



Our reference
F19/13/03-D21/26182

18 July 2024

Policy and Services Committee Meeting and Extraordinary Meeting of Council

Notice is hereby given that a Policy and Services Meeting will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 23 July 2024** beginning at **3.00 pm**.

Additionally, and in accordance with Standing Order 8.3, **and Extraordinary Meeting** has been called **Tuesday 23 July 2024** following the Policy and Services Committee Meeting to discuss Insurance Renewals.

Timetable for 23 July 2024 as follows:

1.00pm	Workshop - Aerodrome Strategic Plan Workshop
2.45pm	Afternoon Tea for Councillors
3.00pm	Policy and Services Committee Meeting
4.30pm (approx.)	Extraordinary Meeting of Council - Insurance Renewal

Yours faithfully

Sven Hanne
Chief Executive

2024 - Agenda - Policy & Services - July

23 July 2024 03:00 PM



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12. Questions

13. [Closing Karakia](#)

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AGENDA

Policy and Services Committee



F22/55/05-D24/34202

Date: Tuesday 23 July 2024 at 3.00 PM
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

- 1.1 Opening Karakia**
D21/40748 Page 8
- 1.2 Health and Safety Message**
D21/26210 Page 9

2. Apologies

3. Announcements

4. Declarations of members interest

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

5. Attendance Schedule

Page 10

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

6. Confirmation of Minutes

- 6.1 Policy and Services Committee –25 June 2024**
D24/32049 Page 11

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 June 2024 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 – Proposed Changes to Refuse Transfer Stationing Opening Days and Hours

D24/33401

Page 22

Recommendations

1. THAT the report be received.
2. THAT the Committee approve Option 2, the new hours of operation proposed at the Refuse Transfer Station.

Recommended Reason

To allow the closing of the Refuse Transfer Station in the quiet period (midweek) and extension of the hours across the other open days, to create broader opportunity for customers to utilise the site, maximising revenue and the opportunity for waste diversion.

/
Moved/Seconded

9. Decision Report – Stopping of Part Whangamomona Road and Addition to Whangamomona Domain

D24/33880

Page 27

Recommendations

1. THAT the report be received.
2. THAT, subject to the consent of the Minister of Lands, Council proceeds to stop under the provisions of either Section 342 of the Local Government Act 1974 or Section 116 of the Public Works Act 1981, that portion of Whangamomona Road containing approximately 9,280 square metres (subject to survey) on the northern side of the road adjacent the Whangamomona Domain campground.
3. THAT, following the stopping, that portion of the road stopped in Recommendation 2, apart from a 20-metre strip that will automatically become Local Purpose (Esplanade) Reserve, be vested in Council as Recreation Reserve, and added to the Whangamomona Domain to be managed by the Whangamomona Domain Board Incorporated on behalf of Council.

Recommended Reason

A large proportion of the infrastructure on the Whangamomona Domain (originally a school site) is built on or over the boundary of the domain, encroaching on a legal road adjacent the Whangamomona River. This potentially creates an issue in terms of future resource consents. The recommendations will rectify this legal situation.

/
Moved/Seconded

10. Decision Report – Draft Sustainability Policy - Approval

D24/33825

Page 34

Recommendations

1. THAT the report be received.
2. THAT the Policy and Services Committee approves the *DRAFT Sustainability Policy*.

Recommended Reason

The adoption of this policy, will enable consideration of sustainability in decision making across Council, activities, services, and functions.

/
Moved/Seconded

11. Monthly Reports

11.1 Assets Report

D24/32566

Page 40

Recommendation

THAT the report be received.

/
Moved/Seconded

11.2 Community Services Report

D24/32710

Page 64

Recommendation

THAT the report be received.

/
Moved/Seconded

11.3 Environmental Services Report

D24/30675

Page 72

Recommendation

THAT the report be received.

/
Moved/Seconded

11.4 Corporate Services Report
D24/30676 Page 79

Recommendation

THAT the report be received.

/
Moved/Seconded

12. Questions

13. Closing Karakia
D21/40748 Page 97



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

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-D22/17082

Health and Safety Message

In the event of an emergency, unless guided to an alternative route by staff, please exit through the main entrance. Once outside the building please move towards the War Memorial Centre congregating on the lawn area outside the front of the council building.

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

5. Attendance schedule for 2024 Policy & Services Committee meetings (including Hearings).

Date	23/1/24	30/1/24 **	27/2/24	27/2/24	26/3/24	26/3/24	23/4/24	14/5/24	28/5/24	4/6/24	11/6/24	25/6/24	23/7/24	27/8/24	24/9/24	22/10/24	26/11/24
Meeting	PS	PS	H	PS	H	PS	PS	H	PS	H	H	PS	PS	PS	PS	PS	PS
Neil Volzke	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Steve Beck	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Grant Boyde	✓	✓	A	A	✓	✓	✓	✓	✓	✓	✓	✓					
Annette Dudley	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	A	✓					
Jono Erwood	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Ellen Hall	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Amanda Harris	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Vaughan Jones	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓					
Min McKay	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
John Sandford	✓	✓	✓	✓	✓	✓	A	✓	A	✓	✓	✓					
Clive Tongaawhikau	A	A	✓	✓	A	A	A	A	✓	A	A	✓					
Mathew Watt	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					

** The Policy and Services Committee meeting held on 30 January 2024 was a continuation of the January meeting.

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



F22/55/05 – D24/32049

Date: Tuesday 25 June 2024 at 3.00 PM
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

The Deputy Mayor – M McKay (the Chairperson), the District Mayor N C Volzke, Councillors: S J Beck, G W Boyde, A M C Dudley, J M S Erwood, A K Harris, E E Hall, V R Jones, C M Tongaawhikau, W J Sandford and M J Watt.

In attendance

The Chief Executive – Sven Hanne, the Director – Assets Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Acting Director – Community Services – Mrs E Bishop, the Corporate Accountant – Mrs C Craig, the Committee Secretary – Ms E Coulton, the Acting Executive Assistant and Committee Secretary – Mrs C Reynolds (*part meeting*), the Community and Economic Development Manager – Ms S Afzal (*part meeting*), the Community Development Officer – Ms A Kingston (*part meeting*), The Property Manager – Mrs S Flight (*part meeting*), The Projects Manager – Mr S Taylor (*part meeting*), the Graduate Asset Engineer – Ms K Van Hout, the Parks and Reserves Officer – Mrs M McBain, the Services Asset Manager – Mr J Cooper, The Roading Manager – Mr S Bowden, one member of the Media (Stratford Press), Jennifer Patterson (Venture Taranaki), and one member of the public.

1. Welcome

The opening karakia was read.

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

There were no apologies.

3. Announcements

There were no announcements.

4. Declarations of members interest

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

Councillor J M S Erwood declared interest in item 10 Decision Report – TET Funding Application 2024.

5. Attendance Schedule

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

6. Confirmation of Minutes

6.1 Policy and Services Committee –28 May 2024 D24/26845 Page 10

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, including the public excluded section, held on Tuesday 28 May 2024 be confirmed as a true and accurate record.

BOYDE/HALL
Carried
P&S/24/176

The Committee Secretary undertook to make the following amendments:

- Councillor Harris expressed that on page 15 of the agenda under item 11.1 Monthly Reports – Assets Report a conversation was missing where she expressed her frustration towards the damage to the bridge. She noted that this comment was put in a media release and believes it is important for it to also be included in the minutes. The Chief Executive Officer noted that the purpose of the minutes is to record decisions and is not verbatim, he noted that it is unlikely we will be able to backfill that conversation.
- The Deputy Mayor requested the title of chairman to be amended to chairperson for the meetings she chaired.

6.2 Policy and Services Committee – 11 June 2024 (Hearing) D24/30048 Page 18

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, to hear and consider submissions to the Rates Postponement and Rates Remission Policies, held on Tuesday 11 June 2024 be confirmed as a true and accurate record.

TONGAAWHIKAU/JONES
Carried
P&S/24/177

The Committee Secretary undertook to make the following amendments:

- The second bullet point of submission one, the term is E-RUCs (Electronic Road User Charges) not E-trucks and needs to be changed accordingly.
- Page 26 item 10, Decision Report – Rates Postponement Policy – Deliberation and Adoption, spelling mistake. Change from deceleration to declaration.
- Councillor Jones was not present at the meeting, attendance needs to be updated accordingly.
- Spelling error page 22 was changed from sate to state.

7. **Matters Outstanding**
D16/47 Page 28

Recommendation

THAT the Matters Outstanding be received.

DUDLEY/BECK
Carried
P&S/24/178

The Chief Executive Officer noted the following:

- There was a workshop scheduled to discuss the new Parking Bylaw today but due to the Pedestrian Crossing matters and the two extraordinary meetings held in the last week this has been cancelled. He noted that this workshop will be rescheduled as soon as possible, and information will be circulated in due course.

8. **Information Report – Economic Development Quarterly Report – Quarter Three**
2023/2024
D24/29109 Page 29

Recommendation

THAT the report be received.

VOLZKE/WATT
Carried
P&S/24/179

Jennifer Patterson from Venture Taranaki noted the following:

- The report the elected members received was not customised to the Stratford District so Ms Patterson wanted to take the opportunity to highlight aspects specific to the Stratford District.
- A demonstration on how the interactive Quarterly Report Dashboard works was done.
- Highlights on the dashboard noted that three different businesses in the Stratford District received capability funding and one manufacturing business has received a \$10,000 grant due to their innovation.

The Graduate Asset Engineer joined the meeting at 3.07pm.

- Influencers, Rody NZ, have partnered with Venture Taranaki to produce content of the region. They have journeyed all throughout the region and have highlighted the arts map and the Taranaki taste trail through their videos.

The Parks and Reserves Officer joined the meeting at 3.10pm.

- Venture Taranaki are in phase 2 of the branching out process and ashwagandha and liquorice have been planted in toko as trial crops in the Stratford District.
- The team went on a funded trip to Auckland to promote regional collaborations on primary sector diversification. She noted there are plans for more funded trips in the future.
- In the innovation and entrepreneurship space, Venture Taranaki facilitated an AI for business presentation which was well attended and have had another sell out workshop for raising capital 101.
- Taranaki trends for summer 2024 are now available.

Questions/Points of Clarification:

- Councillor Boyde questioned if Venture Taranaki provided support to Councils with regards to new industries/opportunities being attracted to the region. Ms Patterson noted that it is a bit of both and that consenting is primarily a council issue, she expressed that Venture Taranaki drive the case but require council to implement them with the consents in a timely manner.
- Councillor Beck asked if anyone in the Stratford District took part in the trial crop for garlic. Ms Patterson noted that no one in the Stratford District took on a garlic trial crop, she noted that this may be due to soil conditions, weather, or lack of interest from farmers. Councillor Beck asked if garlic has the capability to be grown in the Stratford climate. Ms Patterson directed Councillor Beck to their website as it has indications as to what crops are suitable to each area. Councillor Beck noted that if garlic is able to grow here, he is interested in doing a trial crop.
- The District Mayor sought clarification as to what is being grown in Toko. Ms Patterson clarified that Ashwagandha is being grown and is a medicinal herb.
- The District Mayor noted that an area that is focused on for economic development seems to be cruises, he noted that he saw something that mentioned that P&O will no longer be heading to Taranaki on their route. Ms Patterson noted that she is unsure on the validity of that and will need to follow up.

The Services Asset Manager joined the meeting at 3.30pm.

The Graduate Asset Engineer left the meeting at 3.30pm.

- The Deputy Mayor noted that page 18 of the report notes the direct spend and economic impact of the regional film office, she sought clarification on what the economic impact is and what it is comprised of. Ms Patterson noted that the direct spend is what is directly spent during the duration of the activity such as meals paid for, whereas the economic impact is indirect and is more so about the benefits seen through that direct spend.

Information Report – Percy Thomson Trust – Statement of Intent 2024/2027

D24/30656 Page 57

Recommendation

1. THAT the report be received.

BOYDE/HALL
Carried
P&S/24/180

2. THAT Council receive the final Statement of Intent for Percy Thomson Trust for the period 1 July 2024 to 30 June 2027.

BOYDE/BECK
Carried
P&S/24/181

Recommended Reason

In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a final statement of intent on or before 1 July 2024.

The Chief Executive Officer noted the following:

- The draft statement of intent was presented to council at the February Policy and Services committee meeting. Elected members at this meeting noted that they want the Percy Thomson Trust to keep council updated with any structural changes, however it is not required to be included in the statement of intent. The statement of intent that is presented today is therefore the same as the draft intent submitted in February.

The District Mayor noted the following:

- At the past Policy and Services meeting in February when the draft statement of intent was presented, Councillor Hall and himself were tasked to create a summary for elected members about the Trust's future and potential changes, he apologised as that is not being presented to elected members today. It was noted that the intention is to hold a workshop to discuss the future of the trust in mind.

Questions/Points of Clarification:

- Councillor Boyde acknowledged what the Chief Executive Officer and the District Mayor had to say but noted that there were some concerns for him. He noted that Council has the ability to extend the deadline and delivery of the statement of intent by resolution and expressed that this may be wise as the discussion surrounding the future governance of the trust is set to begin shortly and it would make sense to have these two discussions synonymous of each other. It was noted by the Chief Executive Officer that elected members did not direct the Percy Thomson Trust on changes to be made to the statement of intent draft and clarified that we are able to recall and reevaluate a statement of intent at any time that we see fit. The Chief Executive Officer noted that since the publication of the agenda Mrs Craig has been removed from the statement of intent as she has resigned as a Trustee.
- Councillor Hall noted that if there were not legislative requirements to receive the report today, we would not be doing that right now due to the discussions had throughout the council surrounding the future of the trust. She expressed that she is happy with where we are in regard to receiving today and noted that timeframes could be put in place surrounding the summary being comprised by herself and the District Mayor on the Trust's future.
- Councillor Beck sought clarification if the plan was to receive the statement of intent at this meeting and then hold a subsequent workshop to discuss amendments that are required such as the budgets. The Chief Executive Officer advised the Budgets are those of the Percy Thomson Trust, and not Council's to workshop. The time for amendments was when the Draft Statement of Intent was presented to Council.
- The District Mayor clarified that the numbers that have been presented in the statement of intent are the Trust's numbers and the budget they have created, he noted that he believes a discussion surrounding budget should be undertaken when the discussion about the future governance of the Trust is being held.

The Roading Asset Manager joined the meeting at 3.45pm.

Councillor Dudley and The Acting Executive Assistant and Committee Secretary left the meeting at 3.45pm.

- Councillor Beck noted that he has been relying on the District Mayor and Councillor Hall for all information regarding the Percy Thomson Trust and would be interested in seeing a workshop be planned to discuss the current issues and the future.
- Councillor Hall expressed that if she was not in the conversation with the Percy Thomson Trust and the District Mayor she would also be as concerned as the other elected members, however she is aware what discussions are being had.
- The Deputy mayor noted that the concerns are clear and we will be sorting this as soon as possible but currently the only thing we are able to do is receive the report.
- The District Mayor noted that he received an email from the Chairman, Mr Ellis, stating that due to Mrs Crag resigning there is now a gap within the committee and has expressed they would like someone to fill that role, but this is up to the Mayors discretion. The District Mayor sought advice from elected members if this role should be filled. Councillor Boyde noted that he was interested in seeing someone fill that role.

The Roading Asset Manager left the meeting at 3:50pm.

- Councillor Sandford also noted that he was interested in seeing that position filled. The Deputy Mayor expressed her opposition to filling the position, citing concerns about the current situation within the committee. She questioned the potential value that a newcomer, lacking experience, could contribute under the current circumstances. She noted this may be unfair to both the committee and the potential new member. Councillor Erwood agreed with the Deputy Mayor. Councillor Harris noted that two members within the committee are set to expire at the next AGM, it may depend on them reinstating their position. She is on the fence.

Councillor Dudley rejoined the meeting at 3.51pm.

- Councillor Beck noted that he would like to see someone appointed and expressed that The District Mayor would be in the best position to make this decision and indicate who is suitable for that role. It was ultimately decided that it is up to the District Mayor to decide the outcome of this.

Councillor Erwood left the meeting at 3:53pm.

9. **Decision Report – TET Funding Application 2024**
D24/30070 Page 81

Recommendations

1. THAT the report be received.

BOYDE/WATT
Carried
P&S/24/182

2. THAT Council's funding application to the Taranaki Electricity Trust (TET) for \$432,212 is approved to be submitted.

DUDLEY/HARRIS
Carried
P&S/24/183

Recommended Reason

The opportunity to have projects externally funded will reduce the rating impact for ratepayers.

The Acting Director – Community Services noted the following:

- The amount in the recommendation needs to be updated from \$452,212 to \$432,212 due to a last minute change to the total.
- All of the projects included in the funding application have been included in the Long Term Plan projects discussion.
- The mirrors and Pilates reformers for the aquatic centre are scheduled in year one of the Long Term plan projects, while the coffee station is budgeted for year four but may be brought forward pending funding approval. She emphasized that securing funding for these enhancements aims to enhance availability and revenue for the aquatic centre.
- The business case has not yet been presented to the elected members yet. As it includes discussions on projected revenue, program extensions, and strategies to increase pool usage, it is expected that the projects listed in the funding application will influence these aspects.

Questions/Points of Clarification:

- Councillor Harris questioned if the items listed on page 82 were in order of priority, she noted that if we are not successful in gaining the full amount of funding, how will it be decided as to what items gets the funding. The Acting Director – Community Services clarified that they are not in priority order but typically if we are unsuccessful in getting the full funding, TET will stipulate as to where that money is to go.
- Councillor Sandford question the logistics of the coffee station at the aquatic centre, he asked if it would be a barista operated machine or a self-serve machine. The Acting Director – Community Services clarified that it will be a basic coffee machine that will be run by reception.
- Councillor Boyde noted that we are asking for \$185,000 to be put towards economic development and business support services within the application, he questioned what would happen with this funding if it was successful due to this being budgeted for in the long term plan

already. The Chief Executive Officer noted that from an accounting perspective it will become surplus. .

- Councillor Boyde questioned what would happen if the partially funded projects such as event delivery did not receive the funding from TET but received the partial funding from the LTP. The Acting Director of Community Services explained that the amount of funding allocated to items like event delivery directly determines the scale of events we can host. If we do not receive full funding, we will need to reduce the scale of the events or potentially cancel them.
- Councillor Harris questioned if the operational impact on the aquatic centre is known if these projects get funded, specifically the coffee station. The Acting Director – Community Services noted that it will cost the aquatic centre \$2.28 per coffee to make a coffee. Councillor Harris clarified that it is minimal operational impact. The Acting Director – Community Services agreed.
- The Deputy mayor asked if the funding gets accepted and we decide what we have asked for no longer fits our directional outlook are we able to return funds. The Acting Director – Community Services noted that this is possible, and the TET have stipulated that any unused funds are to be returned.

10. Monthly Reports

Councillor Erwood rejoined the meeting at 4:04pm.

11.1 Assets Report D24/28261 Page 86

Recommendation

THAT the report be received.

TONGAAWHIKAU/BECK
Carried
P&S/24/184

Questions/Points of Clarification:

- Councillor Jones raised the question of whether we should postpone purchasing the composite sampler mentioned on page 96 of the agenda until a decision is made regarding the potential amalgamation of water services, he wondered if we could continue using the NPDC spare sampler. It was explained that NPDC requires the return of their composite sampler, and we currently have a need for this equipment.
- Councillor Boyde noted that page 104 section 4.3.1, highlights how well the farm is doing and noted that the early figures for this year are projecting a good profit.

Councillor Hall left the meeting at 4:07pm.

11.2 Community Services Report D24/27801 Page 109

Recommendation

THAT the report be received.

ERWOOD/HARRIS
Carried
P&S/24/185

The Parks and Reserves Officer, The Property manager, The Projects Manager and The Services Asset Manager left the meeting at 4.08pm.

The Acting Director – Community Services noted the following:

- The Positive Aging forum is being held tomorrow, Wednesday the 26th May.
- The Puanga Starry Night Event is being held on Thursday the 27th of May starting at 4:00pm at the War Memorial Centre.

Questions/Points of Clarification:

- Councillor Boyde observed the significant number of Antenno uninstalls and inquired whether there was a specific reason for this trend, such as a shift of users to Your Say instead of Antenno. The Acting Director of Community Services explained that the Communications Manager was not present to provide an immediate response but noted that she will follow up with her after the meeting.

Councillor Hall rejoined the meeting at 4:09pm.

- The Deputy Mayor commented on the recent pool admissions noting that there is a great consistent uplift that is being shown. She noted that this is a big positive.

11.3 Environmental Services Report
D24/23931 Page 117

Recommendation

THAT the report be received.

BOYDE/DUDLEY
Carried
P&S/24/186

The Director – Environmental Services noted the following:

- The earthquake prone buildings number is incorrect, it states there are 89 buildings, but it should be 94.

The Community and Economic Development Manager and the Community Development Officer left the meeting at 4:11pm.

Questions/Points of Clarification:

- The District Mayor noted that the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy had its review date 18 months ago but this review has not been started due to NPDC being busy with their district plan. He noted that there have been some recent updates to the Supply of Alcohol Act that have just come into effect on June 1st and believes now would be a good time to review the policy to allow for the change of direction stipulated in the legislation. He is questioning how much longer we are prepared to wait for NPDC to be ready or would it be beneficial to create our own policy separate from NPDC. The Director of Environmental Services noted that the question we should be considering is what actions we can take independently to advance the matter. Historically, we have often played a subordinate role in policy discussions with limited input. Therefore, it might be appropriate for the council to assert itself more actively and advocate more vigorously on this issue.
- Councillor Dudley noted that the last day to apply for an extension on earthquake prone building reports was May 31st and has noticed only some owners have applied for extensions, for those who have not applied for extensions, when are they due? The Director – Environmental Services noted that they will need to be in by August 2nd.

11.4 Corporate Services Report
D24/30676 Page 124

Recommendation

THAT the report be received.

