



Our reference  
F19/13/03-D21/26182

17 March 2022

**Policy & Services Committee Meeting**

Notice is hereby given that the meeting of the **Policy & Services Committee** will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 22 March 2022** beginning at **3.00pm**.

At this stage the meetings will be held in the Council Chambers, however should it be required due to the Covid Protection Framework, the meeting may be moved to an alternative venue or held virtually.

**Timetable for 22 March 2022 as follows:**

2.45pm	Afternoon tea for Councillors
3.00pm	Policy & Services Committee Meeting

Yours faithfully

Sven Hanne  
**Chief Executive**

# 2022 - Policy & Services - March Open

22 March 2022 03:00 PM - 05:00 PM



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# AGENDA

## Policy and Services Committee



F19/13/05 – D22/8683

**Date: Tuesday 22 March at 3.00 PM**

**Venue: Council Chambers, 63 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 9

**1.2 Health and Safety Message**  
D21/26210 Page 10

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 – 22 February 2022**  
D22/6793 (PE) D22/7058 (Open) Page 12

**Recommendation**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 22 February 2022 be confirmed as a true and accurate record.

/  
Moved/Seconded

7. Matters Outstanding

D16/47 Page 21

**Recommendation**

THAT the Matters Outstanding be received.

/  
Moved/Seconded

8. [Decision Report – Delegation under Building Act 2004](#)  
D22/8224 Page 22

**Recommendations**

1. THAT the report be received.
2. THAT the authority to grant minor variations to building consents under Section 45A(3) of the Building Act 2004 be delegated to the Chief Executive.

**Recommended Reason**

The delegation is necessary to satisfy a non-compliance identified through an IANZ audit of the Council's Building Consent Authority and to provide an efficient building control service to the community.

/  
Moved/Seconded

9. [Decision Report – Amendments to Rate Remission Policy](#)  
D22/8685 Page 27

**Recommendations**

1. THAT the report be received.
2. THAT the Rates Remission Policy be amended to include the following:
  - A change to the Remission on Rates Penalties;
  - A new Rates Remission Policy for Uniform Annual Charges on non-contiguous rural properties owned by the same owner and used for a single purpose.
  - A new Rates Remission Policy for the 50% water or 50% wastewater charges where the service does not go past their property, but is within the distance requirements to be serviceable.
  - A new Remission Policy for Community, Sporting and other Organisations for the 50% water or 50% wastewater charge.
  - A new Remission Policy for the Roading Targeted Rate.
3. THAT the changes to the rates Remission Policy be approved to be released for public consultation as required under Section 102 of the Local Government Act 2002, giving effect to Section 82 of the Local Government Act 2002.

**Recommended Reason**

Staff have had feedback that could be addressed within this policy if desired by council. The Rates Remission Policy must go out for public consultation before any amendments can be adopted, as required by legislation.

/  
Moved/Seconded

10. Monthly Reports

**10.1 Assets Report**  
D22/7007 Page 45

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

**10.2 Community Services Report**  
D22/6958 Page 85

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

**10.3 Environmental Services Report**  
D22/6968 Page 96

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

**10.4 Corporate Services Report**  
D22/8674 Page 104

**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

11. Questions

12. Resolution to Exclude the Public

**RECOMMENDATION**

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

Agenda Item No: 13 and 14

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution to each matter</b>	<b>Grounds under section 48(1) for the passing of this resolution</b>
Lease agreement	The withholding of the information is necessary for commercial sensitivity	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)b(ii) of the Local Government Official Information and Meetings Act 1987.
Additional Funding Request	The withholding of the information is necessary for commercial sensitivity	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)b(ii) of the Local Government Official Information and Meetings Act 1987.

\_\_\_\_\_  
Moved/Seconded

13. Public Excluded Item

14. Public Excluded Item

**Recommendation**

THAT the open meeting resume.

/  
Moved/Seconded

15. Closing Karakia  
D21/40748 Page 123

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**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 War Memorial Centre congregating on the 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 until the shaking stops and you are sure it is safe to exit or remain where you are until further instruction is given.

Under the current Pandemic setting visitor access beyond the customer service centre is restricted. Mask wearing is mandatory in all public areas as well as any areas where social distancing cannot be consistently achieved, such as corridors, staff rooms and bathrooms.

We recommend mask wearing for the duration of meetings unless social distancing of a minimum of 1 metre can be consistently achieved.

**5. Attendance schedule for 2022 Policy & Services Committee meetings (including Hearings).**

Date	25/01/22	22/02/22	22/03/22	26/04/22	17/05/22	24/05/22	28/06/22	26/07/22	23/08/22	27/09/22
<b>Meeting</b>	PS	PS	PS	PS	H	PS	PS	PS	PS	PS
Neil Volzke	✓	✓								
Grant Boyde	✓	AV								
Rick Coplestone	✓	✓								
Peter Dalziel	✓	AV								
Jono Erwood	✓	A								
Amanda Harris	✓	✓								
Alan Jamieson	✓	✓								
Vaughan Jones	✓	✓								
Min McKay	A	A								
John Sandford	✓	✓								
Gloria Webby	✓	✓								

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



F19/03/06 – D22/6793

**Date: Tuesday 22 February 2022 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 (*via audio/visual link*), P S Dalziel (*via audio/visual link*), R W Coplestone, A K Harris, V R Jones, W J Sandford and G M Webby.

### In attendance

The Chief Executive – Mr S Hanne, the Director – Community Services – Ms K Whareaitu (*via audio/visual link*), the Director – Environmental Services – Mr B Sutherland, the Director – Corporate Services – Mrs T Radich (*via audio/visual link*), the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Community Development Manager – Mr C Julie, the Roding Asset Manager – Mr S Bowden, the Services Asset Manager – Mr J Cooper (*part meeting*), the Corporate Accountant – Mrs C Craig (*via audio/visual link (part meeting)*), the Revenue Manager – Mrs J Erwood (*part meeting*), Mr B Ellis (Percy Thomson Trust Chairman (*via audio/visual link*)), Ms M Jordan and Dr A Probert (Venture Taranaki (*part meeting*)), and two members of the media (Stratford Press and Taranaki Daily News (*via audio/visual link (part meeting)*))

#### 1. Welcome

The meeting was opened with a karakia.

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

The Deputy Mayor reiterated the health and safety message and emergency procedures.

#### 2. Apologies

A leave of absence had been approved for Councillor J M S Erwood and apologies received from Councillor M McKay and the Director – Assets – Mrs V Araba.

#### Recommendation

THAT the apologies be received.

JONES/HARRIS  
Carried  
P&S/22/13

#### 3. Announcements

The District Mayor requested Elected Members remain after the meeting.

The Chief Executive noted that the council's administration building had moved to a split team setting to ensure critical services could continue to serve the community in case of staff being exposed or infected by Covid-19. This may impact some interactions with staff.

#### 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 – 25 January 2022 D22/3321 Page 13

#### Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 January 2022 be confirmed as a true and accurate record.

COPLESTONE/WEBBY  
Carried  
P&S/22/14

### 7. Matters Outstanding D16/47 Page 23

#### Recommendation

THAT the Matters Outstanding be received.

DALZIEL/SANDFORD  
Carried  
P&S/22/15

### 8. Quarterly Report – Economic Development Quarterly Report – Quarter Two D22/5641 Page 24

#### Recommendation

THAT the report be received.

JONES/HARRIS  
Carried  
P&S/22/16

Ms Jordan and Dr Probert of Venture Taranaki noted the following points:

- The pop-up shop in Eltham proved to be a great success for local food producers. An evaluation is currently being undertaken but it may be something that is on-going in the region.
- Quite a bit is being done through the Curious Minds programme with one Stratford school currently linked to this. It is going really well.
- Quite a lot of work is being done in the rural community in conjunction with Taranaki Catchment Communities and Federated Farmers.
- The Branching Out programme which works in a number of different initiatives with an aim to add value to the food and fibre area. One area where work is being undertaken is the medicinal herbs and what that could mean for the region. Venture Taranaki have partnered with the Stratford Herb Society and an event last week had almost 100 people present with another 60 joining online. The local herb society has been a real asset on this project.
- Support going into businesses is becoming more and more critical at the moment with more weariness amongst the business owners as they continue to contend with changing landscapes. Venture Taranaki is working with an increasing level of engagement and includes support for businesses moving forward, ensuring event organisers can access support and thinking about how the “Go Local” message can be relayed and enforced while bearing in mind that businesses have been hesitant in forward buying. The “Switch” regional promotion campaign has been on-going predominantly through

the North Island to encourage visitors especially with the option to drive here with hesitancy around flying at the moment. Support also includes helping businesses seek the advice they are after, navigating potential loss of income and legal and HR challenges.

*The Services Asset Manager joined the meeting at 3.12pm.*

Questions/Points of Clarification:

- Councillor Boyde noted that sports groups were also facing difficulties such as the Synthetic Turf Trust had had a 37% revenue loss due to Covid-19. Ms Jordan clarified that Venture Taranaki is working with a number of agencies including those who work for the not for profit sector as the impact on these groups is acknowledged. The support offered is different but the problems are very similar.
- Councillor Boyde noted his support for the shop local campaign and that there would be \$2 billion coming into the farming community this year. Ms Jordan noted that Venture Taranaki was also working with the farming community as they navigate their own challenges some of which are Covid-19 related, and some that are not.

*Ms Jordan and Dr Probert left the meeting at 3.15pm*

9. Information Report – Percy Thomson Trust – Half Yearly Report as at 31 December 2021  
D22/5410 Page 56

**Recommendations**

1. THAT the report be received.

WEBBY/JAMIESON  
Carried  
P&S/22/17

2. THAT Council receive the half yearly report for Percy Thomson Trust as at 31 December 2021.

DALZIEL/WEBBY  
Carried  
P&S/22/18

**Recommended Reason**

In terms of Section 66 of the Local Government Act 2002 the Percy Thomson Trust, being a council controlled organisation, must deliver to Council a half yearly report (as at 31 December 2021) on or before 28 February 2022.

The Chairman of the Percy Thomson Trust noted the following points:

- Visitor numbers are struggling but there has been an excellent standard of exhibitions including the anniversary exhibition. Unfortunately the celebration for this occasion has been delayed.
- The major change has been the retirement of Gallery Director Rhonda Bunyan who has been amazing for the gallery and the Stratford and wider community. The Trust has appointed Laura Campbell, who was previously with Puke Ariki, to the position and is looking forward to the contribution she will make.
- From a financial point of view the Trust has been running a bit behind, some of this is in relation to external funding. Council had been told at a previous meeting that a potential sale of the Todd Park property was looking likely, however due to this sale not receiving a 75% majority vote it did not proceed. The Trust is now looking to liquidate one of its shares for this property which was a \$50,000 investment and is looking to be liquidated at a bit under \$100,000 this will make a difference to the capital balance of the Trust.
- Work is continuing on extending the visual impact of the arboretum as well as continuing to see how the Trust can meet its performance measures in regards to the Herbarium by becoming a member of the New Zealand Plant Conservation Network.
- One of the upcoming issues will be the condition of the building, which may need some substantial work, and decisions will need to be made about how this work is funded.
- Mr Ellis noted the appreciation of the Trust for council's continued support.

Points noted in discussion:

- Councillor Dalziel noted it was disappointing the Todd Park sale had not proceeded but was pleased to hear there was a potential buyer for one of the shares and that the Trust was keeping an eye on the other investments over the next 12 months. He congratulated the Trust on going a good job.

10. Information Report – Percy Thomson Trust – Statement of Intent 2022-2025

D22/5541

Page 78

**Recommendation**

1. THAT the report be received.

WEBBY/BOYDE  
Carried  
P&S/22/19

2. THAT Council receive the Statement of Intent for Percy Thomson Trust for the period 1 July 2022 to 30 June 2025.

WEBBY/BOYDE  
Carried  
P&S/22/20

**Recommended Reason**

In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a statement of intent on or before 1 March 2022.

The Chairman of the Percy Thomson Trust noted the following points:

- He noted the maintenance plan on page 99 of the agenda but clarified there were other items that could be added including the roof and internal refurbishment which could add another \$100,000 of expense.
- The Trust works towards a break even situation but is reliant on external funding. They are now looking at options outside of grant funding and also the intention to liquidate some of the investments with substantial capital value.

*Mr Ellis left the meeting at 3.26pm.*

11. Decision Report – Proposed Road Closure of Toko Road for a Car Club Event  
D22/5733 Page 102

**Recommendations**

1. THAT the report be received.

JONES/HARRIS  
Carried  
P&S/22/21

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 Toko Road from its intersection with Raupuha Road (RP4.6) to the end of the road (RP10.3) on Sunday 27 March between the hours of 7.30am to 5.30pm for the Taranaki Car Club to host a sprint motorsport event.

JONES/COPLESTONE  
Carried  
P&S/22/22

**Recommended Reason**

In order for the Taranaki Car Club to host a hillclimb motorsport event, it is necessary to close Toko Road for safety reasons, for the participants and for any spectators. The proposed road closure requires formal endorsement by a council resolution. This event was cancelled in March 2020 due to the Covid 19 pandemic and the country going into lockdown.

The Roding Asset Manager noted that this report sought approval to close Toko Road on Sunday 27 March 2022 between 7.30am and 5.30pm. The group will be using Huinga Hall for a lunch stop. No objections have been received.

*The Revenue Manager joined the meeting at 3.28pm.*

12. Monthly Reports

12.1 Assets Report  
D22/3707 Page 122

**Recommendation**

- THAT the report be received.

COPLESTONE/HARRIS  
Carried  
P&S/22/23

The Roding Asset Manager noted January had been a reasonably quiet month returning after the Christmas shut downs, however the most notable piece of work was the start of the Monmouth Road culvert replacement.

Questions/Points of Clarification:

- It was noted that notification for an electricity closedown now required five weeks notice, with this and also two weeks of wet weather the completion date for the Monmouth Road culvert was now 25 March.
- It was noted that asphalt should be finished at the pump track over the next couple of days and with a bit of decamping and apart from landscaping yet to be done it should all be finished by the end of this week.
- It requested that under 3.5, page 133, *Ward Boundaries*, clarification on the statement regarding no changes to the ward boundaries be given as council had adopted changes to the mesh blocks for the upcoming elections. The Director – Corporate Services noted that the adopted changes had been lodged with LINZ and the Electoral Commission, council officers were working through this process. This would be added to matters outstanding.



- It was clarified that the re-read verification of water meters was a huge improvement as previously a lot of the meter boxes got flooded, officers had been proactively draining these and also provided training to ensure photographs were legible.
- It was noted that when able, council do charge those responsible for creating mess at the Esk Road disposal site however it is not always clear which company it was.

*The Services Asset Manager left the meeting at 3.38pm*

**12.2 Community Services Report**  
D22/3351 Page 154

**Recommendation**

THAT the report be received.

HARRIS/COPLESTONE  
Carried  
P&S/22/24

The Director – Community Services noted the following points:

- Youth Council applications opened and closed in January. There will be six new youth councillors being sworn in next week with a total council of 15.
- The annual pool safe audit was completed this month and the facility received its accreditation.
- The Sport New Zealand Rural Travel Fund is now open for funding applications. She asked that Councillors encourage community and school groups to apply. The Creative Communities grant pool opens on 7 March.

Questions/Points of Clarification:

- Councillor Webby noted that the Stratford Positive Ageing Group had cancelled its March Forum due to Covid-19.
- Ms Whareaitu clarified that planned events that had not proceeded this year were currently only postponed and the aim is to run them this financial year if able.
- The Deputy Mayor requested that when the Stratford Business Association presents to council it would be nice to hear how they are going forward, especially with economic development and the work currently being undertaken in the district.

**12.3 Environmental Services Report**  
D22/3465 Page 164

**Recommendation**

THAT the report be received.

JONES/WEBBY  
Carried  
P&S/22/25

The Director – Environmental Services noted the following points:

- The start of 2022 was pretty busy in terms of applications partly because more was carried over the Christmas period than usual.
- January took a bit longer to get up and running again as people in the industry took a longer break over Christmas, but trends were tracking as normal by the end of the month.
- There has been a reduction in building inspections taking place and officers are putting this down to material availability. Other councils are experiencing a similar trend, however Stratford is still tracking well in terms of applications coming in.

Questions/Points of Clarification:

- Mr Sutherland clarified that the team was working really hard on the Earthquake Prone Buildings and it was hoped the list of buildings would be completed by the end of this month.

**12.4 Corporate Services Report**  
D22/2656 Page 172

**Recommendation**

THAT the report be received.

SANDFORD/AHRRIS  
Carried  
P&S/22/26

The Director – Corporate Services noted that work was being undertaken to adopt ,and release for consultation, the draft Annual Plan at the Ordinary Meeting of Council on Tuesday 8 March. Officers are currently preparing the document, consultation documents and the revenue and financing policy. She noted there will be specific consultation on the forestry element.

**13. Questions**

There were no questions.

14. Resolution to Exclude the Public

**RECOMMENDATION**

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

Agenda Item No: 15 and 16

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution to each matter</b>	<b>Grounds under section 48(1) for the passing of this resolution</b>
Legal Proceedings	To protect a person's privacy	The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons who is the subject of the information. Section 7(2)a of the Local Government Official Information and Meetings Act 1987
Land purchase	The withholding of the information is necessary for commercial sensitivity	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)b(ii) of the Local Government Official Information and Meetings Act 1987.

BODYE/SANDFORD  
 Carried  
P&S/22/27

*The Corporate Accountant and members of the media left the meeting at 3.45pm.*

15. Public Excluded Item

16. Public Excluded Item

**Recommendation**

THAT the open meeting resume.

SANDFORD/HARRIS  
Carried  
P&S/22/32

17. Closing Karakia

D21/40748

Page 204

The meeting was closed with a karakia.

*The meeting closed at 3.51pm*

A L Jamieson  
**Chairman**

Confirmed this 22<sup>nd</sup> day of March 2022.

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 10.3
Rates Remission Policy – rural non-contiguous properties (UAGC charge)	Policy & Services – 18 May 2021	Tiffany Radich	On-going	Report – Item 9 – Amendments to Rate Remission Policy
Parking from Brecon Road – King Edward Park (Stratford Primary School)	Policy & Services – 25 May 2021	Steve Bowden	On-going	Workshop held 8 March. Update in Monthly Report item 10.1
Clarification on ward boundaries – noted in Assets Monthly Report as there had been no changes to Stratford's boundaries	Policy & Services – 22 February 2022	Victoria Araba	Complete	Update in Monthly Report item 10.1

# DECISION REPORT



F19/13/04 – D22/8224

**To:** Policy and Services Committee  
**From:** Director – Environmental Services  
**Date:** 22 March 2022  
**Subject:** Delegation under Building Act 2004

## Recommendations

1. THAT the report be received.
2. THAT the authority to grant minor variations to building consents under Section 45A(3) of the Building Act 2004 be delegated to the Chief Executive.

## Recommended Reason

The delegation is necessary to satisfy a non-compliance identified through an IANZ audit of the Council's Building Consent Authority and to provide an efficient building control service to the community.

/  
Moved/Seconded

## 1. Purpose of Report

- 1.1 The purpose of this report is to add an additional delegation to the suite of delegations currently held by members of the Council's Building Consent Authority (BCA).

## 2. Executive Summary

- 2.1 This report recommends that the authority to grant minor variations to building consents be granted to BCA staff involved in the inspection of building work.
- 2.2 Delegations are an essential part of the operation of the Council's BCA. There are a wide range of existing delegations covering the full range of the BCA's responsibilities. This is consistent with other Councils and with best practice.
- 2.3 The additional delegation would ensure that BCA staff can undertake the functions they need to efficiently and legally. The absence of a delegation relating to approving minor variations to building consents was identified by IANZ during a recent audit of the Council's BCA.

## 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
	✓		

Holding appropriate delegations will help ensure the smooth operation of the Council's BCA which promotes the Economic wellbeing by supporting the construction industry.

#### **4. Background**

- 4.1 In December 2021 IANZ most recently audited the Council's BCA. Part of the audit involved checking that BCA staff hold the necessary delegations to efficiently and legally discharge the BCA's responsibilities. The check identified two delegations that are not held at appropriate levels. There are around 65 existing delegations under the Building Act 2004.
- 4.2 One of the two delegations identified relates to the form and content of Notices to Fix issued under the Building Act 2004. That delegation is currently held by the Chief Executive and will be sub delegated to appropriate staff independently from this report. That delegation is not the subject of this report.
- 4.3 The second delegation relates to the approval of minor variations to building consents under Section 45A(3) of the Building Act 2004. There is no existing delegation for this and so a new delegation is required. This delegation is the subject of this report.
- 4.4 A minor variation to a building consent is described as a minor modification, variation or addition to a building consent that does not deviate from the plans and specifications to which the building consent relates. Some changes that are appropriate for the minor variation process include substituting a material for a similar comparable product, minor wall bracing changes, a minor construction change like the framing around a window or a change to the layout of a room such as changing the position of fixtures within a bathroom.
- 4.5 Minor variations are made after a building consent is issued in response to some sort of change to the way the building work is planned to take place. Minor variations were introduced through an amendment to the Building Act 2004 as a way of streamlining regulatory processes. Prior to the introduction of the minor variation process a consent had to be amended. That is more expensive and takes longer than a minor variation because it is a more formal process. An amendment is appropriate where the consequences of the change might be more significant.
- 4.6 Because of the sorts of things that the minor variations process can be used for and the situations when they arise it is appropriate that the authority to grant a minor variation is held by officers who deal with building consent matters. While this report provides for a delegation to the Chief Executive it is likely that the Chief Executive would sub delegate this authority to all officers who also hold a delegation to grant building consent.

#### **5. Consultative Process**

##### **5.1 Public Consultation - Section 82**

The exercise of delegations is an operational matter which does not require public consultation.

##### **5.2 Māori Consultation - Section 81**

The exercise of delegations is an operational matter which does not require specific consultation with Māori.

## 6. Risk Analysis

<p>Refer to the Council Risk Register - available on the Council website.</p> <ul style="list-style-type: none"> <li>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?</li> <li>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.</li> <li>Is there a legal opinion needed?</li> </ul>
--

- 6.1 This matter relates to Risk 54 which relates to Building Consent Authority Accreditation. The need for the additional delegation has been identified through an IANZ audit, which is a requirement of the accreditation regulations. The absence of a delegation for approving minor variations has been included as a non-compliance with the Building (Accreditation of Building Consent Authorities) Regulations 2006 and so resolving that non-compliance is essential for retaining accreditation.

## 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 proposal is linked to the Council's statutory obligation to act as a BCA.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The operation of the BCA is a statutory requirement that supports the community's need for an efficient building control service.

### 7.2 Data

Data supporting the recommended option is supported by an audit requirement from IANZ. That requirement has been supported by legal advice provided to IANZ. It is considered that sufficient information exists to support the recommended option.

### 7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	The proposal involves a delegation for operational matters. It is not significant in terms of the Significance Policy.
Is it:		
• considered a strategic asset; or	No	The proposal does not involve any strategic assets.
• above the financial thresholds in the Significance Policy; or	No	The proposal does not have financial implications.
• impacting on a CCO stakeholding; or	No	The proposal does not affect a CCO or stakeholding.
• a change in level of service; or	No	The proposal would not change a level of service.
• creating a high level of controversy; or	No	The proposal is not expected to create a high level of controversy.
• possible that it could have a high impact on the community?	No	It is not likely that the proposal would have a high impact on the community.



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

**7.4 Options**

There are two options for addressing this matter. Option 1 is to delegate the authority to grant minor variations to the Chief Executive. Option 2 is to not delegate the authority to the Chief Executive.

**Option 1** would enable the Chief Executive to sub delegate the authority to grant minor variations to appropriate staff who are involved in the operation of the BCA and specifically in the grant of building consents and inspection of building work. This option would see decisions being made at an appropriate level and would assist with the clearance of the non-compliance relating to delegations.

This option also provides for an efficient building control service because decisions could be made quickly by staff with appropriate expertise, which would meet the needs of the district.

**Option 2** would not enable staff to grant minor variations to building consents. This would mean that any request for a minor variation would need to be made by the Council. This would take longer than the amendment process which is intended for more significant changes. It is likely that instead of using the minor variation process to make small changes, consent holders would opt for the amendment process, which is more expensive and less efficient. This would meet the needs of the district to a lesser degree than Option 1. Option 2 is also problematic in terms of the need to clear the non-compliance relating to delegations. This may place the Council's accreditation as a BCA at risk.

Option 2 is not supported for the reasons given and Option 1 is the recommended option.

**7.5 Financial**

This matter will not have financial implications for the Council. Option 1 would enable the Council to provide a more cost-effective building control service.

**7.6 Prioritisation & Trade-off**

The granting of the delegation sought will assist the Council's BCA with delivering its statutory functions efficiently and legally.

**7.7 Legal Issues**

The need for the delegation has been identified through an IANZ audit and has been informed by legal advice obtained by IANZ. The Council has accepted IANZ's position that the delegation is required and not sought separate legal advice.

**7.8 Policy Issues - Section 80**

The Council's delegations have historically been formalised through a Delegations Policy. The Council has recently obtained a specialised programme for managing delegations called loco delegations. The delegations from the Council's Delegations Policy are currently being transferred to loco delegations. Once this has been completed the Delegations Policy will no longer be required. For that reason this report proposes a separate delegation that can be added to loco delegations instead of a change to the Delegations Policy.

The additional delegation recommended would not give rise to any conflicts with other existing policies.

A handwritten signature in blue ink, appearing to read 'Blair Sutherland'.

Blair Sutherland  
**Director – Environmental Services**

A handwritten signature in blue ink, appearing to read 'Sven Hanne'.

[Approved by]  
Sven Hanne  
**Chief Executive**

**Date** 15 March 2022

# DECISION REPORT



F19/13/04 – D22/8685

**To:** Policy & Services Meeting  
**From:** Revenue Manager  
**Date:** 22 March 2022  
**Subject:** Amendments to Rates Remission Policy

## Recommendations

1. THAT the report be received.
2. THAT the Rates Remission Policy be amended to include the following:
  - A change to the Remission on Rates Penalties;
  - A new Rates Remission Policy for Uniform Annual Charges on non-contiguous rural properties owned by the same owner and used for a single purpose.
  - A new Rates Remission Policy for the 50% water or 50% wastewater charges where the service does not go past their property, but is within the distance requirements to be serviceable.
  - A new Remission Policy for Community, Sporting and other Organisations for the 50% water or 50% wastewater charge.
  - A new Remission Policy for the Rooding Targeted Rate.
3. THAT the changes to the rates Remission Policy be approved to be released for public consultation as required under Section 102 of the Local Government Act 2002, giving effect to Section 82 of the Local Government Act 2002.

