



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Our reference
F19/13/03-D21/26182

20 June 2024

Extraordinary Meeting of Council and Policy and Services Committee Meeting

Notice is hereby given that the Policy and Services Committee Meeting will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 25 June 2024** beginning at **3.00pm**.

Additionally, and in accordance with Standing Order 8.3, an Extraordinary Meeting has been called for 2.30pm, Tuesday 25 June 2024 to adopt the 2024/25 Fees and Charges.

Timetable for 25 June 2024 as follows:

2.15pm	Afternoon tea
2.30pm	Extraordinary Meeting - 2024/25 Fees and Charges
3.00pm	Policy and Services Committee

Yours faithfully

Sven Hanne
Chief Executive

2024 - Agenda - Policy & Services - June

19 June 2024 03:00 AM



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12. Questions

13. [Closing Karakia](#)

143

AGENDA

Policy and Services Committee



F22/55/05-D24/10453

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

1. Welcome

- 1.1 Opening Karakia**
D21/40748 Page 7
- 1.2 Health and Safety Message**
D21/26210 Page 8

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 9

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

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.

/

Moved/Seconded

- 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.

/

Moved/Seconded

7. Matters Outstanding

D16/47

Page 28

Recommendation

THAT the Matters Outstanding be received.

/

Moved/Seconded

8. Information Report – Economic Development Quarterly Report – Quarter Three

2023/2024

D24/29109

Page 29

Recommendation

THAT the report be received.

/

Moved/Seconded

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

D24/30656

Page 57

Recommendation

1. THAT the report be received.
2. THAT Council receive the final Statement of Intent for Percy Thomson Trust for the period 1 July 2024 to 30 June 2026.

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.

/

Moved/Seconded

10. Decision Report – TET Funding Application 2024

D24/30070

Page 81

Recommendations

1. THAT the report be received.
2. THAT Council's funding application to the Taranaki Electricity Trust (TET) for \$452,212 is approved to be submitted.

Recommended Reason

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

/

Moved/Seconded

11. Monthly Reports

11.1 Assets Report
D24/28261 Page 86

Recommendation

THAT the report be received.

/
Moved/Seconded

11.2 Community Services Report
D24/27801 Page 109

Recommendation

THAT the report be received.

/
Moved/Seconded

11.3 Environmental Services Report
D24/23931 Page 117

Recommendation

THAT the report be received.

/
Moved/Seconded

11.4 Corporate Services Report
D24/30676 Page 124

Recommendation

THAT the report be received.

/
Moved/Seconded

12. Questions

13. Closing Karakia
D21/40748 Page 143



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	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	PS	PS	PS	PS	PS	PS
Neil Volzke	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Steve Beck	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Grant Boyde	✓	✓	A	A	✓	✓	✓	✓	✓	✓						
Annette Dudley	✓	✓	✓	✓	✓	✓	✓	✓	✓	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						
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 – D24/26845

Date: Tuesday 28 May 2024 at 3.00pm
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

The Deputy Mayor – M McKay (the Chairman), 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, C M Tongaawhikau and M J Watt.

In attendance

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba, the Director – Corporate Services – Mrs T Radich, the Director – Environmental Services – Mr B Sutherland, the Acting Director – Community Services – Mrs E Bishop, the Acting Committee Advisor and Executive Assistant – Mrs C Reynolds, the Committee Secretary – Ms E Coulton, the Communications Manager – Ms G Gibson, the Roading Asset Manager – Mr S Bowden (*part meeting*), the Parks and Reserves Officer – Mrs M McBain, the Property Officer – Mrs S Flight, the Community Development Officer – Mrs A Kingston (*part meeting*), the Graduate Asset Engineer – Ms K Van Hout (*part meeting*), one member of the public and one member of the media (Stratford Press).

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

An apology was received from Councillor W J Sandford and a leave of absence noted from Councillor V R Jones.

Recommendation

THAT the apologies be received.

BOYDE/DUDLEY
Carried
P&S/24/158

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.

The Deputy Mayor declared an interest in Item 9 Decision Report – Policy Reviews – May 2024, namely– Elected Members' Expenses Policy.

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 –23 April 2024 D24/21643 (Open) D24/20441 (PE) Page 11

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, including the public excluded section, held on Tuesday 23 April 2024 be confirmed as a true and accurate record.

HARRIS/WATT
Carried
P&S/24/159

6.2 Policy and Services Committee –14 May 2024 (Hearing) D24/24718 Page 20

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, to hear and consider submissions to the Draft Significance and Engagement Policy and the draft 2024-34 Long Term Plan, held on Tuesday 14 May 2024 be confirmed as a true and accurate record.

HALL/BOYDE
Carried
P&S/24/160

7. Matters Outstanding

D16/47 Page 50

Recommendation

THAT the Matters Outstanding be received.

ERWOOD/HALL
Carried
P&S/24/161

The Chief Executive noted that parking bylaw is currently undergoing a review by staff before being presented to elected members in due course.

8. Decision Report – Amendment to 2024 Meeting Schedule

D24/18203

Page 51

Recommendations

1. THAT the report be received.

ERWOOD/WATT

Carried

P&S/24/162

2. THAT Council confirm the amendments to the meeting schedule, being an updated schedule of meetings for the Farm Committee.

BOYDE/BECK

Carried

P&S/24/163

Recommended Reason

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

The Director – Community Services noted:

- This report is formalising the changes to the Farm and Aerodrome committee which will commence from July. The June meeting remains unchanged however there will only be one meeting for the remainder of the year, and three meetings next year.
- Councillor Boyde noted the Farm and Aerodrome Committee underwent a self-review which resulted in the committee now to be called the Farm Committee and reduced to three meetings each year.

9. Decision Report – Policy Reviews – May 2024

D24/24846

Page 56

Recommendations

1. THAT the report be received.

DUDLEY/HARRIS

Carried

P&S/24/164

2. THAT the following, updated and new policies, be adopted:

1. Asset Disposal Policy

VOLZKE/WATT

Carried

P&S/24/165

2. Asset Management Policy

ERWOOD/BECK

Carried

P&S/24/167

3. Care of Children and Youth in Council Facilities

BOYDE/BECK

Carried

P&S/24/168

Recommended Reason

This is part of council's rolling review of policies. Policies require review from time to time to ensure they still reflect current legislation and best practice, as well as elected members' views and meet the business needs of the organisation. Any policies recommended for withdrawal have either been found to be not required, amalgamated into an existing policy or replaced by a new policy as outlined in the body of this report.

Asset Disposal Policy

- The Chief Executive noted the current Asset Disposal Policy only covers physical items Council owns and what happens when they are no longer required, it does not include investments and debt. He noted the current policy works, however key changes are to include a modernisation of selling instruments eg. online and physical auctions.

The Roading Asset Manager joined the meeting at 3.13pm.

- The District Mayor questioned if the reserve price noted on page 63 section 3.5 which states the reserve prices must be set by the department manager, if the reserve price should be stated. The Director - Corporate Services clarified that it is on the tender form. Within the discussion on the reserve prices, general agreeance was to include reserve prices when selling assets, excluding the sale of property.
- The District Mayor questioned if section 3.6 which states that if the estimated asset value is less than \$1000 it will be offered to staff, should be amended to include elected members. Agreeance was shared around the table.
- The District Mayor noted that 3.7 on the 3rd bullet point mentions the proceeds from sales being transferred to relevant reserve to offset the cost of replacement, this makes the assumption that the asset will be replaced. It was noted that this needs to be edited.
- The Deputy Mayor raised a point surrounding the reporting process and the potential for fraudulent disposal.

The Graduate Asset Engineer joined the meeting at 3.20pm.

- The Director – Corporate Services clarified that there is a process to ensure that each item is accounted for. The Deputy Mayor suggested if there is a possibility for a one up or a dual singing in regard to asset disposal to mitigate the risk. It was clarified that the last sentence of the policy states that everything has to be approved one up.

The member of the public left the meeting at 3.23pm.

Asset Management Policy

- The Chief Executive noted that this Policy remains unchanged. The policy underlies asset management plans and day to day asset management.

Care of Children and Young People in Council Facilities

- The Chief Executive noted that this policy lays out consistent standard of behaviour expectation across all council facilities that have youth involvement. The policy differentiates what is acceptable and unacceptable within each facility and if staff have significant concern about a Childs welfare, this policy directs staff to call the police.
- Councillor Boyde queried the review dates for the policy. The Chief Executive suggested a review timeline of 3 years. Councillor Hall suggested due to it being a first generation policy to make the review timeline smaller. The Chief Executive clarified that we are able to bring the review date forward at any time if there is a requirement

Elected members expenses

In accordance with Standing Order 14.2, to allow the chairperson to vacate the chair during Item 9, nominations were called for a Chairperson to preside as chairperson during this item.

Recommendation

THAT the District Mayor be the Chairperson during Item 9 – Policy Reviews (Elected Members Expenses Policy)

McKAY/DUDLEY

Carried

P&S/24/169

The Deputy Mayor left the meeting at 3.29pm

Questions/Points of Clarification:

- Councillor Hall questioned whether the other councillors would also be classified as having a conflict of interest as it relates to them closely. The definition of a conflict of interest or perceived conflict of interest entails was clarified by The District Mayor. He expressed that not everyone could be excluded from these decisions but elected members needed to hold each other accountable to make decisions not based on how it may benefit them personally.
- It was noted that the policy on page 66 had a few amendments to the current policy which aligns it with requirements of our auditors.

Recommendations

2. THAT the following, updated and new policies, be adopted:

4. Elected Members' Expenses Policy

BOYDE/DUDLEY
Carried
P&S/24/166

The Deputy Mayor rejoined the meeting at 3.34pm.

10. Decision Report – Proposed Road Closures for a Tarmac Rally Event

D24/15769

Page 76

Recommendations

1. THAT the report be received.

DUDLEY/BECK
Carried
P&S/24/170

2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, approval is hereby given that the Stratford District Council approves the closure of the following roads on Sunday 7 July 2024 between the hours of 06:00am to 4:30pm for the Taranaki and South Taranaki Car Clubs to host a Tarmac Rally motorsport event.

Miranda Street will be closed from Fenton Street to the Fire Station for registration and scrutineering.

Special Stage 1 and 3

- Cheal Road – From Skinner Road to Wingrove Road
- Wingrove Road – From Cheal Road to Waihapa Road
- Waihapa Road – From Wingrove Road to Bird Road
- Bird Road – From Waihapa Road to Skinner Road

Special Stage 2

- Mohakau Road – From SH43 to Makuri Road
- Makuri Road – From Mohakau Road to Stanley Road
- Stanley Road – From Makuri Road to Cross Road

Special Stage 4 and 6

- Mohakau Road – From SH43 to Makuri Road.
- Makuri Road – From Mohakau Road to Douglas Road.
- Douglas Road – From Makuri Road to SH43.

Special Stage 5 and 7

- Wawiri Road – From Ahuroa Road to Makuri Road.

- Makuri Road – From Wawiri Road to Stanley Road.
- Stanley Road – Makuri Road to Croydon Road.
- Croydon Road – Stanley Road to Salisbury Road.

BECK/HARRIS
Carried
P&S/24/171

Recommended Reason

In order for the Taranaki Car Club to host a Tarmac Rally motorsport event, it is necessary to close the roads listed above for safety reasons, for the participants and for any spectators. The proposed road closures require a formal endorsement by a council resolution.

The Roding Asset Manager noted:

- The safety plan is from last years rally event, the organisers have said that they will send through the updated plan when they have received all names and numbers.

Questions/Points of Clarification:

- Councillor Beck queried if there were any written submissions providing feedback on the event. It was advised there were no written objections submitted.
- Councillor Hall asked what the general feeling from the community on this event was when the first submissions went out. She noted that the public may stop submitting as they know the event is going to happen regardless. The Roding Asset Manager clarified that last year was the first running of this specific event, however he mentioned that the only comment that has been received from other rallies that have been held is the closure of the side roads on State Highway 43 were not advertised. Councillor Hall acknowledges that it will be an inconvenience for the residents whether they engage in submission or not.
- The District Mayor noted the organisers commitment to traffic management and safety. He also stated that property owners are allowed in and out of their property under controlled and certain circumstances.

11. Monthly Reports

11.1 Assets Report D24/20508 Page 122

Recommendation

THAT the report be received.

BOYDE/DUDLEY
Carried
P&S/24/172

Questions/Points of Clarification:

- Councillor Boyde expressed that page 126 that mentions the damage caused by the forestry activity is frustrating as it is still unknown as to who did this and ratepayers are now having to pay for the negligence of a small group who are not fronting up to it. He queried Council is not pushing for further investigation. The Roding Asset Manager clarified that no one is owning up to this and they have contacted the management company who controls the forestry group. The Chief Executive advised the major issue is proving who is responsible.
- The Roding Asset Manager noted that they are looking to put a 10 tonne weight limit on the bridge.
- Councillor Beck questioned what the Ngaere schools portion of the Waste levy Contestable Fund was going towards. It was advised the funding request was to run their own community recycling facility which Ngaere School would control. The funds were specifically used to create a concrete pad and a standalone shelter at the end of room 6.
- Councillor Beck noted that a request came through from schools out east for a mobile recycling set up. The Deputy Mayor confirmed that we assisted them in purchasing a trailer for the community for this.

- The District Mayor questioned what powers other councils have used for similar situations to damaged bridges. He expressed his interest in asking other councils on their policies.
- It was noted that progress has been made on item 1, the Whangamomona Road bylaw. The bylaw has been written and officers are now preparing a report.

The Property Officer, the Parks and Reserves Officer, the Roading Asset Manager and the Graduate Asset Engineer left the meeting at 3.50pm.

11.2 Community Services Report
D24/20346 Page 149

Recommendation

THAT the report be received.

ERWOOD/WATT
Carried
P&S/24/173

The Acting Director - Community Services noted the following points:

- Citizen award nominations close this Friday, if anyone is planning to nominate or knows anyone who would like to nominate to give them a nudge.
- Weekly e-newsletters have started and currently have 86 people signed up to receive this.
- Youth week last week was successful.
- The new Community and Economic Development Manager, Saba Afzal started this week.
- Mrs Bishop gave thanks to Mrs Kingston for her time as acting Community Development Manager.

Questions/Points of Clarification:

- The District Mayor noted and commended that the information on page 155 section 5.1 regarding the pool facility use in the month of April highlighting good usage numbers and a variety of groups using the facility.
- The District Mayor queried if the comments on the Toi Funding on page 151 section 2.1.3 are a proposal and are to be decided on. The Acting Director - Community Services clarified all items have been previously approved by Elected Members.

The Community Development Officer and the Communications Manager left the meeting at 3.58pm.

11.3 Environmental Services Report
D24/17175 Page 158

Recommendation

THAT the report be received.

HARRIS/BOYDE
Carried
P&S/24/174

The Environmental Services Officer Noted:

- The earthquake report provisions are allowing owners to apply for extensions, Council are required to request the report, however property owners have the ability to ask for an extension.

11.4 Corporate Services Report
D24/24044 Page 165

Recommendation

THAT the report be received.

TONGAWHIKAU/BOYDE
Carried
P&S/24/175

Questions/Points of Clarification:

- Councillor Boyde noted the over expenditure of various budgets within the report, Mr Boyde expressed disdain in regard to the blown out budgets mentioning the hours put in to the Long Term Plan, he expressed that he does not feel like we are honouring the LTP and that we need to ensure future spending aligns with set budgets. The Director - Corporate Services noted that there may be unbudgeted costs during the financial year due to unpredictable events that cause danger to the community eg. Public amenity issues, unsafe trees that need to come down.
- The District Mayor noted that within the current climate we need to be financially responsible however when it comes to specific budgets such as roading, there is an element of unpredictability. He also stated that when the total expenditure is relatively small, only one or two things need to occur to cause an overspend, expressing that the typical solution is to cut something else back, however this cannot always occur.

12. Questions

There were no questions.

13. Closing Karakia

D21/40748 Page 125

The closing karakia was read.

The meeting closed at 4.25pm.

M McKay
Chairman

Confirmed this 25th day of June 2024.

N C Volzke
District Mayor

MINUTES

Policy and Services Committee



F22/55/05 – D24/30048

Date: Tuesday 11 June at 2.00pm
Venue: Council Chambers, 63 Miranda Street, Stratford

To hear and consider submissions to the

- Draft Rates Remission Policy
- Draft Rates Postponement Policy

Present

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

In attendance

The Acting Chief Executive - Mrs T Radich, the Director – Assets Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Acting Director – Community Services – Mrs E Bishop, the Committee Secretary– Ms E Coulton, the Communications Manager – Ms G Gibson, The Revenue Manager – Ms K Lawrence, The Community and Economic Development Manager – Ms S Afzal (Part Meeting).

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

An approved leave of absence was noted for Councillor A M C Dudley, an apology noted from the Chief Executive – Mr S Hanne and a apology received from Councillor C M Tongaawhikau.

Recommendation

THAT the apologies be received.

HARRIS/BOYDE
Carried
P&S/24/176

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. There were no declared conflicts of interest.

5. Attendance Schedule

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

6. Acknowledgement of Submissions

Submissions – Pages 9-24

Attached were the seven (7) submissions received to the draft Rates Remission and Rates Postponement policies.

Recommendations

1. THAT the submissions to the draft Rates Remission and Rates Postponement Policies be received.
2. THAT the submitters be advised of the outcome of their submission and notified that the minutes of the Policy and Services Committee Meeting, and subsequent meetings, will be available on Council's website.

BECK/HALL
Carried
P&S/24/177

Recommended Reason

So that each submission is formally received and the submitter provided with information on decisions made.

7. Submitters To Be Heard

There are four submitters wishing to speak.

Each submitter will be allocated five (5) minutes to present their submission and allowed five (5) minutes for questions.

Submission #	Name	Organisation	Page Number
4	Mike Procter		14
Points noted in presentation:			
<ul style="list-style-type: none"> Mr Procter acknowledged that the policies up for submission are two separate policies but highlighted that he believes there is commonality between the two. He thinks that Section 2 of the Rates Postponement Policy sets too strict a criteria for qualifying for a rates postponement in cases of natural disasters. The policy at current, requires both the occurrence of a natural disaster and the declaration of a state of emergency to qualify for a rates postponement. He noted that if a tornado was to take place and destroy one or two properties it would be unlikely that council is to declare a State of Emergency, but the homeowners should have the opportunity to apply for a rates postponement. It was also noted by Mr Procter that the rates postponement for natural disasters does not mention targeted rates such as water supply, wastewater or solid waste, he believes that this is also too narrow of a scope. Section 7 of the Rates Remission Policy, if a property was to come uninhabitable due to fire, mentions a Rate Remission of targeted rates such as water supply, wastewater and solid waste 			

for those effected. He believes that this is yet again too narrow of a circumstance and suggests other situations that could cause a property to become uninhabitable should also be considered.

- He illustrated his point with scenarios such as the storm that hit Auckland, East Cape, and Hawkes Bay last year. During this severe weather event, houses became uninhabitable due to damage in the area, even though the houses themselves were undamaged. Local councils subsequently 'red-stickered' these homes, deeming them uninhabitable. This situation meant that homeowners in these cases were unable to claim insurance. Mr Procter stated that he believes if this was to happen within our district neither one of the policies have derestriction to deal with this situation.
- Mr Procter noted that between the two policies it was difficult to balance them both side by side.
- Mr Procter summarised that he believes there are inconsistencies between the two policies with one mentioning a decision committee and the other not, he also noted that one policy mentions Māori freehold land and the other does not however, he acknowledged that he has not looked at the management response to that yet.

5	Ian Patterson	18
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Points noted in presentation:

- Mr Patterson noted his submission is regarding the targeted forestry road rate.
- Mr Paterson acknowledged that he understands the current rate applies to residents living on council-owned roads, for a property utilised for forestry purposes. He also highlighted that the rate costs are calculated based on a fraction of the Government Value of the property.
- He noted that he has based conclusions on two assumptions regarding the targeted rate: firstly, that the presence of 50 logging trucks within a month would result in more road damage compared to just one truck; and secondly, that the longer the road, the higher the repair costs would be.
- He reiterated that the cost of the rates are calculated on the government valuation (GV) of the property, he noted that this valuation includes the quality of the land, the value of the land, buildings and chattels. Mr Patterson highlighted that the GV is not solely based on the land value, that infrastructure can have an effect on the outcome. Mr Patterson used an example to back this, he stated that the GV would be significantly higher if someone owned a piece of land with good improvements on it in, he then noted that this increase in GV would in turn increase the dollar amount of roading rates to be paid.
- Mr Paterson clarified that his main point is that at times the GV does not represent either of the two assumptions stated above.
- He noted that he is aware he can not dispute the roading rate or the fact that it is based off GV as the decision has already been made, he mentioned that the only avenue he has to speak up about what he views as injustice is through the rates submission.
- After looking on the Taranaki Regional Explorer (which he mentioned that he is aware it is not up to date) at properties with forestry blocks that have a high GV he calculated that forestry owners are looking at rates of \$3,000 - \$5,000 per hectare of trees per kilometre of road he then noted that in comparison a property with a lower GV would be looking at \$200 per hectare of trees per kilometre of road. Mr Patterson stated that he is not here to justify those figures but is here to highlight the unfairness of excluding forestry from the rates remission policy.
- Mr Paterson noted that if the council wants to have a targeted rate that is 'user pays', to target those that are using it, he does not believe that this policy is achieving that.

Questions/Points of Clarification:

- Councillor Boyde clarified the quoted figures of \$3,000 - \$5,000 per hectare of trees per kilometre of road. Mr Patterson confirmed them and stated that he is not too sure where his next set of rates are to be cost wise but his previous rates went up from \$1,500 to \$3,500 when it was identified that there were trees on his property. He expressed that the submission is not about his figures as such, but it is about the principal of being excluded from the decision of this.
- The District Mayor clarified that Mr Patterson was seeking a remission today on different grounds than his previous submission which was about slow growing species and now he is arguing about targeting the right person the right amount of money using a per hectare per kilometre rate. Mr Patterson acknowledged this and noted that he believed he was not getting anywhere with his previous argument, so he decided to add in some figures. He noted that whilst the figures are important, he sees them as irrelevant to the situation as his main point is that the council has

taken away his opportunity to speak and that the targeted forestry roading should not be excluded from the policy.

- Councillor Harris asked the Revenue Manager to clarify which aspects of the property are considered in determining the rate pricing. Specifically, she inquired whether the entire GV of the property is taken into account, or if the value of the trees on the land is assessed separately. The Revenue Manager explained that only the hectares of trees affect the targeted forestry road rate, while the valuation of the remainder of the property is conducted separately. Mr Patterson noted that this not the information he received, and it was confirmed that this has only recently been completed by QV and the owners may not have been notified yet.
- Mr Patterson believes that property owners should not have to stop planting trees to keep their rates down and if the council wants to call the rate a user pays, the entire length of the road should be considered.

6	Miranda Wells	Eight Hundred Trust	19	2.35pm
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Points noted in presentation:

- Ms Wells introduced the Eight Hundred Trust, an old forestry block located in Tututawa that is being repurposed into an educational bird food forest. The trust is about exciting individuals about conservation and developing new technology alongside this. Ms Wells noted the Eight Hundred Trust works alongside Rotokare and are in frequent discussions with them about creating a corridor for rare native birds.
- The trust is intending on using this land to also educate and train young people, recently having students from WITT there to learn about conservation.
- She noted that the trust works with the Taranaki Regional Council and the Taranaki Kiwi trust. She noted that they have released kiwi into the trusts environment in both 2023 and 2024 and that the District Mayor has been involved in a kiwi release with the trust in April 2024.
- Ms Wells mentioned that whilst the new technology is for innovation within conservation, the funds from developing this are going towards paying their rangers and rates, she noted that there is a vision of self sufficiency through producing this new technology in the future.
- Her objective was for consideration to be given to a rates remission for land such as this which is being used for community conservation gain and not personal gain, Ms Wells noted that this would be helpful even for a short period of time whilst the trust gets up and running.
- Ms Wells extended an invitation to the room to attend a tree planting day in September.

Questions/Points of Clarification:

- Councillor Boyde sought clarification on how much pine is currently on the property. Ms Wells confirmed that all the pine on the property has been harvested.
- The District Mayor questioned if the Eight Hundred Trust was registered as a charitable organisation. Ms Wells confirmed that it is registered as a charitable organisation.
- The District Mayor queried as to what percentage of the property is bush and non-grazeable. Ms Wells clarified that none of the section that houses the bird food forest is grazeable and believes that around 50% of the second section is grazeable but the trust would rather not use that portion of grazeable land for cattle due to the steep terrain.
- The District Mayor noted that in the current policy there is provision for a rates remission on biodiverse properties, he questioned whether the trust has applied for remission under the current policy and if the trust has qualified for this. The Acting Chief Executive noted that under our current policy it only refers to biodiverse land that has been specified in our District Plan which has not been reviewed in 10 years. The District Mayor sought clarification that if this property was listed in appendix 9 of the District Plan it would qualify for remission? The Acting Chief Executive clarified it could be possible but it would be dependent on the land meeting some specific criteria such as public access etc.

1	Chris Carrick	9
<p>Points noted in presentation:</p> <ul style="list-style-type: none"> Mr Carrick noted that he was here to discuss receiving a rates remission on his forestry farm block. He acknowledged the merit of the targeted road rate for forestry but contends that because his property lies along State Highway 43, and he can bypass council roads for harvesting and transporting trees, he should be exempt from paying the rates. He believes that council have overstepped their boundaries by attempting to charge people a targeted roading rate when those people are not using Council roads. He noted that this rate is user pays, but he is not using. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> Councillor Boyde noted that in Mr Carrick's last submission during the Long Term Plan process he mentioned creating a contract that can stipulate where trucks can and cannot go, Councillor Boyde questioned if this was possible as he had heard otherwise. Mr Carrick clarified that this is possible. The District Mayor questioned as to how the council would safeguard themselves and other rate payers if we were to alter the targeted forestry road rate to exclude properties that use the state highways to harvest. He used Waitomo Council as an example who originally had those who harvest onto a state highway exempt from paying their Targeted Roding Rate for Forestry, however at the time of adoption they had removed this from their policy. The reason for this being safeguarding issues. Mr Carrick was not sure how the council would achieve that but stated that there is no way that he can harvest onto a council road and other neighbouring forestry owners are the same. He expressed that if he could prove to council that he does not and can not use the council roads for harvesting that he should be entitled for a remission. 		