ERWOOD/McKAY
Carried
P&S/24/187

Questions/Points of clarification:

- Councillor Hall queried whether the Long Term Plan budget for the upcoming financial year, incorporates the insights gained from overspending and overall expenditure increases observed in the current financial year. The Chief Executive Officer clarified that the budget does consider cost increases, however the margins for unexpected expenses are difficult to plan for. The goal is to average year financially. The Chief Executive Officer acknowledged the frustration of explaining budget overruns regularly in meetings but emphasised the importance of gaining accurate financial forecasting over consistently reporting under-budget scenarios.
- Councillor Hall questioned if when we go over budget, the money comes out of the reserves for the activity. The Chief Executive Officer clarified that for targeted activities yes it does however, for other activities it comes out of a joint fund.
- Councillor Hall noted that the council are looking at a 50% – 52% completion ratio for the capital budget and there is a list of all capital projects, she noted that it would be helpful to have a summary as to why some of those projects are not being completed and to indicate if there is any trend. The Chief Executive Officer noted that the key contributor for project incompletion are external factors which can be seen in the purchasing of Prospero Place, transport choices programme being stopped by Central Government and the council subdivision being held up by new legislative requirements. Councillor Hall questioned if the incomplete projects would be carried over to the next financial year for potential completion and if that impacts rating when it comes to borrowing in that financial year. The Corporate Accountant clarified that everything stops at a long term plan year and gets reevaluated, if they choose to get carried over it will be seen as a new project from a budget perspective.
- Councillor Boyde expressed concern about the \$175,000 outstanding debtors mentioned on page 142, questioning whether this reflects a concerning negative trend in the current financial climate. The Corporate Accountant clarified that the council does not write off debts and makes every effort to recover them. Although rates are slightly higher compared to previous years, the team is actively promoting direct debits. This approach eliminates interest fees if payments are made before the due date, encouraging ratepayers to enrol in direct debit arrangements.
- Councillor Boyde asked whether the introduction of water meters in the future would lead to an increase in costs. The Corporate Accountant replied that currently, it's uncertain how this will impact water billing, but they have observed abnormally higher water bills in various invoices which have been contested by various rate payers frequently leading to the discovery of leaks. She mentioned that the installation of water meters is expected to have a generally positive impact overall.

11. Questions

There were no questions.

12. Closing Karakia

D21/40748 Page 143

The closing karakia was read.

The meeting closed at 4.30pm.

M McKay

Chairperson

Confirmed this 23rd day of July 2024.

N C Volzke
District Mayor

Policy and Services Committee
Matters Outstanding Index

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Parking Bylaw	Ordinary 12 March	Steve Bowden	Under Review	

DECISION REPORT



F16/1275 – D24/33401

To: Policy and Services Committee
 From: Services Asset Manager
 Date: 23 July 2024
 Subject: Proposed Changes to Refuse Transfer Station Opening Days and Hours

Recommendations

1. THAT the report be received.
2. THAT the Committee approve Option 2, the new hours of operation proposed at the Refuse Transfer Station.

Recommended Reason

To allow the closing of the Refuse Transfer Station in the quiet period (midweek) and extension of the hours across the other open days, to create broader opportunity for customers to utilise the site, maximising revenue and the opportunity for waste diversion.

/
 Moved/Seconded

1. Purpose of Report

- 1.1 The purpose of this report is to seek the Committee's approval for the proposed changes to the Refuse Transfer Station (RTS) days and hours of operation.

2. Executive Summary

- 2.1 It is proposed to alter the opening hours and days of operation at the Stratford RTS, to allow:
 - A better service provision to the community;
 - Optimisation of personnel, resources and revenue; and
 - To support the wellbeing and health and safety requirements of the RTS operator.
- 2.2 Currently the RTS is open 7 days per week for 3 hours, except Saturdays and Sundays when it is open for 4 hours, which is 23 hours per week in total.
- 2.3 It is proposed that the opening days are reduced to 5 and the opening hours are extended to 5 hours per day except on one day whereby it will be open for 3 hours, to ensure the community receives the same level of service with respect to facility opening hours.
- 2.4 An assessment of the impact of this change on the community, particularly on the users of the days the RTS is proposed for closure, is considered to be minor as the benefits to the wider community are considered to far outweigh any potential negative impacts.

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 request will continue to support waste minimisation and diversion aspirations of Council and the community.

4. Background

- 4.1 A new Solid Waste Services Provider will take over the provision of kerbside collection and disposal of solid waste, including the operation of the RTS in October 2024, under / as part of a regional contract over the next 10 years.
- 4.2 Officers received a request from this Provider to alter the opening days and hours of the RTS, when the new contract commences on 1 October 2024.
- 4.3 The Stratford Refuse Transfer Station (RTS) is located on Cordelia Street in Stratford. It's current opening hours is shown in **Table 1** below, for 23 hours per week and the opening hours are (excluding Christmas day and Good Friday):

Table 1: Current Stratford Refuse Transfer Station Opening Hours

Stratford Refuse Transfer Station Opening Hours		
Day of the Week	Time	No of hours
Monday	12-5pm	5 hours
Tuesday	2-5pm	3 hours
Wednesday	10-1pm	3 hours
Thursday	2-5pm	3 hours
Friday	2-5pm	3 hours
Saturday	1-5pm	4 hours
Sunday	1-5pm	4 hours

- 4.4 The Provider has proposed the new opening hours in Table 2 below, excluding Christmas day and Good Friday.

Table 2: Proposed Stratford Refuse Transfer Station Opening Hours

Stratford Refuse Transfer Station Opening Hours		
Day of the Week	Time	No of hours
Monday	12-5pm	5 hours
Tuesday	2-5pm	3 hours
Wednesday	Closed	3 hours
Thursday	Closed	3 hours
Friday	12-5pm	5 hours
Saturday	12-5pm	5 hours
Sunday	12-5pm	5 hours

- 4.3 The proposed change to opening hours and days will not alter the number of hours the RTS will be open and therefore there is no change to level of service to the community in that regard.
- 4.4 The reasons for the proposed changes are to:
- Allow the closing of the RTS in the quiet period (midweek) and extend the hours across the other open days; and
 - To provide broader opportunity for customers to utilise the site on the busy days, thereby, maximising opportunity for waste diversion and revenue.
- 4.5 The other key reason relates to the very highly regarded RTS operator, to create a more tangible employment opportunity for them to work *maximum* available hours, while maintaining time for rest and relaxation, nullifying the need to split a low hour, seven day a week operation between two staff members. This is consistent with good employee wellbeing and health & safety.
- 4.6 Officers have assessed the impact of this change on current users of the RTS facility of the proposed closed days as minor, given that patronage data shows these are the 2x quietest days in the week. Also, it is considered that the benefits to the wider community far outweigh any potential negative impacts.
5. Consultative Process
- 5.1 **Public Consultation - Section 82**
- This is considered an operational matter and therefore, no public consultation is required.
- 5.2 **Māori Consultation - Section 81**
- This is considered an operational matter and therefore, no consultation is required with Māori.
6. Risk Analysis
- 6.1 The proposed changes to opening days and hours does not relate to any risks on Councils Risk Register – Solid Waste Risk Assessment.
- 6.2 The following risk in the Corporate Risk register is not considered relevant:
- Risk 92 - Community Engagement states: if Council does not engage with the community inline with its Significance and Engagement Policy then Council decisions will lack a community mandate, may not be fit for purpose, and may be scrutinised and subject to legal challenge.
- 6.3 When reviewing the above proposal from Councils new Solid Waste Services Contract provider, in conjunction with Councils Significance and Engagement Policy, it has been determined that community consultation is not required because the matter is not of a nature or significance that requires community consultation (s82(4)(c) LGA 2002).
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 – Waste minimisation and diversion.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The proposal, if adopted will continue to accommodate the communities waste disposal and diversion needs.

7.2 Data

RTS usage data has shown that midweek is historically the quietest usage period at the RTS.

7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long-Term Plan?	No	
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	Yes/No	Same number of opening hours per week, but less opening days.
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	
In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
High	Medium	Low
		✓

7.4 Options

The **4 Options** to be considered are:

- **Option 1** – Status quo opening days and hours. This will not deliver the benefits described in Section 4 of this report.
- **Option 2** – Change of opening days and hours will have no material impact on Council budgets but will accommodate the operational preferences of Councils new Solid Waste Services provider. This option is preferred as it will deliver the benefits described in Section 4 of this report.
- **Option 3** – Change of opening hours to different days / times, while maintaining the 23 hours. This may not deliver the benefits described in Section 4 of this report, particularly if the 2x quietest days are proposed to be open.
- **Option 4** – Change of opening hours, but retain opening on the 2x quietest days, increasing the number of hours from 23. Any increase in the number of hours will lead to operational cost increase, which will affect the contract value and subsequently increase targeted rates. This option will require a 2nd operator on site, as one operator is unable to manage the site, 7x days a week. This option is neither desirable nor preferred.

7.5 Financial

There is no impact on funding or debt levels.

7.6 Prioritisation & Trade-off

There are no prioritisations or trade-offs.

7.7 **Legal Issues**

There are no legal issues.

7.8 **Policy Issues - Section 80**

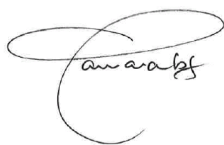
There are no policy issues

Prepared by:



John Cooper
Services Asset Manager

Endorsed by:



Victoria Araba
Director - Assets

Approved by:



Sven Hanne
Chief Executive

Date 16 July 2024

DECISION REPORT



F16/1244 – D24/33880

To: Policy and Services Committee
 From: Special Projects Manager
 Date: 23 July 2024
 Subject: Stopping of Part Whangamomona Road and Addition to Whangamomona Domain

Recommendations

1. THAT the report be received.
2. THAT, subject to the consent of the Minister of Lands, Council proceeds to stop under the provisions of either Section 342 of the Local Government Act 1974 or Section 116 of the Public Works Act 1981, that portion of Whangamomona Road containing approximately 9,280 square metres (subject to survey) on the northern side of the road adjacent the Whangamomona Domain campground.
3. THAT, following the stopping, that portion of the road stopped in Recommendation 2, apart from a 20-metre strip that will automatically become Local Purpose (Esplanade) Reserve, be vested in Council as Recreation Reserve, and added to the Whangamomona Domain to be managed by the Whangamomona Domain Board Incorporated on behalf of Council.

Recommended Reason

A large proportion of the infrastructure on the Whangamomona Domain (originally a school site) is built on or over the boundary of the domain, encroaching on a legal road adjacent the Whangamomona River. This potentially creates an issue in terms of future resource consents. The recommendations will rectify this legal situation.

/
 Moved/Seconded

1. Purpose of Report

- 1.1 The purpose of this report is to seek Council's formal approval, as territorial authority in whom the road is vested, for the stopping of an unformed portion of Whangamomona Road and addition of the land to the Whangamomona Domain as recreation reserve, apart from a 20-metre strip along the Whangamomona River that will automatically become Local Purpose (Esplanade) Reserve.

2. Executive Summary

- 2.1 The Whangamomona Domain was previously a school site prior to the closure of the school and the vesting of the land in Council as a Recreation Reserve. A large proportion of the former school infrastructure was constructed without due regard to the legal boundaries, encroaching on the adjoining legal but unformed road.
- 2.2 A recent approach by the Whangamomona Domain Board Incorporated, who manages the domain on behalf of Council, for consent to build an addition to the hall on the site has highlighted a potential issue in terms of resource consent as a result of the building being situated on lands of differing legal status. Accordingly, it is considered appropriate to rectify this situation as soon as legally possible.

3. Local Government Act 2002 – Section 10

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

The action proposed is relative to the provisions of a good quality regulatory function in carrying out Council's responsibilities in terms of the Public Works Act 1981 and the Local Government Act 1974 and 2002.

4. Background

- 4.1 Whangamomona Domain is comprised of three separate areas of recreation reserve:
- An area to the north of the township and the Whangamomona River.
 - An area to the south of Whangamomona Road adjacent the cemetery.
 - An area between Whangamomona Road and the river comprising a campground.
- The latter is the area that is the subject of this report and is shown on the plan attached as **Appendix 1**. The domain is managed on Council's behalf by the Whangamomona Domain Board Incorporated, a local community organisation established for this purpose.
- 4.2 Prior to the Crown vesting the land in Council as a recreation reserve, the subject portion of the domain constituted the Whangamomona School that was vested in the Taranaki Education Board.
- 4.3 In developing the school, the Crown in those days did not require building consent and the contractor, the former Ministry of Works, clearly did not pay due regard to legal boundaries. As can be seen from the attached plan, the schoolhouse and most of the ancillary infrastructure either straddles or is within the boundary of the adjacent legal unformed road.
- 4.4 Following closure of the school in the early 1980's, the land reverted to the Crown (NZ Gazette 1984 page 4217) and reserved for recreation purposes (NZ Gazette 1985 page 676).
- 4.5 Although Council took over management of the reserve in the early 1980's, this was not formalised by way of vesting from the Crown until 2010 when, by notice in the NZ Gazette of that year, the reserve was classified as recreation reserve, vested in Council and added to the Whangamomona Domain.
- 4.6 This area of the domain is used primarily as a camping ground and the domain board wishes to improve the amenities available to campers and other users of the domain by building an addition to the former schoolhouse (now used as a community hall/kitchen/toilets) in the form of a covered-in deck as indicated on the plan attached at **Appendix 2**.

- 4.7 As can be seen in **Appendix 2**, this proposed addition straddles the boundary between the road and reserve and, while this would not prevent the issue of building consent, it would require a resource consent for a boundary dispensation because the building work would not meet the minimum yard setback for the Rural Zone.

While there is no obvious reason why that should be particularly hard to achieve it is likely to be frustrating every time any similar work is proposed. Accordingly, it is considered appropriate to rectify the legal situation.

- 4.8 In terms of land “ownership” this doesn’t, now, pose a major issue as both the recreation reserve and the road are vested in Council. However, the differing status could in the future with the road being subject to the provisions of the Public Works Act 1981 and the reserve the Reserves Act 1977.
- 4.5 The stopping of the road can be carried out under the provisions of either the Local Government Act 1974 or the Public Works Act 1981, at the discretion of the Minister of Lands. In either case, a 20-metre wide strip will become vested in Council as Local Purpose (Esplanade) Reserve while the balance will become similarly vested as recreation reserve. All the current encroachments will be included within the recreation reserve.

5. Consultative Process

5.1 Public Consultation - Section 82

The stopping of the road requires the consent of the Minister of Lands. In most cases the Minister requires Councils to utilise the provisions of the Local Government Act 1974 which requires public notification.

If that occurs in this case, there will be opportunity for public consultation. However, as public ownership of the land is not altering and the action proposed is only regularising a legal technicality, it is doubtful public consultation is warranted and a less onerous procedure is provided by the Public Works Act 1981. If this is utilised there will be no public consultation but this will be at the Minister’s discretion.

5.2 Māori Consultation - Section 81

As Māori are not directly or separately affected by the recommendations, specific consultation is not considered necessary in this instance.

6. Risk Analysis

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

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

- 6.1 There is not considered to be any risk to Council inherent in this proposal and no legal opinion is required as the recommendations will rectify a legal situation.

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 recommendations are not inconsistent with the annual plan and the Long-Term Plan. This is merely an operational issue.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The recommendations do not impact adversely on current or future infrastructure requirements or Council's regulatory functions.

7.2 Data

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

The recommendations are based on all available data and no assumptions have been built in.

7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long-Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	
In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
High	Medium	Low
		Low

7.4 Options

The options available to the Council are:

- Option 1**
Maintain the status quo and leave things in their current state. This will not remedy the issue of the boundary encroachments and necessitate the need for resource consent in the event of a similar future proposal.
- Option 2**
Remedy the legal land status situation by stopping, under the provisions of either Section 342 of the Local Government Act 1974 or Section 116 of the Public Works Act 1981, that portion of Whangamomona Road containing approximately 9,280 square metres (subject to survey) on the northern side of the road adjacent the Whangamomona Domain campground.

Following the stopping, that portion of the road stopped, apart from a 20-metre strip that will automatically become Local Purpose (Esplanade) Reserve, be vested in Council as Recreation Reserve and added to the Whangamomona Domain to be managed by the Whangamomona Domain Board Incorporated on behalf of Council.

This is the preferred option.

7.5 Financial

The only financial impact on the Council will be the costs of obtaining Ministerial consent, land survey and legal costs. These are estimated in the vicinity of \$10,000 and will be covered within the current operational budget.

The Whangamomona Domain Board is meeting all the costs of the proposed building works which will become community assets of Council.

7.6 Prioritisation & Trade-off

There is no issue with Council's capacity to deliver.

7.7 Legal Issues

There are no legal issues inherent herein.

7.8 Policy Issues - Section 80

There are no policy issues inherent in this proposal.

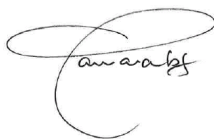
Attachments:

Appendix 1 – Campground Aerial

Appendix 2 – Proposed Building Extension



Neil Cooper
Special Projects Manager



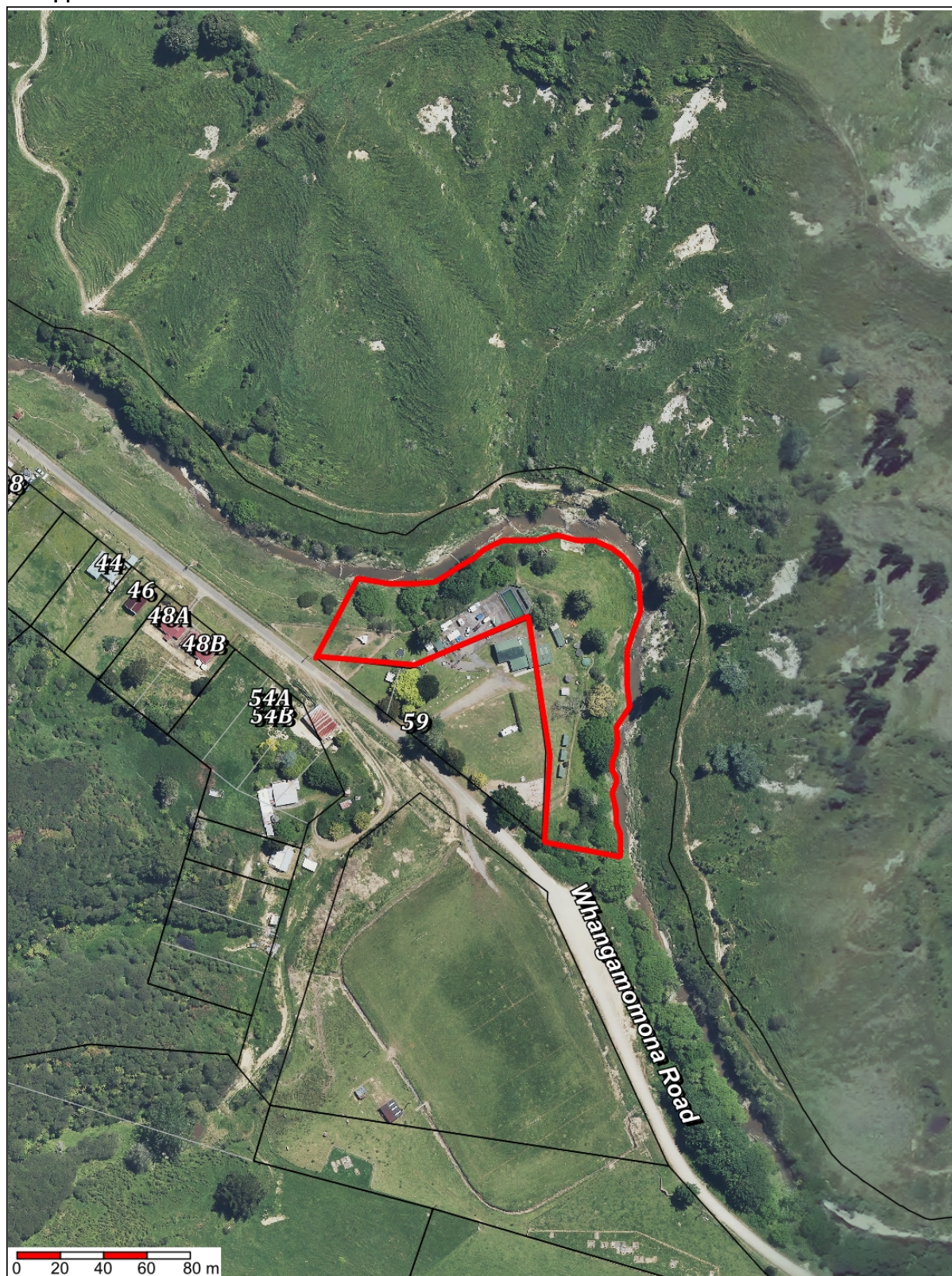
[Endorsed by]
Victoria Araba
Director Assets



[Approved by]
Sven Hanne
Chief Executive

Date 16 July 2024

Appendix 1



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

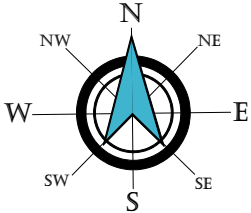
The information provided is an indication only and needs to be validated in the field.
The Stratford District Council accepts no responsibility for errors or omissions for loss or damage
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Digital Cadastral Record System (CRS) CROWN COPYRIGHT RESERVED.

NORTH
Scale: 1:2356

Print Date: 7/3/2024

Original Sheet Size A4

Appendix 2



PROPOSED SITE PLAN
SCALE 1:250



CAMBIE

ARCHITECTURAL DESIGN

163 Glover Road Hawera, 4610
027 311 1711

ryan@cambiearchitectural.co.nz



ARCHITECTURAL
REGISTRATION
NEW ZEALAND

REGISTERED ARCHITECT

Project:

WHANGAMOMONA
CAMPGROUND

59 Whangamomona Road,
Whangamomona

SITE BUILDING WORK

This Plan is Developed for the Purchaser and is Copyright to Cambie Architectural Design Ltd	
All Site Conditions including Dimensions and Levels to be Checked and Confirmed On-Site by Contractor Prior to Commencement of Work	
Address:	59 Whangamomona Rd, Whangamomona
Legal Description:	Section 22 Block I Mahoe SD
Council Zone:	Rural
Site:	Sheltered
Winds:	High
Earthquake:	Zone 1
Durability:	Zone B
Climate:	Zone 2
Rainfall:	31.2mm/hr

Drawn By: Nicholas Walker
LBP Number: Ryan Cambie BP136526
Project Reference: 202423
Date: 31st May 2024
Page No. 3
Total Pages: 5
Floor Area: As Shown
Site Area: 4157m ²
Scale @ A3: As Shown

Drawing:		PROPOSED SITE PLAN	
Plan	Type	Date	
A	Site Visit & Concepts	31/05/2024	

DECISION REPORT



F23/128– D24/33825

To: Policy and Services Committee
 From: Sustainability Advisor
 Date: 23 July 2024
 Subject: DRAFT Sustainability Policy - Approval

Recommendations

1. THAT the report be received.
2. THAT the Policy and Services Committee approves the DRAFT Sustainability Policy.

Recommended Reason

The adoption of this policy will enhance, and provide a structured approach to consideration of sustainability in decision making across Council, activities, services, and functions.

