



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

**Our reference**  
F19/13/03-D21/26182

23 January 2025

**Policy and Services Committee**

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 28 January 2025** beginning at **3.00 pm**.

**Timetable for 28 January 2025 as follows:**

1.00pm	Workshop - Water Services
3.00pm	Policy and Services Committee

Yours faithfully

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

Sven Hanne  
**Chief Executive**

# 2025 - Agenda - Policy & Services - January

28 January 2025 03:00 PM



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# AGENDA

## Policy and Services Committee



F22/55/05-D25/1610

Date: Tuesday 28 January 2025  
Venue: Council Chambers, 63 Miranda Street, Stratford

### 1. Welcome

- 1.1 Opening Karakia**  
D21/40748 Page 6
- 1.2 Health and Safety Message**  
D22/17082 Page 7

### 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 8

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

### 6. Confirmation of Minutes

- 6.1 Policy and Services Committee –26 November 2024**  
D24/53930 Page 9

#### Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 November 2024 be confirmed as a true and accurate record.

/  
Moved/Seconded

### 7. Matters Outstanding

D16/47 Page 16

#### Recommendation

THAT the Matters Outstanding be received.

/  
Moved/Seconded

8. Decision Report – Draft Victoria Park Reserve Management Plan 2025 – Release for Public Consultation

D25/302 Page 17

Recommendations

1. THAT the report be received
2. THAT the *draft* Victoria Park Reserve Management Plan 2025 be approved and formally released for public consultation, pursuant to Section 41 of the Reserves Act 1977.

Recommended Reasons

The approval and release of the *draft* Victoria Park Reserve Management Plan 2025 for public consultation is required under the Reserves Act 1977. This process allows Council to seek public submissions on the feedback collated in the first round of public consultation which started in August 2024.

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

9. Monthly Reports

**12.1 Assets Report**  
D24/54769 Page 71

Recommendation

THAT the report be received.

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

**12.2 Community Services Report**  
D24/54674 Page 107

Recommendation

THAT the report be received.

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

**12.3 Corporate Services Report**  
D25/1264 Page 137

Recommendation

THAT the report be received.

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



**12.4 Environmental Services Report**  
D24/52379 Page 155

Recommendation

THAT the report be received.

/  
Moved/Seconded

10. Questions

11. Closing Karakia  
D21/40748 Page 164



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.

**Attendance schedule for 2025 Policy & Services Committee meetings (including Hearings).**

Date	28/01/25	25/02/25	25/02/25	25/03/25	29/04/25	20/05/25	27/05/25	24/06/25	22/07/25	27/08/25	23/09/25
<b>Meeting</b>	PS	H	PS	PS	PS	H	PS	PS	PS	PS	PS
Neil Volzke											
Steve Beck											
Grant Boyde											
Annette Dudley											
Jono Erwood											
Ellen Hall											
Amanda Harris											
Vaughan Jones											
Min McKay											
John Sandford											
Clive Tongaawhikau											
Mathew Watt											

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 – D24/53930

Date: Tuesday 26 November 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, 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 Parks and Projects Manager – Mr S Taylor, the Communications Manager – Ms G Gibson, the Community and Economic Development Manager – Ms S Azal (*part meeting*), the Community Development Officer – Ms L Browne (*part meeting*), the Community Engagement and Development Lead – Ms A Cranne (*part meeting*), the General Manager Economic Development - Venture Taranaki – Ms J Patterson 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 M Tongaawhikau and an approved leave of absence noted for Councillor J M S Erwood.

#### Recommendation

THAT the apologies be received.

DUDLEY/HARRIS  
Carried  
P&S/24/254

### 3. Announcements

The District Mayor announced that Minister Reiti will be visiting Stratford this Thursday to officially open the new development at the Stratford Health Centre.

The District Mayor shared that the Council has received a letter from the Police, thanking Wai o Rua for hosting their road patrol rewards day, and to Council being a continued support of the initiative.

The Chief Executive noted that item 9 will be withdrawn due to incorrect numbers found within the report, this item will be presented at a future meeting.

#### 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 – 22 October 2024

###### 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.

BOYDE/HALL  
Carried  
P&S/24/255

The Committee Secretary undertook to make the following amendments:

- Councillor Dudley noted that she sought clarification on the decline in booking cancellations, not the decline in bookings in general.

#### 7. Matters Outstanding

###### Recommendation

THAT the Matters Outstanding be received.

BOYDE/HALL  
Carried  
P&S/24/256

- Councillor Sandford noted that he has heard a number of complaints regarding the carparks adjacent to the new pedestrian crossing, he questioned if the parking by-law would be an appropriate place to discuss placing restrictions on these parks. The Chief Executive noted that this can be discussed with the by-law.

8. Quarterly Report – Economic Development Quarterly Report – Quarter One 2024/25

**Recommendation**

THAT the report be received.

SANDFORD/HARRIS  
Carried  
P&S/24/257

The Acting Director – Community Services noted the following:

- This is the first quarter where the results will be presented in this manner. The full regional quarterly report will be available once adopted by New Plymouth District Council.
- Quarterly data results will be presented by a representative of Venture Taranaki as soon as possible after the quarter has finished.
- Council Officers are currently in the final stages of negotiating the new partnership contract with Venture Taranaki. This will include a provision for more Stratford presence by having clinics here.

Ms Patterson noted the following:

- The presentation is a snippet of things from the quarter one report.
- The strategic areas Venture Taranaki focus on include energy, food and fibre, destination and enabler and emergent.
- Within the food focus, Venture Taranaki have been working alongside Massey University to develop new agritech, more specifically looking into agrivoltaics which experiment with the use of solar energy for food production. It was noted that Stratford may be used as a trial site for this but is in its early stages currently.
- The branching out initiative have their year 2 trials underway with year 1 producing great paddock to product success stories through the likes of Juno Gin etc. Year 2 will see Ngāti Maru obtain a trial site as well.
- Destination has been tracking well with Venture Taranaki working alongside a group of Taiwanese travel agents and opening up connections with them.
- Venture Taranaki have also been working with Ahipara who are a New Zealand based luxury travel agent. Working with Ahipara allows for kiwis from around the country to visit us, with a few groups having successfully completed a trip booked through Ahipara already.
- Taranaki summer events are ramping up with Te Matatini in February, Americarna and WOMAD in March. She noted that these are strong events and the region should be preparing accordingly.
- Through the enabler and emergent focus category, Venture Taranaki have recently assisted Taranaki Fieldtorque obtain their intellectual property with their newly engineered road cone system.
- The Venture Taranaki team recently came to Stratford to work together with the Stratford Business Association to do some workshops and hold some conversations.
- There is lots coming up for Venture Taranaki including another cruise ship being docked in port and their adjacent podcast season 5 being underway.
- Ms Patterson modelled some new merch scheduled to be released as a collaboration between Game Changer and Venture Taranaki. She noted that this merch can be a retail opportunity for all business and is available to be stocked by any business.

Questions/Points of Clarification:

- The Acting Director – Community Services noted that next month a workshop is scheduled for Elected Members to go over and learn about the Tapuae Roa refresh.

9. Information Report – Solid Waste Analysis Protocol (SWAP) Survey

**Recommendations**

THAT the report be received.

10. Decision Report – Adoption of 2025 Meeting Schedule

**Recommendations**

1. THAT the report be received.

HARRIS/JONES  
Carried  
P&S/24/258

2. THAT Council confirm the 2025 Meeting Schedule as presented but with the following amendments:

- April being the Policy and Services Committee to be moved to 29 April 2025.
- Annual Plan Hearing 3 June to be moved to 20 May.
- Farm and Aerodrome Committee amended to Farm Committee.

BOYDE/BECK  
Carried  
P&S/24/259

**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.

The Chief Executive noted the following:

- This decision report is to confirm the meeting schedule for 2025.
- The June 3<sup>rd</sup> meeting set for annual plan discussions requires to be moved to the 20<sup>th</sup> of May.
- The meeting on the 22<sup>nd</sup> April is amongst Easter week and Anzac day, he is anticipating a low head count of both Elected Members and Council Officers if this meeting was to go ahead. He noted that he believes we would be able to facilitate this meeting, however if there is appetite to move the meeting we can.

*The Community and Economic Development Manager and Ms Paterson left the meeting at 3.33pm.*

Questions/points of Clarification:

- Councillor Boyde noted that the meeting schedule notes the Farm and Aerodrome Committee, however due to their name change this requires to be changed to Farm Committee.
- Councillor Harris suggested the Easter meeting could be brought forward to the 15<sup>th</sup> of April. Councillor Boyde noted that it may make more sense to move it to the 29<sup>th</sup> of April as this follows a similar timeline of breaks between meetings.
- It was noted and agreed upon that the April 22<sup>nd</sup> meeting will be moved to April 29<sup>th</sup>.



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

Recommendations

1. THAT the report be received.

SANDFORD/VOLZKE  
Carried  
P&S/24/260

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.

BOYDE/HARRIS  
Carried  
P&S/24/261

**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.

The Projects Manager noted the following:

- The Taranaki Trails Trust and Kingheim have approached SDC to enquire as to whether they are able to open stage 2 of the walkway as not only a walkway but a cycling trail as well.
- The decision report has three options presented, not confirm to be the controlling authority, confirm to be the controlling authority for walking only or confirm to be the controlling authority for all, subject to formalising a maintenance agreement.

Questions/Points of Clarification:

- Councillor Harris queried as to how long is the length of stage 2. She noted it states 12km but is unsure if that is just stage 2 or the entire walkway. The Projects Manager noted that it would be safe to assume that the 12km encapsulates stage 1 and 2.
- The District Mayor noted that he likes the idea of a cycle trail however, is concerned on the cost moving forward. He expressed that he is aware that they have indicated that they will front all costs however, Kingheim's track record is not great and what if they fail to do this. The Projects Manager noted that if Kingheim or Taranaki Trails backs out, ultimately it would come back to SDC to make a decision on whether we would like to keep it open etc.

## 12. Monthly Reports

### 12.1 Assets Report

Recommendation

THAT the report be received.

WATT/JONES  
Carried  
P&S/24/262

Questions/Points of Clarification:

- Councillor Boyde noted the sharemilkers of the Council farm have invested money into obtaining some GPS halters for their stock, this means that they will be able to work towards being fenceless as the halters essentially tell the stock where they can and can not go.
- Councillor Hall questioned as to how the stock are prevented from moving to specific areas, she inquired if it was via shocks. Councillor Boyde clarified that it is through vibration and noise.
- The Deputy Mayor noted that it is great to see the cap collection competition be well received and extend to outside the region.
- Councillor Dudley questioned if the Parks and Reserves traps were run by SDC or TRC. It was clarified that the traps are TRCs responsibility.

### 12.2 Community Services Report

Recommendation

THAT the report be received.

DUDLEY/McKAY  
Carried  
P&S/24/263

The Acting Director – Community Services noted the following:

- A video created by SDYC recapping their Wellington trip was played at the meeting.
- Upcoming events in the works for this summer include the A&P Show is this weekend, a jam packed school holiday programme, the Christmas parade, carols and market on 6 December, summer nights music and movies in January.
- With the Stratford Press potentially closing it places SDC in a tricky spot as we legally have to advertise certain things in print format, which we currently do through Central Link in the Stratford Press. She noted that due to this our advertising expenses will inevitably increase as we will have to look elsewhere. She took this opportunity to thank the Stratford Press team for their contribution to the community and their ongoing support and partnership with SDC.

Questions/Points of Clarification:

- Councillor Boyde questioned if the District Mayor would be interested in sending a feedback letter expressing the Elected Members disappointment with the notion of the Stratford Press closing down. The District mayor noted that he is happy to put something forward as long as the council as a collective are happy to endorse. It was decided unanimously to put forward a submission on behalf of council.
- Councillor Sandford gave an update on the Ostler Garden Trust. He noted that one of the trusts concerns is the Enviroschools programme falling off at high school level, he emphasised that the Ostler Garden Trust have supported Taranaki Diocesan and Stratford High to pursue their Enviroschools journey. He noted that both schools are doing extremely well with the initiative.

- Councillor Hall questioned about the grants received from TOI and TET, she enquired as to whether they were fully funded or partially funded. The Acting Director – Community Services clarified that they were partially funded with no set allocation for the approved items.
- Councillor Jones noted that he is concerned about the direction of council communications if the Stratford Press closes. He questioned if Antenno will be pushed at the A&P Show tent. The Acting Director – Community Services noted that plan b is to push other channels, however we do have a legislative requirements for certain advertisements/public notice to be printed in a newspaper, it is also important to remember those in our community who do not use technology.

### 12.3 Corporate Services Report

Recommendation

THAT the report be received.

BOYDE/BECK  
Carried  
P&S/24/264

Questions/Points of Clarification:

- Councillor Dudley noted that there is a large amount of outstanding water bills, she questioned if this is due to the timing in water bills being sent out. The Corporate Accountant noted that this is one of the bigger reasons.

### 12.4 Environmental Services Report

Recommendation

THAT the report be received.

WATT/HALL  
Carried  
P&S/24/265

The Director – Environmental Services noted:

- The local alcohol policy now has South Taranaki District Council on board, therefore it is looking to become a regional alcohol policy.

## 13. Questions

There were no questions.

## 14. Closing Karakia

The closing Karakia was read.

*The meeting closed at 4.23pm.*

M McKay  
**Chairperson**

Confirmed this 28<sup>th</sup> day of January 2025.

N C Volzke  
**District Mayor**

Policy and Services Committee  
Matters Outstanding Index

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Parking Bylaw	Ordinary 12 March	Steve Bowden	Out for Consultation	

# DECISION REPORT



F22/55/04 – D25/302

To: Policy and Services Committee  
From: Parks and Reserves Officer  
Date: 28 January 2025  
Subject: *Draft* Victoria Park Reserve Management Plan 2025 – Release for Public Consultation

## Recommendations

1. THAT the report be received
2. THAT the *draft* Victoria Park Reserve Management Plan 2025 be approved and formally released for public consultation, pursuant to Section 41 of the Reserves Act 1977.

## Recommended Reasons

The approval and release of the *draft* Victoria Park Reserve Management Plan 2025 for public consultation is required under the Reserves Act 1977. This process allows Council to seek public submissions on the feedback collated in the first round of public consultation which started in August 2024.

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

## 1. Purpose of Report

The purpose of this report is to seek Council's approval to release the *draft* Victoria Park Reserve Management Plan (RMP) 2025 for public consultation, in accordance with Section 41 of the Reserves Act 1977.

## 2. Executive Summary

- 2.1 In 1981, Council developed and adopted the first Victoria Park RMP. To fully comply with subsequent legislative requirements, these plans were replaced in 2018. This RMP is now due for review, given the changes within the reserve in the last few years.
- 2.2 As required by legislation to keep our RMPs under continuous review, it is considered appropriate that the Victoria Park RMP, as one of Stratford's premier reserves, is reviewed and updated now to support good operation, maintenance and future development of the park.
- 2.3 The final Victoria Park RMP 2025 will be used to guide the management of the parks and reserves in the district and the development of the Parks, Reserves & Cemeteries Asset Management Plan (PRCAMP).

3. Local government Act 2002 - Section 10

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

The proposal herein relates to the provision of good quality local infrastructure giving the local community an opportunity for input into the reserve's Development, management and maintenance.

4. Background

4.1 Victoria Park is a recreation reserve (**Figure 1**), comprising of several spaces, using various activities, including but not limited to:

- Bike Park
- Pump Track
- ½ Basketball Court
- BBQ Pavilion
- Croquet Green
- Playground
- Victoria Park Lake
- Skate Park
- Sportsground
- Grandstand
- Sports Clubroom Facilities (Cricket and Croquet)
- Green Space



Figure 1: Victoria Park

- 4.2 Section 41 of the Act requires a reserve administering body to prepare, adopt and continuously review a management plan for all reserves under its control. In accordance with Section 41(3) of the Reserves Act 1977, the management plan must “provide for and ensure the use, enjoyment, maintenance, protection and preservation...and the development, as appropriate, of the reserve for the purpose for which it is classified”.
- 4.3 The Victoria Park RMP is an overarching plan that provides guidance for the maintenance and operations of the Victoria Park and informs the development of the PRCAMP, updated as part of the Long Term Plan process.
- 4.4 To comply with the legislative requirement of continuously reviewing the RMP, it is proposed to publicly notify a comprehensively reviewed **draft** Victoria Park RMP (2025) **see Appendix 1**. This facilitate a robust public scrutiny of the reviewed RMP, and enable appropriate input into the development of a final RMP.
- 4.5 Several changes have occurred within the reserve since 2018, which are captured in the **draft** Victoria Park RMP (2025), including:
- The addition of a bike park, pump track, ½ basketball court and BBQ pavilion; and
  - The removal of a practice field and lighting for the Stratford Rugby Club, creating a green space.
5. Review Process
- 5.1 Feedback was sought from the community in September 2024 on the current Victoria Park RMP (2018).
- 5.2 Feedback used in the development of the attached draft RMP includes:
- Feedback received from the Community; Iwi; Key stakeholders and Elected Members;
  - Feedback from previous community requests;
  - Customer satisfaction surveys; and
  - Officers’ observation from years of operational management.
- 5.3 Summary of stakeholder feedback is attached as **Appendix 2**, including, but not limited to:
- New collaboration with for *Active Spaces and Places*;
  - New or upgraded playground equipment;
  - New sun shades over playground equipment and seat areas;
  - Extension of the *half* Basketball court;
  - More artwork within the park;
  - Māori and English signage on playground equipment;
  - More music events within the park;
  - More picnic tables, including accessible tables;
  - Lighting within the park;
  - Additional croquet courts;
  - New mini putt in green space;
  - Accessible paths to toilets;
  - More fruit trees, native plants and flower beds; and
  - Using natural weed control solutions.
- 5.4 The feedback has informed the development of the **draft** Victoria Park RMP 2025, which is proposed for release for public consultation, in accordance with legislative timeframe and as indicated in **Table 1**.
- 5.45 Public submissions, subject to the outcome of Council hearings and deliberation, will inform the final Victoria Park RMP.

Table 1: Indicative timeframe for Victoria Park Reserves Management Plan

	<b>Action</b>	<b>Indicative Timeframe</b>	<b>Outcome</b>
1	Advertise intention to conduct the review and inviting pre-engagement	<b>27 August 2024</b>	Advertise using emails and public notices in Stratford Press, Facebook, and Council website.
2	Public pre-engagement begins	<b>28 August 2024</b>	Public feedback sought on the <i>Victoria Park RMP 2018</i>
3	Public pre-engagement ends	<b>25 September 2024</b>	Feedback received on the <i>Victoria Park RMP 2018</i>
4	Workshop with Elected Members on the pre-engagement received	<b>8 October 2024</b>	Elected Member input into draft <i>Victoria Park RMP 2025</i> .
5	Prepare a <b>draft</b> <i>Victoria Park RMP 2025</i>	<b>October - November 2024</b>	Draft <i>Victoria Park RMP 2025</i> developed.
6	Prepare <b>Statement of Proposal</b> and Decision Report to the Policy and Services Committee on the <b>draft</b> <i>Victoria Park RMP 2025</i>	<b>28 January 2025</b>	Approval from P&S Committee to release <b>draft</b> <i>Victoria Park RMP 2025</i> for public consultation.
7	Full Council Meeting	<b>11 February 2025</b>	Approval of minutes of the P&S Committee to release draft <i>Victoria Park RMP 2025</i> for public Consultation.
8	Public Consultation begins	<b>12 February 2025</b>	Public submissions sought in accordance with the Special Consultation Procedure (SCP) of the Local Government Act.
9	Public Consultation ends	<b>17 March 2025</b>	Submissions received and collation starts.
10	Collate public feedback and prepare a spreadsheet of responses and decision report to the Hearing Committee	<b>31 March 2025</b>	Spreadsheet of responses and Hearings Report completed.
11	Hold Hearing and Deliberation meetings	<b>8 April 2025</b>	Submissions heard and input received for inclusion in the final <i>Victoria Park RMP 2025</i> .
12	Final <i>Victoria Park RMP 2025</i> developed	<b>13 May 2025</b>	<i>Victoria Park RMP 2025</i> adopted.

## 6. Consultative process

### 6.1 Public Consultation - Section 82

It is proposed to undertake public consultation in accordance with Section 41(5) of the Reserves Act 1977.

### 6.2 Māori Consultation - Section 81

Initial contact was made with Ngāti Raunui, Ngaruahine and Ngāti Maru via email on 1 August 2024. Further discussions were held with Ngāti Raunui on 9 December and a copy of the draft has been forwarded to the 3x Iwi for feedback, as requested.



## 7. Risk analysis

7.1 This report relates to the following risks in Council's public Risk Register:

- **Risk 3 - Statutory Reporting Commitment**  
IF Council does not meet statutory commitments (e.g. for reporting to the national monitoring system) THEN it may be acting illegally and receive attention from Ministry which could result in financial penalty and council functions being removed, or elected members being replaced.
- **Risk 4 - Bylaws and Policies**  
IF Council fails to keep Bylaws, Strategies, Plans and Policies up to date, THEN the Bylaws, Strategies, Plans or Policies may become unenforceable and irrelevant, and council could be acting illegally, or the policy is not fit for purpose, or the Council may fail to secure available funding.
- **Risk 7 - Property and Parks – Non-Compliance**  
IF Council does not comply with its obligations under legislation (e.g. Reserves Act 1977, Resource Management Act 1991, Building Act 2004, Health and Safety at Work Act 2015) THEN administrative fines and penalties may result, and reputational damage.
- **Risk 90 - Reputational and Conduct – Consultation and Engagement with Maori**  
If council does not effectively engage with Māori on matters of interest, THEN Council decisions will lack a Māori perspective which may lead to substandard community outcomes, and decisions that may not be supported by Māori which could harm relationships.

7.2 This report provides the necessary information for Elected Members to ensure that statutory reporting, bylaws and policies and legislation obligations are met. This enables council officers to proceed with seeking submissions and feedback for the Victoria Park Reserve Management Plan from key stakeholders, with no legal repercussions.

## 7. Sustainability Consideration

This proposal strongly aligns with:

- **Guiding Principle 1: Considering our natural resources as taonga (treasures), and work with our treaty partners and the community to protect and look after them.**

Section 17 of the Reserves Act 1977 provides guidance for "all scenic, historic, archaeological, biological, geological, indigenous flora or fauna... shall be managed and protected..."

- **Guiding Principle 4: To have resilient infrastructure that meets the current and future needs of the District.**

The Reserves Act 1977 requires management plans of reserves provide for and ensure the use, enjoyment, maintenance, protection, and preservation of the reserve.

Management plans are to be continuously reviewed to ensure the reserve meets the needs of the community.

8.0 Decision making process - Section 79

8.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	The proposal links appropriately to Council's activities and community outcomes in relation to parks, reserves and cemeteries as outlined in the Long-Term Plan 2024-34

8.2 **Data**

The proposal herein is a legal requirement of Section 41(4) and Section 41(5) of the Reserves Act 1977 for the administering body of a reserve to review the management plan for that reserve and seek the views of the public.

8.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it: <ul style="list-style-type: none"> <li>considered a strategic asset; or</li> </ul>	Yes	Reserves listed and managed under the Reserves Act as per Council's Significance and Engagement Policy (2024)
<ul style="list-style-type: none"> <li>above the financial thresholds in the Significance Policy; or</li> </ul>	No	
<ul style="list-style-type: none"> <li>impacting on a CCO stake holding; or</li> </ul>	No	
<ul style="list-style-type: none"> <li>a change in level of service; or</li> </ul>	No	
<ul style="list-style-type: none"> <li>creating a high level of controversy; or</li> </ul>	No	
<ul style="list-style-type: none"> <li>possible that it could have a high impact on the community?</li> </ul>	No	This impact could change as it will be dependent on the responses from the community
In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
<b>High</b>	<b>Medium</b>	<b>Low</b>
		✓

8.4 **Options**

The following options are available to the Council:

- **Option 1 – Decline the recommendation to approve and release for public consultation, the draft Victoria Park RMP (2025).**

This option does not align with the requirements of the Reserves Act 1977.

- **Option 2 – Approve and release for public consultation, the attached draft Victoria Park RMP (2025).**

This option will ensure that the plan is consistent with the requirements of the Reserves Act 1977.

**Option 2 is the recommended option.**

8.5 **Financial**

- No financial impact of the review process;
- Projects identified in the draft RMP will be subject to the approved 2024-34 LTP budget;
- Any project not captured in the 2024-34 LTP will be deferred until the funding is approved by Council.

8.6 **Prioritisation & Trade-off**

There is no issue which will affect our capacity to deliver a review of the Victoria Park RMP. There is no benefit in deferring this review as it has been seven years since the last review was undertaken.

8.7 **Legal Issues**

No legal issues anticipated.

8.8 **Policy Issues - Section 80**

The proposal is consistent with council policies.

**Attachments:**

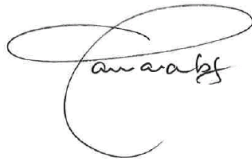
- Appendix 1** Summary of Stakeholder feedback Sought in September D24/42086  
**Appendix 2** Draft Victoria Park Reserve Management Plan 2025 D24/16527



[Prepared by]  
M McBain  
**Parks and Reserves Officer**



[Reviewed by]  
S Taylor  
**Property and Projects Manager**



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



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

**DATE:** 22 January 2025

**Draft Victoria Park Reserve Management Plan**

Feedback Number	Date	Name & details i.e. email address, address, phone number	Type of Communication	Comments
1	29/08/2024	Grant Commerford Stratford Cricket Club 021942799	<a href="mailto:Feedback@stratford.govt.nz">Feedback@stratford.govt.nz</a>	<p>Firstly in the current plan it has the Cricket Club has sort approval to build an indoor training facility next to the current cricket pavilion, Due to the large amount of funding required for this and the club not being able to get the appropriate funding for this we are now looking and hoping that the council will support building new changing rooms on the south side of the Pavilion. These changing rooms would replace the current changing room that are located under the current Pavilion which are no longer fit for purpose. With the Club recently getting a lady's team back up and running and a real focus on Junior Cricket the new changing rooms would be bigger with cubical showers and multiple toilets. Current changing rooms have a communal shower with 4 shower heads and 1 toilet.</p> <p>Patiently these changing rooms could be used by the Rugby Club during the winter months. These new facilities would be funded by the Club itself through funding applications and would need approval from the council to be able to go ahead. Current changing rooms would converted into storage which the club is seriously lacking.</p> <p>Secondly the club are looking to improve the current outdoor training nets, this would include replacing the current artificial grass in the nets, extending the concrete to go right the way through on the north side net and add some sort of protective cover on the netting itself. All of these are to help with health and safety as currently could be deemed unsafe. Again this is something that the club will fund itself but will benefit everyone as these nets are not just used by the club but members of the public.</p> <p>Thirdly a request for the council, a few years ago it was mentioned that the hedge that potentially be getting removed and replaced with a fence or some nicer plantings and the fence at the south side of the park was going to be extended.</p> <p>If something could be done about this that would be great, current losing cricket balls either into the hedge or at the other end of the ground into the lake has started to become a real problem. With Cricket balls becoming more and more expensive this has started to have a bit of a financial impact on the club.</p> <p>And Finally a thank you from the Cricket Club, the way the field has been mowed and maintained over last season was outstanding and we are hoping for this to continue for the coming season, The Cricket Block that the club maintains has been known throughout Taranaki as the best club wicket and with the outfield to match, helps make cricket more enjoyable.</p> <p>If we can get our facilities top notch with the approval of what we have requested above we will not only keep and attract new players but has been mentioned that we may also attract more representative type games to be played at the park.</p>
2	11/09/2024	Marina Healey Sport Taranaki 06 7590930	<a href="mailto:Feedback@stratford.govt.nz">Feedback@stratford.govt.nz</a>	<p>Sport Taranaki strongly advocates for the following: For the RMP to continue to contain:</p> <ul style="list-style-type: none"> <li>• Any new development at the park being based on need, being justified through insights and data, and of being the correct size and scale.</li> <li>• The requirement of community groups to have maintenance plans and to share buildings rather than create duplication.</li> <li>• Maintaining the allocated cycling pathway.</li> <li>• Ensuring any ancillary facilities are multi use while considering the integration with existing facilities and reduce long term maintenance and operational costs.</li> <li>• Local level provision for sporting facilities at this site. Victoria Park should continue to be a site for sport, active recreation and play for the people of the Stratford District rather than aspiring to regional or national provision.</li> </ul> <p>To explore as opportunities for the plan:</p> <ul style="list-style-type: none"> <li>• The mention of Collaborating for Active Spaces and Places as part of the planning framework.</li> <li>• The inclusion of external facility projects being referred to the Taranaki Facilities Consortium for support and review. ie. Working with the croquet club and the cricket club to resolve their facility constraints.</li> <li>• Consideration of the access to Victoria Park for walkers, joggers, runners and cyclists. Is there an existing network of supporting tracks and trails in the Stratford District that provide safe passage to the park? If not, how could this be realised?</li> <li>• Making specific mention of access for those with a disability – track surface, toilet accessibility, accessibility to current buildings and structures (including current cricket building and grandstand).</li> <li>• Any upgrades to toilet amenities within the park boundaries (including current cricket building) should consider gender neutral provision that facilitates child safety.</li> <li>• Explore if a safe passage between the Stratford Rugby Club and the park is a need to keep players safe as they move between the park and their facility.</li> <li>• Encouraging the appropriate organisations within the park to explore collaboration and review their sport delivery models to reduce duplication and burden on volunteer roles.</li> <li>• Play spaces, outside the traditional playground that have well considered placement to allow young people the ability to learn, discover, and explore throughout the park (i.e. water, nature, sensory play, e.g. can a fallen tree offer a play opportunity). It would also be good to see a commitment to accessible and natural play spaces when traditional playground equipment is up for renewal.</li> <li>• Outdoor fitness trail – the concept of 'fitness trail' could see a widening of the scope to encourage use beyond fitness while also exploring further research into the need and success of 'outdoor fitness trails' before implementation. In New Zealand the success of outdoor fitness trails is mixed. The Lion's Den gym is also just across the road from the park. Therefore, work to further understand whether such an initiative will work in the Stratford District is recommended.</li> <li>• It would be good to see an environmental sustainability section as part of the plan, to ensure the plan is working to address climate change for the future. This could include considerations around planting, solar power capture and the reduction of carbon emissions.</li> </ul>
3	14/09/2024	Whakaahurangi Branch	<a href="mailto:Feedback@stratford.govt.nz">Feedback@stratford.govt.nz</a>	<p>As our rates have increased by 15%, I am hoping that the money will be spent on infrastructure e.g. water pipes, foot paths etc not on items such as this or will our rates keep increasing by 15% each year to cover non essential items. I think this project can be put aside until we sort out other important projects such as infrastructure</p>

4	15/09/2024	Murray Fawcett 144 Brecon Road 06 7656259 021 02580282	Email (acrane@stratford.govt.nz)	To me personally, Victoria Park is fine. I think council should be looking at a bit of maintenance on both the Western and Eastern loops, mainly the Western. It leaves a lot to be desired, and in places it must surely be a health and safety issue. There are path washouts and step damage, very exposed tree roots, etc. By all accounts both of these loops need a fair bit of TLC, and if you are going to do something for our citizens to use, as well as many outsiders, do it right, and negate any public accident issues. At the end of the day, liability could be very costly. And one other thing, there needs to be more park benches in King Edward Park, as well as a couple of toilets, because being very near to a rest home, a lot of elderly probably use the park, and there is very little there to accommodate them!!
5	20/09/2024	Stratford Croquet Club Heather Grant	<a href="mailto:Feedback@stratford.govt.nz">Feedback@stratford.govt.nz</a>	The Stratford croquet club would like to look at the option of the green space on the corner of Regan and Cordelia streets next to the bike park. We would like to put 2 lawns and extend our club house and retain the lawns we already have. We would then be able to hold more tournaments which would bring more people into the Stratford area. We feel this would help grow the club even further which is at capacity now. And be able to involve the junior players from the schools and surrounding areas by giving us 4 lawns. We would be able to offer more information at the Draft plan
6	20/09/2024	Stratford Eltham Rugby Sports Club 027 2754865	<a href="mailto:Feedback@stratford.govt.nz">Feedback@stratford.govt.nz</a>	The Stratford Eltham Rugby Sports Club (SERSC) is submitting the following feedback to the SDC for incorporation into the update of the Reserve Management Plan (RMP) for Victoria Park. In the current RMP you refer objectives of the Sports fields are the following; 1. To encourage the optimum use of developed sports fields by local clubs, associations and regional and national sporting bodies in a manner that does not negate any informal use of such facilities In regards to these 2 objectives we currently don't have a quality sports field at Victoria Park that we can be use consistently by local clubs and no regional team wants to come an use the fields in winter from the negative views of the poor drainage/field quality on the rugby/cricket fields. 2. To provide quality sports fields for both senior and junior sport In 2023 drainage works was completed on field 1 but as you know, council employee S Taylor stated on 10/10/23 the following; <i>The testing of materials came back with a hydraulic conductivity of approx. 19,000 mm/hr when a sports field is around 50,000 to 60,000 mm/hr. This is why there is minimal water coming out of the exposed lateral drains</i> <i>The Particle Size distribution sample failed in the test done by the designer, but exceeded the requirements when it was acquired by the Contractor.</i> The key feedback is that we need to invest into drainage works on field 1 & 2 as per our recommendation in our Long Term Plan (LTP) submission back in May 2024 this year. The current drainage isn't currently working correctly. So can the funds be brought forward into the year 2 of the LTP and complete drainage works on field 2 and revisit the work completed on field 1 as its not functioning correctly.
7	27/09/2024	Nathan McDonald 0272754865	<a href="mailto:Feedback@stratford.govt.nz">Feedback@stratford.govt.nz</a>	I am personally submitting feedback to the SDC for incorporation into the update of the Reserve Management Plan (RMP) for Victoria Park. In the current RMP you refer objectives of the Sports fields are the following; 1. To encourage the optimum use of developed sports fields by local clubs, associations and regional and national sporting bodies in a manner that does not negate any informal use of such facilities 2. To provide quality sports fields for both senior and junior sport We need to invest into our core activities/use at Victoria Park – it is a sports ground and to function at its best in winter/summer it needs to drain correctly. When you speak to people outside of Stratford they reference back to our grounds as always being wet and muddy. My key feedback is that we need to invest into drainage works on field 1 & 2. The current drainage isn't currently working correctly. So can the funds be brought forward into the year 2 of the LTP and complete drainage works on field 2 and revisit the work completed on field 1 as its not functioning correctly.
8	27/09/2024	Ian Smith Stratford Eltham Rugby Sports Club 027 226 0934	<a href="mailto:Feedback@stratford.govt.nz">Feedback@stratford.govt.nz</a>	I wish to submit the following comments in relation to the above: 1. I submit that no further money should be spent at Victoria Park until the drainage problems with the rugby & cricket grounds is remedied. As a rugby club member I have had personal experience with the drainage problems over a long period of time. The Club has made many suggestions to the Council over several years, including offers to supply man power and metal and equipment and these offers have been declined. 2. The current drainage is simply not working. I strongly believe that the Council needs to reinstate the six inch novafllo pipe (with the correct sized metal chip) which was taking the water from the spring beside the cricket wicket, as the water from that area cannot flow through the solid PVC pipe that has been installed. 3. Further funds need to be invested into the drainage works so that the Council objectives of "encourage optimum use of developed sports fields ....." and "to provide quality sports fields for both senior and junior sport" are met. The rugby club is in grave danger of being notified by the Council that games are not able to be played on the sports ground after heavy rain if the problems with the drainage at Victoria Park are not resolved once and for all.