8. Consideration of Submissions

Submission One:

- Councillor Hall raised a query about circumstances where individuals are completely unable to use local roads. She clarified that this excludes those who have the option to avoid council roads but applies specifically to those who have no alternative route whatsoever. The Acting Chief Executive acknowledged that whilst she understands the frustration from the submitter, it was difficult to identify those properties with forestry blocks, so for the council to also monitor their vehicles movements of their harvesting and operations could be challenging. Councillor Hall questioned if council has adequate resources to monitor or clarify certain properties that only operate on state highways? The Acting Chief Executive clarified that council does have a list of all the properties and can see if they are located on a state highway but the struggle would be monitoring vehicle movements during harvesting season, she noted that she wouldn't see it as a cost benefit exercise for the council but acknowledged that if elected members expressed interest in the council gaining these types of resources it could be possible.
- The District Mayor remarked that although they could potentially reach the port from their property without using council roads, the real question is whether they will choose to do so, regardless of contracts. He mentioned that one of the solutions in the long term would be to use E-trucks and when the Government chooses to place them on logging trucks that it will solve this problem.
- Councillor Harris noted another point that it is not just harvesting vehicles that impact the roads, it can be a number of vehicles within the industry such as metal trucks.
- Councillor Watt expressed that with a rate remission he is under the impression that the applicant is responsible to prove their case, he believes it should not be up to us to monitor it and if the owners can provide contracts and snapshots of locations and self-monitor it with evidence provided, he does not see why it could not be done.

Submission Two:

No Comments were made.

Submission Three:

No Comments were made.

Submission Four:

No Comments were made.

Submission Five:

- Councillor Jones questioned if Council has adequate resources to measure the length of roads to create a targeted rate based on distance. The Acting Chief Executive clarified that this goes back to how we apply the rate, she mentioned that we are able to apply the rate to certain areas under the legislation. She further confirmed that this cannot be done by distance from a certain point but can be done by a geographical area of location, it was mentioned that this method may be explored going further when the council relooks at how this rate is applied but in the case of remissions there is nothing that can currently be done.

The Community and Economic Development Manager joined the meeting at 3:00pm

- Councillor Beck asked for clarification regarding the GV and inquired whether the rate is assessed based on the hectare size of the land with trees, valued not at the farming land GV but at its forestry value. The Acting Chief Executive and the Director – Corporate Services confirmed that is correct and clarified that the submitter, Mr Patterson was under the impression that we were still doing rates based on the GV of the entire property not just the area of trees. The Revenue Manager noted that this confusion may be due to the fact they haven't yet received a notification from QV yet as the council only just received a notification themselves.

Submission Six:

- Councillor Beck questioned if this piece of land is currently under private ownership? It was noted that it was owned by a Trust. Councillor Beck his concern that the land could be sold.

The meeting adjourned at 3:07pm and reconvened at 3.56pm

Submission One:

- Councillor Jones raised a question about the evidence-based system proposed by Councillor Watt for tracking the routes of logging trucks. He pointed out that rates are determined in advance and questioned how they could prove something that has not yet occurred. He also emphasized the need to audit this data and inquired about who would be accountable for the auditing of that data and who would be paying for that? He mentioned that this may counteract the cost benefits being sought through remission. The Acting Chief Executive agreed with Councillor Jones point of view and stated that council needs to think about the cost benefit and whether it outweighs the fairness.
- Councillor Erwood proposed another point of view in response to Mr. Carrick's submission regarding contract terms. He noted that if a truck travels a certain distance from point A to B using a state highway instead of council roads, additional costs such as diesel and time would be included in the final transport supplier's bill. He emphasized that if he mandates a longer route for trucks, there would be associated costs, as they wouldn't undertake it without compensation.

Submission Five:

- The District Mayor made comment about how rates and the remission process is a blunt tool, he noted that if the council was to bring the rates down on the submitters property or someone similar, by default this would bring someone else's rate up. It was unsure as to how we would be able to lower rates on some properties and raise them on others without consulting them as well.
- Councillor Erwood questioned if the council has the tools to be able to facilitate that and suggested that we do not.
- Councillor Sanford asked whether properties subject to general rates, which include a roading rate, receive a discount if they are located on a state highway. The Acting Chief Executive clarified that they do not.

Internal Submission:

No Comments were made.

9. [Decision Report – Rates Remission Policy – Deliberation and Adoption](#)
D24/25928 Page 25

Council needs to consider submissions as part of the consultation process.

Recommendations	
1. <u>THAT</u> the report be received.	WATT/HARRIS Carried <u>P&S/24/178</u>
2. <u>THAT</u> , subject to new information from submissions highlighted at the hearing, the draft Rates Remission Policy be adopted, and effective from 1 July 2024.	BOYDE/BECK Carried <u>P&S/24/179</u>
Recommended Reason Council has reviewed the policy and consulted with the community.	

Questions/Points of Clarification:

- Councillor Hall pointed out that Submission 4 raised a valid point about properties rendered uninhabitable by fire and believes that the suggestion of expanding the criteria to include other scenarios is a good idea. Whilst she's hesitant to include something as universal as a volcanic eruption, which affects everyone, she believed there was room to broaden the criteria beyond fire-related incidents. Additionally, Councillor Hall questioned why general rates or UAGC had not been included in the remission, noting that only water, wastewater, and solid waste charges had been addressed, and asked for the rationale behind this decision.
- The Acting Chief Executive clarified that certain rates are included over others because of past situations where homeowners were still billed for water and wastewater services even when their homes were destroyed by fire and they were no longer using those services. She noted that general rates and UAGC are intended as contributions from landowners to the district which is why they are not included in the remission policy.
- The District Mayor noted that he believes that clause 7 is a specific clause for a specific event and would be hesitant to change that clause to add in other scenarios. He noted that another clause could be added for those scenarios but would advise leaving clause 7 as is.
- Councillor Harris clarified that she was referring to situations where houses become uninhabitable due to incidents like burst pipes, rather than natural disasters. She noted that a

scenario such as that would be the same outcome for ratepayers but with no remission. The District Mayor argued that a house could be deemed uninhabitable due to neglect, he noted if we were to add in a clause we would have to be cautious.

- Councillor Harris questioned whether there had been any cases where individuals sought remission because their homes had become uninhabitable due to reasons other than fire. The Acting Chief Executive clarified that there is none that she can think of that aligns with the current discussion. Councillor Sanford noted that whilst it would be nice to cater to everyone, it may open up a can of worms that does not need to be opened.
- Councillor Boyde asked if there is a discretion policy for special considerations? The Acting Chief Executive clarified that there is not and that it would have to be specified in the remission policy to qualify for a remission.
- Councillor Harris noted that she is in support of leaving clause 7 as it is currently. The Deputy Mayor noted that there was not a strong agreement for adding a clause and therefore noted that it will remain as is.
- Councillor Watt noted that he would like to discuss the matter of having forestry in the rates remission, he expressed that he had a few points for council to consider. He noted that the council would not lose any money if we were to give forestry the opportunity for remission and we would only be targeting those who use the roads. He believes that there would be a net positive outcome by doing this as it may incentivise logging trucks to stick to state highways and not use council roads. There was discussion surrounding the implications of adding in forestry to the remissions policy at this current point of time. It was noted that if this was to be added we would need to go out for public consultation and that the situation as a whole is currently hard to police.
- The Deputy Mayor sought indication from the elected members if there was appetite to include remissions around forestry into the policy, there was no indication of appetite to add this in.
- Councillor Hall noted that she found the 800 Trust submission interesting and further noted that she would be interested to see the council do something that would incorporate them so they would be eligible for remission due to their level of conservation.
- The District Mayor noted that for the 800 Trust to be eligible to receive a remission, a description of their property would have to be included in the policy due to the fact that their property is not included in the District plan. He noted that if we did this there is a possibility that we will accidentally pick up a number of other properties through the description as well as the 800 Trust, which is not the intention. The District Mayor also noted that the property is also a working sheep and beef farm. He expressed that until it is clearly what it says it is (a conservation block) he is unsure that council can currently do anything.
- Councillor Beck noted that he agrees with the District Mayor and believes that until the land can not be touched it does not qualify for a remission.
- The Deputy Mayor questioned if the 800 Trust is on their way to meeting the criteria for a remission? The Acting Chief Executive clarified that through the discussion it is evident that there is still supplementary income through the sheep and beef and noted that due to this they are not on their way currently to achieve this.
- There was further discussion surrounding the 800 Trust and whether the council can accommodate a remission for the Trust at this current time. It was noted that by the District Mayor that the best option for this property would be to get it assessed to be included in Appendix 9 of the District Plan when it is next reviewed.
- Councillor Jones highlighted that in the policy every section has specific objectives stated except for section 6, Remission for Promoting Business Development. He noted that this may need to be looked at when this policy is due for its next review.
- The Deputy Mayor stated that the policy is to remain unchanged with the exception of the wording changes from the internal submission.

10. Decision Report – Rates Postponement Policy – Deliberation and Adoption
D24/26740 Page 41

Council considered submissions as part of the consultation process.

Recommendations	
1. <u>THAT</u> the report be received.	ERWOOD/McKAY <u>Carried</u> <u>P&S/24/180</u>
2. <u>THAT</u> , subject to proposed amendments and new information highlighted through the submission and at the hearing, the amended Rates Postponement Policy be adopted, and effective from 1 July 2024.	HALL/HARRIS <u>Carried</u> <u>P&S/24/181</u>
Recommended Reason	
Council has reviewed the policy and consulted with the community.	

Questions/Points of Clarification:

- The Deputy Mayor opened discussion around the potential removal of the last sentence 'and where a State of Emergency has been declared in relation to that event.' From section 2, Postponement for Land Affected by Natural Disasters from the Draft Rates Postponement Policy. She noted that it was quite a high threshold and noted that a general agreeance was shared in previous discussion about removing this sentence.
- Councillor Harris sought clarification on how the deceleration of State of Emergencies work, she asked if it has to be declared for the district as a whole or can it be declared for only a section of the district if necessary? The District Mayor clarified that State of Emergency declarations can be targeted to one of three areas, a specific section of the district, the district as a whole or the region as whole. He noted that State of Emergency declarations have different levels that align with the severity of the event that's taken place, these can range from a full emergency, a partial emergency or being on standby he also noted that each level requires a different response from TEMO.
- The District Mayor suggested that the last sentence under the objective listed under section 2 of the policy should be amended to 'A natural disaster is considered as including, but not necessarily limited to, flooding, earthquake damage or a storm.'
- It was a unanimous decision to remove the sentence 'and where a State of Emergency has been declared in relation to that event.' From section 2, Postponement for Land Affected by Natural Disasters from the Draft Rates Postponement Policy.

11. Closing Karakia
D21/40748 Page 49

The closing karakia was read.

The meeting closed at 4.40 pm.

M McKay
Chairman

Confirmed this 28th day of May 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	

QUARTERLY REPORT



F22/55/04 – D24/29109

To: Policy & Services Committee
 From: Community and Economic Development Manager
 Date: 25 June 2024
 Subject: Economic Development Quarterly Report – Quarter Three 2023/24

Recommendation

THAT the report be received.

_____/_____
 Moved/Seconded

1. Executive Summary

This report provides a combined summary of Economic Development activity over the past quarter in the Stratford District, a report on projects, and the quarterly Venture Taranaki report.

2. Regional Economic Profile

Population: 10,300

Economy	Employment	Businesses
\$601m	3,772	1,503
Gross domestic product. 0.5% growth in 2023.	Total filled jobs. 1.0% growth in 2023.	Number of business units. 0.2% growth in 2023.

Largest industries, 2023 (% of total)	
Agriculture, forestry, and fishing	26.4%
Electricity, gas, water, and waste services	12.7%
Construction	5.0%
Manufacturing	4.9%
Retail Trade	4.9%

**Information obtained from Infometrics. Updated in December for the year ending 31 March 2023. Updated on an annual basis.*

3. Venture Taranaki

The Q3 quarterly report from Venture Taranaki is attached as **Appendix 1**.

Key Highlights:

Q3	Q3	Q3
30	3	5
Referrals. Number of enterprise referrals and connections made by Venture Taranaki staff.	Startup clients met in Stratford.	Businesses Supported. Number of client interactions with Business Advisory services.

Q3	Q3
\$12,500.00	0
RBP (Regional Business Partner network) Capability Funding. Distributed to Stratford enterprises.	Mentor Matches

4. Local Tourism and Promotion

4.1 Website Engagement

Page	Views
	Q3
Discover Stratford	459
Venture Taranaki	20
Stratford Business Association	52
Prospero Markets	125
Library and Visitor Information Centre	1,595
Events	4,130

4.2 Community Events

Quarter Three Events:

Completed:

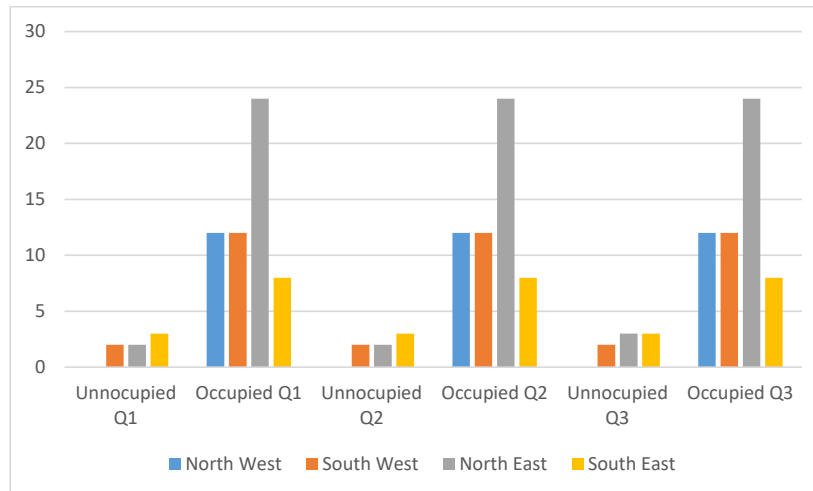
Activity	Date
Summer Nights: movies	Saturday 27 January 2024
Summer Nights: concert	Saturday 18 February 2024
Americana (Stratford stop)	Friday 23 February 2024
Prospero Market	Feb + Mar

Coming up:

Activity	Date
Prospero Market	Apr - Jun
Puanga – A Starry Night	Thursday 27 June

5. Development

5.1 Businesses in central Broadway



Changes in quarter 3 include:

- Forgotten 43 Bar and Eatery closed in quarter 3.

5.2 2035 Projects

There is an advisory group for this project that includes officers and two elected members. The current priority is the sale and purchase of the leased land in Prospero Place. From this, next steps and the development of Prospero Place can be determined.

5.3 Stratford Business Association

Membership: 145

Completed Events/Activity:

Activity	Date
Ba5 events	Feb + Mar
Americana (Stratford stop)	Friday 23 February

Upcoming Events/Activity:

Activity	Date
Ba5 events	Apr - Jun
Lunch + Learn: Managing time and meeting deadlines	16 April
Lunch + Learn: Cyber Security for business	14 May
Lunch + Learn: Employment Law	11 June

5.4 Consents Granted

Type	Q1	Q2	Q3
New Dwellings	3	9	3
New duplex dwellings	0	2	
Relocated dwellings	1	2	4
Relocated buildings other than dwellings	0	0	
Fires	13	8	18
Pole sheds/accessory buildings	8	8	5
Additions/alterations – residential	4	1	7
New Commercial buildings	1	0	1
Additions/alterations – commercial	2	1	2
Other/miscellaneous	0	3	2

5.5 Property Sales

Location	Median Price		Volume Sold		Q3
	2023 Q3	2024 Q3	Q1	Q2	
New Plymouth District	Jan		287	276	271
	\$ 745,000	\$ 720,000			
	Feb				
	\$ 635,000	\$ 700,000			
	Mar				
	\$ 682,000	\$ 645,000			
South Taranaki	Jan		93	82	82
	\$ 362,000	\$ 415,000			
	Feb				
	\$ 370,000	\$ 450,000			
	Mar				
	\$425,000	\$ 470,000			
Stratford District	Jan		29	29	22
	\$ 462,000				
	Feb				
	\$ 475,000	\$601,000			
	Mar				
	\$440,000	\$ 480,000			

**Information obtained from Real Estate Institute of New Zealand Inc (REINZ).*

5.6 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)	12	38

Registrations

	Q1	Q2	Q3	YTD
Young People Registered	25	48	51	124
Businesses Registered	3	1	7	11

Employment

	Q1	Q2	Q3	YTD
People placed into employment	4	11	22	37
Young people who are employed but require assistance with upskilling	0	17	8	25
People who registered with MTFJ who are in school or training *	7	2	16	25
People who received support and found work themselves	0	4	12	16

Attachments:**Appendix 1 - Venture Taranaki - Quarter Three Report**


Saba Afzal
Community and Economic Development Manager



Approved By
Erin Bishop
Acting Director – Community Services

DATE: 14/06/2024

Quarterly Report 2023/24

Quarter Three (January to March 2024)



The Mountain Premiere | TSB Showplace

venture
TARANAKI
Te Puna Umanga

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External Project Measures	22
Coming up Next Quarter	23

Wind farm, South Taranaki

Message from the CE

Tēnā koutou

Quarter three kicked off with our sold-out economic update event, Outlook 2024 – Leadership in a time of change, which brought our business community together to explore the latest economic trends shaping our region. Despite the reported positive lift in business confidence levels, we acknowledged the current climate is tough for many sectors, as high prices and fluctuating interest rates persist. Guest speaker, Frances Valentine CNZM and CEO/Founder of AcademyEX, challenged attendees to be bold in their long-term vision, as she shared valuable insights into the significant levers of change enterprises need to plan for, including future workforce demographics and adopting technological advances.

Energy remains a strategic focus for VT, with key projects this quarter including hosting the inaugural Energy Workforce Transition Group hui, the fourth Offshore Renewable Energy Forum in partnership with Ara Ake and working with key agencies to advance the development of a regional energy strategy. These initiatives provide a platform to investigate opportunities, challenges, and pragmatic pathways forward for energy transition in the region.

Mahi in the food and fibre space continued as we supported 12 local food producers at the Taste of Taranaki Pop-Up at WOMAD, connecting them with new out-of-region audiences, and further supporting many of them on their growth journey to unlock new markets via our enterprise support services.

Our Branching Out diversification programme gained momentum this quarter, with many of our initial pilot crops harvested and prepared for evaluation. Market research and engagement with potential

commercial partners and customers was also pivotal as we navigate the path to commercial viability for our Taranaki-grown medicinal and gin botanicals.

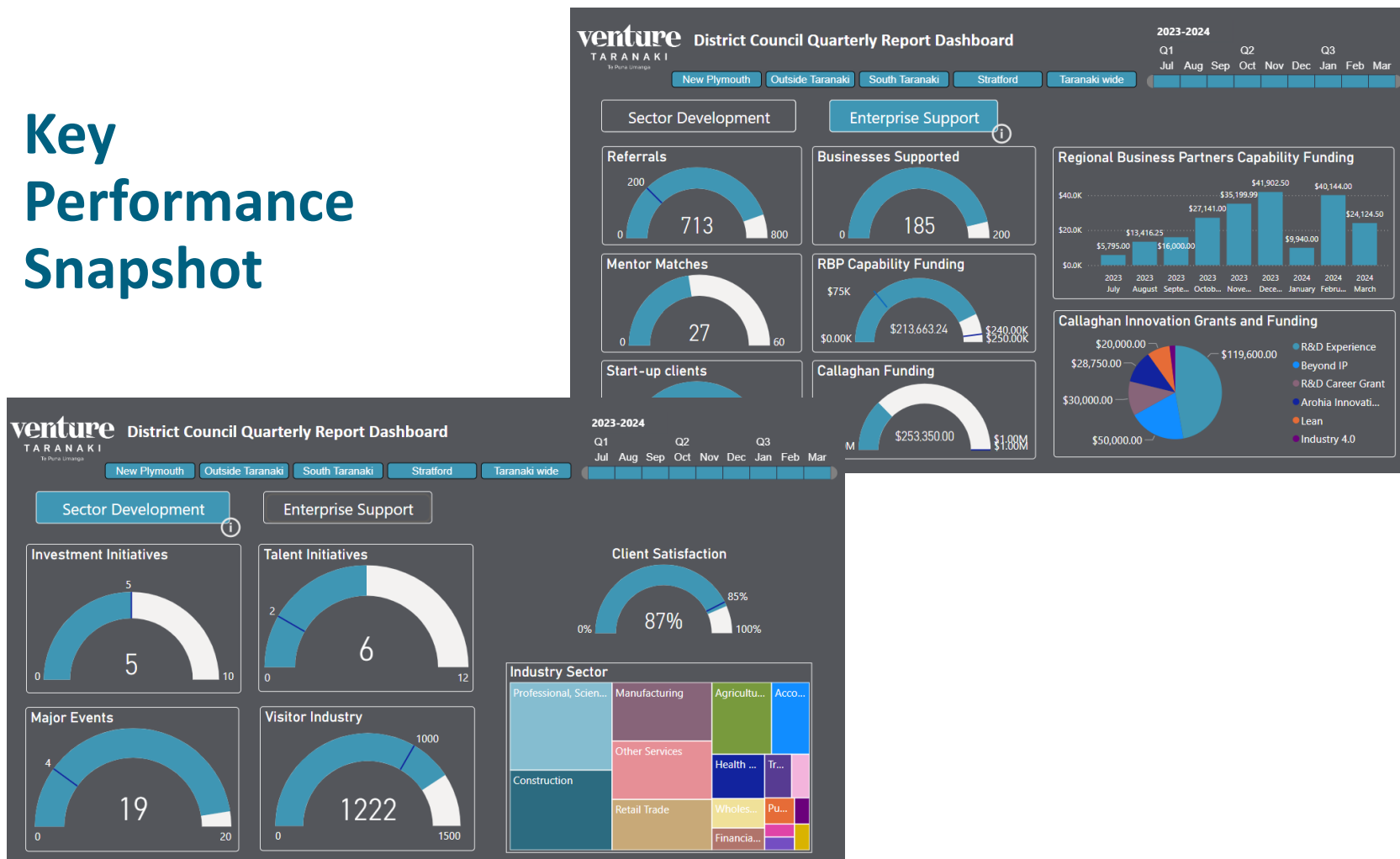
Other highlights included a successful summer cruise season, which demonstrated the strength of collaboration with key partners as we warmly welcomed high-value cruise passengers to region, further bolstering our tourism and retail sector. Plus, all eyes were on Taranaki as we rolled out the red carpet in March for the world premiere of The Mountain. As the Regional Film Office, we were thrilled to support this film in region, putting Taranaki on the map as a fantastic film location and bringing many direct and indirect benefits.

Looking ahead, Te Puna Umanga Venture Taranaki remains focused on advancing our strategic priorities and we will continue to monitor opportunities and challenges across our key industries to ensure we can best support our regional economy and people.



Kelvin Wright
CE Te Puna Umanga
Venture Taranaki

Key Performance Snapshot



Venture Taranaki offers an interactive dashboard that provides a comprehensive overview of key performance metrics by district, month, and quarter. This live dashboard is able to be viewed here:

<https://www.venture.org.nz/regional-intelligence/performance-dashboard/>

Note: The dashboard is for internal use only and is not linked to the public website.

Strategic Focus Areas Snapshot

Highlighted below is a snapshot of the work undertaken in Q3 that fall within Venture Taranaki's key strategic focus areas. For more detail on these projects and workstreams, refer to the following pages.



Energy

1. Energy Transition and Renewables Update
2. Taranaki Energy Workforce Transition Group Hui
3. Offshore Energy Forum 2024



Food and Fibre

1. Taste of Taranaki Pop-up at WOMAD
2. Branching Out
3. EDA Primary Sector Collaboration Initiative



Destination

1. International Education
2. Workforce Development
3. Cruise Taranaki
4. Tourism New Zealand Regional Showcase
5. Inbound Tour Operator Hui



Energy

Energy Transition and Renewables Update

Venture Taranaki (VT) are monitoring the updates from the Ministry of Business, Innovation, and Employment (MBIE) and the Gas industry Co. (GIC) which now signal the likelihood, based on the reporting from our natural gas producers, that there will soon be a decline in gas production. GIC state this could be from 2026 onwards until resources can be brought into production, and that a plateau is possible after that, which could extend to the early 2030's as reserves are produced but the decline may be steep after that point. The current estimates of reserve natural gas in a field that may be extracted are under different economic or technical conditions to what we have today. MBIE foresee in their estimates that extraction of contingent gas resources will be limited. This outlook has implications for the region in terms of workforce and industry retention, as well as wider flow-ons across the regional economy. An NZIER report (2019) anticipated that the loss of the Oil and Gas industry would potentially translate into a 4.7% reduction in employment (approx. 3100 jobs for Taranaki) and a \$736m per year reduction in flow on to other sectors, as well as a significant fall in exports. VT is commissioning a report to clarify the situation, provide up-to-date figures and analysis, and provide a basis for regional discussion and response. During the quarter, VT has also continued to meet with our key energy companies/agencies and advance the development of a regional energy strategy.

Taranaki Energy Workforce Transition Group Hui

VT hosted the first Taranaki Energy Workforce Transition Group Hui (meeting). This hui pulled together those in the Energy Sector to gather ideas with a focus on clarifying how the region is placed in the energy skills space.

Offshore Energy Forum 2024

In partnership with Ara Ake, VT held the fourth Offshore Renewable Energy Forum in Hawera in February. This event was attended by approximately 200 people and brought together Iwi, key sector stakeholders, and the broader community to discuss the opportunities that offshore renewables present Taranaki and Aotearoa. Attendees heard from over 40 national and international speakers from a range of industries including wind farm developers, community representatives, and policy makers including Simeon Brown, Minister for Energy, and Shane Jones, Minister for Oceans and Fisheries, and of Resources.



Stacey Hitchcock, Deputy CE/GM Investment hosting a panel session at the Offshore Energy Forum



Food and Fibre

Taste of Taranaki Food Pop-up at WOMAD

The VT Taste of Taranaki stand enabled 12 local food and beverage producers to showcase their products at WOMAD. VT staff managed a market-style shop, with vendors offering tastings and samples over the weekend. Vendors reporting benefits such as connections with new stockists, positive customer feedback and strengthening of the Taranaki Food network through collaborations and connections between vendors. Work is ongoing to review the project and understand it's potential for future (or similar) events.

Additionally, VT's Enterprise Advisors are also working with some of these businesses on growth strategies to capitalise on new market opportunities.