/
 Moved/Seconded

1. Purpose of Report
 - 1.1 The purpose of this report is to seek the approval of the DRAFT Sustainability Policy provided in **Appendix 1**.
2. Executive Summary
 - 2.1 The development of the DRAFT Sustainability Policy is the second phase in the Sustainability Project; the first phase being the assessment of risks in Council's corporate Risk Register, to identify gaps and propose new risks relate to Sustainability and Climate Change.
 - 2.2 The heart of the district's first sustainability policy is derived from the "**Resilient**" Community Outcome of the Long Term Plan (LTP) 2024-2034.
 - 2.3 The approved Sustainability Policy will inform the development of the district's first Sustainability Strategy, which is the third phase of the Sustainability Project.
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
✓	✓	✓	✓

4. Background

- 4.1 The Sustainability Policy was developed to meet legislative requirements from several key pieces of Aotearoa New Zealand Statutes, namely The local Government Act 2002, The Climate Change Response (Zero Carbon) Amendment Act 2019, Aotearoa New Zealand's first Emissions Reduction Plan (ERP) May 2022 and Aotearoa New Zealand's first National Adaptation Plan (NAP) August 2022.
- 4.2 A brief workshop was held where Elected Members had the opportunity to consider the concept of sustainability and develop objectives, they considered relevant to this concept. They were presented with a mock Sustainability Policy, based on the feedback from results of a Sustainability Survey undertaken, across council, from which they were then provided written feedback.
- 4.3 Equipped with the above information, Council Officers identified that the LTP Community Outcomes 2024-2034 were the appropriate foundation for the development of the Sustainability Policy Principles. While all four Community Outcomes in the 2024-2034 Long Term Plan (LTP) of Welcoming; Resilient, Connected & Enabling interconnect, only the Resilient Community Outcome directly refers to sustainability.
- 4.4 Therefore, Officers have transformed the '**Resilient**' Community Outcome Statements into **Guiding Principles**, with clear Objectives developed to demonstrate and achieve the guiding principles. A DRAFT Sustainability Policy was then presented to Elected Members at a workshop in July for feedback and adjusted accordingly.
- 4.5 The DRAFT Sustainability Policy will inform the development of Council's first Sustainability Strategy.

5. Consultative Process

5.1 **Public Consultation - Section 82**

No Public Consultation needed.

5.2 **Māori Consultation - Section 81**

No Māori Consultation needed.

6. Risk Analysis

- 6.1 There are a total of 25 corporate risks related to the Sustainability Policy, however the 2 below have the highest risk scores and therefore present the highest risks to Council.
- 6.2 **Risk 76** - IF the Stratford District experiences heavy rainfall continually over a period, THEN roads may flood, restricting accessibility, landslips and mudslides may restrict road access and cause property damage, productive land areas may flood reducing functions, Stormwater, Wastewater and Water Supply assets may fail from overburdening, and overflows from Wastewater system may result in untreated water entering the Patea River.
- 6.3 **Risk 94** – If Council does not have regard to climate change issues in decision making, THEN it may result in decisions that are in breach of legislation and not meeting community expectations - which could lead to reputational, legal and financial harm.

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, the Sustainability Policy is directly linked to the approved LTP Community Outcomes- 2024-2034 and supports the District Plan.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The DRAFT Sustainability Policy will support the current and future needs of the community.

7.2 Data

Officers have undertaken a council staff and elected member sustainability survey to ascertain the overall understanding of Sustainability.

Principles of the Draft Policy have been developed based on the Resilient Council outcome of the Long Term Plan (LTP) 2024-2034

The Objectives of the Policy reflect elected member feedback from workshops held in council.

7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long-Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	
In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
High	Medium	Low
		✓

7.4 Options

The Council has 2 options for consideration:

- **Option 1-** Approve the DRAFT Sustainability Policy. This is the preferred option and will enable elected members to consider Sustainability when making decisions.
- **Option 2 -** Decline to approve the DRAFT Sustainability Policy
This is not the preferred option. Implication is that the opportunity for provision of consideration of the sustainable objectives outlined in the policy will be lost.

7.5 Financial

The financial implication is negligible during this phase of the Sustainability Project.

7.6 Prioritisation & Trade-off

There is no benefit in deferring this phase of the Sustainability Project, Council has been expecting this policy, and sometimes even deferring decisions until the policy has been approved.

7.7 Legal Issues

No legal opinion needed.

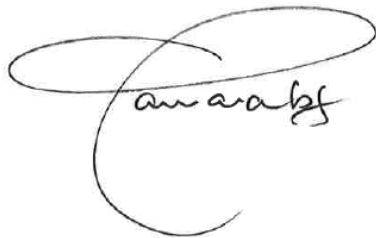
7.8 Policy Issues - Section 80

The DRAFT Sustainability Policy doesn't conflict with other council policies.

Attachments

- **Appendix 1 - DRAFT Sustainability Policy (D24/31870)**

Vicky Dombroski
Sustainability Advisor

A handwritten signature in black ink, appearing to read 'V Araby', with a large, stylized loop at the beginning.

[Approved by]
V Araby
DIRECTOR – ASSETS

A handwritten signature in blue ink, appearing to read 'S Hanne', with a large, stylized 'S' at the beginning.

[Approved by]
Sven Hanne
Chief Executive

Date 16 July 2024

POLICY



Policy:	DRAFT Sustainability Policy
Department:	Assets
Approved by:	Policy and Services Committee
Effective date:	XX 2024
Next review date:	XX 2027
Document Number:	D24/31870

1. Introduction

1.1 This is the Council's first *Sustainability Policy*.

1.2 This policy recognises that sustainability is a journey, not a destination. It is not a point that is reached, but a process of continual improvement, where the district adapts and responds to changes over time, recognising the essential connections among the four well-beings.

1.3 Sustainability is meeting the needs of today without compromising the ability of future generations to meet their own needs.

1.4 The key Legislative drivers are the:

- a. Local Government Act (LGA) 2002, s3 Purpose - The purpose of the LGA is to provide for democratic and effective local government that recognises the diversity of New Zealand communities; and, to that end, this Act. (d) provides for local authorities to play a broad role in promoting the social, economic, environmental, and cultural well-being of their communities, **taking a sustainable development approach**
- b. Aotearoa New Zealand's first National Adaptation Plan (NAP) August 2022 and Aotearoa New Zealand's first Emissions Reduction Plan (ERP) May 2022. From 30 November 2022, it becomes a legal requirement for local government to '**have regard to**' these plans when they prepare or change a regional policy statement, regional plan or district plan.
- c. The Climate Change Response (Zero Carbon) Amendment Act 2019. In Section 5ZW and Part (8) (b) of this legislation, Councils are required to report to the Minister of Climate Change on climate change adaptation activities.

2. Purpose

2.1 The purpose of this policy is to set the Stratford District Council's intended position on **Sustainability**.

2.2 This policy presents a framework for applying a sustainability lens on all Council's decisions. It proposes **Principles** that establish guiding behavior and decisions, and clear **Objectives** to achieve those principles.

2.3 This policy will inform and enable the development of Council's first **Sustainability Strategy** which will:

- Enable resilience and adaptation to extreme weather events; and
- Ensure the district's natural resources are used efficiently and with a long-term sustainable development approach.
- Ensure that council activities take into account the principles of this policy

3. Scope

3.1 This policy will apply to Council and all its External Providers.

3.2 It is anticipated that council officers will consider and apply this policy to all decisions, proposals, services and functions of council.

4. Principles and Objectives

- 4.1 While all four Community Outcomes in the 2024-34 Long Term Plan (LTP) of **Welcoming, Resilient, Connected & Enabling** interconnect, only the **Resilient** Community Outcome directly refers to sustainability, as it relates to this policy.
- 4.2 This Policy has transformed the '**Resilient**' Outcome Statements into **Guiding Principles**, with clear **Objectives** developed to demonstrate and achieve the guiding principles.

	Guiding Principles	Objectives
1	Guiding Principle 1 We consider our natural resources as taonga (treasures), and we will work with our treaty partners and the community to protect and look after them.	Objectives: <ul style="list-style-type: none"> Empower and assist our community to reduce waste. Protect and enhance local biodiversity by protecting and preserving natural habitats, and ecosystems. Promote, resilient and sustainable, adaptive land use practices.
2	Guiding Principle 2: We support a low-emissions future for our community	Objectives: <ul style="list-style-type: none"> Work towards reducing our carbon footprint. Empower and facilitate ways for our community to reduce waste.
3	Guiding Principle 3: We enable our rangatahi (youth) to be sustainable leaders	Objectives: <ul style="list-style-type: none"> Demonstrate leadership in sustainability and role model sustainable behaviour. When making decisions, take account of the impact on future generations. Involve young people in sustainability projects.
4	Guiding Principle 4: We strive to have resilient infrastructure that meets the current and future needs of the district	Objectives: <ul style="list-style-type: none"> When scoping and designing infrastructure projects ensure the needs of the future community are considered. Encourage sustainable procurement practices and follow best practice.
5	Guiding Principle 5: We respect and apply Te Ao Māori values and Mātauranga Māori (knowledge) in our mahi (actions/work)	Objectives: <ul style="list-style-type: none"> Develop close working relationships with Mana Whenua Build partnerships and sustainability projects that create reciprocal benefits.

MONTHLY REPORT

Assets Department



F22/55/04 – D24/32566

To: Policy and Services Committee
From: Director – Assets
Date: 23 July 2024
Subject: Assets Monthly Report for June 2024

Recommendation

THAT the report be received.

/_____
Moved/Seconded

1. Highlights

Roading

- Repairs to two retaining walls located on Mangaotuku Road and Croydon Road have been completed.
- Repairs and extension of a retaining wall on Junction Road has been completed.
- A safety improvement project on Beaconsfield Road at “Hick’s Corner” has been completed in June. This project completes the Low Cost Low Risk Improvement programme for the 2023/24 year.

Water Supply

- No water treatment issues were experienced during this reporting
- The water meter installation contract has commenced within Stratford.

Wastewater

- Wastewater oxidation pond monitoring and sampling are ongoing. Influent and effluent sampling is ongoing and remains compliant with resource consent conditions.
- 24-hour influent composite sampling is continuing to be undertaken.
- Diatomix dosing is ongoing.

Trade Waste

- Trade Waste Consents – nil new consents issued.

Stormwater

- There were no stormwater reticulation issues during this reporting period.

Solid Waste

- Officers are working closely with internal teams and with the Regional Waste Minimisation Officer on a programme/campaign to reduce fly tipping/dumping in both Stratford urban and rural areas. There has been an upward surge in the number of dumping incidents.
- The Education Officer presented a workshop at Midhirst School on 13th of June which focused on water conservation and in conjunction with Para Kore focusing on reducing waste to landfill.

Parks and Reserves

- Replacement Beech Trees (3 x notable trees which have been removed due to infection) will be ordered and planted in autumn.

Special Projects

- The wetlands assessment of the Flint Road proposed Subdivision land is complete. Council Officers are working with the Surveyor on the design of the new lots taking consideration of the delineated wetlands.

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.

Rooding Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2023/2024 YTD
Safe Rooding Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. The number of DSI's for 2021/2022 was 6. Our target is 5 a reduction of 1.	-1	Achieved to date = 1 There were no serious injury crashes in June.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved - 54% (as at 2022/23). NZTA is undertaking nationwide data collection surveys as a part of their Consistent Condition Data Collection. Tenders are being assessed by NZTA for the providers of this data collection contract. This KPI needs a review as clearly the funding available cannot deliver this level of service for the urban road network.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved - 92% (as at 2022/23). As above, the KPI should be reviewed given the extensive damage caused to some rural sealed roads by logging activity and the funds available to undertake repairs.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	2.9% - Not Achieved ¹ The reseal programme for the year has been completed.
	Unsealed Road maintenance ² - The percentage of the unsealed road network that has been metal dressed.	≥7%	4.3% Achieved to date. We metalled 7.5km of roads in June.
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>72%	Achieved at 89%.
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long-term plan.	>88%	Achieved
Customer Satisfaction	• Rooding Network	>80%	Not Achieved – The results for the first quarter are 19% satisfied and 50% dissatisfied. The second quarter results are: 36% satisfied, 32% dissatisfied.
	• Footpaths	>80%	Not Achieved - The results of the first quarter are 50% satisfied and 19% dissatisfied. The second quarter results are: 57% satisfied, 17% dissatisfied.

¹ The reseal for the year has been completed. The length of sealed roads resealed is 11.82km. Our target length is 20.3km.

²To date we have re-metalled 8.80km of the unsealed network, forestry works have consumed the maintenance budget.

2.2 Customer Requests

There are no outstanding CRMs for the month of June.

2.3 Routine Maintenance

This month's completed works consisted of:

Item	Activity Class	Completed Works
1	Sealed Roads	<ul style="list-style-type: none"> Potholes Sealed Various sites. AWPT – Granular Road marking completed on Cardiff Road Level – Depression on Pembroke Road (Special Purpose Road) AWPT – Granular completed on Beaconsfield Road Level – Uneven Surface on Junction Road
2	Unsealed Roads	<ul style="list-style-type: none"> Potholes filled with shell rock – Putikituna Road, Kohuratahi Road, Mauku Road, Marco Road, Mangaowata Road, Douglas North Road – completed minor dig outs, metal reshaping as well as spot spreading AP65 Minor Slip cleared on Huiakama Road Tawhiwhi Road – full re-sheet of road after bank retreats and realignment Putikituna Road – Aggregate loss spot spreading Dig outs – Junction Road, Mangaopapa Road, Mangamaire Road Grading completed on Puniwhakau & Mangaehu Road
3	Drainage Repairs	<ul style="list-style-type: none"> Blocked outlets cleared on Taihore Road Cleared Debris on Regan Street (West) Swansea Road. Cleared Inlet/Outlets on Bird Road, Bredow Road, Croydon Road, Gordon Road, Hartnet Road, Kahouri Road, Kent Terrace, Kohuratahi Road, Mangaowata Road, Mohakau Road, Putikituna Road, Salisbury Road, Sole Road, Taihore Road, Tuna Road, Waihapa Road, Wingrove Road. Clearing of watertables done on Douglas North Road, Favier Road, Huiakama Road, Manaia Road (Special Purpose) Mohakau Road, Putikituna Road, Whitianga Road Inspection and Culvert removed from system on Mangapapa Road Sump – Grates cleared on Fenton Street & Regan Street New/Upgraded Culverts on Douglas North Rd, Manaia Rd (Special Purpose)
4	Signs/Furniture & Structures	<ul style="list-style-type: none"> Damaged Posts & Signs repaired Regan Street (West) Opunake Road, Toko Road Signs cleaned: Lower Kohuratahi Road, Kohuratahi Road, Bird Road, Lombard Street, Taihore Road, Wingrove Road & Flint Road (East) Graffiti removed from signs on Opunake Road, Seyton Street, Pembroke Road (West) & Croydon Road New sign installations: Skinner Road, Monmouth Road (West) Manaia Road (North) Pembroke Road (West) Puniwhakau Road Posts down/leaning repaired on Bird Road, Skinner Road, Cordelia Street (North) Monmouth Road (West) Hastings Road (South) Signs reinstated on Manaia Road (South) & Salisbury Road Sign Straightening done on Eastern Service Lane (South) Beaconsfield Road, Cheal Road, Pembroke Road (East) Manaia Road (South) Swansea Road
5	Environment	<ul style="list-style-type: none"> Celia Street (East) Excess vegetation carted away, topsoil spread and grass seeding. General Debris cleared: Miranda Street (North) Fenton Street. Graffiti removed Juliet Street, SH3 (2 Broadway) Illegal Dumping removed: Skinner Road, Juliet Street, Finnerty Road, Pembroke Road (West) Croydon Road, Swansea Road, Miranda Street (North) SH43 (1 Regan Street East) Portia Street (Central) Minor Slips cleared Mangaotuku Road, Matau Road, Mangaopapa Road
6	Bridges	<ul style="list-style-type: none"> Bridges cleared – Cheal Road, Croydon Road, Kohuratahi Road, Lower Kohuratahi Road, Mangaowata Road, Marco Road, Mauku Road, Raupuha Road, Skinner Road, Toko Road, Wingrove Road Bridge damage repaired on Puniwhakau Road
7	Footpaths	<ul style="list-style-type: none"> Flooding Issues dealt with on Celia Street
8	Shoulders	<ul style="list-style-type: none"> Edge breaks filled Brecon Road (South) Cheal Road, Cornwall Road, Croydon Road, Denbigh Road, Douglas Road, Mangaopapa Road, Oru Road, Radnor Road & Salisbury Road

Item	Activity Class	Completed Works
		<ul style="list-style-type: none"> Prep and Seal 200 – 400mm - Completed Seal widenings and pull over areas in several locations on Manaia Road (Special Purpose Road)
9	Vegetation	<ul style="list-style-type: none"> Urban kerb and channel spraying completed Urban area berm mowing completed Hazardous tree/limb removed on Matau Road & Puniwhakau Road
10	Railings	<ul style="list-style-type: none"> Sight Rails repaired & painted on Manaia Road (Special Purpose Road)
11	Emergency Works	<ul style="list-style-type: none"> Road Closed Whangamomona Road (North) - Road closed signs artuohu station there 5 signs - date 10/05 Road Closed Pembroke Road (Special Purpose Road) 26/06/24 Loaded up road closed signs and drove up to the top carpark of the mountain, directed anyone up there down and locked the gates. checked in with Pete to make sure his key works for the lock. Road Drop outs completed on Mangaoapa Road, Pembroke Road (Special Purpose Road) Tawhiwhi Road, Junction Road, Arnold Road
12	Inspections	<ul style="list-style-type: none">
13	Markings	<ul style="list-style-type: none"> New work – Brewer Road – Solid Centreline 5100m. Lane arrows x 4, One lane bridge x 2 Lines – Urban – Miranda Street (North) 5m - V2 Black out, 1 Painted traffic island, 10m Continuity lines Lines Rural Salisbury Road: 240m - Centreline dashed, 30m - Edge lines. Beaconsfield Road: 275m Centre line dashed, 100m edge lines. Mangaotuku Road: 120m Centre line dashed, 495m Edge lines
14	Complaints/ Compliment	<ul style="list-style-type: none">

2.4 Illegal Dumping

During the month, we spent \$200 in dump fees at the transfer station on top of the \$713.30 spent collecting it. As for the images below, why someone would dump soiled nappies is completely beyond me. For the year we have spent \$3575 collecting illegal dumping plus the costs of disposing the rubbish at the transfer station on Cordelia St, which I have estimated to be in the order of \$2500.

2.5 Budgets

The roading budget for the year has been fully expended. We were forecasting a total overspend of \$590,000 in May. Now that all invoices and claims have been processed, the actual overspend is \$400,000 (rounded).

During June we receive notification from NZTA's Transport Choices team, they had secured approval for an additional \$200,000 to fund SDC's Pre-Implementation phase of the project. This has been a welcome addition to our budgets, as this will cover the costs we have incurred over and above our initial funding request. We have claimed the full amount approved, which is in the order of \$330,000 at 100% FAR.

Elected Members should note the cost escalations for the quarter ending June 2024, amounted to \$145,814.

2.6 Ready Response Works

There were no call outs during June.

2.7 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- Five (5) building consent applications;
- Four (4) resource consent applications; and
- Seven (7) LIM reports.



Figure 1: Illegally dumped bags of disposable nappies on Portia Street

2.8 Capital Works

During June Fulton Hogan undertook the minor re-alignment of a 45km/h bend on Beaconsfield Rd, locally known as “Hick’s Corner”. An armco barrier is to be installed around the outside of the curve to protect a nearby property from further vehicular damage.



Figure 2: Work to re-shape the 45km/h corner known as “Hick’s Corner” on Beaconsfield Road.

2.9 NZTA Updates

Land Transport Rule: Setting of Speed Limits 2024.

On the 13 June, the Ministry of Transport released the *Draft* Land Transport Rule: Setting of Speed Limits 2024 for consultation. The consultation period ended on 11 July 2024.

Some of the key points relating to this new speed limit rule include:

When considering a speed limit change:

- Mandatory considerations including:
 - Regard to Ministerial Speed Objective and road safety aspects of the GPS;
 - Consider a range of speed management interventions;
 - Undertake a cost benefit analysis of the speed limit changes proposed.
- Requirements for Cost Benefit Analyses:
 - Safety impacts including the number and severity of crashes;
 - Travel time impacts including changes in the mean operating speed
 - Implementation costs.

Speed Limits around Schools.

A Road Controlling Authority must set the speed limit for a road outside the school gate for a category 1 school as a variable speed limit where 30km/h is in force during school travel periods. This will typically apply to urban schools.

For rural or category 2 schools the same applies, except the speed is 60km/h.

The Land Transport Rule: Setting of Speed Limits 2022 has been revoked.

Included in the transitional provisions, clause 12.2 (5) states:

"On or before 3 March 2025, the Agency (as RCA) and a territorial authority must given written notice to the Director, in respect of any specified road within its control that is a local street and that is not a road outside the school gate, to change the speed limit for that road to the previous speed limit".

This could be applied to Opunake Road subject to confirmation from NZTA.

2.10 Roothing Activities

A snapshot of the programmed and reactive works completed in June is shown in **Figure 3**.

