

### 2.5.1 General

- Recent rain has boosted the intake river and stream flows.
- Winter maintenance work is continuing before the warmer spring weather and resulting weed growth kicks in.
- Since the Council's decision to divest itself of the stockwater delivery service was confirmed, officers have been receiving enquiries from property owners interested in closing their races. All enquiries will be treated the same as they have been previously.
- A new ranger starts on 9 September in a part-time, 3-year fixed term role.

### 2.5.3 Applications

- A summary of the current applications is listed below:

#### Stockwater closures/alterations/culvert installation applications as at 3 September 2024

##### PHASES

Application ID	Location	Length*	No of properties	1	2	3	4	5	Comments
SKW/008/22	Brothers Road	12,164	17						To be readdressed in Feb 2024/On hold
SKW/013/22	Back Track	4431	10						Awaiting Pudding Hill closure project/LTP
SKW/008/23	1170 Ashburton River Road	9,623	7						Physical work to be completed (21 Sept 2024)
SKW/012/23	490 Old Main South Road	8,949	6						*Report to Council
SKW/013/23	89 Somerton Road	414	2						Reporting
SKW/020/23	1037 Rangitata Highway	6,739	7						*Report to Council
SKW/023/23	Junction Road	15,135	16						*Report to Council
SKW/025/23	656 Lower Downs Road	8962	5						Reporting
SKW/030/23	Methven Highway	0	2						Physical work to be completed
	Phase complete		<b>Phases:</b>	<i>Application received</i>	<i>Information gathering</i>	<i>Review significance and scope</i>	<i>Reporting and decision making</i>	<i>Sign off work completed and rates/GIS update</i>	
	On track								
	Overdue								

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

\* These three race closures are the local races that run east of State Highway 1 in the Ealing area. The Montalto Hinds main running down Hackthorne Road supplies these races and is currently being surveyed for closure – note: the last survey form was returned to Council on 8 July. Processing of this application will now commence. All four closure reports will be presented to Council for approval in due course.

## 2.6 Roads and Footpaths

### 2.6.1 2024/25 financial year

	budget	to date
Local Road Operations		
Structures Maintenance	\$400,000	\$9,512
Environmental Maintenance	\$760,000	\$311,749
Network Services Maintenance	\$860,000	\$225,437
Network Operations	\$18,000	\$1,279
Level Crossing Warning Devices	\$37,000	\$1,312
Minor Events	\$100,000	\$0
Network and Asset Management	\$1,100,000	\$141,955
Structure Component Replacement	\$250,000	\$241
<u>Traffic Services Renewals</u>	<u>\$190,739</u>	<u>\$32,492</u>
Total Local Road Operations	\$3,715,739	\$723,977
Local Road Pothole Prevention		
Sealed Pavement Maintenance	\$2,300,000	\$66,504
Unsealed Pavement Maintenance	\$850,000	\$73,960
Routine Drainage Maintenance	\$540,000	\$23,232
Unsealed Road Metalling	\$1,200,000	\$398,049
Sealed Road Resurfacing	\$3,040,000	\$451
Drainage Renewals	\$435,000	\$311,198
<u>Pavement Rehabilitation</u>	<u>\$2,640,000</u>	<u>\$20,972</u>
Total Local Road Pothole Prevention	\$11,005,000	\$894,366
Walking and Cycling		
Cycle Path Maintenance	\$6,000	\$3,355
Footpath Maintenance	\$325,000	\$36,520
<u>Footpath Renewals</u>	<u>\$683,000</u>	<u>\$0</u>
Total Walking and Cycling	\$1,014,000	\$39,875

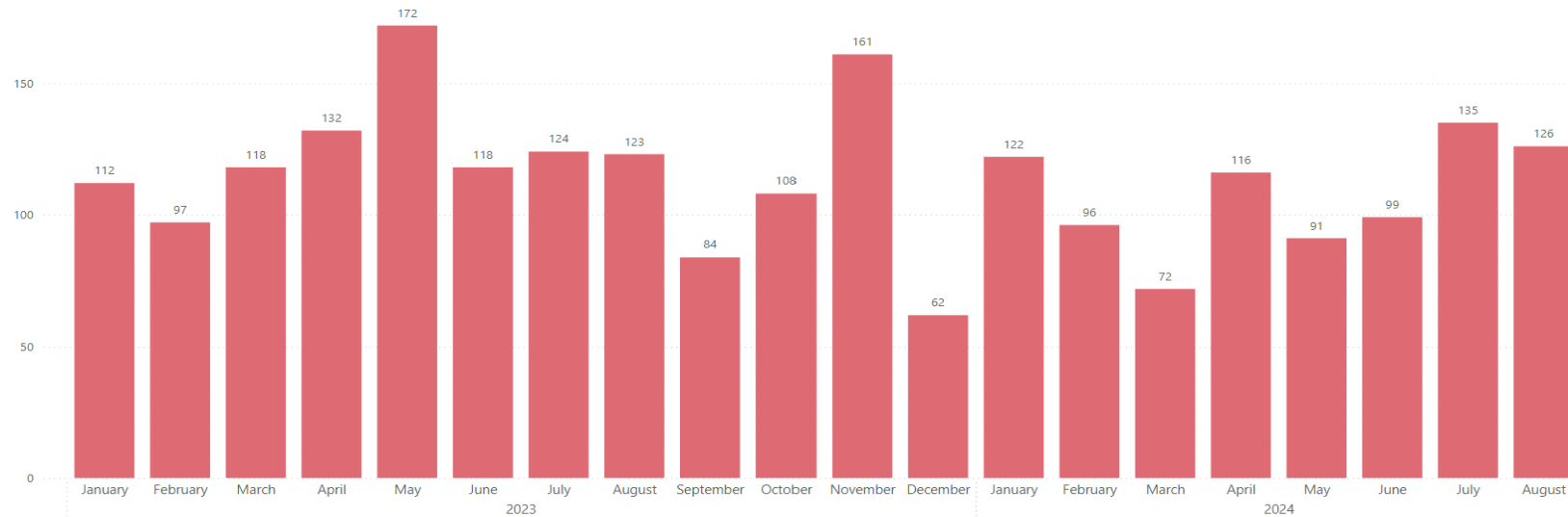


### 2.6.2 2024/25 Work Completed

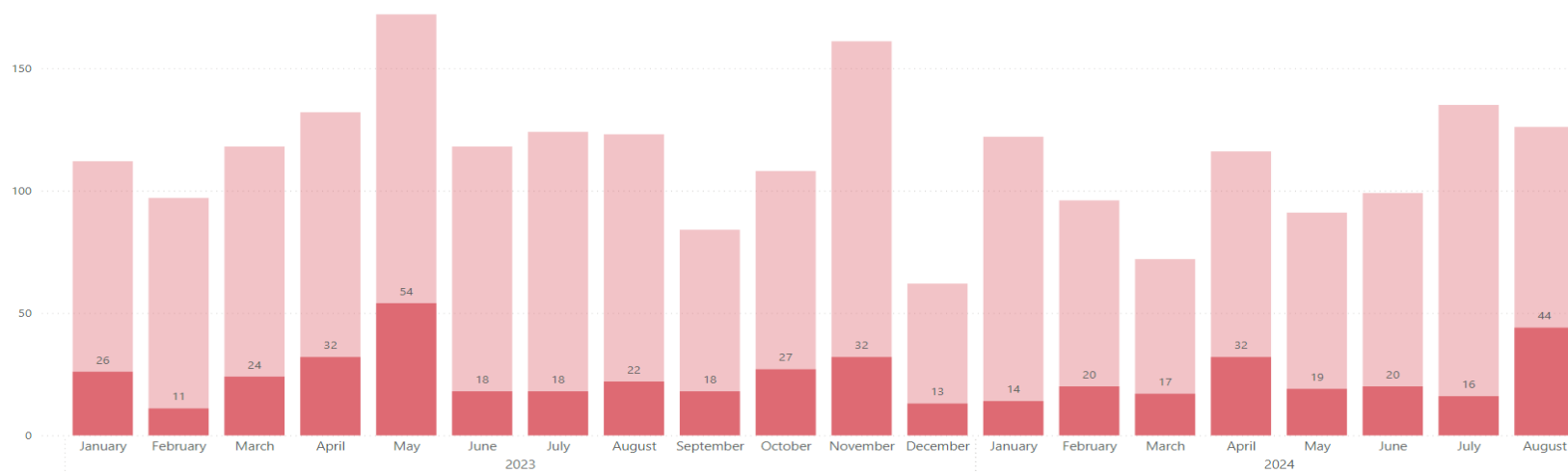
- 1,143 km of unsealed grading completed
- 20,363 m<sup>3</sup> of maintenance metal placed

### 2.6.3 Roding CRM data – January 2023 to August 2024

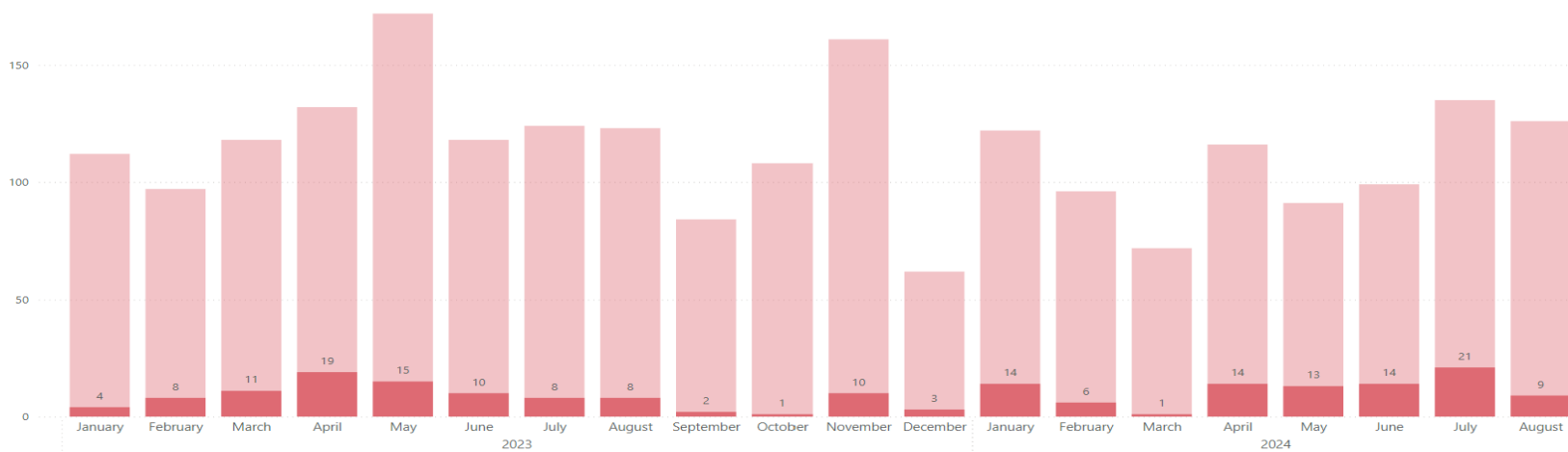
All Roding CRMs showing the fluctuations through the year



All Pavement CRMs in relation to overall CRMs



### Unsealed CRMs in relation to overall CRMs



#### 2.6.4 Main areas of work

- Routine maintenance work on sealed and unsealed roads.
- Roadmarking.
- Maintenance metalling.
- Winter maintenance e.g. ice gritting.

#### 2.6.5 Corridor access data

- Corridor access requests processed:
  - January 69
  - February 70
  - March 85
  - April 58
  - May 109
  - June 64
  - July 58
  - August 68
- Temporary Traffic Management Plans processed:
  - January 33
  - February 22
  - March 25
  - April 34
  - May 24
  - June 54
  - July 18
  - August 31

### 2.6.6 Forward Works Programme

Sealed roads work (resealing, rehabilitations and heavy maintenance) for the next three years and the initial unsealed roads maintenance metalling for 2024/25 are shown on the forward works programme on the Council website:

<https://www.ashburtondc.govt.nz/services/transport/road-and-footpath-programmes>

The footpath renewal and kerb and channel renewal programmes are also included but still being compiled.

### 2.6.7 Sealed road rehabilitation

Three sites on Ashburton Staveley Rd, one on Forks Rd and one on Pudding Hill Rd are included in Contract ROAD0361 awarded to Fulton Hogan. Work as commenced on Ashburton Staveley Rd.

Two sites on Beach Road East, one site on Maronan Road and one site on Seafield Road are included in Contract ROAD0390 with tenders closed and being evaluated.

### 2.6.8 Local road improvements and new footpaths

Replacement of the old kerb and dish channel on Walnut Ave between SH1 and Oak Grove is practically complete.

Once the funding for Low Cost Low Risk projects has been confirmed by NZTA a list of sites will be presented to Council.

## 2.7 Contracts – Tenders

Current Contracts/Tender	Closing Date
WWAT0297 Removal of Standing Grass at Ocean Farm 2024-27	13 September 2024
WATE0289 Ashburton Water Treatment Plant upgrades – Package 2	1 October 2024
REFU0343 Solid Waste Services RFP	4 October 2024

Awarded Contracts	Awarded to	Value	Estimate	Tenders received
ROAD0361 Sealed Road Rehabilitation Rural West 2024-25	Fulton Hogan Ltd	\$1,032,552.17	\$1,205,230.00	five

## 2.8 Lake Hood

The construction of the new channel and diversion structure is nearing completion.



This will enable water to be diverted to the North-Western part of the lake to assist with circulation, however more work is required to monitor flow and ensure the effectiveness of the channel. This will no doubt be an ongoing process, which can be rather complex, and we will need to engage experts to assist us.

ACL staff have received training on the use of the weed harvester, which is expected to be in operation in October/November 2024.

### 3. Compliance & Development

#### 3.1 Building Services

##### 3.1.1 Building consents / amendments

Month	Building Consents				% Processed within 20 Days	Average Processing Days	Inspections Carried Out (max wait time in brackets)	CCC Issued within 20 Days
	Received	Received YTD	Issued	Issued YTD				
July	63 (55)	63 (55)	50 (69)	50 (69)	98%	11.3	336 (5)	98.9%
August	50 (30)	113 (84)	55 (44)	105 (113)	100%	10.7	268 (5)	100%
September	(44)	(128)	(42)	(155)				
October	(29)	(156)	(28)	(183)				
November	(31)	(187)	(32)	(215)				
December	(29)	(216)	(26)	(241)				
January	(27)	(243)	(38)	(279)				
February	(44)	(287)	(30)	(309)				
March	(51)	(338)	(37)	(352)				
April	(38)	(376)	(56)	(408)				
May	(58)	(434)	(49)	(457)				
June	(57)	(491)	(45)	(502)				

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

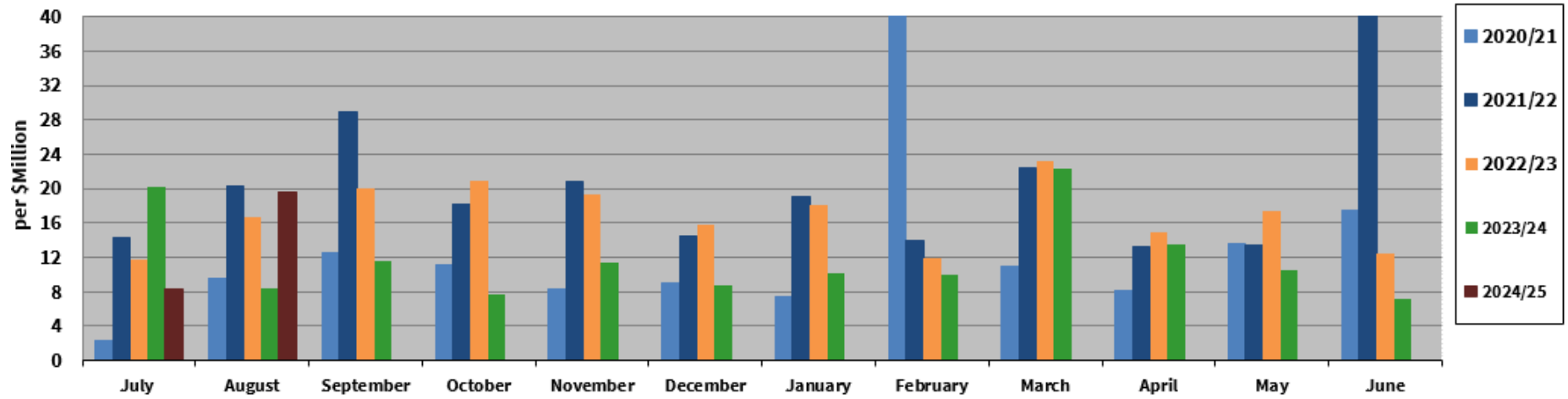
Month	BC Value of Work			
	Received	Received YTD	Issued	Issued YTD
July	\$13,258,955 (\$8,738,727)	\$13,258,955 (\$8,738,727)	\$8,284,275 (\$20,219,273)	\$8,284,275 (\$20,219,273)
August	\$35,962,157 (\$9,886,060)	\$49,206,112 (\$18,605,787)	\$19,649,100 (\$8,484,452)	\$27,933,375 (\$28,703,724)
September	(\$12,316,580)	(\$30,922,367)	(\$11,568,003)	(\$40,271,727)
October	(\$12,217,236)	(\$43,134,602)	(\$7,710,277)	(\$47,982,004)
November	(\$15,015,499)	(\$58,150,101)	(\$11,365,505)	(\$59,347,509)
December	(\$14,337,900)	(\$74,488,001)	(\$8,853,920)	(\$68,201,429)
January	(\$10,590,075)	(\$82,478,076)	(\$10,155,875)	(\$78,357,304)
February	(\$7,683,885)	(\$90,661,961)	(\$10,069,500)	(\$88,426,804)
March	(\$15,067,412)	(\$105,729,373)	(\$22,379,910)	(\$110,806,714)
April	(\$7,367,399)	(\$112,362,772)	(\$13,509,376)	(\$124,316,090)
May	(\$11,504,377)	(\$123,867,148)	(\$10,623,645)	(\$134,939,735)
June	(\$20,257,559)	(\$144,207,573)	(\$7,248,792)	(\$142,202,227)
Note: figures in brackets are for the corresponding month during the previous year.				

