



Our reference
F19/13/03-D21/26182

17 November 2021

Policy and Services Committee Meeting of Council

Notice is hereby given that the Policy & Services Committee Meeting of Council will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 23 November 2021** at **3.00pm**.

At this stage the meeting will be held in the Council Chambers, however should it be required due to COVID-19 Alert Levels or from guidance received, the meeting may be moved to an alternative venue or held virtually.

Timetable for 23 November 2021 as follows:

12noon	Workshop for Councillors - Pool Design update (and site visit)
12.30pm	Lunch for Councillors
1.00pm	Workshop for Councillors - Assets programme update (2-3 years) - Assets – Annual Report projects - ANZAC Day debrief
2.45pm	Afternoon tea for Councillors
3.00pm	Policy and Services Committee Meeting

Yours faithfully

Sven Hanne
Chief Executive

2021 - Policy & Services - 23 November

23 November 2021 03:00 PM - 05:00 PM



Agenda Topic	Page
Notice of Meeting	1
Agenda	4
1. Welcome	8
1.1 Karakia	8
1.2 Health & Safety Message	9
2. Apologies	
3. Announcements	
4. Declarations of Members Interest	
5. Attendance Schedule	10
6. Confirmation of Minutes	11
6.1 Policy & Services Committee - 26 October 2021	11
7. Matters Outstanding	19
8. Decision Report - Adoption of 2022 Meeting Schedule	20
9. Decision Report - Review of Windsor Park and Thomson Arboretum Reserve Management Plan	30
10. Information Report - Waste Management and Minimisation Plan 2018 - Progress Report 2	70
11. Monthly Reports	177
11.1 Assets Report	177
11.2 Community Services Report	213
11.3 Environmental Services Report	222
11.4 Corporate Services Report	230
12. Questions	

13. Closing Karakia

247

AGENDA

Policy and Services Committee



F19/13/05 – D21/41118

Date: Tuesday 23 November at 3.00 PM

Venue: Council Chambers, 61 Miranda Street, Stratford

The meeting location may change, or will be held via Audio Visual Link, if required due to current COVID-19 Alert Levels or Government Guidelines.

1. Welcome

1.1 Opening Karakia
D21/40748 Page 8

1.2 Health and Safety Message
D21/26210 Page 9

2. Apologies

3. Announcements

4. Declarations of members interest

Elected members to declare any real or perceived conflicts of interest relating to items on this agenda.

5. Attendance Schedule

Attendance schedule for Policy and Services Committee meetings, including Hearings.

6. Confirmation of Minutes

6.1 Policy & Services Committee – 26 October 2021
D21/39473 Page11

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 October 2021 be confirmed as a true and accurate record.

/
Moved/Seconded

7. Matters Outstanding

D16/47 Page 19

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. [Decision Report – Adoption of 2022 Meeting Schedule](#)
D21/35697 Page 20

Recommendations

1. THAT the report be received.
2. THAT the 2022 Meeting Schedule is adopted as presented.

Recommended Reason

Meetings are required to be held to effectively and efficiently conduct Council business in a clear and open manner.

It is the intention of this resolution to hold two-monthly Audit and Risk Committee Meetings, monthly Ordinary Council meetings, monthly Policy and Services Committee meetings and quarterly Farm and Aerodrome Committee meetings to ensure efficiency of implementing decisions made by all Committees.

/
Moved/Seconded

9. [Decision Report – Review of Windsor Park and Thomson Arboretum Reserve Management Plan](#)
D21/41132 Page 30

Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 Clause 11 (e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close the following road on Thursday 20 January 2022 between the hours of 9:00 am and 3:00 pm for the purpose of the Vero International Festival of Historic Motoring:

Portia Street: between Fenton Street and Regan Street

Recommended Reason

In order for the Vintage Car Club of New Zealand to hold its annual event, it is proposed to close the road listed above. This proposed road closure will require formal endorsement by a Council resolution.

/
Moved/Seconded

10. Information Report – Waste Management and Minimisation Plan 2018 – Progress
Report 2
D21/38386 Page 70

Recommendation

THAT the report be received.

Recommended Reason

This report provides an update on the progress of the targets and effectiveness of the actions contained in the Waste Management and Minimisation Plan (WMMP) 2018. Council officers consider it important to monitor Council's progress to highlight the changes and improvements made, in order to quantify the gaps and identify measures necessary to achieve the purpose of the WMMP by 2023.

/
Moved/Seconded

11. Monthly Reports

11.1 Assets Report
D21/40154 Page 177

Recommendation

THAT the report be received.

/
Moved/Seconded

11.2 Community Services Report
D21/39727 Page 213

Recommendation

THAT the report be received.

/
Moved/Seconded

11.3 Environmental Services Report
D21/39390 Page 222

Recommendation

THAT the report be received.

/
Moved/Seconded

11.4 Corporate Services Report
D21/40960 Page 230

Recommendations

1. THAT the report be received.
2. THAT the Committee acknowledges that the Investment with Counterparty limit breach has been authorised by the Chair of the Audit and Risk Committee, and the Mayor, in accordance with the Treasury Management Policy.

/
Moved/Seconded

12. Questions

13. Closing Karakia
D21/40748 Page247



Our reference
F19/13/03-D21/40748

Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace.



Our reference
F19/13/03-D21/26210

Health and Safety Message

In the event of an emergency, please follow the instructions of Council Staff.

Please exit through main entrance.

Once you reach the footpath outside please turn left and walk towards the Bell tower congregating on lawn outside the Council Building.

Staff will guide you to an alternative route if necessary.

If there is an earthquake – drop, cover and hold where possible. Stay indoors till the shaking stops and you are sure it is safe to exit or remain where you are until further instruction is given.

5. Attendance schedule for 2021 Ordinary and Extraordinary Council meetings.

Date	26/01/21	23/02/21	23/02/21	23/03/21	27/04/21	27/04/21	18/05/21	25/05/21	22/06/21	27/07/21	24/08/21	24/08/21	28/09/21	12/10/21	26/10/21	23/11/21
Meeting	PS	H	PS	PS	H	H	H	PS	PS	PS	H	PS	PS	H	PS	PS
Neil Volzke	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV	✓	✓	✓	
Grant Boyde	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV	✓	✓	✓	
Rick Coplestone	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV	✓	✓	✓	
Peter Dalziel	✓	✓	✓	✓	✓	✓	A	✓	S	✓	AV	AV	✓	✓	✓	
Jono Erwood	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV	✓	✓	✓	
Amanda Harris	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV	✓	✓	✓	
Alan Jamieson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV	✓	✓	✓	
Vaughan Jones	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV	✓	✓	✓	
Min McKay	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV	✓	✓	✓	
John Sandford	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV	✓	✓	✓	
Gloria Webby	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV	✓	✓	✓	

Key	
PS	Policy & Services Committee Meeting
H	Hearing (heard by Policy & Services Committee)
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick
AV	Meeting held, or attended by, by Audio Visual Link

MINUTES

Policy and Services Committee



F19/03/05 – D21/39473

Date: Tuesday 26 October 2021 at 3.00pm
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors G W Boyde, P S Dalziel, J M S Erwood, R W Coplestone, A K Harris, V R Jones, M McKay, W J Sandford and G M Webby.

In attendance

The Chief Executive – Mr S Hanne, the Director – Community Services – Ms K Whareaitu (*part meeting*), the Director – Environmental Services – Mr B Sutherland, the Director – Corporate Services – Mrs T Radich, the Director – Assets – Mrs V Araba, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Community Development Manager – Mr C Julie, the Roading Assets Manager – Mr S Bowden (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*), Ms J Gilliland, Mrs J Patterson and Mr L Millard (Venture Taranaki (*part meeting*)), and one member of the media (Stratford Press)

1. Welcome

The Deputy Mayor welcomed the Chief Executive, Councillors, staff, and the media.

2. Apologies

There were no apologies received.

3. Announcements

The Deputy Mayor noted that Item 8 – Economic Development Quarterly Report – Quarter One, would be held until the representatives from Venture Taranaki had arrived.

4. Declarations of Members Interest

The Deputy Mayor requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda. There were no conflicts of interest.

5. Attendance Schedule

The Attendance Schedule for Policy and Services Committee meetings was attached.

6. Confirmation of minutes

6.1 Policy & Services Committee – 28 September 2021 D21/35487 (Open) D21/34710 (PE) Page10

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, including the public excluded section, held on Tuesday 24 August 2021 be confirmed as a true and accurate record.

BOYDE/VOLZKE
Carried
P&S/21/159

6.2 Policy & Services Committee – 12 October 2021 (Hearing)
D21/37365 Page 27

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, to hear and consider submissions to the Draft Representation Review, held on Tuesday 12 October 2021 be confirmed as a true and accurate record.

McKAY/WEBBY
Carried
P&S/21/160

The Committee Advisor and Executive Assistant undertook to amend the Chairman to be the Deputy Mayor.

7. Matters Outstanding
D16/47 Page 34

Recommendation

THAT the Matters Outstanding be received.

ERWOOD/HARRIS
Carried
P&S/21/161

8. Decision Report – Road Closure for the Vero International Festival of Historic Motoring 2022
D21/35417 Page 64

Recommendations

1. THAT the report be received.

DALZIEL/BOYDE
Carried
P&S/21/162

2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 Clause 11 (e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close the following road on Thursday 20 January 2022 between the hours of 9:00 am and 3:00 pm for the purpose of the Vero International Festival of Historic Motoring:

Portia Street: between Fenton Street and Regan Street

BOYDE/VOLZKE
Carried
P&S/21/163

Recommended Reason

In order for the Vintage Car Club of New Zealand to hold its annual event, it is proposed to close the road listed above. This proposed road closure will require formal endorsement by a Council resolution.

The Roading Asset Manager noted the following points:

- This report is similar to other road closure requests brought to council and is for a vintage car rally which involves any car pre 1990.
- A stop in Stratford would be part of three stages with cars to be parked in the War Memorial Centre carpark if participants did not feel their vehicle would be up to making the journey to Whangamomona and the closure of Portia Street to through traffic would accommodate any overflow parking requirements.
- There are currently 510 cars registered.

Ms Gilliland, Mrs Patterson and Mr Millard joined the meeting at 3.09pm.

Questions/Points of Clarification:

- The District Mayor noted that these older cars were a lot smaller than the vehicles seen at events such as AmeriCARna and therefore wouldn't require as much space. He noted the organisers wanted the event to be freely open for the community.

9. Information Report – Economic Development Quarterly Report – Quarter One
D21/35587 Page 35

Recommendation

THAT the report be received.

DALZIEL/McKAY
Carried
P&S/21/164

Ms Gilliland noted the following points:

- Mrs Jenn Patterson was introduced as the new Corporate Services Manager and Mr Luke Millard was introduced as the new Enterprise Advisor for the Stratford District.
- There were some pleasing statistics in this report for Stratford, in particular the job listings were remaining steady compared to the last quarter and were up on last year with other District's having seen a drop for this. The Start Up clinics were also remaining really strong with big numbers coming through. An online booking system has now been introduced.
- The Farming and Construction sectors were high in numbers reaching out for advice in regards to planning and a lot of work was being done in the IT sector regarding talent shortages.
- Land owners have been really engaged with the branching out project and diversity opportunities.
- Stratford businesses have appeared more resilient and less affected by COVID-19 and the associated delays and supply issues. Overall there has been a significant impact on businesses with uncertainties caused by COVID-19 for skill shortages, supply issues, export logistics and trade relationships.
- A progress report was released on hydrogen to show that it is happening now as a lot of people had seen it as too future focused.
- The next offshore energy forum is being held late November as the team continues to explore the opportunities for off shore wind and other off shore opportunities. A concept paper is to be released on offshore wind and the massive energy potential for New Zealand which could be more than New Zealand's forecasted needs.
- There has been a lot of progress with the branching out project and a Hemp Construction workshop is scheduled for November. The team is also looking at medicinal herbs and the Taranaki Catchment Communities is going from strength to strength.
- Venture Taranaki supported Taranaki food enterprises taking them to the Auckland Food Show and through the Taste Taranaki pop up happening in Eltham over the summer months.
- A lot is happening with Curious Minds and Power Up and the Enterprise Advisors are still busy supporting enterprises and working on visitor futures. A lot of work is particularly being done on the Christchurch visitor market and also on talent attraction.

Questions/Points of Clarification:

- It was clarified that the reporting was unable to determine if the jobs being advertised were new or replacement positions as this information is not tracked, nor was information on whether positions had been created through the Mayors Taskforce for Jobs projects.
- Councillor McKay noted her concern that Stratford Businesses were not reaching out for COVID-19 support as they may not realise this was available. Ms Gilliland noted that enterprises were reaching out in terms of advice and support because they are in some level of stress due to COVID-19, this support was not being seen in as high of a level as last lockdown but there were strong numbers seeking enterprise support in regards to strategic planning etc and a strong number of start up clinics. It was hoped that Stratford businesses were aware of the COVID-19 support systems, Ms Gilliland noted that Venture Taranaki were putting in a proposal to continue for the Government RFP partner for Taranaki.
- Ms Gilliland noted there were no support packages available for Taranaki businesses at this point and felt that Waikato and Northland would be considered next if required.
- Councillor Boyde noted the announcement today from Fonterra could see the Taranaki region increasing from an average of 1.3 billion to 1.5 billion, Ms Gilliland noted the importance of the food and fibre industries to the region.
- Ms Gilliland noted the H2 project was not a project that would happen overnight and would take time to get up and moving, however there is good progress being made on the current projects and the pipelines. There were signals being made by the Government in signing the MOU with Japan and the roadmaps they are working on in regards to hydrogen. She noted that Taranaki already produced brown hydrogen but noted that blue hydrogen was a really important tool and is a result of capturing the emissions but requires specific storage and technology, Ake Ake is looking into this.

Ms Gilliland, Mrs Patterson and Mr Millard left the meeting at 3.23pm.

10. Decision Report – Future Management of TET Multi Sports Centre
D21/38230 Page 73

Recommendations

1. THAT the report be received.

HARRIS/JONES
Carried
P&S/21/165

2. THAT Council endorse the proposed restructuring of the Stratford Community Sports Society Incorporated to provide the following representation on the management committee:

3 persons to represent the facility user groups
2 persons appointed by the Stratford District Council
2 persons to represent the Stratford community, appointed by the Committee following each AGM of the society

3. THAT the Chief Executive be authorised to enter into a lease with the Society in terms of current delegations and generally in accordance with the conditions outlined in this report.

BOYDE/COPLESTONE
Carried
P&S/21/166

Recommended Reason

The facility is currently operating under a temporary lease arrangement and a decision on a more permanent management structure is required as soon as possible to provide some future certainty to the current café operator and users of the complex.

The Chief Executive noted an apology from the Special Projects Manager who was unavailable today as he was attending a meeting with the Kingheim Forestry representatives to progress the walkway project.

The Chief Executive noted the following points:

- This property has been in Council ownership for the last two and a half years but this discussion had been put on hold largely due to requiring to wait for the decision on the location of the new swimming pool.
- Both the District Mayor and Mr Cooper have been working with the current committee on an acceptable structure for a management committee as Council had been clear it was not prepared to award another lease to a committee of the same structure as the current one as the sustainability of the building had not been a consideration in the past.
- The current committee has worked through structure options and have agreed with the model presented in this decision report.
- The report also delegates authority for the Chief Executive to enter into a lease agreement with the new management committee.

Questions/Points of Clarification:

- The District Mayor noted this had been discussed at the societies recent AGM but was not adopted as three members had not read the proposal and did not feel in a position to vote on it, however the indication had been that it was accepted by them. A special meeting will be called to formally adopt this after Council has approved it. There were concerns over the lack of clarity on the terms of the 2 Council and 2 Community appointments and the need to ensure continuity so members were not leaving at the same time.

The Services Asset Manager joined the meeting at 3.30pm.

- It was clarified that the Council appointments would be for an election term (three years) and suggested that community appointments would be for two years expiring in April/March to avoid occurring at the same time as local government elections.
- Concern was also noted in the attraction of specific skill sets for community appointments and ensuring skills of new members would compliment existing members, it would be important to ensure skills such as marketing, promotion and financial were considered. Councillor Boyde noted his concern that the constitution did not mention a requirement for specific skill sets.
- Councillor Jones noted that the constitution did not outline how a community appointment could stand down or be reappointed and questioned if they were incumbents could they re-approve their community selection?
- Councillor Dalziel noted his concern that a new management committee would not change the underlying problems with the facility management. It was clarified this committee would be responsible for the lease, income, expenditure and booking of the complex. He felt there were structural issues that would still not be addressed but agreed he did not want to create more work for council officers if the facility was managed by council as this would incur management and overhead costs. The Chief Executive noted regardless of the management structure the budget allocated within the Long Term Plan each year would give council some control over fixing and maintaining the building but this would not be as strong as if it was managed in-house. Councillor Dalziel noted there was a lot of potential for the stadium.
- It was clarified that a council appointment did not have to be an elected member.
- The District Mayor clarified that this constitution was for the society that would lease the building from council and the work undertaken has been to write the rules so that group can adopt them. The proposed committee is fundamentally different to what exists now which currently has a representative from each of the codes who utilise the facility and who's main interest is their code. This proposal has three code representatives with two community representatives and two council appointments to have a stronger focus on the facility itself and would ultimately have the majority. The committee will need to look at the management of the facility but there will still be an element of council input as council has agreed to fund up to \$50,000 of capital works each year which will require a lot of criteria to be met to be accessed. He noted there were no other stadiums that were not subsidised by an external body.

11. Monthly Reports

11.1 Assets Report D21/35271 Page 90

Recommendation

THAT the report be received.

ERWOOD/JONES
Carried
P&S/21/167

The Services Asset Manager left the meeting at 3.43pm.

11.2 Community Services Report D21/35049 Page 125

Recommendation

THAT the report be received.

McKAY/WEBBY
Carried
P&S/21/168

The Director – Community Services noted the following points:

- Two staff at the Library were nominated for the customer service category of the Romeo Awards.
- A request for proposal is being worked on which includes work on the Economic Development Strategy and the two town centre plans.
- Work is still being done on looking for a suitable person for the Workforce Coordinator role but other options to deliver this project are also being explored.
- There have been impacts on events due to COVID-19 restrictions. The Christmas Parade has been cancelled and officers are keeping an eye on up to date advice. The scarecrow trail is still proceeding and begins this Friday.

Questions/Points of Clarification:

- It was clarified that an update on the MOU with the Stratford Business Association is programmed for the workshop with councillors in January.
- The Community Development Manager noted that officers had needed to look at events, such as the Prospero Markets, from a range of different factors including reputational, consistency and what council was comfortable delivering. Outside events are required to maintain a maximum of 100 people at all times and the markets were a type of event that would pose some trouble in maintaining this, also because a number of events have been cancelled there was a concern there would have been a flood of interest. Digital options for promoting these market businesses are being explored.
- Ms Whareaitu clarified that the pool was currently operating under guidelines as provided by Swimming New Zealand and the Recreation Association to have no leisure swimming at this time.
- The District Mayor noted that the Mayoral Reception had been cancelled as the event is simply too large and also created issues with rules around catering and social distancing. He noted his disappointment in having to cancel this event specifically with the number of new homeowners in the District and hoped to potentially do something for them next year. He noted that the Trade Graduations would also not be held but that he would be personally visiting each of the 25 graduates at their workplaces to present them with their certificates. He noted the responsibility of council in regards to holding events was important to consider and that there was a risk that an event could become a super spreader location and to continue to host events would not be leading by example.

The Roding Asset Manager left the meeting at 3.48pm.

11.3 Environmental Services Report
D21/33327 Page 134

Recommendation

THAT the report be received.

McKAY/JONES
Carried
P&S/21/169

The Director – Environmental Services noted the following points:

- There has been a lot of talk about the level of subdivision taking place in the community.
- Numbers have bounced back to where they were pre-lockdown.
- The upcoming IANZ audit is scheduled for the end of November.

11.4 Corporate Services Report
D21/37934 Page 141

Recommendations

1. THAT the report be received.

DALZIEL/ERWOOD
Carried
P&S/21/170

2. THAT the Committee acknowledges that the Investment with Counterparty limit breach has been authorised by the Chair of the Audit and Risk Committee, and the Mayor, in accordance with the Treasury Management Policy.

DALZIEL/McKAY
Carried
P&S/21/171

The Director – Corporate Services noted the following points:

- The Operational revenue and expenditure is tracking close to budget for the year to date.
- Capital expenditure is below budget largely in relation to the work at the new pool complex.
- The Auditors have arrived today to being the year end audit. It is planned to adopt the Annual Report at the Ordinary Meeting of Council on Tuesday 14 December.
- The second resolution acknowledges the breach of the Treasury Management Policy which is a result of having \$8 million invested with Westpac.

Questions/Points of Clarification:

- The District Mayor requested that an analysis be done to show council's cash limits for borrowing should the 3 water assets and revenue be removed from council ownership.
- It was clarified that the overdue Waka Kotahi (NZTA) will be paid the following month.

12. Questions

- Councillor Sandford noted he had been approached by residents unhappy with the renumbering of the top of Regan Street due to issues with emergency services and couriers. He questions if feedback had been sought following the change being implemented or if any complaints had been received? Mr Sutherland noted there had not been complaints or feedback received and all parties were informed of the change. Mr Hanne noted that if these services were using GPS then it may take a while to show on these systems.
- Mr Hanne noted that an invitation would be sent to councillors for the blessing of the construction site for the beginning of the second trunk main. The blessing would be undertaken by Ngāti Ruanui and would be at 2.00pm on Tuesday 3 November at Hunt Road.

The meeting closed at 4.00pm

A L Jamieson
Chairman

Confirmed this 23rd day of November 2021.

N C Volzke
District Mayor

Policy and Services Committee Matters Outstanding Index

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Street Numbering - Pembroke Road - Ariel Street (raised 26 May 2020)		Blair Sutherland	On-going	- Update in Environmental Services Monthly Report - item 11.3
Rates Remission Policy – rural non-contiguous properties (UAGC charge)	Policy & Services – 18 May 2021	Tiffany Radich	On-going	Workshop held 28 September 2021. A report will be brought back to Council at a later date.
Forestry damage to road – differential rates	Policy & Services – 18 May 2021	Tiffany Radich	On-going	Follow up workshop scheduled for 14 December 2021
Parking from Brecon Road – King Edward Park (Stratford Primary School)	Policy & Services – 25 May 2021	Steve Bowden	On-going	Workshop held 26 October 2021. A report will be brought back to Council at a later date.
Victoria Park Drainage	Policy & Services Committee 22 June 2021	Victoria Araba	On-going	Update in Assets Monthly Report - item 11.1 (5)
Southern round-a-bout – damage to stonework	Policy & Services – 24 August 2021	Victoria Araba	On-going	Update in Assets Monthly Report - item 11.1 (2.9)
Forestry – workshop requested on how Council can protect roads from heavy vehicle damage particularly during wet periods (eg winter)	Policy & Services – 24 August 2021	Steve Bowden	On-going	Follow up workshop scheduled for 14 December 2021

DECISION REPORT



F19/13/04 – D21/35697

To: Policy & Services Committee
From: Committee Advisor & Executive Assistant
Date: 23 November 2021
Subject: Adoption of 2022 Meeting Schedule

Recommendations

1. THAT the report be received.
2. THAT the 2022 Meeting Schedule is adopted as presented.

Recommended Reason

Meetings are required to be held to effectively and efficiently conduct Council business in a clear and open manner.

It is the intention of this resolution to hold two-monthly Audit and Risk Committee Meetings, monthly Ordinary Council meetings, monthly Policy and Services Committee meetings and quarterly Farm and Aerodrome Committee meetings to ensure efficiency of implementing decisions made by all Committees.

/
Moved/Seconded

1. Purpose of Report

The purpose of this report is to recommend a schedule of meetings for the Council for the full 2022 calendar year.

2. Executive Summary

The Policy & Services Committee is presented with the meeting schedule annually to eliminate The Policy & Services Committee is asked to approve the meeting schedule annually in October. This gives elected members sufficient notice to prepare for the following years meetings, and eliminate conflicts of appointments

Under Standing Order 8.1, adoption of this meeting schedule will constitute notification to each member of the committees. It does not replace the requirements under LGOIMA to publicly notify each meeting.

If required alterations can be made to the meeting schedule at any point and notification will be given to all members.

A meeting can be cancelled by the Chairman in consultation with the Chief Executive should it be deemed necessary.

3. Local Government Act 2002 – Section 10

Under section 10 of the Local Government Act 2002, the Council's purpose is to "enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future"			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:			Yes
Social	Economic	Environmental	Cultural
✓	✓	✓	✓

The adoption of a meeting schedule enables democratic local decision making for all well-beings and functions of a local authority.

4. Background

4.1 Council's Standing Orders, item 4.1 states:

The local authority must hold meetings for the good government of its city, district or region. Meetings must be called and conducted in accordance with:

- (a) *Schedule 7 of the Local Government Act 2002;*
- (b) *Part 7 of the Local Government Official Information and Meetings Act 1987;*
and
- (c) *These standing orders.*

4.2 The meeting schedule has been set with Audit and Risk Committee Meetings to be held five times a year on the third Tuesday of the month, Ordinary Meetings of Council to be held every second Tuesday of the month, the Policy and Services Committee to be held every fourth Tuesday of the month and the Farm and Aerodrome Committee held quarterly and on the third Tuesday of the month.

The Executive Committee meets on an as needed basis for urgent business only.

4.3 The Local Authority Elections are scheduled for Saturday 8 October 2022. The first meeting of council will be called by the Chief Executive as per standing order 4.5:

The first meeting of a local authority following a local authority triennial general election must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give elected members not less than 7 days' notice of the meeting. However in the event of an emergency the chief executive may give notice of the meeting as soon as practicable.
cl. 21(1) - (4), Schedule 7, LGA 2002.

At the first meeting of Council a meeting schedule will be presented for adoption and will include the remainder of the 2022 year and 2023. These dates within this meeting schedule after October are subject to change and at this point are just a placeholder.

4.4 Workshops have been scheduled prior to each Ordinary meeting and each Policy and Services Committee meeting. These have been prescheduled to allow Councillors to prepare their diaries, however, should these workshops not be required, the Chief Executive shall give notice to Councillors the week before the scheduled meeting.

4.5 Public forums are held prior to each Ordinary Meeting. Invitations for speakers are advertised with the monthly meeting schedule in Central Link. Speakers must have approval from the Mayor or Chief Executive. Councillors will be advised when there is not a public forum.

- 4.6 The Policy and Services Committee is delegated the authority to hear, consider and assist with and provide advice to Council on community engagement and consultation. Hearings are scheduled as required throughout the year and dates are presented for adoption at the time the item is presented for Council approval to be released for community consultation.
- 4.7 Key dates of important events and relevant Council events have been included at the back of the schedule. These are not open for discussion but to ensure Councillors are aware, as early as possible, of these dates. This includes the annual Local Government New Zealand Conference 2022.

5. Consultative Process

5.1 Public Consultation - Section 82

This does not require public consultation.

5.2 Māori Consultation - Section 81

No separate Māori consultation is required.

6. Risk Analysis

Refer to the Council Risk Register - available on the Council website.
<ul style="list-style-type: none"> Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating? Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks. Is there a legal opinion needed?

The Council has a legal requirement to hold meetings for the good governance of its district and must be called in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 and the standing orders as adopted by Council. Adopting a meeting schedule allows elected members and staff to plan in advance and ensuring the opportunities are created for good decision making.

The risk in not adopting a meeting schedule would be availability of elected members and the possibility of a quorum not being achieved. This would significantly impact on this Council's ability to ensure good decision making and this would fall under Risk 72.

7. Decision Making Process – Section 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes decisions need to be made at meetings.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Meetings are key to having decisions made.

7.2 Data

<ul style="list-style-type: none"> Do we have complete data, and relevant statistics, on the proposal(s)? Do we have reasonably reliable data on the proposals? What assumptions have had to be built in?
--

The schedule is attached as **Appendix 1**.

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	Administrative matter only
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	

In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
High	Medium	Low
		✓

7.4 **Options**

An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.

1. What options are available?
2. For **each** option:
 - explain what the costs and benefits of each option are in terms of the present and future needs of the district;
 - outline if there are any sustainability issues; and
 - explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions?
3. After completing these, consider which option you wish to recommend to Council, and explain:
 - how this option is the most cost effective option for households and businesses;
 - if there are any trade-offs; and
 - what interdependencies exist.

Option 1 Adopt the meeting schedule as presented.

Option 2 The Council recommends amendments to the 2022 Meeting Schedule.

7.5 **Financial**

- | |
|---|
| <ul style="list-style-type: none"> • Is there an impact on funding and debt levels? • Will work be undertaken within the current budget? • What budget has expenditure come from? • How will the proposal be funded? eg. rates, reserves, grants etc. |
|---|

There are no financial impacts.

7.6 **Prioritisation & Trade-off**

- | |
|---|
| <p>Have you taken into consideration the:</p> <ul style="list-style-type: none"> • Council's capacity to deliver; • contractor's capacity to deliver; and • consequence of deferral? |
|---|

Trade-offs are alternative dates and times for meetings.

7.7 **Legal Issues**

- | |
|--|
| <ul style="list-style-type: none">• Is there a legal opinion needed?• Are there legal issues? |
|--|

There are no legal issues.

7.8 **Policy Issues - Section 80**

- | |
|---|
| <ul style="list-style-type: none">• Are there any policy issues?• Does your recommendation conflict with Council Policies? |
|---|

There are no policy issues.

Attachments:

Appendix 1 – 2021 Meeting Schedule



Erin Bishop
Committee Advisor and Executive Assistant



[Approved by]
Sven Hanne
Chief Executive

Date 16 November 2021

MEETING SCHEDULE



D21/33610

2022 Meeting Schedule

Council	Held monthly (2 nd Tuesday in that month)
Policy and Services Committee meeting	Held monthly (4 th Tuesday in that month)
Audit & Risk Committee Meetings	Held every second month (3 rd Tuesday in that month)
Farm and Aerodrome Committee Meetings	Held quarterly (3 rd Tuesday in that month with the exception of December 2022)
Public Forums	Public forums are scheduled at 3.00 pm prior to each Council meeting. These forums are by request and more information can be located on Council's website.

All meetings are held in the Council Chambers unless otherwise stated

Meeting	Meeting Date	Meeting Time
NOVEMBER 2021		
Workshop for Councillors	Tuesday 9 November	1.30 pm
Public Forum (by request)	Tuesday 9 November	3.00 pm
Council Meeting	Tuesday 9 November	3.30 pm
Audit and Risk Committee	Tuesday 16 November	2.00 pm
Workshop for Councillors	Tuesday 23 November	2.00 pm
Policy & Services Committee	Tuesday 23 November	3.00 pm
DECEMBER 2021		
Farm & Aerodrome Committee	Tuesday 7 December	12 noon
Workshop for Councillors	Tuesday 14 December	1.30 pm
Public Forum (by request)	Tuesday 14 December	3.00 pm
Council Meeting	Tuesday 14 December	3.30 pm

Meeting	Meeting Date	Meeting Time
JANUARY 2022		
Policy & Services Committee	Tuesday 25 January	3.00 pm
FEBRUARY 2022		
Workshop for Councillors	Tuesday 8 February	1.30 pm
Public Forum (by request)	Tuesday 8 February	3.00 pm
Council Meeting	Tuesday 9 February	3.30 pm
Policy & Services Committee	Tuesday 22 February	3.00 pm
MARCH 2022		
Workshop for Councillors	Tuesday 8 March	1.30 pm
Public Forum (by request)	Tuesday 8 March	3.00 pm
Council Meeting	Tuesday 8 March	3.30 pm
Farm & Aerodrome Committee	Tuesday 15 March	12 noon
Audit & Risk Committee	Tuesday 15 March	2.00 pm
Workshop for Councillors	Tuesday 22 March	2.00 pm
Policy & Services Committee	Tuesday 22 March	3.00 pm
APRIL 2022		
Workshop for Councillors	Tuesday 12 April	1.30 pm
Public Forum (by request)	Tuesday 12 April	3.00 pm
Council Meeting	Tuesday 12 April	3.30 pm
<i>The April Ordinary Meeting of Council will be held in Whangamomona and will include community consultation on the Draft Annual Plan (if required).</i>		
Workshop for Councillors	Tuesday 26 April	2.00 pm
Policy & Services Committee	Tuesday 26 April	3.00 pm
MAY 2022		
Workshop for Councillors	Tuesday 10 May	1.30 pm
Public Forum (by request)	Tuesday 10 May	3.00 pm
Council Meeting	Tuesday 10 May	3.30 pm
Hearing	Tuesday 17 May	10.00am – <u>subject to change</u>
<i>To hear and consider submissions to the 2022/23 Annual Plan (if required) .</i>		
Audit & Risk Committee	Tuesday 17 May	2.00 pm
Workshop for Councillors	Tuesday 24 May	2.00 pm
Policy & Services Committee	Tuesday 24 May	3.00 pm
JUNE 2022		
Workshop for Councillors	Tuesday 14 June	1.30 pm
Public Forum (by request)	Tuesday 14 June	3.00 pm
Council Meeting	Tuesday 14 June	3.30 pm
Farm & Aerodrome Committee	Tuesday 21 June	12 noon
Workshop for Councillors	Tuesday 28 June	2.00 pm
Policy & Services Committee	Tuesday 28 June	3.00 pm

Meeting	Meeting Date	Meeting Time
JULY 2022		
Workshop for Councillors	Tuesday 12 July	1.30 pm
Public Forum (by request)	Tuesday 12 July	3.00 pm
Council Meeting	Tuesday 12 July	3.30 pm
Audit & Risk Committee	Tuesday 19 July	2.00 pm
Workshop for Councillors	Tuesday 26 July	2.00 pm
Policy & Services Committee	Tuesday 26 July	3.00 pm
AUGUST 2022		
Workshop for Councillors	Tuesday 9 August	1.30 pm
Public Forum (by request)	Tuesday 9 August	3.00 pm
Council Meeting	Tuesday 9 August	3.30 pm
Workshop for Councillors	Tuesday 23 August	2.00 pm
Policy & Services Committee	Tuesday 23 August	3.00 pm
SEPTEMBER 2022		
Workshop for Councillors	Tuesday 13 September	1.30 pm
Public Forum (by request)	Tuesday 13 September	3.00 pm
Council Meeting	Tuesday 13 September	3.30 pm
Farm & Aerodrome Committee	Tuesday 20 September	12 noon
Audit and Risk Committee	Tuesday 20 September	2.00 pm
Workshop for Councillors	Tuesday 27 September	2.00 pm
Policy & Services Committee	Tuesday 27 September	3.00 pm
OCTOBER 2022		
Elections		Saturday 8 October
Induction for Council	Monday 24 October	10.00am – <i>subject to change</i>
Induction for Council	Tuesday 25 October	10.00am– <i>subject to change</i>
Inaugural Meeting of Council	Tuesday 25 October	3.30 pm – <i>subject to change</i>

The first meeting of a local authority following a local authority triennial general election must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give elected members not less than 7 days' notice of the meeting. However in the event of an emergency the chief executive may give notice of the meeting as soon as practicable.

cl. 21(1) - (4), Schedule 7, LGA 2002.

The Meeting schedule for 2022/23 year will be adopted at the First (Inaugural) Meeting of Council. The dates below are subject to change dependent on the committee establishments by the District Mayor.

Meeting	Meeting Date	Meeting Time
<u>Tentative Dates</u>		
NOVEMBER 2022		
Workshop for Councillors	Tuesday 8 November	1.30 pm
Public Forum (by request)	Tuesday 8 November	3.00 pm
Council Meeting	Tuesday 8 November	3.30 pm
Audit and Risk Committee	Tuesday 15 November	2.00 pm
Workshop for Councillors	Tuesday 22 November	2.00 pm
Policy & Services Committee	Tuesday 22 November	3.00 pm
DECEMBER 2022		
Farm & Aerodrome Committee	Tuesday 6 December	12 noon
Workshop for Councillors	Tuesday 13 December	1.30 pm
Public Forum (by request)	Tuesday 13 December	3.00 pm
Council Meeting	Tuesday 13 December	3.30 pm

Meeting	Meeting Date
Sport NZ Rural Travel Fund Committee	
Opening date for applications	Monday 21 February 2022
Closing date for applications	Friday 18 March 2022
Sport NZ Rural Travel Fund Committee Meeting	Tuesday 5 April 2022 at 3.30pm
Opening date for applications	Monday 3 October 2022
Closing date for applications	Friday 28 October 2022
Sport NZ Rural Travel Fund Committee Meeting	Tuesday 15 November 2022 at 3.30pm
Creative Communities NZ	
Opening date for applications	Tuesday 7 March 2022
Closing date for applications	Friday 8 April 2022
Creative Communities NZ Committee Meeting	Wednesday 27 April 2022 at 9.30am
Opening date for applications	Monday 1 August 2022
Closing date for applications	Friday 2 September 2022
Creative Communities NZ Committee Meeting	Wednesday 21 September 2022 at 9.30am
Citizen Awards	
Opening date for nominations	Monday 2 May 2022
Closing date for applications	Friday 27 May 2022
Citizen Awards Committee Meeting	Tuesday 7 June 2022 at 9.30am
Citizen Awards Presentation	Tuesday 2 August 2022 at 5.30pm
Other	
Trade Graduation Ceremony	Thursday 3 November 2022 at 5.30pm
Mayoral Reception	Saturday 4 December 2021 at 5.30pm
LGNZ Conference	21-23 July 2022 in Palmerston North.
Citizenship Ceremonies	
Citizenship Ceremony	Wednesday 15 December 2021 at 2.30pm
Citizenship Ceremony	Wednesday 16 March 2022 at 2.30pm
Citizenship Ceremony	Wednesday 15 June 2022 at 2.30pm
Citizenship Ceremony	Wednesday 14 September 2022 at 2.30pm
Citizenship Ceremony	Wednesday 30 November 2022 at 2.30pm

DECISION REPORT



F19/13/04 – D21/41132

To: Policy and Services Committee
From: Special Projects Manager
Date: 23 November 2021
Subject: Review of Windsor Park and Thomson Arboretum Reserve Management Plan

Recommendations

1. THAT the report be received.
2. THAT the draft reviewed reserve management plan for Windsor Park and the Thomson Arboretum be publically advertised calling for further public submissions in terms of Section 41(6) of the Reserves Act 1977.

Recommended Reason

Following initial public submissions a draft reviewed management plan has been prepared for Windsor Park and the Thomson Arboretum that, in accordance with the Reserves Act 1977, is required to be publically advertised seeking further submissions before being adopted by Council.

/
Moved/Seconded

1. Purpose of Report

The purpose of this report is to seek Council's approval in principle of the draft reviewed management plan for Windsor Park and the Thomson Arboretum and to seek consent to publically advertise it for further submissions in terms of Section 41(6) of the Reserves Act 1977.

2. Executive Summary

The Reserves Act 1977 requires administering bodies to keep their Reserve Management Plans under continuous review and this proposal is a part of meeting that requirement.

Starting in 2016, Council commenced a review of the, then, current Reserve Management Plan that covered all reserves in the District and in 2017 and 2018 adopted new Reserve Management Plans for King Edward Park and Victoria Park respectively. Continuing this review and after calling for initial public submissions a draft plan has been prepared for Windsor Park and the Thomson Arboretum embodying reviewed current policies relative to the reserves and aspects of the public submissions.

Before it can be adopted however, it is required by the Reserves Act 1977 to be submitted for further public comment and submission.

3. Local Government Act 2002 – Section 10

Under section 10 of the Local Government Act 2002, the Council's purpose is to “enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future”			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:			Yes
Social	Economic	Environmental	Cultural
✓		✓	✓

Reserves play an important role in the social, environmental and cultural well-being of any community and it is important to keep the management and development of them current and appropriate to the needs of the community through regular review. The only democratic way to do this is through community consultation as prescribed by the Reserves Act 1977.

4. Background

- 4.1 Section 41 of the Reserves Act 1977 requires a reserve administering body to prepare, adopt and continuously review a management plan for all reserves under its control. The management plan must “provide for and ensure the use, enjoyment, maintenance, protection and preservationand the development, as appropriate, of the reserve for the purpose for which it is classified.”
- 4.2 In 2011 Council adopted its current Reserve Management Plan which is an overarching plan covering every reserve in the District. It is rather generic in nature and in 2016 a review of this plan was commenced with a view to breaking it down and preparing more detailed plans for individual or common groups of reserves. Accordingly, separate plans have been prepared and adopted for the most significant reserves in the district, King Edward Park (2017) and Victoria Park (2018), identifying and highlighting the importance of the reserves to the district and providing a guiding document for their future use and development.
- 4.3 On 9 June 2020 Council resolved to carry out a further review of the 2011 Reserve Management Plan as it affects the Stratford urban neighbourhood reserves with a view to developing an individual plan for those reserves. The proposed review was duly advertised as required by the Reserves Act 1977 inviting public submissions to the review and current user groups and others known to have an interest in the park were contacted directly in writing.
- 4.4 This resulted in three submissions that were then reported to Council and discussed at a workshop in September 2020. These submissions were primarily aimed at reserve management principles rather than specific to any particular reserve but have been taken on board and incorporated in the draft plan the subject of this report where relevant and appropriate to the management principles determined by the Reserves Act 1977.
- 4.5 The original intent was to develop a management plan for all the Stratford urban neighbourhood reserves. However, while Council is the administering body for Windsor Park, the adjoining Thomson Arboretum is vested in the Percy Thomson Trust, which body is responsible for preparing and reviewing the management plan for that reserve. The Percy Thomson Trust Deed provides that the trust “will prepare in conjunction with the Stratford District, a joint Management Plan in accord with Section 41 of the Act to cover the vested reserve along with the balance of adjoining Windsor Park Recreation reserve, such plan to be approved by Council.” Accordingly, it is considered appropriate to adopt a separate management plan for these two reserves jointly and a further plan

for the remainder. The draft plan the subject of this report has therefore been prepared in conjunction with the Percy Thomson Trust.

- 4.6 Following on from the workshop and further consideration of the submissions, a draft management plan has been prepared and is attached at **Appendix 1**. The plan is divided into five parts.

Part 1 outlines the purpose of the plan and details the legislative requirements, other relevant legislation and regional and district plans and strategies that impact the management plan.

Part 2 outlines the legal status of the reserves, their history, physical characteristics and use.

Part 3 provides the “driving force” of the plan and contains the objectives and policies relevant to the management of the reserves.

Part 4 outlines intended future physical developments of the reserves and the organisations responsible for carrying out these developments.

Part 5 incorporates a basic concept development plan for the Thomson Arboretum.

- 4.5 Section 41(8) of the Reserves Act 1977 requires that this draft plan be further advertised for public submissions ahead of its eventual adoption by Council.

5. Consultative Process

5.1 Public Consultation - Section 82

Section 41(8) of the Reserves Act 1977 requires Council, in carrying out a comprehensive review of the management plan, to give public notice of the intention to conduct the review and invite interested parties to make written submissions to the plan. Council is then required to prepare a draft plan for further community consultation and submission prior to adoption. This report relates to that second round of public consultation.

As well as inviting further public submissions, known interested parties including the first round submitters and current user groups associated with the reserves will be provided with a copy of the draft management plan and specifically invited to make further submissions.

5.2 Māori Consultation - Section 81

Māori consultation in terms of Section 81 of the Local Government Act 2002 is appropriate in this instance. Accordingly, relevant Iwi authorities will be provided with a copy of the draft management plan and again specifically invited to make submissions.

6. Risk Analysis

Refer to the Council Risk Register - available on the Council website.

- Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating?
- Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks.
- Is there a legal opinion needed?

- 6.1 This report relates to the subjects of Statutory Reporting Commitment and Bylaws and Policies in Council’s Risk Register.

No new risks are identified and no legal opinion is required.

7. Decision Making Process – Section 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	The proposals herein link appropriately to Council's activities and community outcomes in relation to parks, reserves and cemeteries as outlined in the Long Term Plan 2021 – 2031.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This proposal is integral to the process of determining current and future needs relative to the reserves.

7.2 Data

<ul style="list-style-type: none"> Do we have complete data, and relevant statistics, on the proposal(s)? Do we have reasonably reliable data on the proposals? What assumptions have had to be built in?
--

The proposal herein is a legal requirement based on reliable data and no assumptions have had to be built in.

7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?		
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	Yes	Plan has been prepared in conjunction with the Percy Thomson Trust.
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	

In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
High	Medium	Low
		✓

7.4 Options

An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.

1. What options are available?
2. For **each** option:
 - explain what the costs and benefits of each option are in terms of the present and future needs of the district;
 - outline if there are any sustainability issues; and
 - explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions?
3. After completing these, consider which option you wish to recommend to Council, and explain:
 - how this option is the most cost effective option for households and businesses;
 - if there are any trade-offs; and
 - what interdependencies exist.

As mentioned above, reserve management plans are legally required to be kept under continuous review. It is ten years since any review of any substance has been conducted and any cohesive thought been given to improvements in or development of these two reserves.

Having resolved to carry out the review Council can either, at this stage, approve the draft management plan for further public consultation or reject the draft in its current form with specific recommendations for a redraft.

7.5 Financial

- Is there an impact on funding and debt levels?
- Will work be undertaken within the current budget?
- What budget has expenditure come from?
- How will the proposal be funded? eg. rates, reserves, grants etc.

The draft plan has been prepared with “in house” resources within current budgets. There is no significant impact on current operational budgets relative to the reserves and the proposed future developments outlined in Part 4 of the plan only relate to the Thomson Arboretum and will be subject to further consideration and financial approval by that body. They do not commit the Trust in any way but simply “flag” them as developments approved in terms of the Reserves Act 1977 enabling public input and discussion through this planning process.

7.6 Prioritisation & Trade-off

- Have you taken into consideration the:
- Council’s capacity to deliver;
 - contractor’s capacity to deliver; and
 - consequence of deferral?

There is no issue relative to Council’s capacity to complete this review.

7.7 Legal Issues

- Is there a legal opinion needed?
- Are there legal issues?

No legal opinion is required in this instance and there are no relevant legal issues.

7.8 **Policy Issues - Section 80**

- | |
|---|
| <ul style="list-style-type: none">• Are there any policy issues?• Does your recommendation conflict with Council Policies? |
|---|

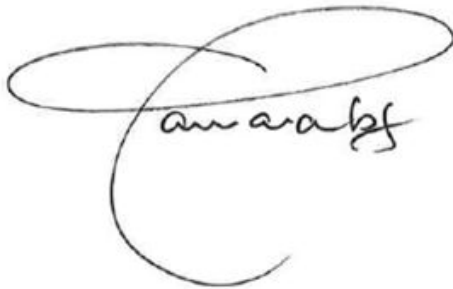
There are no policy issues inherent herein.

Attachments:

Appendix 1 Draft Reserve Management Plan – Windsor Park and Thomson Arboretum



Neil Cooper
Special Projects Manager



[Endorsed by]
Victoria Araba
Director Assets



[Approved by]
Sven Hanne
Chief Executive

Date 15 November 2021

APPENDIX 1



**Windsor Park and
Thomson Arboretum
Reserve Management Plan 2021**



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

CONTENTS

PART 1. INTRODUCTION TO THE PLAN	1
1.1 LEGISLATIVE REQUIREMENT.....	1
1.2 PURPOSE OF THE PLAN	1
1.3 FORMAT OF THE PLAN	2
1.4 LEGISLATIVE FRAMEWORK	2
1.5 PLANNING FRAMEWORK	4
1.5.1 REGIONAL LEVEL	4
1.5.2 DISTRICT LEVEL	4
1.6 PLANNING CONTEXT	5
PART 2. INTRODUCTION TO WINDSOR PARK AND THOMSON ARBORETUM	7
2.1 LOCATION AND ACCESS	7
2.2 LAND STATUS AND LEGAL DESCRIPTION	8
2.3 HISTORY	9
2.4 PHYSICAL DESCRIPTION AND USE.....	11
PART 3. OBJECTIVES AND POLICIES	12
3.1 RECREATION AND USE	12
3.1.1 RESTRICTED ACTIVITIES	12
3.1.2 INFORMAL USE OF THE RESERVE	13
3.2 NATURAL VALUES	15
3.2.1 FLORA, FAUNA AND BIODIVERSITY	15
3.2.2 WATERWAYS	16
3.2.3 LANDSCAPES	17
3.3 SOCIAL AND CULTURAL VALUES.....	18
3.3.1 HISTORIC AND COMMEMORATIVE FEATURES	18
3.3.2 SOCIAL EVENTS	19
3.3.3 TANGATA WHENUA	19
3.4 FURNITURE AND FACILITIES	20
3.4.1 DEVELOPMENT	20
3.4.2 BUILDINGS AND STRUCTURES	20
3.4.3 LIGHTING	21
3.4.4 SIGNAGE	21
3.4.5 RESERVE FURNITURE	22
3.4.6 VEHICLE PARKING.....	22
3.5 ADMINISTRATION AND MANAGEMENT.....	23
3.5.1 MAINTENANCE	23

3.5.2	LEASES, LICENCES, AND PERMITS	23
3.5.3	RESERVE BOUNDARIES, ENCROACHMENTS AND EASEMENTS	24
3.5.4	REVIEW AND MONITORING	25
PART 4. ACTIONS AND RESPONSIBILITIES		26
PART 5. CONCEPT DEVELOPMENT PLANS AND PERSPECTIVE DRAWINGS.....		27

TABLES

TABLE 1 – LAND STATUS AND LEGAL DESCRIPTION – WINDSOR PARK.....	8
TABLE 2 - LAND STATUS AND LEGAL DESCRIPTION - THOMSON ARBORETUM	8
TABLE 3 - CHRONOLOGICAL HISTORY – WINDSOR PARK AND THOMSON ARBORETUM	9
TABLE 4 - PROPOSED ACTIONS AND RESPONSIBILITIES	26

FIGURES

FIGURE 1 - RESERVE MANAGEMENT PLAN DOCUMENT POSITION	6
FIGURE 2 – LOCATION PLAN.....	7
FIGURE 3 - THOMSON ARBORETUM 2007	11
FIGURE 4 - CARRINGTON WALKWAY WITHIN WINDSOR PARK	14
FIGURE 5 - PATEA RIVER WITHIN WINDSOR PARK	17
FIGURE 6 - THOMSON ARBORETUM CENTRE "CIRCLE"	18
FIGURE 7 - WINDSOR PARK ENTRANCE	22
FIGURE 8 - THOMSON ARBORETUM 2021	25

Introduction to The Plan

Part 1. INTRODUCTION TO THE PLAN

1.1 LEGISLATIVE REQUIREMENT

In 2011, in accordance with Section 41 of the Reserves Act 1977 (“the Act”) Stratford District Council prepared and adopted a District-wide Reserve Management Plan for all reserves owned and/or administered by Council. That plan outlined Council’s general intentions in respect of the use, development, maintenance, protection and preservation of reserves. It also established policies in this regard and referred to the Parks Activity Management Plan 2006 for details of planned developments.

Section 41(4) of the Act requires Council to “*keep its management plan under continuous review so thatthe plan is adapted to changing circumstances or in accordance with increased knowledge*”.

The Plan was reviewed in respect of King Edward Park and Victoria Park and individual plans adopted for those reserves in 2017 and 2018 respectively. It is now considered appropriate to carry out a further review as it affects the remainder of the urban reserves in the District and adopt individual or collective management plan(s) for those.

The current management plan includes the Thomson Arboretum as part of Windsor Park. This is nominally correct, however the arboretum is a separate legal entity and the reserve is actually vested in the Percy Thomson Trust whereas the remainder of Windsor Park proper is vested in Stratford District Council. However, the trust deed for the Percy Thomson Trust provides that one of the objects of the trust is:

“to manage the arboretum in accordance with the terms of the vesting, the “Guide of Reserve Administering Bodies (other than local authorities)” the provisions of the Reserves Act 1977, more particularly Section 17, 27(2) and Section 40 of the Act and will prepare in conjunction with the Stratford District, a joint Management Plan in accord with Section 41 of the Act to cover the vested reserve along with the balance of adjoining Windsor Park Recreation Reserve, such plan to be approved by Council.”

On this basis and notwithstanding the Trust is a Council-controlled organisation, it is considered appropriate that Council and the Trust jointly carry out a review of the current plan as it affects Windsor Park and the arboretum and adopt an individual management plan covering these two reserves.

This document is the result of that review and supersedes the Stratford District Council district-wide Reserves Management Plan 2011 and the Parks Activity Management Plan 2006 in respect of the Windsor Park and the Thomson Arboretum

1.2 PURPOSE OF THE PLAN

Reserve Management Plans are not simply created for reserve design purposes. Essentially the function of a reserve management plan is to create a set of objectives and policies through which design proposals can be critically and effectively assessed.

Within regions and communities there exist different needs and social demands in terms of resource availability. One of the primary goals of a reserve management plan is to manage available resources in a way that will meet the District’s current and future needs.

To achieve this, management plans must be objective and critical in their analysis. Opportunities for outdoor recreation experiences must be identified and classified. Present and future uses of reserve land must be critically examined and analysed and the public must be given the opportunity to participate in the planning process through consultation and the public submission process.

Stratford District Council and the Percy Thomson Trust have jointly prepared this Management Plan to:

- Satisfy the statutory provisions of the Reserves Act 1977;
- Provide a comprehensive planning document with clear policies and objectives to enable it to manage the reserve for the purpose it is set aside for;
- Provide the community with an opportunity to have quality input into the future of the reserve.

Introduction to The Plan

1.3 FORMAT OF THE PLAN

Part 1 of the Plan outlines the philosophy and methodology behind the development of the document and its objective.

Part 2 of the Plan provides an introduction to reserves covered by this plan, their history and development through the ages, a physical description, and analysis of current usage.

Part 3 sets out the objectives and policies under five principle sections:

- Recreation and use
- Natural values
- Social and cultural values
- Furniture and facilities
- Administration and management

Part 4 comprises a schedule of proposed future actions and by whom it is anticipated these will be carried out.

Part 5 contains concept development plans and perspective drawings relative to significant proposed future developments within the reserves.

1.4 LEGISLATIVE FRAMEWORK

The development of this Plan is guided by legislation that has relevance to the management and use of reserves and other public open spaces within the District. These include:

- Reserves Act 1977
- Conservation Act 1987
- Resource Management Act 1991
- Heritage New Zealand Pouhere Taonga Act 2014
- Local Government Act 2002

Reserves Act 1977

The Thomson Arboretum and the majority of Windsor Park are classified as recreation reserves subject to the Reserves Act 1977. The purpose of the Act in regard to such reserves, as set out in Section 17(1) thereof is, *“for providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with the emphasis on retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.”*

More specifically Section 17(2) of the Act requires that:

- The public shall have freedom of entry and access to the reserve, subject to the specific powers conferred on the administering body by sections 53 and 54, to any bylaws under this Act applying to the reserve, and to such conditions and restrictions as the administering body considers to be necessary for the protection and general well-being of the reserve and for the protection and control of the public using it:*
- Where scenic, historic, archaeological, biological, geological, or other scientific features or indigenous flora or fauna or wildlife are present on the reserve, those features or that flora or fauna or wildlife shall be managed and protected to the extent compatible with the principal or primary purpose of the reserve provided that nothing in this subsection shall authorise the doing of anything with respect to fauna that would contravene any provision of the Wildlife Act 1953 or any regulations or Proclamation or notification under that Act, or the doing of anything with respect to archaeological features in any reserve that would contravene any provision of the Heritage New Zealand Pouhere Taonga Act 2014:*
- Those qualities of the reserve which contribute to the pleasantness, harmony, and cohesion of the natural environment and to the better use and enjoyment of the reserve shall be conserved:*
- To the extent compatible with the principal or primary purpose of the reserve, its value as a soil, water, and forest conservation area shall be maintained.*

Introduction to The Plan

One small area of Windsor Park is classified as Local Purpose (Esplanade) Reserve subject to the Reserves Act 1977. The purpose of the Act in regard to these reserves, as set out in Section 23(1) is *"for the purpose of providing and retaining areas for such local purpose or purposes as are specified in any classification of the reserve."*

Section 23(2) further provides that:

It is hereby further declared that, having regard to the specific local purpose for which the reserve has been classified, every local purpose reserve shall be so administered and maintained under the appropriate provisions of this Act that:

- (a) *Where scenic, historic, archaeological, biological, or natural features are present on the reserve, those features shall be managed and protected to the extent compatible with the principal or primary purpose of the reserve:*

provided that nothing in this paragraph shall authorise the doing of anything with respect to fauna that would contravene any provision of the Wildlife Act 1953 or any regulations or Proclamation or notification under that Act, or the doing of anything with respect to archaeological features in any reserve that would contravene any provision of the Heritage New Zealand Pouhere Taonga Act 2014:

provided also that nothing in this paragraph shall authorise the doing of anything with respect to any esplanade reserve created under section 167 of the Land Act 1948, or section 190(3) or Part 25 of the Municipal Corporations Act 1954 or Part 2 of the Counties Amendment Act 1961 and existing at the commencement of this Act, or any local purpose reserve for esplanade purposes created under the said Part 25 or Part 2 or under Part 20 of the Local Government Act 1978 or under Part 10 of the Resource Management Act 1991 after the commencement of this Act, that would impede the right of the public freely to pass and repass over the reserve on foot, unless the administering body determines that access should be prohibited or restricted to preserve the stability of the land or the biological values of the reserve:

- (b) *to the extent compatible with the principal or primary purpose of the reserve, its value as a soil, water, and forest conservation area shall be maintained.*

Conservation Act 1987

The Act established the Department of Conservation, the role of which as set out in Section 6 is to, inter alia:

"... preserve so far as is practicable all indigenous freshwater fisheries, and protect recreational freshwater fisheries and freshwater fish habitats" and "to advocate the conservation of natural and historic resources generally".

Accordingly, while not having direct involvement in the management of reserves, the control and management of which are vested in local authorities, the department has a generic interest through its advocacy role.