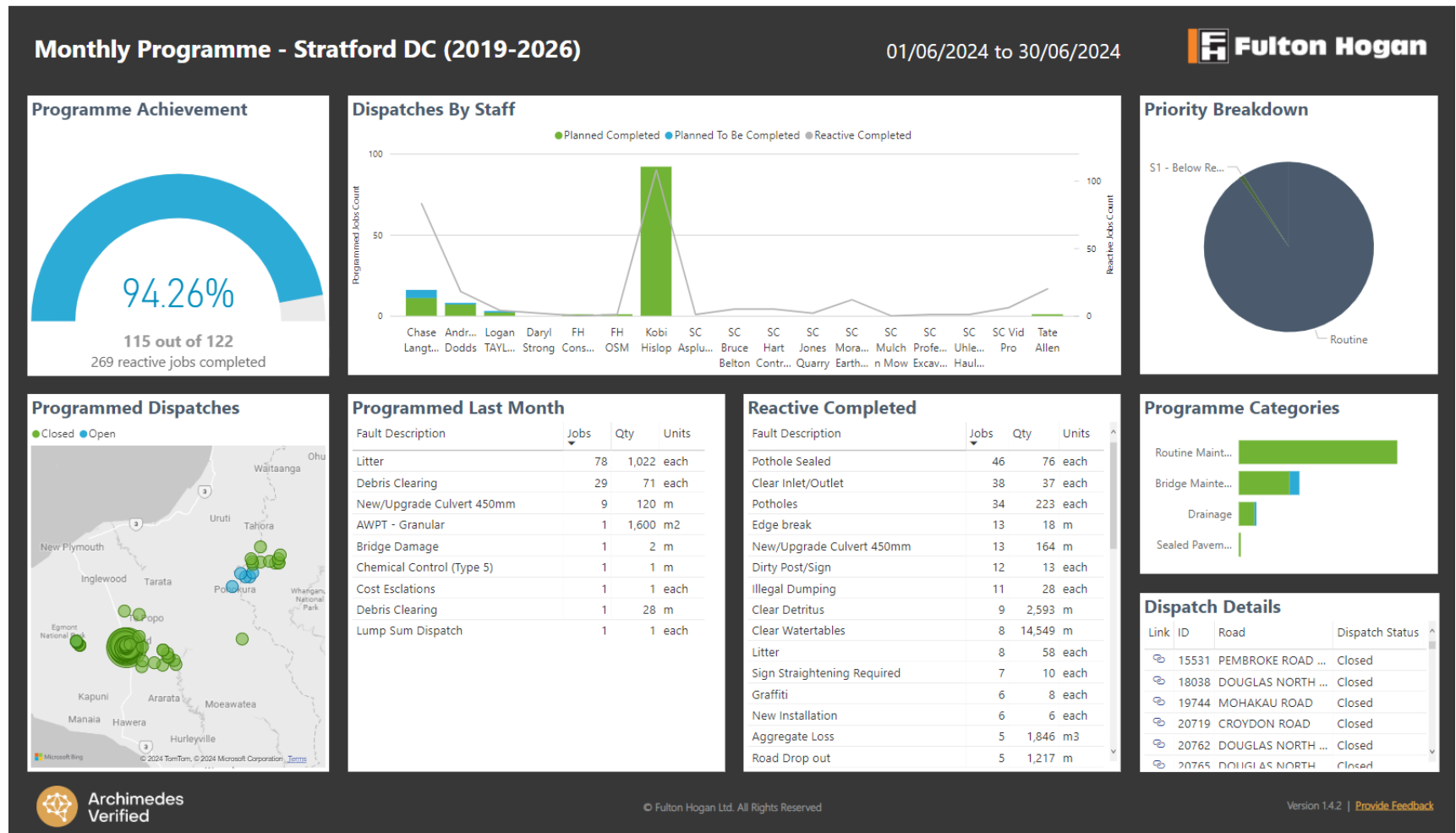


Figure 3: June 2024 Monthly Programme Achievement Chart

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	2023/2024 YTD
Safe Drinking Water: • Drinking Water Standards • Maintenance of Reticulation	DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Achieved
	DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Achieved
	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%	NYC 23/24 Achieved – 13.5% Stratford – 15.3 Midhurst – 17 Toko – 8.2
A Reliable Water Supply: • Response Time • Unplanned Disruptions	Urgent Response Times – The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Achieved 0 hr 10 mins
	• Resolution for urgent call-out	8 hrs	Achieved 4 hr 08 mins
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	Achieved 1 days 5 hrs 52 mins
	• Resolution non urgent call-out	5 working days	Achieved 2 days 20 hrs 58 mins
	Unplanned Disruptions - The performance measure target for disruptions.		
	• Minor disruptions (between 5 and 50 connections affected)	< 5	Achieved 0.33
	• Major disruptions (more than 50 connections affected)	<2	Achieved 0.33
Demand Management	Water Consumption – The average consumption of drinking water per day per resident within the district	<275L / resident / day	NYC 23/24 Achieved, 159 average Stratford – 187 Midhurst – 143 Toko - 147
Customer Satisfaction	Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:	<32	Achieved
	• Drinking Water Clarity;		0
	• Drinking Water Taste;		0
	• Drinking Water Odour;		0
	• Drinking Water Pressure or Flow;		0.66
	• Continuity of Supply		0.99
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa)	100%	Achieved

Level of Service	Performance Measure	Target	2023/2024 YTD
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Achieved

3.1.1 Water Treatment

- No major water treatment issues were experienced during this reporting period.
- During a planned power outage the Stratford WTP generator performed flawlessly.

3.1.2 Water Reticulation

- No major issues were experienced during this reporting period.
- Manifold upgrades have commenced throughout Stratford and the contract is progressing well.

3.1.3 Capital Works

- The raw water delivery line and grit tank design work is progressing.
- Installation of manifolds for universal water metering is progressing.

3.1.4 Building Consents, Resource Consents and LIMs

- Assessments were made for a total of:
 - Twelve (12) Building Consent applications;
 - Four (4) Resource Consent applications; and
 - Five (5) 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	2023/2024 YTD
System Adequacy	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved 0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0
	• Convictions.		0

Level of Service	Performance Measure	Target	2023/2024 YTD
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	<ul style="list-style-type: none"> Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site. 	1 hour	Achieved 0 hrs 22 mins
	<ul style="list-style-type: none"> 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 hours	Achieved 2 hrs 8 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Not Achieved
	<ul style="list-style-type: none"> Sewage odour 		0.33
	<ul style="list-style-type: none"> Sewerage system faults 		0.66
	<ul style="list-style-type: none"> Sewerage system blockages 		7.55
Trade Waste Complaints Response times	<ul style="list-style-type: none"> Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site. 	2 working days	Achieved 1 YTD (June – 0)
Trade Waste Consent Processing	<ul style="list-style-type: none"> Percentage of trade waste consent applications processed within 15 working days. 	100%	Achieved 1 YTD (June– 0)

3.2.1 Operations

Wastewater Treatment

- No major issues were experienced at the wastewater treatment plant.

Wastewater Reticulation

- There were no major issues relating to wastewater reticulation during this reporting period.

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.

3.2.2 Capital Works

- One aerator at the WWTP has been removed for repair.

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 June:

3.3.1 Trade Waste Consent Holders - Programme to inspect and sample operators continues. Since several operators rarely use (or have never used) the Esk Road facility, some sampling has not always been able to be completed within timeframes specified in their consents. Ongoing attempts are being made to sample the remaining operators overdue.

3.3.2 Permitted Activities - Non-compliant food business which has undertaken specialist training coordinated by SDC continues to be monitored closely until confidence is regained in their management of trade waste. The operator has now engaged a contractor to manage the ongoing maintenance and emptying of the device. This is good progress and will help to ensure blockages within the Council system are mitigated.

3.4 Stormwater

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

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

Stormwater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2023/2024
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.) 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	<ul style="list-style-type: none"> Abatement notices; 		
	<ul style="list-style-type: none"> Infringement notices; 		
	<ul style="list-style-type: none"> Enforcement orders; and 		
	<ul style="list-style-type: none"> Convictions. 		
Response and Resolution Times	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1hr	0hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system.	< 8	0

3.5 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	2023/2024
The levels of waste generated are reducing	Quantity of Waste to landfill per household (kg/hh/annum) (municipal kerbside collection only)	<600kg kg/hh/annum	Achieved to date: June results show an estimated 36 kg/hh with an expected result of 429kg per household per annum (Figure 4)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved June result of 25.6%
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Achieved to date 82%

The customer requests trends chart in **Figure 5** shows an increase in the number of bins being replaced (vs repaired) by our contractors, which is an indication of our aging bin stock.

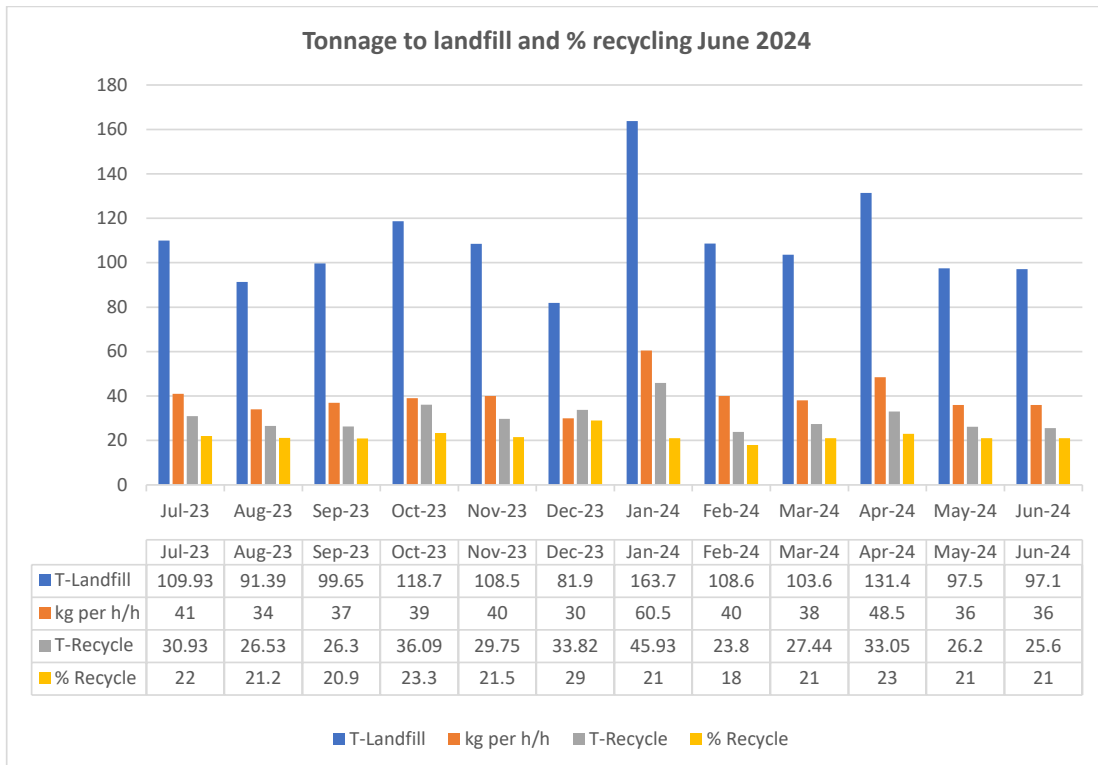


Figure 4: Total Tonnage of Kerbside Collection- Monthly

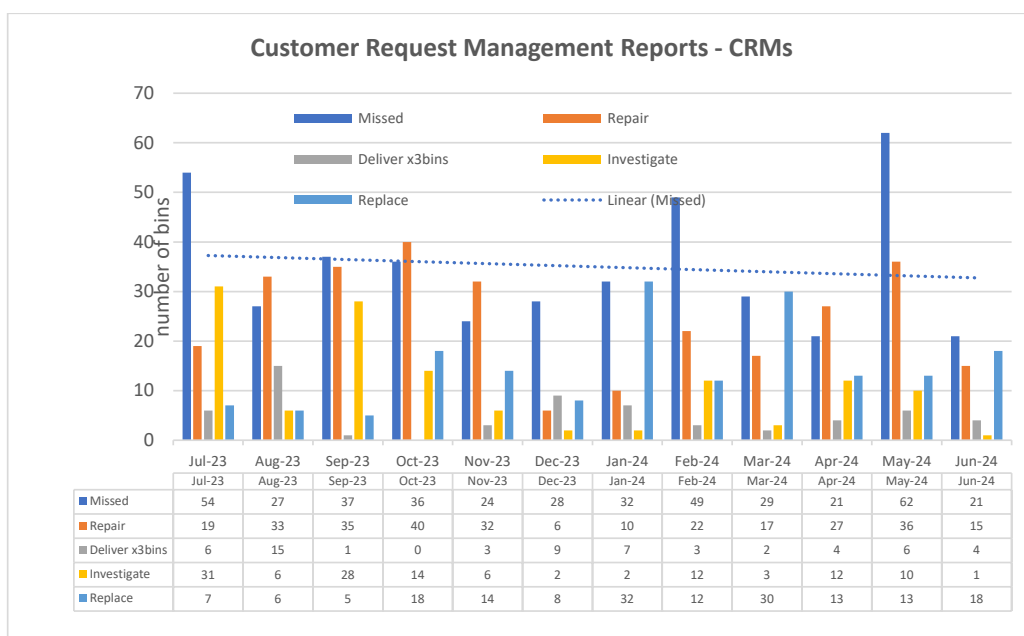


Figure 5: Customer Requests Trends

3.5.1 Planning – Strategies, Policies, Plans and Bylaws

- The reviewed *Kerbside Collection Policy* will be presented at the next Policy and Services Committee for approval.
- The *Solid Waste Management and Minimisation Bylaw* is being reviewed to align with new legislative requirements.
- A *Draft Sustainability Policy*, informed by survey responses, and a previous Elected Member workshop is scheduled for 9 July, and final draft scheduled for the Policy & Services Committee 23 July 2024.
- The current *Regional Waste Services Contract* ends on 30 September 2024; the new contract, which commences immediately – 1 October 2024 - will be operative for 10 years. Officers are working with the regional group to ensure a smooth transition.

3.5.2 Kerbside Collection Pre-Contract Bin Audit

- A draft report has been completed on the bin audit. Efficiencies have been identified and new processes recommended.
- Contamination Notifications, including education and notification letters, are shown in **Figure 6**.

3.5.3 Waste and Water Minimisation Education

- Officers are working with the *Regional Waste Minimisation Officer* on a campaign to reduce fly tipping, which has seen an upward trend in recent months. Communication tools to be deployed for this campaign include media and fridge magnets with a dumping hotline number to report dumping. Collection and disposal of illegally dumped waste is not only costly, but time consuming for Officers.
- An Environment Day was held at Midhirst School on 13th of June which focused on water conservation; and other environmental education, hosted by Taranaki Regional Council. The SDC Waste and Water Education Officer focussed on water conservation.
- A workshop held in conjunction with Para Kore focusing on reducing waste to landfill was held in Stratford on 24th June 2024.

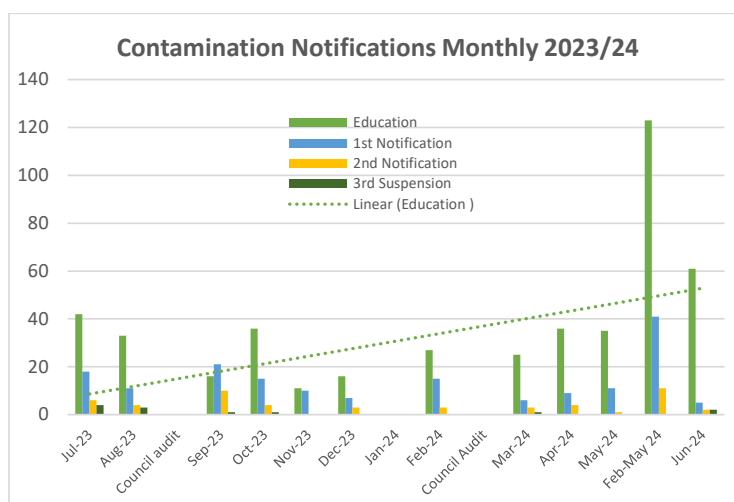


Figure 6: Education and notification letters monthly (Feb, May and June when internal audit undertaken)

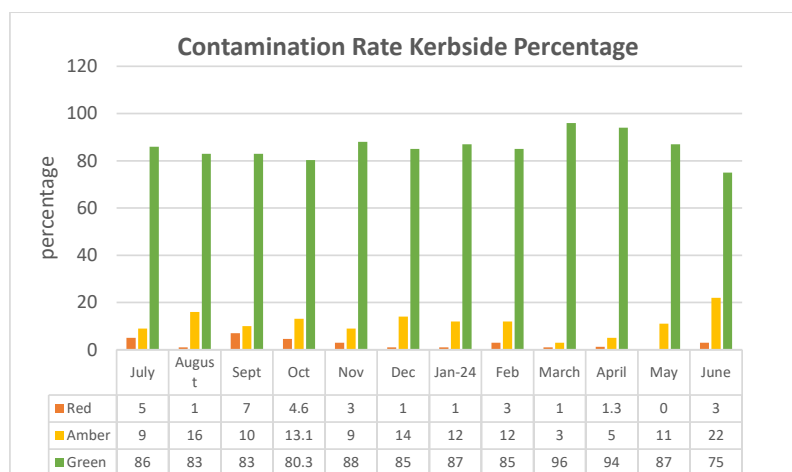


Figure 7: Monthly Waste, Percentage Contamination and Proportion of Recycling Bins

4 Property

- The Property Officer manages several community facilities including the Aerodrome; Civic Amenities; Rental and Investment properties and land.
- Ongoing projects include:
 - The TET Multisport Stadium** - Entrance and Gymnasium Door Upgrade: This project has commenced, with completion in the 2024/2025 financial year.
 - The Glockenspiel (Clock Tower)** – Repairing of the Verandah Post & Repainting of the Lower Section. Works have started and is due for completion in early July. The verandah is in a worse than expected state so Officers are exploring options to repair the verandah in the most cost-effective way.
- Operational Budget Update** - As at the end of June 2024, the year-to-date budget has been overspent by \$121,110.00. This is primarily due to the CPI Key Task increase being 9.32% an Seismic Reports.
- The Customer service request history for the property activity is shown in **Figure 8** below. During the 2023/2024 financial year, a total of 6 complaints on the cleanliness of the public toilets were received from the public.

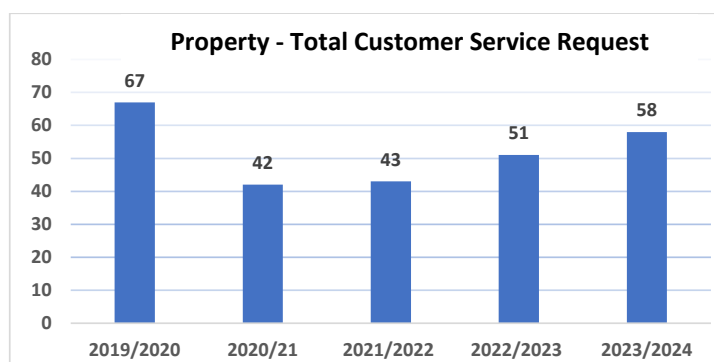


Figure 8: Customer service request history – June 2024

Note: Complaints, concerns, observations and suggestions from the public are categorised as Customer requests. The figures above do not relate only to complaints received.

4.1 Aerodrome

The Aerodrome Strategic Plan Review is underway. Officers will present the findings to Elected Members at a workshop in July.

The next Aerodrome Users Group meeting will be held on the 14 August 2024.

The Levels of Service provision, including the Performance Measures is based on the condition and maintenance and associated customer satisfaction of the Aerodrome. This is measured annually and reported at the end of each financial year. Below is a summary of April activities at the Aerodrome (**Figures 9 & 10**).

Level of Service	Performance Measure	Target	2023/2024 YTD
The aerodrome meets the needs of users.	A high level of satisfaction amongst the users with the condition and maintenance of the aerodrome	>70%	Achieved 77%
The aerodrome is used by the Stratford community and visitors.	Number of aircraft movements during the year	>3,500	1611

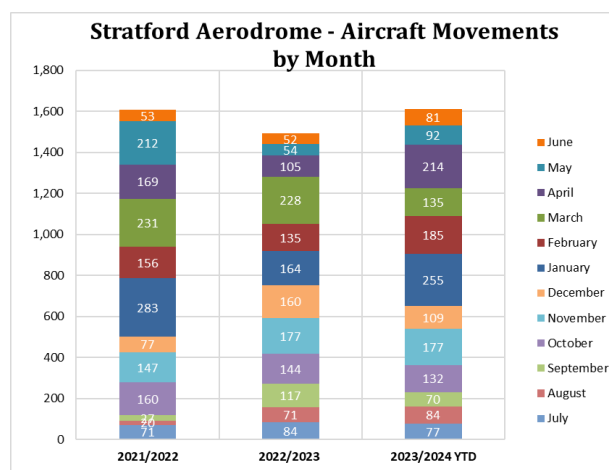


Figure 9: Stratford Aerodrome Aircraft Movements – June 2024

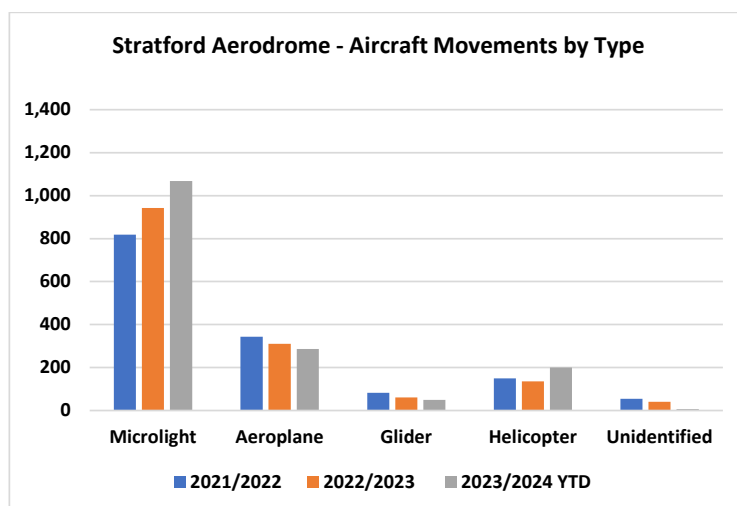


Figure 10: Stratford Aerodrome Aircraft Movements by Type – June 2024

4.2 Civic Amenities

The Council's Amenities portfolio include:

- Housing for Older Person;
- TET Stadium;
- War Memorial Centre;
- Centennial Restrooms;
- Wai o Rua – Stratford Aquatic Centre; and
- Public toilets.

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

Level of Service	Performance Measure	Target	2023/2024 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	Not Achieved 388
	Annual booking of Centennial Restrooms.	>200	Achieved 221
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	Expected to Achieve
	Annual Occupancy rate.	>95%	Achieved 100%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>80%	Expected to achieve

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

4.2.1 Housing for Older Persons

The annual occupancy for the Housing for Older Persons during the month of June is 90%, this is due to required repair work being completed and the timeframe which new tenants are to provide to previous landlords.

4.2.2 War Memorial Centre

Six (6x) bookings were cancelled during the month of June 2024.