Month	Building Amendment				% Processed within 20 Days
	Received	Received YTD	Issued	Issued YTD	
July	13 (26)	13 (26)	8 (30)	8 (30)	100%
August	10 (26)	23 (52)	9 (20)	17 (50)	100%
September	(28)	(80)	(27)	(77)	
October	(20)	(100)	(20)	(97)	
November	(35)	(135)	(28)	(125)	
December	(22)	(157)	(28)	(153)	
January	(20)	(177)	(14)	(167)	
February	(46)	(223)	(33)	(200)	
March	(24)	(247)	(26)	(226)	
April	(22)	(269)	(18)	(244)	
May	(22)	(291)	(18)	(262)	
June	(10)	(301)	(7)	(269)	

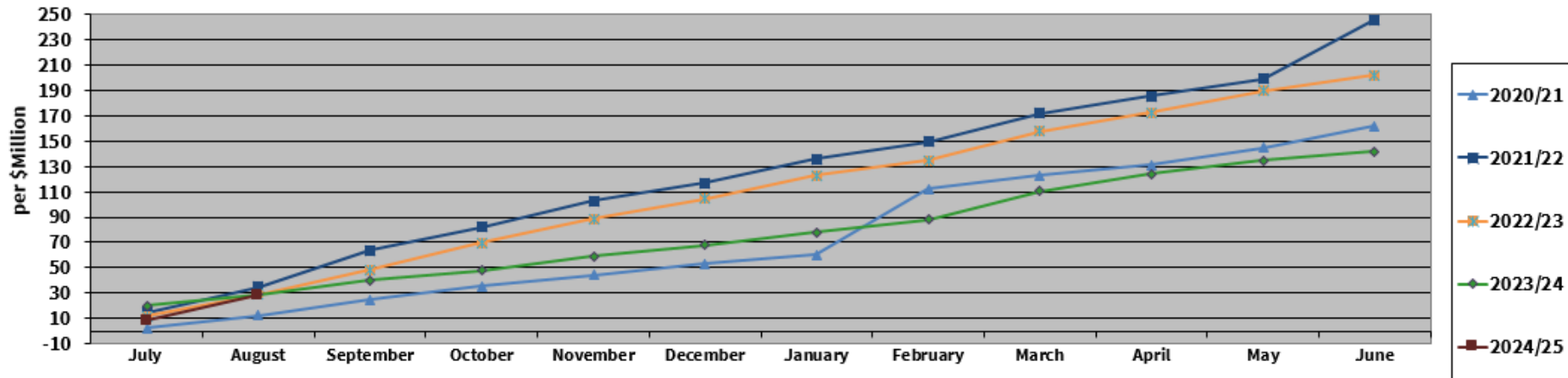
Note: figures in brackets are for the corresponding month during the previous year.



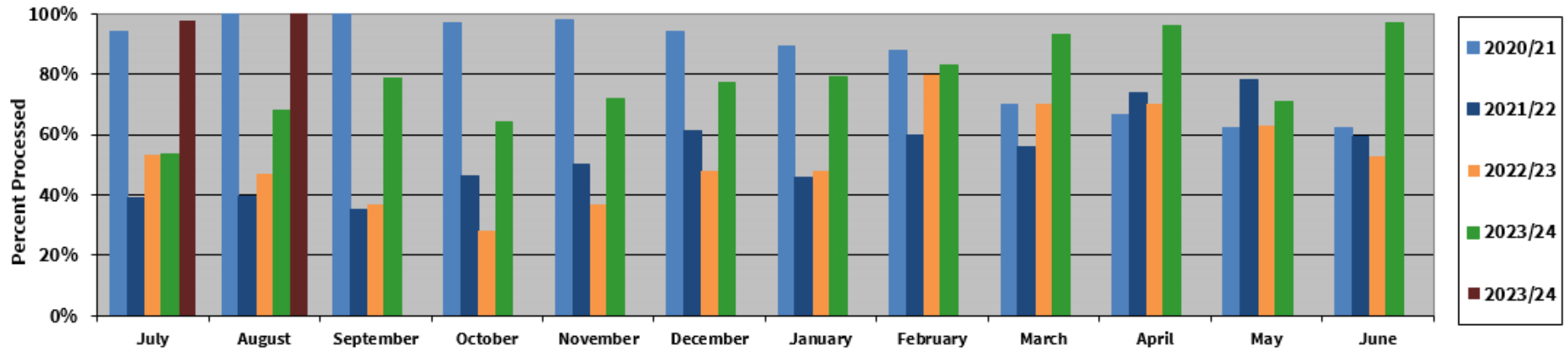
**Building Consent Values By Month**



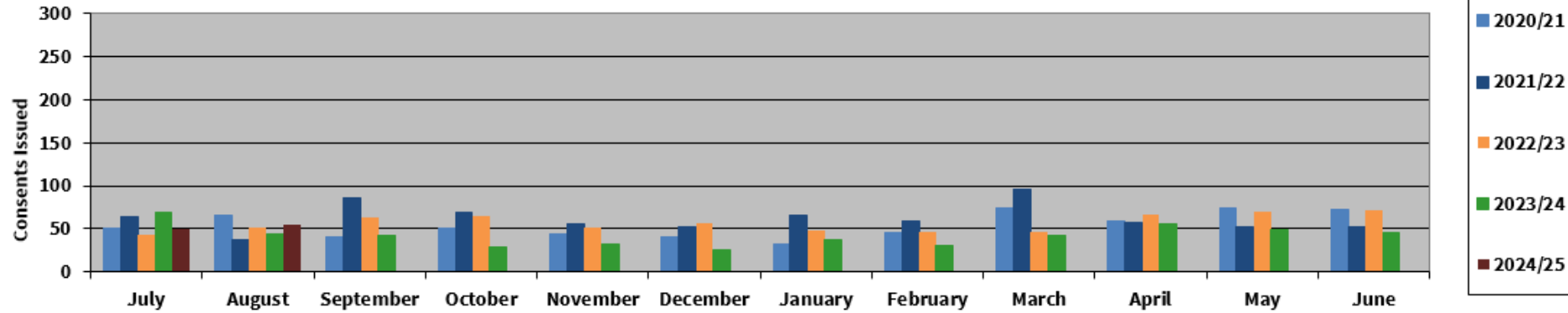
**Building Consent Values Accumulating**



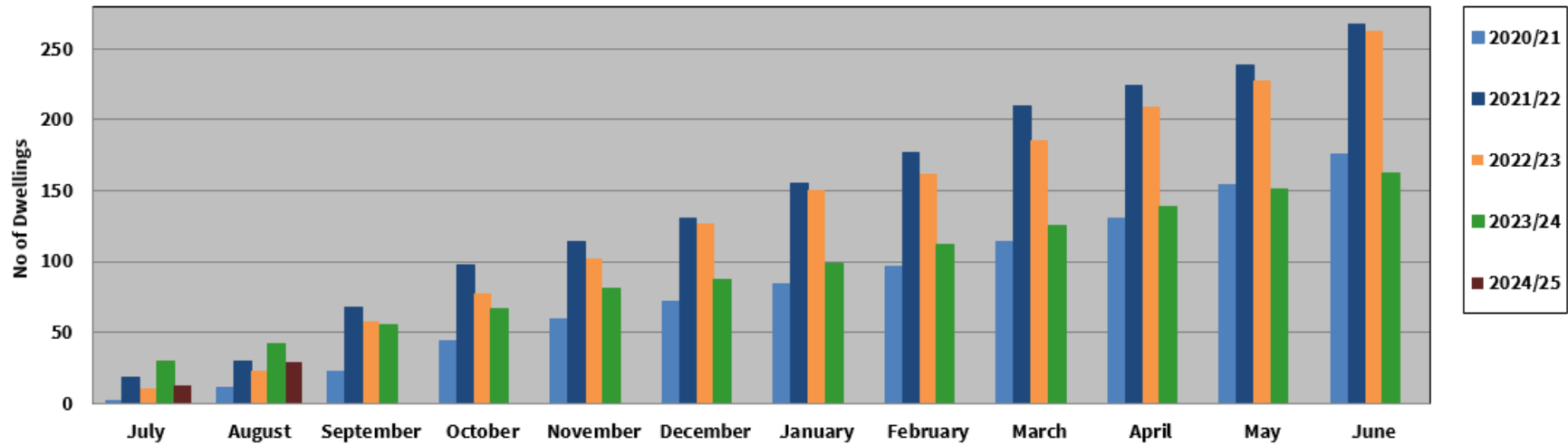
**Building Consents Processed Within 20 Day Statutory Time Frame**



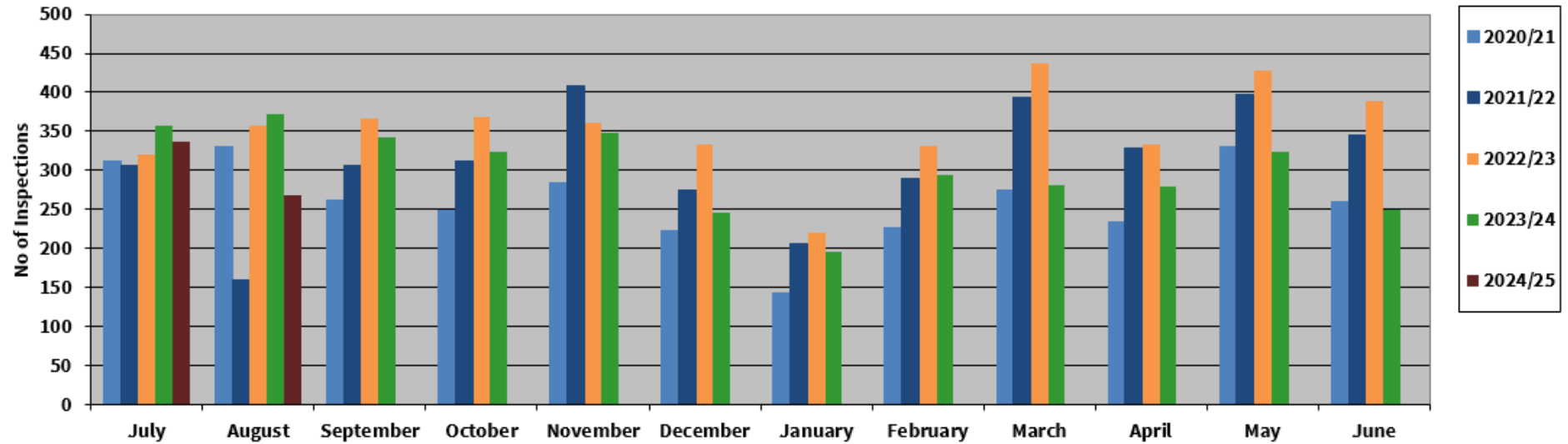
**Number of Consents Issued By Month**



**Number of Dwelling Consents Accumulating**



**Number of Inspections Completed**



3.1.2 Good start to the financial year, with compliance for issuing consents at 99% with an average of 11 working days. Out of the 113 consents received so far this financial year, 32 were for new dwellings. This may be the start of economic certainty with interest rates etc that we will return to a normal year for housing.

## 3.2 Civil Defence Emergency Management

### 3.2.1 July 2024

- July commenced with a number of meetings with new volunteers wanting to join CDEM. This was a great chance to speak with them about what we do, and take the opportunity to find out what they wanted to get out of their volunteering. Each of these new people was invited to our monthly stand up and training to allow them to meet the team.
- A meeting was conducted with the Rakaia Community Response Team to discuss the review of the Rakaia Emergency Response Plan. This group has not changed from the last time the plan was reviewed, and much of the information remained relevant. What was out of date were contact details, which have now been amended. There were some great suggestions from the group, particularly around back up communications and use of the new Community Recreation Facility. A further meeting will be held with this group plus the Rakaia Citizens association and the plan will then be finalised and socialised with the community.
- A workshop was held with ECan Flood Control regarding the rewrite of the Flood Manual. We had a number of staff in the room from all facets of Council, which allowed for diverse thinking and a number of suggestions of what should be included in this updated version of the manual.
- The Canterbury planning framework group met twice in July. Early July allowed us to set our terms of reference, agree a problem statement regarding our planning suite and the workshop in late July had the group work through an initial response plan for a large Tsunami affecting the Canterbury Coastline. This is a great chance to work with EM Colleagues and gain a better understanding of how we all think and can work together more effectively in an emergency event.
- The EMO provided a tour of Te Whare Whakare to members of Christchurch City Council Safety team, regarding our duress systems and procedures. The feedback was that we have an excellent facility and that we have put a lot of thought into how to keep our staff safe. The CCC team liked many of our initiatives and were looking at ways to integrate these into their much larger structure.
- The EMO, along with other staff from multiple teams attended online workshops to discuss the rewrite of the ECan Regional Policy Statement. These workshops are ongoing, with feedback from officers being collated to present to the Council at a later date.
- The EMO visited Hakatere Marae and provided them with a Tait handheld radio and training on how to use this. The Marae will now join the Thursday radio checks we conduct to ensure back up communications on both digital and analogue channels is tested. Hakatere Huts has also joined this network recently and conduct a radio check with us weekly.

- The EMO met with a trustee of the Ashburton New Life Church to discuss and finalise an MOU with this organisation, to use the church facilities during emergency events and to provide a location in Tinwald for an Emergency Services Hub. The Church Trust have been excellent to work with and very accommodating. The MOU was signed by both parties on Friday 26 July.
- The EMO attended a meeting with OPSEC Solutions, the GM People and Facilities, and the P & C Manager to finalise the Standard Operating Procedures (SOP's) for duress and lockdowns within Te Whare Whakare. These SOP's will now be adopted and training conducted for staff.
- An online meeting was conducted for all EMO from across the region. A number of topics were discussed including a brief on the South Island EM Conference being conducted in Christchurch on 12/13 September, learnings from NEMA from Ex Ru Whenua (Earthquake) exercise conducted June/July and also a look forward briefing to Ex Pandora 2024. The latter will be a regional exercise this year based on a AF-8 rupture with the scenario commencing at day three after the quake. It should be a good exercise and allow the Group and TA's to exercise their functions in the ECC/EOC's and will involve our emergency services and welfare partner agencies. A warning order is expected soon for this.
- The AGM for the Rural Advisory Group (RAG) was conducted at Dunsandel Community Centre on 23 July. This was a good activity that allowed the EMO to maintain relationships within the region in a rural setting. The number of attendee's was low which was disappointing but the activity itself was worthwhile.
- The Regional Recovery Group met to discuss recovery related issues late in the month. This is a three monthly meeting normally conducted in person, however due to low numbers available for this meeting it was held online. A number of valuable topics were discussed, with the highlight being the introduction of a training pathway for Recovery Managers within Canterbury Group.
- The Response Planning Group (RPG) met at the Justice Precinct in Christchurch, however the EMO could not attend as this clashed with an Intermediate EOC (EOC II) course which was being conducted in Timaru. The EMO attended this as an assistant instructor.
- The final activity for July was a workshop conducted with the Fairton Community Group to discuss their draft Community Response Plan and to finalise this. Once again there were great suggestions from the community about what they wanted included in the plan.

### 3.2.2 August 2024

- August was another busy month for CDEM with meetings, workshops, and presentations to community groups conducted throughout the month. The month commenced with a further Tsunami planning workshop in Christchurch where members of Canterbury group and all of the TA's worked through a planning scenario for a regional local, regional and distant source tsunami affecting our region.

There were two further planning workshops conducted within the month working on adopting an evacuation template for the region to be used by all TA's for planning purposes. The last workshop was on wide area impact assessments and once again focussed on developing a template that can be used across all TA's. The focus on all of these planning sessions is to standardise the work we are doing so that when our people surge into any EOC within the region the plans, templates and visuals will be familiar.