9	27/09/2024	Stratford District Youth Council	<a href="mailto:Feedback@stratford.govt.nz">Feedback@stratford.govt.nz</a>	<p>As members of the Stratford District Youth Council, we felt that it was vital to provide our feedback on the Victoria Park Reserve Development plan. Through our submission, we have also included the feedback of students at Stratford High School, as well as young members of our community. We hope that you will take into consideration our following suggestions to improve the park and reserve.</p> <ol style="list-style-type: none"> <li>1. Current playground equipment be upgraded</li> <li>2. In-ground trampolines</li> <li>3. Outdoor Gym</li> <li>4. Net Swing</li> <li>5. More water fountains</li> <li>6. Rotating Climber</li> <li>7. Handball / Four Square Court</li> <li>8. Plant more native trees</li> <li>9. Bigger Bins</li> <li>10. Flower beds</li> <li>11. More picnic Tables</li> <li>12. Paint parking Lines in carpark</li> <li>13. Lighting</li> <li>14. Slide Upgrade</li> <li>15. Splash Pad</li> </ol> <p>We would like to thank the Council for the opportunity to provide our feedback for this submission and sincerely hope that you take into consideration the ideas that have been proposed.</p>
10	30/09/2024	International Day of the Older Person	Person to Person feedback	<ol style="list-style-type: none"> <li>1. Exercise area for older people</li> <li>2. Stage for music to be played</li> <li>3. Indoor Mini Putt (<b>7 people had the same idea</b>)</li> <li>4. Dog Walking Area</li> <li>5. Music in the Park (based on Bridge ark, Eltham)</li> <li>6. Accessible Picnic Tables</li> <li>7. Indoor Mini Putt</li> <li>8. Soccer Court</li> <li>9. Flower Gardens</li> <li>10. Great facilities at the Skate &amp; Bike Park</li> <li>11. BBQ Pavillion is good</li> <li>12. Love memorial gates, lake and walkway. Excellent playground and BBQ facilities</li> <li>13. Plant trees for shade at playground</li> <li>14. Playground is good</li> <li>15. More ball sports netball goals - like at the Bike Park</li> <li>16. A more testing mountain bike type track - instead of travelling to Mangamahoe</li> <li>17. Keep the park green. Croquet is a fast growing sport - the green space would be ideal for croquet and then the playground could be extended for the children (the hub and reason for the park).</li> <li>18. Let the Croquet Club build two more courts</li> <li>19. No more concrete. More trees</li> <li>20. Great as it is. Keep the lake clean. More seats</li> <li>21. Absolutely great to see the dinosaurs. Get them back, definately for longer. I loved them and I'm not that young!!</li> <li>22. Covered food areas. Picnic tables for family events. I like having the BBQ pavillion</li> <li>23. Plant fruit trees</li> </ol>

11	1/10/2024	TDHB - Te Whatu Ora Sarah Butler 06 753 7777	Email (mmcain@stratford.govt.nz)	<p>I am just following up with some notes from the meeting regarding the positive benefits that parks and reserves can have on public health and the features that can positively impact public health:</p> <ul style="list-style-type: none"> <li>-Positive impacts on mental wellbeing of diverse natural spaces.</li> <li>-Provide opportunities for physical activity – both formal and informal</li> <li>-The importance of co-designing community spaces</li> <li>-The opportunity for signage around smokefree/Vapefree and any alcohol control regulations</li> <li>-Drinking water sources for park/playground users</li> <li>-Shade for park/playground users</li> <li>-Accessibility considerations for the playground and park area</li> <li>-Safety and shared paths</li> </ul> <p>Please also find below the link to the more recent research we mentioned regarding the impact of diverse natural spaces on wellbeing for your information. Smartphone-based ecological momentary assessment reveals an incremental association between natural diversity and mental wellbeing   Scientific Reports (nature.com)</p> <p>We will look to provide a formal submission for Victoria Park when the RMP is being finalised.</p>
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# DRAFT VICTORIA PARK RESERVE MANAGEMENT PLAN 2025







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## Executive Summary

### Executive Summary

The Stratford District Council (Council) manages 6.9108 hectares of reserve land known as Victoria Park. The management and preservation of this reserve delivers, for both current and future generations, the following:

- Community use and enjoyment
- Recreational and sporting pursuits
- Protection of the environment

Section 41 of the Reserves Act 1977 requires Council to prepare a management plan for Victoria Park. Council is required to keep this management plan under continuous review. This document is the second edition of the Victoria Park Reserve Management Plan and supersedes all previous reserve management plans.

The Victoria Park Reserve Management 2025 will focus on goals and outcomes for this reserve. The preparation of this management plan allows Council, together with the community, to establish the desired mix of uses and values for this reserve and set in place a consistent policy to guide the day-to-day management, as well as the long-term development.

Victoria Park was reserved for recreation purposes in 1891/92 under the provisions of the Land Act 1877. The site was originally known as the Stratford Domain and was renamed to Victoria Park in 1897, in commemoration of the 60 years reign of Queen Victoria. Trees were planted on the reserve and the lake was formed by damming the creek running through the park

Sports facilities began in 1902 with basic playing fields, expanded in 1923 to include a grandstand, terraces, an athletics track, tennis courts, and a playground. While some features have changed, the park remains focused on sports and recreation.

As part of Stratford District Council's 2018-2028 Long Term Plan, the addition of a Bike Park, Pump Track, ½ Basketball Court, and BBQ Pavilion was completed in 2021 with a \$2 million government grant. In 2024, the Stratford Bike Park won a Merit Award for Active Park/Sportsground at the Recreation Aotearoa - Green Pavlova Awards.

This Reserve Management Plan contains policies and objectives for effective management, which is aimed at maximising use, enjoyment, and continuing development, while balancing biodiversity and ecological sustainability. These objectives and policies are also guided by other planning documents and processes such as the Long Term Plan and the Parks, Reserves and Cemeteries Asset Management Plan.



## Introduction

### 1. Introduction

Section 41 (Reserves Act 1977) requires the Stratford District Council (SDC) to prepare a management plan for Victoria Park. SDC is required to keep this management plan under continuous review.

The result is the development of the Parks Activity Management 2006. A district wide Reserves Management Plan 2011 was developed, with the 1<sup>st</sup> edition of the Victoria Park Reserve Management Plan 2018 created to focus solely on the management and future development of Victoria Park.

This is the 2<sup>nd</sup> edition of the Victoria Park Reserve Management Plan.

#### 1.1. Purpose

This management plan is a community document. It is intended to provide the community with certainty about the function and management of this reserve.

The Victoria Park Reserve Management Plan (the Plan) focuses on goals and outcomes for this reserve. The preparation of the Plan allows Council, together with the community, to establish the desired mix of uses and values for this reserve and set in place a consistent policy to guide the day-to-day management, as well as the long-term development.

Council has prepared the Plan to:

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

#### 1.2. Objective

The objectives of the Parks, Reserves and Cemetery Activity are to:

- Provide an attractive and functional reserve that satisfies community social and recreational needs.
- Provide appropriate, safe, accessible, and exciting outdoor areas that inspire people to undertake appropriate passive and active recreational activities.
- Plan for, and forecast, the cost-effective investment to anticipate demand trends that may affect this investment.
- Maintain adequate management systems for all matters to ensure Victoria Park is maintained to meet adequate service and safety standards.
- Provide for informed community consultation on all matters regarding Victoria Park.
- Include Iwi in any future development of Victoria Park.
- Protect any sites discovered within the park that potentially could be of significance to Māori and afforded appropriate protection as required by the Heritage New Zealand Pouhere Taonga Act 2014.

#### 1.3. Scope

The Plan addresses all activities that occur within the reserve. It is envisaged to read in conjunction with all of Council's Activity Management Plans.

Activities and operations identified in this plan feed into the Parks, Reserves and Cemeteries Asset Management Plan and District Plan.



## Introduction

### 1.4. Strategic and Legislative Context

Stratford District Council has been appointed by the Crown to control and administer Victoria Park Reserve pursuant to the Reserves Act 1977. The Act empowers Council to carry out certain actions, impose rules relative to the use of the reserve and develop objectives and policies regarding its future development.

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

Section 41(4) of the Act requires Council to:

*“Keep its management plan under continuous review so that ....the plan is adapted to changing circumstances or in accordance with increased knowledge”.*

The Plan contains policies and objectives for effective management which is aimed at maximising use, enjoyment, and continuing development, while balancing biodiversity and ecological sustainability. These objectives and policies are also guided by other planning documents and processes, such as:

- Asset Management Policy
- Parks, Reserves and Cemeteries Asset Management Plan
- Taranaki Regional Council’s Regional Walkway and Cycleway Strategy for Taranaki 2007 (currently under review)

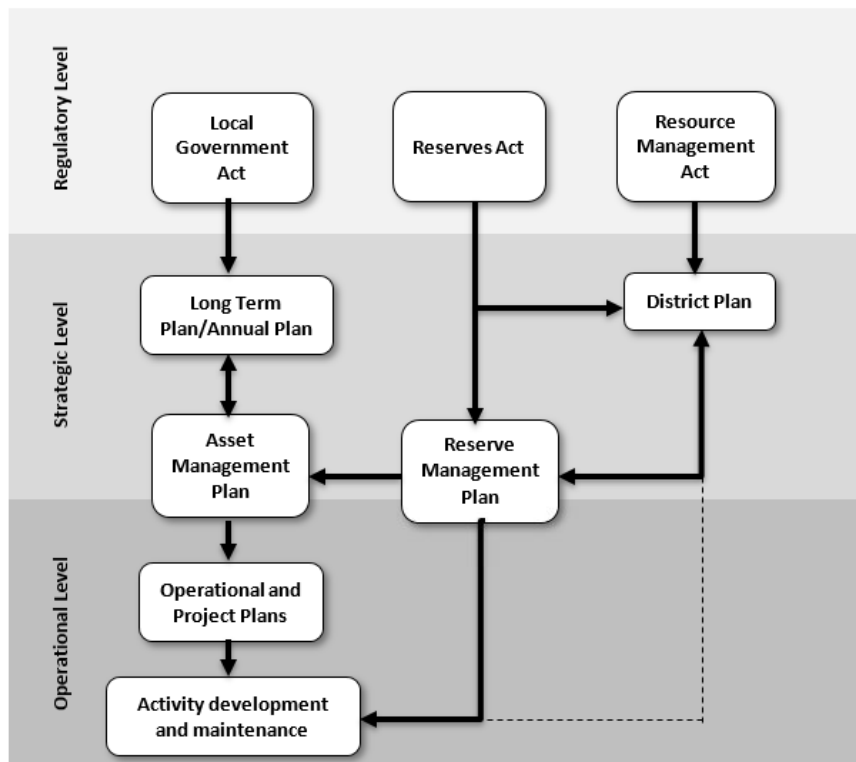


Figure 1: Reserve Management Strategic Framework



## Victoria Park

### 2. Victoria Park

#### 2.1. Location and Access

Victoria Park (Figure 2) is bordered to the north by Regan Street (SH.43), to the east by Cordelia Street, to the south by Fenton Street and to the west by Orlando Street. In total it comprises nearly 7 hectares and is the second largest park in the Stratford township.



Figure 2: Victoria Park, Stratford



## Victoria Park

Victoria Park is located approx. 250 metres from the retail centre of Stratford and contains the following features:

- Bike Park
- Pump Track
- ½ Basketball Court
- BBQ Pavilion
- Croquet Green
- Playground
- Skate Park
- Sportsground
- Building Facilities
- Croquet Club
- Victoria Park Lake
- Green Space

There is one public carpark within the park, servicing the Croquet Greens, Playground, and Sportsground.

### 2.2. Land Status and Legal Description

Victoria Park occupies land that is contained within one certificate of title as detailed in **Table 1** below. All areas are recreation reserve subject to the provisions of the Reserves Act 1977.

*Table 1: Land Status and Legal Description*

Land	Description
<b>Legal Description</b>	Sections 24-38, 67-81, 111-124, 151-163 and 1039, and Part Section 150 Town of Stratford
<b>Area</b>	6.9108 hectares
<b>Status</b>	Recreational Reserve – NZ Gazette 1981 page 3659
<b>Vesting</b>	Stratford District Council – Vesting Order 8292359.1
<b>Zone</b>	Protected Area
<b>Primary Use</b>	Informal recreation and organised sports

### 2.3. History

Victoria Park was reserved for recreation purposes in 1891/92 under the provisions of the Land Act 1877. The site was originally known as the Stratford Domain and the Stratford Town Board was appointed by the Crown as the Domain Board. This role later evolved to the Stratford Borough Council and then the Stratford District Council.

In 1897, in commemoration of the 60 years reign of Queen Victoria, trees were planted on the reserve and was renamed Victoria Park. On the initiative of the Stratford Acclimatisation Society, a lake was formed by damming the creek running through the park at the Cordelia Street frontage and stocked with perch. In its early days it became a popular spot for anglers, boaters, and swimmers before finally adopting the more passive role it enjoys today as a stormwater detention pond and home of waterfowl.

In 1902 the first sports facilities were established with the development of basic playing fields south of the lake and in 1923 these were further developed with the addition of a grandstand on the lake side and raised terraces around the other three sides. At the same time an athletics track was established along with tennis courts and a children's playground north of the lake. Some of these facilities have since been removed and over the years a variety of other facilities have been developed, but today Victoria Park remains as primarily a sporting and active recreation venue.





## Victoria Park

As part of SDC's 2018-2028 Long Term Plan consultation, the creation of a Bike Park, Pump Track, ½ Basketball Court and BBQ Pavilion project received great support, and council included the project in their LTP programme. A \$2 million grant from the Government, through their Shovel Ready Programme, meant the project was delivered in 2021, without financial help from ratepayers. In 2024 at the Recreation Aotearoa - Green Pavlova Awards, the Stratford Bike Park won the Merit Award for Active Park/Sportsground.

**Table 2** outlines the chronological history of King Edward Park.

**Table 2: Chronological History**

Date	Action
1891	Sections 24 – 33, 67 – 76, 111 – 124 and 150 – 163 Town of Stratford reserved for recreation purposes by Gazette 1891 page 3.
1892	Sections 36 – 38 and 79 – 81 Town of Stratford reserved for recreation purposes by Gazette 1892 page 1071. Reserve brought under Public Domains Act 1881 by Gazette 1892, page 1653. Stratford Town Board appointed as the Domain Board and named Stratford Domain.
1897	Celebration of Queen Victoria's 60 years as reigning monarch, trees planted and the reserve renamed Victoria Park. A lake was also developed at this time and stocked with perch by the Stratford Acclimatisation Society.
1902	Basic sports fields were developed on the south side of the lake.
1920	Stratford Borough Council appointed as the Domain Board.
1923	Upgrade of sports fields with the addition of a grandstand, raised terracing, athletics track, and tennis courts. Children's playground developed north of the lake.
1926	Victoria Park Memorial Gates unveiled by General Sir Andrew Russell, C.M.G., K.C.M.G. ANZAC Day 25 <sup>th</sup> April 1926.
1954	Stage built over the lake in recognition of Stratford's 75 <sup>th</sup> Jubilee – used for concerts and band recitals.
1958	135 square metres of reserve revoked and sold to adjoining owner (Gazette 1958 - page 1141)
1960	Unformed portion of Ariel Street between Regan and Fenton Street stopped and along with Sections 34, 35, 77 and 78 Town of Stratford formally added to the reserve by Section 10 Reserves and Other Lands Disposal Act 1960.
1968	Stage over lake demolished.
1989	Reserve classified as recreation reserve pursuant to Reserves Act 1977.
1996	Sporting facilities that had been developed over the years came under review leading, in subsequent years, to the relocation of the croquet greens, removal of an old roller-skating rink and the development of the northern sports field, the skatepark and the children's playground.
1997	Fenton Street boundary was planted in rhododendrons and flowering cherry trees.





## Victoria Park

Date	Action
1997	Exeloo toilets installed in Victoria Park.
1999	The old grandstand was demolished, and a new Grandstand was built.
2009	Reserve formally vested in Stratford District Council.
2015	The skatepark was extended.
2017	Bike Park project concept design incorporated into Victoria Park Reserve Park Management Plan 2018
2018	Bike Park project integrated into the Long-Term Plan (2018 – 2028)
2020	Shovel Ready Funding approved – Construction of Bike Park, Pump Track, ½ Basketball Court, BBQ Pavilion & Exeloo toilet (North) underway
2021	Bike Park official opening
2023	Sportsground (Ground 1) received a significant drainage upgrade, due to ground issues. Old Skate Bowl filled in (Health & Safety risk) – new location confirmed and new Skate Bowl installed
2024	Bike Park wins Merit Award for Active Park/Sportsground at The Recreation Aotearoa - Green Pavlova Awards.



Figure 3: Victoria Park Lake (1909)



## Management Levels of Service

### 3. Progress So Far

This section sets out how we have progressed so far, including:

- What we have achieved since 2018.
- Review process.
- Stakeholder feedback.

#### 3.1. What have we achieved?

**Table 3** provides a summary of our achievement so far in terms of actions that were identified in the Victoria Park Reserve Management Plan 2018.

**Table 3: 2018 Actions and Progress Status**

No.	2018 Proposed Actions	Who	Progress Status
1	Improve amenity value of central lake through selective removal of vegetation	Stratford District Council	Ongoing (planting as and when needed)
2	Develop northern sports field in accordance with concept development plan	Stratford District Council	Complete
3	Develop fitness trail adjacent path around lake	Stratford District Council	Elected Members removed this project from being included in the 2024-2034 LTP
4	Construct cricket indoor training facility	Stratford Cricket Club	Ongoing
5	Review of all lighting requirements within this reserve	Stratford District Council	Elected Members removed this project from being included in the 2024-2034 LTP
6	Formalise reserve encroachments relative to Croquet Greens	Stratford District Council	Complete

#### 3.2. Review Process

Council, in accordance with Section 41 of the Reserves Act 1977, is required to develop and regularly update reserve management plans for the reserves it controls.

The process for reviewing the Victoria Park Reserve Management Plan is detailed in **figure 4** on the following page.

Refer to Appendix 1 for a summary of feedback for the existing Victoria park Reserve Management Plan (2018).



## Management Levels of Service

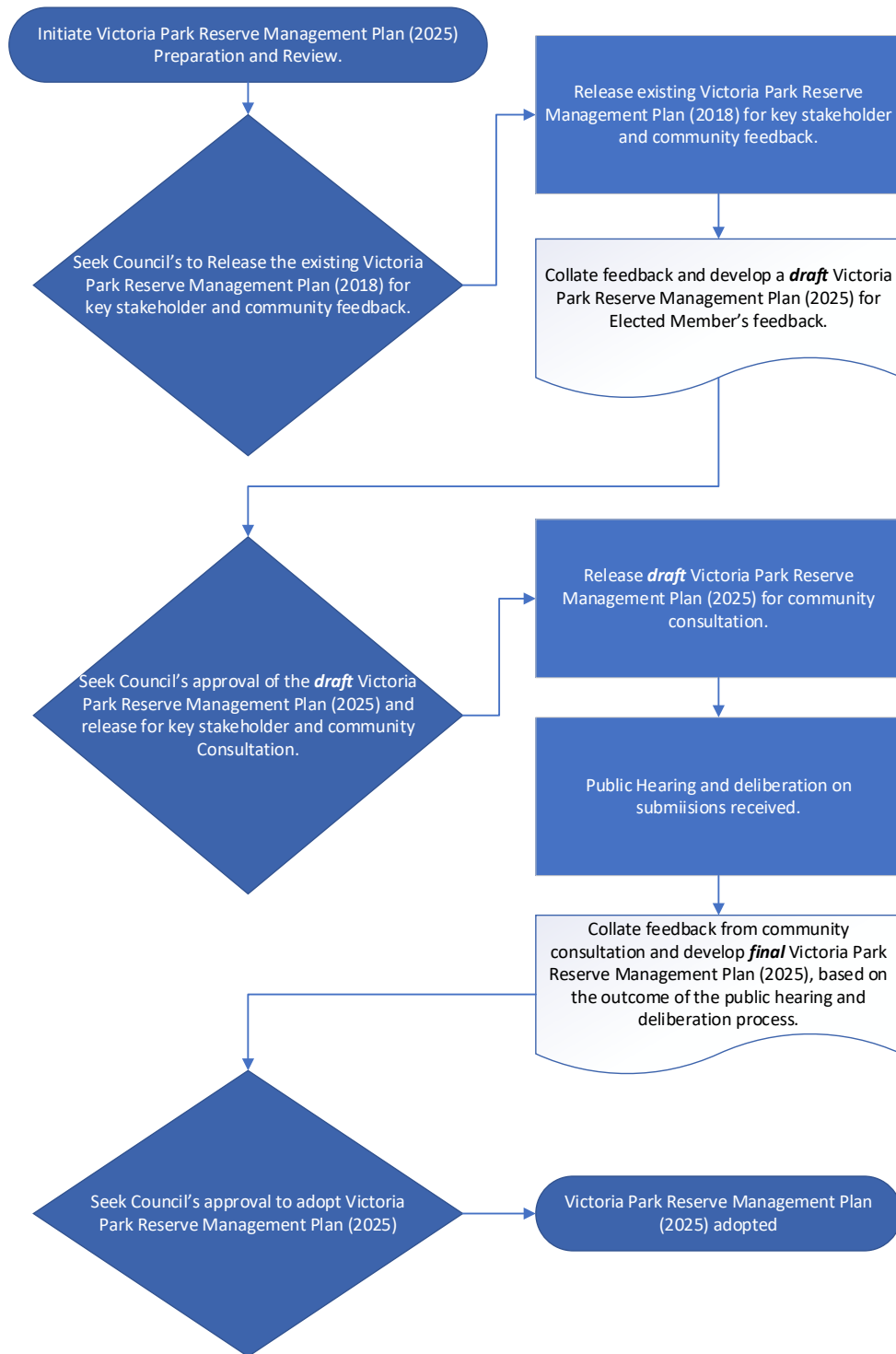


Figure 4: Review Process



## Management Levels of Service

### 4. Management Levels Of Service

#### 4.1. Introduction






The different spaces in Victoria Park are described in detail within this section. Policies and Objectives for each of those spaces are also noted.

#### 4.2. Levels of Service

This section outlines the levels of service provided across seven key categories. Each category represents a critical area of focus to ensure the effective management and delivery of services that meet community needs and expectations. The levels of service have been developed to provide clarity and consistency across all facilities of Victoria Park.

##### 4.2.1. Walkway Accessibility

To assess user needs, walkway tracks are graded using the Australian Walking Track Grading System. The grading system assesses a walk’s difficulty based on several criteria, including experience required, steps, gradient, path quality and signage. The walk’s final grade is based on the most difficult of these five criteria, rather than an average.

	<b>Grade 1</b>	No bushwalking experience required. Flat even surface with no steps or steep sections. Suitable for wheelchair users.
	<b>Grade 2</b>	No bushwalking experience required. The track is hardened or compacted surface and may have a gentle hill section or sections and occasional steps.
	<b>Grade 3</b>	Suitable for most ages and fitness levels. Some bushwalking experience recommended. Tracks may have short steep hill sections, a rough surface, and many steps.
	<b>Grade 4</b>	Bushwalking experience recommended. Tracks may be long, rough, and very steep. Directional signage may be limited.
	<b>Grade 5</b>	Very experienced bushwalkers with specialised skills, including navigation and emergency first aid. Tracks are likely to be very rough, very steep, and unmarked.



## Management Levels of Service

### 4.2.2. Building Accessibility

Council has several buildings within Victoria Park that have varying degrees of accessibility



**Wheelchair Accessible**

Building is wheelchair accessible



**Not wheelchair accessible**

Building is not wheelchair accessible

### 4.2.3. Seating

This assesses whether there is seating in the reserve.



**No Seating**

Accessible seating is unavailable



**Seating**

Accessible seating is available (back rest, arms etc.)

### 4.2.4. Cycling Control

As per the Council's Parks and Reserves Bylaw, cycling is prohibited within any of Council's parks and reserves

*"... except where special approval is granted and then on those areas set aside specially for such purpose."*

Currently there are two main areas for cycling within Victoria Park, specially set aside for such purpose (Bike Park and Pump Track spaces). There are also various trails which are used on an ad hoc basis by cyclists which warrants a measure of coordination and regulation. Both walking, jogging, and cycling have many health benefits, however cycling in certain areas can create conflicts with other users and may adversely impact areas of a reserve.



**Cycling Permitted**

Walking paths that are deemed to be suitable for cycling.



**Cycling not recommended**

Walking paths that are not suitable for cycling due to terrain, tree roots, stairs etc



## Management Levels of Service



Figure 5: Walking track only

### 4.2.5. Dog Walking

The Stratford District Council Control of Dogs Bylaw 2020 addresses the control of dogs in public places. Amongst others, the bylaw recognises the need to:

- Minimise danger, distress, and nuisance to the community.
- Avoid the inherent danger in allowing dogs to have uncontrolled access to public places frequented by children, whether children are accompanied by adults or not.

	<b>Unleashed</b>	Dogs may be unleashed but under continuous control in this area.
	<b>Leashed</b>	Dogs must be controlled on a leash in this area.
	<b>Dog Prohibited</b>	Dogs are not permitted in this area.



## Management Levels of Service

### 4.2.6. Smokefree

As per council's Smokefree Environments – Public Spaces and Community Events Policy, it states that all council Parks and Open Spaces and council owned buildings and facilities are smokefree areas.



#### Smokefree Area

Stratford District Council Policy

Smokefree Environments – Public Spaces and Community Events

### 4.2.7. Weed Control

Stratford District Council uses the following methods for control of weeds.

*Table 4: Weed Control*

Name of Chemical	What is it used for?	Frequency of Application
<b>Agpro Green Glyphosphate 510</b>	General weed control in gardens, reserve & footpath edges & walkways	Spot application – Weekly Main application - Quarterly
<b>Agpro Picloram Gel</b>	Stump gel used for cut & pasting on selective weed trees	Monthly
<b>Agpro Moss &amp; Mould Killer</b>	Control the growth of moss & mould mainly on hard surfaces such as paved areas	Quarterly
<b>Agpro Organosilicone</b>	Help plants absorb chemicals (useful for hard to kill weeds such as gorse & broom)	Quarterly
<b>Agpro Terbuthylazine 500</b>	General weed control in reserve & footpath edges & walkways	Quarterly
<b>Agpro Terminate</b>	General weed control in reserve & footpath edges & walkways	Quarterly
<b>Agpro Haloxyfop</b>	Control selective monocotyledon weeds such as bamboo	Twice yearly
<b>Agpro Lawnclean</b>	Control selective dicotyledon weeds in lawns such as thistles (usually only sports fields)	Twice yearly
<b>Agpro Triclopl 600</b>	Control woody dicotyledons such as gorse or broom	Twice yearly
<b>Ken-Zon Herbicide</b>	Control selective dicotyledon weeds in lawns such as thistles (usually only sports fields)	Twice yearly



## Management Levels of Service

Name of Chemical	What is it used for?	Frequency of Application
<b>Kiwicare Lawnguard</b>	Control selective dicotyledon weeds in lawns such as thistles (usually only sports fields)	Twice yearly
<b>Dupont Acelepryn Insecticide</b>	Control grass grub in sports turfs namely the croquet green.	Annually

### 4.2.7.1. Future Projects

- Phase out the current use of chemicals within Victoria Park, to a natural weed control option. Further investigations and costings will be required in the first instance.