Resource Management Act 1991

The Resource Management Act regulates the management and use of land and other natural resources and empowers local authorities to make rules, standards, policy statements and plans in this regard. It therefore has implications for the development of this plan and its implementation. These implications include the need to comply with the provisions of the Stratford District Plan.

Heritage New Zealand Pouhere Taonga Act 2014

The Act provides protection for places of historical and cultural value and, inter alia, prevents without authority any modification or destruction of archaeological sites.

Accordingly, it is appropriate that Heritage New Zealand be consulted in regard to this plan and recognition be given to the Act's provisions in carrying out any physical development of the reserve.

Local Government Act 2002

Under the Act, Council's role as local government is *"to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses."* (Section 10) "Good quality" is defined as being efficient, effective and appropriate to present and anticipated future circumstances.

Introduction to The Plan

1.5 PLANNING FRAMEWORK

1.5.1 REGIONAL LEVEL

At a regional level the development of this plan is influenced to a degree by a number of plans and strategies developed by Taranaki Regional Council ("TRC"). These include:

- TRC Regional Pest Management Plan for Taranaki 2018
- TRC Regional Biosecurity Strategy 2018 - 2038
- TRC Regional Fresh Water Plan for Taranaki 2001

TRC Regional Pest Management Plan

This document sets out management or eradication programs relative to pest animals and plant organisms warranting TRC intervention within the Taranaki region. It contains rules imposing obligations on land owners to control or destroy identified pest animals and plants.

TRC Regional Biosecurity Strategy

This document sets out the TRC's strategic direction relative to its biosecurity responsibilities in the region and how it will deal with the risks to the environment posed by pest animals and plants.

TRC Regional Fresh Water Plan

The Patea River either abuts or flows through parts of Windsor Park. The Regional Fresh Water Plan (currently under review) prepared by TRC identifies important issues derived from environmental monitoring of Taranaki's fresh water resources and contains regional rules putting activities that impact on these resources into permitted, controlled, discretionary and prohibited categories.

1.5.2 DISTRICT LEVEL

At a district level the development of this plan is guided by a variety of policies, bylaws, and strategies developed by Stratford District Council ("SDC") which are relevant to the development and management of reserves and other public open spaces. These include:

- SDC District Plan 2014
- SDC Long Term Plan 2018-2028
- SDC Community Development Strategy
- SDC Parks, Reserves, and Cemeteries Asset Management Plan 2018-2028
- SDC Control of Dogs bylaw 2020 and Dog Control policy
- SDC Control of Advertising Signs bylaw
- SDC Parks and Reserves bylaw 2020
- SDC Public Places bylaw

The plan is also guided by the Percy Thomson Trust deed.

SDC District Plan

The District Plan 2014 prepared under authority of the Resource Management Act 1991 provides objectives, policies and rules that guide land development within the Stratford District. Under the District Plan, the subject reserves are accorded the status of Protected Area Zone and it acknowledges that the Reserves Act 1977 "provides the most appropriate management regime for protected areas or reserves owned by the District Council."

As such, in determining rules for the Protected Area Zone, the District Plan defers to the Act and, perforce, this Management Plan with the exception of some building and land development controls.

SDC Long Term Plan 2018-2028

The Long Term Plan ("LTP") is prepared under authority of the Local Government Act 2002. In accordance with the Act:

The purpose of a long-term plan is to:

- (a) describe the activities of the local authority; and
- (b) describe the community outcomes of the local authority's district or region; and
- (c) provide integrated decision-making and co-ordination of the resources of the local authority; and

Introduction to The Plan

- (d). provide a long-term focus for the decisions and activities of the local authority; and
- (e). provide a basis for accountability of the local authority to the community.

In terms of Council's current LTP, determined levels of service relative to parks and reserves require Council to provide parks, sportsfields and other open spaces that meet community demand and playgrounds that meet New Zealand safety standards.

The LTP also identifies any future capital projects and this management plan is an integral part of this identification and budgeting process.

SDC Community Development Strategy

Developed in 2013, the Community Development Strategy outlines Council's role in supporting Stratford's community organisations and promoting activities that contribute to the "wellbeing" of the community. This includes community events and activities held periodically in various parks and reserves.

SDC Parks, Reserves and Cemeteries Asset Management Plan 2018 – 2028

The purpose of this plan is to detail *"how the Council will manage the parks, reserves and cemeteries activities, assets and services in an efficient, safe, reliable and sustainable manner to provide value for money for our customers and investors"* in regard to parks reserves and cemeteries. It is a document constantly under review and in this role sits alongside and must mirror this management plan and the objectives and policies that evolve from it.

SDC Control of Dogs, Control of Advertising Signs, Parks and Reserves and Public Places bylaws

Bylaws are rules and regulations developed under authority of the Local Government Act to, inter alia, protect the public from nuisance, promote and maintain public health and safety, minimise negative affects on the environment and protect community assets. These bylaws are acknowledged and guide specific and related objectives and policies within this management plan.

Percy Thomson Trust deed

This document governs the activities of the Percy Thomson Trust, setting out its objects and powers. It empowers the Trust to receive and be responsible for the *"ongoing establishment of an arboretum, herbarium and art gallery in Stratford"*.

1.6 PLANNING CONTEXT

The Reserve Management Plan provides a strategic link **between** the Long Term Plan and The District Plan by feeding into them identified issues and determining what resources are required for proposed solutions into the Parks, Reserves, and Cemeteries Asset Management Plan as illustrated below.

Introduction to The Plan

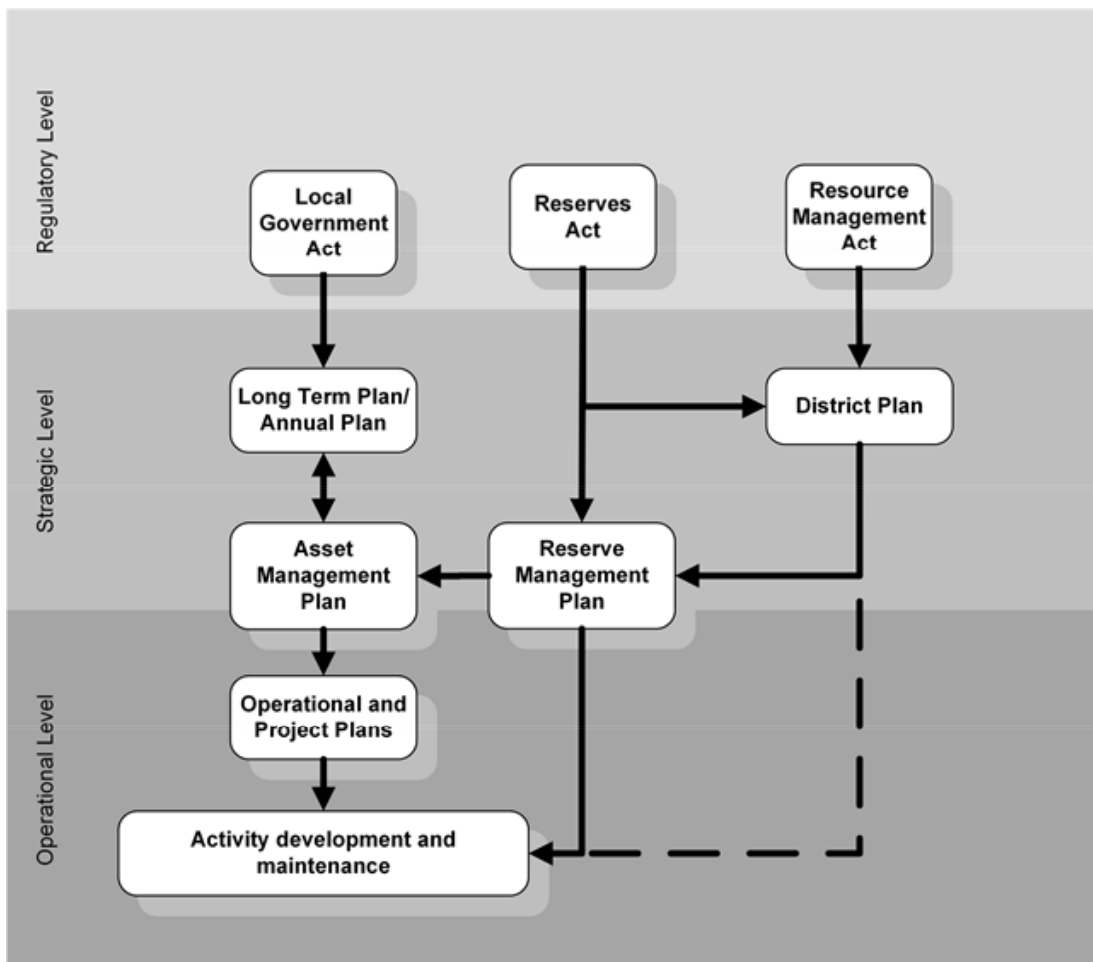


Figure 1 - Reserve Management Plan Document Position

Introduction to The Reserves

Part 2. INTRODUCTION TO WINDSOR PARK AND THOMSON ARBORETUM



Figure 2 – Location Plan.

2.1 LOCATION AND ACCESS

Windsor Park is located to the east of Broadway, on the corner of Juliet Street and Cloten Road and adjacent the Patea River. It comprises a total of 1.1461 hectares in five individual parcels, which area includes part of the bed of the Patea River that flows through it.

The park is unfenced apart from on its southern boundary with residential neighbours and thus accessible from many points along Juliet Street and Cloten Road. Formal pedestrian access through the reserve is provided by a walking track that starts at the intersection of Juliet Street and Cloten Road, runs down to the river, winds back up to Cloten Road then follows the river bank eastwards. This track forms part of the Carrington Walkway that continues through the adjacent Thomson Arboretum.

Comprising 3215 square metres in area, the Thomson Arboretum is located adjacent Windsor Park, between Cloten Road and the Patea River.

It is fenced along its eastern boundary with private land but, other than that, is unfenced. Access is off Cloten Road or via the Carrington Walkway that runs through Windsor Park and the arboretum.

Introduction to The Reserves

2.2 LAND STATUS AND LEGAL DESCRIPTION

Windsor Park occupies land that is contained within five records of title as detailed in the table below. Four of the areas are recreation reserve and one in local purpose (esplanade) reserve, all subject to the provisions of the Reserves Act 1977.

Table 1 – Land Status and Legal Description – Windsor Park

Legal Description	Sections 1 and 2 SO 13586, Sections 1034 and 1070 Town of Stratford, Lot 2 DP 17730
Area	1.1461 hectares
Record of Title	640608, 640609, 209042, TN243/2, TNJ3/1062
Status	Recreation Reserve – NZ Gazette 1998 page 1429 (Sections 1 and 2 SO 13586 and Section 1034 Town of Stratford) Recreation Reserve – NZ Gazette 1998 page 1430 (Section 1070 Town of Stratford) Local Purpose (Esplanade) Reserve – vested on deposit of plan (Lot 2 DP 17730)
Vesting	Stratford District Council
Zone	Protected Area (Sections 1 and 2 SO 13586 and Section 1070 Town of Stratford) and Residential (Section 1034 Town of Stratford and Lot 2 DP 17730)
Primary Use	Informal recreation and riverbank protection

The Thomson Arboretum is a recreation reserve subject to the provisions of the Reserves Act 1977 and vested in the Percy Thomson Trust, a Stratford District Council-controlled organisation.

Table 2 - Land Status and Legal Description - Thomson Arboretum

Legal Description	Section 1069 Town of Stratford
Area	3215 square metres
Record of Title	237846
Status	Recreation Reserve – NZ Gazette 1998 page 1430
Vesting	Percy Thomson Trust – NZ Gazette 2005 page 2837
Zone	Protected Area
Primary Use	Informal recreation

Introduction to The Reserves

2.3 HISTORY

The land on which Windsor Park and the Thomson Arboretum were subsequently developed was originally granted by the Crown to the, then, Stratford Town Board in 1886 as an “endowment in aid of town board funds”. This included all the land on both sides of the Patea River bounded by Cloten Road and Juliet, Lear and Ariel Streets.

Prior to the establishment of Windsor Park, land on the corner of Cloten Road and Juliet Street had been leased to a number of parties that saw the construction of a couple of factories for timber joinery and aerated cordial production. Following the expiry or termination of these leases in the early 1930’s part of the land (where the adjoining Powerco sub-station now stands) was leased in 1934 to the Associated Motorists Petrol Company and saw a storage depot constructed on the site while the balance was leased that same year to the Windsor Park Society Incorporated for a term of 21 years.

This society had been established by community-minded citizens for the purpose of transforming what had apparently become a wilderness of blackberry and weeds by laying out lawns and gardens and planting trees and shrubs. Some years later when voluntary enthusiasm eventually waned, the Stratford Borough Council terminated the lease and took over management of the by then landscaped area.

Meanwhile, in 1903, the land on which the Thomson Arboretum was developed had been sold by the Town Board to the Education Board for an addition to the Stratford District High School on nearby Fenton Street after the Board decreed that the High School’s curriculum be widened to include technical subjects such as “artwork, woodwork and dairywork”. In 1922 a new Stratford Technical High School was built on Swansea Road but the Cloten Road site continued to be utilised by the Board until 1949. The buildings were removed sometime thereafter and in 1966 the vacant land was transferred back to the Stratford Borough Council for addition to Windsor Park.

In 1950, an unformed portion of Orlando Street between Cloten Road and Lear Street was stopped and part of it added to Windsor Park (Section 2 SO 13586). Similarly, in 1958, a thin strip of Juliet Street was stopped and added to the park (Section 1034 Town of Stratford) and in 1993 Council subdivided and sold land on Lear Street but retained a small area adjoining the Patea River as esplanade reserve (Lot 2 DP 17730).

Up to this point, none of the areas comprising Windsor Park (apart from Lot 2 DP 17730) had been formally constituted as reserve and thus subject to the Reserves Act 1977. However, in 1998, this was rectified with the gazettal of the remaining lands declaring them recreation reserves subject to the Act.

Development of the Thomson Arboretum commenced in 2001 with initial plantings and lawn, paths and fence construction, while plant losses over the next 5 years saw a further extensive planting in 2006. The arboretum was established courtesy of and in accordance with a bequest by Percy Thomson who had passed away in 1962.

Percy’s will required that the funds be “held in trust to be used and applied in and towards the establishment and maintenance in Stratford of an arboretum to be vested in a Board of Trustees or Managers”. In order to comply with the terms of this bequest, the Percy Thomson Trust was established in 2002 and in 2005 the vesting of this portion of Windsor Park (Section 1069 Town of Stratford) in the Stratford District Council as administering authority was cancelled and the Trust appointed to that role.

Table 3 - Chronological History – Windsor Park and Thomson Arboretum

Date	Action
1886	Land bounded by Cloten Road and Juliet, Lear and Ariel Streets granted by the Crown to the Stratford Town Board.
1890 - 1934	Land on the corner of Juliet Street and Cloten Road leased to various commercial entities and industrial premises established.

Introduction to The Reserves

Date	Action
1903	Land on the corner of Cloten Road and Ariel Street sold to the Education Board for Stratford Technical High School site.
1934	Leases of land on the corner of Juliet Street and Cloten Road terminated and land leased to Windsor Park Society for landscaping purposes.
1950	Part of Orlando Street (unformed legal road, now Section 2 SO 13586) bisecting Windsor Park and the, now, Thomson Arboretum stopped and added to Windsor Park.
1958	Part of Juliet Street (Now Section 1034 Town of Stratford) stopped and added to Windsor Park.
1966	Land previously sold to Education Board for Technical High School transferred back to Council for addition to Windsor Park.
1993	Area of land on south side of Patea River vested in Council as esplanade reserve (Lot 2 DP 17730).
1998	Windsor Park formally gazetted as recreation reserve subject to Reserves Act 1977.
2001	Planting and other landscaping of arboretum commenced.
2005	Vesting of arboretum site in Council cancelled and land vested in Percy Thomson Trust as recreation reserve subject to Reserves Act 1977.
2006	Further planting of arboretum to replace plants deceased or stolen.
2012	Further major plantings within the arboretum, including 10 different native species.
2015	Further planting within the arboretum of 389 individual plants incorporating 21 different native species.
2020	Further planting within the arboretum of 50 individual plants incorporating 13 different native species following construction of a new fence on the north-eastern boundary.
2020 - 2021	Plant identification signs installed within the arboretum as a trial initiative and plans formulated for further development of the arboretum.

Introduction to The Reserves



Figure 3 - Thomson Arboretum 2007

2.4 PHYSICAL DESCRIPTION AND USE

Windsor Park and the Thomson Arboretum are passive recreation reserves containing no sporting or other active recreation facilities apart from the Carrington Walkway that runs through the park and provides an easy to moderate walking experience for users.

On the northern side of the Patea River, Windsor Park slopes gently from Cloten Road before dropping quite steeply to the river. It is divided by trees into two distinct grassed areas, one of which currently contains the only item of park furniture, a picnic table. On the south side of the river is a third, small grassed area that slopes gently from Juliet Street before similarly dropping steeply to the river. Both banks of the river are bush-clad.

The Thomson Arboretum is level in contour, sitting high above the river. It is extensively planted in primarily native species but also includes examples of plants linked to the Gondwana land mass. The planting surrounds a central lawn and concrete path leading from Cloten Road. It currently contains no park furniture other than a park bench and a sign at the entrance proclaiming its identity.

Objectives and Policies

Part 3. OBJECTIVES AND POLICIES

3.1 RECREATION AND USE

The Thomson Arboretum and the bulk of Windsor Park are classified as recreation reserves under the Reserves Act 1977. This means their purpose is to:

Provide areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.

There are no formal sporting facilities within either the arboretum or the park and the topography does not lend itself to the establishment of such. Accordingly, they currently only provide for informal recreational activities that benefit the physical welfare and enjoyment of the community.

A small area of Windsor Park on the south side of the Patea River is classified local purpose (esplanade) reserve, the purpose of which in terms of the Reserves Act 1977 is to:

Provide and retain areas for such local purpose or purposes as are specified in any classification of the reserve.

In accordance with the Resource Management Act 1991, reserves for esplanade purpose are essentially to:

- *Contribute to the protection of conservation values*
- *Enable public access to or along any sea, river or lake*
- *Enable public recreational use where the use is compatible with conservation values*

In regard to this small area of land, its topography is such that it is inaccessible and thus of no recreational value, its sole purpose in effect a contribution to the protection of conservation values relative to the Patea River.

3.1.1 RESTRICTED ACTIVITIES

The Reserves Act 1977 imposes restrictions on various activities within any reserve without consent of either the Minister of Conservation or the reserve administering body and empowers administering bodies to develop bylaws imposing further restrictions or prohibition on those or any other activities. These include, but are not limited to camping or otherwise staying overnight on a reserve, taking animals of any kind onto a reserve, taking, destroying or injuring any animal, bird or other fauna, planting or removing any trees or plants, carrying out any commercial activity without a permit or licence, lighting any fires other than in an area designated for that purpose.

As listed in Section 1.5.2 above, Stratford District Council has developed three specific bylaws that impose certain further restrictions on activities or authorises certain conditional activities within reserves or other public places vested in Council, namely the Control of Dogs bylaw 2020, the Parks and Reserves bylaw 2020 and the Public Places bylaw.

The Percy Thomson Trust deed does not impose any specific restrictions on activities within the Thomson Arboretum, relying on the Reserves Act 1977 for this purpose although, by the definition of a “public place” in this bylaw, the Control of Dogs bylaw also applies to the Thomson Arboretum.

Control of Dogs bylaw 2020 and Dog Control Policy`

The Control of Dogs bylaw prohibits dogs in designated public places and requires dogs to be constrained by leash in a “leash controlled public place”. Neither Windsor Park nor the Thomson Arboretum are designated Prohibited Public Places or Leash Controlled Public Places.

Under Council’s Dog Control Policy, provides for dogs to be exercised unleashed but under “continuous control” in all areas of the District except designated areas where dogs are prohibited and leash controlled areas in accordance with the bylaw.

Objectives and Policies

Accordingly, dogs are permitted to be exercised off-leash but under continuous control within both Windsor Park and the Thomson Arboretum. Continuous control is defined as meaning “the owner has sufficient control over the dog to prevent it causing a nuisance to other animals or members of the public or damage to property”.

Parks and Reserves bylaw 2020

The Parks and Reserves bylaw only applies to reserves vested in Stratford District Council therefore does not apply to the Thomson Arboretum. It prohibits a range of dangerous and/or anti-social activities, all of which are endorsed by this management plan. Cycling is a conditional activity and is dealt with in 3.1.2 below.

Similarly, the bylaw prohibits the parking, riding or driving of any motorised vehicle within the park except in designated areas and where special approval is granted. It is considered that motorised vehicles have no place in the park other than:

- Mobility scooters
- Emergency vehicles
- Maintenance vehicles and event support vehicles provided specific approval is obtained from an authorised officer of Council

Public Places bylaw

Like the Parks and Reserves bylaw, the Public Places bylaw puts restrictions on a number of activities within public places (which include reserves) and helps reinforce the provisions of the Reserves Act 1977. In term of the definition of “Public Place” in this bylaw, it does not apply to the Thomson Arboretum.

OBJECTIVE

- To prevent activities occurring that have an adverse impact on the natural environment and amenity values of Windsor Park and the Thomson Arboretum or detract from the enjoyment of other park users.

POLICIES

- In addition to those activities that are prohibited or restricted in terms of the Reserves Act 1977 and/or Council bylaws, the following controls shall apply:
 - a) Dogs are permitted within both Windsor Park and the Thomson Arboretum provided they are under the continuous control of a responsible handler.
 - b) Motorised vehicles will not be permitted within either Windsor Park or the Thomson Arboretum other than mobility scooters, emergency vehicles, maintenance vehicles and event support vehicles (provided prior approval is obtained from an authorised Council officer).

3.1.2 INFORMAL USE OF THE RESERVE

Informal use of Windsor Park and the Thomson Arboretum could include such activities as family and friends picnicking, enjoying the tranquillity of strolling through the park and/or the arboretum or beside the river.

In terms of Council’s Parks and Reserves bylaw, cycling is permitted within any of Council’s parks and reserves subject to certain conditions around respect for other users and potential damage to any part of the park or reserve. As mentioned in 3.1.1 above, this bylaw does not apply to the Thomson Arboretum therefore there is no guidance in regard to cycling within this reserve.

Walking through Windsor Park and the Thomson Arboretum could range from simply strolling through the reserves admiring the gardens, exercising a dog, walking or jogging the Carrington Walkway that runs through both reserves for exercise.

Fishing the Patea River is a relatively popular pastime, particularly for trout during the open season including the traditional annual release of trout into the Patea River in order to give children a fishing experience. This is covered in more detail in 3.2.2 below.

Objectives and Policies



Figure 4 - Carrington Walkway within Windsor Park

OBJECTIVES

- To encourage and maximise the public use of Windsor Park and the Thomson Arboretum in accordance with their reserve classifications.
- To maintain the existing network of paths in a safe, clean and readily accessible state.
- To provide further paths or upgrade the existing where Council is satisfied there is a demand for more or better facilities.

POLICIES

- Cycling within the Thomson Arboretum will be permitted subject to the same provisions of the Stratford District Council Parks and Reserves bylaw that apply to Council's reserves.
- When and where a need is identified, facilities such as barbeques, tables and lighting will be provided and maintained in appropriate locations within both reserves in order to enhance casual public use and enjoyment of the reserves.

Objectives and Policies

3.2 NATURAL VALUES

Natural values rate highly in any consideration of Windsor Park, containing as it does approximately 1 hectare of mainly native forest remnant and one of Taranaki's major waterways, the Patea River. Collectively, these represent approximately 80% of the park's land area.

In regard to the Thomson Arboretum, the Encyclopaedia Britannica describes an arboretum as "a place where trees, shrubs and sometimes herbaceous plants are cultivated for scientific and educational purposes" and, in terms of the Percy Thomson Trust's objectives relative to the arboretum, the role of the Thomson Arboretum is to:

- Represent the native flora of New Zealand as outlined in the will of Percy Thomson
- Inform the visitors to the arboretum about the specimen trees and plants
- Attract people to visit and encourage them to stay

Accordingly, while both the park and the arboretum are classified as either recreation or local purpose (esplanade) reserve, their natural, scenic and scientific values cannot be overstressed and are as equally important as their recreational values. Protection of these values is therefore important.

3.2.1 FLORA, FAUNA AND BIODIVERSITY

The areas of native forest bordering the Carrington Walkway and the Patea River have been included in the Taranaki Regional Council's Key Native Ecosystem Inventory. The inventory records that:

"The forest remnant is generally in good condition although weed threats are present. The main forest understorey is intact and contains dense areas of native saplings, seedlings and ferns. Planted exotic and non-resident native vegetation also occur throughout the area. Forest remnants such as these contribute to forest connectivity in an agricultural landscape such as the Egmont ring plain."

The main forest canopy comprises tawa, totara, miro, kamahi, kahikatea and rimu with an understorey comprising of mainly lacebark, pate, mahoe, climbing rata, kiekie and a variety of ferns. This provides a habitat for resident native forest birds such as the grey warbler and fantail and a foraging area for the likes of native pigeon, tui, bellbird and silvereye. Other birds that have been witnessed in the area include the bush falcon, North Island rifleman and black shag.

In terms of ecological values the Key Native Ecosystem Inventory ranks the area's, flora and fauna "medium" in terms of rarity and distinctiveness and "high" in terms of representativeness, noting that it contains indigenous vegetation classified as "acutely threatened". The native species within the park could provide an important nucleus for restoring a riparian ecological corridor along the Patea River to reconnect Egmont National Park with eastern Taranaki reserves.

In regard to ecological threats within both Windsor Park and the Thomson Arboretum, pest animals such as possums, cats, hedgehogs and rodents are ranked "medium" while weeds such as old man's beard, cherry, ivy, honeysuckle, wandering jew, convolvulus and sycamore are ranked "high" due to the degree of their current presence along the Carrington Walkway. In terms of the rules contained in TRC's Pest Animal and Pest Plant Strategies, Council is obliged to take all reasonable steps to control the spread and impact of pest animals and plants within the reserve.

In regard to pest animals, Council acknowledges the advocacy and commitment of the Predator Free NZ Trust towards "dramatically reducing New Zealand's predator populations including rats, stoats, possums, weasels and ferrets" and supports the Department of Conservation's ambitious "Predator Free 2050" goal to rid the country of rats, stoats and possums, the major threats to native wildlife.

The preservation of trees and bush within the park and the arboretum is further aided by the provisions of Section 42 of the Reserves Act 1977 which provides that "The trees or bush on any recreation reserve shall not be cut or destroyed, except in accordance with a permit granted under Section 48A or unless the administering body of the reserve is satisfied that the cutting or destruction is necessary for the proper management or maintenance of the reserve or for the management or preservation of other trees or bush or in the interests of the safety of persons on or near the reserve....". It also provides that "Where in the case of any recreation reserve the administering body is satisfied that the cutting or destruction of trees is necessary for any of the reasons mentioned in subsection (2) the administering body shall not proceed with the cutting or

Objectives and Policies

destruction except in a manner which will have minimal impact on the reserve and until, as circumstances warrant, provision is made for replacement planting or restoration ". Accordingly, the aim of this legislation is to preserve as much as practicable areas of bush and there has to be good reason to remove same.

In 2016 The Taranaki Regional Council developed and adopted a Biodiversity Plan for King Edward Park and the Carrington Walkway that runs through Windsor Park and the Thomson Arboretum. The objective of that plan is to *"protect, enhance and restore indigenous biodiversity values of the forest remnants and river margins of King Edward Park and Carrington Walkway"* and sets out a number of responsibilities for both Councils in the implementation of the plan.

OBJECTIVES

- To protect, preserve and restore where necessary the indigenous flora and fauna within both Windsor Park and the Thomson Arboretum.
- To remove, as far as practicable, the immature exotic species of tree that have established themselves naturally within the indigenous forest areas of Windsor Park and the Thomson Arboretum and discourage the growth of further exotic seedlings and saplings.
- To take all practicable steps to eradicate all pest plants and animals that threaten the ecological values of both reserves.
- To ensure the objectives of the Thomson Arboretum as incorporated in the Percy Thomson trust deed are adhered to in respect of the ongoing maintenance and development of the Arboretum.

POLICIES

- Council and the Trust will work with the Taranaki Regional Council to implement the provisions of the King Edward Park and Carrington Walkway Biodiversity Plan as it affects Windsor Park and the Thomson Arboretum for the preservation of this key native ecosystem.
- Any replacement or new plantings within the remnant forest area of Windsor Park will be of indigenous species only, sourced and planted where possible in accordance with the Taranaki Regional Council publication *"Restoration Planting in Taranaki : A Guide to the Egmont Ecological District"*.
- Any replacement or new plantings within the Thomson Arboretum will be of indigenous species only.

3.2.2 WATERWAYS

Both Windsor Park and the Thomson Arboretum sit on the northern bank of the Patea River with a small area of the former on the southern bank. The river provides good habitat for the longfin eel and other native fish species including galaxiids and bullies.

As well as its ecological value, the Patea River provides scenic and recreational value containing a number of swimming holes and fishing opportunities. The Taranaki Regional Council's Regional Fresh Water Plan contains a number of rules designed to afford appropriate protection of waterways while allowing for recreational use that does not impact adversely on the natural values.

Fish and Game NZ advise that the Patea River through Stratford supports a self-sustaining wild population of brown trout that was established following releases by the former Stratford Acclimatisation Society from 1875 and a wild population of rainbow trout is also becoming established as a result of nearly 20 years of releases of hatchery reared fish upstream of Windsor Park.

The section of the Patea River adjacent the park and the arboretum is highly valued and well used by trout anglers and Fish and Game NZ is keen to preserve this recreational opportunity during trout fishing seasons of 1 October to 30 April in accordance with the Freshwater Fisheries Regulations 1983 and Angler's Notices promulgated annually under that legislation.

As mentioned in 3.1.3 above, the taking of fish from the Patea River is a prohibited activity in terms of the Reserves Act 1977 although Council, as the administering body of the reserve, can authorise such activity provided the fish are not a protected species in terms of the Wildlife Act 1953. On this basis fishing for brown and rainbow trout which are not protected species in terms of the Wildlife Act 1953 is an approved recreational activity, however the taking of any native fish species such as the threatened long fin eel is prohibited.

Objectives and Policies

OBJECTIVES

- To protect and preserve, as much as possible, the native fish species within the waterways.
- To preserve the recreational value of the Patea River while minimising the impact on the ecological values of the waterway.

POLICIES

- Trout fishing in the Patea River is an approved activity, however the taking of any native fish species will remain a prohibited activity.
- No activity on the reserve will be approved if there is any possibility of any measurable adverse affect on water quality and/or aquatic ecosystems.



Figure 5 - Patea River within Windsor Park

3.2.3 LANDSCAPES

Visual landscape qualities are an important aspect of the public's enjoyment of a reserve. The landscape features of Windsor Park consist primarily of grassed entrance and picnic area and the Patea River that provides spectacular vistas in a number of places. These river views, however, could be further enhanced through the selective removal of immature exotic trees and pest plant species.

The landscape feature of the Thomson Arboretum is primarily the central "circle" that provides a contemplative space for the public to enjoy the surrounding native flora.

OBJECTIVES

- To enhance the scenic value of the Patea River by creating view shafts in appropriate locations through the removal of exotic tree and pest plant species.

Objectives and Policies

- To ensure any future building development, earthworks or future plantings do not visually compromise any of the natural landscapes and are appropriate to the setting.
- To maintain and, where practical, further develop formal cultivated areas in keeping with established or carefully considered new landscape themes.

POLICIES

- No further development of Windsor Park will be approved that impacts negatively on the view of the Patea River from within the reserve.



Figure 6 - Thomson Arboretum Centre "Circle"

3.3 SOCIAL AND CULTURAL VALUES

The social and cultural values of both Windsor Park and the Thomson Arboretum are primarily relative to their use for passive recreation. The Thomson Arboretum provides further value in terms of education, one of the objectives of the Percy Thomson Trust being to *"inform the visitors to the arboretum about the specimen trees and plants, particularly those that grow well in our local environment."*

3.3.1 HISTORIC AND COMMEMORATIVE FEATURES

There are currently no historic or commemorative features within either Windsor Park or the Thomson Arboretum, although the arboretum in itself is a commemoration of the community services of Percy Thomson.

However, proposals may be put forward in the future for commemorative features and, while these can assist in developing community values and/or mark important historic events, they need to be properly managed. They also add to the ongoing maintenance costs associated with the reserves and Council or the Trust as the case may be need to be in a position to control the nature, number and location of such features.

Objectives and Policies

OBJECTIVES

- To consider any future request for commemorative features within Windsor Park and the Thomson Arboretum to ensure they are of substantial benefit to the reserve and the community and do not detract in any way from the natural values or inhibit any potential future development of the reserves or the objectives of this Management Plan.

POLICIES

- Any request for future commemorative features will take into consideration the appropriateness of the proposed feature and its compatibility with the character and use of the reserve, whether there is any benefit to the community in the use of the reserve and the ease and cost of ongoing maintenance.

3.3.2 SOCIAL EVENTS

With only small areas of open space within either reserve, they do not lend themselves to major public social events such as staged within King Edward Park or Victoria Park, being more suitable for small family-oriented social activities.

OBJECTIVE

- To permit the use of the open space areas within the park for small social or cultural events provided there is no adverse affect on the environment and subject to any policy or bylaw relative to the use of public places current at the time and to conditions of use contained in the Reserves Act 1977.

POLICY

- Social or cultural events in the park or the Thomson Arboretum will be subject to Council's or the Trust's approval as relevant at all times and conditions of use will be imposed on private events so as to minimise disruption to the general public's use of the reserve.

3.3.3 TANGATA WHENUA

Sites of significance to an iwi or hapu, such as waahi tapu and other taonga, are protected under the Stratford District Plan and legislatively through the Heritage New Zealand Pouhere Taonga Act 2014. To date, no sites of cultural, historic or spiritual significance to an iwi or hapu have been identified within either Windsor Park or the Thomson Arboretum. If any are identified in future the requirements of the above-mentioned Act will prevail and all local iwi (Ngati Ruanui, Ngati Maru and/or Nga Ruahine) will be engaged with and invited to be involved in the preservation and ongoing management of the site as appropriate.

OBJECTIVES

- To consult with relevant iwi and/or hapu in a mutually appropriate way with respect to any future development of Windsor Park and/or the Thomson Arboretum not envisaged by this plan.
- To ensure any sites discovered within Windsor Park or the Thomson Arboretum that potentially could be of cultural, historic or spiritual significance to an iwi or hapu are fully investigated to determine such significance and afforded appropriate protection as required by the Heritage New Zealand Pouhere Taonga Act 2014.

POLICY

- Relevant iwi participation in the preparation and review of this and any future management plan will be sought and advice taken into account in regard to all matters of significance to tangata whenua.

Objectives and Policies

3.4 FURNITURE AND FACILITIES

An integral part of any reserve development is the extent to which Council provides park furniture and other facilities. This is determined both by recreational uses of the reserve that create the need for various items of furniture and facilities and also Council's aspirations in regard to its optimum use.

Currently Windsor Park contains very little in the way of park furniture with only a picnic table in the entrance at the intersection of Juliet Street and Cloten Road. Similarly, the Thomson Arboretum only provides a bench seat at the entrance off Cloten Road, however there is scope for further development in both reserves as outlined below.

3.4.1 DEVELOPMENT

Any further development within either Windsor Park or the Thomson Arboretum in order to provide enhanced recreational facilities and increase the enjoyment of reserve users needs to be in keeping with the purpose of the reserves and carried out in a coordinated fashion while ensuring it is safe, sustainable and fit for purpose.

It is also appropriate, in taking any further developments to design stage, to give consideration to CPTED (Crime Prevention Through Environmental Design) principles advocated in the National Guidelines for Crime Prevention through Environmental Design in New Zealand in order to minimise opportunities for crime and the fear of crime potentially experienced by users of the reserve.

In regard to Windsor Park, no further development is proposed at this stage.

In regard to the Thomson Arboretum, the Percy Thomson Trust proposes to further landscape the Arboretum with some feature planting, signage, seating and a sculpture within the "centre circle". This proposed development is outlined in more detail under Parts 4 and 5 of this plan.

OBJECTIVES

- To ensure that any further development of Windsor Park or the Thomson Arboretum does not impact adversely on any landscape features, natural values or built heritage, meets the needs of reserve users while having no adverse effects on neighbouring properties and is environmentally sustainable in terms of its design, construction, long term maintenance and intended function.
- To provide additional facilities where Council or the Percy Thomson Trust is satisfied there is sufficient demand and it is clear they will be of benefit to the public.

POLICIES

- Any other future development not covered by this management plan, apart from the installation of minor items of park furniture, track development that does not require any significant indigenous tree removal or the replacement of existing facilities, will be subject to prior public consultation and Council approval by way of formal resolution.
- In approving any future developments within the reserves, due consideration will be given to the principles outlined in the National Guidelines for Crime Prevention through Environmental Design in New Zealand.

3.4.2 BUILDINGS AND STRUCTURES

There are currently no buildings or substantial structures within either Windsor Park or the Thomson Arboretum, nor are any proposed.

OBJECTIVES

- To ensure that any new buildings or other substantial structures are justified in terms of demand for them, the design and scale is suited to the environment and appropriate to facilitate public recreational use of the reserves and their location and construction is such that they do not impact adversely on any landscape features and natural, social or cultural values.

Objectives and Policies

POLICIES

- New buildings and substantial structures not envisaged by this management plan will be subject to prior public consultation and Council approval by way of formal resolution as to all aspects of location, design and construction.

3.4.3 LIGHTING

Lighting is often required or desirable in reserves to facilitate evening sports, improve security, deter vandalism or enhance the visual appeal at night of physical features such as trees or monuments. Currently there is no lighting within either reserve and none is considered necessary or is planned at this stage.

OBJECTIVES

- To provide or approve lighting within Windsor Park or the Thomson Arboretum only to improve safety and security and/or deter repeated vandalism where deemed necessary or to highlight important features.

POLICIES

- Lighting within Windsor Park or the Thomson Arboretum will only be provided or approved where there is a clear public benefit and no adverse impact on any particular reserve user or neighbouring property.
- All lighting designs shall be in accordance with Standards AS/NZS1158, AS/NZS4676, AS2560 or AS4282 as appropriate and approved by Council or the Trust (as relevant) prior to installation.

3.4.4 SIGNAGE

Section 94(1) of the Reserves Act 1977 constitutes it an offence to erect any sign on a reserve without the consent of the administering body. Similarly, Council's Control of Advertising Signs Bylaw provides that no person may erect any advertising signage within a public place without the prior consent of Council in writing.

The only signs currently on either reserve are park or arboretum name signs and it is not considered appropriate to allow commercial advertising signage. Further signage to identify trees and plants within the Thomson Arboretum is planned by the Percy Thomson Trust, along with other signs designed to enhance the educational aspects of that reserve. Refer to Parts 4 and 5 of this plan for further details.

OBJECTIVES

- To limit the proliferation of signs within Windsor Park and the Thomson Arboretum to protect the amenity values of the reserves.
- To develop and implement standardised styles and types for public information signage so as to improve the aesthetic qualities of such features and the information provided.
- To maintain all signage within the reserves to ensure it is structurally sound and remains legible at all times.

POLICIES

- Permanent signs depicting purely commercial advertising will not be permitted within either Windsor Park or the Thomson Arboretum.
- All signage shall be maintained in a safe, clean and presentable condition at all times.
- All new or replacement public information signage will be in accordance with a sign template approved by Council or the Percy Thomson Trust as relevant.

Objectives and Policies



Figure 7 - Windsor Park Entrance

3.4.5 RESERVE FURNITURE

Reserve furniture such as seating, barbeques and barbeque tables, rubbish bins and drinking fountains enhance the experience of reserve users by providing facilities for rest, picnicking and services. As with signage, it is appropriate that such facilities should be consistent in design so as to improve amenity.

Reserve furniture within Windsor Park is currently limited to one picnic table and strategically placed litter bins. The Thomson Arboretum currently has just the one bench seat at the Cloten Road entrance, however further seating within the central “circle” as outlined in Part 4 is planned along with further landscaping to enhance the public’s enjoyment of the reserve.

Other than that, additional furniture will be considered as demand determines.

OBJECTIVES

- To provide new and replacement reserve furniture when and where a need is identified and to improve public use and enjoyment of the reserves.
- To ensure all new and replacement furniture within Windsor Park is of an approved standard design.

POLICIES

- Reserve furniture to an approved standard design will be provided within Windsor Park and the Thomson Arboretum when and where a need is identified.

3.4.6 VEHICLE PARKING

Adequate car parking on or in close proximity to a reserve makes it more accessible for those having to travel some distance, however car parks within a reserve can reduce the amenity value.

Objectives and Policies

It is considered that the on-street parking along Cloten Road adjacent both reserves provides sufficient parking for users of the reserves.

OBJECTIVES

- To prohibit onsite vehicle parking so as to not to diminish the amount of reserve land available for recreation purposes.

POLICIES

- No onsite car parking within either Windsor Park or the Thomson Arboretum will be allowed.

3.5 ADMINISTRATION AND MANAGEMENT

Stratford District Council and the Percy Thomson Trust have been appointed by the Crown to control and administer Windsor Park and the Thomson Arboretum respectively pursuant to the Reserves Act 1977. The Act empowers both bodies to carry out certain actions, impose rules relative to the use of the reserve and develop objectives and policies in regard to its future development.

This management plan is the principal document that governs the management of both reserves while its provisions in regard to maintenance and future developments will be implemented through Council's Parks, Reserves and Cemeteries Asset Management Plan and the Long Term Plan. The Reserves Act also empowers administrative bodies to grant leases, licenses and permits to other organisations, subject to certain conditions, in order to complement its management of the reserve.

3.5.1 MAINTENANCE

Neither Council nor the Percy Thomson Trust employ any parks and reserve maintenance staff. Routine maintenance of both Windsor Park and the Thomson Arboretum, be it grass mowing, gardening, path or structure maintenance, is carried out by an external contractor under an Open Space Maintenance contract.

This contract requires the contractor to carry out regular inspections of the reserves to ensure they meet acceptable and defined standards and provides safe recreational environments. These inspections are carried weekly in regard to these passive recreation areas. Inspections must also be carried out within 24 hours of any particularly severe weather incident.

OBJECTIVES

- To maintain Windsor Park and the Thomson Arboretum to a standard that meets the recreational needs and aspirations of the community.
- To implement the policies of this Reserve Management Plan in a structured and integrated manner through the Parks Reserves and Cemeteries Asset Management Plan and the Long Term Plan.

POLICIES

- Windsor Park and the Thomson Arboretum will be maintained to the levels of service demanded by the community and embodied in the Open Space Maintenance contract.

3.5.2 LEASES, LICENCES, AND PERMITS

Section 54 of the Reserves Act 1977 empowers administrative bodies to grant leases or licences for uses of or activities on recreation reserves, provided such uses or activities are associated with recreation, the purpose of the reserve. Permits are granted for specific one-off or seasonal uses of the reserve or sportsfields within the reserve.

Currently there are no extant leases or licences relative to either reserve, nor are any envisaged.

Objectives and Policies

OBJECTIVES

- To allow the occupation of areas within Windsor Park and the Thomson Arboretum for approved uses, buildings and other structures that are compatible with the reserve's primary purpose through the granting of leases, licences or permits as appropriate.
- To control the use through such leases, licences or permits by way of conditions that ensure the most effective use of Windsor Park and/or the Thomson Arboretum for the enjoyment of the whole community.

POLICIES

- A lease, licence or permit will only be granted for a use and term that is compatible with the Reserves Act 1977, the District Plan and Council bylaws and policies.
- The grantee of any lease, licence or permit will be required to pay a rental, charge or fee as prescribed in Council's Fees and Charges or as otherwise approved by Council or the Percy Thomson Trust as applicable.
- Licences will not be granted for stock grazing purposes.

3.5.3 RESERVE BOUNDARIES, ENCROACHMENTS AND EASEMENTS

On occasions, unauthorised encroachments into reserves by adjoining private owners can occur that, in relation to such things as fencing, gardens and landscaping, retaining walls and other minor structures, and driveways, give the impression of private ownership. If this is not prevented or formalised by way of a licence to occupy it can lead to disputes that can be exacerbated when properties are sold without the purchaser realising part of the land they perceive to be buying is public reserve.

There are no known encroachments of this nature on either reserve, however there are some encroachments by the reserve into the legal road (Juliet Street), although these are not considered significant given that both are vested in Council.

In regard to easements, there are currently two electricity supply easements over Windsor Park in favour of Powerco Limited adjacent to the power substation on Cloten Road. These are shown respectively on plans DP 14216 and DP 19036. Neither of these impact adversely on the reserve amenity or utilisation.

OBJECTIVES

- To preserve the amenity value of Windsor Park and the Thomson Arboretum by preventing unnecessary and/or inappropriate encroachments beyond the legal boundaries.

POLICIES

- No future encroachments into either Windsor Park or the Thomson Arboretum beyond the legal title boundaries will be permitted.

Objectives and Policies



Figure 8 - Thomson Arboretum 2021

3.5.4 REVIEW AND MONITORING

Section 41 of the Reserves Act 1977 requires all reserve management plans to be kept under continuous review in order to be able to adapt to changing circumstances or in accordance with increased knowledge. While some particular aspects of this plan may be reviewed individually from time to time as the need arises, it is proposed to carry out a further full and definitive review within 10 years of its approval by Council.

OBJECTIVES

- To keep this plan under continuous review in accordance with the Reserves Act 1977 in order to conserve and enhance the recreational values of Windsor Park and the Thomson Arboretum.

POLICIES

- This plan will be reviewed in its entirety within 10 years of its approval by Council and the Percy Thomson Trust
- Individual parts of the plan may be reviewed in response to the identification of management issues for which there is no current policy herein or elsewhere or as a result of national changes through amended legislation.
- All reviews of this management plan will be publically notified as required by the Reserves Act 1977.

Actions and Responsibilities

Part 4. ACTIONS AND RESPONSIBILITIES

The following table records those actions that have been identified in this Reserve Management Plan relative to the future management and development of Windsor Park and the Thomson Arboretum. It records the proposed action, the policy it relates to, the organisation responsible for carrying out the action and the priority/anticipated timeframe.

It should be noted that these proposed actions are concepts only at this stage. They do not commit either Council, the Trust or any other organisation in any way but simply “flag” them as developments approved in principle in terms of the Reserves Act 1977, enabling public input and discussion through both this planning process and subsequent Council Annual and Long Term Plan processes.

Table 4 - Proposed Actions and Responsibilities

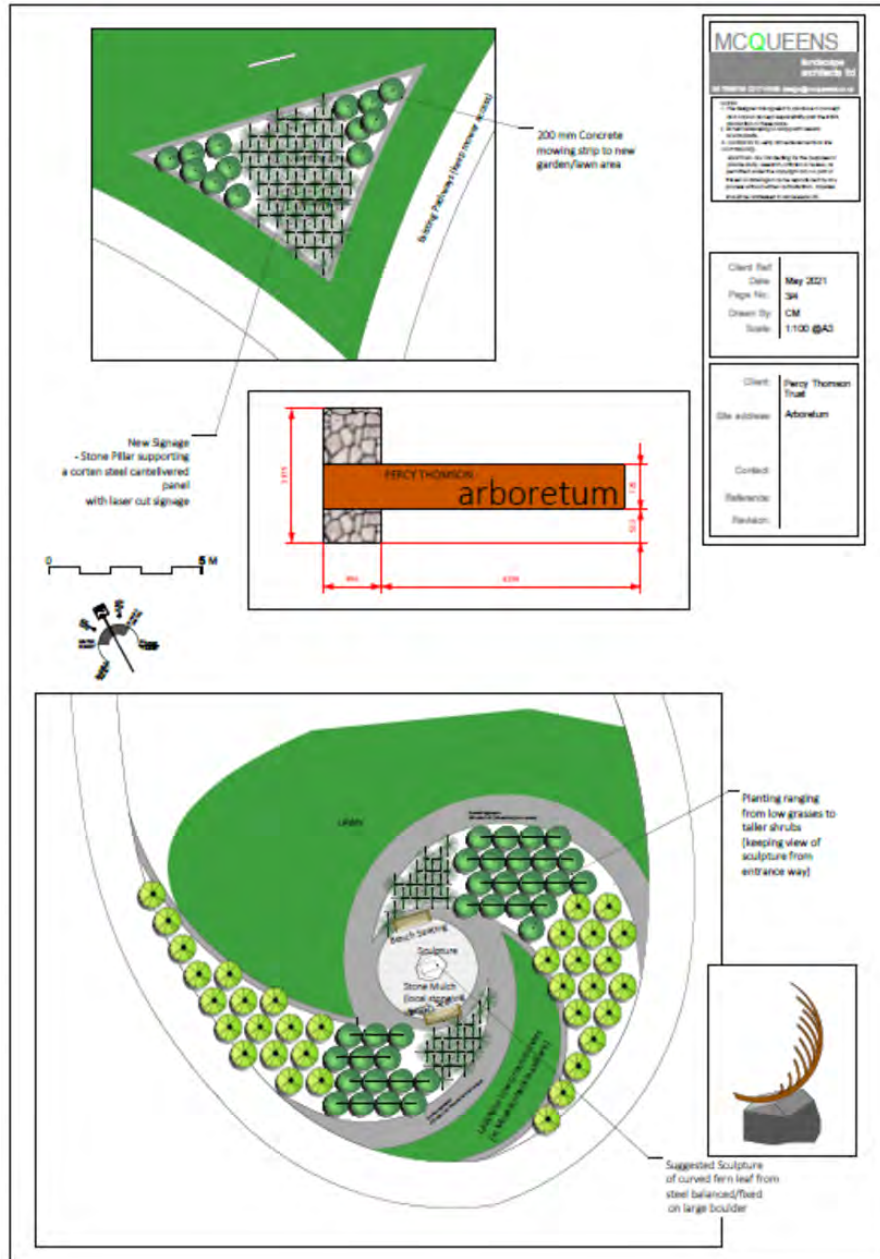
No.	Proposed Action	Policy No.	Who	Priority
1	Landscaping of Thomson Arboretum “centre circle”	3.4.1	PTT	1

Priorities: 1 = 1 – 3 years
 2 = 4 – 6 years
 3 = 7 – 10 years


Who abbreviations: SDC = Stratford District Council
 PTT = Percy Thomson Trust

Concept Development Plans and Perspective Drawings

Part 5. CONCEPT DEVELOPMENT PLANS AND PERSPECTIVE DRAWINGS



Concept Development Plans and Perspective Drawings



Concept of New Signage



Plan View - Scale 1:200



Concept View From Distance to show Features etc. - Not To Scale

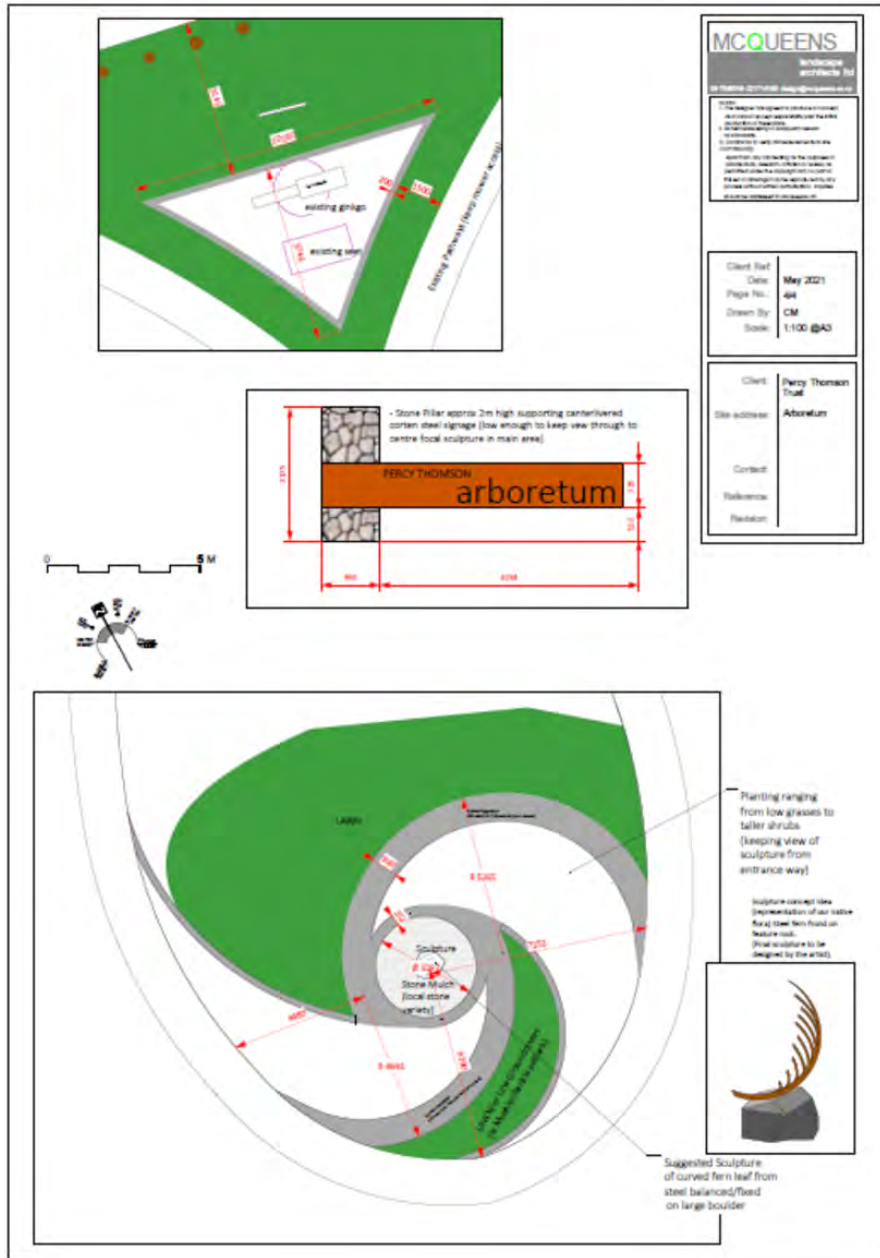
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Client:	Ferry Thomson Trust
Site address:	Arboretum
Contact:	
References:	
Revision:	

Concept Development Plans and Perspective Drawings



Concept Development Plans and Perspective Drawings





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TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

INFORMATION REPORT



F16/1221 - D21/38386

To: Policy & Services Committee
From: Asset Management Coordinator/Waste Minimisation Officer
Date: 23 November 2021
Subject: Waste Management and Minimisation Plan 2018 - Progress Report 2

Recommendation

THAT the report be received.

Recommended Reason

This report provides an update on the progress of the targets and effectiveness of the actions contained in the Waste Management and Minimisation Plan (WMMP) 2018. Council officers consider it important to monitor Council's progress to highlight the changes and improvements made, in order to quantify the gaps and identify measures necessary to achieve the purpose of the WMMP by 2023.

Moved/Seconded

1. Purpose of Report

This report updates elected members on:

- Further progress on the targets and effectiveness of the actions within the Waste Management and Minimisation Plan (WMMP) 2018 since the 2019 report;
- The new initiatives implemented to support the increased waste diversion from landfill; and
- Outstanding actions and necessary measures to fulfil the purpose of the WMMP.

2. Executive Summary

- 2.1 This report follows on from the 2019 update report on the WMMP 2018 progress presented to Elected Members on 26 November 2019.
- 2.2 This progress report (2) is in accordance with Section 6 of the WMMP which states that *'the Council will monitor and periodically report on the implementation of the WMMP'*.
- 2.3 The progress report is attached in **Appendix A** which shows where we were, where we are now and how well we are doing to achieve the purposes of the WMMP. A copy of the 2019 report is provided in **Appendix B**.

3. Local Government Act 2002

Under section 10 of the Local Government Act 2002, the Council's purpose is to "enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future"			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:			
Social	Economic	Environmental	Cultural
✓	✓	✓	✓

Waste Minimisation Act 2008: Sections 43 and 50

- 3.1 The Waste Minimisation Act (WMA) 2008 requires the Stratford District Council, as a territorial authority, to adopt a WMMP which must provide for:
- objectives and policies for achieving effective and efficient waste management and minimisation within the territorial authority's district;
 - methods for achieving effective and efficient waste management and minimisation within the territorial authority's district;
 - how implementing the plan is to be funded; and
 - if the territorial authority wishes to make grants or advances of money, the framework for doing so.
- 3.2 The progress report provides an update of the targets and actions provided in the WMMP. Therefore, the subject of this report is for the:
- provision of good quality infrastructure;
 - performance of a good quality regulatory function; and
 - performance of a good quality local public service.

A copy of the Waste Management and Minimisation Plan (WMMP) 2018 is provided in **Appendix C**.

4. Background

- 4.1 This report summarises the proposed targets, the actions to meet those targets and the monitoring plan for the WMMP. It gives elected members an update on the progress and the new initiatives implemented to reduce our district's waste to landfill.
- 4.2 This report follows on from the progress report presented to Council in 2019.

5. Information Summary

- 5.1 The key findings of this progress report show that the Stratford district is:
- On track in the achievement of the following WMMP targets:
 - T1 - Any increase in Regional Waste (RW) volumes to landfill to remain below any increase to Regional Economic Performance;
 - T2 - Reduce the volume of the kerbside collection waste per household in the district going to landfill;
 - T3 - Reduce the total waste per household in the district going to landfill per household;
 - T8 - Percentage of population in the district with access to a waste disposal service, either via a kerbside collection or live within a 30-minute drive of a transfer station; and
 - T13 - Regional Waste Minimisation Officer - 1 shared resource

- Behind in the achievement of the following targets:
 - T4 - Increase the amount of kerbside collection waste diverted to recycling in the district;
 - T5 - Reduce contamination of kerbside collection waste diverted to recycling in the district;
 - T6 - Reduce the amount of organic waste in the district kerbside collection; and
 - T7 - Percentage of community satisfied with the solid waste service.