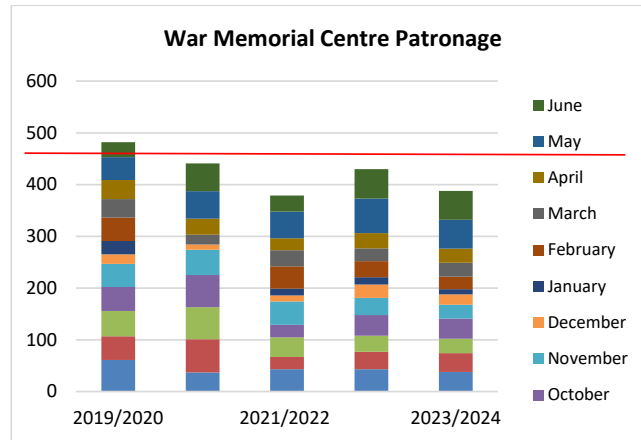


Figure 11: War Memorial Centre Patronage – June 2024

4.2.3 Centennial Restrooms

Two (2x) bookings were cancelled during the month of June 2024

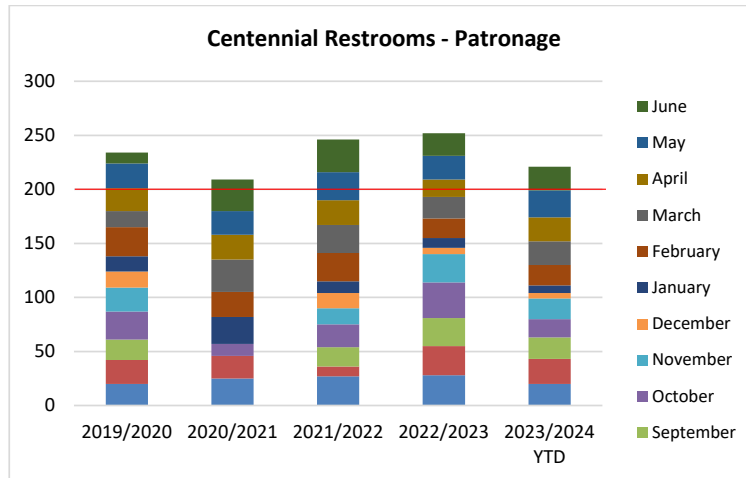


Figure 12: Centennial Restrooms Patronage – June 2024

4.3 Rental and Investment Properties

The Council's Rental and Investment Properties are:

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

The Levels of Service are measured annually and reported at the end of the financial year, using the performance indicators shown in the table below.

Level of Service	Performance Measure	Target	2023/2024 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	149,307.8 KgMS
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Compliance	Achieved
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5	Achieved

4.3.1 The Farm

- The farm production for the 2023/2024 season from July 2023 to May 2024 shows a 4.7% increase when compared to the same period last year.
- This season, a total of 149,307.8 kgMS has been produced, which is slightly lower than the target of 150,000 kgMS.
- The milk production history of the farm is shown in **Figure 13** below.

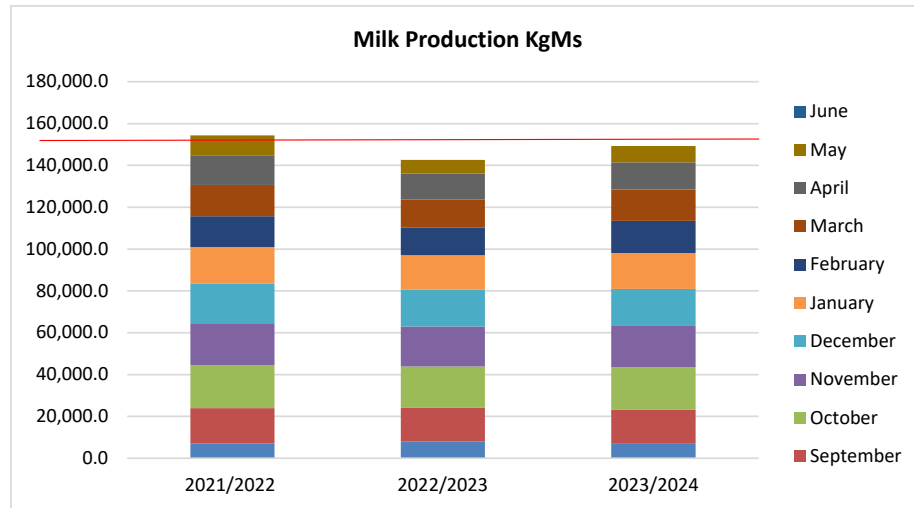


Figure 13: Milk Production KgMs

5 Parks and Reserves

The performance of Council's parks and reserves activities are measured using the targets shown in the table below. Measurement is done annually and reporting at the end of the financial year.

Level of Service	Performance Measure	Target	2023/2024
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	Not achieved - 112
	Percentage of Stratford residents satisfied with:		
	Parks;	>80%	Achieved - 90%

Level of Service	Performance Measure	Target	2023/2024
	Sports fields;	>80%	Not achieved – 74%
	Cemeteries.	>80%	Not Achieved – 72%
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	Achieved - Full compliance
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	Achieved - Full compliance

Out of the 112 customer requests received, only 4 were considered as formal complaints. These include:

1. Slippery footbridge
2. Knocked headstone
3. Long grass at cemetery
4. Cars and long grass on berm

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

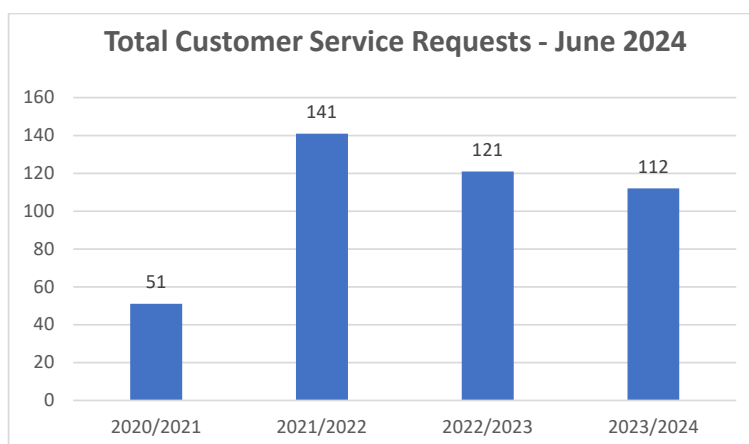


Figure 14: Total Customer Service Requests – June 2024

	2020/2021	2021/2022	2022/2023	2023/2024
Parks	10	24	31	23
Structures	2	32	17	17
Sports grounds	5	5	7	12
Playgrounds	1	14	7	8
Cemeteries	5	11	12	4
Street Trees	15	24	28	38
Walkways	13	31	19	10
Total	51	141	121	112

Note The figures above do not relate to complaints received only – all complaints, concerns, observations, and suggestions from the public are categorised as Customer Requests.

5.1 Operational Budget Update

- The operational budget report as of the end of June 2024 has been overspent to the tune of \$55,998. This is primarily due to the CPI *Key Task* increase being 9.32% and the *Ready Response* budget being overspent on tree maintenance work.

5.2 Damage to Page Street Sportsground and KEP Walkway

- There were two instances last month (May) where a family were seen driving, skidding, and doing donuts on a Go Kart, causing damage to Page Street sportsground and the Three Bridges Trail (walkway). Two members of the public phoned the Police and Council Officers completed a 105 Police Report.
- While the Police have spoken to the offending family, it did not deter the family from going back again this month (June) to cause further damage to the sportsground.
- The Police have been informed again. Officers are currently reviewing what legal actions can be taken to seek costs of damage from the offenders.



Figure 15: Go Kart damage to Page Street Sportsground (from May)

5.3 Ron Bray – Previous Park Superintendent (Stratford District Council)

- In March 2024 a Decision Report was brought to Elected Members to approve a bench seat and plaque to be installed in King Edward Park (KEP), Rhododendron Dell. This was to recognise the 31 years commitment of Ronald Bray, the previous Parks Superintendent for Stratford District Council.
- Ron's wife Averil Bray came to council with this request, as Ron passed away in late 2022 and she wanted a location to place a bench seat within KEP, to honour her husband.
- A celebration and unveiling of the bench seat and plaque for Ron Bray occurred on Saturday 22nd of June, with the Bray family and invited guests (**Figure 16**).



Figure 16: Ron Bray celebration and unveiling of bench seat and plaque at KEP

6 Capital Projects

Progress updates on some of Council's key projects, as of **30 June 2024**.

6.1 Wai O Rua - Stratford Aquatic Centre

Officers are continuing to work with the *Engineer to the Contract* and the *Contractor* to close off this project.

6.2 Better off Funding Projects

In alignment with the DIA's new requirement, the Council has re-allocated \$2.313M of the \$2.57M *Better off Funding* package to the following projects:

- Replacement of the raw water line and Grit Tank at the Water treatment Plant (\$2M).
- Wastewater Modelling (\$50K); and
- Stormwater Modelling (part funding of \$400K).

Status of on-going projects is below:

- **The Brecon Road Extension** - A Point of Entry report has been drafted to determine NZTA's interest in the project. The Roading Manager is reviewing the report for

comment back to the report author before forwarding to NZTA to consider the project for future funding.

- **Town Centre Development including the Prospero Place and Broadway Beautification.** This project is included under the **Stratford 2035** banner. A concept scheme for the design of Prospero Place has been accepted by Council in December as a starting point for design options. A *Request for Proposal (RFP)* will be advertised in the next financial year (subject to funding) to procure a Landscape Designer to develop design drawings for Council review and adoption as well as lighting consideration for Broadway. Negotiations with the landowner for the purchase of green space (Prospero Place) is ongoing.
- **Enabling Wastewater Infrastructure for the Stratford Park** – Modelling of existing capacity in Stratford's wastewater network is complete. An impact assessment on the existing network once Stratford Park is connected is currently underway. This is an on-going contract due for completion in 2026.

6.3 Whangamomona Camping Ground Septic Tank Replacement

Purchase of materials is underway for the replacement of the septic tank. Installation will be completed, after the required consents are obtained, in the next financial year.

6.4 Proposed Subdivision

Two areas of the proposed subdivision land have been delineated as 'wetlands'. Officers are working with the Surveyor and Wetland Consultant to progress the subdivision design.

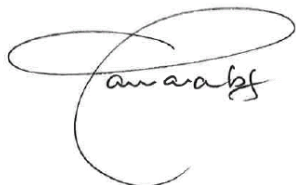
7 Resource Consents

A Resource consent application is lodged with the Horizons Regional Council for the installation of the Whangamomona septic tank. A conditional consent was issued subject to Iwi approval - Officers are awaiting Iwi's response.

Update on the resource consent applications lodged with the Taranaki Regional Council (TRC) is shown 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	Iwi have provided a Cultural Impact Assessment. TRC processing to commence shortly.
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. Draft consent conditions provided, awaiting TRC to agree our comments.

Resource consent applications have been lodged with the Taranaki Regional Council (TRC) as shown below.



Victoria Araba
Director – Assets

A handwritten signature in blue ink, appearing to read 'Sven Hanne', is positioned above a horizontal line.

[Approved by]
Sven Hanne
Chief Executive

Date 16 June 2024

MONTHLY REPORT

Community Services Department



F22/55/04-D24/32710

To: Policy and Services Committee
 From: Acting Director – Community Services
 Date: 23 July 2024
 Subject: Community Services Monthly Report – June 2024

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

- Upcoming community events and programmes

2. Community and Economic Development

Performance Measures (*Performance Measures in bold*)

	Target	2023/24 YTD
Deliver or facilitate community events	>5	16
Percentage of residents feeling a sense of community	80%	
Number of client interactions with Venture Taranaki's Business Advisory Services	100%	
Mentor matches made as requested	100%	

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 (SDYC)

The Youth Council have completed all their training session for the 2024 calendar year. They have commented that these have been beneficial and thanked the council for arranging these.

SDYC have planned three events for the July School holidays, a Neon Rave party being held in collaboration with ZEAL, a movie at the TET Kings Theatre and an On the Bus to Bowlarama. They have also decided they would like to plan, with the assistance of the Ministry of Youth Development, a trip to Wellington in the September school holidays. This will happen in the first week of the school holiday.

At the next Project meeting the youth council will be looking at their Terms of Reference which are in need of updating. They will also be completing some basic Health and Safety Training.

Upcoming meetings and events:

- Ordinary meeting – 6 August
- Project Meeting – 16 July 2024
- On the Bus – 11 July 2024
- Movie at TET Kings Theatre 14 July
- Neon Rave – 19 July 2024

2.3 Civic and Community Events**Complete:**

- Puanga activity: June
 - Puanga rākau reflections and aspirations
 - Puanga flag competition
 - Puanga nui a rangi | Pounamu Skelton – 23 June
 - A Starry Night – 27 June
 - Free screening of The Mountain – 28 June
 - Free screening of Coco in Te Reo Māori – 30 June
- Positive Ageing Forum: 26 June
- Prospero Market – 29 June

Coming up:

- Positive Ageing Forum: 26 June
- Prospero Market – 27 July
- School Holiday programme: 6-21 July

2.4 Community Projects and Activity**2.4.1 Mayors' Taskforce for Jobs (MTFJ)****Target**

	YTD	By 30 June 2024
Sustainable Outcomes (A person in who has been in employment for more than 91 days for a minimum of 30 hours per week *)	26	28

Registrations

	June	YTD
Young People Registered	10	145
Businesses Registered	0	12

Employment

	June	YTD
People placed into employment	0	40
Young people who are employed but require assistance with upskilling	6	37
People who registered with MTFJ who are in school or training	4	32
People who received support and found work themselves	0	17

Highlights June

- The 2023/2024 contract finished at the end of June. All MTFJ Community Employment Programmes across Aotearoa have been given until the end of September to reach their sustainable targets. There are two placements still in their 91-day trial period. It is looking like they will stay in employment and we are on target to reach our goal of 28 sustainable outcomes by 30 September.
- In total the SDC MTFJ Community Employment Programme has placed 40 people into employment throughout the year. This includes all categories of employment including part-time and casual placements and placements that were for less than 91 days.
- Over the year, seven people were helped into apprenticeships.

- The MTFJ Driver Training Programme continues to help people in our community by supporting professional driver training in all aspect of their driver licence journey. We secured a new provider for training as well in Hāwera to run regular defensive driving courses to help even more youth moving forward. In June there were 14 lessons provided for 6 different people.
- The second year of a two-year programme has started. This will finish 30 June 2025. There is talk of the MTFJ Community Employment Programme continuing but nothing has been confirmed through LGNZ/MSD.

2.5 Funding

2.5.1 Creative Communities Scheme

The next funding round for Creative Communities will open 19 August 2024.

2.5.2 Sport New Zealand Rural Travel Fund

The next Sport New Zealand Rural Travel Fund funding round will open on 30 September 2024.

2.6 Positive Ageing

The Positive Ageing Group was disbanded toward the end of 2023 with the Council agreeing to continue to run forums for the community. The group members have kindly agreed to remain available in an advisory role for the Community Development Lead, assisting to formulate ideas for the forums.

On the 26 June 2024 we completed the most recent Positive Ageing Forum. The theme was personal safety with Fire, Police and St John Alert Alarm staff presenting. The Mayor also presented on the Elizabeth Watson Fund, explaining the fund and how to apply. Over 70 people attended, enjoying the speakers and the light lunch. Many people commented on how much they enjoyed the event and felt that the session was very beneficial.

International Day of the Older Person is on Tuesday the 1st October 2024. This will be our next event for the Positive Ageing Forum. Planning for this event has just begun.

2.7 Stratford Business Association

Memberships	
New	
Current total	145

Upcoming Activity:

Committee meetings

- Monday 8 July
- Monday 12 August
- Monday 9 September
- Monday 14 October – *Annual General Meeting*

Ba5 events

- Thursday 18 July - Matthew and Co Real Estate

Lunch + Learn

- Tuesday 23 July – Financial Goal Setting – CMK
- Tuesday 13 August – HR 101 – Trace Consulting

3. Communications

3.1 External communications







Four Central Link updates were produced in June. These are printed in the Stratford Press and shared online at stratford.govt.nz and on Council's Facebook page weekly. Much of the content within the weekly Central Link is also shared with local media (print and radio), published as news articles on council's website and social media sites, and sent as an Antenno update.

Focus for June:

- Join us at our FREE Positive Ageing Forum with focus on safety
- Applications close soon for rates rebates
- Puanga celebrations
- Meeting Schedule - June
- Vandalism costing the community
- Dog registration fees for 2024-25
- Have your say on pedestrian crossing designs
- Congrats to our winning Puanga street flag designers
- Puanga 2024 FREE events and activities
- Fitness classes at Wai o Rua will warm you up this winter
- Extraordinary meeting of council
- Proposed temporary road closure
- Notice of the impounding and proposed sale of stock
- Changes made to pedestrian upgrades post community feedback
- July school holiday programme is out now
- Prospero Markets on Saturday
- Matariki public holiday hours
- Normal entrance to Broadway toilets closed
- July meeting schedule

3.2 Digital channels

June snapshot:

Website		Social Media	
	6,000 ↑400 Users		35 New Facebook followers /stratforddistrictcouncil 4,476 people follow Council's page.
	19,986 ↑76 Page views		23,100 ↑12% People reached The number of people who saw any of Council's posts at least once this month.
	9,663 ↑460 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.		7 New Instagram followers /stratford_nz 1,143 people follow Council's account.

Antenno



43 installs
12 uninstalls*

Devices using Antenno.
1,236 devices are currently
using Antenno in the
Stratford District

28 posts sent out

35 reports received

**At the June Policy and Services Committee a question was raised regarding why users were uninstalling the Antenno App. While there could be a number of reasons contributing to this such as accidental deletion, storage space on devices, moving out of the district or just no longer wishing to receive the updates, there is no way to capture the data on why users have uninstalled the app. The communications team are actively promoting the best use of the app to ensure users are getting the maximum benefit from it.*

Your Say Stratford



76 new registrations
Totalling 270 participants

2,454 visits

Engagement rate = 6.2%
The % of visitors that
contributed to projects.

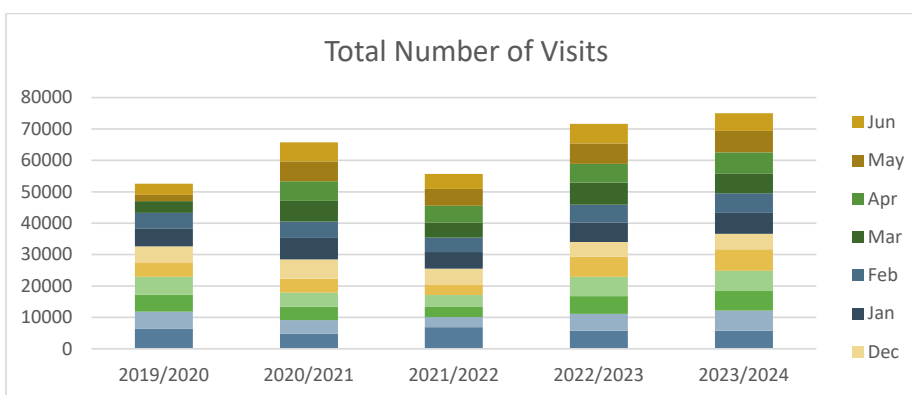
Projects focus for June:

- New Pedestrian Crossings
- Central Link e-newsletter sign ups




4. Visitor Information and Library Services

Performance Measures (Performance Measures in bold)



	Target	2023/24 YTD
Number of users of AA Agency Service is measured	>10,000	8,187
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	64,207
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	4,763



Visitors/Users per service

Service	June	Year to date (2023/24)
 Information Services (brochures/maps/ event tickets etc)	151 ↓85	4,387
 Vehicle/Driver licensing	546 ↓202	8,187
 Programme and Events	489 ↑170	4763

Library services - Items Issued

Service	June	Year to date (2023/24)
 In person	4,327 ↓356	55,898
 Online	662 ↓41	8,309

Programme/Event Users

Age group	June	Year to date (2023/24)
65+ Seniors	36 ↓13	458
18+ Adults	67 ↓3	691
13-17 Secondary School	0 ↓20	38
5-12 Primary School	293 ↑169	2,509
<5 Pre-School	87 ↑31	684

4.1 Highlights for June

- The main focus for June was preparing for Puanga activities which involved 221 tamariki from St Joseph's, Pembroke, Makahu, Marco and Stratford Primary Schools.
- In 2023-2024 the facility doorcount was up 4.7% on the previous year. Both physical and digital issues have increased. Digital issues grew 21.70%.
- Use of the AA Driver and Motor Vehicle Licensing decreased 4.7%. This reflects an increasing range of services being available online.

5. Pool Complex

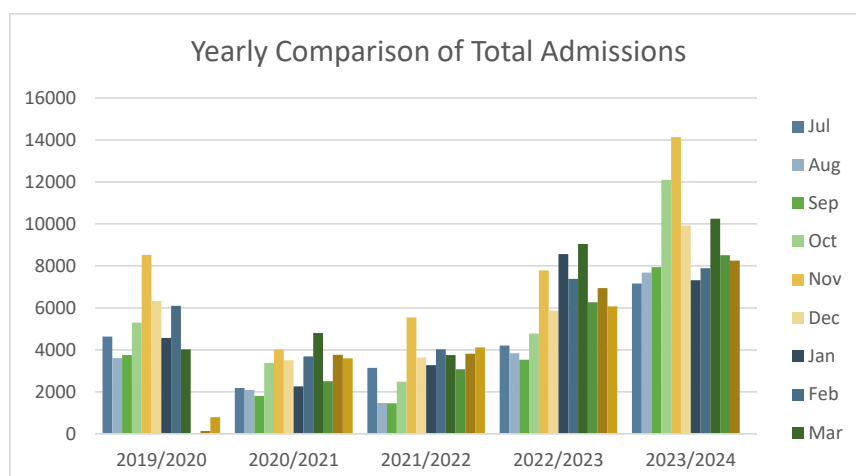
Level of Service Category	Performance Measure	Target	2023/24 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	97
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	Pool Safe accreditation is met	100%	100%
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	84%
	Number of pool admissions per annum	>55,000	109,047

5.1 Highlights for June

- June 2024 saw 7,863 Customers through the facility.
- The Centre welcomed the following organisations and schools in the month of June: Te Rangimarie school, Chelsa Young Coastal Cobras Rugby league, Ages Concern group, Inglewood swim Club, Midhurst Primary school.
- The 2024/25 TOI Foundation funding was released in June following approval of the reconciliation of the 2023/24 funds. Officers are now scheduling schools from within the Stratford District for a term of learn to swim sessions at Wai o Rua. These will begin in Term 3. This is an incredible opportunity to provide these lessons at no cost to the schools and their tamariki and we are extremely grateful to the TOI Foundation for their support.