## Management Levels of Service

### 4.3. Bike Park



The Stratford Bike Park is not only an active, recreational space, it is a space that encourages a healthy lifestyle, while affording opportunities for tamariki to learn vital cycling and scootering safety skills. The growing confidence of our young people has an ongoing positive effect on their physical health and the way they can interact with and safely navigate through their streets and neighbourhoods.

There is currently no lighting within the Victoria Park Bike Park, as previous floodlighting on the northern sports field was disconnected.



Figure 6: Bike Park (1)

#### 4.3.1. Policies

The Control of Dogs bylaw prohibits dogs in designated public places and requires dogs to be constrained by leash in a “leash controlled public place”. Accordingly, in the absence of such a resolution, dogs are permitted to be exercised off-leash but “under continuous control” within Victoria Park, **except within 20 metres of the children’s playground where they are prohibited.**

Like the Parks and Reserves bylaw, the Public Places bylaw puts restrictions on several activities within public places (which include reserves) and helps reinforce the provisions of the Reserves Act 1977 (2023). It impacts specifically relative to Victoria Park in that it prohibits the use of skateboards, scooters, and similar human-propelled wheeled devices other than in designated areas such as the skate park, bike park and pump track.

Developed in 2024, the Sustainability Policy outlines Councils role and commitment to supporting the development of a sustainable district. For example, Guiding Principle One is “We consider our natural resources as taonga (treasures), and we will work with our treaty partners and the community to protect and look after them”.

#### 4.3.2. Objectives

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



## Management Levels of Service

### 4.3.3. Level Of Service

Current	Proposed
<p><b>Bike Park</b></p> <p>Suitable for all ages and fitness levels. Flat even surface with no steps or steep sections. Suitable for wheelchair users. Cycling is permitted, dogs are not permitted in this area, and seating is available within this space.</p>	<p><b>Bike Park</b></p> <p>Suitable for all ages and fitness levels. Flat even surface with no steps or steep sections. Suitable for wheelchair users. Cycling is permitted, dogs are not permitted in this area, and seating is available within this space.</p>

### 4.3.4. Future Projects

- Install new lighting to highlight the Bike Park space and deter vandalism in the evening and at night. Lighting is often required or desirable in reserves to facilitate evening sports, improve security, deter vandalism, or enhance the visual appeal at night of physical features such as trees or monuments.
- Create an accessible path from the current pathway to the Exeloo toilets (northern side)
- Continuation of native planting, as and when needed.



Figure 7: Bike Park (2)



## Management Levels of Service

### 4.4. Pump Track



The Pump Track space within Victoria Park was created to cater to different levels of cycle ability levels; for rangatahi, grown-ups, and adventurous tamariki looking for their next challenge.



Figure 8: Pump Track

#### 4.4.1. Policies

The Control of Dogs bylaw prohibits dogs in designated public places and explains that **dogs are not permitted within 20 metres of children’s play equipment, including the pump track**, which is built next to the playground, (but are permitted within the park), provided they are under the continuous control of a responsible handler.

Developed in 2024, the Sustainability Policy outlines Councils role and commitment to supporting the development of a sustainable district. For example, Guiding Principle One is “We consider our natural resources as taonga (treasures), and we will work with our treaty partners and the community to protect and look after them”.

#### 4.4.2. Objectives

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

#### 4.4.3. Level Of Service

Current	Proposed
<p><b>Pump Track</b></p> <p>Suitable for most ages and fitness levels. Tracks may have short steep hill sections, a rough surface. Not suitable for wheelchair users. Cycling is permitted, dogs are not permitted in this area, and seating is available within this space.</p>	<p><b>Pump Track</b></p> <p>Suitable for most ages and fitness levels. Tracks may have short steep hill sections, a rough surface. Not suitable for wheelchair users. Cycling is permitted, dogs are not permitted in this area, and seating is available within this space.</p>

#### 4.4.4. Future Projects

- Install seating around edge of Pump Track, so families can sit comfortably while watching their whanau and/or friends.
- Install new lighting to highlight the Pump Track space and deter vandalism in the evening and at night.
- Native Tree planting for shade and uptake of stormwater runoff.



Figure 9: Pump Track sign



## Management Levels of Service

### 4.5. ½ Basketball Court



Before the new ½ Basketball court was constructed, an aged basketball hoop with a small concrete pad utilised this space. Over the years there have been comments and feedback provided to council from the community, to upgrade this small space. Once it was determined the amount of grant funding council would receive from the Shovel Ready Fund, the scope of works for the Bike Park concept plan broadened, ensuring a new ½ Basketball Court could be developed.



Figure 10: ½ Basketball Court

#### 4.5.1. Policies

**Dogs are not permitted within 20 metres of children’s play equipment, which is neighbouring to this court,** (but are permitted within the park), provided they are under the continuous control of a responsible handler.

Like the Parks and Reserves bylaw, the Public Places bylaw puts restrictions on several activities within public places (which include reserves) and helps reinforce the provisions of the Reserves Act 1977. It impacts specifically relative to Victoria Park in that it prohibits the use of skateboards, scooters, and similar human-propelled wheeled devices other than in designated areas such as the skate park, bike park and pump track.

Developed in 2024, the Sustainability Policy outlines Councils role and commitment to supporting the development of a sustainable district. For example, Guiding Principle One is “We consider our natural resources as taonga (treasures), and we will work with our treaty partners and the community to protect and look after them”.

#### 4.5.2. Objectives

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

#### 4.5.3. Levels of Service

Current	Proposed
<p><b>½ Basketball Court</b></p> <p>Suitable for most ages and fitness levels. Flat even surface with no steps or steep sections. Suitable for wheelchair users. Cycling is not permitted, dogs are not permitted in this area, and seating is available outside the fenced space.</p>	<p><b>½ Basketball Court</b></p> <p>Suitable for most ages and fitness levels. Flat even surface with no steps or steep sections. Suitable for wheelchair users. Cycling is <b>not</b> permitted, dogs are not permitted in this area, and seating is available outside the fenced space.</p>

#### 4.5.4. Future Projects

- Extension or addition (next to basketball court) for younger children to play basketball or handball.





## Management Levels of Service

### 4.6. BBQ Pavilion



To continue with an all-inclusive space, a wheelchair accessible BBQ pavilion was installed so that users have the option to cook, eat and spend time with whanau for a longer period of time. This space is maintained to enhance casual public use and enjoyment of the reserve and through the Shovel Ready fund, the space is more superior than the original concept design.



Figure 11: BBQ Pavilion

#### 4.6.1. Policies

Facilities such as barbeques, tables and lighting will be provided and maintained in appropriate locations to enhance casual public use and enjoyment of the reserve.

**Dogs are not permitted within 20 metres of children’s play equipment, which is neighbouring the pavilion,** (but are permitted within the park), provided they are under the continuous control of a responsible handler.

#### 4.6.2. Objectives

- To prevent activities occurring that have an adverse impact on the natural environment and amenity values of Victoria Park or detract from the enjoyment of other park users.
- To provide a social gathering space, where children can play and enjoy this inclusive, green space.

#### 4.6.3. Levels of Service

Current	Proposed
<p><b>BBQ Pavilion</b></p> <p>Suitable for all ages and fitness levels. Flat even surface with no steps or steep sections. Suitable for wheelchair users. Cycling is permitted, dogs are not permitted in this area, and seating / picnic tables are available in this area.</p>	<p><b>BBQ Pavilion</b></p> <p>Suitable for all ages and fitness levels. Flat even surface with no steps or steep sections. Suitable for wheelchair users. Cycling is permitted, dogs are not permitted in this area, and seating / picnic tables are available in this area.</p>

#### 4.6.4. Future Projects

- No future projects have been allocated for this space.



## Management Levels of Service

### 4.7. Croquet Green



The croquet greens occupy approximately 2,200 square metres of reserve land dedicated to that sport and not available to any other user. Croquet is very much a minority sport, and the Stratford Croquet Club has a very limited membership, currently only around thirty-four players. It is fair to say that because of this its future will be constantly under review as required by the Reserves Act 1977.



Figure 12: Croquet Green

#### 4.7.1. Policies

A lease may be granted to the Stratford Croquet Club for the area it exclusively occupies for a term of 10 years with a right of renewal for a further 10 years, subject to the conditions outlined in Schedule 1 of the Reserves Act 1977.

#### 4.7.2. Current Level Of Service

Current	Proposed
<p><b>Croquet Green</b></p> <p>To maintain the croquet green to a standard that meets the needs of the community.</p>	<p><b>Croquet Green</b></p> <p>To ensure the croquet green meets the needs and necessary size for the community.</p>

#### 4.7.3. Future Projects

- To determine if there are other spaces within the Stratford township where the Croquet Club could re-locate, to create additional green courts.



## Management Levels of Service

### 4.8. Playground



Public playgrounds are vibrant spaces that foster creativity, physical activity, and social interaction among children. They provide a safe and stimulating environment where kids can explore, play, and learn while promoting community engagement and a sense of belonging for families. These dynamic spaces offer diverse and well-designed equipment that encourages both fun and development, promoting physical fitness, imaginative play, and the development of essential social skills in a joyful and inclusive setting.

Victoria Park provides the largest and most popular formal playground in the district. It is situated adjacent to the croquet greens on Orlando Street and contains 13 pieces of play equipment ranging from simple swings and slides to climbing structures and a mouse wheel.



Figure 13: Playground Seesaw

#### 4.8.1. Policies

All play equipment will be maintained to meet the requirements of New Zealand Standard 5828 as updated.

To provide further diverse play equipment as appropriate to meet the demands of reserve users.

**Dogs are not permitted within 20 metres of children’s play equipment** (but are permitted within the park), provided they are under the continuous control of a responsible handler.

Developed in 2024, the Sustainability Policy outlines Councils role and commitment to supporting the development of a sustainable district. For example, Guiding Principle One is “We consider our natural resources as taonga (treasures), and we will work with our treaty partners and the community to protect and look after them”.

#### 4.8.2. Objectives

- To ensure that the play equipment in Victoria Park meets the needs of reserve users and is maintained in safe working order.

#### 4.8.3. Current Level Of Service

Current	Proposed
<b>Playground</b> To maintain the playground to a standard that meets the needs of the community.	<b>Playground</b> To maintain the playground to a standard that meets the needs of the community.
To maintain the playground that meet the requirements of New Zealand Standard 5828	To maintain the playground that meet the requirements of New Zealand Standard 5828



## Management Levels of Service

### 4.8.4. Future Projects

- Replace older playground equipment or parts that no longer meet playground standards.
- Provide more accessible seating in key locations.
- Create wheelchair accessible pathway to the accessible swing.
- Addition of sunshades to be installed over current playground equipment.



*Figure 14: Playground*





## Management Levels of Service

### 4.9. Skate Park



The Skate Park comprises several concrete structures including a newly built skate bowl; three half pipes; two quarter pipes; seven ramps, rails, or ledges; a set of stairs and a wave.

Lighting of the pathway on the southern side of the lake linking Cordelia and Orlando Streets has recently been reconnected (after disconnection to build new bowl) ensuring safety lighting, particularly in the vicinity of the skate park.



Figure 15: Skate Park

#### 4.9.1. Policies

The Victoria Park Skate Park will be maintained and developed in such a manner to provide a challenging and interesting environment for children and to encourage community use.

#### 4.9.2. Objectives

- To ensure that the skate park in Victoria Park:
  - Meets the needs of reserve users
  - Is well maintained
  - Is a safe environment for users.



Figure 16: Skate Park User



## Management Levels of Service

### 4.9.3. Current Level Of Service

Current	Proposed
<p><b>Skate Park</b> To maintain the skate park to a standard that meets the needs of the community.</p>	<p><b>Skate Park</b> To maintain the skate park to a standard that meets the needs of the community.</p>
<p>Suitable for most ages and fitness levels. Flat even surface and steep sections. Not suitable for wheelchair users. Cycling is permitted, dogs are not permitted in this area, and seating is available within the skate park area.</p>	<p>Suitable for most ages and fitness levels. Flat even surface and steep sections. Not suitable for wheelchair users. Cycling is permitted, dogs are not permitted in this area, and seating is available within the skate park area.</p>

### 4.9.4. Future Projects

- Replace the metal path with concrete, ensuring stones don't track into the skate park and cause trip hazards.
- Re-surfacing the skate park, removing all unnecessary skate hazards and continuing to provide a safe space to use for all users.
- Consider native tree planting nearby to provide shade for skate park users and soak up excess stormwater.
- 'Grandstand' seating next to bowl.
- Installation of a water fountain.



## Management Levels of Service

### 4.10. Sportsground



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

Permits are granted seasonally to the Stratford Eltham Rugby and Sports Club for the use of the sportsfields (winter), the Stratford Cricket Club for the use of the sportsfields (summer), and the Stratford Croquet Club for the use of the croquet greens (summer).

Season permits may also be issued to any other sport that is considered appropriate. One-off permits may also be issued to organisations or individuals for privately organised activities and events that are considered appropriate to the primary purpose of the reserve.

Fees and charges for these permits are determined by Council on an annual basis.

#### Rugby

The Stratford Eltham Rugby Sports Club (SERSC) are currently catered for with the provision of two fields. With these two fields (Ground 1 and Ground 2) and two further fields in King Edward Park (Page Street Sportsground) available to rugby, there is considered adequate supply for the number of teams fielded by the club.



Figure 17: Rugby fields at southern end of Victoria Park



Figure 18: SERSC - 2024 CMK Premier Champions



## Management Levels of Service

### Cricket

The Stratford Cricket Club utilises the two southern fields as its principal ground and maintains its premier turf wicket between the two rugby fields.

Leases are generally granted to clubs or organisations requiring exclusive, long-term use of an area of a reserve to erect a building consistent with the reserve’s purpose such as a sports clubhouse. Council is empowered to grant such leases for periods of up to 33 years with further renewals under certain circumstances and subject to numerous conditions, including the right of Council to terminate if the land and/or building is not being adequately used or if Council considers the land would be better used by another organisation or for a better recreational purpose. Appropriate rentals are determined by Council on a case-by-case basis.



Figure 19: Stratford women's cricket team

#### 4.10.1. Policies

Liaison will be maintained with sporting organisations at local, regional, and national levels to ensure the use of the current sports fields is optimised or to determine whether it is appropriate that an alternative code be given use of any facility.

Current sports fields will be maintained to ensure the requirements of sporting organisations to, at least, a local level is met.

Liaison will be maintained with sporting organisations at local, regional, and national levels to determine what, if any, ancillary facilities are necessary to optimise the use of the current sports fields and to explore funding opportunities for such developments.

#### 4.10.2. Objectives

- To ensure that the sports fields in Victoria Park:
  - Provide fit for purpose sport facilities for both senior and junior sport.
  - Maintain the current provision of sports fields providing the current demand levels are at least maintained.
  - To continue to permit the use of the open space areas within the park for social or cultural events provided there is no adverse effect on the sportsfields and subject to any policy or bylaw relative to the use of public places current at the time and to conditions of use contained in the Reserves Act 1977.



## Management Levels of Service

### 4.10.3. Current Level Of Service

Current	Proposed
<p><b>Sportsground</b></p> <p>To maintain the sportsground to a standard that meets the needs of the community.</p>	<p><b>Sportsground</b></p> <p>To maintain the sportsground to a standard that meets the needs of the community.</p>
<p>Suitable for most ages and fitness levels. Flat even grassed surface, so may not be suitable for wheelchair users. Cycling is permitted, dogs are in this area, provided they are under the continuous control of a responsible handler and seating is available within the grandstand area.</p>	<p>Suitable for most ages and fitness levels. Flat even grassed surface, so may not be suitable for wheelchair users. Cycling is permitted, dogs are in this area, provided they are under the continuous control of a responsible handler and seating is available within the grandstand area.</p>

### 4.10.4. Future Projects

- Field upgrade of Ground 2, due to be upgraded in the 2025-2026 Financial Year (a continuation of Ground 1 upgrade which occurred in 2023)
- To extend the cricket clubrooms, by ensuring all users have the necessary facilities to change in and feel safe while doing so





## Management Levels of Service

### 4.11. Building Facilities

An integral part of any reserve development is the extent to which Council provides user friendly facilities. This is determined both by recreational uses of the reserve that create the need for various items of facilities and Council’s aspirations regarding its optimum use.

The following buildings located in Victoria Park are owned by the sports clubs:

- Cricket Pavilion (Stratford Cricket Club)
- Croquet Clubrooms (Stratford Croquet Club)

The two sports clubs hold Licence to Occupy agreements with Council for leasing this part of the reserve.

The Reserves Act requires, as a condition of any reserve lease, the right of the administering authority to terminate the agreement if the land and/or building is not being adequately used or if Council considers the land would be better used by another organisation or for a better recreational purpose.

#### Cricket Clubrooms



Existing buildings at the southern sports fields include a cricket pavilion and an adjoining concrete block storage shed (formerly owned by the Stratford Athletic Club but acquired by Council when the club relocated to the Stratford Primary School).



Figure 20: Stratford Cricket Clubrooms

#### Croquet Clubrooms



A privately owned building on the reserve is the croquet clubroom for which there is currently no formal lease in place. The Stratford Croquet Club has a very limited membership but enjoys exclusive use of the area of the reserve occupied by its two greens and clubrooms.



Figure 21: Stratford Croquet Clubrooms



## Management Levels of Service

### Exeloo Toilets (Southern end)



Built in 2015, the two accessible Exeloo toilets in this area provide respite for those using the sports fields, skate park, passers-by and truck drivers who have ample space to park on Orlando Street, next to this facility.



Figure 22: Exeloo Toilets (Southern End)

### Exeloo Toilets (Northern end)



Built in 2021 alongside the Bike Park, Pump Track, ½ Basketball Court and BBQ Pavilion, these two accessible Exeloo toilets provide respite for users, but also have a unique look, due to the artwork on the outside of this facility.

Local artist Wharehoka Smith graciously worked with council to not only create a meaningful design on the outside of these toilets but then continued the beautiful design starting from the entrance of Victoria Park (Fenton Street) all the way through to the Bike Park.



Figure 2320: Exeloo Toilets (Northern End)

### Grandstand



A grandstand is situated at Field One of the sports field. While its use is limited, it serves as a seating area during both the rugby and cricket seasons, with priority given to the users of these sports.



Figure 24: Field No.1 Grandstand



## Management Levels of Service

### Memorial Gates & Historical Features



The entrance arch and gates at the intersection of Orlando and Fenton Streets stand as the sole formal commemorative feature in Victoria Park.

Erected in 1926 as a memorial to soldiers killed in World War One, this structure is a significant part of Stratford's heritage and is listed as a Category 2 Historic Place by Heritage New Zealand.



Figure 25: Memorial Gates

#### 4.11.1. Policies

Sports clubs or organisations with buildings on the park will be permitted, with Council's prior written approval as to size and content, to erect club or organisation facility signage with a sponsor logo or name, provided that such logo or name does not occupy more than 10% of the sign area.

Sports clubs required to maintain facilities within the park that receive corporate financial support will be permitted, with Council's prior written approval as to size and content, to erect corporate advertising signage on fences or railings surrounding such facilities but not reserve boundary fences.

Every effort will be made to protect, preserve, and highlight any known cultural, historical, heritage or commemorative structures or features within the park.

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

#### 4.11.2. Objective

- To ensure that the facilities in Victoria Park:
  - Are fit for purpose and maintained to a standard highlighted within the Lease Agreement
  - Are preserved for future generations to enjoy
  - Cater for any future request for expansion or beautification, while ensuring they are of substantial benefit to the reserve and the community and do not detract in any way from the natural values of the reserve or inhibit any potential future development.





## Management Levels of Service

### 4.11.3. Current Level Of Service

Current	Proposed
<p><b>Facilities</b></p> <p>To maintain the facilities within Victoria Park to a standard that meets the needs of the community.</p>	<p><b>Facilities</b></p> <p>To maintain the facilities within Victoria Park to a standard that meets the needs of the community.</p>
<p>Suitable for all ages and fitness levels. Flat even surface, suitable for wheelchair users within all areas. Cycling is permitted within these areas, dogs are allowed in these areas, provided they are under the continuous control of a responsible handler and seating is available around these building facilities.</p>	<p>Suitable for all ages and fitness levels. Flat even surface, suitable for wheelchair users within all areas. Cycling is permitted within these areas, dogs are allowed in these areas, provided they are under the continuous control of a responsible handler and seating is available around these building facilities.</p>

### 4.11.4. Future Projects

- To create an accessible pathway from the main path to the entrance of the Exeloo toilets.
- To install a mural on the back, internal wall of grandstand, which will give the space a community friendly atmosphere – and will be more pleasing than the current unpleasant graffiti-ridden space.
- To support the sports clubs request for any expansion or development on the current building facilities.



## Management Levels of Service

### 4.12. Victoria Park Lake



The once natural waterway (creek) bisecting the park has long been piped and now forms part of a stormwater system that feeds into the central lake at the western end before continuing its way out at the eastern end from where the stormwater journeys to the Patea River. The lake serves primarily as a stormwater detention pond that needs to be de-silted from time to time, (approximately every three to five years) but also provides scenic value and is home to waterfowl (principally ducks) that provide a source of entertainment for young and old alike.

Views of the lake from the northern side are practically covered by dense vegetation. As the lake has recently been drained and de-silted this year (2024), with many unhealthy trees being removed, which has now created view shafts in this area. This has been completed without risking destabilisation of the lake edge.



Figure 21: Victoria Park Lake (1)

While there are no notable trees within Victoria Park that are afforded protection under Council’s District Plan, there are several native and exotic trees and shrubs surrounding the central lake. Many of these have historical value in that they were planted in 1897 in commemoration of the record reign under Queen Victoria. These trees give character to the park and careful management is necessary to keep these trees well-maintained.

#### 4.12.1. Policies

No activity on the reserve will be approved if there is any possibility of any measurable adverse effect on water quality or adverse impact on aquatic ecosystems.

Notwithstanding the above policy, periodic draining, and de-silting of the lake to maintain its role as a stormwater detention pond is allowed, subject to any necessary resource consent in terms of the TRC Regional Fresh Water Plan.

No further development of the reserve will be approved that impacts negatively on the view of the central lake from within the reserve.

Landscape plans must accompany any application to further develop the reserve or extend any existing building or facility on the reserve.

Developed in 2024, the Sustainability Policy outlines Councils role and commitment to supporting the development of a sustainable district. For example, Guiding Principle One is “We consider our natural resources as taonga (treasures), and we will work with our treaty partners and the community to protect and look after them”.



## Management Levels of Service

### 4.12.2. Objectives

- To ensure that the Victoria Park lake:
  - Enhances the scenic value by creating appropriate view shafts through the removal of selected and/or inappropriate plant species.
  - Maintains and, where practical, further develop formal cultivated areas in keeping with established or carefully considered new landscape themes.
  - Preserves the scenic and recreational values of the central lake while recognising its role as a stormwater detention pond.

### 4.12.3. Current Level Of Service

Current	Proposed
<p><b>Lake</b></p> <p>Suitable for all ages and fitness levels. Compacted surface and may have a gentle hill section or sections and occasional steps. Cycling is permitted within this area, dogs are allowed in this area, provided they are under the continuous control of a responsible handler and seating is available around the lake.</p>	<p><b>Lake</b></p> <p>Suitable for all ages and fitness levels. Compacted surface and may have a gentle hill section or sections and occasional steps. Cycling is permitted within this area, dogs are allowed in this area, provided they are under the continuous control of a responsible handler and seating is available around the lake.</p>

### 4.12.4. Future Projects

- Re-plant some of the lake surrounds with harakeke (highly absorbent and great filtering plants) which will ensure water quality is maintained and provide shelter for fish and bird species during summers
- Construct a jetty to be used by remote control boats
- Upgrade the walkway that creates an accessibility trail through the park
- Plant native plants between the walkway and the sports field to enclose the walkway on the southern side of the lake
- Add picnic tables at the grass area on the southern side of the lake



Figure 22: Victoria Park Lake (2)



## Management Levels of Service

### 4.13. Green Space



This green space was previously utilised by the Stratford Eltham Rugby Sports Club for training purposes (known as Ground 3). This space is now underutilised, as the addition of the Bike Park and Pump Track has reduced the ability for this space to be used in a certain way.

There is now an opportunity to determine what this space can be used for, and future projects can be decided upon and initiated.



*Figure 23: Empty green space*

#### 4.13.1. Policies

Any other future development not covered by this management plan, apart from the installation of minor items of park furniture, track development that does not require any indigenous plant or tree removal or the replacement of existing facilities, will be subject to prior public consultation and Council approval by way of formal resolution.

In approving any future developments within the reserve, due consideration will be given to the principles outlined in the National Guidelines for Crime Prevention through Environmental Design in New Zealand.

#### 4.13.2. Objectives

- To ensure that any further development of Victoria Park does not impact adversely on any landscape features, natural values or built heritage, meets the needs of reserve users (while having no adverse effects on neighbouring properties) and is environmentally sustainable in terms of its design, construction, long term maintenance and intended function.
- To provide additional facilities where Council is satisfied there is sufficient demand, and it is clear they will be of benefit to the public.
- To ensure any future building development, earthworks or future plantings do not visually compromise any of the natural landscapes and are appropriate to the setting.



## Management Levels of Service

### 4.13.3. Current Level Of Service

Current	Proposed
<p><b>Green Space</b></p> <p>To maintain the green space to a standard that meets the needs of the community.</p>	<p><b>Green Space</b></p> <p>To maintain the green space to a standard that meets the needs of the community.</p>
<p>Suitable for most ages and fitness levels. Flat even grassed surface, so may not be suitable for wheelchair users. Cycling is permitted, dogs are in this area, provided they are under the continuous control of a responsible handler and seating is not available.</p>	<p>Suitable for most ages and fitness levels. Flat even grassed surface, so may not be suitable for wheelchair users. Cycling is permitted, dogs are in this area, provided they are under the continuous control of a responsible handler and seating is not available.</p>

### 4.13.4. Future Projects

- No future projects have been allocated to this green space.



## Appendix 1

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### **APPENDIX 1: SUMMARY OF FEEDBACK FOR VICTORIA PARK RESERVE MANAGEMENT PLAN (2018)**



## Appendix 1

### Stakeholder Feedback

Stakeholder feedback includes:

- Feedback from Iwi as per the engagement of 1 August 2024.
- Community feedback sought in September 2024.
- Feedback from Elected Members obtained in a Council workshop in November 2024.
- Community Survey requests over the years.
- Officer recommendations.

### Iwi Feedback (August 2024)

No feedback from Iwi was provided on the current Victoria Park Reserve Management Plan 2018.

### Community Feedback (September 2024)

Summary of Community Feedback includes:

- Collaboration with Partners
  - Consideration of how the new Collaborating for Active Spaces and Places Taranaki strategy can align to the Plan with the importance of co-designing community spaces.
  - Ensuring sportsgrounds are maintained to a standard that meets the needs of the community.
  - Assist and support the sports clubs when they are applying for funding to upgrade their facilities.
  - Signage highlighting smokefree/vape free spaces.
  - Provide an environmental sustainable section within the Management Plan.
  - Ensure that Management Plan shows access for those with a disability and explore safe passages between each park space.
- Playground:
  - New playground equipment (for tamariki of all ages), or upgrades of current equipment
  - Addition of sun cover over playgrounds with sunshades or trees.
  - Add to, or extend ½ basketball court, so another hoop can be added, to be used for younger children, or another concrete space for handball and other games.
- Cultural Elements:
  - Signage explaining what piece of playground equipment is, area of park is called in Te Reo (and the English translation).
  - More artwork around the park, that consists of cultural murals or paintings.
- Entertainment
  - More music or events in the park (open green space).
  - Mini version of Christmas lights in the park.
  - Utilising the green space for gypsy fairs and other community events to bring everyone together.



## Appendix 1

- Facilities/Amenities:
  - More picnic tables (inc. accessible tables) and seating in park.
  - More sheltered areas and add side shelters onto current pavilions
  - Toilet next to bike park needs an accessible path
  - Add a mini putt (covered) into green space
  - Lighting in the park
  - Install more water fountains
  - More signage highlighting the playground area is a dog free space
  - Paint parking lines in carpark
  - Addition of water play area
  - Move croquet to green space
- Natural Beauty:
  - Planting of new native plants for the park to remain as natural as possible, as that is the beauty, attraction of it
  - Flower beds in certain areas will also brighten up the space
  - Planting of fruit trees.
- Walkways:
  - Make pathway around lake more tidy and accessible, and keep maintaining.
  - Further enhance biodiversity areas next to walkways, with the potential of extending the walkway.
- Lake:
  - Potential to use lake for RC boats or other lake friendly activities.

### Community Survey Feedback over the Years

Summary of feedback from the community includes:

- Upgrade of sportsgrounds (drainage upgrade).
- Replace older playground equipment.
- Install more rubbish bins.
- Upgrade of Skate Park.

### Officer Recommendations

Officer Recommendations includes:

- Provide more picnic tables and more seating areas.
- Apply Sustainability Policy to the park - protect, enhance and preserve natural habitats and ecosystems - more native plantings to protect lake and people from extreme weather patterns. Empower and facilitate ways for our community to reduce waste.
- Partner with Mana Whenua and schools to research current native species in lake and restore back to native fish species as per GP1 and the Acts that govern the Reserve.

### Elected Members Feedback (December 2024)

Summary of feedback from Elected Members includes:

-





## Appendix 1

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# MONTHLY REPORT

## Assets Department



F22/55/04 – D24/54769

To: Policy and Services Committee  
From: Director – Assets  
Date: 28 January 2025  
Subject: Assets Monthly Report for November and December 2024

### Recommendation

THAT the report be received.

/  
Moved/Seconded

## 1. Highlights

### Roading

- Council received zero funding from NZTA for our Low-Cost Low Risk Improvements for the 2023/24 financial year.
- Tender for Opunake Rd resilience project (Possum Factory) went to the market prior to the Christmas holiday period, with tenders closing 23 January 2025.
- Tender was awarded for the replacement of a culvert on Wawiri Road, Toko. 6 tenders were received.

### Water Supply

- During November the old trunk-main experienced a break during the night. The section of trunk-main was isolated and fixed with the prescribed timeframe with little impact on the community.
- During December a reticulation water sample taken at a Brecon Road sampling site was found to be non-compliant in terms of E. Coli. All standard procedure was observed, including the notification of appropriate authorities. All subsequent samples throughout the reticulation network were found to be compliant.

### Wastewater

- Six sewer lateral blockage complaints were received during this reporting period and all were cleared by Council contractors in the appropriate timeframe.
- An Abatement Notice was received from the Taranaki Regional Council to fix the non-compliance found at the wastewater treatment pond. Application for the resource consent to de-sludge the pond 1 is progressing, as a major component of the solution.

### Stormwater

- During December a short section of storm water tunnel collapsed at the corner of Cloten Road and Elsinore Street. Council contractors undertook to remediate the collapse with a new length of pipe.

### Solid Waste

- The 'Collect the Caps' competition has concluded, achieving a collection of over 135,000 caps, as opposed to the 15,000-cap original target.

### Parks and Reserves

- Decision Report to release the proposed Victoria Park Reserve Management Plan for public consultation will be presented at the January Policy and Services Committee meeting.

### Special Projects

- Detailed design of the grit tank and the raw water delivery line at the Water Treatment Plant is currently underway. Tender is expected to be advertised in March 2025.
- The manifold installation contract has been awarded, project will commence in February 2025.
- Demolition of the TSB Pool tender was advertised in December; contract expected to be awarded in February.