5.2 The actions that have resulted in diversion to landfill and reduction in waste minimisation over the last year include, but not limited to include:

- Weekly recycling bin audits by EnviroWaste to focus on reducing contamination in our recycling;
- Ongoing and regular community education on recycling via CentralLink and Facebook and other media outlets;
- Plastic Free July promotion with a swaps table and presentation at the library and other outlets;
- AgRecovery event held which diverted the diversion of waste from landfill; Community presentations to organisations including Grey Power, St Johns Cadets and others;
- A&P Show - Council Officer was available to speak about kerbside collection and recycling.

5.3 Based on the key findings, the Stratford district may consider the following future initiatives to support the achievement of the targets, actions and plans. These initiatives, where that represent a change in the level of service, will be a Long Term Plan subject for discussion requiring public input, and should be considered for discussion in the 2024 Long Term Plan:

- Feasibility Study for a regional commercial composting facility. This study will focus on organics (food and green waste) generated within the region, and options for disposal.
- More funding towards education – Council may look to allocate funding to support public education. This could be through staff resourcing and/or the support of programmes such as;
 - Workshops for the community around composting, swap plastic, single use packaging to reusable items and other presentations and workshops;
 - Waste Free period sessions at the high schools.
- Waste *Levy Allocation Policy* to guide the allocation of waste levy funds to applications for the implementation of waste initiatives in the district.

6. Strategic Alignment

6.1 Direction

The Council's Vision for the WMMP 2018 is *'Towards Zero Waste'*.

The Council expects that this vision will *'facilitate lifestyle changes and encourage practices that emulate sustainable natural cycles, where all discarded materials become resources for others to use'*

6.2 Annual Plan and Long-Term Plan

This report is consistent with the Annual Plan and Long-Term Plan.

6.3 District Plan

This report is consistent with the objectives of the District Plan.

6.4 Legal Implications

There are no legal implications associated with the subject matter of this report. This is not to say that no legal matters will arise throughout the delivery of the matters covered by this report. These will be addressed as and when required.

6.5 Policy Implications

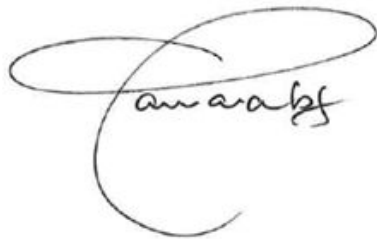
This report is consistent with relevant Council policies.
There are no policy implications associated with the subject matter of this report. This is not to say that no policy matters will arise throughout the delivery of the matters covered by this report. This will be addressed as and when required.

Attachments:

- Appendix A** Waste Management and Minimisation Progress Report 2 (D21/30432);
- Appendix B** Waste Management and Minimisation Plan 2018 (D18/8377); and
- Appendix C** Waste Minimisation and Minimisation Progress Report November 2019 (D19/28940)



Louise Campbell
Asset Management Coordinator



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 15 November 2021

APPENDIX A



Stratford District Council



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

WASTE MANAGEMENT AND MINIMISATION PLAN (WMMP) 2018

Progress Report 2

November 2021

Contents

1	Introduction	3
2	Key Findings	4
3	Possible Future Initiatives	5
4	The Council’s Proposed Targets (Table 5, WMMP) – Progress Report	7
5	Action Plan Table of Preferred Options (Table 7 WMMP) – Progress Report	21
6	Monitoring Plan (Table 8 WMMP) – Progress Report	28

List of Figures

Figure 1 Total Waste to Landfill	13
Figure 2 Kerbside Collection Waste per Household	14
Figure 3: Tonnes of waste disposed to landfill per capita in the three districts in Taranaki	15
Figure 4 - Percentage of Kerbside Waste Recycled	16
Figure 5 - Percentage of Contamination at the MRF	17
Figure 6 - Stratford Recycle Bin Audits	18
Figure 7 - Transfer Station Accessibility	19
Figure 8 - Refuse Tonnage to Bonny Glen.....	31
Figure 9 - Kerbside Recycling Statistics	32
Figure 10 - Transfer Station Recycling Statistics	33

List of Tables

Table 1 Proposed targets from WMMP	7
Table 2: Stratford’s total waste to landfill	20
Table 3 - Action Plan	21
Table 4 - Monitoring Plan - Progress Report.....	28
Table 5 - Internal desk audits January 2020	34

1 Introduction

Section 50 of the Waste Minimisation Act 2008 requires the Stratford District Council to review and implement a Waste Management and Minimisation Plan (WMMP) 2018 which is intended to be a guiding document for the Stratford District Council (the Council's) to promote and achieve effective and efficient waste management and minimisation within the district. This WMMP is consistent with the *Waste Management and Minimisation Strategy for Taranaki*.

The WMMP addresses all waste and diverted material in the Stratford District, with the exception of some liquid and gas wastes that are more effectively managed through other policies. The Council provides only part of the waste services and infrastructure in the district (i.e. kerbside rubbish and recycling collection, transfer station and some waste education). A web of private companies and community organisations are involved in waste minimisation and management in the district, including collection, diversion and alternative disposal. It is the Council's responsibility to consider all waste in the district and to identify and/or advocate areas where other groups are or can be involved.

The Council, together with the other territorial authorities (TAs) in the Taranaki region is committed to collaborating regionally to achieve efficiencies and effectiveness in waste management. The Objectives of the WMMP are four-fold. To:

- Facilitated Behavioural Change;
- Encourage Collaboration and Partnerships;
- Promote Leadership and Innovation and
- Deliver Accessible Services and Facilities.

1.1 Purpose

The purpose of this report is to provide an update on the progress made in the minimisation and management of waste in the Stratford District, based on the current WMMP Targets, Actions and Plans.

1.2 Scope

This report is limited to the Council's progress on the following targets, actions and plans, as documented in Tables 4, 7 & 9 of the WMMP:

- *The Council's Proposed Targets*¹ (Table 4 WMMP);
- *Action Plan of Preferred Options* (Table 7, WMMP); and
- *Monitoring Plan* – (Table 9, WMMP).

¹ *These targets were developed prior to the global changes and the stringent conditions now required by exporting laws. Therefore, it is noted that the targets and subsequently the associated actions in the WMMP, now fall short in complying with current exporting requirements. The review of the WMMP in 2023 will address this shortfall.*

2 Key Findings

The key findings of this progress report are described below.

- The Stratford District is on track in the achievement of the following targets, as per Table 4 WMMP 2018:
 - T1 - Any increase in Regional Waste (RW) volumes to Landfill to remain below any increase in Regional Economic Performance (REP)
 - T2 – Reduce the volume of kerbside collection waste per household in the district going to Landfill
 - T3 – Reduce in the total waste volume in the district going to landfill per household;
 - T8 - Percentage of population in the district with access to a waste disposal service – within a 30 minute drive of a transfer station
 - T9 - Provide a district facility which receives non-industrial/domestic quantities of hazardous waste for appropriate disposal
 - T10 - Compliance with resource consent conditions for Council-operated solid waste district facilities
 - T11- Regional Education Campaign on Waste Management and Minimisation
 - T12- Waste Community Engagement Survey
 - T13 - Regional Waste Minimisation Officer

- Compared to our neighbours, the Stratford District is behind in the achievement of the following targets:
 - T4 - Increase the amount of kerbside collection waste diverted to recycling in the district
 - T5 - Reduce contamination of kerbside recycling delivered to the Materials Recovery Facility (MRF)
 - T6 - Reduce the amount of organic waste in the district kerbside collection
 - T7 - Percentage of community satisfied with the solid waste service

The key sources of evidence include:

- NPDC –
 - Taranaki Solid Waste Management Committee – WMMP Annual KPI Summary;
 - Regional Waste Data; and
 - Bonny Glen Landfill Statistics;
- Ministry of Business, Innovation and Employment - Stratford GDP statistics;
- EnviroWaste NZ; and
- SDC Assets Management Information.

The actions that have resulted in diversion to landfill and reduction in waste minimisation include:

- Weekly recycling bin audits by EnviroWaste to focus on reducing contamination at the Materials Recovery Facility in New Plymouth;
- Waste Free Period Sessions at Stratford High School;
- Ongoing regular community education on recycling via Central Link, Facebook and other media outlets;
- Plastic Free July promotion including 'Swaps' tables at the the library;
- The AgRecovery event held in May 2021 which diverted the following material from landfills or incineration:
 - Containers - 250 kg;
 - Drums - 290 kg;
 - Polypropylene (Pp) bags - 80kg;
 - Chemical - 156.67 kg; and
 - Oil - 325.12 kg.
- Community presentations to Grey Power and St Johns Cadets throughout the year;
- A&P showgrounds educational sessions;
- Large regional campaigns to reduce contamination in recycling bins, including, but not limited to:
 - 'Get rid of the lid' campaign;
 - 'Make your recycling great campaign'; etc.

3 Possible Future Initiatives

Based on the key findings, the Stratford District Council may consider the following future initiatives to support the achievement of the targets, actions and plans. These initiatives, where they represent a change in the level of service (LoS), will be a Long Term Plan subject for discussion requiring public input, and should be considered for discussion in the 2024 Long Term Plan, or earlier as deemed necessary by Council

- Green Waste – Introduce a kerbside greenwaste collection service to separate greenwaste from general waste and reduce waste to landfill. There is currently a private business who provides this service, however, the Council may look to expand into this area, or encourage the private business to extend its services to capture potential users who may be unaware of the service. This is a change in the existing level of service.
- Organic Waste – Introduce kerbside collection of organic waste to divert and further reduce the waste going to landfill. This will help to further reduce the Per Capita Waste 0.178 tonnes (target 0.284 tonnes). Officers are currently monitoring a private commercial organic waste collection in South Taranaki which is a new service. There is an option to provide this service to Stratford District's residential and possibly commercial customers - this is a change in the existing level of service.
- Waste Collection - Reduce frequency of kerbside collection from weekly to fortnightly. This could also be achieved by reducing the capacity of the waste receptacle for each household. Again, this is a change in the existing level of service.

- A Feasibility Study – on the options for management and minimisation of organic waste generated in the region, including food and green waste. The aim of this is to inform the establishment of a regional organic waste facility, to enable the diversion of organic waste from landfill. This study will be funded by the 3 Councils and has been commissioned in October 2021;
- Funding towards education – Council may look to allocate funding to support public education. This could be through staff resourcing and/or the support of programmes such as:
 - Community workshops on recycling correctly, composting and/or reusing of materials;
 - ‘Kete’ making;
 - Waste Free period education at schools;
- Funding towards community waste minimisation initiatives - Council may look to establish a Contestable Fund to support waste minimisation initiatives that benefit the Stratford community. As a result of the gradual increase in the Waste Levy from \$10.00 in 2020/21 to \$60.00 per tonne in 2024/25, the Council is expected to receive from Central Government a larger share of the waste levy, which can be used to fund the Contestable Fund.
- Policy – the development of a Contestable Fund Policy to guide the allocation of the contestable fund described above.
- Regular AgRecovery Event to provide a free drop off of chemical wastes and containers from farms and golf clubs. This will enable safe disposal and recycling of these chemicals and containers.
- Other waste minimisation initiatives as necessary.

4 The Council's Proposed Targets (Table 5, WMMP) – Progress Report

Table 1 Proposed targets from WMMP

Target Resource	Performance Measures	Baseline Data (2015/16)	2023 Target	Progress
Waste to Landfill				
T1	Any increase in Regional Waste (RW) volumes to Landfill to remain below any increase in Regional Economic Performance (REP)	<ul style="list-style-type: none"> Total Regional waste to Landfill: 38,439 Tonnes Taranaki Regional GDP per capita is \$76,715; National GDP per capita is \$58,652.47 	Changes in RW to be less than changes in REP	<p>Achieved - there was a reduction in waste to landfill for 2020/21.</p> <p>Please refer to Figure 1. For 2020/2021:</p> <ul style="list-style-type: none"> Total Regional Waste to Landfill = 38,438 tonnes² Taranaki Regional GDP per Capita (2020) is \$76,715³ National GDP per Capita (2020) is \$58,652.47 <p>The Regional Waste to landfill (2021) reduced by 2,023 tonnes from 2019/20. the REP (2020), as measured by the GDP per capita, reduced by \$1,487.45 from 2019. (Calc)</p>
T2	Reduce the volume of the Kerbside collection waste per household in the district going to Landfill	0.51 Tonnes per household per year	0.46 Tonnes per household per year	<p>Achieved - As at 30 June 2021 Stratford is at 0.41 tonnes kerbside waste per household per year.</p> <p>Please refer to Figure 2 to compare, as at 30 June 2021</p> <ul style="list-style-type: none"> South Taranaki District was at 0.36 tonnes New Plymouth District was at 0.21 tonnes per household per year <u>from the kerbside.</u> <p>The Stratford District's volume of kerbside waste has reduced from 0.49 in 2018/19 and 0.55 in 2019/20. The higher volume for 2019/20 could be attributed to higher alert levels for Covid 19 in March and April 2020 where all recycling was sent to landfill. SDC has met the target of 0.46 tonnes per household and are set to continue to meet it until the review in 2023. Key initiatives that will also help to ensure we continue to achieve this target, including reviewing the Level of</p>

² Results from NPDC Bonny Glen Landfill Statistics

³ Results from Stats NZ

Target Resource	Performance Measures	Baseline Data (2015/16)	2023 Target	Progress
				service for waste collection in the areas or greenwaste, organic waste which would support a reduction in the frequency of waste collection.
T3	Reduce the total waste volume in the district going to Landfill per household	0.77 Tonnes per household per year	0.71 Tonnes per household per year	<p>Achieved - As at 30 June 2021 Stratford is at 0.42 tonnes of total waste to landfill</p> <p>Please refer to Figure 3. For the 2020/2021, Stratford's total tonnes of waste to landfill PER HOUSEHOLD was 0.42 tonnes. This is calculated by taking the 0.168 per Capita x 2.5 (average no of persons per Stratford household obtained from Census 2013 results). (Dwelling occupancy status was not a question in the 2018 Census).</p> <p>The total tonnage (kerbside and transfer station) to Bonny Glenn Landfill for 2020/21 year was 1658.1 tonnes from the Stratford District, although there was an increase of 10.7 tonnes from 1636.9 tonnes in 2019/20, there were an additional 43 households added to the service due to an increase in new builds and subdivisions.</p>
Diversion of Waste - Recycling				
T4	Increase the amount of Kerbside collection waste diverted to recycling in the district	24% (R/K) comprising of: <ul style="list-style-type: none"> • Kerbside waste plus recycling (K) = 1689 T • Recycling (R) = 406 T 	Increase to 29% (to be reviewed in the 2023 WMMP review NB: The 2021-2031 LTP target for waste diverted to recycling was reduced to 20% due to the greenwaste initiative not being approved and the reduction of numbers of recyclable plastics from 1-7 to 1, 2 & 5	<p>Not achieved yet - 24%</p> <p>Please refer to Figure 4. With the 3% reduction of the amount of plastic being able to be recycled resulting in more waste to landfill, our target for the percentage of waste diverted to recycling has been reduced to 20% in the 2021-2031 Long Term Plan. The target of 29% will be hard to achieve and required requires review when the WMMP is reviewed in 2023.</p> <p>We have completed 1 major regional campaign for recycling due to the change in plastics that can be recycled. We are also part of a regional feasibility study to look into the options for a regional commercial composting facility which is set to divert another 30% percent of waste from the landfill.</p>

Target Resource	Performance Measures	Baseline Data (2015/16)	2023 Target	Progress
T5	Reduce contamination of Kerbside recycling delivered to the MRF	12%	Reduce to less than 8%	<p>Not achieved yet - 28.4%</p> <p>Contamination is a continuing concern for the district. The regional contamination at the MRF is averaged out at 28.4% for the 2020/21 year. This reflects the new stringent standards to be followed for exporting purposes. Approximately 4 large regional campaigns a year are run to try and reduce the contamination in the kerbside recycling bins.</p> <p>Please refer to Figure 5, Monthly reports are received from EnviroWaste to advice of the Material Resource Facility (MRF) regional contamination rate. As at 30/06/21 (Data provided by the MRF Manager) Stratford is reported to be at 26.7% - this is a subjective visual assessment undertaken by MRF staff. The official regional contamination rate is 24.8% as at 30/6/2021. The quarterly regional meetings have a slot available to discuss suitable consistent messages to be sent to the Taranaki public on reducing contamination in recycling.</p> <p>Based on the weekly bin audits see Figure 6, completed by EnviroWaste in Stratford, where:</p> <ul style="list-style-type: none"> • Green tagged bins are collected; • Amber tagged bins where there is a small amount of non-recyclables in the bin are collected and contamination managed at the MRF; and • Red tagged bins are not collected, <p>Stratford's kerbside recycling behaviour shows that the bad contamination is 5% (red tags):</p> <ul style="list-style-type: none"> • Green Tagged bins – 51% • Amber Tagged bins – 44% • Red Tagged bins – 5%

Target Resource	Performance Measures	Baseline Data (2015/16)	2023 Target	Progress
Diversion of Waste – Organic Waste				
T6	Reduce the amount of organic waste in the district Kerbside collection	37%	Reduce to 32% OR Reduce to 27% (If SDC introduces Organic Waste Collection in 2021)	<p>Not Achieved. This cannot yet be measured.</p> <p>Currently there is no greenwaste or food waste collection service provided by Stratford District Council. In order to meet this regional target, this would require a change in the level of service for kerbside waste collection. There is a private contractor that does provide a greenwaste service for a fee.</p> <p>The Stratford Transfer Station has taken 191.4 tonnes of greenwaste for the 2020/21 year, which is approximately 7.8% of the total tonnage received at the Stratford Transfer Station. <i>See Table 2.</i> This does not include greenwaste from kerbside collections.</p> <p>A feasibility study on the options for a regional commercial composting facility will be undertaken in 2021. This will enable options for organic waste diversion from landfill to be considered and to support the construction of an appropriate organic waste facility in the region.</p>
Customer Satisfaction				
T7	Percentage of community satisfied with the solid waste service	96.7% (incl neutrals and excl 'don't knows')	More than 90%	<p>Not Achieved</p> <p>The results show there is room for improvement with the service being provided. Comments are largely based around damage to the bins after collection and spilt rubbish from the bins. SDC provides a service to repair damage to bins as a result of collection and rubbish from kerbside collection is cleaned up either by the contractor at the time or by our local contractor in the event of windblown rubbish on collection day.</p> <p>The community survey was completed for 2020/2021 year. The total people surveyed was 373. Average score for "good, very good and excellent" was:</p>

Target Resource	Performance Measures	Baseline Data (2015/16)	2023 Target	Progress
				<ul style="list-style-type: none"> • RUBBISH – 89.5% • RECYCLING – 87.5%
Public and Environmental Health				
T8	Percentage of population in the district with access to a waste disposal service – either via a kerbside collection of live within a 30 minute drive of a transfer station	85%	90% (if SDC introduces a Recycling Service in Whangamomona in 2021) 85% (otherwise)	<p>Achieved - 89%</p> <p>Currently, 2556 properties receive kerbside collection and pay the Solid Waste Levy in their rates. There are a total of 3281 properties in Stratford District. SDC has not extended the waste collection service beyond its current area. Toko to Whangamomona residents are largely rural and commercial. - <i>See Figure 7</i> for the area that is within a 30 minute drive to the transfer station or receive a kerbside collection service. The area that is not within 30 minutes drive is west of Whangamomona to Tahora and encompasses 353 rateable properties.</p>
T9	Provide a district facility which receives non-industrial/domestic quantities of hazardous waste for appropriate disposal	1 facility	1 facility	<p>Achieved</p> <p>Ongoing service provided at the Transfer Station.</p>
T10	Compliance with resource consent conditions for Council-operated solid waste district facilities	100% compliance	100% compliance	<p>Achieved - 100% compliance.</p> <p>Quarterly reports on closed landfills in the Stratford District are completed by SDC staff to ensure compliance. Annual monitoring reports are completed by TRC</p>
Community Engagement				
T11	Regional Education Campaign on Waste Management and Minimisation	1 annually	1 annually	<p>Achieved</p> <p>SDC's Waste Minimisation Officer is working with Zero Waste Educator in New Plymouth on some education campaigns. These include:</p> <ul style="list-style-type: none"> • Waste free period education sessions at Stratford High School;

Target Resource	Performance Measures	Baseline Data (2015/16)	2023 Target	Progress
				<ul style="list-style-type: none"> Other Initiatives as per the Regional Waste Education Strategy
T12	Waste Community Engagement Survey	0	1 Biennially	<p>Achieved</p> <p>Last community survey completed July 2021</p>
T13	Regional Waste Minimisation Officer	1 (shared resource)	1 (shared resource)	<p>Achieved –</p> <p>SDC will have 10% of RWMO time for assistance in creating initiatives in-house and in the community. 10% of RWMO salary is in the Waste Levy Budget.</p>

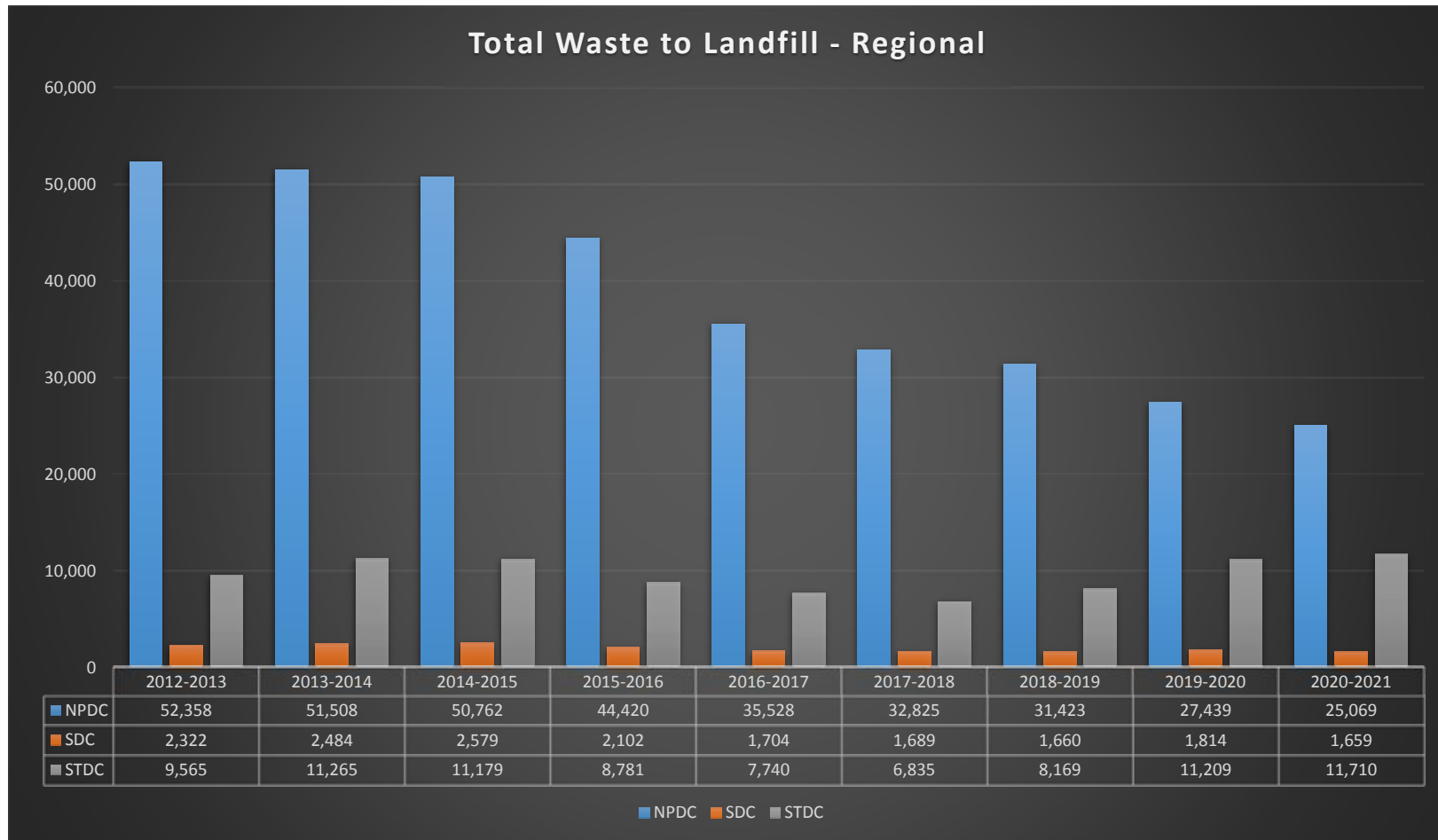


Figure 1 Total Waste to Landfill

Source: Regional Waste Minimisation Officer - Regional Waste Data 2021

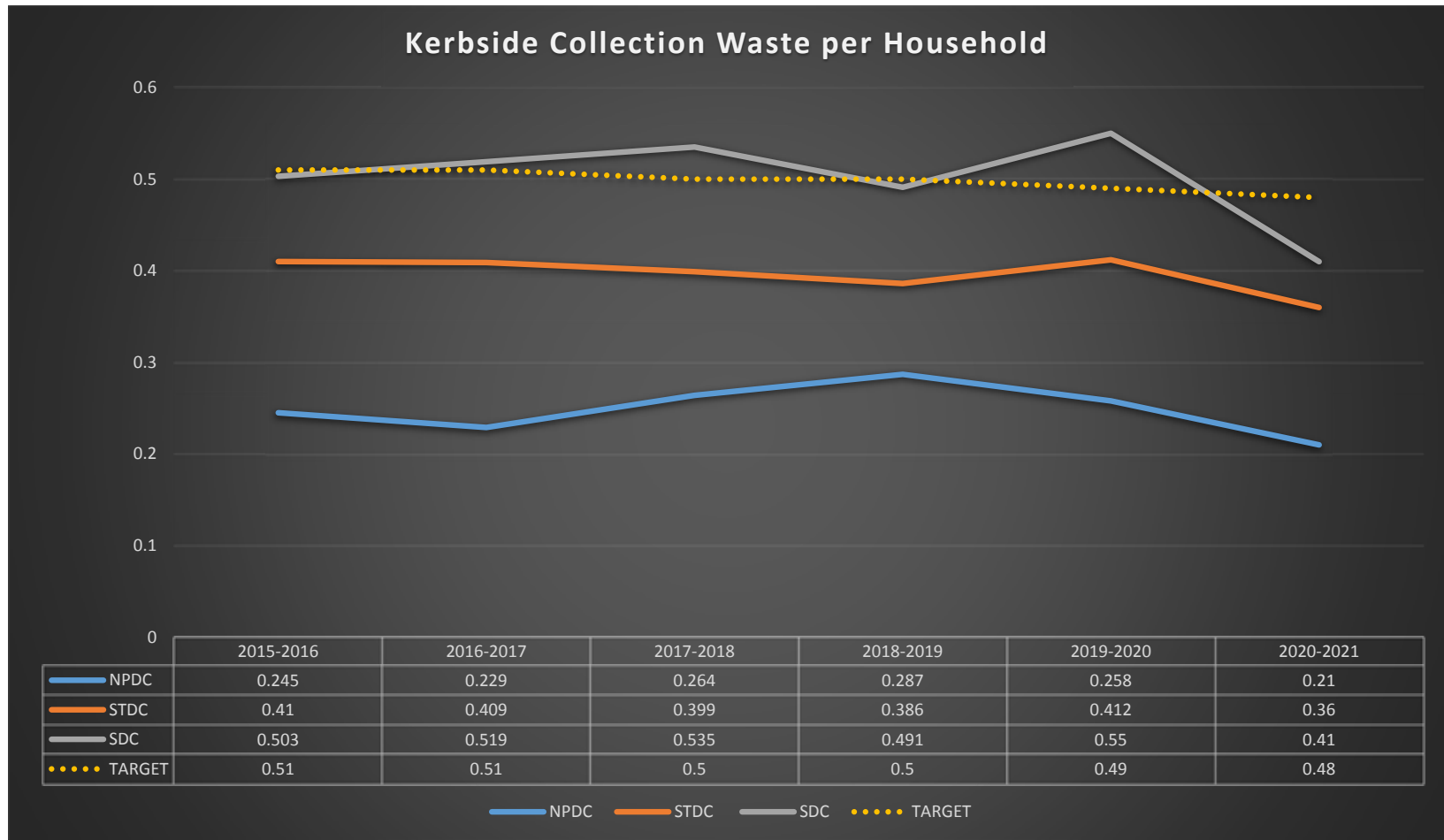


Figure 2 Kerbside Collection Waste per Household

Source: Regional Waste Minimisation Officer Regional Waste Trends - March 2021

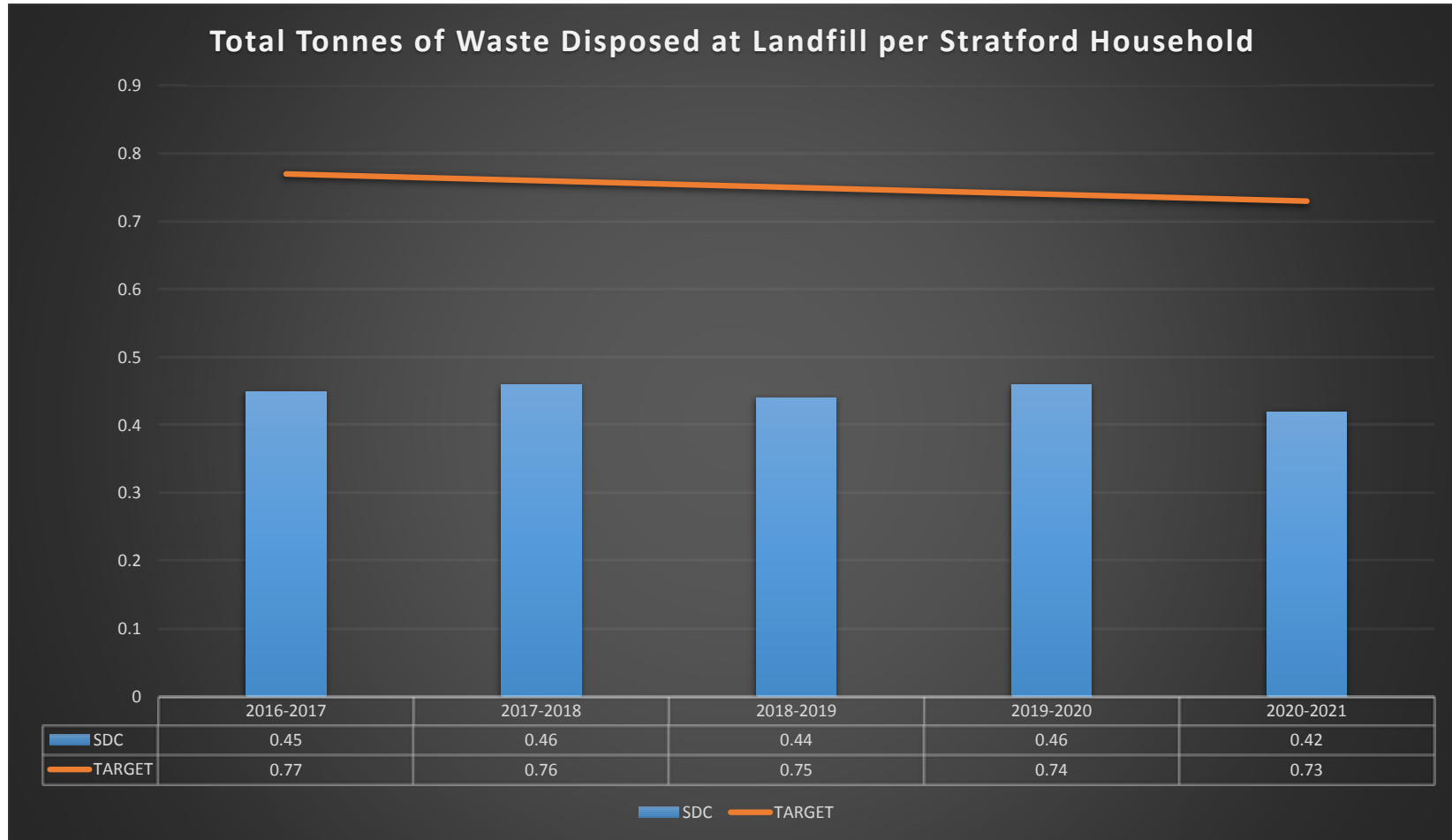


Figure 3: Tonnes of waste disposed to landfill per capita in the three districts in Taranaki

Source: 2021 Regional Waste Data (Regional Waste Minimisation Officer)

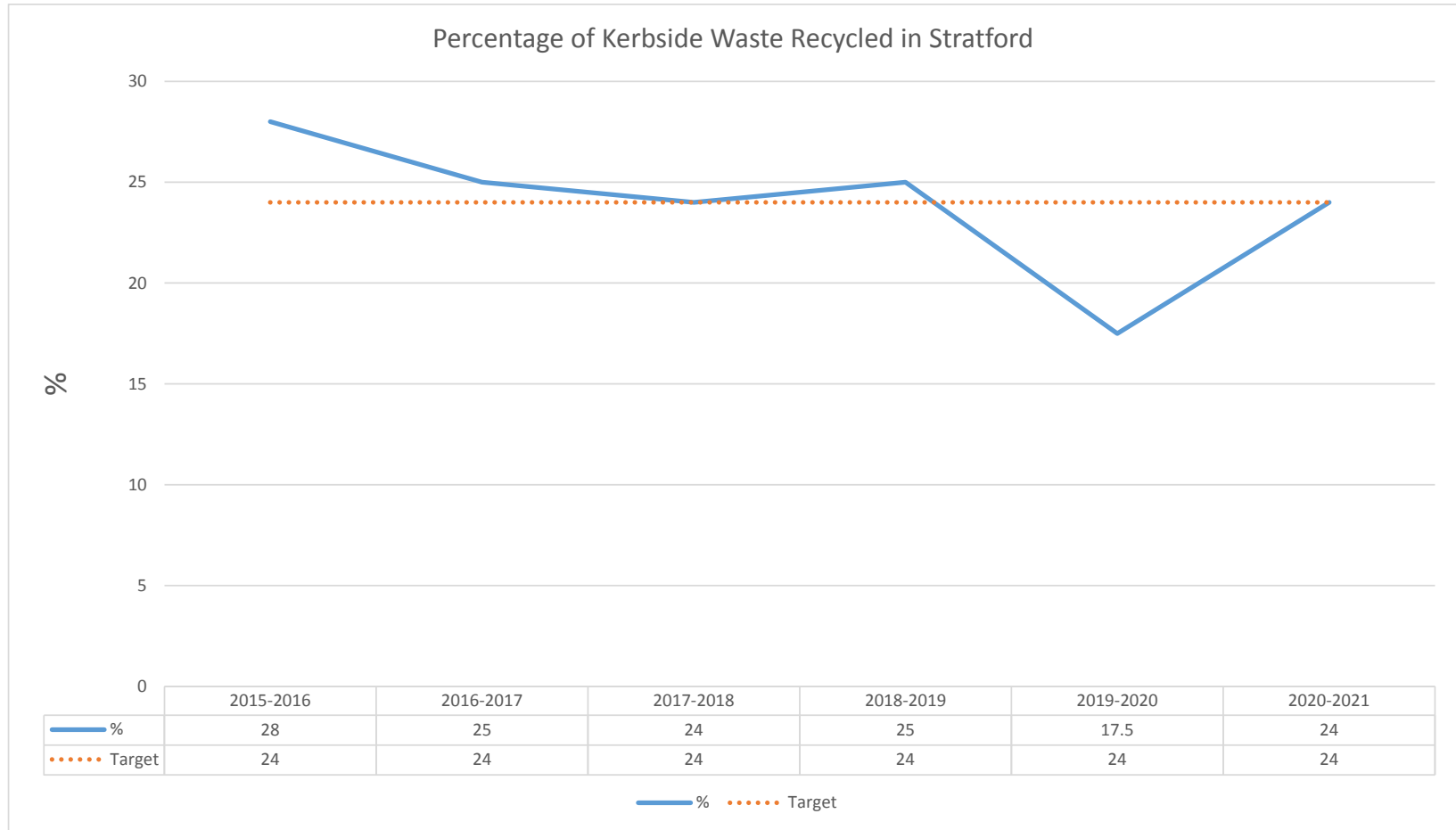


Figure 4 - Percentage of Kerbside Waste Recycled

Source: Stratford's Statistics for Collection, Landfill and Transfer Station D18/18445

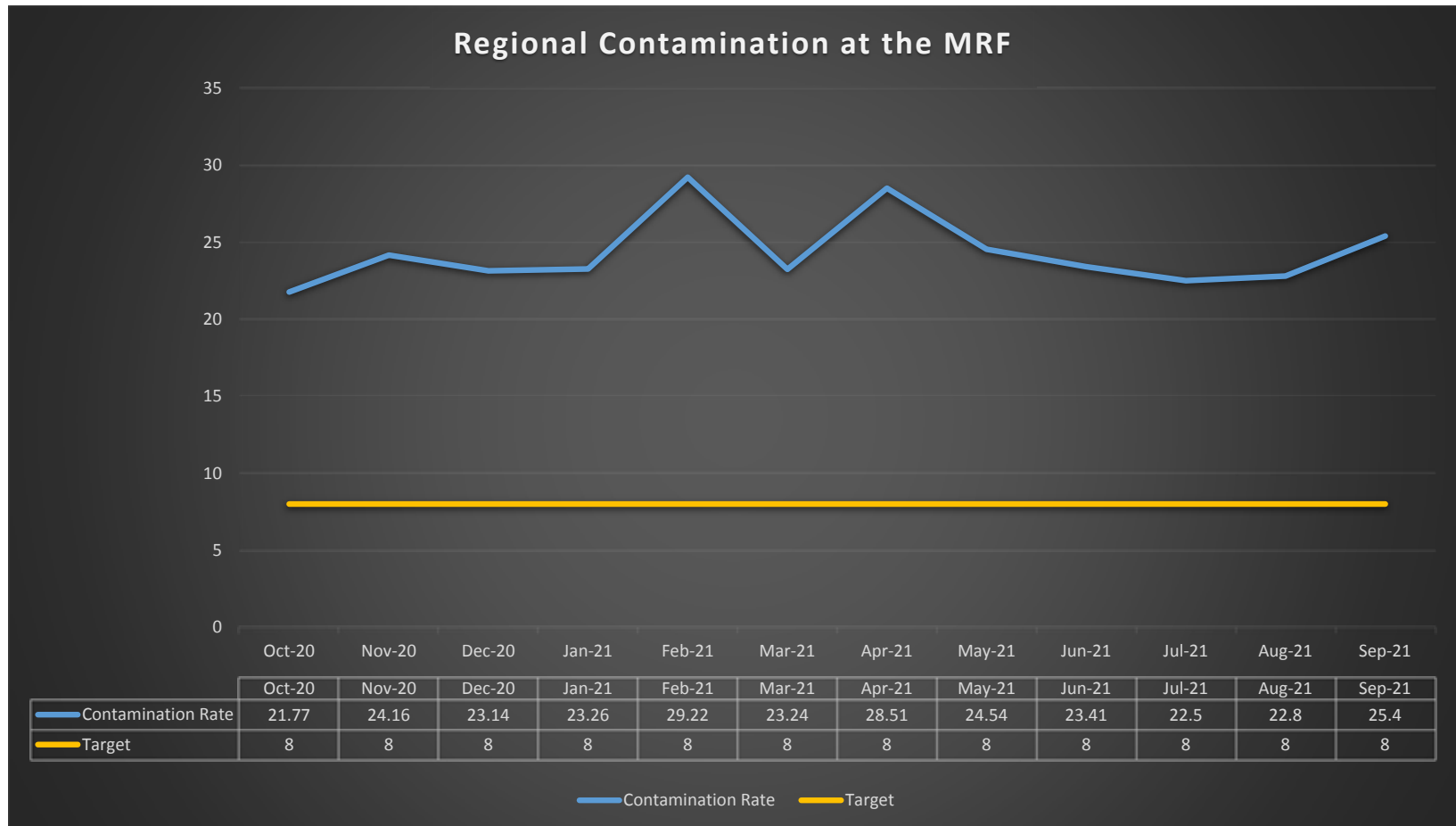


Figure 5 - Percentage of Contamination at the MRF

EnviroWaste Monthly reports July 2020 to September 2021

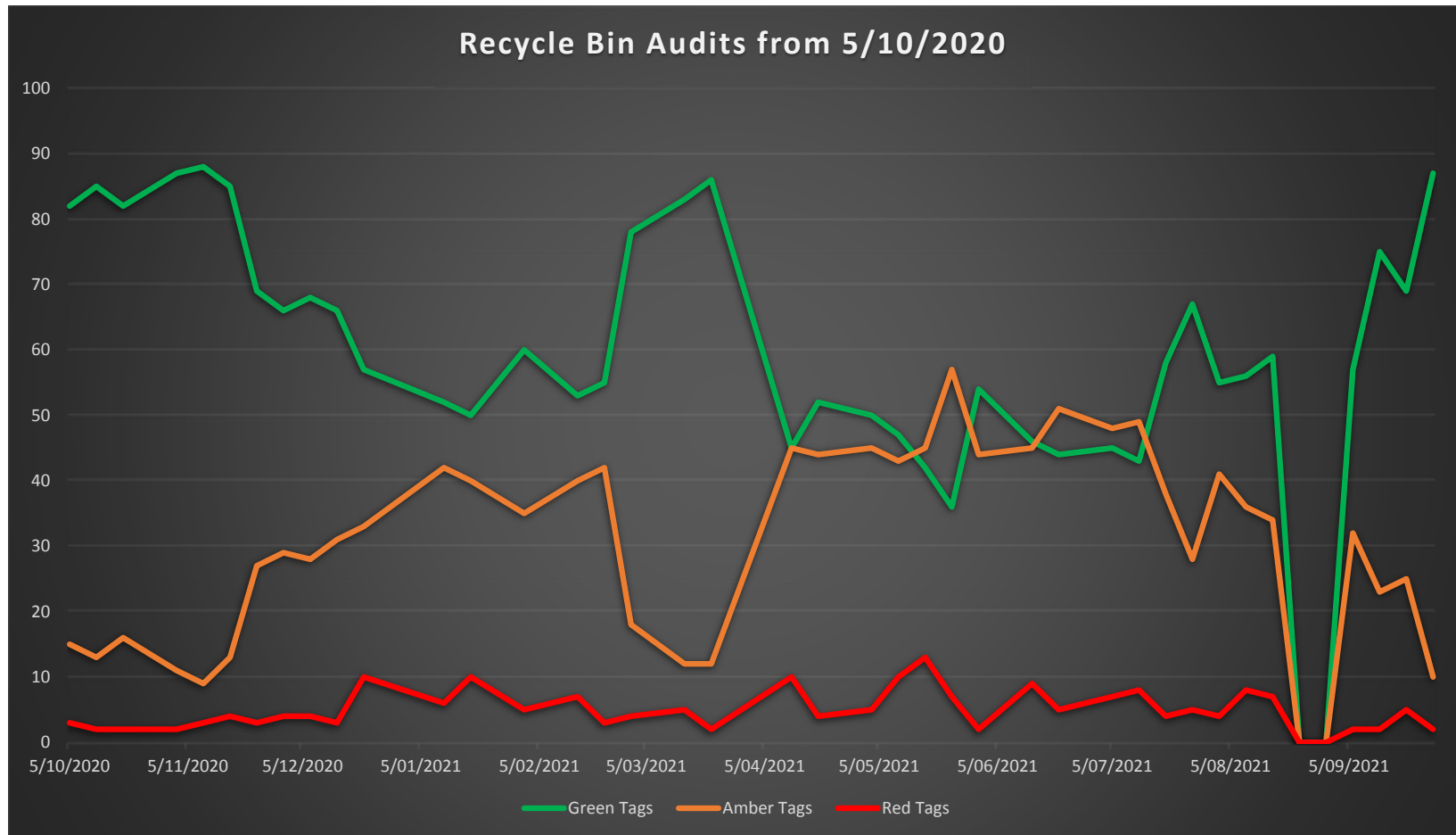


Figure 6 - Stratford Recycle Bin Audits

Stratford's EnviroWaste Weekly Recycle Audits from October 2020 to September 2021 - D19/23529

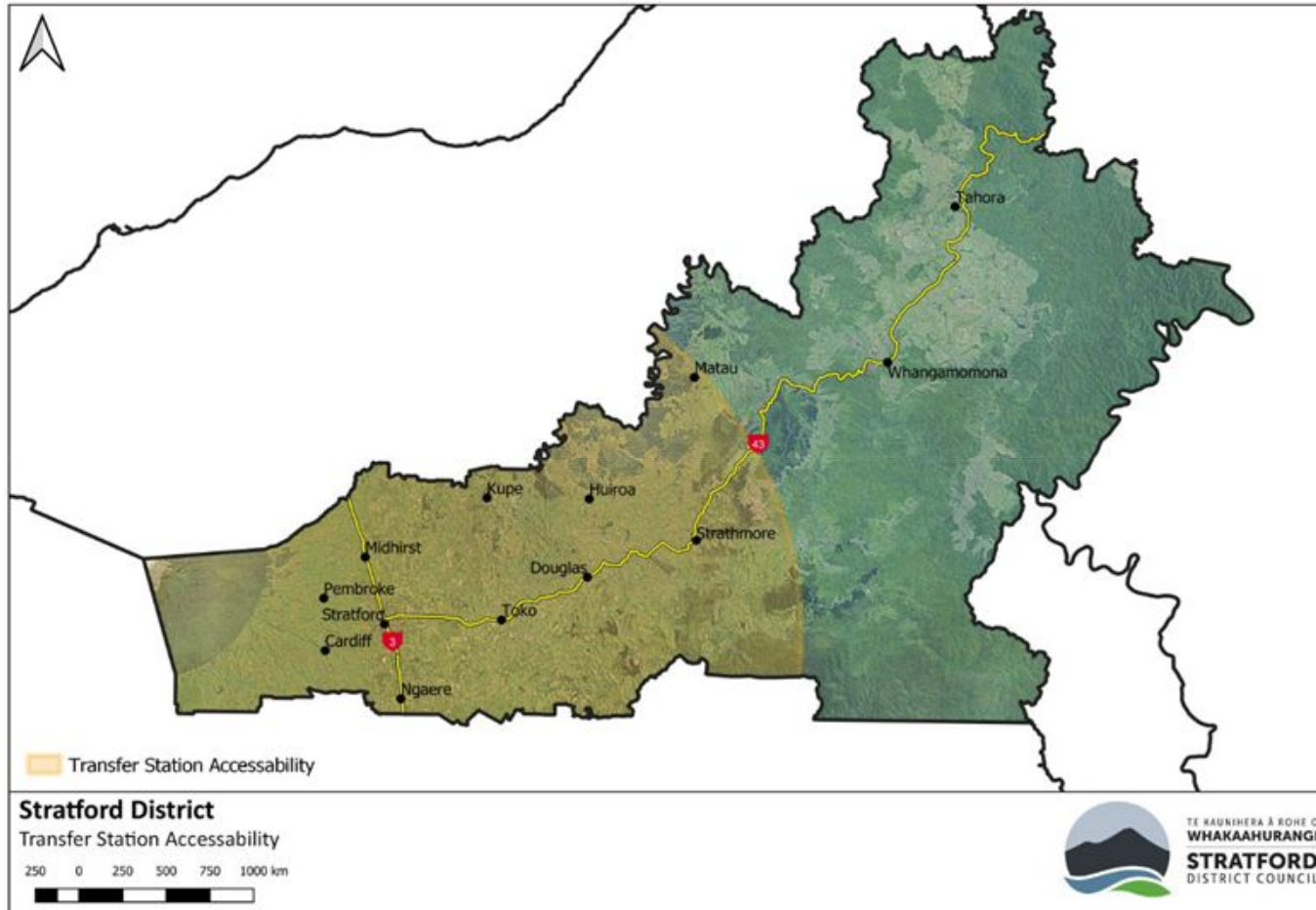


Figure 7 - Transfer Station Accessibility

Source - Intramaps - GIS Officer

Table 2: Stratford's total waste to landfill

		COLLECTION CONTRACTOR'S FIGURES													ANNUAL REPORT					
		REFUSE				RECYCLING							GREEN							
		Town	T/station	Total	Annual	Town		T/station			Total	Annual	T/station	Annual	No	Σ A	Σ B	% recycle	Kg per	
				Mth	Σ	Co Ming	Glass	Co ming	Scrap	Card	Glass				props				property	
		A				(B)														
2020	June	113.2	34.7	147.8	1636.9	21.3	16.5	2.2	12.4	4.0	6.9	63.3	518.7	25.3	187.6		1326.0	56.6	4%	479
	July	79.7	32.4	112.1	112.1	18.4	13.7	2.5	3.2	1.2	6.2	45.2	45.2	0	0.0	2564	79.7	32.1	29%	345
	Aug	118.7	23.45	142.11	254.2	20.5	18.4	2.4	3	1.69	16.7	62.7	107.9	17.1	17.1		198.4	71.0	26%	430
	Sept	101.8	28.73	130.54	384.8	17.42	13.11	2.5	3.8	2.27	8.1	47.18	155.1	9.16	26.3		300.2	101.5	25%	433
	Oct	106.9	29.68	136.58	521.3	16.51	12.98	3.7	3.5	1.79	6.6	45.08	200.2	11.86	38.1		407.1	131.0	24%	441
	Nov	140.5	35.17	175.68	697.0	24.74	17.63	3.7	1.0	2.1	6.4	55.6	255.8	26.3	64.4		547.6	173.4	24%	474
	Dec	105.6	41.59	147.2	844.2	18.92	14.79	11.0	3.7	3.8	13.8	65.96	321.7	19.9	84.4		653.2	207.1	24%	471
021	Jan	112.6	33.44	146.06	990.3	17.43	18.7	2.8	0.0	2.8	8.0	49.68	371.4	16.4	100.7		765.8	243.2	24%	474
	Feb	99.0	28.67	127.67	1117.9	19.53	14.1	4.3	0.0	2.7	7.3	47.89	419.3	12.2	112.9		864.8	276.9	24%	468
	Mar	126.5	23.12	149.66	1267.6	30.5	16.76	3.4	0.0	1.4	7.0	59.03	478.3	33.4	146.3		991.4	324.1	25%	477
	Apr	96.7	34.03	130.72	1398.3	16.43	12.31	6.0	0.0	4.0	7.1	45.78	524.1	16.3	162.6		1088.0	352.9	24%	471
	May	124.3	18.53	142.83	1541.2	23.91	17.03	1.7	0.0	2.7	3.8	49.11	573.2	28.80	191.4		1212.3	393.8	25%	477
	June	96.6	20.8	117.42	1658.6	16.2	10.74	2.3	0.0	1.3	6.0	36.45	609.7	0.00	191.4		1309.0	420.7	24%	472

Stratford District Statistics for Collection, Landfill and Transfer Station D18/18445

5 Action Plan Table of Preferred Options (Table 7 WMMP) – Progress Report

Table 3 - Action Plan

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
1. Behavioural Change							
1	BC1	Undertake an annual public education programme and associated activities within current resources	Status Quo	On-going	WL, R	T1, T2, T3, T4, T5, T6, T11	<ul style="list-style-type: none"> “What we can recycle is changing” Large regional campaign was run to educate the community on the change in recycling plastics. Clean up week September 2020 - SDC ran a clean-up event on Saturday morning 12/9/20 that attracted 20 volunteers. 32.5kgs of litter was collected and disposed of at the transfer station. BBQ lunch provided. Recycle/Reuse/Plastic Free July stall at the Farmers Market in July 2020 Plastic Free July promotion to community through Central Link and Facebook. Waste Free Period Session at Stratford High School in September 2020
2	BC4	Undertake, participate and fund regional and national research based on sustainable behaviour change practices and apply funding to waste minimisation and management programmes	Status Quo	On-going	WL, R	T1, T2, T3, T4, T5, T6	<ul style="list-style-type: none"> 10% salary funding for Regional Waste Minimisation Officer from NPDC. Zero Waste Taranaki funding for website and initiatives. Para Kore – programme to support Marae, Kohanga Reo, Kura to reduce waste and be working towards zero waste by 2025. EnviroSchools funding support WasteMINZ Membership
3	BC5	Promote the use of existing social media sites and facilities	Status Quo	On-going	WL, R	T1, T2, T3	Central Link promotes SDC Facebook page and links to any websites that promote waste minimisation.

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
4	BC6	Promote home composting utilising existing communication avenues and resources	Priority 2	August 2021	WL, R	T1, T2, T3	"Your Guide to Composting" regional brochure created and will be promoted through social media and website and emailed to schools in the district.
2. Collaboration and Participation							
5	CP1	Allocate waste levy including Contestable fund to suitably qualified applicants as appropriate	Status Quo	On-going	WL, R	T1, T2, T3, T4, T5, T6	No applications for this fund in 2020/21. Workshop to be held with Elected Members to set up this fund in late 2021.
6	CP2	Provide other support to organisations and businesses e.g. through awards, networking events, workshops, media, supporting recycling at events through use of bins and free recycling collection	Status Quo	On-going	WL, R, UC, S	T1, T2, T3, T4, T5, T6	<ul style="list-style-type: none"> Free Transfer Station access for registered Clean Up Weeks/volunteer tidy ups. Schools are provided free Recycling bins for use – 2 to every 100 students. This is to prevent the schools from incinerating their rubbish, causing a smoke issue. The provision of loan bins at events to encourage appropriate waste sorting and disposal as per the proposed <i>Solid Waste Management and Minimisation Bylaw 2020</i>. A&P Show 2020 - Recycling Station provided free of charge with waste from this station managed by Council contractors and volunteers from Air Cadets manned the station
7	CP3	Collaborate with others including schools, tertiary education providers, community organisations and business to develop innovative solutions to waste challenges	Status Quo	On-going	WL, R, UC, S, WMF	T1, T2, T3, T4, T5, T6	SDC's WMO is working with NPDC's Zero Waste Educator to organise education to district's pre-schools, primary and high schools for 2020. We have proposed <i>Waste Free Period Education</i> sessions for girls in the 2 Stratford High Schools planned for early 2020.
8	CP4	Developing regionally consistent contracts, consistent messaging and	Status Quo	On-going	WL, R, UC	T1, T2, T3, T4, T5, T6, T7	<ul style="list-style-type: none"> Regional contracts have been established for <ul style="list-style-type: none"> Waste Collections - EnviroWaste Waste Transportation - EnviroWaste

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
		bylaws, and schemes that support our goals, such as AgRecovery agrichemical collections					<ul style="list-style-type: none"> ○ Waste disposal – Midwest Disposals; ○ Waste Handling - STDC <p>These services are going well with no current issues.</p> <ul style="list-style-type: none"> • The Solid Waste Management and Minimisation Bylaw 2020 is current. • Zero Waste Taranaki website is up and running for information on becoming waste free. SDC has contributed funding to this. www.zerowastetaranaki.org.nz • An AgRecovery event was held May 2021 for the first time in many years. A scan for demand will be done In March 22 for another event in May 2022. In the meantime, Stratford has a local business that collects containers and the Transfer Station accepts domestic amounts of chemicals.
9	CP5	The TAs and TRC collaborate to provide a WMO to implement the Regional Waste Strategy, Waste Education Strategy and WMMP	Status Quo	On-going	WL	T1, T2, T3, T4, T5, T6, T13	Regional waste management and minimisation is now coordinated by NPDC through the RWMO. The WMO has been working with RWMO on actions in the Waste Education Strategy, WMMP and best practices moving forward.
10	CP6	Regionally align solid waste bylaws that will consider central landfill, contamination and reducing waste to landfill	Priority 2	August 2021	R, UC	T1, T2, T3, T4, T5, T6, T10	Complete. Content of our Solid Waste Bylaw is consistent with STDC's and NPDC's Bylaws.
11	CP8	Bring forward the Waste Plan cycle to be adopted in 2023 to align with NPDC and allow for a regional waste plan	Priority 2	August 2021	R, UC	T1, T2, T3, T4, T5, T6, T10	COMPLETED in the WMMP 2018 which expires in 2023 (rather than 2024).
3. Leadership and Innovation							

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
12	L1	Work together with waste service providers to provide options for diversion and reduce contamination in recycling	Priority 1	August 2020	WL, R, UC, S, WMF	T1, T2, T3, T4, T5	<ul style="list-style-type: none"> Monthly contract meetings are held and conversations around how to combat the contamination levels in recycling at MRF are regularly held. Quarterly kerbside regional meetings between the 3 Councils and Envirowaste are held to combat issues with the service and recycling. Taranaki Solid Waste Management Committee also discusses results at the meetings.
13	L3	Consider initiatives that support the recycling of other waste streams	Priority 1	August 2020	WL, UC, S, R, WMF	T1, T2, T3, T4, T5, T6, T7	<ul style="list-style-type: none"> Compost workshops Kete making workshops Further Waste Free Period Education sessions for girls in high school Workshop for the Waste Levy Fund Zero Waste Taranaki funding WasteMINZ Membership
14	L6	Develop an in-house waste strategy for each Council, identifying all waste streams and plan for reducing or diverting these.	Priority 1	August 2020	R, WL	T1, T2, T6	<p>An In-house Waste Policy and Strategy is to be completed to plan reduction and diversion of waste. Initiatives that have been implemented within Council include:</p> <ul style="list-style-type: none"> Food waste bin in Council tea room for staff to take home to chickens/compost bin. Small battery recycling station implemented. Plastic writing instruments recycling station implemented with the Library Soft Plastics collection bin Biodegradable and recycled hand towels have been put into all Council facilities toilets Reorganisation of waste station for easier and more effective waste diversion A worm farm has been built in the Administration Building's courtyard

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
15	L8	Investigate improved recycling options in public places	Priority 1	August 2020	R, WL, WMF	T1, T2	A basic recycling station has been installed in the library for public and staff use.
16	L9	Support Clean Up Week NZ – by promoting and providing free access to transfer station for clean-up weeks	Status Quo	On-going	R, UC	T7	<ul style="list-style-type: none"> Free access to the Transfer Station for volunteers during Clean Up Week NZ. When in force, the proposed Solid Waste Management and Minimisation Bylaw 2020 will require an Events Waste Management and Minimisation Plan (EWMMP) for all events held on Council's premises or that require Council's involvement.
17	L10	Continue to provide a web form and phone line for the public to report illegal dumping	Status Quo	On-going	R, WL	T7	<ul style="list-style-type: none"> The web form is currently through Taranaki Regional Council website. The Solid Waste Management and Minimisation Bylaw 2020 provides the legal instrument for enforcement.
18	L15	Monitor success of waste minimisation programmes through waste disposal records, <i>Solid Waste Analysis Protocol (SWAP)</i> and customer surveys	Status Quo	On-going	R, UC, WL	All	Currently, the most effective monitoring of community behaviour with recycling is the weekly bin audits completed by EnviroWaste. These provide the number of households that have had the recycling bin collection cancelled (red tag) for the week, and what the contamination is. Refer to Figure 5. Results show the number of red tags are consistent, with the amber tags being more variable over the months. The most common contamination in a recycling bin is non-recyclable plastics and a targeted education plan for the community is required to bring our contamination down.
4. Accessible Services							
19	AS1	Investigate the provision of a waste services for Whangamomona to ensure access for	Priority 1	August 2020	R, UC, WL	T1, T2, T3, T4, T5, T6, T7, T8	A proposal as presented to Elected Members in May 2021 to consider the costs of providing a recycling service to Toko, Douglas and Whangamomona. This as cost

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
		communities with sufficient provision for changing demand and based on best practice – to minimise contamination and illegal dumping					prohibitive and decided it should be funded by the users or a community led scheme.
20	AS2	Review infrastructure and customer experience provided at transfer stations to improve recycling and diversion of recyclable waste	Priority 1	August 2020	R, UC, WL	T1, T2, T3, T7	The Transfer Station is working well with all general waste being transported to Bonny Glenn Landfill. The recycling is transported to the MRF and the greenwaste is transported to the closed Colson Road Landfill.
21	AS3	Encourage NPDC to provide commercial access to MRF	Priority 1	August 2020	R, UC, WL	T1, T2, T3, T7	On-going - A commercial MRF is being built at Colson Road to increase capacity
22	AS4	Provide a kerbside collection service	Status Quo	On-going	WL, R	T4, T5, T7	On-going
23	AS5	Provide transfer station services including E-Waste and hazardous waste drop-off	Status Quo	On-going	R, UC, WL	T1, T2, T3, T7, T9	On-going
24	AS6	Providing a subsidy for e-waste recycling	Status Quo	On-going	UC, WL	T1, T2, T3, T7	On-going. The cost for the community to drop off E-waste at the Transfer Station is kept at a minimum with the subsidy being provided by the Council to encourage recycling of these high priority items.
25	AS7	Establish and operate a regional Class 1 landfill based on best practice	Status Quo	On-going	UC, O	T10	The Central Landfill project is closed for now, as a more cost effective solution arose. The waste is now being transported to Bonny Glen.
26	AS8	Operate the Councils closed landfills according to resource consent conditions	Status Quo	On-going	R	T10	On-going. Monthly inspections completed on each closed landfill.