- The Safer Ashburton meeting was conducted in the EOC, with a number of the same people who attend the District Welfare Committee meetings in attendance. This meeting is valuable as it maintains the relationships with these organisations without the need for additional meetings organised by CDEM.
- Work on the MOU with the Senior Centre continued with a further meeting to finalise the content of the MOU conducted. The final draft now sits with the Trust and will be signed in the very near future.
- A meeting was also conducted with EA Networks GM Operations to discuss work to install generator plugs and changeover switches onto halls within the District. The work has been completed at the Rakaia Recreation Centre and the next halls identified for this work are Hinds Community Centre and the New Life Church.

Two further workshops were conducted with EA Networks to commence planning with them for what rolling outages could look like for the district, and how we would handle that both from a BAU standpoint at Council, but also from a CDEM aspect for managing what will be a difficult time for the district.

The second workshop involved discussions with EA Networks staff about their Resilience Action Plan work within in the district, which will take place in this LTP for them. This work includes the generator plug and switches mentioned above, but also purchase of backup power generators for a number of the important power nodes within the district, and identification of other important sites that would be prioritised for repair post event.

- The Blue Watch conducted their monthly standup of the EOC and completed training on the Canterbury Group Geospatial Common Operating picture. Everyone found this very valuable, with many participants speaking about how this could also be used effectively in BAU.
- The EMO met with two new potential CDEM Volunteers, both of whom are looking to join our Emergency Support Team. Both people have a lot to offer and after meeting the EMO then attended our monthly training evening.
- The monthly training evening was conducted mid month with a good turnout. The training consisted of radio work, visiting different locations within town and placing a radio call from each location. We ended the night at the Response Base shed and took the opportunity to have a look at the new temporary storage space we have for all of our CDEM support stores.
- The EMO continued to work with Fairton Emergency Response Team (FERT) on their emergency response plan. This very proactive group have been working hard to put together their own response plan, completely understanding our message to them that after a large earthquake they will be on their own for a some time until the response is fully established.
- The EMO also provided a presentation to the Barhill community on the risks we face within the district, and in particular in the Barhill area. He was joined at this presentation by Hato Hone/St John, FENZ and Neighbourhood Support. The community now has the opportunity to continue working with this group to create a response plan for their small community.

- The district Health Committee met at the Ashburton Hospital EOC to discuss the next steps to be taken towards finalising a set of Procedures that as a group we can operate under in an emergency. The group made up of Health (Primary and Secondary), Aged Care, FENZ, Hato Hone/St John, CDEM, Police and Pharmacy reps have been meeting regularly to ensure that we have strong relationships and networks to face a large event in the district. The procedures we put in place at the next meeting in early September will be the agreed levels of service each organisation will be able to provide in an emergency event. It will also identify where our gaps are that we will need assistance to fill.
- The EMO also attended an EMO Forum at the CCC Response Base in Wigram. This meeting ensures that all EMO from across the TA's are kept up to date with happenings at a regional and national level in emergency management and that our relationships remain strong.
- The EMO attended the Neighbourhood Support Board meeting during the month. The EMO attends this meeting as an advisor on Civil Defence matters as they pertain to Neighbourhoods within our district.
- The EMO continues to work with our teams to complete duress event procedures within all of our facilities. The lockdown and duress procedures for TWW are 90% completed and work to implement similar procedures at EANC and AAGM has commenced.

### 3.3 Alcohol Licensing

Month	On/OFF/Club new applications	On/Off/Club renewal application	Special Licence applications	Managers Certificates (new and renewal)	Temporary Authority
September	0	1	10	19	0
October	1	4	11	13	0
November	2	2	6	17	0
December	1	3	6	7	1
January	0	0	0	10	0
February	1	5	13	15	1
March	0	1	7	18	1
April	0	0	4	17	1
May	1	7	7	20	1
June	0	5	5	12	1
July	1	6	9	17	1
August	1	9	6	16	0



### 3.4 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
September	6414	549	92.1%	3	10	1	2	3	5
October	6505	461	93.4%	10	15	0	2	0	5
November	6596	376	94.6%	18	12	0	1	3	3
December	6643	356	94.9%	13	15	0	0	0	5
January	6705	312	95.5%	14	10	0	2	6	5
February	6775	257	96.3%	23	10	0	3	2	3
March	6823	177	97.5%	14	5	0	6	6	2
April	6855	163	97.67%	17	10	0	0	5	3
May	6935	29	99.6%	19	8	0	5	1	4
June	1929	4966	28%	3	2	1	3	9	7
July	5896	909	86.64%	7	12	0	2	2	6
August	6334	434	93.6%	1	4	0	2	3	7

3.4.1 Dog Registrations: The registration year 2023/24 ended with 29 dogs unregistered the owners of which were issued with infringement notices. Of these, 11 dogs are now registered, 4 dogs were impounded and rehomed and the remaining 14 are subject to further investigation/action.

### 3.5 Food Safety

The following is a breakdown of food licensing activities for the reporting period:

*Note: August 2024 food safety figures had not been received by from contractors by the close of the agenda and will be reported on at the next Activity Briefing.*

Month	Food Premises Audited	Food Control Plans Audited	Mobile shops inspected
September	8	8	0
October	16	16	0
November	14	14	0
December	13	13	0
January	8	8	0
February	8	8	0
March	4	4	0
April	7	7	14
May	6	6	0
June	16	16	0
July	23	23	0
August	To be received	To be received	To be received

#### 3.5.1 Food Allergy Incidents

As previously indicated, two allergy incidents which occurred locally in June have been the subject of investigation and increased monitoring/auditing by our food safety contractors, which has now concluded. In the first incident, a Café guest with a history of severe allergies ordered a vegan bagel and notified staff of her allergies. However, the guest was instead given a gluten free bagel and suffered a severe allergic reaction. The guest alerted staff and left the building but then collapsed and required treatment for anaphylactic shock at A & E.

Investigating officers found that a breakdown of communication had occurred where staff failed to record and communicate the correct allergies to the food server and the cashier.

Action taken:

All staff retrained on allergies and their impact.

Procedures improved to record and communicate between staff when a customer makes it known they have specific allergies.

While adequate signage and details of ingredients was available for customers, this was also improved on.

Follow up audit conducted with satisfactory outcomes recorded.

MPI notified of outcome.

In the second incident, a Dessert café guest with a nut allergy ordered churros advertised as having a chocolate sauce topping but the item had Nutella sauce topping instead. This caused the guest to have a severe allergic reaction which required attendance and treatment at A&E. Investigating officers found that Churros was a new item for the operation and was incorrectly advertised as having a chocolate topping, whereas other items on display were all correctly labelled/advertised.

Action taken:

Improvements made to advertising to reflect the use of Nutella as a sauce topping on products and the checks needed on food sold.

Staff retrained on allergies and their impact.

Follow up audit conducted with satisfactory outcomes recorded.

MPI notified of outcome.

### 3.6 Council Meeting - Parking Question Response

At the Council meeting on 21 August 2024, Councillors questioned how parking data is now collected following the CBD upgrade. The following information is therefore provided:

#### Parking Sensors

- In 2016 sensors were installed in each of the parking bays along East St's main shopping zone to monitor parking activities.
- In 2020 it was decided to replace the sensors due to their age as well as install new sensors throughout the rest of the CBD as part of the upgrade but due to an issue over warranties the full order was cancelled.
- Parking data is therefore not currently collected due to their being no sensors/data recording units installed in parking bays.

### Enforcement of Timed Parking Overstays

- In 2020 staff found that new electronic chalking technology was a recognised alternative to installing sensors and allows Officers to scan a car's details and the unit then alerts the officer when the scanned car overstays the parking limits.
- The electronic chalking unit is purely an enforcement tool and does not collect/produce reportable parking data.

## 3.7 Planning

Resource Consents	July 2023	July 2024
No. of resource consent applications decided <sub>1</sub>	7	20
No. of resource consents decided within statutory timeframe	7	20
Resource consent KPI Compliance (accumulating)	100%	100%
Notified/ Limited notified applications decided	1	0
<i>Other:</i>		
No. of 223 Certificates processed	5	5
No. of 224 Certificates processed	4	8
No. of building consents reviewed against District Plan <sub>2</sub>	4	14

Land information memoranda	July 2023	July 2024
LIMs Produced	70	73
LIMs Produced within 10 working days	70	73
LIMS (accumulating)	70	73

Resource Consents	August 2023	August 2024
No. of resource consent applications decided <sub>1</sub>	17	21
No. of resource consents decided within statutory timeframe	17	20
Resource consent KPI Compliance (accumulating)	100%	97%
Notified/ Limited notified applications decided	0	0

<i>Other:</i>		
No. of 223 Certificates processed	7	7
No. of 224 Certificates processed	8	10
No. of building consents reviewed against District Plan <sub>2</sub>	13	12

Land information memoranda	August 2023	August 2024
LIMs Produced	58	74
LIMs Produced within 10 working days	58	74
LIMS (accumulating)	128	147

### 3.7.1 Methven Resort Resource Consent Decision Appeal

Resource consent for an expansion of the Methven Resort on Main Street in Methven was granted by Independent Commissioner in late 2023. This decision was subsequently appealed to the Environment Court by submitters opposing the application. As a result of a formal Court mediation process, the applicants submitted a resource consent proposing the relocation of part of the proposed structure (containing 12 units) to the eastern side of the site. This application has now been approved. The matter remains before the Court.

## 3.8 Economic Development

### 3.8.1 Events

#### Events Programme 2023/24

##### Council Events

- Hakatere Noodle Festival: Planning is nearly complete for the Hakatere Noodle Festival. The event is taking place on Saturday 7 September at Baring Square East from 3pm-9pm, featuring 20 food trucks showcasing noodle-themed dishes.
- Citizenship Ceremony: Scheduled for 4th September at Ashburton Events Centre. James Meager will be in attendance.
- Te Whare Whakatere Official Opening: Assisting Governance team with the Traffic Management Plan and Health & Safety components of this event. Scheduled for 27th September.
- Business of the Year Awards: On the 27<sup>th</sup> September, the Ashburton District Council and Ri Ra Events took home Best Local Government Event 2024 and received a 'Special Mention' in the Best Business Event category at the NZEA New Zealand Event Awards 2024.



*Winner*  
**BEST LOCAL GOVERNMENT  
EVENT 2024**

**ANZ BUSINESS OF THE YEAR  
AWARDS 2024  
ASHBURTON DISTRICT COUNCIL & RÍ  
RÁ EVENTS**

PROUDLY SPONSORED BY



**NZEA**  
NEW ZEALAND  
**EVENT**  
AWARDS

Recent community events involving Council:	
<ul style="list-style-type: none"> <li>• South Island Half Marathon</li> <li>• Mid Canterbury Primary Schools Winter Tournament</li> </ul>	
Upcoming community events and activities involving Council:	
<ul style="list-style-type: none"> <li>• Peak to Pub, 14<sup>th</sup> September</li> <li>• Scott's Shingle Sprint, 14<sup>th</sup> September</li> <li>• The Spring Rail Jam Session, 21<sup>st</sup> September</li> <li>• Domain Spring Walk, 23<sup>rd</sup> September</li> <li>• Ashburton Market Day, 23<sup>rd</sup> September</li> <li>• Ride the Rakaia, 26<sup>th</sup> October</li> <li>• Mission Mt Somers, 2<sup>nd</sup> November</li> <li>• South Island Akro Fest, 28<sup>th</sup> November</li> </ul>	

### 3.8.2 Mayors Taskforce for Jobs

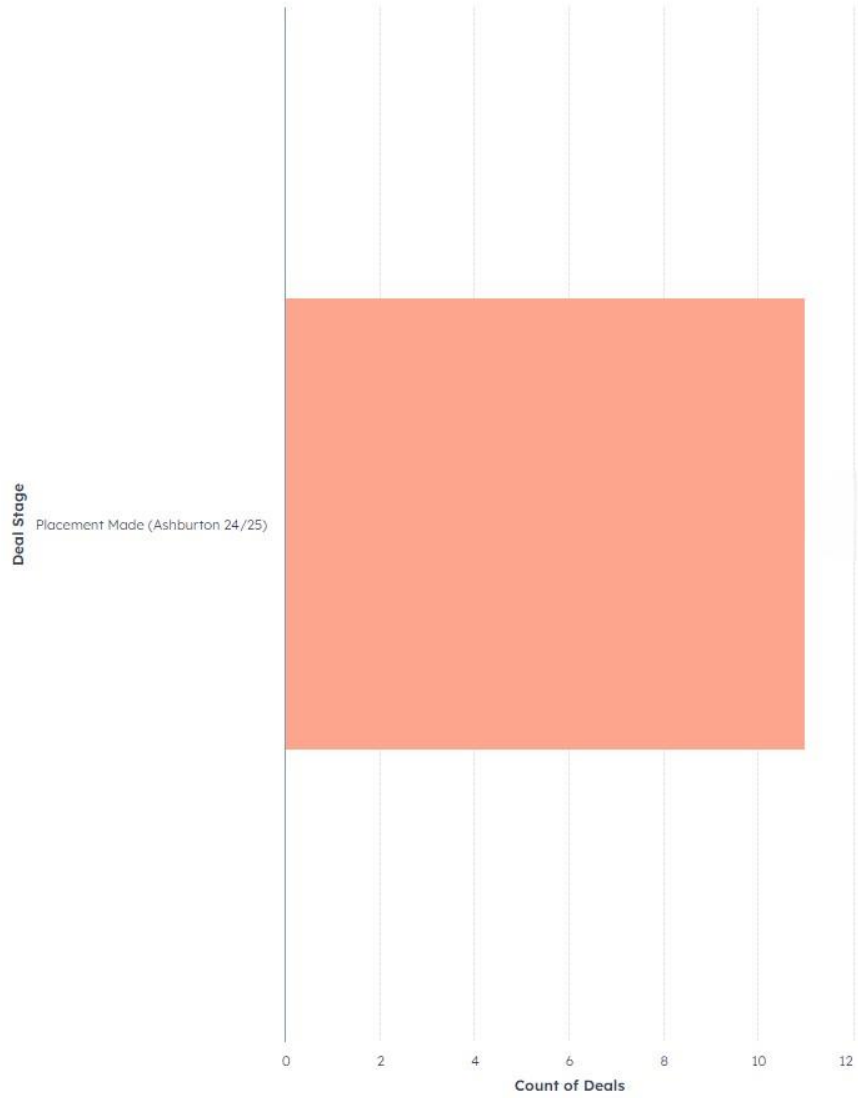
<ul style="list-style-type: none"> <li>• Placements <p>There have been 11 placements for the new financial year, 5 of which are apprentices – Glazier, 2 x Arborists, Engineer, Beekeeper</p> </li> <li>• Driver Licensing <p>There have been 92 licenses, endorsements and Defensive Driving this financial year. NZTA have advertised for more trainers in Ashburton, but the wait times are still 3 months +</p> </li> <li>• Referrals <p>Officers are still seeing increasing numbers of new clients with 3-5 new clients a week</p> </li> <li>• District Employment <p>National unemployment figures are on the rise at a three-year high of 4.6%. Locally there have been businesses closing, which has seen an influx of qualified people looking for reemployment in their fields. This makes it harder for young people with no experience to find employment because employers can pay minimally more to gain an experienced employee with proven skills. The officer is combating this with upskilling and training to improve young people's qualifications and work readiness.</p> </li> </ul>



Total Placements Made And Sustainable Outcomes 24/25

ALL TIME FILTERS (3)

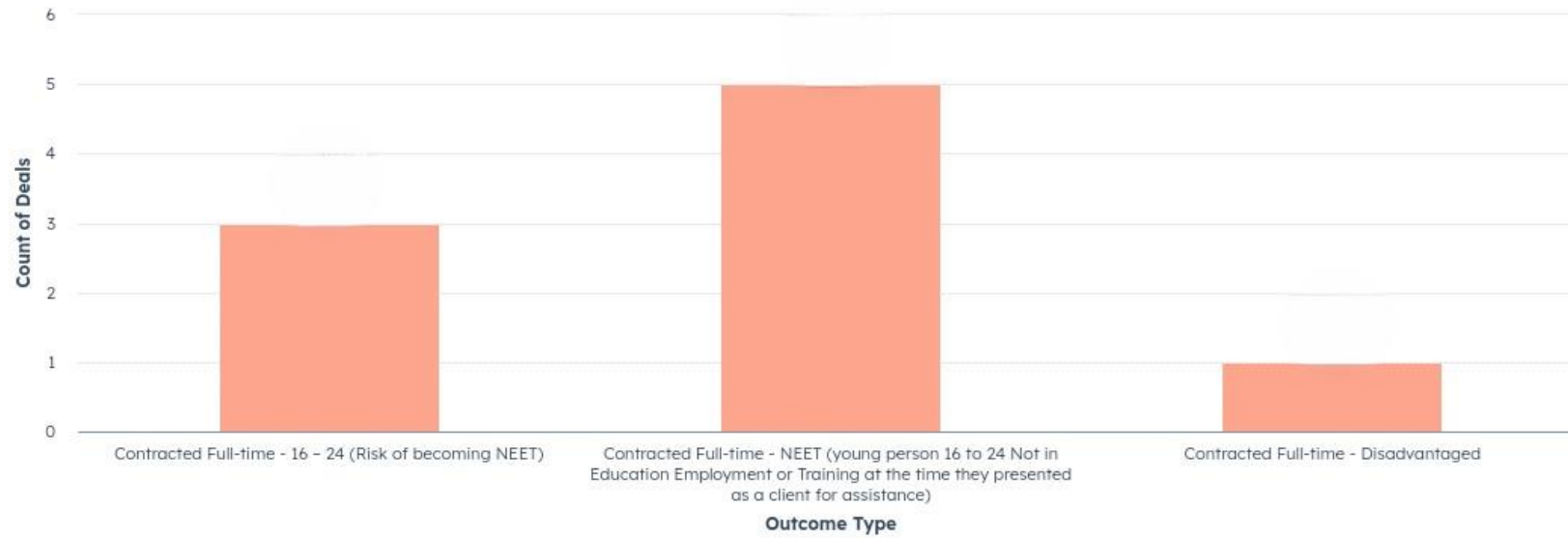
Count of Deals



## Outcomes by Type 24/25

ALL TIME













FILTERS (2)



