



Our reference  
F19/13/03-D21/26182

20 November 2024

**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 26 November 2024** beginning at **3.00 pm**.

**Timetable for 26 November 2024 as follows:**

2.00pm	Workshop - Community Archives Policy
3.00pm	Policy and Services Committee Meeting

Yours faithfully

Sven Hanne  
**Chief Executive**

# 2024 - Agenda - Policy & Services - November - Open



26 November 2024 03:00 PM

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# AGENDA

## Policy and Services Committee



F22/55/05-D24/52983

Date: Tuesday 26 November 2024 at 3.00 PM  
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

- 1.1 **Opening Karakia**  
D21/40748 Page 8
- 1.2 **Health and Safety Message**  
D22/17082 Page 9

2. Apologies

3. Announcements

4. Declarations of members interest

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

5. Attendance Schedule

Page 10

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

6. Confirmation of Minutes

- 6.1 **Policy and Services Committee –22 October 2024**  
PE D24/48542 Open D24/50822 Page 11

**Recommendation**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 22 October 2024 be confirmed as a true and accurate record.

/  
Moved/Seconded

7. Matters Outstanding

D16/47 Page 25

**Recommendation**

THAT the Matters Outstanding be received.

/  
Moved/Seconded

8. Quarterly Report – Economic Development Quarterly Report – Quarter One 2024/25  
D24/52950 Page 26

**Recommendation**  
THAT the report be received.

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

9. Information Report – Solid Waste Analysis Protocol (SWAP) Survey  
D24/46705 Page 31

**Recommendations**  
THAT the report be received.

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

10. Decision Report – Adoption of 2025 Meeting Schedule  
D24/46782 Page 40

**Recommendations**

1. THAT the report be received.
2. THAT Council confirm the 2025 Meeting Schedule as presented.

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

It is the intention of this resolution to hold two-monthly Audit and Risk Committee Meetings, monthly Ordinary Council meetings, monthly Policy and Services Committee meetings and three times a year Farm Committee meetings, to ensure efficiency of implementing decisions made by all Committees and to minimise meetings falling on the same day.

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

11. Decision Report – Te Ara o Maru Walkway Stage Two, Whangamomona

D24/50958 Page 49

**Recommendations**

1. THAT the report be received.
2. THAT Council confirms its appointment as the Controlling Authority for Stage 2 of the Te Ara o Maru Walkway and authorises walking and mountain biking as permitted activities, **subject to** formalising a maintenance agreement between Council, Taranaki Trails Trust and Kingheim Limited.
3. THAT Council authorises the Chief Executive to sign all necessary agreements with the Walking Access Commission, Taranaki Trails Trust, and Kingheim Limited.

**Recommended Reason**

The Taranaki Trails Trust and Kingheim Limited have requested that Stage 2 of the Te Ara o Maru Walkway be opened for walking and mountain biking activities. This walkway will connect Mangare Road through to Whangamomona township. To facilitate this, the Walking Access Commission requires that a Controlling Authority is appointed as per Section 35 of the Walking Access Act 2008.

Although an easement has been lodged for walking and mountain biking activities, the Walking Access Commission is requesting Council's approval, to formally permit mountain biking activities, in addition to the existing authorisation for walking on this section.

/  
Moved/Seconded

12. Monthly Reports

**12.1 Assets Report**

D24/52996 Page 61

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

**12.2 Community Services Report**

D24/49869 Page 84

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

**12.3 Corporate Services Report**  
D24/52378 Page 112

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

**12.4 Environmental Services Report**  
D24/47326 Page 129

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

13. Questions

14. Closing Karakia

D21/40748 Page 137



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

**Our reference**  
F19/13/03-D21/40748

### **Karakia**

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

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





**Our reference**  
F19/13/03-D22/17082

### **Health and Safety Message**

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

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

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

Date	23/1/24	30/1/24**	27/2/24	27/2/24	26/3/24	26/3/24	23/4/24	14/5/24	28/5/24	4/6/24	11/06/24	25/6/24	23/7/24	27/8/24	24/9/24	22/10/24	26/11/24
Meeting	PS	PS	H	PS	H	PS	PS	H	PS	H	H	PS	PS	PS	PS	PS	PS
Neil Volzke	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Steve Beck	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Grant Boyde	✓	✓	A	A	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	
Annette Dudley	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	A	✓	✓	✓	✓	✓	
Jono Erwood	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	
Ellen Hall	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Amanda Harris	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Vaughan Jones	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	
Min McKay	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
John Sandford	✓	✓	✓	✓	✓	✓	A	✓	A	✓	✓	✓	✓	✓	A	✓	
Clive Tongaawhikau	A	A	✓	✓	A	A	A	A	✓	A	A	✓	A	✓	✓	A	
Mathew Watt	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

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

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

# MINUTES

## Policy and Services Committee



F22/55/06 – D24/50822

**Date: Tuesday 22 October 2024 at 3.00pm**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

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

### In attendance

The Chief Executive – Mr S Hanne, the Director – Assets – Mrs V Araba, the Acting Director - Corporate Services – Mrs C Craig, the Acting Director – Community Services – Mrs E Bishop, the Director – Environmental Services – Mr B Sutherland, the Committee Secretary – Ms E Coulton, the Roading Asset Manager – Mr S Bowden, the Special Projects Manager – Mr N Cooper, the Services Asset Manager – Mr J Cooper (part meeting), the Communications Manager – Ms G Gibson (*part meeting*) the Parks and Reserves Officer – Mrs M McBain, the Community and Economic Development Manager – Ms S Azal (*part meeting*), the Graduate Roading Engineer – Mr F Hick (*part meeting*), the Environmental Health Manager – Mrs R Otter (*part meeting*), the Planner – Ms C Marner (*part meeting*), two members 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 C W Tongaawhikau.

#### Recommendation

THAT the apologies be received.

HALL/BOYDE  
Carried  
P&S/24/230

### 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 conflicts of interest declared.

### 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 –24 September 2024

**Recommendation**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 24 September 2024 be confirmed as a true and accurate record.

VOLZKE/HARRIS  
Carried  
P&S/24/231

7. Matters Outstanding

**Recommendation**

THAT the Matters Outstanding be received.

McKAY/VOLZKE  
Carried  
P&S/24/232

8. Quarterly Report – Economic Development Quarterly Report – Quarter Four 2023/24

**Recommendation**

THAT the report be received.

ERWOOD/BOYDE  
Carried  
P&S/24/233

The Acting Director – Community Services noted the following:

- The quarterly report has been consistently being submitted further away from the end of the reporting quarter due to the requirements under the Local Government Act to be reported to New Plymouth District Council as its council controlled organisation first. Officers are working with Venture Taranaki to find a solution for this reporting time fame which is likely to be a snapshot presentation to Stratford at the end of the quarter with the final regional report being circulated once approved by NPDC.
- Mrs Bishop noted an apology was received from Venture Taranaki for the meeting today.
- A workshop is being scheduled with Venture Taranaki to discuss the refresh of Tapuae Roa with council. This will include a high level review of how this strategy relates to the Stratford Economic Development Strategy and will feed into the next part of the development of this.

9. Decision Report – Taranaki Water Service Delivery Options Analysis and Direction

**Recommendations**

1. THAT the report be received.

ERWOOD/HARRIS  
Carried  
P&S/24/234

2. THAT the committee notes that Central Government has legislated that Local Authorities are to develop, and publicly consult on a Water Services Delivery Plan (WSDP) by 3 September 2025.
3. THAT the committee notes that these Plans can either be developed on an individual Council basis or jointly, depending on the preferred model chosen.
4. THAT the committee notes that analysis to date has been in conjunction with New Plymouth and South Taranaki District Councils and focused on a long list of options from enhanced status quo through to a regional Water Services Council Controlled Organisation (WSCCO).
5. THAT the committee notes that high-level financial modelling has been completed on a cost per connection basis only. Further detailed financial modelling will consider revenue tariff/sources in the next stage (if applicable).
6. THAT the committee notes that while the work to date has been funded from residual Three Waters Reforms budget, this has now been exhausted and as no budget allocation was made in the LTP, any expenditure on this matter going forward will be unbudgeted. As per the options analysis this could be in the order of \$250-300k.
7. THAT the committee recommends to develop both joint and independent Water Services Delivery Plans as per Option 3 to:
  - i) Enable undertaking of more detailed analysis on both scenarios to support future decision-making.
  - ii) Maintain 'off ramp' opportunities without risking central government interference or extending into the pre-election period.

HALL/VOLZKE  
*8 for 1 against*  
Carried  
P&S/24/235

**Recommended Reason**

While this option incurs additional cost, it ensures elected members have sufficient information available to engage with the community and make an informed decision regarding the future ownership and or management of council's three waters assets and associated services.

The Chief Executive noted the following:

- He summarised that this report and its recommendations are seeking input from elected members on their preferences for actions to take between now and the public consultation period.
- Today elected members are required to discuss options they would like to enquire further on or discard completely.
- Neighbouring councils have made their decision, which is the recommended outcome listed in the report).

Questions/Points of Clarification:

- Councillor Boyde noted his frustration with the obligations set by central government to consult with the public on a large scale matter after the LTP has been completed.
- Councillor Boyde inquired whether examining the two options would incur operational costs and how these would be recorded—would they fall under operating reserves or be categorized as an overspend with an explanation? The Chief Executive clarified that if the proposal is adopted as it stands, it would grant authority to spend the money without needing to bring it back to another Policy and Services meeting in the future.
- Councillor Boyde asked whether exploring an independent venture would involve a CCO or a business unit. The Chief Executive responded that the purpose of today's discussion is to provide guidance to management on the direction to pursue, this can be at a high level of local vs regional or include and exclude individual models.
- Councillor Harris noted that option 3 allows council to have the best of both worlds with a broader outline, however it is costly and not budgeted for. She questioned as to where the money to fund this would come from. The Chief Executive noted that the recommendation from council would be to take the funds out the operational reserve, however elected members have the final say and multiple options to choose from. The Corporate Accountant noted that the reserve currently contains \$640,000.
- Councillor Harris sought clarification on the partnerships and cost savings available with the neighbouring councils if we go for option 3 as they did. The Chief Executive noted that this will only be available if all 3 councils select the same option and decide to work together.
- The District Mayor questioned if option 3 excludes stormwater. The Chief Executive clarified that this is to be decided as part of the design process.
- Councillor Beck noted that he would like to see SDC back themselves and see us do a standalone business unit as we have decent infrastructure available.
- Councillor Watt inquired if anyone has any information on whether the central government intends for the Taranaki councils to merge into a single entity for this issue. He pointed out that it might be possible that, regardless of our decision, they could mandate a merger. The Chief Executive noted that currently we are meeting all legal requirements. The District mayor noted that Councillor Watts question is a perfectly relevant question to be asked at the next step.
- The Deputy Mayor inquired about the implications of expressing interest in a joint venture with the other Taranaki Councils, should they decide to withdraw at the next decision-making checkpoint. The Chief Executive responded that if one council opts out, we would need to consider the feasibility of continuing the joint venture, as having only two councils involved would significantly alter its dynamics.
- The Deputy Mayor noted that page 70 indicates that SDC proceeding on their own is a viable option, she asked if the Chief Executive can speak to that. The Chief Executive clarified that there are a number of criteria to meet if council wants to do a standalone venture.
- Councillor Beck asked the Chief Executive if he is confident that SDC can successfully pursue a standalone venture. The Chief Executive affirmed his belief in the council's capabilities. Councillor Beck also sought clarification on whether a CCO or a business unit would be more cost-effective. The Chief Executive indicated that the business unit is the cheaper option.
- Councillor Hall noted her support to investigate both options as knowledge is power. She emphasised that whilst she does not like making decisions based on others decision outcomes, we need to take into consideration our neighbouring councils indicative decisions and that looking at both options is pragmatic.
- The District Mayor expressed his support for Councillor Hall's comments, emphasizing the importance of exploring both options for comparison. He stressed that elected members need to expand their thinking, noting that this decision should focus on sustainability rather than just the cheapest option. He reiterated that today's task for elected members is simply to indicate which options they wish to explore, rather than making a final choice.

10. Decision Report – Low-Cost Low Risk Improvement Funding

**Recommendations**

1. THAT the report be received.

DUDDLEY/HARRIS  
Carried  
P&S/24/236

2. THAT the Committee gives consideration to the **four** options proposed in the report, for the implementation of the low cost low risk improvement projects for the next 3 financial years - 2024/25 to 2026/27- being:

- a. **Option 1** – Proposed Low Cost Low Risk (LCLR) Programme based on NZTA's approved budget of **\$1.5M** at a Funding Assistance Rate (FAR) of **82%**;
- b. **Option 2** – Proposed Low Cost Low Risk (LCLR) Programme based on **half** of Stratford District Council's LTP approved contribution being **\$1.56M**, at an *equivalent* FAR of **44%**;
- c. **Option 3** – Proposed Low Cost Low Risk (LCLR) Programme based on Stratford District Council's LTP approved contribution of **\$3.12M**, at an *equivalent* FAR of **28%**;
- d. **Option 4** – Proposed Low Cost Low Risk (LCLR) Programme based on Stratford District Council's **Normal** FAR of **63%**, equating to a contribution of approximately **\$750k**.

2. THAT the Committee approves **Option 2**, being the implementation of 'Proposed Low Cost Low Risk (LCLR) Programme based on **half** of Stratford District Council's LTP approved contribution of **\$1.56M**, at an *equivalent* FAR of **44%**.

3. THAT the Committee approves the bringing forward of funds from 2026/27 to 2024/25, to match NZTA's re-allocated *Maintenance, Operations and Renewals (MOR)* budgets. This will require an additional operating expenditure of **\$59.6k**, being Council's contribution, to enable Council Officers uplift the *advanced* funding allocation of **\$161.1k** approved by NZTA for (*MOR*) for the 2024/25 financial year.

ERWOOD/BOYDE  
9 for 2 against  
Carried  
P&S/24/237

**Recommended Reason**

To allow Council Officers to reprogramme Council's Low Cost Low Risk (LCLR) projects for the next 3 years and *Maintenance, Operations and Renewals (MOR)* projects for the 2024/25 financial year.

For the LCLR projects, of the **\$8.34M** budget requested at a FAR of **63%**, only **\$1.5M** was approved for the LCLR resilience projects at a FAR of approximately **82%**. For the MOR projects, a re-allocation of budgets by NZTA from 2026/27 financial year to the 2024/25 financial year has resulted in an increase of **\$161,081** for the 2024/25 financial year. This requires an increase in council share of **\$59.6k**.

There is no change to the total funding sought/approved for the MOR projects.

The Roading Asset Manager noted the following:

- This report was prepared in response to the update given to elected members at the last Policy and Services meeting regarding the lack of approval for funding related to low-cost, low-risk projects.
- It outlines options for our next steps.
- Since that meeting, we have received a letter confirming that the Crown has allocated \$1.5 million to us for necessary repairs.
- We are proposing to spend half of our budget for low – cost, low – risk.

Questions/Points of Clarification:

- Councillor Boyde asked for clarification on what constitutes an unacceptable risk and who would be liable if we do not receive the expected funding, leading to issues with a proposed project that does not proceed. The Roading Asset Manager responded that SDC's primary goal is to reduce the road toll, but he acknowledged that liability is a complex issue.
- The District Mayor emphasised that he too shares the frustration expressed throughout the room. He noted that we are not alone as only 14 councils received funding in this category, majority of those being put towards projects already in motion. The option 2 presented to us within the report, attempts to strike a balance and allows us to get some projects done.
- Councillor Dudley asked if, by choosing Option 2 and proceeding with the 44%, would NZTA would recognize this and decide to in future, only provide 44% of funding. The Roading Asset Manager noted that he does not have a definitive answer on this, however 63 other councils are in the same situation as us.
- Councillor Hall observed that it seems to be a common trend that we are having to be reactive and reassess decisions that have already been made. She commended SDC staff on pivoting when these challenges arise. Councillor Hall noted that she agrees it will be good to strike a balance, but will be disappointed that we won't be able to accomplish all.
- Councillor Beck noted that he would prefer to go through with option 1 or 4. He noted that we typically do 63% and would like to see it stay.
- Councillor Watt noted that he is in agreeance with Councillor Beck, he noted that our message through the LTP has been that we are going back to basics, therefore he believes we should spend what we have. Councillor Watt expressed that he is concerned that NZTA have done this to test us, he noted that if we spend out of our own pocket, they may expect us to do it again.
- Councillor Erwood noted that he supports option 2. Councillor Boyde noted that he too supports option 2 and notes that it allows us to have balance.

*A division was called:*

*Those voting for the motion: Councillors: Boyde, Dudley, Erwood, Hall, Harris, Jones, Sandford, Volzke and Mckay*

*Those voting against the motion: Councillors: Beck and Watt.*

#### 11. Decision Report – Rates Remission Application – Excessive Water Use Due to a Leak

##### Recommendations

1. THAT the report be received.

ERWOOD/VOLZKE  
Carried  
P&S/24/238

The Services Asset Manager noted:

- An application seeking a rate remission has come in and due to the volume of water, it requires to be discussed by the elected members.



Questions/Points of Clarification:

- Councillor Harris questioned if council officers are aware of any change in circumstances in terms of water consumption. The Services Asset Manager noted that the business had a change of scope in 2021 which increased their average water consumption.
- It was clarified that the business had known about the leak and fault for over a month and have not sought to repair it within the timeframe allocated within the policy.
- Councillor Jones inquired whether there is an option to remit half of the rates or defer the decision, allowing the individual to resubmit their case after receiving the updated water bill and gathering more data. He pointed out that, on average, it takes three months to receive the water bill, and given that the leak could of occurred within the first few days, the individual would have been unaware of the issue. It was clarified that the leak in question had persisted for two quarters.

**Recommendation**

THAT a 50% rate remission due to a leak be approved.

JONES/DUDLEY  
Division  
For: 2  
Against: 9  
Lost

*A division was called:*

*Those voting for the motion: Councillors: Jones and Dudley.*

*Those voting against the motion: Councillors: Boyde, Beck, Erwood, Hall, Harris, Sandford, Watt, Volzke and Mckay.*

- Councillor Boyde noted that this is not consistent with our policy and personally doesn't see that we have any choice but to decline it.
- Councillor Hall noted that the information within the report clearly shows a timeline that exceeds the timeframe, therefore no remission should be given.
- Councillor Harris noted that she too does not support the motion on the table as it has been outlined in the report that it does not meet the policies requirements.

**Recommendations**

2. THAT Council gives consideration under Clause 9 of the Rates Remission Policy to remit water use lost due to a leak.
3. THAT Council declines the application for a rate remission due to a leak.

HALL/BOYDE  
9 for 2 against  
Carried  
P&S/24/239

**Recommended Reason**

Council Policy allows for rate remission due to a leak to be considered, if the water loss was out of their control. As detailed below, the business informed of a leak and were not proactive in identifying or addressing the leak, and once the leak was identified it was allowed to continue while an application for a rate remission was lodged before the leak was fixed.

*Councillor Beck voted against the motion.*

12. Decision Report – Draft Vehicle Crossing Policy and Bylaw – Adoption and Release for Public Consultation

**Recommendations**

1. THAT the report be received.

ERWOOD/SANDFORD  
Carried  
P&S/24/240

2. THAT the *draft* Vehicle Crossing Policy be adopted with the noted changes.

3. THAT the *draft* Vehicle Crossing Bylaw 2025 be approved and released for public consultation.

ERWOOD/SANDFORD  
Carried  
P&S/24/241

**Recommended Reason**

The recommendation from the Committee is required to maintain a current *Vehicle Crossing Policy* and initiate the consultation process for the *draft Vehicle Crossing Bylaw 2025*. Public consultation is required to seek comments from the public on the draft bylaw, and will be undertaken in accordance with the special consultative procedure (SCP) requirements, pursuant to Sections 82 and 83 of the Local Government Act (2002).

*The Services Asset Manager left the meeting at 4.19 pm.*

Questions/Points of Clarification:

- Councillor Jones questioned as to how many applications for crossings does council receive each year. The Roading Asset Manager noted that we do not receive many.
- Councillor Jones noted that the fees proposed are expensive and not encouraging for members of the community to partake in updating vehicle crossings in accordance with council standards.

*One member of the public left the meeting at 4.23 pm.*

- Councillor Watt agreed with Councillor Jones regarding the costs. He suggested that provisions could be made to reduce expenses by ensuring that when a council-approved contractor completes the work, it would keep costs down by eliminating the need for multiple inspections.
- Councillor Beck questioned if the delegations within this policy apply to rural areas as well as urban areas. The Roading Asset Manager clarified that yes it does, including traffic management.
- The District Mayor noted that it has long been a practice in the urban area that if an existing vehicle access crossing on a footpath needs to be removed or repaired, the council will cover 50% of the crossing costs.

*The Communications Manager left the meeting at 4.28 pm.*

- The Deputy Mayor questioned as to who decides and requests the need for a new vehicle crossing as it is not entirely clear. The Roading Asset Manager noted that it is the property owner. The Director – Assets noted that this will be amended to be more clear.
- Councillor Jones noted that he is happy with the policy but wants to see some leniency in the fees and charges to cut costs down if they do it correctly. The District Mayor countered by noting that the multiple inspections are in place so property owners and staff can be certain that the work is being completed properly at various stages throughout the process.

13. Decision Report – Draft Restricted Access of Roads Bylaw 2025 – Adoption and Release for Public Consultation

<p><b>Recommendations</b></p> <p>1. THAT the report be received.</p> <p style="text-align: right;">SANDFORD/ERWOOD <u>Carried</u> <u>P&amp;S/24/242</u></p> <p>2. THAT the <i>draft</i> Restricted Access of Roads Bylaw 2025 is released for public consultation using Special Consultative Procedures as required by Section 83 of the Local Government Act 2002.</p> <p style="text-align: right;">HARRIS/BOYDE <u>Carried</u> <u>P&amp;S/24/243</u></p> <p><b>Recommended Reason</b></p> <p>Committee’s approval is required to begin the public consultation process, as required by Section 83 of the Local Government Act 2002, allowing the public an opportunity to make submissions on the proposed <i>draft</i> Restricted Access of Roads Bylaw 2025.</p>
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The Roading Asset Manager noted the following:

- This bylaw gives council the power to place restrictions on any road that is deemed appropriate, the first road this bylaw will be applied to will be Whangamomona Road.
- This bylaw can help protect roads that are assets to the community by enforcing a seasonal closure or restricting the vehicles types eligible for access.

Questions/Points of Clarification:

- The Director – Assets reiterated that whilst this bylaw will first be used on the Whangamomona road, it is a broad bylaw for any road.
- Councillor Boyde noted that he is in support of this bylaw and is looking forward to it going out for consultation.
- The District Mayor noted that he shares Councillor Boydes thoughts and thinks that it is great that it can apply to any road. He questioned that in the case of Whangamomona Road, is it possible to change dates as needed. The Roading Asset Manager noted that it is possible via council resolution at the time.
- Councillor Harris questioned if this bylaw has a section that simply states that roads should be utilised as a destination connector and not a playground, particularly for 4WDs. The Director – Assets noted that there is a definition of what a road is within the bylaw but it does not go into specifics however, she noted that she would believe that this is common sense. It was clarified that this bylaw will help council recover costs associated with wilful damage.
- Councillor Beck questioned if this bylaw has provisions for limiting logging truck access on specific roads throughout winter due to the damage being caused. The Chief Executive noted that we would get significant push back on this matter if followed through. The Roading Asset Manager noted that it could be possible under a different act, however it is important to bare in mind the response received from the targeted forestry roading rate implementation.

14. Decision Report – Draft Parking Control Bylaw 2025 – Adoption and Release for Public Consultation

<p><b>Recommendations</b></p> <p>1. THAT the report be received.</p> <p style="text-align: right;">SANDFORD/DUDLEY Carried <u>P&amp;S/24/244</u></p> <p>2. THAT <i>Draft</i> Parking Control Bylaw 2025 is approved and released for public consultation using Special Consultative Procedures as required by Section 83 of the Local Government Act 2002.</p> <p style="text-align: right;">HALL/DUDLEY Carried <u>P&amp;S/24/245</u></p> <p><b>Recommended Reason</b></p> <p>The approval of the Committee is required to initiate the consultation process required by Section 83 of the Local Government Act (2002) to give the public an opportunity to make submissions on the proposed <i>Draft</i> Parking Control Bylaw 2025.</p>
--

The Director – Assets noted:

- Pages 267 through to 277 require deletion.
- Page 246 through to 266 should be listed as appendix 2, not 1.

Questions/Points of Clarification:

- The Roading Asset Manager noted that this bylaw is a revised bylaw from the previous version that was introduced to elected members. He noted that the bylaw formalises a large number of actions already in place and captures what is already in place. It was noted that this bylaw allows for changes to be made via Council resolution rather than a bylaw change.
- The District Mayor noted that he likes the flexibility allowed through the bylaw. He further noted that he has one area that he disagrees on, but is happy to see what the community feedback has to say.

*The meeting adjourned at 4.57 pm.*

*The meeting reconvened at 5.05 pm.*

15. Monthly Reports

15.1 Assets Report

<p><b>Recommendation</b></p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">ERWOOD/McKAY Carried <u>P&amp;S/24/246</u></p>
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Questions/Points of Clarification:

- Councillor Boyde noted that the report highlights a few issues discovered within the transfer station and concerns raised by members of the community. He questioned if an update on these concerns can be given. The Services Asset Manager noted that all complaints and concerns have been passed onto Waste Management, he emphasised that due to these complaints they have reinstated the bins that have been taken away.
- Councillor Boyde questioned if the tenders for demolition of the TSB Pool Complex has gone out yet. The Director – Assets noted that tenders have not gone out as of yet as they are awaiting on final checks and reports.
- Councillor Boyde shared that the farm is up 9% and 14% for the year.
- The District Mayor noted that the housing for older persons programme has a new tenant in one of the units and has been a successful addition thus far. He noted that this is the first new tenant since the new fees have been introduced and has not had any declined tenant applications based on fees or finances.
- Councillor Dudley sought clarification on the decline of bookings at our facilities, she questioned if this is due to us now taking deposits. The Director – Assets noted that there are various reasons for the decline in bookings and rise in cancelations.

**15.2 Community Services Report**

**Recommendation**

THAT the report be received.

HARRIS/BOYDE  
Carried  
P&S/24/247

The Acting – Director Community Services noted the following:

- The Library staff scored highly in our Key Research survey, amassing a satisfaction score of 97%. Due to this high score they are being used as an example across Key Research presentations.
- The Stratford District Youth Council are preparing a report recapping their trip to Wellington and is set to be presented at the next meeting.
- Wai o Rua – Stratford Aquatic Centre is currently at capacity with Swim School enrolments having at 510 fir Term 4 enrolments, with a waiting list as well.
- Stratford Primary School and Avon Primary School are undertaking their TOI funded learn to swim classes in Term 4 at Wai o Rua.

Questions/Points of Clarification:

- Councillor Hall questioned if the Swim School will receive a separate review now that it has completed one year of operation. The Acting Director – Community Services noted this data would form part of the overall business plan for the facility to be able to paint a full picture of the impact this activity has.
- Councillor Sandford questioned if it would be possible for the SBA to provide us with a number of attendees that attended each event in their reporting. The Acting Director – Community Services noted that she will pass that on.
- Councillor Beck requested clarification on whether the school that utilised a different local pool for their swim sports event had returned to the facility The Acting Director of Community Services confirmed that, although the school held their swim sports events elsewhere, they still attend Wai o Rua for their swimming lessons.
- Councillor Hall noted that the Creative Communities Committee have seen and considered an exciting array of projects. She noted that it is positive to see so much happening around the community.
- The Percy Thomson Trust met for their AGM last week, Councillor Hall was excited to announce her appointment of the Chair of the trust.

- The District Mayor noted that the MTFJ has had an outstanding few months with 8 placements being made in the past month. He noted that none of these jobs were advertised positions and that they were all 'word of mouth' opportunities.

**15.3 Corporate Services Report**

**Recommendation**

THAT the report be received.

WATT/HALL  
Carried  
P&S/24/248

The Corporate Accountant noted the following:

- As far as rate rebates go, last year we assisted 338 members of the community.
- Rate rebates for this year are currently sitting at 224 rate payers receiving the full subsidy.