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
27	AS9	Provide a Kerbside green waste and/or food waste collection	Priority 2	August 2021	R, WL	T1, T2, T3	A feasibility study for a regional commercial composting facility has been commissioned in October 2021 to investigate options and potential costs and risks for the diversion of organic waste from landfill.

6 Monitoring Plan (Table 8 WMMP) – Progress Report

Table 4 - Monitoring Plan - Progress Report

Action	Achieved Targets	Assessment Method	Reporting Frequency	Action Update/Progress
Collect and report on the volumes of waste being disposed of at the landfill and at transfer stations by activity and geographic source	T1, T2, T3 This will also support reporting on the effectiveness of most actions in the action plan	Weighbridge records	6 monthly (also in monthly reports)	<p>Please refer to Figure 7.</p> <p>These results cover 12 months July 20 - June 21 and are taken from the “Statistics for Collection, Landfill and Transfer Station” Spreadsheet, completed by the Services Asset Manager monthly. Colson Road Landfill closed on 5/8/19 and refuse is now being transported to Bonny Glen Landfill in Masterton.</p> <p>Results show that November 2020 was a big month with 175 tonnes to landfill.</p>
Collect and report on the volumes and proportion of material diverted (recovered/recycled etc) by waste streams	T4, T5, T6 For waste planning and effectiveness of actions	Weighbridge records. Surveys	Annually (for Council Services)	<p>Please refer to Figure 8 for Kerbside Recycling results and Figure 9 for Transfer Station recycling results.</p> <p>These results cover 12 months July 20 - June 21 and are taken from the “Statistics for Collection, Landfill & Transfer Station. On average 24.1% is recycled. This needs to be increased and focus will be given to plan improved communication to the public regarding what should be recycled.</p>
Collect and report on quantity of recycling collected at kerbside and at transfer stations	T4, T5	Weighbridge records	6 monthly (also in monthly reports)	<p>Please refer to figures 8 & 9</p> <p>These results cover 12 months July 20 - June 21 and are taken from the “Statistics for Collection, Landfill & Transfer Stations”. Co-mingling at Kerbside is the highest quantity, followed by Greenwaste at the Transfer Station.</p>

Action	Achieved Targets	Assessment Method	Reporting Frequency	Action Update/Progress
Maintain records of participation in kerbside collection and transfer stations	For waste planning and effectiveness of actions	Contractor records	As required and before next Waste Assessment	These records are current and captured in a number of spreadsheets. The Contractor provides the information every week and this is managed by the Services Asset Manager.
Maintain records on population, demographics and economic growth	T2, T3	Statistics NZ	As required and before next Waste Assessment	As at 2018 Census, (the most up to date information from Stats NZ) Stratford District's population was 9,474 people. (An increase of 486 from the 2013 Census). Maori population is 1350. The district area is 2,170 square kms.
Collect and report on: <ul style="list-style-type: none"> Quantities of diverted material being processed at the Materials Resource Facility; and Contamination rates 	T4, T5, T6	Contractor records. Weighbridge records	6 monthly	Please refer to Figures 8 & 9 which provide statistics on the kerbside and Transfer Station recycling to the MRF (greenwaste to landfill) and Figure 5 for contamination rates at the MRF EnviroWaste provides feedback on the contamination rates for the kerbside recycling. The 3 Councils have been working together to target reducing contamination in the recycling bins. Communication projects were completed as follows: Sept 2020 - Change to the plastics we accept for recycling May 2021 - Get rid of the lid campaign Sept 2021 - Make your recycling great (After lockdown)
Report on compliance monitoring of landfill consents	T10	Council records	Annually	The three closed landfills in Stratford District are Swansea Road, Pukengahu and Huiroa. No issues identified in the reports over the last 12 months and they all comply with the recommended conditions.
Collect and report on number of illegal dumping incidents and quantity (where available)	For waste planning and effectiveness of actions	Contractor records. Council records	6 monthly	No data to provide this information at the time of this report. TRC manages the phone line for public to call in and report illegal dumping.
Collect and report on quantity, composition of Council in-house waste and diverted material	For in-house waste planning and effectiveness of actions	Waste Audits	Following waste audits	Internal desk rubbish bin audits completed on 14/01/2020 for the admin office. Please refer to Table 5 for results.

Action	Achieved Targets	Assessment Method	Reporting Frequency	Action Update/Progress
				It was found that some staff are putting paper and cardboard into the general waste bin, so photocopy box lids were provided for people to manage their own recycling.
Undertaking, from time to time, other monitoring including Solid Waste Analysis Protocol audits, kerbside rubbish/recycling surveys, customer surveys	T7	SWAP audits. Customer surveys	As required and before next waste assessment	Annual customer survey completed August 2021 2021/2022 - undertake a targeted rubbish/recycling survey for the next waste assessment.
Customer satisfaction surveys	T7	Council NRB survey	Annually	Ongoing.
Collect and report on effectiveness of waste related communications	T7	Community engagement survey	Every 2 years	Next Community Engagement Survey to be undertaken 2021/2022.

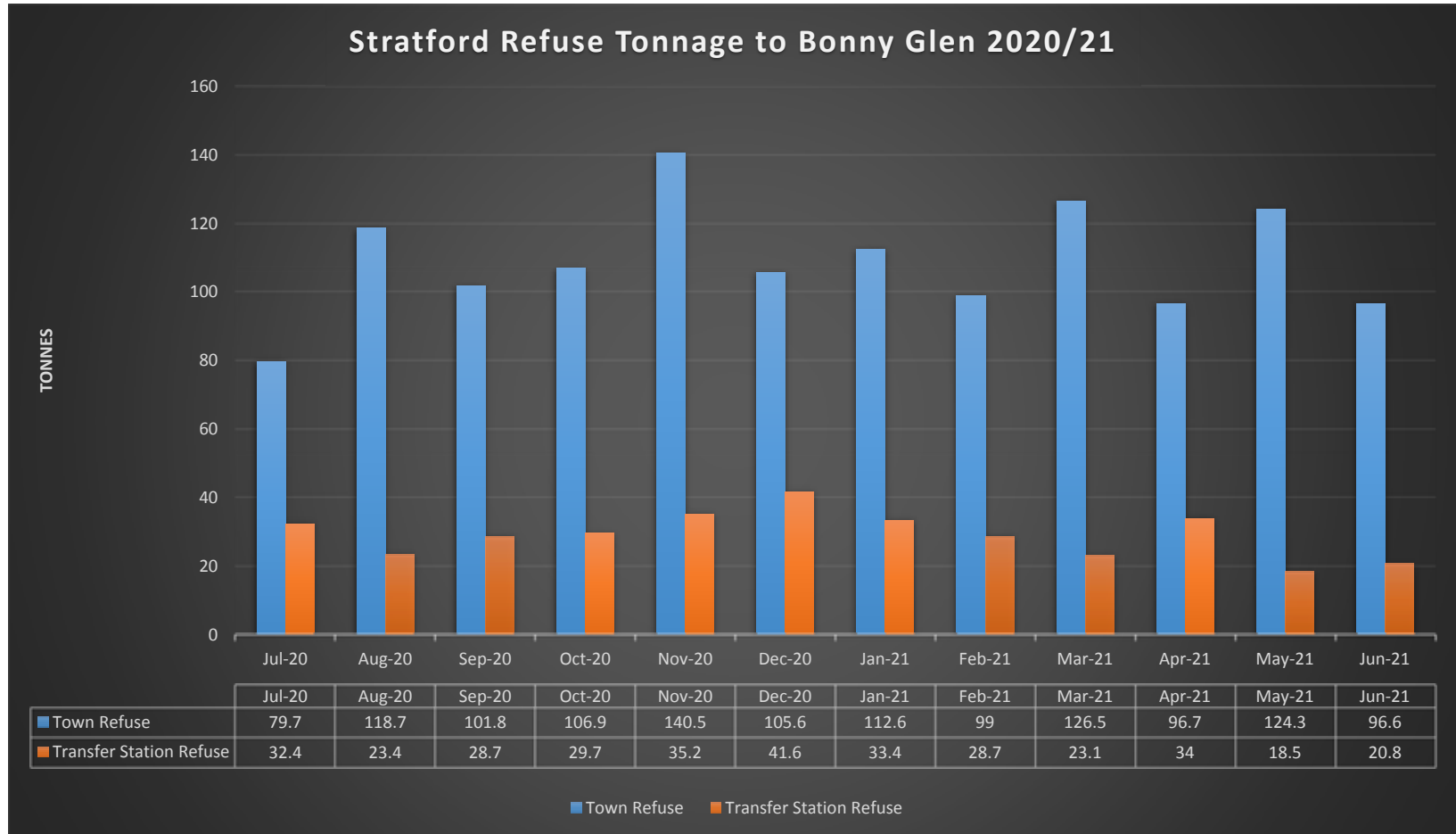


Figure 8 - Refuse Tonnage to Bonny Glen

Statistics for Collection, Landfill and Transfer Station D18/18445

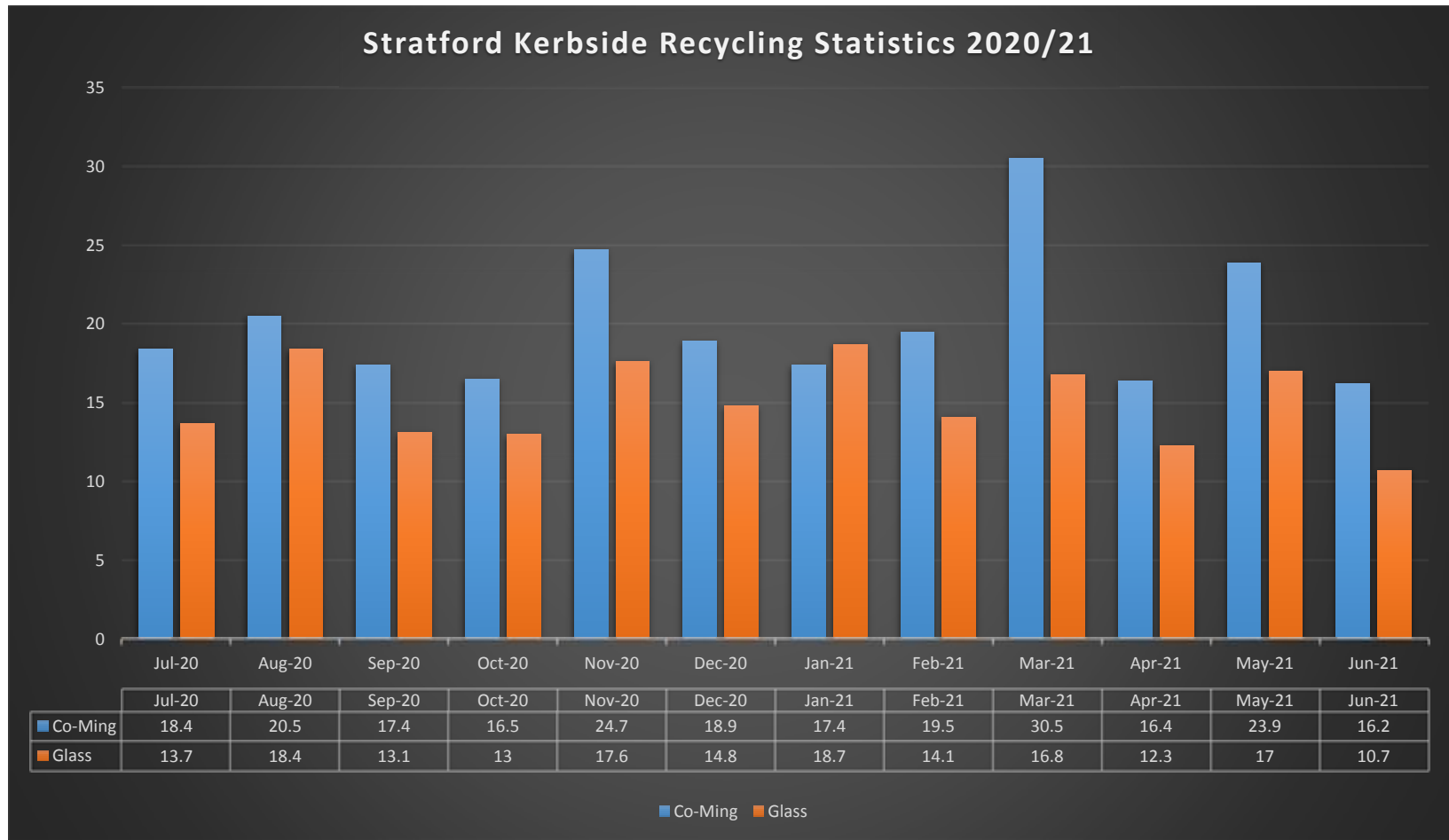


Figure 9 - Kerbside Recycling Statistics

Statistics for Collection, Landfill and Transfer Station D18/18445

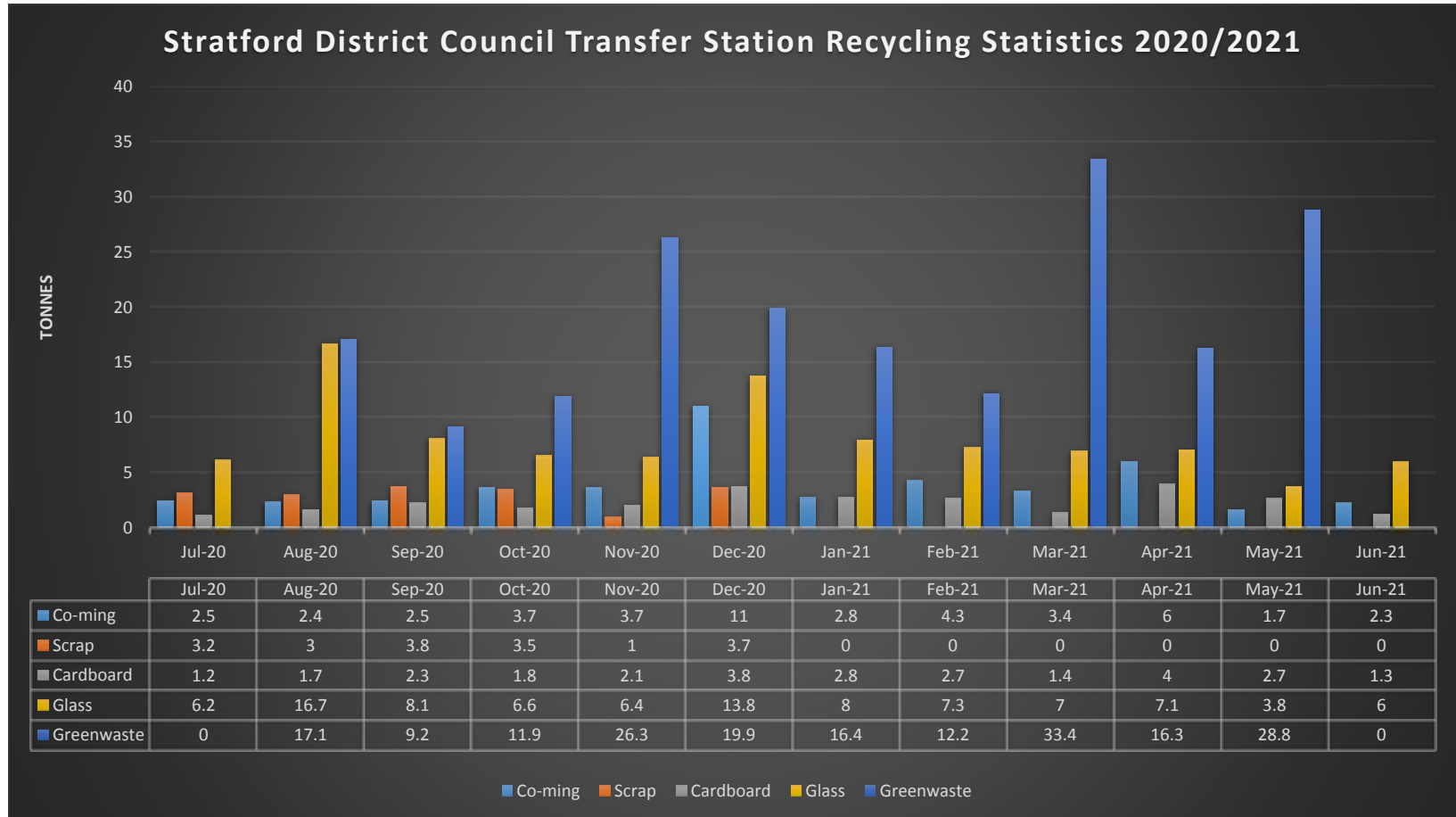


Figure 10 - Transfer Station Recycling Statistics

Statistics for Collection, Landfill and Transfer Station D18/18445

Table 5 - Internal desk audits January 2020

	Number of desks audited	General Waste	Food	Plastics 1-7	Paper	Cardboard	Tin & Aluminium	Results
14/01/2020	5	0	0	0	5	1	0	lids of photocopier paper boxes to be distributed to staff to manage their own recycling

APPENDIX B



Stratford District Council



**STRATFORD
DISTRICT COUNCIL**

**WASTE MANAGEMENT AND
MINIMISATION PLAN (WMMP) 2018**



CONTROL SHEET

1. Project Manager:		
Date	Name	Designation
05.04.2018	Victoria Araba	Director Assets

2. Plan Prepared / Reviewed / Updated by:		
Date	Name	Designation
25.05.2018	Victoria Araba	Director Assets
05.04.2018	Mike Oien	Services Asset Manager

3. Council Consideration/Adoption:		
Date	Council Report Reference	Reason / Decision
10.04.2018	D18/8145	ADOPTION OF DRAFT RELEASE FOR PUBLIC CONSULTATION
05.06.2018	D18/15293	HEARING AND CONSIDERATION OF SUBMISSIONS

4. Public Consultation:	
Date	Form of
23.04.2018 – 25.05.2018	PUBLIC CONSULTATION VIA SPECIAL CONSULTATIVE PROCEDURE (SCP) AS PER THE LOCAL GOVERNMENT ACT (LGA) 2002

5. Plan Update and Review by Management:	
Date	Record of
06.06.2018	

Contents

1	Introduction	6
1.1	Purpose	6
1.2	Scope	6
1.3	Commencement, Duration and Review	6
2	Strategic Direction and Legislative Context	7
2.1	Strategic Context	7
2.1.1	The Council’s Vision	7
2.1.2	The Council’s Goals	7
2.1.3	The Council’s Objectives	7
2.2	Legislative Context	8
3	The Waste Situation	9
3.1	Stratford District Waste	9
3.1.1	Kerbside collections	10
3.1.2	Transfer Station	11
3.1.3	Landfill.....	12
3.1.4	Diversion from landfill.....	14
3.2	Existing Waste Infrastructure and Services.....	15
3.3	What we have achieved so far	15
3.4	Future Waste Projections.....	18
4	Addressing the Issues	20
4.1	Key Issues	20
4.2	Key Gaps.....	20
4.3	Targets.....	21
4.4	The Council’s Intended Role.....	21
5	Funding Our Plan	24
5.1	Plan Implementation.....	24
5.2	Proposed Funding Sources.....	24
5.3	Waste Minimisation Levies	24
5.4	Provisions for granting and advancing monies	25
5.5	Provisions for waiving waste disposal charges	25
6	Monitoring, Reporting and Review	26
6.1	Monitoring and Reporting.....	26
6.2	Review.....	26
7	Action Plan	28
8	Monitoring Plan	32
9	Terms & Acronyms	33

List of Figures

Figure 1 – Toolkit for managing and minimising waste in New Zealand	8
Figure 2 - Waste Hierarchy	9
Figure 3 – 2015/2016 Mass flow diagram for the Stratford District	10
Figure 4 – Composition of SDC kerbside bins general waste contents 2016/2017	10
Figure 5 – Tonnage of waste disposed at the Stratford transfer station 2011-2016	11
Figure 6 - Annual tonnage of greenwaste dropped of at SDC transfer stations	11
Figure 7 - General waste, greenwaste and recycling at SDC transfer stations 2011-2016 (tonnes)	11
Figure 8 – Waste disposed to Colson Road Landfill 1996-2016	12
Figure 9 – Composition of waste disposed of at the Landfill in 2016	13
Figure 10 – Comparison of Landfill composition by tonnage between 2010 and 2016	13
Figure 11 - Forecast waste generation to the Taranaki Regional Landfill	18
Figure 12 – SDC waste projections	19

List of Tables

Table 1 - CURRENTLY DIVERTIBLE MATERIAL FROM LANDFILL	14
Table 2 - QUANTITY OF RESOURCES DIVERTED IN THE REGION	14
Table 3 - SUMMARY OF WASTE INFRASTRUCTURE AND SERVICES IN TARANAKI	16
Table 4 – SUMMARY OF ISSUES	22
Table 5 - THE COUNCIL'S PROPOSED TARGETS	23
Table 6 – KEY TO TARGET GROUPS	28
Table 7 – ACTION PLAN TABLE OF PREFERRED OPTIONS	29
Table 8 – ACTION PLAN ALIGNMENT WITH KEY ISSUES	31
Table 9 – MONITORING PLAN	32

Part A – Strategy

1 Introduction

Section 50 of the Waste Minimisation Act 2008 (WMA) requires the Stratford District Council ('the Council') to review and implement a Waste Management and Minimisation Plan (WMMP). This WMMP is intended to be the guiding document for the Stratford District Council ('the Council') to promote and achieve effective and efficient waste management and minimisation within the district.

Pursuant to Section 51 of the WMA 2008, the Council has compiled all background planning information for the preparation of the WMMP in the '2018 Waste Assessment' document¹.

1.1 Purpose

Section 3 of the WMA 2008 sets out the purpose of the Act, which is to '*encourage waste minimisation and a decrease in waste disposal in order to:*

- (a) *Protect the environment from harm; and*
- (b) *Provide environmental, social, economic and cultural benefits.*

The WMMP gives effect to Section 42 of the WMA by preparing and adopting a WMMP. The purpose of this WMMP is to present a Plan of Action for the next 5 years for the management and minimisation of waste in the Stratford District. The WMMP presents the Council's vision, objectives, and targets for waste management and minimisation and details how the Council will fund and deliver the Action Plan developed to achieve its objectives.

1.2 Scope

The WMMP addresses all waste and diverted material (which includes items being reused, recycled or composted) in the Stratford District, with the exception of some liquid and gas wastes that are more effectively managed through other policies.

The Council provides only part of the waste services and infrastructure in the district (i.e. kerbside rubbish and recycling collection, transfer stations, landfill and some waste education). A web of private companies and community organisations are involved in waste minimisation and management in the district, including collection, diversion and alternative disposal. It is the Council's responsibility to *consider* all waste in the district and to identify and/or advocate areas where other groups are or can be involved.

The territorial authorities (TAs) in the Taranaki region are committed to collaborating regionally to achieve efficiencies and effectiveness in waste management. The WMMP has been developed in collaboration with the other councils. Regional waste data and options are considered where applicable. This WMMP is consistent with the *Waste Management and Minimisation Strategy for Taranaki*.

1.3 Commencement, Duration and Review

This is the second *WMMP* developed by the Council. It is expected that the WMMP will be publicly notified on 23 April 2018, with the submissions period closing on 25 May 2018. The WMMP is expected to be formally adopted by Council on 12 June 2018.

The WMMP is prepared for a period of 5 years. It is expected to be reviewed in 2023.

¹Appendix 1

2 Strategic Direction and Legislative Context

2.1 Strategic Context

The Council’s Vision, Goals and Objectives for the WMMP 2018-2023 are presented below.

2.1.1 The Council’s Vision

The Council’s vision for the WMMP 2018 is ‘Towards Zero Waste’.

The Council expects that this vision will facilitate lifestyle changes and encourage practices that emulate sustainable natural cycles, where all discarded materials become resources for others to use².



2.1.2 The Council’s Goals

The Council has set 3 goals towards achieving the Vision ‘Towards Zero Waste’. They are:

- Maximise opportunities to reduce waste to landfill
- Reduce the harmful and costly effects of waste
- Improve efficiency of resource use

2.1.3 The Council’s Objectives

The Council has identified 4 Objectives that will deliver on these goals. The Council will:

- Facilitate Behaviour Change;
- Encourage Collaboration and Partnerships;
- Promote Leadership and Innovation; and
- Deliver Accessible Services and Facilities.

² Source: Zero Waste International Alliance in 2004

2.2 Legislative Context

Waste in New Zealand is legislated by a number of legislation (Figure 1). The key legislation is the WMA 2008.

As described in Section 1.1, the purpose of the WMA 2008 is to encourage waste minimisation and a decrease in waste disposal in order to:

- protect the environment from harm; and
- provide environmental, social, economic and cultural benefits.

Details of other legislation are provided in the WA attached in Appendix 1.

Legislative Framework					
Waste Minimisation Act 2008	Local Government Act 2002	Hazardous Substances and New Organisms Act 1996	Climate Change Response Act 2002	Resource Management Act 1991	Other Tools
Waste Management & Minimisation Plan (WMMP)	Long Term Plan (LTP)	Regulations and group standards related to water	Disposal facility	National environmental standards	Asset Management Plan (AMP)
Waste Disposal Levy	Infrastructure Strategy (IS)			District Plan; Regional Plan;	International Conventions
Waste Minimisation Fund	Council Policies; Bylaws			Resource Consents	Ministry Guidelines,
Product Stewardship					Codes of Practice
Other Regulations					Voluntary Initiatives

Figure 1 – Toolkit for managing and minimising waste in New Zealand

3 The Waste Situation

The WMA 2008 defines waste as *'material that has no further use and is disposed of or discarded'*. The WMMP addresses predominantly solid waste, and includes waste that is diverted to other uses (e.g. to reuse, recycling or composting).

Waste minimisation includes the avoidance and reduction of waste, and the reuse, recycling and recovery of waste. Minimising the amount of waste generated minimises the economic, social and environmental costs associated with the consumption of resources, which can deplete critical and non-renewable resources. Some waste represents a resource that, with management (e.g. recycling), may have economic value and can contribute to the sustainable management of our environment.

The Waste Hierarchy (Figure 2) refers to the preferred order of waste minimisation and management methods. The avoidance of waste is the preferred method for addressing waste minimisation and management, the disposal of waste is the least.

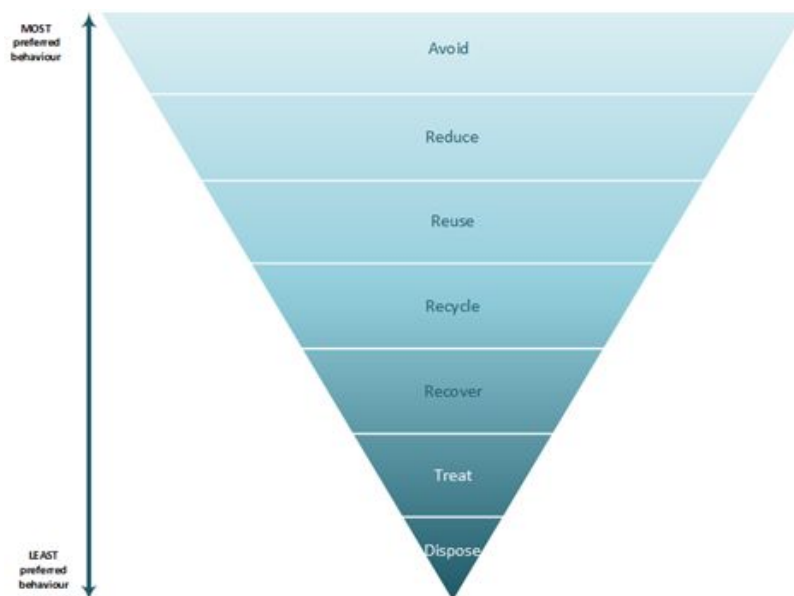


Figure 2 - Waste Hierarchy

3.1 Stratford District Waste

A comprehensive Waste Situation for the Stratford District Council is presented in the WA report provided in Appendix 1. This information is deduced from data collated from Council-sponsored surveys on the type and quantity of waste managed in the District.

The key findings in the WA report are provided in the sections below.

Figure 3 presents the 2015/2016 Mass Flow diagram for waste in the Stratford district.

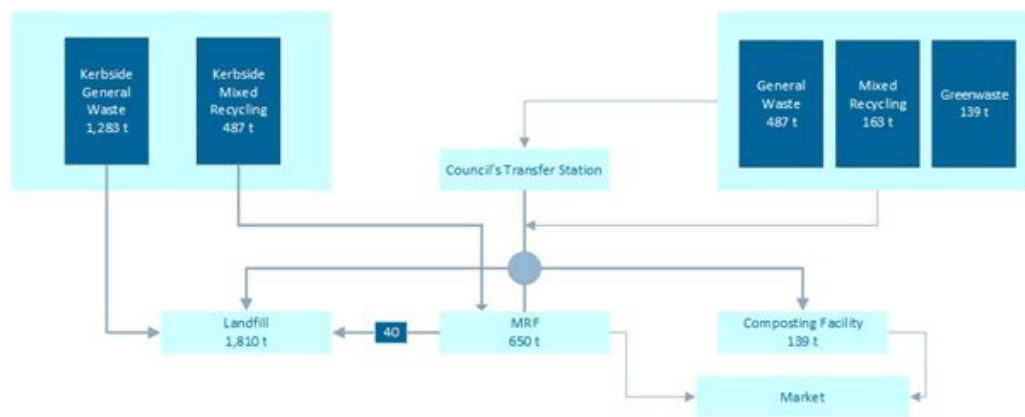


Figure 3 – 2015/2016 Mass flow diagram for the Stratford District

3.1.1 Kerbside collections

- A *Regional Solid Waste Services Contract*, including both transfer station operation and kerbside collection for the three TAs, is operated by *EnviroWaste Services Limited*.
- SDC provides kerbside collection service to 2,450 households, comprising:
 - Mixed Recycling – Fortnightly in 240 L bins;
 - Glass – Fortnightly in 60 L crate; and
 - General waste – Weekly in 120 l bins.
- SDC does not offer a greenwaste kerbside collection service;
- The composition of kerbside bins general waste is presented in Figure 4;
- Annual kerbside waste quantities reduced from 1600 T to 1260 T between 2011 and 2016;
- Between 2010 and 2016, SDC’s kerbside waste to landfill reduced from 0.22 T/capital/annum to 0.14 T/capital/annum;
- Organic material is the largest single component in kerbside rubbish bags comprising 38.7 % of the total waste.

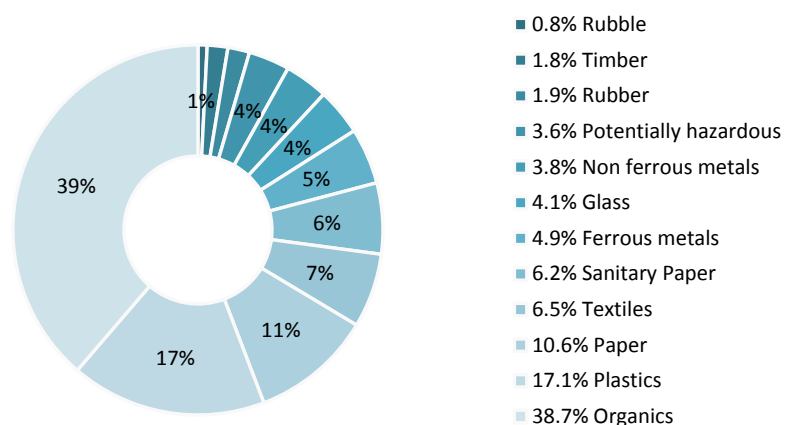


Figure 4 – Composition of SDC kerbside bins general waste contents 2016/2017

3.1.2 Transfer Station

- The SDC Transfer Station provides free drop-off services for both residential and commercial recyclables;
- All waste received at the Transfer Stations across the region is disposed of at the regional Landfill;
- Waste received at the SDC Transfer Station decreased between 2011 and 2016 as per Figure 5;
- Transfer Station waste received comprised of approximately 53 % (by weight) of residential waste at approximately 2.1 % Tonnes / week;
- Annual greenwaste received between 2011 and 2016 is shown in Figure 6; Total waste comprising greenwaste, general waste and recycling received is shown in Figure 7.

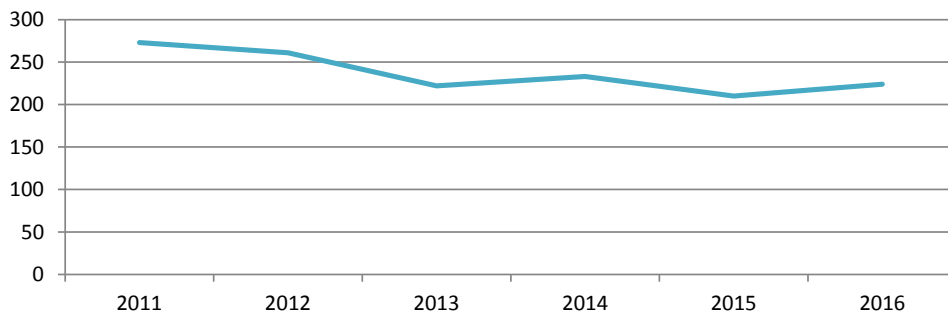


Figure 5 – Tonnage of waste disposed at the Stratford transfer station 2011-2016

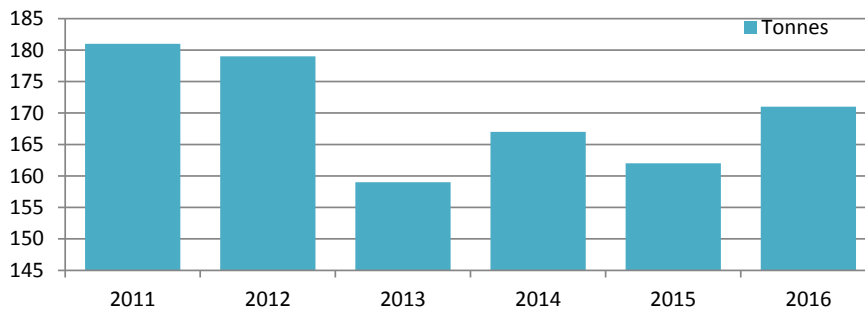


Figure 6 - Annual tonnage of greenwaste dropped off at SDC transfer stations

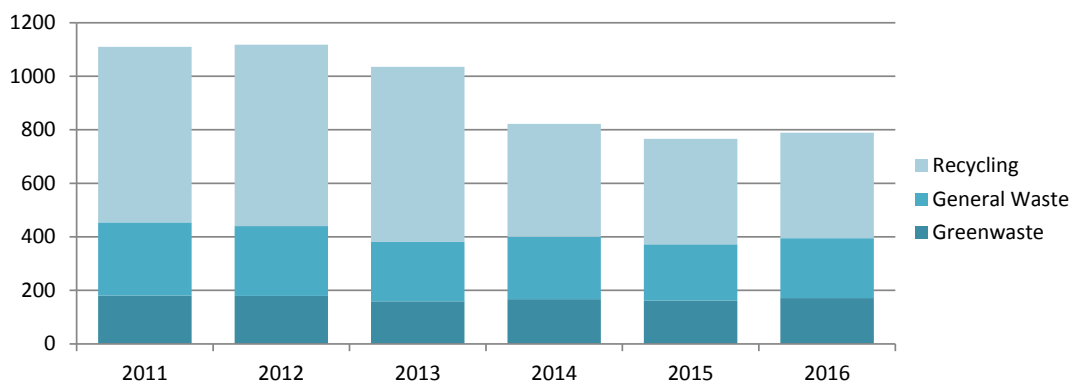


Figure 7 - General waste, greenwaste and recycling at SDC transfer stations 2011-2016 (tonnes)

3.1.3 Landfill

- The Taranaki region has a single functioning landfill at Colson Road in New Plymouth, where all waste from the Council-provided services are disposed. Commercial waste service providers also have access to this Landfill, which is expected to reach capacity in 2019. A new regional landfill is currently being constructed in South Taranaki and scheduled to open in July 2019.
- Tonnage to the landfill has remained at about 60,000 tonnes since 2007, when waste was consolidated to a single landfill in the region.

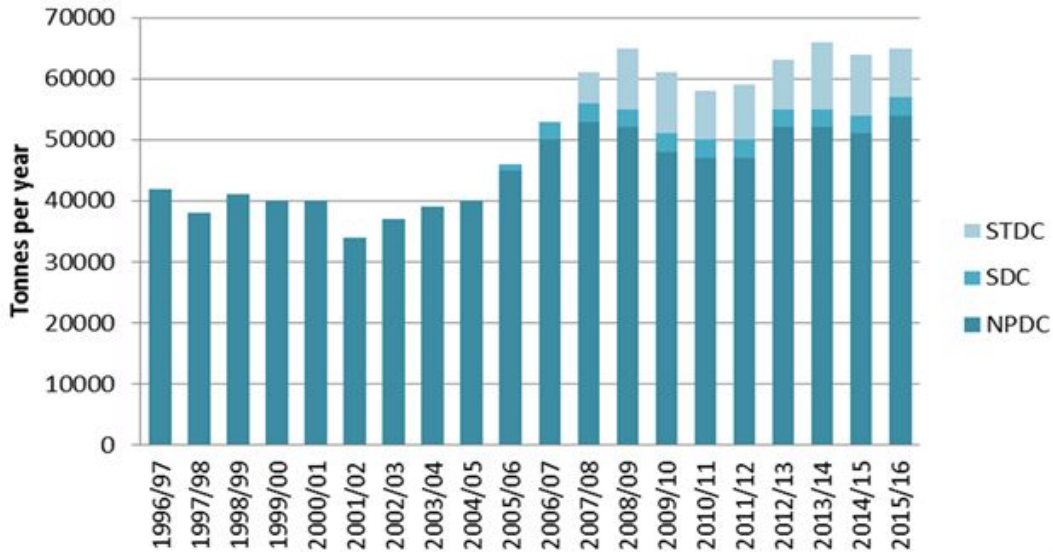


Figure 8 – Waste disposed to Colson Road Landfill 1996-2016

- The amount of organics to landfill has halved since the previous waste assessment (2011); the amount of glass going to the landfill is around a third.
- The landfill does not allow for some contaminated or hazardous commercial wastes - currently these are being transported out of the region.
- Stratford contributes approximately 4.5 % of the waste stream at the landfill.
- Between 2010 and 2016, SDC’s total waste to landfill reduced from 0.41 T/capital/annum to 0.23 T/capital/annum;
- The composition of total waste disposed to the Landfill is presented in Figure 9; a Comparison of Landfill composition by tonnage between 2010 and 2016 is provided in Figure 10;
- Organic material was the largest component of the overall waste to landfill in 2016, comprising 23% of the total, by weight. Timber was the second largest component, comprising 16% of the total. Paper, plastic, and rubble comprised similar proportions, from 10% to 14%.

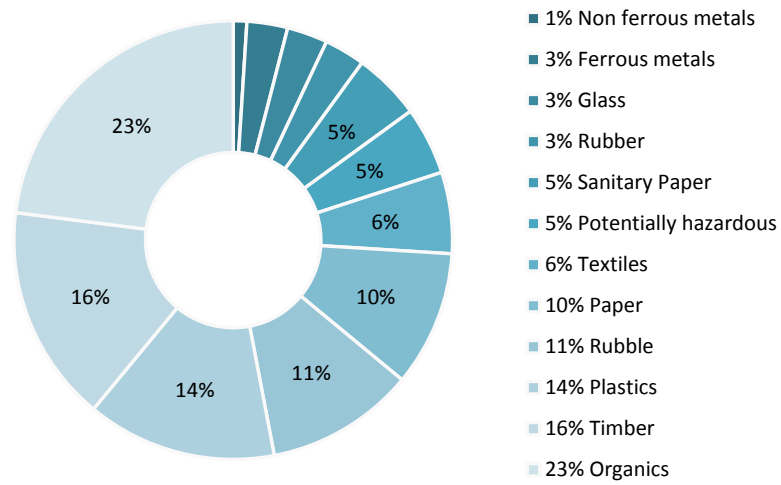


Figure 9 – Composition of waste disposed of at the Landfill in 2016³

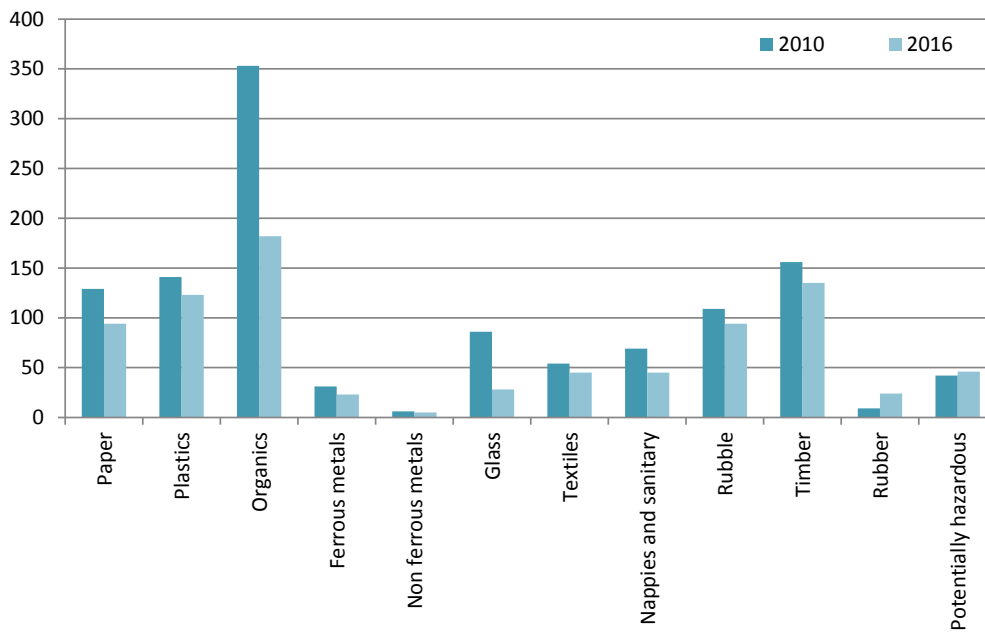


Figure 10 – Comparison of Landfill composition by tonnage between 2010 and 2016

³ Waste Not Consulting. 2016. *Composition of solid Waste in Taranaki Region, September 2016*.

3.1.4 *Diversions from landfill*

- SDC (along with STDC and NPDC), provides a kerbside recycling collection. This service collects paper, cardboard, aluminium and steel cans, grade 1-7 hard plastics, and glass bottles and jars.
- Regionally, contamination is about 12% of all recycling collected and processed at the regional Material Recovery Facility (MRF) in New Plymouth.
- Approximately 64% of kerbside waste disposed at the Landfill could potentially have been diverted;
- There is potential to divert wastes from Transfer Stations and Commercial/Industrial sites, as shown in Table 1 – total diversion potential is 36 % and 32 % respectively;
- Resources diverted in the region are presented in Table 2.

Table 1 - CURRENTLY DIVERTIBLE MATERIAL FROM LANDFILL

	Industrial/commercial/institutional	Kerbside collections	Special wastes	Transfer stations
Currently Recoverable Material	21.60%	23.00%	0.00%	11.80%
Currently Compostable Material	7.80%	41.20%	0.00%	14.30%
Total – Currently Divertible Material	29.40%	64.20%	0.00%	26.10%
Total Diversion Potential	32.20%	64.20%	0.00%	35.90%

Table 2 - QUANTITY OF RESOURCES DIVERTED IN THE REGION

Material	Tonnes (T) of potentially divertible material per year going to landfill*	Tonnes (T) per year sent for recycling or recovery		Diversion rate (%)
		Councils (all)	Other**	
Recycling***	13,676	8,353	22,696	69
Compostable organic waste				
Greenwaste	2,704	3,465	8,605	82
Food waste	5,200		4,959	49
Other organic waste	4,535	1,250	127,606	97
Timber	1,040		38,642	97
Concrete & bricks	728		15,000	95
Total	27,883	13,068	217,508	89

*Data sourced from: SWAP report 2016

** Data sourced from: organic wastes diversion study, industry surveys

*** Includes mixed recyclables, glass, whiteware, steel, e-waste and farm plastics

3.2 Existing Waste Infrastructure and Services

There are a number of waste service providers in Taranaki. The three TAs in the region have a joint regional contract for the collection of urban residential kerbside refuse, recycling, and greenwaste; and the operation of key transfer stations. Private Service providers offer waste services to the rural community, the commercial sector, and those residential customers paying for a collection service. A growing number of community sector organisations are also involved in waste services.

Table 3 provides a summary of Waste Infrastructure and Services in Taranaki.

3.3 What we have achieved so far

Our achievements so far have resulted in:

- a reduction in waste contamination; and
- an improvement in the delivery of waste management and minimisation services in the district.

These achievements include:

- the implementation of a new kerbside recycling collection;
- the introduction of a new glass collection service to separate glass from the recycling waste;
- the ongoing construction of a new regional landfill located in South Taranaki; and
- the construction of the Material Recovery Facility which processes the recycling from the Taranaki district councils' kerbside collections;

The Council has also achieved many of the targets set in the 2012 WMMP:

- Quantities of waste to landfill collected by the Council decreased by 20% between 2009/10 and 2015/16 to reach an average annual 0.32 tonnes per capita; and
- The proportion of kerbside waste recycled increased by 6% in 2015/16 in comparison with the 2009/10 figures.

Despite the Council's efforts to minimise waste production over the last six years, the life expectancy of the Colson Road Landfill has only been extended by three years instead of the seven years initially envisaged.

The Council has continued to deliver waste education, specifically aimed at improving recycling, decreasing the amount of non-recyclable items found in recycling bins and reducing food waste to landfill.

Table 3 - SUMMARY OF WASTE INFRASTRUCTURE AND SERVICES IN TARANAKI

	Infrastructure / Service	Council Infrastructure / Services	Other Infrastructure / Services Providers
Reduce	Education / Behaviour Change (across waste hierarchy)	Regional education strategy & campaigns TRC Education Officer available for waste lessons. Regional Waste Minimisation Officer. Love Food Hate Waste national campaign. Distribution of waste levy grants. Tours of waste facilities. Stalls and events. Social media. We Can website / recycling directory	Taranaki Environmental Education Trust. Enviroschools. Taranaki Conservationists. Curious Minds programme⁴. Reusable bags for sale at most supermarkets. Some retailers charge for plastic bags or provides discount for bring your own bag. Impact (funded by Ministry for Youth Development – working with youth aged 12-24). Community fruit harvesting. Para Kore (Council waste levy funds part)
	Second hand trading and upcycling	Community Reuse and Recycling Centre (NPDC only, under development)	Charity stores – including Hospice Taranaki, Red Cross, Salvation Army, SPCA, Oxfam, and Church stores. Demolition & building Cleanfill/trade stores. Second hand traders, including four second hand clothing stores. Online trading sites including TradeMeGarage sales.
Recycle		Council / NZTA contractors reuse roading wastes for bedding and sub-base – material	Gas bottles –‘Swap a bottle’ and refilling. Retread tyres (processed outside of region). Informal arrangements with farmers for tyres: used in silage pits and retaining walls. Bounce Bags – making and distributing reusable shopping bags.
	Collection	Fortnightly kerbside collection mixed recycling and glass. SDC – 2,450 households; Public place recycling bins ; Events recycling	Residential kerbside collections . Commercial cardboard collections Commercial mixed recycling collections Farm sector: Plasback contractor collects farm plastics from site. Hospitality sector: Collectors of waste cooking oil. Automotive industry: Some divert oil filters, car batteries, antifreeze for recycling. Tyre industry: Small quantity of tyres recycled. All recycling processed outside of region.
	Refuse transfer stations	Three main transfer stations in region (NPTS, Hawera and Stratford) with free drop off of household recyclables and user pays services for whiteware, e-waste and waste oil.	Baler for commercial plastics and cardboard located in New Plymouth. Plasback farm plastics baler located in Taranaki region, administered by Riverlea; Ken Moratti and Hinton Contractors
Recover	Resource recovery facilities	RRF (under development) with Material Recovery Facility sorting and baling kerbside recycling. (NPDC Only)	18 Regional scrap metal dealers; in SDC; 3 in NPDC and 1 in STDC. Two providers for commercial skip processing (NPDC)
	Organic waste collection	STDC greenwaste site no longer accepts free public greenwaste disposal.	Three providers for kerbside greenwaste collection. Many commercial businesses (i.e. landscaping) drop greenwaste to processing facilities. Piggeries and coordinating organisations have informal and formal arrangements with supermarkets and hospitality sector for collection of food scraps.

⁴ May include a waste component. Study in 2016 on organic waste in schools.

			Food banks have arrangements with some supermarkets for near end of date food. . Community Fruit Harvesting Taranaki.
	Organic waste processing		Meat and poultry wastes such as offal, blood, feathers and fallen stock are processed by commercial operators in region (predominantly outside of New Plymouth). One site in NP processes poultry litter. One operator (located at three sites) operates one composting and vermiculture site and two vermiculture only sites. The sites process paunch grass, poultry waste, poultry mortalities, fish carcasses, greenwaste and drilling muds. Agricultural slurry and poultry shed litter are spread to land . Dairy waste products (such as buttermilk) are generated and processed into stock food in the region Timber waste - Chip, bark, sawdust and wood is on-sold.
	Biosolids / drilling muds / sludges	Wastewater biosolids from NP wastewater treatment plant thermal dried and sold as a fertiliser (NPDC).	Drilling muds applied to land (landfarming).
	Trade waste		One private waste dewatering facility; Approximately six private collectors of trade waste that may use the landfill for non-liquid wastes disposal.
Treat	Hazardous waste	Residential quantities of hazardous waste accepted at three main transfer stations in region. Agrecovery provide agrichemical collection (18 monthly) – funded by 3 TAs and TRC.	Commercial hazardous wastes are collected and transported to either Auckland or Wellington for treatment / disposal. Two main providers of this service in the district.
	Clean fills	Colson Road Landfill accepts cleanfill as cover. Okato and Inglewood transfer stations accept and dispose of cleanfill onsite (NPDC).	23 consented cleanfills in Taranaki; 3 in Stratford – 1 takes Transfer Station rubble (by referral) Some of these are only available for owner use.
Dispose	Collection	Household weekly kerbside waste collection - SDC - 2,500; STDC - 7,900 and NPDC - 27,600 Illegal dumping clean up (fortnightly). Public place litter bins.	Six commercial waste collectors in region. Four working in NP district. One commercial road sweeping provider. Many organisations involved in clean-ups of litter in beach, river and urban environments including schools, Taranaki Conservationists, Project Hotspot.
	Transfer Stations	Waste disposal at all transfer stations ; Tyres RRF (under development).	
	Landfills	One Regional landfill (Colson Road 18 closed landfills in Taranaki; 3 in Stratford; 7 in South Taranaki and 8 in New Plymouth.	

3.4 Future Waste Projections

The amount of waste generated and disposed of, or diverted, is driven by a number of factors. Key drivers for waste generation and minimisation include:

- Population growth and the economy, both of which are likely to result in increased waste disposal;
- The cost of waste disposal or diversion;
- Availability and capacity of local infrastructure to divert or dispose of waste;
- Technology changes which may result in more cost effective ways to recycle, recover or dispose of waste;
- The potential revenue from sale of recyclable items; and
- National policy and priorities including product stewardship, the New Zealand Emissions Trading Scheme and resource management.

Based on the population and economic growth forecast, and with the current services, infrastructure and policy provided in Taranaki, waste disposal to landfill is projected to increase by between 1% to 3% annually (Figures 11 & 12).

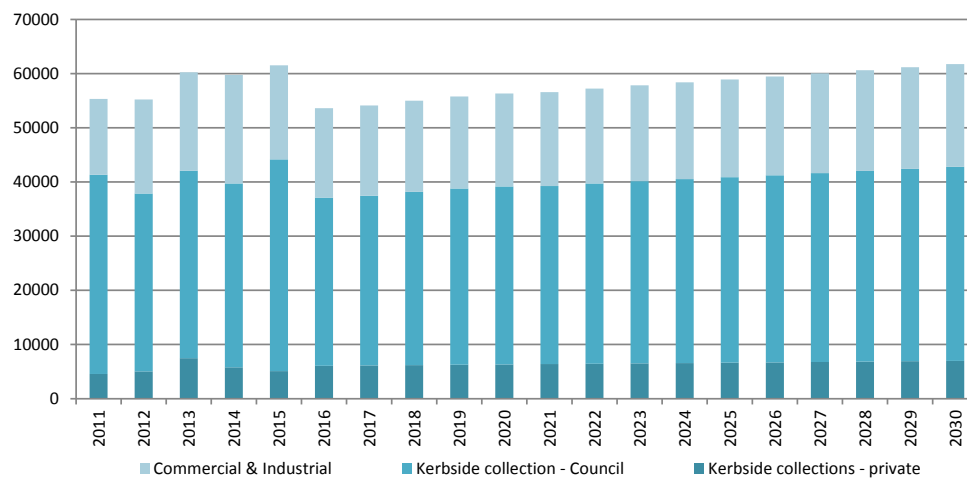
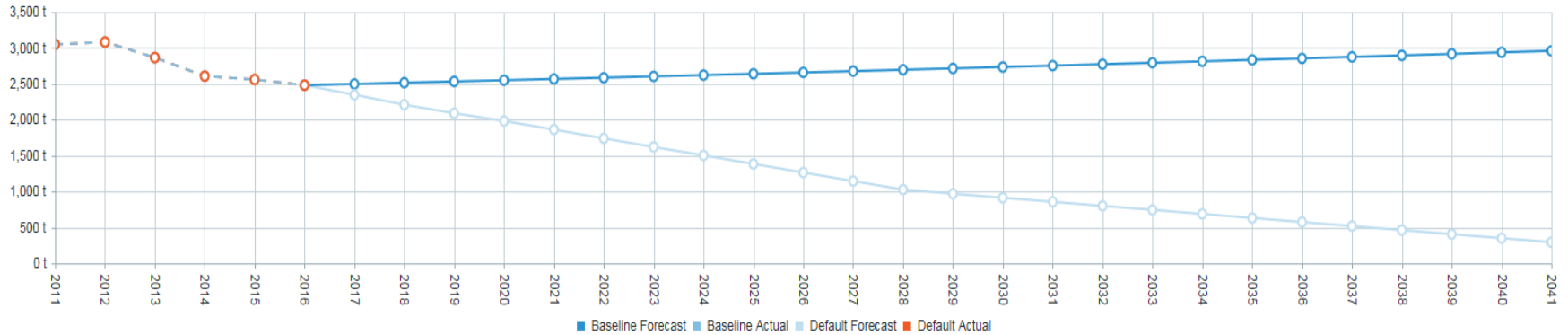


Figure 11 - Forecast waste generation to the Taranaki Regional Landfill

SDC WASTE TO LANDFILL PROJECTIONS



SDC KERBSIDE COLLECTION WASTE PROJECTIONS

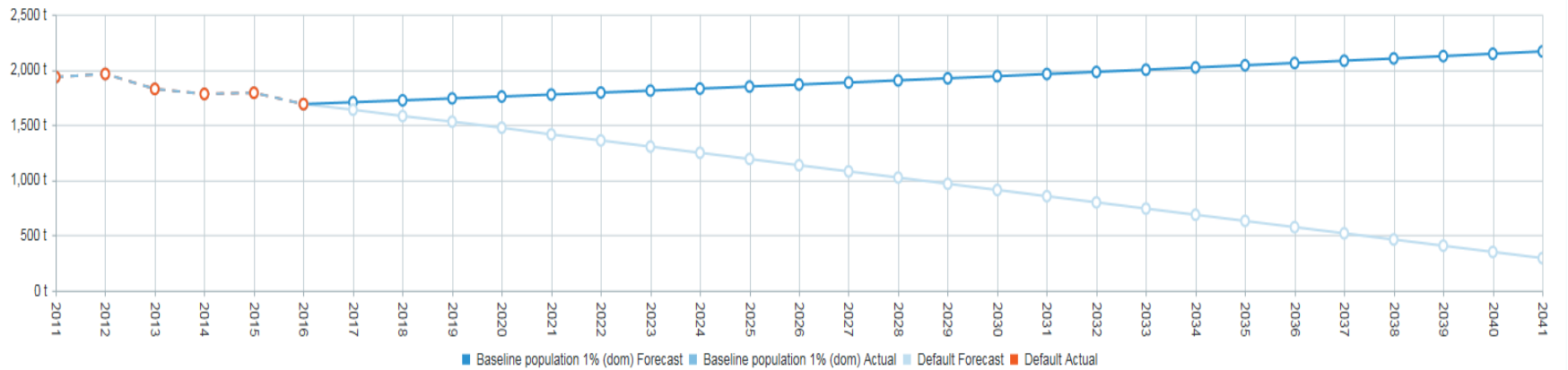


Figure 12 – SDC waste projections

4 Addressing the Issues

The focus of the past six years has been on the “recycle, treat and dispose” end of the waste hierarchy. Waste minimisation will require a shift in focus to the preferred behaviour end of the hierarchy – “avoid, reduce, reuse and recycle”.