### 3.8.3 Visitor Promotion

#### Visitor Promotion

- Officer has continued to hold meetings with operators throughout the district to discuss visitor promotion and the current campaigns.
- Officer liaised with Stuff media to provide district footage for a recent article in The Press featuring Ashburton as a 'Renaissance Town.'
- Officer hosted a bus trip with the Tourism Advisory Group, elected council members, and members of the Executive team. The 8 hour day showcased the district's offerings, highlighted the passionate operators, and presented the scope for continued opportunity to promote Mid Canterbury. The bus trip was very well received and a lot of positive feedback has been passed along.
- Filming for Country House Hunters NZ has been completed. Of the two promotional segments purchased, one was set at Mt Pott's Lodge in the Hakatere Conservation Park and promoted the area and high-country offerings. The second was set at Opuke Thermal Pools and focused on Methven being a year-round destination. Jock Ross was utilized as the face of the district and presented the segments with the show's host – Matt Gibb. Drone footage for the show is still to be captured and has been rescheduled several times due to rain and high winds. Once captured the drone footage will belong to ADC and can be utilized in ongoing promotional ways. The show is due to air in January.
- A meeting was held with the Library team to discuss the Visitor area in Te Whare Whakare. Officer showed the team the interactive boards and how visitors can use them to learn about the district.
- Discussion has also taken place about signage for the visitor information area. The preferred option of naming the area using the word 'Visitor' is in contrast with an existing sign using the word 'Tourism' as the agreed upon Te Reo will need to be reviewed and approved. The preference is to only use the word 'Visitor' for district promotional purposes as 85% of our visitors are domestic and they don't see themselves as tourists. Design options in keeping with the existing style are to be developed and presented for consideration.
- An ongoing awareness campaign on Facebook has seen the Experience Mid Canterbury page pass all other Canterbury district promotional pages. The Facebook page is now sitting at 12.3k followers, an increase of approx. 8500 over the past 12 months. Increased followers will lead to increased awareness of our district and its offerings, bringing more visitors and increasing revenue.

Page	Page likes ↓	Page likes... ↑↓	Published content
 100% Pure New Zealand Kia ora, welcome to Tourism New Zealand's...	3.1M	↓ 1.1K	15
 Ōtautahi Christchurch This is Ōtautahi Christchurch, a revitalised ...	85.5K	↑ 22	8
 Mt Hutt Big Mountain, Big Days	64.4K	↑ 175	22
 Ōpuke Thermal Pools & Spa Relax and restore at the foothills of the Sou...	14.6K	↑ 113	11
 Experience Mid Canterbury Offical tourism arm for probably the most b...	12.1K	↑ 1.5K	14
 Mackenzie Region, New Zealand NZ's highest mountains, longest glaciers, t...	10.8K	↑ 14	11
 Visit Waimakariri A district framed by two braided rivers, the ...	8.2K	↑ 211	24
 We Love Timaru Find the best things to see and do while vis...	6.4K	↑ 8	28
 Selwyn NZ Welcome to Selwyn. From the land, a place ...	6K	↑ 14	8
 Visit Hurunui Regional tourism organisation promoting th...	2.7K	↑ 3	2
 Destination Kaikoura Promoting the beauty and adventure that is...	2.1K	↑ 1	0
 MethvenNZ	1.8K	↑ 1	0

- A newsletter was sent to all operators on the district promotion's database with an update on the winter promotions.
- A Tourism Advisory Group meeting was held on 12 August. Key items discussed were:
  - Moving forward with the bike trail and feasibility study
  - Upcoming councillor bus trip
  - 2024-2025 Visitor Promotion Plan
  - Introduction of Sarah Colcord and discussion on district events

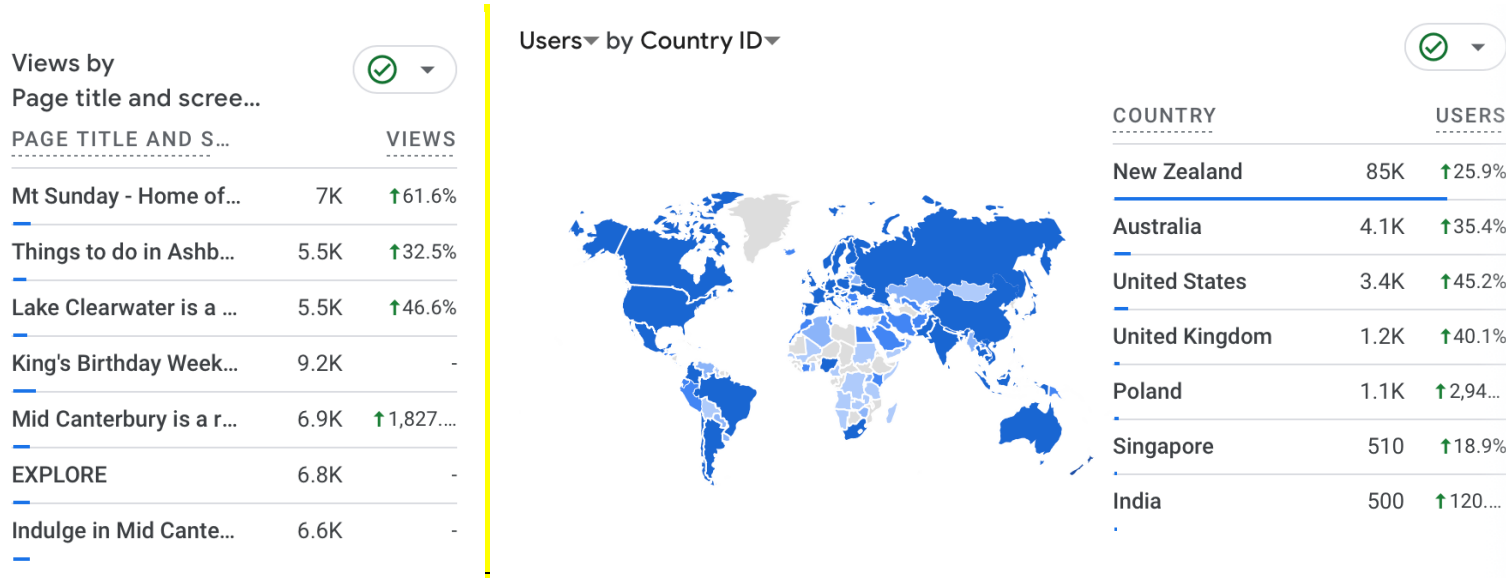
Minutes for the meeting are available on request.

- A meeting was held with ChChNZ and delegates from Selwyn District Council and Waimakariri District Council. The main agenda for the meeting was to increase communication between the districts and to discuss the Canterbury Destination Marketing Plan (DMP). ChChNZ outlined their focus as per the DMP over the next 12 – 18 months. These are, Dark Sky Initiative, Provenance and Events. Positive discussions were had between districts about working together to promote district wide itineraries.
- The social media campaign featuring Lilia Alexander was a great success with a combined reach (number of times the videos were viewed) of 320k on Instagram alone. Several operators commented that they had received a flurry of bookings when the campaigns went live and were very appreciative of their involvement. Lilia provided in excess of 500 high quality photos and videos which are now owned by EMC and will add to the content library. All images were also shared with the relevant operators who were very appreciative to receive new, high quality images of their business.
- The interactive touch screens in the library Visitor area have been updated with new content.
- Meetings have been held with 3 suppliers to scope the new EMC website. All quotes have been received and a provided will be selected this week. It is expected the new website will be live by Christmas at the latest.

## Website Statistics

Website users in last 12 months totalled 101,000 – 30% higher than preceding period.

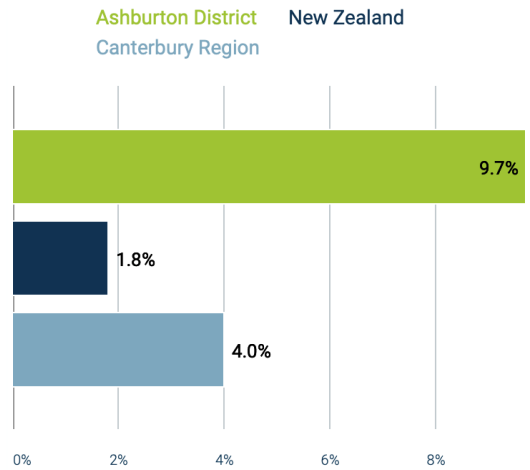
Page views in last 12 months totalled 182,000 – 28% higher than preceding 12 months



The June quarter update from Infometrics shows that tourism expenditure is up 9.7%. Total tourism expenditure was approximately \$271 million in Ashburton District during the year to June 2024, which was up from \$247 million a year ago. The pre-COVID high is September 2019 for expenditure was \$223 million and since COVID the expenditure has steadily increased this quarter upon quarter (with the exception of

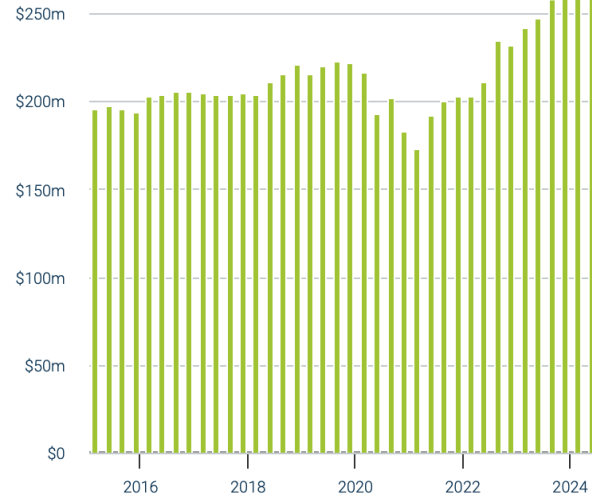
### Tourism expenditure

Annual average % change June 2023 - June 2024



### Tourism expenditure

Annual total, Ashburton District





Visitors stayed a total of 257,000 nights in Ashburton District during the year to June 2024, which was down from 261,800 a year ago.

This is a small increase and may indicate the more people are coming for day trips as wider Canterbury is a major market. It could also indicate that more people are staying in Air BnB facilities which are not included in this data.



### 3.8.4 Pedestrian Counters

#### Installation and Calibration

- The system has been delayed, during the building phase components were found to be faulty and had to be reordered. The system has now arrived in Ashburton and is waiting for EA Networks Technicians to undertake the installation. EA Networks have advised that the installation date is Friday 6 September.
- Once the systems have been installed, the calibration phase will last around four days. During this time, the Countculture Team will ensure the systems meet accuracy standard of 98%.
- Reporting will commence in the next Activity Briefing; the data is in real time and will show daily usage of the CBD. It is important to note that there is no existing data and it will only be after a year that the data will be useful in a comparative way.

### 3.8.5 Mid Canterbury Business Survey

#### August Survey

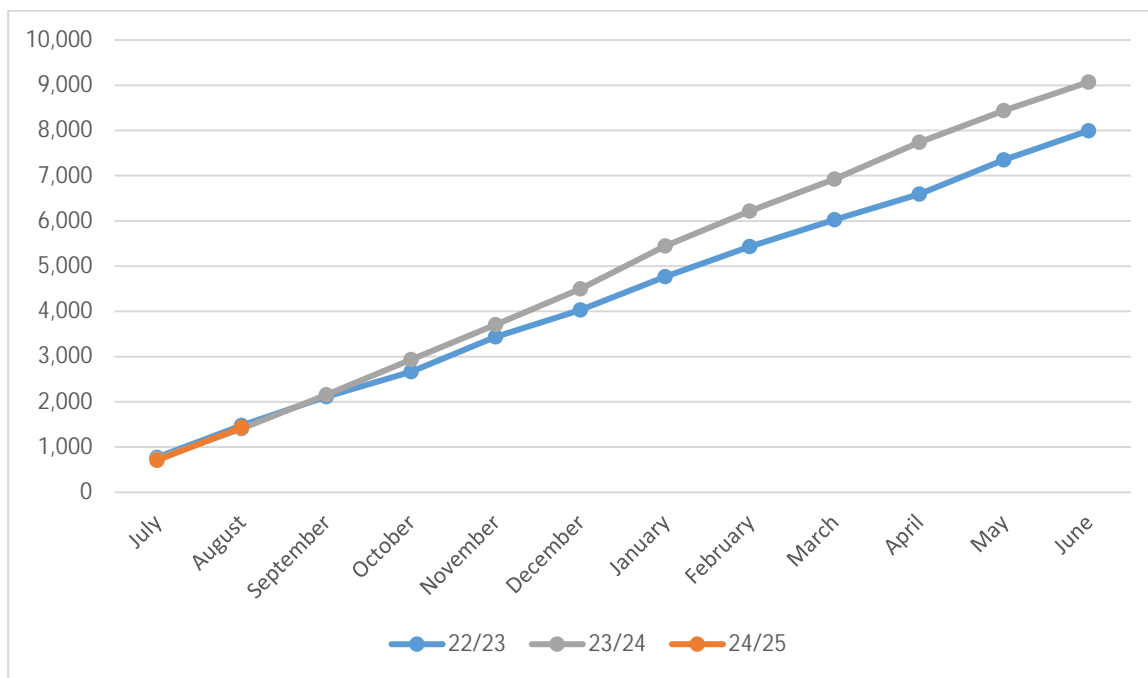
- Business Canterbury have undertaken a Business Survey of Canterbury business owners and leaders for a number of years.
- Ashburton District Council have partnered with Business Canterbury to improve the sample of Mid Canterbury businesses and develop a report that enables Officers to compare the sentiment of local businesses against the sentiment of businesses in Canterbury.
- The survey will be undertaken on a quarterly basis, Officers will assist on promoting the survey and working with Business Canterbury to share the findings back to businesses and our local stakeholders.
- A copy of the August report is not available at the time of writing and will be sent to Councillors separately once released.