## Recommended Reason

Staff have had feedback that could be addressed within this policy if desired by council. The Rates Remission Policy must go out for public consultation before any amendments can be adopted, as required by legislation.

/  
Moved/Seconded

## 1. Purpose of Report

- 1.1 The purpose of this report is for Council to review changes and to seek approval to go out for public consultation.

## 2. Executive Summary

- 2.1 The Rates Remission Policy has been externally reviewed and deemed fit for purpose however, staff have had feedback that could be addressed within this policy.
- 2.2 The changes made to the policy enable a fair approach and application of rates, and achieve consistency with other Council's Rates Remission Policies.

**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
	✓		

3.1 This item covers one of the financial polices identified by Section 102 of the Local Government Act. As identified below, Council is not required to have a Rates Remission Policy, but the act clearly permits its adoption.

3.2 The Rates Remission Policy is a mechanism the Council can use to make the application of rates fairer for the community.

**4. Background**

4.1 Local Government Act 2002 Section 102.

(1) *A local authority must, in order to provide predictability and certainty about sources and levels of funding, adopt the funding and financial policies listed in subsection (2).*

(2) *The policies are—*  
 (a) *a revenue and financing policy; and*  
 (b) *a liability management policy; and*  
 (c) *an investment policy; and*  
 (d) *a policy on development contributions or financial contributions; and*  
 (e) *a policy on the remission and postponement of rates on Māori freehold land;*  
 (f) *in the case of a unitary authority for a district that includes 1 or more local board areas, a local boards funding policy.*

(3) *A local authority may adopt either or both of the following policies:*  
 (a) *a rates remission policy;*  
 (b) *a rates postponement policy.*

The Act does not state that these policies need to be adopted on a cyclic basis, simply that they must be in existence. Council’s own processes call for a review of policies on a three (3) yearly basis. Not all of the policies which must be adopted need to be included in the Annual Plan.

The Rates Remission Policy does not need to be in the Annual Plan. However, if there is a change to the policy then the change must be consulted on.

**Proposed Changes:**

The current policy for Rates remissions is robust in its current form, however five matters have been raised for consideration for inclusion into the policy:

1. A change to the Remission on Rates Penalties.
2. A new Rates Remission Policy for Uniform Annual Charges on non-contiguous rural properties owned by the same owner and used for a single purpose.
3. A new Rate Remission Policy for the 50% water or 50% waste water charges where the service does not go past their property, but is within the distance requirements to be serviceable.
4. A new Remission Policy for Community, Sporting and other Organisations for the 50% water or 50% wastewater charge.
5. A new Remission Policy for the Rooding Targeted Rate, where they can demonstrate that the Council’s roading network is not used to access the property and that direct access for forestry vehicles can be obtained directly from the State Highway. The general Rooding rate would instead be applied.

- 4.2 The draft amendments outlined below provide for remission of rates for properties which meet the conditions and criteria specified.

**Remission on Rates Penalties**

Currently we have the following included in the remission on rates penalties.

- *On compassionate grounds, i.e. where a ratepayer has been ill or in hospital or suffered a family bereavement or tragedy of some type, and has been unable to attend to payment (elderly persons living on their own etc.*

We would like Council to consider adding the following wording:

- *Or if the ratepayer satisfies the Council that late payment was due to circumstances outside the ratepayers control e.g. Covid 19 Lockdown.*

**Objective**

*The objective of this part of the remission policy is to enable the Stratford District Council to act fairly and reasonably in its consideration of rates.*

**Conditions and Criteria**

*The objective of this part of the remission policy is to enable the Stratford District Council to act fairly and reasonably in its consideration of Rates which have not been received by Council by the penalty due date, due to circumstances outside the ratepayer's control.*

**Rates Remission Policy for Uniform Annual Charges on non-contiguous rural properties owned by the same owner and used for a single purpose**

*The Council will provide rates remissions of uniform annual general charges to all ratepayers who meet the objectives, conditions and criteria of this policy.*

**Objective**

*The remission of the uniform annual general charges is to provide relief for rural land, which is non-contiguous but farmed as a single entity and owned by the same ratepayer.*

**Conditions and Criteria**

- *ratepayers who occupy two or more separate rating units (and who do not qualify to be treated as one rating unit, pursuant to Section 20 of the Local Government (Rating) Act 2002, are entitled to have uniform annual general charges reduced for qualifying properties.*
- *the rating units on which remission is granted must be owned by the same ratepayer and must be classified as "rural" for differential purposes.*
- *only one of the units may have a residential dwelling situated on the rating unit.*
- *ratepayers wishing to claim a remission should make an application to Council.*

**Rate Remission Policy for 50% water or 50% waste water charges where the service does not go past their property, but is within the distance requirements to be serviceable**

*The Council will provide rates remissions of uniform annual general charges to all ratepayers who meet the objectives, conditions and criteria of this policy.*

**Objective**

*The remission for 50% water or 50% wastewater charges is to provide relief to those ratepayers who do not have the service run past their property, but are within the serviceable distance.*

**Conditions and Criteria**

- *The property must not have services running past its gates.*

- *The property already had provisions made for water and/or waste water.*

**Remission Policy for Community, Sporting and other Organisations for the 50% water or 50% wastewater charge**

*This remission provides relief to organisations that are not connected to these services.*

**Objective**

*The objective of this part of the remission policy is to enable the Stratford District Council to act fairly and reasonably in its consideration of rates.*

*The purpose of granting rates remission to an organisation is to:*

- *Assist the organisation's survival; and*
- *Make membership of the organisation more accessible to the general public, particularly disadvantaged groups. These included children, youth, young families, aged people, and economically disadvantaged people.*

**Conditions and Criteria**

*This part of the policy will apply to land:*

- *owned or occupied by a registered charitable organisation that is responsible for the rates; or*
- *owned or occupied by a registered non-profitable organisation that is responsible for the rates; and*
- *is used exclusively or principally for sporting, recreation, or community purposes by that organisation*

**Remission Policy for the Rooding Targeted Rate**

The Council will provide rates remissions of the rooding targeted rate charges to all ratepayers who are charged the forestry differential rate, and who meet the objectives, conditions and criteria of this policy.

**Objective**

The remission of the rooding targeted rate is to provide relief for the ratepayer where they can demonstrate that their property boundary has direct access to the State Highway, and that they will not use the Stratford District rooding network as part of their forestry operations. The general rooding rate would be applied.

**Conditions and Criteria**

- The ratepayer must be able to demonstrate that they have direct vehicle access to the State Highway from their property boundary.

**5. Consultative Process**

**5.1 Public Consultation - Section 82**

Legislation requires that any changes, minor or otherwise, to the Rates Remission Policy are publicly consulted on prior to adoption. The consultation plan is to put one public notice in the Stratford Press, one post on Facebook, and add a link on the Council's website homepage to the amended Rates Remission Policy and a link to provide a submission. The consultation period will run for one month.

A hearing will be held at 2.00pm on Tuesday 24 May 2022 if required.

**5.2 Māori Consultation - Section 81**

Iwi will be sent a copy of the amended Rates Remission Policy, asking for feedback directly.

**6. Risk Analysis**

<p>Refer to the Council Risk Register - available on the Council website.</p> <ul style="list-style-type: none"> <li>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?</li> <li>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.</li> <li>Is there a legal opinion needed?</li> </ul>
--

6.1 This report and the policy relate to risk 89 on Council's risk register which relates to Council rates being applied unfairly or inconsistently and the perception of the community and potential for legal scrutiny.

The Rates Remission Policy is used as a risk mitigation tool to counteract some of the negative impacts of rates. This policy is also subject to public consultation which provides the opportunity for the community to contribute towards the development of rates remissions in general.

**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, this policy directly impacts the financial implications of the Annual Plan.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Yes, this policy forms part of the financial basis of funding and cost recovery council applies to the creation, maintenance and operation of its assets.

**7.2 Data**

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

The Rates Remission Policy has been in place for a period of time. It has been reviewed internally and externally and is robust. Changes to the policy are based on feedback received by Council.

**7.3 Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	Financial impact even if all proposed changes are made is minimal.
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?		
<b>High</b>	<b>Medium</b>	<b>Low</b>
		✓

**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.

Council has the choice to:

- Option 1** Approve the Rates Remission Policy amendments and additions to go out for public consultation as required under Section 102 of the Local Government Act 2002, giving effect to Section 82 of the Local Government Act 2002.
- Option 2** Not approve the amendments and additions and instruct staff to make alterations to the policy.

**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 proposed changes do not create a material financial impact.

**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 are no trade-offs of this report

**7.7 Legal Issues**

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

There are not considered to be any legal issues with the content of this report.



7.8 **Policy Issues - Section 80**

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

There are not considered to be any policy issues with the content of this report.

**Attachments**

**Appendix 1** Statement of Proposal

**Appendix 2** Draft Rate Remission Policy



Julie Erwood  
**Revenue Manager**



[Endorsed by]  
Tiffany Radich  
**Director of Corporate Services**



[Approved by]  
Sven Hanne  
**Chief Executive**

**Date** 15 March 2022

## Appendix 1



TE KAUNIHERA Ā ROHE O  
**WHAKAAHURANGI**  
**STRATFORD**  
DISTRICT COUNCIL

F19/13/04-D22/9370

### **Statement of Proposal Draft Rates Remission Policy**

#### **Introduction**

This Statement of Proposal has been prepared as part of the Special Consultative Procedure (SCP) in accordance with Section 83 of the Local Government Act (LGA) 2002.

#### **Why does the Council have a Rates Remission Policy?**

The Rates Remission Policy is prepared under Sections 102 and 109 of the Local Government Act 2002, and is a mechanism the Council uses to make the application of rates fairer for the community. It is a form of financial assistance and support for particular ratepayers, as well as addressing anomalies within Council's current rating system.

#### **Why is the Council reviewing the Rates Remission Policy?**

The Council is proposing to add new remissions. These are mainly being proposed as a result of changes, or proposed changes, to the rating system.

#### **What is the Council proposing in the Rates Remission Policy?**

The current policy for Rates remissions is robust in its current form, however five matters have been raised for consideration for inclusion into the policy:

6. A change to the Remission on Rates Penalties.
7. A new Rates Remission Policy for Uniform Annual Charges on non-contiguous rural properties owned by the same owner and used for a single purpose.
8. A new Rate Remission Policy for the 50% water or 50% waste water charges where the service does not go past their property, but is within the distance requirements to be serviceable.
9. A new Remission Policy for Community, Sporting and other Organisations for the 50% water or 50% wastewater charge.
10. A new Remission Policy for the Rooding Targeted Rate, where they can demonstrate that the Council's rooding network is not used to access the property and that direct access for forestry

#### **What must the Council consider when making this policy?**

Section 102 of the Local Government Act 2002 provides that a local authority may adopt a Rates Remission Policy. Council's own processes call for a review of policies on a three (3) yearly basis. However, Section 109 of the Act requires that the Policy must be reviewed at least once every 6 years. This Policy was last reviewed by Council in May 2020.

#### **How will the Council implement and fund the policy?**

The final amended Policy, once adopted, will be implemented and applied from the rating year commencing 1 July 2022.

A potential increase to the Rates Remissions figures has not been taken into account in the draft Annual Plan 2022/23. However, it is not expected to have a significant impact on Council's net surplus or deficit.

### **Where do I get copies of the Draft Rates Remission Policy?**

This Draft Rates Remission Policy and Statement of Proposal are available upon request at the following locations:

- The Council Offices 63 Miranda Street, P O Box 320, Stratford;
- The Stratford Library Prospero Place, Stratford; and
- The Council's website @ [stratford.govt.nz](http://stratford.govt.nz).

### **Right to make submissions and be heard**

Any person or organisation has a right to be heard in regard to this proposal and the Council would encourage everyone with an interest to do so.

Submissions can be completed by:

- Via the Council's website @ [stratford.govt.nz](http://stratford.govt.nz).
- By mail to the Stratford District Council, P O Box 320, Stratford 4352;
- Or by email to [submissions@stratford.govt.nz](mailto:submissions@stratford.govt.nz)

Submissions should be addressed to:

Director - Corporate Services  
Stratford District Council  
P O Box 320  
STRATFORD 4352

Submissions should be received by Council no later than **Friday 13 May 2022** at 4.30pm. The Council will then convene a hearing, which it intends to hold on **24 May 2022**, at which time any party who wishes to do so can present their submission in person. Equal weight will be given to written and oral submissions.

The Council will permit parties to make oral submissions (without prior written material) or to make a late submission, only where it considers that special circumstances apply.

Every submission made to the Council will be acknowledged, copied and made available to the public, in accordance with the Local Government Act. Every submission will be heard in a meeting which is open to the public.

Section 82 of the Local Government Act sets out the obligations of the Council in regard to consultation and the Council will take all steps necessary to meet the spirit and intent of the law.

# POLICY



## Appendix 2

<b>Policy:</b>	<b>Rate Remission</b>
<b>Department:</b>	Corporate Services
<b>Approved by:</b>	Council
<b>Effective date:</b>	1 July 2022
<b>Next review date:</b>	2025
<b>Document Number:</b>	D22/8652

### 1. Rate Remission Policy

The Stratford District Council has decided to postpone all or part of the rates owed by the ratepayer in respect of rating units covered by this Rates Remission Policy provided that the conditions within this policy have been met. Rates remissions will be provided for the following:

- Stratford District Council owned and occupied properties.
- Māori freehold land.
- Community, Sporting and other organisations.
- Land with Biodiversity Vegetation (indigenous vegetation, significant habitats or indigenous fauna and wetlands)
- Promoting Business Development.
- Properties made uninhabitable due to Fire
- UAGC on Low Value Properties.
- Excess Water Consumption due to a Leak.
- Water Targeted Rate as compensation for water main easement.
- Rates on Abandoned Land
- Penalties on Rates.
- Uniform Annual Charges on non-contiguous rural properties.
- 50% Water or 50% Wastewater where the Council service does not go past property.
- Community, Sporting and other Organisations for the 50% water or 50% wastewater charge.
- Roading Targeted Rate

Where a rating unit for which the Stratford District Council has granted a rate remission is sold, leased, or otherwise disposed of, the rates remission shall be terminated at the time of disposal. If the new ratepayer qualifies for a rates remission under this policy, it will be up to that ratepayer to apply for a rates remission.

The application for rates remission must be made to the Stratford District Council prior to the commencement of the rating year. Applications approved during a rating year will be applicable from the commencement of the following rating year. Applications will not be backdated.

Where a rates remission percentage applies, it is calculated on the rates that would be assessed before any application of non-rateable adjustments. (For example, if a property is 50% non-rateable, and receives a 50% remission, then no rates are due).

### 2. Remission on Stratford District Council Owned and Occupied Properties

Council will provide rates remission of 100% on rating units owned and occupied by the Stratford District Council which meet the objectives, conditions and criteria of this policy.

#### Objective

The objective of this part of the remission policy is to enable Council to be cost-neutral in regard to other ratepayers whilst being administratively efficient.

### **Conditions and Criteria**

This part of the policy applies to rating units owned and occupied by the Stratford District Council.

This part of the policy does not apply to rating units that are owned by Council but are leased to a third party and the terms of the lease provide for rates to be paid by the lessee.

## **3. Rate Remission and Postponement of Māori Freehold Land**

### **Legislative Summary**

Section 91 of the Local Government (Rating) Act 2002 establishes the principle that Māori freehold land is liable for rates in the same manner as if it were general land.

Section 102(2)(e) of the Local Government Act 2002 states that Council must adopt a rates remission and postponement policy on Māori freehold land.

## **4. Remission of Rates on Māori Freehold Land**

Māori freehold land is defined in the Local Government (Rating) Act 2002 as land whose beneficial ownership has been determined by a freehold order issued by the Māori Land Court. Only land that is subject to such an order may qualify for remission under this policy.

This policy aims to ensure the fair and equitable collection of rates from all sectors of the community recognising that certain Māori owned lands have particular conditions, features, ownership structures, or other circumstances which make it appropriate to provide relief from rates.

The Stratford District Council will provide rates remission of 100% to all ratepayers who meet the objectives, conditions and criteria of this policy.

Where a rating unit for which Council has granted a rates remission is sold, leased, or otherwise disposed of, the rates remission shall be terminated at the time of disposal. If the new ratepayer qualifies for a rates remission under this policy, it should be up to that ratepayer to apply for a rates remission.

The application for rates remission must be made to Council prior to the commencement of the rating year. Applications received during a rating year will be applicable from the commencement of the following rating year. Applications will not be backdated.

No remission will be granted on targeted rates for water supply, wastewater system or waste management.

### **Objectives**

The objectives of this policy are:

- To recognise situations where there is no owner, occupier or person gaining an economic or financial benefit from the land.
- To set aside land that is better set aside for non-use because of its natural features (whenua rahui).
- To recognise matters related to the physical accessibility of the land.
- To recognise and take account of the presence of waahi tapu that may affect the use of the land for other purposes.
- Where part only of a block is occupied, to grant remission for the portion of land not occupied.
- To facilitate development or use of the land where Council considers rates based on rateable value make the actual use of the land uneconomic.
- To recognise and take account of the importance of land in providing economic and infrastructure support for Marae and associated papakainga housing.
- To recognise use of the land by the owners for traditional purposes.
- To recognise occasions where granting remission will avoid further alienation of Māori freehold land.

- To recognise occasions where the Stratford District Council and the community benefit through the efficient collection of rates that are properly payable and the removal of rating debt that is considered non collectible.

#### **Conditions and Criteria**

Council will maintain a register titled the 'Māori Lands Rates Relief Register' ('the Register') for the purpose of recording properties on which it has agreed to remit rates pursuant to this policy. The Register will record the property details and the appropriate objectives (1-10) above.

Applications for rates remission under this policy should include the following information:

- Details of the property.
- The objectives (1-10 above) that will be achieved by providing a remission.
- Documentation that proves the land which is the subject of the application is Māori freehold land.

Council may at its own discretion add properties to the Register.

Council will review the Register annually and may:

- Add properties that comply.
- Remove properties where the circumstances have changed and they no longer comply.

### **5. Remission for Community, Sporting and Other Organisations**

The Stratford District Council will provide rates remission of 100% to all ratepayers who meet the objectives, conditions and criteria of this policy, excluding land in respect of which a club licence under the Sale of Liquor Act 1989 is for the time being in force, which shall receive a 50% remission if the objectives, conditions and criteria are met.

#### **Objective**

To facilitate the ongoing provision of non-commercial community services, and non-commercial recreational opportunities for the residents of Stratford District.

The purpose of granting rates remission to an organisation is to:

- Recognise the public good contribution made by such an organisation;
- Assist the organisation's survival; and
- Make membership of the organisation more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, aged people, and economically disadvantaged people.

#### **Conditions and Criteria**

This part of the policy will apply to land:

- owned by the Stratford District Council; or
- owned or occupied by a registered charitable organisation that is responsible for the rates; or
- owned or occupied by a registered non-profit organisation that is responsible for the rates; and
- is used exclusively or principally for sporting, recreation, or community purposes by that organisation; and
- the land is not used for galloping races, harness races or greyhound races.

Note that Council requires documentary evidence of charitable or non-profit organisational status. This policy does not apply to organisations operated for private pecuniary profit.

This policy does not apply to groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.

Organisations making application should include the following documents in support of their application:

- statement of objectives; and
- evidence of charitable/non-profit status; and
- financial accounts; and
- information on activities and programmes; and
- details on membership or clients.

## **6. Remissions for Biodiversity (Indigenous Vegetation, Significant Habitats of Indigenous Fauna and Wetlands)**

The Stratford District Council will provide rates remission of up to 100% of the rates on land with biodiversity vegetation (indigenous vegetation, significant habitats of indigenous fauna and wetlands) on it to all ratepayers who meet the objectives, conditions and criteria of this policy.

### **Objectives**

To preserve and promote the protection of an area of indigenous vegetation or a significant habitat of indigenous fauna. This policy will support the provisions of the Stratford District Council District Plan.

### **Conditions and Criteria**

This part of the policy will apply to ratepayers who:

- own rating units that have a site listed in Appendix 9: Wetlands, Areas of Significant Indigenous Vegetation and Significant Habitats of Indigenous Fauna in the Stratford District Plan; and
- voluntarily protect and maintain these areas that are within the boundary of the wetlands identified in Appendix 9.

The remission will apply to the area of land included in the protected area.

The application for rates remission must be made to Council prior to the commencement of the rating year. Applications approved during a rating year will be applicable from the commencement of the following rating year.

In granting remissions under this policy, Council may specify certain conditions before remission will be granted. Applicants will be required to agree in writing to these conditions and to pay any remitted rates if the conditions are violated.

In considering any application for remission of rates under this part of the policy Council will consider the following criteria:

- the extent to which the preservation of biodiversity vegetation will be promoted by granting remission of rates on the rating unit.
- the degree to which features of biodiversity vegetation are present on the land; and
- the degree to which features of biodiversity vegetation inhibit the economic utilisation of the land.

## **7. Remission for Promoting Business Development**

This provides for rates relief for new development or redevelopment of land by way of constructing, erecting or altering buildings, fixed plant and machinery or other works intended to be used solely or principally for industrial, commercial or administrative purposes where the cost of such development is more than \$500,000 (excluding GST) as assessed under the Building Act.

Council will be prepared to consider any application for building development which can demonstrate that it will be to the economic advantage of the Stratford District. Economic advantage will be deemed to occur if the development will result in:

- Significant employment growth or employment retention in Stratford District; and/or
- Significant downstream new business for other Stratford District manufacturers or suppliers of goods and services.

Developments for industrial, commercial or administrative purposes which the Council wishes to foster are in the following sectors:

- Primary production and processing.
- Tourism, including recreational, cultural and conference facilities.
- Manufacturing, especially those which have high potential for employment related to the total cost factor.
- Health services.
- Retailing.
- Hotels, motels and other transient accommodation.
- Administrative services, including those provided by Government and private sector agencies.

In the event of any developer, to whom rates relief has been granted, selling the property within which the eligible investment was made, rates relief ceases from the date of the sale.

#### **Forms of Rates Relief**

Council may remit or postpone (or a combination of these) part or all of the general rates otherwise payable on the subject property for the period of the development and up to three rating years thereafter.

Council may impose conditions on the remission or postponement of rates and may cancel any remission or postponement in the event of non-compliance by the applicant with those conditions. In those circumstances, Council may require payment of full rates in respect of any year in which rates have been remitted.

#### **Factors to be considered**

Council will have regard to the following matters when considering applications for rates relief:

- Whether and to what extent, the development will, when completed, be to the economic advantage of the Stratford District including the creation of significant employment opportunities. The creation of jobs will be a strong factor in favour of granting rates relief, but the retention of existing jobs and the potential for job creation will also be positive factors.
- Whether and to what extent the granting of relief will be of material benefit to the development.
- Whether the investment limit and economic benefits criteria are met jointly in the case of a Lessor/Lessee arrangement.
- Whether and to what extent the development can be served by the existing basic Council services infrastructure.
- The level of financial contributions and development levies collected under provisions of the District Plan.
- Such other matters as Council may, from time to time, consider relevant.

### **8. Remission for Property Made Uninhabitable due to Fire**

#### **Objective**

This remission provides relief to the ratepayer where significant property loss has occurred due to fire (not deliberately lit by the owner, occupier or related party) causing the dwelling to be uninhabitable, or the commercial property to cease operations, temporarily or otherwise.

#### **Conditions and Criteria**

Upon notification, and in agreement with the ratepayer, the Council will remit the targeted Rates for Solid Waste, Waste Water and Water Supply for properties, where it determines it is reasonable in the circumstances to do so.

The remission applies from the date of the fire until the services are reinstated.



**9. Remission of Uniform Annual General Charge (UAGC) on Low Value Residential Properties**

This remission provides for low value residential properties to not be penalised by the UAGC being in excess of 5% annually of the capital value of the property.

**Objective**

The objective of this remission policy is to assist residential ratepayers whereby the UAGC being imposed on properties with a Capital Value of \$10,000 or less represents an excessive burden in any one financial year.

**Conditions and Criteria**

Council will remit the UAGC on any rating unit used solely for residential purposes as defined by Council where the capital value of that rating unit does not exceed \$10,000.

**10. Remissions for Excess Water Consumption Due to A Leak**

Council may provide relief to a ratepayer that has incurred an excessive water invoice as a result of a leak where that leak has been remedied in a timely manner once the leak was detected.

**Objective**

The objective of this part of the remission policy is to enable Council to not penalise a water consumer for a leak that resulted in excess water consumption that was out of their control.

**Conditions and Criteria**

In order to provide relief to people in situations where water usage is high due to a water leak, Council may remit water consumption rates where all of the following apply:

- A remission application has been received; and
- Council is satisfied a leak on the property has caused excessive consumption and is recorded on the water meter; and
- The leak has been repaired within one calendar month of being identified (unless evidence is provided that the services of an appropriate repairer could not be obtained within this period); and
- Proof of the leak being repaired has been provided to Council promptly after repair of the leak.

The amount of the remission will be the difference between the average consumption of the property and the consumption over and above that average.

Remission for any particular property will generally be granted only once every year. However, where a remission for a water leak has been granted to a property under this policy within the last year, the remission decision is to be made by the Director – Assets.

Any remission over 2,000 cubic meters is to be referred to the Policy and Services Committee for approval.

**11. Remission of Water Targeted Rate as Compensation for Water Easement**

Council has water mains installed on private properties with, in some cases, an associated easement for access and maintenance.

**Objective**

The objective of this part of the remission policy is to provide compensation for the ratepayers that have a water main across their property and associated easement agreement that provides for such remissions. This remission may be granted in future easement agreements as part of a compensation agreement if appropriate.

The remission is for the Targeted Water Rate only. The water-by-meter charges remain, subject to the Revenue and Financing Policy.

### **Conditions and Criteria**

In order to provide a Water Targeted Rate remission the following must apply:

- Compensation agreements must be in writing and formal easements recording them registered against the relevant land title.

## **12. Policy on Remission of Rates on Abandoned Land**

### **Objectives:**

To minimise administration costs where it is unlikely that rates assessed on an abandoned rating unit will ever be collected.

### **Conditions and criteria:**

The policy will apply to Rating units that meet the definition of abandoned land as prescribed in Section 77(1) of the Local Government (Rating) Act 2002.