The Taste of Taranaki pop up stand at WOMAD



Branching Out

Calendula and Hemp Harvesting

Towards the end of Q3, we focused on harvesting, data collection and quality assessments. This has resulted in significant learnings as we work through the realities of harvesting, post-processing, processing and engaging with consultants to analyse data. The harvesting process included a sub-sample of calendula which was collected, weighed and sent to Plant and Food Research for drying and milling. Following the initial data collection, the calendula samples are now undergoing analysis of bio-active quality. Hemp sub-samples were also processed by either retting in field or drying at Massey University and will be sent to Carrfields for fibre assessment.



Left: calendula and hemp harvesting in action

Right: Front page of the hemp decorticator feasibility plan

Better Off

Venture Taranaki was granted \$1 million through the NPDC Better Off Funding to expedite the economic, social, and environmental benefits of the Branching Out Programme. This allocation will support two value-added processing capital projects within the region. Feasibility plans for both initiatives have been successfully concluded, paving the way for installation of two pilot-scale processing facilities: a decorticator for Hemp fibre and a Dryer for medicinal plants. Progress on both projects is currently well underway, with promising results from the quality testing. This funding positions Taranaki at the forefront of both hemp (North Island) and medicinal plants supply, laying the groundwork for future commercial scaling and yielding significant economic impact and employment opportunities. The success of these capital projects will require collaborative partnerships, as the initial funding serves to mitigate risk and facilitate pilot-scale operations, necessitating further investment and partnership for full-scale commercialisation.

Sustainable Crop Rotation

Several crops have been considered for placement in a four-year crop rotation to provide a sustainable system where soil quality is maintained through restorative crops, and inputs, disease, and pest risks are minimised. The crop rotation trial progress so far is as follows:

- **Garlic** was harvested in January. One variety had better development than the other two, although some points remain to be evaluated before this finding can be concluded. Quality testing will be conducted once the garlic has dried.
- **Faba Beans** have now been harvested and will be evaluated for protein content.
- **Sweet corn** established well. At the time of harvest, the cobs were of exceptional size and sweetness.

Branching Out

Hops

As a result of the Hops Acceleration Funding, two hop growers were able to scale up their operations to approximately 1.3 hectare in total, with plans to increase their plantings underway for 2024/2025 season. Both parties have invested in equipment; small-scale harvesters and in the case of Quarter Acre Hops, a small kiln. Helen and Richard Wills from Quarter Acre have seen a strong start to their season:

"Things are busy at the hop farm and the plants are starting to show the first signs of flowering. We have put in a further half acre this season. We are also making good progress with our plans for harvesting and processing and are looking forward to seeing the beers that brewers create featuring our Taranaki-grown hops."

Maggie and Tim Verry from Wayward Hops are also busy at work:

"We currently have around 1400 plants in the ground - just shy of a hectare. The plants are growing well – we have been engaging with experts down south who have been helpful in offering guidance and advice particularly around our nutrient management and weed control. We have also been making plans for how we can mechanise this year's harvest and process and palletise our hops. Lots going on!"

Trialist Open Day

On the 21st March over 30 people attended the Pungearuhe and Egmont Road site open days with the McClutchie whānau and Cowley whānau sharing first-hand learnings growing medicinal plants and gin botanicals. The Branching Out project team also delved into the project's insights, discussed value chain activities linked to regional processing, and the potential opportunities of land-use and food and fibre diversification for our community and environment.



Onsite at our Branching Out open day



Venture Taranaki, Great South, Northland Inc and Venture Timaru teams on tour in Northland

Economic Development Agency Primary Sector Collaboration Initiative

In late February, five of the Venture Taranaki team flew to Whangarei for a three-day Primary Sector Collaboration Tour with Great South, Northland Inc and Venture Timaru employees (20 in total), all Economic Development Agencies (EDAs) who have a strong focus in Food & Fibre and the Primary sectors. Initial funding was received by Agmardt to support this two-year initiative where each EDA will host a tour in their respective region. The aim of this initiative is to improve regional collaboration by sharing insights and learnings with each other and to ultimately strengthen the future development and delivery of initiatives and projects. It also provided an opportunity to identify ways in which the EDA's can work together for cross-regional advancement.

Hosted by Northland Inc, the collaboration initiative commenced with an overview of Northland Inc's work in the Primary sector including their involvement in establishing the Ngawha Innovation and Enterprise Park, a co-working hub and enterprise park. This was followed by visits to Redhill Water Storage (an initiative to catalyse a new water source to support the horticulture sector), a trial site growing peanuts with the aim of establishing a new industry for the region, to Maungatapere Berries and Packhouse (a \$2m berry capital processing and packing plant) and a Kingfish production project supporting the commercialisation of farmed kingfish within region. The Northland trip was a success, with great feedback received all round and the team are looking forward to the next visit to Southland in mid-October 2024.



Destination: Talent Attraction

International Education

In partnership with Air New Zealand and Education New Zealand, we hosted a delegation from a Japanese Girl's High School for an international education familiarisation. Two local high schools were visited with the intention of exploring the opportunities for future exchanges.

Workforce Development

VT hosted an online hui for the Taranaki Workforce Development Network. Islay Gould from Tertiary Education Commission's Inspiring the Futures (ITF) programme discussed ITF and proposed different events that have been held elsewhere around the country. Taranaki has had one ITF event since it was established in 2021 and 12 role models involved, so the hui also focused on growing this programme within region.

Workforce Development Network Feasibility Study

We have been successful in receiving \$20,000 from TOI to fund a feasibility study of the workforce development network in Taranaki. The feasibility study's purpose is to better understand the regional workforce development ecosystem, and explore possible solutions to create an efficient, connected regional workforce development sector.

The study will be completed by August 2024, with one great asset being the results of a mapping exercise that will document the ecosystem of services available, providing clarity for people on where to go to access these services (there is currently nothing like this for Taranaki).



Japanese delegation with VTs Talent Adviser, Sean Markham



Destination: Cruise

Cruise Taranaki – 28 by 2028

The 2023/2024 cruise season saw seven cruise ships and approximately 8,000 visitors experience Taranaki. Overall, the season was a success, with feedback received from retailers (including Centre City), key partners, Seaside Market stall holders, operators and volunteers being very positive. We also remain on track against our Taranaki Cruise Strategy, bringing in 7 vessels, and supporting the injection of an estimated \$2.63m into the local Taranaki economy*. The season saw positive collaboration, momentum, and growth, with one business establishing on the back of this, and many other tourism operators experiencing positive economic outcomes as a result of Cruise. Looking ahead, this quarter we also conducted an operational de-brief bringing together the Cruise Operations Group to identify strengths, weaknesses, opportunities and threats that can be applied to year two of our strategy and the 24/25 season ahead.

From a communications perspective, we had six organic posts on our social pages that reached a combined total of 144,000 people. Working closely with Port Taranaki we also engaged with various media outlets and distributed a number of media releases resulting in local and national placements in Stuff, NZ Herald, Seven Sharp and Radio NZ, and significant reach and exposure for the region and our efforts in developing our Cruise industry.

*NZ Cruise Association/Market Economics



Brylee Flutey, GM Destination being interviewed by Seven Sharp



Destination: Visitor Trade

Tourism New Zealand Regional Showcase

On the 20th and 21st February, we were one of 23 Regional Tourism Offices (RTOs) who attended the Tourism New Zealand Regional Showcase in Sydney, Australia. This Showcase is the centre piece of Tourism New Zealand's trade event calendar for Australia, providing a unique platform for Aotearoa RTOs to foster and nurture business relationships with both new and established key travel sellers from Australia.

The showcase included presentations, panel discussions and workshops with the Australian Market team from Tourism NZ. The second day included pre-scheduled meetings with product and marketing managers from Australian key account holders and a networking event to finish off. This is the first time we have attended an off-shore trade event and in total, we met with 23 Australian buyers to showcase Taranaki and new products on offer in our region.



Tourism NZ Regional Showcase in Sydney



Inbound Tour Operator Days

In mid-March, RTNZ (Regional Tourism New Zealand) hosted two IBO (Inbound Operator) days in Auckland where we met with over 50 IBOs representing diverse international markets including China, UK/Europe, Australia, Asia, India, USA, and the Pacific.

We showcased Taranaki as a must-visit destination and highlighted our rich array of visitor experiences. This event provided an opportunity to actively strengthen our relationships and further encourage IBOs to add Taranaki to their itineraries to drive regional visitation and support our visitor sector.

Sophie Kelly, Marketing and Communications Manager (left) and Melissa Devine, Events and Visitor Advisor (right) at the RTNZ Inbound Tour Operator Days

Regional Development Agency Functions

Enterprise support

Callaghan Innovation Fund

Venture Taranaki is on track to meet the KPIs revised by Callaghan Innovation for this year with one quarter remaining. The level of uptake for Callaghan Innovation programmes (not grant funding) for Q3 2024 is more than twice what it was for Q3 2023. This result is due to the efforts to add value to local businesses who don't qualify for the current grants suite. The grant availability outside the RDTI is likely to change in the next financial year after review by the Science System Advisory Group.

We are also supporting several manufacturing companies with new or continuing Industry 4.0 automation projects that may lead to significant productivity improvements.

Overall, businesses interested in R&D funding remains somewhat subdued in line with lower economic activity in the wider economy. The Ārohia Trailblazer grants were closed for Q3 only opening for applications to be considered in Q4. In the first round nationally, there were over 100 expressions of interest, 73 completed applications and 8 grants awarded. Only one was awarded to a business outside one of the main centres, with no grants awarded in Taranaki. The rules this round are more exclusive so while we expect more applications from this region, the prospects of success remain limited.

We continue to support businesses looking for funding outside of Callaghan Innovation for innovation projects. An example is a business we have connected to the ACC Workplace Injury Prevention Round 5 Grant. This is a substantial opportunity with \$500,000 projects being supported. The selection process will take until the next financial year. For these opportunities, Advisors are upskilling on the criteria, attending information webinars and then supporting applicants to ensure the value of their project is conveyed to the assessment panel.

Regional Business Partner (RBP) Fund

Demand for business support services has increased this quarter. Some businesses are growing despite the challenges and are seeking guidance on the next phase of their business cycle. Marketing (social media and digitalization) remains the most popular support requested this quarter followed by business strategy, management and financial knowledge.

A new "one-to-some" delivery model was launched as a national pilot in Q3 and will run to the end of June 2024 before launching as a full service next financial year. This model provides up to 75% subsidy for business training in the form of group workshops and classes. The team are involved in the pilot and have workshops scheduled for tourism operators in Q4 on marketing and international trade readiness.

Regional Development Agency Functions

Enterprise support and broader activities

Startup Clinics

The Startup clinic has been very steady over the last quarter, with phone and zoom appointments still popular and in office face to face meetings taking place once a month in New Plymouth.

Startup clients are based right throughout the region and include industries such as health coaching, florist, nutritionist, arborist and a fishing charter. We have also had clients looking at purchasing existing businesses who have been seeking general start up information and guidance, of which has been valuable to them with their decision making.

Business Mentors NZ

Two new mentors joined and eight matches have been made during the quarter with mentor experience in Marketing (general and online) and Strategy/Business Planning still the most requested.

Although local mentors are well utilised, several of our Taranaki clients have now been matched with a mentor outside of Taranaki for virtual mentoring.



Regional Development Agency Functions

PowerUp programmes

PowerUp - Business Ready

PowerUp Business Ready received 37 applications with 16 being selected by a VT/SODA panel. The eight-week programme commenced on the 5th March, with the cohort consisting of four startups in the “idea stage”, seven in the “early stages of their startup business”, and five “in the market and selling”. Geographically, thirteen are New Plymouth based, one in Stratford and two in South Taranaki.

Participants have had the opportunity to hear from local successful entrepreneurs such as Jenni Matheson from EatKinda (herself a previous participant of PowerUp), and experts from GQ, Baker Tilly Staples Rodway and Velocite to add to their learnings. The programme finishes on 30 April with a celebration and pitch night to give the cohort the opportunity to bring their learnings together to create a compelling pitch and seek feedback from an external audience.



PowerUp Masterclass

The 'AI for business' masterclass was delivered in partnership with Mosaic Partners on 20 February. We originally had one morning workshop planned, however this was oversubscribed (max of 20 as it's a very hands-on interactive workshop), and we added a second workshop in the afternoon, which was also fully subscribed.



'AI for business' masterclass workshop

"Everything was fantastic including knowledge of speakers, interactive elements kept it entertaining, excellent selection of refreshments, beautiful venue - loved it!"
-Attendee Feedback

Regional Development Agency Functions

Convention Bureau and Business Events

Attracting and supporting business events

Having won the rights to host the 2024 Business Events Industry Association (BEIA) Conference in November, we continue to work proactively with BEIA to ensure the event is not only a success from a delegate experience but also to try and entice PCOs (Professional Conference Organisers) to the region for a famil either side of the conference.

Relationship building with PCOs continues including providing support across the below conferences and business events. The support and attraction of all the events listed below (based on 75% of all delegates being out of region) would result in \$2.5m in direct economic impact in region:



Regional Development Agency Functions

Regional Film Office - attracting and supporting film

The Mountain

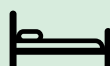
As the Regional Film office for Taranaki, we supported Piki Films to host the world premiere of The Mountain in Taranaki. This was held at the TSB Showplace on Tuesday 19th March and saw 600 invited guests. The premiere generated national media exposure and was a special event celebrating mana whenua who worked closely with the cast and crew from the onset to bring this production to life.

During pre-production and filming:



126

Cast and crew



2,200

Bed nights



5,703

Meals catered



\$800K

Direct spend



\$2.46M

Economic impact*

In the lead up to the premier we provided the following support:



Regular meetings to discuss logistics of the premier



Connecting Piki Films with key organisations and stakeholders for road closures, potential food and beverage sponsors, invitations, videography and photography support and local promotional channels



Marketing and Communications support including content across our platforms, pitching stories into local media, social media influencers, and a nationwide "Win a Trip to Taranaki" competition run through Event Cinemas



Venture Taranaki team at The Mountain Premiere

Through our initiatives and support, locals flocked to the cinemas over the opening weekend and The Mountain was the top film watched at Event Cinemas, Govett Brewster and Everybody's Cinema Opunake.

The Mountain has proved to be another success story demonstrating Taranaki as a great location for film, and with increased regional exposure it further promotes tourism and domestic and international recognition of the Taranaki brand.

Economic impact* refers to the analysis based on [Economic Impact of the New Zealand Aotearoa Screen Production Sector](#): NZ\$1 spent on NZSPG supports a total of NZ\$6.15 of additional economic value (including direct, indirect and induced impact), undertaken by a 50% variation rate.

Destination: Major Events Fund

Attracting and supporting major events in New Plymouth district

Number	Event Name	Event Contracted During the Quarter
1	NZ Tattoo & Art Festival	March 2024
2	AmeriCarna February 2025	March 2024

Destination: Regional Promotions

Roady NZ Famil

In March, we hosted travel content creators 'Roady' on a familiarisation to capture content across the region and at WOMAD, highlighting not only this vibrant world-class festival but all of the places to see, do, eat, and experience around the Maunga. Their visit also included shooting content at food businesses as part of the newly released Taranaki Tastes Map.

Roady captured plenty of images and short-form videos to share with their 155,000+ followers, providing inspiration for those looking to uncover Taranaki and ultimately supporting the growth our region's tourism sector.



Roady visiting WOMAD and a local food businesses

Regional Intelligence

Regional monitoring update

In February, we launched our Summer edition of Taranaki Trends 2024 (a report exploring how our regional economy is tracking including the latest key economic indicators) at our sold-out 'Outlook 2024 - Leadership in a time of change' event. A diverse audience of industry professionals, business leaders, and community members gathered to hear further analysis on the data presented in the publication. Keynote speaker, Frances Valintine, CEO of AcademyEX also shared valuable insights into the significant levers of change that all businesses need to plan for, including how to respond to demographic shifts and how this will affect the future workforce, responding to growing inequality, and the need to adopt technological advances. This was a timely discussion as results from our November Business Survey (shared at this event) also found that critical success factors for leadership are changing, with many reporting a larger focus on creating loyal, open, trusting, diverse and supportive workplaces, empowering and delegating to others, and the ability to be creative and entrepreneurial.



100+
Attendees



232
Online views













104
Downloads



VT Deputy CE/GM Investment , Stacey Hitchcock, and Director of Strategic and Sector Partnerships, Anne Probert with Frances Valintine, CEO of AcademyEX

Performance Measures 2023/24




Performance Measure	Target	Q1	Q2	Q3	Q4	YTD Result	Status
Number of major events attracted or retained (funded in accordance with the criteria of the major events fund).	4	6	11	2		19	
Undertaking initiatives to support investment into Taranaki.	5	1	4	2		7	
The level of annual investment in regional businesses (subject to central government policy).*	\$1m	\$119,600.00	\$68,750.00	\$65,000.00		\$253,350.00	
The annual percentage of clients satisfied with Venture Taranaki business support services.	>85%					0	
The level of annual investment** in the management capability of Taranaki's small and medium sized businesses.	\$240k	\$35,211.25	\$104,243.49	\$74,208.50		\$213,663.24	
Number of enterprise referrals*** and connections made by Venture Taranaki staff.	200	346	241	126		713	
Number of engagements**** with visitor industry operators (including local operators, other RTOs, national and international tourism agencies).	1000	446	323	453		1222	
The number of talent initiatives to facilitate the retention, growth or attraction of talent (human resource) into Taranaki	2	3	3	3		9	
Number of Start-up clients.		79	72	66		217	
Number of Mentor matches.	50	7	12	8		27	

*This KPI is based on Research & Development (R&D) funding offered by Callaghan Innovation, however the availability of funding has been significantly reduced this year as large grants have been replaced by the Research & Development Tax Incentive (RDTI).

** Investment includes capability development funding as part of the nationwide Regional Business Partner programme. The figures in italic font in Q2 is the amend that has been made due to cancelations and changes in the third quarter updated from Regional Business Partners portal.

***Referrals are instances where a business or organisation is referred to a resource of which they were previously unaware. This may be a funding opportunity, programme, cluster group etc. A connection is an instance where two contacts are introduced to one another for a specific purpose that is likely to be mutually beneficial.

**** Engagement is defined as an interaction by staff with an external party and includes meetings, workshops, activity-focused emails, phone and video-conferencing conversations.

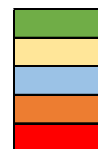
-  On Target
-  Achieved
-  Behind target

External Project KPI 2023/24

Title	Cost centre	Owner	Start date	End date	KPI	Result	Traffic light	Commentary	Description
Regional Event Fund	Destination	MBIE	1/12/2020	30/06/2025	Extensive	On track		All funding is committed, and to be paid out as determined in individual events contracts.	To support the development and hosting of events that drive regional economic growth & attract visitors to specific regions in NZ.
Regional Business Partner	Economic Development	MBIE	1/07/2022	30/06/2025	Multiple	127 (72%)		Number of engaged clients is on track to meet KPI. New Callaghan Innovation KPIs are also on track to be met before year end.	To support business growth by providing businesses with access to advisory services, training, and funding opportunities.
BTAG	Economic Development	MSD	1/04/2022	30/06/2024	None			Referral-based contract, ongoing.	To support emerging businesses with developing a business plan, training in business skills, advice and project reports.
Business Mentors	Economic Development	BMNZ	1/07/2022	30/06/2024	50 matches per annum	27 (54%)		50 has always been a stretch target. In the past five years, it has been reached only once, in 2019/20. Despite this, Taranaki continues to be recognised as one of the top performing regions for this programme.	To facilitate delivery of the Business mentors programme to mentors and mentees on Behalf of BMNZ.
Massey Partnership	Regional Investment	Massey	1/09/2012	1/06/2024	Multiple			Partnership program on track and delivering on all KPIs.	Connection for Taranaki industry, business and organisations with Massey University expertise, knowledge and innovation to encourage greater development, innovation and growth.
Participatory Science Platform	Regional Investment	MBIE	1/12/2021	1/06/2024	Multiple	All met		The PSP programme will have no future funding allocated due to Govt budget cuts. We have confirmed that we have an extension of contract to December 2024 to complete the current funding round.	To encourage collaboration between scientists and communities, fostering engagement in scientific research and empowering individuals to actively participate in scientific endeavors.
Participatory Science Platform (Extension)	Regional Investment	MBIE	1/07/2024	31/12/2024	Multiple	Commences in July 2024		Programme disestablished by Government. This contract is a six-month extension to complete the programme.	To encourage collaboration between scientists and communities, fostering engagement in scientific research and empowering individuals to actively participate in scientific endeavors.
Branching Out	Regional Investment	MPI	1/11/2022	30/06/2025	Multiple	On track		Extension on some KPIs to be delivered at next milestone date in November, approved by MPI.	To diversify food and fibre value chains to generate better economic, social and environmental outcomes for Taranaki.
Branching Out	Regional Investment	NPDC, STDC, SDC and other partners	1/11/2022	30/06/2025	Multiple	On track		Extension on some KPIs to be delivered at next milestone date in November, approved by MPI.	To diversify food and fibre value chains to generate better economic, social and environmental outcomes for Taranaki.
Branching Out - Better Off Funding	Regional Investment	DIA - via NPDC	5/05/2023	30/06/2027	Multiple	On Track		Deliverables on track.	Capital/operational grant for a dryer and hemp processing/manufacturing.
Education NZ - ICEF ANZA famil	Regional Investment	Education New Zealand	15/01/2023	31/05/2024	Multiple	On Track		One off funding grant from ENZ to support a famil visit for Taranaki and Whanganui.	To showcase Taranaki and Whanganui to international education providers through a famil as part of ICEF ANZA.
Regional Workforce Development	Regional Investment	Toi Foundation	21/03/2024	31/08/2024	Multiple	On Track		One off funding grant to undertake a feasibility study.	Feasibility report on creating a collective action network among various workforce development organisations, educational institutions, employers, and government agencies to enhance workforce development efforts and address regional economic needs.

Traffic light key

- All KPIs met, contract complete or reporting period complete
- All KPIs substantially met (within 90%), contract complete
- All KPIs on track to be met by completion of contract
- Some KPIs not on track to be met by completion of contract
- Some or all KPIs not substantially met, contract complete



Coming up next quarter



2 April: First episode of the fourth season of PowerUp podcast released
11 April: Women in export event
16 - 19 April: International agent familiarisation in partnership with ENZ and Whanganui and Partners
18 April: Attending Sichuan – New Zealand industrial cooperation and investment promotion conference
30 April: PowerUp Business Ready pitch night
30 April: Visitor trade workshop
30 April: Regular visitor industry hui at Juno Gin
2 May: PowerUp MasterClass 'Raising Capital 101' in partnership with Stratford District Council
4 - 6 May: Pre-TRENZ familiarisation
7 May: Foodstuffs and Food Innovation Network emerging supplier forum
8 - 10 May: TRENZ trade show
14 - 16 May: Post-TRENZ familiarisation
17 May: Regional Event Promotions funding round closes
18 May: Business Mentors New Zealand mentor appreciation evening
20 - 26 May: TechWeek
28 May: Hosting 'Mooving on Methane' one day summit
11 June: Cruise Industry hui with NZ Cruise CE, Jacqui Loyd
Mid-June: Digital media workshop
19 and 20 June: Meetings at business events trade show
21 June: Hosting Blue Economy workshop in partnership with Sustainable Seas

INFORMATION REPORT



F22/55/04 –D24/30656

To: Policy and Services Committee
From: Corporate Accountant
Date: 25 June 2024
Subject: Percy Thomson Trust – Statement of Intent 2024-2027

Recommendation

1. THAT the report be received.
2. THAT Council receive the final Statement of Intent for Percy Thomson Trust for the period 1 July 2024 to 30 June 2026.

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.

/_____
Moved/Seconded

1. Purpose of Report

The purpose of this report is to present the Final Statement of Intent for the Percy Thomson Trust (PTT) for the 2024 to 2027 years to Council.

2. Executive Summary

A Statement of Intent must include specific information for the first year of the plan and the immediately following two financial years.

3. Local Government Act 2002

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

- 3.1 The 2024-2027 Statement of Intent for the PTT provides information on the coming three years regarding the Trust's operations, being a local public service.
- 3.2 The PTT is run as an independent council controlled organisation.

4. Background

In terms of Schedule 8 of the Local Government Act 2002 the PTT, being a council-controlled organisation, must deliver a final Statement of Intent to Council on or before 1 July 2024.

A Draft Statement of Intent was delivered to Council in February 2024, for Council consideration. Council then had the opportunity to seek clarification and / or request changes be made. No changes were specifically requested in relation to the Draft Statement of Intent.

Council has the ability to extend the deadline of delivery of the Statement of Intent by resolution.

However the Trust have been asked to come back to Council with information and details on the future governance and operation of the Trust.

5. Information Summary

5.1 As no changes were required, the Final Statement of Intent for 2024-2027 must be adopted by Council prior to the commencement of the new financial year, being 1 July 2024.

5.2 However the Trust have been asked to come back to Council with information and details on the future governance and operation of the Trust.

5.3 Attached as **Appendix 1** is the 2024-2027 Statement of Intent for the PTT that was presented to Council in February 2024.

5.4 Attached as **Appendix 2** is a letter to PTT regarding the Final Statement of Intent.

6. Strategic Alignment

6.1 **Direction**

The operations of the PTT contribute to the community outcome relative to a district with a clear identity where people of all cultures experience a sense of inclusive community”.

This ensures people have access to and are encouraged to participate in a wide range of art and cultural activities.

6.2 **Annual Plan and Long Term Plan**

The 2024-2027 Statement of Intent for the Trust is consistent with the Annual and Long Term Plans.

6.3 **District Plan**

The operations of the Trust are consistent with the rules of the Stratford District Plan.

6.4 **Legal Implications**

There are no legal implications.

6.5 **Policy Implications**

There are no policy implications

Attachments:

Appendix 1 - Percy Thomson Trust Statement of Intent 2024-2027

Appendix 2 - Letter to Percy Thomson Trust Trustees

A handwritten signature in blue ink, appearing to read 'Craig', written in a cursive style.

Christine Craig
Corporate Accountant

A handwritten signature in blue ink, appearing to read 'S Hanne', written in a cursive style.