## 4. People & Facilities

### 4.1 Council Services

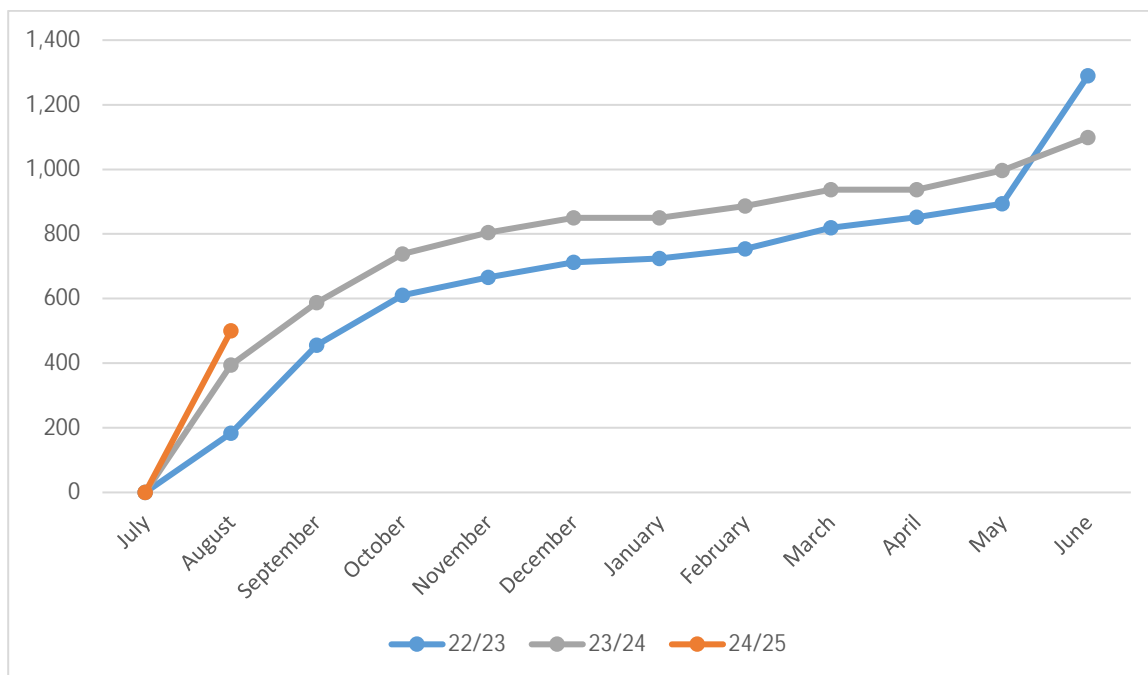
#### 4.1.1 Key Performance Measures

##### a) Customer Requests Raised



24/25	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Kerbside	126	196										
Roading	179	150										
Water	126	142										
Animal	88	62										
Info Req	65	43										
Noise	23	25										
Property	20	20										
Other	80	88										
Total CRM's	707	726										

b) Rates Rebates



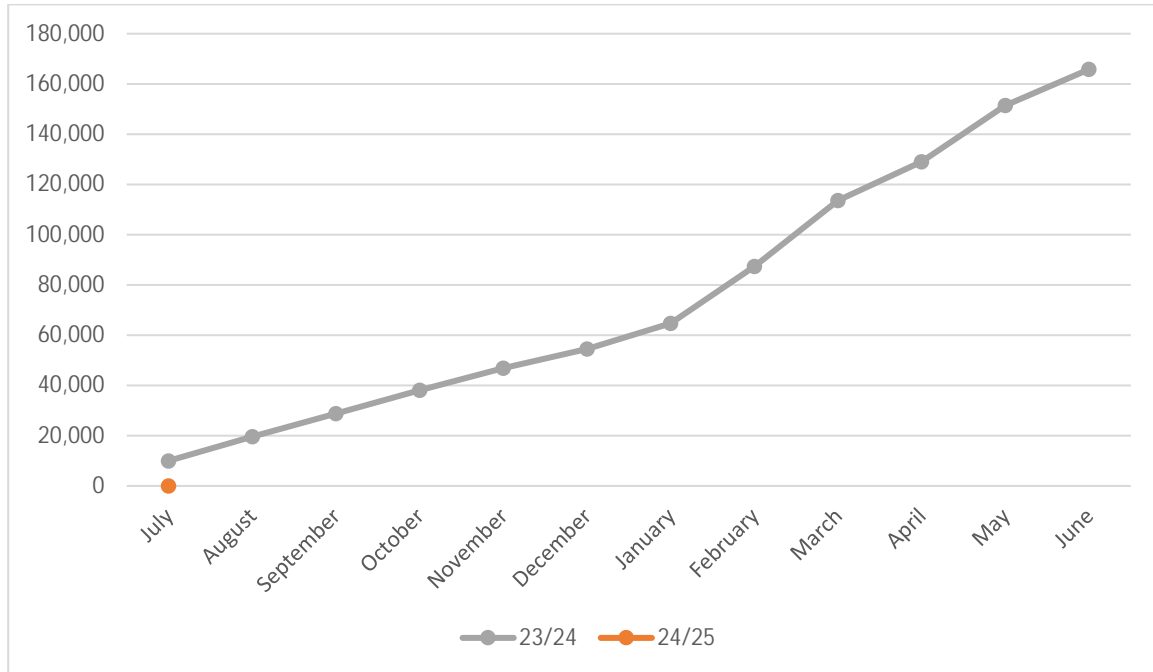
4.1.2 Operational Activities

	<i>Description</i>
Dog Registration	<p>Started in Mid June which is earlier than normal. The 'lifetime tags' made the process much more efficient for both Council Services and Animal Control staff.</p> <p>Dog Registration transactions were split 41% over the counter and 59% online via Council's webpage. Where dog details had changed, this was predominately done over the counter.</p>
Offsite visits	<p>The team visited the Pound in July to go through process with Animal Control Contractor when a dog needs to be impounded.</p> <p>Rates Rebates - Trips to Methven 18/09 and Rakaia 25/09 have been organised and letters and applications sent out.</p>
General	<p>Staff have noticed that length of time they are spending with the public either over the phone or at reception has been longer than normal. They believe this is due to the first instalment of rates and questions regarding Direct Debit payment options and how the weekly, fortnightly or monthly values are calculated.</p>

## 4.2 Library

### 4.2.1 Key Performance Measures

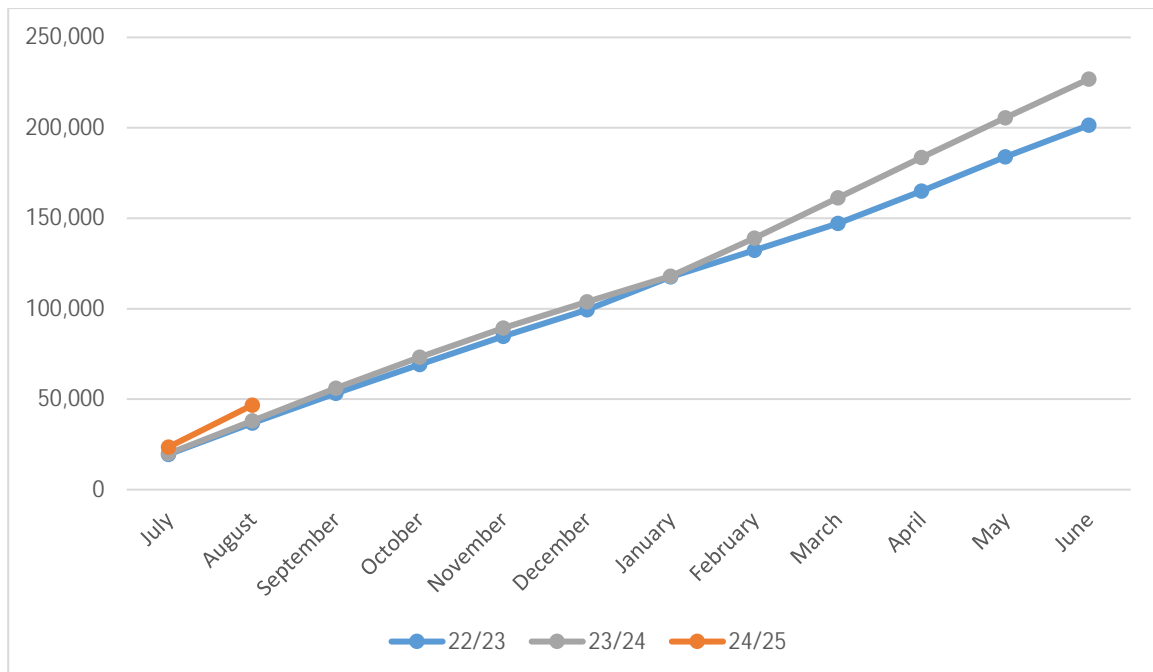
#### a) Te Whare Whakateere Visitation\*



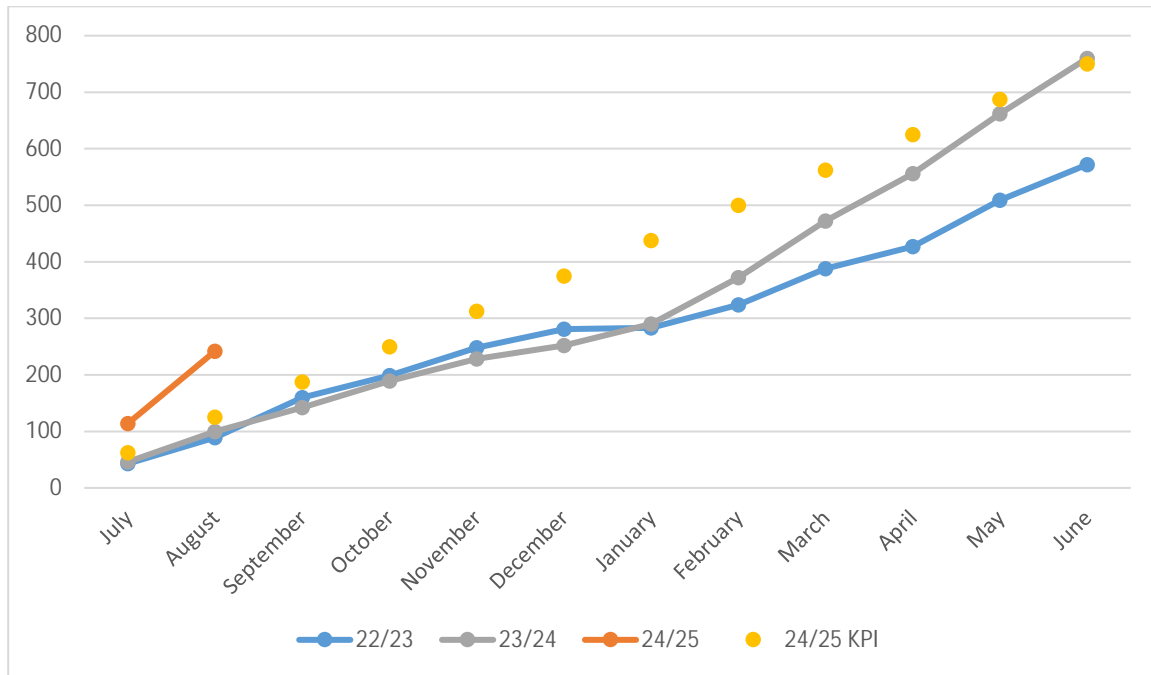
\*Due to a technology error, July/August data will be included next Activity Briefing.

\*June to December 2023 data is visitation numbers from the previous Library.

#### b) Issues



c) Activity & Programme Sessions



d) Other Activity Measures

24/25	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Memberships - Child	2,130	2,151										
Membership - Teen	1,099	1,114										
Membership - Adults	6,573	6,668										
APNK Sessions	6,927	7,842										
Paid Meeting Rooms	27	26										
Approved free Meeting Rooms	22	34										
Adhoc Meeting Rooms	238	285										

#### 4.2.2 Activity/Programme Attendees

		<i>Child</i>	<i>Teen</i>	<i>Adult</i>
Library Building Tours 2 tours	In the opening fortnight we offered hourly tours to the public. We are now giving tours to community groups and organisations by appointment.		12	27
Craft & Chatter 2 Sessions	Monthly Community Craft Group where participants bring along their own craft or do a craft supplied by the library - for all levels of ability, ages and crafts			7
Knitting Group 9 sessions	A weekly social group which encourages people to knit alongside others instead of sitting knitting at home alone.			141
Crafting with Dies 4 sessions	A fortnightly session where participants can create cards using elements created with a die cutting machine			28
Beginner Spinner & Drop in 9 sessions	In partnership with Ashburton Creative Fibre. These sessions provide an opportunity to spin in a social environment new spinners are encouraged to come and learn from members of Ashburton Creative Fibre.			78
Sewing Group 4 Sessions	A fortnightly opportunity for the community to bring their sewing to the library and do it in the company of others, while gaining support and advice from each other. Participants use their own machines or use the library machines. Those without a current sewing project can make NICU Hearts.			11
Makerspace Equipment Class 36 sessions	Training all ages to use the equipment in the Maker Space. Classes run for 2 hours with class sizes of up to 4 people	7	4	47
AV Studio 54 sessions	3 hour individual or group sessions that cover training in audio engineering and mastering.	8	35	48
Book Club 2 sessions	Monthly community book club			35
Build + Lego building for adults 5 sessions	Build + Lego building for adults			7

Sign Language Course 10 sessions	A course designed to teach the basics of sign language to members of the community. Participants will be able to communicate in sign language on simple everyday matters			78
English Language Drop In 9 sessions	A weekly drop in session with a trained and experienced teacher to practice English. Began in June 2024.			68
Te Reo Māori mini course 4 Sessions	In partnership with Keep Learning Mid Canterbury mini course was designed to teach participants how to construct and understand simple questions and answers in te reo Māori.			60
CV Help	This drop-in service is available when required, with 10 people attending during this time.			10
Next Chapter 2 Sessions	A monthly programme of literacy-based activities designed for those living with a diagnosed dementia			16
Elderly outreach 1 session	A programme of reading activities, crafts and looking at objects - designed to encourage older people to engage in conversation and share memories			11
Stepping Up 6 Classes	Teaches seniors (65+) the basics of computers and digital skills, including smartphones use. The programme is flexible to users needs, with training materials provided by the Digital Inclusion Alliance Aotearoa			52
Books on Wheels 3 deliveries	A fortnightly service to library users who are housebound or who find it difficult to get to the library. Books are curated by library staff and delivered by volunteers from Altrusa.			33
Recycle a Device 5 sessions	Training young people to refurbish devices, diverting them from landfill and donating them to families in need <ul style="list-style-type: none"> <li>• We gave out 11 laptops in July - August.</li> <li>• We had 16 added to the waitlist.</li> <li>• There are 28 people on the wait list currently.</li> </ul>		25	
Dungeons & Dragons 6 Sessions	The age of participants is between 13- 18 years. This is a teen led group.		46	
Dice and Dragons 3 sessions	Teen term 2 holiday programme We had three afternoon events which were Making a dragon mask , building a dice tower and making a journal		6	1

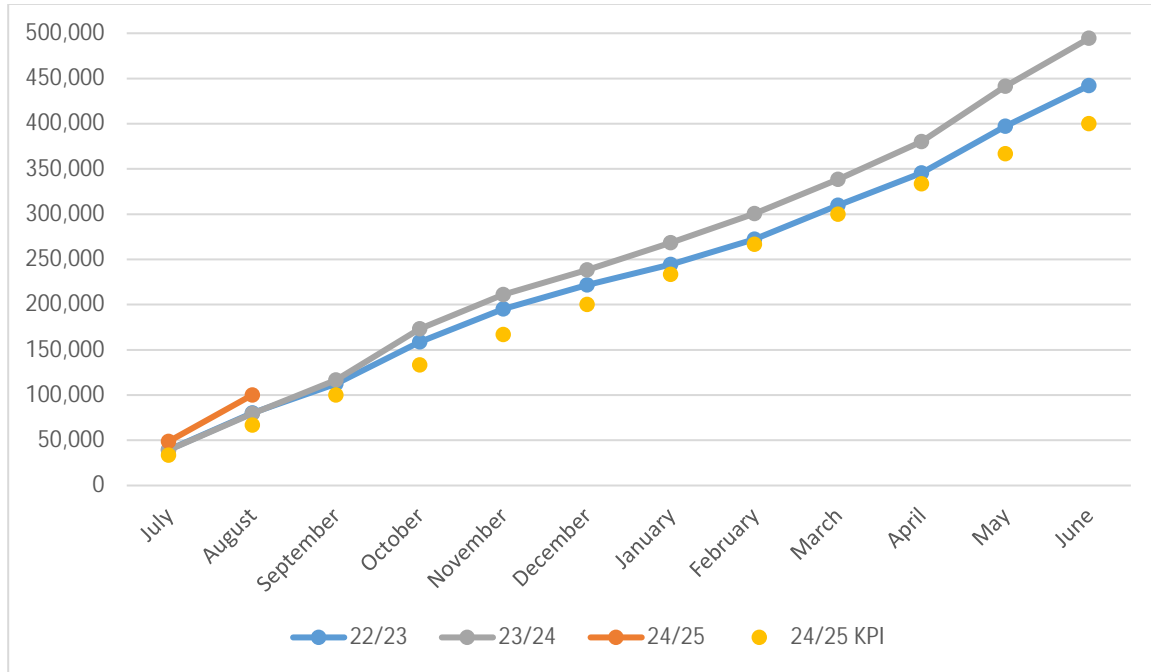
Teen pop up craft Session	We had a teen pop up craft session. In this session teen built some dice towers that were left over from the holiday programme		7	
Create Explore Discover 6 sessions	STEM learning through play	73		66
Micro Bytes & Mega Bytes 14 classes	Coding Clubs	67		
Minecrafters 5 classes	Mine Craft Club	38	6	
Build – Lego Club for kids 7 sessions	Build – Lego Club ages 8+	66		30
School class visits 15 sessions	Story and browsing <ul style="list-style-type: none"> <li>Schools that visited the library included St Joseph's, Ashburton Borough, Mayfield School and Ashburton Christian School. This also includes a regular Assisted Learning Programmes (ALP's) group also from St Joseph's.</li> </ul>	537		32
Story & Rhyme 3 sessions	Story & Rhyme classes ages 3-5 years. These were the final 2 sessions run in this format. This programme has now changed to be outreach focused and now internally only focusses on larger celebrated weeks due to constant low numbers. 1 session in our new format was a visit from Rakaia Play Centre.	17		14
Wriggle and Read 8 sessions	Movement to music for ages 0-3	172		150
There Be Dragons 8 sessions + EANC holiday programme visit	July Holiday activities included: <ul style="list-style-type: none"> <li>Paper Cup Dragons</li> <li>Polymer Clay Dragon Key Chains</li> <li>Dragon Wings</li> <li>Term 2 School holiday dragon movie #1</li> <li>Laser cut dragons</li> <li>Water colour dragon art</li> <li>EANC visit - laser cut puzzles</li> <li>Colouring In Dragons</li> <li>Term 2 School holiday dragon movie #2</li> </ul>	322		143
<b>Total</b>		<b>1,307</b>	<b>141</b>	<b>1,193</b>