2. Roothing

2.1 Level of Service and Performance Measures

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

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

Level of Service	Performance Measure	Target	2024/2025 YTD
Safe Roothing Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. The number of DSI's for 2021/2022 was 6, for 2022/23 was 3 and for 2023/24 was 1. Our target is zero (0) for 2024/25.	-1	<b>Not Achieved</b> - Number to date = 2  There was a serious crash in December on Pembroke Road West (SPR) where a car lost control due to excessive speed descending the Maunga in wet conditions.
	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	<b>Not yet achieved</b> <sup>1</sup> .
Road Condition	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	<b>Not yet measured.</b>  The result for the 2023/24 is 94%. This can be attributed to the investment in the sealed roads affected by the forestry industry.
	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	<b>Not yet achieved</b>  The annual reseal programme commenced in November. The programme will continue in January 2025. <sup>2</sup>
Road Maintenance	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 remetalled in the 2023/24 financial year was 19.4km (6,035m <sup>3</sup> ), equivalent to 9.4%
	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>Not yet measured.</b>  2023/24 Footpath Condition Survey result was 77%
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	• Roothing Network	>80%	Not yet measured.
	• Footpaths	>80%	Not yet measured

<sup>1</sup> The results for the 2023/24 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. To date we have released 1.30km.

<sup>3</sup>Our target length is 14.50km per annum. No further maintenance metalling was undertaken during this period. Spot treatments of "bald" areas on Rimuputa Road were completed in November.

**2.2 Customer Requests**

There are no outstanding CRM's for the month of November and December.

**2.3 Routine Maintenance**

Completed works for the months of November and December are summarised below.

*Table 1: November and December Routine maintenance Works*

Item	Activity Class	Completed Works
1	Sealed Roads	<ul style="list-style-type: none"> <li>Potholes Sealed Various sites.</li> <li>Dig-outs on Cardiff Road, Junction Road, Opunake Road, Mohakau Road.</li> </ul>
2	Unsealed Roads	<ul style="list-style-type: none"> <li>Potholes filled on roads throughout the network</li> <li>Grading of various roads of the unsealed road network.</li> </ul>
3	Drainage Repairs	<ul style="list-style-type: none"> <li>Cleared culvert inlet/outlets on various roads.</li> <li>Clearing of watertables on various roads.</li> <li>Installed new culvert on Junction Road and Hastings Road south.</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: Numerous roads within the district.</li> <li>Posts down/leaning on York Road as well as several roads within Stratford.</li> </ul>
5	Environment	<ul style="list-style-type: none"> <li>Detritus and litter cleared on various roads across the district.</li> <li>Minor slips cleared on Moki Road and Junction Road.</li> </ul>
6	Bridges	<ul style="list-style-type: none"> <li>Bridges: Cleaning debris from bridge decks on Opunake Road, Tauwharenikau Road and Tututawa Road.</li> </ul>
7	Footpaths	<ul style="list-style-type: none"> <li>Repairs of cracks on asphaltic concrete footpaths – Fenton Street.</li> </ul>
8	Shoulders	<ul style="list-style-type: none"> <li>Edge breaks filled on numerous roads across the district.</li> <li>Removal of high shoulder to allow water to drain from road surface on Junction Road.</li> </ul>
9	Emergency Works	<ul style="list-style-type: none"> <li>Fallen Trees on Manaia Road (SPR).</li> <li>Landslips on Arnold Road, Junction Road, Matau North Road, Mohakau Road, and Rimuputa Road.</li> </ul>
10	Surface Water Channels	<ul style="list-style-type: none"> <li>Cleared Water Channels on Broadway.</li> </ul>



*Figure 1: Pavement repairs on Opunake Road.*



Figure 2: Pavement repairs on Cardiff Road.

#### 2.4 **Illegal Dumping**

During the two months, we recovered dumped beds on Warwick Rd and an awning that fell off a caravan on Broadway.

#### 2.5 **Emergency Work**

Throughout November and December, Officers attended to fallen trees and minor slips on some rural roads listed in Table 1 above.

#### 2.6 **Ready Response Works**

There were call outs to a fallen tree on Pembroke Road West (SPR) and a door that had fallen off a Powerco transformer. The crew waited for Powerco to attend to make the transformer safe.

#### 2.7 **Building Consents, Resource Consents and LIMS**

Assessments were made for a total of:

- Seven (7) Building Consent applications for November and eight (8) for December;
- Six (6) Resource Consent applications for November and Five (5) for December; and
- In November Three (3) and December Seven (7) LIM reports.

#### 2.8 **Capital / Renewal Works**

##### **Cordelia Street – Footpath Renewals.**

- We commenced our depleted footpath renewal programme with the replacement of the footpath on the south side of Fenton Street, between Cordelia and Ariel Streets.



Figure 3: New footpath on the corner of Fenton Street and Cordelia Street.



Figure 4: New Footpath on the south side of Fenton Street from Cordelia Street to Ariel Street.

### Reseals.

The annual reseat programme started in November with the resealing of 1.3km of Mangaotuku Road between the RP's 1.615 – 2.065 and 5.445 – 6.295



Figure 5: Site 1 on Mangaotuku Road.



Figure 6: Site 2 on Mangaotuku Road.

### 2.9 NZTA Updates

On the 13 November the Chief Executive received an email from the Ministerial Services team of NZTA, attaching details of the Minister of Transport "Ministerial Expectations" to deliver the 2024-27 Government Policy Statement. See **Appendix 1** for letter and new reporting criteria.

### 2.10 Consultation for Roding Bylaws

Due to a mis-calculation, the deadline for close of submissions on the 3x bylaws was extended from 20 December to 17 January, to comply with the legislative requirement of 1 calendar month. The consultation period began on 20 November 2024, however, 20 November is deemed to be "day zero" and cannot be counted in the minimum requirement of 28 days.

### 2.11 Roding Valuation

Since the last valuation undertaken in 2021, there has been an increase of \$1.6m in the **annual depreciation figure which rose from \$2.913M to \$4.530M** per annum. The main reasons for this increase are explained below:

- **Bridges:** Increase in the standard replacement cost unit rates were due to material and labour cost increases, and to reflect industry rates.
- **Basecourse:** Increase in the standard replacement cost unit rates based on NZTA cost indices - 19.6% for the three year period and also due to changes in pavement uses

(traffic volume bands) resulting in a shorter overall base life for this asset type. In 2024 there is an increase in the quantity in roads > 500vpd and a decrease in the quantity <500vpd. Total quantity is about the same.

- **Sealed surfaces:** Increase in the annual depreciation resulted from:
  - Increased replacement cost unit rates, being 19.6% of the 2021 values (with the exception of single coat seals). These were increased by about 28% to reflect the original cost data recorded in RAMM.
  - Similar to basecourse the base useful lives are linked to the pavement use categories (traffic volume bands) in RAMM. The increase in quantities in higher bands and decrease in the lower bands has resulted in a shorter overall base life for this asset type.
  - There is an increase in the quantity of two coat seals in 2024 which have notably higher standard replacement cost unit rates compared to single coats
  - There is about a 3% increase in quantity in 2024 compared to 2021.

## 2.12 Roading Activities

A snapshot of the programmed and reactive works completed in November and December are shown in Figures 7 and 8.



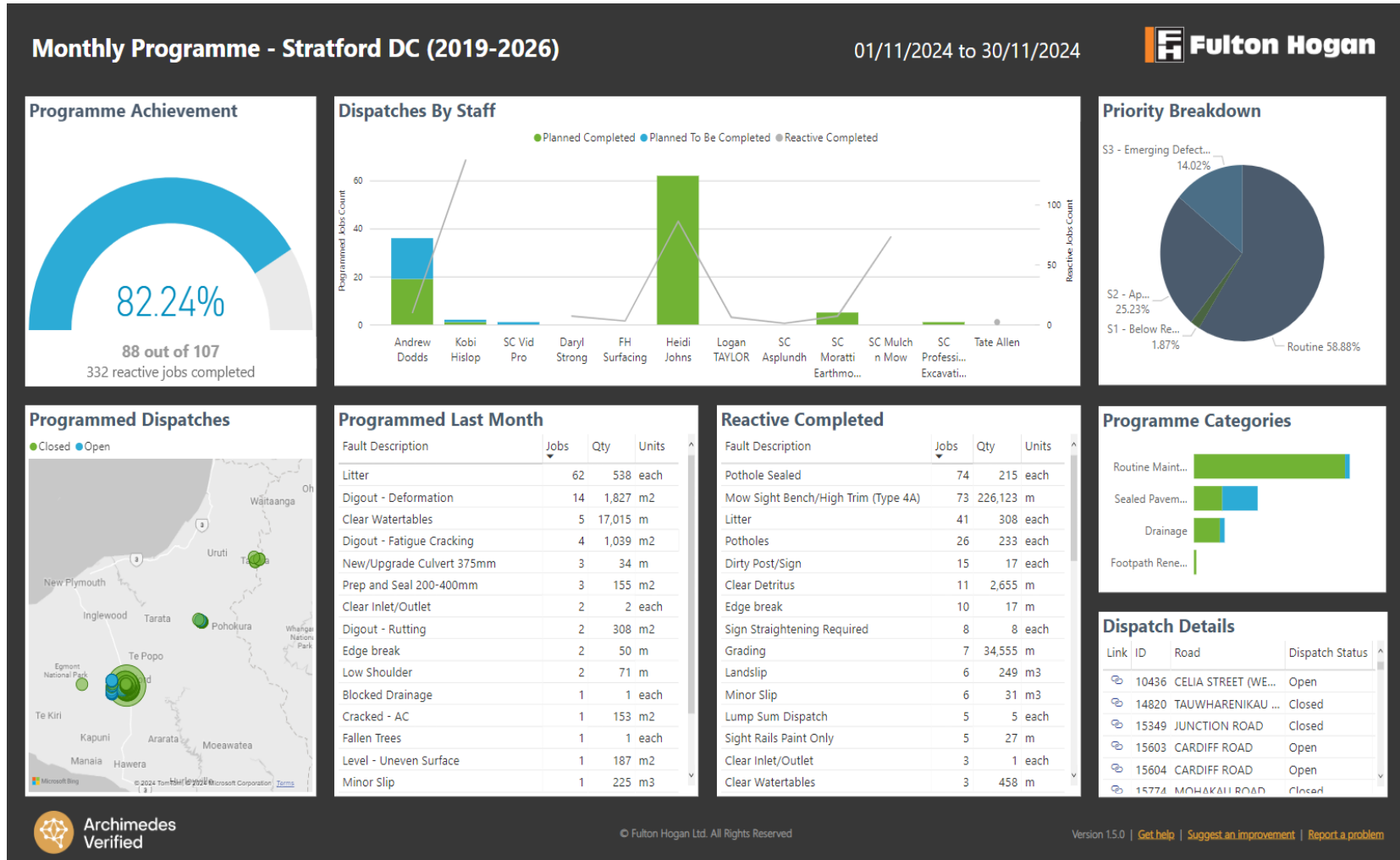


Figure 7: November 2024 Monthly Programme Achievement Chart

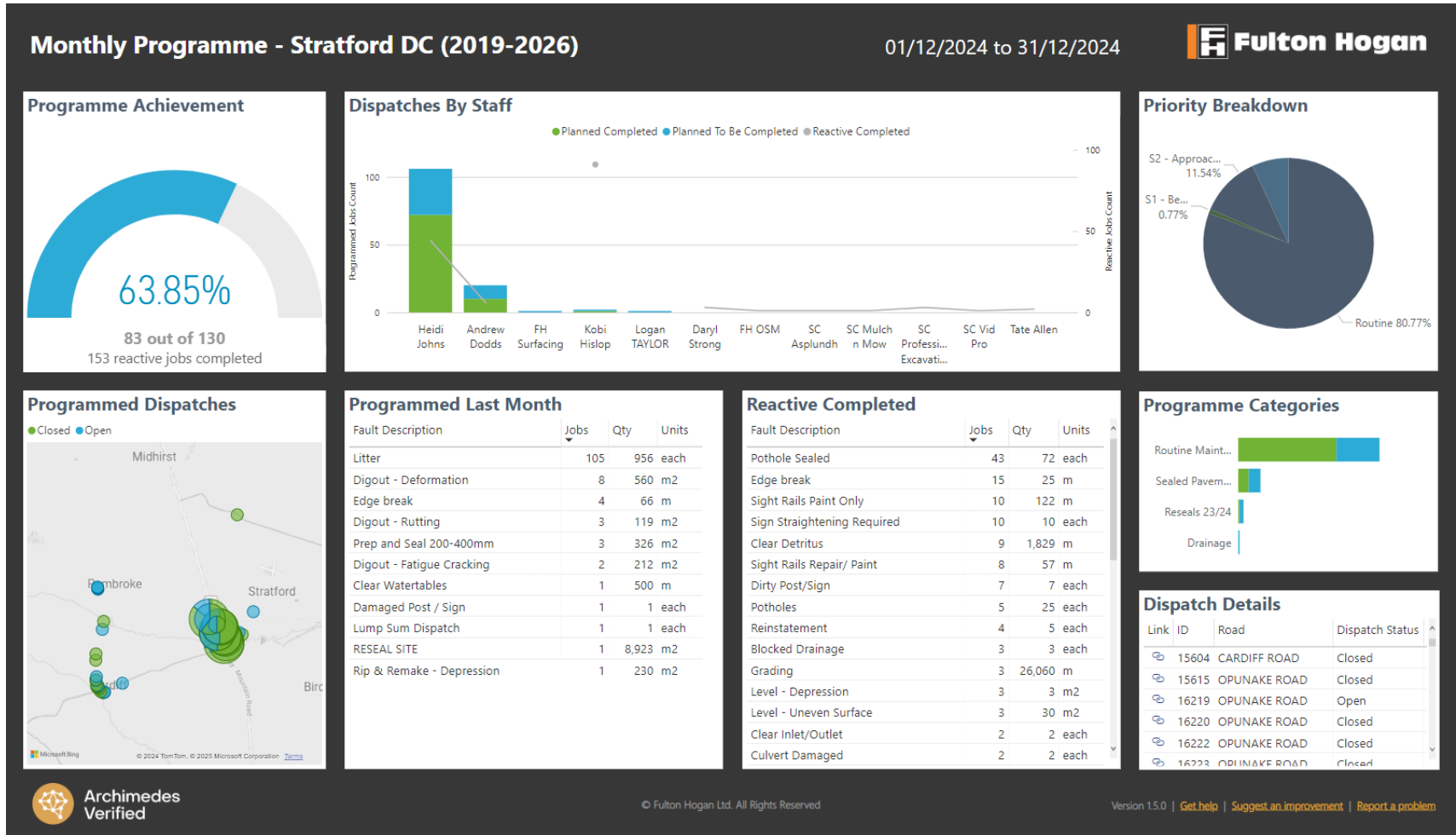


Figure 8: December 2024 Monthly Programme Achievement Chart

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 13 mins 2 hr 23 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 13 hrs 48 mins 1 day 8 hrs 10 mins
Unplanned Disruptions	<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.

### 3.1.2 Water Reticulation

- During November the old trunk-main experienced a break during the night. The section of trunk-main was isolated; Council contractors attended and replaced the section of pipe. As the break occurred during the night no complaints were received indicating no properties were noticeably affected.



Figures 9 & 10: Trunk-main Break and Repair respectively

- During December a reticulation water sample taken at a Brecon Road sampling site was found to be non-compliant in terms of E. Coli; the result was 10 CFU/100 ml whereas the limit is <1 CFU/100 ml. The sample was taken on a Thursday but Council was not notified of the result until the following Tuesday which was not in accordance with the testing laboratories standard operating procedures.

The Taranaki District Health Board were immediately contacted; no patients had presented with gastrointestinal issues. Taumata Arowai were also immediately notified of the result; further sampling was undertaken over the subsequent days and extensive flushing of the reticulation network occurred.

All subsequent samples throughout the reticulation network were found to be compliant. Due to the level of 'free available chlorine' at the time of the initial sampling it is considered likely that the MAV E. Coli exceedance was an erroneous result at the laboratory, but this cannot be proven.

### 3.1.3 Grit Tank replacement – See Capital Projects section.

### 3.1.4 Building Consents, Resource Consents and LIMs

- Assessments were made for a total of:
  - Thirteen (13) Building Consent applications;
  - Eight (8) Resource Consent applications; and
  - Ten (10) 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>Discharge Compliance</b>		
Discharge Compliance	<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	Not Achieved
	• Abatement notices;		1
	• 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:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	2 hours	Achieved to date 2 hrs 13 mins
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	9 hours	5 hrs 32 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		0.37
	• Sewerage system faults	<6	0.37
	• Sewerage system blockages		4.44
	• The territorial authority's response to issues with its sewerage system.		0
	• Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.	<2 working days	Achieved to date 0 (November – 0 December – 0)
	• Percentage of trade waste consent applications processed within 15 working days.	100%	Achieved to date 0 (November – 0 December- 0)

### 3.2.1 Operations

- **Wastewater Treatment**

- As was previously reported in October, an inspection of the wastewater treatment system undertaken by Taranaki Regional Council found the discharge from the wastewater treatment ponds to be non-compliant with Condition 14 of resource consent 0196-5.

Abatement Notice EAC-26097 has subsequently been issued requiring Council to "undertake works to the infrastructure of the Stratford wastewater treatment plant to ensure compliance with Resource Consent 0196-5". The deadline for the works to occur is December 2025. Application for the resource consent to de-sludge the pond 1 is progressing.

- **Wastewater Reticulation**

- Six sewer lateral blockage complaints were received during this reporting period and all were cleared by Council contractors; some of the blockages were likely caused by the property owners activities as camera inspections after clearing the laterals found no faults with the laterals beyond the property boundaries.
- A sewer odour complaint was received from a commercial property on Broadway whereby the complainant outlined there was a periodic sewer odour emanating from the under-building air vents at the front of the shop. An inspection found the odour was likely emanating from the boxed in gully trap within a lean-to structure at the back of the shop.

The tenant was advised to bleach the gully trap and if necessary extend the currently blocked off stench pipe back through the lean-to roof to the outside of the lean-to. Since the inspection no further odour complaints have been received from the property.

- **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.

### 3.2.2 Capital Projects

Swansea Road Bridge sewer pipe – See Capital Projects section.

### 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. One conditional consent for Stratford Saleyards was inspected and sample of the waste taken. Site was 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 months of November and December. High risk business with a history of non-compliance was inspected and was compliant at time of site visit.

**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
Discharge Compliance	<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
	<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>			
Response Times	<ul style="list-style-type: none"> <li>Convictions.</li> </ul>		
	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
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

- **Stormwater Reticulation**
  - No major stormwater reticulation issues were experienced during this reporting period.
  - During December a short section of storm water tunnel collapsed at the corner of Cloten Road and Elsinore Street. Council contractors undertook to remediate the collapse with a new length of pipe (Figures 11 & 12).





Figures 11 & 12: Collapsed Stormwater Tunnel Remediation 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 to landfill per household (kg/hh/annum)</b> (municipal kerbside collection only)	<500kg kg/hh/annum	<b>NOT Achieved to date</b> 43.2 kg/hh achieved in November and 51.9kg/hh achieved in December, equating to an annual estimate of 514 kg/hh/annum <b>Figure 13</b>
	<b>Percentage (by weight) of Council controlled waste stream that is recycled from the kerbside</b> (municipal kerbside collection only)	>20%	Achieved to date - 23% November KS = 20% (RTS = 37%) December KS = 21% (RTS 36%)
The waste collection service is fit for purpose.	<b>Percentage of customers satisfied with the service provided.</b>	>80%	Not yet measured.

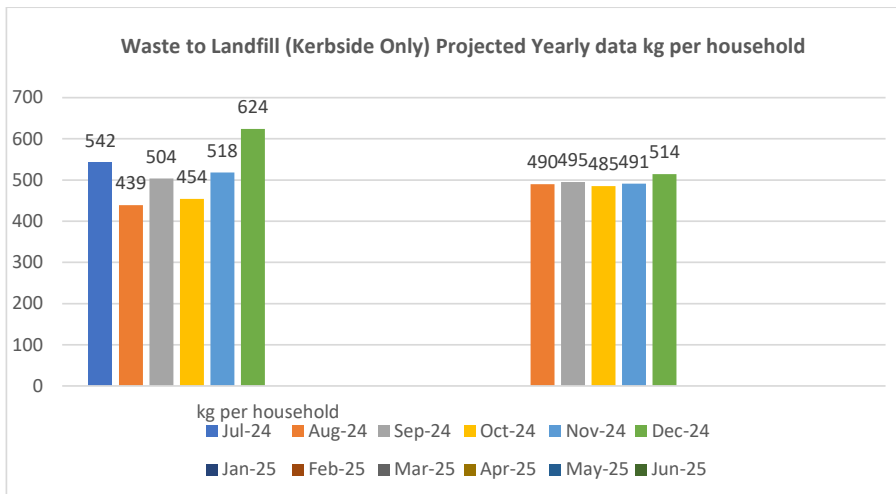


Figure 13: Total Waste to Landfill - Kerbside (Kg per household)

- The total waste to landfill to December (July to June Year) from kerbside collection is 631.3T and 87.6T from the Transfer Station.
- Total waste to landfill is 805.96T.

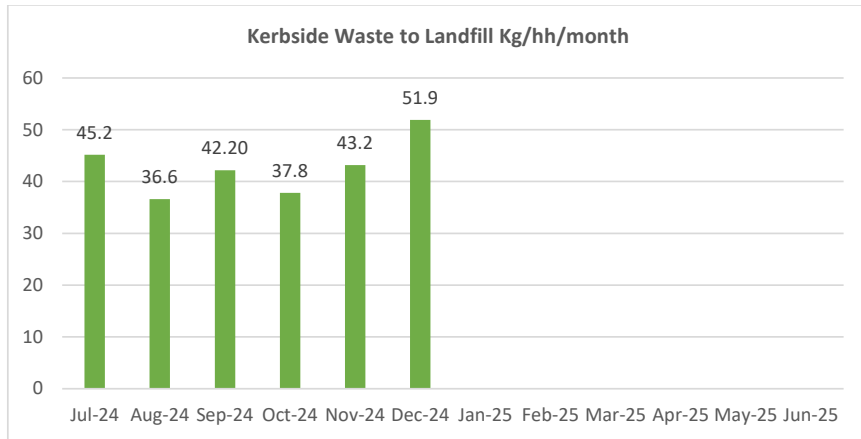


Figure 14: Monthly Total Waste to Landfill - Kerbside (Kg per household)

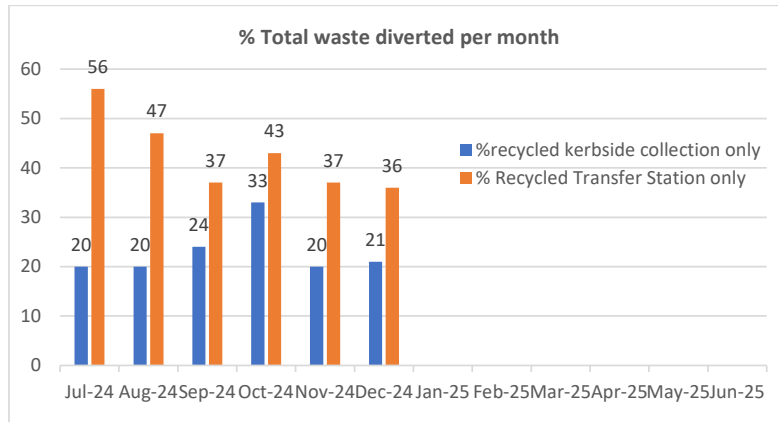


Figure 15: Total Monthly Waste Diversion (%)

- Includes comingled, glass, steel cardboard, excludes greenwaste.

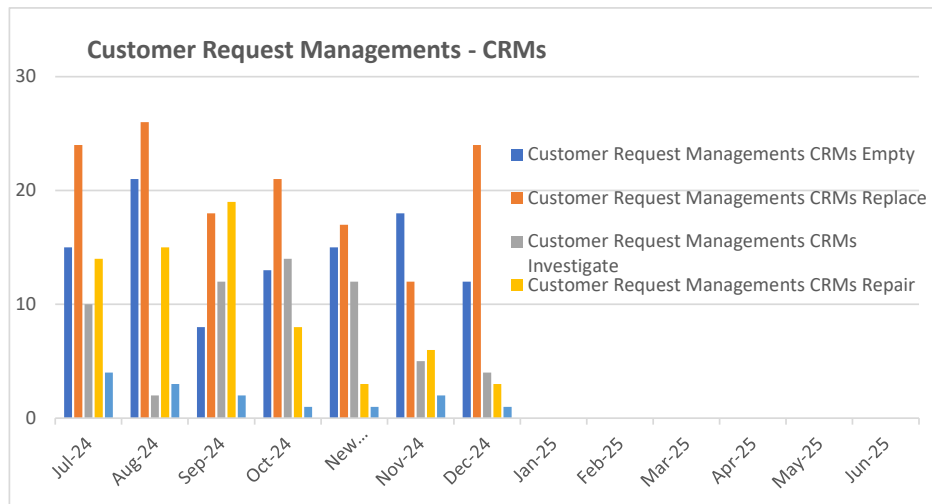


Figure 16: Customer Requests Trends

The customer requests trends chart in Figure 16 shows an increase in the need to replace ageing stock. Where possible the contractors are also repairing more bins but this relates to bin lid or wheel/axle replacement. While the number of missed collections has remained stable, this graph does not show the missed collection CRMs that are declined by the contractor.

### 3.5.1 Planning and Operations

- The Regional Solid Waste Services contract is working well and officers are currently adapting the data collection and reporting systems to allow for changes in format and timeframes.
- Officers presented an Information Report on the Solid Waste analysis protocol (SWAP) assessment completed in September with the result that over 90% of waste in the general waste bin could have been recycled or repurposed. Officers are now working on strategies to reduce the 5 targeted key waste streams discussed in the report. Another SWAP is planned for March/April 2025.

### 3.5.2 Waste Minimisation Education

- The 'Collect the Caps' competition has now concluded. The original goal of diverting 15,000 caps was exceeded and over 135,000 caps have been diverted from landfill and will be taken to the Junction/Egmont refuse for repurposing.
  - Marco School won the competition with over 800 caps collected per family with Avon Primary in second with over 600 caps per family.
  - Stratford Community childcare centre was the top performing ECE with approximately 400 caps per family and fourth overall.
  - Presentations and photo opportunities will take place early February 2025.
- In January 2025, a trial recycling station is being planned for the Whangamomona Republic day event. This involves the use of the trailer with eight capped bins and trailer wrap and signage. Council Officers will man the station to share educational materials and advice. A second station will be set up at the Summer Nights event and will be manned by the Air Training Corp members.
- Consultation and planning is underway to hold composting workshops at the Avon community gardens these were postponed in November/December will now be held in March/April 2025.
- Plans are underway for summer education campaigns, with a focus on water conservation, glass recycling and food waste reducing, and overall diversion from landfill.

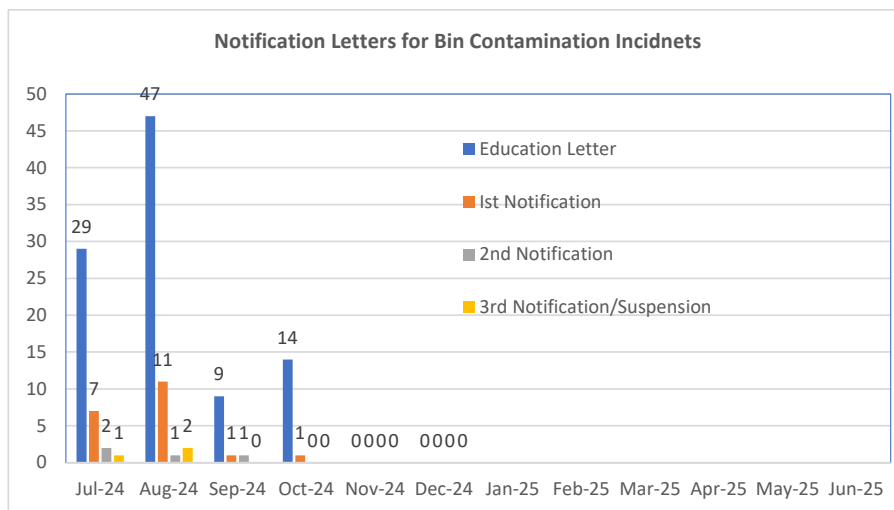


Figure 17: Summary of Bin Contamination Actions

Contamination incidents and notifications has had to be put on hold over the first two months of the new contract as new reporting systems needed to be implemented. Indicators show that our low level contamination rates have increased but our serious contamination rate (red tag) has remained between 3% and 4%.

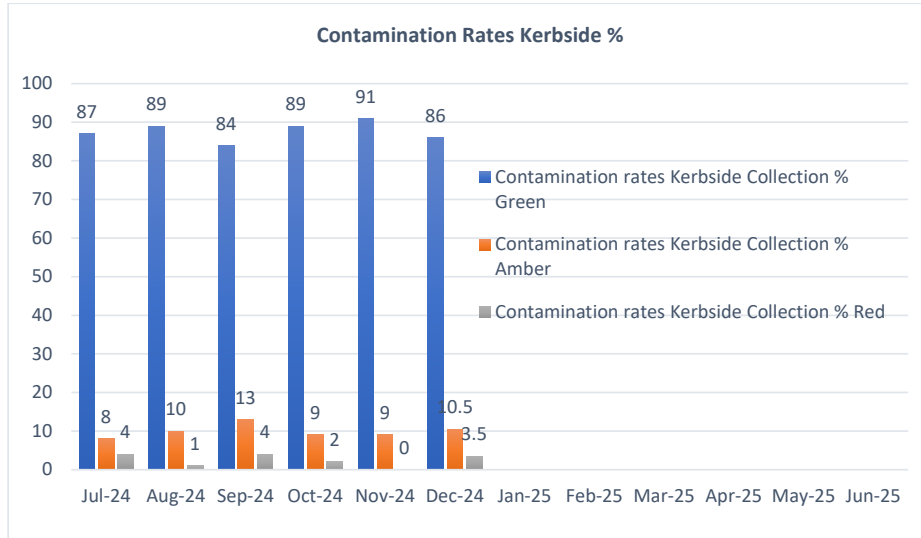


Figure 18: Kerbside Contamination Rates

Figures 17 and 18 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.

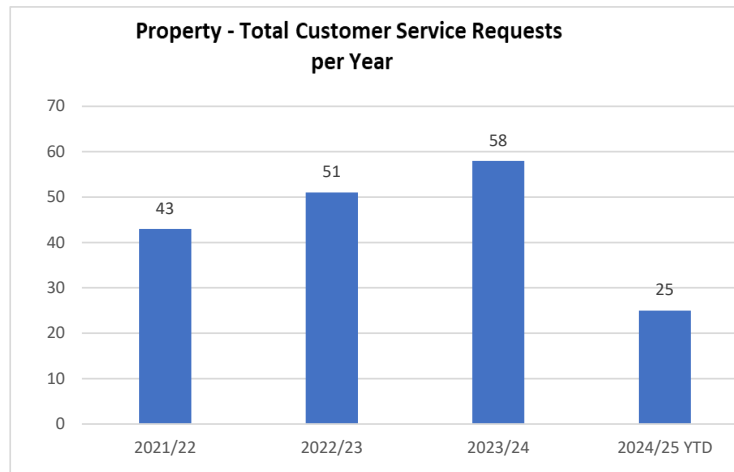


Figure 19: Customer service request history – November & December 2024

**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%	75% average achieved to date
	Annual daily usage of Centennial Restrooms measured by the percentage of days in a year there is a booking.	>70%	40% average achieved to date
	Booking cancellations as a percentage of total annual bookings for the War Memorial Centre and Centennial Restrooms.	<20%	15% average achieved to date WMC
		0% average achieved to date CRR	
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%	66% - not achieved YTD

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

**4.2.1 Housing for Older Persons**

- Annual occupancy year to date remains 100%.