[Approved by]
Sven Hanne
Chief Executive

Date 20 June 2024



PERCY THOMSON TRUST

• Percy Thomson Gallery • Percy Thomson Herbarium • Percy Thomson Arboretum

STATEMENT OF INTENT FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2027

NOTE: THIS STATEMENT OF INTENT HAS BEEN PREPARED ON A "STATUS QUO" BASIS.
DISCUSSIONS ARE IN PLACE BETWEEN THE TRUST AND THE COUNCIL THAT COULD
SIGNIFICANTLY AFFECT THE FUTURE GOVERNANCE AND OPERATIONS OF THE TRUST.

This Statement of Intent is prepared by the Percy Thomson Trust under the provisions of section 64 of the Local Government Act 2002.

The purpose of this document is to:

- State publicly the activities and intentions of the Percy Thomson Trust for the year and the objectives to which those activities will contribute; and
- Provide an opportunity for shareholders to influence the direction of the Trust; and
- Provide a basis for the accountability of the directors to their shareholders for the performance of the Trust.

This Statement of Intent covers the period commencing 1 July 2024 to 30 June 2027 inclusive.

A Statement of Intent is required to cover the following contents:

- The objectives of the group; and
- A statement of the board's approach to governance; and
- The nature and scope of the activities to be undertaken; and
- The ratio of consolidated shareholders' funds to total assets, and the definitions of those terms; and
- The accounting policies of the group; and
- The performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and
- An estimate of the amount or proportion of accumulated profits and capital reserves that is intended to be distributed to the shareholders; and
- The kind of information to be provided to the shareholders by the group during the course of those financial years, including the information to be included in each half-yearly report; and
- The procedures to be followed before any member or the group subscribes for, purchases, or otherwise acquires shares in any company or other organisation; and
- Any activities for which the board seeks compensation from any local authority; and
- The board's estimates of the commercial value of the shareholders' investment in the group and the manner in which, and the times at which, that value is to be reassessed; and
- Any other matters that are agreed by the shareholders and the board.

BACKGROUND

The Council has established a charitable trust to be known as the 'Percy Thomson Trust' for the objects set out in the Trust Deed.

Percy Thomson by his will left a significant bequest to be used and applied towards the establishment and maintenance of an arboretum and herbarium of the native flora of New Zealand and an art gallery, all of which were to be vested in a Board of Trustees that were to be elected or appointed by the Stratford District Council.

The Council, using the funds available, has established an arboretum, herbarium and art gallery which are respectively known as the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery. By a Trust Deed and by a subsequent Deed of Transfer, the Council has recorded the formal vesting of the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery in the trustees of this trust.

The Trustees have agreed to act as Trustees of the Trust and to be responsible for the ongoing management of the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery.

OBJECTS OF THE TRUST

The objects for which the Trust is established are, to the extent that they are a Charitable Purpose within New Zealand, as follows:

- to receive the Percy Thomson Arboretum, the Percy Thomson Herbarium and the Percy Thomson Gallery and to be responsible for the ongoing establishment and maintenance of an arboretum, herbarium and art gallery in Stratford;
- to manage the Trust Facilities and to create, acquire, promote, exhibit and manage the Collections for the benefit of the inhabitants of the Stratford District and the public generally;
- to endeavour to achieve the objectives the Council sets for the delivery of services in respect of the Trust Facilities as negotiated and set out in the Charter, the Business Plan, and the Strategic Plan;
- to implement the Council's policy as revised from time to time for the development and enhancement of the Trust Facilities with an emphasis on Stratford and in accordance with the Charter, Business Plan and Strategic Plan;
- to provide advice to the Council on the Council's long term policy for the development of gallery services in Stratford;
- to establish exhibition programmes and education policies for the Trust Facilities;
- to develop acquisition, de-accession and collection development policies for the Trust;
- to provide all financial, administration, marketing, technology and services required for the Trust Facilities;
- to determine charges for viewing or using any of the Trust Facilities and the Collections with a view to generating appropriate revenue and encouraging public enjoyment and utilisation of the Trust Facilities and Collections;
- to house and care for any art collections, antiquities or other articles acquired by, loaned, created or otherwise made available to the Trust and particularly to preserve and maintain the Collections (subject to any de-accession policies developed by the Trustees);
- to lease land or other assets where the Trustees determine that such land or other assets can be used in conjunction with the Trust Facilities or to promote the objectives of the Trust;
- to solicit and raise funds and carry out such activities as are necessary or conducive for the carrying out and giving effect to the objects of the Trust;
- to encourage and foster liaison and co-operative activities with related facilities, particularly those in the Stratford District; and
- generally to do all acts, matters and things that the Trustees consider may advance the objects of the Trust.

For the avoidance of doubt, the objects of the Trust expressed above are set out in no particular order or priority and do not include an intention or purpose that the Trust operates a trading undertaking with the intention or purpose of making a profit, but rather that the Trustees fairly and efficiently manage the Trust Fund, the Trust Facilities and the Collections for the benefit of the people of Stratford District.

The Trust's objects shall only be carried out in, or to benefit people in the Stratford District. The Trustees may carry out activities outside the Stratford District to promote the Trust or the Trust's activities but only if they believe that such activities will be for the ultimate benefit of people in the Stratford District.

GOVERNANCE

The Trust Deed provides that there shall be not less than six or more than seven Trustees, and that these Trustees shall provide governance to the Trust as per the terms of the Trust Deed.

The current Trustees are:

- Bruce Ellis for a term expiring at the 2025 AGM
- Councillor Ellen Hall for a term expiring at the 2026 AGM
- Christine Craig for a term expiring at the 2026 AGM
- Helen Cloke for a term expiring at the 2025 AGM
- Deborah Clough for a term expiring at the 2025 AGM
- Jim Clarkson for a term expiring at the 2024 AGM
- Douglas Robinson for a term expiring at the 2024 AGM.

Trustees are eligible for reappointment.

The Trustees shall hold at least four meetings in each financial year.

NATURE AND SCOPE OF ACTIVITIES

The Percy Thomson Trust covers three activities, the Art Gallery, the Arboretum, and the Herbarium.

The Percy Thomson Gallery is located in Prospero Place, and the arboretum on Cloten Road near the intersection with Ariel Street. The herbarium is delivered through the Trust's membership of the New Zealand Plant Conversation Network, and specifically through the website, <https://www.nzpcn.org.nz/>.

The Percy Thomson Gallery is Stratford's public art gallery and was opened in June 2002. The gallery contains both exhibition areas and work areas for use by local artists and community art groups. The gallery provides an active programme of exhibitions and events that is both internally generated and toured from other art collections.

The gallery's main display area totals 178m² which can be comfortably partitioned into two areas of 116m² and 62m² respectively.

RATIO OF CONSOLIDATED FUNDS

The ratio of the equity to total assets is 99.75% as at 30 June 2023 and projected at 99.75% as at 30 June 2027

- where equity is defined as accumulated equity; and
- total assets is defined as all assets, both current and long term.

STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2025

ACCOUNTING POLICIES APPLIED

Basis of Preparation

The Board has elected to apply PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2 million.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

The financial statements are presented in NZ dollars, and all values are rounded to the nearest thousand dollars, as per paragraph A22 and A17 c of PBE tier 3 presentation and disclosure, unless stated otherwise.

Goods and Services Tax

The Trust is registered for GST. All amounts in the financial statements are recorded exclusive of GST, except for debtors and creditors, which are stated inclusive of GST.

SIGNIFICANT ACCOUNTING POLICIES

Revenue

Grants

Council, government, and non-government grants are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met ("use or return condition"). If there is such an obligation, the grant is initially recorded as a liability and recognised as revenue when conditions of the grant are satisfied.

Sale of goods

Revenue from the sale of goods is recognised when the goods are sold to the customer.

Commission on Sales

Commission on exhibition sales and Percy Place sales is retained by the Trust, with the remaining proceeds passed on to the seller of the artworks. Revenue includes only amounts received and receivable by the Trust on its own account, not the amounts collected for the principal. Revenue is recognised when receivable.

Sale of services

Revenue from the sale of services is recognised by reference to the stage of completion of the services delivered at balance date as a percentage of the total services to be provided.

Interest revenue

Interest revenue is recorded as it is earned during the year.

Employee related costs

Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries, and leave entitlements.

Performance payments are recorded when the employee is notified that the payment has been granted.

Superannuation contributions are recorded as an expense as staff provide services.

Advertising, marketing, administration, and other costs

These are expensed when the related service has been received.

Bank accounts and cash

Bank accounts and cash comprise a cheque account and deposits held at call with banks.

Debtors

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

Investments

Investments are comprised of term deposits with banks, listed bonds, listed shares, short term promissory notes issued by companies and Local Authorities, real estate, and professionally managed portfolios of investments.

Deposits with banks are initially recorded at the amount paid. If it appears that the carrying amount of the investment will not be recovered, it is written down to the expected recoverable amount.

Listed bonds and shares are initially recorded at the amount paid. If the market price of the investment falls below cost, the carrying value of the investment is reduced to the current market price. If the market price of the investment subsequently increases, the carrying amount of the investment is increased but limited to the original cost of the investment.

Property, plant, and equipment

Property, plant, and equipment is recorded at cost, less accumulated depreciation and impairment losses. The fair value of the freehold land was determined based on the market comparable approach that reflects recent transaction prices for similar properties. The fair value of the buildings was determined from market based evidence using the cost approach, reflecting the cost to construct assets of comparable utility and age, adjusted for obsolescence.

Donated assets are recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the current value of the asset is readily obtainable and significant. Significant donated assets for which current values are not readily obtainable are not recognised.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

For an asset to be used by the Trust, the asset is impaired if the value to the Trust in using the asset falls below the carrying amount of the asset.

Depreciation is provided on a straight-line basis at rates that will write off the cost of the assets over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Furniture and fittings	10 to 20 years (5% to 10%)
Office Equipment	4 to 10 years (10% to 25%)
Buildings	10 to 80 years (1.25% to 10%)

Revaluation

The Trust has adopted tier 2 standards regarding the revaluation of its land and buildings in accordance with PBE IPSAS 17.

Unless stated, valuations are carried out or revised by independent qualified valuers and are carried out at least on three yearly cycles. Valuations will be undertaken more regularly if necessary to ensure no individual item of property, land or equipment within a class has a carrying value that is materially different from its fair value.

Land and buildings were valued as at 30 June 2023 by Telfer Young (NZ) Ltd, independent valuers.

Revaluation increases and decreases will be transferred to equity.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

Employee costs payable

A liability for employee costs payable is recognised when an employee has earned the entitlement. These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date.

Income tax

Tax expense is calculated using the taxes payable method. As a result, no allowance is made for deferred tax.

Tax expense includes the current tax liability and adjustments to prior year tax liabilities.

Budget figures

The budget figures are derived from the statement of intent as approved by the Board at the beginning of the financial year. The budget figures have been prepared in accordance with Tier 3 standards, using accounting policies that are consistent with those adopted by the Board in preparing these financial statements.

Tier 2 PBE Accounting Standards applied

The Trust has applied any Tier 2 Accounting Standards for asset revaluations only, in preparing its financial statements. This was to bring consistency in property revaluations between the Trust and its parent, the Stratford District Council.

CHANGES IN ACCOUNTING POLICIES

There have been no changes to the accounting policies during the year.

PERFORMANCE MEASURES

Mission Statement

"To fulfil the wishes of the bequest by the late Mr Percy Thomson".

Level of Service	Performance Measure	Year 1 2024/25	Target Year 2 2025/26	Year 3 2026/27	How Measured
Delivery of art exhibitions	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Art Gallery Records
	Number of visitors to the Gallery to be not less than 20,000 per year.	>20,000	>20,000	>20,000	Door Count
Development and maintenance of arboretum	Develop and maintain the arboretum to the standards in the facilities management contract	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Council Records

DISTRIBUTIONS TO SHAREHOLDERS

The Trustees do not intend to distribute any accumulated profits or capital reserves to the Stratford District Council.

REPORTING

The Percy Thomson Trust will provide audited annual accounts in conjunction with its annual report. The Auditor-General is the auditor of the Trust.

A six-monthly summary report will also be presented including a summary of progress against objectives, and an unaudited balance sheet and income statement.

PURCHASE OF SHARES

The Trust does not intend to purchase shares in any company, other than as an investment mechanism. The Trust's Investment Policy states the policies and procedures for Trust investments.

PERCY THOMSON TRUST ENTITY INFORMATION

Legal name

Percy Thomson Trust (the Trust).

Type of entity and legal basis

The Trust is incorporated in New Zealand under the Charitable Trusts Act 1957. The Trust is controlled by Stratford District Council and is a council-controlled organisation as defined in section 6 of the Local Government Act 2002.

The Trust's purpose or mission

The primary objectives of the Trust are to provide the Percy Thomson Gallery, Percy Thomson Arboretum and Percy Thomson Herbarium in accordance with the bequest left by the late Percy Thomson, and to be responsible for the ongoing maintenance of these assets.

Structure of the Trust's operations, including governance arrangements

The Trust comprises a Board of six Trustees who oversee the governance of the Trust, including a Chairman who is responsible for the day-to-day operations of the Trust and reporting to the Trustees, and five other voluntary members who support the Chairman in delivering against the Trust's objectives. At least 50% of the Trustees are appointed by the Stratford District Council.

Main sources of the Trust's cash and resources

An operating grant received from the Stratford District Council, investment income, and other forms of grant revenue are the primary sources of funding to the Trust.

Outputs

The Trust owns and maintains the building in which the gallery is situated and all expenses relating to this are incurred by the Trust. The Trust also promotes and exhibits various forms of art works in the gallery, and exhibition costs are also a major output for the Trust.

INVESTMENT POLICY

Last reviewed February 2021, next review due February 2024

PHILOSOPHY

The investment strategy of the Percy Thomson Trust is to maintain the income level required to achieve the Trust objectives whilst also inflation-proofing the capital base.

CRITERIA FOR INVESTMENT

Investments must be made to optimise returns while balancing risk and return considerations. As a responsible Trust with a public benefit aim, the Percy Thomson Trust investments should be low risk. The criteria to be applied to investments are:

- Safety of Capital - Safety of capital is a dominant consideration in all investment decisions.
- Liquidity - Investments are managed to ensure that sufficient funds are available to meet liabilities as and when they fall due.
- Returns - Long term investments reflect the objective of maximizing returns in excess of the inflation rate consistent with moderate to low risk exposure and to provide consistent real income over the long term.

PERFORMANCE MEASURES

Maintain the real value of the capital of the Trust with regard to inflation. (using the Statistics New Zealand All Groups CPI).

Types of Investment

The Trust may hold the following types of investments. See other sections of this policy for restrictions on the management of each type.

- Bank deposits, bank accepted bills and bank issued certificates of deposit
- Short term Promissory Notes issued by companies and Local Authorities
- Stocks and bonds issued by Government, SOE's, Local Authorities and suitably rated Corporate entities
- Shares in listed public companies
- Real Estate
- Professionally managed portfolios of investments, either by direct investment or through Unit Trusts including:
 - Equities both New Zealand and overseas domiciled
 - Fixed interest both New Zealand and overseas domiciled
 - Short term cash
 - Real estate

The following types of investments are prohibited:

- Loans to individuals
- Loans to community organisations

ASSESSMENT AND MANAGEMENT OF RISKS BY TYPE OF INVESTMENT

Authorised Bank Instruments

The Trust may invest in any registered bank in New Zealand subject to the following:

- The bank remains the primary debtor throughout the term of the investment.
- Investments will only be in banks on the list of registered banks in New Zealand as approved by the Reserve Bank of New Zealand.
 - any other organisation with a Standard and Poor's short term credit rating of A-3 or better and a long term credit rating of A- or better (equivalent Moody's ratings may be used).
- Up to 100% of the available funds may be invested.
- A maximum of 50% of the total investments issued by the financial market (which is made up of short term bank deposits, promissory notes and long term stocks and bonds including those issued by Local Authorities and Government Stock) may be invested with any one bank.
- Deposits may not include foreign currency.

Promissory Notes by NZ Companies and Local Authorities

The Trust may invest in Promissory Notes issued in New Zealand by Corporates and Local Authorities in New Zealand currency subject to the following:

- Up to 35% of the available funds may be invested where the Promissory Notes are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of Investment Grade or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments with any one issuer.
- The term is no more than 180 days.
- The interest rate must be better than Bank deposits for the same term.
- For registered Promissory Notes the note must be held in the Trust's name.
- For 'bearer' Promissory Notes, the certificate may be held by the Trust or by a suitable agent such as a Bank.
- To avoid the Trust being exposed to settlement risk, payment on maturity or sale requires settlement by 'Cleared Funds'.

Authorised Stock or Bond Investments

The Trust may invest in any fixed term stock or bond issued in New Zealand subject to the following:

- Up to 100% of the available funds may be invested where the stock is issued by the New Zealand Government or State Owned Enterprise guaranteed by the Government.
- Up to 100% of the available funds may be invested where the stock is issued by a Local Authority and is rate secured, but subject to a maximum of 50% of the total investments with any one issuer.
- Up to 80% of the available funds may be invested where the bonds are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of Investment Grade or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments with any one issuer.

Shares in Listed Public Companies

The Trust may invest in any public company listed on the New Zealand Stock Exchange subject to the following:

- Specific resolution is required by the Trust to invest directly in a listed equity, such resolution to have considered professional advice from a broker.
- There is to be an annual review by a broker to assess price, total value, and hold or sell advice.
- Up to 30% of the available funds may be invested.

Real Estate

The Trust may invest in real estate subject to the following:

- The property is directly linked to the aims and purpose of the Trust; or
- The property was included in the initial assets of the Trust.
- Up to 75% of the available funds may be invested.

Professionally Managed Portfolios

The Trust may invest in professionally managed portfolios subject to the following:

- In selecting the fund manager the Trust shall consider:
 - Performance and competence
 - Diversification of the asset class
 - Expected return
 - Volatility of return, both in the past and expected
 - Trust's tolerance to risk
- The management of the investment, once made with a professional Fund Manager, shall be handled entirely by that Fund Manager. Therefore, restrictions stated elsewhere in this policy governing the selection and handling of direct investments shall not apply.
- Up to 50% of the available funds may be invested.

Diversification Summary

Investment Category	Fund Weighting Restriction	Other Restrictions
Bank Instruments	100% of fund	Maximum 50% with any one bank
Promissory Notes	35% of fund	No more than 180 days; No more than 20% with one issuer
Authorised Stock/Bonds	100% of fund Government Stock; 100% of fund Local Authority; 80% of fund Others	No more than 50% with one Local Authority; No more than 20% with one issuer
Listed Shares	30% of fund	
Real Estate	75% of fund	Aims of Trust
Professional Portfolios	50% of fund	

Reporting

The Percy Thomson Trust shall receive with each set of accounts reported to the Trust a statement of investments including book value, maturity date, return, market value, and other features deemed relevant.

Delegated authority to act on all investments in accordance with this policy, (except Real Estate, Shares, and Professionally Managed Funds) is granted to the Chairman of the Trust and any one other authorised account signatory.

ACTIVITIES FOR WHICH COMPENSATION SOUGHT

The Percy Thomson Trust is seeking a continuation of the annual cash grant of \$50,000 from the Stratford District Council.

This grant helps fund the activities of the Trust and is a recognition of the benefits the operations of the Trust bring to the wellbeing of the Stratford District. It is noted that the grant has not been increased since 2012. The Trust has up until recently been able to absorb inflationary cost pressures on wages and operational costs mainly through fundraising and outside grants, however this has now become significantly harder so that there has been some resort to reserves. If the grant had maintained a similar proportion of rate income over this period the current grant would be of the order of \$80,000. No increase in the grant is being sought at this time given the discussions taking place on the future of the Trust and recognising the financial constraints on Council.

The Trust is also seeking \$15,000 of maintenance work on the Arboretum, delivered "in kind" - no change from previous Statement.

In addition, the Trust is seeking \$15,000 of cleaning and maintenance services of the building, and the public toilets within the Percy Thomson Building, delivered 'in kind' - no change from previous Statement.

The Council also provides administration services to the Trust for \$20,600 per annum - no change from previous Statement.

As a Council controlled organisation, any funding applications to TSB Community Trust must be made in conjunction with Council's applications.

PERCY THOMSON TRUST

PERCY THOMSON TRUST COST OF SERVICE STATEMENTS

FOR THE THREE YEARS COMMENCING 1 JULY 2024

<u>2023/24</u>		<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<u>PROPERTY</u>				
Revenue				
14,100	Café Lease	14,100	14,805	14,805
1,320	Post Box Lobby Rental	1,400	1,400	1,500
18,000	Building lease	18,000	18,000	19,800
33,420	Total Property Revenue	33,500	34,205	36,105
Expenditure				
84,050	Depreciation	84,050	84,050	92,455
9,500	Insurance	13,000	14,300	15,730
1,650	Rates (Services Only)	1,898	2,087	2,296
17,300	Repairs and Maintenance Building	20,000	20,000	20,000
5,000	Repairs and Maintenance Arboretum	5,000	5,000	5,000
1,000	Herbarium	1,000	1,000	1,000
118,500	Total Property Expenditure	124,948	126,437	136,481
(85,080)	Surplus (Deficit) from Property	(91,448)	(92,232)	(100,376)

PERCY THOMSON TRUST				
<u>2023/24</u>		<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<u>ART GALLERY</u>				
Revenue				
1,600	Membership and "Friends" Donations	1,600	1,600	1,600
10,000	Rental/Hireage	11,000	11,550	12,128
3,000	Donation Box	3,000	3,000	3,000
12,000	Commission - Percy's Place	12,000	12,000	12,000
6,000	Commission - Gallery	6,000	6,000	6,000
32,600	Total Art Gallery Revenue	33,600	34,150	34,728
Expenditure				
350	ACC Levy	350	350	350
15,000	Energy Costs	15,000	15,750	16,538
1,200	Art Insurance	1,000	1,100	1,210
800	Miscellaneous	800	800	800
20,000	Programme	20,000	21,000	23,100
10,000	Major Exhibition	10,000	10,500	11,550
200	Publications & Subscriptions	200	200	200
120,000	Salary, Wages and Employment Related Costs	135,000	139,100	143,300
1,500	Staff Training	1,500	1,500	1,500
3,600	Telephone & Tolls	3,600	3,780	3,969
172,650	Total Art Gallery Expenditure	187,450	194,080	202,517
(140,050)	Surplus (Deficit) from Art Gallery	(153,850)	(159,930)	(167,789)
<u>2023/24</u>		<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<u>OTHER REVENUE AND EXPENDITURE</u>				
Other Revenue				
35,000	Interest	35,000	35,000	35,000
50,000	Stratford District Council Grant	50,000	50,000	50,000
88,000	External Funding	50,000	50,000	50,000
173,000	Total Other Revenue	135,000	135,000	135,000
Other Expenditure				
20,600	Administration	20,600	20,600	20,600
8,500	Audit Fees	25,000	25,000	25,000
2,400	Trustee Liability Insurance	2,970	3,267	3,594
300	Investment Expenses	300	300	300
31,800	Total Other Expenditure	48,870	49,167	49,494
141,200	Surplus (Deficit)	86,130	85,833	85,506

PERCY THOMSON TRUST

<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>
<u>Budget</u>	<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$	\$	\$	\$

SUMMARY COST OF SERVICE STATEMENT

	<u>REVENUE</u>			
33,420	Property	33,500	34,205	36,105
32,600	Art Gallery	33,600	34,150	34,728
173,000	Other Revenue	135,000	135,000	135,000
239,020	Total Revenue	202,100	203,355	205,833
	<u>OPERATING EXPENDITURE</u>			
118,500	Property	124,948	126,437	136,481
172,650	Art Gallery	187,450	194,080	202,517
31,800	Other Expenditure	48,870	49,167	49,494
322,950	Total Operating Expenditure	361,268	369,684	388,491
<u>(83,930)</u>	<u>Operating Surplus (Deficit)</u>	<u>(159,168)</u>	<u>(166,329)</u>	<u>(182,659)</u>
<i>(83,930)</i>	<i>Net Operating Surplus (Deficit)</i>	<i>(159,168)</i>	<i>(166,329)</i>	<i>(182,659)</i>
<i>84,050</i>	<i>Add back depreciation (non-cash)</i>	<i>84,050</i>	<i>84,050</i>	<i>92,455</i>
<i>120</i>	<i>Cash Surplus (Deficit)</i>	<i>(75,118)</i>	<i>(82,279)</i>	<i>(90,204)</i>

PERCY THOMSON TRUST

PERCY THOMSON TRUST PROSPECTIVE STATEMENT OF FINANCIAL PERFORMANCE FOR THE THREE YEARS COMMENCING 1 JULY 2024

<u>2023/24</u> <u>Budget</u> <u>\$000</u>	<u>2024/25</u> <u>Forecast</u> <u>\$000</u>	<u>2025/26</u> <u>Projection</u> <u>\$000</u>	<u>2026/27</u> <u>Projection</u> <u>\$000</u>
Revenue			
50 Funding from central or local government	50	50	50
66 Revenue from non-governmental sources for providing goods or services	67	68	71
88 Donations, fundraising and other similar revenue	50	50	50
35 Interest, Dividends and Other Investment Revenue	35	35	35
- Other revenue	-	-	-
239 Total Revenue	202	203	206
Expenses			
120 Employee Related Costs	135	139	143
119 Costs related to providing goods and services	142	147	153
84 Other Expenditure	84	84	92
323 Total Expenses	361	370	388
(84) Operating Surplus/(Deficit) Before Tax	(159)	(166)	(183)
- Share of Associate Surplus/(Deficit)	-	-	-
(84) Surplus/(Deficit) Before Tax	(159)	(166)	(183)
- Income Tax Expense	-	-	-
(84) Surplus/(Deficit) After Tax	(159)	(166)	(183)

PERCY THOMSON TRUST

PERCY THOMSON TRUST

PROSPECTIVE STATEMENT OF FINANCIAL POSITION

For the Three Years Ending 30 June 2025, 2026 and 2027

<u>2023/24</u>		<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
<u>\$000</u>		<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
	<u>Assets</u>			
	Current Assets			
212	Bank Accounts and Cash	35	(47)	(138)
10	Debtors and Prepayments	10	10	10
250	Investments	300	300	300
472	Total Current Assets	345	263	172
	Non-Current Assets			
1768	Property, Plant and Equipment	2381	2297	2434
502	Other Financial Assets	397	397	367
2270	Total Non-Current Assets	2778	2694	2801
2742	TOTAL ASSETS	3123	2957	2974
	<u>Liabilities</u>			
	Current Liabilities			
5	Creditors and Accrued Expenses	5	5	5
2	Employee Costs Payable	2	2	2
7	Total Current Liabilities	7	7	7
7	Total Liabilities	7	7	7
2,735	Total Assets less Total Liabilities (Net Assets)	3,116	2,950	2,967
	<u>Accumulated Funds</u>			
0	Capital contributed by owners or members	0	0	0
1440	Accumulated Surpluses or (deficits)	1207	1041	858
1295	Reserves	1909	1909	2109
2735	Total Accumulated Funds	3116	2950	2967

99.74%	Ratio of Trust Equity to Total Assets	99.78%	99.76%	99.77%
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PERCY THOMSON TRUST

ESTIMATE OF COMMERCIAL VALUE

As the Trust is an independent charitable trust, and the winding up clauses of the Trust Deed provide for any distribution of remaining funds to another charitable purpose within the Stratford District with similar objectives, the commercial value as the shareholders' investment is assessed as zero.