Land has either failed to be sold using the authority provided in sections 77-83 or is unlikely to sell.

### **Procedure:**

Rates will be remitted in full annually. Any rates arrears owing on qualifying properties at the adoption of the policy, or in the first year a rating unit qualifies under the policy, will also be remitted.

## **13. Remission On Rates Penalties**

The Stratford District Council will provide rates remission on penalties to all ratepayers who meet the objectives, conditions and criteria of this policy.

### **Objective**

The objective of this part of the remission policy is to enable the Stratford District Council to act fairly and reasonably in its consideration of rates which have not been received by Council by the penalty due date, due to circumstances outside the ratepayer's control. This section applies to all rates penalties imposed under the Council's Funding Impact Statement and Rates Resolution.

### **Conditions and Criteria**

On application by the ratepayer, a remission of an instalment penalty imposed under Section 58(1)(a) of the Local Government (Rating) Act 2002 shall be granted if this is the first instance of late payment by the ratepayer within the previous three rating years and the following criteria are met:

- Where a property changes hands (sale or lease) and the new owner/lessee is responsible for an instalment when the original account was issued in the name of the previous owner/lessee.
- On compassionate grounds, i.e., where a ratepayer has been ill or in hospital or suffered a family bereavement or tragedy of some type, and has been unable to attend to payment (elderly persons living on their own etc.).
- Or if the ratepayer satisfies the Council that late payment was due to circumstances outside the ratepayer's control e.g., Covid 19 Lockdown.
- The rate invoice was not received, where it can be proved that it was not due to negligence by the ratepayer.
- Where an error has been made by Council staff which has subsequently resulted in a penalty charge being imposed.
- In the case of a deceased estate, upon receipt of a letter from a Solicitor who has been granted probate, that while the winding up of the affairs of the estate are in progress and that Council may expect full payment of rates, Council may remit penalties from the time of death.

Where a ratepayer enters into a direct debit arrangement for the payment of the current year rates and any rate arrears, further penalties will be granted a remission. However, any default

in the arrangement will cause the remission to be cancelled from the date of the default. Any penalties applied up to the date of commencement of the arrangement will remain.

The Council, and officers with the appropriate delegated authority, may remit up to 100% (or other figure) of the penalties charged to a property, where the ratepayer can demonstrate that there are circumstances outside of their control which have caused the rates to incur a penalty, and where the rates are paid in full on an agreed date.

**14. Rate Remission Policy for 50% Water or 50% Waste Water Charges Where the Service Does Not Go Past Their Property, But Is Within the Distance Requirements to Be Serviceable**

The Council will provide rates remissions of uniform annual general charges to all ratepayers who meet the objectives, conditions and criteria of this policy.

**Objective:**

The remission for 50% water or 50% wastewater charges is to provide relief to those ratepayers who do not have the service run past their property, but are within the serviceable distance.

**Conditions and Criteria**

- The property must not have services running past its gates.
- The property already has provisions made for water and/or waste water and these are acceptable to Council.

**15. Remission For Community, Sporting and Other Organisations For the 50% Water or 50% Wastewater Charge**

This remission provides relief to organisations that are not connected to these services.

**Objective**

The objective of this part of the remission policy is to enable the Stratford District Council to act fairly and reasonably in its consideration of rates.

The purpose of granting rates remission to an organisation is to:

- Assist the organisation's survival; and
- Make membership of the organisation more accessible to the general public, particularly disadvantaged groups. These included children, youth, young families, aged people, and economically disadvantaged people.

**Conditions and Criteria**

This part of the policy will apply to land:

- owned or occupied by a registered charitable organisation that is responsible for the rates; or
- owned or occupied by a registered non-profitable organisation that is responsible for the rates; and
- is used exclusively or principally for sporting, recreation, or community purposes by that organisation

**16. Remission Policy for the Rooding Targeted Rate**

The Council will provide rates remissions of the rooding targeted rate charges to all ratepayers who are charged the forestry differential rate, and who meet the objectives, conditions and criteria of this policy.

**Objective**

The remission of the rooding targeted rate is to provide relief for the ratepayer where they can demonstrate that their property boundary has direct access to the State Highway, and that they will not use the Stratford District rooding network as part of their forestry operations. The general rooding rate would be applied instead.

**Conditions and Criteria**

- The ratepayer must be able to demonstrate that they have direct vehicle access to the State Highway from their property boundary.

**17. Rates Remission Policy for Uniform Annual Charges on Non-Contiguous Rural Properties Owned by The Same Owner and Used for a Single Purpose**

The Council will provide rates remissions of uniform annual general charges to all ratepayers who meet the objectives, conditions and criteria of this policy. Ratepayers who occupy two or more separate rating units (and who do not qualify to be treated as one rating unit, pursuant to Section 20 of the Local Government (Rating) Act 2002, are entitled to have uniform annual general charges reduced for qualifying properties.

**Objective**

The remission of the uniform annual general charges is to provide relief for bare rural land, which is non-contiguous but farmed as a single entity and owned by the same ratepayer.

**Conditions and Criteria**

- The rating units on which remission is granted must be owned by the same ratepayer and must be classified as "rural" for valuation purposes.
- Only one of the units may have a residential dwelling situated on the rating unit.
- The rating units must be used as one economic unit.

Ratepayers wishing to claim a remission should make an application to Council.

# MONTHLY REPORT

## Assets Department



F19/13/04 – D22/7007

**To:** Policy and Services Committee  
**From:** Director – Assets  
**Date:** 22 March 2022  
**Subject:** Assets Monthly Report for February 2022

### Recommendation

THAT the report be received.

/  
Moved/Seconded

## 1. Highlights

### Roading

- Work continues on the replacement of the large steel culvert under Monmouth Road. Monmouth Road is closed to through traffic until the 14 April. There have been delays with the notification period for a power shutdown, two consecutive weekends of bad weather and Taranaki Regional Council's requirements for a Fish Recovery Plan.
- The 2021/22 reseal programme continue, as shown under the Capital Works section of this report. We sealed almost 13.4km of road during February.
- Two weekends of wet weather over Waitangi Day weekend and the following weekend with Cyclone Dovi. Both events caused localised flooding and trees being blown over taking out powerlines on several back-country roads. See later in the report the roads affected.

### Water Supply

- Second Trunk Main Project: Stage 1 - Construction underway and programmed for completion by the end of March 2022. Stage 2 and Stage 3 – Procurement is underway.
- Maintenance activities ongoing at the 3 Water Treatment Plants,
- PRV stations have been commissioned. Commissioning has been completed; Awaiting completion of component tags from consultant. SCADA data incorporation also to occur.

### Wastewater

- Covid-19 24-hour composite sampling is ongoing
- Wastewater oxidation pond monitoring and sampling are ongoing. Influent and effluent sampling are ongoing and remains compliant with resource consent conditions.
- Dissolved oxygen probes have been maintained and have shown compliance is being maintained.
- Diatomix programme sampling regime has begun.

### Trade Waste

- Trade Waste Consents – Nil new consents to report.
- Trade Waste Consent holders – Septage truck operators have been contacted again regarding annual inspection and sampling required.
- Permitted Activities – Fat, Oil and Grease inspections of registered food businesses completed – see D22/39579 for details.
- Diatomix project update – Another round of wastewater pond sampling occurred during February and results were received which give an indication of current algae content and distribution, as well as nutrient levels, at three sampling sites. An extra sampling site to be added next sampling round due mid-March.
- Policy – The Trade Waste Policy is due for review this year. Review was completed with only minor amendments made. This is with the Director for final approval.

### Stormwater

- There were no stormwater reticulation issues during this reporting period.
- There were no health and safety incidents during this reporting period.

#### **GIS**

- Water Meter – The software for this project has been supplied and will be installed by the IT department.
- Aerial Photography – Urban imagery is still being captured for Stratford; Rural imagery and 3199 frames captured from a total of 3117 frames;
- Address Numbers – 14 new addresses have been assigned new numbers.

#### **Solid Waste**

- Recycling Bin Audit results for the end of February shows 92% green tags, 7% amber and 1% red tags.
- Auditing of contamination levels at the Materials Resources Facility (MRF) is ongoing. The current level is 23.4%; the acceptable level is 8%.

#### **Parks and Property**

- There have been numerous incidents of vandalism on council property over the last few months – with the Centennial Rest Rooms and Bike Park being the main targeted areas.

#### **Special Projects**

- Aquatic Centre – work onsite is progressing well with the lane pool panels almost ready for back-filling and the installation of the panels for the other pools underway. Internal timber framing is also well underway with over 50% of the ceiling framing complete. Contractors remain confident of meeting the scheduled completion date notwithstanding some material supply issues being encountered particularly in regard to internal plasterboard cladding.
- Bike Park – the opening of the pump track recently seen the physical completion of this project with just the iwi design work to be applied to the concrete paving around the cycle education track.

#### **Resource Consents**

- There are several resource consent applications currently under preparation for submission, or being processed by the TRC.
- 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 February.

### **2.3 Routine Maintenance**

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

- Grading of several roads in Areas 1B and 4 which covers Toko, Huinga, Tututawa and Puniwhakau parts of the district;
- CBD cleaning;
- Bridge cleaning;
- Painting site rails;
- Re-marking of white and yellow lines;
- Pothole filling and fixing edge breaks;
- Rural berm mowing;
- Pavement repairs on Waihapa Road, Akama Road, and Makuri Road;
- Repairs to Junction Rd following a logging contractor's excavator tracking over the soft roadside shoulder, see below.

**Roading Level of Service (LoS) and Performance Measures**

Level of Service	Performance Measure	Target	2021/2022 YTD
<b>Safe Rooding Network</b>	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 February.
<b>Road Condition</b>	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved (as at November 2021) - 64%. <sup>1</sup>
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved (as at November 2021) - 91%. Another condition survey will be undertaken in March 2022.
<b>Road Maintenance</b>	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not yet achieved <sup>2</sup>
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Not yet achieved <sup>3</sup>
<b>Footpaths</b>	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 Rooding Logistics, see note below <sup>4</sup> .
<b>Customer Request Management Response</b>	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%.
<b>Customer Satisfaction</b>	• Rooding Network	>80%	Not yet measured <sup>5</sup>
	• Footpaths	>80%	Not yet measured <sup>6</sup>

<sup>1</sup> The NZTA reporting tool in RAMM has indicated the urban network has worsened due to the traffic estimates generated within RAMM. Actual traffic counts will be undertaken where the estimated traffic counts appear to be high. Another condition survey has been programmed for March 2022.

<sup>2</sup> A further 15 sites sealed this month totalling 13.4Km. This brings the overall total length of reseals to date to 21.8km. 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

<sup>3</sup> Our target is to use 10,000m<sup>3</sup> of metal or the equivalent of 25km (12%) of unsealed roads, assuming a 100mm overlay on a 4m wide road. To date we have re-metalled 6.50km of unsealed roads. No metalling was undertaken in February due to the weather condition's being either too dry or too wet.

<sup>4</sup> 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.

<sup>5</sup> The 2021 customer satisfaction survey, with a total of 125 responses, showed 65.3% of responses rated at Good, Very Good and Excellent, 24.4% rated at Fair, and 10.3% rated Poor.

<sup>6</sup> The 2021 customer satisfaction survey, with a total of 132 responses, showed 70.1% of responses rated at Good, Very Good and Excellent, 21.8% rated at Fair and 8.1% rated at Poor.



Figure 1: Damage to the roadside shoulder on Junction Rd. This has been repaired, with the costs being recovered from the forestry company.

#### 2.4 Ready Response Works

There were several call outs to flooding and fallen trees over two consecutive weekends, these being Waitangi Day and 12/13 February. **Appendix 1** shows the locations of the roads affected by the weather events.

#### 2.5 Capital Works

The replacement of the steel culvert on Monmouth Road commenced on 10<sup>th</sup> January and it is expected to continue until the 14<sup>th</sup> April. There have been delays associated with pre-booking a power shut down. PowerCo did require a two week notice period, which has been changed to five weeks. Also, Council is required to have a Fish Recovery Plan before relocating the stream into the new culvert (Figure 2).

A summary of Roading Capital and Improvement Projects is provided in Table below. Figure 3 shows a list of the roads resealed during the month of February.



Figure 2: Monmouth Road Steel Culvert - Concrete box units being lifted into place.



<b>Summary of Roading Capital and Improvement Projects – February 2022</b>				
	<b>Project Description</b>	<b>Commencement Date</b>	<b>Status</b>	<b>Expected Completion Date</b>
1	Monmouth Road Culvert Replacement	10-Jan-22	Works in Progress. New concrete units in place.	14/04/2022
2	Mangaotuku Road Realignment - <i>Baldocks Corner</i>	Mid-March	Final design completed. Land compensation and entry to be approved.	Mid-May
3	Swansea Road School Safety Project	19-Apr-22	Contract documents are in preparation. Expect to go to tender early March.	Jun-22
4	Stratford Primary School Safety Improvements	TBC subject to funds available	Design in progress. A further workshop with councillors on 8 March.	TBC
5	Avon School Safety Project	2023	Design in progress	TBC
6	Mangaehu Rd Bridge Replacement	2023	Design from July 2022	TBC
7	Kirai Rd and Mangaoapa Rd Emergency Works	After 1 November 2022	Design in progress. Contract documents by the end of April	January 2023
8	Junction Rd and Douglas North Rd Emergency Works	2022	Design in progress. Funding is an issue.	End of March 2023
9	Essex St Footpath Replacement	Feb-22	Waiting on Fulton Hogan to commence work late March.	30-Jun-22
10	Surrey St Footpath Replacement	Apr-22	To follow on from watermain replacement	30-Jun-22
11	Palmer Rd/Opunake Rd Intersection Upgrade	TBC	Tenders closed on 23 February.	30-Jun-22
12	Opunake Rd - Armco Barrier Installation	TBC	Being designed. Tender documents being prepared.	30-Jun-22

Road	Side	Start	End	Length	Width	Depth	Quantity
FABIAN STREET	Full Width	0	209	209	8.3		1,734.7
GORDON ROAD	Full Width	3225	4325	1,100	3.8		4,180
WAIHAPA ROAD	Full Width	2780	4151	1,371	4.4		6,032.4
CORDELIA STREET (1 NORTH)	Full Width	984	1140	156	8		1,248
AKAMA ROAD	Full Width	0	335	335	4.3		1,441
BIRD ROAD	Full Width	3500	4390	890	6.8		6,052
CHEAL ROAD	Full Width	5790	6800	1,010	6.4		6,464
FINNERTY ROAD	Full Width	1592	2676	1,084	6.5		7,046
FINNERTY ROAD	Full Width	6670	7550	880	6		5,280
MAKURI ROAD	Full Width	13280	15...	2,050	6.4		13,120
MANGAOTUKU ROAD	Full Width	0	480	480	6		2,880
PALMER ROAD (SOUTH OF OPUNAKE ROAD)	Full Width	622	2574	1,952	6.6		12,883
TUTUTAWA ROAD	Full Width	0	200	200	4.8		960
MONMOUTH ROAD (WEST OF SH3)	Full Width	1750	2960	1,210	8.6		10,406
OPUNAKE ROAD	Full Width	9732	10...	458	8		3,664

Figure 3: The list of roads resealed during February

## 2.6 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- 13 building consent applications;
- 4 resource consent applications; and
- 3 LIM reports.

## 2.7 Matters Outstanding

### Stratford Primary School Safety Project

A workshop was held with Councillors on the 8 March updating them on the changes made to the first set of draft drawings. The revised drawings take note of comments raised by Councillors, the school Principal and Board of Trustees. The purpose of the workshop is to agree the scope of the project in principle, as there is no specific funding for this project in the current LTP period.

## 2.8 Strategies, Policies, Plans and Bylaws under review or development

Council officers are currently reviewing and developing several strategies, policies, plans and bylaws.

## 2.9 Roading Activities

A snapshot of the programmed and reactive works completed in February, see Figure 4.

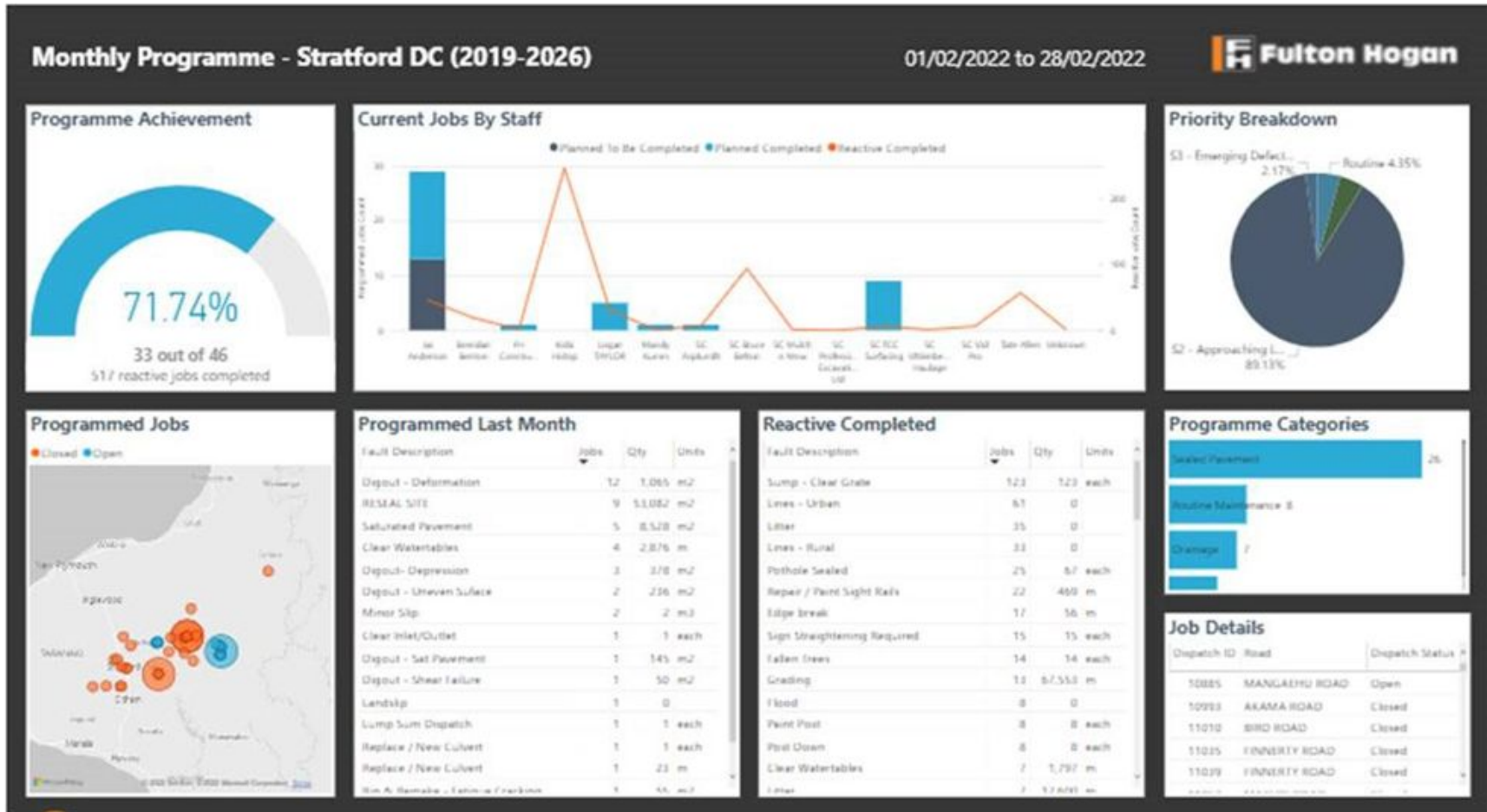


Figure 4: Monthly Programme Achievement Chart – February 2022

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
<b>Safe Drinking Water:</b> <ul style="list-style-type: none"> <li>• Drinking Water Standards;</li> <li>• Maintenance of Reticulation</li> </ul>	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
<b>A Reliable Water Supply:</b> <ul style="list-style-type: none"> <li>• Response Time;</li> <li>• Unplanned Disruptions</li> </ul>	<b>Urgent Response Times</b> – The performance measure targets for the median response time for urgent attendance and resolution <ul style="list-style-type: none"> <li>• Attendance for urgent call-out</li> </ul>	1 hr	Not Achieved 1 hr 11 mins
	<ul style="list-style-type: none"> <li>• Resolution for urgent call-out</li> </ul>	8 hrs	Achieved 3 hr 37 mins
	<b>Non-urgent Response Times</b> – The performance measure targets for the median response time for non-urgent attendance and resolution <ul style="list-style-type: none"> <li>• Attendance non urgent call-out</li> </ul>	2 working days	Achieved 22 hrs 12 mins
	<ul style="list-style-type: none"> <li>• Resolution non urgent call-out</li> </ul>	5 working days	Achieved 40 hrs 58 mins
	<b>Unplanned Disruptions</b> - The performance measure target for disruptions. <ul style="list-style-type: none"> <li>• Minor disruptions (between 5 and 50 connections affected)</li> </ul>	< 5	Achieved 1
	<ul style="list-style-type: none"> <li>• Major disruptions (more than 50 connections affected)</li> </ul>	<2	Achieved 0
	<b>Water Consumption</b> – The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured.
	<b>Customer Satisfaction</b> <b>Number of complaints</b> – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for: <ul style="list-style-type: none"> <li>• Drinking Water Clarity;</li> <li>• Drinking Water Taste;</li> <li>• Drinking Water Odour;</li> <li>• Drinking Water Pressure or Flow;</li> <li>• Continuity of Supply</li> </ul>	<32	Achieved to Date
		0.67	
		0	
		0	
		5.3	
		0	

Level of Service	Performance Measure	Target	2021/2022 YTD
<b>Water Pressure</b>	<b>Water Pressure</b> – 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%	Achieved to Date
<b>NZFS Conditions</b>	<b>Fire Hydrants</b> – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

### 3.1.1 Operations

#### **Water Treatment**

Power outage at Midhirst water treatment plant occurred on 16 February, water treatment plant operator attended with Contractors. No other water treatment plant issues occurred during this reporting period at Council operated water treatment facilities. Only one complaint was received, which cannot be classified as a minor disruption.

#### **Water Reticulation**

Minor leaks were experienced around Toby's in the Stratford reticulation network. No major issues were experienced with the reticulation network during this reporting period.

### 3.1.2 Capital Works

Planning, programming, and commissioning of capital projects for the 2021/22 financial year is proceeding. Capital projects include:

#### **PRV Stations**

Awaiting completion of component tags from consultant. SCADA data incorporation also to occur.

#### **New Water Trunk Main**

- Stage 1 – installation has commenced.
- Stage 2 – final design is nearly complete. Investigations have revealed that the existing bridge over the Patea River is fit for purpose so will not be replaced.
- Stage 3 – Procurement almost finalised. Compensation for affected landowners have been agreed in principle.

#### **Water Treatment Plant Upgrade**

Final design for the replacement of the Patea raw water delivery line and the associated grit removal tank are to be independently reviewed before proceeding any further.

### 3.1.3 Building Consents, Resource Consents and LIMs

Assessments were made for a total of:

- 16 building consent applications;
- 6 resource consent applications; and
- 2 LIM reports.

### 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
<b>System Adequacy</b>	<b>Dry weather sewerage overflows</b> - 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
<b>Discharge Compliance</b>	<b>Resource Consent Compliance</b> – 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		0
	• Convictions.		0
<b>Response and Resolution Times</b>	<b>Sewerage overflows</b> - 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 hour	Not Achieved to date 3 hrs 10 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 hour	Achieved 7 hrs 38 mins**
<b>Customer satisfaction</b>	<b>Complaints</b> - 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	Not Achieved to date
	• Sewage odour		1*
	• Sewerage system faults		1.4**
	• Sewerage system blockages		5.5**
<b>Trade Waste Complaints Response times</b>	• 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
<b>Trade Waste Consent Processing</b>	• Percentage of trade waste consent applications processed within 15 working days.	50%	Not Achieved

*\* One complaint received regarding sewerage odour due to ragging left on a Brecon Road berm after a manhole popped during DOVI – the area had been previously limed and no odour was noted upon the subsequent response/cleaning.*

*\*\* Due to the responses by Contractors to DOVI, these figures cannot be accurately reported during this reporting period. Contractors are working to address the data deficiencies and subsequent reports will be true and accurate.*

### 3.2.1 Operations

#### **Wastewater Treatment**

There were no major issues relating to wastewater treatment operations during this reporting period.

Compliance assessment undertaken by Taranaki Regional Council on 19 January 2022 found non-compliance with regard to discolouration of the receiving waters downstream of the discharge point, correspondence was received on 24 February 2022. Meeting held, low flow and algal bloom explanation accepted; monitoring at the downstream location found O<sub>2</sub> super saturation at the time of inspection. DOVI related inflows exceeded the recording capacity of the inflow monitoring equipment (>1,000 m<sup>3</sup>/hr). Parts have been ordered for the electronic components of the mag-flow meter on the pond outflow which had suffered water ingress.

Bird culling operations were conducted in conjunction with Fish and Game during the last weekend of February. Bird scaring operations continue. Fish and Game have confirmed the health and safety hazard that are *the* Black Swans can be culled during May, prior to nesting season.

Covid-19 24-hour composite sampling is ongoing.

#### **Wastewater Reticulation**

There were no major issues relating to wastewater reticulation during this reporting period. Another sewer line was discovered to have been drilled through during fibre installation (although it appears they had drilled through, realised, pulled out, and then redrilled over/under after).

#### **Health and Safety**

There were no health and safety incidents during this reporting 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 this reporting period. The February wastewater inflow results returned high phosphate results which were found to be due to an Esk Road livestock sale occurring. Taranaki Regional Council were informed of the results and have accepted the explanation; compliance was not affected due to the previous low average.

#### **Oxidation Pond Oxygen Probes**

Dissolved oxygen probes have been maintained during this reporting period and have shown compliance is being maintained; in response to algal build up the frequency of manual cleaning has been increased.

### 3.2.2 Capital Works

#### **Wastewater Treatment Upgrade**

Algal sampling of the wastewater is ongoing for the Diatomix project. Results are being forwarded to consultants as required, seeding infrastructure due to be finalised, Taranaki Regional Council are aware of the current status; compliance is being maintained.

### 3.2.3 Matters Outstanding

There are no matters outstanding for this reporting period.