Questions/Points of Clarification:

- Councillor Boyde noted questioned if the revenue management figure listed on page 312, is seeing a steady growth. The Corporate Accountant noted that over time this figure will go down, however they are aware the current figure is rather high.
- Councillor Harris questioned if when undergoing the LTP process, do we take into account and consideration unpaid rates that do not get successfully recovered and do we make any allowances. The Corporate Accountant noted that there is an account for penalty income.
- Councillor Boyde questioned as to where the penalty rates income is situated. The Corporate Accountant noted that penalty rates are situated under democracy and corporate support revenue.

**15.4 Environmental Services Report**

**Recommendation**

THAT the report be received.

ERWOOD/McKAY  
Carried  
P&S/24/249

The Director - Environmental Services noted:

- In regards to the local alcohol policy, STDC have made a formal decision that they would like a policy, however they have not decided if they would like to join our policy shared with NPDC.

16. Resolution to Exclude the Public

**Recommendation**

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

Agenda Item No: 17

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

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
Purchase of Land	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information <i>and</i> to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6 and section 7 of the Act - specifically Section 7(2)(b)(ii) and Section 7(2)(h). (Section 48(1)(a) Local Government Official Information and Meetings Act 1987.

BOYDE/DUDLEY  
Carried  
P&S/24/250

*The media left the meeting at 5.28pm.*

17. Public Excluded Item

**Recommendation**

THAT the open meeting resume.

BOYDE/JONES  
Carried  
P&S/24/253

18. Questions

- Councillor Harris questioned if the insurance company has paid for the work to be completed on the Puniwhakau Bridge. The Roading Asset Manager noted that this is still in the works.

19. Closing Karakia

The closing Karakia was read.

*The meeting closed at 5.43 pm.*



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 Consultation	

# QUARTERLY REPORT



F22/55/04 – D24/52950

**To:** Policy & Services Committee  
**From:** Community and Economic Development Manager  
**Date:** 26 November 2024  
**Subject:** Economic Development Quarterly Report – Quarter One 2024/25

## 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 key quarterly highlights from the Venture Taranaki data dashboard. VT will present key updates for the Stratford district in person.

### 2. Regional Economic Profile

Population: 10,600

Economy	Employment	Businesses
<b>\$601m</b>	<b>3,772</b>	<b>1,503</b>
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**

**3.1** The Q1 quarterly report from Venture Taranaki will be available once adopted by NPDC

Key Highlights:

Q1	Q1	Q1	Q1
2	7	\$4,000	1
<b>Startup clients</b> met in Stratford.	<b>Businesses Supported.</b> Number of client interactions with Business Advisory services.	<b>RBP (Regional Business Partner network) Capability Funding.</b> Distributed to Stratford enterprises.	<b>Mentor Matches</b>

**4. Local Tourism and Promotion**

**4.1** Website Engagement

Page	Views
	Q1
<a href="#">Discover Stratford</a>	304
<a href="#">Venture Taranaki</a>	53
<a href="#">Stratford Business Association</a>	77
<a href="#">Prospero Markets</a>	158
<a href="#">Library and Visitor Information Centre</a>	1,466
<a href="#">Events</a>	651

**4.2** Community Events

Quarter Four Events:

Completed:

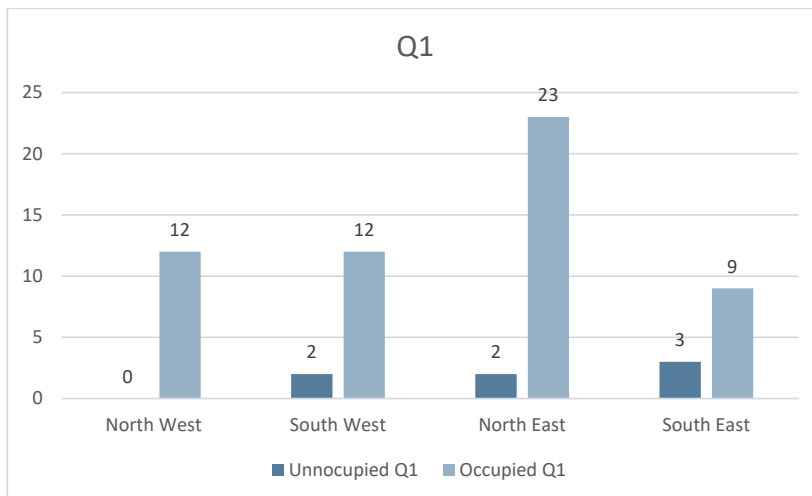
Activity	Date
Chunuk Bair	Thu 8 Aug
Prospero Market	Jul - Sept

Coming up:

Activity	Date
Prospero Market	Oct-Jan-Mar 24/25
Christmas Parade	6 December
Christmas Markets/Carols	6 December
Summer Nights Concert	18 December
Summer Nights Movies	1 February 2025

## 5. Development

### 5.1 Businesses in central Broadway



### 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: 125

#### Completed Events/Activity

Business after Five events:

- Matthew and Co Real Estate – Thu 18 July
- Dimocks 100% - Thu 29 August
- Stratford Park - Tuesday 17 September

Workshops

- Lunch & Learn - Financial goal setting – Tue 30 July
- Lunch & Learn – Venture Taranaki business support – Tue 10 Sep

#### Upcoming Events/Activity:

Events

- Christmas Parade – 6 December
- Christmas Market/Carols - 6 December
- Americarna - 21 February 2025
- 

Committee meetings

- Monday 11 November

Ba5 events

- November– meet the committee – 14 November

Workshops

- Wednesday 13 November – Canva Intermediate
- Thursday 28 November – Lunch and Learn- Streamline your Social Media Strategy

**5.4 Consents Granted**

Type	Q1	Q2	Q3	Q4	YE
New Dwellings	4				4
New duplex dwellings	0				0
Relocated dwellings	1				1
Relocated buildings other than dwellings	0				0
Fires	8				8
Pole sheds/accessory buildings	5				5
Additions/alterations – residential	7				7
New Commercial buildings	0				0
Additions/alterations – commercial	3				3
Other/miscellaneous	2				2

**5.5 Property Sales**

Location	Median Price		Volume Sold	
	23 Q1	24 Q1	Q1	24/25 YE
New Plymouth District	Jul		301	301
	\$ 628,000	\$ 629,700		
	Aug			
	\$ 607,000	\$ 638,000		
South Taranaki	Jul		96	96
	\$ 495,000	\$ 460,000		
	Aug			
	\$ 455,000	\$ 420,000		
Stratford District	Jul		23	23
	\$ 396,00	\$ 390,000		
	Aug			
	\$ 489,000	\$ 500,000		
	Sept			
	\$ 590,000	\$ 515,000		

*\*Information obtained from Real Estate Institute of New Zealand Inc (REINZ).  
(most upto date data obtained from the following Months report)*

**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 for a minimum of 30 hours per week )	6	30

**Registrations**

	Q1	Q2	Q3	Q4	YTD
Young People Registered	61				61
NEETs Registered (not in employment, education or training)	38				38

**Employment**

	Q1	Q2	Q3	Q4	YTD
People placed into full-time employment (minimum 30-hours per week)	14				
People placed into part-time or casual employment or work experience.	11				
People helped with upskilling (e.g. driver training, employability skills, first aid, forklift).	68				
People helped with pastoral care, mental health support or other emergency support (e.g. counselling, emergency support and housing)	3				



Saba Afzal  
**Community and Economic Development Manager**



[Endorsed by]  
Erin Bishop  
**Acting Director – Community Services**



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

**Date** 19 November 2024

# INFORMATION REPORT



F16/1221 – D24/46705

**To:** Policy and Services Committee  
**From:** Education Officer - Water and Waste  
**Date:** 26 November 2024  
**Subject:** Solid Waste Analysis Protocol (SWAP) Survey

## Recommendations

1. THAT the report be received.

## 1. Purpose of Report

- 1.1 The purpose of this report is to present information gathered from the Solid Waste Analysis Protocols (SWAP) survey undertaken on 23 September 2024.
- 1.2 The SWAP survey is useful in monitoring how the Council is tracking towards to achieving Central Government's target of reducing waste to landfill by 10% per person and by 30% total by 2030, as are set out in *Te rautaki para Waste Strategy Aotearoa New Zealand 2023*.
- 1.3 Information collated from the SWAP survey confirms the community responses recorded in previous education campaigns. This information will be used to design priority actions to be implemented in the short term, to meet the Waste Management and Minimisation Plan (WMMP) 2023 targets adopted by Council.

## 2. Executive Summary

- 2.1 The main purpose of a SWAP<sup>1</sup> is to obtain quantitative estimates of the composition of solid wastes arising from domestic premises. In this instance, Council Officers have conducted a SWAP survey on general wastes collected at the kerbside in Stratford township on 23 September 2024.
- 2.2 The SWAP surveyed 1% of our kerbside collection, being 28 bins. This equates to an approximate total weight of 218kg. Please note that this is a snapshot and the waste composition derived may not necessarily be an accurate representation of the entire district waste streams in the general waste bin.
- 2.3 The summary table below shows data collected during the SWAP survey.

	Waste Stream	2024 SWAP (kg)	2024 SWAP (%)	2022 SWAP (%)
1	Recyclables - Kerbside Collection	53.6	24.6	12.3
2	Recyclables - Alternative Collection	148.1	68.3	73.7
	<b>Total Recyclables in General Waste Bin</b>	<b>202</b>	<b>92.9</b>	<b>86</b>
3	Non-recyclable/Hard to Recycle	15.98	12.1	13.9
	<b>Grand Total General Waste</b>	<b>217.63</b>	<b>100</b>	<b>100</b>

<sup>1</sup> Solid Waste Analysis Protocol; Summary Procedures: Ministry for the Environment 2000. Wellington New Zealand

- 2.4 The results show that approximately **93% by weight** (202kg) of the general waste surveyed is recyclable and could have been diverted from landfill. Only **12%** of the bin needed to have gone to the landfill.
- 2.5 From the SWAP results, Officers have chosen key priority action areas as those with waste streams with greater than 4.9% proportion of recyclables in the general waste bin. They are:
  - Putrescibles (food waste) - 48.6%;
  - Glass - 13.9%;
  - Paper and cardboard - 7.8%;
  - Green waste - 7%;
  - Soft and non-recyclable plastic - 6.2%; and
  - Textiles – 4.9%
- 2.6 Of note is the 6.2% soft and non-recyclable plastic proportion by weight, which actually translates to a **high** proportion by volume. In other words, our general waste bins are being filled with a lot of soft and non-recyclable plastics.
- 2.7 SWAP surveys are proposed to be conducted on a 4-monthly basis, to capture the seasonal variations in waste disposal trends and composition. The next SWAP is proposed to be undertaken in February 2025.

**3. Background**

- 3.1 The SWAP was developed by the Ministry for the Environment (MfE). Since 2002, the SWAP survey has been used by Councils to analyse waste stream compositions, and results used to develop strategies and action plans included in the WMMPs.
- 3.2 The Council provides only certain waste collection and disposal services to the urban communities of Stratford and Midhirst.
- 3.3 The WMMP include actions to expand some of these services into the rural areas – **Behaviour Change Action 8, Collaboration and Participation Actions 4, & 12 and Accessible Services Actions 5, 6 & 12.**
- 3.4 The SWAP survey was undertaken using the following protocol:
  - Bins selected randomly based on certain criteria such as location, socio economic, historical data, etc, ensure the bin sample is representative.
  - Collectors tag each bin with a unique identifier unknown to the sorting team and deliver to the Refuse Transfer Station (RTS).
  - The sorting team empty bins separately onto tarpaulins and refuse is sorted into categories pre-defined - 12 primary, and up to 46 subcategories;
  - Each category is separately weighed using electronic scales with an accuracy of  $\pm 1g$  and data recorded;
  - Each category is reported both as a total weight collected (kg) and as a percentage % of the total sample weight.
- 3.5 Reporting of data is undertaken using tables and graphs and under 3 broad categories:
  - Recyclable kerbside collection waste;
  - Recyclable Alternative Collection waste; and
  - Unrecyclables - Hard to Recycle / Non-recyclable waste.



#### 4. Information Summary

Table 1: Summary of SWAP Waste Stream Proportion In the General Waste Bin

Waste Streams	Item	Waste Type	2024 SWAP (kg)	2024 SWAP (%)	2022 SWAP (%)
Recyclable Kerbside Collection	1	Paper/Cardboard	17.02	7.8	8.8
	2	*Plastics Type 1,2 or 5	3.03	1.4	0.0
	3	*Non-ferrous metal (aluminium cans)	1.38	0.6	0.0
	4	Glass	30.28	13.9	2.1
	5	Ferrous metals (tin cans)	1.87	0.9	1.5
		<b>Total</b>	<b>53.58</b>	<b>24.6</b>	<b>12.3</b>
Recyclable Alternative Collection	6	Putrescibles* (food)	105.8	48.6	67.2
	7	Garden Waste	15.15	7	0.0
	8	Textiles	10.72	4.9	2.7
	9	Timber	0.41	0.4	3.2
	10	Rubble/Concrete	0	0	0.6
	11	Household appliances / electronics	2.5	1.2	0
	12	Soft Plastics	13.49	6.2	0
		<b>Total</b>	<b>148.07</b>	<b>68.3</b>	<b>73.7</b>
	<b>Recyclables Total</b>	<b>201.65</b>	<b>92.9</b>	<b>86</b>	
Un-recyclables - Hard to Recycle/Non-recyclable	13	Nonferrous metals (tin foil/aluminium plates etc)	0.56	0.6	1.9
	14	Rubber	0	0	0.1
	15	Potentially Hazardous materials (batteries, aerosol cans, medical waste etc.)	2.96	1.3	2.3
	16	Nappies and Sanitary	12.46	5.7	9.6
		<b>Un-recyclables Total</b>	<b>15.98</b>	<b>7.6</b>	<b>13.9</b>
	<b>Grand Total</b>	<b>217.63</b>	<b>100</b>	<b>100</b>	

- 4.1 The table shows the waste composition of recyclable material found in the general waste bin. That :
- There is a high proportion of recyclable wastes in the general waste than necessary;
  - 25% of the wastes is currently recyclable at the kerbside, using existing service provided by Council; and
  - Over 68% of wastes is recyclable, but only through alternative collection service.

4.2 **Figure 1** shows the waste stream composition of the SWAP survey.

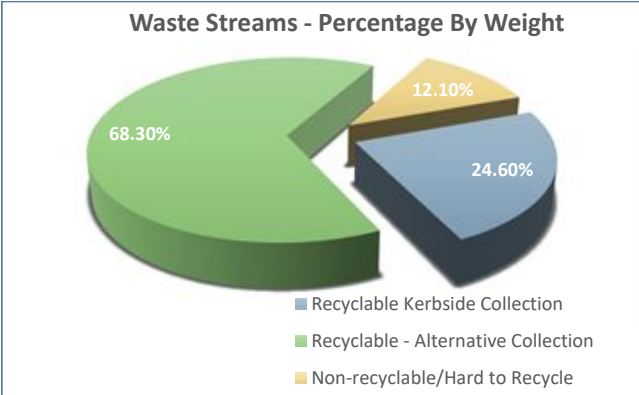


Figure 1: Percentage by weight of recyclable material found in the general waste bin

4.3 **Figure 2** shows the composition of recyclables vs non-recyclables of the SWAP survey.

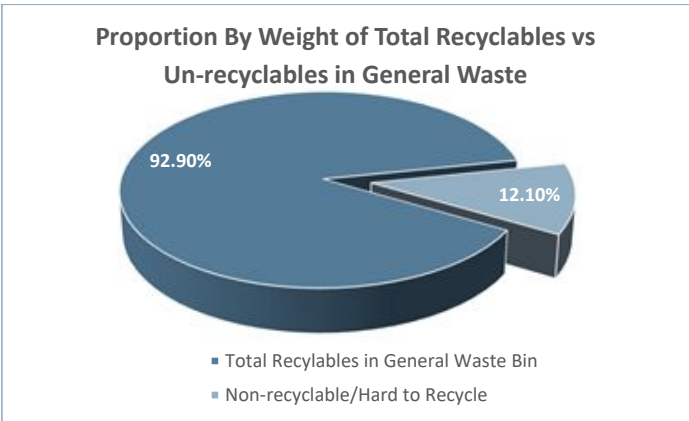


Figure 2: Proportion By Weight of Total Recyclables vs Un-recyclables in General Waste

4.4 **Figure 3** shows the composition of the kerbside recyclables of the SWAP survey.

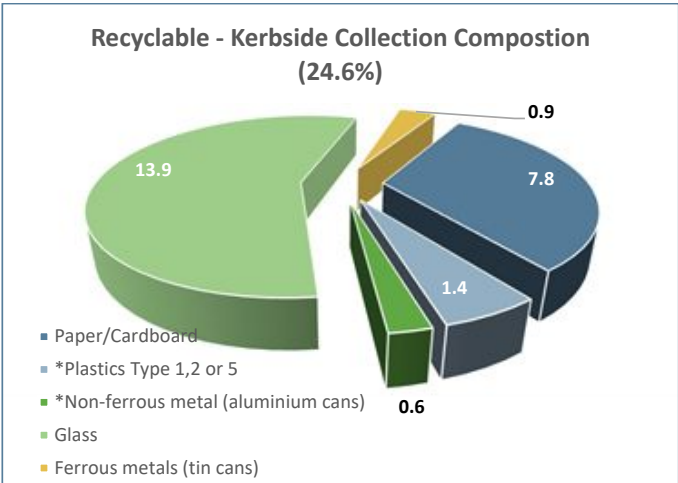


Figure 3: Composition of 24.6% Kerbside Recyclable Collection

4.5 **Figure 4** shows the composition of the other recyclables, excluded from kerbside collection, of the SWAP survey.

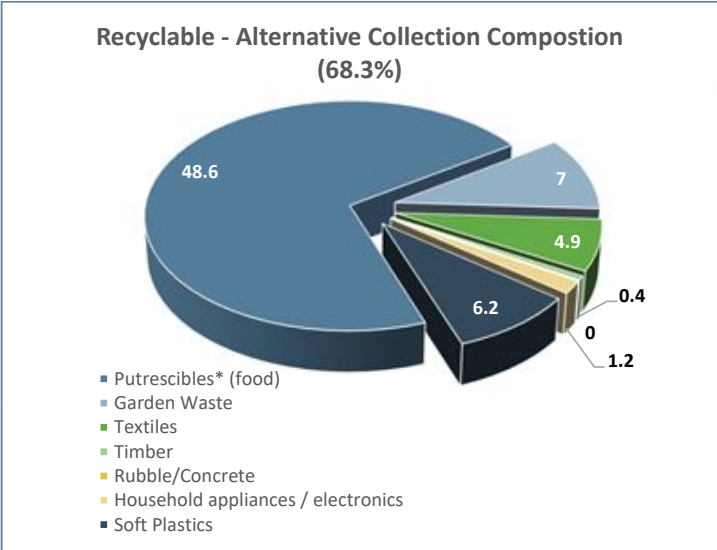


Figure 4: Composition of 68.3% Alternative Recyclable Collection

**Figure 5** provides a comparison of recyclable waste collected in the 2022 and 2024 SWAP surveys. This will help to target future actions and education campaigns in the district.

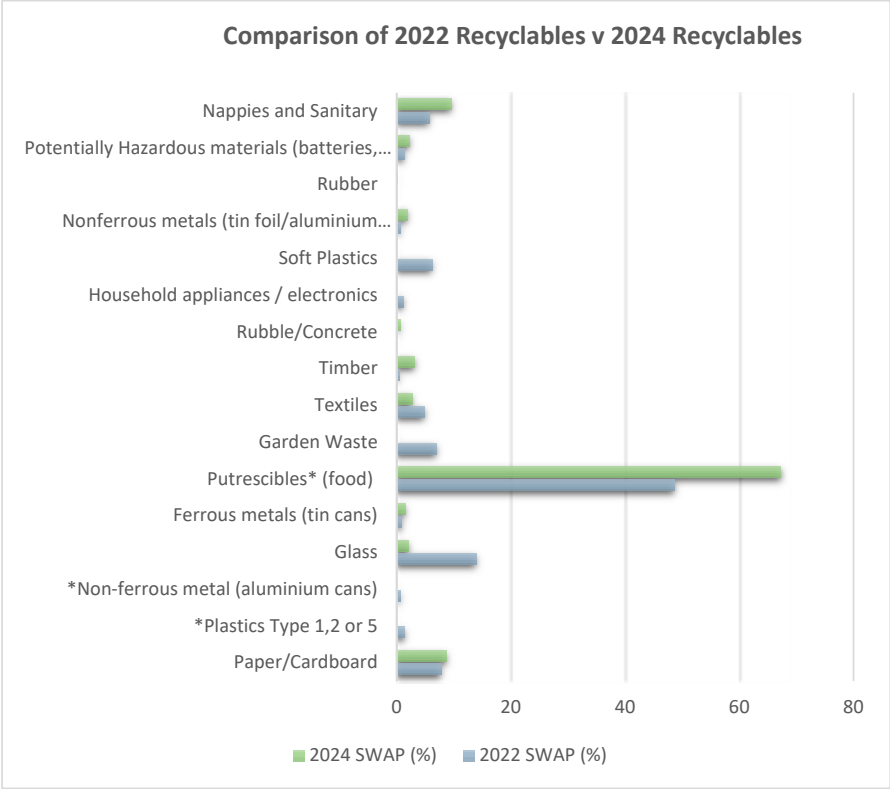


Figure 5: Comparison of 2022 Recyclables v 2024 Recyclables

## 5. Key Actions

- 5.1 Officers have interpreted the data and information gathered from the SWAP survey into suggested actions. The key actions are essentially in the introduction or facilitation of additional collection services and prioritisation of education campaigns to target the **six (6x)** recyclable categories with the highest proportion represented in the SWAP survey results.
- 5.2 The introduction *or facilitation* of additional services for collection of recyclables in the district are actions already identified in the WMMP. These actions can either be delivered by Council as additional kerbside collection and/or the Transfer Station service, or facilitated and encouraged to be delivered by others.
- 5.3 The education campaigns will focus on providing correct recycling education to the community to support better recycling habits. These campaigns will support Council's contribution to the achievement of central government's goal of reducing waste to landfill by 30% in 2030, while delivering on the WMMP actions and achieving the relevant WMMP targets.
- 5.4 The key actions comprise four **4x** service collection and three **3x** education campaign suggestions summarised in **Table 2** and detailed below, to present how they align with the WMMP Targets and Objectives of Behaviour Change; Collaboration and Participation; Leadership and Innovation and Accessible Services:
- 5.5 The **4x Service Collection** actions are:

- **Kerbside Collection – Food waste:**

This action aligns with the following in the WMMP:

- Behaviour Change actions 1, 6, 7 & 11;
- Collaboration and Participation Action 2, 6 & 7;
- Leadership and Innovation Action 1 & 11;
- **Accessible Services** Actions **2 & 3**; and
- Targets 1, 2 & 6.

This is the introduction of a food waste collection service, to target a reduction in waste to landfill. The food waste represented 48.6% of the proportion of total waste in the general waste bin. A 50% uptake will result in a landfill diversion of over 5 ton per week (260T per year). This represents a reduction of around 20% of waste to landfill. This service is currently provided in the New Plymouth and South Taranaki Districts.

- **Kerbside Collection – Green waste:**

This action aligns with the following in the WMMP:

- Behaviour Change actions 1, 6, 7 & 11;
- Collaboration and Participation Action 2, 6 & 7;
- Leadership and Innovation Action 1 & 11;
- **Accessible Services** Actions **2 & 3**;
- Targets 1, 2 & 6.

This is the introduction of a green/garden waste collection service. With a 50% uptake from residents kerbside, this action would likely divert over 1 tonne of waste each week. A reduction of waste to landfill of 52T per year or a further 4 to 5%.

- **Transfer Station Collection – Soft Plastics:**

This action aligns with the following in the WMMP:

- Behaviour Change actions 1, 4, 5 & 7;
- Collaboration and Participation Action 2, 5, 7 & 8;
- Leadership and Innovation Action 4;
- **Accessible Services** Actions **2 & 4**; and
- Targets 1, 2, 3, 4 & 5.

This is the introduction of a council-controlled soft plastics collection service at the Refuse transfer Station (removes vagaries of current collection service often being unavailable. With only a 50% use rate, a further 3-4% of waste could be diverted from landfill.

- **Transfer Station / Alternative Collection – Textiles.**

This action aligns with the following in the WMMP:

- Behaviour Change actions 1, 4, 7 & 11;
- Collaboration and Participation Action 2, 5, 7 & 8
- Leadership and Innovation Action 4;
- **Accessible Services** Actions **2 & 4**; and
- Targets 1, 2, 3, 4 & 5.

This is the reintroduction of collection points for recycling of textiles. With only a 50% uptake, combined with an education program of options to donate good quality textiles/clothing, this action will likely result in up to 3% of waste being diverted from landfill per year.

4.6 The **3x Education Campaign** actions are:

- **Correct Blue Crate Recycling:** This action aligns with the following in the WMMP:
  - Behaviour Change Actions 1, 2, 7, & 15;
  - Collaboration and Participation Actions 5 & 6;
  - Leadership and Innovation Action 5;
  - Accessible Services Actions 2 & 4; and
  - WMMP Targets 1, 2, 3 & 6.

This is an increase in education programs designed to encourage the correct use of the blue glass crate. This should include education on the need to empty contents, donate to foodbanks (if not expired), remove lids and types of glass that are not accepted in the blue crate. Currently these are key sources of contamination in the blue crates.

- **E-Waste, Used Appliances and Metals Recycling Hubs:** This action aligns with the following in the WMMP:
  - Behaviour Change actions 1, 2, 3, 4, 7, 11, 12 & 15;
  - Collaboration and Participation Action 7 ;
  - Leadership and Innovation Action 1;
  - Accessible Services Actions 2, 4, 6, 9, 11 & 12; and
  - Targets 1, 2, & 3.

Education programs and expansion of Repair cafe and recycle hubs for e-waste and used appliances. Combined with the use of the metals recycling capability currently at the Refuse Transfer Station could divert a further 1-2% of waste from landfill.

- **Recyclable Paper:** This action aligns with the following in the WMMP:
  - Behaviour Change Actions 1, 2, & 7;
  - Collaboration and Participation Action 2;
  - Leadership and Innovation Action 5;
  - Accessible Services Action 2 & 4; and
  - Targets 1, 2, & 3.

This action proposes that further Education programs are prioritised based on the types of paper and card that are currently recyclable in kerbside collection service. In addition to alternative disposal options, such as composting, etc., this action could result in an equivalent of up to 1 tonne being diverted from landfill each week.

4.7 Table 2 provides a summary of these **7x** suggested actions and shows their alignment with the WMMP targets and objectives.

Table 2: Summary of Key Actions and Alignment with WMMP Targets and Objectives

Key Action Groups	Item	Key Actions	WMMP Targets	WMMP Objectives			
				Behaviour Change	Collaboration and Participation	Leadership and Innovation	Accessible Services
Service Collection	1	Kerbside Collection – Food waste:	1, 2 & 6	1, 6, 7 & 11	2, 6 & 7	1 & 11	2 & 3
	2	Kerbside Collection – Green waste	1, 2 & 6	1, 6, 7 & 11	2, 6 & 7	1 & 11	2 & 3
	3	Transfer Station Collection – Soft Plastics	1, 2, 3, 4 & 5	1, 4, 5, 7	2, 5, 7 & 8	4	2 & 4
	4	Transfer Station / Alternative Collection – Textiles	1, 2, 3, 4 & 5	1, 4, 7 & 11	2, 5, 7 & 8	4	2 & 4
Education Campaign	5	Correct Blue Crate Recycling	1, 2, 3 & 6.	1, 2, 7, & 15	5 & 6	5	2 & 4
	6	E-Waste, Used Appliances and Metals Recycling Hubs	1, 2, & 3	1, 2, 3, 4, 7, 11, 12 & 15	7	1	2, 4, 6, 9, 11 & 12
	7	Recyclable Paper	1, 2, & 3	1, 2, & 7	2	5	2 & 4

**6. Local Government Act 2002**

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

Increasing awareness and education around the need for, and the benefits of, reducing waste to landfill will:

- empower residents to take pride in their individual behaviours;
- reduce costs to council;
- have positive effects on the environment (less degradation and pollutants); and
- support cultural values of keeping waste, particularly organic waste within the district/region.