Achieving large scale behaviour change in the community requires a three-pronged approach using policy, infrastructure and education.

4.1 Key Issues

Forty issues have been identified in the WA report. Out of these, the Council has identified 28 as key issues to be addressed during the life of the WMMP 2018-2023. These issues are summarised in Table 4.

4.2 Key Gaps

The key gaps identified to address these issues are describe below under 3 main headings of:

- Infrastructure;
- Education; and
- Policy.

Infrastructure:

The recently implemented Regional Solid Waste Contract and the use of the new MRF provide infrastructure for the residential sector that is consistent with addressing the vision of this Waste Assessment. However, the Waste Assessment highlights a few infrastructure gaps:

- The lack of facilities accepting e-waste and cleanfill that are open for public disposal in the district, which hinders waste diversion;
- The inadequacy of the current 24/7 recycling service available at some of the Council’s transfer stations;
- The lack of local solutions that satisfy the private sector, including greater diversion options that are economically viable;
- The lack of understanding of the long-term implications of changing commodity pricing and changing waste streams entering the system; and
- The lack of understanding of rural waste management, which inhibits implementing successful services for the rural community.

Education:

While the three TAs and the TRC develop a programme on waste minimisation education every year, more can be done. The Waste Assessment has highlighted a few education gaps:

- The targeting of education programmes is currently limited mainly to residential customers and students;
- The lack of understanding of good waste practice/behaviour strategies that reduce waste, illegal dumping and divertible waste stream contamination, and increase diversion; and
- The limited role of education in achieving effective waste minimisation.

Policy:

There are some gaps in the policy sector, despite the Council having adopted a Solid Waste Bylaw in 2013 and a Kerbside Collection Policy in 2016:

- The limited role of the Council in achieving overall waste minimisation in the District;
- The lack of leadership from Central Government on some waste minimisation issues, e.g. product stewardship;
- Inconsistent implementation and enforcement of solid waste bylaw provisions; and
- Inconsistent data collection on solid waste management across the district: availability, quality and management.

4.3 Targets

The Council's targets are provided in Table 5. These targets are based on the expected performance of implementing the Action Plan provided in Part B, and are set to ensure that the goals of the WMMP are achieved.

4.4 The Council's Intended Role

The Council's statutory obligations in respect of the planning and provision of waste services are detailed in the section above. The Council needs to ensure that the statutory obligations are met in the delivery of the WMMP.

The Council currently provides a significant proportion of the waste services in the district via a regional contract for kerbside and transfer station services, and another contract for landfill management. This ensures public health is adequately protected by providing facilities for the safe disposal of waste. This also gives effect to the WMA. In addition, the Council provides and/or funds waste minimisation activities, including;

- working with others including with community groups, the private sector and the other councils in the region to achieve waste management and minimisation goals;
- distributing waste levy funds in support of waste management and minimisation goals;
- educating the community as to the benefits of waste minimisation;
- monitoring and measuring waste flows and information in order to inform planning and decision making. It is intended that Council will enforce bylaws to improve data to this effect; and
- research and considering implementation of new activities to divert waste from landfill.

The Stratford District Council intends to continue to build on these activities as outlined in the Action Plan provided in Part B of this Plan.

Table 4 – SUMMARY OF ISSUES

Objectives	Issues Addressed / Opportunities Achieved	Number of Options Identified	Options Reference
BEHAVIOURAL CHANGE	To achieve a reduction in priority waste streams entering landfill.	4	BC1 to BC7
	Total	4	
Collaboration and partnerships	To support and promotion Organisations and Businesses contributing towards goals of the Waste Minimisation Plan (WMP).	2	CP1 to CP2
	To achieve a reduction in waste generated in Taranaki.	1	CP3
	To achieve consistency and efficiencies for our customers through regional collaboration.	5	CP4 to CP8
	Total	8	
Leadership and Innovation	To achieve higher rates of diversion of recyclables from residential waste.	2	L1 to L3
	To 'Walk the Talk'	1	L6
	To reduce potential environmental and personal harm, and improve aesthetics of community by reducing illegal dumping and littering ⁵	2	L7 to L9
	To aggregate commercial and industrial wastes to access diversion markets.	1	L10 to L11
	To develop and implement effective and efficient policy and practices based on quality data to support our goals	1	L12 to L15
	Total	7	
Accessible Services	To enhance recycling diversion rates for those who do not receive Council provided Kerbside collection service.	2	AS1 to AS2
	To facilitate local diversion and disposal options for the C& I sector.	1	AS3
	To ensure safe disposal of waste.	5	AS4 to AS8
	To reduce environmental harm and make reducing organic waste easy to residents.	1	AS9
	Total	9	
Grand Total		28	

⁵ Including by freedom campers.

Table 5 - THE COUNCIL'S PROPOSED TARGETS

Target Reference	Performance Measure	Baseline data (2015/16)	2023 Target
WASTE TO LANDFILL			
T1	Any increase in Regional Waste (RW) volumes to Landfill to remain below any increase in Regional Economic Performance (REP).	<ul style="list-style-type: none"> Total Regional waste to Landfill: 54,000 T Taranaki Regional GDP per capita is \$75,941; National GDP per capita is \$52,953. 	Changes in RW < Changes in REP
T2	Reduce the volume of the Kerbside collection waste per household in the district going to Landfill	0.51 T/household/year (1261/2450)	0.46 T/ household/year
T3	Reduce the total waste volume in the district going to Landfill per household.	0.77 T/household/year (1886/2450)	0.71 T/ household/year
DIVERSION OF WASTE - RECYCLING			
T4	Increase the amount of Kerbside collection waste diverted to recycling in the district.	24 % (K/R) , comprising: <ul style="list-style-type: none"> Kerbside waste plus recycling (K) = 1689 T Recycling (R) = 406 T 	Increase to 29 %
T5	Reduce contamination of Kerbside recycling delivered to the MRF.	12%	Reduce to ≤ 8 %
DIVERSION OF WASTE - ORGANIC WASTE			
T6	Reduce the amount of organic waste in the district Kerbside collection.	37 %	Reduce to 32%; OR Reduce to 27 % (If SDC introduces Organic Waste Collection in 2021)
CUSTOMER SATISFACTION			
T7	Percentage of community satisfied with the solid waste service.	96.7 % (including neutrals and excluding 'don't knows')	≥ 90%.
PUBLIC AND ENVIRONMENTAL HEALTH			
T8	Percentage of population in the district with access to a waste disposal service – either via a Kerbside collection or live within a 30-minute drive of a transfer station.	85 %	90 % (If SDC introduces a Recycling Service in Whangamomona in 2021) 85 % (Otherwise)
T9	Provide a district facility which receives non-industrial /domestic quantities of hazardous waste for appropriate disposal.	1 facility	1 facility
T10	Compliance with resource consent conditions for Council-operated solid waste district facilities.	100 % compliance	100 % compliance
COMMUNITY ENGAGEMENT			
T11	Regional Education Campaign on Waste Management and Minimisation.	1 annually	1 annually
T12	Waste Community Engagement Survey	0	1 biennially
T13	Regional Waste Minimisation Officer	1 (shared resource)	1 (shared resource)

5 Funding Our Plan

5.1 Plan Implementation

The current cost of solid waste services provided by the Council is \$780,000 (2016/2017). This is recovered through user fees, waste levy and rates.

To implement the action plan provided in Part B, some options will need to be considered as part for the Long Term Plan process.

5.2 Proposed Funding Sources

To fund the recommended actions in this WMMP, the Council must consider alignment with the intent of the WMA to minimise waste to landfill and consider the impact on the community through the Long Term Plan.

The implementation of this plan will be funded through a range of mechanisms including:

- **General rates:** - The term 'rates' refers to both the general rate (i.e. the property levy) and targeted rates (i.e. uniform annual charges). Uniform annual charges are yearly fixed charges for sewage disposal, water supply and refuse collection. Only properties that receive these services pay the charges. Also known as service charges/targeted rates.
- **Uniform annual charges: As per General Rates above.**
- **User fees:** including gate fees associated with municipal landfills, transfer stations, etc.
- **Waste levy:** - A national waste levy is funded via the establishment of a \$10 per tonne levy on all waste disposed of in landfill. Half of the money raised is distributed quarterly to territorial authorities on a population basis for waste minimisation initiatives in their district. The remaining half is in a contestable fund.
- **Waste Minimisation Fund** - This is a contestable fund administered by the Ministry for the Environment. Councils and others can apply for additional funds for waste minimisation activities on a case-by-case basis in accordance with nationally set criteria and priorities. This funding is sourced from half of the waste levy paid through landfill disposal.
- **Other:** including community and industry funding, contestable funding, sponsorship and other government sources (not part of the waste levy).

5.3 Waste Minimisation Levies

All waste levy funding received by the Council will be spent on waste minimisation activities in accordance with the Action Plan presented in Part B. Waste levy may be used to:

- to provide grants;
- to support contract costs; or
- as infrastructure capital.

The Council has flexibility in the timing and manner in which waste levy funds are utilised. Funds can be pooled with other councils, or pooled for several years to use for infrastructure development, as long as this use is provided for and explained in the Plan.

5.4 Provisions for granting and advancing monies

Pursuant to Section 47 of the WMA, the Council may, in accordance with the WMMP, make grants or advances of money to any person, organisation, group, or body of persons for the purpose of promoting or achieving waste management and minimisation. In making its determination on whether to fund such proposals, the Council will consider the following criteria:

- The benefits of a proposal in relation to present and future needs of the district.
- The extent to which the benefits of the proposal are public or private.
- The extent to which a proposal contributes to objectives and policies set out in this Plan.
- The cost of the proposal, including funding sources.
- The effects of the proposal on waste minimisation of any existing waste minimisation services, facilities or activities, either provided by the Council or by others.

A grant or advance of money may be made subject to any terms or conditions that the Council thinks fit, including that an advance of money is free of interest.

5.5 Provisions for waiving waste disposal charges

The Council may waive waste disposal (landfill, collection) charges, in full or in part, in certain circumstances. In making its determination on whether to waive waste disposal charges, the Council must be satisfied that:

- Waiving charges will not significantly prejudice the attainment of the Plan's objectives.
- The charges are clearly unreasonable or inappropriate in the particular case.
- The benefits of waiving charges in relation to providing for community events or needs in the district outweigh the costs.
- The potential for adverse effects on the environment or public health.

Any waiver of waste disposal charges will be subject to Council's approval.

6 Monitoring, Reporting and Review

6.1 Monitoring and Reporting

The Council will monitor and periodically report on the implementation of the WMMP.

Monitoring will address items, including, but not limited to:

- The quantity and composition of waste and diverted resources;
- the origin of waste;
- litter and illegal dumping;
- progress towards the targets set in the WMMP;
- the effectiveness of actions in the WMMP; and
- compliance with legislative requirements.

Reporting will be done appropriately in accordance with the detailed Monitoring Plan presented in Table 9 of Section 8.

6.2 Review

The Council will commence a full review of the WMMP at intervals of no more than six years following the adoption of this WMMP.

Any review of the WMMP will be preceded by a Waste Assessment, pursuant to Section 51 of the WMA 2008.

Part B – Action Plan

7 Action Plan

This Action Plan outlines a 5-year programme to achieve the vision and targets presented in Part A of this WMMP. Any significant changes will be incorporated into the Council's Long-Term Plan (LTP) process and are subject to public consultation. The Action Plan has been designed to meet the requirements of the *WMA 2008* and the *Local Government Act 2002*, by including all practicable options to achieve the Council's waste minimisation objectives. These options have been assessed in terms of their future social, economic, environmental and cultural impacts on the district and its residents.

For each objective, the Action Plan presents:

- Specific actions to achieve the objective, including whether it is a new or existing action;
- An indicative timeframe for implementation of that action;
- Funding source such as whether actions will be funded through general rates, user fees and waste levies; and
- Position on the waste hierarchy.

These actions are derived from priority options identified in the Waste Assessment (Appendix 1), which have been developed to address the key issues identified under the four objectives, described below:

- **Facilitate Behaviour Change** - We will extend our education programmes as a key method in achieving behaviour change. This will be achieved through the delivery of targeted education based on research and best practice.
- **Promote Leadership and Innovation** - We will model good practice in waste by being a leader in waste minimisation within our own facilities. We will implement a range of actions that will address commercial waste and illegal dumping including researching possible local options for waste diversion from landfill. We will address problems based on good data and research.
- **Encourage Collaboration and Partnership** - We will support and collaborate with the community and businesses who are contributing to the goals of this plan. We will work closely with the other councils in the region to achieve regional consistency and efficiency. We will also participate in national initiatives that are consistent with the goals of this plan.
- **Deliver Accessible Services and Facilities** - We will continue to provide a kerbside and transfer station waste and recycling service, and seek ways to make this accessible to more people. We will implement a food waste collection service to address the high proportion of food waste in rubbish bags. We will promote and support other organisations that provide waste services in the region.

Table 7 provides a summary of Council's Action Plan table of preferred options to meet the Targets identified in Table 5. Table 8 shows how each specific action aligns with the key issue identified in Table 4.

Table 6 – KEY TO TARGET GROUPS

Key	Target Group
WL	Waste Levy
R	Rates
EC	User Charges
S	Sponsorship
WMF	Waste Minimisation Fund
O	Other

Table 7 – ACTION PLAN TABLE OF PREFERRED OPTIONS

Item	Reference	Specific Action	Priority Status	Timeframe	Funding Source	Hierarchy Position	Targets Addressed	
1	BEHAVIORAL CHANGE	BC1	Undertake an annual public education programme and associated activities within current resources.	Status Quo	On-going	WL, R	All	T1, T2, T3, T4 T5, T6, T11
2		BC4	Undertake, participate and fund regional and national research based on sustainable behaviour change practices and apply findings to waste minimisation and management programmes.	Status Quo	On-going	WL, R	Reduce, Reuse, Recycle, Recover	T1, T2, T3, T4 T5, T6
3		BC5	Promote the use of existing social media sites and facilities	Status Quo	On-going	WL, R	Reuse	T1, T2, T3,
4		BC6	Promote home composting utilising existing communication avenues and resources.	Priority 2	August 2021	WL, R	Recover	T1, T2, T3,
5	COLLABORATION AND PARTICIPATION	CP1	Allocate waste levy including Contestable fund to suitably qualified applicants as appropriate	Status Quo	On-going	WL, R	Reduce, Reuse, Recycle, Recover	T1, T2, T3, T4 T5, T6
6		CP2	Provide other support to organisations and businesses e.g. through awards, networking events, workshops, media, supporting recycling at events through use of bins and free recycling collection.	Status Quo	On-going	WL, R UC, S	Reduce, Reuse, Recycle, Recover	T1, T2, T3, T4 T5, T6
7		CP3	Collaborate with others including schools, tertiary education providers, community organisations, and business to develop innovative solutions to waste challenges.	Status Quo	On-going	WL, R , UC, S WMF	All	T1, T2, T3, T4 T5, T6
8		CP4	Developing regionally consistent contracts, consistent messaging and bylaws, and schemes that support our goals, such as agrecovery agrichemical collections.	Status Quo	On-going	WL, R UC	All	T1, T2, T3, T4 T5, T6, T7
9		CP5	The TAs and TRC collaborate to provide a WMO to implement the Regional Waste strategy, Waste Education Strategy and WMMP.	Status Quo	On-going	WL	Reduce, Reuse, Recycle, Recover	T1, T2, T3, T4 T5, T6, T13
10		CP6	Regionally align solid waste bylaws that will consider central landfill, contamination and reducing waste to landfill.	Priority 2	August 2021	R, UC	Recycle, Recover, Dsipose	T1, T2, T3, T4 T5, T6, T10
11		CP8	Bring forward the Waste Plan cycle for to be adopted in 2023 to align with NPDC and allow for a regional waste plan.	Priority 2	August 2021	R, UC	All	

12	LEADERSHIP AND INNOVATION	L1	Work together with waste service providers to provide options for diversion and reduce contamination in recycling.	Priority 1	August 2020	WL, R, UC, S, WMF	Recycle	T1, T2, T3, T4 T5
13		L3	Consider initiatives that support the recycling of other waste streams.	Priority 1	August 2020	WL, UC, S, R WMF	Reuse, Recycle	T1, T2, T3, T4 T5, T6, T7
14		L6	Develop an in-house waste strategy for each Council, identifying all waste streams and plan for reducing or diverting these.	Priority 1	August 2020	R, WL	Reduce, Reuse, Recycle, Recover	T1, T2, T6
15		L8	Investigate improved recycling options in public places.	Priority 1	August 2020	R, WL, WMF	Recycle	T1, T2,
16		L9	Support clean up week – by promoting and providing free access to transfer station for clean-up week events.	Status Quo	On-going	R, UC	Recycle, Dispose	T7
17		L10	Continue to provide a web form and phone line for the public to report illegal dumping.	Status Quo	On-going	R, WL	Dispose	T7
18		L15	Monitor success of waste minimisation programmes through waste disposal records, SWAP, and customer surveys.	Status Quo	On-going	R, UC, WL	All	All
19	ACCESSIBLE SERVICES	AS1	Investigate the provision of a waste service for Whangamomona to ensure access for communities with sufficient provision for changing demand and based on best practice - to minimise contamination and illegal dumping.	Priority 1	August 2020	R, UC, WL	Recycle, Dispose	T1, T2, T3, T4 T5, T6, T7, T8
20		AS2	Review infrastructure and customer experience provided at transfer stations to improve recycling and diversion of recyclable waste.	Priority 1	August 2020	R, UC, WL	Reuse, Recycle	T1, T2, T3, T7
21		AS3	Encourage NPDC to provide commercial access to MRF	Priority 1	August 2020	R, UC, WL	Recycle	T1, T2, T3, T7
22		AS4	Provide a kerbside collection service.	Status Quo	On-going	WL, R	Recycle, Dispose	T4, T5, T7
23		AS5	Provide transfer station services including E-waste and hazardous waste drop-off.	Status Quo	On-going	R, UC, WL	Recycle, Dispose, Treat	T1, T2, T3, T7, T9
24		AS6	Providing a subsidy for e-waste recycling	Status Quo	On-going	UC, WL	Recycle	T1, T2, T3, T7
25		AS7	Establish and operate a regional Class 1 landfill based on best practice	Status Quo	On-going	UC, O	Dispose	T10
26		AS8	Operate the Councils closed landfills according to resource consent conditions.	Status Quo	On-going	R	Dispose	T10
27		AS9	Provide a Kerbside green waste and/or food waste collection.	Priority 2	August 2021	R, WL	Recover	T1, T2, T3,

Table 8 – ACTION PLAN ALIGNMENT WITH KEY ISSUES

Objectives	Action Plan Reference (Table 7)	Number of Action Plans Identified	Key Issues Addressed /Opportunities Achieved Reference: Table 7
BEHAVIOURAL CHANGE	BC1, BC4, BC5 & BC6	4	To achieve a reduction in priority waste streams entering landfill.
	Total	4	
Collaboration and partnerships	CP1 to CP2	2	To support and promotion Organisations and Businesses contributing towards goals of the Waste Minimisation Plan (WMP).
	CP3	1	To achieve a reduction in waste generated in Taranaki.
	CP4 to CP8	5	To achieve consistency and efficiencies for our customers through regional collaboration.
	Total	8	
Leadership and Innovation	L1 & L3	2	To achieve higher rates of diversion of recyclables from residential waste.
	L6	1	To 'Walk the Talk'
	L8 & L9	2	To reduce potential environmental and personal harm, and improve aesthetics of community by reducing illegal dumping and littering ⁶
	L10	1	To aggregate commercial and industrial wastes to access diversion markets.
	L15	1	To develop and implement effective and efficient policy and practices based on quality data to support our goals
Total	7		
Accessible Services	AS1 to AS2	2	To enhance recycling diversion rates for those who do not receive Council provided Kerbside collection service.
	AS3	1	To facilitate local diversion and disposal options for the C& I sector.
	AS4 to AS8	5	To ensure safe disposal of waste.
	AS9	1	To reduce environmental harm and make reducing organic waste easy to residents.
Total	9		
Grand Total		28	

⁶ Including by freedom campers.

8 Monitoring Plan

Table 9 – MONITORING PLAN

Action	Achieved Targets	Assessment Method	Reporting Frequency
Collect and report on the volumes of waste being disposed of at the landfill and at transfer stations by activity and geographic source.	T1, T2, T3 This will also support reporting on the effectiveness of most actions in the action plan.	Weighbridge records	6 - monthly (also in monthly reports)
Collect and report on the volumes and proportion of material diverted (recovered/recycled etc.), by waste streams.	T4, T5, T6 For waste planning and effectiveness of actions.	Weighbridge records. Surveys	Annually (for Council services)
Collect and report on quantity of recycling collected at kerbside and at transfer stations	T4, T5	Weighbridge records.	6 – monthly (also in monthly reports)
Maintain records of participation in kerbside collection and transfer stations	For waste planning and effectiveness of actions.	Contractor records	As required and before next waste assessment
Maintain records on population, demographics and economic growth	T2, T3	Statistics New Zealand	As required and before next waste assessment
Collect and report on: <ul style="list-style-type: none"> quantities of diverted material being processed at the Materials Resource Facility; and contamination rates 	T4, T5, T6	Contractor records Weighbridge records.	6 - monthly
Report on compliance monitoring of landfill consents.	T10	Council records	Annually
Collect and report on number of illegal dumping incidents and quantity (where available).	For waste planning and effectiveness of actions.	Contractor records Council records	6 - monthly
Collect and report on quantity, composition of Council in-house waste and diverted material.	For in-house waste planning and effectiveness of actions.	Waste audits	Following waste audits
Undertaking, from time to time, other monitoring including Solid Waste Analysis Protocol audits, kerbside rubbish/recycling surveys, customer surveys	T7	SWAP audits Customer surveys.	As required and before next waste assessment
Customer satisfaction surveys	T7	Council NRB survey	Annually
Collect and report on effectiveness of waste related communications	T7	Community engagement survey	Every two years

9 Terms & Acronyms

Activity source refers to the type of activity that generates the waste being recorded. These may include: domestic kerbside, residential, commercial and industrial, landscape, construction and demolition, special and virgin excavated natural material (VENM).

Biosolids refers to treated sewage sludge that is stabilised and suitable for beneficial reuse.

Cleanfill site refers to a waste disposal site that accepts only cleanfill material.

Cleanfill material refers to material that when buried will have no adverse effect on people or the environment. Cleanfill material includes virgin natural materials such as clay, soil and rock, and other inert materials such as concrete or brick that are free of:

- Combustible, putrescible, degradable or leachable components,
- Hazardous substances,
- Products or materials derived from hazardous waste treatment, stabilisation and disposal practices
- Materials that may present a risk to human or animal health such as medical and veterinary waste, asbestos or radioactive substances,
- Liquid waste.

Commercial and industrial (C&I) wastes refer to waste sourced from industrial, commercial and institutional sources (i.e. supermarkets, shops, schools, hospitals, offices). This waste can also be referred to as industrial, commercial and institutional waste.

Construction and demolition (C&D) wastes refer to waste material from the construction or demolition of a building, including the preparation and or clearance of the property or site.

Contaminated land means land that has a hazardous substance in or on it that:

- (i) Has significant adverse effects on the environment; or
- (ii) Is reasonably likely to have significant adverse effects on the environment.

Contaminated sites refer to land areas that are contaminated, as defined above

Disposal*, unless the context requires another meaning, means

- (a) The final (or more than short-term) deposit of waste into or onto land set apart for that purpose; or
- (b) The incineration of waste.

Disposal facility*, unless the context requires another meaning, means

- (a) A facility, including a landfill, -
 - (i) At which waste is disposed of; and
 - (ii) At which the waste is disposed of includes household waste; and
 - (iii) That operates, at least in part, as a business to dispose of waste; and
- (b) Any other facility or class of facility at which waste is disposed of that is prescribed as a disposal facility.

District means the district of a territorial authority.

Diverted material* means any thing that is no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded.

Domestic kerbside waste refers to Domestic-type waste collected from residential premises by the local council (or by a contractor on behalf of the Council), or by private waste collections (through kerbside or similar collection).

Hazardous waste refers to materials that are flammable, explosive, oxidising, corrosive, toxic, ecotoxic, radioactive or infectious. Examples include unused agricultural chemicals, solvents and cleaning fluids, medical waste and many industrial wastes.

Household waste* means waste from a household that is not entirely from construction, renovation or demolition of the house.

Inert material refers to material that when placed in the ground have minimal adverse effects on the surrounding environment.

Landfill refers to an area used for the controlled disposal of solid waste.

Landscape waste refers to Waste from landscaping activity and garden maintenance (including public gardens), both domestic and commercial, as well as from earthworks activity, unless the waste contains only VENM, or unless the earthworks are for purposes of construction or demolition of a structure

Local authority refers to any territorial authority or regional council within the meaning of the Local Government Act 2002.

Materials Recovery Facility (MRF) refers to the facility where recyclables are received, sorted, and sold to end user manufacturers.

MBIE refers to Ministry of Business, Innovation and Employment.

NZ ETS refers to the New Zealand Emissions Trading Scheme.

Medical Officer of Health* as defined under section 7A of the Health Act 1956.

MfE refers to the Ministry for the Environment.

NZWS refers to *New Zealand Waste Strategy – Reducing Waste, Improving Efficiency* (2010).

NPDC refers to the New Plymouth District Council.

Organic waste includes garden, kitchen waste, food process wastes and biosolids.

Product Stewardship refers to requirements for producers, brand owners, importers, retailers, consumers and other parties to accept responsibility for the environmental effects of products – from the beginning of the production process through to, and including, disposal at the end of the product’s life.

Recovery* means extraction of materials or energy from waste or diverted material for further use or processing and includes making waste or diverted material into compost.

Recycling* means the reprocessing of waste or diverted material to produce new material.

Reduction means Lessening waste generation by; using products more efficiently or through the design of products.

Regional council means a regional council within the meaning of the Local Government Act 2002.

Residential waste refers to all waste originating from residential premises, other than that covered by any of the other Activity Source categories. For example, a person arriving with a trailer load after cleaning out the garage would classify as residential waste.

Reuse* means the further use of waste or diverted material in its existing form for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose.

RRF refers to the Resource Recovery Facility.

SDC refers to the Stratford District Council.

Sewage sludge - Sewage sludge is a by-product of sewage collection and treatment processes which when treated can become biosolids.

Solid waste refers to all waste generated as a solid or converted to a solid for disposal. It includes wastes like paper, plastic, glass, metal, electronic goods, furnishings, garden and other organic wastes.

Special wastes are those that cause particular management and/or disposal problems and need special care. This includes, but is not restricted, to hazardous and medical wastes (including e-wastes). It also includes any substantial waste stream (such as biosolids, infrastructure fill or industrial waste) that significantly affects the overall composition of the

waste stream, and may be markedly different from waste streams at other disposal facilities.

STDC refers to the South Taranaki District Council.

SWAP refers to Solid Waste Analysis Protocol programme which is a classification and sampling technique to measure the quantity and composition of waste⁷.

Taranaki Solid Waste Management Committee (TSWMC) refers to the joint committee charged by Taranaki’s regional council and territorial authorities to consider waste management issues in the region. The Committee involves representation from TRC, NPDC, STDC, SDC and Medical Officer of Health or Health Protection Officer.

Territorial authority means a city council or district council named in Part 2 of Schedule 2 of the Local Government Act 2002.

Trade waste refers to liquid wastes generated by business and disposed of through the trade waste system. Trade waste includes a range of hazardous materials resulting from industrial and manufacturing processes.

Transfer station refers to a facility where waste is consolidated, possibly processed to some degree, and transported to another facility for disposal, recovery, recycling or reuse.

TRC refers to the Taranaki Regional Council.

Treatment*

- (a) Means subjecting waste to any physical, biological, or chemical process to change its volume or character so that it may be disposed of with no or reduced adverse effects on the environment; but
- (b) Does not include dilution of waste.

Virgin excavated natural material (VENM) refers to material that when discharged to the environment will not have a detectable effect relative to the background and comprising virgin excavated natural materials, such as clay, soil, and rock that are free of:

⁷ Ministry for Environment, 2015. *Waste Assessments and Waste Management and Minimisation Planning: A guide for Territorial Authorities*. Wellington.

-
- manufactured materials such as concrete and brick, even though these may be inert
 - combustible, putrescible, degradable, or leachable components
 - hazardous substances or materials (such as municipal solid waste) likely to create leachate by means of biological breakdown;
 - any products or materials derived from hazardous waste treatment, stabilisation or disposal practices;
 - materials such as medical and veterinary waste, asbestos, or radioactive substances that may present a risk to human health if excavated;
 - contaminated soil and other contaminated materials;
 - liquid waste.

Waste* means:

- (a) Anything disposed of or discarded; and
- (b) Includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste); and
- (c) To avoid doubt, includes any component or element that is disposed of or discarded.

Waste hierarchy refers to the preferred order of waste minimisation and management methods (listed in descending order of importance):

- Avoid
- Reduce
- Reuse
- Recycle
- Recover
- Treat
- Dispose.

Waste management and minimisation* means waste minimisation and the treatment and disposal of waste.

Waste minimisation* means:

- (a) The reduction of waste; and
- (b) The reuse, recycling, and recovery of waste and diverted material.

*denotes the definition is sourced from the *Waste Minimisation Act 2008*



Part C – Appendices

Appendix 1

2018 Waste Assessment

APPENDIX C



Stratford District Council



**WASTE MANAGEMENT AND
MINIMISATION PLAN (WMMP) 2018**

Progress Report – November 2019

Contents

1	Introduction	3
2	Key Findings	4
3	Possible Future Initiatives	5
4	The Council’s Proposed Targets (Table 5, WMMP) – Progress Report	6
5	Action Plan Table of Preferred Options (Table 7 WMMP) – Progress Report	18
5	Monitoring Plan (Table 8 WMMP) – Progress Report	25

List of Figures

Figure 1 Total Waste to Landfill	11
Figure 2 Kerbside Waste per Household	12
Figure 3: Tonnes of waste disposed to landfill per capita in the three districts in Taranaki	13
Figure 4 Percentage of Kerbside Waste Recycled.....	15
Figure 5 Stratford Contamination at Kerbside.....	16
Figure 6 Percentage of Contamination at MRF.....	17
Figure 7 Stratford Refuse Tonnage to Colson Road.....	28
Figure 8 Kerbside Recycling Statistics	29
Figure 9 - Transfer Station Recycling Statistics	30
Figure 10 Internal Bin Audit 22/9/19	31

List of Tables

Table 1: Tonnes of Waste Dispose to Landfill per Capita in the 3 Taranaki Districts	13
Table 2: Stratford’s total waste to landfill	14
Table 3: Internal Bin Audit - Council Admin Office	32

1 Introduction

Section 50 of the Waste Minimisation Act 2008 requires the Stratford District Council to review and implement a Waste Management and Minimisation Plan (WMMP) which is intended to be a guiding document for the Stratford District Council (the Council's) to promote and achieve effective and efficient waste management and minimisation within the district. This WMMP is consistent with the *Waste Management and Minimisation Strategy for Taranaki*.

The WMMP addresses all waste and diverted material in the Stratford District, with the exception of some liquid and gas wastes that are more effectively managed through other policies. The Council provides only part of the waste services and infrastructure in the district (i.e. kerbside rubbish and recycling collection, transfer stations and some waste education). A web of private companies and community organisations are involved in waste minimisation and management in the district, including collection, diversion and alternative disposal. It is the Council's responsibility to *consider* all waste in the district and to identify and/or advocate areas where other groups are or can be involved.

The Council, together with the other territorial authorities (TAs) in the Taranaki region are committed to collaborating regionally to achieve efficiencies and effectiveness in waste management. Therefore, the WMMP has been developed in collaboration with the other TAs - regional waste data and options are considered where applicable.

1.1 Purpose

The purpose of this report is to provide an update on the progress made in the minimisation and management of waste in the Stratford District, based on the current WMMP 2018-2023 Targets, Actions and Plans.

1.2 Scope

This report is limited to the Council's progress on the following targets, actions and plans, as documented in Tables 4, 7 & 9 of the WMMP:

- *The Council's Proposed Targets*¹ (Table 4 WMMP 2018);
- *Action Plan of Preferred Options* (Table 7, WMMP 2018); and
- *Monitoring Plan* – (Table 9, WMMP).

¹ *These targets were developed prior to the global changes and the stringent conditions now required by exporting laws. Therefore, it is noted that the targets and subsequently the associated actions in the WMMP, now fall short in complying with current exporting requirements. The review of the WMMP in 2023 will address this shortfall.*

2 Key Findings

The key findings of this progress report are described below.

- The Stratford District is on track in the achievement of the following targets, as per Table 4 WMMP 2018:
 - T1 - Any increase in Regional Waste (RW) volumes to Landfill to remain below any increase in Regional Economic Performance (REP)
 - T2 – Reduction in the volume of Kerbside collection waste per household district going to Landfill
 - T3 – Reduction in the total waste volume in the district going to Landfill per household;
 - T7 - Percentage of community satisfied with the solid waste service
 - T8 - Percentage of population in the district with access to a waste disposal service – either via a 30 minute drive of a transfer station
 - T9 - Provide a district facility which receives non-industrial/domestic quantities of hazardous waste for appropriate disposal
 - T10 - Compliance with resource consent conditions for Council-operated solid waste district facilities
 - T11- Regional Education Campaign on Waste Management and Minimisation;
 - T12- Waste Community Engagement Survey
 - T13 - Regional Waste Minimisation Officer

- Compared to our neighbours, the Stratford District is behind in the achievement of the following targets:
 - T4 - Increase the amount of Kerbside collection waste diverted to recycling in the district; and
 - T6 - Reduce the amount of organic waste in the district Kerbside collection

The key sources of evidence include:

- NPDC –
 - Taranaki Solid Waste Management Committee – WMMP Annual KPI Summary; and
 - NPDC Colson Road Statistics;
- Ministry of Business, Innovation and Employment - Stratford GDP statistics;
- EnviroWaste NZ; and
- SDC Asset Management team.

The actions that have resulted in diversion to landfill and reduction in waste minimisation over the last year include:

- Weekly recycling bin audits by EnviroWaste to focus on reducing contamination at the Materials Resource Facility in New Plymouth;
- Ongoing regular community education on recycling via Central Link and Facebook;
- Plastic Free July promotion with a stall at the Farmers' Market.

3 Possible Future Initiatives

Based on the key findings, the Stratford District may consider the following future initiatives to support the achievement of the targets, actions and plans. These initiatives, where they represent a change in the level of service (LoS), will be a Long Term Plan subject for discussion requiring public input, and should be considered for discussion in the 2021 Long Term Plan.

- Green Waste – Introduce a kerbside greenwaste collection service to separate greenwaste from general waste and reduce waste to landfill. There is currently a private business who provides this service, however, the Council may look to expand into this area, or encourage the private business to extend its services to capture potential users who may be unaware of the service. This is a change in the existing level of service.
- Organic Waste – Introduce kerbside collection of organic waste to divert and further reduce the waste going to landfill. This will help to further reduce the Per Capita Waste 0.178 tonnes (target 0.284 tonnes). Officers are currently monitoring a private commercial organic waste collection in South Taranaki which is a new service. There is an option to provide this service to Stratford District’s residential and possibly commercial customers - this is a change in the existing level of service.
- Waste Collection - Reduce frequency of kerbside collection from weekly to fortnightly. This could also be achieved by reducing the capacity of the waste receptacle for each household. Again, this is a change in the existing level of service.
- Funding towards education – The Council may look to allocate funding to support the public education. This could be through staff resourcing and/or the support of programmes such as:
 - workshops for the community around composting;
 - Kete making;
 - waste free period education at schools;
- Policy - Prepare a new *Waste Levy Allocation Policy* to guide the allocation of waste levy funds to applications for the implementation of waste initiatives in the district

4 The Council's Proposed Targets (Table 5, WMMP) – Progress Report

Target Resource	Performance Measures	Baseline Data (2015/16)	2023 Target	Progress
Waste to Landfill				
T1	Any increase in Regional Waste (RW) volumes to Landfill to remain below any increase in Regional Economic Performance (REP)	<ul style="list-style-type: none"> Total Regional waste to Landfill: 54,000 Tonnes Taranaki Regional GDP per capita is \$75,941; National GDP per capita is \$52,953 	Changes in RW to be less than changes in REP	<p>Achieved</p> <p>Please refer to Figure 1. For 2018/2019:</p> <ul style="list-style-type: none"> Total Regional Waste to Landfill = 41,000 tonnes² Taranaki Regional GDP (2018) is \$68,432³ National GDP per Capita (2018) is \$58,271 <p>The RW to landfill reduced by 13,000 tonnes, the REP as measured by the GDP per capita reduced by \$7,509.</p> <p>The decrease in the RW to landfill can be directly attributed to the initiatives implemented in Regional WMMPs with more focus on recycling education.</p>
T2	Reduce the volume of the Kerbside collection waste per household in the district going to Landfill	0.51 Tonnes per household per year	0.46 Tonnes per household per year	<p>On Track</p> <p>Please refer to Figure 2, For the 2018/2019 year:</p> <ul style="list-style-type: none"> Stratford District- 0.49 tonnes South Taranaki District- 0.39 tonnes New Plymouth District- 0.29 tonnes per household per year <u>from the kerbside.</u> <p>The Stratford District had a reduction of 0.2T, from 0.54 T in 2017/18 to 0.49 T in 2018/19. At this rate, we are set to reach the target well before 2023. However, key initiatives that will help to achieve this, including reviewing the Level of service for waste collection in the areas or greenwaste, organic waste which would support a reduction in the frequency of waste collection.</p>

² Results from NPDC Colson Road Statistics

³ Results from MBIE

Target Resource	Performance Measures	Baseline Data (2015/16)	2023 Target	Progress
T3	Reduce the total waste volume in the district going to Landfill per household	0.77 Tonnes per household per year	0.71 Tonnes per household per year	Achieved Please refer to Table 1 and Figure 3 and Table 2. For the 2018/2019, Stratford's total tonnes of waste to landfill PER HOUSEOLD is 0.45 tonnes = 0.178 per Capita x 2.5 (average no of persons per Stratford household obtained from Census 2013 results). The Total tonnage (kerbside and transfer station) to Colson road for 2018/19 year was 1633.1 Tonnes from the Stratford District, albeit an increase of 10.7 tonnes from 1622.4 tonnes in 2017.
Diversion of Waste - Recycling				
T4	Increase the amount of Kerbside collection waste diverted to recycling in the district	24% (R/K) comprising of: <ul style="list-style-type: none"> • Kerbside waste plus recycling (K) = 1689 T • Recycling (R) = 406 T 	Increase to 29%	On Track. Please refer to Figure 4. The 2018/2019 statistics advise the region's recycling rates are: <ul style="list-style-type: none"> • SDC – 24.7%; • NPDC - 40%; • STDC – 34%. We are doing regular advertising and notices in CentralLink and on SDC's Facebook page to encourage and remind people on how to recycle correctly. Further initiatives need to be created and implemented to bring this percentage up to 29% by 2023.
T5	Reduce contamination of Kerbside recycling delivered to the MRF	12%	Reduce to less than 8%	On Track Based on the weekly bin audits see Figure 5 , completed by EnviroWaste in Stratford, where: <ul style="list-style-type: none"> • Green tagged bins are collected; • Amber tagged bins where there is a small amount of non-recyclables in the bin are collected and contamination managed at the MRF; and • Red tagged bins are not collected,

Target Resource	Performance Measures	Baseline Data (2015/16)	2023 Target	Progress
				<p>Stratford’s kerbside recycling behaviour ‘shows that the contamination is between 3 % and 13 % (10 + 3) where:</p> <ul style="list-style-type: none"> • Green Tagged bins– 87% • Amber Tagged bins – 10% • Red Tagged bins – 3% <p>Please refer to Figure 6,</p> <p>Monthly reports are received from EnviroWaste to advice of the Material resource Facility (MRF) contamination rate. As at 31/7/19 – the last report to the Solid Waste Committee Meeting - Stratford is reported to be at 17.38% - this is a subjective visual assessment undertaken by MRF staff. <i>The regional</i> the contamination rate is 21% as at 31/7/19.</p> <p>SDC is proposing regional meetings to work out a suitable consistent message to be sent to the Taranaki public on reducing contamination in recycling. Currently reminders in CentralLink and on Facebook regarding correct recycling and reminders to download the Rubbish & Recycling App are in Central Link and on SDC’s Facebook page. Monthly congratulatory messages are sent out via Central Link to streets who do not get any amber or red tags for some positive feedback to the community.</p>
Diversion of Waste – Organic Waste				

Target Resource	Performance Measures	Baseline Data (2015/16)	2023 Target	Progress
T6	Reduce the amount of organic waste in the district Kerbside collection	37%	Reduce to 32% OR Reduce to 27% (If SDC introduces Organic Waste Collection in 2021)	Not Achieved Currently there is no greenwaste or food waste collection service provided by Stratford District Council. In order to meet this regional target, this would require a change in the level of service for kerbside waste collection. There is a private contractor that does provide a greenwaste service for a fee. The Stratford Transfer Station has taken 197.3 tonnes of greenwaste for the 2018/19 year, which is approximately 12% of the total tonnage received at the Stratford Transfer Station. See Table 2.
Customer Satisfaction				
T7	Percentage of community satisfied with the solid waste service	96.7% (incl neutrals and excl 'don't knows')	More than 90%	Achieved and On Track Community survey is completed for 2018/2019 year. The total people surveyed was 2964. Average score for: <ul style="list-style-type: none"> • RUBBISH – 98.5% • RECYCLING – 98.1% The results show the community is mostly happy with the solid waste service. Comments are largely based around damage to the bins after collection. SDC provides a service to repair damage to bins as a result of collection.
Public and Environmental Health				
T8	Percentage of population in the district with access to a waste disposal service – either via a 30 minute drive of a transfer station	85%	90% (if SDC introduces a Recycling Service in Whangamomona in 2021) 85% (otherwise)	Achieved - 85% - no change. SDC has not extended the waste collection service beyond its current area. Toko to Whangamomona residents are largely rural and commercial.

Target Resource	Performance Measures	Baseline Data (2015/16)	2023 Target	Progress
T9	Provide a district facility which receives non-industrial/domestic quantities of hazardous waste for appropriate disposal	1 facility	1 facility	Achieved Ongoing service provided at the Transfer Station.
T10	Compliance with resource consent conditions for Council-operated solid waste district facilities	100% compliance	100% compliance	Achieved - 100% compliance. Quarterly reports on closed landfills in the Stratford District are completed by Taranaki Regional Council to ensure compliance.
Community Engagement				
T11	Regional Education Campaign on Waste Management and Minimisation	1 annually	1 annually	Achieved SDC's Waste Minimisation Officer is working with Zero Waste Educator in New Plymouth on some education campaigns. These include: <ul style="list-style-type: none"> • IHC education sessions (Provider of services for people with intellectual disabilities). • Waste free period education sessions at Taranaki Diocesan and Stratford High School; • Other Initiatives as per the Regional Waste Education Strategy
T12	Waste Community Engagement Survey	0	1 Biennially	Achieved Planned for May 2020.
T13	Regional Waste Minimisation Officer	1 (shared resource)	1 (shared resource)	Achieved – SDC will have 10% of RWMO time for assistance in creating initiatives in-house and in the community. 10% of RWMO salary is in the Waste Levy Budget. 2018/2019 saw reduced contributions from the RWMO to Stratford and I will be requesting full engagement of one day a fortnight for the next year.

FIGURE 1: Total waste to landfill

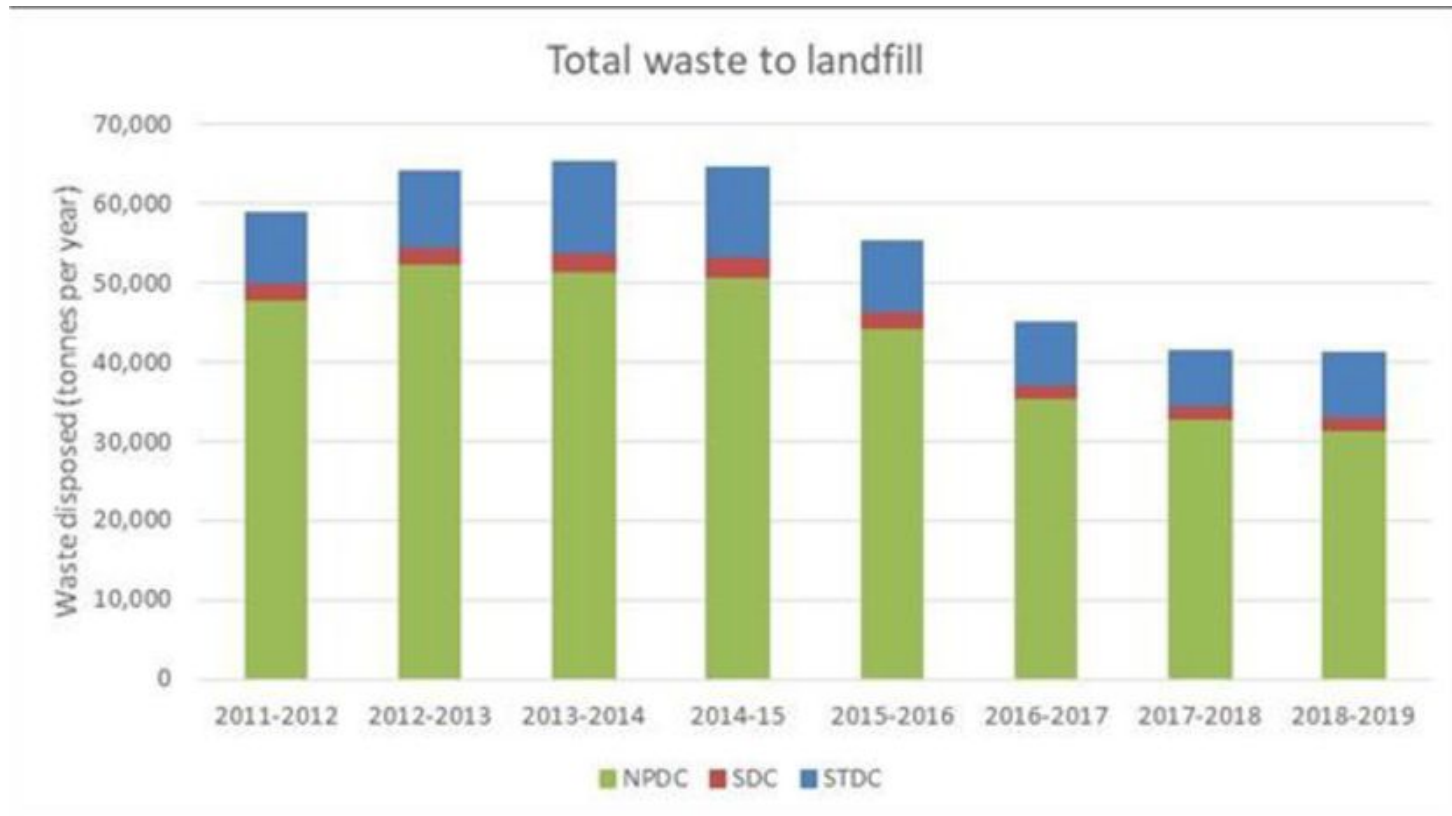


Figure 1 Total Waste to Landfill

Lock-Ingham 22 August 2019 Taranaki Solid Waste Management Committee – Waste Management and Minimisation Plan Annual KPI Summary

FIGURE 2: Kerbside waste per household

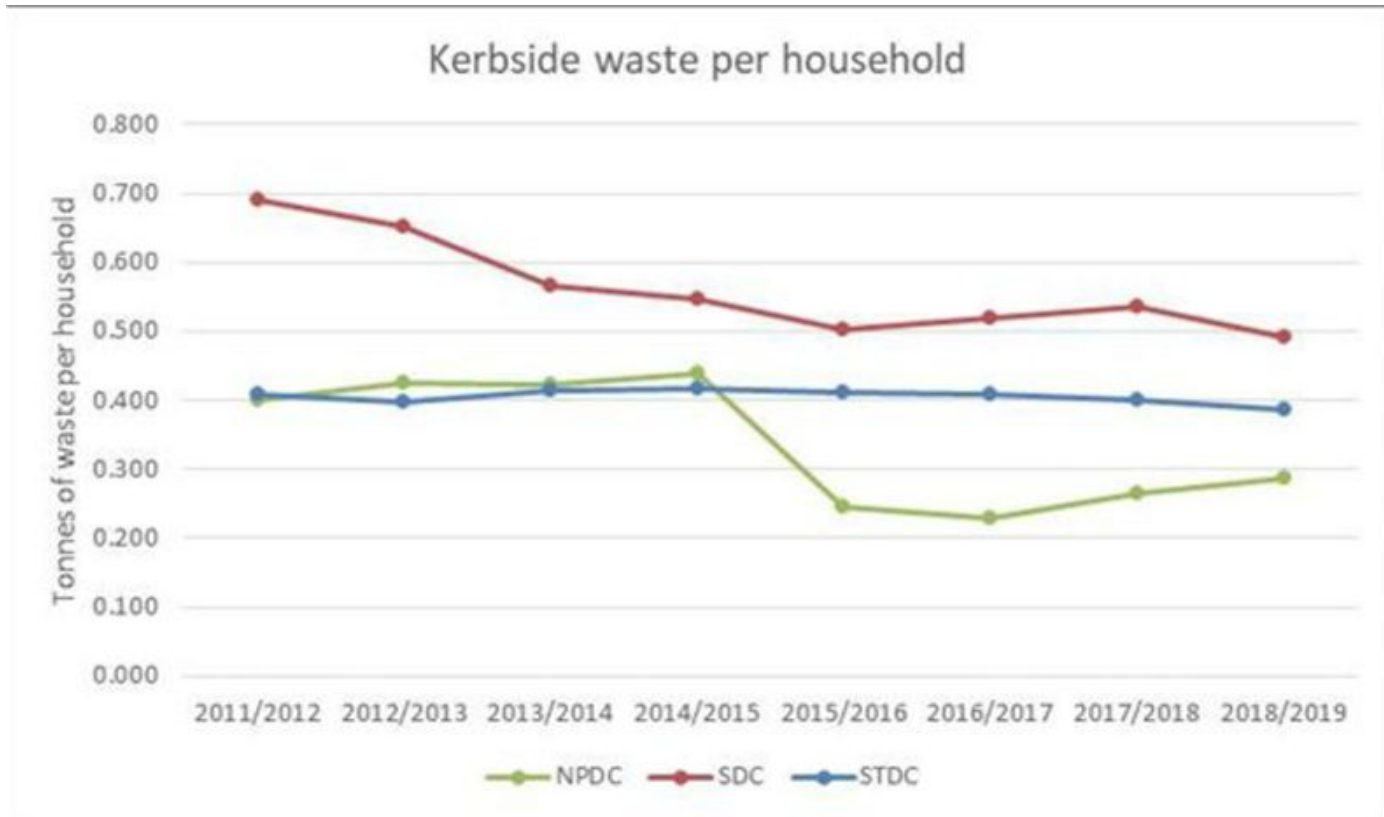


Figure 2 Kerbside Waste per Household

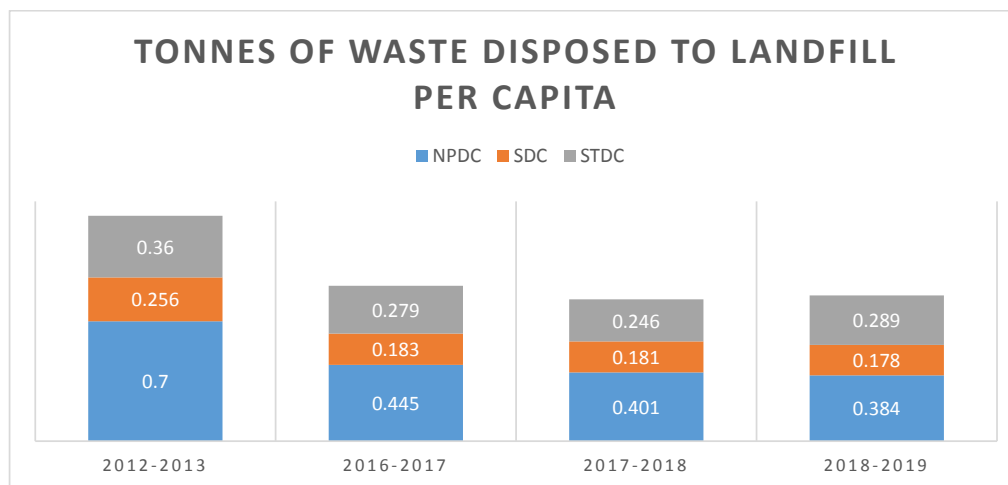
Lock-Ingham 22 August 2019 Taranaki Solid Waste Management Committee – Waste Management and Minimisation Plan Annual KPI Summary

TABLE 1 Tonnes of waste disposed to landfill per capita in the three districts in Taranaki

Table 1: Tonnes of Waste Dispose to Landfill per Capita in the 3 Taranaki Districts

Territory	2012-2013	2016-2017	2017-2018	2018-2019
NPDC	0.700	0.445	0.401	0.384
SDC	0.256	0.183	0.181	0.178
STDC	0.360	0.279	0.246	0.289**

FIGURE 3 Tonnes of waste disposed to landfill per capita in the three districts in Taranaki



Lock-Ingham (2019) Taranaki Solid Waste Management Committee – Waste Management and Minimisation Plan Annual KPI Summary

Figure 3: Tonnes of waste disposed to landfill per capita in the three districts in Taranaki