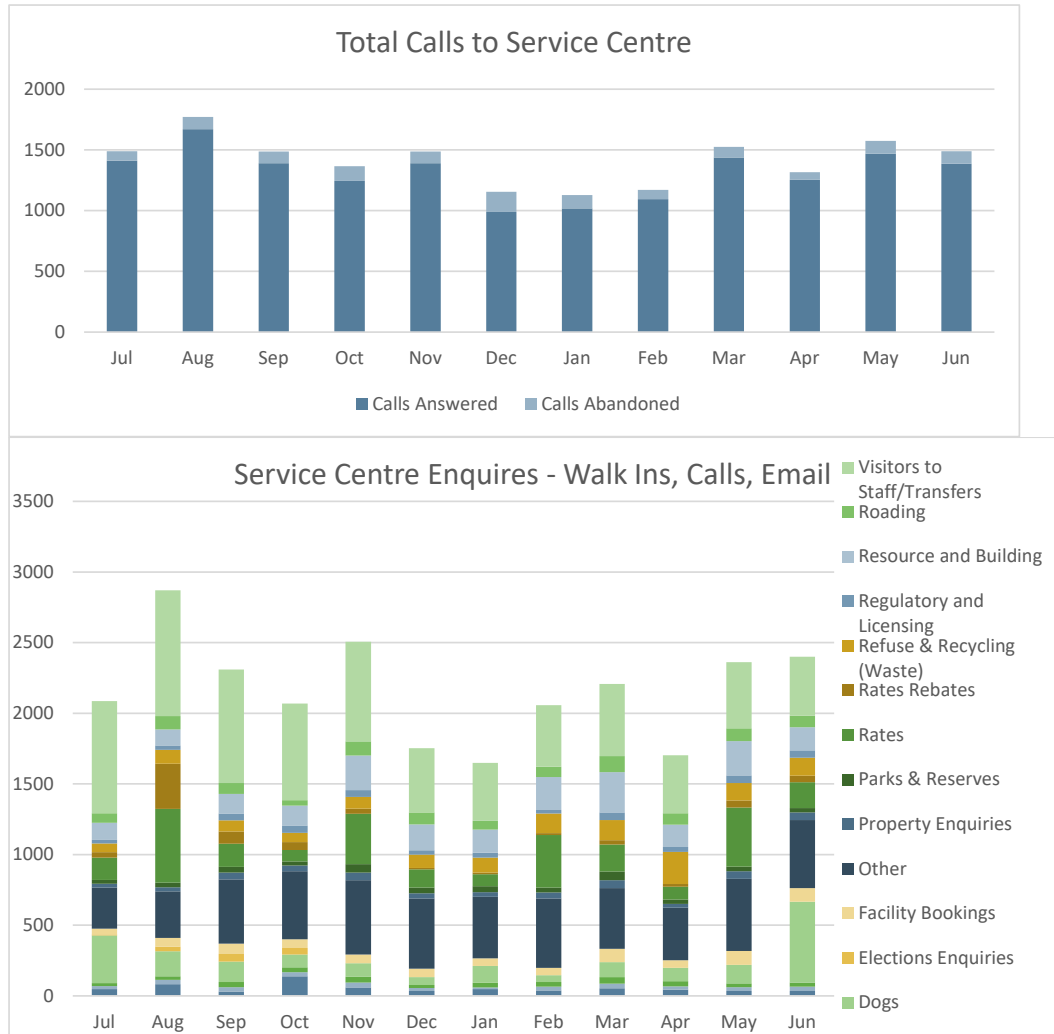
5.2 Matters Outstanding

- It is acknowledged that officers have been instructed to complete and present to elected members a business plan on Wai o Rua – Stratford Aquatic Centre. Because of the nature of the activity, as well as the activities within the facility, and the cross section across departments this requires input from several areas, resourcing was prioritised to complete the Long Term Plan process which is due for completion in July. This will remain in this report as an outstanding item to assure elected members that it remains a priority.



6. Service Centre

Over June there was a steady flow of customers and enquiries through Service Centre with the late payments and reminders for overdue rates and dog registrations. There was a total of 2,476 customer interactions recorded through phone calls, emails and counter enquiries. June 2023 was 2,400. In the past 12 months August and September 2023 and February, May and June 2024 have proved to be Service Centre's busiest months.



Erin Bishop
Acting Director - Community Services

Sven Hanne
Chief Executive
Date: 16 July 2024

MONTHLY REPORT

Environmental Services Department



F22/55/04– D24/30675

To: Policy and Services Committee
From: Director – Environmental Services
Date: 12 July 2024
Subject: Environmental Services Monthly Report – June 2024

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

Nine applications for building consent were received in June 2024. These included four log fires, three pole sheds, and two accessory buildings. There were also a further three amendments to existing building consents, two schedule one exemptions from obtaining a building consent and a Certificate of Acceptance. We also received 3 applications for resource consent.

We are now well into the winter months when weather conditions affect the amount of building and development work that can be undertaken. This is reflected in a lower number of applications being received. Other years show a similar pattern with fewer applications received over winter followed by an increase with better weather in Spring.

Strategic/Long Term Plan Projects

Work has recently recommenced on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy with some discussions with Te Whatu Ora. The New Plymouth District Plan is still subject to appeals. The resolution of the appeals is likely to have an impact on the zoning of land which is restricting the progress that can be made on this project.

2. Dashboard – All Business Units

2.1 The following table summarises the main licencing, monitoring, and enforcement activity across the department for the month:

Activity	Result Jun
Building Consent Authority	
Building Consent Applications	9
Building Consent Amendment Applications	3
Building Consents Issued	8
Building Consent Amendments Issued	0
Inspections completed	62
Code Compliance Certificate Applications	13
Code Compliance Certificates Issued	11
Code Compliance Certificates Refused	0
Number of Building Consents Received in Hard Copy	2
Number of Building Consents Received Digitally	7
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	1
Land Use Consents Granted	2
Subdivision Consents Received	2
Subdivision Consents Granted	3
223/224 Applications Received	1
223/224 Applications Granted	0
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	3
Resource Consent Applications Placed on Hold or Returned	3
LIM's Received	5
LIM's Granted	5
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	5
Health or Food Act Complaints Received and responded to	0
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	6
Bylaw Complaints Received and responded to	17
Dog Complaints Received and responded to	19

3. 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%	12 of the 12 (100%) applications in June were processed within 20 working days.
	Percentage of inspection requests completed within 24 hours of request.	100%	62 of the 62 (100%) inspections in June were completed within 24 hours of the request.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	11 of the 11 (100%) CCCs issued in June were issued within 20 working days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	Five of the five (100%) LIMs were processed within 10 working days.
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%	Not achieved. The result of the fourth wave of the customer satisfaction survey is 0%. This result is affected by a small number of survey respondents (4) and is a significant swing from the previous wave.

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.	Notification of a proposed District Plan.	Work on this project was delayed due to new legislation. The legislation has been repealed and we are currently working through options for this project.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	100% review within timeframes	There are no bylaws or policies currently outside their statutory review periods.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	80%	Four of the five (80%) applications in June were processed within 20 working days.
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	N/A
	% of S223 and S224 applications processed within 10 working days.	0%	No S223 or S224 applications were processed in June.
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	Not achieved. The result of the fourth wave of the customer satisfaction survey is 47%. This result is affected by a small number of survey respondents (4) and is a significant swing from the previous wave.

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%	98%
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	100%

- 4.3.1 The Environmental Health Manager and Information Technology Manager are currently investigating the Council's ability to send dog registration notices to dog owners where they wish to receive their notice via email. This currently involves discussions with external service providers about options for providing this service and the cost of it.

4. Detailed Reporting Building Services

5.1 Building Consent Authority ("BCA")

5.1.1 Compliance/Notices to Fix issued as a BCA.

No Notices to Fix were issued by the BCA in June 2024.

5.1.2 Lapsed Consents

Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 11 months previously, against which no inspections have been recorded. The check has been undertaken and no consents were lapsed in June 2024.

5.1.3 Regulation 6A Compliance Dashboard

Clause 6A of the Accreditation Regulation requires BCAs to notify the Ministry of Business Innovation and Enterprise ("MBIE") if any of the following incidents occur:

Incident	Occurrence this month
A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:	Nil
The departure of the building consent authority's authorised representative or responsible manager:	Nil
In any one quarter of a calendar year, a reduction of 25% or more of employees doing technical jobs who are not replaced with employees who have equivalent qualifications and competence:	Nil
A transfer under section 233 or 244 of the Act of (i) 1 or more functions of the building consent authority to another building consent authority: (ii) 1 or more functions of another building consent authority to the building consent authority:	Nil
An arrangement being made under section 213 of the Act for—(i) another building consent authority to perform a significant amount of the functions of the building consent authority: (ii) the building consent authority to perform a significant amount of the functions of another building consent authority:	Nil

Incident	Occurrence this month
A material amendment to the building consent authority's policies, procedures, or systems required by these regulations.	Nil

5.1.4 Training needs analysis

An Engineering New Zealand presentation and training afternoon in relation to what good engineering documentation and best practice looks like under the Engineering Act 2002 has been scheduled for July and will be held at Whanganui District Council.

The Professional Development Manager for the Building Officials Institute of New Zealand is scheduled to meet with all Taranaki BCAs to discuss current training requirements that their organisation can assist with.

5.1.5 Internal audit/external audit timetable

During June audits were undertaken in relation to regulations:

- Reg 11 procedures for training was fully reviewed, with several continuous recommendations identified and added to the BCAs CI register.

5.2 Territorial Authority

5.2.1 Audits

During June we received MBIEs completed TA Performance Monitoring Assessment report in relation to Certificates for Public Use and Dangerous, Affected, or Insanitary Buildings. The report identified four corrective actions and 12 recommendations. An Action Plan for addressing the corrective actions is currently under development and must be provided to MBIE by 16 July 2024. No response is required in terms of the recommendations but they provide a useful guide on areas to improve our processes.

5.2.2 Compliance Schedules/Building Warrants of Fitness

One onsite BWoF audit was undertaken during June 2024. One existing Compliance Schedule was amended to comply with section 103 of the Building Act.

5.2.3 Swimming Pools

There are 86 swimming pools on the Council's swimming pool register. All swimming pools are now compliant. The next round of swimming pool inspections is scheduled to commence August 2025.

5.2.4 Earthquake-Prone Buildings

During June there were no reports received from the owners of buildings that have been identified as potentially being earthquake prone. To date nineteen reports have been received which have confirmed fourteen buildings as earthquake prone and five buildings as not being earthquake prone. Eight building owners received extensions providing until 2 August 2025 to provide their reports. A total of 91 privately-owned buildings and three Council-owned buildings were identified as being potentially earthquake prone.

5.2.5 Non-Standard Site Register Maintenance

No new sites were added to the non-standard site register in June 2024.

5.2.6 Notices to Fix/Other Compliance as a Territorial Authority

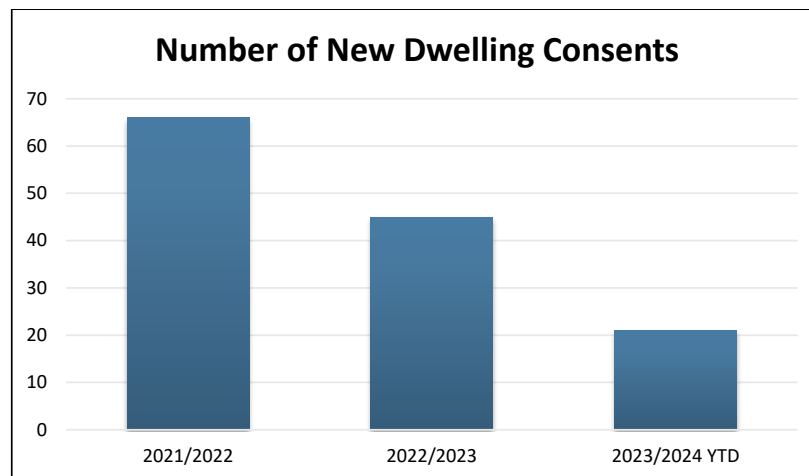
No Notices to Fix for were issued by the Territorial Authority during June 2024.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

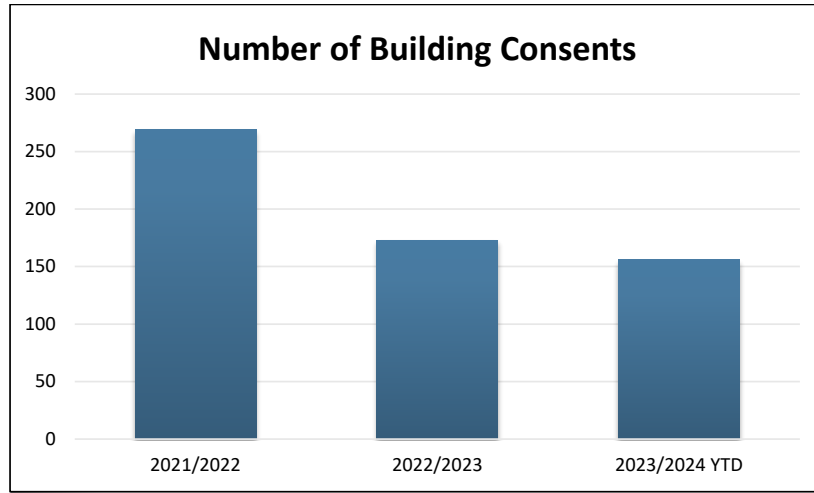
Type	Jun 2024	Jun 2023	2023/2024	2022/2023 Whole Year
New residential dwellings	0	4	18	44
New duplex dwellings	0	0	3	0
Relocated dwellings	0	0	10	15
Relocated buildings other than dwellings	0	0	0	0
Fires	4	5	63	55
Pole sheds/accessory buildings	5	3	27	26
Additions/alterations – residential	0	3	14	13
New Commercial buildings	0	0	5	5
Additions/alterations – commercial	0	1	9	10
Other/miscellaneous	0	0	7	5
Total/s	9	16	156	173

New House indicator by year



Year	New Dwellings
2021/2022	66
2022/2023	45
2023/2024 YTD	21

Consent numbers by year



Year	Building Consents
2021/2022	269
2022/2023	173
2023/2024 YTD	156

Blair Sutherland
Director - Environmental Services

[Approved]
Sven Hanne
Chief Executive

Date: 16 July 2024

MONTHLY REPORT

Corporate Services Department



F22/55/04 – D24/30676

To: Policy and Services Committee
 From: Director – Corporate Services
 Date: 25 June 2024
 Subject: Corporate Services Monthly Report – May 2024

Recommendation

THAT the report be received.

_____/_____
 Moved/Seconded

1. Financial Management

Reports attached, as at 31 May 2024, 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

Note – the Long Term Plan 2024-34 is now expected to be adopted on 9 July, instead of 25 June as originally anticipated. Council has already formally agreed (at January Policy and Services Committee) to an extension of the adoption date to no later than 31 July 2024.

1.1 Financial Results for May Year to Date (YTD)

Revenue

Total Revenue for the YTD is \$1,374,736 over budget, at **\$25,105,953**. Operating Revenue (excluding extraordinary revenue) is up \$248,620 on the budget, at **\$23,876,837**, due to higher than forecast interest rates on investments, and user charges particularly in relation to Wai O Rua Aquatic Centre.

The variance for total revenue largely relates to unbudgeted grant funding revenue which is allocated to both operating and capital expenditure.

Grant funding received that was unbudgeted for is at \$1,002,978 for the YTD. This includes a Toi Foundation grant, Mayors Taskforce for Jobs funding, DIA Three Waters funding, and TET grants. Note – the budgeted grant funding of \$6,611,000 relates to Transport Choices solely, which has now been withdrawn by central government. The \$7,700,000 of related capital expenditure will no longer be spent.

Expenditure

Total Expenditure (excluding capital) for the YTD is \$313,851 over budget, at **\$22,960,320**. Direct Operating Expenditure is over budget for the YTD by \$771,093 (5% over budget), at \$16,368,396.

Detailed explanations for activities with significant budget variances are provided below. Note the explanations below include direct costs only, and exclude interest and depreciation.

Water Supply

Expenditure is over budget by \$101,848 (9% over budget) for the YTD. This is largely related to chemicals, and repairs and maintenance, and maintenance contract costs are also over budget – due to a combination of price increases and more water leaks and necessary repairs.

Wastewater

Expenditure is over budget by \$64,105 (12% over budget) for the YTD. There have been a number of unplanned sewage blockages which have resulted in increased ready response and contractor works, some of which have required the use of a sucker truck to be brought in from New Plymouth, and traffic management services. Additionally, expenditure includes significant cost for compliance monitoring of sewerage discharge and treatment from Taranaki Regional Council.

Solid Waste (Rubbish and Recycling)

Expenditure is over budget for the YTD by \$116,187 due to the following:

- Significant number of bin replacements due to the age of the current bin stock and treatment. Replacement includes cost of the bin plus cost for assembly and delivery, and collection and disposal of the old bin.
- Contract price increases due to inflation.
- Recycling income streams, which are netted off expenditure are minimal due to low prices, if any – recycled paper is \$0, and recycled plastics price has dropped significantly.

Revenue is \$112,654 over budget for the year to date due to fees received from the Ministry for the Environment, and relate to the increased Waste Levy.

Civic Amenities

The net cost of this Activity is over budget by \$80,939 (15% over budget) for the year to date and by \$93,734 on the previous year. Expenditure now exceeds the annual budget. This has largely been impacted by the seismic assessment consultancy work undertaken that was not budgeted for, with approximately \$58,000 spent so far. Additionally, the key tasks monthly contract payment inflation increase was not budgeted for.

Parks and Reserves

Expenditure is over budget for the YTD by \$65,765 (10% over budget), and by \$71,537 on the previous year. Contract services is over budget due to repairs on the tracks to the Rhododendron Dell and as a result of the upkeep of trees. The key tasks contract is over budget as the CPI increase was not expected to be 9.32% - affecting fixed monthly price for the full year. The ready response budget for reactive maintenance was reduced for 2023/24 in line with previous years actuals, however work in this area has picked up again this year. Additionally, two notable trees were removed from Hamlet Street in April and one at Broadway South totalling \$22,123 plus the cost for the resource consent and replacement trees.

Wai o Rua - Stratford Aquatic Centre

There is a net operating cost variance of \$122,035 for the YTD.

Expenditure for the YTD is over budget by \$361,951 (20% over budget), and over the previous YTD by \$623,349. Expenditure is over budget in all key areas including staff over by \$151,153, at \$1,021,333 for the year to date. Additionally, building maintenance, energy and power costs, insurance, stock purchases, chemicals, and staff training.

Revenue is over budget for the YTD by \$239,916 and includes a Toi Foundation grant of \$154,235 and swim school revenue unbudgeted for. Of the grant funding received, \$38,347 has been spent on Transit Coachlines for school swimming transportation, with the remaining grant allocated to cover staff costs and other variables associated with the swim school programme. 1,853 children from 14 schools accessed swim lessons across a 6, 8 or 10 week programme, in total (noting there may have been fluctuations week on week) this resulted in 13,577 entries.

Resource Consents

Revenue from resource consents is currently below budget by \$55,042 (48% under budget) for the year to date, at \$60,458. This is significantly less than the previous YTD revenue of \$115,291. This is due to fewer resource consent applications being received, as a result of current economic conditions, where developers are facing significant difficulty in raising finance to proceed with developments.

This is the lowest level of YTD resource consent revenue in the past five years.

Economic Development

Expenditure is under budget by \$90,263 (16% under budget) for the year to date. This is largely due to savings in personnel costs with a vacant position for a significant part of the year. Additionally, \$30,000 was in this years budget to deliver an Economic Development Strategy and / or Town Centre plans.

1.2 Capital Expenditure Report

The capital expenditure budget in the Annual Plan 2023/24 was set at \$16,457,145.

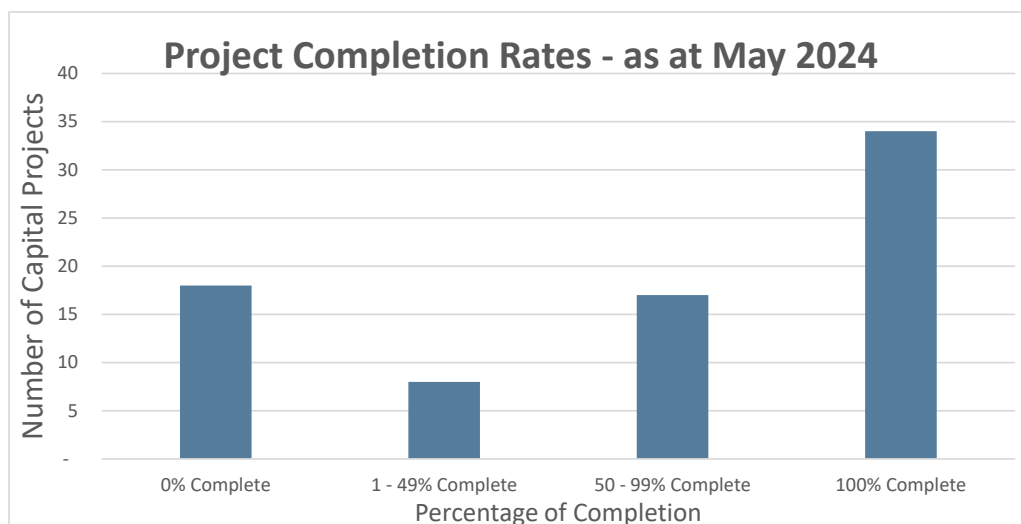
However, after adjusting for carry-forwards and budget adjustments – the total capital budget available for the year is **\$14,598,197** (adjusted capital budget). Of the total budget available:

- \$6,146,700 is for replacing existing assets,
- \$7,325,166 is for new assets or improving existing assets, and
- \$1,126,331 is to cater for district growth.

Actual capital expenditure for the year to date is **\$7,241,849** or **50%** of the adjusted budget.

The capital budget is further refined on a monthly basis, and the updated forecast capital expenditure for 2023/24 is now expected to be **\$8,478,331** or **52%** of budgeted Annual Plan 2023/24 capital expenditure.

The below graph shows that the majority of capital projects have been completed or are close to completion. Out of the 77 capital projects scheduled, 18 have not yet started or have been cancelled or postponed.



1.3 Treasury Management

Summary

Borrowings (LGFA)	\$	36,700,000
Term Deposits	\$	6,500,000
A&P Association Loan	\$	7,180,000
Net Debt	\$	23,020,000

Net debt is \$23,020,000 after deducting financial investments comprising of \$6,500,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

All debt covenants were met as at 31 May 2024.