## 4.3 EA Networks Centre

### 4.3.1 Key Performance Indicators & Activity Updates

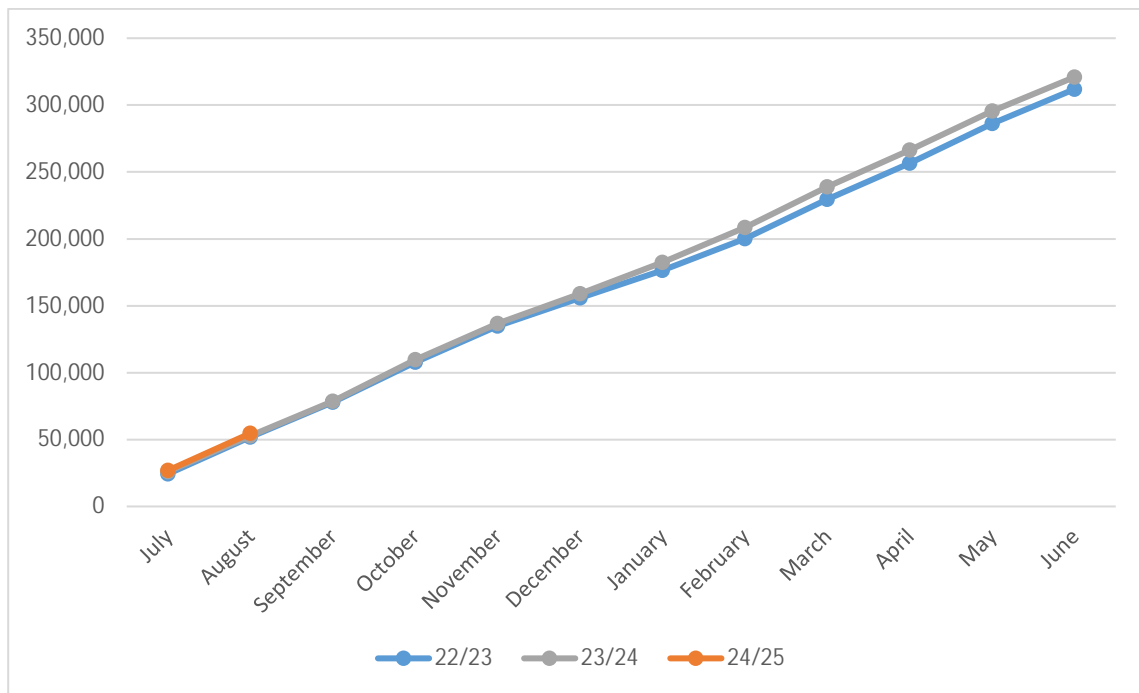
#### a) Facility-Wide Visitation



#### Comments:

- July and August have started strongly with just over 100,000 visitations in the first two months, and increase of approximately 25%.
- Implementing the new membership structure was a significant amount of work but the team are thrilled to see more customers enjoying the wider facility. The new membership structure was implemented on the 5 August.

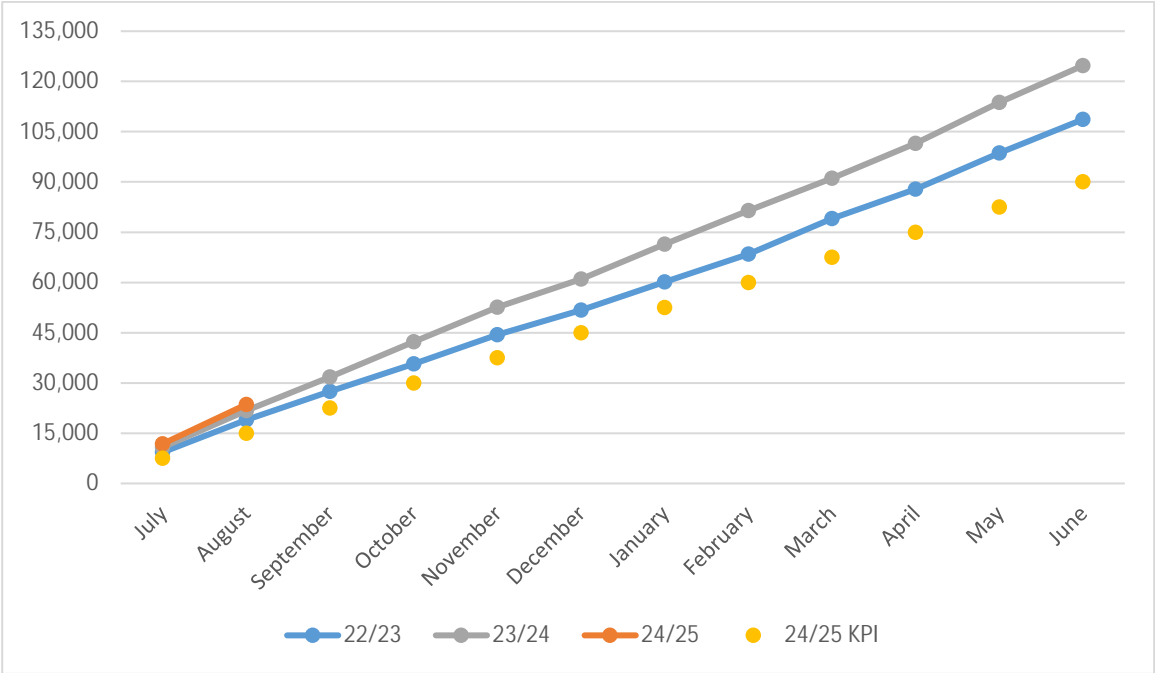
b) Pool Visitation



Comments:

- Pool visitation has increased 4% from August 2023, with an additional 1023 visits.
- August has seen the implementation of extended pool hours Monday, Tuesday, Saturday and Sundays by 1 hour. This has received positive feedback from customers.
- EANC recently purchased a new modular inflatable for use in the Main Pool, this was publicly used for the first time recently and was well received by customers. The ability to interchange this with existing inflatables allows pool staff to mix and match modular units to create a different obstacle course each week.

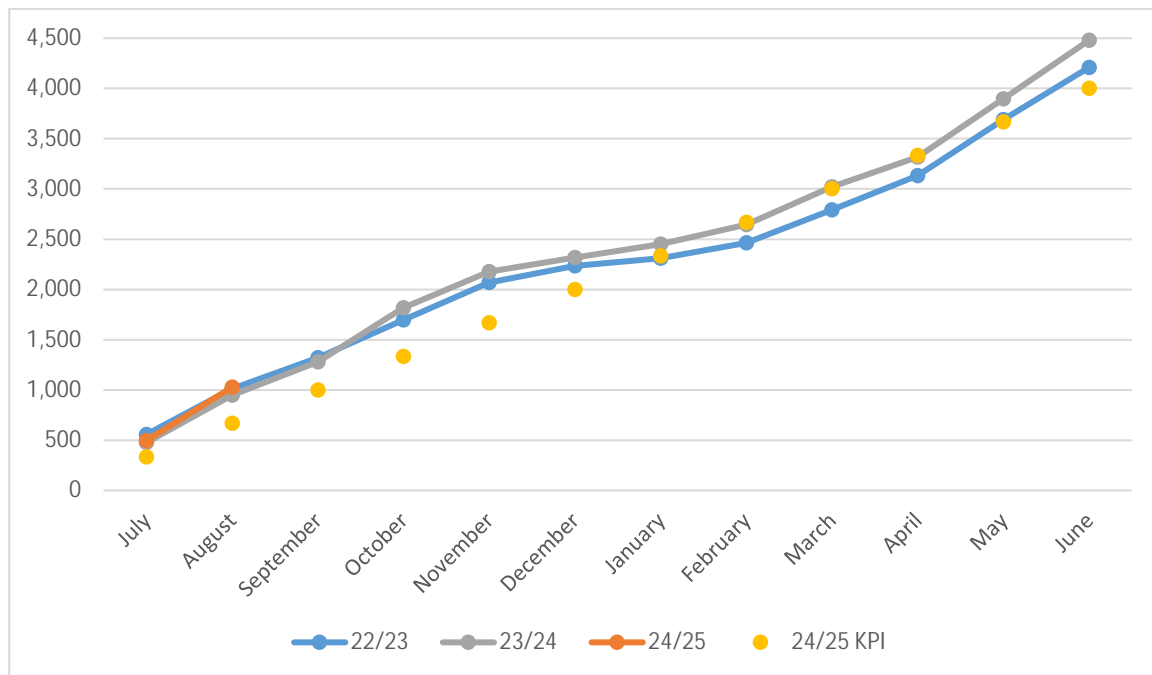
c) Gym & Fitness Visitation



Comments

- We are seeing a positive growth with the gym attracting more visitors. We believe this is partially due to the new membership structure and growing attendance at our special population classes.

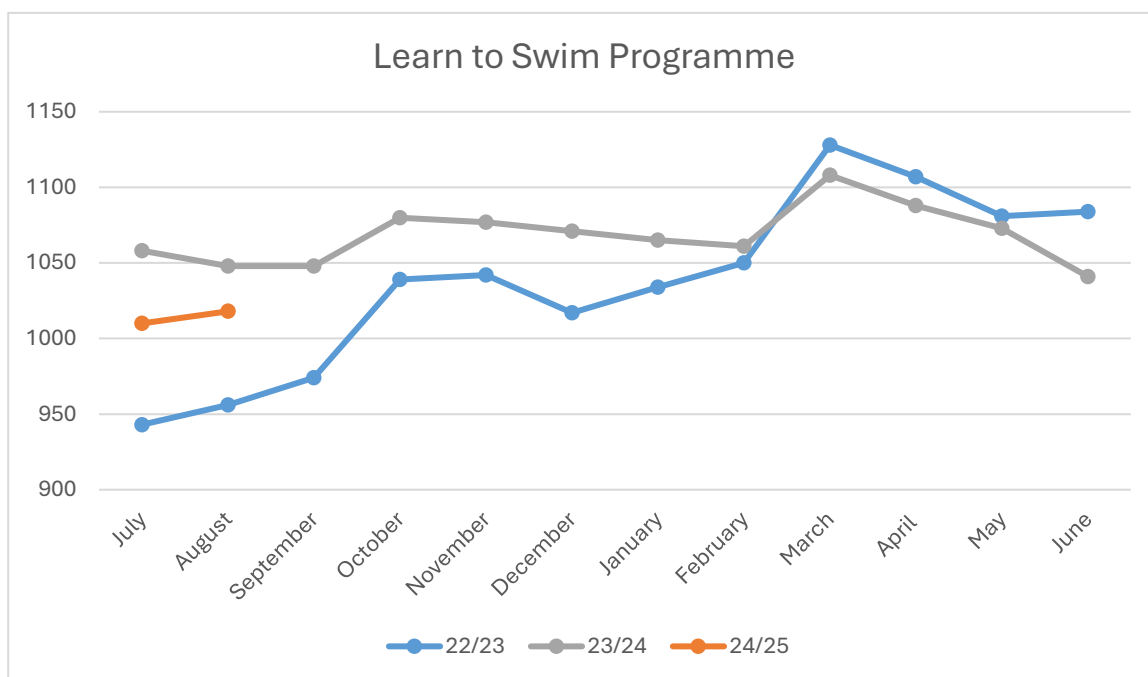
d) Stadium Booked Hours



Comments:

- Year to date (2 months) the Stadium courts have been booked for 1027 hours by organisations and public against YTD KPI of 667 hours.
- Term 3 has seen the continuation of winter sport competitions such as Premier, Saturday and Social Netball.
- Alongside this, there was also the return of the Primary Sports Mid Canterbury Winter Netball Tournament for year 5/6. This saw 24 teams from within the district compete throughout the day.
- Basketball New Zealand, in conjunction with Basketball Mid Canterbury, are also hosting two tournaments here at the Centre, one 4th-7th September, the other the 9th-12th October. The first tournament is for senior secondary schools, with 27 teams expected to attend, while the second is the under 14 age group, with upwards of 30 teams expected.
- September and October will also see the return of the Mid Canterbury Netball Senior Whakataetae Tournament. Teams from Mid Canterbury, Selwyn, South Canterbury and Nelson compete across two days.

e) Swim School



Comments:

- The Learn to Swim Programme occupancy was 78% compared with our 80% performance measure and 5% less than the 23/24 year result. We believe this decrease is due to a strong season of illness, seasonal commitments such as winter sports, calving etc and less discretionary family spending. Another reason for the decrease is that swim squad's competition year starts afresh. While we have retained the majority of our swimmers, our level 8 classes will take a couple months to regain average occupancy following the transition of the older swimmers into Squads.
- Some Squad swimmers recently attended NZ Short Course Championships in Auckland which is a major national swim meet. They powered through with a bit of sickness going around the swim meet to still achieve a lot of personal bests and one swimmer achieving a 4th place! As at the end of August we had 61 Squad swimmers.
- The Lion Foundation funding (which subsidises our School Swim Programme) enabled an additional 783 students from five schools to benefit from swimming lessons during July-August.
- We are starting to see a positive return to back to lessons as the weather is warming up and confidence in the water becomes a greater focus.

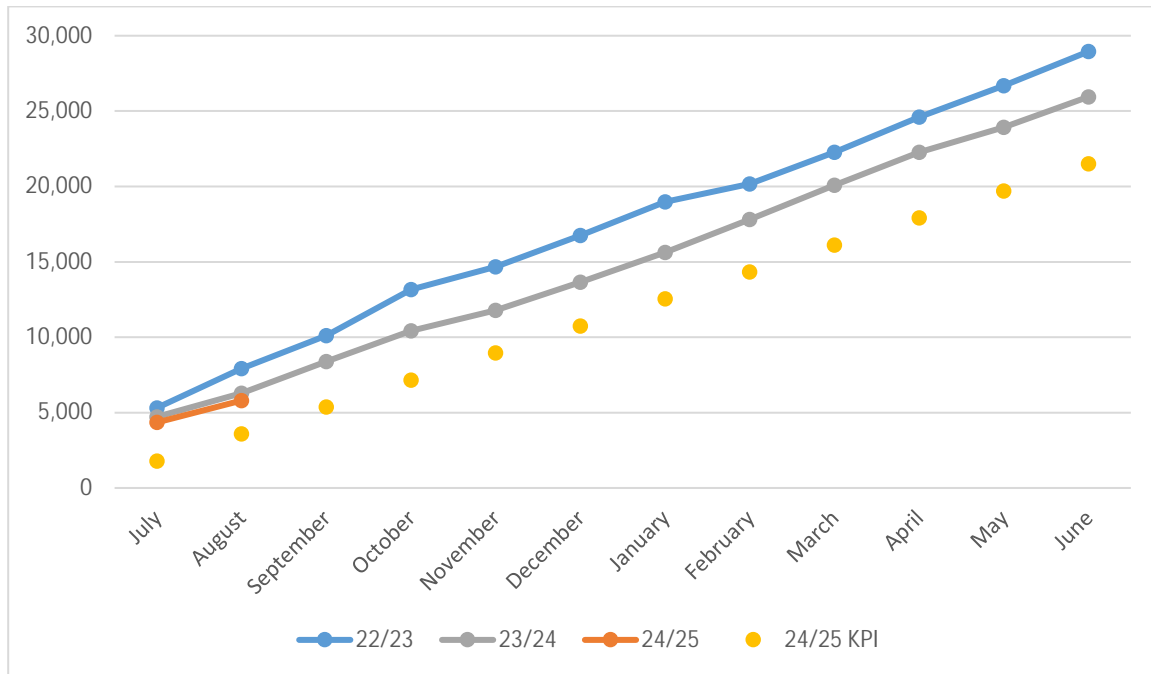
### 4.3.2 Activities/Programmes

<i>Attendees</i>		<i>Child</i>	<i>Teen</i>	<i>Adult</i>
Couch to Wellness	Runs During term in 10-week blocks Designed to get people active again			120
Pink Cancer	Every Wednesday at 12.15, this special population class is designed for womens to build healthy bones after cancer treatment			64
Prostfit	Every Monday at 11 am, this special population class is designed for Men as part of their rehabilitation from cancer			144
O2go	Every Wednesday at 10.30am, this special population class is designed to support people with Breathing Issues like COPD, Asthma			160
Parkinson Play	Every Thursday at 1.30 pm, this special population class is designed for people diagnosed with Parkinson's to slow progression and build control of the condition.			36
Fitmums	Runs during term on Thursdays at 10.45 am - this special population class is designed for new mothers to improve their general strength and fitness in a safe environment, with your baby also there.			40
Hospice – Offsite programme	Every Wednesday and Friday at 10am – this special population class is designed to maintain movement and mobility			88
Squad	The current number booked in at the end of August 2024.		61	
Active Adventures	Fortnightly 2-hour toddler play session in the stadium.	125		
Learn to Swim	An average per week from the start of Term 3 2024.	1025		
Learn to Swim Holiday Block Courses	Ran in a week block over the July school holidays.	403		
Holiday Programme	School holiday programme ran for 10 weekdays between 8 <sup>th</sup> -19 <sup>th</sup> July – measure represents number of booked sessions.	520		
<b>Total</b>	<b>Participants engaged in specific activation programmes</b>	<b>2,073</b>	<b>63</b>	<b>652</b>