TABLE 2 Stratford's total waste to landfill

Table 2: Stratford's total waste to landfill

COLLECTION CONTRACTOR'S FIGURES															ANNUAL REPORT				
		REFUSE				RECYCLING								GREEN		No props	Σ A	Σ B	% recycle
		Town	T/station	Total	Annual	Town		T/station				Total	Annual	T/station	Annual				
				Mth	Σ	Co Ming	Glass	Coming	Scrap	Card	Glass								
		A			(B)														
	Dec	104.0	25.4	129.4	785.9	24.0	13.8	2.6	1.6	4.0	10.6	56.5	275.9	22.7	94.4		637.5	194.3	23%
	Jan	132.4	39.7	172.1	958.1	23.4	22.1	4.0	1.2	5.4	9.1	65.1	341.0	34.5	128.9		769.9	239.7	24%
	Feb	109.9	24.4	134.4	1092.4	23.5	15.4	2.7	1.4	2.9	6.5	52.4	393.4	20.6	149.4		879.8	278.6	24%
	Mar	104.1	24.9	129.0	1221.4	19.2	13.2	1.8	1.1	2.8	10.6	48.8	442.2	29.5	178.9		984.0	311.1	24%
	Apr	134.8	22.6	157.5	1378.9	24.6	16.8	3.1	1.3	4.0	3.6	53.4	495.6	30.7	209.6		1118.8	352.4	24%
	May	97.5	28.9	126.4	1505.3	18.0	13.9	2.7	1.3	6.0	9.5	51.4	547.0	6.8	216.4		1216.3	384.3	24%
2018	Jun	95.5	21.7	117.1	1622.4	19.5	11.9	1.0	1.8	3.4	6.7	44.2	591.3	10.7	227.1		1311.8	415.7	24%
	Jul	113.9	28.7	142.6	142.6	22.2	14.2	2.9	1.1	3.4	4.5	48.3	48.3	24.4	24.4	2771	113.9	36.4	24%
	Aug	95.9	28.0	123.8	266.4	19.7	11.3	2.0	1.3	2.8	3.6	40.5	88.8	6.9	31.3		209.7	67.4	24%
	Sep	100.6	25.1	125.7	392.1	16.7	12.1	2.2	1.2	4.5	8.4	45.0	133.8	7.7	39.0		310.3	96.2	24%
	Oct	110.1	66.2	176.3	568.4	22.1	14.9	3.0	2.1	3.0	6.0	51.1	184.9	18.8	57.8		420.4	133.2	24%
	Nov	114.2	23.3	137.5	705.9	17.2	14.4	7.3	0.7	2.6	10.3	52.4	237.3	19.8	77.6		534.6	164.8	24%
	Dec	129.8	29.0	158.8	864.7	32.9	14.5	3.2	1.8	5.3	10.8	68.4	305.7	23.2	100.8		664.4	212.2	24%
	Jan	101.8	37.1	138.9	1003.5	19.1	15.5	3.21	0.50	5.12	10.4	53.9	359.6	24.5	125.3		766.2	246.9	24%
	Feb	98.7	20.3	118.9	1122.5	15.7	13.4	7.49	3.32	2.86	12.1	54.8	414.4	19.9	145.2		864.9	276.0	24%
	Mar	101.4	20.9	122.2	1244.7	18.0	13.0	4.43	0.85	3.14	7.9	47.3	461.7	16.2	161.3		966.2	306.9	24%
	Apr	113.3	47.0	160.4	1405.1	26.8	16.7	3.11	0.00	2.68	0.7	50.0	511.7	13.5	174.8		1079.5	350.4	25%
	May	96.5	20.7	117.2	1522.3	18.7	12.5	4.29	1.88	3.60	8.2	49.2	560.9	19.1	193.9		1176.1	381.7	25%
	Jun	79.7	31.2	110.9	1633.1	17.6	10.6	1.8	2.6	2.8	8.3	43.7	604.6	3.4	197.3		1255.8	409.8	25%
	Jul	117.3	29.7	147.1	147.1	22.1	14.2	2.9	0.9	3.8	3.8	47.6	47.6	24.4	24.4	2559	117.3	36.3	24%
	Aug	89.7	23.3	113.0	260.1	18.17	6.32	1.73	2.07	2.12	6.45			7.84			207.0	60.8	

Stratford's Statistics for Collection, Landfill and Transfer Station

FIGURE 4 Percentage of kerbside waste recycled

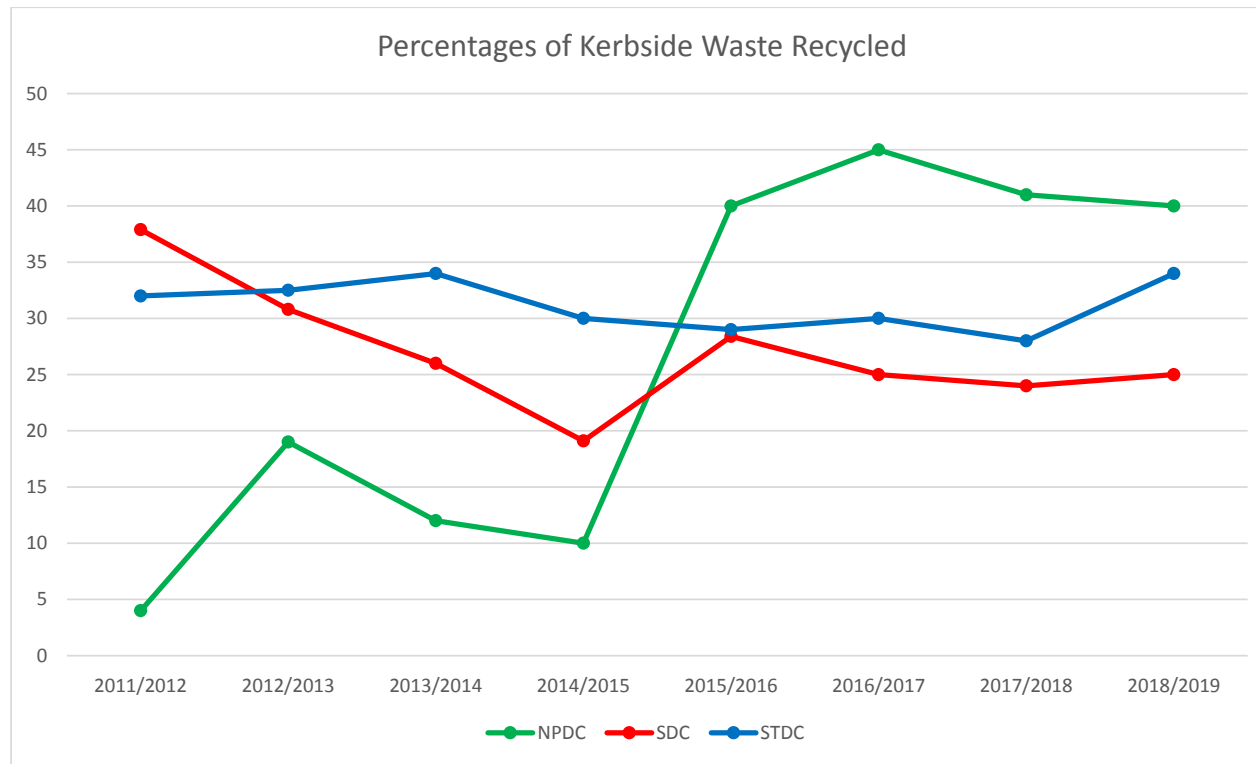


Figure 4 Percentage of Kerbside Waste Recycled

Stratford’s Statistics for Collection, Landfill and Transfer Station and Lock-Ingham (2019) Taranaki Solid Waste Management Committee – Waste Management and Minimisation Plan Annual KPI Summary

FIGURE 5 Stratford Contamination at Kerbside

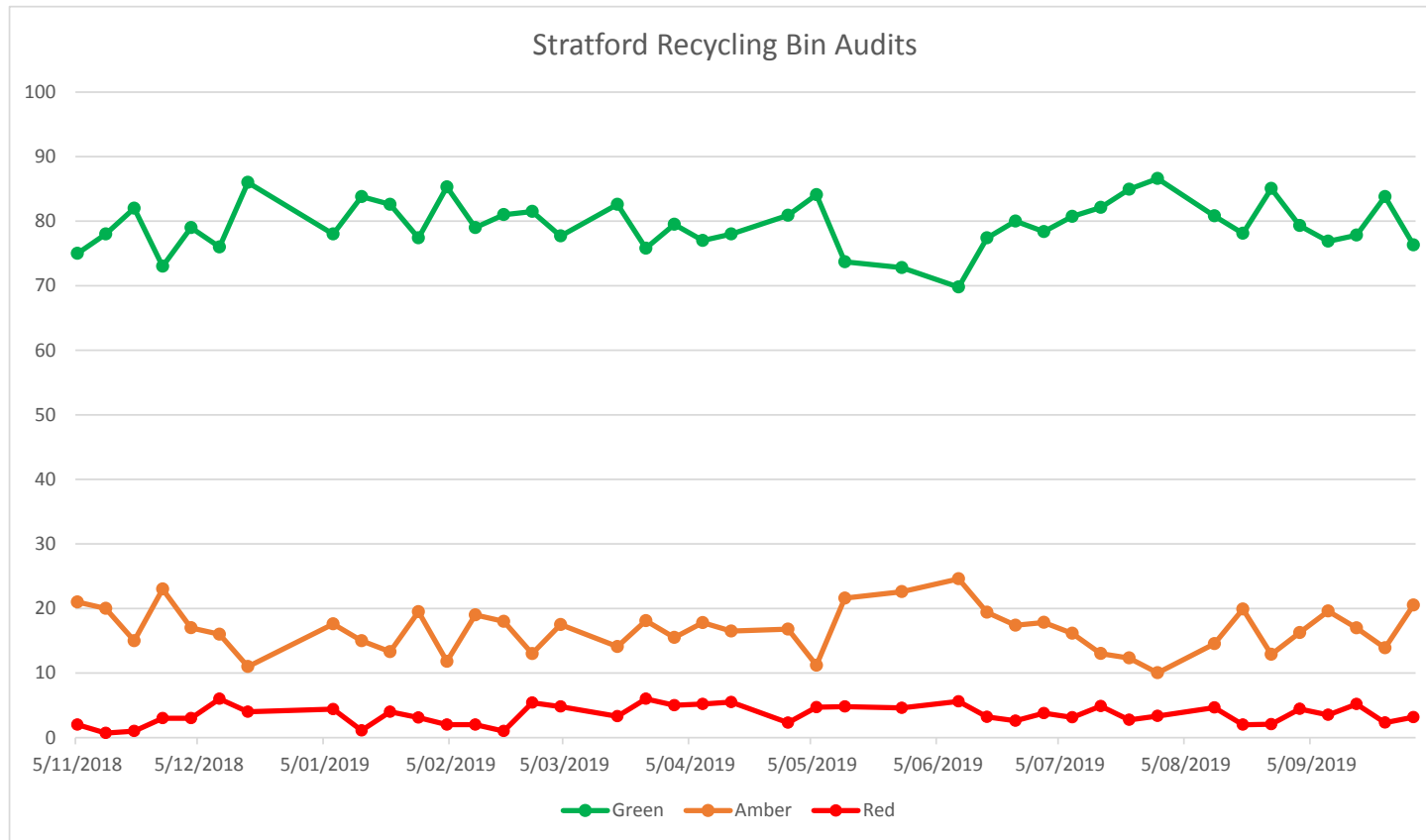


Figure 5 Stratford Contamination at Kerbside

Stratford's EnviroWaste Weekly Recycle Audits 2019

FIGURE 6 Percentage of Contamination at MRF

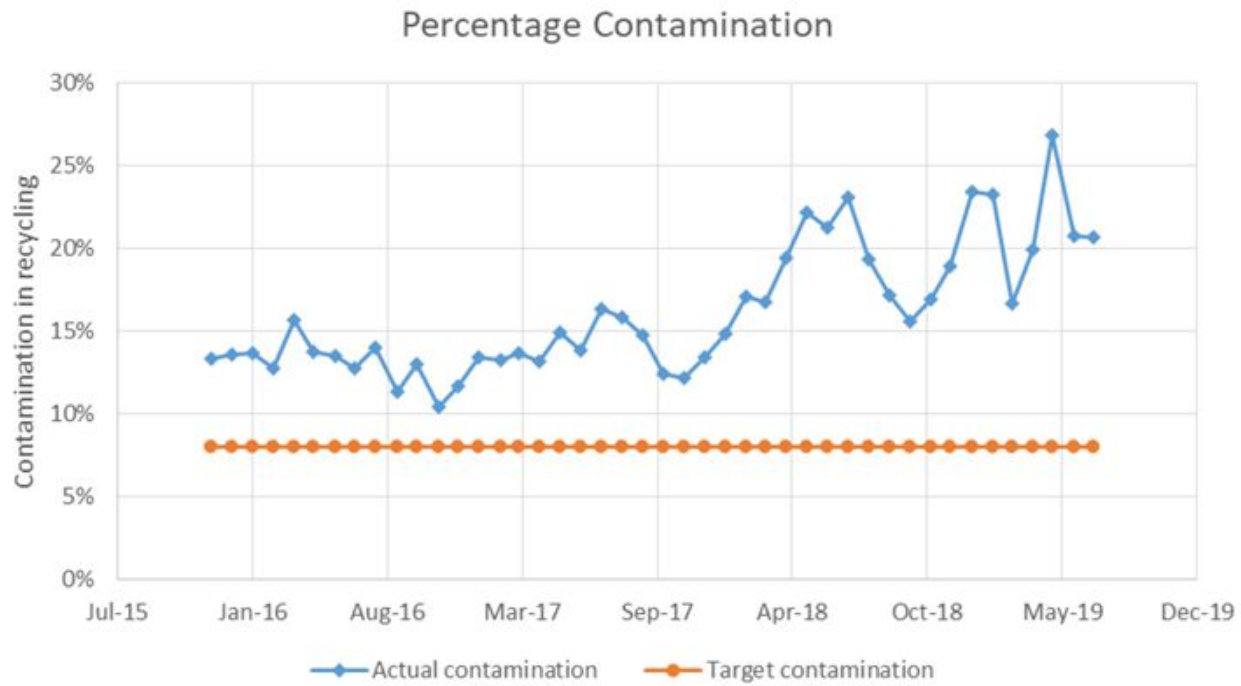


Figure 6 Percentage of Contamination at MRF

Lock-Ingham (2019) Taranaki Solid Waste Management Committee – Waste Management and Minimisation Plan Annual KPI Summary

5 Action Plan Table of Preferred Options (Table 7 WMMP) – Progress Report

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
1. Behavioural Change							
1	BC1	Undertake an annual public education programme and associated activities within current resources	Status Quo	On-going	WL, R	T1, T2, T3, T4, T5, T6, T11	<ul style="list-style-type: none"> Recycle/Reuse/Plastic Free July stall at Prospero Place Farmers Market 29/6/19. Plastic Free July promotion to community through Central Link and Facebook. Internal recycling competition held with the staff and weekly tips for being plastic free. Ongoing regular items for community in Central Link and Facebook. Reminder to community groups that Waste Levy fund is available to apply for each year. This will be promoted in the next 3 months.
2	BC4	Undertake, participate and fund regional and national research based on sustainable behaviour change practices and apply funding to waste minimisation and management programmes	Status Quo	On-going	WL, R	T1, T2, T3, T4, T5, T6	<ul style="list-style-type: none"> 10% salary funding for Regional Waste Minimisation Officer from NPDC. Waste Levy Fund for local community groups. Zero Waste Taranaki funding for website and initiatives. Para Kore – programme to support Marae, Kohanga Reo, Kura to reduce waste and be working towards zero waste by 2025. EnviroSchools
3	BC5	Promote the use of existing social media sites and facilities	Status Quo	On-going	WL, R	T1, T2, T3	Central Link promotes SDC Facebook page and links to any websites that promote waste minimisation. Promoted Karen's Kitz Facebook link for workshop that was planned during Plastic Free July.
4	BC6	Promote home composting utilising existing communication avenues and resources	Priority 2	August 2021	WL, R	T1, T2, T3	WMO to look into Composting Workshops for Stratford Community for 2019/2020 year.

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
2. Collaboration and Participation							
5	CP1	Allocate waste levy including Contestable fund to suitably qualified applicants as appropriate	Status Quo	On-going	WL, R	T1, T2, T3, T4, T5, T6	No applications for this fund in 2018/2019. Promotion underway to remind community groups to apply for the Waste Levy Fund in accordance with the new proposed <i>Waste Levy Allocation Policy</i> . Once finalised and taken to Council for decision, the policy will be used to allocate funding to successful applicants.
6	CP2	Provide other support to organisations and businesses e.g. through awards, networking events, workshops, media, supporting recycling at events through use of bins and free recycling collection	Status Quo	On-going	WL, R, UC, S	T1, T2, T3, T4, T5, T6	<ul style="list-style-type: none"> Free Transfer Station access for registered Clean Up Weeks/volunteer tidy ups. Schools are provided free Recycling bins for use – 2 to every 100 students. This is to prevent the schools from incinerating their rubbish, causing a smoke issue. The provision of loan bins at events to encourage appropriate waste sorting and disposal as per the proposed <i>Solid Waste Management and Minimisation Bylaw 2020</i>.
7	CP3	Collaborate with others including schools, tertiary education providers, community organisations and business to develop innovative solutions to waste challenges	Status Quo	On-going	WL, R, UC, S, WMF	T1, T2, T3, T4, T5, T6	SDC's WMO is working with NPDC's Zero Waste Educator to organise education to district's pre-schools, primary and high schools for 2020. We have proposed <i>Waste Free Period Education</i> sessions for girls in the 2 Stratford High Schools planned for early 2020.
8	CP4	Developing regionally consistent contracts, consistent messaging and bylaws, and schemes that support our goals, such as AgRecovery agrichemical collections	Status Quo	On-going	WL, R, UC	T1, T2, T3, T4, T5, T6, T7	<ul style="list-style-type: none"> Regional contracts have been established for <ul style="list-style-type: none"> Waste Collections - EnviroWaste Waste Transportation - EnviroWaste Waste disposal – Midwest Disposals; Waste Handling - STDC <p>These services are going well with no current issues.</p> <ul style="list-style-type: none"> The <i>draft</i> Solid Waste Management and Minimisation Bylaw 2020 is now created as a standalone document.

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
							<p>It has been presented at the Council Workshop on 12/11/19. This will be ready for a Council decision at the 26 November 19 workshop. If approved it will go out for consultation.</p> <ul style="list-style-type: none"> • New District Bylaws are now being created to be consistent in format. • Zero Waste Taranaki website is up and running for information on becoming waste free. SDC has contributed funding to this. • Meeting held with AgRecovery regarding chemical container collections. No funding was approved as AgRecovery is currently receiving funding from other sources. No AgRecovery events to collect containers or chemicals held in Taranaki. Stratford Transfer Station accepts containers as local contractor provides service. • The RWMO will now attend Hazardous Waste disposal meetings with providers and come back to the 3 districts with recommendations on how to manage this regionally, and collate feedback.
9	CP5	The TAs and TRC collaborate to provide a WMO to implement the Regional Waste Strategy, Waste Education Strategy and WMMP	Status Quo	On-going	WL	T1, T2, T3, T4, T5, T6, T13	Regional waste management and minimisation is now coordinated by NPDC through the RWMO. The WMO has been working with RWMO on actions in the Waste Education Strategy, WMMP and best practices moving forward.
10	CP6	Regionally align solid waste bylaws that will consider central landfill, contamination and reducing waste to landfill	Priority 2	August 2021	R, UC	T1, T2, T3, T4, T5, T6, T10	Ongoing and to be completed June 2020. Content is consistent with STDC's and NPDC's Bylaws.
11	CP8	Bring forward the Waste Plan cycle to be adopted in 2023 to align with NPDC	Priority 2	August 2021	R, UC	T1, T2, T3, T4, T5, T6, T10	COMPLETED in the WMMP 2018 which expires in 2023 (rather than 2024).

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
		and allow for a regional waste plan					
3. Leadership and Innovation							
12	L1	Work together with waste service providers to provide options for diversion and reduce contamination in recycling	Priority 1	August 2020	WL, R, UC, S, WMF	T1, T2, T3, T4, T5	<p>Council has control over its waste Service providers through EnviroWaste. Monthly contract meetings are held and conversations around how to combat the contamination levels in recycling at MRF have been held. A regional meeting between the 3 Councils is required to create a consistent message to all of Taranaki on correct recycling. Taranaki Solid Waste Management Committee also discusses results at the meetings.</p> <p>Council will look to work with other waste providers in the district to reduce contamination through its proposed <i>Solid Waste Management and Minimisation Bylaw 2020</i>, currently before the Council for adoption for public consultation.</p>
13	L3	Consider initiatives that support the recycling of other waste streams	Priority 1	August 2020	WL, UC, S, R, WMF	T1, T2, T3, T4, T5, T6, T7	<ul style="list-style-type: none"> • Compost workshops • Kete making workshops • Waste Free Period Education sessions for girls in high schools early 2020 • Promotion of the Waste Levy Fund • Zero Waste Taranaki funding
14	L6	Develop an in-house waste strategy for each Council, identifying all waste streams and plan for reducing or diverting these.	Priority 1	August 2020	R, WL	T1, T2, T6	<p>Draft In-house Waste Policy and Strategy has been completed to plan reduction and diversion of waste. The final draft will be ready by March 2020 for review by management. New in-house initiatives that have been implemented in the last 3 months include:</p> <ul style="list-style-type: none"> • Food waste bin in Council tea room for staff to take home to chickens/compost bin. • Small battery recycling station implemented. • Plastic writing instruments recycling station implemented with the Library

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
							<ul style="list-style-type: none"> • Biodegradable and recycled hand towels to be put into all Council facilities toilets • Internal rubbish bin audit completed • Reorganisation of waste station for easier and more effective waste diversion
15	L8	Investigate improved recycling options in public places	Priority 1	August 2020	R, WL, WMF	T1, T2	A basic recycling station has been installed in the library for public and staff use. Monitoring will be undertaken and a more professional station will be considered in 6 months' time.
16	L9	Support Clean Up Week NZ – by promoting and providing free access to transfer station for clean-up weeks	Status Quo	On-going	R, UC	T7	<ul style="list-style-type: none"> • Free access to the Transfer Station for volunteers during Clean Up Week NZ. • When in force, the proposed Solid Waste Management and Minimisation Bylaw 2020 will require an Events Waste Management and Minimisation Plan (EWMMP) for all events held on Council's premises or that require Council's involvement.
17	L10	Continue to provide a web form and phone line for the public to report illegal dumping	Status Quo	On-going	R, WL	T7	<ul style="list-style-type: none"> • A Public Notice for the community advising the Freephone to report illegal dumping and how to report the information has been placed in Centrallink/Facebook on 11 Sept and 9 Oct 19. The web form is currently through Taranaki Regional Council website. • When in force, the proposed Solid Waste Management and Minimisation Bylaw 2020 will provide the legal instrument for enforcement.
18	L15	Monitor success of waste minimisation programmes through waste disposal records, <i>Solid Waste Analysis Protocol (SWAP)</i> and customer surveys	Status Quo	On-going	R, UC, WL	All	Currently, the most effective monitoring of community behaviour to recycling is the weekly bin audits completed by EnviroWaste. These provide the number of households that have had the recycling bin collection cancelled (red tag) for the week, and what the contamination is. Refer to Figure 5. Results show the number of red tags are consistent, between 1% and 6%, with the amber tags being more variable over the months. The most common contamination in a recycling bin is non-recyclable plastics

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
							and a targeted education plan for the community is required to bring our contamination down. A SWAP Customer Survey is due June 2020 which will give feedback on success for waste minimisation and diversion.
4. Accessible Services							
19	AS1	Investigate the provision of a waste services for Whangamomona to ensure access for communities with sufficient provision for changing demand and based on best practice – to minimise contamination and illegal dumping	Priority 1	August 2020	R, UC, WL	T1, T2, T3, T4, T5, T6, T7, T8	This would require a change in the level of service which will be a Long Term Plan subject for discussion requiring public input, and should be considered for discussion in the 2021 Long Term Plan.
20	AS2	Review infrastructure and customer experience provided at transfer stations to improve recycling and diversion of recyclable waste	Priority 1	August 2020	R, UC, WL	T1, T2, T3, T7	The Transfer Station is working well with all landfill is being transported to Bonny Glenn Landfill. The recycling is transported to the MRF and the greenwaste is transported to the closed Colson Road Landfill.
21	AS3	Encourage NPDC to provide commercial access to MRF	Priority 1	August 2020	R, UC, WL	T1, T2, T3, T7	On-going
22	AS4	Provide a kerbside collection service	Status Quo	On-going	WL, R	T4, T5, T7	On-going
23	AS5	Provide transfer station services including E-Waste and hazardous waste drop-off	Status Quo	On-going	R, UC, WL	T1, T2, T3, T7, T9	On-going
24	AS6	Providing a subsidy for e-waste recycling	Status Quo	On-going	UC, WL	T1, T2, T3, T7	On-going. The cost for the community to drop off E-waste at the Transfer Station is kept at a minimum with the

Item	Ref:	Specific Action	Priority Status	Timeframe	Funding Source	Targets Addressed	Progress Comments
							subsidy being provided by the Council to encourage recycling of these high priority items.
25	AS7	Establish and operate a regional Class 1 landfill based on best practice	Status Quo	On-going	UC, O	T10	The Central Landfill project is closed for now as a more cost effective solution arose. The waste is now being transported to Bonny Glen
26	AS8	Operate the Councils closed landfills according to resource consent conditions	Status Quo	On-going	R	T10	COMPLETED and also On-going. Statistics provided regularly in reports to Council
27	AS9	Provide a Kerbside green waste and/or food waste collection	Priority 2	August 2021	R, WL	T1, T2, T3	This is to be considered in 2020.

5 Monitoring Plan (Table 8 WMMP) – Progress Report

Action	Achieved Targets	Assessment Method	Reporting Frequency	Action Update/Progress
Collect and report on the volumes of waste being disposed of at the landfill and at transfer stations by activity and geographic source	T1, T2, T3 This will also support reporting on the effectiveness of most actions in the action plan	Weighbridge records	6 monthly (also in monthly reports)	<p>Please refer to Figure 7.</p> <p>These results cover 12 months Aug 18-July 19 and are taken from the “Stratford Tonnage to Colson Road landfill” Spreadsheet, completed by the Services Asset Manager monthly. Keeping in mind Colson Road Landfill closed on 5/8/19 and refuse is now being transported to Bonny Glen Landfill in Masterton.</p> <p>Results show results are variable through the months but there was a dip in refuse in May and June with an increase again in July</p>
Collect and report on the volumes and proportion of material diverted (recovered/recycled etc) by waste streams	T4, T5, T6 For waste planning and effectiveness of actions	Weighbridge records. Surveys	Annually (for Council Services)	<p>Please refer to figures 8 & 9.</p> <p>These results cover 12 months Aug 18-July 19 and are taken from the “Statistics for Collection, Landfill & Transfer Station. On average 24.1% is recycled. This needs to be increased and focus will be given to plan improved communication to the public regarding what should be recycled.</p>
Collect and report on quantity of recycling collected at kerbside and at transfer stations	T4, T5	Weighbridge records	6 monthly (also in monthly reports)	<p>Please refer to figures 8 & 9</p> <p>These results cover 12 months Aug 18-July 19 and are taken from the “Statistics for Collection, Landfill & Transfer Stations”. Co-mingling at Kerbside is the highest quantity, followed by Greenwaste at the Transfer Station.</p>
Maintain records of participation in kerbside collection and transfer stations	For waste planning and effectiveness of actions	Contractor records	As required and before next Waste Assessment	<p>These records are current and captured in a number of spreadsheets. The Contractor provides the information every week and this is managed by the Services Asset Manager.</p>

Action	Achieved Targets	Assessment Method	Reporting Frequency	Action Update/Progress
Maintain records on population, demographics and economic growth	T2, T3	Statistics NZ	As required and before next Waste Assessment	As at 2013 Census, (the most up to date information from Stats NZ) Stratford District's population was 8988 people. The district area is 2,170 square kms. Ethnicity breakdown is: <ul style="list-style-type: none"> • 91.8% European • 11.8% Maori • 4.9% Other • 2.2% Asian (NB: This is over 100% as some people identified to more than one ethnic group and so were counted in more than one group).
Collect and report on: <ul style="list-style-type: none"> • Quantities of diverted material being processed at the Materials Resource Facility; and • Contamination rates 	T4, T5, T6	Contractor records. Weighbridge records	6 monthly	Please refer to figures 8 & 9 which provide statistics on the kerbside and Transfer Station recycling to the MRF (greenwaste to landfill). EnviroWaste provides feedback on the contamination rates for the kerbside recycling and as at 31 July 19 the district was at 17.38%. This is the lowest of the 3 regions, however we are all working together to create a consistent message to the residents to reduce the contamination rate.
Report on compliance monitoring of landfill consents	T10	Council records	Annually	The three closed landfills in Stratford District are Swansea Road, Pukengahu and Huiroa. All are checked by TRC every four months. No issues identified in the reports over the last 12 months and are all fully compliant.
Collect and report on number of illegal dumping incidents and quantity (where available)	For waste planning and effectiveness of actions	Contractor records. Council records	6 monthly	Info obtained from TRC report in the Taranaki Solid Waste Management Committee report. Taranaki Regional Council responded to 26 complaints of illegal dumping during the last year (1 July 18 to 30 June 19). Of these 19 were confirmed and 7 were unconfirmed. 6 of the confirmed were linked to a responsible party. 3 abatement notices were issued. 15 clean ups were completed, either by TRC or the responsible party. The other 11 incidents were referred to SDC for clean-up, which our contractors completed. Another 3

Action	Achieved Targets	Assessment Method	Reporting Frequency	Action Update/Progress
				public reports direct to SDC also reported for the year. TOTAL of 29 complaints.
Collect and report on quantity, composition of Council in-house waste and diverted material	For in-house waste planning and effectiveness of actions	Waste Audits	Following waste audits	Internal rubbish bin audit completed on 22 Sept 19 for the admin office. Please refer to Figure 10 and Table 3 for results. As a result of the audit, a discussion has been held with Acting Property and Parks Manager, Melanie McBain, regarding other options for hand towels to reduce our waste to landfill further. (hand towels to compost, installation of hand dryers or washable roller towel) Costs to be considered and reported back.
Undertaking, from time to time, other monitoring including Solid Waste Analysis Protocol audits, kerbside rubbish/recycling surveys, customer surveys	T7	SWAP audits. Customer surveys	As required and before next waste assessment	2019/2020 to consider undertaking a targeted rubbish/recycling survey and review outcome of this with Management.
Customer satisfaction surveys	T7	Council NRB survey	Annually	Ongoing.
Collect and report on effectiveness of waste related communications	T7	Community engagement survey	Every 2 years	Next Community Engagement Survey to be undertaken 2020/2021.

FIGURE 7 Stratford Refuse Tonnage to Colson Road

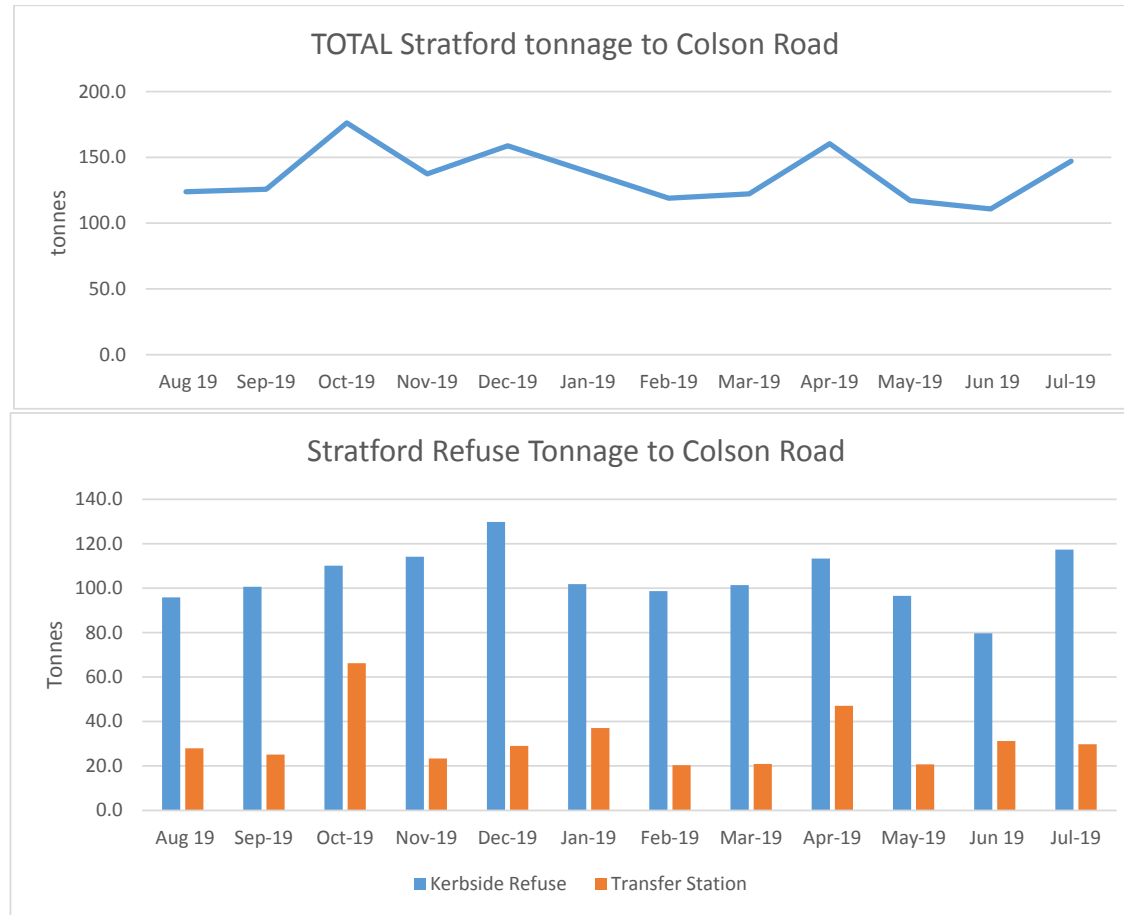


Figure 7 Stratford Refuse Tonnage to Colson Road

FIGURE 8 Kerbside Recycling Statistics

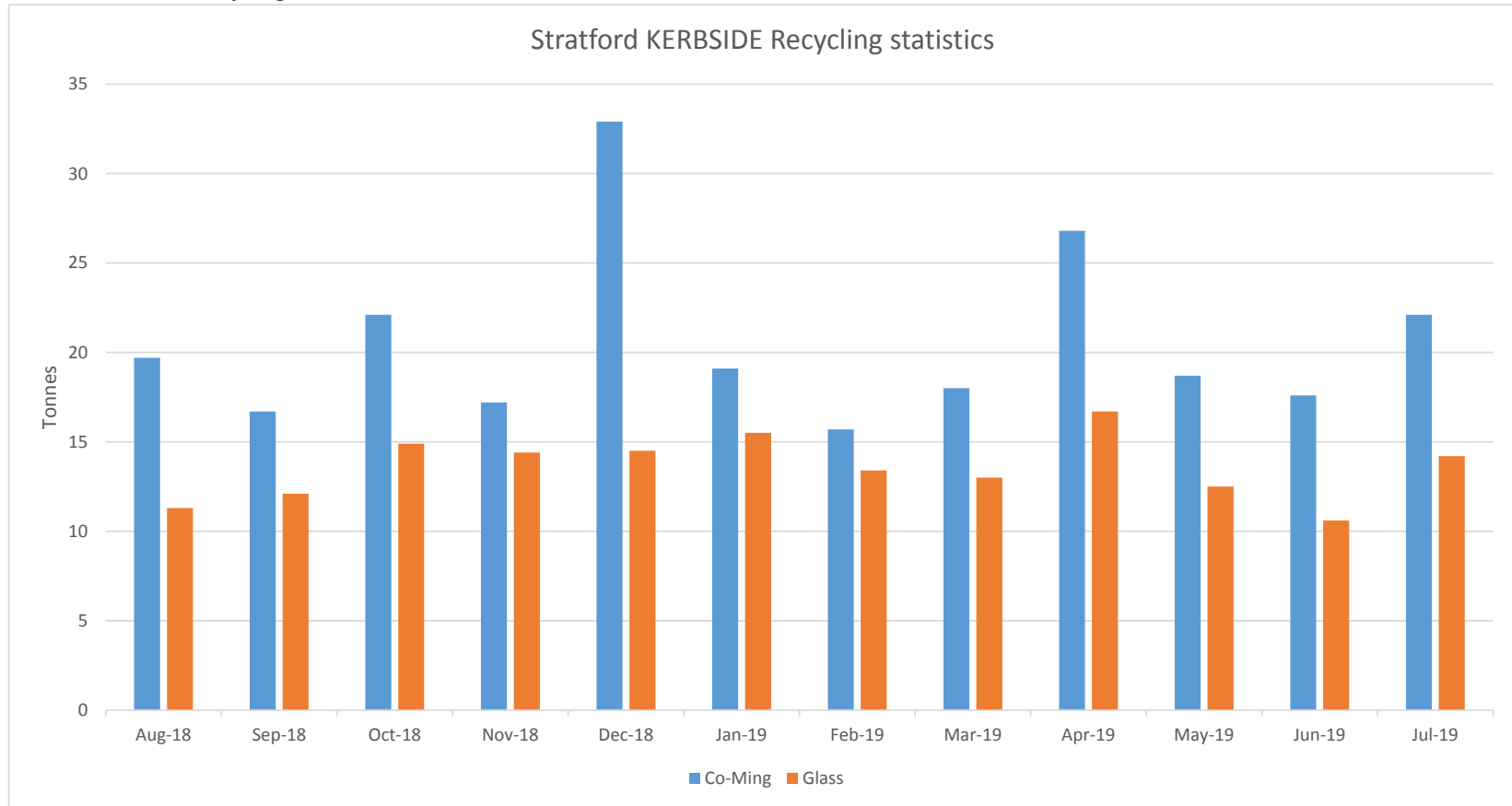


Figure 8 Kerbside Recycling Statistics

FIGURE 9 Transfer Station Recycling Statistics

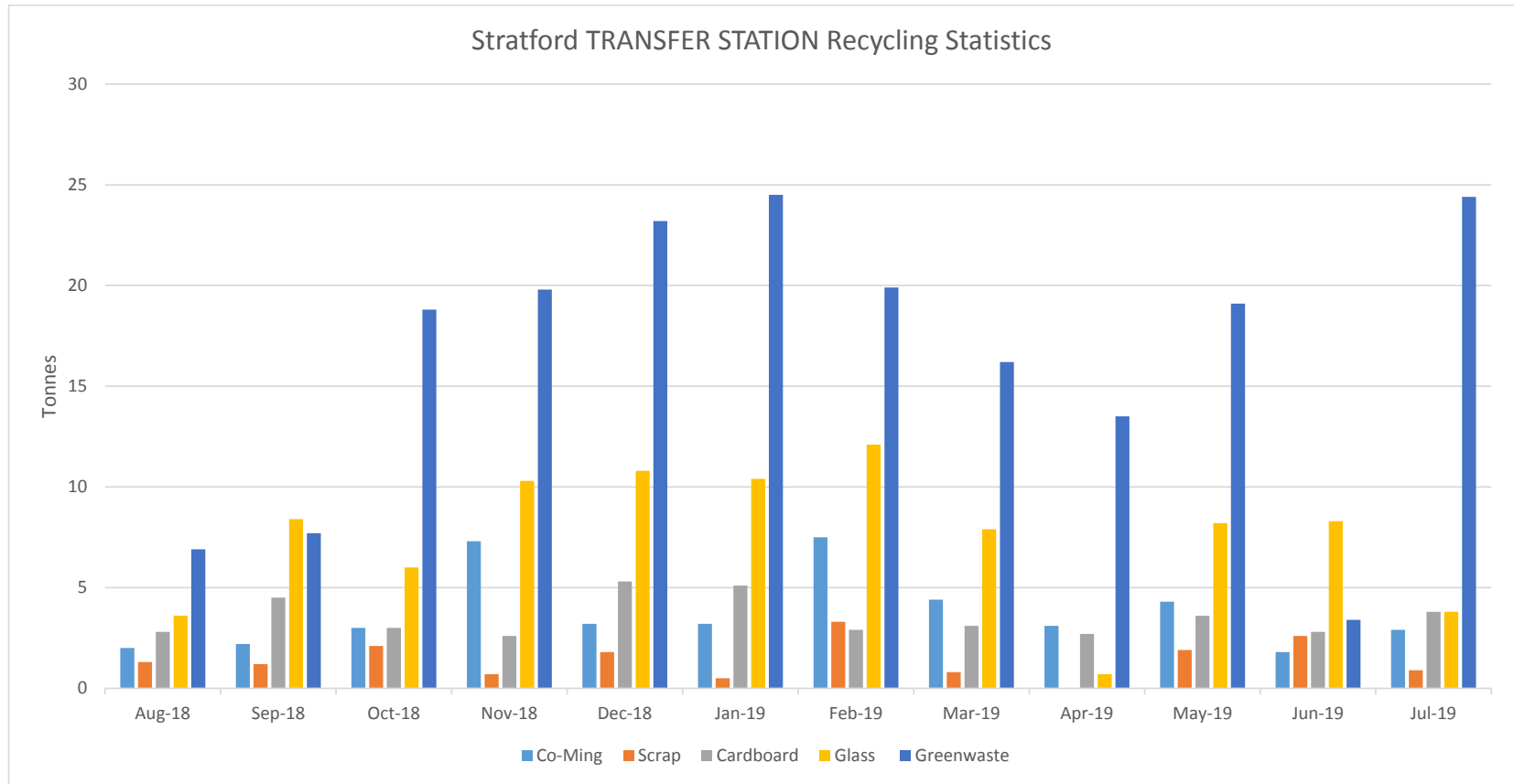


Figure 9 - Transfer Station Recycling Statistics

FIGURE 10 Internal Bin Audit – Council Admin Office

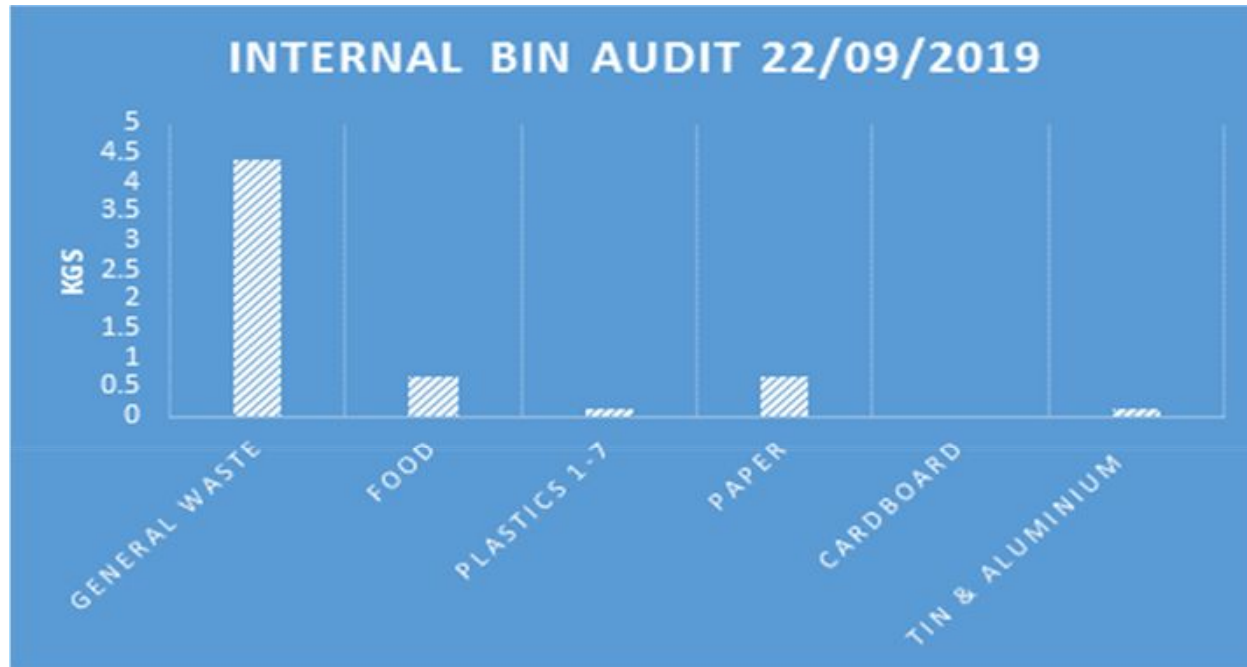


Figure 10 Internal Bin Audit 22/9/19

TABLE 3 Internal Bin Audit – Council Admin Office*Table 3: Internal Bin Audit - Council Admin Office*

Waste category	RESULTS
General Waste	4.39kgs - 50% was used handtowels from kitchen and bathrooms
Food	0.67kgs – none of the food was able to be put into the chicken bucket, good result here
Plastics 1-7	0.12kgs – one plastic container not washed out
Paper	0.67kgs – this was paper from the under desk bins. The cleaner’s policy is that the paper is pulled out of the bins and placed in the recycling bin. The recycling bin has been very full which may account for the paper being put in the rubbish bin. A second recycling bin has been installed in the office tea room to combat this
Cardboard	0.00kgs – great result here. The office cardboard is flattened and put into a large container for collection once a week
Tin & Aluminium	0.11kgs – dirty tuna tins

MONTHLY REPORT

Assets Department



F19/13/04 – D21/40154

To: Policy & Services Committee
From: Director – Assets
Date: 23 November 2021
Subject: Assets Monthly Report – October 2021

Recommendation

THAT the report be received.

/
Moved/Seconded

1. Highlights:

Roading

- Completion of the replacement culvert on Manaia Rd at Hollard Gardens.
- Key Activities commenced:
 - Replacement of the footpaths on Fabian Street continues;
 - Repairs to Puniwhakau Road continued at the beginning of October. We subsequently removed the crew due to the increasing cost of repairs. Instead we have resorted to stockpiling metal for the logging contractors to use to fill in the soft spots.

Water Supply

- Second Trunk Main - Stage 1 – Construction underway in January 2022; Stage 2 - Resource Consent granted; Stage 3 -Design underway and land owner engagement continues.
- Maintenance activities ongoing at the 3 Water Treatment Plants; and
- Business cases for water treatment plant upgrades have been compiled.

Wastewater

- Wastewater oxidation pond monitoring and sampling ongoing; influent and effluent sampling ongoing and remains compliant with resource consent conditions;
- Dissolved oxygen probes have been maintained during the October period and have shown compliance is being maintained.
- Diatomix programme design ongoing.

Trade Waste

- Trade Waste Consents – Investigating Funeral home to determine if consent required;
- Trade Waste Consent Holders – Annual inspections underway.
- Permitted Activities – Fat, Oil and Grease still getting to the wastewater ponds and noted in pipes located on the service lane at the back of Broadway. All high to medium risk food businesses are being visited to assess compliance with the Bylaw. Inspection notices completed with one business requiring grease trap emptying to date.

Stormwater

- There were no stormwater reticulation issues in the month of October.
- There were no health and safety incidents for the month of October.

GIS

- Asset Revaluation – Work nearing completion.
- Discussions ongoing with CityCare about the integration of the works request systems and their Asset Management System for data quality purposes.

Solid Waste

- Recycling Bin Audit results for the end of October shows 91% Green tags, 8% amber and 1% red tags;
- Auditing of contamination levels at the Materials Resources Facility (MRF) ongoing. Current level is at 23.3%; acceptable level is 8%.

Special Projects

- Aquatic Centre – work onsite is back in full swing after COVID-19 lockdown and recent exemptions obtained for Auckland-based essential workers and is progressing well.
- Bike Park –the cycle track and basketball court have been completed and are open for public use. Pump track construction has stalled pending release of the specialist asphaltting crew from the Auckland COVID-19 lockdown.

Resource Consents

- There are several resource consent applications that are currently under preparation for submission, or being processed by Regional Council.
- Stakeholder engagement ongoing.

2. Rooding

2.1 Level of Service and Performance Measures

The Levels of Service for the Rooding Activity are measured using several performance indicators as shown in the table below.

2.2 Customer Requests

There are no outstanding CRMs for the month of October.

2.3 Routine Maintenance

Day-to-day maintenance activities continued throughout October, typically comprising:

- Grading of Mangaehu Road;
- Removing graffiti from Celia Street;
- Replacing the stolen sight rails from Mangaehu Road;
- Water tabling and repairing soft spots on Junction Road;
- CBD cleaning;
- Potholes filling and fixing edge breaks.

2.4 Ready Response Works

There were no call-outs to incidents during October.

2.5 Capital Works

The replacement of the steel culvert on Manaia Road was completed in October, see Figures 1 – 3 below.

The footpath replacement programme continued in October with work commencing on Fabian Street, see Figure 4.

2.5 Building Consents, Resource Consents and LIMS

For the month of October, Rooding Assessments were made for a total of:

- Eight (8) Building Consent applications;
- Six (6) Resource consent applications; and
- Seven (7) LIM reports.

Roading Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD
Safe Roding Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. (2020/2021 DSI was 1, new target is 0)	-1	Achieved to date - DSI = 1 There were no DSI crashes in October.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not yet measured Achieved (as at March 2020) - 88%. Another condition survey will be undertaken in March 2022.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Not yet measured Not Achieved (as at March 2020) - 78%. Another condition survey will be undertaken in March 2022.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not yet commenced. Target length is 26km, which is (6.5%). This is to catch up on the length of reseals that are more than 2 years beyond the due date for a reseal, i.e., 15 years or older
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Not yet commenced. Our target is to use 10,000m ³ of metal or the equivalent of 25km (12%) of unsealed roads, assuming a 100mm overlay on a 4m wide road.
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>72%	Achieved - 89% As per the 2021 Condition Survey by Roding Logistics, see note below ¹ .
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long-term plan.	>88%	Achieved to date - 100%.
Customer Satisfaction	• Roding Network	>80%	Not yet measured The 2021 customer satisfaction survey, with 125 responses, showed Good, Very Good and Excellent having a total of 65.3% , Fair having 24.4% and Poor having 10.3% .
	• Footpaths	>80%	Not yet measured The 2021 customer satisfaction survey, with a total of 132 responses, showed Good, Very Good and Excellent having a total of 70.1% , Fair having 21.8% and Poor having 8.1% .

¹ There were 85 sections of footpath that did not meet the required target of 1 defect per 10m length of footpath. Further analysis of the survey results will be carried out to identify where these footpaths are located and the nature of the defect. These sites could potentially form the basis of a forward work programme.



Figure 1: New concrete culvert pipes stored in the carpark of Hollard Gardens



Figure 2: New culvert pipes placed in the trench across Manaia Road



Figure 3: New pipes in the trench across Manaia Rd. Note overhead power lines and underground telecom cables.



Figure 4: One side of Fabian Street with new kerb, channel and footpath

2.6 Health and Safety

There was one incident involving the roll-over of a trailer unit delivering metal to Junction Road in October (Figure 5). The trailer was elevated to spread the metal from the rear gate. Whilst driving around a corner, the load shifted and tipped over the trailer unit. No injuries were sustained.



Figure 5: Trailer unit of truck and trailer on its side

2.7 Stratford High School Safety Project.

As part of this project, it is proposed to use the Council share of the Walking and Cycling Strategy funding for 2021/22 and 2022/23 to construct a shared use cycleway and footpath from Swansea Road to Cordelia Street on the northern side of Fenton Street. Figures 6 & 7 below show the two concept plans.

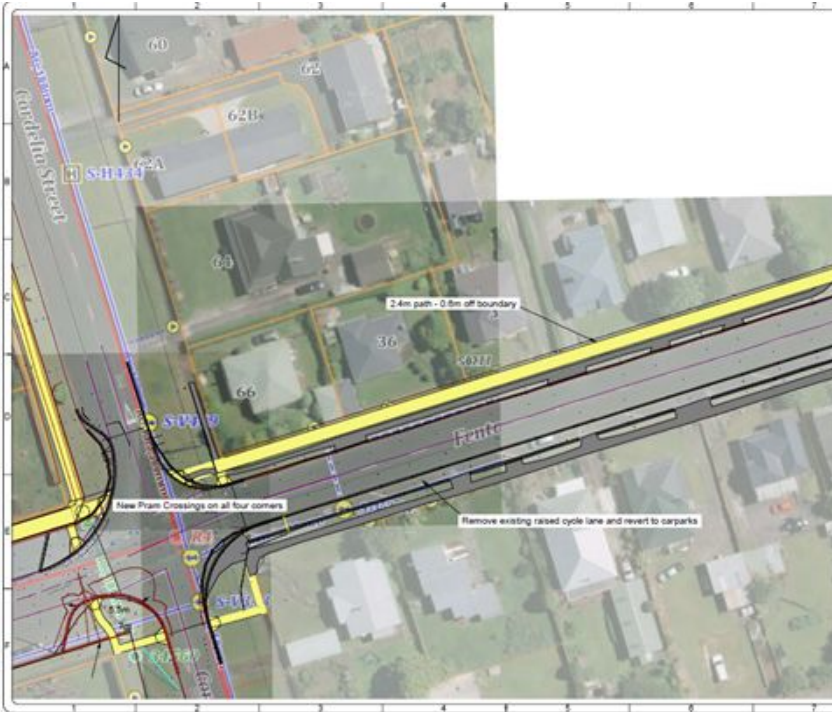


Figure 6: Concept plan – Shared use Footpath / Cycleway on Fenton Street at the intersection with Cordelia Street



Figure 7:- Concept plan of a Shared use Walkway/Cycleway along Fenton Street.

2.8 Public Electric Charging Stations

Question - Does this council wish to provide public EV charging stations for Stratford?

Council Officers would like the Council to note that:

- The current contestable funding round requires an applicant (the Council) to co-fund the supply and installation of these charging stations on a 50/50 cost share arrangement;
- Energy Efficiency and Conservation authority (EECA), will not provide funding for 50kw charging stations, as these only have one charging head. Their preference is for either 75kw (2 charging heads) or 300kw (4 charging heads);
- The cost of a 300kw station is in the order of \$200,000 with the installation cost of a similar amount, so in total in the order of \$350,000 - \$400,000;
- The availability of a suitable power source could have a bearing on the location of the EV charging stations, i.e., the closer to the power source, the lower the installation cost will be.

Council officers have subsequently contacted one of the providers of the EV charging stations, regarding further subsidies, but to date has not had a response.

2.9 Matters Outstanding

- **Forestry Activity**
Work continues to repair Puniwhakau Road. During the month of October, council recalled the pavement crew to focus on the replacing the culvert on Manaia Road. Council has placed 400m³ of metal at four locations along the road, for the logging contractors to use their equipment to fill in any soft spots. This stockpile will be topped up as and when required.
- **Southern Roundabout – Damage to Stonework**
Officers have a work order from the loss adjuster to repair this wall. As part of council's excess, we must fund the first \$5,000 of repairs. Officers are awaiting approval of the Traffic Management Plan from Waka Kotahi.

2.10 Strategies, Policies, Plans and Bylaws under review or development

	Strategies	Policies	Plans	Bylaw
1	Walking and Cycling	Traffic Count	Schools Safety Project	Whangamomona Road Bylaw
2	Footpaths	Asset Data Reliability Improvements	Road Maintenance Intervention Plan	Forestry Roads
3	Structural Assets Replacement (including Bridge and Retaining Walls);	License to Occupy/ Occupation of Unused Road Reserve/ Fences on Road Reserve / Stock Underpasses/ Stock Crossing and Races.	Asset Management Plan (AMP) Improvement Actions (monthly review);	
4	Unsealed Roads			
5	Roading Procurement			
6	District Road Hierarchy (ONF and associated Level of Service);			

2.5 Roading Activities

A snapshot of the programmed and reactive works completed in October by Fulton Hogan is shown in *Figure 8*.

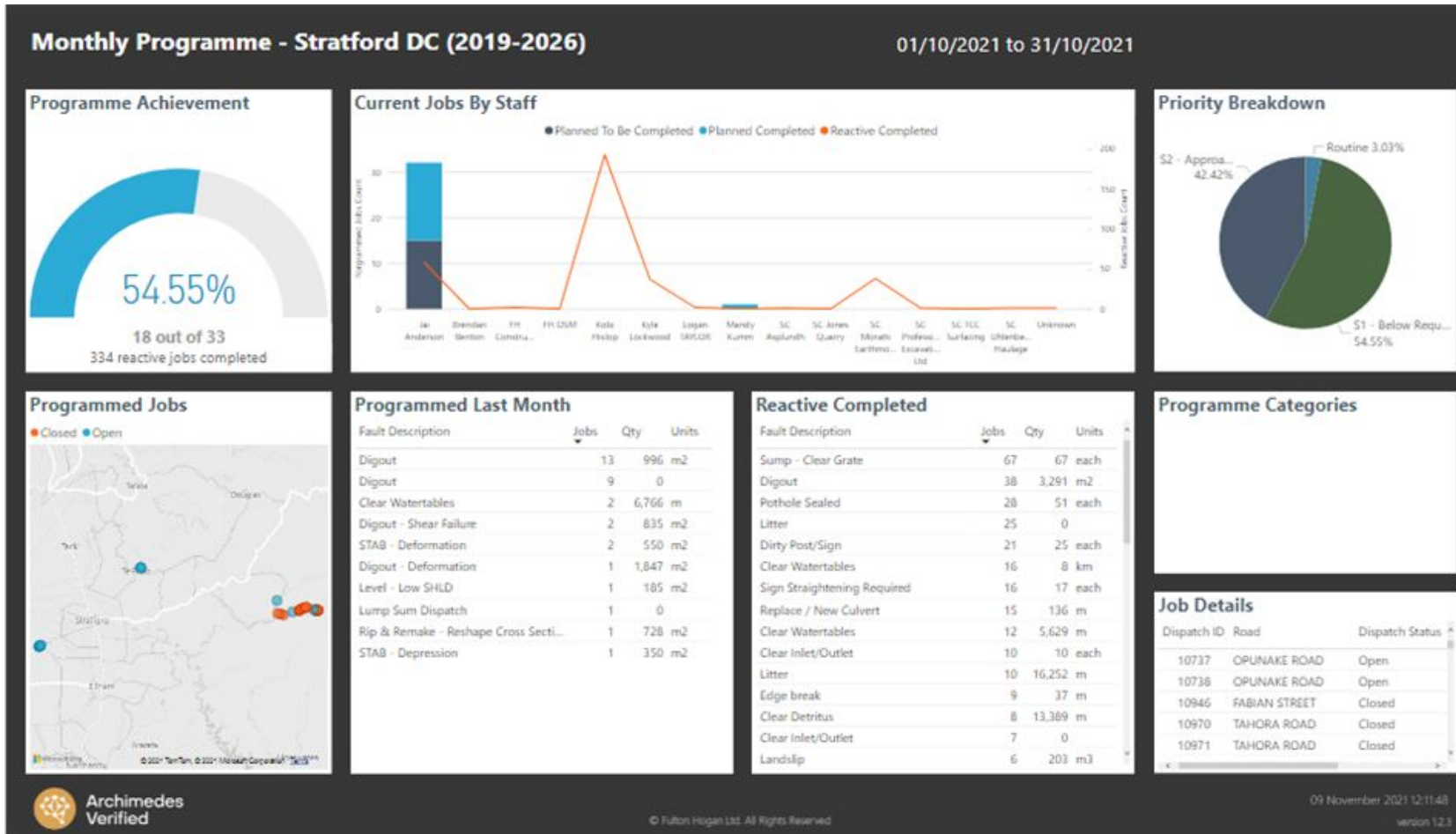


Figure 8 - Monthly Programme Achievement Chart – October 2021

3 Services

3.1 Water Supply

The Levels of Service for the Water Supply Activity are measured using several performance indicators as shown in the table below.