### 3.3 Trade Waste

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

**Trade Waste Consents** - No new consents were received or issued.

#### Trade Waste Consent Holders

- Septage truck operators have been contacted again regarding annual inspection and sampling required. Ongoing arrangements in progress.
- Septage truck operators in arrears with payment of disposal charges. Contact made with all operators with outstanding payments.

#### Permitted Activities

- Fat, Oil and Grease inspections of registered food businesses completed. All operators have been dealt with based on risk and inspection notices issued where relevant. In general, compliance is good. Some higher risk premises will be revisited to ensure ongoing compliance.

#### General

- Diatomix project update – Another round of wastewater pond sampling occurred during February and results were received which give an indication of current algae content and distribution, as well as nutrient levels, at three sampling sites. This background level sampling will occur again during March, but will include one further sampling site on recommendation from Council staff, in agreeance with the representing consultant.
- Policy – The Trade Waste Policy was due for review this year. This review has been completed and the Policy transferred onto the correct template. Policy is with the Director for final approval.
- Regular monthly sampling for monitoring of the Councils consent to discharge treated waste completed.
- Other work – Excessive water use investigations for last quarters reading completed and remissions requests completed where deemed in alignment with the Rate Remissions Policy.

### 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
<b>Stormwater system protects property from impacts of flooding.</b>	<b>System adequacy</b>		
	<ul style="list-style-type: none"> <li>• The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>• For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.)</li> </ul>	0	0
<b>Discharge Compliance</b>	<ul style="list-style-type: none"> <li>• For each flooding event, the number of buildings in the central business zone affected by flooding.</li> </ul>	0	0
	<b>Resource Consent Compliance</b> – 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"> <li>• Abatement notices;</li> </ul>		
	<ul style="list-style-type: none"> <li>• Infringement notices;</li> </ul>		
	<ul style="list-style-type: none"> <li>• Enforcement orders; and</li> </ul>		
	<ul style="list-style-type: none"> <li>• Convictions.</li> </ul>		



Level of Service	Performance Measure	Target	2021/2022 YTD
<b>Response and Resolution Times</b>	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.	1hr	0hrs
<b>Customer satisfaction</b>	<b>Complaints</b> - 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**

- Stormwater reticulation infrastructure was inundated in some areas of Stratford during DOVI, no habitable properties were affected by Council infrastructure. The gardens of Mercade Close bordering the golf course and the western side of Hamlet Street were affected to some degree by the effects of subdivision related storm waters. Council is aware of the issues and are seeking resolution.
- There were no health and safety incidents during this reporting period.

3.4.2 **Matters Outstanding**

There are no matters outstanding for this reporting period.

<b>Summary of some key 3-Waters Capital and Improvement Projects – February 2022</b>				
	Project Description	Commencement Date	Status	Expected Completion Date
1	Automated Meter Project	20/01/2022	Stage one Supply of Goods contract agreed with Deeco which includes software and hardware purchase and training. Software has been provided and with IT to install. Hardware to arrive soon. 200 meters to be installed to replace existing meters.	TBA
2	Diatomix - WWTP	25/11/2021	Monthly algal and chemical sampling has commenced, Diatomix dosing equipment to be installed by 1 June 2022.	Ongoing
3	Surrey Street and Broadway drinking water pipe renewals	1/02/2022	Contract has gone out for tender	1/06/2022
4	Stratford Trunk Main	10/01/2022	Stage 1 has commenced. Stages 2 and 3 contracts are being written and are expected to be appointed directly to the contractor undertaking stage 1	1/08/2022
5	Patea delivery line/grit tanks	TBC	Final design to be independently reviewed prior to proceeding with procurement strategy	TBC

6	Water supply Zoning	1/06/2022	PRV stations commissioned - Tags to be created	1/06/2022
7	Reticulation Capacity Increase	1/12/2022	Achilles and Miranda Street stormwater upgrades in design stage, flow modelling of the runoff from the Brecon Road subdivision is being undertaken by an independent consultant prior to completing final design and procurement.	1/08/2022

3.5 **Geographical Information System (GIS)**

**Automated water meter reading project**

- The software for this project has been supplied and will be installed by the IT department.
- Given the approved budget in the Long-Term Plan, the universal water metering rollout will be implemented over a number of years. Our focus now is on upgrading the current water meters to digital before upgrading gate valves to manifolds.

**IntraMaps** - Technology One has announced that they will be mandating a cloud-based platform from mid next year. There is need to be prudent to undertake a review of the product and other products for Stratford's GIS solution.

**AssetFinda** - The previous upgrade created an error in the defect inspections preventing data from being recorded back to the system, after months of work between the GIS Officer, IT and AssetFinda, their programmers have resolved this.

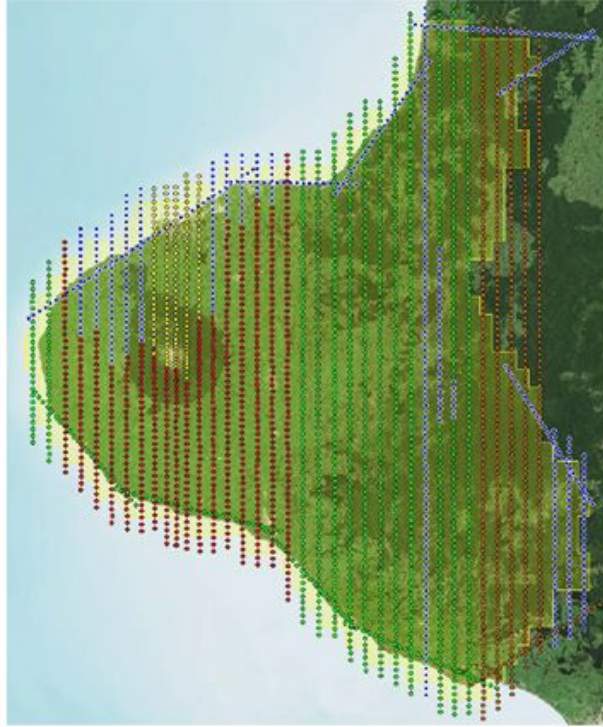
**Address Numbers** – 14 new addresses have been assigned new numbers.

**Roads affected by forestry** - Data was extracted from Authority with the assistance of the Revenue Manager.

**Aerial photography (TRAPP)**

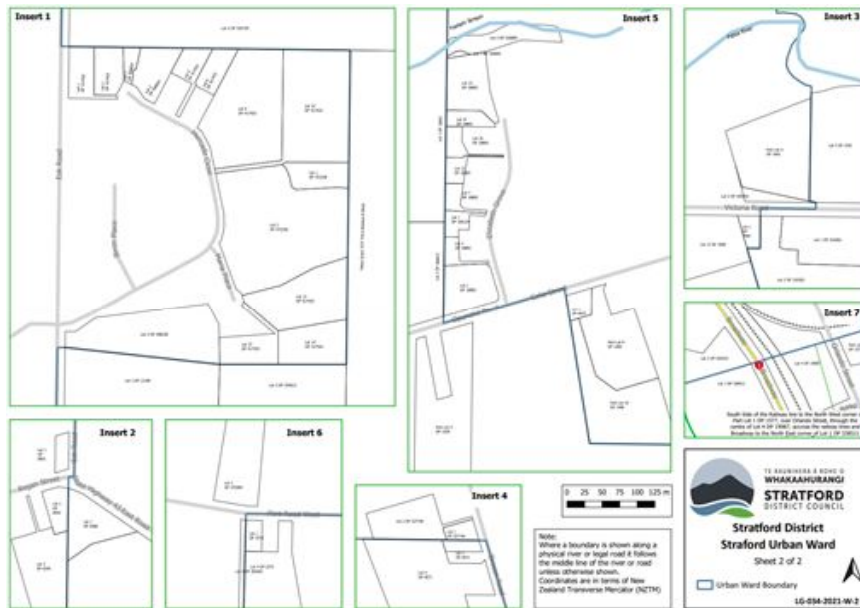
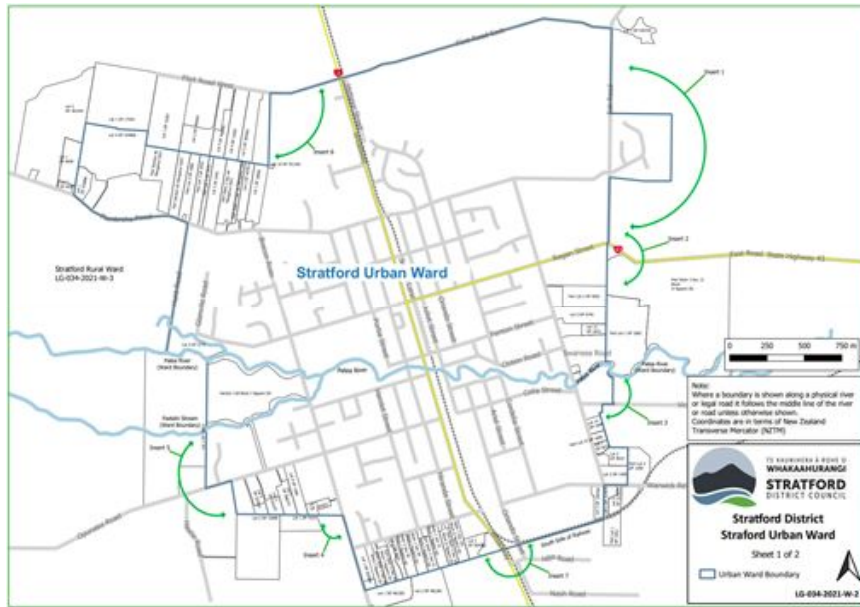
- Urban imagery is still being captured for Stratford.
- Rural imagery: 3199 frames captured from a total of 3117 frames. This covers a total area of 8251 km<sup>2</sup> being 100% of the region captured subject to final image QA checks.

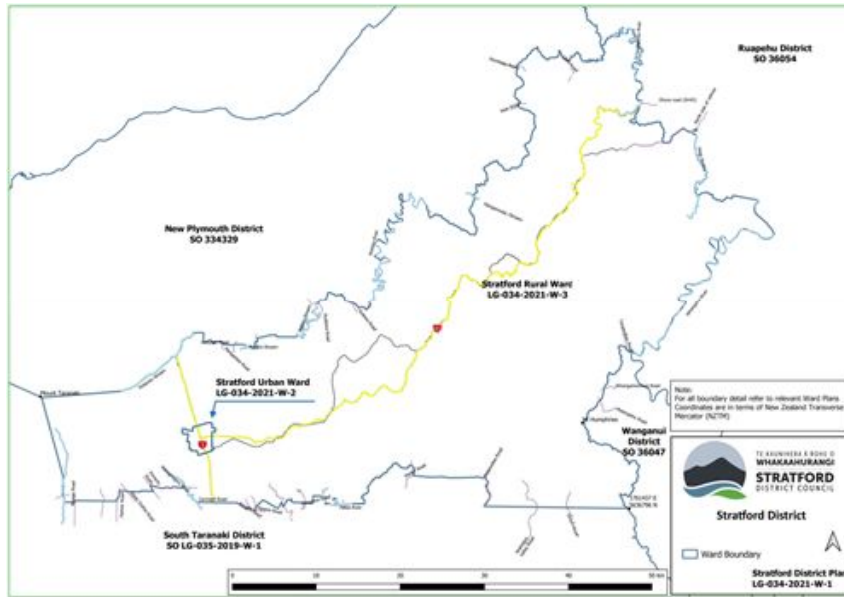
**Rural Capture (100% complete) - Key:**  
Red dots Captured 24/11/2021  
Orange dots Captured 04/01/2022  
Green dots Captured 07+08/01/2022  
Blue dots Captured 14/01/2022  
Yellow dots Captured 17/01/2022



#### **Matters Outstanding - Ward Boundaries**

At the end of last year, a new mesh block pattern was released, which was recommended to be a part of the finalisation process, as council undertook its ward review. This pattern could potentially affect the ward boundaries that Council had already decided on. Officers have compared the new and old dataset and found no instances where the new mesh blocks would affect the boundary that is currently being presented to the representation review. Therefore, no further changes would need to be brought to Council. At this time, officers were still waiting for feedback on the new boundary maps submitted.





**Summary of key GIS Projects - February 2022**

	<b>Project Description</b>	<b>Commencement Date</b>	<b>Status</b>	<b>Expected Completion Date</b>
1	Automated Meter Project - also in 3 Waters Trade Waste Tab	20-Jan-22	Deeco (automated meter reading project) – they have supplied us with all the software and set us up on their end. The hardware should be arriving soon, so I am hoping to get this up and running before leaving.	TBA
2	Address's		Finalised letter to send out informing people of their new address number.	TBA
3	AssetFinda	30-Nov-21	Some work request emails are not reaching their destination. IT is looking to help fix this.	TBA
4	Representation Review	24/05/2021	The representation review has been used as an opportunity to fix inconsistencies in their dataset, and they are being incredibly thorough in their scrutiny on the data. Ongoing	TBA
5	GPS		GPS points of new assets and uploading the data.	ongoing
6	Property Match		Every Wednesday - uploads are done Tuesday night.	ongoing
7	TRAPP	8/12/2022	Rural: To date 3199 frames captured from a total of 3117 frames. This covers a total area of 8251 km2 being 100% captured, subject to final image QA checks. Stratford urban areas are yet to be captured.	TBA

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
<b>The levels of waste generated are reducing</b>	<b>Quantity of Waste</b> to landfill per household (phh) (municipal kerbside collection only) (kgs per annum)	<600kg	Achieved to date – 519kgs (February - 440kgs phh)
	<b>Percentage</b> (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved to date - 21% (February - 21%)
<b>Customer Satisfaction</b>	<b>Percentage of customers</b> satisfied with the service provided.	>80%	Achieved as per the 2020/21 Survey 86.4%

3.6.1 **Planning – Strategies, Policies, Plans and Bylaws**

- A review of the Kerbside Collection Policy is underway.
- The regional waste services contract (15/SW01), which includes the kerbside collection service and transfer station operations, expires on 30 September 2024. Given the complexity and large scope of the contract, the three Councils are seeking a consultant with waste services experience to assist the process. The project will be led by New Plymouth District Council (NPDC) in conjunction with Stratford District Council (SDC) and South Taranaki District Council (STDC) in a regional approach for shared practices across the region and each individual Council will be responsible for the technical specifications relating to their service. A project team has been created to manage this project and SDC’s Asset Management Coordinator is part of this team.

3.6.2 **Contamination Levels at the MRF**

Figure 4 provides the contamination levels at the MRF for the previous 12 months, which is reported at 23.4% for January 2022. There is no update yet for February 2022.

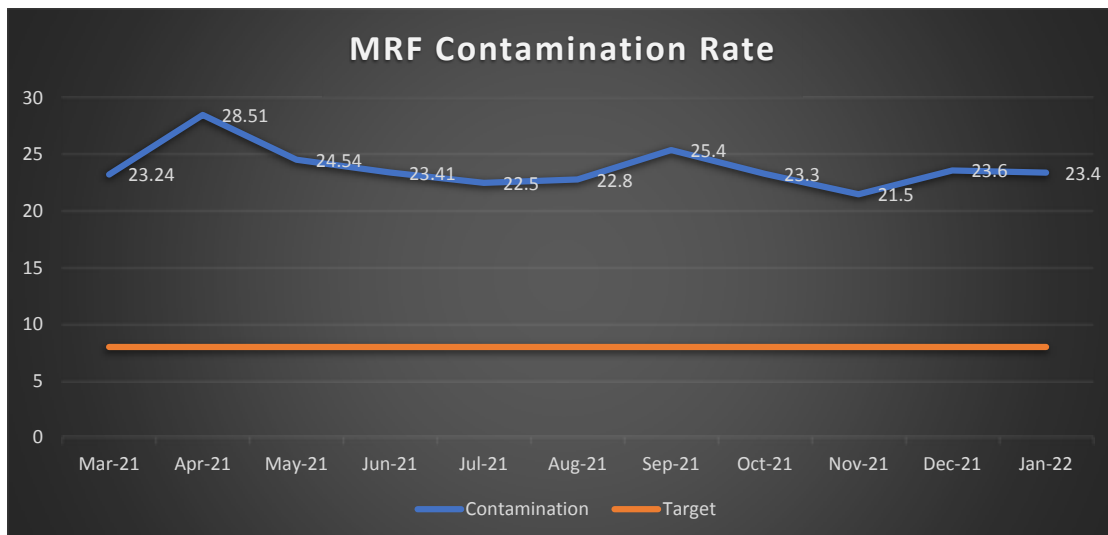


Figure 4: Regional Contamination at the MRF



3.6.3 **Waste Minimisation Initiatives completed in February**

- The new Education Officer – Waste and Water started with council and is already making an impact with education through Facebook and CentralLink. A new section has been added to Centrallink and Facebook called *Did You Know* (Figure 5). These are fun facts to initiate thoughts and start behaviour changes without being directive.
- Also, promotion of the Zero Waste Taranaki website has started in earnest. This website provides great resources and information on how to live more sustainably.



Figure 5: A 'Did You Know' poster



Zero Waste Taranaki is an initiative brought to you by Taranaki's three District Councils. It's your guide on how to reduce, reuse and recycle across Taranaki.

Find information and resources on how you can play your part in reducing waste at home, in your business, at work, school or if you are organising a public event.

Visit [zerowastetaranaki.org.nz](http://zerowastetaranaki.org.nz)

Figure 6: Zero Waste Poster

#### 3.6.4 Upcoming Waste Minimisation Initiatives

- **Waste and Water Educator**

The Education Officer – Water and Waste commenced work in January 2022. This role is new to the Council and was approved by Council in the Long-Term Plan to assist with community education around waste minimisation and reducing contamination at the MRF. These initiatives will enable council to further meet the Waste Management and Minimisation Plan targets over the next financial year.

- **Future Residential Education Initiatives**

- Developing some competition ideas for inclusion in the Zero waste Taranaki website to encourage more hits both on the site and the blogs
- Developing material for inclusion in CentralLink including a “**did you know**” section which are little fun facts to encourage readers adopt waste minimisation practices which should lead to some behavioral change.
- Developing a targeted strategy called “**Plus 1**” to include in the regional promotions. This is to encourage ratepayers to add 1kg more to their recycling bin each fortnight and reduce recyclable waste to landfill.
- Developing links with outside agencies to look at future options for education activities such as Sustainable Taranaki;
- Creating a semi-permanent stall at Prospero Place (Covid-19 settings permitted);
- Working with the Waste Minimisation Officer on the upcoming swap analysis to develop targeted education plans based on the results of the different waste streams for SDC district.
- Working with the other two district councils on the regional education plan 2021/2022.
- Contact with Pare Kore to deepen the relationship with the Marae community in Stratford.
- A new network going national is “*My Walk In Wardrobe*” and final details are being arranged to hold an event in Stratford. This organisation buys and sells good quality second hand clothing and shoes. Local businesses and residents can be a part of this network and have a stall in this event.

- **Future Commercial Education Initiatives**

- The Education Officer has been contacting local businesses to assist in a waste minimisation audits. A number of businesses have shown in interest in this initiative. A waste audit toolkit has been created and is to be approved by our Communications Manager.

#### 3.6.5 Organic Waste Facility Feasibility Study

- The *Organics Recovery Facility* Iwi and Hapū engagement meeting was held on 16 February 2022. The purpose of this first engagement with Iwi and Hapū regarding Taranaki organic waste feasibility study were twofold:
  - 1) For Iwi and Hapū to be briefed by Councils and Tonkin + Taylor about the intentions for the project, the project stages and the current state of waste management practice in Taranaki; and
  - 2) For Councils to hear Iwi and Hapū perspective about the project and waste management practice generally and to gauge what some visions of excellence and bottom lines might be for Iwi and Hapū.

The draft report from this meeting will be provided by AATEA by 11 March 2022.

#### 3.6.6 Weekly Recycling Bin Audits

The weekly recycling audit summary from 1 June 2021 to 24 January 2022 is provided in *Figure 7*. At the end of February, the amber and red tags were at 7% and 1% respectively and Green was at 92%. The Education Officer and Waste Minimisation Officer are working on local campaigns to educate the community more regularly on correct recycling.

#### 3.6.7 Recycling Bin Service Suspensions

Currently one property has 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.



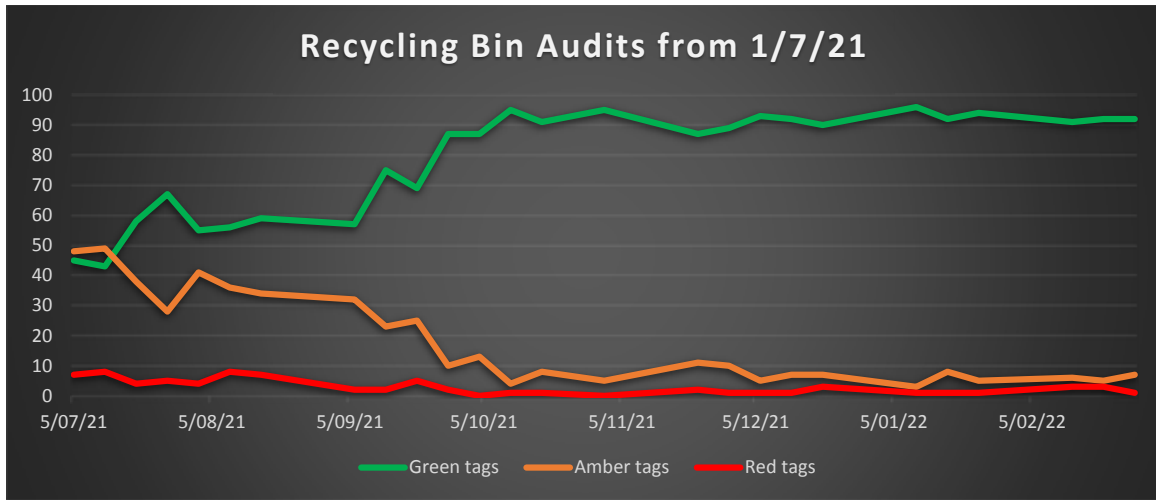


Figure 7: Recycle Bin Audits from 1 July 2021 to date

**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.

Table 1 - Waste Minimisation Activities for 2021/2022

Waste Minimisation Activities Completed, Underway or Planned				
Month 2021	Activity	Description	WMMP Reference	Status
DEC	Sustainable Christmas gift wrapping	Promotion through Facebook, EnviroSchools is running a workshop on 11/11/2021 on eco-gift wrapping.	BC4	Completed
	Glass campaign - "Keep it Level"	Regional education campaign on keeping glass crates level to assist our glass collectors and minimise broken glass.	BC4	Completed
FEB	Iwi hui for the proposed Organics Facility	Hui for exploring how Taranaki can manage it's organic waste	AS9	Completed
	SWAP Survey	Survey started 28 February and to run until the end of May 2022 to collect data on the different types of waste being disposed of to landfill	L15	Underway
	"Did you know" tips in CentralLink	The Waste Educator has begun placing tips on waste minimisation in the CentralLink and Facebook page	BC5 & 6	Ongoing
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 (online) <b>CANCELLED at the request of the school</b>	CP3, L3	Cancelled due to Covid Restrictions
	AgRecovery Research	Scan for demand for another AgRecovery event	BC4	Planned
	Waste Levy Contestable Fund	Waste Levy Contestable Fund Policy presented to Elected Members for consideration.	CP1	Underway
MAY	Walk in Wardrobe	Event to be held in Stratford to support buying pre-loved clothing and reducing waste	CP3	Planned

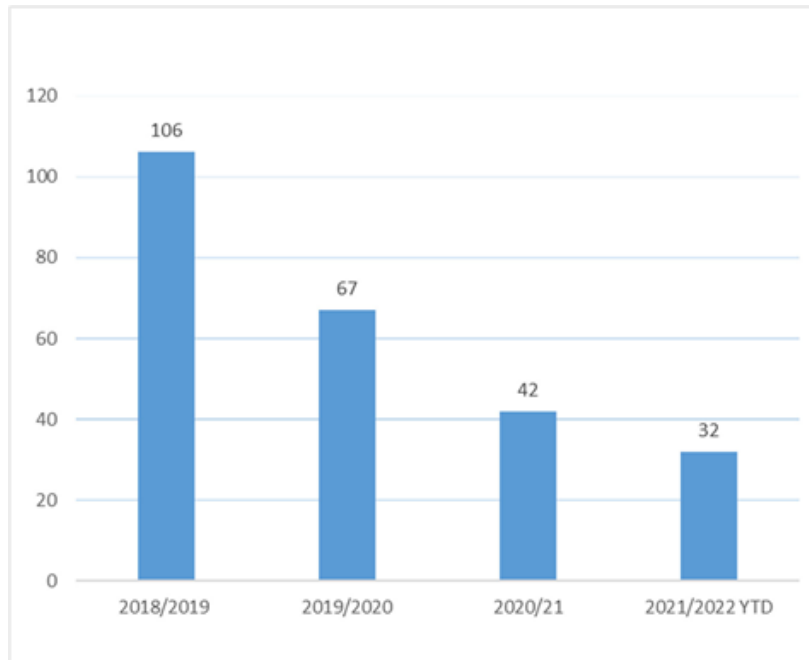
#### 4. Property

##### 4.1 Capital Works Programme

Current Capital Projects include:

- The safe conversion to an office is now completed
- the demolition of the Bell Tower contract, which will commence in March; currently looking at alternative location the CCTV camera and wifi bridge
- Replacement of septic tank at the Whangamomona Camping Ground – investigating the need for a resource consent
- the new council storage shed. Building Consent is in progress, the existing shed is programmed to be demolished in early March to make way for the new build.

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



##### 4.2 Aerodrome

In mid-February strong winds ripped the aerial off the roof of the AeroClub House. Repairs are underway. With this being down there are no records of movements to report for this month.

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.

##### 4.3 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 is annually measured and are reported on at the end of the financial year.

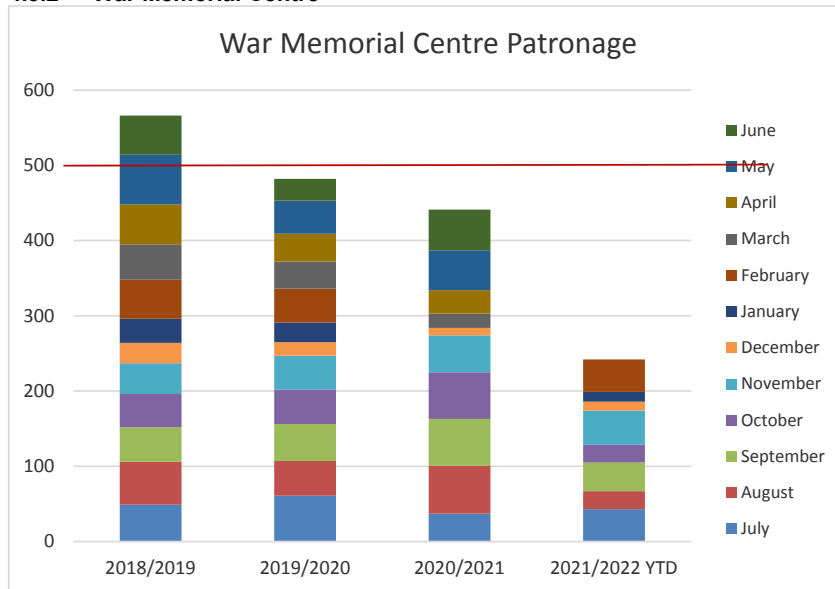
Level of Service	Performance Measure	Target	2021/2022 YTD
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	100%
	Annual booking of War Memorial Centre.	>500	242 YTD
	Annual booking of Centennial Restrooms.	>200	141 YTD
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	93%
	Annual Occupancy rate.	>95%	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.

#### 4.3.1 Housing for the Elderly

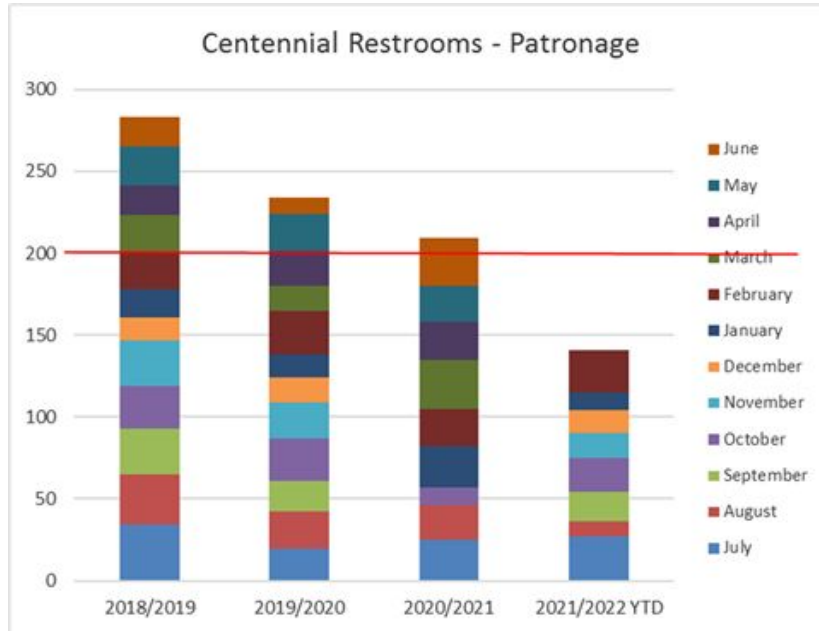
The current occupancy rate for the month January is 100% and therefore achieves the performance measure of >95 %.

#### 4.3.2 War Memorial Centre



Due to Covid-19 lockdown, 8 bookings were cancelled during February and no additional bookings were taken.

**4.3.3 Centennial Restrooms**



Due to Covid-19 lockdown, 1 booking was cancelled during February and no additional bookings were taken.

**4.4 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).

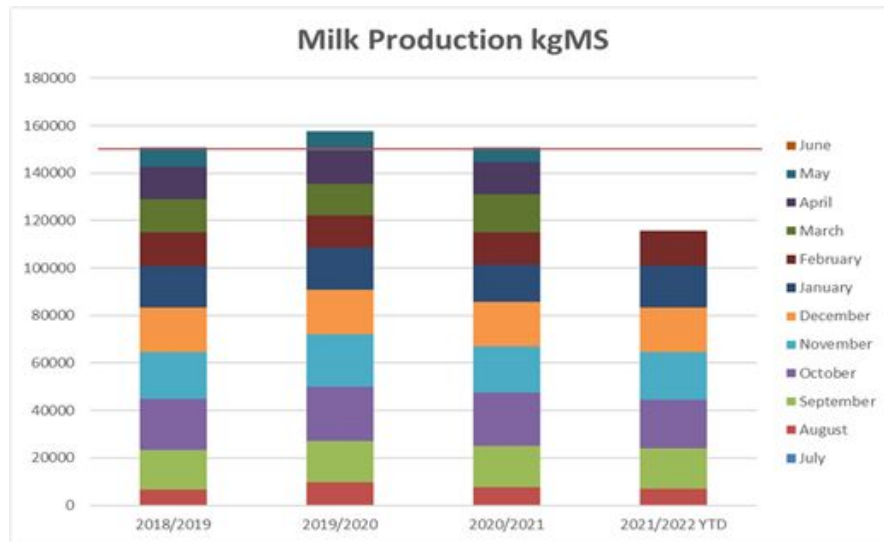
The Levels of Service are measured using the performance indicators shown in the table below. These are measured and reported at the end of the financial year - in the July 2022 report.

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	115,657.80kg
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 is shown in the two charts below.

**4.4.1 The Farm**

The sharemilkers contract is due to expire at the end of this season (June 2022). Council is currently holding renewal discussions with the sharemilkers.



Milk productions as at 28 February is up 15.6% on last season.

A summary of capital projects and expected completion dates is provided in the Table below.

Summary of Property Capital and Improvement Projects – February 2022				
	Project Description	Commencement Date	Status	Expected Completion Date
1	Storage Shed	December	Building consent had been lodged and currently being processed. Existing shed will be demolished in March. New shed to be erected in March/April	30/06/2022
2	Demolition of the Bell Tower	December	Stage 1 - Commencing 18-19 March, installation of brackets at bottom of tower. Stage 2 commencing 25-26 March, Tower will be brought down in two pieces Currently investigation alternative location for the Camera and wifi bridge which are installed on the tower.	30/03/2022
3	Safe conversion to Office	August	Works are completed	29/02/2022
4	Stratford South Digital Sign	Not yet determined	NZTA have declined proposed location, further investigation on other locations underway.	30/06/2022
5	Library Staff room kitchen	January	Contract will be commencing early March.	30/03/2022
6	WMC - kitchen and cabinetry upgrade	January	Contract awarded, contract programmed to commence in June, due to delay in materials	30/06/2022
7	Whangamomona Motor Camp - Septic Tank Replacement		Currently Investigating if resource consent is required	30/06/2022

**Matters Outstanding – Vandalism of Council properties**

**1. Centennial Rest Rooms**

There have now been 3 recorded incidents since January of vandalism at the Centennial Rest Rooms.

Incident One: 5<sup>th</sup> January 2022 - Hole kicked in the wall



Incident Two: 11<sup>th</sup> January 2022 - Two holes kicked in the wall



Incident Three: 8<sup>th</sup> February 2022 - Two holes kicked in the repaired wall



Incident Four: 6<sup>th</sup> March 2022 - Walls kicked in; Toilet paper dispensers broken and ripped off walls, Toilet paper thrown everywhere



## 2. Broadway Toilets

Incident One: 6<sup>th</sup> March 2022 - Toilet seat covered in a glue substance, Toilet paper dispenser damaged (tried to be ripped off wall), Scratches on walls and door



## 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	89
	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

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





This month there has once again been severe weather, which has contributed to street trees and walkways needing more maintenance than usual.

	2018/2019	2019/2020	2020/2021	2021/2022 YTD
Parks	7	3	10	13
Structures	8	9	2	21
Sports grounds	0	3	5	4
Playgrounds	4	1	1	10
Cemeteries	5	5	5	7
Street Trees	41	11	15	15
Walkways	15	11	13	19
<b>Total</b>	<b>80</b>	<b>43</b>	<b>51</b>	<b>89</b>

### Matters Outstanding

#### The Victoria Park Drainage

Council officers have had further discussions with a sports turf specialist regarding a new scope of works to fix the drainage issues identified. This report will be sent to Assets, Director within the next few weeks.

A summary of capital projects and expected completion dates is provided in the Table below.

Summary of Parks Capital and Improvement Projects - February				
	Project Description	Commencement Date	Status	Expected Completion Date
1	Concrete plinth & sign	12/01/2022	Concrete plinth complete Sign installed	28/03/2022
2	Broadway Roundabout / Garden upgrade		On hold as liaising with Community Services regarding the town centre plan	TBA
3	Trees of Significance - Walkway		Currently liaising with stakeholders, including Iwi, DOC and the Youth Council	TBA
4	Adrian Street Fort demolition	11/12/2021	Complete This has been done but as it was less than the capital expenditure minimum of \$2,000, and is being treated as operating expenditure	31/01/2022
5	Parks signage	1/11/2021	Complete	28/02/2022
6	Eastern Loop staircase	01/2022	Complete After severe weather the staircase suffered damage - upon further inspection the staircase needed a full replacement, otherwise the walkway would have needed to close until the new financial year	01/2022

**Vandalism on Council Properties**

**Prospero Place** - Incident One: 6<sup>th</sup> March 2022 - On the same day the vandalism at the Centennial Rest Rooms, Prospero Place was also targeted.



**Bike Park** - Incident One: 9<sup>th</sup> December 2021 - Graffiti on track of bike park and tables was reported. An individual has since been caught and apologised for his vandalism.



**Bike Park** - Incident Two: Date unknown - Rubbish bin vandalised – internal bin stolen



**Bike Park - Incident Three:** Between 9<sup>th</sup> – 16<sup>th</sup> February 2022. Miniature road signs stolen off poles from Bike Park – one sign has been located at an address, visited by Police



## 6. Special Projects

Below is an update on the progress of the key projects that the Council is currently undertaking as at **28 February 2022**:

### 6.1 The Replacement Aquatic Facility

This project continues to progress well aided by some continuing favourable weather conditions of late. The contractor remains confident of meeting or beating the anticipated completion date of 25 September 2022 (Figure 8).

Four contract variations have been approved including three minor design changes relating to joinery items, flooring and additional pool toys, bringing the construction cost to \$20,078,852.18.

The following is the progress to date:

- Structural steel and blockwork are complete.
- Roof is closed in and flashing installation underway.
- 80% of the external wall cladding installed with window installation to follow very shortly.
- HVAC plant installed in service yard.
- Internal timber wall framing over 60% complete, high-level sealing and painting has commenced with ceiling install to follow shortly.
- Stainless steel panels of the lane pool have been installed ready for back-filling and the same has commenced on the other pools.
- Installation of acoustic ceiling to pool hall due to commence very soon

This brings the certified amount claimed to **\$12,295,047.16** out of **\$20,078,852.18**.

**Appendix 2** provides the latest Project Control Group Report.

### 6.2 Children's Bike Park

With the recent opening of the pump track this project is now finished in terms of physical construction apart from the application of the cultural design to the paving around the cycle education track (Figure 9).





Figure 8: Lane pool side panels almost ready for back-filling



Figure 9: The Children's Bike Park pump track in action

### 6.3 Second 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. Fulton Hogan is making good progress on the contract works which started on 10 January. Pipes are being transported from the storage location near the TSB Pool Complex as they are welded and drilled. Open excavation will occur at the intersections of Pembroke Road / Brecon Road and Pembroke Road / Hunt Road once the drilling has been completed.

**Stages Two and Three** – Design is complete for both sections and negotiations with farm owners are nearing completion. Gates are being installed in fences that cross farms to allow for easier access to the easement.

A Bridge Engineer has determined that the existing bridges are okay to use for the new trunkmain. This will save considerable time during the contract works.

### 6.4 The Whangamomona walkways

Easements have now been registered against the relevant titles and the Walking Access Commission has formally appointed Council as controlling authority. Signage has been erected and some track tidy up work is to be completed ahead of a formal opening.

## 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, Ngāti Ruanui, Ngāruahine, Ngāti Maru, Okahu Inuawai Manataiao Hapū, Pukerangioraha Hapū	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, Ngāti Ruanui, Ngāruahine	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	Ngāti Ruanui, Ngāruahine, Ngāti 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	Ngāti Ruanui, Ngāruahine, Ngāti 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	Ngāti Ruanui, Ngāruahine	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.

#### **Attachment:**

**Appendix 1** – Fulton Hogan Network Information Table

**Appendix 2** – Latest Update Report on the Replacement Aquatic Facility project D22/8676

A handwritten signature in black ink, appearing to read 'Victoria Araba', enclosed in a rectangular box.

Victoria Araba  
**Director, Assets**

A handwritten signature in blue ink, appearing to read 'Sven Hanne', enclosed in a rectangular box.

[Approved]  
Sven Hanne  
**Chief Executive**

**Date:** 15 March 2022

- Fulton Hogan Network Information Table for February 2022

## NETWORK INFORMATION - STRATFORD DISTRICT

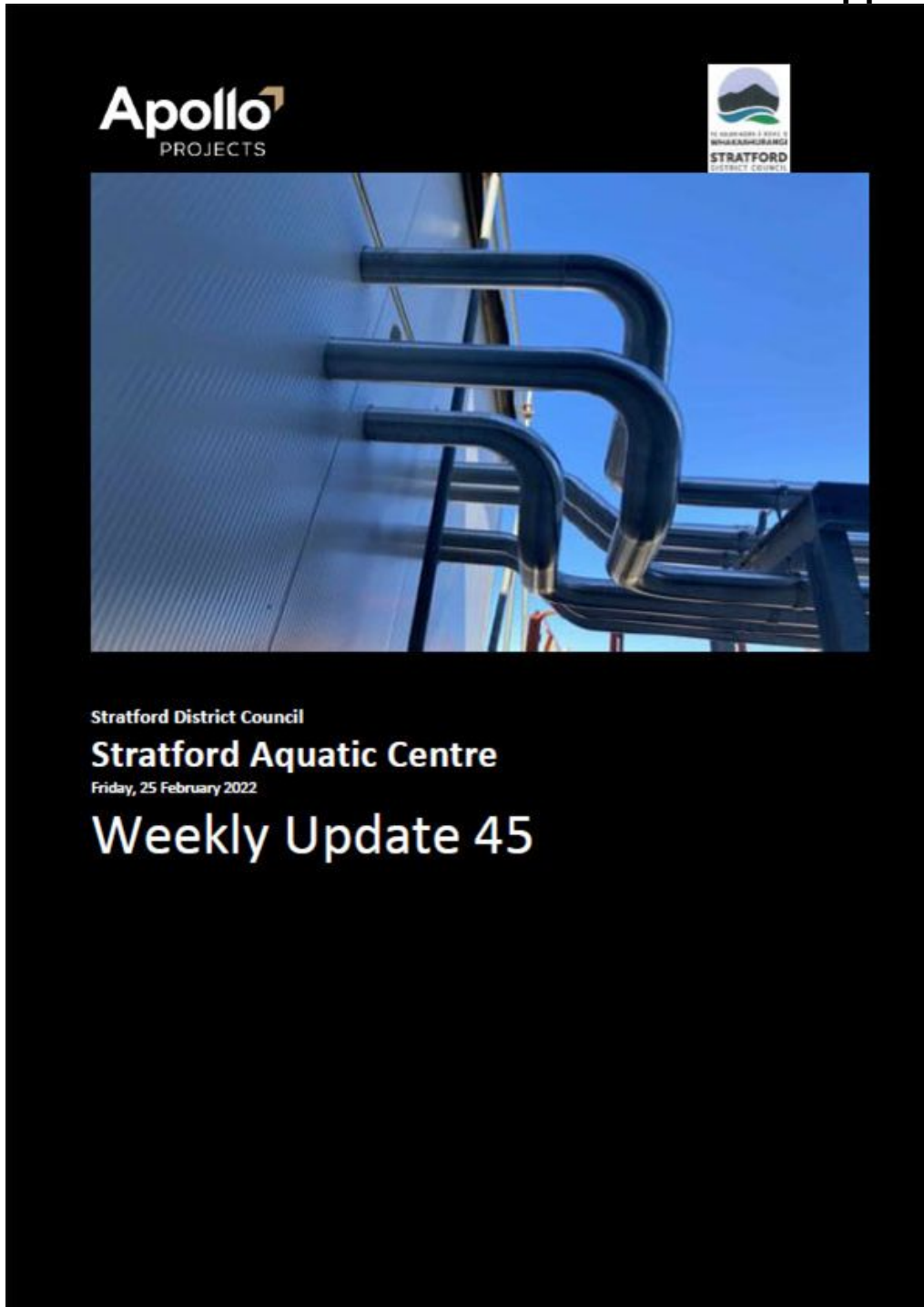
DATE		17.02.2022
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TIME		7:30
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ROAD	CRM	LOCATION	DISPATCH	DETAILS	Date	ROAD STATUS	Notes
Mangaehu Road		Mangaehu Rd	15159	Between McBride's access and Puniwhakau Rd closed due to fallen trees and downed power lines-Liase with Powerco in regards to fallen trees	13.02.2022	Open	Road Open Asplundh to clear with PowerCo
Puniwhakau Rd		Puniwhakau Rd	15160	Closed due to fallen trees and downed power lines-Liase with Powerco in regards to fallen trees	13.02.2022	Open	Road Opened by Asplundh and PowerCo
Akama Road		Akama Rd	15161	At the start of Akama Rd, 150m in - fallen trees	13.02.2022	Open	Asplundh cleared tree.
Pembroke Road		180 Pembroke Road	15149	Resident concerned abpouit being flooded out asked for sandbags to be delivered.	12.02.2022	Open	FH delivered Sandbags to property for property owner.
Finnerty Road	20853/2022	466 Finnerty Rd	15150	Closed between Upper Stuart Rd and Ronald Rd due to fallen trees	13.02.2022	Open	FH Crew closed road on 13.02.22. FH Crew cleared trees and opened road on 14.02.22. Asplundh mulched trees and clear debris 14.02.22
Manganui Road	20855/2022	Manganui Rd	15151	Near the intersection with Croydon Rd closed due to fallen trees	13.02.2022	Open	Trees partially cleared by farmer. Trees cleared and road reopened by Asplundh
Brewer Road		Brewer Rd	15154	Fallen trees and branches blocking lanes at various locations. Road is still passable	13.02.2022	Open	Partially blocked roads
Pembroke SPR		Pembroke SPR	15174	Fallen tree blocking one lane below Mountain House. Road is still passable	13.02.2022	Open	Partially blocked roads
Standish Road	20846/2022	Standish Rd	15189	Flooding around #250, signs in place. Crew will monitor and remove as soon as safe	12.02.2022	Open	Flooding
Bird Road	20840/2022	Bird Rd	15175	Slip covering the sharp corner closest to 32 Bird Rd.	14.02.2022	Open	Slip Cleared 14.02.22
Bailey Road	20844/2022	Bailey Rd		Blocked culvert on Bailey Road, close to Toko Rd corner	14.02.2022	Open	Jai to attend to this
Denbigh Road	20848/2022	Denbigh Rd	15165	Large pine tree hanging about to fall onto Denbigh Rd just over 1 lane bridge	14.02.2022	Open	Asplundh Cleared Hanging branches 14.02.22
Brecon Road	20847/2022	44 Brecon Road		Manhole lid outside property keeps popping up	13.02.2022	Open	FH Not Contacted. This went to City Care
Broadway	20849/2022	55 Broadway		Manhole lid keeps popping up due to volume of water	13.02.2022	Open	FH Not Contacted. This went to City Care
Celia Street	20854/2022	17 Celia St		Water main overflowing at 16 or 17 Celia Street	14.02.2022	Open	Referred back to SDC and City Care
Stanley Rd		RP 4700 Stanley Rd		Slips blocking lane found by FH Crews on Patrol	14.02.2022	Open	Slips Cleared by FH Crews
Makuri Rd		RP 6878 Makuri Rd		Slips blocking lane found by FH Crews on Patrol	14.02.2022	Open	Slips Cleared by FH Crews
Raupuha Rd		RP 4615 Raupuha Rd	15183	Underslip on RHS. Found on Patrol	14.02.2022	Open	FH will build bund around top of underslip to keep water out.
Raupuha Rd		RP 6852 Raupuha Rd	15184	Fallen Tree hung up on Bank. Still to be cleared	14.02.2022	Open	Asplundh to remove tree 15.02.2022

## Appendix 2



**Apollo**  
PROJECTS



Stratford District Council

**Stratford Aquatic Centre**  
Friday, 25 February 2022

# Weekly Update 45



## Weekly site update information

### Site Overview

#### Progress this week

Concrete team has been fantastic and completed the services plinths well ahead of expectations. Roof membrane installation is down to finishing touches. Pool installation for the LTS/Programme pools is progressing well with pool water services installation close behind them. Scaffies have also been doing great with the final phase of the birdcage finishing next week. High level painting and sealants to the pool hall are staying ahead of the ripple sound ceiling installers and the Carpentry teams are beavering away on the dryside with over 50% of ceiling framing now complete ahead of schedule.

Exterior framing infills adjacent to the entry are nearing completion with the soffit cladding installation about to kick off. The Cladding teams have to outward appearances slowed after the massive change in wall installation, but have been doing great, installing all of the ancillary flashings required, prepping for window installation coming in at month end.

Painters are undercoating the plant room walls before the services trades installations and are now into the change rooms.

Great to catch up with the SDC team earlier in the week to discuss the exterior landscaping and design. Looking forward to seeing this come together.

#### Next week

- › Soffits and flashings/trim
- › Scaffold pool hall final 25%
- › Main pool installation ongoing & LTS/Prog pool gutter install
- › Ceiling framing to dryside completion
- › Membrane trim to lower roof completion (weather dependent)
- › High level Seal and painting pool hall completion to phase 3
- › Acoustic ceiling (ripple sound) to pool hall phase 1 & 2
- › First fix services ongoing dryside
- › Final coat painting to services/plant rooms
- › Pool water supporting frames setout line 7, pipework line C
- › Stormwater connection to north & RPZ installation
- › Fascia installation south
- › Window preparations
- › Mechanical pipe bridge

Programme-Construction 48%

## Weekly Project Update

- › Pool water installation On Track
- › Pool installation On Track
- › Civil- On Track
- › Concrete trade- On Track
- › Carpentry- On Track
- › Scaffold On Track
- › Painting-On Track
- › Suspended ceilings – On Track
- › Claddings- On track

### Health & Safety

Indicators	Meetings		Inductions	Audits		
	Daily Co-ordination	Health & Safety	Total	Contractor	Apollo	Client
This Week	5	1	3	11	1	0
Project Total	167	73	155	146	36	1

Indicators	Incident Data					
	Contractor Hours	WorkSafe Visits	Near Miss	FAI	MTI	LTI
This Week	1,179	0	1	0	0	0
Project Total	20,816	0	12	0	0	0

H&S positives – successfully completed the following high-risk activities

Working at heights/harness use- workers observed using harnesses appropriately

EWP/knuckle boom checks being undertaken

Permit to work use good

Incidents this week

Loose scaffold plank. Plank tipped 50mm when stood on. Plywood cover secured

### Sub-Contractors on Site

Subcontractor	Mon	Tue	Wed	Thur	Fri	Sat
Graham Harris Civil						
Brent Stewart Construction	7	6	5	6		
Natare	3	3	3	3	3	
Meco Engineering				1		
Wavelength	1	1	1	1		
Active Refrigeration	2	2	2	2	3	
Juffermans Surveyors						
F&R Insulation	6	5	6	7	5	
DR Gray	4	2	5	4	2	
Russell Masonry			2			
Central Roofing	2	2	2	2	2	
Laser Plumbing	1	2	2	2	2	
HELRimu		3	4		3	
Cameron Scaffold		2	3	3	3	
ELOC Masonry						
PS Interiors	2	2	5	5	4	
Total Persons Onsite Per Day	28	30	40	36	27	

**Weekly Project Update**



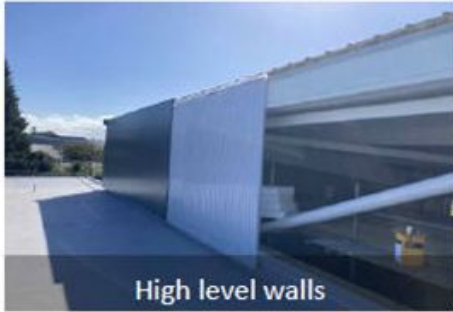
**Weather**



**Actions**

N/A

Photos



# MONTHLY REPORT

## Community Services Department



F19/13/04 – D22/6958

**To:** Policy and Services Committee  
**From:** Director – Community Services  
**Date:** 22 March 2022  
**Subject:** Community Services Monthly Report – January 2022

### 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 and Economic Development, Communications, Library and Visitor Information Centre, Pool and Service Centre. 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 District Youth Council Appointments completed
- First round of engagement was held for Community, Economic, and Youth Strategies and Town Centre Plans for Stratford and Whangamomona.

#### 2. Community and Economic Development

**Performance Measures** (*Performance Measures in bold*)

	Target	2021/22 YTD
<b>Deliver or facilitate community events</b>	2	Achieved
<b>Percentage of residents feeling a sense of community</b>	80%	
<b>Number of client interactions with Venture Taranaki's Business Advisory Services</b>	100%	
<b>Mentor matches made as requested</b>	100%	
<b>Review the Economic Development Strategy</b>	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

Applications to join the Youth Council closed on 31 January 2022. During February the interview and appointment process took place. Six new youth councillors will be sworn in at a ceremony on 1 March 2022.

The Youth Council completed their QR Code Scavenger Hunt. After some initial difficulties and some teething problems, it ended up being a success with many teams participating. Those who finished the scavenger hunt, could enter their name into a draw to win a main prize. Once the scavenger Hunt Came to an end, 5 winners were picked randomly and they won a large goodie bag which included a pioneer village voucher, a \$20 SBA voucher, some treats and stationery items.

Upcoming meetings and events:

- Youth Council Swearing in ceremony – 1 March
- Youth Council Projects meeting – 15 March

### 2.3 Civic and Community Events

While there have been a number of postponements or cancellations, where events are able to be delivered they are, either as per normal or through alternative solutions.