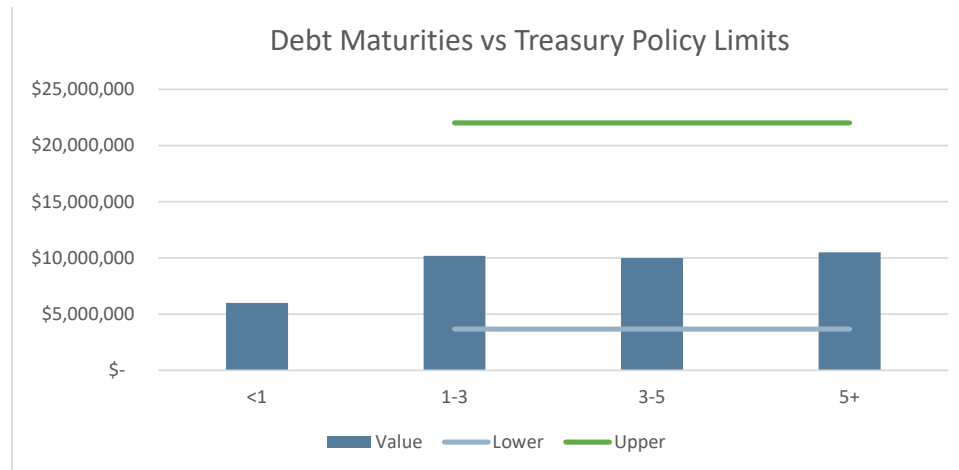
	Actual	Policy
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	28%	10-60%
Fixed 3-5 years	27%	10-60%
Fixed >5 years	29%	5-60%
Debt Matures 1-3 years	28%	10-60%
Debt Matures 3-5 years	27%	10-60%
Debt Matures > 5 years	29%	10-60%
Borrowing Costs to Revenue Ratio	4.4%	<10%
Borrowing Costs to Rates Revenue Ratio	6.9%	<15%
Net Debt to Revenue Ratio	94%	<115%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 2,266	<\$3,000
Net Debt per Ratepayer	\$ 4,543	N/A

Borrowings

All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed and within Treasury Policy limits. Net Debt could increase by a further \$4,000,000, to \$28,000,000 based on current annual forecast revenue.

In May, Council refinanced \$2,000,000 of debt, previously at 2.53% for 5 years fixed, and now paying 5.56% for a 6 year term.

The weighted average interest rate across all Council debt was 3.57% at 30 April, and is currently sitting at **3.74%**. The interest rate used for budgeting purposes for the Annual Plan 2023/24 is 3.45% for the full year. For the Long Term Plan 2024-34, the forecast interest rate for 2024/25 is 4.09%.



Investments

The weighted average interest rate of all term deposits is **6.19%** (April 2024: 6.22%). The current \$6,500,000 is invested with ASB, Westpac, TSB and ANZ, and we are seeing a higher level of interest in our term deposits at these longer terms, and more competitive rates.

Cashflow Forecast

As at 31 May 2024, Council had \$2,170,982 (April 2024: \$931,125) of cash on hand. Council is expecting to borrow an additional \$3,000,000 in the next 12 months – around October 2024 and April 2025. We will bring forward the borrowing program if there are strong signs of further interest rate hikes, which is unlikely at this stage.

2.0 Revenue Management

2.1 Rates

Rates Revenue excluding water consumption charges for the YTD (including all 4 instalments) is on par with budget at \$15,719,527.

Rates Arrears (owing from 2022/23 year and earlier) \$53,090

As at 31 May 2024, 87% of rates in arrears has been collected since 1 July 2023 (2023: 97%). Currently 45 ratepayers have overdue rates of > 1 year.

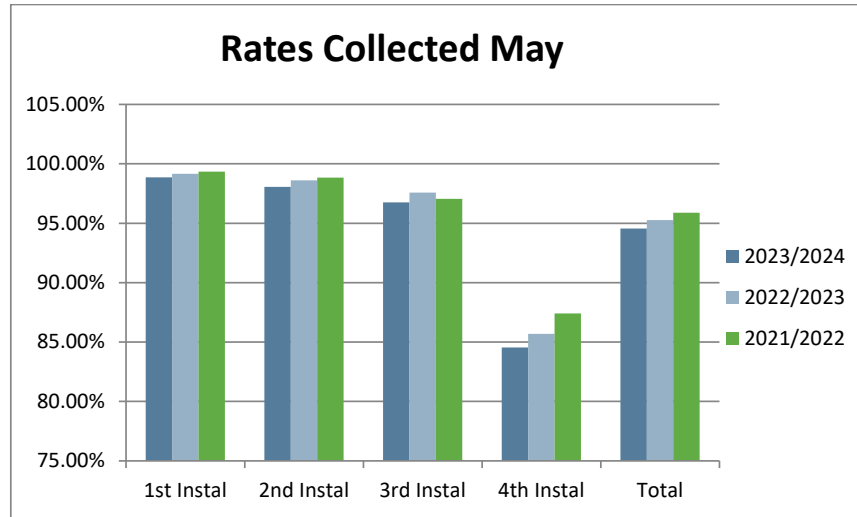
Ratepayers in arrears with a mortgage registered against the property will have an advice sent to their bank in August, and a demand made in November, requiring any remaining arrears to be settled by the bank.

Ratepayers in arrears with no mortgage registered against the property will be issued reminders, and continue to have penalties applied at six monthly intervals on outstanding

amounts. Depending on cooperation and regularity of payments, council may commence legal proceedings for a property rating sale – this is usually after at least 2 years of non-payment.

Current Year Rates

As at 31 May 2024, 95% of rates has been collected (2023: 95%).



2.2 Outstanding Debtors

The Outstanding Debtors report as at 31 May is attached to this report, showing total debtors of \$175,946 (6% of total debtors) are overdue for payment. Overdue debtors largely relate to rates, water charges, infringements, and cemeteries.

3.0 Information Technology

3.1 Information Technology Update

- The ERP (Enterprise Resource Planning) system upgrade project (Authority 7.1) successfully went live on June 4th. The Rates, and Name & Address modules received significant enhancements. The upgrade to 7.1 will allow us to implement the new modules Online Timesheets, and Procure to Pay, in the new financial year.
- IT has been working with the Communications Team to design and build a new Intranet for sharing information within council. The Intranet is built on our new Infrastructure and combines SharePoint and Viva Engage. User Acceptance has been completed, and the team is currently making the final tweaks before Going Live on June 29th.
- IT is currently working with Civica on some operational changes to the Azure Infrastructure which includes a Major upgrade of the Citrix Virtual Delivery Agents and changes to the Microsoft Multi Factor Authentication methods. We are forced to make these changes due to the current deployments being depreciated and going unsupported.

3.2 Information / Archives Management

Training

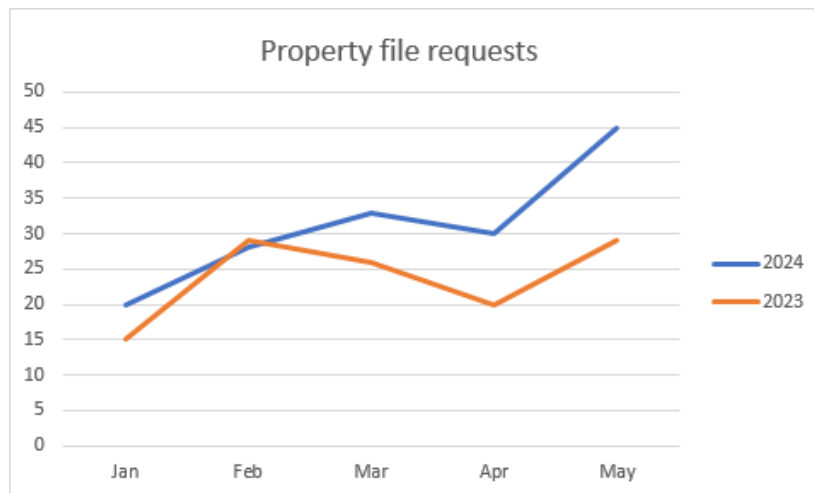
- Learning Management System (Safety Hub) - Online training with pre-recorded video learning content, can now be accessed by all staff for a wide range of Health and Safety topics.

Archives

- 6 archives requests, 1 internal, 5 from the public
- 1 Community archives request from the public

Property files

- A record number of 45 property file requests were made in May.

**3.3 Business Efficiency**

- Hard copy property files have been sent for destruction (121 boxes).
- Product review: Flowingly as a process mapping tool has been provided to IT Manager.
- IM Team and Customer Service Team Leader have identified further cemetery records for digitisation, this will take approximately two weeks of work and will be spread over the next two months.

3.4 Official Information Requests

For the 2024 calendar year, Council has received 37 Local Government Official Information and Meetings Act (LGOIMA) requests. The below table includes the LGOIMA's received for May 2024.

Received date	From	Query	Date responded	Days
8/05/2024	Sinead Gill - Stuff	Refreshments cost during long term plan	24/05/2024	12
12/05/2024	Mike Procter	Report from P&S Agenda	13/05/2024	1
21/05/2024	Jane Barlow	Preliminary research - 621 Climie Road		
21/05/2024	Tim Carter	Camping ground licences	24/05/2024	3
22/05/2024	Sarah Lucas - The Royal Forest and Bird Protection Society of New Zealand	Applications to Fast Track Approvals Bill	24/05/2024	2
31/05/2024	Hoani Horsfall - Nga Iwi o Taranaki	GIS water datasets		
31/05/2024	Anna Sanderson	Contracts with Joyce Advisory or Steven Joyce	13/06/2024	9

4.0 Health and Safety / Civil – Defence Update

- There have been 17 incidents in the last month.
 - A cluster of minor injuries due to children colliding during swimming lessons has resulted in changes in how the lessons are run to reduce the risk of this occurring.
 - A cluster of vehicle accidents and incidents has resulted in a reminder to staff about safe driving practice. Options for better monitoring the vehicle fleet will be discussed at the next Health and Safety Committee meeting.
 - There was a medical incident affecting a member of staff who has now recovered.
- 22 members of staff, together with a representative of Taranaki Safe Trust and a NEMA staff member took part in activation of the Stratford Emergency Operations Centre as part of the National Ru Whenua exercise on 12th June. The event ran smoothly and provided some learning points to participants for further improvement moving forward.
- 13 staff members are booked to complete Civil Defence Intermediate training on the 19th and 20th June in Stratford.
- A recording structure to capture ongoing internal lifeguard training at Wai o Rua has been created in Vault and training provided to key staff on how to use it to record participation.
- An Opportunity Brief has been presented to the CEOs of the three district councils and the regional council outlining options for closer regional collaboration in Health and Safety, and is awaiting final direction from this group.



Tiffany Radich
Director - Corporate Services



[Approved]
Sven Hanne
Chief Executive

Date: 16 July 2024

Statement of Comprehensive Revenue and Expense - Interim

For the Year to Date - June 2024

	June '24 Actual	June '24 Budget	Variance	Total Budget 2023/24	June 23 Actual
Operating Revenue					
Finance Revenue	\$459,002	\$324,000	\$135,002	\$324,000	\$419,067
Waka Kotahi NZTA Rooding Subsidy	\$4,818,158	\$4,570,000	\$248,158	\$4,570,000	\$6,352,600
Rates Revenue - excl water consumption rate	\$15,755,675	\$15,693,000	\$62,675	\$15,693,000	\$14,527,042
Water Supply - Consumption Charge	\$442,563	\$491,000	(\$48,437)	\$491,000	\$344,922
Sundry Revenue	\$57,679	\$55,000	\$2,679	\$55,000	\$55,194
Farm Milk Proceeds	\$684,214	\$616,000	\$68,214	\$616,000	\$566,228
User Charges for Services	\$2,791,346	\$2,638,000	\$153,346	\$2,638,000	\$3,104,488
Total Operating Revenue	\$25,008,637	\$24,387,000	\$621,637	\$24,387,000	\$25,369,541
Extraordinary Revenue					
Grant Funding	\$1,088,484	\$6,611,000	(\$5,522,516)	\$6,611,000	\$2,208,906
Financial Contributions	\$111,848	\$0	\$111,848	\$0	\$96,848
Other Revenue	\$18,500	\$0	\$18,500	\$0	\$27,595
Dividends	\$127,421	\$103,000	\$24,421	\$103,000	\$28,099
Total Extraordinary Revenue	\$1,346,253	\$6,714,000	(\$5,367,747)	\$6,714,000	\$2,361,448
Total Revenue	\$26,354,890	\$31,101,000	(\$4,746,110)	\$31,101,000	\$27,730,989
Operating Expenditure					
Personnel Costs	\$6,204,798	\$5,789,000	(\$415,798)	\$5,789,000	\$5,593,947
Other Direct Operating Costs	\$11,750,822	\$11,687,000	(\$63,822)	\$11,687,000	\$12,103,578
Total Operating Expenditure	\$17,955,620	\$17,476,000	(\$479,620)	\$17,476,000	\$17,697,525
Other Operating Expenditure					
Loss (gain) on disposal of assets	\$0	\$0	\$0	\$0	\$15,261
Depreciation	\$5,897,367	\$6,449,000	\$551,633	\$6,449,000	\$5,593,180
Finance Costs	\$1,216,965	\$1,241,000	\$24,035	\$1,241,000	\$950,899
Sundry Expenditure	\$72,440	\$0	(\$72,440)	\$0	\$37,436
Total Other Expenditure	\$7,186,772	\$7,690,000	\$503,228	\$7,690,000	\$6,596,776
Total Expenditure	\$25,142,392	\$25,166,000	\$23,608	\$25,166,000	\$24,294,301
Net Surplus (Deficit)	\$1,212,498	\$5,935,000	(\$4,722,502)	\$5,935,000	\$3,436,688

Capital Revenue/Expenditure is made up of:

NZTA Funding for Rooding capital projects	\$1,668,413	\$3,238,683
Community Grants and Donations	\$1,668,413	\$0
	<u>\$3,336,826</u>	<u>\$3,238,683</u>

Adjusted Net Surplus/(Deficit)* **(\$2,124,328)** **\$2,696,317** **(\$4,820,645)**

*The net deficit includes un-funded depreciation - mainly roading as 61% of capital projects are subsidised, and the Wai o Rua Pool, and part of three waters activities, and some buildings.

Expenditure and Revenue by Activity

For the Year to Date - June 2024

**Note: Expenditure excludes interest and depreciation allocated to each activity.*

Revenue includes user charges, sales revenue, water revenue by meter, grants and subsidies, and sundry revenue

	June '24 Actual	June '24 Budget	Variance YTD	Total Budget 2023/24	June 23 Actual
<u>Recreation and Facilities</u>					
Aerodrome					
Expenditure	\$140,981	\$135,000	(\$5,981)	\$135,000	\$113,690
Revenue	\$24,999	\$27,000	(\$2,001)	\$27,000	\$25,349
Net cost of activity	\$115,982	\$108,000	(\$7,982)	\$108,000	\$88,341
Civic Amenities					
Expenditure	\$602,735	\$529,000	(\$73,735)	\$529,000	\$529,037
Revenue	\$46,586	\$54,000	(\$7,414)	\$54,000	\$65,736
Net cost of activity	\$556,149	\$475,000	(\$81,149)	\$475,000	\$463,301
Pensioner Housing					
Expenditure	\$114,676	\$121,000	\$6,324	\$121,000	\$124,068
Revenue	\$70,959	\$77,000	(\$6,041)	\$77,000	\$67,365
Net cost of activity	\$43,717	\$44,000	\$283	\$44,000	\$56,703
Library					
Expenditure	\$583,614	\$495,000	(\$88,614)	\$495,000	\$662,836
Revenue	\$22,257	\$15,000	\$7,257	\$15,000	\$28,444
Net cost of activity	\$561,357	\$480,000	(\$81,357)	\$480,000	\$634,392
Parks and Reserves					
Expenditure	\$802,304	\$724,000	(\$78,304)	\$724,000	\$743,234
Revenue	\$7,712	\$9,000	(\$1,288)	\$9,000	\$8,222
Net cost of activity	\$794,592	\$715,000	(\$79,592)	\$715,000	\$735,012
Cemeteries					
Expenditure	\$217,605	\$209,000	(\$8,605)	\$209,000	\$200,318
Revenue	\$158,482	\$145,000	\$13,482	\$145,000	\$133,723
Net cost of activity	\$59,123	\$64,000	\$4,877	\$64,000	\$66,595
Wai O Rua Aquatic Centre					
Expenditure	\$2,340,510	\$1,976,000	(\$364,510)	\$1,976,000	\$1,762,492
Revenue	\$673,590	\$392,000	\$281,590	\$392,000	\$350,951
Net cost of activity	\$1,666,920	\$1,584,000	(\$82,920)	\$1,584,000	\$1,411,541
<u>Democracy and Corporate Support</u>					
Expenditure	\$1,344,647	\$1,279,000	(\$65,647)	\$1,279,000	\$1,310,986
Revenue	\$238,129	\$140,000	\$98,129	\$140,000	\$178,132
Net cost of activity	\$1,106,518	\$1,139,000	\$32,482	\$1,139,000	\$1,132,854
<u>Community Development</u>					
Community Services					
Expenditure	\$648,375	\$496,000	(\$152,375)	\$496,000	\$687,582
Revenue	\$473,979	\$0	\$473,979	\$0	\$502,717
Net cost of activity	\$174,396	\$496,000	\$321,604	\$496,000	\$184,865
Economic Development					
Expenditure	\$518,675	\$626,000	\$107,325	\$626,000	\$564,380
Revenue	\$121,187	\$0	\$121,187	\$0	\$99,891
Net cost of activity	\$397,488	\$626,000	\$228,512	\$626,000	\$464,489
Information Centre					
Expenditure	\$210,195	\$251,000	\$40,805	\$251,000	\$210,196
Revenue	\$70,453	\$65,000	\$5,453	\$65,000	\$61,835

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**Note: Expenditure excludes interest and depreciation allocated to each activity.*

Revenue includes user charges, sales revenue, water revenue by meter, grants and subsidies, and sundry revenue

	June '24 Actual	June '24 Budget	Variance YTD	Total Budget 2023/24	June 23 Actual
Net cost of activity	\$139,742	\$186,000	\$46,258	\$186,000	\$148,361
Rental Properties					
Expenditure	\$44,052	\$44,000	(\$52)	\$44,000	\$47,116
Revenue	\$43,188	\$37,000	\$6,188	\$37,000	\$34,936
Net cost of activity	\$864	\$7,000	\$6,136	\$7,000	\$12,180
Farm					
Expenditure	\$330,455	\$345,000	\$14,545	\$345,000	\$369,486
Revenue	\$811,635	\$719,000	\$68,214	\$719,000	\$566,228
Net cost of activity	-\$481,180	-\$374,000	\$82,759	-\$374,000	-\$196,742
Holiday Park					
Expenditure	\$2,362	\$2,000	(\$362)	\$2,000	\$2,536
Revenue	\$3,270	\$3,000	\$270	\$3,000	\$3,269
Net cost of activity	-\$908	-\$1,000	(\$92)	-\$1,000	-\$733
<u>Environmental Services</u>					
Building Control					
Expenditure	\$1,023,219	\$1,008,000	(\$15,219)	\$1,008,000	\$942,187
Revenue	\$537,906	\$523,000	\$14,906	\$523,000	\$458,055
Net cost of activity	\$485,313	\$485,000	(\$313)	\$485,000	\$484,132
District Plan					
Expenditure	\$221,092	\$746,000	\$524,908	\$746,000	\$210,941
Net cost of activity	\$221,092	\$746,000	\$524,908	\$746,000	\$210,941
Resource Consents					
Expenditure	\$330,835	\$353,000	\$22,165	\$353,000	\$324,207
Revenue	\$63,415	\$126,000	(\$62,585)	\$126,000	\$119,777
Net cost of activity	\$267,420	\$227,000	(\$40,420)	\$227,000	\$204,430
Food and Health					
Expenditure	\$204,986	\$189,000	(\$15,986)	\$189,000	\$195,346
Revenue	\$36,609	\$35,000	\$1,609	\$35,000	\$32,884
Net cost of activity	\$168,377	\$154,000	(\$14,377)	\$154,000	\$162,462
Alcohol Licensing					
Expenditure	\$126,761	\$124,000	(\$2,761)	\$124,000	\$135,262
Revenue	\$29,635	\$34,000	(\$4,365)	\$34,000	\$30,473
Net cost of activity	\$97,126	\$90,000	(\$7,126)	\$90,000	\$104,789
Parking and Other Bylaws					
Expenditure	\$155,875	\$154,000	(\$1,875)	\$154,000	\$135,874
Revenue	\$1,417	\$1,000	\$417	\$1,000	-\$15,108
Net cost of activity	\$154,458	\$153,000	(\$1,458)	\$153,000	\$150,982
Animal Control					
Expenditure	\$236,876	\$235,000	(\$1,876)	\$235,000	\$207,283
Revenue	\$178,731	\$167,000	\$11,731	\$167,000	\$123,259
Net cost of activity	\$58,145	\$68,000	\$9,855	\$68,000	\$84,024
Civil Defence					
Expenditure	\$458,811	\$431,000	(\$27,811)	\$431,000	\$314,734
Net cost of activity	\$458,811	\$431,000	(\$27,811)	\$431,000	\$314,734
<u>Assets</u>					
Roading					
Expenditure	\$4,005,672	\$4,021,000	\$15,328	\$4,021,000	\$4,953,466
Revenue	\$5,410,383	\$5,208,000	\$202,383	\$5,208,000	\$6,896,396

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**Note: Expenditure excludes interest and depreciation allocated to each activity.*

Revenue includes user charges, sales revenue, water revenue by meter, grants and subsidies, and sundry revenue

	June '24 Actual	June '24 Budget	Variance YTD	Total Budget 2023/24	June 23 Actual
Net cost of activity	-\$1,404,711	-\$1,187,000	\$217,711	-\$1,187,000	-\$1,942,930
Stormwater					
Expenditure	\$228,750	\$198,000	(\$30,750)	\$198,000	\$207,307
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$228,750	\$198,000	(\$30,750)	\$198,000	\$207,307
Wastewater (Sewerage)					
Expenditure	\$639,247	\$572,000	(\$67,247)	\$572,000	\$619,205
Revenue	\$35,495	\$35,000	\$495	\$35,000	\$37,352
Net cost of activity	\$603,752	\$537,000	(\$66,752)	\$537,000	\$581,853
Solid Waste					
Expenditure	\$1,127,663	\$1,001,000	(\$126,663)	\$1,001,000	\$913,270
Revenue	\$273,150	\$170,000	\$103,150	\$170,000	\$213,430
Net cost of activity	\$854,513	\$831,000	(\$23,513)	\$831,000	\$699,840
Water Supply					
Expenditure	\$1,294,647	\$1,178,000	(\$116,647)	\$1,178,000	\$1,210,486
Revenue	\$530,063	\$491,000	\$39,063	\$491,000	\$344,922
Net cost of activity	\$764,584	\$687,000	(\$77,584)	\$687,000	\$865,564
Total Activity Expenditure	\$17,955,620	\$17,442,000	(\$513,620)	\$17,442,000	\$17,697,525
Total Activity Revenue	\$9,863,230	\$8,473,000	\$1,365,809	\$8,473,000	\$10,368,238
Net Cost of Activities	\$8,092,390	\$8,969,000	\$852,189	\$8,969,000	\$7,329,287