Water Supply Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD
Safe Drinking Water: <ul style="list-style-type: none"> • Drinking Water Standards; • Maintenance of Reticulation 	DWSNZ Bacterial compliance - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Expected to Achieve
	DWSNZ Protozoal compliance - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Expected to Achieve
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Expected to Achieve
A Reliable Water Supply: <ul style="list-style-type: none"> • Response Time; • Unplanned Disruptions 	Urgent Response Times - The performance measure targets for the median response time for urgent attendance and resolution <ul style="list-style-type: none"> • Attendance for urgent call-out 	1 hr	Not Achieved 1 hr 43 mins*
	<ul style="list-style-type: none"> • Resolution for urgent call-out 	8 hrs	Not Achieved 5 hr 47mins*
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution <ul style="list-style-type: none"> • Attendance non urgent call-out 	2 working days	Achieved 22 hrs 36 mins
	<ul style="list-style-type: none"> • Resolution non urgent call-out 	5 working days	Achieved 52 hrs 47 mins
	Unplanned Disruptions - The performance measure target for disruptions. <ul style="list-style-type: none"> • Minor disruptions (between 5 and 50 connections affected) 	< 5	Achieved 1
	<ul style="list-style-type: none"> • Major disruptions (more than 50 connections affected) 	<2	Achieved 0
	Water Consumption - The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured.
	Customer Satisfaction Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for: <ul style="list-style-type: none"> • Drinking Water Clarity; • Drinking Water Taste; • Drinking Water Odour; • Drinking Water Pressure or Flow; • Continuity of Supply • Council’s response to any of these issues. 	<32	Achieved to Date
		0.67**	
		0	
		0	
		0	
		0	
		0	

Level of Service	Performance Measure	Target	2021/2022 YTD
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa)	100%	Not yet measured
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

**As a result of the August 2021 incident where Council contractor experience staff shortages and inexperienced replacement staff caused the attendance and resolution target exceedances.*

*** As a result of the August 2021 incident when complaints were received from two properties along Hastie Road after maintenance works had occurred on the potable water supply line servicing the properties. Further flushing occurred on the potable water supply line and at the affected properties.*

3.1.1 Operations

Water Treatment:

The ethernet connections at the Stratford water treatment plant were replaced and the plant has continued to function normally, no other water treatment plant issues occurred during October at Council operated water treatment facilities.

Water Reticulation:

There were no significant water pipe failure issues during the month of October.

3.1.2 Capital Works

Planning and programming of capital projects for the 2021/2022 financial year is proceeding. Capital projects include:

- **New Water Trunk Main**
 - Stage 1 – The contract has been awarded and installation works are to commence in January. This is later than originally anticipated due to shortage of supplies for materials.
 - Stage 2 - Consent Application for the Patea River crossing has been granted by the Taranaki Regional Council; and
 - Stage 3 - Discussions with land owners regarding alignment and easements is continuing.
- **Water Treatment Plant Upgrade**

Final design for the replacement of the Patea raw water delivery line and the associated grit removal tank are near completion.
- **Business Cases**

Business cases have been drafted for level of service improvements at the Stratford water treatment plant which include the new delivery line and grit tank, a raw water analyser and a generator to run the entire plant during planned or sustained power outages.

3.1.3 Building Consents, Resource Consents and LIMs

For the month of October, Roding Assessments were made for a total of:

- Eight (8) Building Consent applications;
- Three (3) Resource consent applications; and
- Seven (7) LIM reports

3.1.4 Matters Outstanding

- There are no matters outstanding.

3.2 Wastewater

The Levels of Service (LoS) for Wastewater Activity are measured using several performance indicators as shown in the table below. The overarching LoS is the management of wastewater without risk to public health.

Wastewater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD
System Adequacy	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved 0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and • Convictions.		0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Not Achieved to date 1 hr 16 mins*
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hr	Not Achieved to date 14 hr 40mins*
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Achieved to date
	• Sewage odour		0
	• Sewerage system faults		0.4
	• Sewerage system blockages, and		1.6
	• The territorial authority's response to issues with its sewerage system		0
Trade Waste Complaints Response times	• Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.	2 working days	Achieved to date
Trade Waste Consent Processing	• Percentage of trade waste consent applications processed within 15 working days	0%	Not Achieved**

*As a result of the August 2021 incident where Council contractor experience staff shortages and inexperienced replacement staff caused the attendance and resolution target exceedances.

** As a result of the August 2021 where sample analysis of the consent applicant's wastewater discharge occurred. COVID level 4 lockdown occurred and Council's Trade Waste Officer did not have access to the required IT resources.

3.2.1 Operations:

Wastewater Treatment

There were no major issues relating to wastewater treatment operations during the September period. COVID-19 24-hour composite sampling is occurring on a weekly basis and is likely to be ongoing; no COVID-19 was detected in any of the sampling events undertaken during October.

Wastewater Reticulation

There were no major issues relating to wastewater reticulation during the October period.

Health and Safety

There were no health and safety incidents during the October period.

Oxidation Pond Influent and Effluent Sampling

Monthly influent and effluent sampling of the wastewater treatment ponds is ongoing in accordance with Resource Consent conditions. Compliance was maintained during the October period.

Oxidation Pond Oxygen Probes

Dissolved oxygen probes have been maintained during the October period and have shown compliance is being maintained.

3.2.2 Capital Works

Annual Wastewater Consent Stakeholder Meeting

Council staff met with the key stakeholders, being *Ngati Ruanui* and *Fish & Game NZ* in October to discuss the progress of the wastewater upgrade project and in compliance with Condition 11 of our wastewater consent 0196-5. This is following the inaugural meeting held in October 2020. Minutes of this meeting is attached in **Appendix 1**.

Wastewater Treatment Upgrade:

Consultation is ongoing with Council appointed consultants regarding the next phase in the wastewater oxidation pond upgrade as a condition of Resource Consent 0196-5; the installation is not due until end of June 2022.

3.2.3 Matters Outstanding

There are no matters outstanding for the October period.

3.3 Trade Waste

The following provides a summary of Trade Waste Activities for the month of October:

- **Trade Waste Consents**

Nil consents granted. Funeral homes are being assessed to determine if consent is required for embalming activities undertaken on site.

- **Trade Waste Consent Holders**

Annual inspections underway. Two inspections with sampling undertaken to date. One of these sites remains non-compliant with consent condition to divert stormwater and has been given until mid-January to comply at which time a re-inspection will be conducted. Arrangements have been made with sucker truck consent holders. The other site consent holder to sample at the next given opportunity.

Permitted Activities – Fat, Oil and Grease still getting to the wastewater ponds and noted in pipes located on the service lane at the back of Broadway. All *high to medium* risk food businesses are being inspected to assess compliance with the Bylaw. Inspection notices completed with one business non-compliant requiring grease trap emptying.

3.4 **Stormwater**

The Levels of Service for the Stormwater Activity are measured using several performance indicators as shown in the table below.

Stormwater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.) 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	<ul style="list-style-type: none"> Abatement notices; 		
	<ul style="list-style-type: none"> Infringement notices; 		
	<ul style="list-style-type: none"> Enforcement orders; and 		
	<ul style="list-style-type: none"> Convictions. 		
Response and Resolution Times	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	0 hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system.	< 8	0

3.4.1 **Operations**

- There were no stormwater reticulation issues during the October period.
- There were no health and safety incidents during the October period.

3.4.2 **Matters Outstanding**

There are no matters outstanding for the October period.

3.5 Geographical Information System (GIS)

- **Revaluation**

Part of the revaluation process is data validation. This has provided the opportunity for an independent Consultant to analyse our information and detect discrepancies/inconsistencies, allowing data validation to occur. The main areas where improvements have been undertaken are:

- Unit rate factors;
- Resource Consent valuation – we are now funding for depreciation of resource consents;
- Streamlining of naming conventions;
- Identifying and removing redundant assets; and
- Relocating buildings into the Property register.

- **IntraMaps**

- Updated subdivided properties to show in IntraMaps
- Hydrants that are flushed are now displayed in Blue
- Search for POS included in General Module
- Authority meters and latest readings now also available in General Module
- General maintenance

- **National Performance Review data**

Every year, the Council is required to provide data to complete the National Performance Review. The requested data was provided to NPR on 3-Waters activity.

- **CityCare**

Discussions ongoing with CityCare about the integration of the works request systems and their Asset Management System for data quality purposes.

- **Community Service**

Created the map for the scarecrow trail

- **LiDAR update**

- The whole of Taranaki LiDAR has been flown;
- LINZ are doing the initial QA for the district;
- TRC has not yet received all of Stratford's data from LINZ;
- TRC will be doing QA on the data for Stratford and South Taranaki as this is specialised;
- We will receive links and data once this has been completed.

3.6 Solid Waste

The Levels of Service for the Solid Waste Collection Activity are measured using the performance indicators shown in the table below.

Solid Waste Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (municipal kerbside collection only) (kgs per annum)	<600kg	Achieved to date – 479 kgs (October - 447 kgs phh)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Not achieved – 20% (October - 22%)
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Yet to be measured. Achieved as per the 2020/21 Survey 86.4%

3.6.1 Planning – Strategies, Policies, Plans and Bylaws

The *Regional Behaviour Change Strategy* is in its final stage of development. This strategy is expected to provide a framework for education and community engagement initiatives to support waste minimisation.

A *Waste Levy Contestable Fund Policy* will be prepared and presented to Council early in 2022 to guide the allocation of funding to eligible waste minimisation projects.

3.6.2 Contamination Levels at the MRF

Figure 9 provides the contamination levels at the MRF for the previous 12 months, which is reported at 23.3% for October 2021.

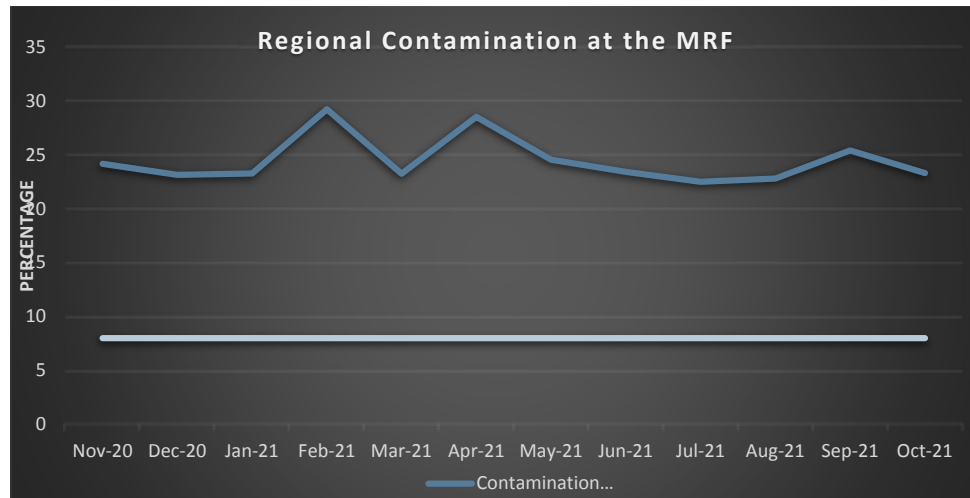


Figure 9: Regional Contamination at the MRF

3.6.3 Waste Minimisation Initiatives completed in October

- Initial stakeholder meeting held with Tonkin + Taylor, the 3 District Councils, TRC, Tegal and Fonterra to discuss the requirements for a regional commercial organic waste facility to be in South Taranaki. Stakeholder engagement strategy will include the use of an Iwi Facilitator to work with all Iwi in the Taranaki region. This report is expected to be completed by Feb/March 2022. Fortnightly meetings will be held with the three Councils and Tonkin+Taylor consultants to track progress.
- Council promoted the Clean-Up Week in Stratford in October and offered free drop off to the transfer station for all waste collected during this week from registered groups.
- A Council worm farm was created and is in working order. The food scraps from the Admin building tea room is fed to the worms, although the worms are currently not eating much so some staff are taking the bucket home every few days to their chickens or compost heap.

3.6.4 Upcoming Waste Minimisation Initiatives

Swaps Table

There will be a “Swaps” table at the next farmers market in Prospero Place. Residents will be encouraged to view and discuss zero waste alternatives. This table will feature examples of single use packaging versus reusable products. Examples will include drink bottles, lunch boxes, produce bags, coffee cups, nappies and even menstrual products. The Council’s Waste Minimisation Officer will be in attendance to answer questions and encourage discussion.

WasteMINZ Annual Conference

This was planned for November however due to the alert levels; this will now not take place until May 2022. The Council’s Waste Minimisation Officer will attend this conference to network and learn new waste minimisation initiatives from other Councils.

Campaign for the Festive Season

“Care for your glass collectors - keep it level” From the beginning of December the 3 District Councils will be doing a festive education campaign to remind people to not overfill their glass crates as this causes issues for the collectors who lift and manually sort the glass crates.

3.6.5 Weekly Recycling Bin Audits

The weekly recycling audit summary from 1 January 2021 to 18 October 2021 is provided in *Figure 6*. At the end of October, the *Amber* and *Red* tags are at 8% and 1% respectively; the *Green* tags are at 91%. This is a fantastic improvement that can partially be attributed to a recent campaign in August on what not to put in your recycling bin. However, this does not relate through to the contamination at the MRF and investigations are underway to find out why.

3.6.6 Recycling Bin Service Suspensions

Currently three properties have had their recycling service suspended for three months due to three strikes of contamination. This in accordance with Section 12.6 of the Solid Waste Management and Minimisation Bylaw. The bin services will be restored at the expiry of the 3-month suspension period.

3.6.7 Water and Waste Education Officer

Council is currently recruiting for a Water and Waste Education Officer as allowed for in the LTP. This role will enable more attention to be given to waste minimisation initiatives in the community.

3.6.8 Waste Minimisation Activities Completed, Underway or Planned

Table 1 provides a summary of some of the waste minimisation initiatives planned for this financial year.

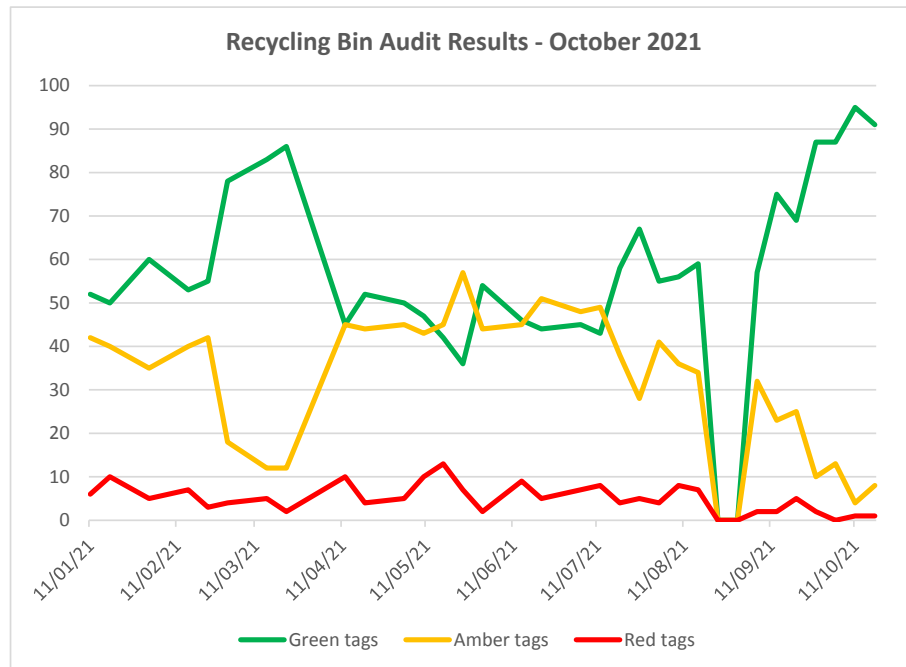


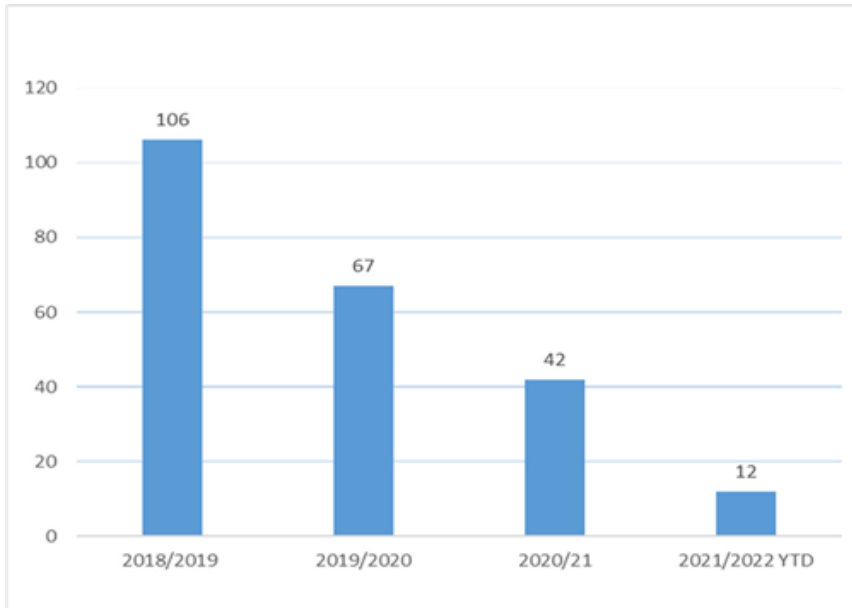
Figure 10: Recycle Bin Audits from 1 January 2021 to date

Table 1 Waste Minimisation Activities for 2021/2021

Waste Minimisation Activities Completed, Underway or Planned				
Month 2021	Activity	Description	WMMP Reference	Status
SEPT	Composting/worm farm promotion	Creating a regional pamphlet with STDC and NPDC for the community. Hard copies to give out, promotion on Facebook and CentralLink and the Council website	BC6	Completed
	Review of the WMMP	Review of the WMMP targets and to check progress on these - Report to Council in November 2021		Ongoing
	Review of feasibility proposal - Regional Composting Facility	A feasibility study proposal has been received from Tonkin + Taylor for a regional commercial composting facility. This is to be reviewed and discussed within the 3 Councils ready for reporting to the Elected Members	AS9	Completed
OCT	Clean up Week	Clean Up week promotion and supply free disposal of litter at the Stratford Transfer Station for registered groups	L9	Completed
	Regional Zero Waste Taranaki Behaviour Change Strategy - Education Plan review	A new regional strategy has been developed to outline how the 3 district Councils will approach behaviour change to work towards Zero Waste in Taranaki. This fits in well with our Waste Management and Minimisation Plan and the behaviour change actions. The Education Plan will be included in the strategy as an action. This is in the final stages	BC1-BC6	Underway
	Feasibility Study on Regional Composting Facility progress	Fortnightly meetings will be held to keep up to date on the feasibility study being completed by Tonkin+Taylor	AS9	Ongoing
	Internal Council worm farm	Installed in the courtyard of the Admin Building. the food scraps from the tea room are put into the farm and the worms turn it into vermacast and worm tea	L3	Ongoing
NOV	Eco-gifting workshop run by EnviroSchools	Promotion of this workshop through Facebook	BC6	Underway
DEC	Sustainable Christmas gift wrapping	Promotion through Facebook, EnviroSchools is running a workshop on 11/11/21 on eco-gift wrapping	BC4	Underway
	Glass campaign - "Keep it Level"	Regional education campaign on keeping glass crates level to assist our glass collectors and minimise broken glass	BC4	Underway
JAN	Back to School zero waste lunches	Promotion/competition for zero waste lunches	BC1	Planned
	Waste Levy Contestable Fund	Waste Levy Contestable Fund Policy presented to Elected Members for consideration	CP1	Underway
MAR	Waste Free Period Session at Stratford High School	Presentation to students and teachers on reducing menstrual product waste and provide product for the girls	CP3, L3	Planned
	AgRecovery Research	Scan for demand for another AgRecovery event	BC4	Planned

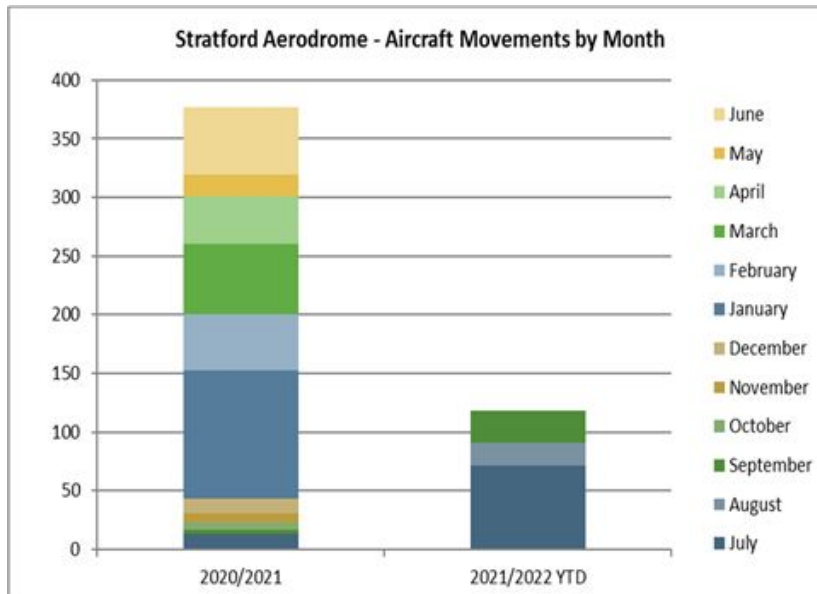
4 Property

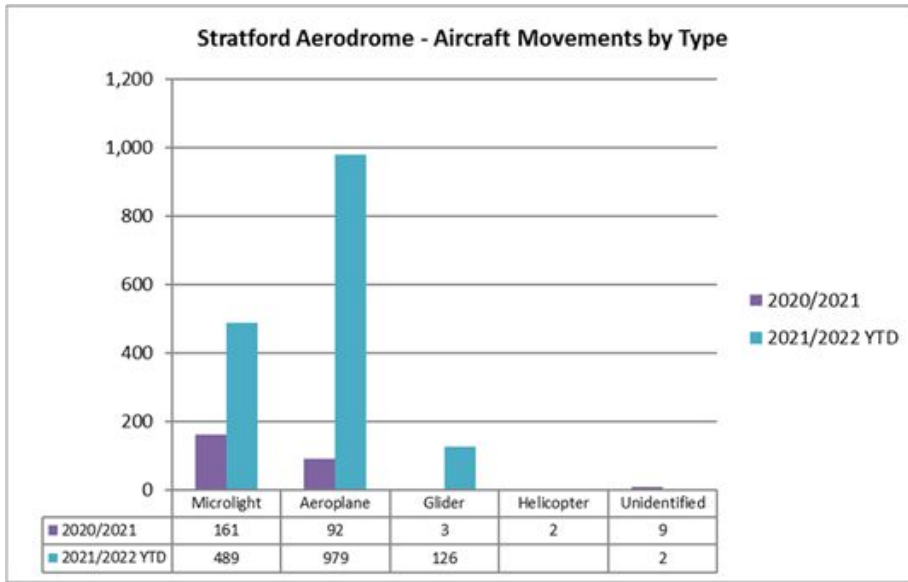
The customer service request history for the Property Activity is shown below.



4.1 Aerodrome

The performance measure for the aerodrome is >70% customer satisfaction with the condition and maintenance of the facility. This is measured annually and reported at the end of the financial year. Aircraft movements at the Aerodrome by Month and Type are provided below.





4.2 Civic Amenities

The Council's Amenities portfolio include, but are not limited to:

- Housing for the elderly;
- War Memorial Centre;
- Centennial Restrooms; and
- Public toilets.

The Levels of Service Provision including their Performance Measures are based on the condition of the assets and associated customer satisfaction. The performance of these services are annually measured and are reported on at the end of the financial year.

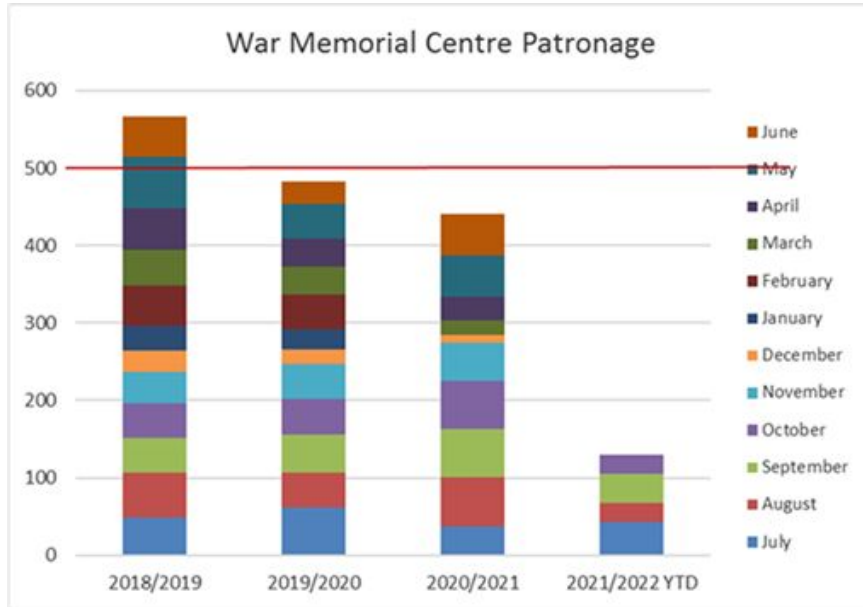
Level of Service	Performance Measure	Target	2021/2022T YTD
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	100%
	Annual booking of War Memorial Centre.	>500	105 YTD
	Annual booking of Centennial Restrooms.	>200	54 YTD
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	93%
	Annual Occupancy rate.	>100%	100%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>80%	89%

The Civic amenities occupancy rates / patronage are shown in the table and charts below.

4.2.1 Housing for the Elderly

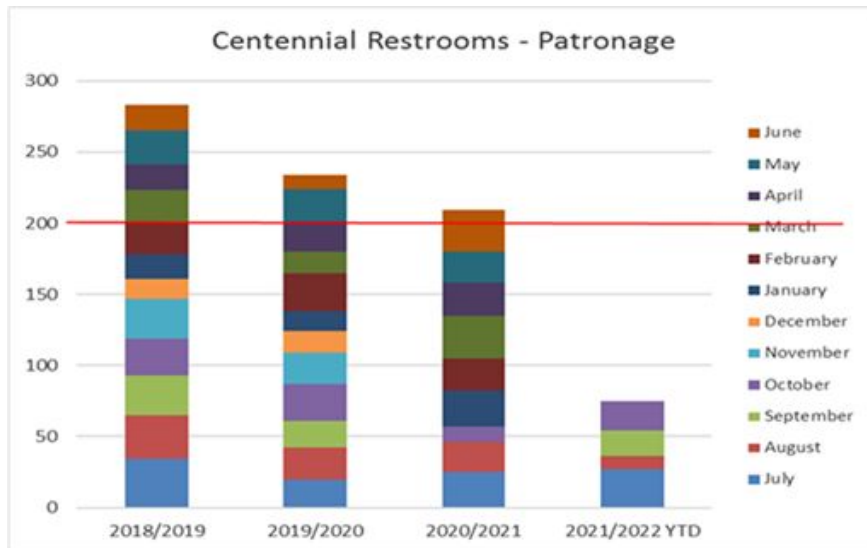
The current occupancy rate for the month of October 100% and therefore, achieves the performance measure of >100 %.

4.2.2 War Memorial Centre



Due to Lockdown: 30 bookings were cancelled and no additional bookings were taken

4.2.3 Centennial Restrooms



Due to Lockdown: 4 bookings were cancelled and no additional bookings were taken.

4.3 Rental and Investment Properties

The Council's Rental and Investment Properties are:

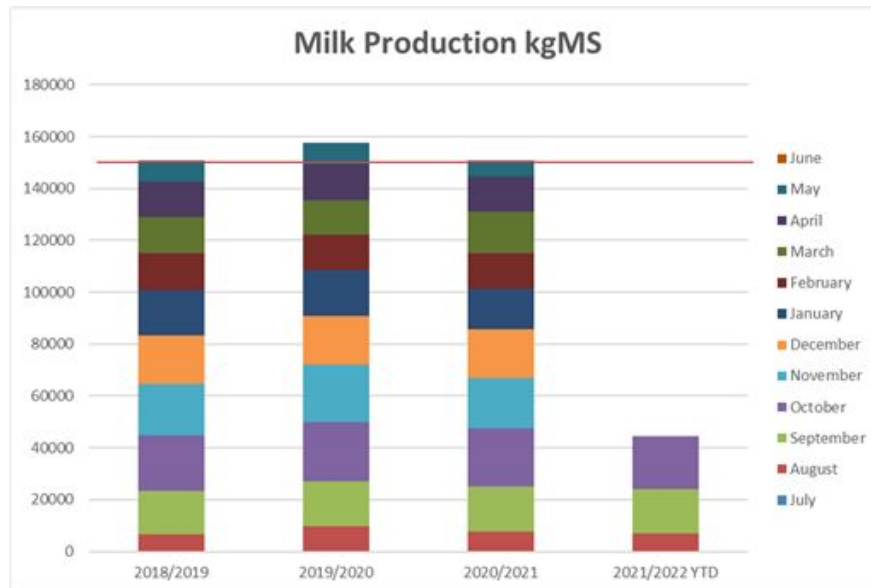
- The Farm;
- The Holiday Park (operated by a third party, with a formal lease on the land); and
- Rental properties (urban and rural land, and commercial properties).

The Levels of Service are measured using the performance indicators shown in the table below. These are measured and reported at the end of the financial year - in the July 2021 report.

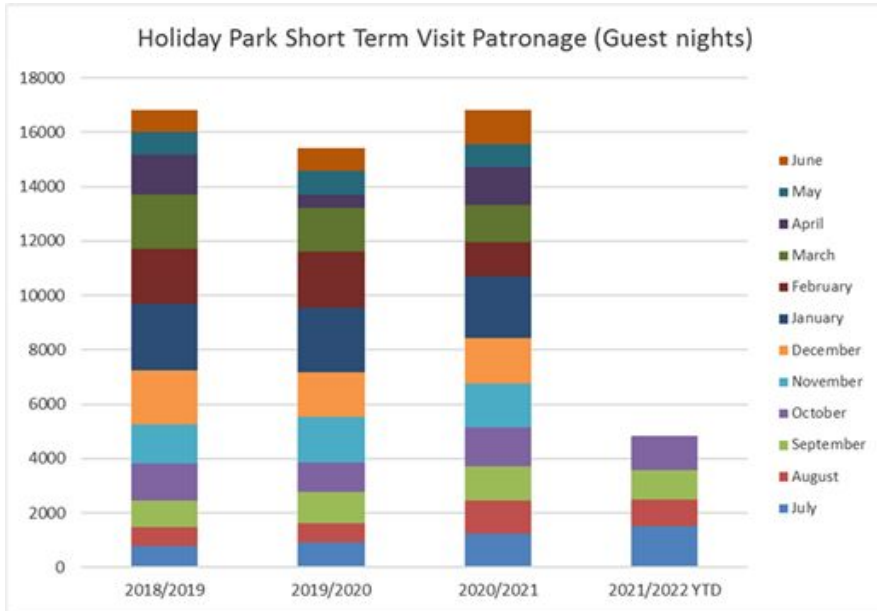
Level of Service	Performance Measure	Target	2021/2022 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	20,550.60 kg
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Compliance	Expected to achieve
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5	0

The history of the Farm milk production and the Holiday Park patronage and occupancy rates are shown in the two charts below.

4.3.1 The Farm



4.3.2 The Holiday Park



4.3.3 Whangamomona Campground

Campground Registered users				
	Power	Non Power	Total Registered users	Community Events
July 2021	13	9	22	
August 2021	13	1	14	
September 2021	4	4	8	
October 2021	32	22	54	
Total YTD	62	36	98	0

Power means that there is access to electricity on-site, with an additional charge

Non-Power means that there is no access to electricity on-site

5 Parks and Reserves

The performance of Council's parks and reserves activities are measured using the targets shown in the table below. These are measured annually and will be reported on in July 2022, at the end of the financial year. Council will continue to meet the New Zealand Safety Standards for playgrounds and footbridges.

Updates on key activities programmed for the year is provided below.

- Arboretum Project (in conjunction with the Percy Thomson Trust) is programmed in this financial year to align with the Windsor Park Reserve Management Plan.

Level of Service	Performance Measure	Target	2020/2021	2021/2022 YTD
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	51	19
	Percentage of Stratford residents satisfied with:			
	Parks;	>80%	95.15%	Not yet measured
	Sports fields;	>80%	93.66%	Not yet measured
	Cemeteries.	>80%	90.38%	
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	Not yet measured - Biennial Review	Not yet measured
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	Not yet measured - Biennial Review	Not yet measured

Matters Outstanding

The Victoria Park Drainage

- Vid Pro's investigation determined that the drain was completely dry, meaning that no water was coming down from the surface into the drain. The tile drain has been laid too deep into the ground (1 m deep) and ineffective. Therefore, there is need to re-tile the drain at the appropriate depth;
- Quotes are being sought to undertake the following works:
 - Dig up the drain (on Ground 1) and realign it , ensuring that the pipe is laid at the appropriate depth and angle, ensuring drainage towards the lake; and
 - Gravel band around all areas including above the pipe.
- As there is no budget for it, Council officers will seek to include this project in the next financial year, a Business Case is being prepared for this purpose.

The customer service request history for the Parks and Reserves Activity is shown below.



Table 2: Customer Services Request History

PARKS	2018/2019	2019/2020	2020/2021	2021/2022 YTD
Parks	7	3	10	2
Structures	8	9	2	2
Sports grounds	0	3	5	
Playgrounds	4	1	1	2
Cemeteries	5	5	5	1
Street Trees	41	11	15	5
Walkways	15	11	13	7
Total	80	43	51	19

6 Special Projects

Below is an update on the progress of the key projects that the Council is currently undertaking as at **31 October 2021**:

6.1 The Replacement Aquatic Facility

This project is back in full swing after some adverse weather conditions and the latest COVID lockdown, helped by an exemption being obtained for the Auckland-based Wavelength Water team to travel down and complete some essential work. Delays to date amount to 25 days pushing the anticipated completion date out to 25 September 2022.

The only contract variation claim to date remains that related to the period the site was locked down under COVID Level 4 restrictions. This claim has brought the construction cost to \$20,018,103.64

The following is the progress to date:

- Civil drainage complete to western and southern elevations with work on northern elevation to commence once last of rafters positioned
- Blockwork to plant room complete and pool filters have been installed
- All dryside subfloor services have been installed and 50% of floor slabs have been poured.
- Erection of steel framework well underway as indicated in the photo below

This brings the certified amount claimed to **\$9,144,444.39** out of **\$20,018,103.64**.

Contractors are currently working on completing the blockwork and the structural steel erection. **Appendix 2** provides the latest October Project Control Group Report.



Figure 11: New aquatic centre dryside blockwork completed to height and portal steel under erection

6.2 Children's Bike Park

Construction of the half basketball court, cycle track, BBQ area and public toilets is complete and have been opened to the public. Work on the shaping of the pump track has been completed ready for the asphalt. Unfortunately, the Auckland COVID-19 lockdown continues, preventing the specialist asphalt crew from completing the project. This position has not changed from last month and won't until Auckland comes out of lockdown.



Figure 8: The Children's Bike Park post opening the cycle track and basketball court

6.3 2nd Water Trunk Main

This is the 3-Waters Stimulus funding project currently partly funded by central government. The project is being implemented in 3 stages:

Stage One – This is the pipe network alignment on Hunt Road and Pembroke Road between the Patea River and Brecon Road. Tenders closed on 8th September 2021. The contract has been awarded to Fulton Hogan. Issues were raised by all tenderers regarding the supply of valves, bends etc. The preferred tenderer is investigating the timeframe of material supply. Construction of the project is to commence in January.

Stage Two – After careful funding consideration, the bridge construction over the Patea River is now Stage Two. The alignment survey is complete, structural design is underway. Resource Consent has been granted by the TRC, all relevant Iwi consultation has been completed.

Stage Three – This is the alignment between the Water Treatment Plant and the Patea River, on the other side of Hunt Road. Draft design of alignment is complete and Council staff are currently addressing the following outstanding items:

- Notifiable Trees;
- Earthquake strength of the bridges
- Alignment and connections

- Quote for tree removal at the end of Hunt Road
- Procurement Plan options
- Access for drilling; construction and future operations and maintenance works
- Identification of the easement width and location.

Stakeholder Engagement is ongoing on the project.

6.4 The Whangamomona walkways

The completion of this project has been delayed due to issues with the Walking Access Commission formalising their existence and appointing Council as controlling authority. However, following a recent meeting with the landowner we now seem back on track and the legal issues should be completed before the end of the year. In the meantime, signage will be erected ahead of a formal opening of the first track once the legalities have been concluded.

6.5 Midhirst abandoned land

A formal agreement has now been concluded with the last remaining landowner so this matter is at an end.

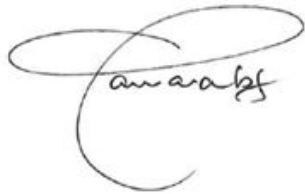
7 Resource Consents

There are several resource consent applications that are currently under preparation for submission, or being processed by Regional Council. Stakeholder engagement is underway; a summary is provided below.

RC Number	Location	Description	Stakeholders	Update
1276-3	Midhirst Te Popo Water Take	To take water from the Te Popo Stream, a tributary of the Manganui River for community public water supply purposes	Fish and Game NZ, Te Atiawa, Ngati Ruanui, Ngaruahine, Ngati Maru, Okahu Inuawai Manataiao Hapu, Pukerangioraha Hapu	Application with TRC, awaiting Cultural Impact Assessment to be commissioned by Iwi
0409-3	Stratford Public Swimming Pool, Page St, Stratford	To discharge from the Stratford Public Swimming Pool into the Patea River on one occasion per year up to a total of 550 cubic metres of swimming pool water to empty the pool for maintenance	Fish and Game NZ, Ngati Ruanui, Ngaruahine	Iwi feedback received – no issues . Application submitted to TRC.
1337-3	East Road, Toko	To take and use groundwater from a bore in the vicinity of the Toko Stream in the Patea catchment for Toko rural water supply purposes	Ngati Ruanui, Ngaruahine, Ngati Maru	Iwi feedback received – no issues . Application submitted to TRC.
6605-1	East Road, Toko	To discharge treated filter backwash water from the Toko Water Treatment Plant into a soak hole adjacent to the Manawawiri Stream	Ngati Ruanui, Ngaruahine, Ngati Maru	Iwi feedback received – no issues . Application submitted to TRC.
6468-1	Cordelia Street, Stratford	To erect, place and maintain a culvert in an unnamed tributary of the Kahouri Stream in the Patea catchment for flood control purposes	Ngati Ruanui, Ngaruahine	Iwi feedback received – no issues . Application submitted to TRC.
10729-1	Monmouth Rd	To replace a steel culvert in an unnamed tributary of the Kahouri Stream.	Ngaruahine	We have had feedback from Ngaruahine, they are ok with the work that we are doing. They have requested some native trees are planted at the outlet.

Attachments:

- **Appendix 1** Minutes of Wastewater Consent Stakeholder Meeting (D21/38430)
- **Appendix 2** Latest Update Report on the Replacement Aquatic Facility project (D21/41120)

A handwritten signature in black ink, appearing to read 'Victoria Araba', with a large, stylized flourish above the name.

Victoria Araba
Director, Assets

[Approved]
Sven Hanne
Chief Executive

Date: 16 November 2021

MINUTES

APPENDIX 1



F17/37/10– D21/38430

Meeting: Annual Stakeholder Meeting Minutes Resource Consent 0196-5 Wastewater Discharge Consent

Date: Tuesday 14 October 2021 at 9.30 AM

Venue: VIA ZOOM

Present

- **Te Runanga o Ngati Ruanui Trust (Ngati Ruanui)**
 - Graham Young
 - Nicola Coogan
- **Fish and Game New Zealand**
 - Allen Standcliff
 - Jacob Morrison
- **Stratford District Council**
 - Victoria Araba
 - John Cooper
 - Mark Tucker
 - Mitesh Phadtare
 - Louise Campbell

Meeting opened at 9.34am

Apologies

Nil

Agenda Item 1 - Confirmation of Minutes

- 3.1 Amendments - Nil
- 3.2 Outstanding items from last minutes - Victoria advised she and John have gone through previous minutes. All items seem to be addressed and asked if there were other comments. Graham advised they are looking for an update on the progress and where SDC is moving to with the Oxidation Ponds.
- 3.3 THAT the minutes of the previous meeting held on 16 October 2020 be confirmed as a true and accurate record.

Agenda Item 2 - Update on Resource Consent 0196-5 - Wastewater Discharge

- 4.1 John advised a lot has happened in this space. SDC is fully compliant on all resource consent conditions. The Trade Waste Bylaw has been a success so far. Relevant businesses are complying and new consents for businesses releasing to the waste water have been issued. John explained the Stratford Sale Yards requirements and restrictions as a result of their new consent. They were contributing approximately 50% of the sludge in the oxidation ponds so these restrictions are expected to reduce the sludge as a result of discharges to waste water.
- 4.2 John advised he has emailed the test results out to Iwi and Fish and Game. All conditions are compliant through the whole year. SDC is waiting for the 2020/21 annual report from TRC.
- 4.3 John confirmed the laser lights have been installed on the ponds. They seem to be working a little. Boom sounds have also been looked into but there are problems with supply. John asked Allen if we can cull the birds. Allan advised there is no shooting on the ponds. Allen advised that there doesn't seem to be a huge effect on the effluent in the results. In the period

January to March 2022 there will be a lot of black swans, mallards and paradise ducks on the ponds. Allen advised that potentially, in March 2022, we could try to scare the birds off the ponds and have hunters on farmland as they fly over to see how that goes.

- 4.4 Allen noted the phosphorus levels are high in low flows of the river and advised this has a major impact with no improvement on biological conditions in the river. Allen advised SDC may have met the consent conditions but the river test results are too high. Algal growth downstream is significant and is an ongoing concern. Looking forward to seeing if the Diatomix makes a difference.
- 4.5 Victoria advised SDC has no control over the discharge of phosphorus once it leaves the ponds. Also highlighted that the report with these results is from 2020 and that hopefully there is an improvement in 2021. She asked Fish and Game to bear this in mind. SDC is doing what is required in terms of not taking as much phosphorus in the wastewater system. Allen asked if the method to reduce the sludge in the ponds is the same system that South Taranaki District Council uses. John confirmed this is correct and will cause an issue with the phosphorus levels discharging to the river. John advised SDC is starting the Diatomix system soon. Tara has been having issues with engaging a consultant in Australia but will install the spat ropes and start seeding the organisms in February 2022.
- 4.6 Graham acknowledged we are 2 years into the 4 year environmental improvement plan. Looking forward to the Diatomix system and how this will work. If this does not work will need to revisit for another solution.

Agenda Item 3 - Second Trunkmain Update

- 5.1 Victoria confirmed this is a Shovel Ready Project sponsored by the Government. Explained what the project is and that it will be completed in 3 stages. Work is about to start for the first stage. The documentation to go out to tender is being put together now for Stage two. Stage 3 is for the bridge over the river. SDC has been in consultation with Ngati Ruanui and she thanked them for their support. Nicola confirmed there will be a Karakia at the beginning and the end of the project.

Agenda Item 4 - Consent Application Updates

- 6.1 Victoria advised of the resource consents that are needing to be renewed and applications will be sent to TRC before 1 December 2021. She would like to have Iwi comments on the applications. She will compile applications and send through to Iwi for comment in the next few weeks

Agenda Item 5 - Regional Composting Facility Feasibility Study

- 7.1 Louise advised of the feasibility study that is being undertaken to consider options for a proposed commercial composting facility based in South Taranaki and that the 3 Councils will be engaging specialist facilitators AATEA to consult with all Iwi in Taranaki.

Agenda Item 6 - General Business

Nil

Nicola provided the closing Karakia

The meeting closed at 10.57am

No Actions required from this meeting

APPENDIX 2

Apollo
PROJECTS



STRATFORD DISTRICT COUNCIL

STRATFORD AQUATIC CENTRE

Friday, 22 October 2021

WEEKLY PROJECT REPORT 32

WEEKLY PROJECT UPDATE

WEEKLY SITE UPDATE INFORMATION

Site Overview

Progress this week

The plant room masonry walls are full height and being filled today, readying for pool filters to be landed in final position next week.

Scaffold installed to dryside with block layers advancing 2nd lift.

Foundations to the western end of the pool hall are complete with the concrete crew currently prepping the balance of the floors to the dryside.

Structural space sees portal structure erected back to the western end of the pool hall. Fabrication is now underway on the dryside steelwork with painters output increasing over the following weeks.

Kingspan deliveries ongoing with LVL timbers being dispatched to paint next week.

Progress this Week

- Concrete placed to line 3 (west) foundations.
- Block work to plant room final pour complete.
- Structural steel erection from line 3-6 complete.
- Scaffold installation to dryside underway
- Blockwork 2nd lift underway to dryside
- Floor subgrade prep complete civils
- Underfloor services dryside complete
- Reinforcing dryside progressing

Next week

- Structural steel erection ongoing
- Reinforcing completion and concrete pour to remaining dryside floors (weather permitting)
- Civils underslab prep for remaining floors dryside
- Scaffold stripped & Pool filters landed plant room
- Scaffold and block layers for second lift phase 1 dryside blockwork
- Final checks structural steel 3-6 in readiness for concrete trade

Programme

- Project programme meeting held with contractors Tuesday, 19 October

Task Name	Duration	Start	Finish	% Complete
Stratford Aquatic Centre Programme	437 days	Thu 15/10/20	Mon 15/08/22	30%
Registration of Interest	16 days	Thu 15/10/20	Fri 6/11/20	100%
Contract Period	419 days	Wed 11/11/20	Mon 15/08/22	30%
Design Phase	159 days	Wed 11/11/20	Wed 21/07/21	99%
Procurement/Long lead	185 days	Thu 17/12/20	Thu 30/09/21	90%



WEEKLY PROJECT UPDATE

Pre-Construction	15 days	Fri 19/02/21	Thu 11/03/21	100%
Construction	327 days	Fri 12/03/21	Thu 14/07/22	15%
Final Building Compliance	22 days	Fri 15/07/22	Mon 13/09/22	0%

Design Update

Consent Design

- Stage 03 consent granted.

Construction Design

- For Construction drawings loaded to drawings tool Procore.

Health & Safety

Indicators	Meetings		Inductions	Audits / Client Visits		
	Daily Co-ordination	Health & Safety		Total	Contractor	Apollo
This Week	5	1	3	5	1	0
Project Total	103	60	118	59	23	1

Indicators	Incident Data					
	Contractor Hours	WorkSafe Visits	Near Miss	FAI	MTI	LTI
This Week	623	0	0	0	0	0
Project Total	8742	0	2	0	1	0

Health & Safety

- As the site numbers are increasing, we are seeing a greater interface of trades. JSAs reflect this and are working well. Very good discussions at pre-starts with attendance improved.
- Site working well under covid L2

Incidents this week

- Barriers: Contractor removed barrier to perform tasks and failed to reinstate at break. -Contractor reminded and no subsequent recurrence.

Sub-Contractors on Site

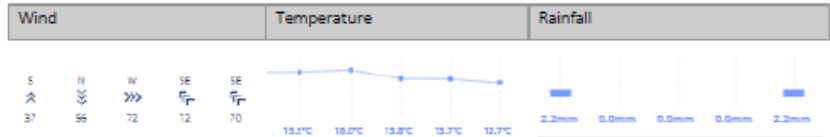
Subcontractor	Mon	Tue	Wed	Thur	Fri	Sat
Graham Harris Civil	3					
Brent Stewart Construction	5	5	5	6	6	
BTW Geotechnical						
Meco Engineering	3	4	3	2	2	
Wavelength						

Apollo
PROJECTS

WEEKLY PROJECT UPDATE

Active Refrigeration						
Juffermans Surveyors						
F&R Insulation						
Taranaki Reinforcing						
Russell Masonry	3			5	5	
Nagle Consultants						
Laser Plumbing		2	2	1		
HELRimu			2		1	
Cameron Scaffold		3	3	4	3	
ELOC Masonry				2	3	
Total Persons Onsite Per Day	14	14	15	20	20	

Weather



Comments on weather

- Good weather week

WEEKLY PROJECT UPDATE



Photos of Progress



MONTHLY REPORT

Community Services Department



F19/13/04 – D21/39727

To: Policy & Services Committee
 From: Director – Community Services
 Date: 23 November 2021
 Subject: Community Services Monthly Report – October 2021

Recommendation

THAT the report be received.

/
 Moved/Seconded

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e. Community Development, Promotions, Information Centre, Pool and Library. The Long Term Plan 2021 - 2031 sets the performance measures for these activities and this report presents, in tabular form, the progress measured to date against the target for each performance measure.

1. Highlights

- Stratford Heritage Collection website is now live
- Introduction to Governance Workshop
- With the COVID-19 restrictions, staff adapted the approach to the delivery of the October School Holiday Programme. The library had "Take and Make" craft packs, the pool created videos, and community development offered kits for building scarecrows as an alternative to running the workshop

2. Community and Economic Development

Performance Measures (*Performance Measures in bold*)

	Target	2021/22 YTD
Deliver or facilitate community events	2	<ul style="list-style-type: none"> • SPAG July Forum • Chunuk Bair Commemorations
Percentage of residents feeling a sense of community	80%	
Number of client interactions with Venture Taranaki's Business Advisory Services	100%	
Mentor matches made as requested	100%	
Review the Economic Development Strategy	Achieved	In Progress

2.1 **Council Organisations and Council Representatives on Other Organisations**
 Councillors may take the opportunity to report back from Strategic and Community organisations on which they are a representative for Council.

2.2 **Youth Council**
 Youth Council held their ordinary meeting on 2 November 2021. A projects meeting followed this to discuss opportunities to engage with youth as we approach Christmas and the summer holidays.

Due to current alert level restrictions events have been postponed.

Upcoming meetings and events:

- Projects Meeting – 25 November
- Ordinary Meeting – 7 December
- Christmas dinner with elected members – 7 December (following the ordinary meeting).

2.3 **Civic and Community Events**

Completed:

- No events were completed/delivered during this time.

Coming Up:

- Stratford Scarecrow Trail - 29 October – 14 November
- SDYC Christmas dinner with elected members - 7 December
- Mayoral Christmas gifts
 - Collection - 1 to 15 December
 - Delivery of gifts - 17 December.

Cancelled or postponed due to Covid-19:

- Bike Park Opening – *formal opening has been postponed until Alert Level 1 and upon completion of the full facility.*
- Stratford Positive Ageing Group – November Forum.

VERO International Festival of Historic Motoring

Community Development are working alongside the Club Secretary to bring a new event to Stratford on 20 January 2022. The event will see over 500 vintage vehicles travel from New Plymouth through to Stratford on the day. A large portion of the vehicles will be displayed in the War Memorial Carpark and along Portia Street whilst the rest will travel out to Whangamomona for the day before leaving the district.

Shakespeare Festival

The Stratford Shakespeare Festival Trust are proposing to deliver a Shakespeare Festival in 2022. The festival is proposed to take place between 8 – 23 April and will feature a range of opportunities for the community to engage with. This is a community led project which Community Development are supporting.

2.4 **Community Projects and Activity**

2.4.1 Mayors' Taskforce for Jobs (MTFJ)

Registrations

	October	YTD
Young People Registered	2	5
Businesses Registered	1	1

Employment

	October	YTD
Young people placed into employment	1	6
Young people who are employed but require assistance with upskilling		
Young people registered onto programme and straight in study		
Young people received support and found work themselves		
Total		6

2.4.2 Community Relationships Framework

The second of the Wheelhouse training and development workshops was delivered on 21 October with 9 participants attending the Planning Workshop.

Coming up:

- Introduction to Finance workshop – 3 November.

Stratford Business Association

A partnership agreement has been drafted and Council is currently waiting on the SBA Committee to provide input before presenting the document to elected members for discussion.

Stratford Positive Ageing Group

At the committee meeting in October a follow up discussion with the group was scheduled to review the identified priorities and to track the progress being made.

Taranaki Pioneer Village

Ongoing support has been provided to the trust. The Community Development Manager and the Wheelhouse Manager attended the AGM on 16 October to provide support. A change of legal status was discussed and the board were advised to confirm this in the new year when changes to the Incorporated Societies Act has been adopted by Parliament.

Funding

2.5.1 Creative Communities

Creative New Zealand have announced additional funding to support the arts sector through the COVID Delta outbreak resulting in an additional \$1 million top-up for the Creative Communities Scheme. This funding will be distributed to 67 territorial authorities on a per capita basis by December 2021.

Round two of the Creative Communities funding round will open on 7 March 2022.

2.5.2 Sport New Zealand Rural Travel Fund

The assessment committee met on 16 November to consider 3 applications totalling \$2,900. \$9,500.00 is available for allocation in 2021/22.

Round two of the Sport New Zealand Rural Travel Fund will open on 21 February 2021.

2.6 **Positive Ageing**

Planning for the November Forum has been placed on hold due to the current alert levels and anxiousness of the community to attend events during this time. Instead the committee will work alongside presenters to promote key messaging that encourages our community to be prepared for emergencies and home safety.

Upcoming meetings and events:

- November Forum – 18 November (postponed)
- Ordinary Meeting – 8 December.

2.7 **Stratford Business Association**

Memberships	
September total	147
New	1
October total	148

Upcoming activity

- Wednesday 17 November - 'meet the committee' BA5
- Wednesday 8 December - Abstract Signs BA5

Stratford Christmas Parade

Due to the current and ongoing uncertainty caused by the COVID-19 outbreak and the guidelines for outdoor events – the committee made the difficult decision to cancel the 2021 Stratford Christmas Parade & Carols, and Santa's Cave.

The committee are currently working on Christmas activity and deliverables in its place.

AGM

The Stratford Business Association AGM was held on Monday 11 October. The committee for the 2021/22 year is as follows:

Chairman - Matthew Dimock (Dimock's 100%)
Deputy Chairman - Min McKay (YouChange)
Secretary/Treasurer - Amy Kingston (Stratford District Council)
Craig Burrows (Dairymaster)
Sharon Mackie-Langton (Abstract Signs)
John Whittington (Hwitan Tune Holdings)
Tracey Scheliin (Scheliin Admin Services)
Caleb Robinson (Forgotten 43 Brewing)
Eddie Scherrer (EBS Trust)

3. Communications

3.1 News Media

Four Central Link updates were produced in October. These are printed in the Stratford Press and shared online at stratford.govt.nz and on Council's Facebook page weekly.

Central Link focus for October:







- Stratford projects reach milestones
- Sport NZ Rural Travel Fund
- COVID-19 Super Saturday
- Career opportunities
- Scarecrow registrations
- Heritage collection help needed
- Aquatic centre artwork expressions of interest
- Trade Graduations
- Representation review outcome
- Scarecrow trail starts this Friday
- Clean Up Week 2021
- Successful Creative Communities Scheme applicants
- Public notices (Meeting Schedule, Temporary Road Closures)

News/Media Releases posted to stratford.govt.nz for the month of October:

- Stratford's 5th Scarecrow Trail Starts Today!
- Local arts & cultural projects receive CCS funding
- Community help needed for Stratford Heritage Collection project
- Forgotten World Highway sealing to start next month
- Super Saturday - where can you get your vaccination in Stratford?
- Have you recently completed your Trade Certificate?
- Taranaki leaders challenge residents to get vaccinated
- Council confirms final proposal for representation review

3.2 Digital channels

October snapshot:

Website	Social Media
 4,884 ↑648 Users	 3,402 ↑32 Facebook followers /stratforddistrictcouncil
 18,552 ↓139 Page views	 12,432 ↓37% People reached The number of people who saw any of our posts at least once this month.
 7,118 ↑760 Total sessions (visits) A session is the period of time a user is actively engaged with our website.	 797 ↑25 Instagram followers /stratford_nz

Top 10 Council pages visited in October 2021

1. /home
2. /our-district/tsb-pool-complex
3. /our-council/council-documents/district-plan
4. /our-district/cemeteries/cemetery-records-search
5. /our-district/tsb-pool-complex/lane-availability
6. /our-district/stratford-district-library-and-visitor-information-centre
7. /our-council/contact-us
8. /our-council/current-projects/childrens-bike-park
9. /our-services/rubbish-and-recycling
10. /our-district/events/Stratford Scarecrow Trail 2021

3.3 Official Information Requests

For the 2021 calendar year, Council has received 49 Local Government Official Information and Meetings Act (LGOIMA) requests.