OTHER MATTERS

The Percy Thomson Trust has one commercial arrangement with the Stratford District Council as follows:

- The Stratford District Council provides accounting and administrative services to the Percy Thomson Trust. The Trust pays a fee for these services.

The Percy Thomson Trust leases to third parties, a portion of the building asset for operation of a café and a professional surveyor.

ASSUMPTIONS

The budget forecasts do not include any adjustments for inflation for the years 2024 - 2027 and beyond. All revenue and expenditure is based on 2022 dollars.



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

10 June 2024

Our reference
F21/97-D24/30063

Percy Thomson Trust
C/- bruce.ellis.tepopo@gmail.com

Dear Trustees of the Percy Thomson Trust

Final Statement of Intent

On 27 February 2024, the Policy and Services Committee received the draft Statement of Intent and were presented with the following recommendation by the Corporate Accountant:

Recommendations

1. THAT the report be received.
2. THAT Council notes that the provision of the draft Statement of Intent for Percy Thomson Trust relating to the period 1 July 2024 to 30 June 2027 within this report meets the legislative requirements of a CCO to deliver a draft statement of intent to its shareholders by 1 March in the year preceding the financial year to which the draft statement relates, and
3. THAT Council provide any comments on the draft statement of intent it wishes the board of the Percy Thomson Trust to consider in the preparation of its final Statement of Intent. The final Statement of intent must delivered to shareholders before the commencement of the financial year it relates to unless the deadline is formally extended by the shareholders.

Recommended Reason

In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a draft Statement of Intent on or before 1 March 2024 to its shareholders, being the Stratford District Council.

The Committee received the report and accepted the draft Statement of Intent, and requested that the Percy Thomson Trust *“comes back to Council with information and details on the future governance and operation of the Percy Thomson Trust”*. The minutes of the meeting are attached to this letter for your information.

The final Statement of Intent must be delivered to Council by 30 June, unless Council extends this deadline by resolution. Council expects that the final Statement of Intent will address the future financial sustainability of the Trust and provide options for the future governance and operations of the Percy Thomson Art Gallery and assets owned by the Trust.

If the Trust is unable to provide the above information within the final Statement of Intent by 30 June 2024, elected members may request that the Trust provide an amended Statement of Intent incorporating future feedback at a later date.

Yours faithfully

Tiffany Radich
Director – Corporate Services

Stratford District
In the heart of Taranaki

63 Miranda Street, PO Box 320, Stratford 4352
Phone: 06 765 6099 | stratford.govt.nz

10. Information Report – Percy Thomson Trust – Half Yearly Report as at 31 December 2023

D24/6175

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Recommendations

1. THAT the report be received.

HALL/ERWOOD
Carried
P&S/24/67

2. THAT Council receive the half yearly report for Percy Thomson Trust as at 31 December 2023.

TONGAAWHIKAU/HARRIS
Carried
P&S/24/68

Recommended Reason

In terms of Section 66 of the Local Government Act 2002 the Percy Thomson Trust, being a council controlled organisation, must deliver to Council a half yearly report (as at 31 December 2023) before 1 March 2024.

The Percy Thomson Trust Chairman, noted the following points:

- The six monthly report shows the trust continues to struggle along financially.
- In terms of operations the gallery and arboretum are going quite well. The programme in the gallery has been excellent and they continue to attract new visitors. It is well on the way to meeting the KPI of 20,000 visitors which has not been met the last couple of years.

11. Decision Report – Percy Thomson Trust – Statement of Intent 2024-2027

D23/6161

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Recommendations

1. THAT the report be received.

WATT/McKAY
Carried
P&S/24/69

2. ~~THAT Council notes that the provision of the draft Statement of Intent for Percy Thomson Trust relating to the period 1 July 2024 to 30 June 2027 within this report meets the legislative requirements of a CCO to deliver a draft statement of intent to its shareholders by 1 March in the year preceding the financial year to which the draft statement relates, and~~

3. ~~THAT Council provide any comments on the draft statement of intent it wishes the board of the Percy Thomson Trust to consider in the preparation of its final Statement of Intent. The final Statement of intent must delivered to shareholders before the commencement of the financial year it relates to unless the deadline is formally extended by the shareholders.~~

Recommended Reason

In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a draft Statement of Intent on or before 1 March 2024 to its shareholders, being the Stratford District Council.

The Percy Thomson Trust Chairman, noted the following points:

- The Statement of Intent has been prepared on a status quo position, however he noted there have been a number of discussions around where the trust is heading and the future of the trust. Some of these options have been presented to the Mayor and set out a preferred method of where the trust goes, how it could be organised and what council's involvement would be. He noted this would be presented to councillors by the Mayor.

- He noted some of the issues were getting too big for the trust to handle, such as the building requirements. The trust has taken the approach of thinking if it was to start from scratch what would it look like.
- The Statement of Intent presented does show that the trust will continue to eat into the reserves over the next three years.
- The trust asks that the \$50,000 annual grant from council be maintained, along with the in-kind donations.

Questions/Points of Clarification:

- The Deputy Mayor felt that continuing as normal should not be an option with the financials as they are. She felt the Statement of Intent was counter productive if the trust was looking at how it would operate if it started today. Mr Ellis noted the trust was legally required to prepare a Statement of Intent but it was acknowledged this may well change before 1 July.
- The District Mayor noted the amount of external fundraising was less than previous budgets, but was significantly higher than what was achieved this year. He acknowledged the discussions regarding the future of the trust and felt the Statement of Intent should be received as a draft document and look to discuss the options presented to him at another date. He nominated himself and Councillor Hall to review the key points raised and suggest options to council. He would like to see the conclusion of the reorganisation by 30 June. It was acknowledged that one of the main issues have been the audit fees which would still be in place for this financial year, however may be significantly less for the upcoming financial year if this reorganisation is completed.
- Mr Hanne noted that any structural changes to the trust would be a parallel and independent process from the Statement of Intent. However if council wanted anything in this Statement of Intent it needed to inform the trust at this point.
- The Deputy Mayor noted she was not comfortable receiving the Statement of Intent knowing it is not the intention of the trust moving forward. She requested that it be received with a request for more information and details around the future governance and operation of the trust.

Recommendations

2. THAT Council notes that the provision of the draft Statement of Intent for Percy Thomson Trust relating to the period 1 July 2024 to 30 June 2027 within this report meets the legislative requirements of a CCO to deliver a draft statement of intent to its shareholders by 1 March in the year preceding the financial year to which the draft statement relates, and requests the Percy Thomson Trust comes back to council with information and details on the future governance and operation of the Percy Thomson Trust.

McKAY/HALL
Carried
P&S/24/70

The Chairman – Percy Thomson Trust, the HR & Governance Administrator and the Communications Advisor left the meeting at 4.51pm.

DECISION REPORT



F22/55/04 – D24/30070

To: Policy and Services Committee
 From: Acting Director Community Services
 Date: 25 June 2024
 Subject: TET Funding Application 2024

Recommendations

1. THAT the report be received.
2. THAT Council's funding application to the Taranaki Electricity Trust (TET) for \$452,212 is approved to be submitted.

Recommended Reason

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

/
 Moved/Seconded

1. Purpose of Report

- 1.1 The purpose of this report is to seek Council's approval to apply to external funding providers, the Taranaki Electricity Trust (TET).

2. Executive Summary

- 2.1 Applications for funding from territorial authorities and over \$100,000 are invited to be applied for annually from the TET. The closing date for applications is 15 August.

There are a number of projects identified in Council's Long Term Plan for which funding from external funders should be considered. These are outlined under 4.4.

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
✓	✓	✓	✓

This application offers the opportunity for growth in the community covering all four well-beings throughout the projects listed below. An application for external funding reduces the rating impact for residents.

4. Background

- 4.1 Funding applications to the TET from territorial authorities, and of \$100,000 and over, close annually on 15 August.
- 4.2 Applications to the TET require a resolution of the governing body to apply for funding.
- 4.3 Officers now seek approval from Council for an application of \$432,212 to be submitted to TET.
- 4.4 The projects funding is being sought for are:

No.	Project	Cost of Project	Amount Sought	Budgeted For (LTP)?
1	Economic Development and Business Support Services	\$185,000	\$185,000	Yes
2	Wai o Rua - Stratford Aquatic Centre equipment	\$89,512	\$89,512	LTP Project – Grant funded
4	Rhododendron Dell – Power Box	\$50,000	\$50,000	LTP Project – Grant funded
5	Youth Projects	\$24,700	\$24,700	Partially
6	Positive Ageing events	\$23,000	\$23,000	Partially
7	Event delivery	\$80,000	\$60,000	Partially

Project 1: Economic Development and Business Support Services

This project seeks funding to deliver economic development and business support services provided to Council through Venture Taranaki, and to cover administration services to the Stratford Business Association. The amount sought is \$185,000

Project 2: Wai o Rua – Stratford Aquatic Centre

Since the facility opened, there has been a significant change in behaviour regarding how it is used and booked by the community. A number of programmes have been developed as a direct result of feedback from users as well as trying to fill gaps in the market. Examples of this include, the antenatal, low sensory and aqua pump classes that have seen ongoing and increased support. To be able to continue adapting and offering activity that meets the needs of the users, requires the facility to constantly update, replace or increase equipment on offer.

This project includes Mirrors, Pilates Reformers and a Coffee Station with the total amount sought being \$89,512

Project 3: Rhododendron Dell – Power Box

This project looks to install a power box at the Rhododendron Dell. The Dell is a beautiful spot within Stratford's King Edward Park. Various events are run throughout the year by Council and by private users.

Currently, to run lighting, sound, or any other facilities that require power, a generator is required. Sometimes multiple generators are needed at one event. Installing a power box in the Dell will omit the need to hire a generator and will ensure the space is an improved asset for users and events. The total amount sought is \$50,000.

Project 4: Youth Projects

Funding is sought to undertake up to four youth led projects by the Stratford District Youth Council. These will include up to three 'On the Bus', two 'signature' events, a free movie to be provided during each school holiday and any training and development opportunities. The amount sought is \$24,700

Project 6: Positive Ageing Event Delivery

This request is for support to enable the Positive Ageing Forums that the Council undertakes, an event on International Day for the Older Person and a new event that we have identified will be of significant benefit for our older community members. The total amount sought is \$23,000.

Project 5: Event Delivery

Delivery of events that include; annual Summer Nights Concert and Movies, Scarecrow Trail, the Puanga Festival and CBD activation for the Te Matatini o Te Kāhui Maunga Festival in 2025. The total amount sought is \$60,000.

5. Consultative Process

5.1 Public Consultation - Section 82

No public consultation is required. The projects within the application are consistent with those identified in Council's Long Term Plan 2024 – 2034.

5.2 Māori Consultation - Section 81

No consultation is required for Māori as it is consistent with the public consultation in 5.1 above.

6. Risk Analysis

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

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

6.1 This decision could relate to Risk 72. This is in the Reputational and Conduct category, with Elected Members Decision Making being the Risk Subject. Should the recommendation not be adopted Council may be unable to maximise funding available from an external source.

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 application is consistent with the Long Term Plan 2021 – 2031.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The application is consistent with the Long Term Plan 2021 – 2031 and benefits the community by future proofing infrastructure, and providing good local public services.

7.2 Data

- 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 quotes received for the identified projects, projects noted in the Long Term Plan and previous feedback received from the public.

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?	Yes	

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

7.4 **Options**

An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.	
1.	What options are available?
2.	For each option:
	<ul style="list-style-type: none"> • explain what the costs and benefits of each option are in terms of the present and future needs of the district; • outline if there are any sustainability issues; and • explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions?
3.	After completing these, consider which option you wish to recommend to Council, and explain:
	<ul style="list-style-type: none"> • how this option is the most cost effective option for households and businesses; • if there are any trade-offs; and • what interdependencies exist.

In considering this matter Council has the following options:

Option 1 Approve the application to the Taranaki Electricity Trust.

Option 2 Approve the application to the Taranaki Electricity Trust, with any changes.

Option 3 Don't approve the application to the Taranaki Electricity Trust.

Option 1 is the preferred option.

7.5 **Financial**

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

Some projects within this application have been provided for within the Long Term Plan 2024 – 2034, however in seeking external funding there is an opportunity to reduce the rating impact for ratepayers.

Other projects have either not been included in existing budgets, have historically had funding from other funders, or are totally dependent on external funding being obtained.

7.6 **Prioritisation & Trade-off**

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

The projects outline in 4.4 have not been prioritised. Elected members could choose to prioritise the projects.

7.7 **Legal Issues**

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

There are no legal issues.

7.8 **Policy Issues - Section 80**

- Are there any policy issues?
- Does your recommendation conflict with Council Policies?

There are no policy issues.



Erin Bishop
Acting Director - Community Services

Date: 18 June 2024

MONTHLY REPORT

Assets Department



F22/55/04 – D24/28261

To: Policy and Services Committee
 From: Director – Assets
 Date: 18 June 2024
 Subject: Assets Monthly Report for May 2024

Recommendation

THAT the report be received.

/_____
 Moved/Seconded

1. Highlights

Roading

- Repairs to two retaining walls located on Mangaotuku Road and Croydon Road continued in May.
- Repairs and extension of a retaining wall on Junction Road commenced.
- The safety improvements on Cardiff Road approach to the bridge over the Patea River have been completed.

Water Supply

- No water treatment issues were experienced during this reporting period.
- The generator has been wired in, tested and performed well.
- The manifold upgrade contract has commenced within Stratford.

Wastewater

- Wastewater oxidation pond monitoring and sampling are ongoing. Influent and effluent sampling are 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 called “everything you should know about recycling” to the St John cadets’ junior group which was received well.
- Council Officers attended the WasteMINZ conference in Hamilton.

Parks and Reserves

- Three trees located on Hamlet Street & Broadway South identified as having Ganoderma Brackets (white rot) have been removed in accordance with the Resource Consent conditions.

Special Projects

- A hydrology review has been completed for Victoria Park sports fields. Council Officers are monitoring the sports field for the Rugby season before determining the next steps. Funding is available in Year 2 of the draft LTP for any improvements, which includes Field 2.
- The wetlands on-site assessment of the Flint Road proposed Subdivision land is complete. The two areas of concern have been identified as wetlands, with the Consultant defining the extents and finalising the report.

2. Roothing

2.1 Level of Service and Performance Measures

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

Roothing Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2023/2024 YTD
Safe Roothing 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 May.
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%	0.6% Achieved to date. No maintenance metalling was undertaken in May.
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	• Roothing 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 1.3km of the unsealed network, forestry works have consumed the maintenance budget.

2.2 Customer Requests

There are no outstanding CRMs for the month of May.

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 completed on Cardiff Road Dig-out fatigue cracking on Beaconsfield Road Second coat seals over pavement repairs on Beaconsfield Road
2	Unsealed Roads	<ul style="list-style-type: none"> Potholes filled with shell rock – Denbigh Road, Douglas North Road, Manganui Road, Mangaowata Road, Marco Road, Matau North Road, Moki Road, Raekohua Road, Tahora Road, Tuna Road, Waingongoro Road, York Road Scouring and clearing water tables on Tahora Road RP 0.730
3	Drainage Repairs	<ul style="list-style-type: none"> Blocked outlets cleared on Fenton Street, SH3 (2 Broadway), Juliet Street Cleared inlet/outlet Raekohua Road, Hills Road, Tawhiwhi Road, Matau Road, Junction Road, Bredow Road, Mangaoapa Road, Gordon Road. CRM 25589/2023 fault found and dealt with on Monmouth Road West New/Upgraded Culverts completed on Manaia Road Special purpose, Pembroke Road Special purpose & Cardiff Road Sumps cleaned on SH43 (2 East Road) & SH3 (2 Broadway) Sump grates cleared on SH3 (2 Broadway), Seyton Street, Fenton Street, Celia Street West & Swansea Road
4	Signs/Furniture & Structures	<ul style="list-style-type: none"> Cleaned Signs on Brookes Road, Ajax Street, Cheal Road, Bird Road Installed Signs on Pembroke Road West, Swansea Road, Claudius Street Reinstated posts down – Manaia Road SPR, Monmouth Road West, Moki Road Reinstated twisted and leaning signs on Manaia Road North, Regan Street West, Beaconsfield Road, Skinner Road, Signs straightened on Opunake Road, Bird Road, Beaconsfield Road, Eastern Service Lane South, Cardiff Road Replaced missing sign on Opunake Road All new school signs installed on various roads
5	Environment	<ul style="list-style-type: none"> Collected dumped rubbish Skinner Road, SH3 (2 Broadway), Celia Street East, Cambria Street, Dumped tyres taken to Central Tyres Swept Loose metal on Bird Road Cleared Leaves on Fenton Street, Miranda Street North Cleared broken glass Miranda Street South, Midsummer Avenue Graffiti removed on Juliet Street Dead duck on Orlando Street North
6	Bridges	<ul style="list-style-type: none"> Bridges cleared – Arnold Road, Bird Road, Douglas North Road, Douglas Road, Junction Road, Kirai Road, Mangaoapa Road, Matau North Road, Matau Road, Quarry Road, Skinner Road, Sole Road, Waihapa Road
7	Footpaths	<ul style="list-style-type: none"> Collected broken concrete kerb on Broadway
8	Shoulders	<ul style="list-style-type: none"> Edge breaks filled in on Mangaotuku Road, Mohakau Road, Bird Road, Croydon Road & Pukengahu Road Prep and Seal 200 – 400mm at intersection of Salisbury and Kaiapoi Roads
9	Vegetation	<ul style="list-style-type: none"> Hazardous tree/limb removed on McBrides Access & Matau Road Reach mowed both sides of Our Road, Cheal Road, Wingrove Road, Pukengahu Road & Opunake Road
10	Railings	<ul style="list-style-type: none"> Sight Rails reinstated on Monmouth Road West & Waihapa Road
11	Emergency Works	<ul style="list-style-type: none"> Fallen trees on Mangaotuku, Upper Mangaehu & Manaia Road Special purpose Road closed Whangamomona Road North - May 2024 Claim. WM & GJ Pease Contracting INV 182 \$5355.00 - Clearing clips and water tables. WM & GJ Pease Contracting INV 186 \$4500.00 - Assisting Gold Seal Crew with site access and scaffold cartage. Network storm patrol over multiple days cleared small branches
12	Inspections	<ul style="list-style-type: none">
13	Complaints/Compliment	<ul style="list-style-type: none">

2.4 Illegal Dumping

During the month, \$491 was spent on the collection and disposal of illegally dumped rubbish.



Figure 1: Illegally dumped rubbish on Pembroke Road



Figure 2: A dumped couch on Skinner Road

2.5 Budgets

At the end of May, maintenance expenditure totalled \$2,598,441. With NZTA's approved allocation being \$2,107,200, an overspend of \$491,241 has occurred to date. Within this overspend are the cost escalations (to the end of March 2024) which amount to \$71,316. The current index is 21%. The anticipated total overspend for maintenance by June 2024 is \$590,000.

Renewals expenditure to date is \$2,751,525 out of an approved allocation of \$3,375,001. The remaining \$623,476 is allocated to pavement strengthening on Beaconsfield Road, drainage renewals and the replacement of the retaining walls. Works anticipated for June, weather dependent, include:

- Beaconsfield Road (Hick's Corner) – pavement rehabilitation and safety improvements.
- Junction Road – Retaining wall repairs and extension.
- Maintenance on the Special Purpose Roads – Manaia and Pembroke Roads.

2.6 Ready Response Works

There were two callouts during May to attend to fallen trees on Manaia Road and tree wedged under McBride's bridge.

2.7 Capital Works

- There were two callouts during May to attend to fallen trees on Manaia Road and tree wedged under McBride's bridge.
- Replacement of two retaining walls located on Mangaotuku Road RP5.0 and Croydon Road RP11.86 continued in May.



Figure 3: The completed retaining wall on Mangaotuku Road. Sight rails are being painted



Figure 4: Extending the retaining wall on Junction Road

2.8 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- Eight (8) building consent applications;
- Two (2) resource consent applications; and
- Eleven (11) LIM reports.

2.9 Roading Activities

A snapshot of the programmed and reactive works completed in May is shown in **Figure 6**.

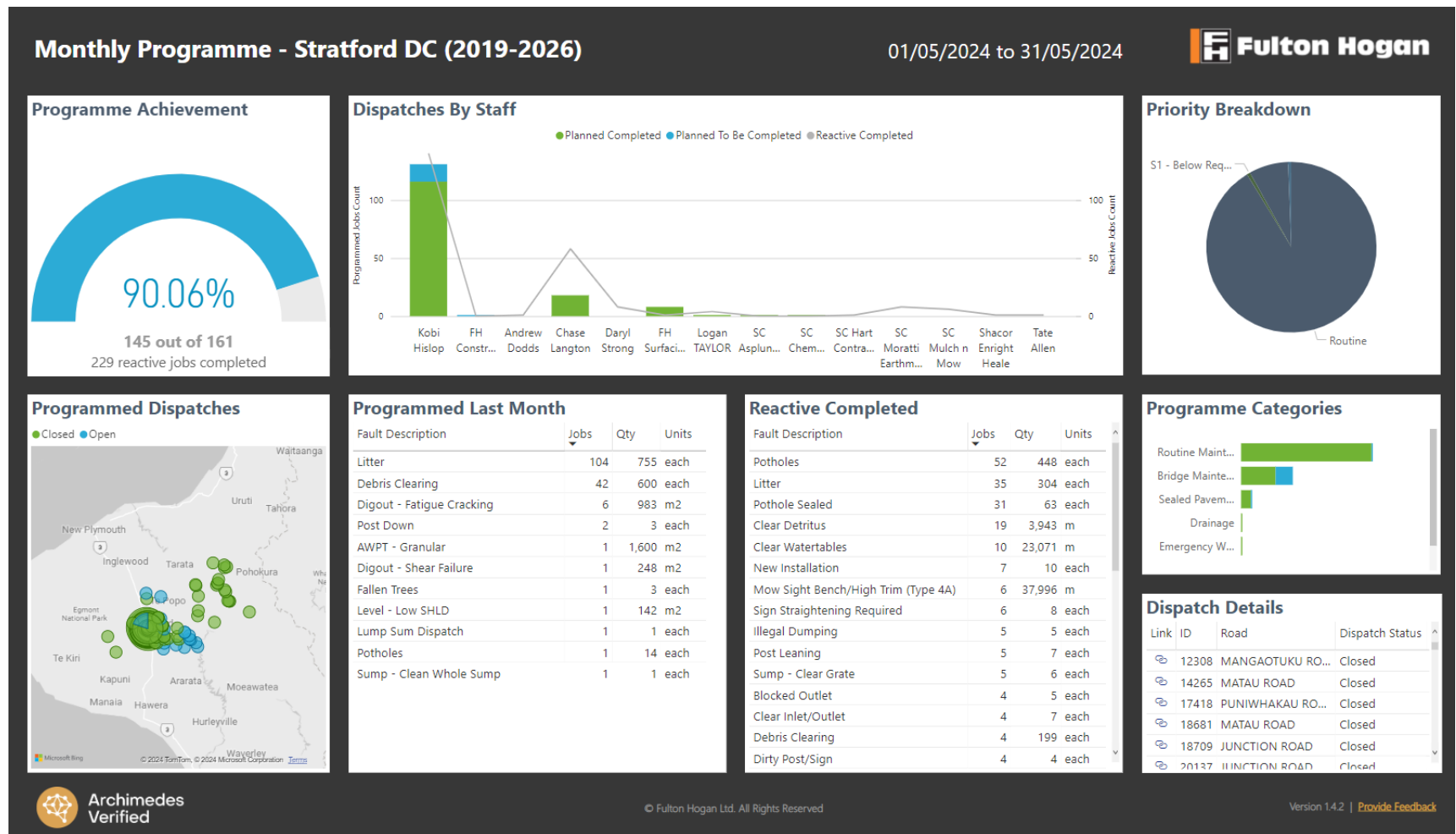


Figure 5: May 2024 Monthly Programme Achievement Chart

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%	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 16 mins
	• Resolution non urgent call-out	5 working days	Achieved 3 days 4 hrs 1 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	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:		Achieved
	• Drinking Water Clarity;	<32	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
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.
- The Stratford WTP UPS was replaced, and the generator has been wired in, tested and proven to be operational in the event of a power outage. The generator has the capacity to run the plant at full capacity and Council staff will manage the provision of fuel during extended periods of operation until an external fuel tank is installed.

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.
- After upgrading a manifold on a Regan Street property, a leak was identified on an aged, galvanised pipe. The leak was possibly caused by the increase in flow through the new manifold. The property owner informed Council while a plumber was on site in order to seek compensation, but this was declined due to the deteriorated condition of the pipe and the fact that it was already likely leaking (refer to figures 6 & 7). The property owner undertook to renew the buried leaking galvanised pipe through the garden to the connection under the house at the recommendation of Council staff and contractors.



Figure 6 & 7: Deteriorated galvanised pipe within private property

3.1.3 Capital Works

- The raw water delivery line and grit tank design contract has been awarded and the design work is due to commence during June.
- Installation of manifolds for universal water metering has commenced.
- The installation of a generator and associated work at the WTP is complete.