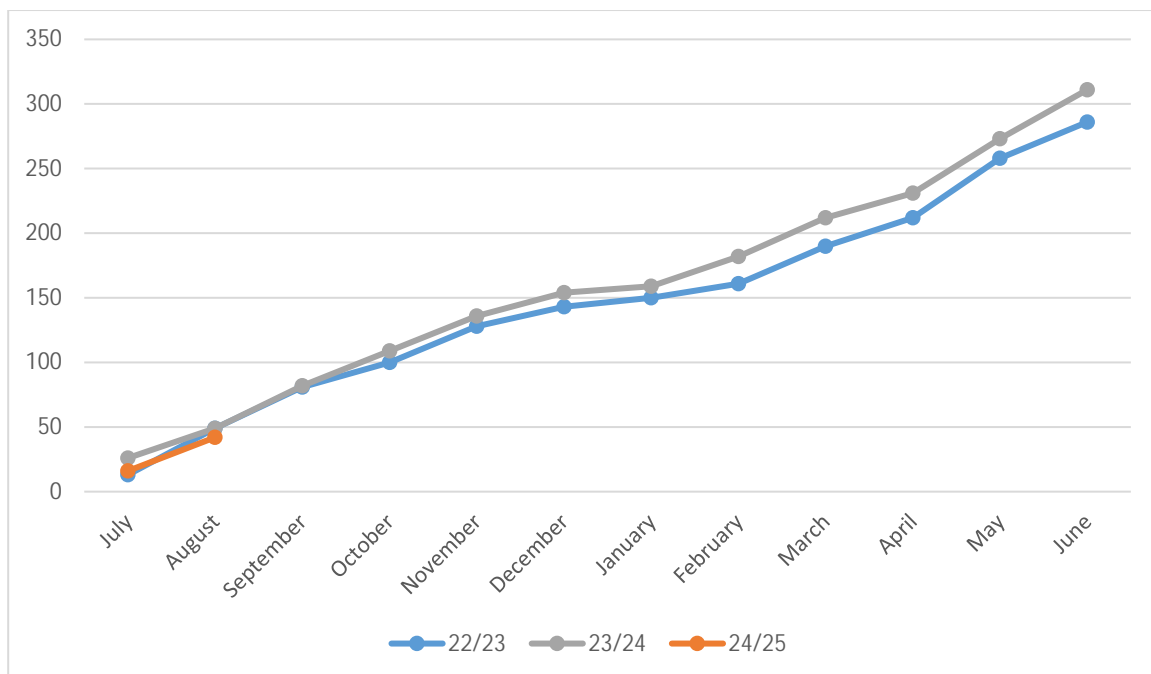
## 4.4 Ashburton Art Gallery and Museum

### 4.4.1 Key Performance Measures

#### a) Visitation



#### b) Activity & Programme Sessions



c) Other Activity Measures

24/25	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Exhibitions - Local	3	1										
Exhibitions - National	0	2										
Exhibitions - Touring	0	0										
Programmes - School Classes	2	9										
Programmes - Community	0	3										

4.4.2 Operational Activities

	Description	Date
Research Enquiries	<ul style="list-style-type: none"> <li>In July, 37 research enquiries were responded to, 32 of which were from the public.</li> <li>In August, 35 research enquiries were responded to, 27 of which were from the public.</li> </ul>	July-August 2024
Collection Development and Management	<ul style="list-style-type: none"> <li>Acquisition of new items, cataloguing and rehousing projects, environmental monitoring and pest management continues.</li> <li>Ashburton District Council's historical archives are being re-catalogued in order to make the collection more accessible to council staff and to the public, in line with Public Records Act obligations.</li> <li>Ashburton Museum &amp; Historical Society collections and Ashburton District Council historical archives continue to be made available to researchers on Whakatere Heritage Collections Online.</li> </ul>	July-August 2024
ADC Art Collection	<ul style="list-style-type: none"> <li>The <i>Forever A Star</i> sculpture was installed in the Ashburton Domain in collaboration with the Open Spaces team.</li> <li>Officers are working on the next art changeover for Te Whare Whakatere. This will be staged over several months to make the work manageable.</li> </ul>	July-August 2024
Articles/Blog Posts	<ul style="list-style-type: none"> <li>In July, four articles were written for the <i>Ashburton Guardian's</i> 'Timeless Tales' page about the Fairfield Freezing Works, the</li> </ul>	July-August 2024



	<i>Description</i>	<i>Date</i>
	<p>first traction engines in Ashburton, the Ashburton Club &amp; MSA and the Federal Hotel.</p> <ul style="list-style-type: none"> <li>• In August, five articles were written about the WWII Home Guard, Ashburton Technical College, Ashburton Harmonica Band and the Ashburton Domain pool.</li> <li>• An article about <i>Caught in the Moment: Guardian photographs of 1974</i> was written for <i>Phanzine</i></li> </ul>	
Reviews/Features	<ul style="list-style-type: none"> <li>• <i>ASA60</i> was featured in the <i>Ashburton Guardian</i></li> <li>• <i>ASA60</i> and the People's Choice Award winner were featured in the <i>Ashburton Courier</i></li> <li>• <i>Jubilee</i> was featured in <i>ArtBeat</i></li> <li>• <i>Signs Past</i> was featured in <i>Better Letters</i> e-newsletter</li> <li>• <i>ZAWAA25</i> call for entries was featured in Methven's <i>Snowfed</i> community newspaper, <i>Scoop</i> and the <i>Ashburton Courier</i></li> <li>• <i>Seriously Valuable Art</i> was mentioned on <i>Seven Sharp</i></li> </ul>	July-August 2024

#### 4.4.3 Exhibitions

<i>Description</i>	<i>Date</i>
<p><i>Signs Past</i></p> <ul style="list-style-type: none"> <li>• Styles, methods and products used to create signage have changed dramatically over the past seventy years. Our Signs Past exhibition includes a selection of signage collected by the Ashburton Museum &amp; Historical Society since the late 1950s, although many pre-date this period.</li> <li>• These signs and honours boards showcase a sign writer's skill in conveying a visual message (or not, in some cases). The signs vary in format but each preserve the story of a person, place or time.</li> </ul>	6 July – 22 September
<p><i>Domain Tales: 160 years of Ashburton Domain</i></p> <ul style="list-style-type: none"> <li>• Grandly named The Grange on Ashburton's first map in 1864, this fenced-off area designated for recreation was largely indistinguishable from the untouched countryside around it. Today known as the Ashburton Domain, it has evolved into a versatile and much-loved recreational area for our town.</li> <li>• In this exhibition, objects, archives and photographs explore some of the tales associated with the Domain's 160-year history.</li> </ul>	27 July – 3 November
<p><i>Seriously Valuable Art</i></p> <ul style="list-style-type: none"> <li>• Seriously Valuable Art argues that art needn't be expensive to be beautiful, important and life-enhancing. Nothing in this exhibition cost the Collector – who has kindly lent a large number of his treasures – a huge amount of money.</li> <li>• Mischievously though, there is an artwork included that is worth more than anything else put together.</li> </ul>	10 August – 13 October

<p><i>Mana Māna</i></p> <ul style="list-style-type: none"> <li>• In this new series of work, Kim Ireland utilises uku (clay) to produce a variety of forms that refer back to the natural shapes of the gourd in growth.</li> <li>• This myriad of ceramics provide an analogy for whakapapa (genealogy) in the gourd as a container of knowledge passed down through generations, and a representation of personhood when considering these objects as a whānau (family) group.</li> </ul>	<p>10 August – 13 October</p>
<p><i>The Magic of Needle and Thread</i></p> <ul style="list-style-type: none"> <li>• The Magic of Needle and Thread is the 2024 incarnation of the Guild’s biennial exhibition. The exhibition brings together an impressive array of artworks to showcase the artistic practice of embroidery and celebrate the achievements of the members.</li> <li>• The Magic of Needle and Thread encourages the creation and display of embroidery in all its forms, with works ranging from traditional to contemporary practices.</li> </ul>	<p>31 August – 13 October</p>

#### 4.4.4 Activities & Programmes

Attendees	Child	Teen	Adult
<p>Talks, workshops and exhibition openings 8 events</p>			409
<p>Two O’Clock Tours 2 sessions</p>			5
<p>Chris Ruth Centre 2 sessions</p>			22
<p>In Colour 2 sessions</p>			18
<p>Artzheimers 2 sessions</p>			10
<p>Cultural awareness talks</p>			15

2 sessions	Council that explore the history and customs of people from different cultures living in Whakatere Ashburton.			
Kōwhai Mums 1 session	<ul style="list-style-type: none"> <li>• Kōwhai Mums is a monthly group for parents/carers with tamariki aged 0-5 years.</li> <li>• These sessions are delivered in collaboration with Hakatere Multicultural Council and have an emphasis on engaging newcomers to Whakatere Ashburton.</li> </ul>	14		10
Art Addicts 7 sessions	<ul style="list-style-type: none"> <li>• Art Addicts is a weekly after school art space for tamariki and whānau.</li> <li>• Classes encourage exploration and experimentation with different artists, themes, materials and techniques.</li> </ul>	199		73
Community visits/outreach 4 sessions	<ul style="list-style-type: none"> <li>• Two outreach sessions were delivered to residents at the Elizabeth Street Day Centre, an on-site hui was held for Visual Art teachers in Whakatere Ashburton, and an on-site tour/programme was organised for a Chipmunks Timaru school holiday programme group.</li> </ul>	29		36
School visits/outreach 11 sessions	<ul style="list-style-type: none"> <li>• Eleven classes from five different schools (Mayfield, St Joseph's, Carew-Peel Forest, Mt Hutt College and Home Education) visited AAGM or engaged in an outreach education programme.</li> </ul>	176		32
School Holiday Activities	<ul style="list-style-type: none"> <li>• Drop-in activities that were offered during the July school holidays included a design your own personalised sign activity inspired by the art of etching and <i>Signs Past</i>, and a paint your own masterpiece on a miniature canvas activity inspired by <i>ASA60</i>.</li> </ul>	966		
Total	<i>*Teen attendance was previously counted as Adults, going forward this will be changed.</i>	418	*	630

## 5. Democracy & Engagement Group

### 5.1 Communications

#### 5.1.1 Overview

- Main workstreams progressed in the last reporting period include, August grants and funding round, Hakatere Noodle Festival, the Solid Waste Management and Minimisation Bylaw consultation and rail safety week.
- Main workstreams in the planning phase include the October school holiday programmes for facilities, celebrating 160 years in the domain and other upcoming events.
- We have worked with rūnaka and Ngāi Tahu master carver Fayne Robinson to capture the story behind the cultural narrative for Te Whare Whakaterere to share with the public. There will be QR codes placed at locations throughout the building that link to [our website with the story](#).

#### 5.1.2 Ongoing workstreams

Brief Description	Measures	Objectives/comments
Regional/national commitments		<ul style="list-style-type: none"> <li>• Reviewing Ashburton District content on the It's Time Canterbury website.</li> <li>• Kept in touch with the Otūwharekai comms subgroup regarding Lake Camp communications, media enquiry and coverage.</li> <li>• Attending the next Communications &amp; Engagement forum hosted by Canterbury Mayoral Forum at Selwyn District Council, Friday, 20 September.</li> </ul>
News updates	<ul style="list-style-type: none"> <li>• July, x20 news updates</li> <li>• August, x27 news updates</li> </ul>	<ul style="list-style-type: none"> <li>• Produced regular updates on the <a href="#">Council news site</a>.</li> <li>• Produced weekly editions of <a href="#">Council Brief</a> for distribution on our website and by the local newspapers.</li> </ul>
Media relations & enquiry	<ul style="list-style-type: none"> <li>• July, x40 enquires</li> </ul>	<ul style="list-style-type: none"> <li>• Responded to interview requests for a feature in The Press; '<a href="#">The Ashburton Renaissance</a>' with the help of the Welcoming</li> </ul>

Brief Description	Measures	Objectives/comments
	<ul style="list-style-type: none"> <li>• August, x25 enquiries</li> </ul>	<p>Communities Advisor and Marketing Advisor for District Promotion. The Deputy Mayor was put forward by the Mayor to be interviewed and we provided support for phone and on camera interviews.</p> <ul style="list-style-type: none"> <li>• Responded to a higher number of media enquiry in July which we estimate was due to council recess.</li> </ul>
<p>Website, digital engagement software and e-mail</p> <p>Website: Ashburtondc.govt.nz</p> <p>Digital Engagement: itsourplace.nz</p>	<ul style="list-style-type: none"> <li>• Website pageviews July x56K, August x53K</li> <li>• Itsourplace.nz pageviews July x4.9K, August x3.3K</li> <li>• Internal website users x74</li> <li>• Mass e-mails sent July x2, August x12</li> </ul>	<ul style="list-style-type: none"> <li>• Working with the Welcoming Communities Advisor implemented a trial of Google translation for the <a href="#">Welcoming Communities pages</a> of the website.</li> <li>• Working with the website platform providers to improve website user experience.</li> <li>• Implemented improvements to our <a href="#">Council meetings page</a> based on the Ombudsman’s review into local democracy in 2023.</li> </ul>
<p>Digital signage channels and content</p>	<ul style="list-style-type: none"> <li>• July, x7 new slides</li> <li>• August, x74 new slides</li> </ul>	<ul style="list-style-type: none"> <li>• 10 channels running on 19 screens, 142 images and videos in total</li> </ul>
<p>Social media (organic)</p>	<ul style="list-style-type: none"> <li>• ADC page July, x59 posts x95K organic reach</li> <li>• ADC page August, x59 posts x119K organic reach</li> </ul>	<ul style="list-style-type: none"> <li>• Drafted social media community guidelines to guide respectful conversations on social media channels. This is in line with what other Councils are doing. The guidelines are in review and will be added to our main digital channels.</li> <li>• There are 11 council Facebook pages, 2 Instagram pages and 3 YouTube channels</li> </ul>
<p>Social media (paid)</p>	<ul style="list-style-type: none"> <li>• ADC page July x12 paid adverts, x63K reach</li> <li>• ADC page August x 11 paid adverts, 165k reach</li> </ul>	<ul style="list-style-type: none"> <li>• This is mainly used for campaigns, consultations and recruitment advertising</li> </ul>

Brief Description	Measures	Objectives/comments
Livestreaming and video production	<ul style="list-style-type: none"> <li>July x2 livestreams, x3 hours in total</li> <li>August x7 livestreams, x12 hours in total</li> </ul>	<ul style="list-style-type: none"> <li>Working with the audio-visual provider and information services team to solve stability issues with the panels and microphone hardware in Hine Paaka/Council Chamber.</li> </ul>
People & capability support (internal comms)	<ul style="list-style-type: none"> <li>July x2 issues of Connect x35 pages</li> <li>August x3 issues of Connect x75 pages</li> </ul>	<ul style="list-style-type: none"> <li>Overseeing and producing the content posted on the staff intranet (MahiTahi) and producing the fortnightly newsletter (Connect) and digital signage for staff.</li> </ul>
Graphic and multimedia design projects	<ul style="list-style-type: none"> <li>July x 26 design projects</li> <li>August x28 design projects</li> </ul>	<ul style="list-style-type: none"> <li>The number of design assets produced per project can range from 1 to 30+</li> </ul>
Public Information Management (PIM) – Emergency management	<ul style="list-style-type: none"> <li>Number of PIM staff x9</li> </ul>	<p>Quarterly meetings to improve PIM technical capability:</p> <ul style="list-style-type: none"> <li>Last meeting was held June 5,</li> <li>Next meeting to be held September 18.</li> </ul>

### 5.1.3 Campaigns and consultations

- The following table summarises significant communications projects, campaigns, or consultations in the last reporting period.