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CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 30 JUNE 2024 (INTERIM)

Grant funded

Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
GROWTH - to meet additional demand										
Economy	Proposed Council subdivision	1,049,000	77,331	1,126,331	24,800	24,800	1,101,531	40%	Remaining budget is in LTP	A specialist has confirmed that two streams are wetlands and are now identifying what areas will be affected. Once this has been determined, the subdivision engineer will then amend the concept plan for the final layout. This will reduce the number of sections down from the original 45. This work is to be completed by December 2024. A total of \$2,166,000 has been spent to 30 June 2024. Budget of a further \$6m is in the LTP.
Total Growth Expenditure		1,049,000	77,331	1,126,331	24,800	24,800	1,101,531			
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level										
Roading	Transport Choices Projects	7,700,000	-7,700,000	0	0	0	0	0%	Cancelled	Government funding withdrawn, budget adjusted.
Roading	Road to Zero	0	588,366	588,366	606,209	606,209	(17,843)	99%	By 30 June 2024	Speed management programme completed. School speed limits take effect in May 2024. Cardiff Road realignment completed. Beaconsfield Road realignment underway
Roading	Walking and Cycling Strategy - footpath improvements	156,000	0	156,000	173,143	173,143	(17,143)	100%	Complete	
Solid Waste	Healthy homes upgrade	7,000	0	7,000	9,108	9,108	(2,108)	100%	Complete	
Stormwater	Reticulation Capacity Increase	143,300	177,322	320,622	68,659	68,659	251,963	40%	Remaining budget is in LTP	Results from Stormwater modelling received. Analysis underway. \$450k in LTP in years 3, 6, and 9.
Stormwater	Silt retention lake bypass	265,400	0	265,400	92,361	92,361	173,039	100%	Complete	Works complete for this financial year. Screening and screeding of silt to be done in next financial year due to drying out of material.
Stormwater	Modelling	0	6,363	6,363	0	0	6,363	100%	Complete	Report is yet to be provided, has been chased up.
Stormwater	Safety improvements	124,600	224,877	349,477	147,152	147,152	202,325	90%	Complete	Ongoing as required.
Wastewater	Reticulation capacity increase and Modelling	159,300	200,223	359,523	71,449	71,449	288,074	50%	Remaining budget is in LTP	Stage 1 of the wastewater model complete. Waiting on Stratford Park results for Stage 2 of the modelling. Budget of \$100k in year 1 of the LTP for capacity increase, and \$50k for modelling (grant funded).
Wastewater	Camper van drainage facility	7,900	0	7,900	0	0	7,900	0%	Will not proceed	Not required anymore.
Wastewater	Stage 2 treatment upgrade	5,300	0	5,300	0	0	5,300	0%	Not required.	Transferred to Treatment Plant Upgrade.
Wastewater	Oxidation pond fencing	0	154,388	154,388	154,388	154,388	0	100%	Complete	
Wastewater	Inflow and infiltration programme	159,300	122,152	281,452	458,544	458,544	(177,092)	100%	Complete	Complete for this financial year. Budget used in conjunction with Infiltration Renewals (\$72,784 under budget).
Wastewater	Treatment plant upgrade	0	171,105	171,105	104,383	104,383	66,722	90%	Remaining budget is in LTP	Budget of \$550k in year 1 and 2 of LTP - to be grant funded.
Water Supply	Water meter upgrade	337,100	509,751	846,851	324,861	324,861	521,990	80%	Complete	Contract underway and ongoing. Budget of \$1.59m in year 1 of LTP for universal water metering.
Water Supply	Steeetwork ridermain	31,800	0	31,800	27,882	27,882	3,918	100%	Complete	
Water Supply	Raw water delivery line	0	1,968,698	1,968,698	169,631	169,631	1,799,067	55%	Remaining budget is in LTP	Detailed design underway. Budget of \$2m in year 1 of LTP for Stratford grit tanks and raw water delivery line.
Water Supply	Raw water analyser	0	28,230	28,230	47,961	47,961	(19,731)	100%	Complete	
Water Supply	Generator for treatment plant	0	9,819	9,819	13,490	13,490	(3,671)	95%	Complete	Wiring and venting of Generator complete
Parks and Reserves	Broadway Roundabout Gardens upgrade	0	60,000	60,000	0	0	60,000	0%	Will not proceed	As it is tied in with the beautification of CBD and Prospero Place - all work is on hold.
Parks and Reserves	Walkway development	20,000	0	20,000	17,969	17,969	2,031	95%	Complete	Work as required - remedial works

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Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Parks and Reserves	Skate Park upgrade - Victoria Park	0	0	0	174,487	174,487	(174,487)	100%	Complete	Fully grant funded - Better off Funding (\$95,912) and Toi Foundation (\$75,575).
Parks and Reserves	Drainage upgrade - Victoria Park	0	0	0	30,673	30,673	(30,673)	100%	Complete	Fully grant funded - Better off Funding.
Parks and Reserves	Park development	13,600	0	13,600	22,271	22,271	(8,671)	100%	Complete	
Parks and Reserves - Cemetery	Midhirst cemetery pathway upgrade	31,400	0	31,400	35,052	35,052	(3,652)	100%	Complete	
Swimming Pool	Remaining Pool project completion costs	0	0	0	157,851	157,851	(157,851)	100%	Complete	This relates to outdoor artwork, signage, furniture, pool equipment, and additional contracting work.
Swimming Pool	Play equipment	0	0	0	8,860	8,860	(8,860)	100%	Complete	External funding received
Civic Amenities	Stratford 2035	482,345	979,056	1,461,401	0	0	1,461,401	0%	Remaining budget is in LTP	This project is currently on hold pending purchase of land. Better off funding is no longer being allocated to this project. \$1.2m has been budgeted for in the LTP of which 25% is loan funded and 75% grant funded.
Civic Amenities	WMC - carpark lighting upgrade	57,600	0	57,600	41,635	41,635	15,965	100%	Complete	
Civic Amenities	TET Stadium improvements	52,400	24,671	77,071	57,300	77,071	0	70%	Incomplete	Upgrade of Fire System complete. Work to install fire exit doors in gym to be completed in July.
Pensioner Housing	Healthy homes upgrade	29,500	0	29,500	28,098	28,098	1,402	100%	Complete	
Farm	Water lines and trough upgrade	12,600	0	12,600	4,270	4,270	8,330	100%	Complete	Sharemilker carries out works as and when required.
Farm	Landscaping / riparian planting	3,700	0	3,700	3,217	3,217	483	100%	Complete	TRC have reviewed planting in October 2023 and has identified that only fencing is required. Programmed for May/June 2024.
Total Level of Service Expenditure		9,800,145	-2,474,979	7,325,166	3,050,904	3,070,675	4,254,491			

REPLACEMENTS - replaces an existing asset with the same level of service provided

Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	750,000	(100,000)	539,226	883,521	883,521	(344,295)	100%	Complete	
Roading - Financially assisted NZTA	Sealed Road resurfacing	880,000	(461,476)	418,524	646,074	646,074	(227,550)	100%	Complete	
Roading - Financially assisted NZTA	Drainage Renewals	680,000	(80,000)	600,000	544,141	544,141	55,859	100%	Complete	Ongoing. Focusing on culverts and water tables rather than kerb and channel replacement.
Roading - Financially assisted NZTA	Pavement Rehabilitation	700,000	(50,000)	650,000	76,275	76,275	573,725	100%	Complete	Budget transferred to Unsealed Road Metalling and Sealed Road resurfacing
Roading - Financially assisted NZTA	Structure Components Replacement	530,000	376,477	906,477	726,855	726,855	179,622	100%	Complete	Retaining wall replacement on Croyden Road and Mangaotuku Road. Underway.
Roading - Financially assisted NZTA	Traffic Servcies Renewals	130,000	(20,000)	110,000	111,175	111,175	(1,175)	100%	Complete	Ongoing.
Roading - Financially assisted NZTA	Footpath renewals	150,000	(110,000)	40,000	61,964	61,964	(21,964)	100%	Complete	
Roading - Financially assisted NZTA	Low cost low risk safety	575,000	46,614	621,614	633,639	800,000	(178,386)	75%	Incomplete	Cardiff Road realignment completed. Beaconsfield Road realignment underway.
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	0	60,000	60,000	44,096	44,096	15,904	100%	Complete	
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	0	10,000	0%	Not required	
Roading - Financially assisted NZTA	Drainage Renewals-Special purpose	0	10,000	10,000	144,801	144,801	(134,801)	100%	Complete	
Roading - Financially assisted NZTA	Traffic services renewals-Special purpose	60,000	(55,000)	5,000	9,358	9,358	(4,358)	100%	Complete	Replacement of signs budget, as required.
Roading - Financially assisted NZTA	Low cost low risk safety - Special purpose roads	0	54,458	54,458	0	0	54,458	20%	By 30 June 2024	Widening Manaia Road where possible without disturbing native vegetation to avoid a lizard (and Kiwi) management plan.
Stormwater	Reticulation Renewals	56,000	101,983	157,983	1,162	1,162	156,821	10%	Complete	Ongoing as required.
Wastewater	Step / aerate treatment renewals	31,800	0	31,800	0	0	31,800	0%	Complete	Ongoing as required.
Wastewater	Pumps and electrics	31,800	0	31,800	0	0	31,800	0%	Complete	Ongoing as required.
Wastewater	Bulk discharge	0	18,262	18,262	0	0	18,262	0%	Complete	Ongoing as required.

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Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Wastewater	Infiltration renewals	194,300	157,495	351,795	279,011	279,011	72,784	100%	Complete	Budget used in conjunction with Inflow and Infiltration programme.
Water Supply	Laterals	32,500	0	32,500	2,036	2,036	30,464	100%	Complete	Ongoing as required.
Water Supply	Stratford street work rider mains	270,700	0	270,700	278,670	278,670	(7,970)	100%	Complete	
Water Supply	Infrastructural general - Stratford	26,100	0	26,100	4,927	4,927	21,173	50%	Complete	Ongoing as required.
Water Supply	Infrastructural general - Midhirst	3,400	0	3,400	0	0	3,400	0%	Complete	Ongoing as required.
Water Supply	Toko bore	0	134,500	134,500	0	0	134,500	0%	Will not proceed	Not required anymore.
Water Supply	Reservoir overflow to pond	0	74,042	74,042	4,488	4,488	69,554	0%	Will not proceed	Will be managed in the unlikely event of an overflow occurring.
Water Supply	Infrastructural general - Toko	1,800	0	1,800	0	0	1,800	0%	By 30 June 2024	Ongoing as required.
Water Supply	Stratford reservoir	0	38,669	38,669	1,125	1,125	37,544	100%	Complete	
Water Supply	Midhirst reservoir	0	26,838	26,838	1,125	1,125	25,713	100%	Complete	
Water Supply	Membranes	0	146,044	146,044	155,000	155,000	(8,956)	100%	Complete	
Water Supply	Meter replacements	53,100	57,750	110,850	11,858	11,858	98,992	95%	By 30 June 2024	Ongoing as required.
Water Supply	Midhirst resource consent	106,200	197,040	303,240	12,125	12,125	291,115	80%	Remaining budget is in LTP	Iwi report received and submitted to TRC. Budget in LTP of \$50k in year 1.
Water Supply	Hydrants	15,700	0	15,700	4,684	4,684	11,016	100%	Complete	Ongoing as required.
Parks and Reserves	Replace septic tank - Whangamomona Camp Ground	121,000	15,778	136,778	102,433	136,778	0	8%	Remaining budget is in LTP	Procuring materials for installation in 2024/25 financial year. An additional budget of \$75k has been added to the LTP to allow for completion.
Parks and Reserves	Cemetery - replace water tank	0	0	0	4,228	4,228	(4,228)	100%	Complete	
Civic Amenities	WMC - replace furniture	3,100	0	3,100	0	0	3,100	0%	Complete	Replacement as required
Civic Amenities	Broadway LED sign replacement	0	0	0	24,132	24,132	(24,132)	100%	Complete	Fully grant funded.
Miranda Street Office	Furniture Replacement	3,100	0	3,100	4,525	4,525	(1,425)	100%	Complete	Replacement as required
Miranda Street Office	Airconditioning Unit	0	0	0	2,704	2,704	(2,704)	100%	Complete	
Miranda Street Office	Partial roof replacement	31,400	0	31,400	0	31,400	0	0%	Will not proceed	Repairs carried out instead of replacement, due to no quotes being received for work from invited contractors.
Corporate	Computers/Peripherals/ Software	131,000	0	131,000	123,545	131,000	0	80%	By 30 June 2024	Replacement as required / programmed
Corporate	Pool building software	0	0	0	8,710	8,710	(8,710)	100%	Complete	
Corporate	Vehicle Replacement (after trade in)	20,000	0	20,000	42,068	42,068	(22,068)	100%	Complete	This is the full cost of one vehicle purchase for the Rav4 hybrid pool vehicle. The trade in value to net off the cost was \$6,826. So a net cost of \$35,242 for the vehicle replacement.
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	0%	Complete	This budget line has been removed in the LTP.
Total Replacement Expenditure		5,608,000	649,474	6,146,700	4,950,455	5,210,016	936,684			
TOTAL EXPENDITURE		\$16,457,145	-\$1,748,174	\$14,598,197	\$8,026,159	\$8,305,491	\$6,292,706			

CASHFLOW FORECAST FOR THE YEARS ENDED JUNE 2025

	<i>Jun-24</i>	<i>Actual Jun-24</i>	<i>Jul-24</i>	<i>Aug-24</i>	<i>Sep-24</i>	<i>Oct-24</i>	<i>Nov-24</i>	<i>Dec-24</i>	<i>Jan-25</i>	<i>Feb-25</i>	<i>Mar-25</i>	<i>Apr-25</i>	<i>May-25</i>	<i>Jun-25</i>	<i>12 Month</i>
OPENING BALANCE	2,170,982	2,170,982	244,811	71,156	2,451,156	1,104,175	524,115	2,090,833	1,365,887	19,887	1,894,887	260,887	30,887	1,859,887	244,811
Rates	655,000	646,768	600,000	4,220,000	710,000	710,000	3,500,000	710,000	500,000	3,500,000	570,000	520,000	3,600,000	650,000	19,790,000
NZTA Refunds	895,096	895,096	787,345	500,000	450,000	450,000	450,000	450,000	160,000	160,000	160,000	270,000	400,000	900,000	5,137,345
Fees and Charges	430,000	539,612	650,000	500,000	500,000	500,000	500,000	500,000	500,000	550,000	500,000	500,000	500,000	550,000	6,250,000
Interest Revenue	53,019	18,174	36,000	20,000	53,019	20,000	20,000	53,019	20,000	25,000	81,000	45,000	45,000	45,000	463,038
Other - Waka Kotahi funding	-	-	253,000	-	-	-	-	-	-	-	-	-	-	-	253,000
Total Cash In	2,033,115	2,099,650	2,326,345	5,240,000	1,713,019	1,680,000	4,470,000	1,713,019	1,180,000	4,235,000	1,311,000	1,335,000	4,545,000	2,145,000	31,893,383
Salaries and Wages / Elected Members	560,000	520,910	580,000	540,000	540,000	666,000	560,000	666,000	666,000	560,000	560,000	640,000	560,000	560,000	7,098,000
Payments to Suppliers - Operating	1,200,000	998,096	900,000	820,000	820,000	820,000	820,000	820,000	700,000	600,000	850,000	850,000	850,000	850,000	9,700,000
Major contract payments	800,000	2,454,850	1,900,000	1,500,000	1,500,000	1,500,000	1,500,000	900,000	900,000	1,200,000	1,200,000	800,000	1,200,000	1,500,000	15,600,000
Interest Expense	51,965	51,965	-	-	-	274,060	223,282	51,965	-	-	-	275,000	286,000	51,965	1,162,272
GST Paid / (Received)	-	-	120,000	-	200,000	-	200,000	-	260,000	-	335,000	-	180,000	-	535,000
Total Cash Out	2,611,965	4,025,821	3,500,000	2,860,000	3,060,000	3,260,060	2,903,282	2,437,965	2,526,000	2,360,000	2,945,000	2,565,000	2,716,000	2,961,965	34,095,272
(Increase)/Reduce Financial Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans	-	-	1,000,000	-	-	1,000,000	-	-	-	-	-	1,000,000	-	-	3,000,000
CLOSING BALANCE	1,592,132	244,811	71,156	2,451,156	1,104,175	524,115	2,090,833	1,365,887	19,887	1,894,887	260,887	30,887	1,859,887	1,042,922	1,042,922
Net Debt	23,020,000	23,020,000	24,020,000	24,020,000	24,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	26,020,000	26,020,000	26,020,000	
Gross Debt	36,700,000	36,700,000	37,700,000	37,700,000	37,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	39,700,000	39,700,000	39,700,000	
Investments - Term Deposits	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	
Investments - A & P Loan	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	

LIABILITIES AND INVESTMENTS STATEMENT AS AT 30 JUNE 2024**Public Debt Statement**

Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 2,000,000	3.38%	7	27/08/2018	15/04/2025
LGFA	\$ 4,000,000	4.22%	3	12/08/2022	15/04/2025
LGFA - A&P	\$ 3,700,000	1.04%	5	21/12/2020	21/12/2025
LGFA	\$ 1,000,000	1.67%	5	19/04/2021	15/04/2026
LGFA	\$ 1,000,000	2.02%	6	7/04/2020	15/04/2026
LGFA	\$ 1,000,000	1.38%	7	11/05/2020	15/04/2027
LGFA	\$ 2,000,000	4.17%	5	14/04/2022	15/04/2027
LGFA	\$ 1,500,000	3.65%	9	27/08/2018	15/04/2027
LGFA	\$ 2,000,000	5.32%	3	30/01/2024	15/05/2028
LGFA	\$ 1,000,000	5.41%	4	12/04/2024	15/05/2028
LGFA	\$ 1,000,000	2.12%	7	19/04/2021	15/05/2028
LGFA	\$ 1,000,000	4.23%	6	12/08/2022	15/05/2028
LGFA	\$ 2,000,000	4.26%	6	14/04/2022	15/05/2028
LGFA	\$ 1,000,000	5.50%	5	24/05/2023	15/05/2028
LGFA	\$ 1,000,000	5.49%	6	24/05/2023	20/04/2029
LGFA	\$ 1,000,000	5.66%	6	10/07/2023	20/04/2029
LGFA	\$ 2,000,000	5.56%	6	15/05/2024	15/05/2030
LGFA	\$ 3,000,000	5.67%	7	10/07/2023	15/05/2030
LGFA	\$ 2,000,000	4.30%	9	14/04/2022	15/05/2031
LGFA - A&P	\$ 3,500,000	1.87%	12	21/12/2020	21/12/2032
	\$ 36,700,000	3.74%			

Internal Debt Register

Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,190,795	2013	N/a	3.74%	Water treatment plant
Farm	\$ 1,909,228	2016	N/a	3.74%	As at 1 July 2023
	\$ 3,100,023				

Committed Cash Facilities

Lender	Facility Value	Outstanding	Rate
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%
	\$ 1,000,000		

Investment Statement

Investee	Amount	Interest Rate	Term (Days)	Start	End
ASB	\$ 1,500,000	5.76%	90	13/05/2024	11/08/2024
Westpac	\$ 1,500,000	6.35%	183	12/04/2024	12/10/2024
Westpac	\$ 1,500,000	6.30%	325	26/02/2024	16/01/2025
TSB	\$ 1,500,000	6.30%	365	12/04/2024	12/04/2025
ANZ	\$ 500,000	6.30%	365	18/04/2024	18/04/2025
	\$ 6,500,000	6.19%			
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
	\$ 7,180,000	1.69%			

Shareholdings Statement

	No. of Shares	Share Price	Value of Shares
Fonterra	158,716	\$ 2.95	\$ 468,212
Ravensdown	21,820	\$ 1.00	\$ 21,820
Civic Financial	65,608	\$ 0.99	\$ 64,952
			\$ 554,984

Other Investments

	Date Drawn	Amount	Interest Rate	Details
Vendor loan to EBS Trust	2020	\$ 190,000	LGFA rate plus 0.25%, currently 6.125%	Repayable - June 2024

*BKBM - The Bank Bill Market Rate is a short term interest rate used widely in NZ as a benchmark for pricing debt.

Outstanding Debtors as at 30 June 2024

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$573,959	\$39,375	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. Demand has been sent to bank for collection of some overdue accounts. Two are with the solicitors. One will be up for rating sale in July, the other has been given a court judgement which may result in a rating sale by the end of 2024 if not settled.
Transfer Station	\$1,150	\$0	
Cemeteries	\$43,538	\$26,930	Overdues relate to 13 debtors, 12 have payment arrangements with council. 1 debtor is still waiting on probate to be granted.
Rental Properties	\$16,582	\$5,175	Overdue relates to 1 debtors who has an arrangement in place with council.
Housing for the Older Persons	-\$5,290	\$0	Rent in advance.
Planning and Regulatory	\$1,716	\$190	Overdues relates to two debtors, who have been sent to the debt collector.
Facility Hire	\$7,510	\$10	Overdue relates to 1 debtor who council has contacted.
Sundry Debtors	\$641,819	\$11,576	Overdues is mostly made up of smaller debtors who are with debt collectors.
Legal Fees	\$9,977	\$9,977	Relating to property rating sale, expect to recover through sale process
Targeted Rates after Strike	\$943	\$912	Overdues relate to 4 debtors for services added after rates strike, which they have until the end of the financial year to pay.
Debtors Accruals	\$254,809	\$0	Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.
NZTA	\$787,346	\$0	
Wai O Rua Aquatic Centre	\$4,039	\$0	
Resource Consents	\$34,820	\$2,643	Overdue made up of 2 debtors.
Building Consent Revenue	\$45,851	\$10,823	The overdue balance relates one debtor who was invoiced in January for a change of use consent to existing commercial building, further invoices have been issued to them since. The Building Consent is being withheld until payment is received.
Infringements	\$31,196	\$30,946	Majority of debtors are < 3 years overdue and with the Ministry of Justice for collection. These are largely made up of dog registrations.
Wastewater Discharge	\$4,183	\$1,439	Overdues relate to 1 debtors for septic tank discharge who will be sent to the debt collector in July if no payment is received by the end of June.
Water Billing	\$34,246	\$34,246	Two properties will have demand sent to bank in June, one is under arrangement with Council
TOTAL	\$2,488,392	\$174,241	



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

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.