3.1.4 Building Consents, Resource Consents and LIMs

- Assessments were made for a total of:
 - Twelve (12) Building Consent applications;
 - Three (3) Resource Consent applications; and
 - Nine (9) 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
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hour	Achieved 0 hrs 21 mins
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hours	Achieved 2 hrs 7 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
	• Sewage odour		0.33
	• Sewerage system faults		0.66
	• Sewerage system blockages		5.9
Trade Waste Complaints Response times	• Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.	2 working days	Achieved 1 YTD (May – 0)
Trade Waste Consent Processing	• Percentage of trade waste consent applications processed within 15 working days.	100%	Achieved 1 YTD (May– 0)

3.2.1 Operations

Wastewater Treatment

- No major issues were experienced at the wastewater treatment plant.
- One of the batteries in the Diatomix dosing modules was stolen during this reporting period. No evidence of how entry was gained was found by council staff. It is suspected that the thief climbed over the 1.8 metre gate as the fence has barbed wired around the top but the gates do not. Council staff are considering installing CCTV cameras and barb wire around the top of each gate.

Wastewater Reticulation

- There were no major issues relating to wastewater reticulation during this reporting period.
- A sewer lateral blockage within private property on Miranda Street was found to be caused by a historic sewer lateral repair beyond the private property boundary, and this section of pipe is planned to be replaced during June (Figures 8 & 9).
- The sewer level monitors locations map was updated and no alarms were triggered during this reporting period (Figure 10).



Figure 8: Gully trap overflow due to blockage Figure 9: Disjointed sewer lateral

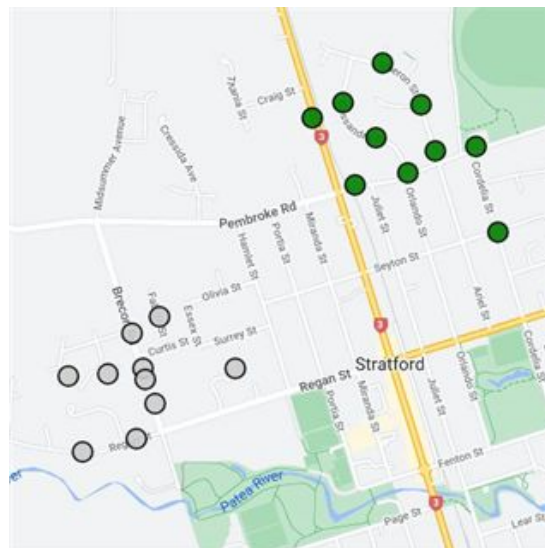


Figure 10: Sewer level monitor relocations (green circles)

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.
- 24-hour influent composite sampling is still being undertaken, but the unit NPDC has loaned SDC is due to be returned.
- Council staff are considering the purchase of a composite sampling machine in the next financial year and quotes are being sought.

3.2.2 Capital Works

- Bird scaring operations and Diatomix dosing are ongoing at the WWTP.

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 May:

3.3.1 Trade Waste Consents

- A new consent was issued to discharge washdown water from a newly established home kill site on Cordelia Street. Conditional consent was granted to allow for control of nutrients entering the Council system. Sampling to determine levels of nutrients and Biological Oxygen Demand was undertaken. Awaiting results.

3.3.2 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.

3.3.3 Permitted Activities

- An ongoing non-compliant food business has undertaken specialist training coordinated by SDC. This business continues to be monitored closely until confidence is regained in their management of trade waste. Monitoring of the operator's grease trap maintenance and operation will continue.

3.4 Stormwater

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

Stormwater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	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

Level of Service	Performance Measure	Target	2023/2024
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	
	• Abatement notices;		
	• Infringement notices;		
	• Enforcement orders; and		
	• 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

3.4.1 Operations

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

3.4.2 Matters Outstanding

- There are no matters outstanding for this reporting period.

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: May results show an estimated 36 kg/hh with an expected result of 489kg per household per annum (Figure 11)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved May result of 21%
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Achieved to date 82%

The customer requests trends chart in **Figure 12** show an increase in the number of bins being replaced (vs repaired) by our contractors, which is an indication of our aging bin stock.

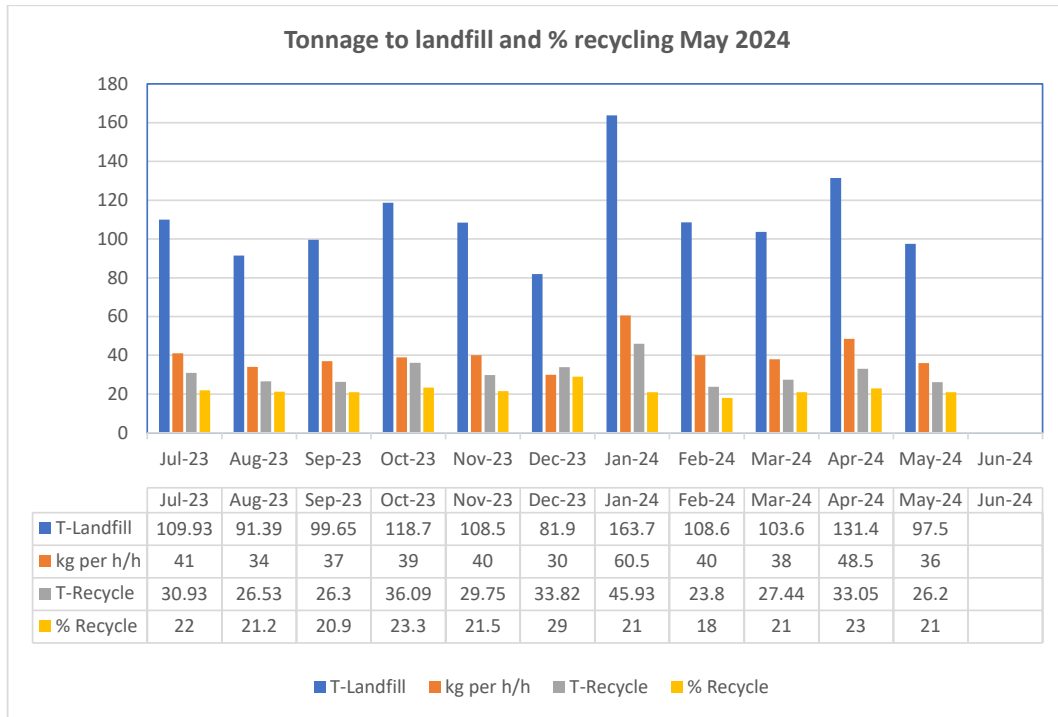


Figure 11: Total Tonnage of Kerbside Collection

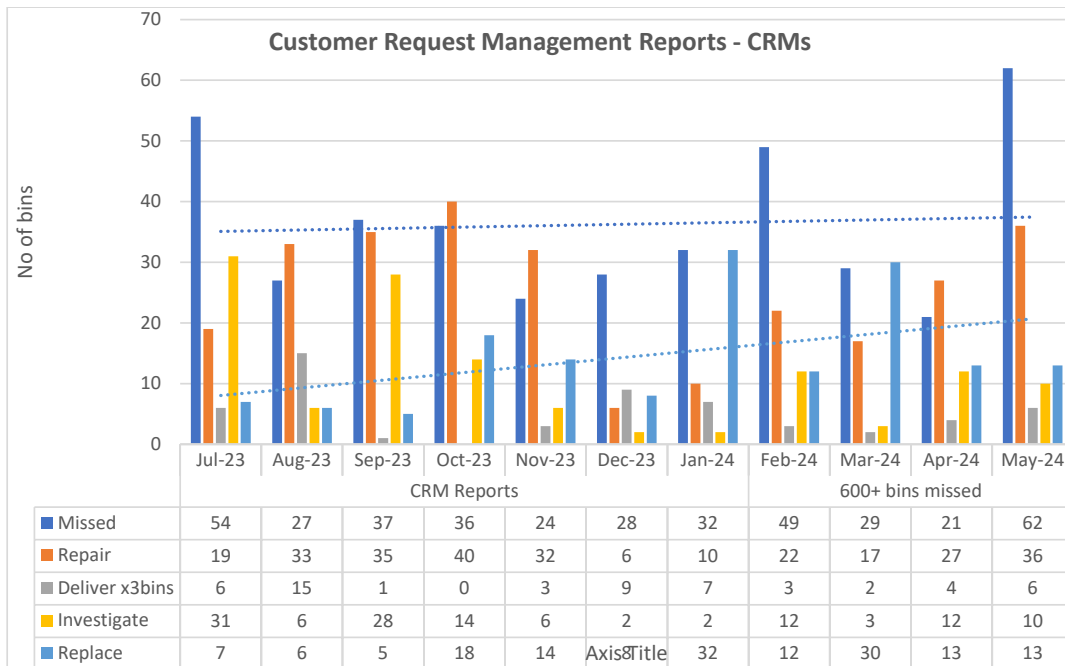


Figure 12: Customer Requests Trends

3.5.1 Planning – Strategies, Policies, Plans and Bylaws

- The reviewed *Kerbside Collection Policy* has been reviewed; draft to be presented at the next Policy and Services Committee for approval.
- The *Solid Waste Management and Minimisation Bylaw* is being reviewed to align with legislative requirements.
- A Council workshop to present the *Draft Sustainability Policy*, informed by survey responses, and a previous Elected Member workshop will be scheduled in due course.
- Officers attended the WasteMINZ Conference in Hamilton where current central government priorities were presented to the over 300 delegates in attendance. The main change to legislation is the relaxing of eligibility rules for the Waste Levy spend which can be found [here](#).
- 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

- This is a necessary exercise to understand the condition of the bins prior to the commencement of the new contract later in the year.
- The Education Officer has been undertaking a bin condition audit combined with contamination audits and educating the public over the last 13 weeks. To date over 2,548 kerbside bins have been audited.
- Audit results so far show that:
 - Over 50 properties have multiple bins being collected.
 - Over 1,600 recycling bins need their lids changed to yellow (total bin number 2,718).
 - Some properties were not being charged solid waste rates. This has been rectified where identified and will be ongoing.
 - Several multiple dwellings with multiple receptacles are currently charged on a single targeted rate – this is currently under investigation.
 - Approximately 10% of bins are in poor condition and need repairs or replacement.
- This audit has been completed but may need to be extended to accommodate tasks such as replacing all the green lids from 240L recycling bins to yellow ones to avoid confusion with collectors picking up wrong bins. To date approximately 150 bins (10%) have had their lids changed to yellow. The cost of replacing all the required lids using this method is under review.

3.5.3 Contamination Levels of Kerbside Recycling

- The contamination rate in May 2024 for red tags is less than 2% and for minor contamination (predominately lids left on containers) is 11%. WMMP target is **<12% contamination red tags**.
- A total of 47 education packs were issued as the Weekly audits were completed by Council officers.
 - 35x Education letters for minor contaminations - predominately lids left on bottles or containers.
 - 11x First notifications for major contamination with no consistent contaminant identified.
 - 1x Second notification for major contamination.
- These results have remained similar to last month's result due to the more intensive auditing process being carried out with over 500 properties audited. The bin auditing and condition survey has been completed with 2,718 properties checked. See the last column in **Figure 13** below for results from the 'Bin Project', which remain consistent with the monthly bin audit results.

3.5.4 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 including the media; 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.
- The Education Officer presented a workshop called "*Everything you should know about recycling*" to the St John cadets' junior group which was received well. Further education programs planned for June include.
 - An Environment Day at Midhurst School on 13th June focused on water conservation; and
 - A workshop in conjunction with Para Kore focusing on reducing waste to landfill on 20th June.
- Water restrictions were lifted on April 15, 2024.

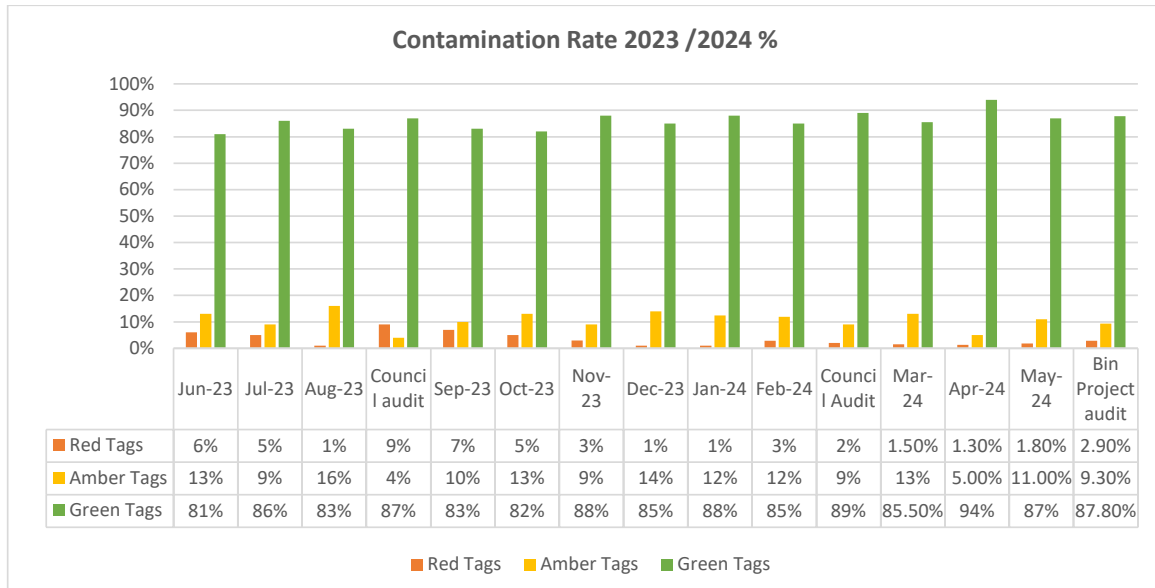


Figure 13: Monthly Waste, Percentage Contamination and Proportion of Recycling Bins

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, however, due for completion in the 2024/2025 financial year.
 - The Glockenspiel (Clock Tower)** – Repairing of the Verandah Post & Repainting of the Lower Section. Contractor has been appointed, works programmed to start in June.
 - Farm – Ensuite Alteration** – Completed
- Operational Budget Update** - As at the end of May 2024, the year-to-date budget has been overspent. This is primarily due to the CPI Key Task increase being 9.32%.
- The Customer service request history for the property activity is shown in **Figure 14** below.

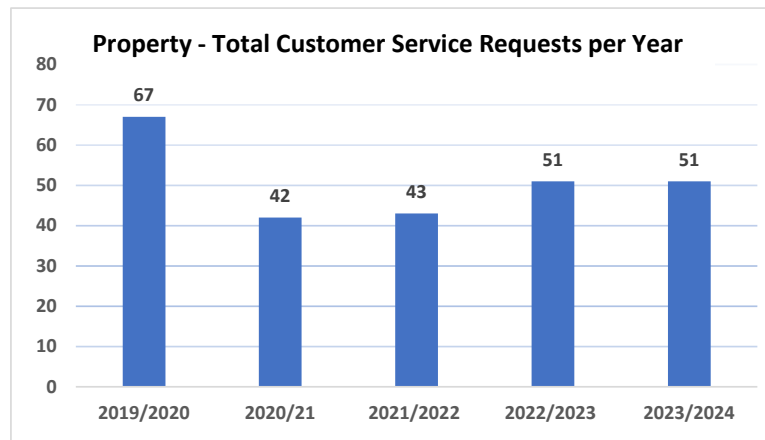


Figure 14: Customer service request history – May 2024

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 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 15 & 16).

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%	Expected to achieve
The aerodrome is used by the Stratford community and visitors.	Number of aircraft movements during the year	>3,500	1530

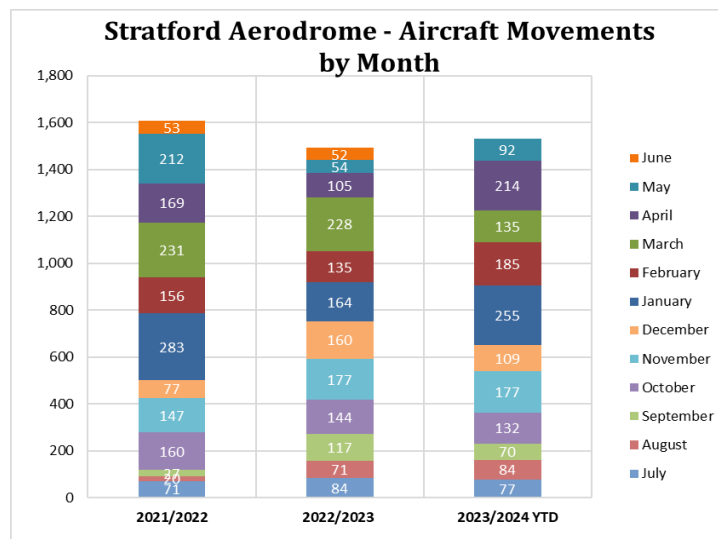


Figure 15: Stratford Aerodrome Aircraft Movements – May 2024

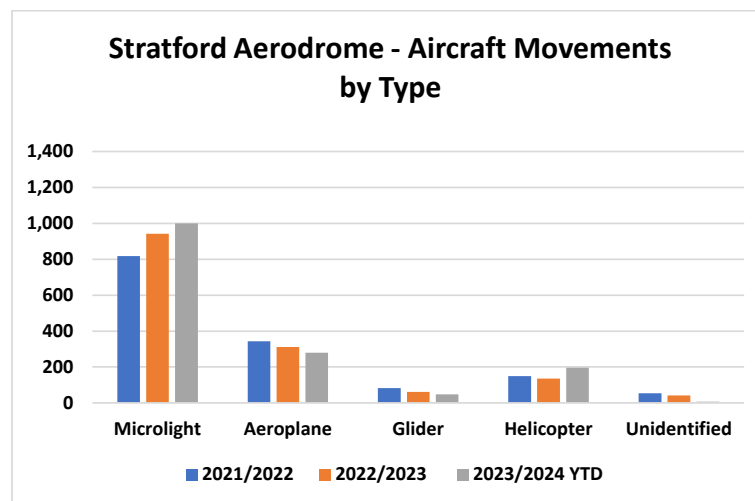


Figure 16: Stratford Aerodrome Aircraft Movements by Type – May 2024

- The Aerodrome open day will be held on 19 January 2025.
- The Taranaki Gliding Club recently hosted a gliding experience day for the Air Cadets. Approximately 30 cadets participated in the day. Having the cadets experience gliding has provided the Club the opportunity to recruit new members.
- The *Aerodrome User Group* held its quarterly meeting on 30 May 2024, where they were informed of the disestablishment of the *Farm and Aerodrome Committee*. While the Council has resolved to establish a Farm Committee in its place, the Aerodrome will continue with its quarterly user group meetings and updates to Council will be via the Assets Monthly report.

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 Centennial Rest Rooms and the Closed TSB Pools have been a target of vandalism in recent months. Figure 17 shows the most recent damage, which includes, usb chargers pulled off the wall, creating a health and safety risk to the public.
 - The TSB Pools building has also been a target for vandalism (Figure 17). Majority of the windows and fire doors are broken.



Figure 17: Damage at Centennial Rest Rooms and The TSB Pools

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	332
	Annual booking of Centennial Restrooms.	>200	199
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	Expected to achieve
	Annual Occupancy rate.	>95%	90%
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 Housing for Older Persons Policy was adopted by Council in April. Amendments to the Policy include:

- The inclusion of rental review
- Changes to the eligibility criteria
- Removal of the secondary waiting list.

4.2.2 War Memorial Centre

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

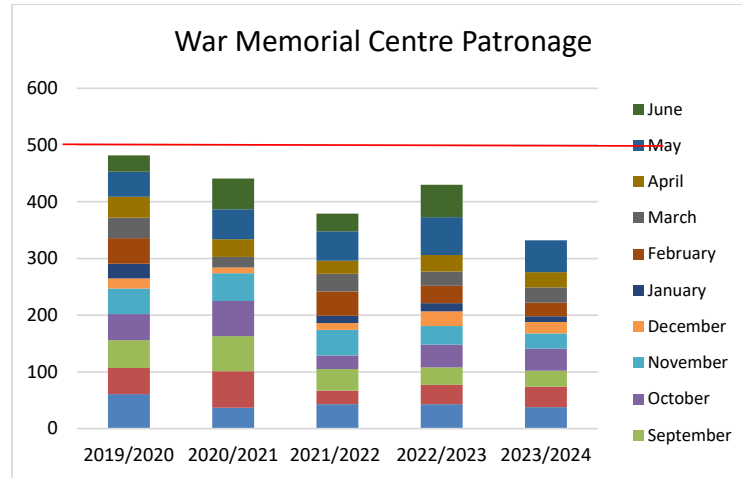


Figure 18: War Memorial Centre Patronage – May 2024

4.2.3 Centennial Restrooms

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

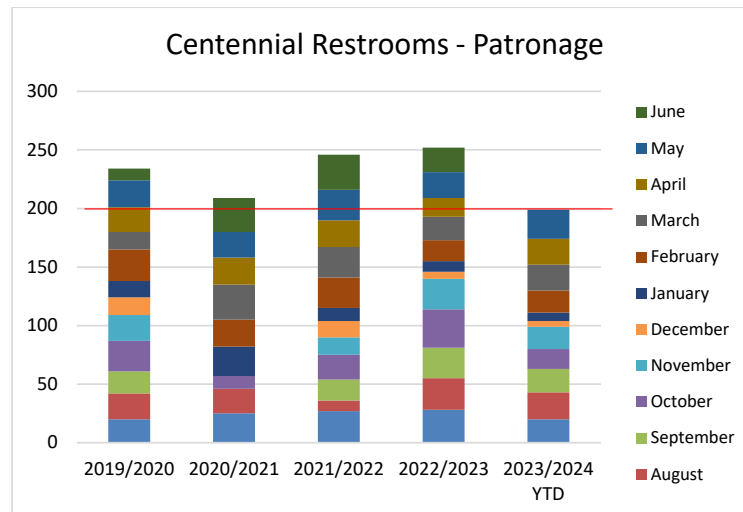


Figure 19: Centennial Restrooms Patronage – May 2024

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	Expected to achieve

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 150,000 kgMS.
- The history of the Farm milk production is shown in **Figure 20** below.

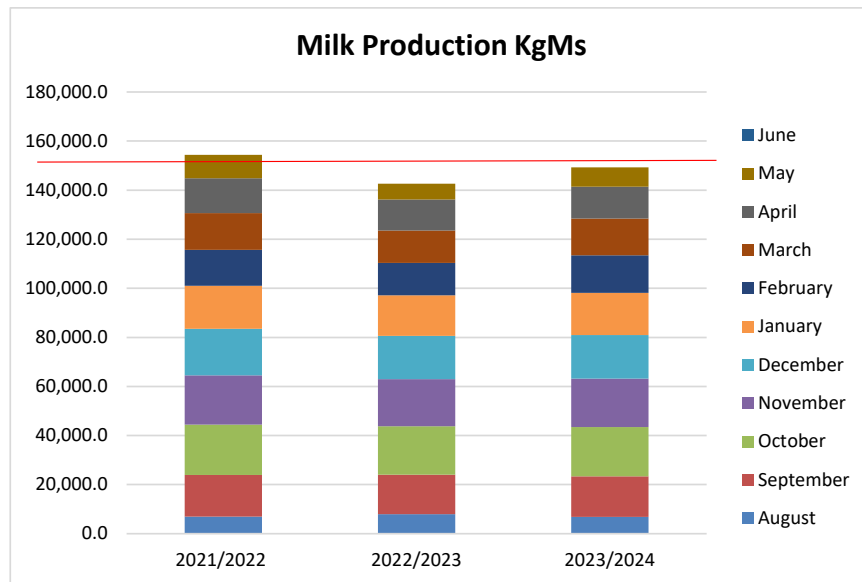


Figure 20: Milk Production KgMs

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 YTD
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	105
	Percentage of Stratford residents satisfied with:		
	Parks;	>80%	Achieved - 90%
	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

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

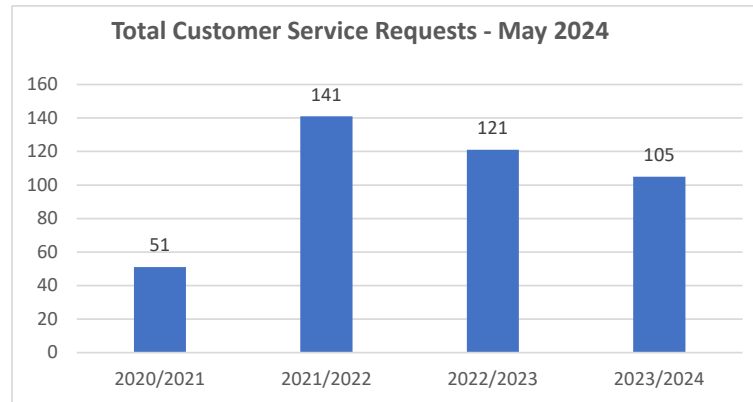


Figure 21: Total Customer Service Requests – May 2024

	2020/2021	2021/2022	2022/2023	2023/2024 (YTD)
Parks	10	24	31	21
Structures	2	32	17	17
Sports grounds	5	5	7	9
Playgrounds	1	14	7	8
Cemeteries	5	11	12	4
Street Trees	15	24	28	37
Walkways	13	31	19	9
Total	51	141	121	105

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

- Tree maintenance has negatively impacted on the operational budget due to the cost of three notable trees, which had to be removed due to health and safety concerns, at a cost of \$22,122 (plus GST).
- The operational budget report as of the end of May 2024 has been overspent. By the end of the financial year in Jun 2024, there is expected to be an overspend of \$45,000. This is primarily due to the CPI *Key Task* increase being 9.32% and the *Ready Response* budget being overspent on tree maintenance.

5.2 Damage to Page Street Sportsground and KEP Walkway

- On two separate instances, members of the public contacted both the Council and the police to report the damage to the Page Street Sportsground by a family seen driving, skidding, and doing donuts on a Go Kart.
- *While the police spoke to the offending family, it did not* deter the family from going back to cause further damage to the sportsground. The driver of the Go Kart also drove on to the Three Bridges Walkway, nearly running into a member of the public.
- The Police have been informed.



Figure 22: Go Kart damage to Page Street Sportsground

6 Capital Projects

Progress updates on some of Council's key projects, as of **31 May 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. A walkover was completed in May with all parties to remedy the remaining issues.

6.2 Better off Funding Projects

In alignment with the DIA's new requirement, the Council is proposing to re-allocate \$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 consultant has been commissioned to produce a **Point of Entry** report, to determine NZTA's interest in the project. If NZTA will consider the project for future funding, a Business Case will be developed to support project delivery. This project will be affected if the Better off Funding is diverted to 3 Waters projects only.
- **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. This project will be affected if the Better off Funding is diverted to 3 Waters projects only.
- **Enabling Wastewater Infrastructure for the Stratford Park** – Modelling of existing capacity in Stratford's wastewater network is underway, to allow an impact assessment on the existing network. 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*' in the draft report. It has been determined that:

'... the watercourses and wetlands present on site are important from a hydrological and hydro-sedimentological perspective, such as erosion control, buffer zones for siltation, pollutant bioprocessing and baseflow maintenance for the streams in dry weather'.