Brief Project Description	Comms start date	Est. End date	On track	Objectives/comments
Reserve Management Plan (Love your parks) consultation	April	August	Yes	<p>[COMPLETED]</p> <ul style="list-style-type: none"> <li>The community and stakeholders are informed of the Reserve Management Plans and its purpose.</li> <li>Those interested understand our current proposal in broad terms and understand the Council's proposed changes.</li> </ul>

Brief Project Description	Comms start date	Est. End date	On track	Objectives/comments
				<ul style="list-style-type: none"> <li>• The Council develops an understanding of the community's and other stakeholders' views towards the current proposal.</li> <li>• Feedback is received from a range of residents and stakeholders.</li> <li>• It's easy to find information on the draft proposal and make a submission.</li> </ul>
Hakatere Noodle Festival – Event marketing	August	September	Yes	<p>[IN PROGRESS]</p> <ul style="list-style-type: none"> <li>• The community is informed of the Hakatere Noodle Festival and changes from last year's similar event.</li> <li>• Highlight the event's purpose to celebrate Welcoming Week and Welcoming Communities.</li> <li>• Gauge positive public sentiment about the event.</li> <li>• Support attraction of attendees to the event.</li> </ul>
Solid Waste Management and Minimisation Bylaw consultation	August	September		<p>[IN PROGRESS]</p> <ul style="list-style-type: none"> <li>• The community and stakeholders are informed of the Solid Waste Bylaw and its purpose.</li> <li>• Those interested understand our current proposal in broad terms, know about the Solid Waste Bylaw and understand the Council's proposed changes.</li> <li>• The Council develops an understanding of the community's and other stakeholders' views towards the current bylaw.</li> <li>• Feedback is received from a range of residents and stakeholders.</li> </ul>

Brief Project Description	Comms start date	Est. End date	On track	Objectives/comments
				<ul style="list-style-type: none"> <li>It's easy to find information on the draft bylaw and make a submission.</li> </ul>

## 5.2 Strategy & Policy

### 5.2.1 Current projects

Brief Project Description	Start Date	Estimated Completion Date	Stage	On Track	Comments
Planning and Reporting					
Annual Report 2023/24	June 2024	Oct 2024	In progress	Yes	Work progressing on preparing Annual report for audit, including non-financial performance reporting. Audit commences 16 September.
Annual Residents Survey 2024/25	Aug 2024	July 2025	In progress	Yes	Contract finalised for 2024/25 survey with first wave of data collection to commence Sept/October



Brief Project Description	Start Date	Estimated Completion Date	Stage	On Track	Comments
Bylaw or Policy Development/Review					
Solid Waste Bylaw	June 2024	Nov 2024	In progress	Yes	Draft Solid Waste bylaw and issue for consideration reported to Council in August and approved for consultation. <a href="#">Solid Waste Bylaw Consultation</a> opened 28 August and closes 29 September.
Sensitive Expenditure Policy	June 2024	August 2024	Report	Delayed	Report considered by Council on 3 September.
Procurement Policy	July 2024	November 2024	In progress	Yes	Workshop planned for mid-September.
Local Approved Products Policy	July 2024	October 2024	In progress	Yes	Review underway. Report being prepared for Council.
LGOIMA charging policy	July 2024	Oct 2024	In progress	Yes	Review underway
Property policies	July 2024	March 2025	In progress	Yes	Review underway
Strategy or Plan Development/ Reviews					
Reserve Management Plans	Feb 2023	Oct 2024	Hearing	Yes	The Reserve Management Plan hearing occurred Thursday 5 September. 350 submissions received with the majority focused on the Lake Camp issue. It is planned to adopt the plan in October/November.
Methven Strategic Plan	August 2024	TBC	Report	N/A	Proposed approach presented to Methven Community Board for consideration on September 9. Approach and timeframes to be finalised post this meeting.
Water Services Delivery Plan	July 2024	September 2025	Project planning	Yes	The <a href="#">Local Government (Water Services Preliminary Arrangements) Bill</a> has now been enacted with the clock ticking on completion of Water Service Delivery Plans by September 2, 2025. Work underway with project team in place, considering requirements for completion of the plan, project timeframes and potential service delivery options.

Brief Project Description	Start Date	Estimated Completion Date	Stage	On Track	Comments
Property/Forestry Strategy	August 2024	TBC	Scoping	N/A	Working with Property team to consider approach to development, work required and timeframes.
EA Networks Masterplan	Sep 2023	Dec 2024	Awaiting information	TBC	Adoption of the plan remains on hold awaiting further information relating to the inclusion of multi-purpose fields.
Other Projects/Work					
Representation Review	Oct 2023	Nov 2024	Final Proposal Adopted	Yes	<ul style="list-style-type: none"> <li>Representation Review hearing was held 7 August, with Council deciding to maintain the current size of the Methven Community Board at seven members (five elected) and confirming the two proposed boundary changes for the Ashburton ward and Methven Community Board areas.</li> <li>The final proposal was adopted by Council on 4 September and is now subject to appeal or objection for a month following notification via public notice (planned 12 September to 12 October. Any appeals or objections received will be forwarded to the Local Government Commission (LGC). A LGC hearing has been scheduled for 27 November (if required).</li> </ul>
Climate Change/ Sustainability	Ongoing			Ongoing	<ul style="list-style-type: none"> <li>Officers working on various pieces of work associated with climate change/sustainability. Workshop planned in September to discuss work and approach going forward.</li> </ul>
Section 17A Reviews	Ongoing			Ongoing	<ul style="list-style-type: none"> <li>Work continues on S17A Review programme, with current reviews focusing on emergency management and district planning.</li> </ul>
Aoraki Environmental Consultancy (AEC)	Ongoing			Yes	<ul style="list-style-type: none"> <li>Officers continue to meet regularly with AEC.</li> <li>Current topics of discussion include the representation review and reserve management plan development.</li> </ul>

### 5.2.2 Completed projects

Brief Project Description	Start Date	Estimated Completion Date	On track	Comments
Performance Reporting	July 2024	August 2024	Yes	Annual non-financial performance report and Strategy and Policy report prepared and considered by Council August 2024
Section 17A Review Solid Waste management	July 2024	August 2024	Yes	Report considered by Council August 2024.
Annual Residents Survey 23/24	Aug 2023	July 2024	Yes	Report presented to Council August 2024.

### 5.2.3 Upcoming projects

Brief Project Description	Start Date	Estimated Completion Date	On track	Comments
Water Races Bylaw	TBC	TBC	TBC	Review due 2024/25
Draft Annual Plan 2025/26	Nov 24	June 245	Not started	

## 5.2.4 External Submissions/Reports of interest

### Submissions made:

Organisation	Submission Summary	Type	Due Date	Status
Environment Canterbury	Early draft targeted Regional Policy Statement consultation Feedback on early draft of the Canterbury Regional Policy Statement.	Council	7 August	Lodged
MBIE	<a href="#">Making it easier to build 'granny flats'</a> MBIE are seeking feedback on options to make it easier to build small, self-contained and detached houses, commonly known as 'granny flats' on property with an existing home on it.	Management	12 August	Lodged
Environment Canterbury	<a href="#">Defining the lines Representation Review 2024</a> Feedback on Environment Canterbury's Representation review Initial Proposal	Council	2 September	Lodged

### Consultations underway or expected

Organisation	Submission Summary	Type	Due Date	Status
NZTA	<a href="#">Speed Limit review for Christchurch Southern Motorway</a> NZTA is proposing a new increased speed limit of 110km/h on Christchurch Southern Motorway (SH76/1) from east of Curletts Road interchange, Addington, to west of Weedons Road interchange, Rolleston.	Council	1 October	Submit
TBC	<a href="#">Repeal of Good Friday and Easter Sunday as Restricted Trading Days</a> This Private Members' Bill allows more or less unfettered shop trading and sale of alcohol on Good Friday and Easter Sunday. It is a matter for shop owner discretion. Among other things, the provisions empowering local government to set a local policy on shop trading would be removed. The default restriction on the sale and supply of alcohol on these days would be repealed. Bill awaits first reading, but is expected and referral to a Select Committee.	Council	TBC	Considering submission

Organisation	Submission Summary	Type	Due Date	Status
Environment Canterbury	<p>Draft Regional Public Transport Plan</p> <p>The Canterbury Regional Public Transport Plan (RPTP) sets out Environment Canterbury's plan for delivering public transport in Canterbury. It sets out the vision, objectives and policies that apply to the public transport network in Canterbury.</p>	Council	24 October (TBC)	Submit

Consultations not submitting on

Organisation	Submission Summary	Type	Due Date	Status
Ministry of Health	<p><a href="#">Draft Strategy to Prevent and Minimise Gambling Harm 2025/26 to 2027/28</a></p> <p>The Gambling Act 2003 (the Act) sets out requirements for an 'integrated problem gambling strategy focused on public health'. The Ministry of Health – Manatū Hauora is consulting on a draft Strategy to Prevent and Minimise Gambling Harm for 2025/26 to 2027/28 and the draft levy rates.</p>	N/A	6 October	No submission planned

Future Submission opportunities (once full details are known).

The information has been provided by Taituara and other sources.

Organisation	Name of initiative	Likely Timing
DOC	Consultation on proposals for inclusion in the next implementation plan for Te Mana o te Taiao – Aotearoa New Zealand Biodiversity Strategy and Aotearoa New Zealand's response to the Global Biodiversity Framework (GBF) Consultation on proposals for inclusion in the next implementation plan.	Late 2024
MfE	Resource Management Act Amendment Bill #2 This amendment bill will (indicative list): <ul style="list-style-type: none"> <li>• enable housing growth, including making the Medium Density Residential Standards optional for councils and secondary units – ie granny flats</li> <li>• speed up consenting timeframes for renewable energy and wood processing</li> <li>• support the government's "Infrastructure for the Future" plan</li> <li>• speed up the process for making national direction under the RMA</li> <li>• amend national direction on highly productive land to allow more productive activities including housing - exclude LUC-3</li> <li>• introduce emergency response</li> <li>• regulations to enable effective responses to emergencies and contribute to long-term recovery.</li> </ul> Plus potentially other targeted amendments suggested by Councils and other key stakeholders.	September
TBC	Land Transport Management Act (Time of Use Charging) Amendment Bill  Sets out the legal framework for time of use charging (see the Cabinet paper – Land Transport Revenue Action Plan: Time of Use Charging)	Soon
DIA	LIMS Regulations The draft regulations are likely to address how councils can meet the new requirements; additional information to make natural hazard information more understandable; and how that information is summarised and presented	September 2024
MBIE	Remote Building Inspections Proposals to make virtual building inspections the 'default' option.	Late 2024

Organisation	Name of initiative	Likely Timing
MBIE	<p>Building Act Amendment (and regulations) (maybe more than one)</p> <p>Plans to reform the building consent system to make it more affordable to build a home. It intends to review the Building Code to bring in a streamlined risk-based consenting regime, as well as increase the availability of construction materials. A suite of changes are possible, including “clarifying the definition of a ‘minor variation’ and introducing ‘minor customisations’ to the Building Act”.</p> <p>5 May announcement re new Regulations will be introduced to define minor customisation for Multiproof Certificates. <a href="#">Streamlining Building Consent Changes   Beehive.govt.nz</a></p>	2024/25
TBC	<p>Granny Flats legislation</p> <p>Making it possible to build 60m2 secondary dwellings without building consent.</p>	Late 2024
TBC	<p>Local Water Done Well Bill #3</p> <p>Framework for economic regulation and the more detailed powers and duties of the water CCOs (possibly including additional charging powers)</p>	Dec 2024
TBC	<p>Local Government Amendment Bill</p> <p>Bill to amend the Local Government Act 2002 (and possibly other legislation) to give effect to commitments made in the Prime Minister’s ‘back to basics’ speech on 21 August. There may be several Bills of this nature over the next 12 months.</p>	Late 2024
MfE	<p>Integrated National Direction Package - RMA</p> <ul style="list-style-type: none"> <li>• Amend/replace National Policy Statement on Indigenous Biodiversity</li> <li>• New Infrastructure National Direction</li> <li>• New National Policy Statement for Freshwater Management</li> </ul> <p>Single process for integrated direction – with some exceptions.</p> <p>Priority content for this package would include replacing and rebalancing NPS-Freshwater Management, new infrastructure national direction – national direction on energy infrastructure could be on its own track, a series of changes to make it easier for farmers, reviewing the existing NPS-indigenous biodiversity, and other national direction priorities</p> <p><a href="#">Work-Programme-for-Reforming-the-Resource-Management-System.pdf (environment.govt.nz)</a></p>	Jan-March 2025
MfE	<p>New National Policy Statement on Renewable Energy Generation</p> <p>New National Policy Statement on Renewable Energy Generation</p>	TBC

Organisation	Name of initiative	Likely Timing
MfE	New National Direction on Energy Infrastructure New National Policy Statement on Renewable Energy Generation	TBC
Ministry of Transport	Land Transport Management Act Amendment Bill Amending the Land Transport Management Act	TBC

#### Reports/releases of interest

The following are reports/releases recently released of interest.

Organisation	Name of initiative	Status
LGNZ	<a href="#">Cost of impact of central government reforms</a> LGNZ-commissioned report by NZIER relating to the impact and cost of central government decisions on councils and that one-size-fits-all policies often aren't in the best interests of local communities	Report
Minister of Local Government	<a href="#">Unlocking Local Water Done Well: New water service delivery models</a> Announcement of new water service delivery models setting out enduring components for water services delivery. Further detail <a href="#">here</a> .	Public release
Minister of Local Government	<a href="#">Back to Basics Local Government</a> Overview of proposed system improvements to local government	Public release
Minister of Local Government	<a href="#">Regional Deals</a> Announcement of strategic framework and approach towards regional deals between central and local government.	Public release
Office of the Auditor General	<a href="#">Insights into Local Government 2023</a> Annual Report into Local government sector following 2023 round of Council Annual reports	Report



Organisation	Name of initiative	Status
Minister of RMA Reform	<a href="#">RMA Reform Phase Two priorities and plan</a> Approach to Phase 2 RMA reforms and priorities.	Public release
Minister of Local Government	<a href="#">Local Water Done Well Bill passes</a> Enactment of the Local Government (Water Services Preliminary Arrangements) Bill that marks the beginning of the 12-month period councils have to develop Water Services Delivery Plans for their communities.	Public release

## 5.3 Memorial Halls & Reserve Boards

### 5.3.1 Activities – items of importance

#### Memorial Hall and Reserve Board Meetings

##### Mt Somers Reserve Board

- The Mt Somers Domain campground reopened on Monday 5 August after closing for six weeks.

##### Methven Reserve Board

- There have been issues when the Domain is busy, and Methven Chertsey Road is full of on-street parking. This can create poor visibility for motorists exiting businesses and driveways along Methven Chertsey Road. The Board's concerns were passed onto the Roading team, and Council's Roading contractor will be painting parking lines in their up-coming programmed works schedule.

##### Tinwald Memorial Hall

- The hall committee unanimously agreed for the hall to be reserved from 22-26 December for the annual Ashburton Community Christmas Lunch. The volunteers who run this event need several days to set-up and prepare the hall for the Community Christmas Lunch.

##### Tinwald Reserve Board

- The Tinwald Scout and Guide Association have been granted permission to install a small fence along the front boundary, as a new footpath has been constructed along Lagmhor Road.
- The Property team are currently working on updating all leases and licence to occupy for the Tinwald Domain and the block of land on Lagmhor Road, known as Christies Block.

##### Mayfield Reserve Board

- The new mower shed project in the Mayfield Domain, is now completed. A soakhole is to be installed as the final part of the project.
- A flowering cherry tree will be planted in memory of John Fleming, who was a long-standing member of the Mayfield Reserve Board. John volunteered on the Reserve Board and served the Mayfield community for over 50 years and was an Honorary Ranger on the Domain Board in the late 1960s.

## 5.4 Welcoming Communities

- Service groups have now received information about the Welcoming Guide, and it can now be translated into different languages, using a free Google tool.
- On the 10<sup>th</sup> of August I attended a Noho Marae (When you are welcomed into the marae, have a conversation, and stay overnight) organised by Hakatere Multi Cultural Council. They invited ADC, their board, and Ethnic Leaders and whānau, and for some of them, it was the first time at Hakatere Marae. Also attended the President and board members of Multicultural New Zealand, who came from Wellington.
- On the 27<sup>th</sup> of September we had a Cultural Awareness Talk featuring South Africa. The numbers we got were not as big as the previous ones, but this allowed people to connect even more afterwards. The next one is M āori Culture on the 24<sup>th</sup> of September at 12:30 pm and will be led by Michelle Brett.
- On the 29<sup>th</sup> of September I talked to the Mid Canterbury Principals Association about my role and how I can support them, also talked about the current needs the schools have, which are mainly around parents not speaking English and understanding the school system and the options kids have, once they finish school.
- On the 2<sup>nd</sup> of September, we started recording the participants of Te Koru o Whakatere | Ashburton a New Beginning video that will be playing at the AAGM.
- The Hakatere Noodle Festival, which celebrates Welcoming Week (from September 6th to 15th), will be held on September 7th from 3 to 9 pm. We will have about 15 volunteers from different organisations and ADC employees, 20 food vendors, and live music.
- Also to celebrate Welcoming Week, I am collaborating with ASHCOLL and Hakatere Multi Cultural Council, to organise a Welcoming Week Potluck Dinner for ESOL families. Happening on the 13<sup>th</sup> of September from 6:30 to 9 pm at Sinclair Centre.
- The Farsi School will start on Saturday 21<sup>st</sup> of September. The classes will be held at the Ashburton Library and the group has been divided into two according to age and skills.
- Women's only swim sessions have been organised by EA Network Centre, they asked for the water safety rules to be translated to Farsi/Dari and explained to the Afghani ladies. This activity removes barriers and gives access to the women in our community who, for religious or cultural reasons can't access the pool on a regular day.

- I am planning in collaboration with Neighbourhood Support, the Ethnic Communities Fun Day 2024, where we invite community organisations and emergency services to connect with newcomers and migrants. All stallholders have an activity they can offer to attendees to make it engaging.
- The accreditation process has been modified by MBIE to make it paperless, I am currently working on it and will apply for accreditation level 3 (Advanced Welcoming Community) in October.