**4.2.2 War Memorial Centre**

- Total number of bookings was 67 during the months of November/December 2024:
  - 57 bookings honoured.
  - 10 bookings were cancelled

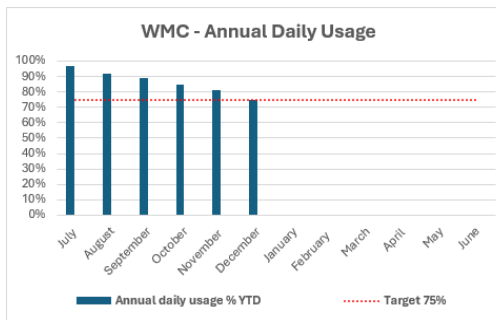


Figure 20: War Memorial Centre Annual Daily Usage

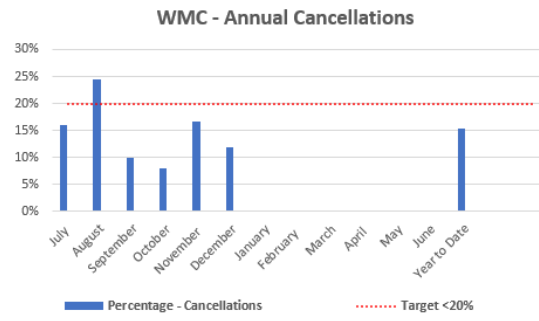


Figure 21: War Memorial Centre Annual Cancellations

**4.2.3 Centennial Restrooms**

- Total number of bookings was 26 during the months of November/December 2024:
  - 26 bookings honoured.
  - 0 bookings were cancelled
- Trend below shows an average annual daily usage of <50%. This target has never been met since the beginning of the financial year in July 2024. It is proposed to reduce the target to match reality in the next financial year, as part of the annual plan changes identified by Officers.

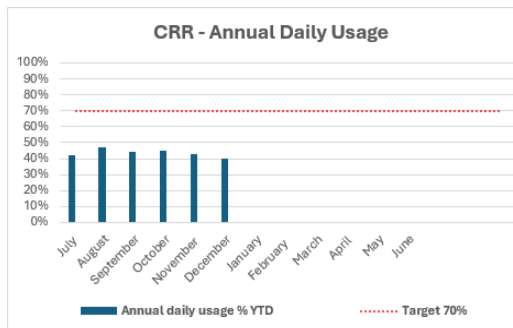


Figure 22: Centennial Rest Rooms (CRR) - Annual Daily Usage

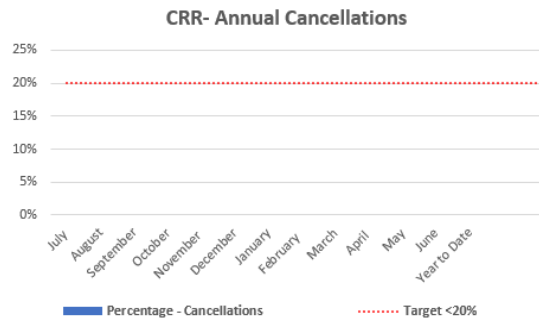


Figure 23: Centennial Rest Rooms Annual Cancellations

**4.3 Rental and Investment Properties**

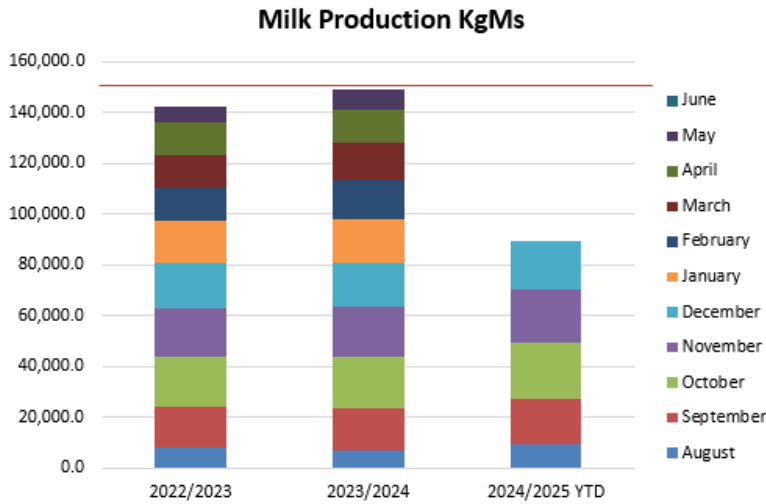
The Council's Rental and Investment Properties are:

- 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	89,390 KgMs to date
The Council is meeting national environmental standards.	The Council farm's Environmental Plan is reviewed annually	Achieved	Achieved to date
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.



**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 met 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 farm's Environmental Plan.



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, cemeteries and reserves.	Number of complaints and requests for service.	<40	42 – Not achieved YTD
	Percentage of Stratford residents satisfied with:		
	Parks;	>85%	88% - achieved YTD
	Sports fields;	>80%	75% - not achieved YTD
	Cemeteries.	>80%	84% - achieved YTD*
To provide safe playgrounds to the community.	All existing playgrounds meet NZ Safety Standards.	No result (Biennial Review)	Achieved - Full compliance in 2024/2025
To maintain safe foot bridges to the community.	All existing foot bridges meet NZ Safety standards.	No result (Biennial Review)	Achieved - Full compliance in 2024/2025

- Officers received a letter of commendation (below) from a member of the public on how well the Cemetery was kept over the Christmas break, details of which have been conveyed to our contractors.

The Chief Executive,  
 Stratford District Council, Miranda Street,  
 STRATFORD.

Dear Sir,

We visited Stratford Cemetery over the Christmas break and we wish to express our appreciation on the way the grounds and gardens were presented.

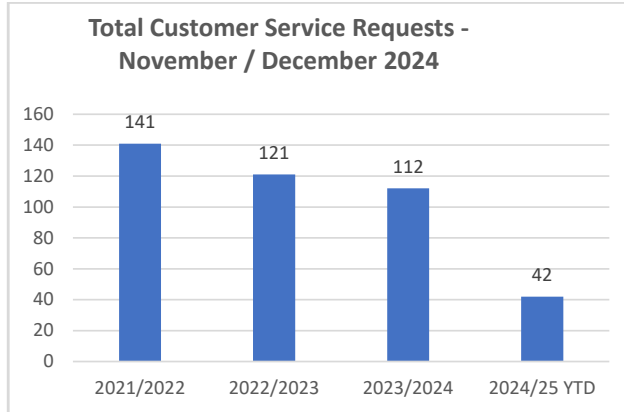
The overall aspect of the cemetery was very pleasing and we feel sure that the many people who visited the cemetery would be of the same opinion. Please convey our message to all concerned.

Yours sincerely,



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

Table 2: Customer Service Requests – November / December 2024



	2021/2022	2022/2023	2023/2024	2024/2025
<b>Parks</b>	24	31	23	8
<b>Structures</b>	32	17	17	7
<b>Sports grounds</b>	5	7	12	1
<b>Playgrounds</b>	14	7	8	8
<b>Cemeteries</b>	11	12	4	
<b>Street Trees</b>	24	28	38	14
<b>Walkways</b>	31	19	10	4
<b>Total</b>	<b>141</b>	<b>121</b>	<b>112</b>	<b>42</b>

Figure 24: Customer Service Requests – November / December 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.

## 6 Capital Projects

Progress updates on some of Council’s key projects, as at **31 December 2024**, are provided under activity headings below:

### 6.1 Roading

- **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 has resubmitted. LINZ has advised the plan is being processed.
- **Road Stopping Manaia Road (Hollard Gardens)** - The necessary formal gazettal consent forms for owners, mortgagees and Council have been signed. Consent is also required from the QEII Trust so that is being sought. Once approved, this land will be gazetted.

### 6.2 Water Supply

- **Universal Water Metering** - A new contract for the installation of manifolds was awarded in December 2024 with works to begin in January 2025. Contract completion is now expected to be June 2025.

- **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.
- **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 March 2025. This is a highly complex project, requiring the designer to explore various options to identify the most efficient solution.
- **Membranes** - Procurement planning is underway to source a supply of membranes to have in storage so they can be replaced as and when required.

### 6.3 Wastewater

- **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.
- **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. Works will begin in February 2025.

### 6.4 Stormwater

- **Stormwater Modelling** - Procurement planning is underway for the modelling of Stratford's stormwater system. A tender will be advertised in January 2025 to appoint a specialist modeller for this works.
- **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.

### 6.5 Property

- **Flint Road Subdivision** - The concept plan has been finalised, taking into account the identified wetland area. A tender for procuring a surveyor as per Council's procurement policy will be advertised in January 2025.
- **Prospero Place Development** – Contractors are remedying the outstanding actions to enable the issue of appropriate building certification for the Prospero Place wall. A Landscape Architect is completing the detailed design. Further engagement will be scheduled with Elected Members and key Stakeholders to discuss their design preferences within the established scope of work.
- **TET Multisports Centre – Outstanding works** are programmed for completion in February/March 2025, to allow the issue of a Certificate of Code Compliance (CCC) for the facility.

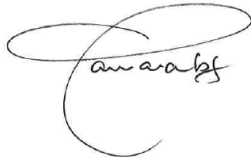
### 6.6 Parks and Reserves

- **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 application is being prepared for the physical works due to working in proximity of / within the river. Physical works is programmed for commencement in April 2025.

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.



Victoria Araba  
**Director – Assets**



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

**Date** 21 January 2025

**Attachments:**

**Appendix 1:** Minister of Transport “Ministerial Expectations” Letter.



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13 November 2024

Sven Hanne  
Chief Executive Officer  
Stratford District Council  
shanne@stratford.govt.nz  
cc. Linda Stewart - Linda.stewart@nzta.govt.nz

Dear Sven

#### **Specific requirements relating to Ministerial expectations**

In our September letter regarding decisions on the 2024-27 National Land Transport Programme, we informed you of the relevant Ministerial expectations set out in the Government Policy Statement on land transport 2024 (GPS 2024) that apply to approved organisations and the terms and conditions relating to those expectations.

We are following up with specific requirements in relation to pothole repair, temporary traffic management and private share of public transport expenditure, and reporting. This information is set out in Attachment 1 and on the NZTA website and may be updated from time to time. We will notify your organisation of any changes.

#### **Ministerial expectations in GPS 2024**

The GPS 2024 includes a Statement of Ministerial Expectations for NZTA and the sector in general. NZTA is expected to ensure that Road Controlling Authorities (RCAs) and Public Transport Authorities (PTAs) take appropriate steps to meet the Ministerial expectations, where applicable, and comply with self-assessment and reporting requirements. This is to demonstrate the steps that an approved organisation has taken to meet relevant expectations (including those for which there may be specific requirements).

We have developed specific requirements to achieve particular expectations including measures to assess whether an approved organisation is making appropriate progress. These requirements apply from October 2024 onwards.

We recognise that not all the specific requirements may apply to your organisation: the pothole prevention and temporary traffic management requirements will apply to RCAs; the public transport requirements will apply to PTAs.

#### **Reporting requirements**

We have set out the information requested for the October to December quarterly report in Attachment 2 (Reporting Schedule). This requires your organisation to self-assess in relation to most of the expectations and provide quantitative information relating to pothole repairs, temporary traffic management and private share of public transport. We want to gain an understanding of any gaps or issues and streamline reporting using an appropriate template. Lessons and improvements will be embedded into the January to March reporting period.

**Pothole prevention (repair times)**

This requirement focuses on steps to improve pothole repairs on the road network. We want to understand how RCAs measure response times for fixing potholes on sealed local roads. We have set out a measure that reflects the Minister's expectation so that there is consistent reporting across RCAs. We want to understand if RCAs use a different measure and when the clock starts in terms of measuring response times. We also want feedback on whether RCAs set different response targets depending on whether the road is a high or low volume road.

**Temporary traffic management**

The information to be reported is set out in guidance on temporary traffic management quarterly reporting on our website. [Temporary traffic management quarterly reporting guidance v1 \(nzta.govt.nz\)](https://www.nzta.govt.nz/assets/Temporary-traffic-management-quarterly-reporting-guidance-v1-nzta.govt.nz). This information will help us understand how each RCA is reducing costs of temporary traffic management while maintaining the safety of workers and road users.

The Road Efficiency Group Te Ringa Maimoa (REG) has developed an online tool called the REG Transport insights web portal which RCAs are asked to use to enter the required information [Transport Insights web portal | NZ Transport Agency Waka Kotahi \(nzta.govt.nz\)](https://www.nzta.govt.nz/assets/REG-Transport-insights-web-portal-nzta.govt.nz)

**Public Transport (increasing private share of expenditure)**

In August we issued a draft advice note to PTAs which sets out how NZTA intends to work with PTAs to increase the private share of public transport expenditure. This can be found on our website <https://www.nzta.govt.nz/assets/Walking-Cycling-and-Public-Transport/docs/increasing-the-private-share-of-public-transport-expenditure-pta-advice-note-august-2024.pdf>

The note contains a website link to definitions of private share of public transport which will enable a common basis for reporting: [Investment and expenditure | NZ Transport Agency Waka Kotahi \(nzta.govt.nz\)](https://www.nzta.govt.nz/assets/Investment-and-expenditure-nzta.govt.nz).

I encourage you to ensure that your staff are familiar with these specific requirements in relation to your organisation's activities. To assist with streamlining reporting, it would be helpful if you could nominate to your NZTA Director of Regional Relationships a person from your organisation who will be responsible for quarterly reporting.

If you have any questions, please contact the Director of Regional Relationships for your region.

We look forward to continuing to work closely with you in coming months as we refine what approved organisations are expected to focus and report on from January 2025 onwards.

Yours sincerely



Brett Gliddon  
Acting Chief Executive

## Attachment 1

### Specific Requirements relating to Ministerial expectations: reporting requirements, pothole repairs, costs of temporary traffic management and private share of public transport expenditure.

- 1 **Specific Requirements:** This document sets out other requirements permitted by the existing approval terms and conditions (**General Terms**) that apply to funding from the National Land Transport Fund during the 2024-2027 National Land Transport Programme period (**Specific Requirements**).
- 2 **Description:** These Specific Requirements:
  - 2.1 relate to Ministerial expectations set out in the Government Policy Statement on land transport 2024/25–2033/34 (**GPS**);
  - 2.2 need to be read together with the September 2024 letter from the chief executive of NZTA to each approved organisation with the heading “2024-27 National Land Transport Programme – Final Decisions” which refers to how NZTA will apply the Ministerial expectations to approved organisations;
  - 2.3 apply to all relevant approved activities (and their associated funding approvals) carried out by an approved organisation and NZTA (for its own activities);
  - 2.4 must be complied with as a condition of receiving funding from the NLTF during the 2024-2027 NLTP period for the relevant approved activities; and
  - 2.5 apply from 1 October 2024 (although NZTA will take into account when notice of these requirements was given to a relevant organisation and when the Reporting Schedule (referred to in clause 4.2 below) first became available or included relevant reporting details).
- 3 **Review:** These Specific Requirements reflect that the relevant Ministerial expectations may require approved organisations and NZTA (for its own activities) to add to, or change, existing approaches, and arrangements (including with third party suppliers) and that a reasonable period will be required for this to occur. NZTA intends to monitor progress during FY2024/2025 and may review (and update or add to) these Specific Requirements (and/or the associated reporting) to ensure that they remain appropriate for the relevant Ministerial expectations.
- 4 **Reporting:**
  - 4.1 Approved organisations and NZTA (for its own activities) must:
    - (a) provide reports relating to (and on its level of achievement against) each Specific Requirement and other Ministerial expectations, including as described in Reporting Schedule; and
    - (b) monitor, collect and retain all information (including by reference to relevant time periods) reasonably required to support the reporting required by the Reporting Schedule that relates to the Specific Requirements and other Ministerial expectations.
  - 4.2 NZTA will provide fuller detail about reporting in a separate document to be called the ‘Reporting Schedule’ (or something similar). The Reporting Schedule will be made available via NZTA’s website. The Reporting Schedule may be updated or replaced from time to time and will set out (by reference to each Specific Requirement and other



Ministerial expectation) details about the following, in each case as reasonably provided for by NZTA:

- (a) the date for delivery of the first report, the frequency of that report and the relevant period it needs to cover (e.g. monthly, quarterly or annually);
- (b) the format of the report, how the report is to be delivered (e.g. which reporting tool or process) and the content of the report (e.g. expenditure and revenue; activity volume, type, and location; actual performance against baseline, prior performance and target performance; and reasons for under-performance).

- 4.3 The frequency, format, content, and delivery of reports may differ between Specific Requirements and other Ministerial expectations and may also differ across different time periods.
- 4.4 For convenience, the Reporting Schedule may also be used by NZTA to specify other matters on which NZTA would like approved organisations to report, including so that NZTA can meet other reporting and information requests made of it by the Minister (e.g. monthly reporting on the percentage of the sealed local road network in lane kilometres with resealed and resurfaced pavement and rehabilitated pavement).
- 4.5 NZTA expects that, wherever possible, existing reporting tools and processes will be used for this reporting (e.g. Programme Monitor, Transport Investment Online, end of year achievement returns and via regular reporting to and by the Road Efficiency Group, including via the Transport Insights web portal).

5 These Specific Requirements relate to the following:

Approved Activities relevant to **Pothole Prevention (Repair Times)**

Ministerial Expectation*	Approved Activity and Funding Approval*	Specific Requirement
Increased focus on performance and efficiency (repairs within 24hrs)	<b>Continuous programmes</b> Local Road Pothole Prevention Local Road Operations State Highway Pothole Prevention State Highway Operations	(i) Take steps to improve response times for contractors to log potholes for repair after receipt of reports from road users.  (ii) Take steps to increase the percentage of appropriate pothole repairs being undertaken on sealed roads within 24 hours from being logged by contractors.

Approved Activities involving **Temporary Traffic Management (TTM)**

Ministerial Expectation*	Approved Activity and Funding Approval*	Specific Requirement
A focus on value for money	<b>Continuous programmes</b> Local Road Pothole Prevention Local Road Operations	(i) Take steps to ensure greater granularity and transparency of supplier cost data relevant to TTM (e.g. itemisation of TTM costs in contractor claims).

Ministerial Expectation*	Approved Activity and Funding Approval <sup>+</sup>	Specific Requirement
Increased focus on performance and efficiency	State Highway Pothole Prevention State Highway Operations  <b>Road Improvements</b> Local Road Improvements State Highway Improvements	(ii) Take steps to reduce expenditure on TTM while maintaining the safety of workers and road users (e.g. by adopting a risk-based approach to TTM and applying NZTA's new TTM national training and competency framework).

Approved Activities relevant to **Public Transport (Share of Expenditure)**

Ministerial Expectation*	Approved Activity and Funding Approval <sup>+</sup>	Specific Requirement
Specific expectations relating to public transport	Public Transport Services Public Transport Infrastructure	(i) Actively work towards increasing the private share of public transport expenditure on an annual basis (e.g. ensuring passenger fares and third-party revenue covers a greater portion of public transport expenditure).  (ii) Actively engage with NZTA to agree and set interim private share targets for 2024/25 and 2025/26 and indicative targets for 2026/27 by 19 December 2024 and longer-term targets, including reviewing and confirming 2026/27 targets, by 19 December 2025.  (iii) Demonstrate support for the National Ticketing Solution and actively work towards delivering and operating the National Ticketing Solution in partnership with NZTA, including by meeting NZTA fares and pricing requirements set out in the development guidelines for regional public transport plans.

\* The primary relevant Ministerial expectation has been listed. A Specific Requirement may also be relevant to other Ministerial expectations set out in the GPS.

<sup>+</sup> A Specific Requirement may also be relevant to other approved activities and funding approvals that include, or relate to, the same content.

- 6 The Specific Requirements apply in addition to the General Terms and do not limit them, or NZTA's powers under them.
- 7 NZTA may at any time impose other specific requirements (and associated reporting) for approved activities and funding approvals (including for other Ministerial expectations set out in the GPS).

**Attachment 2**

**Reporting schedule**

The required content of the quarterly report on Ministerial expectations and specific requirements is set out in the table below. This applies for the quarter 1 October to 31 December 2024. Unless otherwise advised or updated, this applies to subsequent quarter reports. Unless otherwise advised, the quarterly report shall be provided by the 20th of the month after the end of the quarter.

The authorised person from the Approved Organisation should sign-off the report.

If unable to report on a Ministerial expectation, please provide an explanation.

Supporting delivery on the Minister of Transport’s expectations outline in GPS 2024	Specific requirements	What was achieved in the quarter	Method of collection or reporting
<p><i>A focus on delivery</i></p> <p>Approved organisations are expected to:</p> <ul style="list-style-type: none"> <li>• demonstrate contribution of their proposed activities to the GPS strategic priorities and GPS expectations.</li> <li>• actively seek to progress and deliver their funded activities in line with the GPS expectations.</li> <li>• ensure their business cases are focussed on the primary transport objective(s) of their projects, are completed in a timely fashion to control costs and deliver on the strategic priorities of the GPS.</li> <li>• maintain a tight control on the scope and cost of their projects and adopt a “no frills” approach. (GPS 2024 gives examples of “no frills” and NZTA is considering providing further guidance around this approach).</li> </ul>		<p><i>Self-report:</i></p> <p><i>red = unlikely to meet expectation</i></p> <p><i>orange = tracking towards expectation</i></p> <p><i>green = likely to meet expectation</i></p> <p><i>Unable to assess = insufficient information</i></p> <p><i>Narrative comment is required:</i></p> <p><i>One sentence on each bullet point may be sufficient where reporting compliance. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p>	<p>Word document template</p>

<p><i>A focus on core business</i></p> <p>Road controlling authorities are expected to:</p> <ul style="list-style-type: none"> <li>act primarily as delivery agencies (alongside NZTA), recognising that the Ministry of Transport is to lead the oversight and development of policy for New Zealand’s transport system.</li> </ul>		<p><i>Self-report red orange green grey.</i></p> <p><i>Narrative comment is required on how the Approved Organisation is focusing on its core delivery role.</i></p>	<p>Word document template</p>
<p><i>A focus on value for money</i></p> <p>Approved organisations are expected to:</p> <ul style="list-style-type: none"> <li>choose the most advantageous combination of whole of life cost and infrastructure quality to meet a “no frills” specification that delivers the primary transport objective of the project in the most cost-effective manner. This requires identifying the project’s primary objectives and will affect option selection. (NZTA is currently revising its guidance in this regard).</li> <li>monitor its operational expenditure to ensure that it is achieving value for money and that it can deliver within approved NLTF funding approvals.</li> <li>focus on providing services that meet the needs and expectations of users.</li> <li>in the case it has approved funding for a road safety promotion programme, will identify the most cost effective and beneficial method for carrying out that programme. This may be supporting national advertising, rather than engaging in regional or local advertising and only engaging in advertising where necessary.</li> </ul>		<p><i>Self-report red orange green grey.</i></p> <p><i>Narrative comment is required on the first, third and fourth bullet points.</i></p> <p><i>One sentence on each bullet point may be sufficient where reporting compliance. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p> <p><i>Report expenditure for the quarter for each activity class in accordance with NLTF investment Claims and Obligations Policy <a href="#">National Land Transport Fund Investment Claims and Obligations Policy   NZ Transport Agency Waka Kotahi (nzta.govt.nz)</a>.</i></p> <p><i>Report forecast expenditure for the rest of the NLTP period for each activity class.</i></p> <p><i>Report on effectiveness of completed road safety promotion activities</i></p>	<p>Word document template</p> <p>Reporting expenditure continues to be via Transport Investment Online.</p> <p>Forecasting future expenditure continues to be via the Programme Monitor.</p> <p>Word document template</p>

<p>Road controlling authorities are expected to:</p> <ul style="list-style-type: none"> <li>• obtain value for money by keeping costs under control and identifying savings that can be reinvested back into maintaining or improving the land transport network.</li> <li>• actively seek to reduce expenditure on temporary traffic management through a risk-based approach while maintaining safety of workers and road users.</li> <li>• report expenditure on temporary traffic management in a way that these costs can be reported by NZTA to the Minister each quarter. This requires requesting contractors to itemise TTM costs in their contract claims.</li> <li>• consider the use of standardising design or delivery of building and maintaining roading infrastructure where appropriate to do so to obtain value for money.</li> <li>• be open to new models of delivery that are likely to result in better and smarter services and/or lower costs.</li> <li>• for proposed investments in walking and cycling, undergo robust consultation with community members and business owners that could be affected by the investment, prior to any investment decisions being made.</li> </ul>	<p>(i) Take steps to ensure greater granularity and transparency of supplier cost data relevant to TTM (e.g. itemisation of TTM costs in contractor claims).</p> <p>(ii) Take steps to reduce expenditure on TTM while maintaining the safety of workers and road users (e.g. by adopting a risk-based approach to TTM and applying NZTA's new TTM national training and competency framework)</p>	<p><i>Self-report red orange green grey.</i></p> <p><i>Narrative comment is required on the first, fourth, fifth and sixth bullet points.</i></p> <p><i>One sentence on each bullet point. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p> <p><i>Report how systems are set up (internally and with contractors) to record TTM costs.</i></p> <p><i>Report total TTM costs during the quarter for each of these activity classes: Local road pothole prevention, Local road operations, local road improvements.</i></p> <p><i>Report the percentage of TTM costs to total expenditure incurred during the quarter in those activity classes.</i></p> <p><i>Report your confidence rating in the level of accuracy of TTM costs using the 1 to 5 scale (see REG guidance on TTM cost reporting).</i></p>	<p>Word document template</p> <p>Use the Transport Insight tool to enter TTM costs and confidence ratings.</p> <p>Transport Insight tool will calculate the TTM cost as a percentage of total expenditure in the activity classes during the quarter</p>
<p><i>Consider other revenue sources and other funding and delivery models</i></p> <p>Approved organisations are expected to:</p>		<p><i>Self-report red orange green grey.</i></p>	<p>Word document template</p>

<ul style="list-style-type: none"> <li>• consider relevant funding and financing options in relation to each of their projects.</li> <li>• consider relevant sources of third-party funding in relation to their projects and actively pursue those deemed suitable and include in each project's funding mix.</li> <li>• consider relevant delivery models that represents value for money and balance appropriate levels of risk and timely delivery.</li> </ul>		<p><i>Narrative comment is required.</i></p> <p><i>One sentence on each bullet point may be sufficient where reporting compliance. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p>	
<p><i>Increased focus on performance and efficiency</i></p> <p>Road controlling authorities are expected to:</p> <ul style="list-style-type: none"> <li>• comply with requirements in the NZTA Performance and Efficiency Plan that are relevant to an RCA. These relate to management of programmes, asset management practices, price/quality trade-offs for maintenance and operations expenditure, business case and cost estimation, managing overheads and back-office costs, and other GPS requirements and Ministerial expectations.</li> <li>• monitor and provide information to NZTA to enable quarterly <del>monthly</del> reporting to the Minister on delivery of the Performance and Efficiency Plan.</li> <li>• review their activity management plans in order to improve long-term maintenance outcomes by increasing the percentage of rehabilitation of the local road network towards 2% per annum. RCAs will deliver rehabilitation programmes in 2024-27 in accordance with approved funding for 2024-27. RCAs will work with NZTA to determine an appropriately sized programme and level of</li> </ul>		<p><i>Self-report red orange green grey.</i></p> <p><i>Report lane km of local roads where rehabilitation work was completed during the quarter.</i></p>	<p>Word document template</p>



<p>service within available funding for the 2027-30 period.</p> <ul style="list-style-type: none"> <li>review their activity management plans in order to achieve long-term maintenance outcomes by increasing resurfacing the local road network towards 9% per annum. RCAs will deliver resurfacing programmes in 2024-27 in accordance with approved funding for 2024-27. RCAs will work with NZTA to determine an appropriately sized programme and level of service within available funding for the 2027-30 period.</li> <li>demonstrate progress towards fixing potholes on local roads within 24 hours of inspection. This requires best endeavours where it is value for money to repair potholes within that timeframe. RCAs will report on a quarterly basis the response times for repairing potholes on its local road network.</li> </ul>	<ul style="list-style-type: none"> <li>(i) Take steps to improve response times for contractors to log potholes for repair after receipt of reports from road users.</li> <li>(ii) Take steps to increase the percentage of appropriate pothole repairs being undertaken on sealed roads within 24 hours from being logged by contractors.</li> </ul>	<p><i>Report lane km of local roads where resurfacing work was completed during the quarter.</i></p> <p><i>Report how systems are set up (internally and with contractors) to record repair times for potholes, clarifying when the clock starts.</i></p> <p><i>Report number and percentage of pothole repairs completed during the quarter that were within 24 hours from being logged by contractors.</i></p> <p><i>Report number and percentage of pothole repairs completed during the quarter that were beyond 24 hours from being logged by contractors.</i></p>	
<p><i>Specific expectations relating to public transport</i></p> <p>Public transport authorities are expected to:</p> <ul style="list-style-type: none"> <li>actively work towards increasing farebox recovery public transport private share by 30 June 2027, including setting targets each year. This includes operating within approved funding of public transport continuous programmes, reviewing</li> </ul>	<ul style="list-style-type: none"> <li>(i) Actively work towards increasing the private share of public transport expenditure on an annual basis (e.g. ensuring passenger fares and third-party revenue covers a greater</li> </ul>	<p><i>Report baseline private share of public transport expenditure for 2023/24 for total PT services in accordance with NZTA's advice note to PTAs 'Increasing</i></p>	<p>Word document and Excel template</p>

<p>services that are delivering very low farebox recovery and considering appropriate fares.</p> <ul style="list-style-type: none"> <li>• support and actively work towards transition to, delivery of and operation of the National Ticketing Solution in partnership with NZTA. This includes aligning concessionary fare structures with national policy to make the National Ticketing Solution cost effective and value for money for customers.</li> </ul>	<p>portion of public transport expenditure).</p> <p>(ii) Actively engage with NZTA to agree and set interim private share targets for 2024/25 and 2025/26 and indicative targets for 2026/27 by 19 December 2024 and longer-term targets, including reviewing and confirming 2026/27 targets, by 19 December 2025.</p> <p>(iii) Demonstrate support for the National Ticketing Solution and actively work towards delivering and operating the National Ticketing Solution in partnership with NZTA, including by meeting NZTA fares and pricing requirements set out in the development guidelines for regional public transport plans.</p>	<p><i>the private share of public transport expenditure' dated August 2024.</i></p> <p><i>Report private share of public transport expenditure for the quarter. Provide an explanation if there has been a decrease during the quarter.</i></p> <p><i>Identify initiatives taken during the quarter to increase private share.</i></p> <p><i>Narrative comment is required on steps taken by the PTA to support the NTS.</i></p>	<p>Word document and Excel template</p> <p>Word document and Excel template</p>
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# MONTHLY REPORT

## Community Services Department



F22/55/04-D24/54674

To: Policy and Services Committee  
 From: Director – Community Services  
 Date: 28 January 2025  
 Subject: Community Services Monthly Report – November and December 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	8
	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)

The final decision on the new members of the Youth Council for 2025 has been made. The five successful applicants have been informed and will meet with the Community Engagement and Development Lead in January to complete an induction process before the first meeting on 4 February where they will be sworn in as Youth Councillors.

The five remaining shortlisted applicants have been informed that they were unsuccessful, however we communicated to them that we would like them to remain involved and will ensure that they are invited to the ordinary meetings and to appropriate opportunities throughout the year.

The Youth Council AGM will be at the March meeting (date to be confirmed).

### Upcoming meetings and events:

- Ordinary meeting – 4 February
- Project meetings – 18 February
- Colour Run – planned for 9 March, this will be the celebration for Childrens Day.

## 2.3 Civic and Community Events

### Complete:

- Prospero Market - Christmas Market during Christmas Parade
- School Holiday programme: 24 December to 25 January
- Stratford Christmas Parade – Friday 6 December
- A & P Show 30 November and 1 December
- Mayoral Christmas Gift Appeal

On 19 December staff and the Mayor delivered Christmas Gift Parcels to 19 homes in the Stratford community. Nominations were sought from local community organisations and schools who work closely within our communities, to nominate people that met the required criteria, rather than seeking nominations from the general public.

### Coming up:

- Summer Nights – Concert 18 January 2025
- Summer Nights – Movies 25 January 2025
- Prospero Market – 25 January 2025

## 2.4 Mayors' Taskforce for Jobs (MTFJ)

### Registrations

	Nov & Dec	YTD
Total People Registered	12	73
NEETs Registered (not in employment, education or training)	9	47

### Employment

	Nov & Dec	YTD
People placed into full-time employment (minimum 30-hours per week)	8	23
People placed into part-time, fixed term or casual employment or work experience.	2	12
People helped with upskilling (e.g. driver training, employability skills, first aid, forklift).	16	84
People helped with pastoral care, mental health support or other emergency support (e.g. counselling, emergency support and housing)	1	4

**Target**

\* Fixed-term roles were added to the “People placed into part-time...” category above.

November and December Highlights

10 jobseekers registered with MTFJ in November & December. 12 referrals came from MSD, but not all of those referrals have registered with MTFJ yet.

Driver Training – 1 person passed his full driving test. 3 people passed their restricted licence test. 1 person completed a defensive driving course. 6 people were helped with driving lessons.

Total placements into employment: 35 since 1<sup>st</sup> July. These are all placements. Full-time, part-time, casual, work experience, fixed term. We are on track to hit our contracted target by 30<sup>th</sup> June 2025.

	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
	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 *)	9	30

In early December the MTFJ SDC Community Employment Programme 6-month check-in meeting took place. This included MTFJ NZ, Mayor Neil Volzke, MTFJ coordinator Samantha Vega & Community & Economic Development Manager Saba Afzal. We are happy to say that the MTFJ CEP Programme is on-track and exceeding year-end expectations for full-time job placements. Please see The meeting slides in the appendix below to see what was discussed for the 2024.2025 CEP contract as well and information about the 2025.2026 contract.

November was the month that MTFJ SDC acknowledged our trade grads. In previous years, we held an evening event at council for Trade Grad but because of a few different reasons, we changed it to face-to-face visits this year. Over a handful of days, Mayor Neil Volzke and the MTFJ coordinator visited workplaces of the grads and presented them with a certificate and a small gift. It is important to note that the trade grad is not part on the Community Employment Programme. The trade grad falls under the MTFJ umbrella but was not funded by MSD. MTFJ NZ funded the trade grad with support from four Industry Training Organisations (ITO’s). Please see the appendix below for a full report and comments from grads and employers.

Appendix 1 – SDC Trade Grad Report 2024

Appendix 2 – SDC MTFJ CEP – 6-Month Programme Review

**2.5 Funding**

**2.5.1 Creative Communities Scheme**

Round 5 of the 2024/25 Creative Communities funding opens 3 March 2025 and closes 4 April 2025.

**2.5.2 Sport New Zealand Rural Travel Fund**

The assessment committee met on 5 November 2024 to discuss applications. Two applications were received with the committee granting \$1,200 worth of funds.

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. Should budget be confirmed, the aim is to hold one or two events in the first half of the year.

Staff are meeting with a hearing therapist on 29 January to discuss the possibility of increasing the availability of appointments in Stratford.

2.7 **Stratford Business Association**

Memberships	
New	2
Current total	124

2.7.1 **Upcoming Activity**

**Events**

- Americarna - 21 February 2025

**Committee meetings**

- Monday 13 January 2025

**Ba5 events**

- February Mitre 10 (To be Confirmed)

**Workshops**

- To be Confirmed for 2025

Completed

- Wednesday 13 November – Canva Intermediate (18 Attendees)
- Thursday 28 November – Lunch + Learn Social Media Simplified (11 Attendees)

3. Communications

3.1 **External communications**

Seven Central Link updates were produced across November and December. These were 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 Antenna update.

In late November NZME announced their proposal to discontinue the Stratford Press from 2025. This was confirmed in early December after a short consultation with NZME staff and community feedback. 18 December 2024 was their last issue. The District Mayor [expressed Council's concerns in a media release](#), and in an opinion piece printed in the Stratford Press on 4 December 2024.

Officers are determining the best way forward for Council's print advertising budget and will report back to Council in February 2025. The email newsletter version of the Central Link will resume after the holiday period on Tuesday 14 January 2025.

**Focus for November:**

- Stratford's Mayoral Christmas Gift Appeal
- See you at the A&P Show
- Be part of Stratford's favourite Christmas event
- Feedback sought for three proposed roading bylaws
- Congratulations Scarecrow creators
- Christmas crafts at the library for kids and adults

- Temporary Road Closure - Stratford Christmas Parade
- PowerUp your early-stage business
- Water testing begins for recreational swimming areas
- Seed selection growing at library
- Stratford Scarecrow Trail
- Free live Jazz in the park
- Proposed temporary road closure - Americarna 2025
- November and December meeting schedule

**Focus for December:**

- Stratford's Mayoral Christmas Gift Appeal
- Stratford Christmas Parade – honour the line
- Save the dates for Summer Nights events
- Summer School Holiday Programme is out
- Meeting Schedule – December/January
- Where do you want to read council news?
- Stratford's Swim School goes Platinum
- Welcome to our newest citizens
- Pruning of Notable Trees
- Whangamōmona Republic Day bus competition
- Merry Christmas from Mayor Neil Volzke
- 2023/24 Annual Report now available online
- Extension of consultation period for 3 proposed roading bylaws
- Temporary Road Closure – Americarna 2025
- Holiday hours for facilities
- Christmas Hunt is on!



3.2 Digital channels

November snapshot:

Website		Social Media	
	6,600 ↑400 Users		22 Facebook followers /stratforddistrictcouncil 4,738 people follow Council's page.
	21,039 ↓2,013 Page views		9,700 ↓40% People reached The number of people who saw any of Council's posts at least once this month.
	10,450 ↑230 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.		9 Instagram followers /stratford_nz 1,160 people follow Council's account.
Antenno			
	35 installs 10 uninstalls Devices using Antenno. 1,375 devices are currently using Antenno in the Stratford District	21 posts sent out 39 reports received	
Your Say Stratford			
	6 new registrations 292 registered participants  530 visits  Engagement rate - 11.2% The % of visitors that contributed to projects.	Focus for November: <ul style="list-style-type: none"> <li>- Bylaw consultations</li> <li>- Registration forms</li> <li>- Central Link e-newsletter sign ups - ongoing</li> <li>- Customer Satisfaction Survey</li> </ul>	

**December snapshot:**

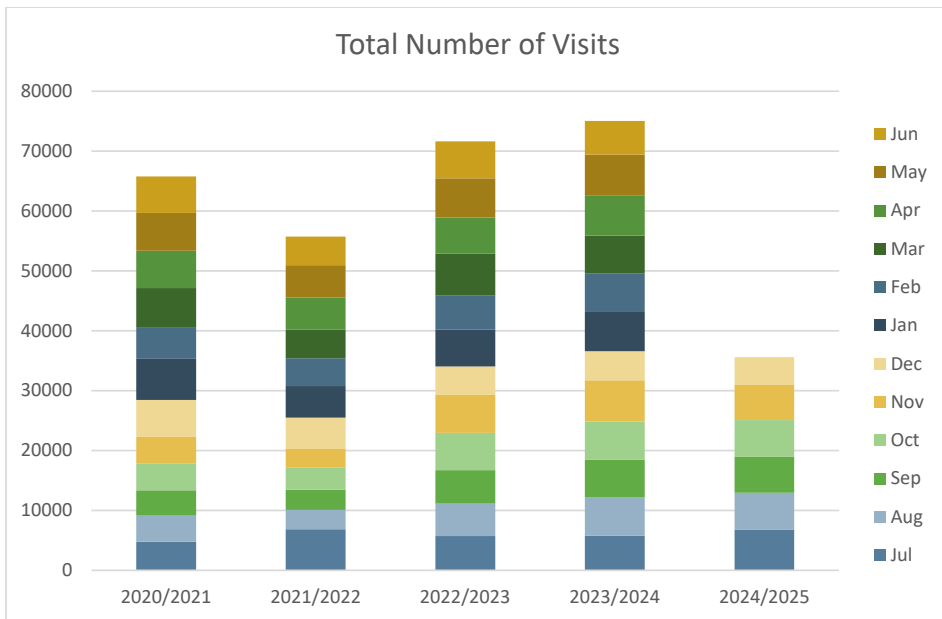
Website		Social Media	
	5,900 ↓700 Users		46 Facebook followers /stratforddistrictcouncil 4,778 people follow Council's page.
	19,159 ↓1,880 Page views		21,600 ↑122 People reached The number of people who saw any of Council's posts at least once this month.
	9,513 ↓937 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.		12 Instagram followers /stratford_nz 1,164 people follow Council's account.
Antenno			
	116 installs 24 uninstalls Devices using Antenno. 1,375 devices are currently using Antenno in the Stratford District	30 posts sent out 34 reports received	
Your Say Stratford			
	16 new registrations 307 registered participants  527 visits  Engagement rate - 15.3% The % of visitors that contributed to projects.	Focus for December: <ul style="list-style-type: none"> <li>- Bylaw consultations</li> <li>- Registration forms</li> <li>- Central Link e-newsletter sign ups - ongoing</li> <li>- Customer Satisfaction Survey</li> </ul>	




4. Library Hub




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

	Target	2024/25 YTD
Number of items (including digital) issued annually.	>50,000	33,607
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	2,182



**Visitors/Users per service**





Service	November	Year to date (2024/25)
 Information Services (brochures/maps/event tickets etc)	<b>468</b> ↑108	1420
 Vehicle/Driver licensing	<b>749</b> ↓67	3,907
 Programme and Events	<b>219</b> ↓90	1,897

Service	December	Year to date (2024/25)
 Information Services (brochures/maps/ event tickets etc)	499 <span style="color: green;">↑360</span>	1,312
 Vehicle/Driver licensing	617 <span style="color: red;">↓132</span>	4,524
 Programme and Events	285 <span style="color: green;">↑66</span>	2,182

**Library services - Items Issued**

Service	November	Year to date (2024/25)
 In person	5,271 <span style="color: red;">↓7</span>	24,958
 Online	600 <span style="color: red;">↓18</span>	3,303

Service	December	Year to date (2024/25)
 In person	3,903 <span style="color: red;">↓1368</span>	28,881
 Online	621 <span style="color: green;">↑21</span>	3,924

**Programme/Event Users**

Age group		November	Year to date (2024/25)
65+	Seniors	33 ↓7	159
18+	Adults	73 ↓3	401
13-17	Secondary School	0 ↓4	20
5-12	Primary School	39 ↓127	1000
<5	Pre-School	74 ↑51	291

Age group		December	Year to date (2024/25)
65+	Seniors	30 ↓10	189
18+	Adults	71 ↓5	472
13-17	Secondary School	0 -	20
5-12	Primary School	150 ↓16	1150
<5	Pre-School	34 ↑11	325

**4.1 Highlights for November**

- Parihaka Day on 5 November was marked with a display of peace flags and some accompanying information for the public.
- While ticket sales were lower than previous years for the Centuria Taranaki Garden Festival due to increased use of online ticketing, this event marks the beginning of our busier season for visitors.
- Staff have been focused on preparing for the Summer Reading Programme and school holiday programme.

**Highlights for December**

- Christmas craft events for adults and children were held during December.
- 81 tamariki have registered for our “Reading is Sweet” Summer Reading Programme. This will continue through January.

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	43,353

**5.1 Highlights for November:**

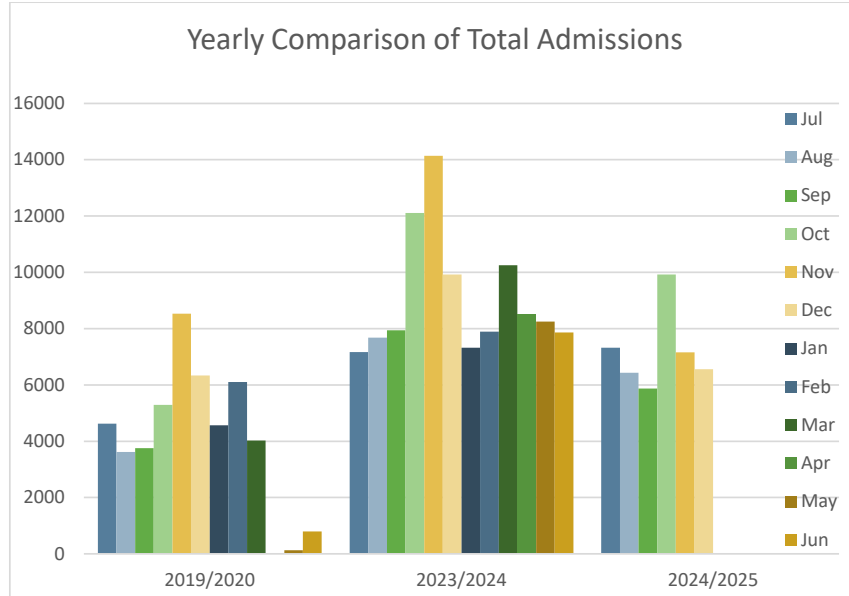
- November 2024 saw 7,154 customers through the facility.
- Wai o Rua welcomed the Parafed Taranaki Programme for regular bookings on a Saturday
- Wai o Rua saw the continuation of the swimming lessons for Stratford Primary and Avon, as well as school swimming sports from St Josephs.
- Tawhiti and Kaponga Primary schools used the Wai o Rua facility for their end of year camps and get-togethers. As well as Te Paepae o Aotea School using the facility.
- In November Wai o Rua saw steady private lessons through the swim school.

**Highlights for December:**

- December 2024 saw 6,651 customers through the facility.
- Wai o Rua was closed to the public on the 25(Christmas Day) and 31(New Years Eve) of December, 1 and 2 (New Years Day and Day After New Years) of January.
- Between 24 of December (Christmas Eve) and the 3 of January, the open hours of Wai o Rua were reduced to public holiday hours. With the exception of Christmas Eve only being open from 10 until 2.
- The swim school wrapped up on 21 of December.
- End of year school get-togethers continued from Avon and Eltham seniors, Te Paepae Aotea school, Stratford High School, St Joesphs Primary and Waitoriki
- Wai o Rua held the Stratford Primary school triathlon on December 6.
- The school Holiday programme kicked off with a lolly scramble on Christmas Eve.
- Wai o Rua welcomed four new lifeguards to the team and two swim instructors who start in the new year.
- The team are preparing for a PoolSafe Review in February.

**5.2 Matters Outstanding**

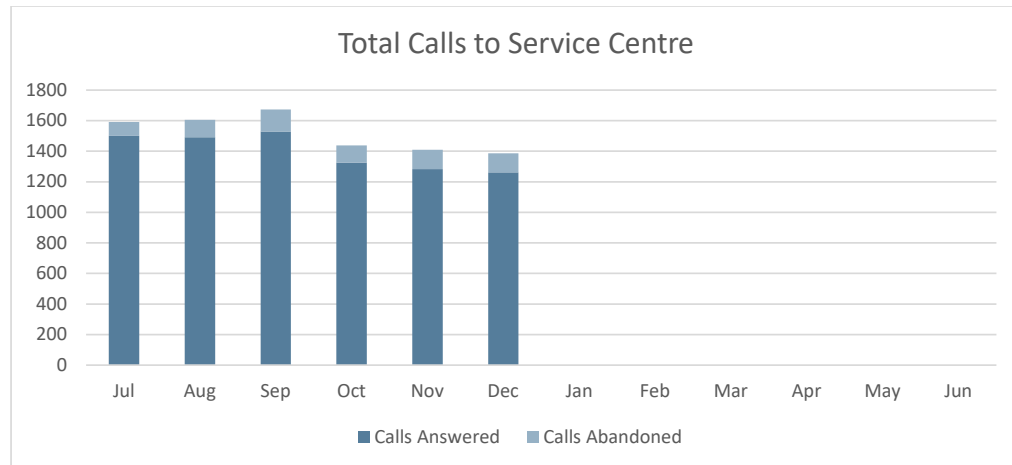
- It is acknowledged that officers have been instructed to complete and present to elected members a business plan on Wai o Rua – Stratford Aquatic Centre. Because of the nature of the activity, as well as the activities within the facility, and the cross section across departments this requires input 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.



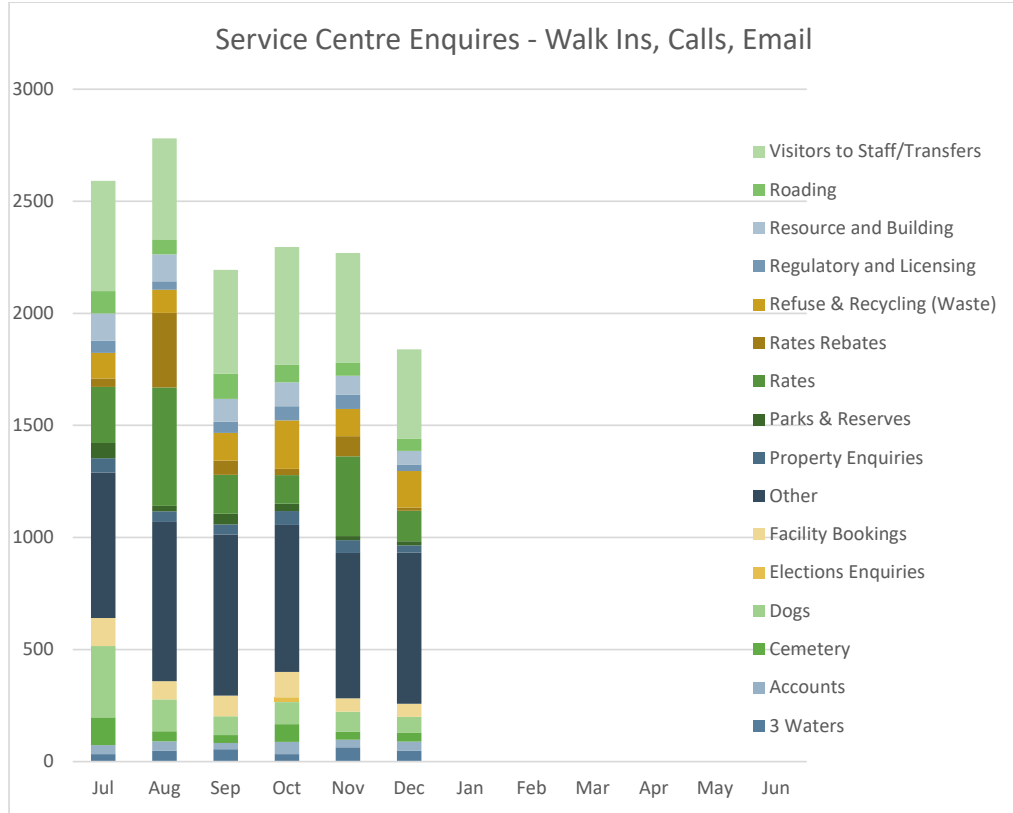
6. Service Centre

November was a busy month with rates and rates rebates. There was a total of 2,269 customer interactions recorded in comparison to 2,506 in November 2023. This reflects the increased number of direct debit arrangements that rate payers are putting in place instead of coming in to pay over the counter.

In December there was a lot of activity building up to the Christmas break. There was a total of 1,840 customer interactions recorded in comparison to 1,754 in December 2023.







**Attachments**

- Appendix 1 – SDC Trade Graduation Report 2024
- Appendix 2 – SDC MTFJ CEP – 6 Month Programme Review

Kate Whareaitu  
**Director - Community Services**

Sven Hanne  
**Chief Executive**      **Date:** 21 January 2025

## **MTFJ Stratford District Council Trade Graduation 2024**

In November, Mayor Neil Volzke and Mayors Taskforce for Jobs Stratford coordinator, Samantha Vega, visited 12 local employers to meet with 22 recent trade graduates and their employers to present them with a certificate and small gift.

Originally, 25 graduate names were given to the MTFJ coordinator. 4 other graduates were added to the list after speaking with employers. Some of these graduates had completed their qualification but weren't on the list or they had completed qualifications from other training organisations but they employers still wanted them to be included along with their colleagues on the day of our visit.

22 graduates were presented with their certificates in person. The remaining 7 either were not present on the day, so the certificates were left with the employer, or, they had changed jobs or were not contactable.

In previous years, we've held an evening event at council for Trade Grad but because of a few different reasons, we changed it to face-to-face visits this year. So, with that in mind, we ask our graduates for their feedback. Our questions were:

- Regarding our visit to your workplace to give you your certificate, did you like it or would you rather have had an event and received your certificate that way?
- What was it like going through the training? Was it easy to follow and work through? Was there lots of support from your ITO?
- What were the most useful things that you learnt?
- Would you encourage others to train in this pathway?

It's important to recognise the hard work, determination and dedication that goes into obtaining these qualifications. Mayor's Taskforce for Jobs Stratford District Council coordinated the visits this year with support from Industry Training Organisations (ITO's) - Careerforce, Service IQ, MITO and Primary ITO.

The Stratford Press article that was published 18<sup>th</sup> December shared our graduates success with the local community. There is also a post about the grad on the Stratford District Council [website](#) and there was a post on the Stratford District Council [Facebook](#) page too. Please see comments and photos from our visits on the following pages.



**Stratford**  
16 Dec 2024

## Hard work pays off for 29 locals across 12 employers

Stratford District Mayor Neil Viles and Mayor Taskforce for Jobs Stratford coordinator Samantha Vega, recently visited local businesses to celebrate with their employees on completing trade qualifications.

Traditionally, this accomplishment has been celebrated in a Trade Qualification ceremony however, this year Mayor Viles and Samantha took the celebration on-line, primarily owing to their graduates' busy jobs at work.

The included 12 Stratford businesses, 29 graduates and 4 FTOs - Certificate, Service IG, MTFJ and Priority FTO - being acknowledged for the achievements this year.

Mayor Viles said, "Nothing highlights this plan 'taskforce' any well, as it's important to recognise the hard work, determination and dedication that goes into obtaining higher qualifications."



Rob Nichol & Corey Bennett at Contact Energy with Mayor Neil Viles

Corey Bennett, who completed a Level 3 Certificate in Energy and Chemical Process Operations from OtagoPolytech, found the certificate presentation at his workplace, Contact Energy, really valuable. "It makes it a lot more personal and gives recognition to the company who has got me through the training," he says.

Mayor Viles says, "Success comes from not just the individual success on the certificate, support from their employers, colleagues, FTOs, family and friends throughout their studies and practical assessments, all help towards the final goal."

"We share our stories with the local businesses who employ these people and help to take them on their journey, it's such a pleasure to support apprentices and just staff through training but it's a great feeling to know that you have reached someone along their career path and into our local workforce. Having good outcomes gives employers the confidence to expand the business with new recruits on an ongoing basis, and that's a win for the whole community."

"Having trade qualifications helps build a skilled workforce within our district," he says, "I encourage anyone who has the opportunity to pursue a trade qualification to jump at the chance."

Others, this pathway leads to better outcomes for everyone involved. Valuable skills are obtained which meet the demands expected across our trade industries, further helping to sustain these various trade."

"If you're interested in pursuing education or training with a local employer, the Mayor's Taskforce for Jobs Stratford Programme may be able to help. Get in touch today on [workforce@stratford.govt.nz](mailto:workforce@stratford.govt.nz) or phone 06 233 5588.



Tyler Smith, 100% Democratic; Leon Howells, Poultongrove Terrace; Stephen Kurek & Alan Waughan, Right Guard Stratford Mountain House



Neil Brown, Neil Waughan, Brent Road, Brentford Road & Joe Rose at Schillerhaus; Janice Jones, GPO Point; John Turner, Debraux Service Centre



David Stone and Julia Preece - Elizabeth R Liffman and Waige; Jennifer Olin, Nigel Maxwell, Lorna Johnson, Christine Marie Wilson, Heidi Pates, Debbie Ann Stewart, Johnson, Marlene O'Brien, Sergio Ruiz & Mayor Viles, Mayrae Redburn

**"Gaining trade qualifications helps build a skilled workforce within our district. I encourage anyone who has the opportunity to pursue a trade qualification to jump at the chance." - Mayor Viles**



David Preece & David Phillips, World Shepherd; Stephen Thompson, Queensland Trust; Alexander Stone, 100% Limited Ltd

## Celebrating our local trade graduates!

Congratulations to everyone who has completed a qualification in 2024.

- Tyler Smith** / New Zealand Certificate in Retail - Level 4, 100% Democratic
- Kirstine Kurek** / New Zealand Certificate in Cookery - Level 4, Stratford Mountain House
- New Waughan** / New Zealand Certificate in Cookery - Level 4, Stratford Mountain House
- Janice Jones** / New Zealand Representative in Agriculture (Dairy Farming) - Level 4, GPO Point
- Janice Thompson** / New Zealand Certificate Apprenticeship in Agriculture (Sheep, Livestock Farming - Level 4, Queensland Trust Partnership
- Corey Bennett** / New Zealand Certificate in Energy and Chemical Process Operations (Water Operations) - Level 3, Contact Energy
- Alexander Stone** / New Zealand Certificate in Automotive Parts and Accessories - Level 3, Brentford Road
- Leon Howells** / New Zealand Certificate in Heavy Automotive Engineering - Agriculture Equipment - Level 4, Poultongrove Terrace
- Steven Waughan** / New Zealand Certificate in Heavy Automotive Engineering - Agriculture Equipment - Level 4 & 5, Brentford Road
- Steph Phillips** / New Zealand Certificate in Business First Line Management - Level 4, World Shepherd
- John Turner** / New Zealand Certificate in Light Automotive Engineering - Level 4, Debraux Service Centre
- Christine Marie Wilson** / New Zealand Certificate in Health and Wellbeing - Level 3, Mayrhorn Road Home
- Heidi Pates** / New Zealand Certificate in Health and Wellbeing - Level 3, Mayrhorn Road Home
- Nigel Maxwell** / New Zealand Certificate in Health and Wellbeing - Level 3, Mayrhorn Road Home
- Jennifer Olin** / New Zealand Certificate in Health and Wellbeing - Level 3, Mayrhorn Road Home
- Marlene O'Brien** / New Zealand Certificate in Health and Wellbeing Health Assistant - Level 3, Mayrhorn Road Home
- Lorna Johnson** / New Zealand Certificate in Health and Wellbeing - Level 3, Mayrhorn Road Home
- Debbie Ann Stewart** / New Zealand Certificate in Health and Wellbeing Advanced Care and Support - Level 4, Mayrhorn Road Home
- Sergio Ruiz** / Diploma in Electrical & Refrigeration Technology, Mayrhorn Road Home
- Heidi Pates** / New Zealand Certificate in Health and Wellbeing - Level 3, Elizabeth R
- Julie Preece** / New Zealand Certificate in Health and Wellbeing - Level 3, Elizabeth R
- Stephanie Douglas Ross** / NZQA National Certificate in Early Childhood - Level 3, 100% Democratic
- Karen Redburn** / New Zealand Certificate in Health and Wellbeing - Level 3, Mayrhorn Road Home
- Kathryn Pates** / New Zealand Certificate in Health and Wellbeing Health Assistant - Level 3, Mayrhorn Road Home
- Priority Biju** / New Zealand Certificate in Health and Wellbeing - Level 3, Mayrhorn Road Home
- Rachel Latta** / New Zealand Certificate in Health and Wellbeing Health Assistant - Level 3, Mayrhorn Road Home
- Riya Yankala** / New Zealand Certificate in Automotive Parts and Accessories - Level 3, Contact Energy
- Thomas Nelson** / New Zealand Certificate in Motor Vehicle Engineering - Level 4
- Stratfordians Working** / New Zealand Certificate in Youth Work - Level 3



**Hiring? Call us before you do!**

Our Workforce Programme has funds to help you with:

- Wage subsidies
- Driver and forklift licensing
- Training and development
- PPE and tools of the trade and more!

Chat to us about what (and who) your business needs.

Call 06 233 5599  
Email [workforce@stratford.govt.nz](mailto:workforce@stratford.govt.nz)  
[stratford.govt.nz/work](http://stratford.govt.nz/work)



### Stratford District Council - Te Kaunhera a Rohe o Whakaauno

Stratford District Council - Te Kaunhera a Rohe o Whakaauno  
Hard work pays off for 29 locals across 12 employers  
Stratford Mayor Neil Viles and Mayor Taskforce for Jobs Stratford coordinator Samantha Vega, recently visited local businesses to celebrate with their employees on completing trade qualifications. This included 12 Stratford businesses, 29 graduates and 4 FTOs - Certificate, Service IG, MTFJ and Priority FTO - being acknowledged for the achievements this year. - See more



Stratford District Council - Te Kaunhera a Rohe o Whakaauno  
Check out the full update here: <https://www.stratford.govt.nz/news/news-item-2024-12-16-1>

STRATFORD DISTRICT COUNCIL  
Hard work pays off for 29 locals across 12 employers - Stratford District Council

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Others, this pathway leads to better outcomes for everyone involved. Valuable skills are obtained which meet the demands expected across our trade industries, further helping to sustain these various trade."

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If you're interested in pursuing education or training with a local employer, the Mayor's Taskforce for Jobs Stratford Programme may be able to help.

## MTFJ Stratford District Council Trade Graduation 2024



MaryAnn Residential Care Home & Hospital - Jennifer Oien, Ralph Macailing, Lerma Joaquin, Cristine Marie Villaver, Violeta Falces, Debbie Ann Imperial-Johnson, Marielle Urbano, Sanjna Rohit & Mayor Neil Volzke.

*Denise Kelly Clinical Manager at MaryAnn Rest Home: personally I liked the more personal touch of coming to the workplace to present the certificates instead of an evening event.*

*The staff who attended really enjoyed the celebration with their work team. Management and residents appreciate the qualification and effort they put in. We enjoyed the visit during the day, with residents and management. It felt more relevant and personal with just our team in the workplace.*

*The staff completing the training were supported with an assessor and our staff to mentor them and complete evaluations.*

*Mayor Neil Volzke - Over the last month I have spent a considerable amount of time visiting work places and presenting graduate employees with their certificates for attaining various trade qualifications. This has been very well received by the recipients and employers alike, and has allowed the appropriate acknowledgements of employers who employ trainee staff. Building those relationships within our community encourages employers to repeat the process with a new trainee on an ongoing basis.*

*Gaining trade qualifications helps build a skilled workforce within our community. Encouraging employers to adopt and support employment-based training gives our ever-growing workforce options to enhance their employability without fear of taking on debt. I would encourage anyone who has the opportunity to pursue a trade qualification to jump at the chance. This pathway leads to better outcomes for both the employee and employer. Valuable skills are obtained which meet the standards expected within various trade industries. This is assuring for current and future employers as well as the community who are consumers of these various trade services.*



Marielle Urbano -  
New Zealand  
Certificate in  
Health and  
Wellbeing Health  
Assistance – Level  
3 – MaryAnn Rest  
Home



Jennifer Oien – New Zealand  
Certificate in Health and Wellbeing  
– Level 2 – MaryAnn Rest Home







Ralph Macailing - Zealand New Certificate in Health and Wellbeing – Level 2 – MaryAnn Rest Home

*Ralph Macailing - To be given a chance to avail the training in Health and Wellbeing Level 2 is a blessing to me. It helps me improve my competency in doing the tasks in my workplace. To share it with the recipients of our services (the residents) during the awarding of certificate is a great honour. It was personally presented the certificate by the Stratford Council District Mayor Neil Volzke with Ms. Samantha Vega, the Chair of the Mayor's Taskforce for Jobs. It was a privilege to be acknowledged by the council as having worked tirelessly.*

*My training path for the course was hard as I am a certified teacher in the Philippines. But with the help of Careerforce, Aged Care Central Ltd., family, and friends it encourages me to go further and eased my training journey. The course has trained me with the skills that I need in the job as a Healthcare worker which I can surely use.*

*The training is a wonderful field and the possibilities for both personal and professional development. With this, I highly encourage everyone to engage in this career path.*



Sanjna Rohit - Registered Diversional & Recreational Therapist – MaryAnn Rest



Violeta Falces – New Zealand Certificate in Health and Wellbeing – Level 2 – MaryAnn Rest Home



Cristine Marie Villaver - New Zealand Certificate in Health and Wellbeing – Level 2 – MaryAnn Rest Home



Denise Stove – New Zealand Certificate in Health and Wellbeing – Level 2 – Elizabeth R. Lifecare & Village



LeeAnn Matthews – Manager Elizabeth R. Lifecare and Village.  
 Your visit was a lovely way to present and the residents loved seeing the mayor.  
 The graduates had lots of support from in-house staff. It is more difficult to keep staff motivated when doing the course alone and needing more help from the staff already working.  
 All training is worth it regardless how ,the goal is a certificate and to feel proud of individual achievements.



Julie Friesen – New Zealand Certificate in Health and Wellbeing – Level 2 – Elizabeth R. Lifecare & Village



Corey Bennett - New Zealand Certificate in Energy and Chemical Process Operations Boiler Operations – Level 3 – Contact Energy

Corey Bennett - I liked the visit to my workplace. It makes it a lot more personal and gives recognitions to the company who has put me through the training.  
 The training was a challenge for sure. A lot of it was correspondence so I didn't have a lot to do with the assessor in terms of instructing, however, the assessor was always available when I needed clarity or assistance with questions  
 One of the most useful things I learned was the art of shift work and the fundamental skills required to be a plant operator  
 I would recommend trad qualification training to others. The training is self-lead and requires high levels of self-motivation which I believe sets you up well as those skills/traits are required for the future.



Jordyn Coplestone – New Zealand Certificate Apprenticeship in Agriculture Breeding Livestock Farming – Level 4 – Duntravlin Trust Partnership





Jessica Jones – Primary ITO – New Zealand Apprenticeship in Agriculture Dairy Farming – Level 4 – GFJ Farms Toko

*Jessica Jones - I enjoyed today as it felt personal to have received the certificate one on one in person compared to a group setting made me feel like I was recognised individually for my achievements.*

*I found that primary ITO was very welcoming and full of support during my studies. They have very easy to understand work and helped push me to do my best and keep me on track as well as opened many opportunities for me in the future.*

*I found the most useful thing I learnt was how to correctly create and use a feed budget practically and efficiently and why the importance of one is so useful on farm. I would definitely recommend primary Ito to anyone that is wanting to get into farming to help understand it better or just get that extra knowledge and training to further their careers as it did with mine.*



Tyler Smith – Service IQ - New Zealand Certificate in Retail – Level 4 – 100% Dimocks Stratford

*Tyler Smith - Service IQ has helped me learn how to handle difficult situations with customer service and how to de-escalate situations.*

*Its helped me learn what to do and what not to do in the retail industry. They are helpful when doing the assessment and offer great support.*

*I found it very helpful while working in the retail industry to learn more than just what you do in the shop it's helped me further my career.*

*I strongly encourage others to do the same and learn through Service IQ.*





Krishna Karki - Junior sous chef

*Thank you for reaching out and for the kind acknowledgment of the Mayor Neil Volzke and your visiting our workplace yesterday.*

*It was a truly memorable experience to have you personally congratulate us and presented us the certificate of recognition for completing the NZ certificate in cookery level 4. Your visit was both an honour and a great motivation for us to continue excelling in our field. Your words of encouragement and recognition made us feel truly valued and appreciated.*

*This course has been transformative for me. Through it, I have gained not only advanced culinary skills but also insight into kitchen management and innovation in creating unique dishes.*

*I would absolutely encourage others to pursue training in this pathway. The course offers practical and theoretical knowledge, paving the way for a successful career in the culinary field.*



Nim Neupane

*Thank you for reaching out and for the kind acknowledgment from Mayor Neil Volzke when you visited last Wednesday.*

*It was a memorable day to have you personally congratulate us and present the NZ certificate in cookery level 4. I would absolutely encourage others to pursue training in this pathway the course offers practical and theoretical knowledge paving the way for the successful future in the culinary field.*

Krishna Karki – Service IQ – New Zealand Certificate in Cookery – Level 4  
&  
Nim Neupane – Service IQ - New Zealand Certificate in Cookery – Level 4  
Stratford Mountain House

*Thank you so much for your visit with Neil on Wednesday. It was very appropriate and uplifting for Nim and Krishna. These two Chefs live here in New Zealand but have family and children back in Nepal so we are always trying to make their time here comfortable and understand the situation they are in. They really are a pleasure to have working here with us and it is great that they are improving their qualifications and being acknowledged for it. The visit was of real value and we appreciated your time with us. Peter Mischevski Manager – Stratford Mountain House*





Jono Turner – New Zealand Certificate in Light Automotive Engineering – Level 4 – Dickson’s Service Centre

*Leon Howells - Receiving my certificate at my workplace was nice.*

*Going through the training was good, nice and easy to follow and had good support from MITO.*

*The most useful thing that I learnt was the skills and information that helps me in my job. I would encourage others to train in this pathway.*



Leon Howells – New Zealand Certificate in Heavy Automotive Engineering – Agricultural Equipment – Level 4 – Fieldtorque Taranaki



Alexander Voss – New Zealand Certificate in Automotive Parts and Accessories – Level 3 – BHV Limited 3G Spares

Steven Riepen – New Zealand Certificate in Heavy Automotive Engineering – Agricultural Equipment – Level 3 & 4 – Brandt Stratford

Sarah Phillips – New Zealand Certificate in Business First Line Management – Level 4 – Brandt Stratford



*Sarah Phillips - Thank you for calling in to see us. It was fantastic, much more personal rather than a large gathering.*

*I enjoyed my training with Mito, it was flexible with study time, was perfect for fitting it into my schedule. I learned a lot regarding personalities within the workplace & different ideas on how to deal with issues that may arise with staff members.*

*I have recommended this course to my service writer & she has also just about completed it.*



# 6 Monthly Check in

Stratford District Council



**MTFJ**  
MAYORS TASKFORCE FOR JOBS



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



**MINISTRY OF SOCIAL  
DEVELOPMENT**  
TE MANATŪ WHAKAHIATO ORA

04/12/24

# Agenda

## Current Community Employment Prog F25

- Reporting
- Finances
- Numbers/ Outcomes - HubSpot
- Summary current position for F25
- Discussion F25

## Looking Ahead CEP F26

- Overview
- Pou 1: Need (Dot Loves Data)
- Questions F26

## Feedback/Closing Comments

04/12/24



# Reporting

Month		Mayoral Comment
July	08/08/24	Excellent
August	10/09/24	Excellent
September	10/10/24	Excellent
October	08/11/24	Excellent
November		

04/12/24



# Finances

<b>Current Information CEP F25 to 31 October</b>		
Total Contract value total year		\$ 260,000
Percentage spend of CEP Tranche 1 to reach T2 invoicing		\$ 93,600
ACTUAL Reported Spend	●	\$ 101,289
Percentage spend of CEP Tranche 1 (need 80% T2)	●	87%
ACTUAL Reported Spend against contract value total	●	39.0%
Projected year end on monthly average	●	-\$ 43,867.00
Current cost per outcome (outcome/spend to date)	●	\$ 5,331
Current financial performance		<b>WATCH</b>
<b>NOTE: Projected year end - overspend</b>		

04/12/24



# Numbers

- Number of fully consented outcomes shared with MSD, Contracted outcomes: 19                      63%
- Sustainable: 8
- Number not consented or forms to fill out: 0
- Number of intakes: 72
  
- Total placement needed: 30
- Tranche 2 eligibility: 9 sustainable outcomes needed
- 

04/12/24



**MTFJ**  
MAYORS TASKFORCE FOR JOBS



## Council Position for F25

Stratford DC - CEP Dashboard				2/12/2024	
Outcomes			Actual	Target	
Current to min target	63%	ON TRACK	19	30	
T2 current to reqd	89%	ON TRACK	8	9	
			Outcomes	Intakes	
Outcome to Intake	~2 : 7	GOOD	19	72	
<b>Financial</b>		WATCH			
<i>Note: There is a projected overspend based on the monthly average YTD</i>					
<b>Reporting</b>		ON TRACK			

04/12/24



## F26 Looking Ahead to 1 July 2025 funding

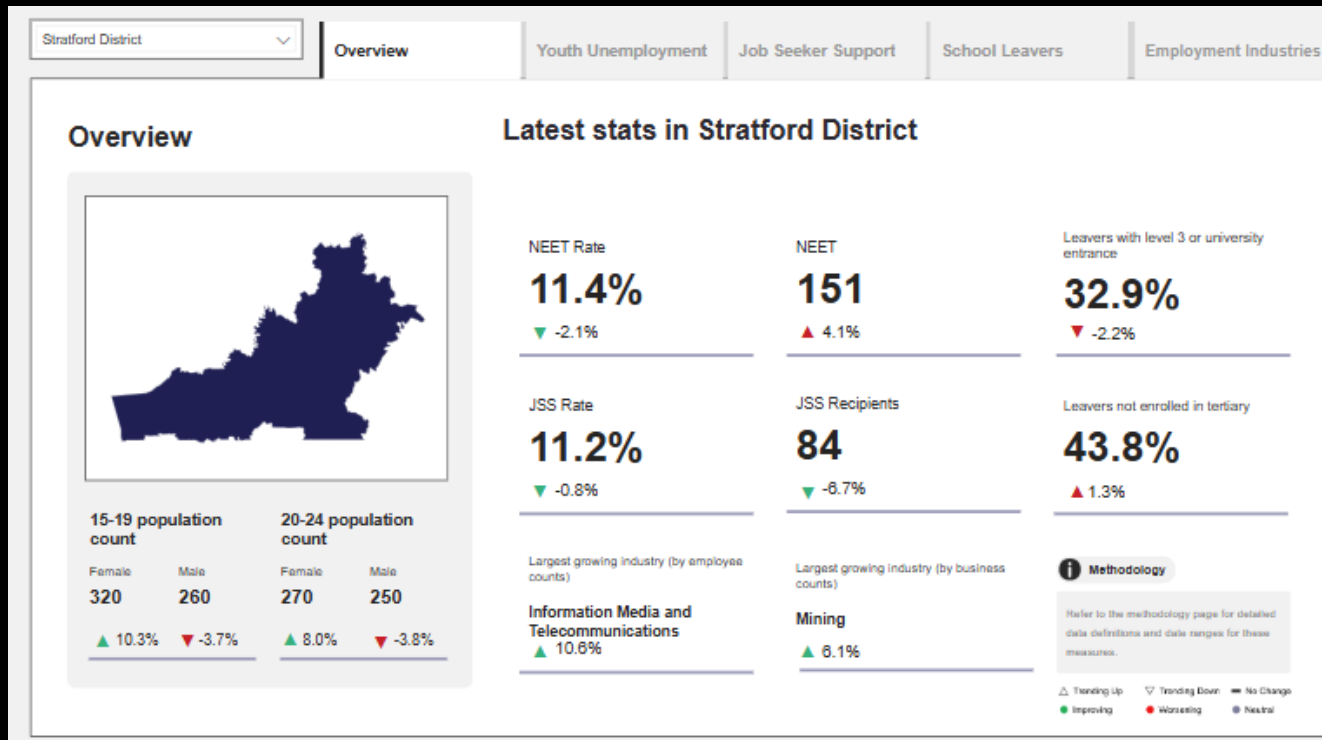
- Priorities for MSD have changed and F26 presents a time to re-evaluate impact.
- This means all councils will need to apply F26 round
- Key considerations will be:
  - POU 1: Need – level of unmet need
  - POU 2: Performance - proven performance (for example past CEP outcomes)
  - POU 3: MTFJ alignment – Mayoral leadership/UVP visibility & impact
  - POU 4: Council engagement – effective council engagement and implementation
- Packet of information due mid December- incl proposal form link, likely draft contract, model Child Protection Policy
- Timeline – November documents out, December/January Q and A, Feb/March applications due, April contracts offered, July delivery begins.

04/12/24



MTFJ  
MAYORS TASKFORCE FOR JOBS

Pou for F26: Performance, Need, Mayoral Leadership, Council Engagement and Commitment.



04/12/24



## Impact for F26

- Election year
- What does good look like
- MSD funded programmes
- Social Procurement - Fast Track projects
- Questions

04/12/24



MTFJ  
MAYORS TASKFORCE FOR JOBS

# MONTHLY REPORT

## Corporate Services Department



F22/55/04 – D25/1264

To: Policy and Services Committee  
From: Acting Director – Corporate Services  
Date: 28 January 2025  
Subject: Corporate Services Monthly Report – December 2024

### Recommendation

THAT the report be received.

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

## 1. Financial Management

Reports attached, as at 31 December 2024, are:

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

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

#### *Revenue*

Total Revenue for the YTD is \$747,241 less than budget, at \$14,856,059. This is primarily due to the Operating Revenue (excluding extraordinary revenue) being less than budget by \$1,208,222, primarily due to NZTA not supporting the projects and therefore declining the funding application for Low Cost Low Risk Rooding and the Walking and Cycling Strategy capital expenditure.

The variance for total revenue largely relates to unbudgeted grant funding revenue which is allocated to both operating and capital expenditure, with the main item being a further \$143,000 for Mayor's Taskforce for Jobs.

The grant funding also includes grants from Toi Foundation and TET.

#### *Expenditure*

Total Expenditure (excluding capital) for the YTD is \$694,924 over budget; which is due to the increase in depreciation costs for the Rooding and 3 Waters activities. These assets were revalued at 30 June 2024, and the increase in annual depreciation was higher than the budget amount.

#### **Rooding**

The operating expenditure is expected to be on budget for the year. However depreciation is significantly higher than budgeted in the Long Term Plan. Further explanation on this can be found in the Assets Monthly Report.

#### **Community Services**

Expenditure for the YTD is over budget by \$127,206, primarily due to the funding spent on the Mayor's Taskforce for Jobs, which is all externally funded.

**Solid Waste (Rubbish and Recycling)**

Expenditure is under budget, as Council is still awaiting the invoices from New Plymouth District Council for the Bonny Glen charges.

**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 **\$3,473,237, being 21%** 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 **\$14,237,582%** of budgeted Long Term Plan 2024/25 capital expenditure.

Out of the 86 capital projects scheduled, 40 have commenced as at 31 December 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 December 2024.

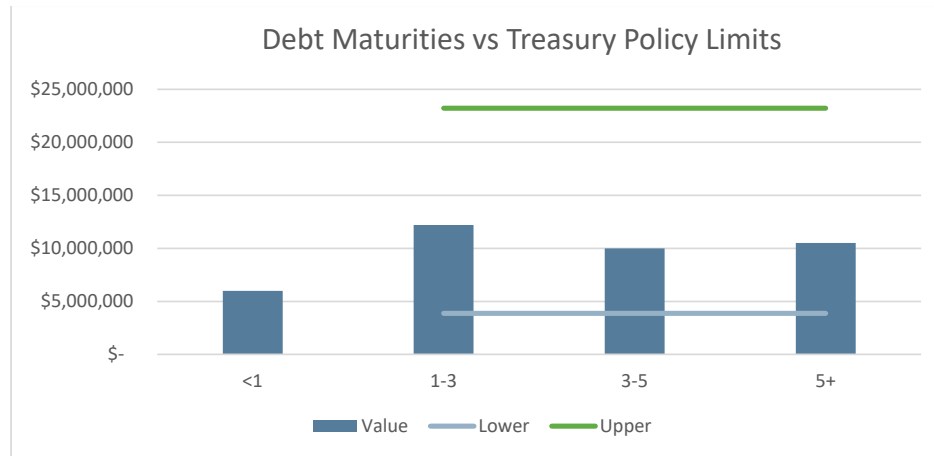
	<b>Actual</b>	<b>Policy</b>
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	32%	10-60%
Fixed 3-5 years	26%	10-60%
Fixed >5 years	27%	5-60%
Debt Matures 1-3 years	32%	10-60%
Debt Matures 3-5 years	26%	10-60%
Debt Matures > 5 years	27%	10-60%
Borrowing Costs to Revenue Ratio	4.4%	<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 December 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 December 2024, Council had \$3,085,252 (November 2024: \$4,143,934) 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) \$163,875.*

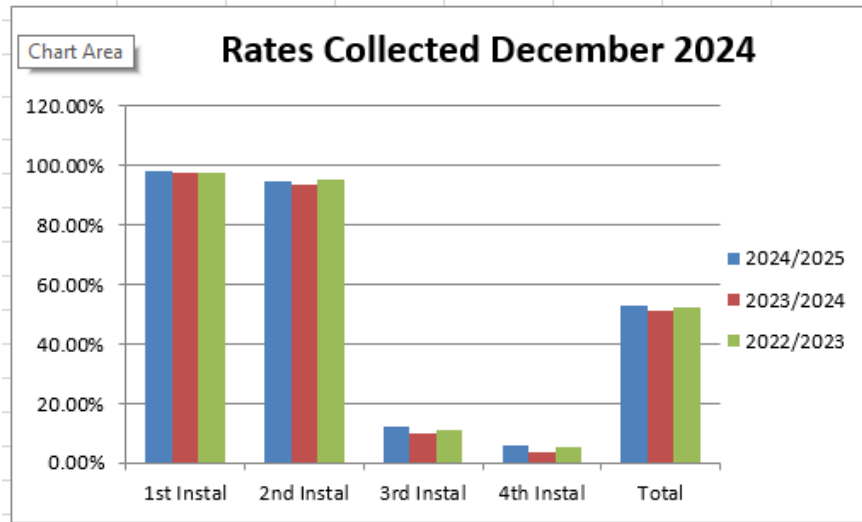
As at 31 December 2024, 73% of rates in arrears has been collected since 1 July 2024 (2023: 80%). Currently 84 ratepayers (75 last year) have overdue rates of > 1 year.

*Current Year Rates*

As at 31 December 2024, 97.92% of rates have been collected for the first and second instalments (2023: 97.71%). The graph shows how the first and second instalments compared with the two previous years, which shows a similar level of collection over the three year period. *Pro-active Customer Service*

When there is any interaction with a ratepayer, staff will always ensure that contact details Council hold are correct. Staff will also encourage ratepayers to receive their rates notices by email, if they are currently receiving it by post.

At the same time, wherever possible, Council also actively promote the use of direct debit as the preferred method of payment, and will assist the ratepayer in completing the form if necessary.



**2.2 Outstanding Debtors**

The Outstanding Debtors report as at 31 December 2024 is attached to this report, showing total debtors of \$2,552,110, with 16% 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 Chamber / Committee Room Audio Visual upgrade has been completed. Users will benefit from Enhanced Audio and Video, wireless microphones, and user-friendly control consoles. The solution is fully compatible with Zoom and Microsoft Teams and now requires little to no input from IT support staff to set up and run meetings.
- IT is currently working through several Cyber Security Assessments on our web servers with external security consultants and the National Cyber Security Centre (NCSC). This will become a monthly task, and NCSC will now monitor our environment externally under their Vulnerability Insights Programme.
- We will also continue working on implementing Online Timesheets, the Connect App, procure-to-pay, and Online Requisitions for Authority over the next six months.

**3.2 Official Information Requests**

LGOIMA requests year to date : 76

Requests received in November and December 2024:

Received date	From	Query	Officer responsible	Date responded
5/11/2024	Jessica Durham - Community Law	District Licensing Committees	Rachael Otter	6/11/2024
6/11/2024	Dray Mark - on behalf of ACT Local Government spokesperson Cameron Luxton	Liability and Building Consent Authority role	Blair Sutherland, Christine Craig	11/11/2024
8/11/2024	Adam - 350 Aotearoa	Correspondence relating to fast-track or projects	David Konkin, Sven Hanne	11/11/2024
14/11/2024	David Baker - RapidQS	Specific costs for pedestrian crossings project	Steve Bowden	5/12/2024
15/11/2024	Eric Cairns - NZ Farm Forestry Association	Forestry Differential Roding Targeted Rate	Steve Bowden, Christine Craig	20/11/2024
19/11/2024	Michael McKinlay - McKinlay Builders Ltd	Montague Grove Subdivision	Connor Marner, Blair Sutherland, Steve Taylor, Victoria Araba, Erin Bishop, David Konkin	16/12/2024
21/11/2024	Karen Anderson	Documents Relating to the Dog Control Activity	Megan Moss	9/12/2024
3/12/2024	Daisy Cadigan - Green Party of Aotearoa New Zealand	Land Transport Rule: Setting of Speed Limits 2024: Costs, stats, submissions	Steve Bowden	10/12/2024
10/12/2024	Summer Denize - WSP	All active consents held by NZTA	Blair Sutherland	16/12/2024
13/12/2024	Phoenix Dingle - New Zealand Taxpayers' Union	Committee structure	Erin Bishop, Christine Craig	17/12/2024
13/12/2024	AHB via transfer from Department of Internal Affairs	Dates of citizenship ceremonies December 2024 to December 2025	Carissa Reynolds	16/12/2024
16/12/2024	Michael McKinlay - McKinlay Builders Ltd	Subdivision at 113-115 Swansea Road	Connor Marner	



Christine Craig  
**Acting Director - Corporate Services**



[Approved]  
Sven Hanne  
**Chief Executive**

**Date:** 21 January 2025

## Statement of Comprehensive Revenue and Expense

For the Year to Date - December 2024

	December '24 Actual	December '24 Budget	Variance	Total Budget 2024/25	December 23 Actual
<b>Operating Revenue</b>					
Finance Revenue	\$328,575	\$221,000	\$107,575	\$442,000	\$214,153
Waka Kotahi NZTA Rooding Subsidy	\$2,481,164	\$3,713,500	(\$1,232,336)	\$7,427,000	\$2,343,912
Rates Revenue - excl water consumption rate	\$9,058,260	\$9,032,500	\$25,760	\$18,065,000	\$7,863,621
Water Supply - Consumption Charge	\$193,400	\$294,000	(\$100,600)	\$588,000	\$188,009
Sundry Revenue	\$42,591	\$37,800	\$4,791	\$55,000	\$40,156
Farm Milk Proceeds	\$363,960	\$318,000	\$45,960	\$636,000	\$338,890
User Charges for Services	\$1,680,128	\$1,739,500	(\$59,372)	\$3,026,000	\$1,661,019
<b>Total Operating Revenue</b>	<b>\$14,148,078</b>	<b>\$15,356,300</b>	<b>(\$1,208,222)</b>	<b>\$30,239,000</b>	<b>\$12,649,760</b>
<b>Extraordinary Revenue</b>					
Grant Funding	\$579,452	\$247,000	\$332,452	\$2,494,000	\$795,011
Financial Contributions	\$81,676	\$0	\$81,676	\$0	\$52,174
Other Revenue	\$11,899	\$0	\$11,899	\$0	\$0
Dividends	\$34,954	\$0	\$34,954	\$0	\$114,313
<b>Total Extraordinary Revenue</b>	<b>\$707,981</b>	<b>\$247,000</b>	<b>\$460,981</b>	<b>\$2,494,000</b>	<b>\$961,498</b>
<b>Total Revenue</b>	<b>\$14,856,059</b>	<b>\$15,603,300</b>	<b>(\$747,241)</b>	<b>\$32,733,000</b>	<b>\$13,611,258</b>
<b>Operating Expenditure</b>					
Personnel Costs	\$3,205,449	\$3,079,000	(\$126,449)	\$6,158,000	\$3,074,459
Other Direct Operating Costs	\$6,319,261	\$6,455,227	\$135,966	\$12,946,000	\$6,744,183
<b>Total Operating Expenditure</b>	<b>\$9,524,710</b>	<b>\$9,534,227</b>	<b>\$9,517</b>	<b>\$19,104,000</b>	<b>\$9,818,642</b>
<b>Other Operating Expenditure</b>					
Depreciation	\$3,908,284	\$3,239,000	(\$669,284)	\$6,478,000	\$2,948,304
Finance Costs	\$740,475	\$726,500	(\$13,975)	\$1,453,000	\$582,055
Sundry Expenditure	\$11,665	\$0	(\$11,665)	\$0	\$42,215
<b>Total Other Expenditure</b>	<b>\$4,660,424</b>	<b>\$3,965,500</b>	<b>(\$694,924)</b>	<b>\$7,931,000</b>	<b>\$3,572,574</b>
<b>Total Expenditure</b>	<b>\$14,185,134</b>	<b>\$13,499,727</b>	<b>(\$685,407)</b>	<b>\$27,035,000</b>	<b>\$13,391,216</b>
<b>Net Surplus (Deficit)</b>	<b>\$670,925</b>	<b>\$2,103,573</b>	<b>(\$1,432,648)</b>	<b>\$5,698,000</b>	<b>\$220,042</b>

## Statement of Financial Position

As at 31 December 2024

	December '24 Actual	December 23 Actual
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Cash Equivalents	\$3,085,252	\$740,860
Short Term Deposits	\$6,500,000	\$6,000,000
Receivables	\$1,402,592	\$1,782,672
Prepayments	\$23,153	\$0
LGFA Borrower Notes	\$132,000	\$57,000
<b>Current Assets Total</b>	<b>\$11,142,997</b>	<b>\$8,580,532</b>
<b>Non-Current Assets</b>		
<b>Investment in Other Financial Assets</b>		
LGFA Borrower Notes	\$836,000	\$743,000
Shares	\$551,065	\$599,868
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$6,408,837	\$6,866,619
Property, Plant & Equipment / Intangibles	\$509,571,484	\$457,047,893
<b>Non-Current Assets Total</b>	<b>\$524,547,496</b>	<b>\$472,437,490</b>
<b>Assets Total</b>	<b>\$535,690,493</b>	<b>\$481,018,022</b>
<b>Liabilities &amp; Equity</b>		
<b>Equity</b>		
Renewal Reserves	\$7,322,384	\$5,972,491
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,010,621	\$967,682
Restricted Reserves	\$1,145,284	\$1,274,980
Targeted Rate Reserves	\$1,119,334	-\$931,075
Asset Revaluation Reserves	\$285,611,367	\$233,607,627
Retained Earnings	\$199,945,841	\$202,151,533
<b>Equity Total</b>	<b>\$494,420,663</b>	<b>\$443,547,738</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Borrowings (maturing less than one year)	\$8,000,000	\$3,000,000
Provision for Landfill Aftercare	\$7,028	\$7,028
Employee Entitlements	\$313,166	\$322,736
Payables and Deferred Revenue	\$2,249,636	\$2,433,807
<b>Non-Current Liabilities</b>		
Borrowings	\$30,700,000	\$31,700,000
Provision for Landfill Aftercare	\$0	\$6,713
<b>Liabilities Total</b>	<b>\$41,269,830</b>	<b>\$37,470,284</b>
<b>Liabilities &amp; Equity Total</b>	<b>\$535,690,493</b>	<b>\$481,018,022</b>

## Expenditure and Revenue by Activity

For the Year to Date - December 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*

	December '24 Actual	December '24 Budget	Variance YTD	Total Budget 2024/25	December 23 Actual
<b>Recreation and Facilities</b>					
<b>Aerodrome</b>					
Expenditure	\$80,227	\$67,500	(\$12,727)	\$135,000	\$86,105
Revenue	\$14,020	\$16,000	(\$1,980)	\$32,000	\$12,753
Net cost of activity	\$66,207	\$51,500	(\$14,707)	\$103,000	\$73,352
<b>Civic Amenities</b>					
Expenditure	\$332,452	\$348,061	\$15,609	\$1,054,000	\$321,767
Revenue	\$25,618	\$30,000	(\$4,382)	\$60,000	\$23,247
Net cost of activity	\$306,834	\$318,061	\$11,227	\$994,000	\$298,520
<b>Pensioner Housing</b>					
Expenditure	\$53,117	\$61,773	\$8,656	\$112,000	\$61,300
Revenue	\$43,971	\$47,000	(\$3,029)	\$94,000	\$35,694
Net cost of activity	\$9,146	\$14,773	\$5,627	\$18,000	\$25,606
<b>Library Hub</b>					
Expenditure	\$410,397	\$393,146	(\$17,252)	\$771,000	\$420,195
Revenue	\$40,334	\$40,000	\$334	\$80,000	\$50,190
Net cost of activity	\$370,063	\$353,146	(\$16,918)	\$691,000	\$370,005
<b>Parks and Reserves</b>					
Expenditure	\$399,323	\$448,449	\$49,126	\$869,000	\$395,196
Revenue	\$6,180	\$5,000	\$1,180	\$10,000	\$4,336
Net cost of activity	\$393,143	\$443,449	\$50,306	\$859,000	\$390,860
<b>Cemeteries</b>					
Expenditure	\$99,630	\$114,589	\$14,959	\$228,000	\$113,572
Revenue	\$56,845	\$78,500	(\$21,655)	\$157,000	\$89,982
Net cost of activity	\$42,785	\$36,089	(\$6,696)	\$71,000	\$23,590
<b>Wai O Rua Aquatic Centre</b>					
Expenditure	\$1,380,236	\$1,346,436	(\$33,801)	\$2,595,000	\$1,269,278
Revenue	\$402,491	\$360,000	\$42,491	\$720,000	\$399,102
Net cost of activity	\$977,745	\$986,436	\$8,691	\$1,875,000	\$870,176
<b>Democracy and Corporate Support</b>					
Expenditure	\$774,357	\$767,703	(\$6,654)	\$1,526,000	\$691,486
Revenue	\$185,597	\$80,300	\$105,297	\$140,000	\$119,548
Net cost of activity	\$588,760	\$687,403	\$98,643	\$1,386,000	\$571,938
<b>Community Development</b>					
<b>Community Services</b>					
Expenditure	\$342,893	\$215,688	(\$127,206)	\$532,000	\$343,237
Revenue	\$356,510	\$1,500	\$355,010	\$3,000	\$410,711
Net cost of activity	-\$13,617	\$214,188	\$227,805	\$529,000	-\$67,474
<b>Economic Development</b>					
Expenditure	\$258,004	\$256,372	(\$1,633)	\$510,000	\$267,987
Revenue	\$0	\$0	\$0	\$0	\$121,187
Net cost of activity	\$258,004	\$256,372	(\$1,633)	\$510,000	\$146,800
<b>Investment Properties</b>					
Expenditure	\$22,077	\$23,831	\$1,754	\$43,000	\$24,707
Revenue	\$23,156	\$27,500	(\$4,344)	\$55,000	\$22,033
Net cost of activity	-\$1,079	-\$3,670	(\$2,591)	-\$12,000	\$2,674
<b>Farm</b>					
Expenditure	\$177,314	\$197,862	\$20,548	\$381,000	\$181,193
Revenue	\$398,914	\$318,000	\$45,960	\$636,000	\$338,890
Net cost of activity	-\$221,600	-\$120,139	\$66,508	-\$255,000	-\$157,697

2025 - Agenda - Policy & Services - January - Monthly Reports

\*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

	December '24 Actual	December '24 Budget	Variance YTD	Total Budget 2024/25	December 23 Actual
<b>Holiday Park</b>					
Expenditure	\$1,252	\$1,000	(\$252)	\$2,000	\$1,189
Revenue	\$0	\$0	\$0	\$4,000	\$0
Net cost of activity	\$1,252	\$1,000	(\$252)	-\$2,000	\$1,189
<b>Environmental Services</b>					
<b>Building Control</b>					
Expenditure	\$522,307	\$502,405	(\$19,902)	\$1,001,000	\$561,597
Revenue	\$284,037	\$280,000	\$4,037	\$560,000	\$292,308
Net cost of activity	\$238,270	\$222,405	(\$15,865)	\$441,000	\$269,289
<b>District Plan</b>					
Expenditure	\$57,180	\$50,500	(\$6,680)	\$101,000	\$113,031
Net cost of activity	\$57,180	\$50,500	(\$6,680)	\$101,000	\$113,031
<b>Resource Consents</b>					
Expenditure	\$238,499	\$208,914	(\$29,585)	\$416,000	\$177,439
Revenue	\$35,126	\$67,000	(\$31,874)	\$134,000	\$35,475
Net cost of activity	\$203,373	\$141,914	(\$61,459)	\$282,000	\$141,964
<b>Food and Health</b>					
Expenditure	\$76,633	\$73,957	(\$2,676)	\$147,000	\$108,112
Revenue	\$16,301	\$19,000	(\$2,699)	\$38,000	\$22,252
Net cost of activity	\$60,332	\$54,957	(\$5,375)	\$109,000	\$85,860
<b>Alcohol Licensing</b>					
Expenditure	\$67,538	\$73,957	\$6,419	\$147,000	\$65,380
Revenue	\$15,993	\$17,500	(\$1,507)	\$35,000	\$14,273
Net cost of activity	\$51,545	\$56,457	\$4,912	\$112,000	\$51,107
<b>Parking and Other Bylaws</b>					
Expenditure	\$76,134	\$78,000	\$1,866	\$156,000	\$78,503
Revenue	\$2,662	\$500	\$2,162	\$1,000	\$426
Net cost of activity	\$73,472	\$77,500	\$4,028	\$155,000	\$78,077
<b>Animal Control</b>					
Expenditure	\$143,764	\$152,818	\$9,054	\$304,000	\$129,184
Revenue	\$152,170	\$155,000	(\$2,830)	\$170,000	\$166,520
Net cost of activity	-\$8,406	-\$2,182	\$6,224	\$134,000	-\$37,336
<b>Civil Defence</b>					
Expenditure	\$244,398	\$235,851	(\$8,547)	\$472,000	\$240,103
Net cost of activity	\$244,398	\$235,851	(\$8,547)	\$472,000	\$240,103
<b>Assets</b>					
<b>Roading</b>					
Expenditure	\$2,136,803	\$2,243,500	\$106,697	\$4,487,000	\$2,418,719
Revenue	\$2,871,176	\$4,133,500	(\$1,262,324)	\$7,927,000	\$2,875,492
Net cost of activity	-\$734,373	-\$1,890,000	(\$1,155,627)	-\$3,440,000	-\$456,773
<b>Stormwater</b>					
Expenditure	\$88,332	\$73,986	(\$14,347)	\$140,000	\$124,225
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$88,332	\$73,986	(\$14,347)	\$140,000	\$124,225
<b>Wastewater (Sewerage)</b>					
Expenditure	\$275,318	\$276,508	\$1,190	\$537,000	\$375,269
Revenue	\$22,258	\$20,000	\$2,258	\$40,000	\$21,857
Net cost of activity	\$253,060	\$256,508	\$3,448	\$497,000	\$353,412



2025 - Agenda - Policy & Services - January - Monthly Reports

*\*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*

	December '24 Actual	December '24 Budget	Variance YTD	Total Budget 2024/25	December 23 Actual
<b>Solid Waste</b>					
Expenditure	\$610,220	\$685,120	\$74,900	\$1,363,000	\$541,323
Revenue	\$147,214	\$112,500	\$34,714	\$225,000	\$82,556
Net cost of activity	\$463,006	\$572,620	\$109,614	\$1,138,000	\$458,767
<b>Water Supply</b>					
Expenditure	\$656,305	\$636,306	(\$20,000)	\$1,200,000	\$708,545
Revenue	\$280,900	\$294,000	(\$13,100)	\$588,000	\$188,009
Net cost of activity	\$375,405	\$342,306	(\$33,100)	\$612,000	\$520,536
<b>Total Activity Expenditure</b>	\$9,524,710	\$9,534,227	\$9,517	\$19,229,000	\$9,818,642
<b>Total Activity Revenue</b>	\$5,381,473	\$6,102,800	(\$756,281)	\$11,709,000	\$5,326,841
<b>Net Cost of Activities</b>	\$4,143,237	\$3,431,427	\$765,798	\$7,520,000	\$4,491,801

**CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 DECEMBER 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	300,000	2,300,000	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>300,000</b>	<b>2,300,000</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	21,045	50,000	0	40%	By 30 June 2025	Manganui Road seal to be extended in March 2025.
Roading	Low cost low risk roads	2,600,000	-2,200,000	400,000	6,953	400,000	0	2%	By 30 June 2025	Preliminary design complete for Stratford Primary School works. Consultation will be held in February 2025.
Roading	Resilience Crown Funding	0	600,000	600,000	0	600,000	0	0%	By 30 June 2025	Request for Tender advertised in December 2024 for works on Ohunake Road.
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	1%	By 30 June 2025	Procurement Plan underway
Solid Waste	Permanent recycling stations	10,000	0	10,000	0	10,000	0	1%	By 30 June 2025	Procurement Plan underway
Stormwater	Modelling	287,000	0	287,000	0	287,000	0	1%	By 30 June 2025	Procurement Plan underway.
Stormwater	Modelling	113,000	0	113,000	0	113,000	0	1%	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	Retreatment capacity increase and Modelling	100,000	0	100,000	22,960	100,000	0	25%	By 30 June 2025	Works as required under the Sewer Lining Contract.
Wastewater	Treatment upgrade	50,000	0	50,000	139,197	139,197	(89,197)	100%	Complete	
Water Supply	Universal water metering	1,593,851	0	1,593,851	97,750	1,593,851	0	10%	By 30 June 2025	Contract awarded with physical works starting in January 2025.
Water Supply	Steeetwork rider mains	100,000	0	100,000	6,723	100,000	0	5%	By 30 June 2025	Design drawings completed. Technical Specifications for contract are currently being written for going out for Tender in February 2025.
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 February 2025.
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	5%	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	81,212	85,000	(10,000)	99%	Complete	Septic Tank and associated works installed. Certificate of Acceptance to be obtained. Resource Consent requirements: Planting and fencing complete. Photos will be sent to Iwi in January for update Samples will be taken in January 2025
Parks and Reserves	Lighting and power box in Rhoadendroon/Dell	50,000	0	50,000	0	50,000	0	1%	By 30 June 2025	Request for Quote will be published January 2025 with works to be completed in February/March 2025.
Wai o Rua Aquatic Centre	Plates - Reformers	42,000	0	42,000	0	0	42,000	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 (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
Wai o Rua Aquatic Centre	Install mirrors in club rooms	5,000	0	5,000	0	0	5,000	0%	By 30 June 2025	Funding has been declined. Officers are investigating further funding options.
Wai o Rua Aquatic Centre	Install TV in meeting room	2,000	0	2,000	0	5,000	(3,000)	0%	By 30 June 2025	Procurement underway
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	Purchased with Spin bikes.
Civic Amenities	Prospero Place Development	300,000	0	300,000	0	300,000	0	1%	By 30 June 2025	Landscape architect appointed. Consultation meetings to begin in February 2025.
Library Hub	Safety improvements to AA desk	5,000	0	5,000	0	5,000	0	5%	By 30 June 2025	Contractors appointed for CCC works.
Library Hub	Develop seating areas and meeting places	25,000	0	25,000	0	25,000	0	5%	By 30 June 2025	Library staff exploring options. Tied with Development of seating areas/meeting spaces budget.
Farm	Construct additional calving sheds	40,000	0	40,000	0	40,000	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.
Corporate	Procurement software	25,000	0	25,000	0	0	25,000	0%	Not proceeding	Procurement plan underway.
Corporate	Procure to Pay software	63,000	0	63,000	0	63,000	0	0%	By 30 June 2025	Budget withdrawn
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	102,871	105,000	0	99%	By 30 June 2025	Installation complete. Minor works to complete project.
<b>Total Level of Service Expenditure</b>		<b>6,415,851</b>	<b>-2,100,000</b>	<b>4,315,851</b>	<b>493,247</b>	<b>4,352,934</b>	<b>-37,083</b>			
<b>REPLACEMENTS - replaces an existing asset with the same level of service provided</b>										
Roading - Financially assisted NZTA	Unsealed Road metalting (includes forestry roads)	910,000	29,063	939,063	629,699	939,063	0	80%	By 30 June 2025	Project ongoing. Achieved target length for DIA measure.
Roading - Financially assisted NZTA	Sealed Road resurfacing	1,260,000	106,630	1,366,630	115,435	1,366,630	0	10%	By 30 June 2025	Sites identified. Will be completed in summer months.
Roading - Financially assisted NZTA	Drainage Renewals	915,000	29,218	944,218	591,785	944,218	0	50%	By 30 June 2025	Contractor appointed. Works programmed for February 2025.
Roading - Financially assisted NZTA	Pavement Rehabilitation	650,000	20,745	670,745	587,922	670,745	0	90%	By 30 June 2025	Flint Road entrance to A & P showgrounds completed. Small patch repair on Makahu Road.
Roading - Financially assisted NZTA	Structure Components Replacement	950,000	30,499	980,499	211,078	980,499	0	20%	By 30 June 2025	Buchanans Bridge repairs will be advertised in February 2025.
Roading - Financially assisted NZTA	Traffic Services Renewals	160,000	5,109	165,109	46,129	165,109	0	30%	By 30 June 2025	Works as required.
Roading - Financially assisted NZTA	Footpath renewals	210,000	(132,005)	77,995	38,355	77,995	0	50%	By 31 December 2024	Physical works underway.
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	Works as required.
Stormwater	Retiulation Renewals	100,000	0	100,000	2,542	100,000	0	2%	By 30 June 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.
Stormwater	Silt retention Victoria Park	100,000	0	100,000	5,555	100,000	0	5%	By 31 May 2025	Works as required.
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	200,000	100,000	20%	By 30 June 2025	Contractor appointed with works programmed for January/February 2025.

2025 - Agenda - Policy & Services - January - Monthly Reports

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
Wastewater	Infiltration renewals	350,000	0	350,000	311,112	350,000	0	90%	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	32,129	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 February 2025.
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	101,314	2,000,000	0	5%	By 30 June 2025	Detailed design underway
Water Supply	Stratford Grit tanks	70,000	0	70,000	0	70,000	0	0%	By 30 June 2025	Detailed design ongoing.
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	Midhris 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	1%	By 31 May 2025	Resource Consent application is underway with works planned for March/April 2025.
Parks and Reserves	Carrington Walkway steps replacement	20,000	0	20,000	0	20,000	0	1%	By 31 Mar 2025	Request for Quote will be published January 2025 with works to be completed in February/March 2025.
Parks and Reserves	Replace playground equipment - King Edward and Victoria Parks	10,000	0	10,000	0	10,000	0	1%	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	WMC - hot water supply	40,000	0	40,000	0	40,000	0	0%	By 30 June 2025	Procurement plan underway.
Civic Amenities	WMC - 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	50%	By 30 June 2025	No blockages reported in December.
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	51,863	70,000	0	60%	By 31 March 2025	Front door installed. Fire Security being updated.
Civic Amenities	Digital Sign	0	0	0	3,107	3,107	(3,107)	100%	Complete	Procurement underway for security access control.
Housing for Older Persons	Replace clotheslines	5,000	0	5,000	2,515	2,515	2,485	100%	Complete	New budget line added due to replacement of communications modern.
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	12,325	25,000	0	50%	By 30 May 2025	Culvert design RFP to be advertised in January 2025. Race maintenance around milk shed complete.
Farm	Dwelling lighting and fixtures	5,000	0	5,000	4,216	4,216	0	100%	Complete	
Aerodrome	Widening turn area	15,000	0	15,000	4,049	4,049	10,951	100%	Complete	
Miranda Street Office	Infrastructure renewals	10,000	0	10,000	2,424	10,000	0	25%	By 30 June 2025	Works as required. Replace wall in Council Chambers.
Miranda Street Office	Furniture Replacement	0	0	0	1,700	2,500	(2,500)	75%	By 30 June 2026	New budget line added due to replacement of furniture required.
Library Hub	Infrastructure renewals	3,000	0	3,000	0	3,000	0	0%	By 30 June 2025	Works as required. Replacing power window openings with manual window openings.
Library Hub	Bathroom renewal	15,000	0	15,000	0	15,000	0	5%	By 30 June 2025	No quotes were received for the upgrade. Officers will revisit the request and approach local builders.
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.



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
Corporate	Computers/Peripherals/ Software	30,000	0	30,000	110,372	115,000	(85,000)	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	17,637	17,367	17,633	100%	By 30 June 2025	A replacement animal control wagon was purchased, with the disposal proceeds of the old vehicle of \$24,300 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>2,958,724</b>	<b>9,584,648</b>	<b>23,827</b>			
<b>TOTAL EXPENDITURE</b>		<b>\$18,515,851</b>	<b>-\$2,010,741</b>	<b>\$16,505,110</b>	<b>\$3,473,237</b>	<b>\$14,237,582</b>	<b>\$2,286,744</b>			

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

	Actual Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	12 Month
<b>OPENING BALANCE</b>	<b>4,139,647</b>	<b>3,085,252</b>	<b>1,609,140</b>	<b>3,664,140</b>	<b>2,010,140</b>	<b>1,754,140</b>	<b>3,663,140</b>	<b>2,826,175</b>	<b>1,903,210</b>	<b>4,343,210</b>	<b>2,508,210</b>	<b>2,648,210</b>	<b>5,288,210</b>	<b>35,303,182</b>
Rates	710,000	500,000	3,700,000	570,000	530,000	3,700,000	650,000	650,000	4,300,000	650,000	700,000	4,100,000	700,000	20,740,000
NZTA Refunds	601,383	310,313	160,000	160,000	270,000	400,000	900,000	900,000	500,000	400,000	750,000	300,000	600,000	5,650,313
Fees and Charges	500,000	500,000	550,000	500,000	500,000	500,000	550,000	550,000	550,000	550,000	600,000	400,000	250,000	6,000,000
Interest Revenue	53,019	20,000	25,000	81,000	45,000	45,000	45,000	45,000	20,000	45,000	20,000	0	0	391,000
TET Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Cash In</b>	<b>1,864,402</b>	<b>1,330,313</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>4,800,000</b>	<b>1,550,000</b>	<b>32,781,313</b>
Salaries and Wages / Elected Members	666,000	666,000	580,000	580,000	666,000	580,000	580,000	666,000	580,000	580,000	650,000	560,000	620,000	7,308,000
Payments to Suppliers - Operating	820,000	700,000	600,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	600,000	9,550,000
Major contract payments	900,000	1,425,879	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	1,100,000	1,100,000	13,650,000
Interest Expense	51,965	-	-	-	275,000	286,000	51,965	51,965	-	-	280,000	-	-	944,930
GST Paid / (Received)	-	540,425	-	335,000	-	180,000	-	-	-	550,000	-	350,000	-	895,425
<b>Total Cash Out</b>	<b>2,437,965</b>	<b>2,806,425</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>2,160,000</b>	<b>2,320,000</b>	<b>32,348,355</b>
(Increase)/Reduce Financial Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing/(Repaying) Loans	-	-	-	-	1,000,000	-	-	-	-	-	-	-	-	1,000,000
<b>CLOSING BALANCE</b>	<b>3,566,084</b>	<b>1,609,140</b>	<b>3,664,140</b>	<b>2,010,140</b>	<b>1,754,140</b>	<b>3,663,140</b>	<b>2,826,175</b>	<b>1,903,210</b>	<b>4,343,210</b>	<b>2,508,210</b>	<b>2,648,210</b>	<b>5,288,210</b>	<b>4,518,210</b>	<b>36,736,140</b>
<b>Net Debt</b>	<b>25,020,000</b>	<b>25,020,000</b>	<b>25,020,000</b>	<b>25,020,000</b>	<b>25,020,000</b>	<b>26,020,000</b>	<b>26,020,000</b>	<b>26,020,000</b>	<b>26,020,000</b>	<b>26,020,000</b>	<b>26,020,000</b>	<b>26,020,000</b>	<b>26,020,000</b>	<b>26,020,000</b>
<b>Gross Debt</b>	<b>38,700,000</b>	<b>38,700,000</b>	<b>38,700,000</b>	<b>38,700,000</b>	<b>39,700,000</b>	<b>39,700,000</b>	<b>39,700,000</b>	<b>39,700,000</b>	<b>39,700,000</b>	<b>39,700,000</b>	<b>39,700,000</b>	<b>39,700,000</b>	<b>39,700,000</b>	<b>39,700,000</b>
<b>Investments - Term Deposits</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>6,500,000</b>
<b>Investments - A &amp; P Loan</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>	<b>7,180,000</b>

**LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 DECEMBER 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	\$ 1,809,228	2016	N/a	3.55%	As at 1 July 2024
	<b>\$ 2,920,023</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	\$ 4.20	\$ 666,607
Ravensdown	21,820	\$ 1.00	\$ 21,820
Civic Financial	65,608	\$ 0.93	\$ 61,015
			<b>\$ 749,443</b>

**Other Investments**

	Date Drawn	Amount	Interest Rate	Details
Vendor loan to EBS Trust	2020	\$ 150,000	LGFA rate plus 0.25%, currently 4.13%	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.



### Outstanding Debtors as at 31 December 2024

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$1,149,518	\$281,978	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	\$495	\$0	
Cemeteries	\$34,266	\$17,896	Overdues relate to 13 debtors, 10 who have payment arrangements with council. 1 debtor is still waiting on probate to be granted.
Rental Properties	\$13,836	\$2,838	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	-\$6,685	-\$2,908	Rent in advance.
Planning and Regulatory	\$1,698	-\$758	Overdue relate s to 3 debtors.
Facility Hire	\$3,203	\$137	Overdue relates to 1 debtor who council has contacted.
Sundry Debtors	\$414,617	\$10,044	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	\$4,619	\$1,189	Overdues relates to 3 debtors for services added after rates strike. 2 debtors have payment arrangements which relate to the 2023/2024 financial year.
Debtors Accruals	\$446,231	\$0	Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.
NZTA	\$310,313	\$0	
Wai O Rua Aquatic Centre	\$5,637	-\$687	
Resource Consents	\$9,388	\$5,863	Overdue made up of 4 debtors. All have been contacted
Building Consent Revenue	\$31,423	\$7,047	Overdue relates to 1 debtor for a new detached dwelling consent issued in March 2024 which is in dispute with Council
Earthquake Prone Buildings	\$10,810	\$0	
Infringements	\$45,209	\$19,464	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	\$14,559	\$3,300	Overdue relates to 1 debtor for septic tank discharge. This has been sent to the debt collector.
Water Billing	\$56,792	\$45,412	The overdue balance relates to 5 debtors. Four had an advice sent to the bank in December; one is in dispute with Council; and Council has contacted one to make an arrangement.
<b>TOTAL</b>	<b>\$2,552,110</b>	<b>\$396,996</b>	

# MONTHLY REPORT

## Environmental Services Department



F22/55/04– D24/52379

To: Policy and Services Committee  
From: Director – Environmental Services  
Date: 17 January 2025  
Subject: Environmental Services Monthly Report – November and December 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

Seventeen applications for building consent were received in November 2024. These included 3 log fires, 2 relocated dwellings, 3 new dwellings, 1 accessory building, 1 new sewer/water line, 4 alteration/additions to a residential dwelling, 1 earthquake strengthening and 1 new secondary septic systems. There were also a further 3 amendments to existing building consents, 1 building consent application was withdrawn, 1 exemption application (marquee), 1 Certificate for Public Use and 1 amusement device application.

Eleven applications for building consent were received in December 2024. These included 3 relocated dwellings, 2 pole sheds, 3 alteration/additions to a residential dwelling, 1 earthquake strengthening and 2 new secondary septic systems. There were also a further 4 amendments to existing building consents, 1 Certificate of Acceptance, 1 Certificate for Public Use and 1 extension of time. A further 2 applications were refused to be granted.

The number of applications we are receiving for all types of consent remain at low levels. This is also reflected in national data which shows similar patterns. Warmer weather at this time of year and the recent statutory holidays around Christmas often give rise to an increase in nuisance complaints as people enjoy the holidays outside. This year we did not see that increase which is great to see.

#### Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy has recommenced. South Taranaki District Council has now confirmed that it will also be part of the project making it a regional policy. Because South Taranaki has not previously had a Local Alcohol Policy there will be a different process to follow than for the renewal of an existing policy. Legal advice is currently being sought regarding a process that would meet the requirements for both renewal as it would be for New Plymouth and ourselves and developing a new policy as it would be for South Taranaki.

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 Nov	Result Dec
<b>Building Consent Authority</b>		
<b>Building Consent Applications</b>	17	11
<b>Building Consent Amendment Applications</b>	3	4
<b>Building Consents Issued</b>	12	8
<b>Building Consent Amendments Issued</b>	3	4
<b>Inspections completed</b>	74	61
<b>Code Compliance Certificate Applications</b>	19	13
<b>Code Compliance Certificates Issued</b>	12	15
<b>Code Compliance Certificates Refused</b>	3	4
<b>Building Act Complaints received and responded to</b>	0	0
<b>Planning</b>		
<b>Land Use Consents Received</b>	2	4
<b>Land Use Consents Granted</b>	3	3
<b>Subdivision Consents Received</b>	6	2
<b>Subdivision Consents Granted</b>	4	2
<b>223/224 Applications Received</b>	3	3
<b>223/224 Applications Granted</b>	4	2
<b>Resource Consent Applications Placed on Hold or Returned</b>	6	1
<b>LIM's Received</b>	3	8
<b>LIM's Granted</b>	3	9
<b>Environmental Health</b>		
<b>Registered Premises Inspected for Compliance under the Food or Health Act</b>	11	6
<b>Health or Food Act Complaints Received and responded to</b>	1	2
<b>Licensed Premises Inspected for Compliance under the Sale &amp; Supply of Alcohol Act.</b>	4	2
<b>Certificates and Licence Applications received under the Sale and Supply of Alcohol Act</b>	5	5
<b>Bylaw Complaints Received and responded to</b>	34	19
<b>Dog Complaints Received and responded to</b>	25	16

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%	13 of the 13 (100%) applications processed in November were processed within 20 working days.  14 of the 14 (100%) applications processed in December were processed within 20 working days.	61 of the 63 (97%) applications were processed within 20 working days.
	Percentage of inspection requests completed within 24 hours of requested time.	100%	73 of the 74 (99%) inspections completed in November were completed within 24 hours of the request.  61 of the 61 (100%) inspections completed in December were completed within 24 hours of the request.	423 of the 424 (99%) inspections were completed within 24 hours of the request.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	12 of the 12 (100%) CCCs issued in November were issued within 20 working days.  15 of the 15 (100%) CCCs issued in December were issued within 20 working days.	38 of the 38 (100%) CCCs issued were within 20 working days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	3 of the 3 (100%) LIMs processed in November were processed within 10 working days.  9 of the 9 (100%) LIMs processed in December were processed within 10 working days.	44 of the 44 (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%	6 of the 7 (86%) applications processed in November were processed within 20 working days.  4 of the 5 (80%) applications processed in December were processed within 20 working days.	28 of the 29 (96%) 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%	3 of the 3 (100%) applications processed in November were processed within 10 working days.  3 of the 3 (100%) applications processed in December were processed within 10 working days.	26 of the 26 (100%) applications were processed within 10 working days

4.3 **Community Health and Safety**

Level of Service	Performance Measure	Target	Status	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%	11 of 72 (15%) premises were inspected for compliance in November.  6 of 72 (8 %) premises were inspected for compliance in December.	28 of 72 (39%) premises were inspected for compliance.
	Health nuisance and premise complaints are responded to within 1 working day.	100%	1 of 1 (100%) complaint received in November was responded to in 1 working day.  2 of 2 (100%) complaints received in December were received and responded to in 1 working day.	5 of 5 (100%) complaints received have been responded to in 1 working day.
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	4 of 30 (13%) licensed premises were inspected for compliance in November.  2 of 30 (6%) licensed premises were inspected for compliance in December.	15 of 30 (50%) Licensed premises have been inspected for compliance.
	Percentage of applications processed within 25 working days (excluding hearings).	100%	6 of (100%) applications processed in November were processed within 25 working days.  2 of 2 (100%) applications processed in December were processed within 25 working days.	37 of 45 (85%) applications processed were processed within 25 working days.  Compliance with this performance measure has been affected by changes to the Sale and Supply of Alcohol Act 2012. Specifically processing timeframes for some types of applications have changed and no longer align with this performance measure. The performance measure is proposed to be changed through the Annual Plan process to realign with the Act.
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	34 of 34 (100%) complaints received in November were responded to within 2 hours.	150 of 150 (100%) complaints received were responded to within 2 hours.

			19 of 19 (100%) complaints received in December were responded to within 2 hours.	
To ensure dogs are controlled	Percentage of known dogs registered	98%	42 dogs (20%) were registered in November.  10 Dogs (5%) were registered in December.	2043 of 2105 (97%) known dogs have been registered to date.
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	25 of 25 (100%) complaints received in November were responded to within 1 hour.  16 of 16 (100%) complaints received in December were responded to within 1 hour.	162 of 162 (100%) complaints received were responded to in 1 hour.

**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 November 2024. They were both in relation to the Te Rere o Kapuni Lodge. None were issued in December 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 November or December 2024.

**5.1.3 Regulation 6A Compliance Dashboard**

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

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



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

**5.1.4 Training needs analysis**

No specific training needs have been identified but there is an upcoming presentation by Engineering NZ 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 in New Zealand.

**5.1.5 Internal audit/external audit timetable**

During November/December the below internal audits were undertaken:

Quality Assurance Audits:

- Regulation 7(2)(e) - Inspections.
- Regulation 17(2)(b) - Quality Policy.
- Regulation 17(1),14,17(3) - Quality Assurance System.

One minor recommendation was identified, and raised at the monthly QMS meeting with staff.

**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**

4 onsite BWoF audits were undertaken during November/December 2024. 7 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**

On 26 November 2024 the Building (Earthquake-prone Building Deadlines and Other Matters) Amendment Bill came into force. The Bill extended the timeframes for remediating earthquake-prone buildings by four years. The extension will provide additional time while a review of the management of seismic risk in existing buildings takes place. Council officers are currently re-issuing earthquake-prone building notices to reflect the amended timeframes and will also update the online Register of earthquake-prone buildings.

**5.2.5 Non-Standard Site Register Maintenance**

No new sites were added to the non-standard site register in November and December 2024.

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

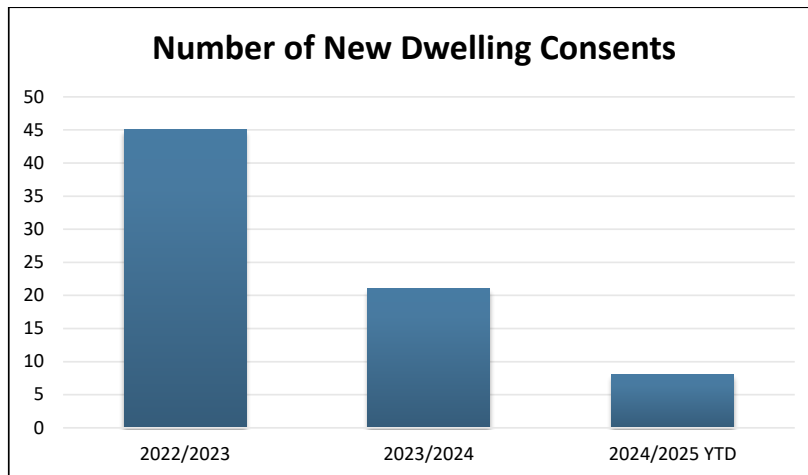
No Notices to Fix for were issued by the Territorial Authority during November and December 2024.

5.3 **Trends Analysis**

5.3.1 Consents applied for by type:

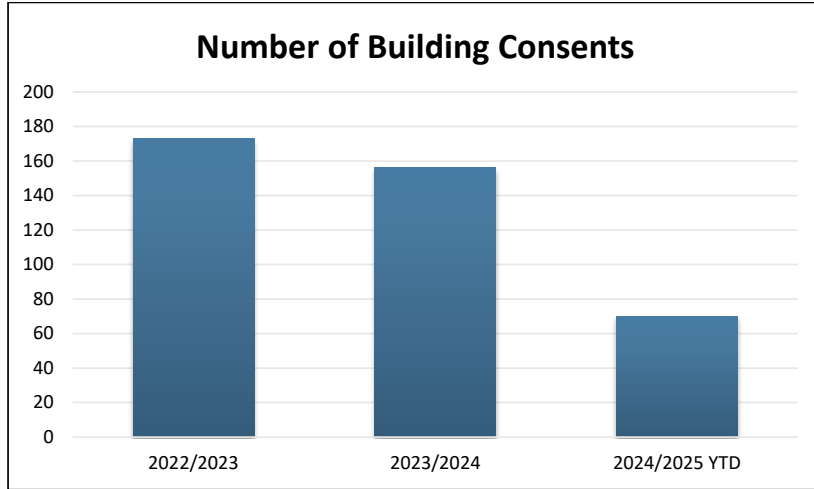
Type	Nov 2023	Nov 2024	Dec 2023	Dec 2024	2024/2025	2023/2024 Whole Year
<b>New residential dwellings</b>	4	3	0	0	8	18
<b>New duplex dwellings</b>	0	1	2	0	1	3
<b>Relocated dwellings</b>	2	2	0	3	7	10
<b>Relocated buildings other than dwellings</b>	0	0	0	0	0	0
<b>Fires</b>	3	3	2	0	14	63
<b>Pole sheds/accessory buildings</b>	1	1	4	2	9	27
<b>Additions/alterations – residential</b>	0	4	0	3	17	14
<b>New Commercial buildings</b>	0	1	0	0	1	5
<b>Additions/alterations – commercial</b>	1	0	0	0	5	9
<b>Other/miscellaneous</b>	2	2	0	3	8	7
<b>Total/s</b>	<b>13</b>	<b>17</b>	<b>8</b>	<b>11</b>	<b>70</b>	<b>156</b>

**New House indicator by year**



Year	New Dwellings
2022/2023	45
2023/2024	21
2024/2025 YTD	8

**Consent numbers by year**



Year	Building Consents
2022/2023	173
2023/2024	156
2024/2025 YTD	70

Blair Sutherland  
**Director - Environmental Services**

[Approved]  
Sven Hanne  
**Chief Executive**

**Date:** 21 January 2025



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.