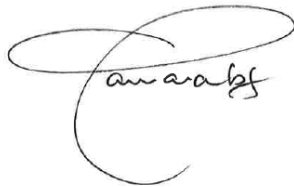
The Ecologist is now defining the extents of wetlands, based on their findings, and finalise the report.

7 Resource Consents

Several resource consent applications have been lodged with the Taranaki Regional Council (TRC) as 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.

RC Number	Location	Description	Stakeholders	Update
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.



Victoria Araba
Director – Assets



[Approved By]
Erin Bishop
Acting Director – Community Services

DATE: 18 June 2024

MONTHLY REPORT

Community Services Department



F22/55/04-D24/27801

To: Policy and Services Committee
 From: Acting Director – Community Services
 Date: 25 June 2024
 Subject: Community Services Monthly Report – May 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 the Wheelhouse Governance training session, and will be completing the planning session on 18 June and First Aid training on 16 June.

Over Youth Week the below events were completed with everyone who participated enjoying themselves:

- Murder Mystery Night/ Badge Battle (Lead by Library in collaboration with SDYC) – 23 May
- On the Bus – Inline skating and Pizza – 24 May
- Pool Party Showdown – Lead by SDYC in collaboration with Wai O Rua – 26 May

Youth councillors would have like a greater number attending the pool party but have learnt from this and will use this learning in the planning of upcoming school holiday events.

In the month of May representatives of SDYC spoke to both Stratford District Council's LTP and also the Whanganui District Council LTP. Both verbal submissions were received well. Youth Councillors are now waiting on the results from the deliberations

of the Whanganui District Council to be completed to see what decision they make for their youth council.

SDYC have planned two events for the July School holidays, a Neon Rave party being held in collaboration with ZEAL 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.

Upcoming meetings and events:

- First Aid Training – 16 June
- SDYC Planning training – 18 June
- Ordinary meeting – 2 July and 6 August
- On the Bus – 11 July 2024
- Neon Rave – 20 July 2024

2.3 Civic and Community Events

Complete:

- PowerUp Masterclass – Investment 101 – a partnership with Venture Taranaki – 2 May
- SDYC On The Bus – 24 May
- Youth week activity – 20 – 26 May
- Prospero Market – 25 May

Coming up:

- 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

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 *)	25	28

Registrations

	May	YTD
Young People Registered	6	135
Businesses Registered	0	12

Employment

	May	YTD
People placed into employment	0	39
Young people who are employed but require assistance with upskilling	0	27
People who registered with MTFJ who are in school or training	2	28
People who received support and found work themselves	0	17

Highlights April

- 4 people were put through their defensive driving course in May. The defensive driving course cuts down the time that people must spend on their restrictive licence by 6 months and helps them become more confident behind the wheel. Since the course was run in May, two of those four students have gone on to pass their full driving test.
- 4 MTFJ job seekers were helped with support through MTFJ SDC driver training programme this month with lessons.
- The coordinator is working toward the start of the second year of the MTFJ SDC contract which will start 1 July. There are already several job placements in the works with some job seekers set to leave training in July.
- Employment vacancies are low with many jobs only offered through employment agencies. These opportunities are on a casual contract basis and don't fit the MTFJ contract obligations.
- The coordinator has been working on a variety of community connections to try and place job seekers before the employment opportunities are advertised.

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 next Positive Ageing Forum is being held on the 26 June 2024. The theme is personal safety with Fire, Police and St John Alert Alarm staff presenting. The Mayor will also present on the Elizabeth Watson Fund, explaining the fund and how to apply.

It is also Elder Abuse Awareness Day on the 15 June. The Positive Ageing Facebook page will have posts scheduled on this campaign and we will have resources available at the Forum on the 26 June. The Library is also supporting raising awareness around this campaign and will have resources on display.

2.7 **Stratford Business Association**

Memberships	
New	1
Current total	145

Upcoming Activity:

Committee meetings

- Monday 10 June
- Monday 8 July
- Monday 12 August
- Monday 9 September
- Monday 14 October – *Annual General Meeting*

Ba5 events

- Wednesday 5 June – Percy Thomson Gallery

Lunch + Learn

- Tuesday 11 Jun – Employment Law - GQ
- Tuesday 16 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 May. 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 May:







- Nominate your local Stratford champion
- Stratford street flag competition for youth open
- Agrecovery FREE large drum recycling collections starts
- Safe new speed limits for district school zones from Monday 6 May
- Mystery, creativity, rubber duckies, and skating? Youth Week events announced
- Subscribe to receive the Central Link by email
- Two notable trees being removed because of infection
- Meeting schedule - May
- Addition to proposed temporary road closures - North Island Rally Series
- Trashy habits uncovered at Victoria Park Pond
- Elizabeth Watson Fund can give a helping hand to 65+ community
- Stratford Bike Park finalist in awards!
- Draft LTP submission make two things clear for council
- Urban and rural kerb and channel spraying
- Puanga celebrations in Whakaahurangi, Stratford
- It's dog registration time with discounted fees...
- Public holiday hours
- Meeting Schedule – June

3.2 Your Say Stratford

We launched YourSay.Stratford.govt.nz with an invite to the community to sign up to Central Link as a weekly e-newsletter, with all registrations in May going in the draw to win Stratford Business Association vouchers. We had 97 people (excluding staff and elected members) sign up in that month. At the time of writing this report we had 162 people on our Central Link e-newsletter subscription list, and 254 registered users of the website. We'll provide monthly user statistics on Your Say Stratford in this monthly report going forward, as per the Digital channels section below.

3.2 Digital channels

May snapshot:

Website		Social Media	
	5,600 ↓1,500 Users		13 New Facebook followers /stratforddistrictcouncil 4,447 people follow Council's page.
	21,474 19,910 ↓1,564 Page views		22,000 ↑93% People reached The number of people who saw any of Council's posts at least once this month.
	11,057 9,203 ↓1,854 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.		9 New Instagram followers /stratford_nz 1,144 people follow Council's account.

Antenno



24 installs

18 uninstalls

Devices using Antenno.
1,227 devices are currently
using Antenno in the
Stratford District

25 posts sent out

33 reports received

Your Say Stratford



133 registrations

503 visits

Engagement rate = 13%
The % of visitors that
contributed to projects.

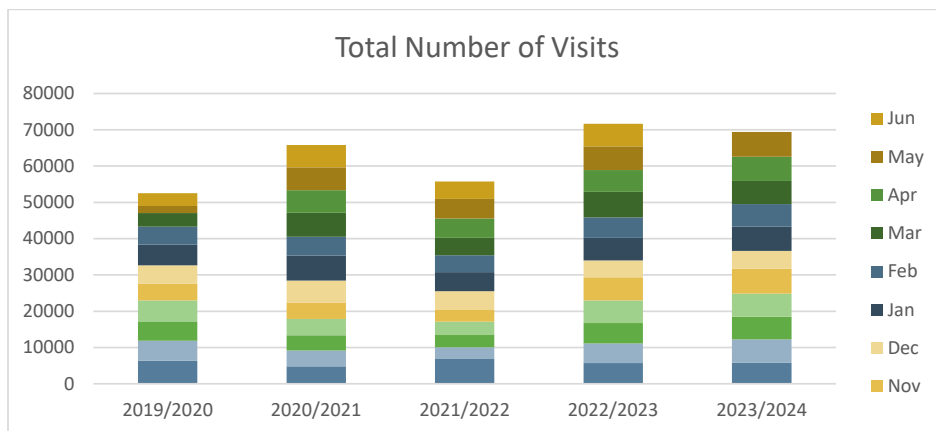
Focus for May:

- Internal staff survey
- Central Link sign up
- Long Term Plan 2024-34




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	7,641
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	59,259
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	4,169



Visitors/Users per service

Service	May	Year to date (2023/24)
 Information Services (brochures/maps/ event tickets etc)	236 ↓238	4,236
 Vehicle/Driver licensing	748 ↓71	7,641
 Programme and Events	319 ↓104	4,169

Library services - Items Issued

Service	May	Year to date (2023/24)
 In person	4683 ↓64	71,751
 Online	662 ↓10	7,688

Programme/Event Users

Age group	May	Year to date (2023/24)
65+ Seniors	49 ↓4	422
18+ Adults	70 ↑40	624
13-17 Secondary School	20 ↑20	38
5-12 Primary School	124 ↓154	2,216
<5 Pre-School	56 ↑25	597

4.1 Highlights for May

- A Youth Week event held in conjunction with Stratford District Youth Council was held in the library. This took the format of a murder mystery party and was well attended by 20 rangatahi.
- Demand for digital services remains strong with 231 sessions on Aotearoa People's Network Kaharoa devices and 618 print jobs completed. 5 people were signed up for the Skinny Jump low cost broadband programme in May.
- The AA Driver and Motor Vehicle Licensing service continues to operate with a very low error rate which is a credit to staff who operate this service.

5. Pool Complex

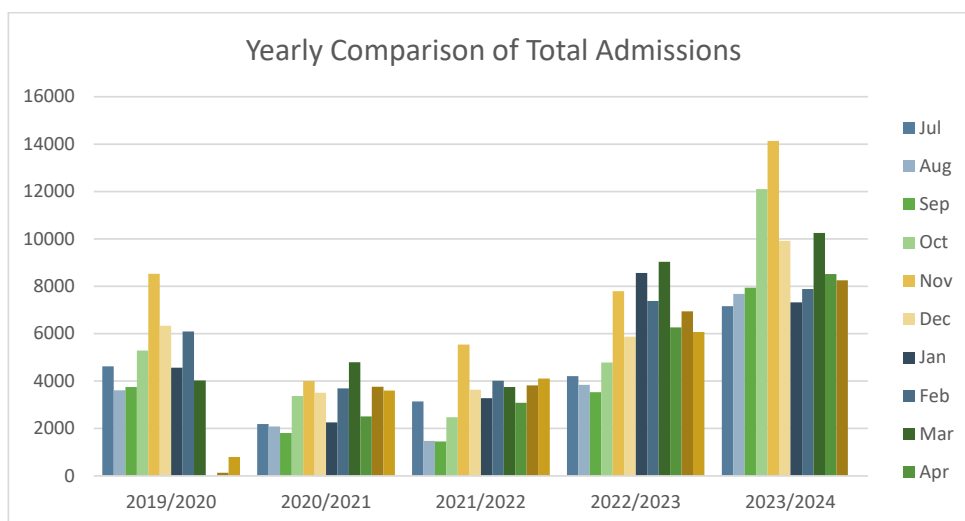
Level of Service Category	Performance Measure	Target	2023/24 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	90
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	Pool Safe accreditation 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	101,184

5.1 Highlights for May

- May 2024 saw 8,255 Customers through the facility.
- Term 2 began on 29 April 2024 with 418 students registered for Wai o Rua Swim School.
- The Centre welcomed the following organisations and schools in the month of May: Midhirst Scouts group, Age Concern group, Inglewood swimming club, Inglewood high school.

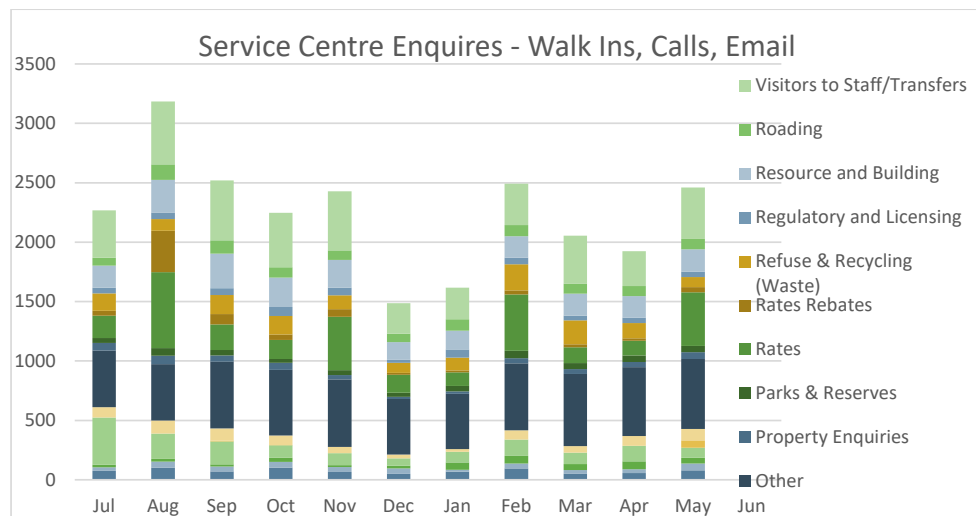
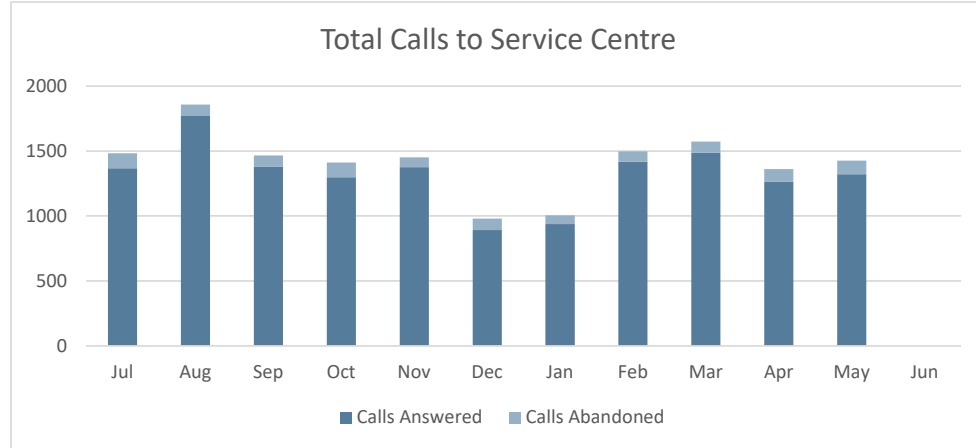
5.2 Matters Outstanding

- 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 May there was a busy flow of customers and enquiries through Service Centre with the last instalment for the rating year due and dog registration invoices posted out. There were a total of 2,460 customer interactions recorded through phone calls, emails and counter enquiries. May 2023 was 2,362.



Erin Bishop
Acting Director - Community Services

Date: 18 June 2024

MONTHLY REPORT

Environmental Services Department



F22/55/04– D24/23931

To: Policy and Services Committee
From: Director – Environmental Services
Date: 14 June 2024
Subject: Environmental Services Monthly Report – May 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

Twelve applications for building consent were received in May 2024. These included five log fires, one new duplex dwelling, one pole shed, one relocated building, one alteration/extension to an existing building, one new effluent drainage system, one new commercial building and one commercial alteration/extension to an existing building. There were also a further four amendments to existing building consents, two schedule one building consent exemptions and a Certificate of Public Use. We also received 3 applications for resource consent, one application for a new ROW and a surrender of an existing easement.

Following a busier April driven by log fires the number of applications we are receiving during May has reduced as we enter a period of cooler weather. While this is reflective of national trends some market analysis from Infometrics reported that national building consent numbers rose in April compared with April 2023. This is the first increase in 19 months but may have been influenced by Easter falling in March this year meaning April had more working days than usual. It is too soon to tell whether this is an early sign of recovery, but nonetheless it is positive news.

Strategic/Long Term Plan Projects

Work has recently recommenced on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy after being paused while some matters related to the New Plymouth District Plan were resolved.

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 May
Building Consent Authority	
Building Consent Applications	12
Building Consent Amendment Applications	4
Building Consents Issued	23
Building Consent Amendments Issued	5
Inspections completed	104
Code Compliance Certificate Applications	24
Code Compliance Certificates Issued	23
Code Compliance Certificates Refused	4
Number of Building Consents Received in Hard Copy	0
Number of Building Consents Received Digitally	16
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	2
223/224 Applications Received	0
223/224 Applications Granted	1
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	3
Resource Consent Applications Placed on Hold or Returned	0
LIM's Received	10
LIM's Granted	9
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	15
Health or Food Act Complaints Received and responded to	4
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	9
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	9
Bylaw Complaints Received and responded to	20
Dog Complaints Received and responded to	34

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%	22 of the 22 (100%) applications in May were processed within 20 working days.
	Percentage of inspection requests completed within 24 hours of request.	100%	103 of the 104 (99%) inspections in May were completed within 24 hours of the request. The one that that wasn't, was due to being booked more than 24 hours in advance.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	23 of the 23 (100%) CCCs issued in May were issued within 20 working days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	Nine of the nine (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%	Achieved. The result of the third wave of the customer satisfaction survey is 86%. This result is affected by a small number of survey respondents (6).

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.	100%	Four of the four (100%) applications in May 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.	100%	The only application processed in May was processed within 10 working days (100%).
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	Achieved. The result of the third wave of the customer satisfaction survey is 100%. This result is affected by a small number of survey respondents (2).

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 May 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 May 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

Incident	Occurrence this month
An arrangement being made under section 213 of the Act for—(i) another building consent authority to perform a significant amount of the functions of the building consent authority: (ii) the building consent authority to perform a significant amount of the functions of another building consent authority:	Nil
A material amendment to the building consent authority's policies, procedures, or systems required by these regulations.	Nil

5.1.4 **Training needs analysis**

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.

5.1.5 **Internal audit/external audit timetable**

During April audits were undertaken in relation to regulations:

- Reg 7(2)(f)
 - No CCC application received after two years.
 - Procedure for issuing compliance schedules
 - Procedure for issuing Notice to Fix

5.2 **Territorial Authority**

5.2.1 **Audits**

During January we were also notified by MBIE of its next round of performance monitoring assessments. These assessments are in relation to two functions:

- Certificates for Public Use
- Dangerous, Affected, or Insanitary Buildings.

These assessments were completed and are awaiting MBIE's findings report.

5.2.2 **Compliance Schedules/Building Warrants of Fitness**

No onsite BWoF audits were undertaken during May 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 May two reports were 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. May 31 was the last day for building owners to apply for an extension of time to provide a seismic assessment. Eight 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 May 2024.

5.2.6 **Notices to Fix/Other Compliance as a Territorial Authority**

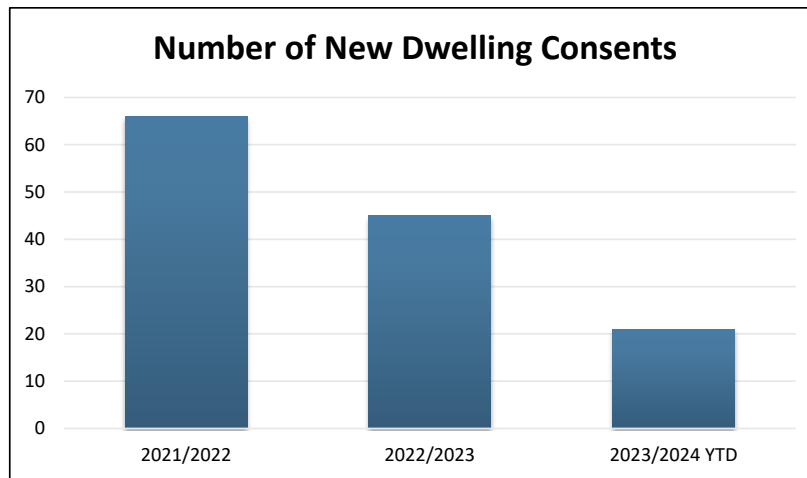
No Notice to Fix for was issued by the Territorial Authority during May 2024.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

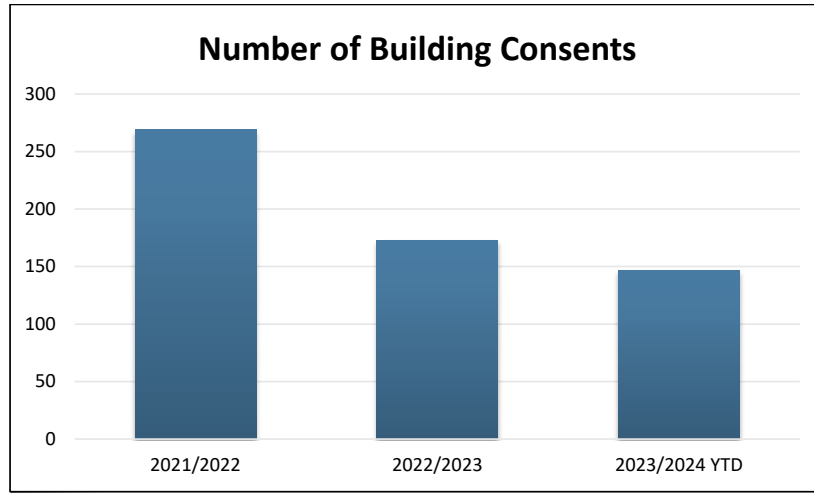
Type	May 2024	May 2023	2023/2024	2022/2023 Whole Year
New residential dwellings	0	0	18	44
New duplex dwellings	1	0	3	0
Relocated dwellings	1	3	10	15
Relocated buildings other than dwellings	0	0	0	0
Fires	5	11	59	55
Pole sheds/accessory buildings	0	2	22	26
Additions/alterations – residential	1	0	14	13
New Commercial buildings	2	0	5	5
Additions/alterations – commercial	1	1	9	10
Other/miscellaneous	1	0	7	5
Total/s	12	17	147	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	147

Blair Sutherland
Director - Environmental Services

[Approved By]
Erin Bishop
Acting Director – Community Services

DATE: 18 June 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.

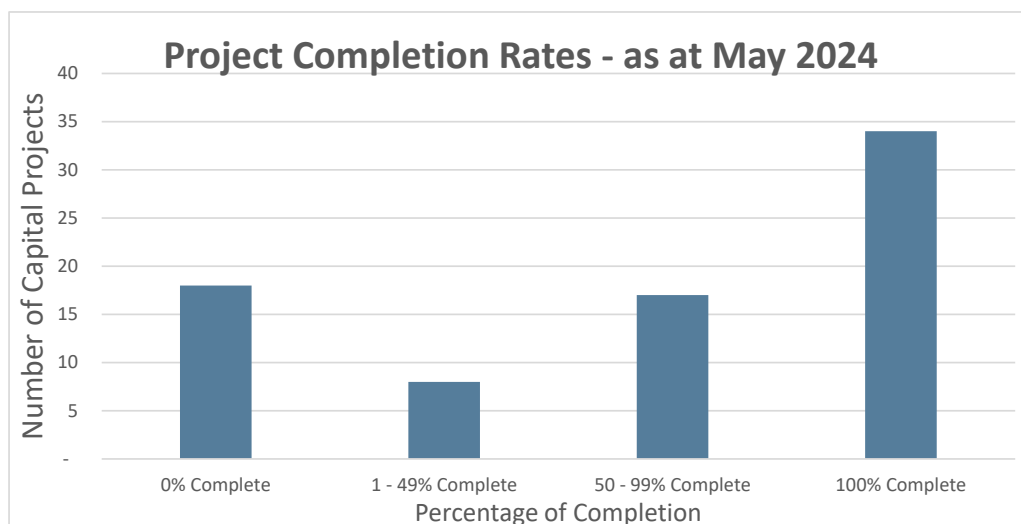
However, after adjusting for carry-forwards and budget adjustments – the total capital budget available for the year is **\$14,598,197** (adjusted capital budget). Of the total budget available:

- \$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.

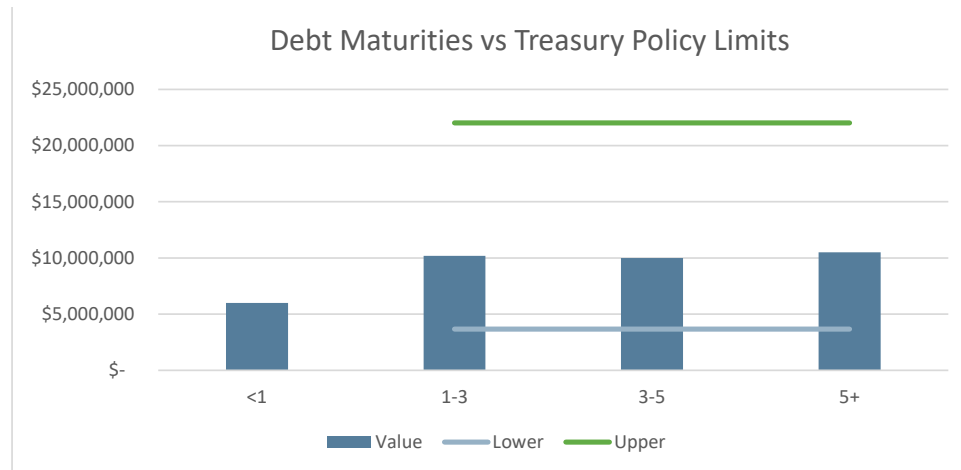
	Actual	Policy
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	28%	10-60%
Fixed 3-5 years	27%	10-60%
Fixed >5 years	29%	5-60%
Debt Matures 1-3 years	28%	10-60%
Debt Matures 3-5 years	27%	10-60%
Debt Matures > 5 years	29%	10-60%
Borrowing Costs to Revenue Ratio	4.4%	<10%
Borrowing 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.

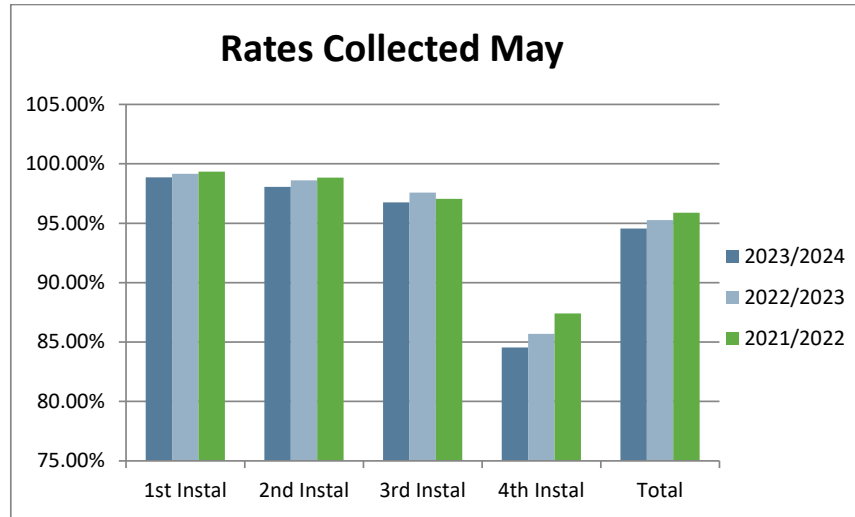
Ratepayers in arrears with a mortgage registered against the property will have an advice sent to their bank in August, and a demand made in November, requiring any remaining arrears to be settled by the bank.