Completed:

- SDYC QR Code Hunt – 21 January – 11 February

Coming Up:

- Prospero Market: 26 February
- Children's Day Celebrations: 6 March
  - Free pool session – TSB Pool Complex
  - Free movie session TET Kings Theatre
- Positive Ageing Group - March Forum initiatives
- The Stratford Shakespeare Festival - reduced activity (April)

Cancelled or postponed due to Covid-19:

- Bike Park Official Opening and Family Day: Dates to be confirmed
- Summer Nights Movies: 29 January
- Summer Nights Concert: 19 February
- AmeriCARna: 25 February
- Positive Ageing Forum: 17 March
- SDYC Colour in the Park: 5 March
- The Wheelhouse: Chairs Training 26 March

### 2.4 Community Projects and Activity

#### 2.4.1 Mayors' Taskforce for Jobs (MTFJ)

##### Registrations

	February	YTD
Young People Registered	1	13
Businesses Registered		5

##### Employment

	February	YTD
Young people placed into employment		13
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		1
<b>Total</b>		<b>14</b>

##### Training opportunities being developed

###### Essential Skills Training

A series of training and development courses are currently being explored in partnership with Stratford High School, Taranaki Diocesan, iwi and local providers to provide Year 12 and 13 school leavers with opportunities to upskill and become more employable. These courses will include;

- Comprehensive First Aid
- Site Safe – Construction
- Food Handling and Safety
- Life Guard Training

Each of these courses will provide participants with an opportunity to gain NZQA credits and an industry recognised qualification. Depending on availability and numbers, these courses will also be opened to the wider community, including MSD clients.

#### Taranaki Forestry Conservation Course

This 17 week course is a partnership between Stratford's MTFJ Programme, North Tec Tai Tokerau Wananga, Te Kahui Maru and the Chamber Hub to provide a fees free opportunity for people to train and then enter into employment within the conservation/forestry industry. The programme was originally meant to start on 7 March, however, due to the increase in local and national Omicron numbers this has been pushed out to 28 March. The programme has already accepted 5 participants who will receive the support. Promotional flyer included as **Appendix 1**.

#### 2.4.2 Community Relationships Framework

In partnership with the Wheelhouse, a new series of workshops will be delivered to support our groups and the wider community.

Coming up:

- Introduction to Governance – 5 May
- Chairs Training – 7 May (was rescheduled from 26 March because of Covid)

#### Stratford Business Association

The meeting on 22 February did not take place as requested by the Stratford Business Association Committee due to needing to finalise the work programme. A new meeting date has yet to be confirmed.

#### Taranaki Pioneer Village

A follow up meeting was scheduled for 24 February but had to be postponed due to new board members needing to isolate and being unavailable. A new meeting will be rescheduled for March.

#### 2.4.3 Stratford Strategies and Town Centre Plans

First round of key stakeholder engagements was held between 22 – 24 February. From here information will be consolidated into a draft plan for review at the end of March/early April.

### **Funding**

#### 2.5.1 Creative Communities Scheme

The Creative Communities fund opened 7 March – 8 April. The assessment committee meets on 27 April to distribute funding of approximately \$16,000. This includes an additional \$5,300 of Covid-19 top-up funding allocated on a per capita basis by Creative New Zealand to support the arts sector through the Delta outbreak.

#### 2.5.2 Sport New Zealand Rural Travel Fund

Round two of the Sport New Zealand Rural Travel Fund was extended a further week due to the Omicron outbreak and now closes on 25 March. Funding of approximately \$7,400 will be considered for distribution by the assessment committee when they meet on 5 April.

#### 2.6 **Positive Ageing**

Planning for the March Forum has been cancelled due to the current alert levels and anxiousness of the community to attend events during this time. Instead, the committee will work alongside the community to host and promote smaller activities throughout the district.

Upcoming meetings and events:

- Free Movie Session "Book of love" TET Kings Theatre – 17 March
- Free Pool sessions for seniors: 22 March – 31 March
- PAG "Have a go" Croquet Sessions: 23 March and 30 March
- Positive Ageing Committee - Ordinary Meeting 13 April 2022

2.7 **Stratford Business Association**

Memberships	
January total	149
New	0
February total	149

**Strategic meeting**

The Stratford Business Association held a strategic meeting in February to progress with the development of their 2022 annual workplan. This is well underway and due to be completed in early March.

3. **Communications**

3.1 **News Media**

Four Central Link updates were produced in February. 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 February:**







- Pool vaccine pass requirements
- Youth Council QR code hunt
- Vaccination Clinics
- Zero Waste Taranaki promotion
- Sport New Zealand Rural Travel Fund
- Civil Defence preparedness
- Safe to swim – bathing water quality
- Prospero Markets
- Water Conservation
- Library and Visitor Information Centre promotion
- Vandalism across Council facilities
- Did you know? Waste and Water education series
- Public notices (Meeting Schedule, Water Restrictions in force, Temporary Road Closure, Proposed lease of building on reserve – TET MultiSports Stadium)

**News/Media Releases posted to stratford.govt.nz for the month of February:**

- Severe weather event damage

3.2 **Digital channels**

**February snapshot:**

Website	Social Media
 <b>4,379</b> ↓984 <b>Users</b>	 <b>68</b> <b>New Facebook followers</b> /stratforddistrictcouncil 3,595 people follow our page.
 <b>16,376</b> ↓3,427 <b>Page views</b>	 <b>22,451</b> ↑63% <b>People reached</b> The number of people who saw any of our posts at least once this month.
 <b>6,105</b> ↓1,648 <b>Total sessions (visits)</b> A session is the period of time a user is actively engaged with our website.	 <b>11</b> <b>New Instagram followers</b> /stratford_nz 881 people follow our account.



**Top 10 Council pages visited in January**

1. /home
2. /our-district/tsb-pool-complex
3. /our-district/cemeteries/cemetery-records-search
4. /our-district/stratford-district-library-and-visitor-information-centre
5. /our-services/covid-19-updates
6. /our-services/rubbish-and-recycling/transfer-station
7. /our-council/council-documents/district-plan
8. /our-council/contact-us
9. /our-services/tsb-pool-complex/lane-availability
10. /our-council/fees-and-charges

**3.3 Official Information Requests**

For the 2022 calendar year, Council has received 5 Local Government Official Information and Meetings Act (LGOIMA) requests.

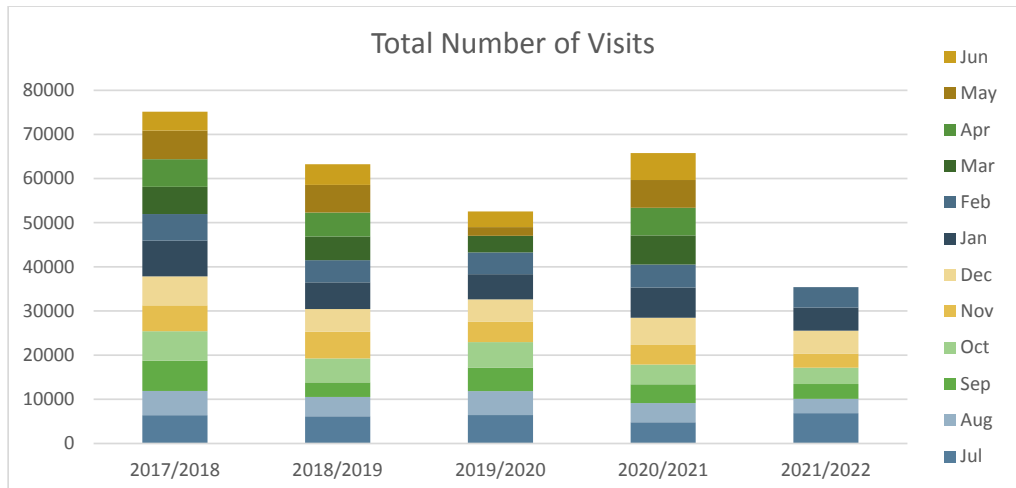
The below table includes the LGOIMA's received for the month of February 2022.

Date Received	Query	Due Date	Date Responded	Days to Respond
10/02/2022	Streets and street number database for Midhurst	10/03/2022	8/03/2022	18
11/02/2022	Annual Plan Consultation	11/03/2022	15/02/2022	4
13/02/2022	GIS Data Request	11/03/2022	15/02/2022	2




**4. Visitor Information and Library Services**

**Performance Measures** (*Performance Measures in bold*)



	Target	2021/22 YTD
<b>Number of users of AA Agency Service is measured</b>	>10,000	5,104
<b>Percentage customers are satisfied with the Information Centre</b>	>80%	
<b>Number of items (including digital) issued annually</b>	>40,000	38,130
<b>% of library users satisfied with library services</b>	>80%	
<b>Number of people participating in library events and programmes</b>	>1,200	1,037



**Visitors/Users per service**

Service	February	Year to date (2021/22)
 Information Services (brochures/maps/ event tickets etc)	<b>86</b> ↓152	<b>1,363</b>
 Vehicle/Driver licensing	<b>696</b> ↑46	<b>5,104</b>
 Programme and Events	<b>83</b> ↓5	<b>1,037</b>

**Library services - Items Issued**

Service	February	Year to date (2021/22)
 In person	<b>4,382</b> ↓482	<b>34,196</b>
 Online	<b>538</b> ↓94	<b>4,474</b>

**Programme/Event Users**

Age group	February	Year to date (2021/22)
<b>65+</b> Seniors	<b>38</b> ↑14	<b>155</b>
<b>18+</b> Adults	<b>32</b> ↑14	<b>186</b>
<b>13-17</b> Secondary School	<b>0</b> ↓4	<b>0</b>
<b>5-12</b> Primary School	<b>0</b> ↓47	<b>585</b>
<b>&lt;5</b> Pre-School	<b>13</b> ↑13	<b>89</b>

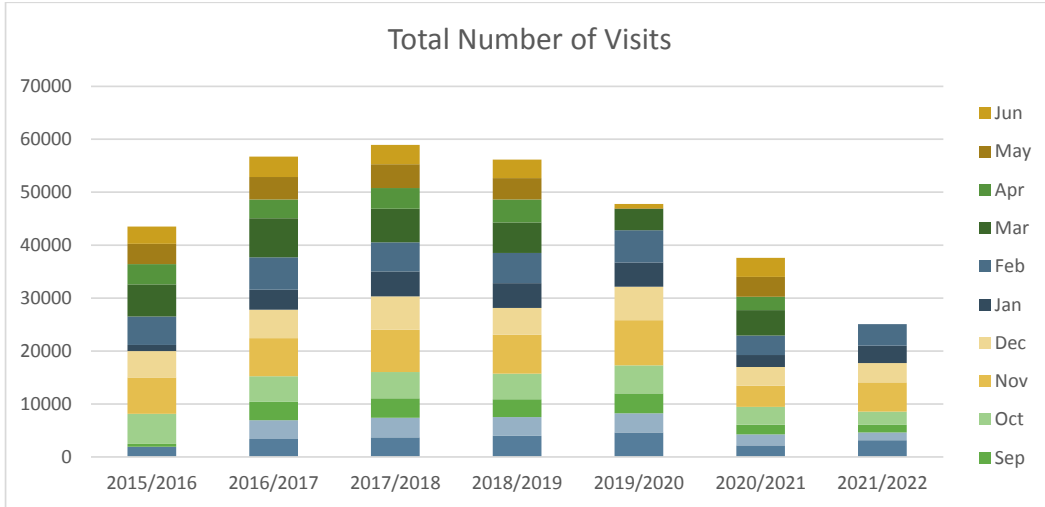
- Community engagement activity in February included a visit to Whangamomona and Huiakama School, Stepping Up classes, Skinny Jump modems, and take home craft packs for adults. Planning is underway for ANZAC Day activity and school holiday programmes.
- Library and Information Centre staff have moved into bubbles to try and provide continuity of service. Officers continue to promote digital services as well as click and collect and housebound services. Officers are running a number of programmes offsite in order to provide greater space for social distancing and to maintain staff bubbles. Officers continue to plan programmes that can be delivered as take home projects while hoping to return to in-facility programming as soon as safely possible.
- i-SITE New Zealand has moved toward a dual Māori-English naming convention for i-SITES on websites and publications.
- The Whakaahurangi Stratford i-SITE has just completed a Qualmark evaluation inspection. This is the first evaluation for the i-SITE in its new location. While Qualmark are experiencing delays with the reporting, a good outcome is expected.
- The Senior Officer (Library & Visitor Information) attended i-SITE, Department of Conservation (DOC) and Venture Taranaki cluster Hui. DOC reported its visitor centres had been very busy with visitors from mainly Auckland and Wellington. Taranaki ki te Tonga South Taranaki i-SITE South Taranaki and Ngāmotu New Plymouth i-SITE reported significantly lower numbers through their doors compared to this time of year normally. Venture Taranaki reported its Coastal Arts Trail has launched and going well, work around the Waikato Drive trail is progressing. They have taken a booking for a German Cruise ship to visit Taranaki for January 2023.
- Officers continue to see a small number of domestic tourists, particularly people visiting the area for the first time.

## 5. Pool Complex

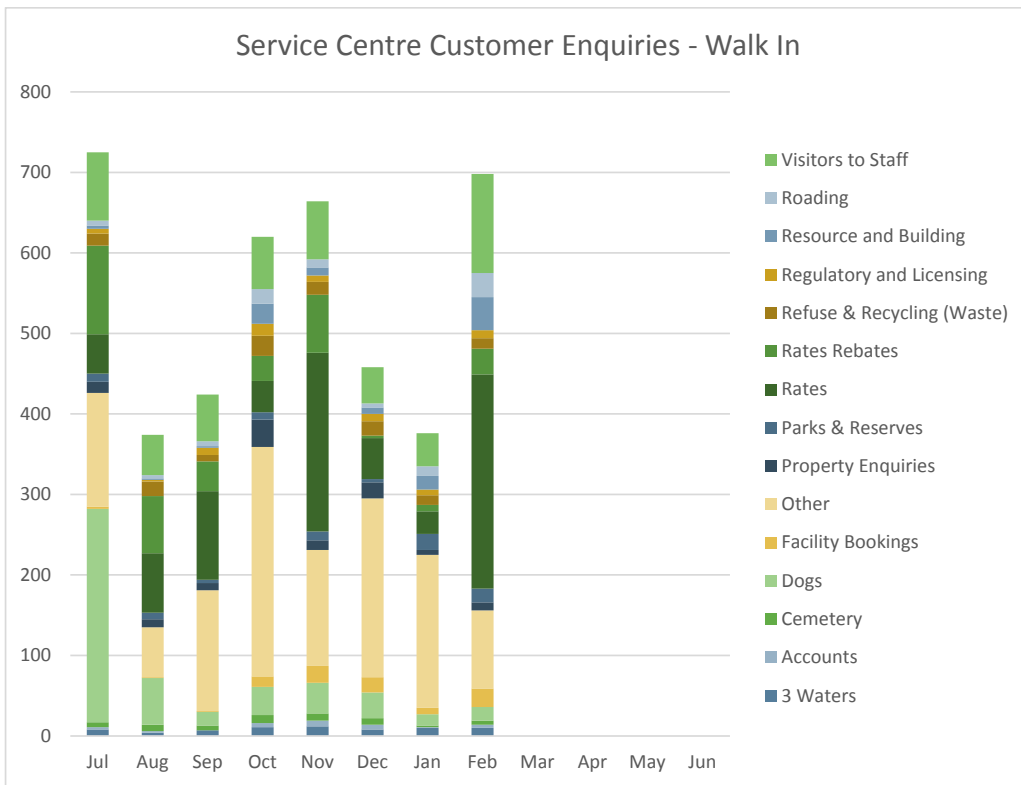
Level of Service Category	Performance Measure	Target	2020/21 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	18
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	PoolSafe accreditation 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	25,028

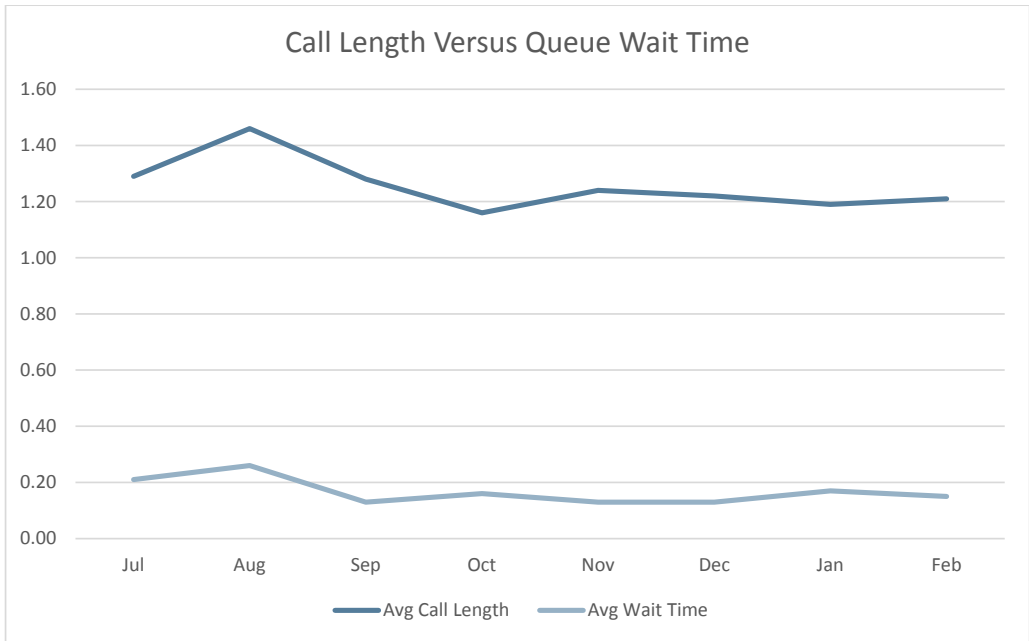
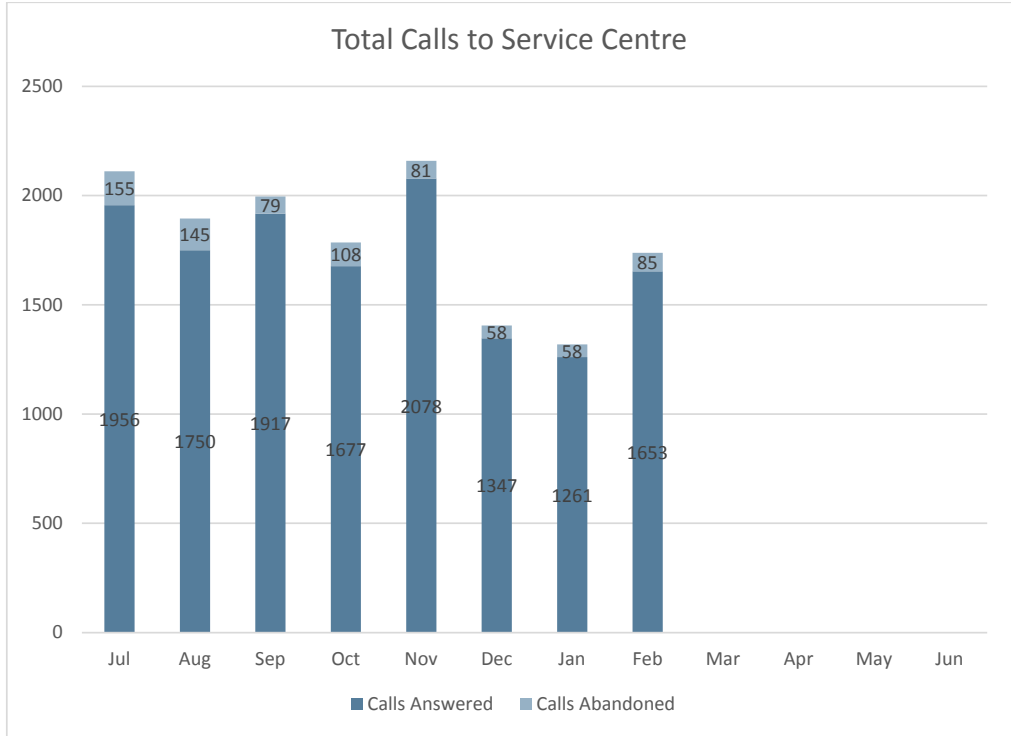
### 5.1 Highlights for February

- 4,019 patrons came through the pool facility in February 2022.
- School swimming lessons commenced in February, along with private lessons.
- The annual PoolSafe audit was conducted, and passed.
- The facility continues to operate as much as possible to 'business-as-usual' while under Red in the covid protection framework however, there have been an increase in bookings being cancelled due to Covid-19.



## 6. Service Centre





**Attachments**

**Appendix 1** Mayors Taskforce for Jobs - Taranaki Forestry Conservation Course

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:** 15 March 2022

# Appendix 1

## Taranaki Forestry Conservation Course



**LOOKING FOR ENTRY TO THE FORESTRY WORKPLACE**  
*Increase your chances of gaining employment in local Industry*



### FOREST INDUSTRY FOUNDATION SKILLS (Level 2)

**Start** 7<sup>th</sup> March 2022  
**Duration** 17 Weeks  
**Based at** Kowhai Lodge  
 65 Juliet Street, Stratford

**FEES  
FREE**

### Supported by and in association with:

- North Tec Tai Tokerau Wānanga
- Tupu A Nuku / Te Kahui Maru
- Chamber Hub
- Stratford District Council
- Mayors Taskforce For Jobs

### ENTRY

Selection will be based on evidence of interest, motivation and physical ability

#### All applicants must:

- Live within the Taranaki region
- Be at least 16 years old at the time of program commencement
- Be prepared to have a positive attitude and excellent attendance record
- Be physically able to complete the program-specific outcomes
- Be willing to participate in drug testing, as this is a requirement by the forestry industry

For further information call **Dave: 027 522 7024**

- ✓ Work Experience Opportunities
- ✓ Recognized NZQA Qualifications
- ✓ Potential Employment Opportunities
- ✓ Transport Provided
- ✓ Onsite Training
- ✓ Further Training Opportunities



TE KAWHIRERA & ROHE O  
 WHAKAANGAURANGI  
**STRATFORD**  
 DISTRICT COUNCIL

**We are.  
LGNZ.**  
 Te Kaitiaki Takekōwhiri & Associates

**MTFJ**  
 MAYORS TASKFORCE FOR JOBS



**NGĀTI MARU**  
 Te ōhanga o te Whānau



# MONTHLY REPORT

## Environmental Services Department



F19/13/04 – D22/6968

**To:** Policy and Services Committee  
**From:** Director – Environmental Services  
**Date:** 22 March 2022  
**Subject:** Environmental Services Monthly Report – February 2022

### 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

Twenty-seven applications for building consents were received in February 2022. These included:

- Seven new dwellings, eight log fires, one pole shed, six accessory buildings, one new sewer, one new pump chamber/effluent bed and three commercial alterations/additions.
- Not included in the monthly figure were a further seven amendments, one exemption from requiring a building consent and one Certificate of Acceptance application.

February is often a busy month with most designers and builders back working and reliable weather conditions for building. This year we have been busy in terms of new applications for all types of consents, but demand for building consent inspections has been quite variable. We are experiencing some days where our timeslots are fully booked and others that are relatively quiet. From talking to builders we understand this to be a result of difficulties obtaining some building materials. Other Councils are experiencing similar changes, so it doesn't appear to be an indicator of a slow-down in the building sector.

### 2. Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy started late last year and is still in an information gathering phase. Work on the formal part of the process will start later this year.

The last remaining road naming and numbering project relates to Pembroke Road which will be addressed following the completion of the Gambling Venues and TAB Venue Policies.



### 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 Feb
<b>Building Consent Authority</b>	
Building Consent Applications	34
Building Consents Issued	27
Inspections completed	76
Code Compliance Certificate Applications	15
Code Compliance Certificates Issued	12
Code Compliance Certificates Refused	0
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	27
Building Act Complaints received and responded to	1
<b>Planning</b>	
Land Use Consents Received	3
Land Use Consents Granted	1
Subdivision Consents Received	6
Subdivision Consents Granted	3
223/224 Applications Received	6
223/224 Applications Granted	0
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	9
Resource Consent Placed on Hold or Returned	10
LIM's Received	2
LIM's Granted	3
<b>Environmental Health</b>	
Registered Premises Inspected for Compliance under the Food or Health Act	11
Health or Food Act Complaints Received and responded to	3
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	4
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	9
Bylaw Complaints Received and responded to	16
Dog Complaints Received and responded to	25

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 January 2022 was 4.5 days.
	Percentage of inspection requests completed within 24 hours of request.	100%	100% All of the 76 inspections were undertaken within 24 hours of request.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	92% 11 of 12 CCC's issued were issued within 20 working days. 1 CCC over time was an historic commercial consent that we could finally approve.
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	Achieved.
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%	100%
	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%	100%
To ensure dogs are controlled	Percentage of known dogs registered	95%	97.5%
	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  
No Notices to Fix were issued by the BCA in February 2022.

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. The check has been undertaken and no building consents have lapsed and no warning letters were issued in February 2022

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
<b>A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:</b>	Nil
<b>The departure of the building consent authority’s authorised representative or responsible manager:</b>	Nil
<b>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:</b>	Nil
<b>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:</b>	Nil
<b>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:</b>	Nil
<b>A material amendment to the building consent authority’s policies, procedures, or systems required by these regulations.</b>	Nil

5.1.4 Training needs analysis  
Online training courses through BOINZ have been undertaken by all BCO’s in relation to swimming pool legislation. This will allow for greater knowledge and understanding for undertaking upcoming swimming pools inspections.

The Senior Building Control Officer has processed one consent application for a new dwelling and will continue gathering evidence over the coming months in order to gain a higher competency.

Online training has been provided to BCO’s during February in relation to the new features contained in GoGet V5.17 upgrade. Further training will be provided once this goes live on 29 March 2022

5.1.5 Internal audit/external audit timetable  
During February IANZ approved the Action Plan prepared for the clearance of the seven general non-compliances that were identified in the December 2021 audit. We have started work on completing the actions in the Action Plan and are confident of having this work completed before the 8 April deadline.