**7. Strategic Alignment**

**7.1 Direction**

- This report aligns with the Council’s WMMP:
- Vision of ‘**Empowering Our Community To Eliminate Waste**’; and
  - Target (T6) and Actions (*Facilitate Behaviour change actions 2 & 7 AND Accessible Services Actions 2, 3 & 12*).

**7.2 Annual Plan and Long Term Plan**

This report aligns with the Annual plan and the Long Term Plan.

**7.3 Sustainability Consideration**

This report is consistent with the Council’s Sustainability Policy **Guiding Principles 3 & 4** below:

- **Guiding Principle 3:** We enable our rangatahi (youth) to be sustainable leaders; and
- **Guiding Principle 4:** We strive to have resilient infrastructure that meets the current and future needs of the district.

**7.4 District Plan**

There is no direct relationship with the District Plan.

**7.5 Legal Implications**

There are no legal implications.

**7.6 Policy Implications**

There is no conflict with any council policies.



Peter McNamara  
**Education Officer – Water and Waste**



[Endorsed by]  
Victoria Araba  
**Director of Assets**



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

**Date** 19 November 2024

# DECISION REPORT



F22/55/04 – D24/46782

**To:** Council  
**From:** Committee Advisor and Executive Assistant  
**Date:** 26 November 2024  
**Subject:** Adoption of 2025 Meeting Schedule

## Recommendations

1. THAT the report be received.
2. THAT Council confirm the 2025 Meeting Schedule as presented.

## Recommended Reason

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

It is the intention of this resolution to hold two-monthly Audit and Risk Committee Meetings, monthly Ordinary Council meetings, monthly Policy and Services Committee meetings and three times a year Farm Committee meetings, to ensure efficiency of implementing decisions made by all Committees and to minimise meetings falling on the same day.

/  
Moved/Seconded

## 1. Purpose of Report

- 1.1 The purpose of this report is to recommend a schedule of meetings for the Council for the 2025 calendar year up until the Local Authority Elections on 11 October 2025.

## 2. Executive Summary

- 2.1 Council is presented with the meeting schedule annually to give elected members sufficient notice to prepare for the following years meetings and eliminate conflicts of appointments.
- 2.2 Under Standing Order 8.2, adoption of this meeting schedule will constitute notification to each member of the committees. It does not replace the requirements under LGOIMA to publicly notify each meeting.
- 2.3 Alterations can be made to the meeting schedule during the year if required. If a change is required then appropriate notice will be given by the Chief Executive in accordance with the standing orders.
- 2.4 A meeting can be cancelled by the Chairman in consultation with the Chief Executive should it be deemed necessary.



**3. Local Government Act 2002 – Section 10**

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

Democracy supports good quality decision making for all of the above services.

**4. Background**

4.1 Council has a legal requirement to hold meetings (Standing Order 4.1)

*The local authority must hold meetings for the good government of its city, district or region. The same requirement applies to local boards and community boards in respect of their communities. Meetings must be called and conducted in accordance with:*

- (a) *Schedule 7 of the LGA 2002;*
- (b) *Part 7 of LGOIMA; and*
- (c) *These Standing Orders.*

4.2 The following committees were established at the first (inaugural) meeting of Council on Tuesday 25 October 2022:

- Policy and Services Committee
- Executive Committee
- Audit and Risk Committee
- Farm Committee (*amended from Farm and Aerodrome Committee 1 July 2024*)
- Sport New Zealand Rural Travel Fund Committee.

This meeting schedule has been drafted with the same format historically used and, where relevant, in accordance with the Terms of Reference for each committee:

- The Ordinary Meeting of Council is held monthly on the second Tuesday of the month – *with the exception of January.*
- The Audit and Risk Committee meets every second month on the third Tuesday of the month.
- The Farm Committee will meet three times a year with meetings scheduled to align with seasonal elements of the activity.
- The Policy and Services Committee meets monthly on the fourth Tuesday of the month – *with the exception of April to avoid Easter and ANZAC day.*
- Hearings are scheduled as needed and submissions are heard by the Policy and Services Committee.
- The Executive Committee meets on an as needed basis for urgent business only.

- 4.3 The Local Authority Elections are scheduled for Saturday 11 October 2025. The first meeting of council will be called by the Chief Executive as per standing order 4.5:

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

At the first meeting of Council a meeting schedule will be presented for adoption and will include the remainder of the 2025 year and 2026.

- 4.4 Workshops have been scheduled prior to each Ordinary meeting and each Policy and Services Committee meeting. These are prescheduled to allow Councillors to prepare their diaries, however, should these workshops not be required, the Chief Executive shall give notice to Councillors the week before the scheduled meeting.
- 4.5 Public forums are held prior to each Ordinary Meeting. Invitations for speakers are advertised with the monthly meeting schedule in Central Link. Speakers must have approval from the Mayor or Chief Executive. Councillors will be advised when there is not a public forum (Standing Orders Section 15).
- 4.6 Key dates of important events and relevant Council events have been included at the back of the schedule. These are not open for discussion but to ensure Councillors are aware, as early as possible, of these dates.

## 5. Consultative Process

### 5.1 Public Consultation - Section 82

This does not require public consultation.

### 5.2 Māori Consultation - Section 81

No separate Māori consultation is required.

## 6. Risk Analysis

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

- 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 Elected Members – Decision Making – failure to adopt a meeting schedule could risk council's ability to meet its public notification requirements. A meeting schedule also ensures council business is planned accordingly to ensure council approval is sought, when required, in a timely manner.

## 7. Sustainability Consideration

- 7.1 This matter does not have a direct link to the sustainability policy or its guiding principles. However the schedule provides structured timeframes for officers to set their work plans which includes collating information to meet the principles of the policy within their decision reports.

**7. Decision Making Process – Section 79**

**7.1 Direction**

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

**7.2 Data**

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

The proposed schedule is presented as **Appendix 1**.

**7.3 Significance**

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

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

**7.4 Options**

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

**Option 1** Council adopts the meeting schedule as presented.

**Option 2** Council adopts an amended meeting schedule.

7.5 **Financial**

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

There is no financial impact.

7.6 **Prioritisation & Trade-off**

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

Trade-offs are alternative dates and times for meetings.

7.7 **Legal Issues**

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

No legal opinion is required.

7.8 **Policy Issues - Section 80**

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

There are no policy issues.

**Attachments**

**Appendix 1** Proposed Meeting Schedule - 2025



Carissa West  
**Committee Advisor and Executive Assistant**



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

**Date**

# MEETING SCHEDULE



## Appendix 1

### 2025 Meeting Schedule

*Where possible the following meeting patterns are adhered to, alterations to this are as needed.*

<b>Council</b>	Held monthly (2 <sup>nd</sup> Tuesday in that month)
<b>Policy and Services Committee meeting</b>	Held monthly (4 <sup>th</sup> Tuesday in that month except April)
<b>Audit &amp; Risk Committee Meetings</b>	Held every second month (3 <sup>rd</sup> Tuesday in that month)
<b>Farm and Aerodrome Committee Meetings</b>	Three meetings a year to align with the seasonal elements of the activity (February, May and September)
<b>Public Forums</b>	Public forums are scheduled at 3.00 pm prior to each Council meeting. These forums are by request and more information can be located on Council’s website.
<b>Workshops</b>	Workshops will be scheduled prior to each Ordinary and Policy and Services Committee Meeting. Change in times, additional workshops or cancellations will be notified by the Chief Executive.

All meetings are held in the Council Chambers unless otherwise stated

Meeting	Meeting Date	Meeting Time
<b>DECEMBER 2024</b>		
Workshop for Councillors	Tuesday 10 December	1.00 pm
Public Forum (by request)	Tuesday 10 December	3.00 pm
Council Meeting	Tuesday 10 December	3.30 pm

<b>Meeting</b>	<b>Meeting Date</b>	<b>Meeting Time</b>
<b>JANUARY 2025</b>		
Workshop for Councillors	Tuesday 28 January	1.00pm
Policy & Services Committee	Tuesday 28 January	3.00 pm
<b>FEBRUARY 2025</b>		
Workshop for Councillors	Tuesday 11 February	1.00 pm
Public Forum (by request)	Tuesday 11 February	3.00 pm
Council Meeting	Tuesday 11 February	3.30 pm
Farm Committee	Tuesday 25 February	12 noon
Hearing ( <i>Vehicle Crossing, Restricted Access of Roads and Parking Control Bylaws</i> )	Tuesday 25 February	1.00 pm
Policy & Services Committee	Tuesday 25 February	3.00 pm
<b>MARCH 2025</b>		
Workshop	Tuesday 11 March	1.00 pm
Public Forum (by request)	Tuesday 11 March	3.00 pm
Council Meeting	Tuesday 11 March	3.30 pm
Audit and Risk Committee	Tuesday 18 March	2.00pm
Workshop for Councillors	Tuesday 25 March	2.00 pm
Policy & Services Committee	Tuesday 25 March	3.00 pm
<b>APRIL 2025</b>		
Workshop for Councillors	Tuesday 8 April	1.00 pm
Public Forum (by request)	Tuesday 8 April	3.00 pm
Council Meeting	Tuesday 8 April	3.30 pm
<i>The April Ordinary Meeting of Council will be held in Whangamomona and will include community consultation on the Draft Annual Plan).</i>		
Workshop for Councillors	Tuesday 22 April	1.00 pm
Policy & Services Committee	Tuesday 22 April	3.00 pm
<b>MAY 2025</b>		
Audit and Risk Committee	Tuesday 13 May	11.00 am
Workshop for Councillors	Tuesday 13 May	1.00 pm
Public Forum (by request)	Tuesday 13 May	3.00 pm
Council Meeting	Tuesday 13 May	3.30 pm
Farm Committee	Tuesday 27 May	12 noon
Workshop for Councillors	Tuesday 27 May	1.00 pm
Policy & Services Committee	Tuesday 27 May	3.00 pm
<b>JUNE 2025</b>		
Hearing (2025/26 Annual Plan)	Tuesday 3 June	10.00am
Workshop for Councillors	Tuesday 10 June	1.00 pm
Public Forum (by request)	Tuesday 10 June	3.00 pm
Council Meeting	Tuesday 10 June	3.30 pm
Workshop for Councillors	Tuesday 24 June	1.00 pm
Policy & Services Committee	Tuesday 24 June	3.00 pm

<b>Meeting</b>	<b>Meeting Date</b>	<b>Meeting Time</b>
<b>JULY 2025</b>		
Workshop for Councillors	Tuesday 8 July	1.00 pm
Public Forum (by request)	Tuesday 8 July	3.00 pm
Council Meeting	Tuesday 8 July	3.30 pm
Audit and Risk Committee	Tuesday 15 July	2.00 pm
Workshop for Councillors	Tuesday 22 July	1.00 pm
Policy & Services Committee	Tuesday 22 July	3.00 pm
<b>AUGUST 2025</b>		
Workshop for Councillors	Tuesday 12 August	1.00 pm
Public Forum (by request)	Tuesday 12 August	3.00 pm
Council Meeting	Tuesday 12 August	3.30 pm
Workshop for Councillors	Tuesday 26 August	1.00 pm
Policy & Services Committee	Tuesday 26 August	3.00 pm
<b>SEPTEMBER 2025</b>		
Audit and Risk Committee	Tuesday 2 September	2.00 pm
Workshop for Councillors	Tuesday 9 September	1.00 pm
Public Forum (by request)	Tuesday 9 September	3.00 pm
Council Meeting	Tuesday 9 September	3.30 pm
Farm Committee	Tuesday 23 September	12 noon
Workshop for Councillors	Tuesday 23 September	2.00 pm
Policy & Services Committee	Tuesday 23 September	3.00 pm
<b>OCTOBER 2025</b>		
Council Meeting	Tuesday 7 October	3.30 pm

<b>Meeting</b>	<b>Meeting Date</b>
<b>Sport NZ Rural Travel Fund Committee</b>	
Opening date for applications	Monday 31 March 2025
Closing date for applications	Friday 9 May 2025
Sport NZ Rural Travel Fund Committee Meeting	Tuesday 20 May 2025 at 3.30pm
Opening date for applications	Monday 1 September 2025
Closing date for applications	Friday 17 October 2025
Sport NZ Rural Travel Fund Committee Meeting	Tuesday 28 October 2025 at 3.30pm
<b>Creative Communities NZ</b>	
Opening date for applications	Tuesday 3 March 2025
Closing date for applications	Friday 5 April 2025
Creative Communities NZ Committee Meeting	Wednesday 23 April 2025 at 9.30am
Opening date for applications	Monday 1 August 2025
Closing date for applications	Friday 5 September 2025
Creative Communities NZ Committee Meeting	Wednesday 24 September 2025 at 9.30am
<b>Citizen Awards</b>	
Opening date for nominations	Monday 28 April 2025
Closing date for applications	Friday 30 May 2025
Citizen Awards Committee Meeting	Tuesday 17 June 2025 at 9.30am
Citizen Awards Presentation	Tuesday 5 August 2025 at 5.30pm
<b>Other</b>	
Mayoral Reception	Saturday 6 December 2025 at 5.30pm
LGNZ Conference	16 – 17 July 2025 in Christchurch
<b>Citizenship Ceremonies</b>	
Citizenship Ceremony	Wednesday 26 March 2025 at 2.30pm
Citizenship Ceremony	Wednesday 11 June 2025 at 2.30pm
Citizenship Ceremony	Wednesday 17 September 2025 at 2.30pm
Citizenship Ceremony	Wednesday 26 November 2025 at 2.30pm



# DECISION REPORT



F22/55/04 – D24/50958

**To:** Policy & Services Committee  
**From:** Projects Manager  
**Date:** 26 November 2024  
**Subject:** Te Ara o Maru Walkway Stage Two, Whangamomona

## Recommendations

1. THAT the report be received.
2. THAT Council confirms its appointment as the Controlling Authority for Stage 2 of the Te Ara o Maru Walkway and authorises walking and mountain biking as permitted activities, **subject to** formalising a maintenance agreement between Council, Taranaki Trails Trust and Kingheim Limited.
3. THAT Council authorises the Chief Executive to sign all necessary agreements with the Walking Access Commission, Taranaki Trails Trust, and Kingheim Limited.

## Recommended Reason

The Taranaki Trails Trust and Kingheim Limited have requested that Stage 2 of the Te Ara o Maru Walkway be opened for walking and mountain biking activities. This walkway will connect Mangare Road through to Whangamomona township. To facilitate this, the Walking Access Commission requires that a Controlling Authority is appointed as per Section 35 of the Walking Access Act 2008.

Although an easement has been lodged for walking and mountain biking activities, the Walking Access Commission is requesting Council's approval, to formally permit mountain biking activities, in addition to the existing authorisation for walking on this section.

/  
Moved/Seconded

## 1. Purpose of Report

- 1.1. The purpose of this report is to seek Council's confirmation of its appointment as the Controlling Authority, pursuant to Section 35 of the Walking Access Act 2008, for Stage 2 of the Te Ara o Maru Walkway at Whangamomona.
- 1.2. To seek Council's approval for permitting walking and mountain biking activities for Stage 2 of the Te Ara o Maru Walkway.

## 2. Executive Summary

- 2.1. Under the terms of the consent granted by the Overseas Investment Office (OIC) for the purchase of land at Whangamomona, the purchaser, forestry company Kingheim Limited (Kingheim), is required to develop and upgrade 12 km of walkways on the land for walking, dog walking, horse trekking, and mountain biking purposes by the public.
- 2.2. The walkways have been divided into three stages (**Appendix 1**) for phased development:
  - Stage 1 – Walkway loop west of Mangare Road around the former water filling station (lake) for steamed locomotives. This stage is completed and open to public for walking and horse trekking activities only
  - Stage 2 – Walkway linking Mangare Road via Prospect Road to Whangamomona Township. This is the subject of this report
  - Stage 3 – Walkway south of State Highway 43, between Mangare Road and Whangamomona Township.
- 2.3. To secure formal public access to these walkways, the Walking Access Commission (the Commission) has negotiated easements with Kingheim under the walking Access Act 2008 (the 'Act'), formalised in 2021 as shown in **Appendix 1**.

- 2.4. In 2018, Council approved the request to serve as the Controlling Authority under Section 35 of the Act, granting it responsibility over these easements and the management of the walkway once established.
- 2.5. Stage 1 of the Te Ara o Maru Walkway (Stage 1) was opened to the public in 2021, strictly for walking, dog walking and horse trekking activities. Council and Kingheim entered into an enduring Memorandum of Understanding (MOU) attached as **Appendix 2**, which states that Kingheim is responsible for track maintenance to a walking standard. Council responsibilities are limited to the installation and maintenance of signage and other facilities, as per Section 37 of the Act (**Appendix 3**).
- 2.6. The Taranaki Trails Trust (Taranaki Trails) and Kingheim have requested the formalising of Stage 2 of the Te Ara o Maru Walkway (Stage 2) as shown on the plan DP536373 (easements A to E, P, Q, and T), outlined red in **Appendix 1**. This request is to permit walking and mountain biking activities on the walkway.
- 2.7. This report seeks to record the Council's 2018 confirmation as the Controlling Authority for Stage 2 by the Commission, to allow the opening of the walkway to the public.
- 2.8. The report further seeks Council's approval to allow both walking and mountain biking activities on Stage 2, contingent upon establishing an appropriate agreement confirming that maintenance responsibilities will be assigned to a third party rather than the Council.

**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
<b>Social</b>	<b>Economic</b>	<b>Environmental</b>	<b>Cultural</b>
✓	✓		✓

- 3.1. The use of the Te Ara o Maru Walkway by the public aligns with Council's function of providing good quality recreational facilities throughout the district.

**4. Background**

- 4.1. 2012 - Kingheim, a forestry company based in Austria and the UK, received Overseas Investment Commission (OIC) consent to acquire substantial landholdings in the Whangamomona and Tahora areas for forestry purposes. Conditions of this consent required Kingheim to consult with the Commission to create or upgrade walkways on the land for walking, dog walking, horse trekking, and mountain biking by the public, with limitations for operational, safety, or fire-related reasons.
- 4.2. 2014 - Kingheim and the Commission approached Council to serve as the Controlling Authority for the walkways, as outlined in Section 35 of the Act, and the Council provided an agreement in principle to the Commission.
- 4.3. 2018 - Council passed the following resolution:  
  
*THAT Council consent to being appointed pursuant to Section 35 of the Walking Access Act 2008 as Controlling Authority of the trails being developed over forestry land in Whangamomona owned by Kingheim Limited.*
- 4.4. 2018 - The Commission adopted the Walkway name recommendation by Ngāti Maru of Te Ara o Maru.

- 4.5. 2020 - Council and Kingheim entered into an enduring Memorandum of Understanding (MOU), attached as **Appendix 2**. Under this MOU, Kingheim is responsible for track maintenance, while the Council is responsible for installing and maintaining signage and other facilities.
- 4.6. 2021 - Kingheim and the Commission established formal public access easements over the Whangamomona land in line with the Act. These easements are shown in **Appendix 1**.
- 4.7. 2021 - Council became the Controlling Authority for Stage 1, as easements F, G, R, and S in the attached plan DP 536373, shown in green in **Appendix 1**. Council's obligations are defined in Section 37 of the Act and is attached as **Appendix 3**.
- 4.8. 2021 - Stage 1 was opened to the public for walking, dog walking and horse trekking.

## 5. Te Ara o Maru Walkway Stage Two

- 5.1. Taranaki Trails Trust (Taranaki Trails) and Kingheim have requested the formalising of Stage 2, being the walkway from Mangare Road to Prospect Road, and permit walking and mountain biking on this section of the walkway.
- 5.2. The walkway, shown in red on the attached plan DP536373 (**Appendix 1**), includes easements A to E, P, Q, and T. It follows a mix of existing farm and newly created forestry tracks, which Kingheim will continue to maintain for their use in forestry operations as well as for public recreational usage.
- 5.3. The existing MOU with Kingheim covers the walkway for walking only. To cater for mountain biking, the MOU will require either an amendment or an additional agreement formalising, amongst other things, maintenance responsibilities of the Taranaki Trails Trust (or other responsible entity) to safe biking standards on the walkway.
- 5.4. The Commission requires confirmation of Council as the Controlling Authority, to complete the formalisation of the Stage 2 section of the walkway.

## 6. Consultative Process

### 6.1. Public Consultation - Section 82

No public consultation is considered necessary.

### 6.2. Māori Consultation - Section 81

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

## 7. Risk Analysis

### 7.1. Compliance and Legislation – Legislation changes, Strategies, Parks non-compliance

This report is prepared in accordance with the requirements set out in the Walking Access Act 2008, specifically Sections 35 and 37 (**Appendix 3**).

### 7.2. Health, Safety, and Wellbeing/Operational – Maintenance Contractor fails to deliver, Infrastructure failure causing Public Health risk

If the walkways are not developed and maintained to a safe standard for public use, Council may be responsible for covering costs to bring them up to the required standards. Discussions with forestry representatives from Kingheim and the Commission suggest that this is an unlikely risk, as both parties have shown a strong commitment to ensuring the success of these walkways.

Council's position is further safeguarded through the existing MOU, which requires Kingheim to maintain the walkway, while Council manages signage etc. as per Section 37 of the Walking Access Act 2008. A formal agreement confirming maintenance responsibilities of the Taranaki Trails Trust (or other Entity) for biking standards will be sought prior to completing the requirements of the Commission.

## 8. Sustainability Consideration

8.1. This report directly relates to the following guiding principles and objectives:

**Guiding Principle 1:** Promote resilient and sustainable adaptive land use practises.

**Guiding Principle 4:** When scoping and designing infrastructure projects, ensure the needs of the future community are considered.

The OIC consent requires the creation of walkway easements for the purposes of balancing public benefit with private property rights.

The creation of walkways provide access to natural or scenic areas that might otherwise be inaccessible, fostering environmental stewardship and appreciation for nature while opening up tourism opportunities in the local community.

## 9. Decision Making Process – Section 79

### 9.1. Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	The recommendation is consistent with LTP, in particular the Community Outcomes of "Connected Communities" where Council's role is to "enable positive healthy lifestyles through access to ..... recreational services" and "Enabling Economy" where Council's role is to "promote opportunities to visit, live and invest in the district".
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	None directly.

### 9.2. Data

The recommendations herein are based on a review of all available data. There are some assumptions built into the equation, principally around the demand for public access in the area and over the land in question, although some of these walkways have been used informally for some time.

### 9.3. Significance

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

#### 9.4. Options

For the second recommendation of this report, three options are available to Council:

**Option 1: Decline the request to be the Controlling Authority for Stage 2 of the Te Ara o Maru Walkway**

Maintain the status quo and limit the walkway to Stage 1 only. While this option incurs no additional costs to the Council, it would likely fail to meet community expectations and may ultimately lead to inquiries from both the OIC and the Commission regarding the Council's authority and responsibilities.

**Option 2: Council confirms its appointment as the Controlling Authority Status for Section 2 of Te Ara o Maru Walkway only.**

Council to confirm the Walking Access Commission's request to be the Controlling Authority of Stage 2 of the Te Ara o Maru Walkway, being easements A to E, P, Q, and T as shown on DP 536373. This would limit the permitted activities on the walkway to walking activities only. There would be cost to Council in the provision and ongoing maintenance of signage on the walkway.

This option provides the following benefits to the community:

- Developing recreational infrastructure within existing plantations is a cost-efficient way to meet sustainability goals without requiring new land acquisition.
- A well-maintained walkway can attract visitors, boosting eco-tourism and benefiting local businesses.

**Option 3: Council confirms its appointment as the Controlling Authority for Stage 2 of the Te Ara o Maru Walkway and authorises walking and mountain biking as permitted activities, subject to formalising a maintenance agreement between Council, Taranaki Trails Trust and Kingheim Limited.**

Council to confirm the Walking Access Commission's request to be the Controlling Authority of Stage 2 of the Te Ara o Maru Walkway, being easements A to E, P, Q, and T as shown on DP 536373.

This option provides the following benefits to the community:

- Developing recreational infrastructure within existing plantations is a cost-efficient way to meet sustainability goals without requiring new land acquisition.
- Combined walking and mountain biking trails opens the area to a wider audience, boosting eco-tourism and benefiting local businesses.

To cater for mountain biking, the current MOU will require amending, or creating a new formal agreement with Taranaki Trails and Kingheim for maintenance purposes. There would be cost to Council in the provision and ongoing maintenance of signage on the walkway.

**This is the recommended option.**

#### 9.5. Financial

Subject to the timing of the completion of the Commission's process, there will be financial implications in terms of capital and operating expenditure relating to signage and other responsibilities detailed in the MOU. These implications are considered to be minor.

#### 9.6. Prioritisation & Trade-off

There is no issue with Council's capacity to undertake this role and further deferral is not recommended.

#### 9.7. Legal Issues

There are no legal issues inherent in this transaction and a legal opinion is not considered necessary in this instance.

**9.8. Policy Issues - Section 80**

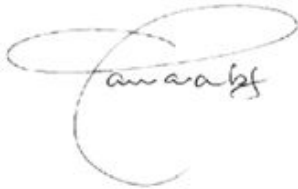
This proposal is not inconsistent with Council's policies.

**Attachments:**

- **Appendix 1** Staged Walkway Development on Title Plan DP 536373
- **Appendix 2** Existing MOU between Council and Kingheim
- **Appendix 3** Section 37, Walking Access Act 2008



Steve Taylor  
**Projects Manager**



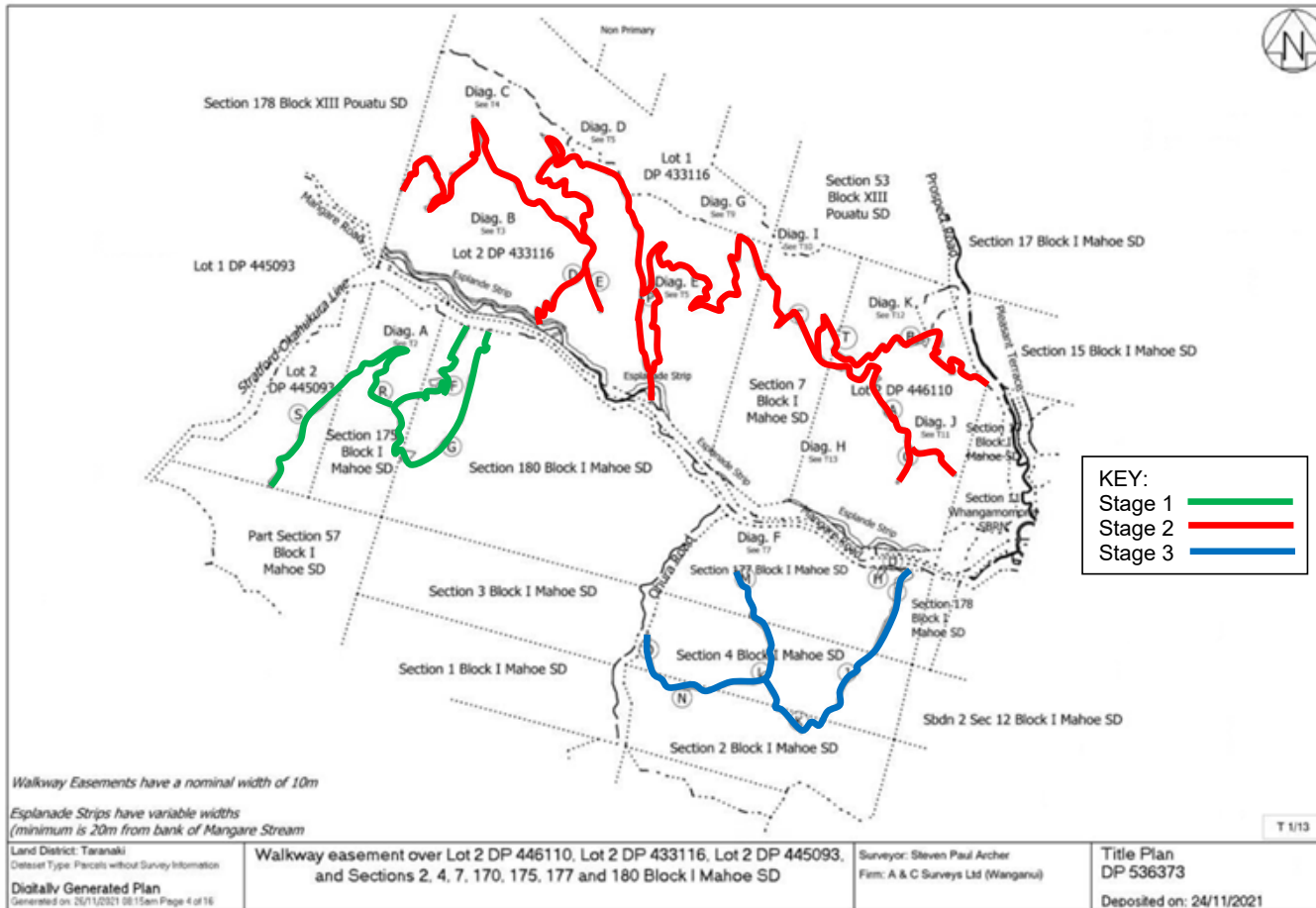
[Endorsed by]  
V Araba  
**Director - Assets**



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

**Date** 19 November 2024

## APPENDIX 1: Staged Walkway Development



**APPENDIX 2:**

**MEMORANDUM OF UNDERSTANDING IN RELATION TO THE  
MAINTENANCE, USE, AND CONTROL OF THE TE ARA O  
MARU WALKWAY, WHANGAMOMONA**

**BETWEEN**

**KINGHEIM LIMITED**

**and**

**STRATFORD DISTRICT COUNCIL**



## MEMORANDUM OF UNDERSTANDING IN RELATION TO THE MAINTENANCE USE AND CONTROL OF THE TE ARA O MARU WALKWAY WHANGAMOMONA

**THIS MEMORANDUM OF UNDERSTANDING** ("the Collaboration") made this 9<sup>th</sup> day of June 2020 by and between **KINGHEIM LIMITED** ("Partner 1"), and **STRATFORD DISTRICT COUNCIL** ("Partner 2") concerns Te Ara o Maru Walkway ("the Walkway") located at Whangamomona, the ongoing maintenance obligations in relation thereto and the control of the public use of the walkway.

**WHEREAS** Partner 1 and Partner 2 desire to enter into this Relationship, setting out the terms conditions and services to be provided by such collaboration.


### **BACKGROUND**

- A. Partner 1 is the owner of the land at Whangamomona described as Lot 2 DP 446110, Lot 2 DP 433116, Lot 2 DP 445093 and Sections 2, 4, 7, 175, 177 and 180 Block I Mahoe Survey District ("the Land")
- B. Partner 1 has granted an easement over part of the land in favour of the Walking Access Commission in terms of the Walking Access Act 2008 for the purposes of the Walkway as shown labelled 'A' to 'T' on DP 536373 ("the Easement")
- C. Partner 2 has been appointed by the Walking Access Commission as the Controlling Authority of the Walkway in terms of Section 35 of the Walking Access Act 2008.
- D. Partner 1 has agreed to maintain those parts of the Walkway that also form forestry tracks required for the management and maintenance of the land.

### **OPERATIVE PART**

The Partners agree that the arrangements set out in Schedule 1 of this document form the basis of the Collaboration and the Partners further agree that, subject at all times to each Partner's right to withdraw from the Collaboration for any reason, they wish to conduct their relationship on the basis of good faith and respect for each Partner's aims and aspirations for the Land and the Walkway. The Collaboration is subject always to the Easement and the terms of the Easement will prevail in the case of any ambiguity between this document and the Easement.

**SIGNED** on behalf of KINGHEIM LIMITED




STUART HUTCHINSON - DIRECTOR



**SIGNED** on behalf of STRATFORD DISTRICT COUNCIL

Sven Hanne  
Chief Executive Officer



Neil Volzke  
District Mayor

## SCHEDULE 1

### 1. TERM

The term of the Collaboration shall be enduring unless either Partner wishes to withdraw from the Collaboration. Either Partner may do so by giving at least three (3) months written notice to the other Partner.

### 2. MAINTENANCE

Partner 1 hereby agrees to, at its cost, carry out the following in respect of the Walkway:

- The maintenance of the track surface in a safe and sound condition to a standard whereby Partner 1 (or its employees or contractors) can safely travel over on a quad bike and the public can safely access on foot.
- Keep vegetation controlled so as to maintain a clear track width of 3 metres.
- Maintain watertables and culverts so as to keep the Walkway free of standing surface water.
- Clear in a timely manner slips and slumps as and where possible, provided that the clearing of any slips that requires machinery may be delayed until suitable dry weather.

Partner 2 hereby agrees to, at its cost, carry out the following in respect of the Walkway:

- Install and maintain signage it deems necessary for the benefit of the public using the walkway.
- Install and maintain any other facilities for the benefit of the public using the Walkway, including but not limited to seating, any pedestrian steps deemed necessary, rubbish bins and toilet and car parking facilities.

### 3. CONTROL

Partner 1 may close the Walkway or parts of the Walkway to the public at the following times and shall erect appropriate signage notifying of such closures:

- Every Tuesday and Wednesday to allow for safe pest control and track maintenance activities so as to not endanger the public.
- When the danger of fire exceeds "high" in terms of the New Zealand Fire Danger Rating System.
- When tree felling work is being carried out in sections of the land over which the Walkway runs when it considers there is a risk to public health and safety.

Partner 2 hereby agrees to:

- Control the public use of the Walkway in accordance with its obligations pursuant to the Walking Access Act 2008.
- Give to Partner 1 at least 10 working days' notice of intent to install any signage or other facilities for the benefit of the public using the Walkway.



Partner 1 hereby agrees to

- Give to Partner 2 at least 24 hours' notice of any proposed closure of the Walkway as a result of fire danger.
- Give to Partner 2 at least 10 working days' notice of any proposed closure of the Walkway due to impending tree felling work that may pose a risk to public health and safety.

#### 4. OPENING

The Partners agree that the Walkway will be opened to the public in stages with the first stage being the loop and ridge access track around the lake in the southern block, being more particularly shown labelled 'G', 'R' and 'S' on DP 536373. The Partners further agree that Partner 2 will monitor the degree of use the track receives and determine the appropriate time to open the remainder of the Walkway.

#### 5. LIAISON

The Partners agree, in the event of any dispute relative to the rights and obligations herein, to use their best endeavours to discuss and resolve such dispute in a reasonable and amicable manner before exercising their right to withdraw from this Collaboration.



## APPENDIX 3:



### New Zealand Legislation

#### Walking Access Act 2008

If you need more information about this Act, please contact the administering agency: **Ministry for primary Industries**

#### 37 Functions and powers of controlling authorities

- (1) A controlling authority of a walkway has the following functions:
  - (a) erecting and maintaining poles, markers, or other suitable indicators to mark the line of the walkway;
  - (b) erecting and maintaining, at the controlling authority's discretion, —
    - (i) any stiles, fences, or other structures that are necessary or desirable to enable members of the public to use the walkway;
    - (ii) notices warning members of the public who use the walkway not to trespass on any land adjoining the walkway;
  - (c) providing for the proper control and use of the walkway;
  - (d) generally promoting and maintaining the walkway for the pleasure, safety, and welfare of members of the public.
- (2) A controlling authority of a walkway has the power to do anything that is reasonably necessary or desirable to enable it to carry out its functions, including —
  - (a) developing, improving, and maintaining the walkway;
  - (b) establishing any camping grounds, huts, hostels, accommodation houses, Or other facilities or amenities on the walkway or land adjoining the walkway;
  - (c) imposing charges for the use of facilities or amenities;
  - (d) spending money in the discharge of its functions and powers in respect of the walkway, as long as the controlling authority is not prohibited from doing so by another enactment or any rule of law.
- (3) A controlling authority may establish, or impose a charge for, facilities or amenities on a walkway or land adjoining a walkway only if —
  - (a) it is not inconsistent with any conditions imposed in relation to the walkway; and
  - (b) either —
    - (i) it is provided for by the easement or lease relating to the walkway (if any), but only in the case of facilities or amenities on the walkway; or
    - (ii) the controlling authority obtains the written consent of the landholder of the land on which the facilities or amenities are, or are proposed to be, located.

# MONTHLY REPORT

## Assets Department



F22/55/04 – D24/52996

To: Policy and Services Committee  
From: Director – Assets  
Date: 26 November 2024  
Subject: Assets Monthly Report for October 2024

### Recommendation

THAT the report be received.

/  
Moved/Seconded

## 1. Highlights

### Roading

- Flint Road East rehabilitation project was completed in October.
- The replacement of the steel beams and timber deck of the bridge damaged by forestry traffic on Puniwhakau Road has been completed.

### Water Supply

- No water treatment issues were experienced during this reporting period.
- New Toko water storage tank was installed.

### Wastewater

- TRC undertook an inspection of the wastewater treatment system during this reporting period and found the discharge from the wastewater treatment ponds to be non-compliant in terms of the measurable effect it was having in the receiving waters.
- During a heavy rain event, a blockage between Council's wastewater manholes in private property at Orsino Place caused sewage to backflow through a basement toilet. The blockage was cleared and Council staff undertook to help the property owner cleanse and sterilise the areas.

### Stormwater

- A stormwater sump in the berm on the north side of Celia Street was overflowing during periods of rain and an inspection found that the pipe outlet on the southern side appeared to previously have been deliberately blocked, which over time had caused the pipe under the road to completely fill with sediment. The blockage was cleared and remedial works undertaken.

### Solid Waste

- 'Collect the Caps' competition continued in October.

### Parks and Reserves

- The Taranaki Garden Festival 2024 has now finished and King Edward Park is looking beautiful. On the 10<sup>th</sup> November the Lar Mer Jazz Band was booked to play in King Edward Park (KEP), on the final day of the Festival, but due to bad weather this was cancelled. Council Officers will continue to work with Lar Mer and hopefully have them play in KEP after Christmas
- Council Officers have collated feedback on the Victoria Park Reserve Management Plan and are now working on the *draft* plan.

### Special Projects

- Detailed design of the grit tanks and the raw water delivery line at the Water Treatment Plant is currently underway. This project is funded from the Better off Funding allocation.
- A new tender for the manifold installation contract will be advertised in November.
- A tender for the demolition of the TSB Pool will be advertised in November.

## 2. Roothing

### 2.1 Level of Service and Performance Measures

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

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

Level of Service	Performance Measure	Target	2024/2025 YTD
Safe Roading 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, for 2022/23 was 3 and for 2023/24 was 1. Our target is zero (0) for 2024/25.	-1	Number to date = 1 According to CAS data there were no DSI crashes in the district in October.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved <sup>1</sup> .
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	<b>ACHIEVED.</b> The result for 2024 is 94%. This can be attributed to the investment in the sealed roads affected by the forestry industry.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not yet measured. <sup>2</sup> The reseal programme has not commenced.
	Unsealed Road maintenance <sup>3</sup> - The percentage of the unsealed road network that has been metal dressed.	≥7%	<b>ACHIEVED.</b> The total distance of roads re-metalled as at the end of October = 19.4km (6035m3). This is the equivalent of 9.4% of the network.
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%	<b>ACHIEVED.</b> The results from the 2024 Footpath Condition Survey have been calculated as 77% above our minimum standard.
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%	Not yet measured.
Customer Satisfaction	• Roading Network	>80%	Not yet measured.
	• Footpaths	>80%	Not yet measured

**2.2 Customer Requests**

There are no outstanding CRM's for the month of October.

<sup>1</sup> The results for this year is 52%. In order to achieve the target shown, this will require a significant investment in the repair and upgrade of the urban road network. The other option is to reduce this KPI value to a value which is meaningful. This cannot be undertaken until the next Annual Plan.

<sup>2</sup>Our target length is 20.3km.

<sup>2</sup>Our target length is 14.50km per annum.

### 2.3 Routine Maintenance

This month's completed works are summarised in the table below.

Table 1: October Routine maintenance Works

Item	Activity Class	Completed Works
1	Sealed Roads	<ul style="list-style-type: none"> <li>Potholes Sealed Various sites.</li> </ul>
2	Unsealed Roads	<ul style="list-style-type: none"> <li>Potholes filled on Barleymans Road, Tuna Road, Manganui Road, New Road, Hungers Road, Arnold Road, Raupuha Road and Waingongoro Road.</li> <li>Dig out on Mangaehu Road, Bayly Road.</li> </ul>
3	Drainage Repairs	<ul style="list-style-type: none"> <li>Cleared Inlet/Outlets on various roads.</li> <li>Clearing of watertables on various roads.</li> <li>Installed new culvert markers on various roads.</li> <li>Installed a new twin 900mm culvert on Puniwhakau Road.</li> </ul>
4	Signs/Furniture & Structures	<ul style="list-style-type: none"> <li>Clean and painted sight rails on Manaia Road.</li> <li>Signs cleaned: Brewer Road, Toko Road, Croydon Road.</li> <li>New sign installations on Salisbury Road.</li> <li>Posts down/leaning on Palmer Road</li> </ul>
5	Environment	<ul style="list-style-type: none"> <li>Detritus and litter cleared on various roads across the district.</li> </ul>
6	Bridges	<ul style="list-style-type: none"> <li>Bridges: Cleaning sight rail and debris from bridge decks on Prospect Road, Stanley Road, Bird Road, Wingrove Road, Mangare Road, Arnold Road.</li> </ul>
7	Footpaths	<ul style="list-style-type: none"> <li>No work undertaken this month on footpaths.</li> </ul>
8	Shoulders	<ul style="list-style-type: none"> <li>Edge breaks filled on numerous roads across the district.</li> </ul>
9	Emergency Works	<ul style="list-style-type: none"> <li>Fallen Trees Brewer Road &amp; Putikituna Road</li> <li>Landslips on Brewer Road, Mohakau Road, Arnold Road, Mangare Road.</li> </ul>
10	Surface Water Channels	<ul style="list-style-type: none"> <li>Cleared Water Channels on Broadway, Celia Street, Warwick Road.</li> </ul>

We replaced an existing 600mm culvert on Puniwhakau Road with twin 900mm culverts due to a localised flooding event in August. We determined the issue was associated with forestry slash being washed off the adjoining forestry block and blocking the existing culvert.



Figure 1: The existing 600mm concrete culverts once cleared of the forestry slash.



Figure 2: The new twin 900mm culverts replacing the two existing culverts. The concrete culvert to the left has been removed

### 2.4 Illegal Dumping

During the month, we recovered dumped tyres on Standish Road, as well as dumped rubbish on Opunake Road, Radnor Road (animal parts), Skinner Road and Ronald Road.

## 2.5 Emergency Work

Throughout October we attended to fallen trees and minor slips on some rural roads listed in table 1 above.

## 2.6 Ready Response Works

There were no call outs in October.

## 2.7 Building Consents, Resource Consents and LIMS

Assessments were made for a total of:

- Four (4) Building Consent applications;
- Seven (7) Resource Consent applications; and
- Nine (9) LIM reports.

## 2.8 Capital / Renewal Works

### Flint Road East

- We completed the pavement re-build on Flint Road East. Following a concrete pour 1 October, the road remained closed to allow the concrete to achieve it's 28 day strength. We planned to open the road on Friday 25 October, however, with the concrete curing quicker than expected, we re-opened the road on 23 October. Whilst the road was closed, we re-constructed a section of Flint Road East outside the entrance to the A&P Showground, which was resealed a few days prior to the opening of the road.

### Puniwhakau Road Bridge Renewals.

- We started and completed the replacement of the timber deck and steel beams on the bridge located at the end of Puniwhakau Road.



Figure 3: New Steel Beams for the Bridge.



Figure 4: Completed concrete deck to replace the old wooden deck. Note the steel bollards on the approaches to the bridge.

## 2.9 NZTA Updates

The new **Land Transport Rule: Setting of Speed Limits 2024** came into force on 30 October 2024 with one of the requirements being that the school speed limits must be variable.

### Some specified roads outside school gates require variable speed limits

If a specified road is both a local street (residential or neighbourhood street) and a road 'outside the school gate' (as defined in the Rule17) NZTA (as RCA) and territorial authorities must set a variable speed limit of 30km/h to apply during school travel periods. As is the case for other specified roads, these speed limits must be set by 1 May 2025 and come into force no later than



1 July 2025. RCAs can't make any other speed limit changes in the meantime apart from setting a temporary speed limit.

An example image of the new static variable sign is shown in Figure 5. Officers are currently consulting with schools on the operating times for the signs. While in previous reports that electronic signs would be required, this is no longer the case and static variable signs are acceptable, equating to a savings of approximately \$540,000.

**Reversing some speed limit reductions on specified roads – Opunake Road**

The Rule's transitional provisions require NZTA (as RCA) and territorial authorities to make speed limit reversals and other changes on 'specified roads'. The Rule defines these roads as:

- local streets (residential or neighbourhood streets) where these RCAs set a permanent speed limit of 30km/h on or after 1 January 2020 and the reason, or one of the reasons, was because there was a school in the area.
- urban connectors and interregional connectors (classes of road in Schedule 3 of the Rule) where these RCAs set a permanent speed limit on or after 1 January 2020 and the 'previous speed limit' (the most recent permanent speed limit before 1 January 2020) was higher than the 'amended speed limit' (the most recent permanent speed limit before the Rule commenced).

In most cases, RCAs must reverse recent speed limit reductions on specified roads by setting the same permanent speed limits as the ones previously in force on 31 December 2019. RCAs must set these speed limits by 1 May 2025, to come into force no later than 1 July 2025. In the meantime, RCAs can't make any other speed limit changes on specified roads apart from setting a temporary or emergency speed limit. The exceptions to these reversal requirements are:

- any reductions made to correct speed limit records under clause 12.6 of the 2022 Rule can be retained.
- speed limits on some roads outside school gates – RCAs must change these to variable speed limits instead, as explained below.
- some amended speed limits may stay.

Rule	Image	Code	MoTSaM	Title	Last updated
R1-6.1		RS6	none	<a href="#">School static variable</a>	30 October 2024

Figure 5: Example Static Variable Speed Limit School Sign

If you took as read the part of the guidelines that relates to the reversal any speed limit changes that have occurred since 1 January 2020, Opunake Road in our case, this raised some concerns with the Roding Manager, given the past crash record of the road. Officers sought clarification on this aspect of the new Rule from NZTA.

The response from NZTA is shown below:

*"If Opunake Road, Stratford is an urban connector or an interregional connector as described in Table 2 of Schedule 3 in Section 11 of the new [Land Transport Rule: Setting of Speed Limits 2024](#), then it is in scope for Reversal. As you note, the speed limit was reduced within the period in scope, i.e. 1 January 2020 and 30 October 2024. We suggest you consider the definitions in*

Table 2 and determine if Opunake Road falls under the speed limit reversals requirement or not. Under the Rule, the requirement to identify specified roads falls on RCAs.

However, if you identify Opunake Road is classified to be a Rural Connector, then the road will not need to be Reversed back to the 100km/h speed limit".

Checking the One Network Framework (ONF) classification in RAMM for Opunake Road, we have classified the road as a Rural Connector as shown in the screen shot below in Figure 6.

Also shown in Figure 6 are the ONF rural road classifications for the different road types. Each category has a distinguishing colour code, therefore dark blue is the Rural Connector, whereas green is a Rural Road.

This means that the speed limit along Opunake Road can be retained at 80km/h, which is a sensible outcome.

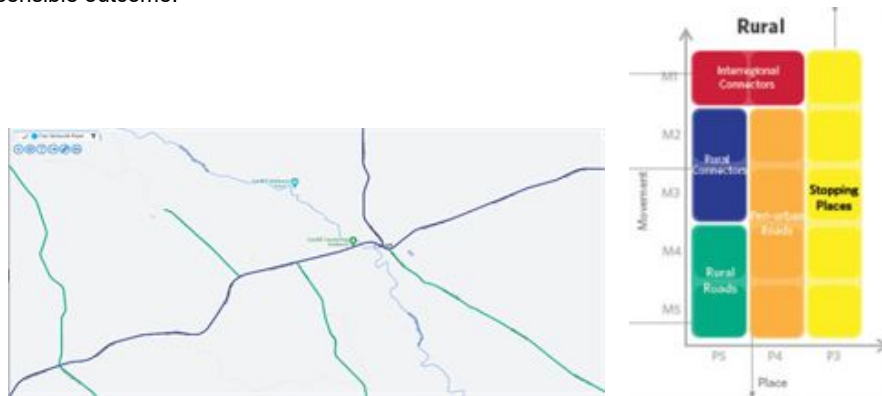


Figure 6: Opunake Road - Rural Connector Classification

## 2.10 Roading Activities

A snapshot of the programmed and reactive works completed in September is shown in Figure 7.

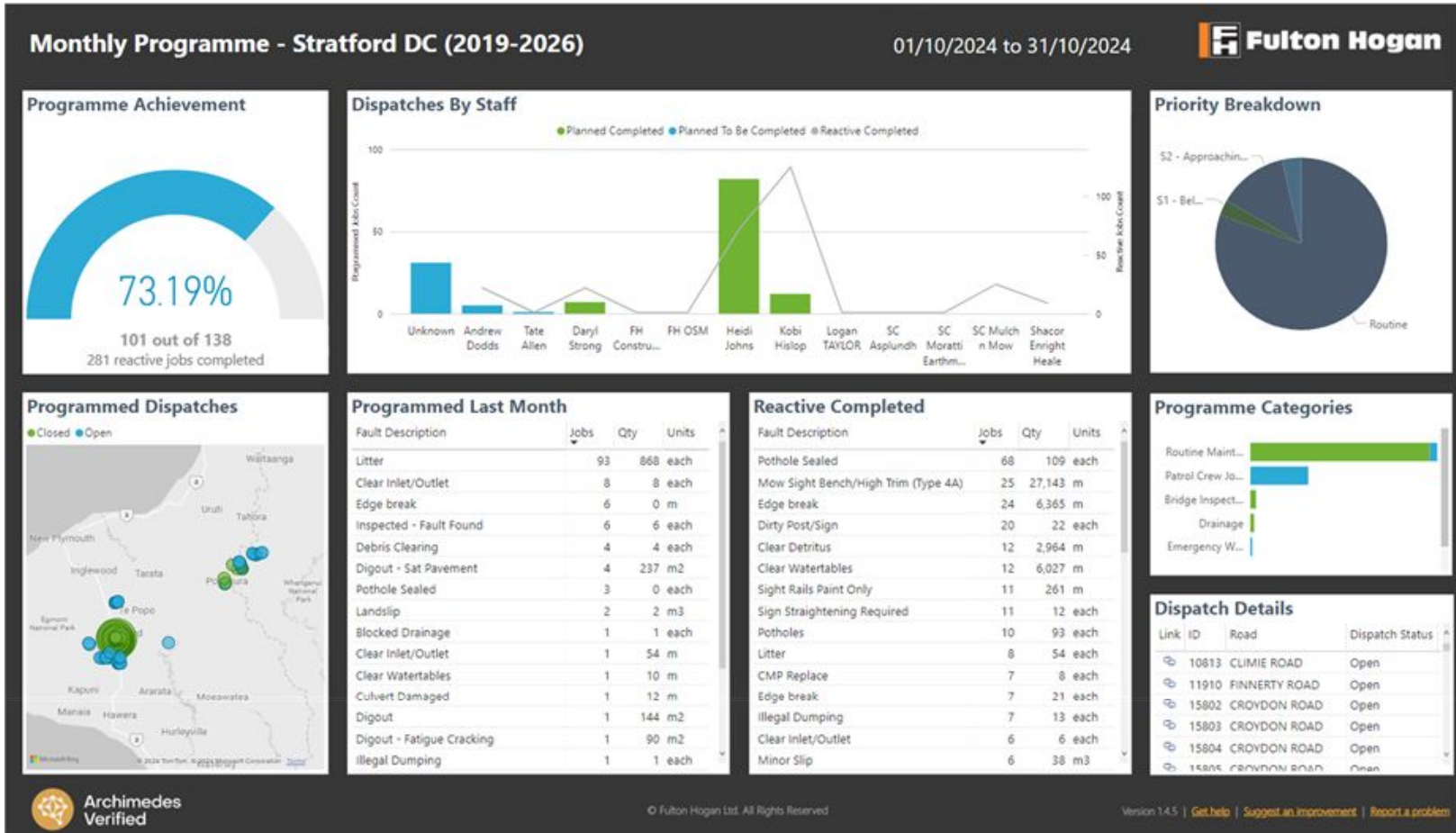


Figure 7: October 2024 Monthly Programme Achievement Chart

### 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	2024/2025 YTD
Safe Drinking Water:	DWQAR 2022 Bacterial compliance <ul style="list-style-type: none"> <li>• Stratford</li> <li>• Midhurst</li> <li>• Toko</li> </ul>	100% 100% 100%	Not achieved Achieved to date Achieved to date
	<ul style="list-style-type: none"> <li>• Drinking Water Standards</li> <li>• Maintenance of Reticulation</li> </ul> DWQAR 2022 Protozoal compliance <ul style="list-style-type: none"> <li>• Stratford</li> <li>• Midhurst</li> <li>• Toko</li> </ul>	100% 100% 100%	Achieved to date Achieved to date Achieved to date
A Reliable Water Supply:	<b>Water Loss</b> – 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%	Not Yet Completed Achieved in 2023/24
	<b>Urgent Response Times</b> –measure targets for the median response time for urgent attendance and resolution <ul style="list-style-type: none"> <li>• Attendance for urgent call-out</li> <li>• Resolution for urgent call-out</li> </ul>	2 hours 9 hours	Achieved to date 0 hr 17 mins 4 hr 6 mins
	<b>Non-urgent Response Times</b> – measure targets for the median response time for non-urgent attendance and resolution <ul style="list-style-type: none"> <li>• Attendance non urgent call-out</li> <li>• Resolution non urgent call-out</li> </ul>	2 working days 5 working days	Achieved to date 0 day 11 hrs 13 mins 1 day 14 hrs 15 mins
	<b>Unplanned Disruptions</b> - measure target for disruptions. <ul style="list-style-type: none"> <li>• Minor disruptions (between 5 and 50 connections affected)</li> <li>• Major disruptions (more than 50 connections affected)</li> </ul>	< 6 < 3	Achieved to date 0.66 0.0
Demand Management	<b>Water Consumption</b> – The average consumption of drinking water per day per resident within the district (in litres)	<275L / resident / day	Not Yet Completed Not Achieved in 2023/24 (297 L/R/D)
Customer Satisfaction	<b>Number of complaints</b> – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:		Achieved to date
	• Drinking Water Clarity;		0.66
	• Drinking Water Taste;	<32	0
	• Drinking Water Odour;		0
	• Drinking Water Pressure or Flow;		0.99
	• Continuity of Supply		0
Water Pressure	<b>Water Pressure</b> – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa)	100%	Not Yet Completed Achieved in 2023/24
	<b>Fire Hydrants</b> – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not Yet Completed Achieved in 2023/24

### 3.1.1 Water Treatment

- No major water treatment plant issues were experienced during this reporting period.
- The Konini water intake dam had the boards inserted to enable the intake chamber to become operational. The supplementary water supply is yet to be used.



Figure 8: Konini Dam Boards Installation

- The new Toko water storage tank was delivered and located in the compound on the hill with the others; the tank will be plumbed in and sterilised during November.



Figure 9: New Toko Water Storage Tank

### 3.1.2 Water Reticulation

- No major water reticulation issues were experienced during this reporting period.
- The Quarter 1 audit of water supply compliance undertaken by independent consultants found that the Stratford reticulated water supply was non-compliant in terms of DWQAR 2022 Bacterial Compliance Rules for the month of July because reticulation sampling exceeded the maximum number of days allowed between samples. The maximum number of days allowed between reticulation sampling is 9 days, however, the time between reticulation sampling during one period in July was 11 days due to a staff oversight.
- A low water pressure complaint was received from a meat processing plant on Mountain Road. The Level of Service was immediately investigated and the cause of the low water pressure was found to be an internal issue.

3.1.3 **Grit Tank replacement** – See Capital Projects – Item 6.12.

3.1.4 **Building Consents, Resource Consents and LIMs**

- Assessments were made for a total of:
  - Nine (9) Building Consent applications;
  - Four (4) 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	2024/2025 YTD
System Adequacy	<b>Dry weather sewerage overflows</b> - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<6 per 1,000	Achieved to date 0.37
	<b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	<1	Achieved to date
Discharge Compliance	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0
	• Convictions.		0
Response and Resolution Times	<b>Sewerage overflows</b> - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		Achieved to date
	<ul style="list-style-type: none"> <li>• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.</li> <li>• 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.</li> </ul>	2 hours 9 hours	0 hrs 29 mins 2 hrs 18 mins
Customer satisfaction	<b>Complaints</b> - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:		Achieved to date
	• Sewage odour		0
	• Sewerage system faults	<6	0.37
	• Sewerage system blockages		2.22

Level of Service	Performance Measure	Target	2024/2025 YTD
Trade Waste Complaints Response times	<ul style="list-style-type: none"> <li>The territorial authority's response to issues with its sewerage system.</li> </ul>		0
	<ul style="list-style-type: none"> <li>Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.</li> </ul>	<2 working days	Achieved to date 0 (October - 0)
Trade Waste Consent Processing	<ul style="list-style-type: none"> <li>Percentage of trade waste consent applications processed within 15 working days.</li> </ul>	100%	Achieved to date 0 (October - 0)

3.2.1 Operations

• **Wastewater Treatment**

- An inspection of the wastewater treatment system undertaken by Taranaki Regional Council during this reporting period found the discharge from the wastewater treatment ponds to be non-compliant in terms of the measurable effect it was having in the receiving waters. Condition 14 of resource consent 0196-5 states "At a point 130 metres downstream of the discharge point the discharge shall not give rise to an increase in turbidity of more than 50% (FNU) in the Patea River."

At the time of inspection and sampling the discharge caused an increase in turbidity of 82% (FNU) in the receiving waters.

- The resource consent application to de-sludge pond 1 is progressing and it is envisaged that by markedly increasing the retention time in pond 1 the performance of the wastewater treatment system will measurably improve.

• **Wastewater Reticulation**

- During a heavy rain event a blockage between Council's wastewater manholes in private property at Orsino Place caused sewage to backflow through a basement toilet into the adjacent laundry and garage. The blockage between manholes was cleared and Council staff undertook to help the property owner cleanse and sterilise the areas. The property owner was advised to contact their insurance company if they wished to make a claim.



Figure 10: Sewage Overflow from Basement Toilet into Adjacent Laundry and Garage

- **Health and Safety** - There were no health and safety incidents during this reporting period.
- **Oxidation Pond Influent and Effluent Sampling**
  - Monthly influent and effluent composite sampling of the wastewater treatment ponds is ongoing in accordance with resource consent conditions. Compliance was maintained during this reporting period in terms of the samples collected by Council staff.

3.2.2 **Capital Projects**

Swansea Road Bridge sewer pipe – See Capital Projects – Item 6.9.

3.2.3 **Matters Outstanding** – There are no matters outstanding for this reporting period.

3.3 **Trade Waste**

3.3.1 **Trade Waste Consent Holders** - Programme to inspect and sample operators continues. Since several operators rarely use (or have never used) the Esk Road facility, some sampling has not always been able to be completed within timeframes specified in their consents. Ongoing attempts are being made to sample the remaining operators overdue. Two conditional consent agricultural vehicle wash pads were inspected and samples of the waste taken. Both sites were compliant with their consent conditions and limits.

3.3.2 **Permitted Activities** – Ongoing monitoring continues of businesses which have been assessed as high risk for not complying with the permitted status of their activity. No issues identified during the month of October.

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	2024/ 2025 YTD
Stormwater system protects property from impacts of flooding.	<b>System adequacy</b>		
	<ul style="list-style-type: none"> <li>• The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>• For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.)</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>• For each flooding event, the number of buildings in the central business zone affected by flooding.</li> </ul>	0	1 Not Achieved
Discharge Compliance	<b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	<ul style="list-style-type: none"> <li>• Abatement notices;</li> </ul>		
	<ul style="list-style-type: none"> <li>• Infringement notices;</li> </ul>		
	<ul style="list-style-type: none"> <li>• Enforcement orders; and</li> </ul>		
	<ul style="list-style-type: none"> <li>• Convictions.</li> </ul>		
Response 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.	2 hours	0 hrs 9 Minutes Achieved to date



Level of Service	Performance Measure	Target	2024/ 2025 YTD
Customer satisfaction	<b>Complaints</b> - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system.	< 9	1 Achieved to date

- A stormwater sump in the berm on the north side of Celia Street was overflowing during periods of rain and an inspection found that the pipe outlet on the southern side appeared to previously have been deliberately blocked, which over time had caused the pipe under the road to completely fill with sediment.

Council contractors undertook to clear the blockage at the outlet and water blast the pipe clear, which transferred the sediment from the pipe to a series of ponds in a private property on the southern side of Celia Street.

Council contractors undertook to excavate the sediment from the series of ponds and the landowner was happy with the remedial works.



Figure 11: Private Ponds Sediment Removal Works

### 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	2024/2025
The levels of waste generated are reducing	<b>Quantity of Waste</b> to landfill per household (kg/hh/annum) (municipal kerbside collection only)	<500kg kg/hh/annum	Not yet measured (37.8 kg/hh achieved in October, equating to an annual estimate of 485 kg/hh/annum) <b>Figure 12</b>
	<b>Percentage</b> (by weight) of Council controlled waste stream that is recycled from the kerbside (municipal kerbside collection only)	>20%	Achieved to date - 24% (October - 33%) <b>Figure 14</b>

Level of Service	Performance Measure	Target	2024/2025
The waste collection service is fit for purpose.	Percentage of customers satisfied with the service provided.	>80%	Not yet measured.

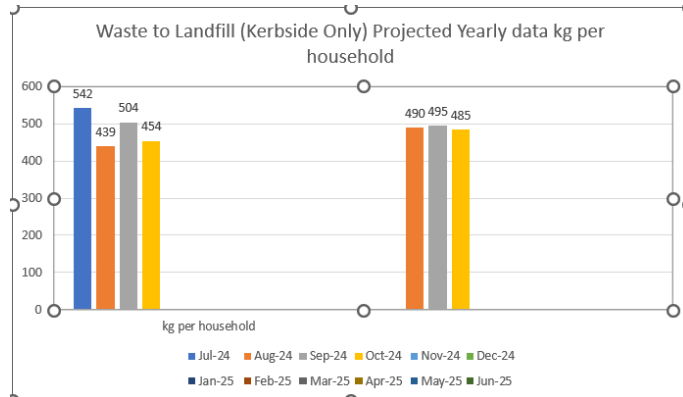


Figure 12: Total Waste to Landfill - Kerbside (Kg per household)

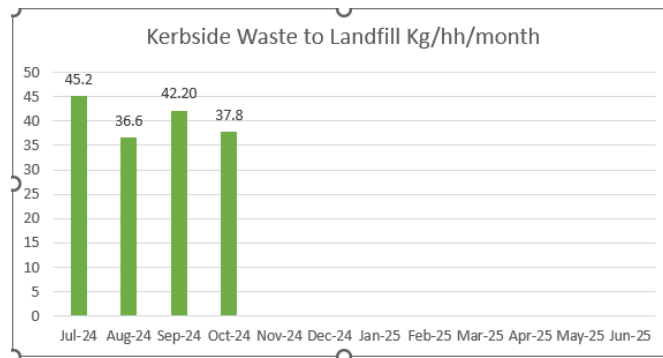


Figure 13: Monthly Total Waste to Landfill - Kerbside (Kg per household)

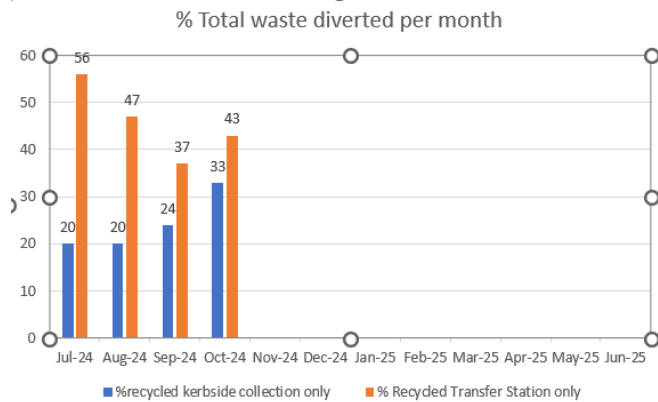


Figure 14: Total Monthly Waste Diversion (%) includes commingled, glass, steel cardboard, excludes greenwaste.

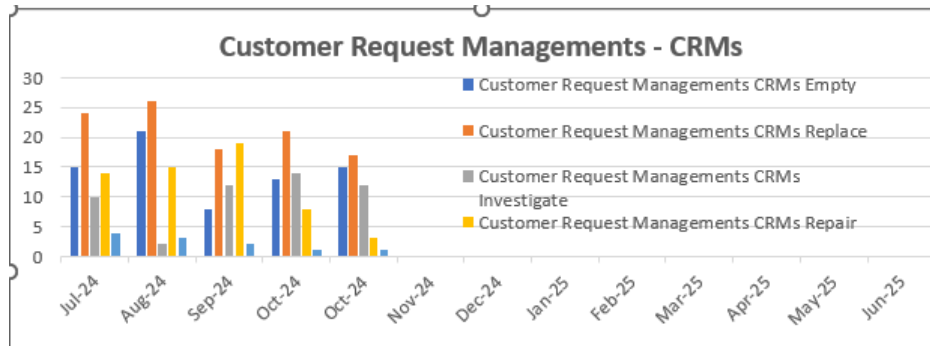


Figure 15: Customer Requests Trends

The customer requests trends chart in Figure 15 shows little difference between the old contractors and new contractors. However, this is partially due to CRM processes not accurately recording the outcomes especially for missed collections and the use of multiple tickets by the new contractor.

**3.5.1 Planning and Operations**

- The Regional Solid Waste Services contract is working well. However, a number of CRMs about the new POD at the Transfer Station has seen a change to the POD structure.
- Officers will present an Information Report on the Solid Waste assessment completed in September.

**3.5.2 Waste Minimisation Education**

- The 'Collect the Caps' competition continues, the competition will run until December 2024.
- A trial recycling station was set up at Taranaki Diocesan Under the Mountain event. This comprised a trailer with eight capped bins and trailer wrap and signage. Overall, the concept was effective with positive feedback received.
- Consultation and planning is underway to hold composting workshops at the Avon community gardens.
- Planning for summer education campaigns are underway with a focus on water conservation, recycling glass, reducing food waste and diverting organic waste from landfill.
- The replacement of green lid recycling bins continues and this frequently leads to positive interactions between residents and the Education Officer.

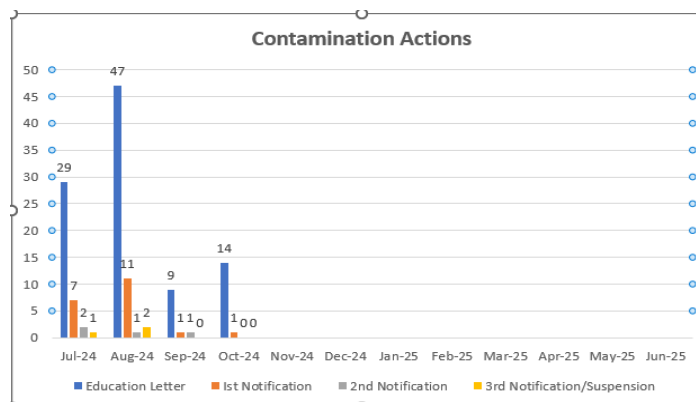


Figure 16: Summary of Bin Contamination Actions

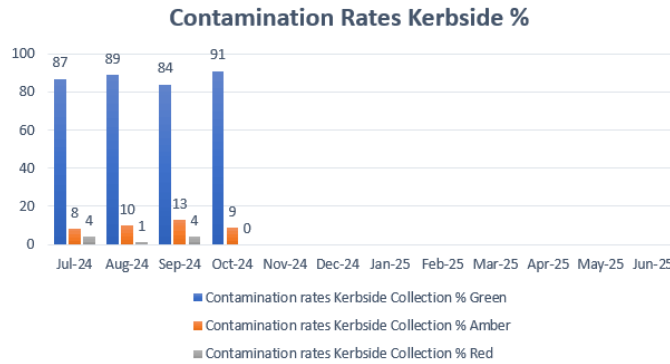


Figure 17: Kerbside Contamination Rates

- Figures 16 and 17 indicate low contamination rates. Targeted education strategies are being developed, using the results of the SWAP survey.

#### 4 Property

- The Property Officer manages several community facilities including the Aerodrome; Civic Amenities; Rental and Investment properties and land.
- The Customer service request history for the property activity.



Figure 18: Customer service request history – October 2024

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

#### 4.1 Aerodrome

Performance Measures below relate to yearly targets which are measured annually

Level of Service	Performance Measure	Target	2024/2025 YTD
To maintain the Aerodrome for use by the Stratford Community and other users.	Engage and meet regularly with Aerodrome users by attending formal meetings.	>3 meetings attended regularly	Not yet measured
The aerodrome is used by the Stratford community and visitors.	Number of aircraft movements for the year.	>3,500	Not yet measured

## 4.2 Civic Amenities

The Council's Amenities portfolio includes:

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

The Civic Amenities Performance Measures are provided below, many of which are based on annual targets.

Level of Service	Performance Measure	Target	2024/2025 YTD
To provide well maintained and utilised facilities.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	100%
	Annual daily usage of War Memorial Centre measured by the percentage of days in a year there is a booking.	>75%	85% average achieved to date (October result was 71%, Figure 19)
	Annual daily usage of Centennial Restrooms measured by the percentage of days in a year there is a booking.	>70%	45% average achieved to date (October result was 45%, Figure 21)
	Booking cancellations as a percentage of total annual bookings for the War Memorial Centre and Centennial Restrooms.	<20%	15% average achieved to date WMC (October result was 8%, Figure 20)
			0% average achieved to date CRR (October result was 0%, Figure 22)
To maintain the housing pool to ensure compliance with the relevant legislation.	All rental units comply with legislative requirements arising from Residential Tenancies Act, Health Homes Standards and any other applicable legislation.	Legislative requirements all met.	Not yet measured.
Maintain existing toilet facilities and ensure regular scheduled cleaning.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>80%	Not yet measured.

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

### 4.2.1 Housing for Older Persons

- The annual occupancy for the Housing for Older Persons during the month of October is 100%.

#### 4.2.2 War Memorial Centre

- Total number of bookings was 37 during the month of October 2024:
  - 34 bookings honoured.
  - 3 bookings were cancelled

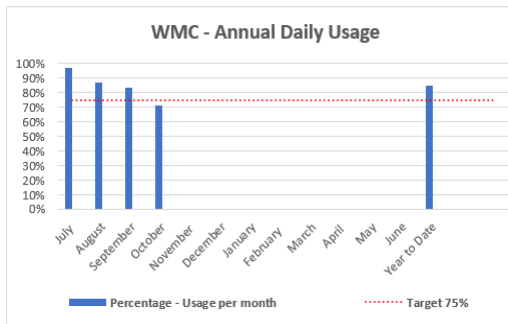


Figure 19: War Memorial Centre Annual Daily Usage

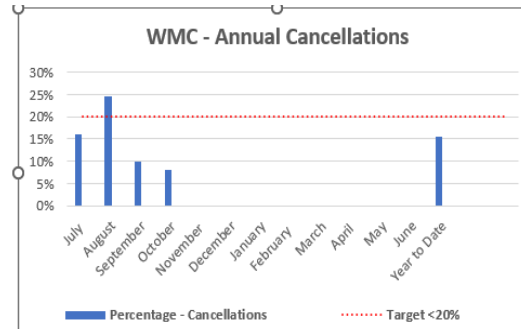


Figure 20: War Memorial Centre Annual Cancellations

#### 4.2.3 Centennial Restrooms

- Total number of bookings was 21 during the month of October 2024:
- 21 bookings honoured.
  - 0 bookings were cancelled

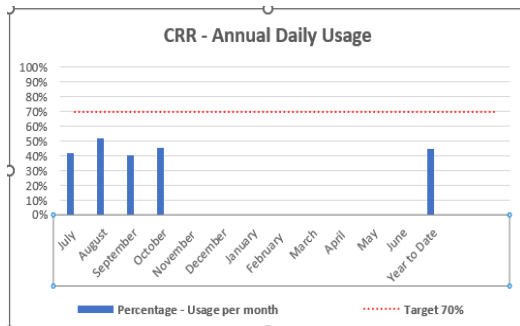


Figure 21: Centennial Rest Rooms (CRR) - Annual Daily Usage

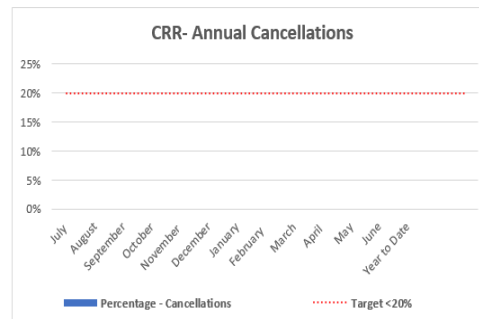


Figure 22: Centennial Rest Rooms Annual Cancellations

#### 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	2024/2025 YTD
To run the council farm in a way that maximises profits and meets the National Environmental Standards (NES)	Milk production is maximised.	>150,000 kg/ms	47,701.3 KgMS to date
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Achieved	Achieved to date Fonterra is currently reviewing the farm Environmental Plan
To ensure commercial (rental properties?) properties owned are safe and legally compliant.	Commercial properties are compliant with relevant legislation.	Achieved	Achieved to date

All commercial properties are compliant with the relevant legislation, including the resource consent conditions; Tenancy and Healthy Homes requirements.

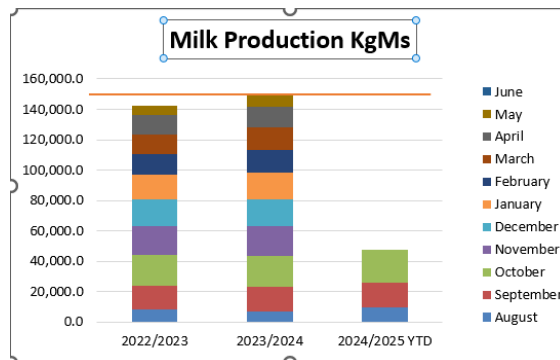


Figure 23: Milk Production KgMs

#### 4.3.1 The Farm

- The farm production for the 2024/2025 season from July 2024 to October 2024 shows an 8% increase when compared to the same period last year.
- Officers and Fonterra will meet with the Sharemilker in November to discuss the Dairy Insight report and potential emission reduction options for the year, which will be incorporated into the Farms Environmental Plan.
- Calving is now complete with no reported issues.

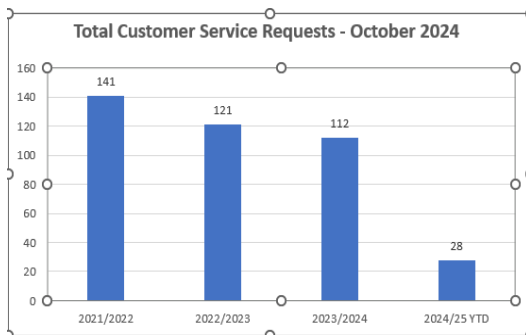
## 5 Parks and Reserves

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	2024/2025 YTD
To maintain parks, sports fields,	Number of complaints specifically relating to Council service delivery.	<40	28 – Achieved to date

Level of Service	Performance Measure	Target	2024/2025 YTD
cemeteries and reserves.	Percentage of Stratford residents satisfied with:		
	Parks;	>85%	Not yet measured (90% achieved in 2023/24)
	Sports fields;	>80%	Not yet measured (76% achieved in 2023/24)
	Cemeteries.	>80%	Not yet measured (74% achieved in 2023/24)
To provide safe playgrounds to the community.	All existing playgrounds meet NZ Safety Standards.	No result (Biennial Review)	Not yet measured (Achieved - Full compliance in 2023/2024)
To maintain safe foot bridges to the community.	All existing foot bridges meet NZ Safety standards.	No result (Biennial Review)	Not yet measured (Achieved - Full compliance in 2023/2024)

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



	2021/2022	2022/2023	2023/2024	2024/2025 YTD
Parks	24	31	23	5
Structures	32	17	17	6
Sports grounds	5	7	12	1
Playgrounds	14	7	8	7
Cemeteries	11	12	4	
Street Trees	24	28	38	6
Walkways	31	19	10	3
<b>Total</b>	<b>141</b>	<b>121</b>	<b>112</b>	<b>28</b>

Figure 24: Customer Service Requests – October 2024

Table 2: Customer Service Requests – October 2024

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

### 5.1 Taranaki Garden Festival 2024 – King Edward Park







Figure 25: The Ted McCullough Rhododendron Dell

## 6 Capital Projects

Progress updates on some of Council's key projects, as at **31 October 2024**.

### 6.1 Road stopping

Whangamomona Domain - Still waiting on approval of survey plan ahead of submitting application for Ministerial consent and formal stopping action. Surveyor advises his plan has been requisitioned by LINZ for amendments and he is resubmitting shortly. Probably means it won't be approved before the end of the month but hopefully before the end of the year.

Manaia Road (Hollard Gardens) - The necessary formal gazettal consent forms for owners, mortgagees and Council have been prepared and will arrange signing as soon as recommendations are confirmed by full Council.

### 6.2 Prospero Place Development

A preferred Landscape Architect has been identified through Council's procurement process and will be appointed in November to begin the design process of the space. Meetings will be held with Elected Members and Stakeholders in due course to establish the design scope.

A sale and purchase agreement is in place for the purchase of the green space. The agreement is subject to a number of conditions, including Council obtaining Code of Compliance for the outstanding building consent requirements within a specific timeframe.

### 6.3 TET Multisports Centre

The contractor is waiting for the head unit of the automatic front door to arrive from Australia. It is anticipated that the unit will arrive in November/December 2024. Officers are also investigating security systems for public and contractor access to the building (i.e. key, fob, swipe card, or app). This will be installed when all physical works are completed.

An application is underway to extend the Certificate for Public Use (CPU) while the building consent works is underway.

### 6.4 Cardiff Walkway New Aluminium Steps and Bridge

This project is to replace the existing steps and bridge on the Cardiff Walkway, which is suspended over the Konini Stream. A resource consent is required for the physical works due to working in proximity to and within the river.

### 6.5 Flint Road Subdivision

The concept plan has been finalised, taking into account the identified wetland area. Officers are now procuring a surveyor as per Council's procurement policy.

### 6.6 Stormwater Modelling

A procurement plan is underway to procure the modelling of Stratford's stormwater system.

**6.7 Silt Retention Victoria Park**

The silt was removed from the Victoria Park lake in March 2024. It is currently stored at Victoria Road. Once dried, the silt will be sampled for Taranaki Regional Council (TRC) approval to spread on Council owned land near the Wastewater Treatment Ponds.

**6.8 Desludging Wastewater Treatment Ponds**

An application for the Resource Consent is with TRC for processing to remove the sludge from the existing wastewater ponds. This process will take time, so consent is anticipated in mid to late 2025.

**6.9 Pipe at Swansea Road Bridge**

A contract has been awarded for the repair of the wastewater pipe at the Swansea Road bridge over the Patea River. This pipe has dropped, causing a backflow on a critical part of the wastewater network.

**6.10 Universal Water Metering**

A new contract for the installation of manifolds is being re-advertised in November 2024. Contract completion is now expected to be June 2025.

**6.11 Fluoride Plant Upgrade**

Conversations are being held with NPDC and contractors to install an automated fluoride day tank. The installation of this tank will minimise the risk of over-dosing the water supply with fluoride.

**6.12 Stratford Grit Tanks**

Detailed design for the grit tanks and the raw water delivery line is progressing with an approach to the market for construction planned for January 2025. This is a highly complex project, requiring the designer to explore various options to identify the most efficient solution.

**6.13 Membranes**

Procurement planning is underway to source a supply of membranes to have in storage so they can be replaced as and when required.

**7 Resource Consents**

Update on the resource consent applications lodged with the Taranaki Regional Council (TRC) is shown below.

RC Number	Location	Description	Stakeholders	Update
1276-3	Midhirst Te Popo Water Take	To take water from the Te Popo Stream, a tributary of the Manganui River for community public water supply purposes	Fish and Game NZ, Te Atiawa, Ngāti Ruanui, Ngāruahine, Ngāti Maru, Okahu Inuawai Manataiao Hapū, Pukerangioraha Hapū	Iwi have provided a Cultural Impact Assessment. TRC processing to commence shortly.
6468-1	Cordelia Street, Stratford	To erect, place and maintain a culvert in an unnamed tributary of the Kahouri Stream in the Patea catchment for flood control purposes	Ngāti Ruanui, Ngāruahine	Consent has been granted by the TRC
11271-1	Wawiri Road	Replacement of a steel culvert with a concrete pre-cast box culvert.	Te Runanga o Ngāti Ruanui Trust and Te Runanga o Ngāti Maru	Consent has been granted by the TRC.

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

Victoria Araba  
**Director – Assets**

A handwritten signature in blue ink, appearing to read 'S Hanne', with a long horizontal stroke extending to the right.

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

**Date** 19 November 2024

# MONTHLY REPORT

## Community Services Department



F22/55/04-D24/49869

**To:** Policy and Services Committee  
**From:** Acting Director – Community Services  
**Date:** 26 November 2024  
**Subject:** Community Services Monthly Report – October 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 2024 - 2034 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*)

Level of Service Category	Performance Measure	Target	2024/25 YTD
<b>Community Services</b>			
<b>Enable opportunities for the community to engage, celebrate, connect and sustain local capability.</b>	Number of major community events led by Council	>4	
	Percentage of residents satisfied with the quality of the events and programmes offered by Council.	>80%	
<b>Economic Development</b>			
<b>Develop and facilitate strategic partnerships that enable growth, attract ongoing investment, and increase diversity and capability within the local business sector.</b>	Number of new and existing businesses accessing services and programmes offered.	>4	
	Number of promotional activities delivered or partnered with to encourage visitation to the district.	>1	

#### 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)

Interviews for applicants for the 2025 Youth Council have been completed. There were 24 applicants, up 10 from last year. The interview group is meeting on 6 November to create a shortlist. Those shortlisted will be invited to the Ordinary meeting on 3 December and then to assist at the Christmas Parade on 6 December. The new Councillors will be chosen from the shortlist.

The Youth Council will be assisting at the A & P Show and at the Christmas Parade. A number are also volunteering at the Foodbank Drive on 2 December.

As several of the Youth Councillors are seniors at school a decision was made to cancel the November Ordinary and Project meetings to enable them to focus on their exams.

**Appendix 1** to this report is a report on the Wellington Trip in October and includes a link to the video completed by the Youth Councillors.

### Upcoming meetings and events:

- Project meetings – finished for 2024
- Ordinary meeting – 3 December
- A & P Show and the Christmas Parade
- Foodbank Drive

## 2.3 Civic and Community Events

Complete:

- Prospero Market -October
- International Day of the Older Person – 1 October
- School Holiday programme: 30 September to 11 October
- On the Bus – Mega bounce
- Prospero Market – Saturday 2 November (cancelled due to weather)
- Stratford Scarecrow Trail – 1-17 November

Coming up:

- Stratford Christmas Parade – Friday 6 December
- A & P Show 30 November and 1 December
- Summer Nights – Concert 18 January 2025

## 2.4 Community Projects and Activity

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

#### Registrations

	October	YTD
Total People Registered	11	61
NEETs Registered (not in employment, education or training)	5	38

#### Employment

	October	YTD
People placed into full-time employment (minimum 30-hours per week)	2	14
People placed into part-time or casual employment or work experience.	3	11
People helped with upskilling (e.g. driver training, employability skills, first aid, forklift).	16	68
People helped with pastoral care, mental health support or other emergency support (e.g. counselling, emergency support and housing)	1	3

**Target**

	YTD	By 30 June 2025
Sustainable Outcomes (A person in who has been in employment for more than 91 days for a minimum of 30 hours per week *)	6	30

October Highlights

5 placements into employment in October (2 full-time placements and 3 part-time placements).

11 jobseekers registered with MTFJ in October. 4 of them were MSD referrals.

MTFJ support for new drivers - 13 people were help with driving lessons in October and 2 of those people have had their driving tests booked with MTFJ support. One person passed his Restricted licence test. 2 people were supported through a defensive driving course to get them to their full licence faster.

School leavers are now being picked up by MTFJ. The coordinator is only able to provide financial support to school leavers who are not working and looking full-time work. If youth are looking for part-time work or are going back to school in the new year, MTFJ can help with contacts, CV writing or other types of help that doesn't require financial support from MTFJ.

**2.5 Funding**

**2.5.1 Creative Communities Scheme**

Round 1 of the 2024/25 Creative Communities funding closed on 20 September. The assessment committee met on Wednesday 9 October to discuss the applications. There were a total of 8 applications received with the committee granting \$12,960 worth of funds.

**2.5.2 Sport New Zealand Rural Travel Fund**

Round 1 of the 2024/25 Sport New Zealand Rural Travel Fund funding round opened on 30 September and closes on 25 October. The assessment committee will meet on 5 November 2024.

**2.5.3 External Funding**

**2.5.3.1 TOI Funding**

In April 2024, Council was granted \$40,000 towards capital projects to contribute towards the Library Acoustic Pod, Powerbox for the Rhododendron Dell and Wellbeing Exercise Equipment at the aquatic centre. The recommendation from officers was to allocate these funds as:

- \$24,000 Library Acoustic Pod
- \$16,000 Wellbeing Exercise Equipment

The aquatic centre has since purchased three underwater treadmills which will be used for rehabilitation purposes as well as exercise equipment.

Further investigation into the procurement of an acoustic pod for the library has identified additional requirements to meet building compliance standards which will not be obtainable within the funded budget. Therefore this section of the grant will be reallocated to contribute towards the installation of the powerbox in the Rhododendron Dell.

2.5.3.2 TET Funding

In October council was awarded \$100,000 from the Taranaki Electricity Trust for the following purposes: power box in King Edward Park, youth projects and event delivery. When considering the biggest impact on the community the allocation of these funds is recommended as follows:

- \$60,000 Event Delivery
- \$26,000 Powerbox in the Rhododendron Dell
- \$14,000 Youth Projects

Reallocating the acoustic pod funding within the TOI Foundation grant will allow officers to access the entire event delivery budget while still proceeding with the Powerbox installation in the Rhododendron Dell which was supported by both organisations.

We are extremely grateful to the TOI Foundation and the Taranaki Electricity Trust for their funding to continue these community projects without impacting our residents.

**Appendix 2** to this report is the summary of projects completed with the 2023 grant awarded by TET.

2.6 **Positive Ageing**

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

There is no further events planned for 2024 for Positive Ageing. We will look at running one or two events in the first half of next year depending on availability of budget.

In the meantime we are looking at whether we can arrange for a hearing therapist to have appointments in Stratford regularly.

2.7 **Stratford Business Association**

Memberships	
New	1
Current total	125

2.7.1 **Upcoming Activity**

**Events**

- Christmas Parade – 6 December
- Christmas Market/Carols - 6 December
- Americarna - 21 February 2025

**Committee meetings**

- Monday 11 November

**Ba5 events**

- November– meet the committee – *14 November*

**Workshops**

- Wednesday 13 November – Canva Intermediate
- Thursday 28 November – Lunch and Learn- Streamline your Social Media Strategy

Completed

- Wednesday 30 October – Canva Basic

### 3. Communications

#### 3.1 External communications







Five Central Link updates were produced in October. These are printed in the Stratford Press and shared online at stratford.govt.nz and on Council's Facebook page weekly. 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 October:

- Justice of the Peace service desk
- We can help with community event promotion
- New Percy Thomson Trustees
- Recycling Week
- Keeping yourself and others safe on crossings
- Rates rebates
- Labour Day opening hours
- Maintenance of Notable Trees on Broadway South
- Local schools crush competition and they're only halfway through...
- Support the Otago and Dunedin flood recovery
- Choose the right plants now to save water later
- Sport NZ Rural Travel Fund
- Register your scarecrow by 23 October
- Group meet-ups at the library
- Dial up your energy with group fitness at Wai o Rua
- Gain new skills and experiences with Youth Council
- New waste contractor for Taranaki but only small changes for residents
- School Holiday Programme
- Job Vacancies
- Water Reforms update
- October & November Meeting Schedules
- What's on the agenda? Get Council meeting information on Antenno

#### 3.2 Digital channels

##### October snapshot:

Website	Social Media
 <p><b>6,200</b> ↓100 Users</p>	 <p><b>29</b> Facebook followers /stratforddistrictcouncil 4,722 people follow Council's page.</p>
 <p><b>23,052</b> ↑2,356 Page views</p>	 <p><b>16,400</b> ↓84% People reached The number of people who saw any of Council's posts at least once this month.</p>
 <p><b>10,220</b> ↑28 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.</p>	 <p><b>11</b> Instagram followers /stratford_nz 1,157 people follow Council's account.</p>



**Antenno**



**35 installs**  
**21 uninstalls**  
**Devices using Antenno.**  
**1,293** devices are currently using Antenno in the Stratford District

**13 posts sent out**  
**24 reports received**

**Your Say Stratford**



**1 new registrations**  
 285 registered participants

**211 visits**

**Engagement rate = 48.6%**  
 The % of visitors that contributed to projects.

**Focus for October:**

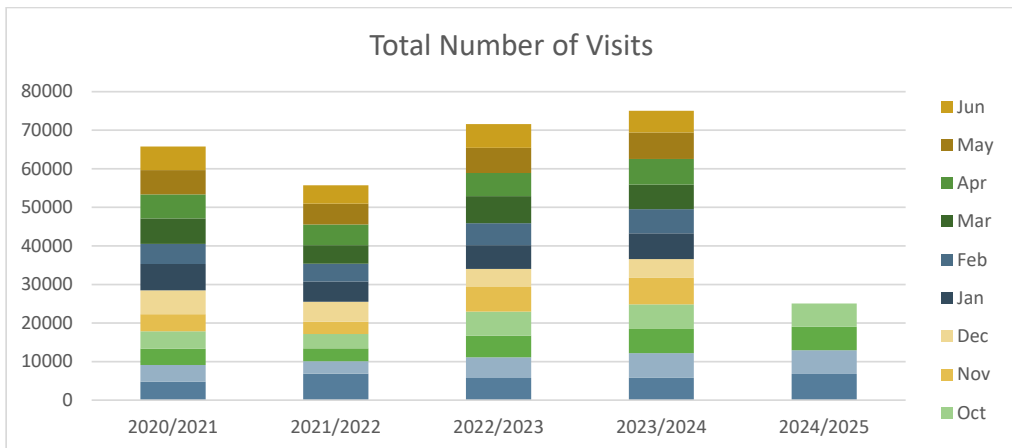
- Registration forms
- Victoria Park Reserve Management - ongoing
- Pedestrian Crossing Project - completed
- Central Link e-newsletter sign ups - ongoing




**4. Library Hub**

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



	<b>Target</b>	<b>2024/25 YTD</b>
Number of items (including digital) issued annually.	>50,000	20,287
Percentage of facility users satisfied with the quality of the services offered.	>80%	
Number of participants in events and programmes at the facility	>2,000	1,678

**Visitors/Users per service**



Service	October	Year to date (2024/25)
 Information Services (brochures/maps/ event tickets etc)	<b>360</b> ↑182	<b>952</b>
 Vehicle/Driver licensing	<b>819</b> ↑77	<b>3,208</b>
 Programme and Events	<b>309</b> ↓434	<b>1,678</b>

**Library services - Items Issued**

Service	September	Year to date (2024/25)
 In person	<b>5,278</b> ↑625	<b>22,930</b>
 Online	<b>618</b> ↓47	<b>2,703</b>

**Programme/Event Users**

Age group	October	Year to date (2024/25)
<b>65+</b> Seniors	<b>40</b> ↑2	<b>152</b>
<b>18+</b> Adults	<b>76</b> ↑8	<b>328</b>
<b>13-17</b> Secondary School	<b>4</b> -	<b>20</b>
<b>5-12</b> Primary School	<b>166</b> ↓386	<b>961</b>
<b>&lt;5</b> Pre-School	<b>23</b> ↓62	<b>217</b>

**4.1 Highlights for October**

- October started with a well attended School Holiday Programme where local children could join in a range of craft activities in the library. An event was held on the International Day of the Older Person, which fell in holidays, where children could attend with a grandparent or neighbour and we were joined by some residents from local rest homes.
- The library space continues to be well used as a place to meet and learn. As well as the usual Justice of the Peace service desk, the Kōwhai Room has been used by local MP Carl Bates to meet with constituents, Progress To Health, Age Concern, and a group of primary school aged children playing Dungeons and Dragons, among others.
- There were 297 sessions on the Aotearoa People’s Network Kaharoa public access devices and 585 print jobs completed in October.

**5. Aquatic Centre**

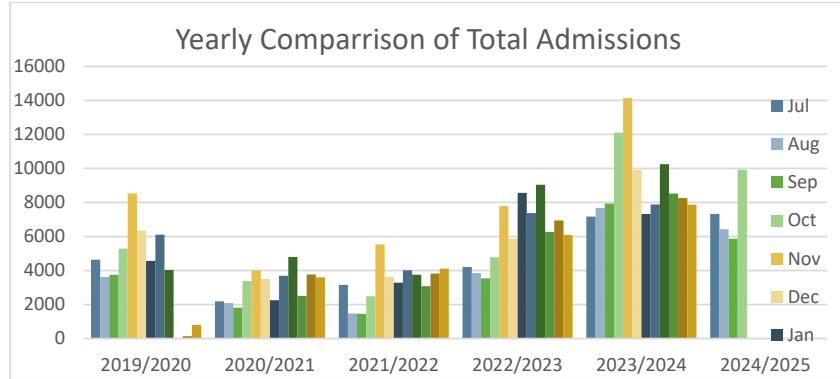
Level of Service Category	Performance Measure	Target	2024/25 YTD
To provide an aquatic facility that is welcoming, attractive and a safe place to swim.	Compliance with NZS5826:2010 NZ Pool Water Quality Standards.	Met	100%
	Poolsafe Accreditation is met.	Met	100%
	Percentage of facility users satisfied with the quality of the services and programmes offered.	>80%	
	Number of facility users per annum.	>75,000	29,548

**5.1 Highlights for October**

- October 2024 saw 9,927 Customers through the facility.
- Wai o Rua welcomed the following organisations and schools in the month of October: Age Concern group, the Ingelwood Swimming Club, Conductive Education and Ngāruahine Iwi Health Service
- There were 469 completed enrolments for Wai o Rua Swim School in Term 4. The reduction from the reported total last month is a result of people not turning up after having enrolled. Officers are working on a process to ensure follow ups are completed before the end of the first couple of weeks of term.
- Wai O Rua Swim School has just been accredited with Platinum status with Swimming New Zealand and will be hosting the first accredited Austswim course in January at the facility for learn to swim instructors.
- Stratford Primary School (430 students) and Avon Primary School (65 students – including Senco 10 students) are attending the TOI Funded swimming lessons during Term 4.

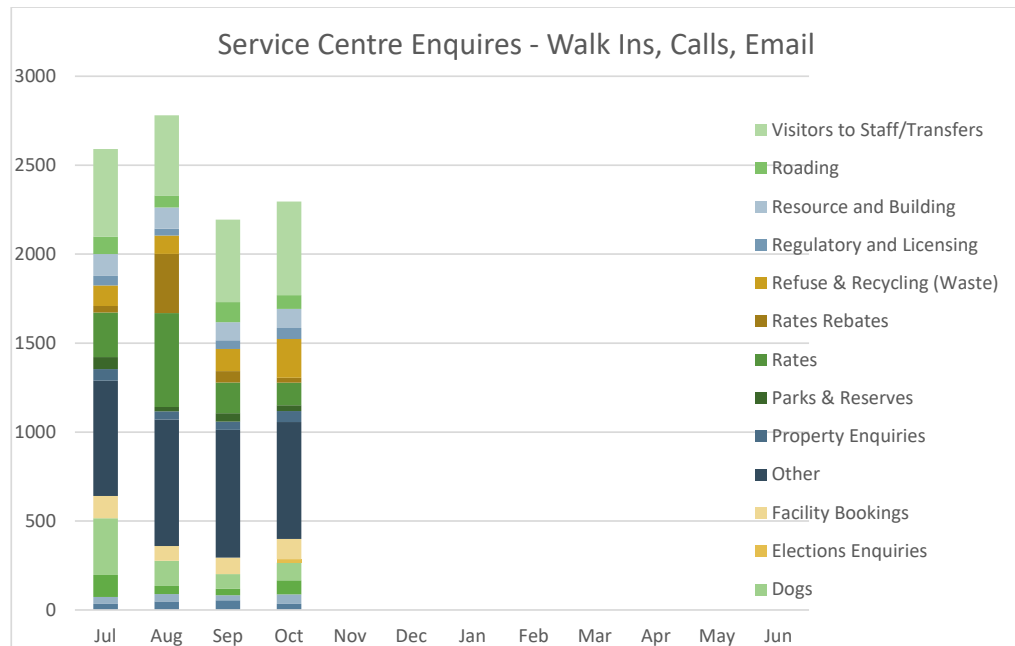
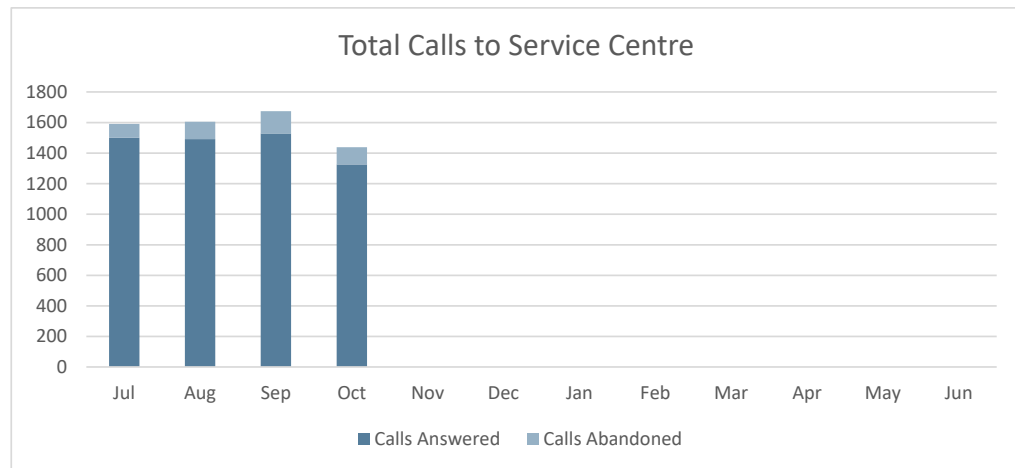
**5.2 Matters Outstanding**

- 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 was completed July.
- A draft is now in production. Officers are collating and quality checking data.
- A meeting was facilitated by Sport New Zealand where a group of Aquatics Experts provided insight into our structure, fees and charges and programmes. Offers of assistance with data and advice were provided as well as support in telling the story within the business plan.
- This will remain in this report as an outstanding item to assure elected members that it remains a priority.



**6. Service Centre**

October was a steady month with front counter customers enquiries slightly higher than September. There was a total of 2296 customer interactions recorded through phone calls, emails and counter enquiries in comparison to 2070 for October 2023.



**Attachments**

- Appendix 1** Youth Council – report on Wellington Trip
- Appendix 2** 2023 TET Funding Report

A handwritten signature in blue ink, appearing to read 'Erin Bishop'.

Erin Bishop  
**Acting Director - Community Services**

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

Sven Hanne  
**Chief Executive**      **Date:** 19 November 2024

## Appendix 1



STRATFORD DISTRICT  
YOUTH COUNCIL

### Report on the SDYC's trip to Wellington 2<sup>nd</sup> to 4<sup>th</sup> October 2024

Between the 2<sup>nd</sup> and 4<sup>th</sup> October 2024 Anna-Louise Crane and Saba Afzal travelled with the 13 members of the Stratford District Youth Council to Wellington as an educational and team building opportunity. This report explains the trip and is to be read in conjunction with the video the Youth Councillors made.



By Anna-Louise Crane

07/11/2024

## **The First Day,**

The Stratford District Youth Council (SDYC) left for Wellington on the Wednesday the 2<sup>nd</sup> October travelling in an 18 seater van hired from Cross Country Rentals.

After checking in at Silverstream Retreat, we travelled to the offices of the Ministry of Youth Development (MYD) in Wellington Central, who kindly supplied us a carpark for our time in Wellington. We visited Cuba Street at the request of the Youth Councillors before returning to MYD for a session on Social Cohesion, completed by Carla Vivanco from MYD. The conversation around this continued at dinner.



They then visited the cable car and enjoyed the night view of Wellington.



## **Second Day (Thursday 3<sup>rd</sup> October 2024)**

“Social media should be restricted from children 16 years and under”.

They began the second day at Parliament where the Parliament’s Education Team undertook an educational debate session splitting into two teams (Government and Opposition) to debate a very current topic. The Youth Councillors really enjoyed this session, which although it begun slowly became very animated, with several of them stating afterwards we could have done this for hours.

And although both sides were compelling, there were no surprises as the Government of the day won based on more votes/seats in the house.

*“The Youth Council were fantastic, and I can definitely see some budding politicians in the group, I do believe them when they said they could have kept going for hours! Troy - Parliament’s Education Team*



After lunch with the MYD staff we returned to Parliament for a tour of the buildings. Everyone found this fascinating and educational. Our tour guide was Neve who is from Hawera, and gave us an amazing tour with personal insight for Taranaki.







We also located the remembrance plaque and painting for Chunuk Bair.



After the visit to Parliament the Youth Council then meet with Olivia from the Electoral Commission and discussed the issue of youth voting and however they could support more to do so in the next local elections.

They then had a meet and greet with the Hive, which was very enjoyable. This resulted in both groups learning about each other and ending with great admiration for what both are trying to do.

*“The Hivers really enjoyed meeting with the Stratford Youth Council rōpū and were inspired by the awesome mahi happening!” Kate Mcleod, The Hive.*

**THE HIVE HELPS YOUNG PEOPLE  
KŌRERO WITH DECISION-  
MAKERS ABOUT THE ISSUES  
THAT MATTER TO THEM.**

After this it was time for team building so we went for mini-put and bowling followed by dinner at the Willis Lane food court.



### **Third Day**

The third day was all about about Te Papa and a professional photography session.

After breakfast the youth councillors attended an educational session at Te Papa called Protest Aotearoa. In this session they learnt about protest symbolism while learning to work with the technology in Te Papa's educational room.

Some excellent protest art was created during this session.



MYD had arranged for the Youth Councillors to be professionally photographed for the images to be used over the next few years (in exchanged for a koha). The Councillors enjoyed this process and got to meet the busker “bushman” who inspired their Scarecrow for this year.



After the photo session, we all said a very sad goodbye to Carla and had a last shop in Wellington before heading home.

The Youth Councillors have made a video about the trip. Please do watch this as this report supports the video.

When the Youth Councillors were asked how they found the trip, they answered with great happiness was that,

***“It was even better than we thought it would be!”***

# MEMORANDUM

F16/1038 – D24/49556

**To:** Taranaki Electricity Trust  
**From:** Acting Director Community Services  
**Date:** 12 November 2024  
**Subject:** 2023/24 Projects

In October 2023 the Stratford District Council was fortunate to receive \$200,000 funding from the Taranaki Electricity Trust to support Pool Equipment, Youth Projects, Event Delivery and the Skate Park continued development.

Please find below the details and photographs from what was completed with your support.

### 1. Skate Park – Continued Development

Following the decision to remove the existing skate bowl due to its condition and serious health and safety concerns around its use, Stratford District Council (SDC) conducted a community survey to seek feedback on how the future of the Skate Park will look, as result of removing the existing Skate Bowl.

Following a review of the feedback, the following responses were received:

- A new skate bowl - **complete**
- A more accessible skate park that encourages use across all abilities and age groups
- Integration of old and new features to encourage multi-purpose movement
- Better surfacing throughout the skate park
- Strategic seating.

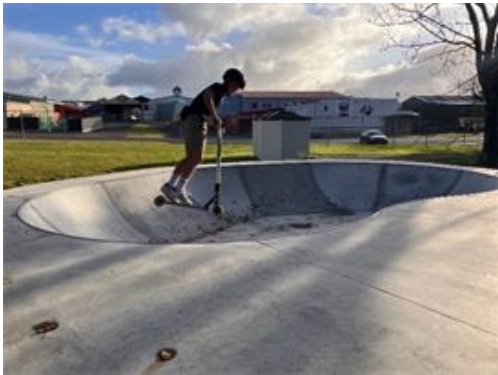
The funding from TET allowed us to create an accessible and smooth concrete connection between the new skate bowl and the rest of the skate park, it encourages multi-purpose movement and connect all spaces within the skate park.

New surfacing throughout the skate park will encourage users of all ages and abilities to feel safe while using this space.

By completing this re-development, the main responses from the community feedback will be achieved.



*Stairs and surround of new bowl funded by grant.*



## 2. Pool Equipment

Wai o Rua – Stratford Aquatic Centre is grateful to have been able to purchase essential equipment to meet the growing community demand for our programs. This acquisition was made possible through generous support, and we wanted to share some of the impactful improvements:

- 10x Aqua Bikes Cycles: These new cycles replace older units, offering greater user-friendliness, comfort, and adaptability for riders of various sizes and abilities, thus enhancing our indoor cycling classes.
- Group Fitness Equipment: We've expanded our fitness equipment with items like dumbbells, weight balls, and boxes to support both land-based and water-based exercise classes, catering to a wider range of fitness goals.
- Swim School Equipment: New additions, including hand paddles, mirrors, and bubbles, help young learners progress through their lessons more effectively. The bubble machines, used in Wai Play (for babies and toddlers), add an element of fun, as young children enjoy chasing and catching the bubbles with the assistance of their caregivers.

This equipment plays a critical role in enhancing our programs and meeting our community's needs. We appreciate the continued support and investment that makes these enhancements possible.



*Spin Cycles*



*Hand Paddles*



*Fins*



*Box Fit equipment*



*Bubbles*



*Mirrors*





### 3. Youth Projects (Stratford District Youth Council – SDYC).

The Stratford District Youth Council is committed to delivering affordable opportunities to the youth of the Stratford District. In the 2023/24 funding round the following events were delivered thanks to the support of the TET:

- On the Bus – Megabounce
- Neon Rave event
- On the Bus – Bowlarama
- Free Movie – TET Kings Theatre, Stratford

Additionally the Youth Council went on camp to Wellington and undertook several training opportunities during the year. The camp and training were identified by the youth councillors as areas of relevant professional growth which would positively impact their journey as youth councillors, events, messaging and engagement with the Stratford community.

#### Trip to Wellington for SDYC

The Youth Council travelled to Wellington for three days (two nights). They visited Parliament where the amazing education team supported them in running a debate. This was very educational and is an experience that they will talk about for a long time as a significant highlight. It gave the youth councillors the opportunity to experience what a debate as a member of parliament would be like. This was of particular importance to several of the Youth Council members as they are considering a career in politics. They then met with a representative of the Electoral Commission and learnt about voting process and about how they can support Stratford youth to enrol and vote. Conversations with representatives of the Hive and an education session at Te Papa were also highlights. There were significant learnings from the experiences as well as team building opportunities. It was noticeable that the trip enabled an increase in confidence in some youth councillors and while opening others up to possible opportunities for next year and in the future. A very successful trip for all involved.



**On the Bus**

Our on the bus events are recognised as very successful always selling out. They give an opportunity for the youth of Stratford to get to facilities in New Plymouth that they might not be able to go to. Often we will have different groups of friends attend, giving opportunities for socialising and with new and old connections, will supporting the growth of confidence and supplying a safe fun day.



**Neon Rave**

The Neon Rave was attended by 151 young people from Stratford and is still being talked about by the youth as an event they would love to see repeated. This was a very successful event that was a true partnership event between SDYC and Zeal.



### Training sessions

The youth council has completed some significant training this year, with Governance, Planning and Strength training being delivered by the Wheelhouse and Social Media training provided by Taranaki Media. A Red Cross First Aid session was also held for all those that did not currently hold their first aid certificate which was very appreciated by the councillors as it supports them in their work and other volunteering roles that they hold while also ensuring that our events are safer.

### Movies at Kings Theatre

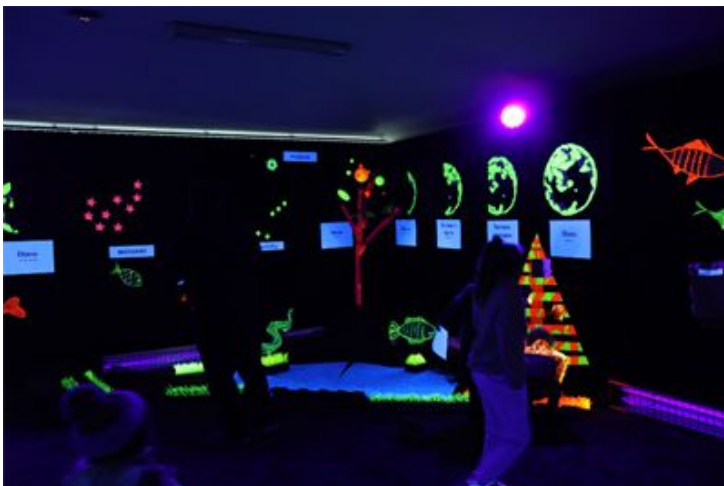
This is an excellent partnership between the Stratford District Council (Youth Council) and the TET Kings Theatre. Over 161 people attend the last school holiday session, which was Despicable Me 4. This event is very appreciated by the community and receives excellent feedback. We have noted that recently we have seen an increase in attendance to these events which we believe is partially a result of the increase financial stress on families. We have noted that groups of friends/families attended together and the event becomes a large social outing for everyone.

## 4. Event Delivery

### Puanga

'A Starry Night' was a significant community event held in collaboration with Ngāruahine Iwi Health Services with assistance from Whakaahurangi Marae and the Māori Women's Welfare League and support from the Stratford District Youth Council on the evening.

The entire War Memorial Centre (including the outside areas) was used with a number of activities and entertainment. The focus was on the importance and meaning of Puanga with the story being presented visually and the audio description being available. Feedback from the community was extremely positive with over 600 people attending.







### Scarecrow Trail

The 2023 Scarecrow Trail saw 61 entries across the Stratford District having been lovingly crafted by schools, pre-schools, businesses and members of the community.

As well as giving people an opportunity to be creative and show their fun side the scarecrow trail also encourages people who are in the area for the garden and art events to spend time in Stratford, learning about what we have to offer and to experience our hospitality. This event is very appreciated by the community with many enjoying the hunt. We are grateful for the funding TET supplies to support this event and also the support of the sponsors of the prizes, without these we would have great difficulty undertaking this event.



### Flag Trax

We are extremely grateful that the trustees approved the re-allocation of some of the event budget to replace a number of flag trax along Broadway. The street flags that the flag trax support are very important for Stratford as they ensure that the community is aware of major events and celebrations that are happening. They support community involvement and awareness of not only local events but national events such as ANZAC Day and Daffodil Day.



Erin Bishop  
Acting Director – Community Services

Date 12 November 2024

# MONTHLY REPORT

## Corporate Services Department



F22/55/04 – D24/52378

To: Policy and Services Committee  
From: Acting Director – Corporate Services  
Date: 26 November 2024  
Subject: Corporate Services Monthly Report – October 2024

### Recommendation

THAT the report be received.

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

## 1. Financial Management

Reports attached, as at 31 October 2024, are:

- 1) Statement of Comprehensive Revenue and Expenses
- 2) Expenditure and Revenue by Activity
- 3) Capital Expenditure Report
- 4) Treasury Report
- 5) Cashflow Forecast
- 6) Debtors Report.

### 1.1 Financial Results for October Year to Date (YTD)

#### *Revenue*

Total Revenue for the YTD is \$112,902 higher than budget, at \$8,522,802. This is primarily due to the Operating Revenue (excluding extraordinary revenue) being less than budget by \$184,290, primarily due to the timing of the roading works and the subsequent subsidy received from NZTA for such works.

User charges are under budget for Cemeteries and Animal Control (which will increase as the remainder of the unregistered of dogs pay the annual registration). Revenue for Democracy and Corporate Support is higher than budget, which comprises penalty income from late payment of rates.

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

The main items of grant funding include a grant from Toi Foundation of \$105,000 for swimming lessons at Wai o Rua Aquatic Centre; and \$153,000 for Mayors Taskforce for Jobs.

#### *Expenditure*

Total Expenditure (excluding capital) for the YTD is \$498,297 over budget; which is due to the increase in depreciation costs for the Roothing and 3 Waters activities. These assets were revalued at 30 June 2024, and the increase in annual depreciation was higher than the budget amount.

As the year progresses, more detailed explanations for activities with significant budget variances will be provided.



## 1.2 Capital Expenditure Report

The capital expenditure budget in the Long Term Plan 2024/25 was set at \$18,515,851.

However, after adjusting for changes to the roading budgets as a result of the decision from NZTA in September 2024, and the subsequent decision by Elected Members in October 2024, the total capital available for the year is currently **\$16,505,110** (adjusted capital budget). Of the total budget available:

- \$9,589,259 is for replacing existing assets,
- \$4,315,851 is for new assets or improving existing assets, and
- \$2,600,000 is to cater for district growth.

Actual capital expenditure for the year to date is **\$2,486,211 or 15%** of the adjusted budget.

The capital budget is further refined on a monthly basis, and the updated forecast capital expenditure for 2024/25 is now expected to be **\$16,613,335 or 90%** of budgeted Long Term Plan 2024/25 capital expenditure.

Out of the 83 capital projects scheduled, only 29 have commenced as at 31 October 2024.

## 1.3 Treasury Management

### Summary

Borrowings (LGFA)	\$	38,700,000
Term Deposits	\$	6,500,000
A&P Association Loan	\$	7,180,000
<b>Net Debt</b>	<b>\$</b>	<b>25,020,000</b>

Net debt is \$25,020,000 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 October 2024.

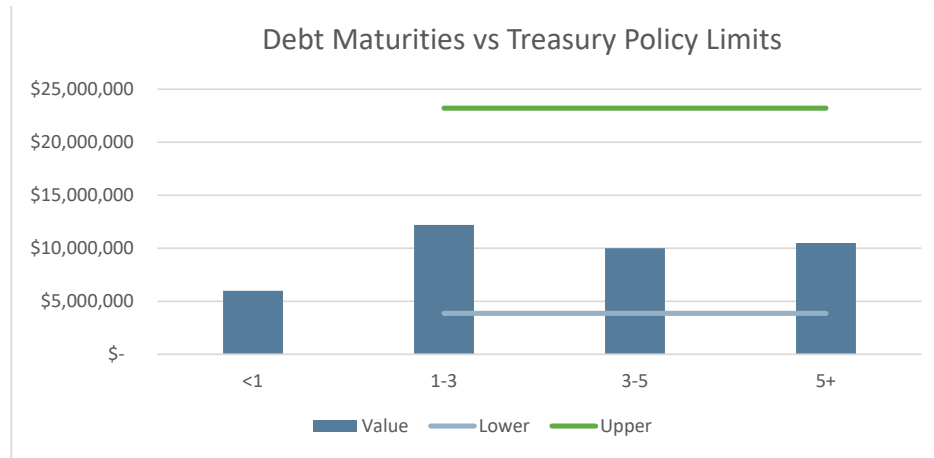
	<b>Actual</b>	<b>Policy</b>
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	32%	10-60%
Fixed 3-5 years	26%	10-60%
Fixed >5 years	27%	5-60%
Debt Matures 1-3 years	32%	10-60%
Debt Matures 3-5 years	26%	10-60%
Debt Matures > 5 years	27%	10-60%
Borrowing Costs to Revenue Ratio	4.4%	<10%
Borrowing Costs to Rates Revenue Ratio	1.8%	<15%
Net Debt to Revenue Ratio	96%	<115%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 2,463	<\$3,000
Net Debt per Ratepayer	\$ 4,938	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.

The Net debt to Revenue ratio is currently at 96% (Council's limit is 115%). Based on budgeted annual revenue for 2024/25 of \$32,733,000, Net Debt could increase to \$37,642,950 before breaching Council's limit as per the Treasury Management Policy.

The weighted average interest rate across all Council debt was 3.55% at 31 October 2024. The interest rate used for budgeting purposes for the Long Term Plan for 2024/25 is 4.09%.



### Investments

The weighted average interest rate of all term deposits is **6.01%**. The current \$6,500,000 is invested with 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 October 2024, Council had \$2,036,582 (September 2024: \$2,739,866) of cash on hand. Council is expecting to borrow additional funds within the next 12 months. 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 Arrears (owing from 2023/24 year and earlier) \$264,321.*

As at 31 October 2024, 50% of rates in arrears has been collected since 1 July 2024 (2023: 64%). Currently 149 ratepayers (113 last year) have overdue rates of > 1 year, made up as follows:

With a mortgage	- 27 assessments	(24 in previous year)
With no mortgage	- 76 assessments	(51 in previous year)
With less than \$500 owing	- 46 assessments.	(38 in previous year)

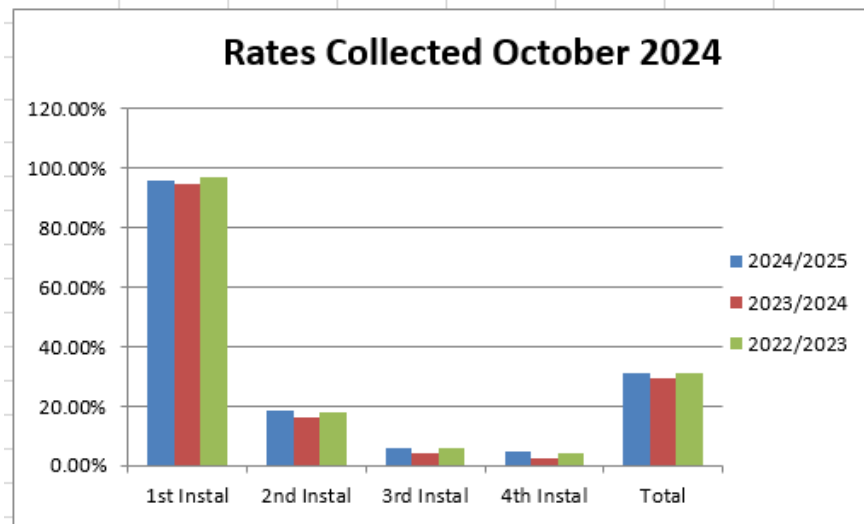
Ratepayers in arrears with a mortgage registered against the property had an advice sent to their bank in August, and a demand will be made in November, for the 27 assessments, requiring any remaining arrears to be settled by the bank, totalling \$91,803 (\$37,843 last year).

The 76 ratepayers in arrears with no mortgage registered against the property were 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.

The remaining 46 assessments making up the arrears have outstanding balances of less than \$500.

*Current Year Rates*

As at 31 October 2024, 95.69% of rates have been collected for the first instalment (2023: 94.44%). The graph shows how the first instalment compared with the two previous years, which shows a slight downward trend over the three year period.



**2.2 Outstanding Debtors**

The Outstanding Debtors report as at 31 October 2024 is attached to this report, showing total debtors of \$1,734,804, with 27% of total debtors overdue for payment. The overdue debtors largely relate to rates, water charges, infringements, and cemeteries.

**3.0 Information Technology**

**3.1 Information Technology Update**

- The IT team is currently working on backend system infrastructure upgrades to improve system performance, storage, and security both in the datacentre and onsite. This includes upgrades of some Operating System (OS) versions, Firewall configuration changes and OS upgrades, Server Policy improvements and a Server Disk upgrade to the file server to improve data transfer speeds. This work is expected to be ongoing for the next few months, and is progressing well.
- The first stage of the Online Timesheet (OLT) and enhanced employee kiosk in Authority via the “Connect” mobile app has been completed. This involved implementing staff work patterns within the payroll system, which went live last week. The second stage of the implementation is scheduled for early 2025. This will provide employees and managers with a self-service kiosk facility that enables effective, web-based time sheeting process management. It will also allow staff to manage functions such as leave requests and leave approval, view payslips, and log timesheets via their mobile phones. This project will streamline workflow and remove many of the current manual processes.

- Work on the audio visual upgrade in the Council Chamber / Committee Room is scheduled to start on 28 November, and completed by 13 December. The Council Chambers will be unavailable during this period and meetings are being moved to alternative locations.

**3.2 Information / Archives Management**

IM Support Tickets - October 2024	
Category	Number of tickets
Archives	8
Business Process Review	4
Content Manager User Support	26
Departing IT User	1
Digitisation	1
Information Management	1
New IT User	1
OneDrive	3
Privacy	3
Property File Request	28

**3.3 Official Information Requests**

LGOIMA requests year to date : 63

Requests received in October 2024:

Received	From	Query	Officer responsible	Responded
8/10/2024	Stephen Carr - Headway Systems Ltd	Rating RID data	Karla Lawrence, Brendan Coles	14/10/2024
8/10/2024	Roger Drower - Disability assist dog advocate	Assist/Service Dog been rushed or Attacked or refused access	Megan Moss	14/10/2024
10/10/2024	Rhys Hurley - Taxpayers' Union	Wai o Rua costs and cost comparisons	Erin Bishop, Christine Craig	29/10/2024
11/10/2024	Gwynn Compton	Policy on council workshops and briefings	Sven Hanne	14/10/2024
16/10/2024	David Baker - RapidQS	Pedestrian crossings	Steve Bowden	
17/10/2024	Kevin Holmes	Public Tree Removal and Planting Records	Mel McBain	31/10/2024
15/10/2024	Ganesh Hariharan - REINZ	Supplementary RID info from QV	Karla Lawrence	
24/10/2024	Myles Lind - New Zealand Utilities Advisory Group	Transport Corridors annual compliance return	Victoria Araba, John Cooper, Steve Bowden	1/11/2024
25/10/2024	Jon Mac	Properties Owned by the Estate of Russell Kenneth McCartie	Karla Lawrence, David Konkin	
27/10/2024	Dave Hughes - Evolve Business	Detailed Costing for the Stratford Crossing Project	Steve Bowden	
31/10/2024	Caitlyn Pullar	Pedestrian crossings - Strategy/reasoning, community engagement/feedback	Steve Bowden, Gemma Gibson	



Christine Craig  
**Acting Director - Corporate Services**



[Approved]  
Sven Hanne  
**Chief Executive**

**Date:** 19 November 2024

## Statement of Comprehensive Revenue and Expense

For the Year to Date - October 2024

	October '24 Actual	October '24 Budget	Variance	Total Budget 2024/25	October 23 Actual
<b>Operating Revenue</b>					
Finance Revenue	\$231,131	\$147,333	\$83,798	\$442,000	\$131,664
Waka Kotahi NZTA Rooding Subsidy	\$1,688,385	\$1,856,750	(\$168,365)	\$7,427,000	\$1,790,305
Rates Revenue - excl water consumption rate	\$4,483,703	\$4,516,250	(\$32,547)	\$18,065,000	\$3,930,343
Water Supply - Consumption Charge	\$97,151	\$147,000	(\$49,849)	\$588,000	\$130,073
Sundry Revenue	\$33,238	\$32,067	\$1,171	\$55,000	\$11,518
Farm Milk Proceeds	\$193,244	\$212,000	(\$18,756)	\$636,000	\$218,423
User Charges for Services	\$1,334,091	\$1,333,833	\$258	\$3,026,000	\$1,509,740
<b>Total Operating Revenue</b>	<b>\$8,060,943</b>	<b>\$8,245,233</b>	<b>(\$184,290)</b>	<b>\$30,239,000</b>	<b>\$7,722,066</b>
<b>Extraordinary Revenue</b>					
Grant Funding	\$367,933	\$164,667	\$203,266	\$2,494,000	\$702,619
Financial Contributions	\$40,435	\$0	\$40,435	\$0	\$39,130
Other Revenue	\$18,537	\$0	\$18,537	\$0	\$0
Dividends	\$34,954	\$0	\$34,954	\$0	\$114,313
<b>Total Extraordinary Revenue</b>	<b>\$461,859</b>	<b>\$164,667</b>	<b>\$297,192</b>	<b>\$2,494,000</b>	<b>\$856,062</b>
<b>Total Revenue</b>	<b>\$8,522,802</b>	<b>\$8,409,900</b>	<b>\$112,902</b>	<b>\$32,733,000</b>	<b>\$8,578,128</b>
<b>Operating Expenditure</b>					
Personnel Costs	\$2,056,370	\$2,013,192	(\$43,178)	\$6,158,000	\$1,985,726
Other Direct Operating Costs	\$4,329,163	\$4,488,418	\$159,255	\$12,946,000	\$4,282,340
<b>Total Operating Expenditure</b>	<b>\$6,385,533</b>	<b>\$6,501,610</b>	<b>\$116,077</b>	<b>\$19,104,000</b>	<b>\$6,268,066</b>
<b>Other Operating Expenditure</b>					
Depreciation	\$2,687,000	\$2,159,333	(\$527,667)	\$6,478,000	\$2,061,667
Finance Costs	\$454,530	\$484,333	\$29,803	\$1,453,000	\$408,444
Sundry Expenditure	\$434	\$0	(\$434)	\$0	\$24,055
<b>Total Other Expenditure</b>	<b>\$3,141,964</b>	<b>\$2,643,667</b>	<b>(\$498,297)</b>	<b>\$7,931,000</b>	<b>\$2,494,166</b>
<b>Total Expenditure</b>	<b>\$9,527,497</b>	<b>\$9,145,277</b>	<b>(\$382,220)</b>	<b>\$27,035,000</b>	<b>\$8,762,232</b>
<b>Net Surplus (Deficit)</b>	<b>(\$1,004,695)</b>	<b>(\$735,377)</b>	<b>(\$269,318)</b>	<b>\$5,698,000</b>	<b>(\$184,104)</b>

## Expenditure and Revenue by Activity

For the Year to Date - October 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*

	October '24 Actual	October '24 Budget	Variance YTD	Total Budget 2024/25	October 23 Actual
<b><u>Recreation and Facilities</u></b>					
<b>Aerodrome</b>					
Expenditure	\$61,011	\$45,000	(\$16,011)	\$135,000	\$49,260
Revenue	\$12,937	\$10,667	\$2,270	\$32,000	\$11,670
Net cost of activity	\$48,074	\$34,333	(\$13,741)	\$103,000	\$37,590
<b>Civic Amenities</b>					
Expenditure	\$235,315	\$256,081	\$20,766	\$1,054,000	\$223,681
Revenue	\$17,263	\$20,000	(\$2,737)	\$60,000	\$17,600
Net cost of activity	\$218,052	\$236,081	\$18,029	\$994,000	\$206,081
<b>Pensioner Housing</b>					
Expenditure	\$39,048	\$45,030	\$5,982	\$112,000	\$46,726
Revenue	\$27,892	\$31,333	(\$3,441)	\$94,000	\$23,973
Net cost of activity	\$11,156	\$13,697	\$2,541	\$18,000	\$22,753
<b>Library Hub</b>					
Expenditure	\$290,799	\$267,194	(\$23,605)	\$771,000	\$284,743
Revenue	\$28,301	\$26,667	\$1,634	\$80,000	\$37,348
Net cost of activity	\$262,498	\$240,527	(\$21,971)	\$691,000	\$247,395
<b>Parks and Reserves</b>					
Expenditure	\$265,880	\$308,265	\$42,385	\$869,000	\$276,862
Revenue	\$4,193	\$3,333	\$860	\$10,000	\$17,245
Net cost of activity	\$261,687	\$304,932	\$43,245	\$859,000	\$259,617
<b>Cemeteries</b>					
Expenditure	\$65,720	\$76,785	\$11,065	\$228,000	\$75,256
Revenue	\$38,149	\$52,333	(\$14,184)	\$157,000	\$61,212
Net cost of activity	\$27,571	\$24,452	(\$3,119)	\$71,000	\$14,044
<b>Wai O Rua Aquatic Centre</b>					
Expenditure	\$956,383	\$930,247	(\$26,136)	\$2,595,000	\$874,686
Revenue	\$333,065	\$240,000	\$93,065	\$720,000	\$362,593
Net cost of activity	\$623,318	\$690,247	\$66,929	\$1,875,000	\$512,093
<b><u>Democracy and Corporate Support</u></b>					
Expenditure	\$528,150	\$514,937	(\$13,213)	\$1,526,000	\$465,873
Revenue	\$141,160	\$74,567	\$66,593	\$140,000	\$67,082
Net cost of activity	\$386,990	\$440,371	\$53,381	\$1,386,000	\$398,791
<b><u>Community Development</u></b>					
<b>Community Services</b>					
Expenditure	\$223,236	\$143,792	(\$79,444)	\$532,000	\$213,009
Revenue	\$211,046	\$1,000	\$210,046	\$3,000	\$456,036
Net cost of activity	\$12,190	\$142,792	\$130,602	\$529,000	-\$243,027
<b>Economic Development</b>					
Expenditure	\$157,557	\$171,829	\$14,272	\$510,000	\$159,965
Revenue	\$0	\$0	\$0	\$0	\$121,187
Net cost of activity	\$157,557	\$171,829	\$14,272	\$510,000	\$38,778
<b>Investment Properties</b>					
Expenditure	\$15,531	\$17,441	\$1,910	\$43,000	\$18,134
Revenue	\$10,553	\$18,333	(\$7,780)	\$55,000	\$9,623
Net cost of activity	\$4,978	-\$893	(\$5,871)	-\$12,000	\$8,511

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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

	October '24 Actual	October '24 Budget	Variance YTD	Total Budget 2024/25	October 23 Actual
<b>Farm</b>					
Expenditure	\$95,300	\$136,815	\$41,515	\$381,000	\$84,651
Revenue	\$228,198	\$315,000	(\$18,756)	\$636,000	\$218,423
Net cost of activity	-\$132,898	-\$178,185	\$22,759	-\$255,000	-\$133,772
<b>Holiday Park</b>					
Expenditure	\$734	\$667	(\$67)	\$2,000	\$791
Revenue	\$0	\$0	\$0	\$4,000	\$0
Net cost of activity	\$734	\$667	(\$67)	-\$2,000	\$791
<b>Environmental Services</b>					
<b>Building Control</b>					
Expenditure	\$338,987	\$336,207	(\$2,780)	\$1,001,000	\$353,888
Revenue	\$198,986	\$186,667	\$12,319	\$560,000	\$208,850
Net cost of activity	\$140,001	\$149,540	\$9,539	\$441,000	\$145,038
<b>District Plan</b>					
Expenditure	\$38,524	\$33,667	(\$4,857)	\$101,000	\$74,535
Net cost of activity	\$38,524	\$33,667	(\$4,857)	\$101,000	\$74,535
<b>Resource Consents</b>					
Expenditure	\$154,534	\$139,885	(\$14,649)	\$416,000	\$118,940
Revenue	\$20,396	\$44,667	(\$24,271)	\$134,000	\$20,323
Net cost of activity	\$134,138	\$95,219	(\$38,919)	\$282,000	\$98,617
<b>Food and Health</b>					
Expenditure	\$52,132	\$49,609	(\$2,523)	\$147,000	\$72,520
Revenue	\$11,175	\$12,667	(\$1,492)	\$38,000	\$18,245
Net cost of activity	\$40,957	\$36,943	(\$4,014)	\$109,000	\$54,275
<b>Alcohol Licensing</b>					
Expenditure	\$44,673	\$49,609	\$4,936	\$147,000	\$42,667
Revenue	\$12,311	\$11,667	\$644	\$35,000	\$7,613
Net cost of activity	\$32,362	\$37,943	\$5,581	\$112,000	\$35,054
<b>Parking and Other Bylaws</b>					
Expenditure	\$49,303	\$52,000	\$2,697	\$156,000	\$48,051
Revenue	\$1,654	\$333	\$1,321	\$1,000	\$560
Net cost of activity	\$47,649	\$51,667	\$4,018	\$155,000	\$47,491
<b>Animal Control</b>					
Expenditure	\$97,356	\$102,424	\$5,068	\$304,000	\$85,688
Revenue	\$127,529	\$150,000	(\$22,471)	\$170,000	\$170,643
Net cost of activity	-\$30,173	-\$47,576	(\$17,403)	\$134,000	-\$84,955
<b>Civil Defence</b>					
Expenditure	\$192,047	\$179,234	(\$12,813)	\$472,000	\$173,471
Net cost of activity	\$192,047	\$179,234	(\$12,813)	\$472,000	\$173,471
<b>Assets</b>					
<b>Roading</b>					
Expenditure	\$1,368,881	\$1,495,667	\$126,786	\$4,487,000	\$1,366,196
Revenue	\$2,068,927	\$2,250,083	(\$181,156)	\$7,927,000	\$2,313,028
Net cost of activity	-\$700,046	-\$754,417	(\$54,371)	-\$3,440,000	-\$946,832
<b>Stormwater</b>					
Expenditure	\$64,409	\$51,981	(\$12,428)	\$140,000	\$84,909
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$64,409	\$51,981	(\$12,428)	\$140,000	\$84,909



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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*

	October '24 Actual	October '24 Budget	Variance YTD	Total Budget 2024/25	October 23 Actual
<b>Wastewater (Sewerage)</b>					
Expenditure	\$151,880	\$189,677	\$37,797	\$537,000	\$244,244
Revenue	\$13,834	\$13,333	\$501	\$40,000	\$13,658
Net cost of activity	\$138,046	\$176,344	\$38,298	\$497,000	\$230,586
<b>Solid Waste</b>					
Expenditure	\$425,049	\$459,160	\$34,111	\$1,363,000	\$356,660
Revenue	\$126,630	\$75,000	\$51,630	\$225,000	\$64,175
Net cost of activity	\$298,419	\$384,160	\$85,741	\$1,138,000	\$292,485
<b>Water Supply</b>					
Expenditure	\$473,094	\$448,407	(\$24,687)	\$1,200,000	\$472,660
Revenue	\$184,651	\$147,000	\$37,651	\$588,000	\$130,073
Net cost of activity	\$288,443	\$301,407	\$12,964	\$612,000	\$342,587
<b>Total Activity Expenditure</b>	\$6,385,533	\$6,501,610	\$116,077	\$19,229,000	\$6,268,066
<b>Total Activity Revenue</b>	\$3,818,850	\$3,684,650	\$202,246	\$11,709,000	\$4,351,160
<b>Net Cost of Activities</b>	\$2,566,683	\$2,816,960	(\$86,169)	\$7,520,000	\$1,916,906

**CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 OCTOBER 2024**  
Grant funded

Council Activity	Project Description	2024/25 Long Term Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2024/25 Actual Expenditure YTD	Projected year end forecast	2024/25 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
<b>GROWTH - to meet additional demand</b>										
Economy	Proposed Council subdivision	2,600,000	0	2,600,000	21,266	2,600,000	0	10%	By 30 June 2025	Concept plan finalised. Request for Proposal underway to fulfill procurement procedures. This will appoint a Surveyor to progress the project to detailed design.
<b>Total Growth Expenditure</b>		<b>2,600,000</b>	<b>0</b>	<b>2,600,000</b>	<b>21,266</b>	<b>2,600,000</b>	<b>0</b>			
<b>LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level</b>										
Roading	Seal extensions - dust coal seals	150,000	-100,000	50,000	0	50,000	0	0%	By 30 June 2025	This is an unsubsidised activity, as approved by council in October 2024.
Roading	Low cost low risk roads	2,600,000	-2,200,000	400,000	39,160	400,000	0	0%	By 30 June 2025	This is an unsubsidised activity, as approved by council in October 2024. This includes the Stratford Primary School roundabout at Brecon Road / Regan Street intersection.
Roading	Resilience Crown Funding	0	600,000	600,000	0	600,000	0	0%	By 30 June 2025	This is to repair the dropout on Opunake Road, opposite the possum factory.
Roading	Walking and Cycling Strategy - footpath improvements	400,000	-400,000	0	0	0	0	0%	Not proceeding	The project was not supported by NZTA, therefore funds were declined.
Solid Waste	Mobile event waste bins and trailer	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Procurement Plan underway
Solid Waste	Permanent recycling stations	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Procurement Plan underway
Stormwater	Modelling	287,000	0	287,000	0	287,000	0	0%	By 30 June 2025	Procurement Plan underway.
Stormwater	Modelling	113,000	0	113,000	0	113,000	0	0%	By 30 June 2025	Procurement plan underway.
Stormwater	Safety improvements	50,000	0	50,000	0	50,000	0	0%	By 30 June 2025	Works as required.
Wastewater	Reticulation capacity increase and Modelling	100,000	0	100,000	0	100,000	0	0%	By 30 June 2025	Modelling Stratford Park to connect to existing infrastructure on Broadway.
Wastewater	Treatment upgrade	50,000	0	50,000	134,097	134,097	(84,097)	100%	Complete	Earth dam reconstructed. Given location, intensive manual labour and health and safety required.
Water Supply	Universal water metering	1,593,851	0	1,593,851	91,273	1,593,851	0	5%	By 30 June 2025	Request for Tender documents are being reviewed for advertising in November.
Water Supply	Steenwork rider mains	100,000	0	100,000	0	100,000	0	0%	By 30 June 2025	Design drawings completed. Technical Specifications for contract are currently being written for going out for Tender in November.
Water Supply	Toko storage tank	20,000	0	20,000	2,651	20,000	0	75%	By 30 June 2025	Tank delivered and sited. To be plumbed in November.
Water Supply	Alternative power supply for Midhirst and Toko	50,000	0	50,000	0	50,000	0	5%	By 30 June 2025	Procurement plan underway.
Parks and Reserves	Eastern Loop development	5,000	0	5,000	0	5,000	0	0%	By 30 June 2025	Works as required.
Parks and Reserves	Skate Park resurfacing - Victoria Park	100,000	0	100,000	0	100,000	0	0%	By 31 May 2025	Awaiting approval of funding - Toi Foundation
Parks and Reserves	Park development	5,000	0	5,000	0	5,000	0	0%	By 30 June 2025	Works as required.
Parks and Reserves	Victoria Park sports fields continued development	20,000	0	20,000	0	20,000	0	0%	By 30 June 2025	Concept plan has been received. Detailed design plans to be developed for possible construction in the next financial year.
Parks and Reserves	Whangamomona Septic Tank	75,000	0	75,000	68,133	75,000	0	99%	Complete	Septic Tank and associated works installed. Certificate of Acceptance to be obtained and planning and fencing as part of the resource consent provisions is complete.
Parks and Reserves	Lighting and power box in Rhododendron Dell	50,000	0	50,000	0	50,000	0	0%	By 30 June 2025	Funding approved. Procurement Plan underway.
Wai o Rua Aquatic Centre	Plates - Reformers	42,000	0	42,000	0	42,000	0	0%	By 30 June 2025	Funding has been declined. Officers are investigating further funding options.
Wai o Rua Aquatic Centre	Install mirrors in club rooms	5,000	0	5,000	0	5,000	0	0%	By 30 June 2025	Funding has been declined. Officers are investigating further funding options.

Council Activity	Project Description	2024/25 Long Term Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2024/25 Actual Expenditure YTD	Projected year end forecast	2024/25 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Wai o Rua Aquatic Centre	Install TV in meeting room	2,000	0	2,000	0	2,000	0	0%	By 30 June 2025	
Wai o Rua Aquatic Centre	Total bars	5,000	0	5,000	0	0	5,000	0%	Not proceeding	Funding declined
Wai o Rua Aquatic Centre	Aqua treadmills	0	0	0	11,886	11,886	(11,886)	100%	Complete	
Civic Amenities	Prospero Place Development	300,000	0	300,000	0	300,000	0	1%	By 30 June 2025	Sale & Purchase agreement signed by both parties. Preferred Supplier for detailed design to be appointed in November 2024.
Library Hub	Safety improvements to AA desk	5,000	0	5,000	0	5,000	0	0%	By 30 June 2025	Library staff exploring options. Tied with Development of seating areas/meeting spaces budget.
Library Hub	Develop seating areas and meeting places	25,000	0	25,000	0	25,000	0	0%	By 30 June 2025	Original funding application was for sound proof pods, but these are not compliant for the Building Code safety component. Alternative compliant options are being explored.
Farm	Construct additional calving sheds	40,000	0	40,000	0	40,000	0	0%	By 30 June 2025	Procurement plan underway.
Corporate	Procurement software	25,000	0	25,000	0	0	25,000	100%	Not proceeding	Budget withdrawn
Corporate	Procure to Pay software	63,000	0	63,000	0	63,000	0	0%	By 30 June 2025	Project underway
Corporate	National Processing reporting	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Project underway
Corporate	Council Chambers audio visual upgrade	105,000	0	105,000	70,968	105,000	0	50%	By 30 June 2025	Tender has been accepted. Process for installation underway.
<b>Total Level of Service Expenditure</b>		<b>6,415,851</b>	<b>-2,100,000</b>	<b>4,315,851</b>	<b>418,168</b>	<b>4,381,834</b>	<b>-65,983</b>			
<b>REPLACEMENTS - replaces an existing asset with the same level of service provided</b>										
Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	910,000	29,063	939,063	592,113	939,063	0	80%	By 30 June 2025	Met KPI targets. Budget decisions to be made around further expenditure.
Roading - Financially assisted NZTA	Sealed Road resurfacing	1,260,000	106,650	1,366,650	47,600	1,366,630	0	5%	By 30 June 2025	Sites identified. Will be completed in summer months.
Roading - Financially assisted NZTA	Drainage Renewals	915,000	29,218	944,218	439,246	944,218	0	30%	By 30 June 2025	Wawiri Road culvert replacement has been advertised.
Roading - Financially assisted NZTA	Pavement Rehabilitation	650,000	20,745	670,745	289,694	670,745	0	80%	By 30 June 2025	Flint Road entrance to A & P showgrounds completed. Orlando Street (in front of New World may proceed, dependant on funding available).
Roading - Financially assisted NZTA	Structure Components Replacement	950,000	30,499	980,499	206,204	980,499	0	20%	By 30 June 2025	Puniwhakau bridge repaired, waiting for response from Insurance for 40%. Buchanans Bridge is next.
Roading - Financially assisted NZTA	Traffic Services Renewals	160,000	5,109	165,109	39,320	165,109	0	20%	By 30 June 2025	Works as required.
Roading - Financially assisted NZTA	Footpath renewals	210,000	(132,005)	77,995	0	77,995	0	0%	By 31 December 2024	Works programmed for November for replacement of 400 m of footpath.
Solid Waste	Transfer Station - Building renewals	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Works as required.
Solid Waste	Seal concrete blockwork on adjacent building	30,000	0	30,000	0	30,000	0	0%	By 31 Mar 2025	
Stormwater	Retiulation Renewals	100,000	0	100,000	2,542	100,000	0	2%	By 30 June 2025	Works as required.
Stormwater	Silt retention Victoria Park	100,000	0	100,000	5,555	100,000	0	5%	By 31 May 2025	Waiting for more stable weather to dry out silt that has been removed from the lake. To be screened and spread in late summer.
Wastewater	Step / aerate treatment renewals	35,000	0	35,000	11,588	35,000	0	25%	By 30 June 2025	Works as required.
Wastewater	Retiulation modelling	50,000	0	50,000	0	50,000	0	0%	By 30 June 2025	Modelling Stratford Park to connect to existing infrastructure on Broadway.
Wastewater	Swansea Road pipe bridge	300,000	0	300,000	805	300,000	0	20%	By 30 June 2025	A preferred Contractor has been identified through Council's procurement process and will be confirmed in November 2024.

Council Activity	Project Description	2024/25 Long Term Plan Budget (e)	Carry-forwards and adjustments	Total Funds Available (a + b)	2024/25 Actual Expenditure YTD	Projected year end forecast	2024/25 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Wastewater	Infiltration renewals	350,000	0	350,000	227,352	350,000	0	65%	By 30 June 2025	Works as required.
Water Supply	Laterals	50,000	0	50,000	0	50,000	0	0%	By 30 June 2025	Works as required.
Water Supply	Stratford street work rider mains	200,000	0	200,000	8,728	200,000	0	10%	By 30 June 2025	Design drawings completed. Technical Specifications for contract are currently being written for going out for Tender in November.
Water Supply	Fluoride plant upgrade	300,000	0	300,000	0	300,000	0	0%	By 30 June 2025	NPDC investigating options.
Water Supply	Stratford Grit tanks	2,000,000	0	2,000,000	0	2,000,000	0	0%	By 30 June 2025	Detailed design underway
Water Supply	Stratford Grit tanks	70,000	0	70,000	38,763	70,000	0	50%	By 30 June 2025	Detailed design underway
Water Supply	Reservoir cleaning	60,000	0	60,000	0	60,000	0	0%	By 30 June 2025	Works as required.
Water Supply	Membranes	160,000	0	160,000	0	160,000	0	0%	By 30 June 2025	Procurement plan underway.
Water Supply	Midhrst resource consent	50,000	0	50,000	12,000	50,000	0	50%	By 30 June 2025	Cultural Impact Assessment complete, with TRC for processing.
Parks and Reserves	Cardiff walkway steps and bridge	50,000	0	50,000	0	50,000	0	0%	By 31 May 2025	Resource Consent is required. Application underway with works planned for March/April 2025.
Parks and Reserves	Carrington Walkway steps replacement	20,000	0	20,000	0	20,000	0	0%	By 31 Mar 2025	Works planned for January/February 2025
Parks and Reserves	Replace playground equipment - King Edward and Victoria Parks	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Works as required.
Wai o Rua Aquatic Centre	Infrastructure renewals	2,000	0	2,000	0	2,000	0	0%	By 30 June 2025	Works as required.
Wai o Rua Aquatic Centre	Spin bike replacements	30,000	0	30,000	41,678	41,678	(11,678)	100%	Complete	Works as required.
Civic Amenities	W/MC - hot water supply	40,000	0	40,000	0	40,000	0	0%	By 30 June 2025	Procurement plan underway.
Civic Amenities	W/MC - lighting upgrade	0	0	0	4,957	4,957	(4,957)	100%	Complete	New budget line added due to replacement of lighting and emergency lighting in the function facility with LEDs.
Civic Amenities	CRR - plumbing issues	10,000	0	10,000	715	10,000	0	20%	By 30 June 2025	Investigations underway to determine where blockages occur. New signage was installed and no blockages have occurred in October.
Civic Amenities	Public toilets infrastructure renewals	30,000	0	30,000	0	30,000	0	0%	By 30 June 2025	Works as required.
Civic Amenities	TET Infrastructure renewals	50,000	0	50,000	13,465	50,000	0	20%	By 20 Dec 2024	Waiting on door hardware from Australia. Once front door is installed, security access system will be updated to match compliance.
Civic Amenities	Digital Sign	0	0	0	3,107	3,107	(3,107)	100%	Complete	New budget line added due to replacement of communications modem.
Housing for Older Persons	Replace clotheslines	5,000	0	5,000	0	5,000	0	10%	By 30 June 2025	Quote accepted. Contractor has recommended an option that will reduce the cost, bringing this project under budget.
Housing for Older Persons	Roof replacements	120,000	0	120,000	0	120,000	0	0%	By 30 May 2025	Request for Quote underway. Planning to have one contract to be split over two financial years, to match LTP funding.
Housing for Older Persons	Infrastructure renewals	5,000	0	5,000	0	5,000	0	0%	By 30 June 2025	Works as required.
Farm	Race and culvert replacement	25,000	0	25,000	5,625	25,000	0	10%	By 30 May 2025	Catchment survey is required to determine culvert sizes so procurement for design is underway.
Farm	Dwelling lighting and fixtures	5,000	0	5,000	0	5,000	0	0%	By 31 March 2025	Quotes being requested.
Aerodrome	Widening turn area	15,000	0	15,000	0	15,000	0	0%	By 31 Jan 2025	Procurement plan underway. Physical works planned for February/March 2025.
Miranda Street Office	Infrastructure renewals	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Works as required.
Miranda Street Office	Furniture Replacement	0	0	0	1,700	2,500	(2,500)	100%	By 30 June 2026	New budget line added due to replacement of lighting and emergency lighting in the function facility with LEDs.
Library Hub	Infrastructure renewals	3,000	0	3,000	0	3,000	0	0%	By 30 June 2025	Works as required.
Library Hub	Bathroom renewal	15,000	0	15,000	0	15,000	0	0%	By 30 June 2025	Request for Quote underway

Council Activity	Project Description	2024/25 Long Term Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2024/25 Actual Expenditure YTD	Projected year end forecast	2024/25 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Library Hub	Underneath storage	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Library staff exploring options.
Library Hub	Windowsill replacements	10,000	0	10,000	3,721	10,000	0	30%	By 30 June 2025	Works as required.
Library Hub	Window graphics renewals	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Awaiting quote from suppliers.
Corporate	Computers/peripherals/ Software	30,000	0	30,000	33,963	50,000	(20,000)	75%	By 30 June 2025	Works as required.
Corporate	Authority data cleansing	15,000	0	15,000	0	15,000	0	100%	Complete	Invoice to come
Corporate	GPS location replacement	15,000	0	15,000	0	15,000	0	0%	By 30 June 2025	Procurement plan underway
Corporate	Photocopier replacements	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	
Corporate	Vehicle Replacement (after trade in)	35,000	0	35,000	17,313	35,000	0	50%	By 30 June 2025	A replacement animal control wagon was purchased, with the disposal proceeds of the old vehicle offsetting the cost of the replacement ute.
<b>Total Replacement Expenditure</b>		<b>9,500,000</b>	<b>89,259</b>	<b>9,589,259</b>	<b>2,047,752</b>	<b>9,631,501</b>	<b>(42,242)</b>			
<b>TOTAL EXPENDITURE</b>		<b>\$18,515,851</b>	<b>-\$2,010,741</b>	<b>\$16,505,110</b>	<b>\$2,487,187</b>	<b>\$16,613,335</b>	<b>-\$108,225</b>			

**LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 OCTOBER 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
<b>LGFA - A&amp;P</b>	<b>\$ 3,700,000</b>	<b>1.04%</b>	<b>5</b>	<b>21/12/2020</b>	<b>21/12/2025</b>
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	4.51%	3	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
<b>LGFA - A&amp;P</b>	<b>\$ 3,500,000</b>	<b>1.87%</b>	<b>12</b>	<b>21/12/2020</b>	<b>21/12/2032</b>
	<b>\$ 38,700,000</b>	<b>3.55%</b>			

**Internal Debt Register**

Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,110,795	2013	N/a	3.55%	Water treatment plant
Farm	\$ 1,909,228	2016	N/a	3.55%	As at 1 July 2023
	<b>\$ 3,020,023</b>				

**Committed Cash Facilities**

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

**Investment Statement**

Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,500,000	6.00%	332	13/08/2024	11/07/2025
Westpac	\$ 1,500,000	5.35%	365	14/10/2024	14/10/2025
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
	<b>\$ 6,500,000</b>	<b>6.01%</b>			
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	<b>\$ 7,180,000</b>	<b>1.69%</b>			

**Shareholdings Statement**

	No. of Shares	Share Price	Value of Shares
Fonterra	158,716	\$ 4.39	\$ 696,763
Ravensdown	21,820	\$ 1.00	\$ 21,820
Civic Financial	65,608	\$ 0.93	\$ 61,015
			<b>\$ 779,599</b>

**Other Investments**

	Date Drawn	Amount	Interest Rate	Details
Vendor loan to EBS Trust	2020	\$ 190,000	LGFA rate plus 0.25%, currently 4.71%	Repayable - June 2025

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

**CASHFLOW FORECAST FOR THE YEAR ENDED OCTOBER 2025**

	Actual Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	12 Month
<b>OPENING BALANCE</b>	<b>2,739,866</b>	<b>2,036,582</b>	<b>3,677,599</b>	<b>2,952,653</b>	<b>1,606,653</b>	<b>3,661,653</b>	<b>2,007,653</b>	<b>1,751,653</b>	<b>3,660,653</b>	<b>2,823,688</b>	<b>1,900,723</b>	<b>4,340,723</b>	<b>2,505,723</b>	<b>32,925,958</b>
Rates	710,000	3,700,000	710,000	500,000	3,700,000	570,000	520,000	3,700,000	650,000	650,000	4,300,000	650,000	700,000	20,350,000
NZTA Refunds	855,468	304,720	450,000	160,000	160,000	160,000	270,000	400,000	900,000	900,000	500,000	400,000	750,000	5,354,720
Fees and Charges	500,000	500,000	500,000	500,000	550,000	500,000	500,000	500,000	550,000	550,000	550,000	550,000	600,000	6,350,000
Interest Revenue	20,000	20,000	53,019	20,000	25,000	81,000	45,000	45,000	45,000	45,000	20,000	45,000	20,000	464,019
TET Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Cash In</b>	<b>2,085,468</b>	<b>2,092,578</b>	<b>1,713,019</b>	<b>1,180,000</b>	<b>4,435,000</b>	<b>1,311,000</b>	<b>1,335,000</b>	<b>4,645,000</b>	<b>2,145,000</b>	<b>2,145,000</b>	<b>5,370,000</b>	<b>1,645,000</b>	<b>2,070,000</b>	<b>32,518,739</b>
Salaries and Wages / Elected Members	666,000	560,000	666,000	666,000	580,000	580,000	666,000	580,000	580,000	666,000	580,000	580,000	650,000	7,354,000
Payments to Suppliers - Operating	820,000	820,000	820,000	700,000	600,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	9,740,000
Major contract payments	1,500,000	1,500,000	900,000	900,000	1,200,000	1,200,000	800,000	1,200,000	1,500,000	1,500,000	1,500,000	1,500,000	150,000	13,850,000
Interest Expense	274,060	365,743	51,965	-	-	-	275,000	286,000	51,965	51,965	-	-	280,000	1,362,638
GST Paid / (Received)	-	362,040	-	260,000	-	335,000	-	180,000	-	-	-	-	-	602,960
<b>Total Cash Out</b>	<b>3,260,060</b>	<b>2,883,703</b>	<b>2,437,965</b>	<b>2,526,000</b>	<b>2,380,000</b>	<b>2,965,000</b>	<b>2,591,000</b>	<b>2,736,000</b>	<b>2,981,965</b>	<b>3,067,965</b>	<b>2,930,000</b>	<b>3,480,000</b>	<b>1,930,000</b>	<b>32,909,598</b>
(Increase)/Reduce Financial Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing/(Repaying) Loans	-	-	-	-	-	-	1,000,000	-	-	-	-	-	-	1,000,000
<b>CLOSING BALANCE</b>	<b>1,565,274</b>	<b>2,036,582</b>	<b>2,952,653</b>	<b>1,606,653</b>	<b>3,661,653</b>	<b>2,007,653</b>	<b>1,751,653</b>	<b>3,660,653</b>	<b>2,823,688</b>	<b>1,900,723</b>	<b>4,340,723</b>	<b>2,505,723</b>	<b>2,645,723</b>	<b>33,535,099</b>
<b>Net Debt</b>	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	26,020,000	26,020,000	26,020,000	26,020,000	26,020,000	26,020,000	26,020,000	26,020,000
<b>Gross Debt</b>	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	39,700,000	39,700,000	39,700,000	39,700,000	39,700,000	39,700,000	39,700,000	39,700,000
<b>Investments - Term Deposits</b>	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
<b>Investments - A &amp; P Loan</b>	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

## Outstanding Debtors as at 31 October 2024

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$546,819	\$302,127	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. 27 demands have been sent to the first mortgagee for arrears owing prior to 1 July 2024
Transfer Station	\$559	\$0	
Cemeteries	\$46,925	\$27,622	Overdues relate to 15 debtors, 13 have payment arrangements with council. 1 debtor is still waiting on probate to be granted.
Rental Properties	\$12,600	\$5,728	Overdue relates to 1 debtor who has an arrangement in place with council, and have nearly paid off their account.
Housing for the Older Persons	-\$5,801	-\$1,692	Rent in advance.
Planning and Regulatory	\$2,677	\$83	Overdue relate to one debtor, who has been sent to the debt collector.
Facility Hire	\$3,124	\$10	Overdue relates to 1 debtor who council has contacted.
Sundry Debtors	\$279,035	\$14,003	Overdues is mostly made up of smaller debtors who are with debt collectors.
Legal Fees	\$6,180	\$6,180	Relating to one property, currently with the solicitor.
Targeted Rates after Strike	\$1,757	\$518	Overdues relates to 4 debtors for services added after rates strike. 2 debtors have payment arrangements which relate to the 2023/2024 financial year.
Debtors Accruals	\$306,458	\$0	Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.
NZTA	\$304,720	\$0	
Wai O Rua Aquatic Centre	-\$11,319	-\$744	
Resource Consents	\$13,611	\$2,570	Overdue made up of 2 debtors.
Building Consent Revenue	\$34,189	\$8,022	Overdue relates to 3 debtors. 1 for a new detached dwelling consent issued in March 2024. 1 is in dispute with Council
Earthquake Prone Buildings Infringements	\$16,740	\$0	
	\$28,741	\$27,536	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	\$10,303	\$600	Overdue relates to 1 debtor for septic tank discharge. This has been sent to the debt collector.
Water Billing	\$137,487	\$74,573	The overdue relates to 6 debtors. 5 will have advice sent to the bank on 1 December if no suitable arrangement is made with Council. 1 is in discussions with Council regarding an arrangement after having their water remission application declined by Council during October.
<b>TOTAL</b>	<b>\$1,734,804</b>	<b>\$467,135</b>	



# MONTHLY REPORT

## Environmental Services Department



F22/55/04– D24/47326

**To:** Policy and Services Committee  
**From:** Director – Environmental Services  
**Date:** 26 November 2024  
**Subject:** Environmental Services Monthly Report – October 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 October 2024. These included 3 log fires, 1 relocated dwelling, 1 new dwelling, 1 pole shed, 3 alteration/additions to a residential dwelling and 3 alteration/additions to a commercial building. There were also a further 6 amendments to existing building consents, and 1 amendment application was refused to be granted.

The number of applications we are receiving for all types of consent are at very low levels. This is consistent with many other councils and reflects what we are hearing anecdotally from industry participants like designers and surveyors. Meanwhile compliance activities continue to be at a higher level than usual, both in terms of the number of matters that are arising and in terms of the amount of time involved in resolving them when they do arise. This is a sign of difficult economic times and is unlikely to change until financial pressures begin to ease. If anything, in the short term it is likely that warmer weather will increase the amount of matters being reported.

#### Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy is slowly continuing. A project team meeting attended by officers from the three councils is scheduled for late November.

## 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 Oct
<b>Building Consent Authority</b>	
<b>Building Consent Applications</b>	12
<b>Building Consent Amendment Applications</b>	6
<b>Building Consents Issued</b>	10
<b>Building Consent Amendments Issued</b>	6
<b>Inspections completed</b>	54
<b>Code Compliance Certificate Applications</b>	8
<b>Code Compliance Certificates Issued</b>	6
<b>Code Compliance Certificates Refused</b>	1
<b>Number of Building Consents Received in Hard Copy</b>	0
<b>Number of Building Consents Received Digitally</b>	18
<b>Building Act Complaints received and responded to</b>	0
<b>Planning</b>	
<b>Land Use Consents Received</b>	4
<b>Land Use Consents Granted</b>	2
<b>Subdivision Consents Received</b>	3
<b>Subdivision Consents Granted</b>	2
<b>223/224 Applications Received</b>	2
<b>223/224 Applications Granted</b>	1
<b>Resource Consent Applications Received in Hard Copy</b>	0
<b>Resource Consent Applications Received in Digital Form</b>	7
<b>Resource Consent Applications Placed on Hold or Returned</b>	0
<b>LIM's Received</b>	9
<b>LIM's Granted</b>	7
<b>Environmental Health</b>	
<b>Registered Premises Inspected for Compliance under the Food or Health Act</b>	6
<b>Health or Food Act Complaints Received and responded to</b>	1
<b>Licensed Premises Inspected for Compliance under the Sale &amp; Supply of Alcohol Act.</b>	6
<b>Certificates and Licence Applications received under the Sale and Supply of Alcohol Act</b>	8
<b>Bylaw Complaints Received and responded to</b>	22
<b>Dog Complaints Received and responded to</b>	42

### 3. Key Performance Indicators – All Business Units

#### 4.1 Building Services

Level of Service	Performance Measures	Targets	Status Monthly	Year to date
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	16 of the 16 (100%) applications in October were processed within 20 working days.	61 of the 63 applications were processed within 20 working days.
	Percentage of inspection requests completed within 24 hours of requested time.	100%	54 of the 54 (100%) inspections in October were completed within 24 hours of the request.	289 of the 289 inspections were completed within 24 hours of the request.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	6 of the 6 (100%) CCCs issued in October were issued within 20 working days.	38 of the 38 CCCs issued were within 20 working days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	7 of the 7 (100%) LIMs were processed within 10 working days.	32 of the 32 (100%) LIMs were processed within 10 working days.
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Achieved.	Achieved

#### 4.2 Planning and Bylaws

Level of Service	Performance Measure	Target	Status	Year to date
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 changing legislation. New legislation has been announced and we are waiting for further detail before finalising options. We are continuing to discuss the possibility of a multi-council approach.	Work on this project was delayed due to changing legislation. New legislation has been announced and we are waiting for further detail before finalising options. We are continuing to discuss the possibility of a multi-council approach.
	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.	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%	4 of the 4 (100%) applications processed in October were processed within 20 working days.	16 of the 17 (94%) applications were processed within 20 working days.
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	N/A	N/A
	% of S223 and S224 applications processed within 10 working days.	0%	2 of the 2 (100%) applications processed in October were processed within 10 working days.	8 of the 8 (100%) applications were processed within 10 working days.

4.3 **Community Health and Safety**

Level of Service	Performance Measure	Target	This month	Year to date
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%	6 of 72 premises were inspected for compliance in October. (8%)	10 of 72 premises were inspected for compliance (14%)
	Health nuisance and premise complaints are responded to within 1 working day.	100%	1 complaint has been received and responded to in 1 working day. (100%).	2 complaints have been received and responded to in 1 working day. (100%)
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	6 of 30 licensed premises have been inspected for compliance. (20%)	9 of 30 licensed premises have been inspected for compliance. (33%).
	Percentage of applications processed within 25 working days (excluding hearings).	100%	8 applications (managers certificates and Special Licences) for a licence were received and completed within 25 working days. (100%).	32 of 37 applications have been received and processed within 25 working days. Five applications for an alcohol licence that relate to On, Off and Club licences have not been completed within 25 working days. This is because changes to the Sale and Supply of Alcohol Act that came into force on 31 August 2024, require the public notification of an on, off or club licence application to increase from 15 working days to 25 working days. (86%) The performance measure will increase next year.
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	22 complaints have been received and processed within 2 hours (100%).	97 complaints have been received and processed within 2 hours (100%)
To ensure dogs are controlled	Percentage of known dogs registered	98%	29 dogs were registered in October (15%).	1896 of 1939 dogs have been registered to date (97%)
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	42 complaints were received and responded to within 1 hour. (100%).	121 complaints have been received to date and responded to in an hour (100%)

**4. Detailed Reporting Building Services**

**5.1 Building Consent Authority (“BCA”)**

**5.1.1 Compliance/Notices to Fix issued as a BCA.**

Two Notices to Fix were issued by the BCA in October 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 October 2024.

**5.1.3 Regulation 6A Compliance Dashboard**

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

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

**5.1.4 Training needs analysis**

No specific training needs have been identified but there are two upcoming training sessions, which relate to:

- 1) Training from Engineering New Zealand in mid-November in relation to Producer Statements (PS1,PS2,PS4), what good documentation and best engineering practice looks like.
- 2) A presentation in February 2025 in relation to the findings and recommendations to BCAs in relation to the Jonathan Hall forgery case that affected over 40 of the 69 councils.

**5.1.5 Internal audit/external audit timetable**

During October the below internal audits were undertaken:

Quality Assurance Audits:

- Regulation 17(2)(d) - Operational management review.
- Regulation 7(2)(b)(iv) - Processing building consent applications.
- Regulation 7(2)(d)(v) - Lapsing consents.
- Regulation 11(2)(e)(e) – Supervision of employees.

Some minor recommendations were identified, and raised at the monthly QMS meeting with staff. A targeted audit to check effectiveness of the reminder is scheduled for February 2025.

## 5.2 Territorial Authority

### 5.2.1 Audits

Corrective actions identified during MBIE's TA Assessments are actively being worked on by the building team for the below areas.

- Certificates for Public Use
- Dangerous, Affected, or Insanitary Buildings
- Compliance Schedules and BWoFs

We are required to provide MBIE with a progress report late in January 2025.

### 5.2.2 Compliance Schedules/Building Warrants of Fitness

11 onsite BWoF audits were undertaken during October 2024. 6 existing Compliance Schedules were 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 registered swimming pools were compliant at the time of their last inspection. The next round of swimming pool inspections is scheduled to commence August 2025.

### 5.2.4 Earthquake-Prone Buildings

During October all buildings previously identified as being potentially earthquake-prone were registered on the government's national earthquake-prone buildings register (<https://epbr.building.govt.nz/>) unless we received an Initial Seismic Assessment (ISA) showing that they were not earthquake-prone. There are currently 71 buildings from the Stratford district on the register.

One ISA was received in October and is currently being assessed for compliance with MBIE methodology before a decision is made on whether that building is earthquake-prone or not.

### 5.2.5 Non-Standard Site Register Maintenance

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

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

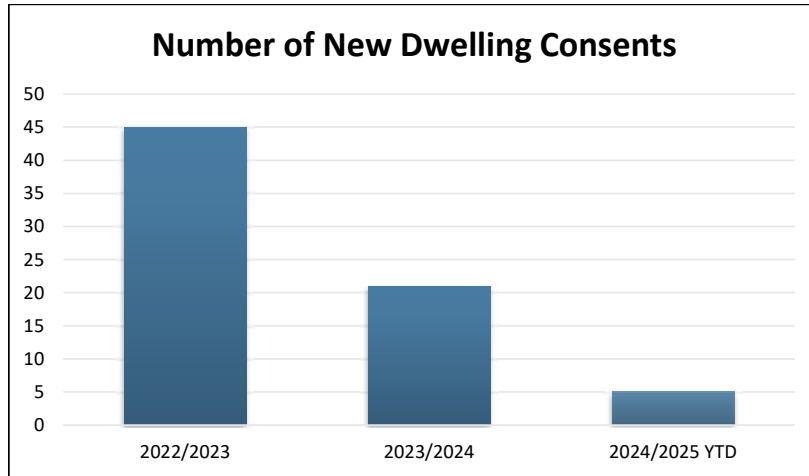
No Notices to Fix for were issued by the Territorial Authority during October 2024.

## 5.3 Trends Analysis

### 5.3.1 Consents applied for by type:

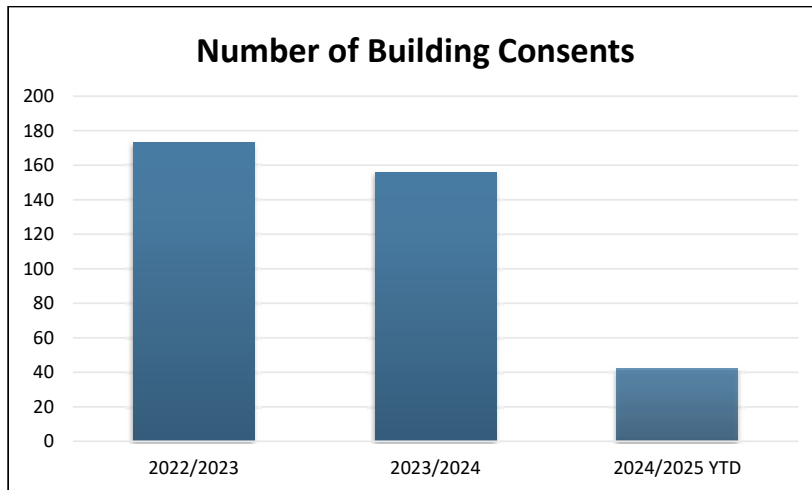
Type	Oct 2024	Oct 2023	2024/2025	2023/2024 Whole Year
<b>New residential dwellings</b>	1	5	5	18
<b>New duplex dwellings</b>	0	0	0	3
<b>Relocated dwellings</b>	1	0	2	10
<b>Relocated buildings other than dwellings</b>	0	0	0	0
<b>Fires</b>	3	3	11	63
<b>Pole sheds/accessory buildings</b>	1	3	6	27
<b>Additions/alterations – residential</b>	3	1	10	14
<b>New Commercial buildings</b>	0	0	0	5
<b>Additions/alterations – commercial</b>	3	0	5	9
<b>Other/miscellaneous</b>	0	1	3	7
<b>Totals</b>	<b>12</b>	<b>13</b>	<b>42</b>	<b>156</b>

**New House indicator by year**



Year	New Dwellings
2022/2023	45
2023/2024	21
2024/2025 YTD	5

**Consent numbers by year**



Year	Building Consents
2022/2023	173
2023/2024	156
2024/2025 YTD	42



Blair Sutherland  
**Director - Environmental Services**



[Approved]  
Sven Hanne  
**Chief Executive**

**Date:** 19 November 2024





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.