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

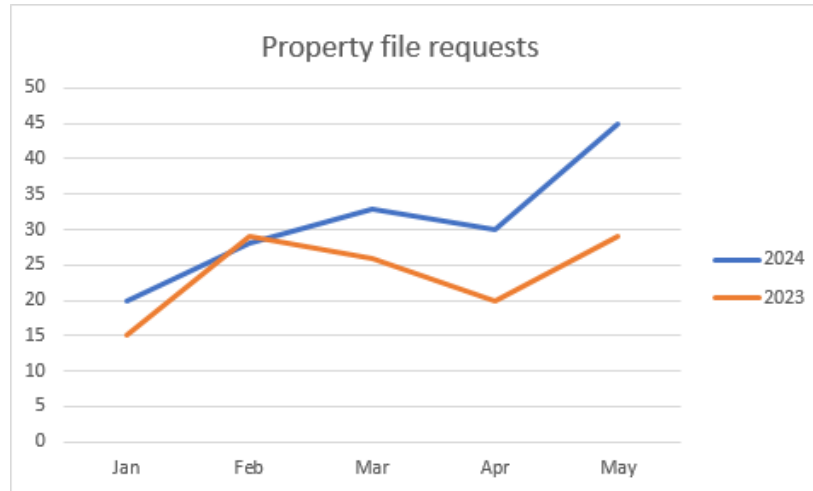
- Learning Management System (Safety Hub) - Online training with pre-recorded video learning content, can now be accessed by all staff for a wide range of Health and Safety topics.

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 By]
Erin Bishop
Acting Director – Community Services

DATE: 18 June 2024

Statement of Comprehensive Revenue and Expense

For the Year to Date - May 2024

	May '24 Actual YTD	May '24 Budget YTD	Variance YTD	Total Budget 2023/24	May 23 Actual YTD
Operating Revenue					
Finance Revenue	\$426,442	\$297,000	\$129,442	\$324,000	\$343,297
Waka Kotahi NZTA Roding Subsidy	\$4,129,013	\$4,189,167	(\$60,154)	\$4,570,000	\$5,199,021
Rates Revenue - excl water consumption rate	\$15,719,527	\$15,693,000	\$26,527	\$15,693,000	\$14,505,283
Water Supply - Consumption Charge	\$300,044	\$368,250	(\$68,206)	\$491,000	\$344,271
Sundry Revenue	\$50,308	\$52,133	(\$1,825)	\$55,000	\$46,429
Farm Milk Proceeds	\$620,412	\$564,667	\$55,745	\$616,000	\$566,892
User Charges for Services	\$2,631,091	\$2,464,000	\$167,091	\$2,638,000	\$2,939,155
Total Operating Revenue	\$23,876,837	\$23,628,217	\$248,620	\$24,387,000	\$23,944,348
Extraordinary Revenue					
Grant Funding	\$1,002,978	\$0	\$1,002,978	\$6,611,000	\$2,208,906
Financial Contributions	\$80,217	\$0	\$80,217	\$0	\$96,848
Other Revenue	\$18,500	\$0	\$18,500	\$0	\$24,836
Dividends	\$127,421	\$103,000	\$24,421	\$103,000	\$28,099
Total Extraordinary Revenue	\$1,229,116	\$103,000	\$1,126,116	\$6,714,000	\$2,358,689
Total Revenue	\$25,105,953	\$23,731,217	\$1,374,736	\$31,101,000	\$26,303,037
Operating Expenditure					
Personnel Costs	\$5,605,805	\$5,232,365	(\$373,440)	\$5,789,000	\$4,930,632
Other Direct Operating Costs	\$10,762,591	\$10,364,937	(\$397,654)	\$11,687,000	\$10,902,611
Total Operating Expenditure	\$16,368,396	\$15,597,303	(\$771,093)	\$17,476,000	\$15,833,243
Other Operating Expenditure					
Depreciation	\$5,406,665	\$5,911,583	\$504,918	\$6,449,000	\$5,046,277
Finance Costs	\$1,112,819	\$1,137,583	\$24,764	\$1,241,000	\$861,589
Sundry Expenditure	\$72,440	\$0	(\$72,440)	\$0	\$34,118
Total Other Expenditure	\$6,591,924	\$7,049,167	\$457,243	\$7,690,000	\$5,941,984
Total Expenditure	\$22,960,320	\$22,646,469	(\$313,851)	\$25,166,000	\$21,775,227
Net Surplus (Deficit)	\$2,145,633	\$1,084,747	\$1,060,886	\$5,935,000	\$4,527,810
<i>Capital Revenue/Expenditure is made up of:</i>					
NZTA Funding for Roding capital projects	\$1,668,413	\$2,968,793			
Community Grants and Donations	\$1,668,413	\$0			
	\$3,336,826	\$2,968,793			

Adjusted Net Surplus/(Deficit)* **(\$1,191,193)** **(\$1,884,045)** **\$692,852**

*The budgeted YTD 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.

Statement of Financial Position

As at 31 May 2024

	May '24 Actual YTD	May 23 Actual YTD
Assets		
<u>Current Assets</u>		
Cash and Cash Equivalents	\$2,170,982	\$3,024,085
Short Term Deposits	\$6,500,000	\$5,000,000
Receivables	\$2,849,766	\$1,185,487
Prepayments	\$63,904	\$64,039
LGFA Borrower Notes	\$132,000	\$0
Current Assets Total	\$11,716,652	\$9,273,611
<u>Non-Current Assets</u>		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$736,000	\$725,000
Shares	\$599,868	\$547,048
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$10,347,108	\$12,195,410
Property, Plant & Equipment / Intangibles	\$454,508,244	\$443,489,304
Non-Current Assets Total	\$473,371,330	\$464,136,872
Assets Total	\$485,087,982	\$473,410,483
Liabilities & Equity		
<u>Equity</u>		
Renewal Reserves	\$6,170,665	\$5,113,126
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$998,841	\$1,472,869
Restricted Reserves	\$1,342,398	\$1,248,721
Targeted Rate Reserves	\$904,571	\$367,042
Asset Revaluation Reserves	\$233,607,627	\$226,366,136
Retained Earnings	\$202,878,014	\$200,280,936
Equity Total	\$444,597,474	\$435,353,330
<u>Liabilities</u>		
Current Liabilities		
Borrowings (maturing less than one year)	\$6,000,000	\$6,000,000
Provision for Landfill Aftercare	\$7,028	\$6,902
Employee Entitlements	\$322,736	\$281,909
Payables and Deferred Revenue	\$3,454,031	\$4,055,484
Non-Current Liabilities		
Borrowings	\$30,700,000	\$27,700,000
Provision for Landfill Aftercare	\$6,713	\$12,858
Liabilities Total	\$40,490,508	\$38,057,153
Liabilities & Equity Total	\$485,087,982	\$473,410,483

Expenditure and Revenue by Activity

For the Year to Date - May 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

	May '24 Actual YTD	May '24 Budget YTD	Variance YTD	Total Budget 2023/24	May 23 Actual YTD
<u>Recreation and Facilities</u>					
Aerodrome					
Expenditure	\$132,476	\$150,776	\$18,300	\$135,000	\$100,823
Revenue	\$24,256	\$24,750	(\$494)	\$27,000	\$24,808
Net cost of activity	\$108,220	\$126,026	\$17,806	\$108,000	\$76,015
Civic Amenities					
Expenditure	\$560,863	\$489,262	(\$71,601)	\$529,000	\$467,129
Revenue	\$40,162	\$49,500	(\$9,338)	\$54,000	\$59,067
Net cost of activity	\$520,701	\$439,762	(\$80,939)	\$475,000	\$408,062
Pensioner Housing					
Expenditure	\$106,924	\$111,831	\$4,907	\$121,000	\$116,649
Revenue	\$65,413	\$70,583	(\$5,170)	\$77,000	\$61,212
Net cost of activity	\$41,511	\$41,248	(\$263)	\$44,000	\$55,437
Library					
Expenditure	\$519,454	\$454,508	(\$64,946)	\$495,000	\$596,575
Revenue	\$20,858	\$13,750	\$7,108	\$15,000	\$30,211
Net cost of activity	\$498,596	\$440,758	(\$57,838)	\$480,000	\$566,364
Parks and Reserves					
Expenditure	\$731,324	\$665,559	(\$65,765)	\$724,000	\$659,787
Revenue	\$5,208	\$8,250	(\$3,042)	\$9,000	\$5,884
Net cost of activity	\$726,116	\$657,309	(\$68,807)	\$715,000	\$653,903
Cemeteries					
Expenditure	\$200,480	\$191,644	(\$8,836)	\$209,000	\$184,388
Revenue	\$155,078	\$132,917	\$22,161	\$145,000	\$121,269
Net cost of activity	\$45,402	\$58,727	\$13,325	\$64,000	\$63,119
Wai O Rua Aquatic Centre					
Expenditure	\$2,178,720	\$1,816,769	(\$361,951)	\$1,976,000	\$1,555,371
Revenue	\$599,249	\$359,333	\$239,916	\$392,000	\$319,753
Net cost of activity	\$1,579,471	\$1,457,436	(\$122,035)	\$1,584,000	\$1,235,618
<u>Democracy and Corporate Support</u>					
Expenditure	\$1,197,122	\$1,172,994	(\$24,128)	\$1,279,000	\$1,174,602
Revenue	\$232,857	\$137,133	\$95,724	\$140,000	\$155,831
Net cost of activity	\$964,265	\$1,035,860	\$71,595	\$1,139,000	\$1,018,771
<u>Community Development</u>					
Community Services					
Expenditure	\$580,767	\$455,667	(\$125,100)	\$496,000	\$622,383
Revenue	\$482,579	\$0	\$482,579	\$0	\$502,878
Net cost of activity	\$98,188	\$455,667	\$357,479	\$496,000	\$119,505
Economic Development					
Expenditure	\$483,757	\$574,020	\$90,263	\$626,000	\$520,872
Revenue	\$121,187	\$0	\$121,187	\$0	\$99,891
Net cost of activity	\$362,570	\$574,020	\$211,450	\$626,000	\$420,981
Information Centre					
Expenditure	\$202,367	\$230,270	\$27,903	\$251,000	\$107,718
Revenue	\$66,535	\$59,583	\$6,952	\$65,000	\$57,207

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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

	May '24 Actual YTD	May '24 Budget YTD	Variance YTD	Total Budget 2023/24	May 23 Actual YTD
Net cost of activity	\$135,832	\$170,686	\$34,854	\$186,000	\$50,511
Rental Properties					
Expenditure	\$40,638	\$40,614	(\$24)	\$44,000	\$42,719
Revenue	\$35,300	\$33,917	\$1,383	\$37,000	\$30,104
Net cost of activity	\$5,338	\$6,697	\$1,359	\$7,000	\$12,615
Farm					
Expenditure	\$316,354	\$317,173	\$819	\$345,000	\$340,533
Revenue	\$747,833	\$667,667	\$55,745	\$616,000	\$566,892
Net cost of activity	-\$431,479	-\$350,494	\$56,564	-\$271,000	-\$226,359
Holiday Park					
Expenditure	\$2,172	\$1,833	(\$339)	\$2,000	\$2,221
Revenue	\$3,270	\$3,000	\$270	\$3,000	\$3,269
Net cost of activity	-\$1,098	-\$1,167	(\$69)	-\$1,000	-\$1,048
<u>Environmental Services</u>					
Building Control					
Expenditure	\$931,555	\$924,257	(\$7,298)	\$1,008,000	\$825,452
Revenue	\$500,253	\$479,417	\$20,836	\$523,000	\$414,647
Net cost of activity	\$431,302	\$444,840	\$13,538	\$485,000	\$410,805
District Plan					
Expenditure	\$200,554	\$225,500	\$24,946	\$746,000	\$187,069
Net cost of activity	\$200,554	\$225,500	\$24,946	\$746,000	\$187,069
Resource Consents					
Expenditure	\$301,908	\$323,708	\$21,800	\$353,000	\$292,331
Revenue	\$60,458	\$115,500	(\$55,042)	\$126,000	\$115,291
Net cost of activity	\$241,450	\$208,208	(\$33,242)	\$227,000	\$177,040
Food and Health					
Expenditure	\$187,484	\$173,300	(\$14,184)	\$189,000	\$175,657
Revenue	\$31,363	\$17,500	\$13,863	\$35,000	\$37,181
Net cost of activity	\$156,121	\$155,800	(\$321)	\$154,000	\$138,476
Alcohol Licensing					
Expenditure	\$115,321	\$113,667	(\$1,654)	\$124,000	\$120,121
Revenue	\$26,874	\$31,167	(\$4,293)	\$34,000	\$29,547
Net cost of activity	\$88,447	\$82,500	(\$5,947)	\$90,000	\$90,574
Parking and Other Bylaws					
Expenditure	\$141,436	\$141,167	(\$269)	\$154,000	\$121,646
Revenue	\$1,284	\$917	\$367	\$1,000	-\$15,259
Net cost of activity	\$140,152	\$140,250	\$98	\$153,000	\$136,905
Animal Control					
Expenditure	\$217,765	\$215,535	(\$2,230)	\$235,000	\$185,689
Revenue	\$178,731	\$167,000	\$11,731	\$167,000	\$124,636
Net cost of activity	\$39,034	\$48,535	\$9,501	\$68,000	\$61,053
Civil Defence					
Expenditure	\$428,648	\$406,331	(\$22,318)	\$431,000	\$293,478
Net cost of activity	\$428,648	\$406,331	(\$22,318)	\$431,000	\$293,478
<u>Assets</u>					
Roading					
Expenditure	\$3,576,498	\$3,698,058	\$121,560	\$4,021,000	\$4,345,053
Revenue	\$4,712,997	\$4,813,167	(\$100,170)	\$5,208,000	\$5,721,001

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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

	May '24 Actual YTD	May '24 Budget YTD	Variance YTD	Total Budget 2023/24	May 23 Actual YTD
Net cost of activity	-\$1,136,499	-\$1,115,108	\$21,391	-\$1,187,000	-\$1,375,948
Stormwater					
Expenditure	\$210,646	\$181,840	(\$28,806)	\$198,000	\$188,810
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$210,646	\$181,840	(\$28,806)	\$198,000	\$188,810
Wastewater (Sewerage)					
Expenditure	\$589,557	\$525,452	(\$64,105)	\$572,000	\$570,786
Revenue	\$32,362	\$32,083	\$279	\$35,000	\$35,187
Net cost of activity	\$557,195	\$493,369	(\$63,826)	\$537,000	\$535,599
Solid Waste					
Expenditure	\$1,028,166	\$911,979	(\$116,187)	\$1,001,000	\$926,972
Revenue	\$268,487	\$155,833	\$112,654	\$170,000	\$204,561
Net cost of activity	\$759,679	\$756,146	(\$3,534)	\$831,000	\$722,411
Water Supply					
Expenditure	\$1,185,440	\$1,083,592	(\$101,848)	\$1,178,000	\$1,108,409
Revenue	\$387,544	\$368,250	\$19,294	\$491,000	\$344,271
Net cost of activity	\$797,896	\$715,342	(\$82,554)	\$687,000	\$764,138
Total Activity Expenditure	\$16,368,396	\$15,597,303	(\$771,093)	\$17,442,000	\$15,833,243
Total Activity Revenue	\$8,800,138	\$7,741,217	\$1,034,500	\$8,370,000	\$9,049,339
Net Cost of Activities	\$7,568,258	\$7,856,086	\$263,407	\$9,072,000	\$6,783,904

2024 - Agenda - Policy & Services - June - Monthly Reports

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 MAY 2024

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	6,284	20,000	1,106,331	40%	Remaining budget is in LTP	Wetlands Specialist has reported on the definition of the wetlands at the subdivision site.
Total Growth Expenditure		1,049,000	77,331	1,126,331	6,284	20,000	1,106,331			
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	580,969	588,366	0	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	6,335	6,335	665	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 have been received. Analysis underway. \$100k to be carried forward.
Stormwater	Silt retention lake bypass	265,400	0	265,400	89,703	150,000	115,400	100%	By 30 June 2024	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	6,363	0	100%	Complete	Completed, waiting for report/invoice to be provided.
Stormwater	Safety improvements	124,600	224,877	349,477	147,152	160,000	189,477	90%	By 30 June 2024	Ongoing as required.
Wastewater	Reticulation capacity increase	159,300	200,223	359,523	21,504	30,000	100,000	95%	By 30 June 2024	Stage 1 of the wastewater model complete. Waiting on Stratford Park results for Stage 2 of the modelling.
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	Modelling	0	0	0	25,074	25,074	(25,074)	95%	By 30 June 2024	Existing network model built. Stratford Park implications being investigated.
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 for this financial year	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	135,000	36,105	90%	By 30 June 2024	Further investigation ongoing.
Water Supply	Water meter upgrade	337,100	509,751	846,851	310,323	360,000	486,851	80%	Remaining budget is in LTP	Contract underway.
Water Supply	Streetwork rider mains	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	169,379	250,000	1,718,698	55%	By 30 June 2024	Detailed design underway.
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	25,170	30,000	(20,181)	95%	By 30 June 2024	Wiring and venting of Generator underway.
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	20,000	0	85%	By 30 June 2024	Work as required - remedial works
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	Midhurst 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.

2024 - Agenda - Policy & Services - June - Monthly Reports

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
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	40,243	77,071	0	60%	By 30 June 2024	Upgrade of Fire System complete. Fire exit doors in gymnasium underway.
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	2,092	8,000	4,600	25%	By 30 June 2024	Sharemilker carries out works as and when required.
Farm	Landscaping / riparian planting	3,700	0	3,700	0	1,100	2,600	0%	By 30 June 2024	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	2,969,799	3,276,813	3,818,830			

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	739,364	739,364	(200,138)	100%	Complete	
Roading - Financially assisted NZTA	Sealed Road resurfacing	880,000	(461,476)	418,524	615,264	615,264	(196,740)	100%	Complete	
Roading - Financially assisted NZTA	Drainage Renewals	680,000	(80,000)	600,000	511,454	600,000	0	85%	By 30 June 2024	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	657,913	700,000	206,477	94%	By 30 June 2024	Retaining wall replacement on Croyden Road and Mangaotuku Road. Underway.
Roading - Financially assisted NZTA	Traffic Services Renewals	130,000	(20,000)	110,000	89,291	100,000	10,000	80%	By 30 June 2024	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	374,628	800,000	(178,386)	75%	By 30 June 2024	Cardiff Road realignment completed. Beaconsfield Road realignment underway.
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	0	60,000	60,000	0	60,000	0	0%	Not required	
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	5,000	5,000	0%	Not required	
Roading - Financially assisted NZTA	Drainage Renewals-Special purpose	0	10,000	10,000	77,209	77,209	(67,209)	100%	Complete	
Roading - Financially assisted NZTA	Traffic services renewals-Special purpose	60,000	(55,000)	5,000	0	5,000	0	0%	By 30 June 2024	Replacement of signs budget, as required.
Roading - Financially assisted NZTA	Low cost low risk safety - Special purpose roads	0	54,458	54,458	0	54,458	0	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	10,000	147,983	10%	By 30 June 2024	Ongoing as required.
Wastewater	Step / aerate treatment renewals	31,800	0	31,800	0	31,800	0	0%	By 30 June 2024	Ongoing as required.
Wastewater	Pumps and electrics	31,800	0	31,800	0	31,800	0	0%	By 30 June 2024	Ongoing as required.
Wastewater	Bulk discharge	0	18,262	18,262	0	18,262	0	0%	By 30 June 2024	Ongoing as required.
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	20,000	12,500	5%	By 30 June 2024	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	10,000	16,100	50%	By 30 June 2024	Ongoing as required.
Water Supply	Infrastructural general - Midhirst	3,400	0	3,400	0	3,400	0	0%	By 30 June 2024	Ongoing as required.
Water Supply	Toko bore	0	134,500	134,500	0	0	134,500	30%	Will not proceed	Not required anymore.

2024 - Agenda - Policy & Services - June - Monthly Reports

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
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	1,800	0	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	15,000	288,240	80%	Remaining expenditure is in LTP	Iwi report received and submitted to TRC - Ongoing
Water Supply	Hydrants	15,700	0	15,700	4,684	5,000	10,700	95%	By 30 June 2024	Ongoing as required.
Parks and Reserves	Replace septic tank - Whangamomona Camp Ground	121,000	15,778	136,778	100,515	136,778	0	8%	Remaining expenditure is in LTP	Procuring materials for installation in 2024/25 financial year. An additional budget of \$75,000 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	3,100	0	0%	By 30 June 2024	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%	By 30 June 2024	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%	By 30 June 2024	Repairs underway to fix existing roof instead of replacing.
Corporate	Computers/Peripherals/ Software	131,000	0	131,000	119,310	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%	By 30 June 2024	This budget line has been removed in the LTP.
Total Replacement Expenditure		5,608,000	649,474	6,146,700	4,265,766	5,181,518	965,182			
TOTAL EXPENDITURE		\$16,457,145	-\$1,748,174	\$14,598,197	\$7,241,849	\$8,478,331	\$5,890,343			

CASHFLOW FORECAST FOR THE YEARS ENDED MAY 2025

	May-24	Actual May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	12 Month
OPENING BALANCE	931,125	931,125	2,170,982	1,592,132	662,132	2,822,132	1,475,151	950,848	2,543,279	1,818,333	472,333	2,347,333	413,333	73,333	2,170,982
Rates	3,500,000	3,539,107	655,000	620,000	4,000,000	710,000	710,000	3,500,000	710,000	500,000	3,500,000	570,000	480,000	480,000	16,435,000
NZTA Refunds	380,783	380,783	895,096	500,000	500,000	450,000	450,000	450,000	450,000	160,000	160,000	160,000	270,000	400,000	4,845,096
Fees and Charges	450,000	515,497	430,000	400,000	500,000	500,000	500,000	500,000	500,000	500,000	550,000	200,000	430,000	430,000	5,440,000
Interest Revenue	15,000	18,226	53,019	36,000	20,000	53,019	20,000	20,000	53,019	20,000	25,000	81,000	45,000	45,000	471,057
Sundry Income	1 -	133,200	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash In	4,345,783	4,586,813	2,033,115	1,556,000	5,020,000	1,713,019	1,680,000	4,470,000	1,713,019	1,180,000	4,235,000	1,011,000	1,225,000	1,355,000	27,191,153
Salaries and Wages / Elected Members	540,000	529,711	560,000	666,000	540,000	540,000	666,000	560,000	666,000	666,000	560,000	560,000	640,000	560,000	7,184,000
Payments to Suppliers - Operating	700,000	673,915	1,200,000	800,000	820,000	820,000	820,000	820,000	820,000	700,000	600,000	850,000	850,000	850,000	9,950,000
Major contract payments	1,100,000	1,517,396	800,000	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	800,000	13,500,000
Interest Expense	290,652	290,652	51,965	-	-	-	218,303	197,569	51,965	-	-	-	275,000	275,000	1,069,802
GST Paid / (Received)	- 164,178	(164,718)	-	120,000	-	200,000	-	200,000	-	260,000	-	335,000	-	180,000	535,000
Total Cash Out	2,466,474	2,846,956	2,611,965	2,486,000	2,860,000	3,060,000	3,204,303	2,877,569	2,437,965	2,526,000	2,360,000	2,945,000	2,565,000	2,305,000	32,238,802
(Increase)/Reduce Financial Investments	- 500,000	(500,000)	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans	-	-	-	-	-	-	1,000,000	-	-	-	-	-	1,000,000	1,000,000	3,000,000
CLOSING BALANCE	2,310,434	2,170,982	1,592,132	662,132	2,822,132	1,475,151	950,848	2,543,279	1,818,333	472,333	2,347,333	413,333	73,333	123,333	123,333
Net Debt	23,020,000	23,020,000	23,020,000	23,020,000	23,020,000	23,020,000	24,020,000	24,020,000	24,020,000	24,020,000	24,020,000	24,020,000	25,020,000	26,020,000	
Gross Debt	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	37,700,000	37,700,000	37,700,000	37,700,000	37,700,000	37,700,000	38,700,000	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	

Notes re Cashflow Forecast:

1. Mayors Taskforce for Jobs \$101,200, Borrower Notes \$32,000

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 MAY 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	\$ 2.74	\$ 434,882
Ravensdown	21,820	\$ 1.00	\$ 21,820
Civic Financial	65,608	\$ 0.99	\$ 64,952
			\$ 521,654

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 31 May 2024

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$1,050,508	\$53,090	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 June, 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	\$328	\$39	Relates to one debtor who is on stop credit until the debt is cleared
Cemeteries	\$58,634	\$29,200	Overdues relate to 15 debtors, 14 of which have payment arrangements with council. 1 debtor still waiting on probate to be granted.
Rental Properties	\$13,742	\$6,498	Overdue relates to 1 debtors who has an arrangement in place with council.
Housing for the Older Persons	-\$6,408	\$0	Rent in advance.
Planning and Regulatory	\$1,370	\$265	Overdues relates to two debtors, who have been sent to the debt collector.
Facility Hire	\$3,581	\$0	
Sundry Debtors	\$328,705	\$11,169	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	\$973	\$912	Overdues relate to 5 debtors for services added after rates strike, which they have until the end of the financial year to pay.
Debtors Accruals	\$240,424	\$0	Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.
NZTA	\$895,096	\$0	
Wai O Rua Aquatic Centre	\$1,690	\$0	
Resource Consents	\$35,438	\$2,643	Overdue made up of 2 debtors.
Building Consent Revenue	\$32,325	\$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	\$33,610	\$28,531	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	\$3,783	\$1,539	Overdues relate to 2 debtors for septic tank discharge. One debtor has been sent to the debt collector. The other will be sent to the debt collector in July if no payment is received by the end of June.
Water Billing	\$145,990	\$21,260	Two properties will have demand sent to bank in June, one is under arrangement with Council
TOTAL	\$2,849,766	\$175,946	



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.