**5.2 Territorial Authority**

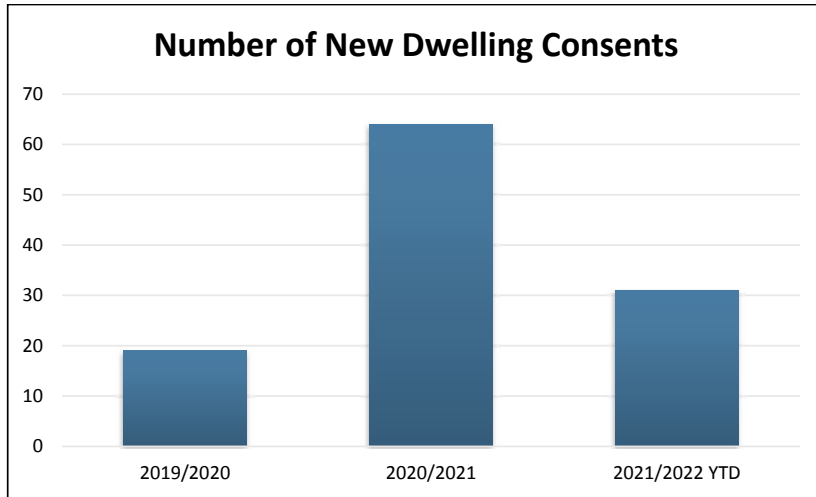
- 5.2.1 Compliance Schedules/Building Warrants of Fitness  
Two existing Compliance Schedules were amended and issued in February 2022. No notifications were issued for Warrant of Fitness renewal.
- 5.2.2 Earthquake Prone Buildings  
Officers have mostly completed the desktop study into identifying earthquake prone buildings in the Stratford district including priority buildings, which are required to be identified by the 1<sup>st</sup> July 2022, A review of Civil Defence buildings is yet to be completed. The next stage is to map the findings into our GIS mapping as this will help identify any areas that have been missed from the desktop study.
- 5.2.3 Swimming Pools  
No inspections were completed in February 2022.
- 5.2.4 Non Standard Site Register Maintenance  
No new sites were added to the non-standard site register in February 2022.
- 5.2.5 Notices to Fix/Other Compliance as a Territorial Authority  
No Notices to Fix were issued by the Territorial Authority in February 2022.

**5.3 Trends Analysis**

- 5.3.1 Consents applied for by type:

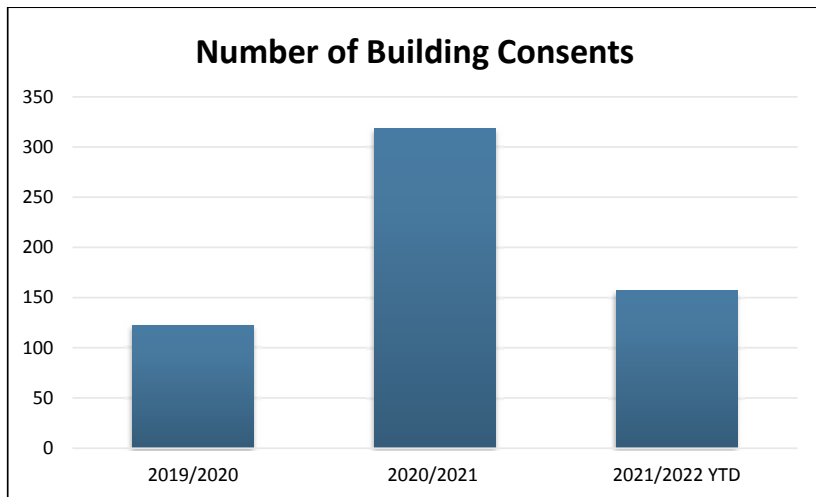
Type	Feb 2022	Feb 2021	2021/2022 Year to Date	2020/2021 Whole Year
<b>New Dwellings</b>	7	6	31	64
<b>Relocated dwellings</b>	0	0	4	19
<b>Relocated buildings other than dwellings</b>	0	0	0	1
<b>Fires</b>	8	8	42	86
<b>Pole sheds/accessory buildings</b>	7	6	32	48
<b>Additions/alterations – residential</b>	0	4	18	40
<b>New Commercial buildings</b>	0	0	8	7
<b>Additions/alterations – commercial</b>	3	1	11	19
<b>Other/miscellaneous</b>	2	2	11	29
<b>Certificate of Acceptance (not in total)</b>	1	1	7	5
<b>Total/s</b>	<b>27</b>	<b>28</b>	<b>157</b>	<b>318</b>

**New House indicator by year**



Year	New Dwellings
2019/2020	19
2020/2021	64
2021/2022 YTD	31

**Consent numbers by year**



Year	Building Consents
2019/2020	122
2020/2021	318
2021/2022 YTD	157



Blair Sutherland  
**Director, Environmental Services**



[Approved]  
Sven Hanne  
**Chief Executive**

**Date:** 15 March 2022

# MONTHLY REPORT

## Corporate Services Department



F19/13 – D22/8674

**To:** Policy and Services Committee  
**From:** Director – Corporate Services  
**Date:** 22 March 2022  
**Subject:** Corporate Services Monthly Report – February 2022

### 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 28 February 2022, 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
- 8) LGFA Borrowing Rates – 2 March 2022

### 1.1 Summary of Financial Results and Progress

#### Operational Results – February 2022 YTD

##### *Revenue*

Total Operating Revenue for the year to date is over budget by \$115,497, at \$16,146,724. This is despite the roading subsidy being under budget by \$338,897 – budgeted revenue was not adjusted for the change (reduction) in Waka Kotahi subsidy. Pool revenue is down \$42,577 for the year to date due to Covid-19 restrictions at the facility in the first half of the financial year, and continuing limitations on customers to the facility due to Covid. Finance revenue is also down \$14,696 on budget due to actual average interest rate of 1.44% during the year, compared to a budgeted interest rate of 1.84%.

Extraordinary Revenue is \$270,345 higher than year to date budget, at \$5,056,345. Financial contributions received to date total \$206,603 – these are not budgeted for as the revenue transfers directly to the Financial Contributions reserve and does not affect rates.

##### *Expenditure*

Operating Expenditure is over budget by \$308,507, at \$10,290,406. Despite personnel costs being under budget, other direct operating costs are \$387,486 over budget. Building control expenditure is \$148,415 over budget for the year to date (revenue over by \$80,022). Roading expenditure is \$249,361 over budget, this includes unsubsidised expenditure. Solid waste (rubbish and recycling) is over budget by \$67,066 as a result of increased disposal costs for rubbish and recycling.



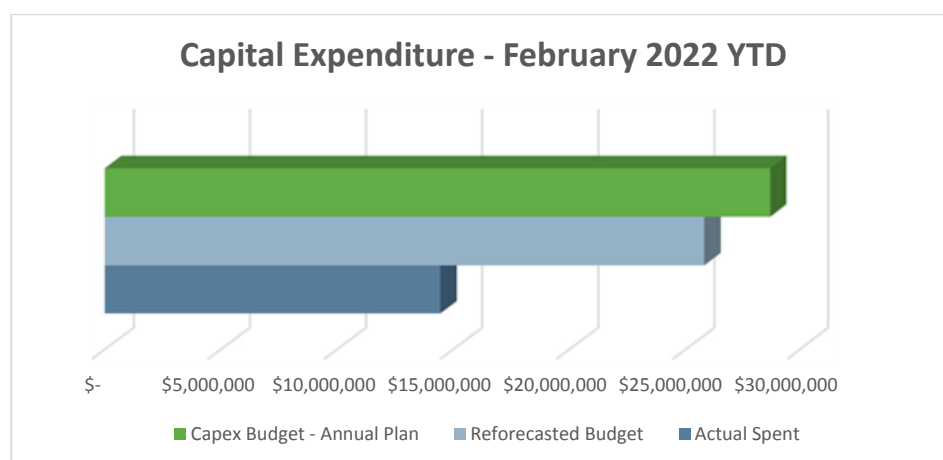
Other Operating Expenditure is over budget by \$369,818, at \$3,794,485. Depreciation is over budget by \$347,688 – this is the result of a permanent increase in the depreciation expense due to recent asset revaluations.

### 1.2 Capital Expenditure Report

Total capital expenditure funds available for the year is **\$28,679,446**, after adjusting for changes to approved roading expenditure. 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 \$14,439,307.

At this stage, it is expected that a total of \$25,580,873 will be spent in this financial year, being a projected underspend for the year of \$3,098,573.



Refer to the capital expenditure report for a status update on each individual capital project.

### 1.3 Treasury Management

Gross Council debt as at 28 February 2022 was \$22,200,000. Net debt is \$9,020,000 after taking into account \$6,000,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

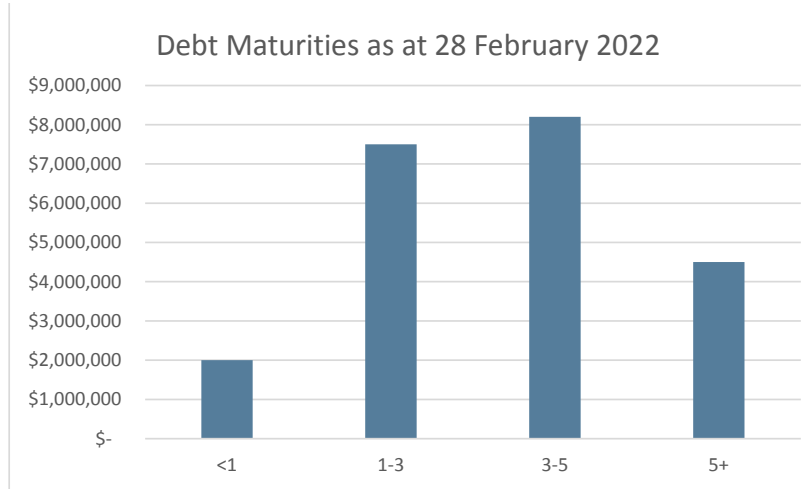
All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed. The next fixed rate maturing is in April 2022, for a \$2,000,000 loan fixed at 2.81%.

In April 2022, Council intends to repay the loan above, and borrow an additional \$12,000,000. Although not all the funds will be needed immediately, Council officers recommend to borrow funds required earlier rather than later to minimise the impact of rising interest rates.

In the meantime, it is proposed that half of the funds (\$6,000,000) will be borrowed on 120 day term, and reinvested at 120 days – where Council will achieve a slight gain based on the most recent 120d lending rate of 1.64%, and the most recent 120d term deposit rate with Westpac of 1.94%. Due to the uncertainty of capital project payments over the next 12 months and the fluctuating amounts each month, this is seen as an appropriate method to have cash on hand as and when needed, bearing in mind Council currently has a \$6,000,000 rolling investment programme.

The remainder of the funds will be placed on longer borrowing terms in the 5 plus year range, to reduce the impact of interest rate inflation in the future.

This would put Council's net debt at \$12,020,000, and gross debt at \$32,200,000. This compares to a budgeted gross debt figure in the Long Term Plan 2021-31 of \$36,521,000. Of the gross debt, over \$10,000,000 relates to the Three Waters Activities.



The weighted average interest rate for debt is 2.18% (average 6 year term<sup>1</sup>), and the weighted average interest rate for financial investments is 1.62% (average 2.7 year term).

All internal, and Local Government Funding Agency (“LGFA”), covenants were met as at 28 February 2022, 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.

	<b>Actual</b>	<b>Policy</b>
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	34%	10-60%
Fixed 3-5 years	37%	10-60%
Fixed >5 years	20%	5-60%
Debt Matures 1-3 years	34%	10-60%
Debt Matures 3-5 years	37%	10-60%
Debt Matures > 5 years	20%	10-60%
Debt Servicing to Revenue Ratio	2%	<10%
Net Debt to Revenue Ratio	33%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 913	<\$3,000
Net Debt per Ratepayer	\$ 1,904	N/A
Maximum Investment with Counterparty	\$ 6,000,000	\$ 4,000,000

*Cashflow Forecast*

Based on cashflow forecast estimates, Council expects to borrow an additional \$12,000,000 over the next 12 months.

**2.0 Revenue Collection**

<sup>1</sup> The term is based on draw down date to maturity date.

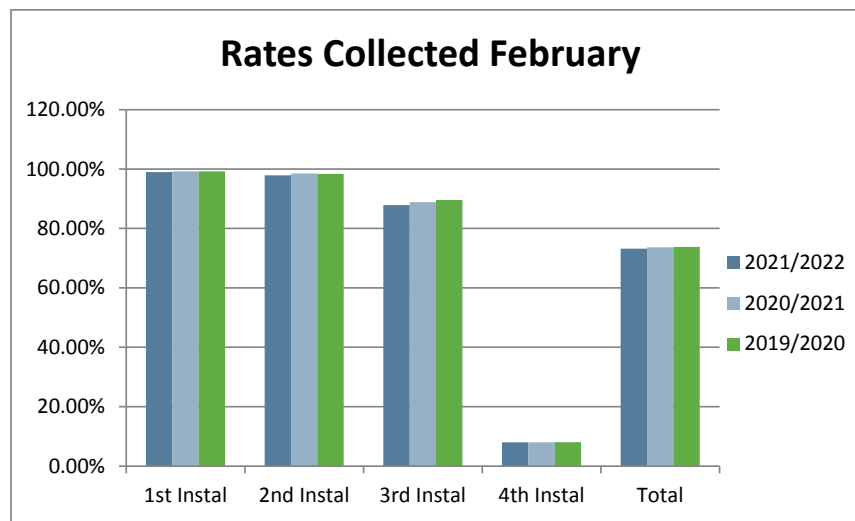
## 2.1 Rates

### *Rates Arrears (owing from 2020/21 year and earlier) \$33,375*

As at 28 February 2022, 85% of rates in arrears have been collected since 1 July 2021 (2020: 90%). All properties with registered mortgages have had letters sent to their bank, some are using finance companies which are harder to get timely compliance with for payment of overdue rates. Also, more ratepayers are choosing to enter into payment arrangements, eg direct debits, for rates arrears rather than Council requesting payment from the mortgagor. There are four properties in arrears that are currently up for sale, and Council will receive the outstanding arrears upon property transfer.

### *Current Year Rates*

As at 28 February 2022, 73% of rates had been collected (2020:74%). There are no issues currently with collection of this year's rates.



## 2.2 Outstanding Debtors

Of the total debtors outstanding as at 28 February 2022 of \$1,680,094, 8%, or \$134,929 was overdue. Total infringements is all overdue at \$58,404, and overdue rates of \$33,375 make up the majority of the remaining overdue debtors.

## 3.0 Information Technology and Records

### 3.1 IT Update

- A new cloud-based phone system for the service centre (BayCloud) will be launched on Tuesday to allow service centre staff to administer the phone system from home or in the office with a laptop and headset. Previously staff needed to be in the office to answer customer phone calls.
- An upgrade of the Building Consent processing system GoGet is underway and staff are currently testing the changes. The new changes should be implemented to the live environment by next month providing many new enhancements.
- The Azure managed services environment is further delayed as contract negotiations are still being worked through however progress to date has been positive between Council and Civica. Work on this will continue through March with the Go Live date needing to be re-established.
- Percy Thomson Art Gallery environment is being reconfigured with all computers now on Office365 and documents saved to the Cloud. All devices and files will be in sync from the cloud.

### 3.2 Information Management Update

- The digitisation of commercial property files is 70% complete. Following completion, the rural property files will be worked on – of which there are about 700 property files yet to be digitised.
- Data entry and basic set-up for a Council website LocoDelegations is now complete and ready for review by the Senior Leadership team for feedback and suggestions. The site (which is still a work in progress) can be viewed at [stratford.locosoft.co.nz](http://stratford.locosoft.co.nz) – this site will display Council's Warrant, Legislation, Bylaws and Delegation information and has been developed through ALGIM as a shared service for a number of local authorities.



Tiffany Radich  
**Director, Corporate Services**



Approved By:  
Sven Hanne  
**Chief Executive**

**Date:** 15 March 2022

## Statement of Comprehensive Revenue and Expense

For the Year to Date - February 2022

	February '22 Actual YTD	February '22 Budget YTD	Variance YTD	Total Budget 2021/22	February '21 Actual YTD
<b>Operating Revenue</b>					
Finance Revenue	\$122,637	\$137,333	(\$14,696)	\$206,000	\$70,433
Waka Kotahi NZTA Rooding Subsidy	\$3,291,770	\$3,630,667	(\$338,897)	\$5,446,000	\$2,769,397
Rates Revenue - excl water consumption rate	\$10,319,302	\$10,180,500	\$138,802	\$13,574,000	\$9,741,018
Water Supply - Consumption Charge	\$206,492	\$188,000	\$18,492	\$376,000	\$194,374
Sundry Revenue	\$38,802	\$35,933	\$2,869	\$46,000	\$38,184
Farm Milk Proceeds	\$435,039	\$312,733	\$122,306	\$469,100	\$348,598
User Charges for Services	\$1,732,682	\$1,546,061	\$186,621	\$2,074,100	\$1,621,454
<b>Total Operating Revenue</b>	<b>\$16,146,724</b>	<b>\$16,031,227</b>	<b>\$115,497</b>	<b>\$22,191,200</b>	<b>\$14,783,458</b>
<b>Extraordinary Revenue</b>					
Grant Funding	\$4,789,076	\$4,786,000	\$3,076	\$7,179,000	\$3,050,870
Financial Contributions	\$206,603	\$0	\$206,603	\$0	\$40,761
Sale of land	\$0	\$0	\$0	\$0	\$2,588,528
Other Revenue	\$48,178	\$0	\$48,178	\$0	\$0
Dividends	\$12,488	\$0	\$12,488	\$19,800	\$7,935
<b>Total Extraordinary Revenue</b>	<b>\$5,056,345</b>	<b>\$4,786,000</b>	<b>\$270,345</b>	<b>\$7,198,800</b>	<b>\$5,688,094</b>
<b>Total Revenue</b>	<b>\$21,203,069</b>	<b>\$20,817,227</b>	<b>\$385,842</b>	<b>\$29,390,000</b>	<b>\$20,471,552</b>
<b>Operating Expenditure</b>					
Personnel Costs	\$3,164,579	\$3,243,558	\$78,979	\$4,819,000	\$2,863,372
Other Direct Operating Costs	\$7,125,827	\$6,738,341	(\$387,486)	\$10,029,200	\$6,609,152
<b>Total Operating Expenditure</b>	<b>\$10,290,406</b>	<b>\$9,981,899</b>	<b>(\$308,507)</b>	<b>\$14,848,200</b>	<b>\$9,472,524</b>
<b>Other Operating Expenditure</b>					
Loss (gain) on disposal of assets	\$699	\$0	(\$699)	\$0	\$0
Depreciation	\$3,454,355	\$3,106,667	(\$347,688)	\$4,660,000	\$3,006,274
Finance Costs	\$320,875	\$318,000	(\$2,875)	\$477,000	\$280,188
Cost of sales - residential subdivision	\$0	\$0	\$0	\$0	\$610,216
Sundry Expenditure	\$18,556	\$0	(\$18,556)	\$0	\$2,719
<b>Total Other Expenditure</b>	<b>\$3,794,485</b>	<b>\$3,424,667</b>	<b>(\$369,818)</b>	<b>\$5,137,000</b>	<b>\$3,899,397</b>
<b>Total Expenditure</b>	<b>\$14,084,891</b>	<b>\$13,406,566</b>	<b>(\$678,325)</b>	<b>\$19,985,200</b>	<b>\$13,371,921</b>
<b>Net Surplus (Deficit)</b>	<b>\$7,118,178</b>	<b>\$7,410,662</b>	<b>(\$292,484)</b>	<b>\$9,404,800</b>	<b>\$7,099,631</b>
<b>Other Comprehensive Revenue and Expense</b>					
Gain/(Loss) on Infrastructure Revaluation	\$27,958,982	\$0	\$27,958,982	\$7,708,000	\$0
<b>Total Other Comprehensive Revenue and Expense</b>	<b>\$27,958,982</b>	<b>\$0</b>	<b>\$27,958,982</b>	<b>\$7,708,000</b>	<b>\$0</b>
<b>TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR</b>	<b>\$35,077,160</b>	<b>\$7,410,662</b>	<b>\$27,666,498</b>	<b>\$17,112,800</b>	<b>\$7,099,631</b>
<i>Capital Revenue/Expenditure is made up of:</i>					
NZTA Funding for Rooding capital projects	\$1,832,744	\$2,655,698			
Provincial Growth Funding	\$4,789,076	\$4,786,000			
Community Grants and Donations	\$0	\$0			
	\$6,621,820	\$7,441,698			

## Statement of Financial Position

As at 28 February 2022

	February '22 Actual YTD	February '21 Actual YTD
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Cash Equivalents	\$2,412,964	\$4,571,788
Short Term Deposits	\$6,000,000	\$9,000,000
Receivables	\$1,680,094	\$1,757,252
Prepayments	\$9,661	\$6,358
LGFA Borrower Notes	\$32,000	\$56,000
<b>Current Assets Total</b>	<b>\$10,134,719</b>	<b>\$15,391,398</b>
<b>Non-Current Assets</b>		
<b>Investment in Other Financial Assets</b>		
LGFA Borrower Notes	\$415,000	\$372,000
Shares	\$681,575	\$672,534
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$21,852,741	\$7,271,259
Property, Plant & Equipment / Intangibles	\$392,321,758	\$325,858,016
<b>Non-Current Assets Total</b>	<b>\$422,451,184</b>	<b>\$341,353,919</b>
<b>Assets Total</b>	<b>\$432,585,903</b>	<b>\$356,745,317</b>
<b>Liabilities &amp; Equity</b>		
<b>Equity</b>		
Renewal Reserves	\$4,509,727	\$4,257,363
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,458,243	\$1,193,280
Restricted Reserves	\$992,740	\$677,862
Targeted Rate Reserves	\$854,562	-\$223,239
Asset Revaluation Reserves	\$199,752,785	\$133,904,734
Retained Earnings	\$196,017,141	\$188,116,709
<b>Equity Total</b>	<b>\$404,089,698</b>	<b>\$328,431,209</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Borrowings (maturing less than one year)	\$2,000,000	\$3,500,000
Provision for Landfill Aftercare	\$6,766	\$10,858
Employee Entitlements	\$243,298	\$182,888
Payables and Deferred Revenue	\$6,027,706	\$5,325,863
<b>Non-Current Liabilities</b>		
Borrowings	\$20,200,000	\$19,200,000
Employee Entitlements	\$0	\$49,359
Provision for Landfill Aftercare	\$18,435	\$45,140
<b>Liabilities Total</b>	<b>\$28,496,205</b>	<b>\$28,314,108</b>
<b>Liabilities &amp; Equity Total</b>	<b>\$432,585,903</b>	<b>\$356,745,317</b>

## Expenditure and Revenue by Activity

For the Year to Date - February 2022

\*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

	February '22 Actual YTD	February '22 Budget YTD	Variance YTD	Total Budget 2021/22	February '21 Actual YTD
<b><u>Recreation and Facilities</u></b>					
<b>Aerodrome</b>					
Expenditure	\$66,374	\$62,091	(\$4,283)	\$92,669	\$64,871
Revenue	\$18,947	\$18,000	\$947	\$27,000	\$14,970
Net cost of activity	\$47,427	\$44,091	(\$3,336)	\$65,669	\$49,901
<b>Civic Amenities</b>					
Expenditure	\$303,392	\$303,930	\$538	\$435,805	\$132,226
Revenue	\$38,852	\$38,827	\$25	\$51,000	\$43,230
Net cost of activity	\$264,540	\$265,102	\$562	\$384,805	\$88,996
<b>Pensioner Housing</b>					
Expenditure	\$58,382	\$56,722	(\$1,660)	\$80,684	\$49,862
Revenue	\$47,649	\$48,000	(\$351)	\$72,000	\$45,412
Net cost of activity	\$10,733	\$8,722	(\$2,011)	\$8,684	\$4,450
<b>Library</b>					
Expenditure	\$413,528	\$428,575	\$15,047	\$638,502	\$365,303
Revenue	\$59,318	\$9,333	\$49,985	\$14,000	\$25,799
Net cost of activity	\$354,210	\$419,241	\$65,031	\$624,502	\$339,504
<b>Parks and Reserves</b>					
Expenditure	\$435,222	\$402,323	(\$32,899)	\$599,545	\$357,179
Revenue	\$5,117	\$6,000	(\$883)	\$9,000	\$5,489
Net cost of activity	\$430,105	\$396,323	(\$33,782)	\$590,545	\$351,690
<b>Cemeteries</b>					
Expenditure	\$114,607	\$117,395	\$2,788	\$175,964	\$111,448
Revenue	\$83,462	\$61,400	\$22,062	\$92,100	\$73,965
Net cost of activity	\$31,145	\$55,995	\$24,850	\$83,864	\$37,483
<b>TSB Pool Complex</b>					
Expenditure	\$672,656	\$651,438	(\$21,218)	\$964,453	\$578,347
Revenue	\$111,423	\$154,000	(\$42,577)	\$231,000	\$139,654
Net cost of activity	\$561,233	\$497,438	(\$63,795)	\$733,453	\$438,693
<b><u>Democracy and Corporate Support</u></b>					
Expenditure	\$763,019	\$787,233	\$24,214	\$1,178,479	\$730,666
Revenue	\$122,731	\$94,267	\$28,464	\$116,000	\$120,002
Net cost of activity	\$640,288	\$692,967	\$52,679	\$1,062,479	\$610,664
<b><u>Community Development</u></b>					
<b>Community Services</b>					
Expenditure	\$313,534	\$316,433	\$2,899	\$471,650	\$390,884
Revenue	\$57,699	\$22,667	\$35,032	\$34,000	\$55,045
Net cost of activity	\$255,835	\$293,767	\$37,932	\$437,650	\$335,839
<b>Economic Development</b>					
Expenditure	\$374,364	\$412,078	\$37,714	\$617,717	\$304,165
Revenue	\$0	\$0	\$0	\$0	\$42,760
Net cost of activity	\$374,364	\$412,078	\$37,714	\$617,717	\$261,405
<b>Information Centre</b>					
Expenditure	\$146,635	\$175,348	\$28,713	\$261,630	\$200,779
Revenue	\$32,171	\$41,133	(\$8,962)	\$61,700	\$49,100

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\*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

	February '22 Actual YTD	February '22 Budget YTD	Variance YTD	Total Budget 2021/22	February '21 Actual YTD
Net cost of activity	\$114,464	\$134,215	\$19,751	\$199,930	\$151,679
<b>Rental Properties</b>					
Expenditure	\$33,743	\$33,500	(\$243)	\$48,492	\$34,205
Revenue	\$20,253	\$23,333	(\$3,080)	\$35,000	\$21,055
Net cost of activity	\$13,490	\$10,167	(\$3,323)	\$13,492	\$13,150
<b>Farm</b>					
Expenditure	\$209,847	\$201,648	(\$8,199)	\$299,257	\$159,107
Revenue	\$435,039	\$312,733	\$122,306	\$469,100	\$348,598
Net cost of activity	-\$225,192	-\$111,086	\$114,106	-\$169,843	-\$189,491
<b>Holiday Park</b>					
Expenditure	\$1,148	\$1,227	\$79	\$1,840	\$1,147
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$1,148	\$1,227	\$79	-\$1,160	\$1,147
<b>Environmental Services</b>					
<b>Building Control</b>					
Expenditure	\$653,041	\$507,626	(\$145,415)	\$760,594	\$472,540
Revenue	\$266,489	\$186,467	\$80,022	\$279,700	\$178,224
Net cost of activity	\$386,552	\$321,159	(\$65,393)	\$480,894	\$294,316
<b>District Plan</b>					
Expenditure	\$96,521	\$124,911	\$28,390	\$187,366	\$95,686
Net cost of activity	\$96,521	\$124,911	\$28,390	\$187,366	\$95,686
<b>Resource Consents</b>					
Expenditure	\$136,314	\$134,509	(\$1,805)	\$201,564	\$154,398
Revenue	\$64,184	\$50,667	\$13,517	\$76,000	\$67,813
Net cost of activity	\$72,130	\$83,843	\$11,713	\$125,564	\$86,585
<b>Food and Health</b>					
Expenditure	\$110,796	\$110,533	(\$263)	\$165,699	\$106,303
Revenue	\$24,001	\$15,000	\$9,001	\$30,000	\$25,225
Net cost of activity	\$86,795	\$95,533	\$8,738	\$135,699	\$81,078
<b>Alcohol Licensing</b>					
Expenditure	\$72,026	\$72,925	\$899	\$109,287	\$71,547
Revenue	\$23,390	\$21,800	\$1,590	\$32,700	\$22,836
Net cost of activity	\$48,636	\$51,125	\$2,489	\$76,587	\$48,711
<b>Parking and Other Bylaws</b>					
Expenditure	\$95,138	\$85,407	(\$9,731)	\$128,111	\$89,123
Revenue	\$695	\$667	\$28	\$1,000	-\$53
Net cost of activity	\$94,443	\$84,741	(\$9,702)	\$127,111	\$89,176
<b>Animal Control</b>					
Expenditure	\$130,719	\$143,167	\$12,448	\$214,751	\$132,302
Revenue	\$139,175	\$141,500	(\$2,325)	\$141,500	\$140,713
Net cost of activity	-\$8,456	\$1,667	\$10,123	\$73,251	-\$8,411
<b>Civil Defence</b>					
Expenditure	\$267,780	\$258,547	(\$9,233)	\$332,741	\$176,352
Net cost of activity	\$267,780	\$258,547	(\$9,233)	\$332,741	\$176,352
<b>Assets</b>					
<b>Roading</b>					
Expenditure	\$2,862,907	\$2,613,546	(\$249,361)	\$3,904,319	\$2,537,622
Revenue	\$3,802,302	\$4,182,667	(\$380,365)	\$6,079,000	\$3,234,776



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\*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

	February '22 Actual YTD	February '22 Budget YTD	Variance YTD	Total Budget 2021/22	February '21 Actual YTD
Net cost of activity	\$-939,395	\$-1,569,121	(\$629,726)	-\$2,174,681	-\$697,154
<b>Stormwater</b>					
Expenditure	\$144,014	\$129,704	(\$14,310)	\$194,556	\$116,606
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$144,014	\$129,704	(\$14,310)	\$194,556	\$116,606
<b>Wastewater (Sewerage)</b>					
Expenditure	\$385,270	\$459,178	\$73,908	\$705,535	\$406,500
Revenue	\$42,489	\$48,600	(\$6,111)	\$72,900	\$35,593
Net cost of activity	\$342,781	\$410,578	\$67,797	\$632,635	\$370,907
<b>Solid Waste</b>					
Expenditure	\$628,417	\$561,351	(\$67,066)	\$840,418	\$609,023
Revenue	\$102,907	\$71,667	\$31,240	\$107,500	\$87,427
Net cost of activity	\$525,510	\$489,684	(\$35,826)	\$732,918	\$521,596
<b>Water Supply</b>					
Expenditure	\$801,012	\$830,555	\$29,543	\$1,236,572	\$725,124
Revenue	\$206,492	\$188,000	\$18,492	\$376,000	\$194,374
Net cost of activity	\$594,520	\$642,555	\$48,035	\$860,572	\$530,750
<b>Total Activity Expenditure</b>	\$10,290,406	\$9,981,899	(\$308,507)	\$14,848,200	\$9,173,315
<b>Total Activity Revenue</b>	\$5,704,785	\$5,736,727	(\$31,942)	\$8,411,200	\$4,972,007
<b>Net Cost of Activities</b>	\$4,585,621	\$4,245,172	(\$340,449)	\$6,437,000	\$4,201,308

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**CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 28 FEBRUARY 2022**

Grant funded

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
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**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 considering viability of a residential subdivision and scoping location options.
<b>Total Growth Expenditure</b>		<b>1,200,000</b>	<b>0</b>	<b>1,200,000</b>	<b>6,025</b>	<b>1,200,000</b>	<b>0</b>		

**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	48,112	905,000	0	By 30 June 2022	Opunake Rd/Palmer Rd contract out to tender. Roadside barrier contract in draft. Active warning signs ordered awaiting installation. Swansea Rd safety project out to tender in March.
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	62,828	135,000	0	By 30 June 2022	Unbudgeted reticulation capacity increase required at Achilles Street due to increased stormwater flows from recent Brecon Road subdivision, and the project scope is currently being defined. Work is also required at Miranda Street.
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	75,860	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	0	150,000	Carry over to 2022/23	The three year contract programme is currently being written however unable to get a contractor until July at the earliest. Request to be made to Council for carry over.
Wastewater	Treatment plant upgrade	500,000	0	500,000	30,736	50,000	450,000	Carry over to 2022/23	The consultant is designing the final programme of works, and the sample programme has commenced. However, full upgrade works won't commence until after July 2022 therefore a request for carry over will be made.
Water Supply	Water meter upgrade - change existing to electronic meters	258,000	0	258,000	22,570	258,000	0	By 30 June 2022	The upgrade programme is being finalised to accommodate the new meters.
Water Supply	Electronic water reading software	91,500	0	91,500	18,864	30,000	61,500	By 30 April 2022	Currently procuring the software, however final costs are expected to be much less than budget.
Water Supply	Zoning	30,000	0	30,000	127,486	140,000	(110,000)	By 30 April 2022	Pressure reducing valves have been commissioned; and alterations are required to one cabinet due to line of sight along the railway corridor.

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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	Second trunkmain	1,400,000	0	1,400,000	873,798	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 has commenced. Stage 2 and 3 - final design is nearly complete. To meet central government timeframes, and in accordance with the Council resolution to suspend elements of the procurement policy to facilitate certain central government funded projects, contractor selection for Stages 2 & 3 is expected to be by direct appointment. Stages 2 and 3 are expected to start sometime in April.
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	0	2,000	Completed	This has been done but as it was less than the capital expenditure minimum of \$2,000, and is being treated as operating expenditure.
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.
Parks and Reserves	Victoria Park improvements (including bike park and half basketball court)	0	484,168	484,168	353,049	465,000	19,168	By 31 March 2022	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), stage 2 (the pump track) and stage 3 (public toilets) are all complete. Total project expenditure to date is \$1,752,182, 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	9,135,861	13,890,002	2,809,998	By 30 September 2022	Funding of \$1.74m from Provincial Growth Fund received so far this year, along with \$1.88m from grants. A further \$1.4m is to be received from PGF on completion of the project, which is currently approximately 49% complete.
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, including an LED sign at the southern entrance to town. 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	10,300	9,700	Carry over to 2022/23	Contract has been awarded, however due to delays of materials, and labour shortages, the full project will not be complete by 30 June 2022
Civic Amenities	WMC - appliance upgrade	9,500	0	9,500	0	9,500	0	By 30 April 2022	Currently looking at options for oven and steriliser upgrades, and obtaining quotes.
Civic Amenities	TET Stadium improvements	50,000	0	50,000	13,500	50,000	0	By 30 June 2022	The contract to upgrade the heaters in the restaurant has been awarded, however the commencement date is yet to be confirmed. Earlier this year there was a gas leak, so new and larger pipes were installed.

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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
Farm	New storage facility	8,000	0	8,000	0	8,000	0	By 30 April 2022	Once the new storage shed has been constructed at the pound, the storage container will be moved to the farm and utilised as a chemical storage facility. Budget includes transport, fit-out and concrete pad.
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	127,048	127,048	(127,048)	Completed	This expenditure was approved by Council in the previous year but was completed in November 2021. 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	54,192	54,192	(1,192)	Completed	
Farm	Landscaping / riparian planting	3,500	0	3,500	0	3,500	0	By 31 May 2022	Following a site visit by TRC in December, a list of the required number of trees will be provided, then ordered in March, ready for planting in May 2022.
Miranda Street Office	Concrete plinth and sign	0	0	0	1,978	1,978	(1,978)	By 30 June 2022	Relates to concrete structure at front of council office building. Unbudgeted expenditure.
<b>Total Level of Service Expenditure</b>		<b>20,613,870</b>	<b>1,039,168</b>	<b>21,653,038</b>	<b>10,952,004</b>	<b>18,524,237</b>	<b>3,128,801</b>		

**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	406,370	680,000	160,000	By 30 June 2022	Reallocation of funds for Monmouth Road culvert replacement
Roading - Financially assisted NZTA	Sealed Road resurfacing	1,100,000	(206,966)	893,034	899,531	940,000	(46,966)	By 30 June 2022	Slight overspend to meet target length for reseals of 26km.
Roading - Financially assisted NZTA	Drainage Renewals	700,000	0	700,000	651,332	700,000	0	By 30 June 2022	Monmouth Road and Mangaotuku Road rehabilitation
Roading - Financially assisted NZTA	Pavement Rehabilitation	750,000	0	750,000	65,532	700,000	50,000	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	765,818	900,000	(65,000)	By 30 June 2022	Re-prioritised programme to include Monmouth Road culvert replacement
Roading - Financially assisted NZTA	Traffic Servcies Renewals	113,000	(37,726)	75,274	32,050	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	32,150	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	77,662	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	5,488	6,000	54,000	By 30 June 2022	Reseals deferred to 2022/23 year
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	12,197	12,500	(2,500)	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)

2022 - Policy & Services - March Open - 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	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	8,850	30,000	0	By 30 June 2022	Ongoing, as part of an annual renewal programme
Wastewater	Infiltration renewals	183,000	0	183,000	20,633	183,000	0	By 30 June 2022	The three year contract programme is currently being written.
Water Supply	Laterals	30,600	0	30,600	0	30,600	0	By 30 June 2022	Ongoing
Water Supply	Stratford street work rider mains	255,000	0	255,000	91,930	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. Tenders for this project have been received and are being evaluated in March.
Water Supply	Toko street work rider mains	15,000	0	15,000	3,190	15,000	0	By 30 June 2022	Ongoing, as required
Water Supply	Infrastructural general - Stratford	25,000	0	25,000	18,640	25,000	0	By 30 June 2022	Ongoing, as required
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	25,930	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
Water Supply	Stratford reservoir	30,000	0	30,000	14,464	30,000	0	By 30 June 2022	Reservoir roof seal was replaced and ladders installed; the cleaning requirement and methodology evaluation is currently occurring.
Water Supply	Midhirst reservoir	15,000	0	15,000	0	15,000	0	By 30 June 2022	The cleaning requirement and methodology evaluation is currently occurring.
Water Supply	Toko reservoir	5,000	0	5,000	272	5,000	0	By 30 June 2022	The cleaning requirement and methodology evaluation is currently occurring.
Water Supply	Membranes	150,000	0	150,000	85,220	150,000	0	By 30 June 2022	Procurement has been initiated, waiting on supplies to arrive from overseas.
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	75,000	25,000	By 30 June 2022	Iwi are reviewing the assessment reports 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 completed, then once completed the old tank will be removed and the new one installed in autumn, when camping ground occupancy rates are lower.

2022 - Policy & Services - March Open - 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	Eastern Loop staircase	0	0	0	7,264	7,264	(7,264)	Completed	Downer were to replace a few steps on the Eastern Loop walkway under their R&M contract. When the repairs were about to take place, it was decided that due to health and safety risks the whole staircase would need to be replaced immediately. If the stairs were not fully replaced, the walkway would have been closed until further notice.
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	2,362	70,000	0	By 31 May 2022	Building Consent has been lodged and is currently being processed. Demolition of the old shed will take place in March, with construction of the new shed commencing in April.
Civic Amenities	Demolish Bell Tower	30,000	0	30,000	13,043	60,000	(30,000)	By 30 April 2022	Demolition will start in March, and will be undertaken in two steps. Currently investigating alternative locations for the security cameras and wifi equipment. It is necessary that the budget for the project increase to \$60,000 to ensure the work is completed safely.
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,126	3,126	(26)	Completed	
Miranda Street Office	Office renovations	0	0	0	33,279	33,279	(33,279)	Completed	This is for the safe conversion into office space.
Corporate	Computers/Peripherals/ Software	128,000	0	128,000	90,454	154,000	(26,000)	By 30 June 2022	The over spend is due to extra equipment and software related to the Covid situation. The balance of the planned projects will be re-prioritised.
Corporate	Vehicle Replacement (after trade in)	38,000	0	38,000	23,547	38,000	0	By 30 June 2022	One vehicle arrived in December, and a second vehicle will be purchased later in the year to replace an existing vehicle.
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	By 30 June 2022	Ongoing
<b>Total Replacement Expenditure</b>		<b>6,721,100</b>	<b>-894,692</b>	<b>5,826,408</b>	<b>3,481,278</b>	<b>5,856,636</b>	<b>-30,228</b>		
<b>TOTAL EXPENDITURE</b>		<b>\$28,534,970</b>	<b>\$144,476</b>	<b>\$28,679,446</b>	<b>\$14,439,307</b>	<b>\$25,580,873</b>	<b>\$3,098,573</b>		

LIABILITIES AND INVESTMENTS STATEMENT AS AT 28 FEBRUARY 2022					
<b>Public Debt Statement</b>					
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
	<b>\$ 22,200,000</b>	<b>2.18%</b>			
<b>Internal Debt Register</b>					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,350,795	2013	N/a	2.18%	Water treatment plant
Farm	\$ 1,968,533	2016	N/a	2.18%	As at 1 July 2021
<b>Committed Cash Facilities</b>					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	<b>\$ 1,000,000</b>				
<b>Investment Statement</b>					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	1.18%	120	5/11/2021	5/03/2022
Westpac	\$ 1,000,000	1.27%	120	13/12/2021	12/04/2022
Westpac	\$ 1,000,000	1.35%	120	17/01/2022	17/05/2022
Westpac	\$ 1,000,000	1.48%	105	24/02/2022	9/06/2022
Westpac	\$ 2,000,000	1.94%	120	24/02/2022	24/06/2022
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
	<b>\$ 13,180,000</b>	<b>1.62%</b>			
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
	<b>\$ 447,000</b>	<b>1.64%</b>			
<b>Shareholdings Statement</b>					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 3.06	\$ 485,671		
Ravensdown	21,820	\$ 1.00	\$ 21,820		
Civic Financial Services Ltd	65,608	\$ 0.96	\$ 62,984		
			<b>\$ 570,475</b>		
<b>Other Investments</b>					
	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 FEBRUARY 2023**

	Feb-22	Feb 22 Actuals	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	12 Month
<b>OPENING BALANCE</b>	<b>1,832,362</b>	<b>1,832,362</b>	<b>2,443,207</b>	<b>96,789</b>	<b>12,909</b>	<b>345,184</b>	<b>282,755</b>	<b>246,955</b>	<b>718,955</b>	<b>98,955</b>	<b>288,155</b>	<b>1,521,030</b>	<b>1,293,265</b>	<b>580,045</b>	<b>7,928,200</b>
Rates	3,500,000	3,173,918	520,000	440,000	3,500,000	450,000	450,000	3,500,000	640,000	450,000	3,500,000	540,000	380,000	3,150,000	17,520,000
NZTA Refunds	497,263	497,262	845,782	600,000	300,000	200,000	200,000	300,000	500,000	600,000	380,000	600,000	215,000	490,000	5,230,782
Fees and Charges	360,000	349,705	450,000	320,000	320,000	400,000	400,000	300,000	400,000	350,000	320,000	400,000	300,000	350,000	4,310,000
Sale of Assets	1	-	18,000	-	-	-	-	-	-	-	-	-	-	-	-
Interest Revenue	4,200	2,416	35,000	4,200	4,200	35,000	4,200	2,000	35,000	4,200	4,200	4,200	4,200	4,200	140,600
PGF Funding - pool and bike park	2	-	-	-	-	1,374,250	-	-	-	-	1,610,000	0	-	-	2,984,250
<b>Total Cash In</b>	<b>4,361,463</b>	<b>4,041,302</b>	<b>1,850,782</b>	<b>1,364,200</b>	<b>4,124,200</b>	<b>2,459,250</b>	<b>1,054,200</b>	<b>4,102,000</b>	<b>1,575,000</b>	<b>1,404,200</b>	<b>5,814,200</b>	<b>1,544,200</b>	<b>899,200</b>	<b>3,994,200</b>	<b>30,185,632</b>
Salaries and Wages / Elected Members	420,000	483,046	480,000	420,000	480,000	420,000	420,000	480,000	420,000	420,000	480,000	420,000	430,000	480,000	5,350,000
Payments to Suppliers - Operating	450,000	592,868	500,000	500,000	550,000	550,000	570,000	650,000	650,000	670,000	600,000	500,000	500,000	600,000	6,840,000
Major contract payments	2,000,000	2,354,543	3,400,000	3,400,000	3,100,000	3,500,000	3,100,000	3,500,000	2,000,000	1,500,000	800,000	800,000	800,000	800,000	26,700,000
Interest Expense	-	-	-	128,080	61,925	51,679	-	-	-	125,000	51,325	51,965	-	-	469,974
GST Paid	-	-	(182,800)	-	(400,000)	-	-	-	125,000	-	(350,000)	-	(117,580)	-	925,380
<b>Total Cash Out</b>	<b>2,870,000</b>	<b>3,430,458</b>	<b>4,197,200</b>	<b>4,448,080</b>	<b>3,791,925</b>	<b>4,521,679</b>	<b>4,090,000</b>	<b>4,630,000</b>	<b>3,195,000</b>	<b>2,715,000</b>	<b>1,581,325</b>	<b>1,771,965</b>	<b>1,612,420</b>	<b>1,880,000</b>	<b>38,434,594</b>
(Increase)/Reduce Financial Investments	3 -	2,000,000	-	-	7,000,000	-	1,000,000	-	-	-	-	-	-	-	6,000,000
Borrowing /(Repaying) Loans	4	-	-	10,000,000	-	1,000,000	3,000,000	1,000,000	1,000,000	1,500,000	3,000,000	-	-	2,500,000	12,000,000
<b>CLOSING BALANCE</b>	<b>1,323,825</b>	<b>2,443,207</b>	<b>96,789</b>	<b>12,909</b>	<b>345,184</b>	<b>282,755</b>	<b>246,955</b>	<b>718,955</b>	<b>98,955</b>	<b>288,155</b>	<b>1,521,030</b>	<b>1,293,265</b>	<b>580,045</b>	<b>194,245</b>	<b>5,679,238</b>
<b>Net Debt</b>	<b>7,020,000</b>	<b>9,020,000</b>	<b>9,020,000</b>	<b>12,020,000</b>	<b>12,020,000</b>	<b>14,020,000</b>	<b>17,020,000</b>	<b>18,020,000</b>	<b>19,020,000</b>	<b>20,520,000</b>	<b>17,520,000</b>	<b>17,520,000</b>	<b>17,520,000</b>	<b>15,020,000</b>	<b>17,520,000</b>

**Notes re Cashflow Forecast:**

1. Midhirst Abandoned Land paid in Full during February 2022
2. MBIE funding for the pool due in November 2022. MBIE funding for second half of trunk main due in June 2022
3. Further funds were not invested as anticipated, due to revenue received being lower than anticipated, and cash out being higher than expected. Council has \$6m on term deposit.
4. Council intends to borrow \$12m in April (and repay \$2m maturing), borrowing for the coming months is earlier than anticipated, to reduce interest rate risk, and administration costs. Further short term LGFA funding may occur in September 2022.



## Outstanding Debtors as at 28 February 2022

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$134,548	\$33,375	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.
Library	\$10	\$0	
Transfer Station	\$352	\$10	
Cemeteries	\$35,620	\$8,725	Overdues relate to 6 debtors, of which all have payment arrangements with council and are compliant.
Rental Properties	\$5,971	\$604	Overdue debtor is under a payment arrangement.
Pensioner Housing	-\$259	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$9,751	\$5,338	This relates to 6 debtors, that are all actively being pursued by debt collectors.
Facility Hire	\$1,804	\$0	
Sundry Debtors	\$314,055	\$10,272	Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement.
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	\$4,458	\$0	Services added after 1 July 2021 via debtor invoice. Due 30 June 2022. Ratepayers sent reminder letters.
Debtors Accruals	\$143,813	\$0	
NZTA	\$845,782	\$0	
Swimming Pool	\$527	\$0	
Resource Consents	\$17,372	\$4,929	One overdue debtor that the Regulatory team are pursuing. Relates to a resource consent issued and yet to be paid for.
Building Consent Applications	\$5,872	\$0	
Aerodrome	\$765	\$765	A request will be made in June 2022 to the CEO to write-off debt associated with landing fees, due to Annual Plan proposal to remove aerodrome landing fees for 2022/23.
Infringements	\$58,404	\$58,404	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$12,670	\$600	One debtor, chasing up. Was due to be cleared 21/1/22.
Water Billing	\$86,156	\$9,485	An overdue debtor is on a payment arrangement. Reminder letters have been sent out. A number of properties are being investigated for leaks.
<b>TOTAL</b>	<b>\$1,680,094</b>	<b>\$134,929</b>	

## LGFA Council Borrowing Update

2 March 2022

### Short term borrowing

RBNZ delivered on the 25 bps increase in the OCR last week and did not rule out a 50bps hike in the future despite markets pricing in 25 bps increments. Money market yields up between 3 bps (2 months) and 11 bps (1 year) in response to the terminal OCR being lifted to 3.35% (from 2.6%) in 2024 and RBNZ comments. Expectations lifted further out with an OCR of 3.11% expected in May 2023 (up 20 bps). While geopolitical tensions are helping bond market sentiment through safe haven buying, it has had little impact on the money market.

#### Rates

Short Term loans	BKBM Base rate	Borrowing yield Rated councils	Borrowing yield Unrated councils
1 month	1.050%	1.200%	1.250%
2 month	1.185%	1.335%	1.385%
3 month	1.320%	1.470%	1.520%
4 month	1.438%	1.588%	1.638%
5 month	1.557%	1.707%	1.757%
6 month	1.675%	1.875%	1.925%
1 year	2.220%	2.420%	2.470%

#### Margins

Short term margins	30 to 181 days	182 to 364 days
Rated councils	15 bps over BKBM	20 bps over BKBM
Unrated councils	20 bps over BKBM	25 bps over BKBM

### Long term borrowing

Geopolitical and Central Bank inspired volatility over the past week with yields higher and credit spreads wider. Yields rose following the RBNZ increasing forward OCR expectation then recovered on Ukraine tensions. However the prospect of stagflation through even greater inflation upside risk and growth stunted due to Russia sanctions impacting. Fears of market liquidity impact not helping so Sovereign bonds are well supported but global credit markets under pressure. LGFA bond yields up 11 to 18 bps and LGFA borrowing spreads wider by between 4 bps and 6 bps over the week

Fixed rate long term	Base yield	Borrowing yield		Borrowing yield		Borrowing yield	
		AA+/AA rated councils	AA- rated councils	A+ rated councils	Unrated guarantors	Non-guarantors	
Apr-23	2.31%	2.46%	2.51%	2.56%	2.66%	2.76%	
Apr-24	2.79%	2.94%	2.99%	3.04%	3.14%	3.24%	
Apr-25	2.97%	3.12%	3.17%	3.22%	3.32%	3.42%	
Apr-26	3.14%	3.29%	3.34%	3.39%	3.49%	3.59%	
Apr-27	3.19%	3.34%	3.39%	3.44%	3.54%	3.64%	
May-28	3.30%	3.45%	3.50%	3.55%	3.65%	3.75%	
Apr-29	3.34%	3.49%	3.54%	3.59%	3.69%	3.79%	
May-31	3.40%	3.55%	3.60%	3.65%	3.75%	3.85%	
Apr-33	3.50%	3.65%	3.70%	3.75%	3.85%	3.95%	
May-35	3.63%	3.78%	3.83%	3.88%	3.98%	4.08%	
Apr-37	3.71%	3.86%	3.91%	3.96%	4.06%	4.16%	

Floating rate long term	Base margin	Borrowing margin		Borrowing margin		Borrowing margin	
		AA+/AA rated councils	AA- rated councils	A+ rated councils	Unrated guarantors	Non-guarantors	
Apr-23	2 bps	17 bps	22 bps	27 bps	37 bps	47 bps	
Apr-24	8 bps	23 bps	28 bps	33 bps	43 bps	53 bps	
Apr-25	13 bps	28 bps	33 bps	38 bps	48 bps	58 bps	
Apr-26	21 bps	36 bps	41 bps	46 bps	56 bps	66 bps	
Apr-27	27 bps	42 bps	47 bps	52 bps	62 bps	72 bps	
May-28	33 bps	48 bps	53 bps	58 bps	68 bps	78 bps	
Apr-29	34 bps	49 bps	54 bps	59 bps	69 bps	79 bps	
May-31	41 bps	56 bps	61 bps	66 bps	76 bps	86 bps	
Apr-33	53 bps	68 bps	73 bps	78 bps	88 bps	98 bps	
May-35	60 bps	75 bps	80 bps	85 bps	95 bps	105 bps	
Apr-37	65 bps	80 bps	85 bps	90 bps	100 bps	110 bps	

Note: All the above borrowing yields and spreads are fully inclusive of the applicable base lending and credit margins outlined below

#### Margins

Long term base lending margin	Standard - Terms beyond 1 year 15 bps	GSS Loans - terms beyond 1 year 10 bps
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Long term credit margin (+ Base lending margin)	AA+ and AA 0 bps	AA- 5 bps	A+ 10 bps	Unrated guarantor 20 bps	Non-guarantor 30 bps
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Disclaimer: This is intended for information purposes only and contains commercially sensitive information, therefore please do not distribute. Borrowing margins and rates are indicative only and subject to change. For further information contact Andrew Michl, Sumithra Kaluarachi, Jane Phelan or Mark Butcher

#### Upcoming bond tender dates

9 March 2022  
11 April 2022  
11 May 2022  
8 June 2022  
6 July 2022  
10 August 2022





**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.