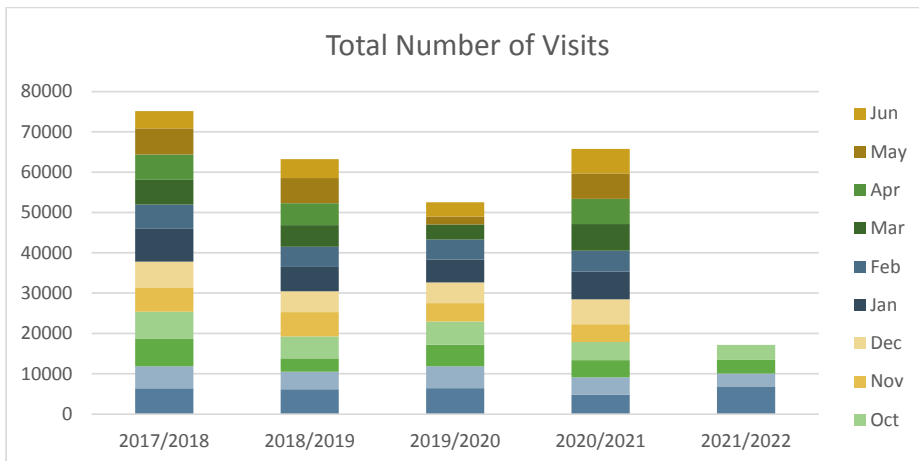
The below table includes the LGOIMA's received for the month of October 2021:

Date Received	Query	Due Date	Date Responded	Days to Respond
2/10/2021	Solid Waste Assessment Progress Report	7/10/2021	8/10/2021	5
7/10/2021	3 Waters data for SH3 Speed & Infrastructure Programme	4/11/2021	8/10/2021	1
4/10/2021	Animal Management Service Survey	1/11/2021	28/10/2021	17
13/10/2021	Energy usage in all facilities	10/11/2021	9/11/2021	19
27/10/2021	Council art collections	24/11/2021	1/11/2021	3
27/10/2021	Noise complaint numbers	24/11/2021	1/11/2021	3
29/10/2021	Property valuation data	26/11/2021	TBC	
28/10/2021	Surveillance Cameras	25/11/2021	5/11/2021	6
23/10/2021	Dawson Falls Accommodation Lodge	22/11/2021	26/10/2021	1




4. Visitor Information and Library Services

Performance Measures (*Performance Measures in bold*)



	Target	2021/22 YTD
Number of users of AA Agency Service is measured	>10,000	1,822
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	17,540
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	720



Visitors/Users per service

Service	October	Year to date (2021/22)
 Information Services (brochures/maps/ event tickets etc)	132 ↑77	465
 Vehicle/Driver licensing	637 ↓5	2,459
 Programme and Events	360 ↑303	720

Library services - Items Issued

Service	October	Year to date (2021/22)
 In person	4,494 ↑1,112	15,745
 Online	552 ↓63	2,335

Programme/Event Users

Age group	October	Year to date (2021/22)
65+ Seniors	12 ↑4	64
18+ Adults	16 ↓2	171
13-17 Secondary School	0 ↑20	20
5-12 Primary School	264 ↑244	386
<5 Pre-School	45 ↑44	76

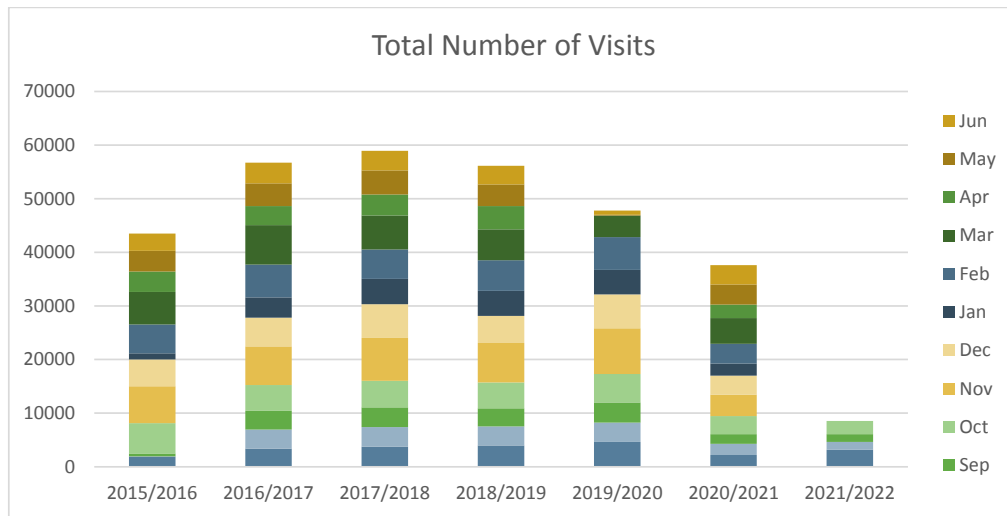
- Community engagement activity this month included visits to the preschool and nursery rooms at Kidszone. Due to continuing COVID-19 related restrictions, an increasing number of early learning services are requesting visits from library staff. The facility also participated in a community led Halloween event with 284 children visiting over the afternoon of 31 October. The first 60 children received an activity pack with a simple craft to do at home.
- Staff have also been printing mask clips. Media coverage has led to a great demand for these, with a waiting list of over 500 clips.
- The Library and Visitor Information Centre continues to operate within Level 2 restrictions. This involves having a staff member on the door to monitor signing in and mask wearing. With the higher capacity limit groups are able to meet in the facility as long as there is adequate space for social distancing and all participants are signed in.
- An additional round of COVID-19 relief funding through the National Library was made available. The facility was successful to the amount of \$3,860 plus gst to cover addition staffing, personal protective equipment (PPE) including customer service screens and additional support for homebound services.
- The Stratford Heritage Collection website is now live at <https://stratford.recollect.co.nz/>
- There has been a high level of engagement with content shared on the Stratford Library Facebook page and in Central Link. There are currently 1,070 photos and 41 videos shared.

5. Pool Complex

Level of Service Category	Performance Measure	Target	2020/21 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	10
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	PoolSafe accreditation is met	100%	100%
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	8,542

5.1 Highlights for October

- 2,468 patrons came through the pool facility in October. Four incidents were reported during the month, two of which were for bad customer behaviour.
- Level 2 restrictions mean there is no leisure or recreational swimming. The pool is only open for structured swimming such as lane swimming, group fitness classes and lessons. This has meant the cancellation of some bigger bookings such as championships, stroke clinics and swim camps.
- As there was no leisure swimming during the October school holidays, the pool changed its engagement strategy to an online focused school holiday programme and received positive feedback from the uploaded videos.
- School swimming lessons restarted at the start of term.
- Wai Play commenced at the start of term 4. There has been an increase in numbers compared to previous terms. This is likely due to adding a third weekly session, new play equipment and more advertising.



A handwritten signature in black ink, appearing to read 'K Whareaitu'.

Kate Whareaitu
Director - Community Services

A handwritten signature in blue ink, appearing to read 'S Hanne'.

Sven Hanne
Chief Executive

Date: 16 November 2021

MONTHLY REPORT

Environmental Services Department



F19/13/04 – D21/39390

To: Policy & Services Committee
From: Director – Environmental Services
Date: 23 November 2021
Subject: Environmental Services Monthly Report – October 2021

Recommendation

THAT the report be received.

/
Moved/Seconded

This report presents a summary of the monthly progress and highlights for the main areas of activity within the Environmental Services department. The Long Term Plan 2021-2031 sets the performance measures and this report presents progress to date against the target for each performance measure.

1. Overview

Sixteen applications for building consent were received in October. These included:

- Two new dwellings, nine log fires, one accessory building, two relocated dwellings (plumbing and drainage only), and two applications for alterations/additions.
- Not included in the monthly figure were a further nine amendments, two Certificates of Acceptance and two exemptions from requiring a building consent.

October has seen slightly fewer applications for building consent than Council has been receiving. While the number for October is a reduction on previous months there is still a strong level of development taking place in the community. Applications for resource consent for subdivision are continuing at strong levels and anecdotally we are receiving inquiries about subdivision and Surveyors are reporting bookings well into 2022 which suggests that development is likely to continue at a similar level.

2. Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy started earlier in the year. At this stage that project is in an information gathering phase which involves making contact with various stakeholders to gather their views on alcohol licensing matters. Formal work on this project will recommence early in 2022.

The renaming of Page Street Extension to Ford Street is now complete. The last remaining road naming and numbering project relates to Pembroke Road which will be addressed early next year so not to affect Christmas mail.

3. Dashboard – All Business Units

3.1 The following table summarises the main licencing, monitoring and enforcement activity across the department for the month:

Activity	Result August
Building Consent Authority	
Building Consent Applications	16
Building Consents Issued	31
Inspections completed	116
Code Compliance Certificate Applications	17
Code Compliance Certificates Issued	16
Code Compliance Certificates Refused	1
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	16
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	0
Land Use Consents Granted	3
Subdivision Consents Received	6
Subdivision Consents Granted	7
223/224 Applications Received	2
223/224 Applications Granted	2
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	6
Resource Consent Placed on Hold or Returned	12
LIM's Received	7
LIM's Granted	4
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	6
Health or Food Act Complaints Received and responded to	1
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	2
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	11
Bylaw Complaints Received and responded to	29
Dog Complaints Received and responded to	12

4. Key Performance Indicators – All Business Units

4.1 Building Services

Level of Service	Performance Measures	Targets	Status
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	100% The average processing time for September was 6.0 days.
	Percentage of inspection requests completed within 24 hours of request.	100%	99% 1 building inspection out of 129 were not undertaken within 24 hours of request. This inspection was booked more than 24 hours before the consent holder's preferred time.
	Percentage of code compliance certificate applications determined within 20 working days	100%	75% 4 of the 16 CCC's issued were over the 20 working days. These were historic consents that had several compliance and process issues that required rectifying before issuing.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes	100%	100%
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Current
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided	>80%	The customer service survey will be undertaken later in the year.

4.2 Planning and Bylaws

Level of Service	Performance Measure	Target	Status
To promote the sustainable management and use of land and public spaces.	To undertake a comprehensive review of the district plan, with notification within statutory timeframes.	N/A in Year 1	Not required at this time.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	100% review within timeframes	Polices and bylaws for review have been identified and are currently in progress, beginning with bylaws.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	100%
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	100%
	% of S223 and S224 applications processed within 10 working days.	100%	100%
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	The customer service survey will be undertaken later in the year.

4.3 Community Health and Safety

Level of Service	Performance Measure	Target	Status
To fulfil obligations to improve, promote and protect public health	Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	99%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	100%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	99.35%
To ensure dogs are controlled	Percentage of known dogs registered	95%	91.64%
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	98.77%

5. Detailed Reporting Building Services

5.1 Building Control Authority (“BCA”)

5.1.1 Compliance/Notices to Fix issued as a BCA
One Notice to Fix was issued by the BCA in October, in relation to building works undertaken not as per the building consent.

5.1.2 Lapsed Consents
Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 10 months previously, against which no inspections have been recorded.

No building consents have lapsed and no warning letters were issued in October.

5.1.3 Regulation 6A Compliance Dashboard
Clause 6A of the Accreditation Regulation requires BCAs to notify the Ministry of Business Innovation and Enterprise (“MBIE”) if any of the following incidents occur:

Incident	Occurrence this month
A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:	Nil
The departure of the building consent authority’s authorised representative or responsible manager:	Nil
In any one quarter of a calendar year, a reduction of 25% or more of employees doing technical jobs who are not replaced with employees who have equivalent qualifications and competence:	Nil
A transfer under section 233 or 244 of the Act of (i) 1 or more functions of the building consent authority to another building consent authority: (ii) 1 or more functions of another building consent authority to the building consent authority:	Nil
An arrangement being made under section 213 of the Act for— (i) another building consent authority to perform a significant amount of the functions of the building consent authority: (ii) the building consent authority to perform a significant amount of the functions of another building consent authority:	Nil
A material amendment to the building consent authority’s policies, procedures, or systems required by these regulations.	Nil

5.1.4 Training needs analysis
During October there has been continuous ongoing training from the Building Control Manager to the Building Control Officers (BCOs) involved with building processes as scenarios arise. Additionally, one of the Building Control Officers attended an external training course in Palmerston North in relation to building code clause E2 –External Moisture which was facilitated by the Building Officials Institute of New Zealand. This was beneficial as external moisture has always been a serious issue, especially in areas with high rainfall. The knowledge gained will help ensure compliance with new systems and the building code.

An annual competency assessment for one Building Control Officer was undertaken by our Technical Leader, and additional training was provided in relation to the Building Act 2004 and its associated regulations.

5.1.5 Internal audit/external audit timetable
International Accreditation New Zealand (IANZ) will return for a full regulatory audit. This is scheduled for between the 29th November and 3rd of December. Internal audits have been continually undertaken in accordance with the audit timetable, and monthly reports supplied to IANZ.

5.2 Territorial Authority

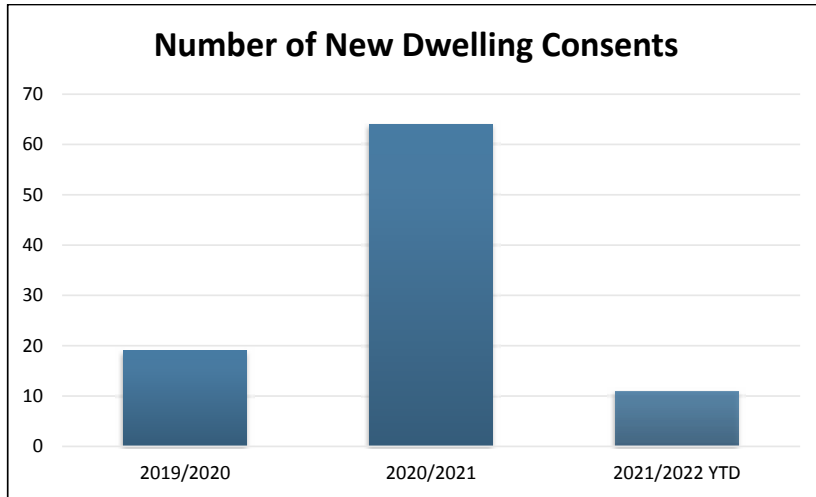
- 5.2.1 Compliance Schedules/Building Warrants of Fitness
No Compliance Schedules were issued in October 2021. No notifications were issued for Warrant of Fitness renewal.
- 5.2.2 Earthquake Prone Buildings
We have completed some early work on identifying earthquake prone buildings and are preparing to restart this work early in 2022. GIS mapping integration is to be co-ordinated in the development stage and initial discussions around how to do this have commenced.
- 5.2.3 Swimming Pools
No inspections were completed in October 2021.
- 5.2.4 Non Standard Site Register Maintenance
No new sites were added to the non-standard site register in October 2021.
- 5.2.5 Notices to Fix/Other Compliance as a Territorial Authority
No Notices to Fix were issued by the Territorial Authority in October 2021.

5.3 Trends Analysis

- 5.3.1 Consents applied for by type:

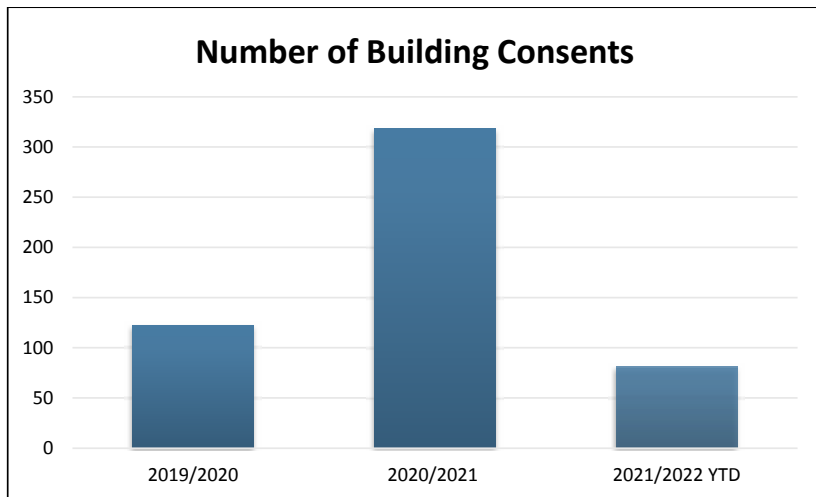
Type	This Month	Oct 2020	2021/2022 Year to Date	2020/2021 Whole Year
New Dwellings	2	5	11	64
Relocated dwellings	2	3	3	19
Relocated buildings other than dwellings			0	1
Fires	9	3	24	86
Pole sheds/accessory buildings	1	7	16	48
Additions and alterations – residential	2	3	8	40
New Commercial buildings		1	4	7
Additions and alterations – commercial			6	19
Other/miscellaneous		1	8	29
Certificate of Acceptance (not in total)	2	2	1	5
Total/s	16	25	81	318

New House indicator by year



Year	New Dwellings
2019/2020	19
2020/2021	64
2021/2022 YTD	11

Consent numbers by year



Year	Building Consents
2019/2020	122
2020/2021	318
2021/2022 YTD	81



Blair Sutherland
Director, Environmental Services



[Approved]
Sven Hanne
Chief Executive

Date: 16 November 2021

MONTHLY REPORT

Corporate Services Department



F19/13 – D21/40960

To: Policy & Services Committee
 From: Director – Corporate Services
 Date: 23 November 2021
 Subject: Corporate Services Monthly Report

Recommendations

1. THAT the report be received.

2. THAT the Committee acknowledges that the Investment with Counterparty limit breach has been authorised by the Chair of the Audit and Risk Committee, and the Mayor, in accordance with the Treasury Management Policy.

_____/_____
 Moved/Seconded

1. Financial Management

Reports attached, as at 31 October 2021, are:

- 1) Statement of Comprehensive Revenue and Expenses
- 2) Balance Sheet
- 3) Expenditure and Revenue by Activity
- 4) Capital Expenditure Report
- 5) Treasury Report
- 6) Cashflow Forecast
- 7) Debtors Report

1.1 Summary of Financial Results and Progress

Operational Results – October 2021 YTD

Revenue

Total Operating Revenue for the year to date is under budget by \$330,539, at \$6,202,867. This is mainly due to the roading subsidy being under budget by \$422,182 as subsidised roading works will start picking up in the warmer months.

Extraordinary Revenue is \$2,533,156 higher than year to date budget, at \$4,926,156. Grant funding is \$2,403,994 higher than budget, largely due to the irregular timing of grant receipts. Financial contributions received to date total \$116,674 – these are not budgeted for.

Expenditure

Operating Expenditure is over budget by \$160,249, at \$5,247,842. Despite personnel costs being under budget, other direct operating costs are \$291,077 over budget. Building control expenditure is \$96,452 over budget for the year to date, and it is likely that this trend will continue. Roading expenditure is \$167,096 over budget, this includes unsubsidised expenditure.

1.2 Capital Expenditure Report

Total capital expenditure funds available for the year is **\$28,679,446**, after adjusting for changes to grant funding. Of this, \$5,826,408 is for replacing existing assets, \$21,653,038 is for new assets or improving existing assets, and \$1,200,000 is to cater for district growth.

Total actual capital expenditure for the year to date, is \$6,462,108.

At this stage, it is expected that a total of \$26,220,730 will be spent in this financial year, being a projected underspend for the year of \$2,458,716.

Refer to the capital expenditure report for a status update on each individual capital item.

1.3 Treasury Management

Gross Council debt as at 31 October 2021 was \$22,200,000. Net debt is \$7,020,000 after taking into account \$8,000,000 on term deposits with registered NZ banks, and the \$7,180,000 loan to the A&P Association.

All Council debt, made up of LGFA loans, is 100% fixed. The next fixed rate maturing is on April 2022, for a \$2,000,000 loan.

It is expected that Council will carry a minimum of \$6,000,000 of term deposits to cover reserves¹, however surplus cash on hand will be invested for an appropriate term if it doesn't put Council in short term liquidity risk.

The weighted average interest rate for debt is 2.18% (average 6 year term²), and the weighted average interest rate for financial investments is 1.22% (average 3.6 year term).

All internal, and Local Government Funding Agency ("LGFA"), covenants were met as at 31 October 2021, except for the Maximum Investment with Counterparty limit. This limit has been breached as Council officers assessed the risk of doing so, against the benefit of the higher interest rates received and found that the risk was minimal – the term deposits are with Westpac bank and are all maturing within the next 120 days. The Chair of the Audit and Risk Committee and the District Mayor approves any breach on the day of the investment being made, in line with Council's Treasury Management Policy.

Also note that the investments with the Stratford Agricultural and Pastoral Association of \$7,180,000 also breaches the Treasury Policy. Audit and Risk Committee endorsement was given in October 2020, and Council approval given in November 2020 specifically for this loan.

	<i>Actual</i>	<i>Policy</i>
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	11%	10-60%
Fixed 3-5 years	39%	10-60%
Fixed >5 years	41%	5-60%
Debt Matures 1-3 years	11%	10-60%
Debt Matures 3-5 years	39%	10-60%
Debt Matures > 5 years	41%	10-60%
Debt Servicing to Revenue Ratio	1%	<10%
Net Debt to Revenue Ratio	26%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 711	<\$3,000
Net Debt per Ratepayer	\$ 1,482	N/A
Maximum Investment with Counterparty	\$ 5,000,000	\$ 4,000,000

¹ As at 30 June 2021, reserves balances totalled \$7,972,939 including General Asset Renewals Reserve \$5,195,697, Contingency Reserve \$505,000, Council Created Reserves \$1,343,582, Targeted Rate Reserves \$94,458, Financial Contributions Reserve \$784,292.

² The term is based on draw down date to maturity date.

Cashflow Forecast

Council may need to borrow an additional \$2,000,000 from July 2022, as well as reducing term deposits by \$2,000,000 over the next 12 months down to \$6,000,000.

Refer to the attached Treasury Report for the updated loans and investments schedule as at 31 October 2021.

2.0 Revenue Collection

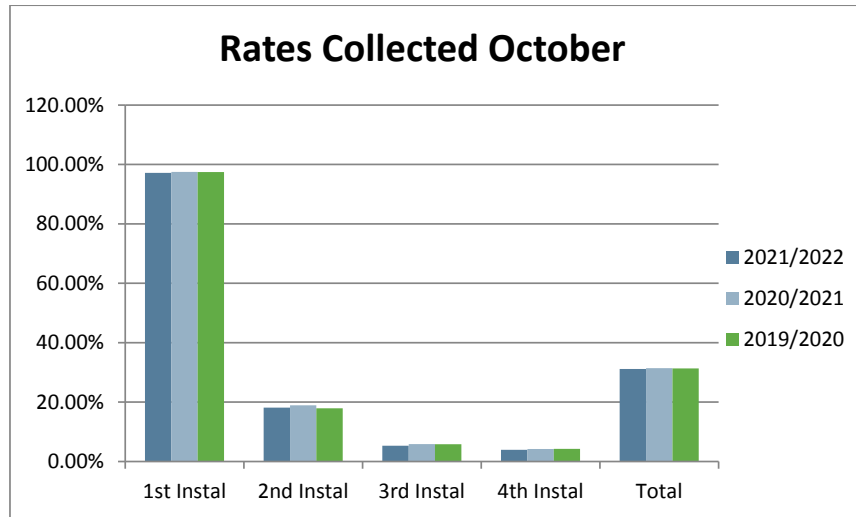
2.1 Rates

Rates Arrears (owing from 2020/21 year and earlier) \$80,806

As at 31 October 2021, 63% of rates in arrears have been collected since 1 July 2021 (2020: 72%). Any arrears over \$500 on properties with registered mortgages will be sent to the bank in November 2021 to make demand on the mortgage. There are also some properties where we have commenced or will commence legal proceedings against the property owners to recover outstanding rates.

Current Year Rates

As at 31 October 2021, 31% of rates had been collected (2020, 31%). There are no issues currently with collection of this years rates.



2.2 Outstanding Debtors

Of the total debtors outstanding as at 31 October 2021 of \$1,553,582, 19%, or \$295,945 was overdue. Some funding from MBIE that has been invoiced has not yet been paid to Council is being chased up, and expected to be received in November (\$117k). Total infringements is all overdue at \$48,540, and overdue rates of \$80,806 make up the majority of the overdue debtors.



Tiffany Radich
Director, Corporate Services



Approved By:
Sven Hanne
Chief Executive

Date: 16 November 2021

Statement of Comprehensive Revenue and Expense

For the Year to Date - October 2021

	October '21 Actual YTD	October 21 Budget YTD	Variance YTD	Total Budget 2021/22	October '20 Actual YTD
Operating Revenue					
Finance Revenue	\$62,793	\$68,667	(\$5,874)	\$206,000	\$29,957
Waka Kotahi NZTA Rooding Subsidy	\$1,393,151	\$1,815,333	(\$422,182)	\$5,446,000	\$953,771
Rates Revenue - excl water consumption rate	\$3,439,053	\$3,393,500	\$45,553	\$13,574,000	\$3,247,333
Water Supply - Consumption Charge	\$40,671	\$47,000	(\$6,329)	\$376,000	\$79,162
Sundry Revenue	\$10,031	\$7,667	\$2,364	\$46,000	\$31,608
Farm Milk Proceeds	\$169,850	\$156,367	\$13,483	\$469,100	\$150,367
User Charges for Services	\$1,087,318	\$1,044,873	\$42,445	\$2,074,100	\$1,124,479
Total Operating Revenue	\$6,202,867	\$6,533,406	(\$330,539)	\$22,191,200	\$5,616,677
Extraordinary Revenue					
Grant Funding	\$4,796,994	\$2,393,000	\$2,403,994	\$7,179,000	\$2,973,822
Financial Contributions	\$116,674	\$0	\$116,674	\$0	\$26,739
Sale of land	\$0	\$0	\$0	\$0	\$2,473,746
Dividends	\$12,488	\$0	\$12,488	\$19,800	\$7,935
Total Extraordinary Revenue	\$4,926,156	\$2,393,000	\$2,533,156	\$7,198,800	\$5,482,242
Total Revenue	\$11,129,023	\$8,926,406	\$2,202,617	\$29,390,000	\$11,098,919
Operating Expenditure					
Personnel Costs	\$1,537,288	\$1,668,115	\$130,827	\$4,819,000	\$1,321,596
Other Direct Operating Costs	\$3,710,554	\$3,419,477	(\$291,077)	\$10,029,200	\$3,467,412
Total Operating Expenditure	\$5,247,842	\$5,087,593	(\$160,249)	\$14,848,200	\$4,789,008
Other Operating Expenditure					
Loss (gain) on disposal of assets	\$0	\$0	\$0	\$0	\$0
Depreciation	\$1,553,333	\$1,553,333	\$0	\$4,660,000	\$1,603,333
Finance Costs	\$162,422	\$159,000	(\$3,422)	\$477,000	\$138,484
Sundry Expenditure	\$183	\$0	(\$183)	\$0	\$3,376
Total Other Expenditure	\$1,715,938	\$1,712,333	(\$3,605)	\$5,137,000	\$1,745,193
Total Expenditure	\$6,963,780	\$6,799,926	(\$163,854)	\$19,985,200	\$6,534,201
Net Surplus (Deficit)	\$4,165,243	\$2,126,480	\$2,038,763	\$9,404,800	\$4,564,718

Statement of Financial Position

As at 31 October 2021

	October '21 Actual YTD	October '20 Actual YTD
Assets		
Current Assets		
Cash and Cash Equivalents	\$2,662,059	\$1,465,985
Short Term Deposits	\$8,000,000	\$7,000,000
Receivables	\$1,553,582	\$4,504,915
Inventory - assets held for resale	\$0	\$610,215
Prepayments	\$6,358	\$11,795
LGFA Borrower Notes	\$32,000	\$56,000
Current Assets Total	\$12,253,999	\$13,648,910
Non-Current Assets		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$415,000	\$192,000
Shares	\$681,575	\$672,534
Loan to Stratford A and P Association	\$7,180,000	\$0
Trust Settlements	\$110	\$110
Work in Progress	\$13,862,803	\$1,999,831
Property, Plant & Equipment / Intangibles	\$328,506,667	\$327,405,641
Non-Current Assets Total	\$350,646,155	\$330,270,116
Assets Total	\$362,900,154	\$343,919,026
Liabilities & Equity		
Equity		
Renewal Reserves	\$5,195,697	\$4,257,360
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,343,582	\$1,193,236
Restricted Reserves	\$889,875	\$663,872
Targeted Rate Reserves	\$94,458	-\$223,200
Asset Revaluation Reserves	\$133,904,000	\$133,904,734
Retained Earnings	\$194,315,024	\$186,553,890
Equity Total	\$336,247,136	\$326,854,392
Liabilities		
Current Liabilities		
Borrowings (maturing less than one year)	\$2,000,000	\$3,500,000
Provision for Landfill Aftercare	\$7,000	\$10,858
Employee Entitlements	\$243,000	\$182,888
Payables and Deferred Revenue	\$4,133,018	\$1,276,389
Non-Current Liabilities		
Borrowings	\$20,200,000	\$12,000,000
Employee Entitlements	\$52,000	\$49,359
Provision for Landfill Aftercare	\$18,000	\$45,140
Liabilities Total	\$26,653,018	\$17,064,634
Liabilities & Equity Total	\$362,900,154	\$343,919,026

Expenditure and Revenue by Activity

For the Year to Date - October 2021

**Note: Expenditure excludes interest and depreciation allocated to each activity.*

Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report

	October '21 Actual YTD	October 21 Budget YTD	Variance YTD	Total Budget 2021/22	October '20 Actual YTD
Recreation and Facilities					
Aerodrome					
Expenditure	\$30,732	\$31,513	\$781	\$92,669	\$23,979
Revenue	\$12,558	\$9,000	\$3,558	\$27,000	\$9,023
Net cost of activity	\$18,174	\$22,513	\$4,339	\$65,669	\$14,956
Civic Amenities					
Expenditure	\$188,950	\$172,054	(\$16,896)	\$435,805	\$132,226
Revenue	\$9,064	\$12,173	(\$3,109)	\$51,000	\$18,244
Net cost of activity	\$179,886	\$159,882	(\$20,004)	\$384,805	\$113,982
Pensioner Housing					
Expenditure	\$36,772	\$32,760	(\$4,012)	\$80,684	\$28,123
Revenue	\$21,707	\$24,000	(\$2,293)	\$72,000	\$22,706
Net cost of activity	\$15,065	\$8,760	(\$6,305)	\$8,684	\$5,417
Library					
Expenditure	\$208,977	\$218,647	\$9,670	\$638,502	\$201,186
Revenue	\$25,825	\$4,667	\$21,158	\$14,000	\$5,684
Net cost of activity	\$183,152	\$213,981	\$30,829	\$624,502	\$195,502
Parks and Reserves					
Expenditure	\$223,477	\$205,101	(\$18,376)	\$599,545	\$159,832
Revenue	\$2,656	\$3,000	(\$344)	\$9,000	\$3,313
Net cost of activity	\$220,821	\$202,101	(\$18,720)	\$590,545	\$156,519
Cemeteries					
Expenditure	\$56,900	\$58,827	\$1,927	\$175,964	\$47,565
Revenue	\$28,043	\$30,700	(\$2,657)	\$92,100	\$33,808
Net cost of activity	\$28,857	\$28,127	(\$730)	\$83,864	\$13,757
TSB Pool Complex					
Expenditure	\$320,575	\$338,422	\$17,847	\$964,453	\$284,573
Revenue	\$50,123	\$77,000	(\$26,877)	\$231,000	\$59,422
Net cost of activity	\$270,452	\$261,422	(\$9,030)	\$733,453	\$225,151
Democracy and Corporate Support					
Expenditure	\$372,772	\$395,988	\$23,216	\$1,178,479	\$367,313
Revenue	\$44,295	\$31,000	\$13,295	\$116,000	\$70,231
Net cost of activity	\$328,477	\$364,988	\$36,511	\$1,062,479	\$297,082
Community Development					
Community Services					
Expenditure	\$122,235	\$133,217	\$10,982	\$471,650	\$201,186
Revenue	\$41,803	\$11,333	\$30,470	\$34,000	\$11,255
Net cost of activity	\$80,432	\$121,883	\$41,451	\$437,650	\$189,931
Economic Development					
Expenditure	\$183,833	\$206,438	\$22,605	\$617,717	\$167,202
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$183,833	\$206,438	\$22,605	\$617,717	\$167,202
Information Centre					
Expenditure	\$79,082	\$89,066	\$9,984	\$261,630	\$97,085
Revenue	\$14,789	\$20,567	(\$5,778)	\$61,700	\$24,532

2021 - Policy & Services - 23 November - Monthly Reports

*Note: Expenditure excludes interest and depreciation allocated to each activity.

Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report

	October '21 Actual YTD	October 21 Budget YTD	Variance YTD	Total Budget 2021/22	October '20 Actual YTD
Net cost of activity	\$64,293	\$68,499	\$4,206	\$199,930	\$72,553
Rental Properties					
Expenditure	\$19,494	\$18,508	(\$986)	\$48,492	\$19,208
Revenue	\$9,249	\$11,667	(\$2,418)	\$35,000	\$10,132
Net cost of activity	\$10,245	\$6,841	(\$3,404)	\$13,492	\$9,076
Farm					
Expenditure	\$75,078	\$104,038	\$28,960	\$299,257	\$62,633
Revenue	\$169,850	\$156,367	\$13,483	\$469,100	\$150,367
Net cost of activity	-\$94,772	-\$52,328	\$42,444	-\$169,843	-\$87,734
Holiday Park					
Expenditure	\$576	\$613	\$37	\$1,840	\$547
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$576	\$613	\$37	-\$1,160	\$547
Environmental Services					
Building Control					
Expenditure	\$351,110	\$254,658	(\$96,452)	\$760,594	\$202,202
Revenue	\$136,316	\$93,233	\$43,083	\$279,700	\$106,337
Net cost of activity	\$214,794	\$161,425	(\$53,369)	\$480,894	\$95,865
District Plan					
Expenditure	\$48,488	\$62,455	\$13,967	\$187,366	\$49,656
Net cost of activity	\$48,488	\$62,455	\$13,967	\$187,366	\$49,656
Resource Consents					
Expenditure	\$65,169	\$67,455	\$2,286	\$201,564	\$89,141
Revenue	\$39,206	\$25,333	\$13,873	\$76,000	\$36,726
Net cost of activity	\$25,963	\$42,121	\$16,158	\$125,564	\$52,415
Food and Health					
Expenditure	\$55,665	\$55,366	(\$299)	\$165,699	\$51,363
Revenue	\$14,406	\$15,000	(\$594)	\$30,000	\$13,884
Net cost of activity	\$41,259	\$40,366	(\$893)	\$135,699	\$37,479
Alcohol Licensing					
Expenditure	\$36,637	\$36,562	(\$75)	\$109,287	\$33,299
Revenue	\$13,582	\$10,900	\$2,682	\$32,700	\$13,818
Net cost of activity	\$23,055	\$25,662	\$2,607	\$76,587	\$19,481
Parking and Other Bylaws					
Expenditure	\$45,872	\$42,704	(\$3,168)	\$128,111	\$43,003
Revenue	-\$102	\$333	(\$435)	\$1,000	-\$178
Net cost of activity	\$45,974	\$42,370	(\$3,604)	\$127,111	\$43,181
Animal Control					
Expenditure	\$69,533	\$71,584	\$2,051	\$214,751	\$64,290
Revenue	\$112,414	\$141,500	(\$29,086)	\$141,500	\$111,280
Net cost of activity	-\$42,881	-\$69,916	(\$27,035)	\$73,251	-\$46,990
Civil Defence					
Expenditure	\$172,627	\$167,580	(\$5,047)	\$332,741	\$68,100
Net cost of activity	\$172,627	\$167,580	(\$5,047)	\$332,741	\$68,100
Assets					
Roading					
Expenditure	\$1,489,869	\$1,322,773	(\$167,096)	\$3,904,319	\$1,333,798
Revenue	\$1,842,358	\$2,286,333	(\$443,975)	\$6,079,000	\$1,341,202

2021 - Policy & Services - 23 November - Monthly Reports

*Note: Expenditure excludes interest and depreciation allocated to each activity.

Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report

	October '21 Actual YTD	October 21 Budget YTD	Variance YTD	Total Budget 2021/22	October '20 Actual YTD
Net cost of activity	-\$352,489	-\$963,560	(\$611,071)	-\$2,174,681	-\$7,404
Stormwater					
Expenditure	\$59,766	\$64,852	\$5,086	\$194,556	\$56,507
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$59,766	\$64,852	\$5,086	\$194,556	\$56,507
Wastewater (Sewerage)					
Expenditure	\$207,078	\$229,589	\$22,511	\$705,535	\$203,824
Revenue	\$24,817	\$24,300	\$517	\$72,900	\$18,918
Net cost of activity	\$182,261	\$205,289	\$23,028	\$632,635	\$184,906
Solid Waste					
Expenditure	\$319,023	\$282,284	(\$36,739)	\$840,418	\$300,676
Revenue	\$47,391	\$35,833	\$11,558	\$107,500	\$41,218
Net cost of activity	\$271,632	\$246,451	(\$25,181)	\$732,918	\$259,458
Water Supply					
Expenditure	\$407,552	\$424,537	\$16,985	\$1,236,572	\$365,889
Revenue	\$40,671	\$47,000	(\$6,329)	\$376,000	\$79,162
Net cost of activity	\$366,881	\$377,537	\$10,656	\$860,572	\$286,727
Total Activity Expenditure	\$5,247,842	\$5,087,593	(\$160,249)	\$14,848,200	\$4,654,406
Total Activity Revenue	\$2,701,021	\$3,071,239	(\$370,218)	\$8,411,200	\$2,181,084
Net Cost of Activities	\$2,546,821	\$2,016,353	(\$530,468)	\$6,437,000	\$2,473,322

2021 - Policy & Services - 23 November - Monthly Reports

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 OCTOBER 2021

Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Grant funded									
GROWTH - to meet additional demand									
Economy	Proposed Council subdivision	1,200,000	0	1,200,000	6,025	1,200,000	0	By 30 June 2022	Currently scoping location options.
Total Growth Expenditure		1,200,000	0	1,200,000	6,025	1,200,000	0		
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level									
Roading	Road to zero	0	905,000	905,000	25,185	905,000	0	By 30 June 2022	Funding granted by Waka Kotahi (NZTA)
Roading	Walking and Cycling Strategy - footpath improvements	350,000	-350,000	0	0	136,500	(136,500)	By 30 June 2022	Funding request declined by Waka Kotahi (NZTA), however Council will spend it's share of the cost on the Fenton Street Shared Use Footpath / Cycleway
Stormwater	Reticulation Capacity increase	135,000	0	135,000	51,704	135,000	0	By 30 June 2022	Planning and programming of works is on-going
Stormwater	Safety improvements	117,370	0	117,370	0	117,370	0	By 30 June 2022	Planning and programming of works is on-going
Wastewater	Reticulation capacity increase	150,000	0	150,000	64,692	150,000	0	By 30 June 2022	The re-lining of Broadway is complete, and the balance of funds is currently being programmed
Wastewater	Inflow and infiltration programme	150,000	0	150,000	0	150,000	0	By 30 June 2022	The three year contract programme is currently being written.
Wastewater	Treatment plant upgrade	500,000	0	500,000	34,088	500,000	0	By 30 June 2022	The consultant is designing the final programme of works.
Water Supply	Water meter upgrade - change existing to electronic meters	258,000	0	258,000	8,548	258,000	0	By 30 June 2022	Work will be ongoing throughout the year, however is subject to the supply of meters from overseas
Water Supply	Electronic water reading	91,500	0	91,500	0	91,500	0	By 30 June 2022	Discussions occurring with NPDC for a procurement strategy
Water Supply	Zoning	30,000	0	30,000	48,913	80,000	(50,000)	By 30 June 2022	Commissioning of the pressure reducing valves is to commence shortly
Water Supply	Second trunkmain	1,400,000	0	1,400,000	74,485	1,400,000	0	By 30 June 2022	Stage 1 (construction of pipework from Brecon Road to Hunt Road Extension) contract has been awarded and is due to commence in January 2022
Parks and Reserves	Broadway Roundabout Gardens upgrade	60,000	0	60,000	0	60,000	0	By 30 June 2022	On hold as liaising with Community Services regarding the town centre plan.
Parks and Reserves	Adrian Street Fort demolition	2,000	0	2,000	0	2,000	0	By 30 November 2021	A quote has been accepted , with the works programmed for November.
Parks and Reserves	Park signage	0	0	0	5,347	5,347	(5,347)	Completed	This was outstanding expenditure incurred in the previous financial year.
Parks and Reserves	Trees of Significance - Walkway	35,000	0	35,000	0	35,000	0	By 30 June 2022	Currently liaising with stakeholders, including Iwi, DOC and the Youth Council.

2021 - Policy & Services - 23 November - Monthly Reports

Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Parks and Reserves	Victoria Park improvements (including bike park and half basketball court)	0	484,168	484,168	217,592	484,168	0	By 30 November 2021	Funding of \$1,870,000 from Provincial Growth Fund approved, of which \$484,168 is available for this year. Stage 1 (bike park and half basketball court) is complete; stage 2 (the pump track) is 70% complete, and stage 3 (public toilets) is complete. Total project expenditure to date is \$1,616,724, which includes \$13,302 of council funds spent prior to the approval of the PGF funding.
Swimming Pool	Pool development	16,700,000	0	16,700,000	4,451,766	13,890,002	2,809,998	By December 2022	Funding of \$8m from Provincial Growth Fund approved, \$12m from loans, and with a further \$2m approximately in other grant funding expected, makes a total project cost of \$22m. The total project expenditure to date is \$9,324,286.
Civic Amenities	Stratford 2035	482,500	0	482,500	775	482,500	0	By 30 June 2022	This budget consists of a number of smaller projects. These are under way with the outcome for a couple of these being dependent on third party input / support.
Civic Amenities	WMC - kitchen and cabinetry upgrade	20,000	0	20,000	0	20,000	0	By 28 February 2022	Awaiting one more quote (so three will be obtained), however due to nationwide delays in the delivery of materials, the installation date is not yet known but aiming for completion by 28 February 2022.
Civic Amenities	WMC - appliance upgrade	9,500	0	9,500		9,500	0	By 28 February 2022	This will be done in conjunction with the kitchen and cabinetry upgrade above
Civic Amenities	TET Stadium improvements	50,000	0	50,000		50,000	0	By 30 June 2022	The scoping of the project has commenced, with the intention of doing the works identified in the seismic assessment that was undertaken in 2020
Farm	New storage facility	8,000	0	8,000	0	8,000	0	By 28 February 2022	The shed will be ordered in November, then a concrete pad will be constructed prior to erection of the shed
Farm	Install new freestanding fireplace	8,500	0	8,500	0	0	8,500	Not required	This work was brought forward and completed in 2020/21.
Farm	New yard and entrance way	0	0	0	137,800	142,600	(142,600)	By 30 November 2021	This expenditure was approved by Council in the previous year but will be completed by the end of November. This also provided for a roof on the area where the AI takes place, which has been completed..
Farm	Install in-shed feed system	53,000	0	53,000	57,950	57,950	(4,950)	Completed	
Farm	Landscaping / riparian planting	3,500	0	3,500	0	3,500	0	By 31 May 2022	Will be meeting with TRC on site in December to discuss what plants are needed, then order will be placed in March, ready to be planted in May 2022
Total Level of Service Expenditure		20,613,870	1,039,168	21,653,038	5,178,845	19,173,937	2,479,101		
REPLACEMENTS - replaces an existing asset with the same level of service provided									
Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	840,000	0	840,000	263,851	680,000	160,000	By 30 June 2022	Reallocation of funds for sealed road resurfacing
Roading - Financially assisted NZTA	Sealed Road resurfacing	1,100,000	(206,966)	893,034	55,463	1,047,700	(154,666)	By 30 June 2022	Increase in budget allocation to achieve target length of 30km per year

2021 - Policy & Services - 23 November - Monthly Reports

Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Roading - Financially assisted NZTA	Drainage Renewals	700,000	0	700,000	251,891	600,000	100,000	By 30 June 2022	\$100,000 to fund Monmouth Road culvert replacement
Roading - Financially assisted NZTA	Pavement Rehabilitation	750,000	0	750,000	56,637	750,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Structure Components Replacement	835,000	0	835,000	267,533	760,000	75,000	By 30 June 2022	Re-prioritised programme to include Monmouth Road culvert replacement
Roading - Financially assisted NZTA	Traffic Services Renewals	113,000	(37,726)	75,274	24,545	75,274	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Footpath renewals	170,000	0	170,000	0	170,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Low cost low risk safety	830,000	(680,000)	150,000	58,071	150,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	60,000	0	60,000	5,489	150,000	(90,000)	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA), so years 2 and 3 have been brought forward to this year to enable completion of one large project
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	10,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Traffic Services Renewals-Special purpose	0	5,000	5,000	3	5,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Drainage Renewals-Special purpose	0	10,000	10,000	12,104	12,500	(2,500)	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Low cost low risk safety - Special purpose roads	15,000	5,000	20,000	0	20,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Stormwater	Reticulation Renewals	53,000	0	53,000	6,017	53,000	0	By 30 June 2022	Ongoing
Wastewater	Step / aerate treatment renewals	30,000	0	30,000	0	30,000	0	By 30 June 2022	Ongoing, as part of an annual renewal programme
Wastewater	Infiltration renewals	183,000	0	183,000	19,563	183,000	0	By 30 June 2022	The three year contract programme is currently being written.
Water Supply	Laterals	30,600	0	30,600	5,084	30,600	0	By 30 June 2022	Ongoing
Water Supply	Stratford street work rider mains	255,000	0	255,000	79,823	255,000	0	By 30 June 2022	Expenditure to date is for Claudius Street works, and the balance is for Surrey Street and part of Broadway, which are both about to go out for tender.
Water Supply	Toko street work rider mains	15,000	0	15,000	0	15,000	0	By 30 June 2022	Contractors have begun work to identify water losses. Once identified, the funds will be used to renew infrastructure as required.
Water Supply	Infrastructural general - Stratford	25,000	0	25,000	17,365	25,000	0	By 30 June 2022	Ongoing
Water Supply	Infrastructural general - Midhirst	3,000	0	3,000	0	9,000	(6,000)	By 30 June 2022	The scope of work has increased due to unplanned failures
Water Supply	Pipe bridge renewal	0	0	0	29,221	50,000	(50,000)	By 30 June 2022	This was for an unplanned failure of the pipe bridge suspension system on Brecon Road, and the balance of funds will be prioritised amongst other pipe bridges
Water Supply	Patea delivery line	0	0	0	11,190	50,000	(50,000)	By 30 June 2022	This expenditure is for finalising the design of the raw water delivery line and the grit tank
Water Supply	Infrastructural general - Toko	1,500	0	1,500	0	1,500	0	By 30 June 2022	Ongoing

2021 - Policy & Services - 23 November - Monthly Reports

Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Water Supply	Stratford reservoir	30,000	0	30,000	0	30,000	0	By 30 June 2022	Procurement options are currently being evaluated, including price and methodology
Water Supply	Midhirst reservoir	15,000	0	15,000	0	15,000	0	By 30 June 2022	Procurement options are currently being evaluated, including price and methodology
Water Supply	Toko reservoir	5,000	0	5,000	272	5,000	0	By 30 June 2022	Procurement options are currently being evaluated, including price and methodology
Water Supply	Membranes	150,000	0	150,000	0	150,000	0	By 30 June 2022	Procurement has been initiated,waiting on supplies
Water Supply	Meter replacements	50,000	0	50,000	43,950	50,000	0	By 30 June 2022	Ongoing
Water Supply	Midhirst resource consent	100,000	0	100,000	6,460	100,000	0	By 30 June 2022	The Hydrological and Ecological Assessment report has been prepared and provided to Iwi, who are currently reviewing it to determine the need for a cultural impact assessment.
Water Supply	Hydrants	14,800	0	14,800	0	14,800	0	By 30 June 2022	Ongoing
Parks and Reserves	Replace septic tank - Whangamomona Camp Ground	47,000	0	47,000	0	47,000	0	By 31 May 2022	The concept design is underway, then once completed the old tank will be removed and the new one installed in autumn, when camping ground occupancy rates are lower.
Civic Amenities	WMC - replace furniture	3,100	0	3,100	5,293	5,293	(2,193)	Completed	
Civic Amenities	CRR - various replacements	8,000	0	8,000	0	8,000	0	By 30 June 2022	Ongoing
Civic Amenities	Storage shed	70,000	0	70,000	0	70,000	0	By 31 May 2022	Currently reviewing the three quotes received, and contract will be awarded by 30 November 2021. The physical works will start in January / February 2022, with an anticipated completion date of May, however will also depend on availability of materials.
Civic Amenities	Demolish Bell Tower	30,000	0	30,000	0	30,000	0	By 31 March 2022	Quotes close on 26 November, and contract will be awarded by 30 November. Work will commence in January with an expected completion date of 31 March 2022.
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,126	3,126	(26)	Completed	
Corporate	Computers/Peripherals/ Software	128,000	0	128,000	53,057	128,000	0	By 30 June 2022	7 projects are budgeted for this year, of which 4 are in the early stages of planning, and the other 3 will commence in 2022.
Corporate	Vehicle Replacement (after trade in)	38,000	0	38,000	1,230	38,000	0	By 31 October 2021	A vehicle is due to be delivered in October 2021, this expenditure to date is for a barrier to be fitted prior to delivery.
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	By 30 June 2022	Ongoing
Total Replacement Expenditure		6,721,100	-894,692	5,826,408	1,277,238	5,846,793	-20,385		
TOTAL EXPENDITURE		\$28,534,970	\$144,476	\$28,679,446	\$6,462,108	\$26,220,730	\$2,458,716		

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 OCTOBER 2021					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 2,000,000	2.81%	4	August 2018	April 2022
LGFA	\$ 1,000,000	1.55%	3	April 2020	April 2023
LGFA	\$ 1,500,000	3.47%	5	May 2018	May 2023
LGFA	\$ 1,000,000	1.14%	3	April 2021	April 2024
LGFA	\$ 2,000,000	2.53%	5	May 2019	May 2024
LGFA	\$ 2,000,000	3.38%	7	August 2018	April 2025
LGFA - A&P	\$ 3,700,000	1.04%	5	December 2020	December 2025
LGFA	\$ 1,000,000	1.67%	5	April 2021	April 2026
LGFA	\$ 1,000,000	2.02%	6	April 2020	April 2026
LGFA	\$ 1,000,000	1.38%	7	May 2020	April 2027
LGFA	\$ 1,500,000	3.65%	9	August 2018	April 2027
LGFA	\$ 1,000,000	2.12%	7	April 2021	May 2028
LGFA - A&P	\$ 3,500,000	1.87%	12	December 2020	December 2032
	\$ 22,200,000	2.18%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,350,795	2013	N/a	2.18%	Water treatment plant
Farm	\$ 1,865,286	2016	N/a	2.18%	As at 30 June 2021
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	0.80%	90	5/08/2021	3/11/2021
Westpac	\$ 1,000,000	0.80%	90	5/08/2021	3/11/2021
Westpac	\$ 1,000,000	1.05%	120	5/08/2021	3/12/2021
Westpac	\$ 1,000,000	0.48%	49	15/10/2021	3/12/2021
Westpac	\$ 1,000,000	1.00%	119	10/09/2021	7/01/2022
ASB	\$ 1,000,000	0.75%	84	15/10/2021	7/01/2022
ASB	\$ 2,000,000	0.75%	120	15/10/2021	12/02/2022
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	\$ 15,180,000	1.22%			
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 32,000	2.41%	1326	27/08/2018	14/04/2022
LGFA	\$ 16,000	1.15%	1103	7/04/2020	15/04/2023
LGFA	\$ 24,000	3.06%	1826	24/05/2018	24/05/2023
LGFA	\$ 25,000	0.74%	1092	19/04/2021	15/04/2024
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 92,500	0.64%	1826	21/12/2020	21/12/2025
LGFA	\$ 25,000	1.27%	1822	19/04/2021	15/04/2026
LGFA	\$ 16,000	1.62%	2199	7/04/2020	15/04/2026
LGFA	\$ 16,000	0.98%	2530	11/05/2020	15/04/2027
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
LGFA	\$ 25,000	1.72%	2583	19/04/2021	15/05/2028
LGFA	\$ 87,500	1.47%	4383	21/12/2020	21/12/2032
	\$ 447,000	1.64%			

Shareholdings Statement				
	No. of Shares	Share Price	Value of Shares	
Fonterra	158,716	\$ 3.24	\$ 514,240	
Ravensdown	21,820	\$ 1.00	\$ 21,820	
Civic Financial Services Ltd	65,608	\$ 0.96	\$ 62,984	
			\$ 599,044	
Other Investments				
	Date Drawn	Amount	Interest Rate	Details
Vendor loan to EBS Trust	2020	\$ 190,000	Nil	Repayable on maturity July 2023

*BKBM - The Bank Bill Market Rate is a short term interest rate used widely in NZ as a benchmark for pricing debt.

CASHFLOW FORECAST FOR THE YEAR ENDED OCTOBER 2022

		<i>Actuals</i>													
	Oct-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	12 Month
OPENING BALANCE	4,601,885	4,601,885	2,721,496	3,867,727	2,015,762	122,962	2,092,162	989,162	690,282	2,107,557	1,112,878	689,078	2,371,078	1,076,078	2,721,496
Rates	440,000	451,496	3,500,000	490,000	440,000	3,500,000	520,000	440,000	3,500,000	450,000	450,000	3,500,000	640,000	450,000	17,880,000
NZTA Refunds	456,203	456,202	380,260	550,000	550,000	450,000	620,000	460,000	300,000	200,000	200,000	200,000	500,000	450,000	4,860,260
Fees and Charges	320,000	359,191	320,000	320,000	320,000	360,000	450,000	320,000	320,000	400,000	400,000	300,000	400,000	350,000	4,260,000
Sale of Assets	1 842	-	228,173	-	118,000	-	-	-	-	-	-	-	-	-	346,173
Interest Revenue	4,200	11,441	4,200	35,000	4,200	4,200	35,000	4,200	4,200	35,000	4,200	2,000	35,000	4,200	171,400
PGF Funding - pool and bike park	2 -	-	-	-	-	-	-	-	-	-	-	1,400,000	-	-	1,400,000
Other Revenue	3 -	500,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash In	1,221,245	1,778,330	4,432,633	1,395,000	1,432,200	4,314,200	1,625,000	1,224,200	4,124,200	1,085,000	1,054,200	5,402,000	1,575,000	1,254,200	28,917,833
Salaries and Wages / Elected Members	380,000	394,755	478,000	395,000	395,000	395,000	478,000	395,000	395,000	478,000	478,000	470,000	395,000	395,000	5,147,000
Payments to Suppliers - Operating	640,000	668,139	620,000	800,000	500,000	450,000	500,000	500,000	550,000	550,000	570,000	650,000	650,000	670,000	7,010,000
Major contract payments	1,800,000	2,468,053	2,500,000	2,000,000	2,000,000	1,500,000	1,500,000	1,500,000	2,000,000	2,000,000	2,100,000	2,600,000	2,700,000	2,400,000	24,800,000
Interest Expense	128,080	127,773	61,925	51,965	-	-	-	128,080	61,925	51,679	-	-	-	125,000	480,574
GST Paid	-	-	373,523	-	430,000	-	250,000	-	300,000	-	330,000	-	125,000	-	461,477
Total Cash Out	2,948,080	3,658,719	3,286,402	3,246,965	3,325,000	2,345,000	2,728,000	2,523,080	2,706,925	3,079,679	3,478,000	3,720,000	3,870,000	3,590,000	37,899,051
(Increase)/Reduce Financial Investments	-	-	-	-	-	-	-	1,000,000	-	1,000,000	-	-	-	-	2,000,000
Borrowing /(Repaying) Loans	-	-	-	-	-	-	-	-	-	-	2,000,000	-	1,000,000	2,000,000	5,000,000
CLOSING BALANCE	2,875,050	2,721,496	3,867,727	2,015,762	122,962	2,092,162	989,162	690,282	2,107,557	1,112,878	689,078	2,371,078	1,076,078	740,278	740,278
Net Debt	7,020,000	7,020,000	7,020,000	7,020,000	7,020,000	7,020,000	7,020,000	8,020,000	8,020,000	9,020,000	11,020,000	11,020,000	12,020,000	14,020,000	14,020,000

Notes re Cashflow Forecast:

1. 2 lots in Subdivision to settle in November 2021. Final section to settle in January 2022
2. MBIE funding for the pool due in Aug/Sept 2022
3. TET Grant \$500,000 received in October 2021 for the pool

Outstanding Debtors as at 31 October 2021

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$200,788	\$80,806	The overdue balance for rates debtors is what is owed for previous financial years. All outstanding rates are charged a 10% penalty on what is outstanding at the end of each quarter. Advice has been sent to bank for collection of some overdue accounts, one is with the solicitors for a property rating sale.
Transfer Station	\$933	\$0	
Cemeteries	\$22,795	\$9,695	Overdues relate to 8 debtors, of which all have payment arrangements with council and are compliant.
Rental Properties	\$8,068	\$3,955	One debtor is under a payment arrangement. The other account to be paid on 20th was under dispute.
Pensioner Housing	-\$4,224	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$6,538	\$5,028	This relates to 6 debtors, that are all actively being pursued by debt collectors.
Subdivision Sections	\$322,364	\$0	This figure relates to amounts due to Council for the subdivision section sales. However, none is outstanding, with agreed delayed settlement dates.
Facility Hire	\$671	\$0	
Sundry Debtors	\$350,824	\$122,316	Sundry debtors includes: MBIE invoices relating to pool grant funding. Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement. One overdue MBIE payment relating to the hall renovations, expect payment on 20th Nov.
Legal Fees	\$2,423	\$2,423	Charged for services in connection with outstanding rates. These fees are expected to be recovered via legal proceedings eg. Rating sale. The fees date back to November 2019.
Targeted Rates after Strike	\$3,636	\$944	Services added after 1 July 2020 via debtor invoice. Due 30 June 2021. Ratepayers sent reminder letters.
Private Works	\$0	\$0	
Debtors Accruals	\$135,796	\$0	
NZTA	\$380,260	\$0	
Swimming Pool	\$26	\$0	
Resource Consents	\$16,553	\$0	Regulatory team making contact
Infringements	\$48,360	\$48,540	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Connections	\$410		
Wastewater Discharge	\$11,568	\$1,200	One overdue Debtor. Contact has been made.
Water Billing	\$45,795	\$21,038	An overdue debtor is on a payment arrangement and no longer using Council water. Reminder letters have been sent out. A number of properties are being investigated.
TOTAL	\$1,553,582	\$295,945	



Our reference
F19/13/03-D21/40748

Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace.