



Our reference
F19/13/03-D21/26182

19 March 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 25 March 2025** beginning at **3.00 pm**.

Timetable for 25 March 2025 as follows:

3.00pm	Policy and Services Committee Meeting
--------	---------------------------------------

Yours faithfully

Sven Hanne
Chief Executive

2025 - Agenda - Policy and Services - March

25 March 2025 03:00 PM



Agenda Topic	Page
Notice of Meeting	1
Agenda	4
1. Welcome	8
1.1 Opening Karakia	8
1.2 Health and Safety Message	9
2. Apologies	
3. Announcements	
4. Declarations of Members Interest	
5. Attendance Schedule	10
6. Confirmation of Minutes	11
6.1 Policy and Services Committee - 25 February 2025 (Hearing)	11
6.2 Policy and Services Committee - 25 February 2025	19
7. Matters Outstanding	24
8. Quarterly Report - Economic Development - Quarter Two 2024/25	25
9. Decision Report - 2025/26 Annual Plan Approach	31
10. Decision Report - Proposed Road Closure of Miranda Street for ANZAC Day Service	37
11. Decision Report - Policy Reviews - March 2025	43
12. Monthly Reports	61
12.1 Assets Report	61
12.2 Community Services Report	86
12.3 Corporate Services Report	94

12.4	Environmental Services Report	112
13.	Questions	
14.	Closing Karakia	120

AGENDA

Policy and Services Committee



F22/55/05-D25/4995

Date: Tuesday 25 March 2025
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

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

2. Apologies

3. Announcements

4. Declarations of members interest

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

5. Attendance Schedule

Page 10

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

6. Confirmation of Minutes

- 6.1 Policy and Services Committee –25 February 2025 (Hearing)**
D25/5904 Page 11

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 February 2025, to hear and consider submissions to the draft Parking Control Bylaw, draft Restricted Access of Roads Bylaw and the draft Vehicle Crossing Bylaw, be confirmed as a true and accurate record.

/
Moved/Seconded

- 6.2 Policy and Services Committee –25 February 2025**
D25/5846 Page 19

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 February 2025 be confirmed as a true and accurate record.

/
Moved/Seconded

7. Matters Outstanding

D16/47 Page 24

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. Quarterly Report – Economic Development Report – Q3

D258402 Page 25

Recommendation

THAT the report be received.

/
Moved/Seconded

9. Decision Report – 2025/26 Annual Plan Approach

D25/8531 Page 31

Recommendations

1. THAT the report be received.
2. THAT the requirements of Section 95 of the Local Government Act 2002 are adhered to in the preparation of the 2025/26 Annual Plan.
3. THAT it is determined that there are no significant or material differences proposed for the 2025/26 Annual Plan from the content of the 2024/34 Long Term Plan.
3. THAT it approves the preparation and adoption of the 2025/26 Annual Plan without any further public engagement or consultation in accordance with Section 95 (2A) of the Local Government Act 2002.

Recommended Reason

To adopt the streamlined processes in Section 95 (2A) of the Local Government Act 2002 for the preparation and adoption of the 2025/26 Annual Plan, as the proposals and budgets have already been fully consulted on through the preparation and adoption of the 2024/34 Long Term Plan. This involves adopting the 2025/26 Annual Plan with no further public engagement or consultation.

/
Moved/Seconded

10. Decision Report – Proposed Road Closure of Miranda Street for ANZAC Day Service
D25/2759 Page 37

Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, Stratford District Council approves the closure of the following roads between the hours 5.30am to 10.00am on Friday 25 April 2025:
 - Miranda Street between Fenton Street and Regan Street – 5:30am to 10:00am
 - War Memorial Car park access to be closed from Miranda Street
 - Fenton St from Broadway to Malone Gates and Portia St to the TET carpark

for the purpose of the ANZAC Day Dawn Service

Recommended Reason

In order for the Stratford District Council to hold ANZAC Day commemorations, it is necessary to close the roads listed above for the safety of the public gathering for the dawn service at the Cross of Sacrifice on Miranda Street. The proposed road closures require formal approval by a Council resolution.

/
Moved/Seconded

11. Decision Report – Policy Reviews – March 2025
D25/8918 Page 43

Recommendations

1. THAT the report be received.
2. THAT the following, updated and new policies, being the:
 1. Water Supply to Rural Properties
 2. Water Demand Policy
 3. CCTV Policy
 4. Waste Levy Contestable Fund Policy

be adopted.

Recommended Reason

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

/
Moved/Seconded

12. Monthly Reports

12.1 Assets Report
D25/6824 Page 61

Recommendation

THAT the report be received.

/
Moved/Seconded

12.2 Community Services Report
D25/7725 Page 86

Recommendation

THAT the report be received.

/
Moved/Seconded

12.3 Corporate Services Report
D25/8367 Page 94

Recommendation

THAT the report be received.

/
Moved/Seconded

12.4 Environmental Services Report
D25/5619 Page 112

Recommendation

THAT the report be received.

/
Moved/Seconded

13. Questions

14. Closing Karakia
D21/40748 Page 120



Our reference
F19/13/03-D21/40748

Karakia

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

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



Our reference
F19/13/03-D22/17082

Health and Safety Message

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

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

5. Attendance schedule for 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
Meeting	PS	H	PS	PS	PS	H	PS	PS	PS	PS	PS
Neil Volzke	✓	✓	✓								
Steve Beck	✓	✓	✓								
Grant Boyde	✓	✓	✓								
Annette Dudley	✓	✓	✓								
Jono Erwood	✓	A	✓								
Ellen Hall	✓	✓	✓								
Amanda Harris	✓	✓	✓								
Vaughan Jones	✓	✓	✓								
Min McKay	✓	✓	✓								
John Sandford	✓	✓	✓								
Clive Tongaawhikau	A	A	A								
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



F22/55/05 – D25/5904

Date: Tuesday 25 February 2025 at 1.05PM
Venue: Council Chambers, 63 Miranda Street, Stratford

To hear and consider submissions to the

- Draft Parking Control Bylaw
- Draft Restricted Access of Roads Bylaw
- Draft Vehicle Crossing Bylaw

Present

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

In attendance

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba, the Director – Corporate Services – Mrs R Johnson, the Director – Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Roading Manager – Mr S Bowden, the Environmental Health Manager – Ms R Otter (*part meeting*), the Roading Engineer – Mr F Hicks, the Property and Projects Manager – Mr S Taylor, one member of the media (Stratford Press) and five members of the public.

1. Welcome

The opening karakia was read.

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

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

2. Apologies

An approved leave of absence was noted for Councillor C M Tongaawhikau and an apology received from Councillor J M S Erwood

Recommendation

THAT the apologies be received.

DUDLEY/BOYDE
Carried
P&S/25/11

Councillor Hall joined the meeting at 1.07pm.

3. Announcements

Speakers to Submissions

It was reinforced to Councillors that the purpose of this meeting is to hear submissions on the draft Parking Control Bylaw, draft Restricted Access of Roads Bylaw and the draft Vehicle Crossing Bylaw.

Councillors were asked to hear all submissions with an open mind, to restrict their question time to the submitters to points of clarification or issues pertaining to subject matter. Councillors were requested not to get into direct dialogue with submitters. Councillors may take notes whilst submitters are speaking.

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.

5. Attendance Schedule

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

6. Acknowledgement of Submissions

Submissions – Pages 11-35

The 18 submissions received to the draft Parking Control Bylaw and the one submission received for the Restricted Access of Roads Bylaw were included in the agenda. . No submissions were received for the Vehicle Crossing Bylaw.

Recommendations

1. THAT the submissions to the draft Parking Control Bylaw and draft Restricted Access of Roads Bylaw be received.
2. THAT the submitters be advised of the outcome of their submission and notified that the minutes of the Policy and Services Committee Meeting, and subsequent meetings, will be available on Council's website.

HARRIS/HALL
Carried
P&S/25/12

Recommended Reason

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

7. Submitters To Be Heard

There are four submitters wishing to speak.

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

Submission #	Name	Bylaw	Page Number	Time
1	Mark Cunniffe	Parking Control Bylaw	12	1.05pm
<p>Points noted in the presentation:</p> <ul style="list-style-type: none"> • He has identified a hazard when you are approaching the new pedestrian crossing from travelling south. If there is a van or campervan in the last two carparks then the driver can't see the pedestrians as they are stepping onto the road meaning it is very last minute that you see them. • He felt it was lucky that drivers generally drive slow through Stratford and was unaware of any incidents happening but felt it was an accident waiting to happen. A lot of pedestrians just assume motorists are going to stop. • He noted the law says you can't park within 6meters of a pedestrian crossing so he was unsure why they are there. He suggested the disabled parks on the other side of the road could be replaced with normal parks. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • Councillor Boyde agreed that these parks were an issue. He asked if the two parks were removed and replaced with motorcycle parks if that would be an issue? Mr Cunniffe did not think that would obstruct the view. • The District Mayor agreed there is an issue there. He thought the logical solution was removing some parks, he noted there did not seem to be a problem with the two parks in the northbound approach and asked why that would be? Mr Cunniffe was not sure but there was plenty of clear vision on that approach. The District Mayor asked if it was fair to say the disabled parks were not actually in use? Mr Cunniffe said it could be the only problem is when you are travelling south and there is a large vehicle parked there. 				
7	Nicole Chadwick	Parking Control Bylaw	22	1.15pm
<p>Points noted in the presentation:</p> <ul style="list-style-type: none"> • Ms Chadwick noted she was speaking as an advocate for sport and recreation. She is a netball umpire and a NZ Umpire Coach Assessor. • She noted her serious concerns around the proposed plan for the 8 parks along Fenton Street which would disproportionately benefit the scouts at the expense of the other activities. She noted the irony that the scout committee did not support the change either. • Netball boasts the highest participation rates per capita, the parks are filled all along Portia and Fenton Streets and the War Memorial Carpark. • Those accessing the walking tracks would also be impacted. • She felt these changes contradicted the LTP outcomes of making Stratford a friendly place to visit. • The culminative impact has not been considered – netball, hockey, table tennis, marching and basketball will all be impacted. Prioritising one group undermines community spirit. • She urged councillors to reconsider this particular aspect to find a more balanced approach to acknowledge the needs of all users. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • Councillor Dudley noted she understood the frustration and asked if a P120 or P180 would be a better alternative? Ms Chadwick said yes if council insists on having a restriction. Councillor Dudley asked if between certain hours would be better? Ms Chadwick asked council to consider what problem they were trying to solve. • Councillor Dudley noted one of the issues had been freedom camping. Ms Chadwick noted other councils had freedom camping bylaws to control those issues and that another submission had suggested signage that the area is not for freedom camping. • Mr Hanne asked if there was an issue with freedom campers taking up parking spaces for netball? Ms Chadwick stated there was no issue on Saturdays. 				
16	Peter Hartley	Parking Control Bylaw	31	1.25pm
<p>Points noted in the presentation:</p> <ul style="list-style-type: none"> • Mr Hartley noted the submission was to remove one angle parking space on the east side of Broadway being the first one north of the new pedestrian crossing to give more visibility, this could be replaced with a parallel park which would not be ideal but better than current situation. • Pedestrians are obscured until they step out because the footpath is lower than the road so people are not always obvious in advance. • Visibility is poor at any time but worse when a camper van or SUV is there. • Many are hesitant to use the crossing as they can't see if vehicles are approaching. • Some drivers drive too fast and some pedestrians don't look. 				

Submission #	Name	Bylaw	Page Number	Time
17	Jack Hywood	Parking Control Bylaw	32	1.35pm
Mr Hywood did not attend the meeting.				

8. **Decision Report – Parking Control Bylaw 2025 – Deliberation and Adoption**
D25/4758 Page 36

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

Recommendations	
1. THAT the report be received.	DUDLEY/McKAY <u>Carried</u> <u>P&S/25/13</u>
2. THAT the Parking Control Bylaw 2025, including the changes outlined in Appendix 4 of this report with amendments as per the minutes below , be adopted.	
3. <u>THAT</u> the commencement date of the Parking Control Bylaw 2025 be 1 May 2025.	BOYDE/HALL <u>Carried</u> <u>P&S/25/14</u>
Recommended Reason	
Having gone through the public consultation process required by Section 83 of the Local Government Act (2002), the public submissions received on the <i>Draft</i> Parking Control Bylaw 2025 consultation must be considered by the committee. Following consideration, a decision must be made on the final Parking Control Bylaw 2025.	

Deliberation and Discussion:

Submission 1 and 16

- The District Mayor noted there were a number of submissions regarding the pedestrian crossing and visibility on the south bound lane. He supported the officers suggestion of removing two carparks. If not two it definitely needed to be one. He noted the proliferation of disabled parking in the area having gone from having not many to an excessive amount. There are 7 disabled parks within 50meters of the crossing. He presented a map of Broadway and noted expanding out to 100meters there are an additional 2 outside TSB Bank and 2 more outside the Library, expanding out to 200meters there are actually 16 disabled parks in the proximity. He would be happy to see the two in the northbound approach removed as his observation is that these are unused. He felt these could be replaced with open parking to replace the two on the eastern side.
- Councillor Boyde agreed with removing the two parking spots as proposed but asked what the effect of replacing them with motorcycle parking would be? Mr Bowden noted the whole issue was parking should not be within 6meters of the crossing as a bare minimum but we had been urged to retain as much parking when completing the consultation for the pedestrian crossing. Ideally the two parks identified should be removed.
- Councillor Hall supported removing the two parks. She asked if the two disabled parks on the north bound approach were located for accessibility to the footpath and if there were specifications for disabled parks? Mr Bowden clarified this had always been an existing disabled park however the motorcycle parking next to it had been removed. Some of the disabled bays could be removed and reverted back to timed parking if that was the request of council however the accessibility bays are wider than a standard bay and typically take up 4meters. Visibility is clearer as they are bigger bays but it comes down to the size of the vehicle.
- The District Mayor asked if the camber of the road impacted compliance of the parking bays? Mr Bowden noted that a number of people do find it difficult to get in and out because of the shape of the road but would need to confirm whether this impacted the compliance of the parking bays.

- Mr Bowden confirmed there should be a 6meter gap on either side of the crossing. He clarified that the 6 meters comes from the pedestrian crossing itself and is the approach to the crossing and not beyond.
- The Deputy Mayor asked if the committee supported the recommendation to reduce the number of parks by two to free up the approach to the crossing? This was supported.
- Councillor Boyde asked if this created the opportunity to have motorcycle parks? Mr Bowden noted that would mean converting one of the disabled parks to a motorcycle park. The District Mayor suggested this could be brought back by officers to discuss. The Chief Executive noted there had been no community feedback requesting the creation of motorbike parking during this consultation.

Remove the two car parks nearest the crossing on the south bound approach as per officers recommendation.

Submission 2, 11, 13 and 14

- Councillor Hall noted submission 2 provided real life feedback about how this space is used and was supportive of the feedback being provided.
- The Deputy Mayor noted officers recommendation was to remove one parking bay and replace with a disabled park. Councillor Boyde supported the recommendation.
- The District Mayor noted that this added to the cluster of disabled parks and suggested relocating a current park rather than another in addition to what we already have. He also noted that the recommendation by officers to install P60 in this area and confirmed he has witnessed the parking issues on Miranda Street on a daily basis as a number of staff from businesses park there, these people could be parking in the War Memorial Carpark. He supported a time restriction of P60 but felt P120 would be more appropriate for appointments at both the Optometrist and MSD.
- Councillor Hall noted we had completed consultation on the parking control bylaw but asked if there was a way to consult with affected groups such as those who use the accessibility parking? Mr Hanne noted these discussion usually included disability advocacy groups and officers have actively engaged with these groups in the past. Councillor Hall felt she would rather hear from these groups about where these parks should be rather than making decisions as abled people.
- It was noted there were not currently any P120 parking areas in Stratford at the moment. This can be done but would mean an amendment to section 10 of the bylaw as well.
- Mr Hanne noted the Bylaw allowed for partial reviews so a review of disabled parking spaces could be added to matters outstanding and reviewed at a later stage.

Two parks to be removed on Miranda Street outside MSD/Stratford Optometrists to be converted into one disabled park and P90 timeframes to be installed to all parks within that block.

Submission 3, 5, 7, 9, 10, and 15

- It was noted that the officers recommendation was to change the proposed P60 at all times on Fenton Street to P180 Monday to Friday.
- Councillor Dudley noted that she did not agree with this recommendation as it would not stop freedom camping issues over the weekend. She suggested the installation of 'No Freedom Parking' signage as a first attempt and review if this does not help the issues. Mr Hanne clarified that these signs would have no legal standing.
- Councillor Beck noted that he had contacted Mr Bruce Jamieson, a previous submitter on this issue, and he was worried about having a permanent time limit impacting overnight stays at the scout den. The problem was still freedom camping.
- Councillor Hall noted this was raised when elected members had requested solutions for freedom camping in this area and did not think the suggestions will solve this while resulting in a heap of affected parties because of it. The recommendation to P180 Monday to Friday will not address the camping issues but officers will need something they can enforce.
- The Deputy Mayor asked if there is an issue with freedom camping in Stratford. Mr Hanne noted there was not an issue. He noted that the scouts have been offered access through the Malones Gates for events and unloading vehicles which was a perfectly viable option.
- Councillor Hall felt putting a time limit would create a disenfranchise, and won't be getting a ticket, so suggested flagging the time limit for this area altogether.
- The Deputy Mayor noted Ms Chadwick's question to elected members "What problem are you trying to fix"? He noted Stratford was officially recognised and certified as a campervan friendly town and one of the reasons this was achieved was the flexibility of where people can park. One of the attractions to this area is the general surround, being able to walk their dog and the proximity to the public toilet. He questioned if we do have a problem and noted that netball do not think so, nor do other users of the scout den or park users. He would support removing this altogether leaving as it is. He noted the point of time limits is to solve congestion issues and there is not a congestion problem there.

- Councillor Jones supported leaving it as it is.

No change to current parking on Fenton Street.

Submission 4

- The disabled parks located outside Wai o Rua – Stratford Aquatic Centre can not be added to the schedule as they are located on private property.
- **Disabled parking on Broadway will be updated on the map.**
- **General map update requests to be completed.**
- **Removal of carparks on Portia Street (7 parks south of the pool) for the construction of a new crossing facility.**
- The Director – Assets noted the updated schedule had resolved all matters raised and included the suggestions for approval.

Submission 6 and 17

- This was agreeing with the changes proposed to be made on Broadway in front of Mountain Motors.
- It was clarified there are currently no time restrictions in this area and the issues are workers of surrounding businesses parking in these spaces.
- The recommendation was to put P60 limits in this area. The District Mayor asked if P90 would be more appropriate as this area does not have high foot traffic.
- Councillor Dudley noted her concern that if limits were installed on one side the problem will move to the other side so asked if it needed to be extended to both sides right up to Seyton Street.
- Councillor Beck suggested it being P90 to give the customers time.
- Councillor Sandford noted no other businesses have complained and felt we were creating these limits when we did not have a problem there and are not going to police it.
- Councillor Hall noted that being complaint based this will impact on council staff time. She asked if this can be revisited if businesses asked for it and it was confirmed the bylaw allows for partial reviews if required.
- Councillor Boyde and Councillor Dudley supported a time limit being put in place.
- Councillor Jones noted his preference for Broadway to be standardised and have a set time limit from one end to the other.

No time restriction to be added.

Submission 12

- Mr Bowden noted this was to increase the parks from P60 to P90 outside Taranaki Physiotherapy, to allow a bit more time for appointments.
- **Approved.**

Submission 18

- Mr Bowden noted the issue from this submitter was trucks parking on residential streets overnight and then starting up at 4am which upsets residents. The bylaw has introduced a clause to restrict particular types of vehicles from parking on a street by resolutions of council. He noted there had not been many complaints received about truck drivers parking on residential streets and there would also be an issue policing this. If armouguard were to police the whole town every night it would cost approximately \$300,000, for armouguard to police one section a night it would cost \$100,000 and to call them out case by case would be \$110 each call, the infringement for this would be \$40.
- Councillor Boyde noted the trucks parking at the bike park frustrated him the most.
- Councillor Hall noted that in this scenario someone has reached out to say they have a problem in this area when we have asked for feedback. This issue has been talked about quite a bit by council and although enforcement does sound unreasonable, something does need to be done. Mr Hanne noted this was the wrong tool and a restricted vehicle bylaw would be more appropriate. It was requested that this be added to the matters outstanding for further investigations into a solution.

General

- Councillor Jones noted that as a farming district there were a lot of vehicles with trailers and he had noted in the bylaw that these must park in designated areas. He asked if this would be left as complaint based. Mr Hanne noted it was the intent of the bylaw that vehicles are parked in a tidy, legal and manoeuvrable space. The War Memorial Carpark does not fall within this bylaw as it is not a road. Councillor Jones asked if council intends to start enforcing this on Broadway when

people park across carparks in town and Mr Hanne noted this was for elected members to decide to enforce these restrictions.

The Environmental Health Manager left the meeting at 2.31pm.

9. [Decision Report – Restricted Access of Roads Bylaw 2025 – Deliberation and Adoption](#)
D25/4484 Page 118

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

Recommendations

1. THAT the report be received.

McKAY/BOYDE
Carried
P&S/25/15
2. THAT the committee considers the submission received as part of the public consultation process of the *draft* Restricted Access of Roads Bylaw 2025.

BOYDE/HALL
Carried
P&S/25/16
3. THAT the committee adopt the Restricted Access of Roads Bylaw 2025.
4. THAT the commencement date of the Restricted Access of Roads Bylaw be 1 May 2025.

HARRIS/McKAY
Carried
P&S/25/17

Recommended Reason

The *draft* Restricted Access of Roads Bylaw 2025 has gone through the public consultation process, required by Section 82 and 83 of the Local Government Act 2002. One submission was received as a result of the public consultation process. The committee is now required to consider this submission.

10. [Decision Report – Vehicle Crossing Bylaw 2025 – Deliberation and Adoption](#)
D25/4483 Page 134

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

Recommendations

1. THAT the report be received.

DUDLEY/HARRIS
Carried
P&S/25/18
2. THAT subject to any new information highlighted at the Deliberation, the Vehicle Crossing Bylaw 2025 be adopted.
3. THAT the commencement date of the Vehicle Crossing Bylaw 2025 be 1 May 2025.

DUDLEY/HALL
Carried
P&S/25/19

Recommended Reason

The *draft* Vehicle Crossing Bylaw 2025 has gone through the public consultation process, required by Section 82 and 83 of the Local Government Act 2002. No submissions were received as a result of the public consultation process.

Questions/Points of Clarification:

- It was clarified that this bylaw covered the whole district, half round pipes are for where there is old fashioned kerb and channel and full round pipes are required for rural crossings. It will be broken out within the bylaw to ensure this is clear.
- Councillor Jones noted that property owners are given the opportunity for their vehicle crossing to be formed or repaired at 50% of council contract rates and stated he did not think many rural properties were offered this rate for their road reserve property. Mr Bowden noted in the road was being resealed then council could offer this opportunity. The minimum requirement is 3 meters off the seal edge but it would ideally be 6 meters or to the property boundary. This would come out of the reseat budget and then charged to the individual property. Seals can be either concrete or tar seal but concrete is preferred as it is longer lasting.
- Councillor Jones noted that Fonterra would like to see an increase of sealed driveways and he would like to see retrospective consideration for these as well. Sealed driveways mean the tankers are not bringing stones and rocks onto the road. Mr Bowden noted that Fonterra had been approached to see if they would assist with upgrades to tanker entrances if required and they said no.
- The District Mayor noted this item had been out for consultation and had not received any submissions so there was no trigger for this discussion or amendments.
- Councillor Jones felt the fees and charges were unclear as to what the inspection fees would be for a vehicle crossing.

11. Closing Karakia

D21/40748 Page 147

The closing karakia was read.

The meeting closed at 2.46pm

N C Volzke
Chairman

Confirmed this 25th day of March 2025.

N C Volzke
District Mayor

MINUTES

Policy and Services Committee



F22/55/05 – D25/5846

Date: Tuesday 25 February 2025 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, G W Boyde, A M C Dudley, V R Jones, A K Harris, E E Hall, J M S Erwood, W J Sandford and M J Watt.

In attendance

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba, the Director – Corporate Services – Mrs R Johnson, the Director – Environmental Services – Mr B Sutherland, the HR and Governance Advisor – Mrs C Reynolds, the Communications Manager – Ms G Gibson, the Roading Manager – Mr S Bowden, the Property and Projects Manager – Mr S Taylor, the Parks and Reserves Officer – Mrs M McBain (*part meeting*), the Services Manager – Mr J Cooper (*part meeting*), the Roading Engineer – Mr Frank Hicks (*part meeting*) 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 approved leave of absence was noted for Councillor C M Tongaawhikau

Recommendation

THAT the apology be received.

DUDLEY/HARRIS
Carried
P&S/25/20

3. Announcements

There were no announcements.

4. Declarations of members interest

Elected members were asked to declare any real or perceived conflicts of interest relating to items on this agenda. There were no conflicts of interest.

5. Attendance Schedule

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

6. Confirmation of Minutes

6.1 Policy and Services Committee –28 January 2025 D25/2499 Page 9

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 January 2025 be confirmed as a true and accurate record.

BOYDE/DUDLEY
Carried
P&S/25/21

7. Matters Outstanding

D16/47 Page 15

Recommendation

THAT the Matters Outstanding be received.

DUDLEY/HARRIS
Carried
P&S/25/22

The Chief Executive noted that two further items will be added to this list following requests made at the previous meeting. The Business plan for Wai o Rua is still in production.

8. Decision Report – Stormwater Easement Request, Cloten Road

D25/4283 Page 16

Recommendations

1. THAT the report be received.

ERWOOD/HARRIS
Carried
P&S/25/23

2. THAT, Pursuant to Section 48(1) of the Reserves Act 1977 and a delegation from the Minister of Conservation dated 12 June 2013, Council grant a 3 metre-wide stormwater easement in favour of Taranaki Regional Council over part of Local Purpose (Esplanade) Reserve on Cloten Road being Lot 3 Sec 78 Blk II, SD Ngaere as indicated in yellow on the plan attached in **Appendix 1**.

BOYDE/WATT
Carried
P&S/25/24

Recommended Reason

TRC is proposing to replace the existing stormwater pipe, serving their property at Cloten Road, with a new pipe and new alignment within the Local Purpose (Esplanade) Reserve. Council's approval, as landowner, is required for an easement in the reserve.

9. Monthly Reports

9.1 Assets Report D25/2733 Page 22

Recommendation

THAT the report be received.

ERWOOD/McKAY
Carried
P&S/25/25

The Director – Assets requested approval that the hearing date for the Victoria Park Reserve Management Plan be moved to 29 April 2025 to precede the monthly Policy and Services meeting.

Recommendation

THAT the Victoria Park Reserve Management Plan hearing be re-scheduled to 29 April 2025.

McKAY/SANDFORD
Carried
P&S/25/26

Questions/Points of Clarification:

- It was clarified that the cost related to the grease trap at the TET Multi Sports Stadium would be on-charged to the lease holder.
- Councillor Boyde noted the increase in rubbish being dumped, particularly in rural areas. The Director – Environmental Services noted there is an issue with obtaining proof of who dumps the rubbish, therefore council is frequently unable to prosecute.
- It was clarified that officers are currently collating a list of stakeholders to participate in the discussion regarding Prospero Place development. Councillor Sandford reminded officers that the Ostlers Garden Trust is keen to be involved.
- The District Mayor requested that the Flint Road subdivision be added to matters outstanding for an update and projected timeline. Mrs Araba noted that once the surveyor is appointed then a better timeline will be able to be presented.

The Services Manager, Parks and Reserves Officer and the Roading Engineer left the meeting at 3.12pm.

9.2 Community Services Report D25/4433 Page 46

Recommendation

THAT the report be received.

DUDLEY/HARRIS
Carried
P&S/25/27

The District Mayor noted it was a difficult market for the Mayors Taskforce for Jobs at the moment and there was lots of comms and engagement coming up.

Questions/Points of Clarification:

- Councillor Dudley congratulated the communications team on their recent social media activity, she has received positive comments about this.
- Councillor Dudley noted the funding of the Stratford Business Association (SBA) coming to an end this year and asked who would be responsible for the Christmas parade. Mr Hanne noted this would be a conversation to be had with the association or another community group. Councillor Beck asked if some communications should be done to see if there was interest in taking over this event? Mr Hanne clarified there had been no official notice from SBA that they would not be running this. Councillor Boyde noted they needed to come and present to council and report on what they are doing, there was meant to be a review on the roles and functions of the SBA which was not brought to council. Mr Hanne noted a public forum invitation would be a good opportunity for the SBA to present and also give elected members a chance to review their decision to remove the funding.
- Councillor Hall noted she had attended the Powhiri for Te Matatini on Monday and noted the honour being part of this.
- Councillor Hall noted there had been a significant amount of undertaken by the Percy Thomson Trust over the last month which included a full day strategy meeting and a work plan to ensure the letter of expectations is addressed. The statement of intent is in development and has a statutory deadline of 1 March.
- The District Mayor noted that the swim school is now at capacity with over 500 students this term. This is an outstanding achievement and it is good to see the swim school is functioning well.

9.3 Corporate Services Report
D25/5088 Page 55

Recommendation

THAT the report be received.

ERWOOD/WATT
Carried
P&S/25/28

The Director – Corporate Services acknowledged the Chief Executive for his role in covering the Health and Safety/Civil Defence Advisor role while this was vacant.

Questions/Points of Clarification:

- Councillor Boyde noted the farm revenue was above budget due to higher production.

9.4 Environmental Services Report
D25/1379 Page 72

Recommendation

THAT the report be received.

McKAY/BOYDE
Carried
P&S/25/29

Questions/Points of Clarification:

- Councillor Dudley asked if the complaints responded to was high? The Director – Environmental Services noted the team is seeing a bit of an increase and felt this could be a result of issues taking a little longer to resolve than usual.
- It was clarified that there were 15/15 building consent applications processed within 20 days.
- There has been no feedback received following the earthquake prone notices being put on buildings.

10. Questions

- Councillor Sandford requested a council visit to the local chicken farm.
- Councillor Beck noted there was a dogs on leash sign at the Malones Gates but further along it allows for free ranging dogs. Mr Hanne clarified there were areas within the park that had different restrictions which was decided by elected members during the review of this policy.
- Councillor Beck asked if the Stratford Park was able to use the skid pad without a resource consent? Mr Sutherland noted that work was being undertaken as to what activities can and can't happen without a resource consent and at what stage a resource consent is required.

11. Closing Karakia

D21/40748 Page 80

The closing karakia was read.

The meeting closed at 3.31pm.

N C Volzke
Chairman

Confirmed this 25th day of March 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	Complete	Bylaw adopted 11 March 2025.
Wai o Rua – Stratford Aquatic Centre – business plan	Requested to be added to table on 28 Jan 2025	Kate Whareaitu	In production	Workshop update 29 April
Accessibility Parking Spaces review	Hearing – 25 February 2025	Steve Bowden		
Trucks parking on residential streets	Hearing – 25 February 2025 (submission 18)	Steve Bowden		
Flint Road subdivision – update and timeline	25 February 2025	Steve Taylor		

QUARTERLY REPORT



F22/55/04 – D25/8402

To: Policy & Services Committee
From: Community and Economic Development Manager
Date: 25 March 2025
Subject: Economic Development Quarterly Report – Quarter Two 2024/25

Recommendation

THAT the report be received.

_____/_____
 Moved/Seconded

1. Executive Summary

This report provides a combined summary of Economic Development activity over the past quarter in the Stratford District, a report on projects, and key quarterly highlights from the Venture Taranaki data dashboard. VT will present key updates for the Stratford district in person.

2. Regional Economic Profile

Population: 10,600

Economy	Employment	Businesses
\$694m	3,820	1,542
Gross domestic product. 3% growth in 2024.	Total filled jobs. 1.2% growth in 2024.	Number of business units. 2.2% growth in 2024.

Largest industries, 2024 (% of total)	
Agriculture, forestry, and fishing	27%
Electricity, gas, water, and waste services	13.5%
Construction	5.2%
Rental, hiring and real estate	4.7%
Public administration and safety	4.7%
Manufacturing	4.5%
Retail Trade	4.4%

**Information obtained from Infometrics. Updated in December for the year ending 31 March 2024. Updated on an annual basis.*

3. Venture Taranaki

3.1 The Q2 quarterly report from Venture Taranaki will be available once adopted by NPDC

Key Highlights:

Q2	Q2	Q2	Q2
3	1	\$1,500	0
Startup clients met in Stratford.	Businesses Supported. Number of client interactions with Business Advisory services.	RBP (Regional Business Partner network) Capability Funding. Distributed to Stratford enterprises.	Mentor Matches

4. Local Tourism and Promotion

4.1 Website Engagement

Page	Views
	Q2
Discover Stratford	383
Venture Taranaki	14
Stratford Business Association	136
Prospero Markets	148
Library and Visitor Information Centre	1,505
Events	929

4.2 Community Events

Quarter 2 Events:

Completed:

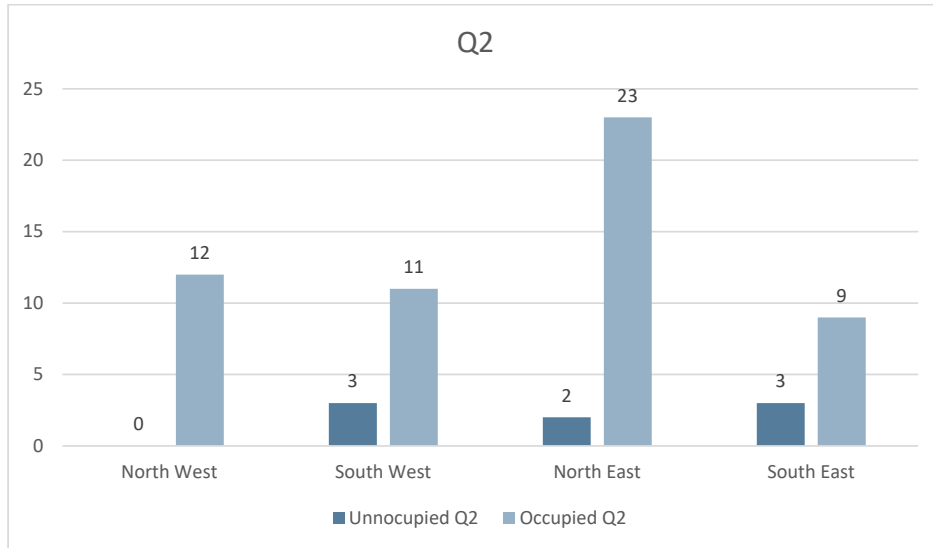
Activity	Date
Prospero Market	Oct-Nov
Christmas Parade	6 December
Christmas Markets/Carols	6 December

Coming Up:

Activity	Date
Summer Nights Concert	Sat 18 Jan
Summer Nights Movie	Sun 2 Feb
Americarna	Fri 21 Feb
Children's Day free swim	Sun 2 Mar
Colour in the Park	Sun 9 March
Wreath Making	Wed 23 April
ANZAC Parade	Fri 25 April
Prospero Market	Jan-Feb-Mar 2025

5. Development

5.1 Businesses in central Broadway



5.2 Stratford 2035 - Prospero Place Development

There is an advisory group for this project that includes officers and two elected members. The current priority is the development of Prospero Place. An agreement has been reached for purchase of land subject to the remaining issues for building consent to be addressed. This is currently being undertaken by council.

Following the Tender process, a landscape architect has been appointed to undertake detailed design, which will include consultation with Elected Members and key stakeholders.

5.3 Stratford Business Association

Membership: 121

Completed Events/Activity

Committee Meetings

- Monday 14 October (Annual General Meeting)
- Monday 11 November
- Monday 9 December

Events

- Friday 6 December – Christmas Parade
- Friday 6 December – Christmas Market and Carol Concert

Business After 5

- Thursday 14 November – Meet the Committee

Workshops

- Wednesday 30 October – Canva Training
- Wednesday 13 November - Canva Training
- Thursday 28 November – Social Media Simplified (Lunch and Learn Session)

Upcoming Events/Activity:

Committee Meetings

- Monday 20 January
- Monday 10 February
- Monday 17 March

Events

- Friday 21 February – Americarna
- Friday 21 February – Family Fun Zone and Concert in Prospero Place

BA5

- Thursday 27 March BA5 – Meet & Welcome our New Members
- Thursday 24 April – Mitre10

Workshops

- Wednesday 26 March – Xero Workshop
- Wednesday 2 April Lunch and Learn Increased Resilience and Stress Management
- Thursday 24 April - Picture Perfect: Phone Photography for Business
- Thursday 22 May - Scroll-Stopping Video: Mastering Phone Videography for Social Media

5.4 Consents Granted

Type	Q1	Q2	Q3	Q4	YE
New Dwellings	4	4			8
New duplex dwellings	0	1			1
Relocated dwellings	1	6			7
Relocated buildings other than dwellings	0	0			0
Fires	8	6			14
Pole sheds/accessory buildings	5	4			9
Additions/alterations – residential	7	10			17
New Commercial buildings	0	1			1
Additions/alterations – commercial	3	3			6
Other/miscellaneous	2	5			7

5.5 Property Sales

Location	Median Price		Volume Sold	
	23 Q2	24 Q2	Q2	24/25 YE
New Plymouth District	Oct		308	609
	\$ 650,000	\$ 650,000		
	Nov			
	\$ 623,000	\$ 645,000		
South Taranaki	Dec		99	195
	\$ 660,000	\$ 650,000		
	Oct			
	\$ 449,000	\$ 402,000		
Stratford District	Nov		27	50
	\$ 440,000	\$ 400,000		
	Dec			
	\$ 480,000	\$ 385,000		
	Oct			
	\$ 391,000	\$ 453,000		
	Nov			
	\$ 491,000	\$ 465,000		
	Dec			
	\$ 481,600	\$ 495,000		

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

5.6 Mayors Taskforce for Jobs (MTFJ)

Target

	YTD	By 30 June 2025
Target Outcomes (A person in who is in on a permanent contract for a minimum of 30 hours per week)	23	30

Registrations

	Q1	Q2	Q3	Q4	YTD
Total People Registered	50	23			73
NEETs Registered (not in employment, education or training)	38	9			47

Employment

	Q1	Q2	Q3	Q4	YTD
People placed into full-time employment (minimum 30-hours per week)	14	23			
People placed into part-time or casual employment or work experience.	11	12			
People helped with upskilling (e.g. driver training, employability skills, first aid, forklift).	68	84			
People helped with pastoral care, mental health support or other emergency support (e.g. counselling, emergency support and housing)	3	4			



Saba Afzal
Community and Economic Development Manager



[Endorsed by]
Kate Whareaitu
Director, Community Services



[Approved by]
Sven Hanne
Chief Executive

Date 18 March 2025

DECISION REPORT



F22/55/04 – D25/8531

To: Policy and Services Committee
From: Director – Corporate Services
Date: 25 March 2025
Subject: 2025/26 Annual Plan Approach

Recommendations

1. THAT the report be received.
2. THAT the requirements of Section 95 of the Local Government Act 2002 are adhered to in the preparation of the 2025/26 Annual Plan.
3. THAT it is determined that there are no significant or material differences proposed for the 2025/26 Annual Plan from the content of the 2024/34 Long Term Plan.
3. THAT it approves the preparation and adoption of the 2025/26 Annual Plan without any further public engagement or consultation in accordance with Section 95 (2A) of the Local Government Act 2002.

Recommended Reason

To adopt the streamlined processes in Section 95 (2A) of the Local Government Act 2002 for the preparation and adoption of the 2025/26 Annual Plan, as the proposals and budgets have already been fully consulted on through the preparation and adoption of the 2024/34 Long Term Plan. This involves adopting the 2025/26 Annual Plan with no further public engagement or consultation.

/
Moved/Seconded

1. Purpose of Report

- 1.1 To consider the options, and then to adopt an approach, for the preparation and adoption of the 2025/26 Annual Plan.

2. Executive Summary

- 2.1 The Council is required to prepare and adopt a 2025/26 Annual Plan.
- 2.2 The Local Government Act 2002 allows a Council to adopt an Annual Plan with no further public consultation if there are no significant or material differences from the Long Term Plan for that year that the proposed Annual Plan refers.
- 2.3 The proposed 2025/26 Annual Plan contains no significant or material differences from the work plans and programmes established, and already fully consulted on, in the 2024/34 Long Term Plan for 2025/26.

2. 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 Annual Plan 2025/26 includes all Council Activities and therefore affects all four well-beings.

4. Background

- 4.1 The Council put considerable effort into the preparation and adoption of its 2024/34 Long Term Plan. This included a full special consultative procedure as required by the Local Government Act 2002.
- 4.2 The Council is progressing well towards the completion of the 2025/26 Annual Plan. With the effort put into the preparation and adoption of the 2024/34 Long Term Plan, the proposed 2025/26 Annual Plan is consistent with the plans for 2025/26 contained in the 2024/34 Long Term Plan. That is, there are no material or significant differences proposed for 2025/26 from that outlined for 2025/26 in the 2024/34 Long Term Plan.
- 4.3 Council held a 2025/26 Annual Plan workshop with elected members on 11 March 2025. This workshop presented the 2025/26 financial forecasts, as well as a discussion around some minor changes proposed for fees, charges and performance measures. The financial forecasts outlined a 6.9% total rates increase for the 2025/26 Annual Plan, which is exactly what was outlined in the 2024/34 Long Term Plan. While there are some changes within budgets for different activities in Council, these are mainly due to changes in the economic environment and roading subsidies from Central Government, not due to significant decisions by Council. There are no changes to the Financial Strategy.
- 4.4 If the Council decides not to undertake any further engagement and consultation there will be cost and time-savings from not doing an Annual Plan consultation document, not receiving submissions and not holding a hearing.
- 4.5 In late April through to late May 2025, the Council will be undertaking a public consultation process for the *Local Water Done Well* decision on whether to deliver future water services to the Stratford District via a proposed “Joint Taranaki Water Services Council Controlled Organisation” model or via an “Enhanced Status Quo In-House Business Unit” model. This is a significant decision and it is recognised that it is important for the community’s focus so be on that consultation.

5. Consultative Process

- 5.1 **Public Consultation - Section 82**
A full public consultation process was undertaken for the preparation and adoption of its 2024/34 Long Term Plan. No public consultation for this decision is required.
- 5.2 **Māori Consultation - Section 81**
A community hui was held at Whakaahurangi Marae during the 2024/34 Long Term Plan consultation process. Specific consultation with iwi is not considered necessary for this decision.

6. Risk Analysis

- 6.1 This report relates directly to Risk 9: LTP/Annual Plan, on Council's Risk Register.

The risk being: IF LTP/Annual Plan is not adopted by 30 June THEN Council rates setting is compromised, statutory breach reported to Minister, there is no mandate for service delivery, additional audit scrutiny, and uncertainty around future service provision for the community.

And the control measure being: Set a timetable to ensure statutory deadline is met. Good project management. Good quality data is provided. Keep abreast of possible changes to legislation and plan accordingly. Good communication to all staff and liaison with Audit NZ.

At this stage there is a low likelihood that the risk will eventuate as good planning and progress in action. Dates set to adopt the final 2025/26 Annual Plan are highly likely to be met.

7. Sustainability Consideration

- 7.1 This decision report is focused on governance matters. However a decision to adopt the 2025/26 Annual Plan without any further public engagement or consultation in accordance with Section 95 (2A) of the Local Government Act 2002, will reduce the use of some materials and travel time and will have a minor positive effect on the environmental sustainability of this activity.

8. Decision Making Process – Section 79

8.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes – this is directly in relation to the Long Term Plan and strategic direction, albeit relating to the one year ended 30 June 2026.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	A direct and strong relationship with the communities current and future needs in all these areas as the Annual Plan confirms the spending programme and key priorities for the 2025/26 financial year.

8.2 Data

The Council has undertaken a comprehensive review of its 2025/26 estimates, fees and charges and performance measures with updated financial assumptions (where required). A good review process to ensure the accuracy of the 2025/26 Annual Plan is in place.

8.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	All of the significant issues and programmes of work included in the 2025/26 Annual Plan have been included in the 2024/34 Long Term Plan. Therefore the decision to not consult on the preparation and adoption of the 2025/26 Annual Plan is deemed to not be significant.
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	
In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
High	Medium	Low
		✓

8.4 Options

There are two main options. The Council is required to prepare and adopt a 2025/26 Annual Plan. The options are to either:

- Option 1** Adopt a 2025/26 Annual Plan without any further public consultation or engagement; or
- Option 2** Prepare and adopt a 2025/26 Annual Plan utilising the special consultative procedure as outlined in the Local Government Act 2002.

8.5 Financial

This report and the associated recommendations are consistent with the Council's adopted Long Term Plan and estimates. All Long Term and Annual Plans are prepared in accordance with generally accepted accounting practice.

8.6 Prioritisation & Trade-off

This has been considered throughout the preparation of the 2025/26 Annual Plan.

The Council has confidence that it can deliver on the outcomes of the proposed 2025/26 Annual Plan.

8.7 Legal Issues

This report and the associated recommendations comply with the appropriate statutory requirements imposed upon Council.

8.8 **Policy Issues - Section 80**

The Annual Plan 2025/26 is in line with the Revenue and Financing Policy and the Treasury Management Policy.

Attachments:

Appendix 1 Section 95 of the Local Government Act 2002



Raelene Johnson
Director – Corporate Services



[Approved by]
Sven Hanne
Chief Executive

Date 14 March 2025

Appendix 1: Section 95 of the Local Government Act 2002

95 Annual plan

1. A local authority must prepare and adopt an annual plan for each financial year.
2. Subject to subsection (2A), a local authority must consult in a manner that gives effect to the requirements of section 82 before adopting an annual plan under this section.

2A. Subsection (2) does not apply if the proposed annual plan does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates.
3. An annual plan must be adopted before the commencement of the year to which it relates.
4. Despite subsection (1), for the first year to which a long-term plan under section 93 relates, the financial statement and funding impact statement included in that long-term plan in relation to that year must be regarded as the annual plan adopted by the local authority for that year.
5. The purpose of an annual plan is to—
 - (a) contain the proposed annual budget and funding impact statement for the year to which the annual plan relates; and
 - (b) identify any variation from the financial statements and funding impact statement included in the local authority's long-term plan in respect of the year; and
 - (c) provide integrated decision making and co-ordination of the resources of the local authority; and]
 - (d) contribute to the accountability of the local authority to the community
 - (e) Repealed.
6. Each annual plan adopted under this section must—
 - (a) be prepared in accordance with the principles and procedures that apply to the preparation of the financial statements and funding impact statement included in the long-term plan; and
 - (b) contain appropriate references to the long-term plan in which the local authority's activities for the financial year covered by the annual plan are set out; and
 - (c) include the information required by Part 2 of Schedule 10.
6A. Except where subsection (5) requires otherwise, the local authority must comply with subsection (6) (b) and (c) by means of reference to, rather than duplication of, the long-term plan.]
7. A local authority must, within 1 month after the adoption of its annual plan,—
 - (a) make its annual plan public
 - (b) send copies of that plan to—
 - (i) the Secretary; and
 - (ii) the Auditor-General; and
 - (iii) the Parliamentary Library.

DECISION REPORT



F22/55/04-D25/2759

To: Policy and Services Committee
From: Roothing Asset Manager
Date: 25 March 2025
Subject: Proposed Road Closure of Miranda Street for ANZAC Day Service

Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, Stratford District Council approves the closure of the following roads between the hours 5.30am to 10.00am on Friday 25 April 2025:
 - Miranda Street between Fenton Street and Regan Street – 5:30am to 10:00am
 - War Memorial Car park access to be closed from Miranda Street
 - Fenton St from Broadway to Malone Gates and Portia St to the TET carpark

for the purpose of the ANZAC Day Dawn Service

Recommended Reason

In order for the Stratford District Council to hold ANZAC Day commemorations, it is necessary to close the roads listed above for the safety of the public gathering for the dawn service at the Cross of Sacrifice on Miranda Street. The proposed road closures require formal approval by a Council resolution.

/
Moved/Seconded

1. Purpose of Report

For any street event that requires a road closure, Schedule 10 Clause 11(e) of the Local Government Act 1974 requires a Council resolution to approve the proposed road closure. This report seeks this approval for the purposes of allowing the Stratford District Council to close the road listed above on 25 April 2025 for the times specified in the recommendation.

2. Executive Summary

- 2.1 In order for the ANZAC Day commemorations to be held, for health and safety reasons the Stratford District Council have requested that Miranda Street between Fenton Street and Regan Street be closed for the purposes of the parade and the public gathering at the Cross of Sacrifice for the dawn service.
- 2.2 Included in **Appendix 1** of this report is the traffic management plan showing the road to be closed.

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 – To commemorate the lost soldiers during the First World War	
Social	Economic	Environmental	Cultural
✓			

The report is for the purposes of providing good regulatory function, as street events such as this, require a Council resolution to approve a proposed road closure.

4. Background

4.1 ANZAC Day occurs on 25 April. It commemorates all New Zealanders killed in war and also honours returned servicemen and women.

The date itself marks the anniversary of the landing of New Zealand and Australian soldiers – the ANZACs – on the Gallipoli Peninsula in 1915. The aim was to capture the Dardanelles, the gateway to the Bosphorus and the Black Sea. At the end of the campaign, Gallipoli was still held by its Turkish defenders.

Thousands lost their lives in the Gallipoli campaign: 87,000 Turks, 44,000 men from France and the British Empire, including 8500 Australians. To this day, Australia also marks the events of 25 April. Among the dead were 2779 New Zealanders, about a fifth of those who served on Gallipoli.

It may have led to a military defeat, but for many New Zealanders then and since, the Gallipoli landings meant the beginning of something else – a feeling that New Zealand had a role as a distinct nation, even as it fought on the other side of the world in the name of the British Empire.

ANZAC Day was first marked in 1916. The day has gone through many changes since then. The ceremonies that are held at war memorials up and down New Zealand, or in places overseas where New Zealanders gather, remain rich in tradition and ritual befitting a military funeral.

4.2 Following the disbandment of the Stratford branch of the Returned Servicemen Association in 2016, the Stratford District Council has offered to host the annual ANZAC Day commemorations service.

The Commemorations include the following:

5.30am-8.00am Extended Dawn Service at the Cross of Sacrifice on Miranda Street

5. Consultative Process

5.1 Public Consultation - Section 82

The Stratford District Council is required to liaise with all residents and traders affected by the proposed road closure. A public notice was placed on the Stratford District Council website on 5 February and an advertisement was placed in Central Link in the Stratford Press newspaper on 5 February. To date no written objections have been received by the Stratford District Council.

Stratford District Council has contacted the Police, Fire Service, St John’s Ambulance and the Road Transport Authority seeking their approval for the proposed road closure. At the time of writing this report no objections had been received

5.2 Māori Consultation - Section 81

There are no known effects that this event is likely to have on local iwi issues. This event also recognises the loss of Māori military personnel during the ANZAC Gallipoli assault on the Turkish army in 1915,

6. Risk Analysis

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

6.1 In order for the ANZAC Day Service and parade to be undertaken in a safe manner on public roads, it is essential that this road is closed for the times stated in the recommendation. This will safeguard the participants, invited guests and members of the public attending the event.

6.2 A full Health and Safety Management Plan and Traffic Management Plan have been prepared for this event. This element is captured by Risk 29 – Health, Safety and Wellbeing and is covered by the organisers with their appropriate plans.

7. Decision Making Process – Section 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes. This event brings the community together to commemorate the military personnel lost in war and those who have served
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This report supports the performance of Council by providing a regulatory function in accordance with the Local Government Act 2002.

7.2 Data

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

Yes, the times of the proposed road closure are outlined in the recommendation above.

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?		
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	As a mark of respect for the military personnel lost in action, shops throughout New Zealand are closed on the morning of ANZAC Day.

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

7.4 **Options**

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

The options to be considered for this report are:

Option 1 Do not approve the closing of Miranda Street and Fenton Street. If this is the option chosen, then the Stratford District Council will not be able to host the ANZAC Day commemorations. This will have a negative impact on this authority.

Option 2 Approve the proposed road closures as outlined in recommendation 2 above to indicate our support for this event. This will have a positive impact for Stratford. **This is the recommended option.**

7.5 **Financial**

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

The cost of providing the traffic management will be met by the Stratford District Council's Community Services Team. Stratford District Council's officer time for approving the traffic management plan is met from current Roading budgets.

7.6 **Prioritisation & Trade-off**

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

The Stratford District Council has engaged the services of Central Traffic Services to provide and monitor the traffic management for this event.

7.7 **Legal Issues**

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

Pursuant to Section 342(1) (b) Schedule 10, Clause 11(e) of the Local Government Act 1974, provides powers to Council to formally approve a recommendation to close a road for the purposes of a street event.

7.8 **Policy Issues - Section 80**

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

This report is consistent with the policy for Temporary Road Closures.

Attachments:

Appendix 1 – Traffic Management Plan



Steve Bowden
Roading Manager



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 18 March 2025

APPENDIX 1



DECISION REPORT



F22/55/04– D25/8918

To: Policy and Services Committee
From: Chief Executive
Date: 25 March 2025
Subject: Policy Reviews – March 2025

Recommendations

1. THAT the report be received.
2. THAT the following, updated and new policies, being the:
 1. Water Supply to Rural Properties
 2. Water Demand Policy
 3. CCTV Policy
 4. Waste Levy Contestable Fund Policy

be adopted.

Recommended Reason

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

/
Moved/Seconded

1. Purpose of Report

This report is part of Council's rolling review of its policies. There are a small number of policies that are reviewed as part of other processes and will not form part of this review cycle – but the majority of policies are expected to be presented this way over time. Occasionally where a policy requires significant attention, this may be done via a separate report.

2. Executive Summary

Policies are an essential element of Council's business processes as they communicate elected members' expectations on general business matters to staff. These require periodic review to remain current.

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
✓	✓	✓	✓

Up to date policies enable council to perform a good quality local public service and good quality regulatory functions.

4. Background

- 4.1 While Council regularly reviews its policies, a notable backlog was identified. Over the past couple of years staff have worked to address this backlog and found this format of presenting policies to elected members has remedied the situation. Going forward policies will be continued to be presented in this manner to ensure policies are reviewed in the appropriate time frame.
- 4.2 Policy review cycles vary notably and part of the review of each policy will be to ensure each policy has the appropriate review cycle attached. Review of policies can be triggered outside of the normal review cycle by a range of factors, including but not limited to legislative change, operational requirements identified by staff and request by elected members.
- 4.3 All policies included in this report are summarised below. For the policies for adoption within this report, the following changes have been incorporated and are being recommended by staff:
 - 4.3.1 Water Supply to Rural Properties Policy – Appendix 1
 - 4.3.1.1 New template
 - 4.3.1.2 No other changes proposed.
 - 4.3.2 Water Demand Policy – Appendix 2
 - 4.3.2.1 New policy to guide application of water restrictions for the district's water supplies
 - 4.3.2.2 To date the conditions of the resource consent for our water take have governed the application of water restrictions. The purpose of this policy is to translate the resource consent requirements into something easier to read, communicate and apply.
 - 4.3.2.3 This policy satisfies the requirements of the resource consent but fine-tunes the consent's requirements for water conservation measures by breaking these into Level 1 and Level 2 with individual trigger levels before returning to the consent's requirement for essential use only once river flows drop below a certain level.

4.3.3 CCTV Policy – Appendix 3

4.3.3.1 This policy has remained largely unchanged.

4.3.3.2 The authority for staff to access footage at remote locations or of body-worn cameras has been streamlined to reduce the staffing impact of retrieving footage.

4.3.3.3 Cameras located at Percy Thomson Art Gallery have been removed from this policy as these are owned and operated by a CCO on their own premises and on separate hardware/software. Council has no ability to set policies on behalf of a CCO.

4.3.4 Waste Levy Contestable Fund Policy – Appendix 5

4.3.4.1 This policy has remained unchanged in intent but had some minor wording changes to enhance clarity.

4.3.4.2 A flow-chart has been added to support applicants as well as decision makers in assessing the eligibility of their project for funding from this source.

5. **Consultative Process**

5.1 **Public Consultation - Section 82**

Some policies will require public consultation, this determination will be made on a case-by-case basis in alignment with legislative requirements and Council's Significance and Engagement Policy.

5.2 **Māori Consultation - Section 81**

Where appropriate, direct consultation will be undertaken with Māori.

6. **Risk Analysis**

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

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

6.1 The key risk within this process is that legislative and or consultation requirements are overlooked or policy change creates undesired outcomes. These factors need to be managed on a policy-by-policy basis as part of the process.

7. **Sustainability Consideration**

7.1 **The principals and objectives within the Sustainability Policy are considered by officers when reviewing and updating policies.**

8. Decision Making Process – Section 79

8.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Policies form the basis of a variety of council functions including the provision of infrastructure, regulatory functions and the provision of a local public service.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Policies in many cases form the basis and framework to how these needs are identified, addressed and met.

8.2 Data

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

The review and preparation of each policy will incorporate the required research and where needed additional information and or data will be provided within the relevant context.

8.3 Significance

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

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

8.4 Options

An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.

1. What options are available?
2. For **each** option:
 - explain what the costs and benefits of each option are in terms of the present and future needs of the district;
 - outline if there are any sustainability issues; and
 - explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions?
3. After completing these, consider which option you wish to recommend to Council, and explain:
 - how this option is the most cost effective option for households and businesses;
 - if there are any trade-offs; and
 - what interdependencies exist.

There is overall no alternative to having key policies. For policies which are not legislatively required, consideration needs to be given whether the effort to develop and maintain a policy exceeds the potential benefit. Within each policy, council has options how to manage events and actions stipulated by that policy. These options will be discussed with elected members for each relevant policy.

8.5 Financial

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

There is no immediate impact other than through the actions triggered by each policy. This will be discussed on a policy-by-policy level where required.

8.6 Prioritisation & Trade-off

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

No trade-off is being undertaken, all policies will form part of the review cycle, as outlined in the original report on this matter.

8.7 Legal Issues

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

There are no legal implications at a high (all policies) level, individual policies will have to reflect current legislation.

8.8 Policy Issues - Section 80

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

The subject of this report is the review of policies, their alignment, legality and timely review

Attachments:

- Appendix 1** – Water Supply to Rural Properties Policy – D25/2065
- Appendix 2** – Water Demand Policy – D25/3215
- Appendix 3** – CCTV Policy – D25/8919
- Appendix 4** – Waste Levy Contestable Fund Policy – D25/7042



Sven Hanne
Chief Executive

Date 18 March 2025

POLICY



APPENDIX 1

Policy:	Water Supply to Rural Properties
Department:	Assets
Approved by:	Policy and Services Committee
Effective date:	April 2025
Next review date:	2027/2028
Document Number:	D25/2065

1. Purpose

- 1.1 As the district has a limited supply of water, this policy has been created to clarify water provision priorities.

2. Policy

- 2.1 Urban water supply will have priority.
- 2.2 Rural properties adjoining existing reticulation, may be supplied with water, provided that all connections are from an existing main, either located on a legal road or covered by an easement for access in favour of Council.
- 2.3 The water will be supplied through a meter, with charges as set by Council through the Long Term Plan or Annual Plan process.

POLICY



APPENDIX 2

Policy:	Water Demand Management
Department:	Assets
Approved by:	Policy and Services Committee
Effective date:	April 2025
Next review date:	2027/2028
Document Number:	D25/3215

1. Purpose

- 1.1 To set out the actions that Council will take to manage the demand for water and clarify water restriction levels and requirements during periods of reduced source water supply.

2. Background

- 2.1 Water supply sources run limited in supply due to reduced river flows and there is a limit to how much water that can be abstracted to ensure river habitats are protected.
- 2.3 At reduced source water flows, Council's resource consent 0195-3 requires that Council implements water conservation measures to reduce water demand. The consent specifies priority supply, as the amount necessary to maintain the health of people and animals.

3. Council Actions

- 3.1 When flows in the Pātea River reduce to less than 780 litres per second, Council will take action, referring to powers in the Water Supply Bylaw 2019 (the bylaw).
- 3.2 In accordance with the clauses 15.4.3 and 15.4.4 of the bylaw, Council reserves the right to implement and lift water restriction via public notice-as necessary.

4. Restriction Levels

- 4.1 Council will implement four water restriction levels based on the amount of available source water in the Pātea River. Council considers community groups or clubs as commercial entities.
- 4.2 **Level 1** – When the flows in the Pātea River reduce to less than **780 litres per second**, Council will implement an odds and evens street address system for residential users to allow the use of hand held hoses, including water blasters on applicable days, however, unattended hoses, sprinklers and irrigation systems are not permitted. Council permits the use of hand held hoses, including water blasters, sprinklers and irrigation systems strictly for commercial purposes.
- 4.3 **Level 2** – When flows in the Pātea River reduce to less than **650 litres per second**, Council will implement a total ban on the **residential and commercial** use of handheld hoses and water blasters, sprinklers and irrigation systems unless an exception is granted at Councils discretion.
- 4.4 **Level 3** – When flows in the Pātea River reduce to less than **556 litres per second** at any point over three consecutive days, **all residential and commercial users** are restricted to essential water use only.
- 4.5 **Level 4** – When flows in the Pātea River reduce to less than **300 litres per second**, Council will consider this a crisis level. **All residential and commercial users** are

restricted to essential water use only and Council will work with **all residential and commercial users** to further reduce water usage where possible, in accordance with clause 15.4.1 of the bylaw.

5. Exceptions

- 6.1 The council may make exceptions in extraordinary circumstances, considering environmental conditions, economic as well as human and public health aspects at the time.

POLICY



APPENDIX 3

Policy:	CCTV Cameras
Department:	Corporate Services
Approved by:	Council
Effective date:	April 2025
Next review date:	April 2028
Document Number:	D23/43983

1. Purpose

This Policy governs the collection, use and disclosure of personal information collected through Stratford District Council owned and operated (Closed Circuit Television) CCTV cameras. This policy has been prepared in accordance with Council obligations set out in the Privacy Act 2020 and is compliant with Section 47(1) of the Search and Surveillance Act 2012.

2. Scope

This policy relates to:

- 2.1 The CCTV system installed at the Centennial Rest Rooms.
- 2.2 The CCTV system installed at the Dog Pound.
- 2.3 The CCTV system installed at the Miranda St Admin Building.
- 2.4 The CCTV system installed at the Kopuatama Cemetery.
- 2.5 ~~The CCTV system installed at the Percy Thomson Art Gallery.~~
- 2.6 The CCTV system installed at the Stratford Library and iSite.
- 2.7 The CCTV system installed at the Transfer Station.
- 2.8 The CCTV system installed at the Wai o Rua Aquatic Centre.
- 2.9 The CCTV system installed at the Esk Road Waste Discharge Site.
- 2.10 Associated computer hardware, software, electrical equipment and signage.
- 2.11 Wearable cameras, mobile cameras worn by Enforcement Officers
- 2.12 And any other locations where CCTV cameras are installed subsequent to the adoption of this policy.

3. Objectives

The objectives of this Policy are to:

- 3.1 Specify council CCTV camera locations and provide guidance for operational oversight.
- 3.2 Regulate the collection, use, retention, access to and disposal of information.
- 3.3 Ensure Council staff members are aware of the relevant privacy and other legal implications when using camera recordings .
- 3.4 ~~Regularly review the need to use cameras and other recording devices.~~

4. Background

- 4.1 Council has installed CCTV cameras in Council workplaces to deter crime and disorder, so employees and customers feel safe, and to reduce incidences of damage to, or loss of, Council assets. Council is responsible for camera placement, operation, and maintenance, and data storage and retrieval.
- 4.2 While Council has no legal obligation to maintain or ensure the cameras are operating in any of the above-named areas, Council will still take reasonable steps to ensure the CCTV cameras are properly maintained and in good working order.
- 4.3 CCTV cameras located at the Centennial Rest Rooms, Dog Pound, Miranda St Administration Building, Kopuatama Cemetery, Library Hub, Transfer Station, Wai o Rua Stratford Aquatic Centre, ~~Percy Thomson Art Gallery~~ and the Esk Road Waste Discharge Site are checked monthly by IT staff to ensure they are functioning correctly. The checks are to be documented in the CCTV Access Register.
- 4.4 Council staff (generally enforcement officers) may wear cameras or mobile recording devices while carrying out their duties under legislation and Council bylaws. The visible, wearable cameras and recording devices are a mitigation tool for reducing the risk of harm to Council staff that deal with the public regularly outside of Council workplaces.

5. Purpose of CCTV Cameras

- 5.1 Footage from the CCTV cameras installed at council locations may be used by Stratford District Council (SDC) for any of the reasons as outlined below:
 - Staff safety
 - Public safety
 - Protection of council assets from staff or the public
 - Assistance in police investigations
 - Assistance in internal investigations as authorised by the Chief Executive
 - Training improvements for health and safety purposes

- 5.2 The below cameras have additional purposes:

CCTV cameras located at Esk Road Waste Discharge Site

Footage from these cameras is used to ensure the discharge of septic tank waste is charged out correctly, for revenue generating purposes, and to provide evidence of unlawful use of the facility.

Wearable cameras

Wearable cameras and mobile recording devices are used to:

- Minimise the risk of personal harm to Council staff members and members of the public
- Assist staff members to lawfully carry out their duties

Wearable cameras will be worn by authorised staff members exercising their powers under legislation and/or Council bylaws and may be used in public places and on private property.

Where practicable the authorised staff member will advise the customer(s) prior to activating the camera, that the camera is being activated, or as soon as possible after activating it.

The authorised staff member must keep the camera in their control at all times. ~~on his/her person so it records only what s/he can hear and/or see.~~

Information collected by the wearable cameras will be used for any of the reasons below:

- Staff safety
- Assistance in legal investigations
- Gathering evidence

6. Awareness of Cameras

- 6.1 The locations of CCTV cameras must be clearly signposted at the public entrance of the building, to notify the public that a camera is or may be in operation. The signs also serve as a general crime deterrent.
- 6.2 Whenever an authorised staff member has a wearable camera on her/his person the camera will be in plain view.
- 6.3 Staff must be made aware of all cameras in the workplace.

7. Access – Council Staff

- 7.1 Access to the recordings of the CCTV camera systems must follow the process as outlined in this policy.
- 7.2 Any request must be made through a Director or the Chief Executive (particularly for internal investigations) to the Privacy Officer by email to privacyofficer@stratford.govt.nz. The request should include the following information:
 - Date and time range to be viewed,
 - Brief explanation of the incident and how viewing the cameras aligns with section 5 of this policy.
 - Who will participate in viewing the footage.
 - The urgency of the request.
 - If there is anything specific that needs to be identified in the footage.
 - Confirmation that the Director or Chief Executive has approved the request.

The Privacy Officer will check that the request is in line with section 5 of this policy, and will also consider the following factors:

- The time range length and the cost of staff time involved in viewing the cameras.
- To what extent viewing the cameras will enable council to meet one of the purposes in section 5 of this policy.
- Whether privacy will be breached, and to what extent this would result in harm to any individual.
- Whether any further information is required.

Once approved, the request will be forwarded to IT Support, who will arrange a suitable time with other staff (as per the request), to view the camera footage.

Despite the above, the following are exceptions to the above access:

- The cameras at Esk Road may be freely accessed by staff in the Wastewater department.
- The cameras at Kopuatama Cemetery may be accessed by the Property Officer without an IT staff member present in accordance with section 5.1
- The cameras at the Dog Pound may be accessed by the Environmental Health Manager and the Environmental Compliance Officer without an IT staff member present in accordance with section 5.1
- Some customer service locations have live camera screens which may be viewed in real time by staff, to provide for extra security and monitoring.
- Body worn camera footage may be reviewed by the user to ensure quality of content.

All approved access to CCTV footage must be documented by IT Support in the CCTV Access Register.

- 7.3 Members of the Information and Technology team will from time to time access cameras at the Centennial Rest Rooms, Dog Pound, Miranda St Administration Building, Kopuatama Cemetery, Stratford Library and iSite, Transfer Station, Wai o Rua Aquatic Centre, Perey Thomson Art Gallery and the Esk Road Waste Discharge Site for the purpose of undertaking maintenance on the cameras.

8. Access – Other Parties

- 8.1 Access by organisations or individuals to council owned and operated CCTV cameras must still meet the criteria as outlined in section 5 of this policy.
- 8.2 In accordance with the Privacy Act, an individual whose activities have been recorded by cameras has the right to access that footage, providing it is available. Requests for viewing of CCTV footage must be made in writing to the Privacy Officer and include a form of photo identification sufficient to enable the Privacy Officer to verify that the individual making the request appears in the footage.
- 8.3 Any request from an individual to view footage that relates to a criminal investigation must not be granted without prior Chief Executive approval.
- 8.4 Public request to access footage of an individual must not result in access to images of other individuals. Images of other individuals may be disguised before the footage can be accessed by the individual making the request. If this is not possible, the individual concerned will be supplied with a written description of their activities in the footage. This may incur a cost as per council's fees and charges schedule.
- 8.5 The Privacy Officer must respond to a request for access within 10 working days of receiving the request. However, requests from the Police should be dealt with as soon as possible.

Privacy Officer details:

Privacy Officer
Email address: privacyofficer@stratford.govt.nz
Address: 61-63 Miranda Street, STRATFORD 4332
Postal Address: PO Box 320 STRATFORD 4352

9. Use of Collected Information

- 9.1 Images or recordings collected by the CCTV cameras installed at the Centennial Rest Rooms, Dog Pound, Miranda St Administration Building, Kopuatama Cemetery, [Percy Thomson Art Gallery](#), Stratford Library and iSite, Transfer Station, Wai o Rua Aquatic Centre and the Waste Discharge Site, wearable or mobile cameras, will be used only for the purposes for which they were collected, or may, in accordance with Principle 10 of the Privacy Act be used by other parties for the following purposes or circumstances, provided the procedures in this policy are followed:
- Court or tribunal proceedings
 - Enquiries relating to the investigation and prosecution of ~~possible~~ offences
 - To prevent or lessen a serious and imminent threat to public health and safety or the life and health of an individual
 - The individuals filmed have consented to its use or disclosure
 - Training purposes.
- 9.2 The collected information must not be used for any other purposes or released for public viewing. Only the Police may release footage to the public to assist in solving a crime.
- 9.3 CCTV footage may be transferred to a secure removable storage device for later access if required to support an ongoing investigation. This includes requests made by authorised entities such as the New Zealand Police. All footage handling will adhere to privacy regulations and organisational policies to ensure proper safeguarding and usage.

10. Security and Retention of Information

- 10.1 Footage from the CCTV cameras installed at the Centennial Rest Rooms, Dog Pound, Miranda St Administration Building, Kopuatama Cemetery, [Percy Thomson Art Gallery](#), Stratford Library and iSite, Transfer Station, Wai o Rua Aquatic Centre and the Esk Road Waste Discharge Site is securely stored on site and retained for up to 3 months. It is automatically erased when the storage device reaches its full capacity unless it is required for evidential purposes. In the event that footage is identified as significant, the information will be

backed up to USB or a secure network location by the IT Team and will be retained until it is no longer administratively required.

- 10.2 Footage recorded by a wearable camera is stored on the device until uploaded to a secure server in the Council's Information Technology Department. The staff member who recorded the footage is responsible for its security until it is uploaded. Once uploaded, the recordings must be erased from the recording device. Uploading and deletion from the device must occur within two working days of being recorded.
- 10.3 ~~Footage recorded by wearable cameras can be viewed by staff with the approval of a director or the Chief Executive.~~ Any footage not immediately required for evidential purposes will be erased six months after the recorded event.

11. Appendices

Legislation

Privacy Act 2020 no 31 (as at 01 July 2023), Public Act contents – New Zealand legislation. (n.d.). New Zealand Legislation. <https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

Search and Surveillance Act 2012 no 24 (as at 05 October 2023), Public Act contents – New Zealand legislation. (n.d.). New Zealand Legislation. <https://legislation.govt.nz/act/public/2012/0024/latest/DLM2136536.html>

Guidelines

Privacy and CCTV, A guide to the Privacy Act for businesses, agencies and organisations. (n.d.). Privacy Commissioner. <https://www.privacy.org.nz/assets/New-order/Resources-/Privacy-and-CCTV/Privacy-and-CCTV-A-guide-October-2009.pdf>

Privacy and CCTV: A guide to the Privacy Act for businesses, agencies and organisations - Summary of guidelines and checklist. (n.d.). Privacy Commissioner. <https://www.privacy.org.nz/assets/New-order/Resources-/Privacy-and-CCTV/CCTV-guidelines-summary.pdf>

Related Policies

Privacy Policy: D16/16748 v3

POLICY



APPENDIX 4

Policy:	Waste Levy Contestable Fund
Department:	Assets
Approved by:	Policy and Services Committee
Effective date:	April 2025
Next review date:	April 2027
Document Number:	D25/7042

1. Purpose

1.1 The purpose of the Waste Levy Contestable Fund Policy (referred to as 'the policy') is to outline the:

- Eligibility, funding application and assessment criteria;
- Conditions for Approval; and
- Exclusions

related to Waste Levy Contestable Fund applications and process.

1.2 The Waste Levy Contestable Fund aims to support activities and initiatives within the district that promote waste minimisation and resource recovery.

1.3 Eligible projects must directly benefit the Stratford district, contributing to measurable reductions in landfill waste and/or enhancing resource recovery efforts.

2. Scope

2.1 The scope defines the Waste Levy Contestable Fund (WLCF) allocated budget¹ of \$50,000 over the next two years, with a maximum of \$25,000 available per year. Any unused funds will be carried over to the next funding allocation.

2.2 For the purpose of this policy, the Waste Levy Contestable Fund means:

A fund that is contestable by the community and allocated on application, to support waste minimisation and/or resource recovery initiatives and activities, consistent with the Waste Management and Minimisation Plan 2023 (WMMP), within the district.

2.3 This Waste Levy Contestable Fund is funded via the waste levy imposed by central government on solid waste disposed at the landfill. The waste levy raises revenue for initiatives to reduce waste and encourage resource recovery (e.g., composting and recycling). It recognises that disposal imposes costs on our environment, society and economy.

2.4 This policy is to be read in conjunction with the Council's Solid Waste Management and Minimisation Bylaw 2020 and the WMMP 2023 and any subsequent amendments.

3. Eligibility

3.1 To be eligible for funding, the:

¹ Allocated in the Long Term Plan

- a) Applicant must be either a natural person, an organisation, or a not-for-profit entity; **AND**
- b) Project must promote or support waste minimisation and/or resource recovery in the Stratford district; **AND**
- c) Application must support a reduction of waste to landfill and/or resource recovery project with measurable outcomes within a year of funding being approved.

4. Funding Application and Assessment Criteria

- 4.1 All applications must be made to the wasteminimisation@stratford.govt.nz email.
- 4.2 No applications will be received or adjusted after the “applications closed” date unless changes are requested or approved by the WLCF administrator or the Waste Levy Advisory Group (WLAG).
- 4.3 Projects must promote or achieve waste reduction initiatives and/or resource recovery activities that avoid, reuse, recycle or recover waste destined for landfill, or make use of resources diverted from landfill.
- 4.4 Projects may include, but are not limited to:
 - a) Education or behavioural change projects, to promote waste minimisation and/or resource recovery activities for a particular target audience.
 - b) Infrastructure that helps divert resources from landfill.
 - c) Research to investigate existing waste quantities and composition, behavioural or economic incentive, towards effective reduction of waste and/or resource recovery improvement activities.
 - d) Design of product stewardship schemes or other solutions that promote and achieve waste minimisation and resource recovery.
 - e) Other initiatives and activities that contribute to the Council's actions and strategic priorities in the WMMP 2023.
- 4.5 Applications will be considered against the assessment criteria in accordance with Sections 5.3 & 5.4 of the Council's WMMP 2023.
- 4.6 All accepted applications will be assessed by the WLAG, which is composed of 2x Elected Members and a Waste Officer.
- 4.7 Applications with missing, incorrect or incomplete information will not be accepted for funding and it is the responsibility of the applicant to ensure all information supporting their application is received before the application closing date.

5. Conditions for Approval

- 5.1 There will be no cap on the maximum amount available within the fund's approved annual budget of \$25,000 for approval for any single application.
- 5.2 The successful applicant will be required to submit a report on the funds expended and outcomes achieved at the end of either:
 - a six month period – for funds approved greater than \$3,000; or
 - a 12 month period - for funds approved less than \$3,000.
- 5.3 Further reporting once per annum for a period of three years will be required to ensure projects are still meeting their targets and will be used to determine further funding applications
- 5.4 If previously allocated Waste Levy Contestable funds by Council, applicants must provide evidence of successfully expending those funds and the reporting provided to support the expenditure.
- 5.5 Projects must be new or improvement activities that are measurable and achievable within 12 months of an approved application.

5.6 Applicants must provide any other information required during the waste levy funding application assessment process if required by the WLAG.

5.7 Projects must take into consideration the Stratford District Councils Sustainability Policy.

6. Exclusions

6.1 Funding will not be awarded for existing activities or towards the ongoing operational costs of any application.

7. Audit

7.1 Given that annual audits will be carried out by the Ministry for the Environment (MfE) to ensure compliance with the Waste Levy Grant, the successful applicants will be required to provide the appropriate report(s) as per clause 5.2.

7.2 Any successful applicant who does not provide the report will be disqualified from accessing future funding.

7.3 All approved projects will be subject to the application assessment process outlined in **Appendix 1**, ensuring proper record keeping and documentation of decisions for auditing purposes.

8. Dispute Resolution

8.1 In the event of a dispute over any aspect of this policy, immediate action will be taken by the Director of Assets through effective and constructive consultation between the parties concerned and in accordance with any Council complaints or dispute resolution process.

8.2 If a resolution cannot be reached, the WLAG, with support and guidance of the Chief Executive Officer, will have the final say on the matter.

9. Review

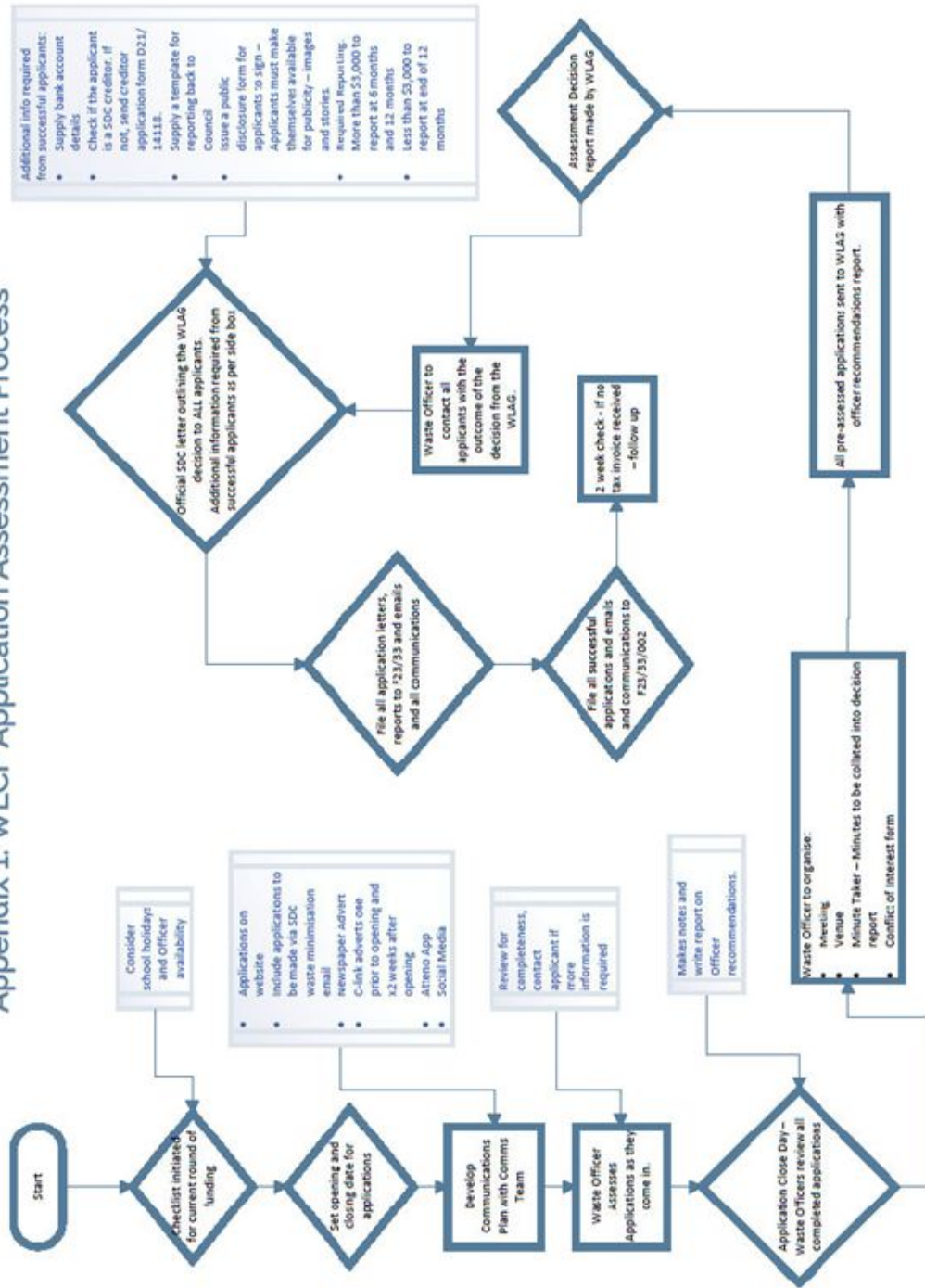
9.1 This policy is to be reviewed:

- a) In April 2027; or
- b) As and when required

10. Attachments

10.1 Appendix 1 – Waste Levy Contestable Fund Application Assessment Process

Appendix 1: WLCF Application Assessment Process



MONTHLY REPORT

Assets Department



F22/55/04 – D25/6824

To: Policy and Services Committee
From: Director – Assets
Date: 25 March 2025
Subject: Assets Monthly Report for February 2025

Recommendation

THAT the report be received.

/
Moved/Seconded

1. Highlights

Roading

- The Opunake Road resilience project has been awarded.
- The replacement of the steel culvert on Wawiri Road was completed late February.
- Fulton Hogan continued with the resealing programme in February to make the most of the run of fine weather. So far, 9.2km of road has been sealed.

Water Supply

- Minor toby leaks were experienced in Stratford and Council contractors undertook repairs.
- Level 2 water restrictions were implemented during this reporting period due.

Wastewater

- The Swansea Road bridge sewer pipe remediation works commenced at the end of this reporting period
- Council responded to an authorised discharge of wastewater into the Pātea River, in accordance with our Incident Response Plan. All stakeholders were involved appropriately at the different stages of the response. Council staff and contractors did a fantastic job to stop the discharge and repair the sewer pipe.
- 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.

Solid Waste

- **Collect the Lids REGIONAL campaign** is being planned to divert over a quarter of a million caps.
- **Love Food Hate Waste** campaign starts in March with an Education Plan, using both static imaging and social media tiles.

Parks and Reserves

- The *Draft* Victoria Park Reserve Management Plan has been released for public consultation for one month, closing 17 March 2025. This is following approval from Council at the ordinary meeting.
- National Parks Week is from 3 to 10 March 2025. Contractors are working to make the parks look good.

Special Projects

- Both the TSB pool demolition and manifold installation contracts commenced in February 2025. Pool demolition will be completed by the end of March, subject to water restriction rules, hydroseeding may be need to be deferred for completion later.
- Detailed design of the grit tank and the raw water delivery line at the Water Treatment Plant is nearing completion, to be closely followed by competitive tendering.

2. Roading

2.1 Level of Service and Performance Measures

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

Roading Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2024/2025 YTD
Safe Roading Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. The number of DSI's for 2021/2022 was 6, for 2022/23 was 3 and for 2023/24 was 1. Our target is zero (0) for 2024/25.	-1	Not Achieved - Number to date = 2 There were no DSI's crashes in February 2025.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not yet measured ¹ .
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Not yet measured. The result for the 2023/24 is 94%. This can be attributed to the investment in the sealed roads affected by the forestry industry.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not yet achieved The annual reseal programme continued in February 2025 ² .
	Unsealed Road maintenance ³ - The percentage of the unsealed road network that has been metal dressed.	≥7%	Achieved - 9.4% Equivalent to 19.4km of road
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>72%	Not yet measured. 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	• Roading Network	>80%	Not yet measured.
	• Footpaths	>80%	Not yet measured.

2.2 Customer Requests

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

2.3 Routine Maintenance

Completed works for the month of February is summarised below.

¹ The results for the 2023/24 year is 52%, significant investment is required to achieve the target shown..

² Our target length is 20.3km. February we resealed 2.30km. Total to date 9.2km.

³ Our target length is 14.50km per annum. No further maintenance metalling was undertaken during this period.

Table 1: Routine Maintenance Works – February 2025

Item	Activity Class	Completed Works
1	Unsealed Roads	<ul style="list-style-type: none"> Aggregate Loss Filled areas that have no metal on Mangaehu Road Dust Suppression product sprayed Manganui Road and Tuna Road – 2 RP's 1285-1435 and 1930-2130 Grading completed on Bayly Road and Hartnet Road Potholes filled on Vera Road, Mangaehu Road, Taihore Road, Puniwhakau Road. Rutting & Water Tabling on Taihore Road Scouring fixed on Mangaehu Road, Taihore Road and Puniwhakau Road
2	Signs/Furniture & Structures	<ul style="list-style-type: none"> Signs cleaned on Beaconsfield Road, Cardiff Road, Cheal Road, Denbigh Road, Finnerty Road, Flint Road East, Mangaehu Road, Miranda Street North, Opunake Road, Radnor Road and Wingrove Road Damaged Post/Sign Repaired on Brewer Road Incorrect Sign changed on Orlando Street South New Signs 2 x 80km speed sign on Opunake Road Post Leaning fixed on Craig Street and Rutland Road Signs reinstated on SH 3 (2 Broadway) Hight adjusted and Juliet Street sign was snapped off at base of post Sign Straightening done on Cordelia Street, Hills Road, Tuna Road, Celia Street, Wingrove Road and Hastings Road North Missing sign replaced on Brewer Road
3	Environmental	<ul style="list-style-type: none"> General Debris removed/inspected on Taurus Street and Elizabeth Grove Illegal Dumping collected on Esk Road Detritus removed on Cardiff Road, Swansea Road, and Celia Street West Graffiti painted over on Juliet Street Tree Removal on Wawiri Road
4	Pavement	<ul style="list-style-type: none"> Potholes Sealed Various sites. Dig-outs 15 completed on Opunake Road between RP 1390 and 8997 Level – Uneven Surface Radnor Road RP 4980-4990 and Makuri Road RP 15316-15320
5	Bridges	<ul style="list-style-type: none"> Bridge Debris Clearing done 2 bridges on Mangaehu Road, Perry Road, Radnor Road and Makuri Road
6	Surface Water Channels	<ul style="list-style-type: none"> Cleared Detritus Gutters cleared on SH3 (2 Broadway), Fenton Street, Hamlet Street South, Juliet Street, Portia Street North, SH43 (1 Regan Street East) Warwick Road
7	Shoulders	<ul style="list-style-type: none"> Edge breaks filled with QPR and emulsion Swansea Road Edge Rut completed on Fenton Street Low Shoulder x 2 on Esk Road
8	Railings	<ul style="list-style-type: none"> Paint only – Barclay Road x 2, Brewer Road, Curtis's Access x 2, Denbigh Road, Finnerty Road x 2, Jury Road x 3, Mangaehu Road x 4, Opunake Road, Puniwhakau Road x 2, Randor Road x 4, Tututawa Road x 4, Waihapa Road and Wingrove Road. Repaired and Painted – Puniwhakau Road x 3, Opunake Road and Mangaehu Road. Guardrail Repair/Replace installed 22m of guard rail Mangaehu Road, bridge from old yard stock.
9	Drainage	<ul style="list-style-type: none"> Blocked drainage sorted on Puniwhakau Road Cleared Inlet/Outlets on Taihore Road Cleared Water tables on Opunake Road x 2, Pembroke Road West x 2 Prep and seal done on Gordon Road Culvert
10	Emergency Work	<ul style="list-style-type: none"> Road Closed Whangamomona North Road patrolled, culverts inspected, maintenance work to damaged areas and slips done as required Spillage inspected on SH3 (2 Broadway) Downers responded Vehicle accident responded to on Pembroke Road East Call out
11	Footpath	<ul style="list-style-type: none"> Romeo Street West – Dig out metal and prep for seal old vehicle crossing and cut back hedge to allow better access.
12	Vegetation	<ul style="list-style-type: none"> Hazardous tree/limb removed/cut back tree branches over road on Mangaehu Road
13	Surfacing	<ul style="list-style-type: none"> Reseal site Whitianga Road Maintenance reseal on sealed section Fill crack – alligator completed on Opunake Road RP 6343-6353 Pembroke Road West – 2nd sweeping completed



Figure 1: Blocked Drainage Repair at Puniwhakau Road- Before and After

2.4 Sealed Pavement Maintenance

Pavement repairs at various locations on Opunake Road between RP1390 and 8997 carried out in February.



Figure 2: Progress on pavement repairs at various locations on Opunake Road

2.5 Illegal Dumping

During February, illegal dumping was collected from Esk Road. The cost to remove this material was \$46.

2.6 Emergency Work

There were no call-outs for this work activity during February.

2.7 Ready Response Works

The crew attended to a car crash on Pembroke Road West to clear the debris. This was the only call-out we attended during the month.

2.8 Capital / Renewal Works / Reseals.

Shown below are some images of the new concrete culvert installed on Wawiri Rd as well as an access ramp being cut by the under slip on Opunake Road.



Figure 3: The new culvert installed under Wawiri Rd with temporary backfill over the culvert.



Figure 4: Opunake Road under slip – access ramp

2.9 General Business

• Concrete Price Increases

Council received notification of impending price increase on some of 'Hynds' concrete products, effective from 7 April 2025, including:

- Concrete Product;
- Civil (pipe & precast) 3% to 5%
- Rural Precast 3% to 10%
- PE Pipe and Fittings 4% to 6%
- Watermain Valves & Fittings 3% to 10%
- Merchandise Product Ranges 5% to 12%

• Ministerial Expectations – Annual Reseals.

Within the reporting schedule, the Minister is requiring RCAs to review their long term maintenance outcomes to increase annual reseals of their road network from the LTP target of 5% to 9%. As Council is currently working under an 80% budget constraint of approximately \$1.36M, an additional \$1.54M is required to deliver this 9% target.

2.10 Roding Activities

A snapshot of programmed and reactive works completed in January is shown in **Figure 5**.

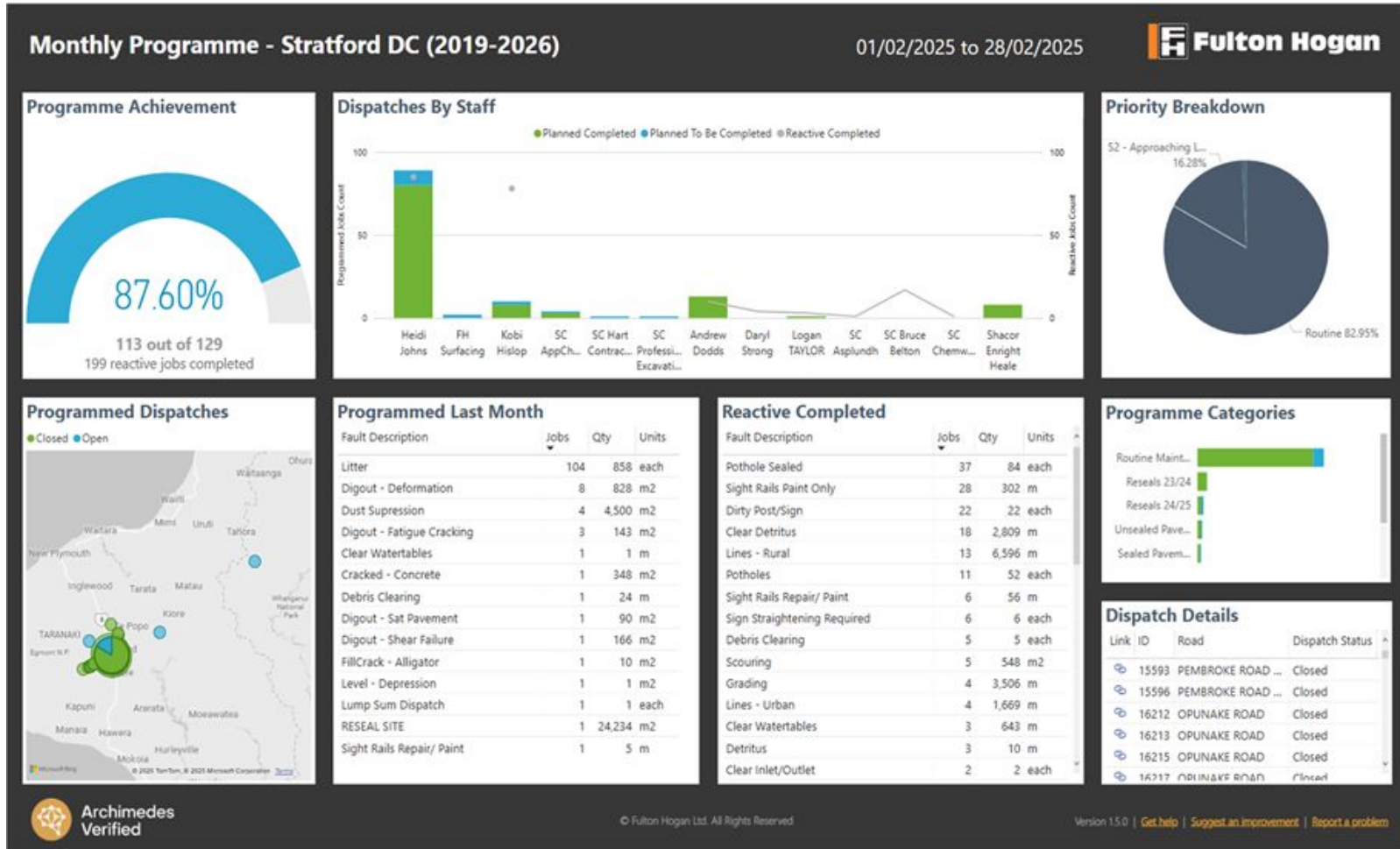


Figure 5: Monthly Programme Achievement Chart - February 2025

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	100%	Not achieved
	<ul style="list-style-type: none"> Stratford Midhurst Toko 	100%	Achieved to date
	DWQAR 2022 Protozoal compliance	100%	Achieved to date
<ul style="list-style-type: none"> Drinking Water Standards Maintenance of Reticulation 	<ul style="list-style-type: none"> Stratford Midhurst Toko 	100%	Achieved to date
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not Yet Completed Achieved in 2023/24 Stratford – 8.6% Midhurst – 10.6% Toko – 4.1%
A Reliable Water Supply:	Urgent Response Times –measure targets for the median response time for urgent attendance and resolution	2 hours 9 hours	Achieved to date 0 hr 13 mins 2 hr 10 mins
	<ul style="list-style-type: none"> Attendance for urgent call-out Resolution for urgent call-out 		
<ul style="list-style-type: none"> Response Time 	Non-urgent Response Times – measure targets for the median response time for non-urgent attendance and resolution	2 working days 5 working days	Achieved to date 0 day 18 hrs 28 mins 1 day 12 hrs 48 mins
	<ul style="list-style-type: none"> Attendance non urgent call-out Resolution non urgent call-out 		
<ul style="list-style-type: none"> Unplanned Disruptions 	Unplanned Disruptions - measure target for disruptions.		Achieved to date
	<ul style="list-style-type: none"> Minor disruptions (between 5 and 50 connections affected) Major disruptions (more than 50 connections affected) 	< 6 < 3	0.66 0.0
Demand Management	Water Consumption – 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	Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:		Achieved to date
	<ul style="list-style-type: none"> Drinking Water Clarity; 		0.66
	<ul style="list-style-type: none"> Drinking Water Taste; 	<32	0
	<ul style="list-style-type: none"> Drinking Water Odour; 		0
	<ul style="list-style-type: none"> Drinking Water Pressure or Flow; 		0.99
	<ul style="list-style-type: none"> Continuity of Supply Councils response to any of these issues 		0.33 0
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa)	100%	Not Yet Completed Achieved in 2023/24
NZFS Conditions	Fire Hydrants – 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

Explaining the non-achievement of the Bacterial compliance DWQAR for the Stratford Water Supply ...

'The Quarter 1 audit of water supply compliance undertaken by independent consultants found that the Stratford reticulated water supply was non-compliant in terms of DWQAR 2022 Bacterial Compliance Rules for the month of July because reticulation sampling exceeded the maximum number of days allowed between samples. The maximum number of days allowed between reticulation sampling is 9 days, however, the time between reticulation sampling during one period in July was 11 days due to an staff oversight.'

3.1.1 Water Treatment

- No major water treatment plant issues were experienced during this reporting period.

3.1.2 Water Reticulation

- Level 2 water restrictions were implemented during this reporting period and Council staff are working to identify high water users with a view to examining ways they can reduce their water usage without compromising their business activities during level 3 restrictions, which may be coming.
- Minor toby leaks were experienced in Stratford and Council contractors undertook repairs.
- The card reader for the bulk water delivery station at Esk Road again failed to operate due to a 'comms error' and so the card reader was removed. The company engaged to diagnose and repair the card reader managed to clear the error and it temporarily functioned correctly. However, after two days use it again displayed 'comms error' and no water could be provided through the unit.

Subsequent attempts to repair the card reader have all failed after two days use. At the time of writing the card reader is back with the company for diagnosis and repair. It is now looking likely that the whole bulk water delivery unit will need to be replaced. While the hydrant unit is not operating bulk water supply customers are continuing to fill tankers from a fire hydrant on Fenton Street, much to the annoyance of Stratford residents during water restrictions.



Figure 6: Temporary bulk water filling point

- No other major water reticulation issues were experienced during this reporting period.

3.1.3 **Building Consents, Resource Consents and LIMs**

- Assessments were made for a total of two (2) Resource Consent applications and nine (9) LIM.

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	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<6 per 1,000	Achieved to date 0.37
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	<1	Not Achieved
	• Abatement notices;		1
	• Infringement notices;		0
	• Enforcement orders; and		0
	• Convictions.		0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		Not achieved to date
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	2 hours	2 hrs 2 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	4 hrs 57 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:		Not achieved to date
	• Sewage odour		0.37
	• Sewerage system faults	<6	0.74
	• Sewerage system blockages		5.55
	• The territorial authority's response to issues with its sewerage system.		0
Trade Waste Complaints Response times	• Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.	<2 working days	Achieved to date 0 (February – 0)
Trade Waste Consent Processing	• Percentage of trade waste consent applications processed within 15 working days.	100%	Achieved to date 0 (February- 0)

Explaining the Non-achievement of the table above:

- **Discharge Compliance:**
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.
- **Sewerage Overflows**
As per the January report '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.
- **Customer Complaints – Attendance time**
CityCare only have a small crew in Stratford when everyone is at work. Traffic management is usually involved in their work and to unblock Ethels sewer, because her tree roots or fat have blocked her lateral, two persons are required to operate the jetter trailer.

3.2.1 Operations

- **Wastewater Treatment**

- No major wastewater treatment plant issues were experienced during this reporting period.

- **Wastewater Reticulation**

- **The Swansea Road Bridge**

- The Swansea Road bridge sewer pipe remediation works commenced at the end of this reporting period and updates will be forthcoming in subsequent reports.



Figure 3: Swansea Road scaffolding for pipeline remediation works

The Pātea River Unauthorised Discharge

- In response to notification of a possible water leak at Broadway South an inspection of a pipe suspended under a bridge over the Pātea River was undertaken. The pipe that was found to be leaking was identified to be an unknown sewer pipe suspended 7 metres above the Pātea river bed below the Pātea River bridge, south of the Broadway southern roundabout.
- Upon discovery of the sewage discharge into the Pātea River, the Taranaki Regional Council and the Public Health Unit were immediately notified and warning signs were erected along the Pātea River downstream of the discharge. Notifications were also communicated on social media platforms.



Figure 8: Taranaki Regional Council staff sampling the sewage discharge and undertaking freshwater biological impact surveys.

- Council contractors were immediately engaged and the flow to the pipe was able to be blocked off, therefore ceasing the sewage discharge on the day of discovery.
- The following day specialist contractors were engaged to survey the pipeline; at this stage it was discovered that an 11 KV powerline had previously been under bored through the sewer pipe down-pipe of the spiral steel section suspended above the Pātea River. At this point the CCTV inspection was abandoned.
- Council contractors were immediately engaged to excavate down to the sewer pipe to relocate the 11 KV powerline and repair the sewer pipe so specialist contractors could undertake PVC lining work to remediate the pipe to prevent further discharges.



Figure 9: Council contractors relocating the 11 KV powerline and repairing the sewer pipe

- Specialist contractors returned after the repair work was completed and worked through the night to repair the PVC line the damaged section of pipe, and these works proved successful. No further sewage discharges have occurred and the 126 metre section of pipe between manhole R4.3 and manhole C10.4 has been PVC lined.



Figure 10: PVC liner being steam heated prior to insertion and expansion.

- A letter requesting an explanation for the sewage discharge and reasons why enforcement action should not proceed was subsequently received from the TRC which Council has since responded.
- Sample results provided by the TRC have shown that deleterious effects were occurring within the receiving waters on the day of discovery while the discharge was occurring, but had ceased the following day when the discharge was not occurring. Council is awaiting the results of the freshwater biological impact survey.

- **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 the Esk Road facility, some sampling has not always been able to be completed within timeframes specified in their consents. Ongoing attempts are being made to sample the remaining operators overdue.

3.3.2 Permitted Activities

- Ongoing monitoring continues of businesses which have been assessed as high risk for not complying with the permitted status of their activity.

- Following the grease trap for TET Stadium requiring urgent emptying and cleaning, a follow-up inspection was undertaken. The trap was compliant at the time of inspection. The operator has subsequently engaged a plumber to assess the device with no issues indicated. This site and operator will continue to be monitored closely through the coming period.
- Another food business was inspected following indication from Council contractors that there was potentially an issue with fat in the lines nearby. The trap was compliant at time of inspection however ongoing monitoring will be undertaken by the Trade Waste Officer.

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.	System adequacy		
	• The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor	0	0
	• For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.)	0	0
	• For each flooding event, the number of buildings in the central business zone affected by flooding.	0	1 Not Achieved
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	• Abatement notices;		
	• Infringement notices;		
	• Enforcement orders; and		
Response Times	• Convictions.		
	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	Complaints - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system.	< 9	1 Achieved to date

- **Stormwater Reticulation**



Figure 11: Screening plant operating

- Screening of the Victoria Park pond sludge has occurred during this reporting period. Council is awaiting sample results to confirm the material can be spread onto land as a permitted activity.
- No major stormwater reticulation issues were experienced during this reporting period.

3.5 Solid Waste

The Levels of Service for the Solid Waste Collection Activity are measured using the performance indicators shown in the table below.

Solid Waste Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2024/2025
The levels of waste generated are reducing	Quantity of Waste to landfill per household (kg/hh/annum) (municipal kerbside collection only)	<500kg kg/hh/annum	Achieved to date February data shows an annual estimate of 491 kg/hh/annum equating to 39.1kg/hh/month
	Percentage (by weight) of Council controlled waste stream that is recycled from the kerbside (municipal kerbside collection only)	>20%	Achieved to date Year to date - 23% February 2025 – 22%
The waste collection service is fit for purpose.	Percentage of customers satisfied with the service provided.	>80%	Not yet measured.

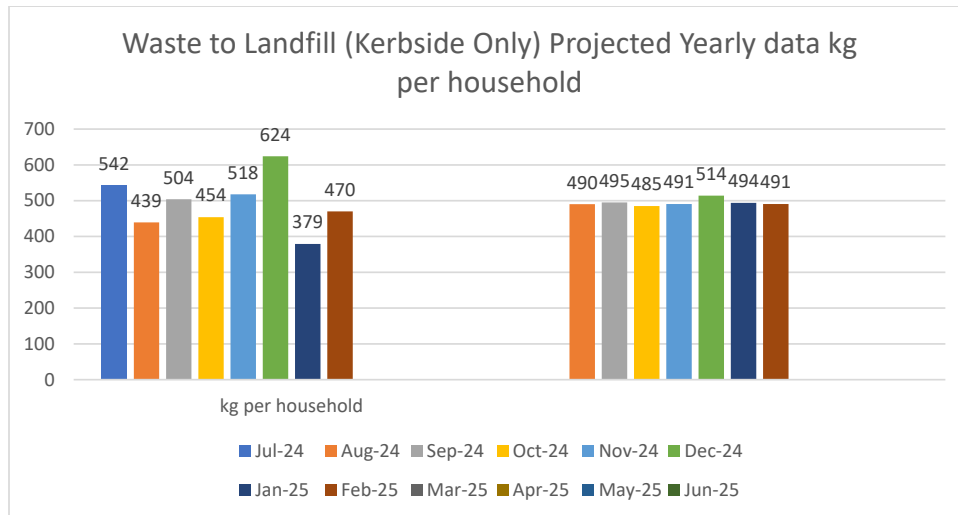


Figure 12: Total Waste to Landfill - Kerbside (Kg per household)

- The total waste to landfill for February – Kerbside Only was **39kg** - yearly estimate being 491kg/pa
- Total collection from kerbside collections year to date is **891.9T** and **145.9T** from the Transfer Station.
- Total waste to landfill year to date is **1037.9T** with a target of less than 1500T per year
- Current tracking shows this target will be a challenging one

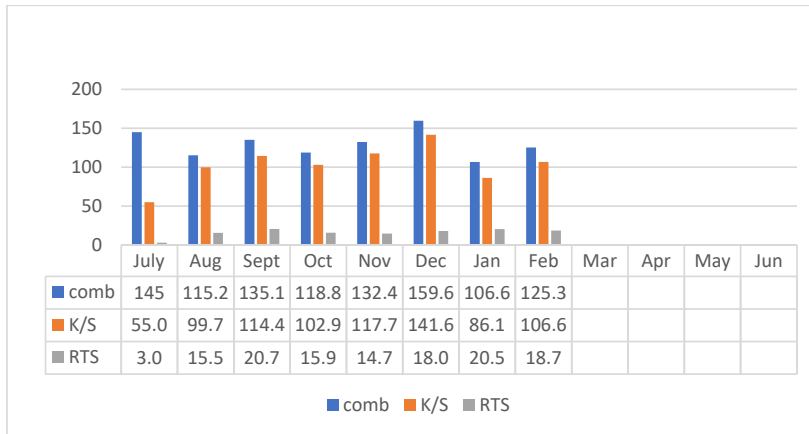


Figure 13: Monthly Total Waste to Landfill – Kerbside and Transfer Station.

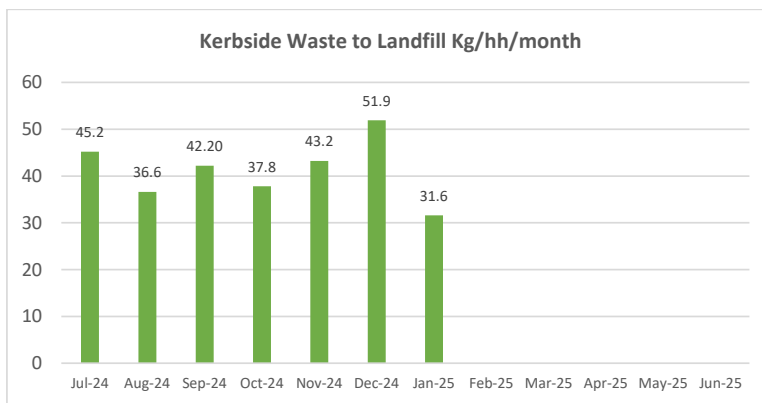


Figure 14: Monthly Total Waste to Landfill - Kerbside (Kg per household)

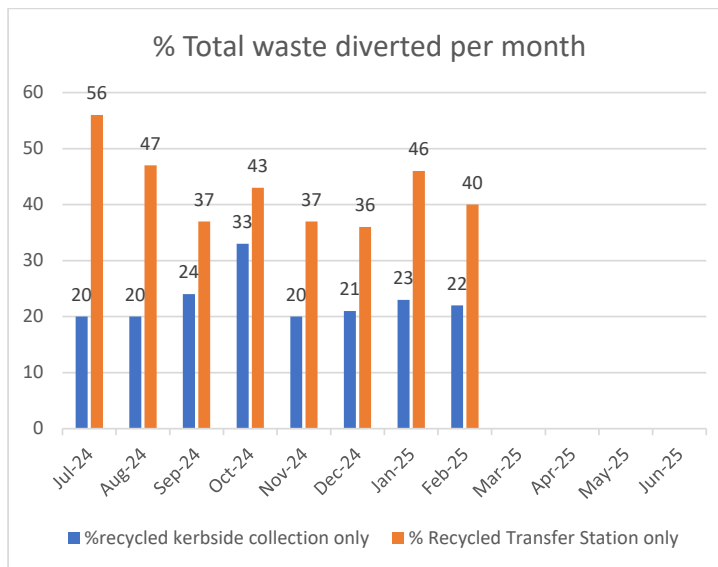


Figure 15: Total Monthly Waste Diversion (%) - Includes comingled, glass, steel cardboard, excludes green waste.

- The customer requests trends chart shows an increase in the need to replace ageing stock as many requests for repair are split bins and unreparable.

- Two complaints were received regarding multiple half emptied bins. Officers investigated and responded accordingly. Media messaging has gone out to help remedy this issue.
- While the number of missed collections has remained stable, this graph now shows the missed collection CRMs that are declined by the contractor. These are usually for half empty bins which the contractor says are jammed. Officers noted that another street was missed (which lowers missed collection numbers, as request was for all bins missed on the street be listed as 1 CRM).

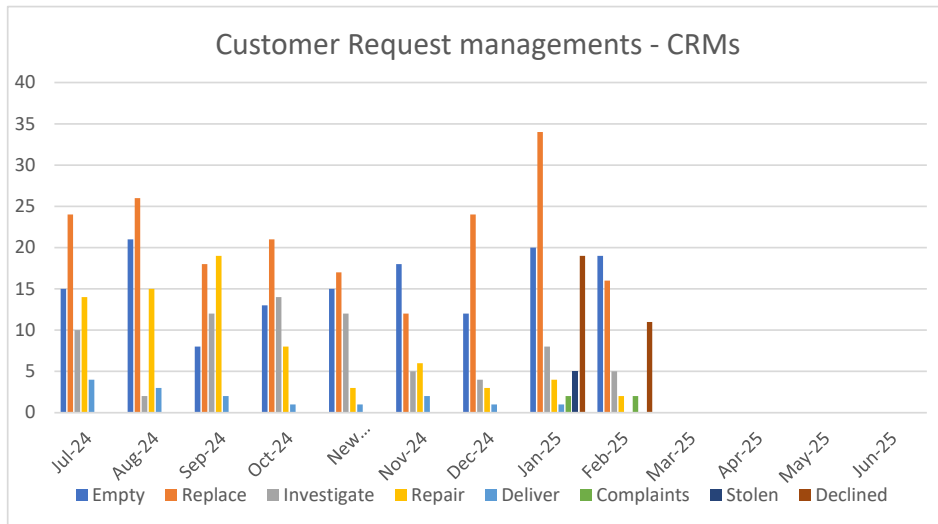


Figure 16 - Customer Requests Trends

3.5.1 Waste Minimisation - Planning

- **Collect the Lids REGIONAL campaign** is being planned to divert over a quarter of a million caps. This campaign will run from 28 April to 20 June (9 weeks) with NPDC targeting 7 schools and SDC targeting all urban schools and an eastern districts combined cluster. STDC is yet to confirm their targeted schools.
- **Collection points** for plastic caps and aluminium wine tops are being confirmed as these are now regarded as serious contamination. Thirty eight (38) glass bins were rejected in the January collection and 22 in February. The contractor has been asked for detailed occurrence of these contamination i.e. addresses, so a targeted education campaign can be started.
- A regional program to **reduce single use cups** is being planned for July – September 2025.
- **Love Food Hate Waste** campaign starts in March with an Education Plan, using both static imaging and social media tiles.
- The **Waste Audit Toolbox** is being almost completed and audits to specifically help schools interested in reducing their waste streams, including solid waste minimisation, reduced water use/demand, reduced electricity use, reducing purchase of single use products, etc will be offered in Term 2.
- The **Bintainer scheme** for Victoria Park is in the procurement stage and further details will follow.
- The **mobile recycling trailer**, is now functional and has been used at Americarna. Officers have noted that minor modifications are needed for ease of use and these are underway and still within budget.
- The development of the **Water Use and Conservation Education** campaign package for schools is expected to be distributed to schools in early March.

3.5.2 Waste Minimisation - Actions

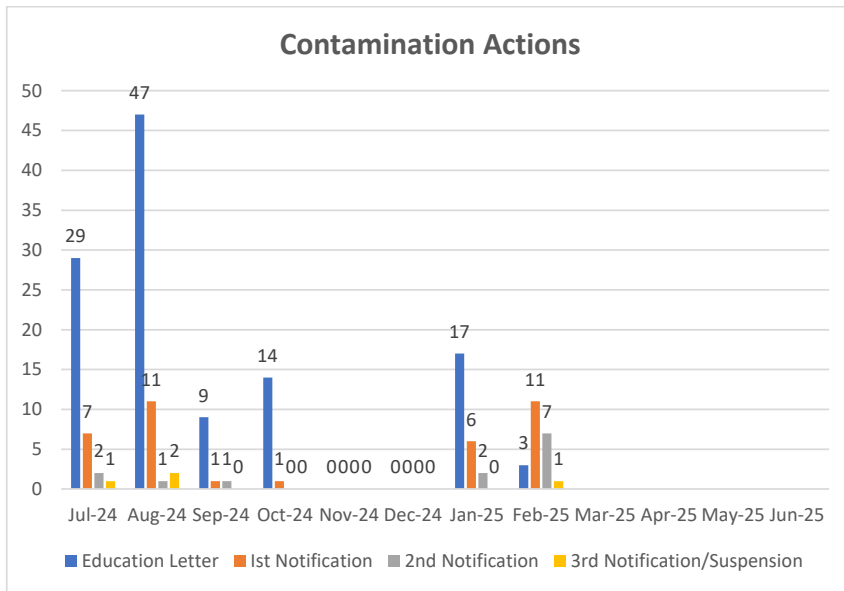


Figure 17 - Summary of Bin Contamination Actions

- There are still a few minor issues regarding the bin auditing process. Officers are working with our contractors and have started a targeted campaign follow up on all major contaminations (red tags) with retests every fortnight for 2 months. This has resulted in serial contaminators being identified with 1x suspension and 7x second notification letters being issued.
- The contamination rate (rejected bins) has increased to 5%, with major contaminants being soft plastics. Another education campaign is planned for April – June.

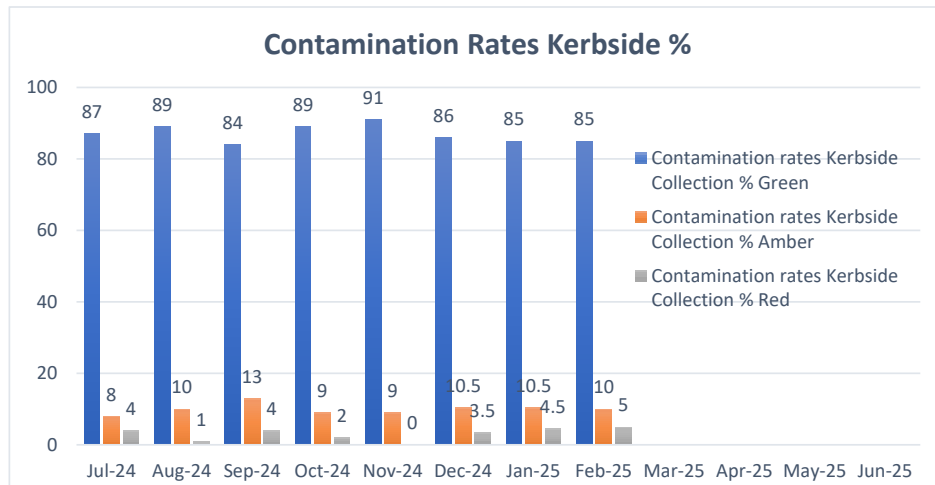


Figure 18: Kerbside collection Service Contamination Rates

4 Development Engineer Update

4.1 Building Consents, Resource Consents and LIMS

- Assessments were made for a total of:
- Seven (7) Building Consent applications;
 - Three (3) Land Use applications
 - Ten (10) LIM reports, and
 - Six (6) new subdivision applications

4.2 Work has started on the 14 Lot extension to Othello Place subdivision.

5 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 is shown below.

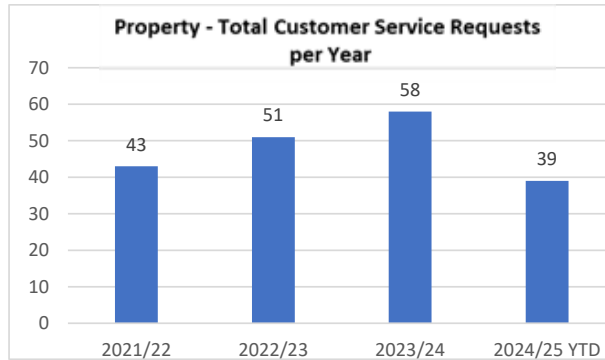


Figure 194: Customer service request history – February 2025

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

5.1 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	1,523 YTD

5.2 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%	Not yet measured
	Annual daily usage of War Memorial Centre measured by the percentage of days in a year there is a booking.	>75%	70% TYD Not achieved to date
	Annual daily usage of Centennial Restrooms measured by the percentage of days in a year there is a booking.	>70%	39% average – not achieved to date
	Booking cancellations as a percentage of total annual bookings for the War Memorial Centre and Centennial Restrooms.	<20%	14% average - Achieved to date WMC
			9% 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.	66% - Not achieved YTD

The Civic amenities occupancy rates / patronage are presented below.

5.2.1 Housing for Older Persons

- Annual occupancy year to date remains 100%.

5.2.2 War Memorial Centre

- Total number of bookings was 42 during the month of February 2025:
 - 36 bookings honoured.
 - 6 booking was cancelled

5.2.3 Centennial Restrooms

- Total number of bookings was 22 during the month of February 2025:
 - 20 bookings honoured.
 - 2 bookings were cancelled
- Trend 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 suggest a reduction of the target to match reality in the next financial year, as part of the annual plan changes identified by Officers.

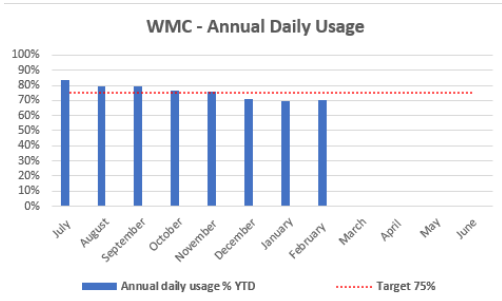


Figure 20: War Memorial Centre Annual Daily Usage

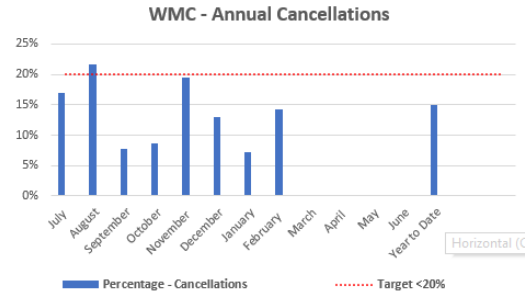


Figure 21: War Memorial Centre Annual Cancellations

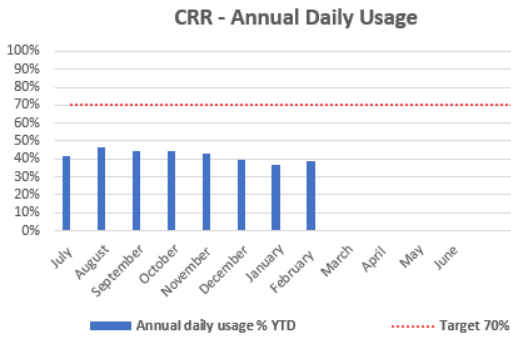


Figure 22: Centennial Rest Rooms (CRR) - Annual Daily Usage

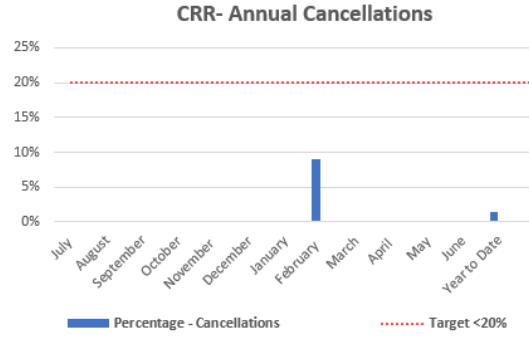


Figure 5 Centennial Rest Rooms Annual Cancellations

5.3 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	120,941 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.

5.3.1 The Farm

- The farm has produced, as at 28 February 2025, 20,941 kgMS, which equates to a 9.02% increase compared to the same period of the 2023/24 financial year.
- A daily average year to date (as at 28 February 2025) of 498.7 kgMS has been achieved for the 2024/25 financial year. This is a 3.4% decrease on the 2023/24 financial year.

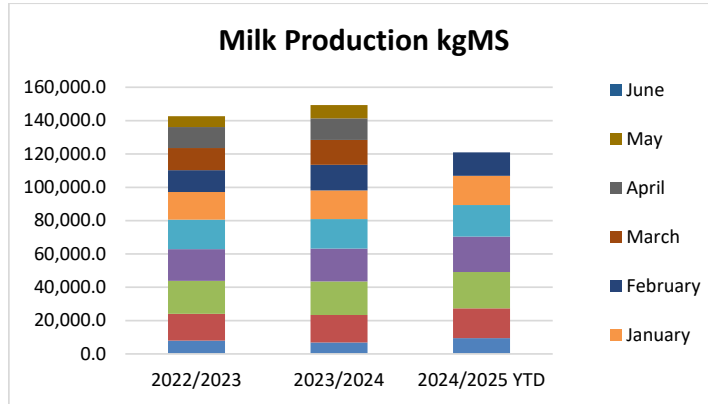


Figure 24: Monthly Milk Production Chart

6 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	63 – 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)	Not yet measured
To maintain safe foot bridges to the community.	All existing foot bridges meet NZ Safety standards.	No result (Biennial Review)	Not yet measured

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

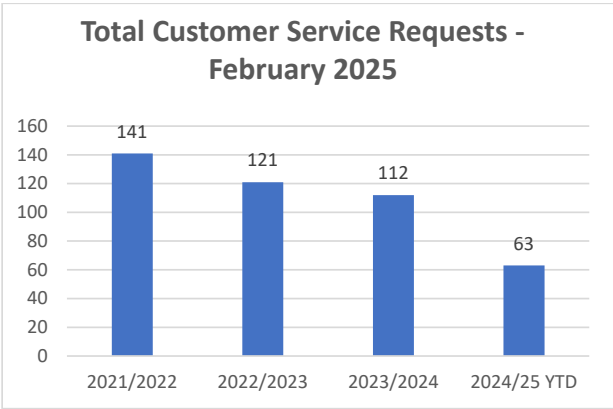


Figure 25: Customer Service Requests – February 2025

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.

National Parks Week is from 3 to 10 March 2025. Contractors are working to make the parks look good.



Figure 26: Sights of King Edward Park



Figure 26: Sights of Windsor Park



Figure 27: Sights of Victoria Park

7 Capital Projects

7.1 Progress Update

Progress updates on some of Council's key projects, as at **28 February 2025**, are provided under activity headings below:

7.1.1 Roading

- **Road Stopping - Whangamomona Domain** - Submission and accompanying documentation has been sent to LINZ for gazettal action. We are waiting for a response from LINZ.
- **Road Stopping Manaia Road (Hollard Gardens)** – Further information has been provided to LINZ for gazettal action. We are waiting for a response from LINZ.

7.1.2 Water Supply

- **Universal Water Metering – manifold installation** – This project is now underway with the contractor working in the north/west quadrant of Stratford and Juliet Street, between Regan Street and Seyton Street, which ties in with the footpath replacement programme. Estimated completion date is July 2025.
- **Fluoride Plant Upgrade** – A Request for Proposal (RFP) will be advertised in March for a design and build of this project. The installation of this tank will minimise the risk of over-dosing the water supply with fluoride. This upgrade will further improve our risk mitigation of the Stratford water treatment plant (WTP).
- **Stratford Grit Tanks** – This is a replacement project of the 100-year old grit tank at the Stratford water treatment plant. Detailed design for the grit tanks and the raw water delivery line is progressing. This is a highly complex project, bringing together several expertise to deliver a most efficient and enduring long-term 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.

7.1.3 Wastewater

- **Replacement Pipe at Swansea Road Bridge** – Works is underway to repair this critical asset. Completion is due in April 2025.

7.1.4 Stormwater

- **Stormwater Modelling** - Procurement planning is underway for the modelling of Stratford's stormwater system. A tender will be advertised in March 2025 to appoint a specialist modeller for this work.
- **Silt Retention Victoria Park** – Sampling will be taken in early March 2025 to determine if the silt removed has dried sufficiently for spreading.

7.1.5 Property

- **Flint Road Subdivision** – This project continues. Council will call for tenders to procure a surveyor, as per Council's procurement policy, in March 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 has completed preliminary investigations which will form the starting point for conversations with Elected Members and key Stakeholders in March 2025.
- **TET Multisports Centre** – Since taking ownership of this building a few years ago, Council has inherited a number of non-compliance issues. Officers are working with the

Building Team and contractors to ensure Certificate of Code Compliance (CCC) is issued at the appropriate time.

- **Farm improvements** – Officers are working with the Sharemilker to have races and farm subsoil drains repaired (this project has been brought forward from Year 2 of the LTP). Quotes have been requested for the supply and installation of a new calving shed.


7.1.6 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/May 2025.

6 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 18 March 2025

MONTHLY REPORT

Community Services Department



F22/55/04-D25/7725

To: Policy and Services Committee
 From: Director Community Services
 Date: 25 March 2025
 Subject: Community Services Monthly Report – February 2025

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
Community Services			
Enable opportunities for the community to engage, celebrate, connect and sustain local capability.	Number of major community events led by Council	>4	3*
	Percentage of residents satisfied with the quality of the events and programmes offered by Council.	>80%	
Economic Development			
Develop and facilitate strategic partnerships that enable growth, attract ongoing investment, and increase diversity and capability within the local business sector.	Number of new and existing businesses accessing services and programmes offered.	>4	4
	Number of promotional activities delivered or partnered with to encourage visitation to the district.	>1	2**

*International Day of the Older Person event, Summer Nights Concert, Summer Nights Movies

** These include SDC's support and partnership for Te Matatini and Americarna.

2.1 Council Organisations and Council Representatives on Other Organisations

Councillors may take the opportunity to report back from Strategic and Community organisations on which they are a representative for Council.

2.2 Youth Council (SDYC)

The Youth Council AGM will be held on Tuesday 18 March 2025. It is expected that an updated Terms of Reference will be confirmed at this meeting.

The Youth Council have organised 2 events in celebration of Children’s Day. The first is a free swim and ice creams for 100 children at Wai o Rua and the second is the Colour in the park event on 9 March.

They will be beginning to discuss Youth Week and what they would like to offer in 2025.

As noted last month Mentoring Training is being worked towards and we will be looking at offering First Aid Training to the new Youth Councillors.

Upcoming meetings and events:

- Ordinary meeting/ AGM - 18 March
- Free Swim at Wai or Rua – 2 March
- Colour Run – 9 March
- April School Holidays Movie: Snow White – 13 April

2.3 Civic and Community Events

Complete:

- Americarna – 21 February 2025
- Prospero Market – 22 February 2025

Coming up:

- Children's Day Free Swim at Wai o Rua – 2 March 2025
- Colour in the Park – 9 March 2025
- Prospero Market – 29 March 2025
- ANZAC Wreath Making – 23 April 2025
- ANZAC Parade – 25 April 2025
- School Holiday Programme – 12 – 27 April

2.4.1 Mayors' Taskforce for Jobs (MTFJ)

Registrations

	February	YTD
Total People Registered	4	81
NEETs Registered (not in employment, education or training)	4	52

Employment

	February	YTD
People placed into full-time employment (minimum 30-hours per week)	5	30
People placed into part-time, fixed term or casual employment or work experience.	2	16
People helped with upskilling (e.g. driver training, employability skills, first aid, forklift).	5	91
People helped with pastoral care, mental health support or other emergency support (e.g. counselling, emergency support and housing)	3	10

Target

*The current MTFJ contract required ‘sustainable’ (91-days in employment) outcomes to enable MTFJ SDC to apply for the 2nd tranche of funding. This was achieved in December 2024 when 9 sustainable outcomes were met. Now the target pertains to full time permanent outcomes that don’t have the 91- day caveat. The contract target of outcomes by 30th June 2025 is 30 permanent full-time roles.

February Highlights

MTFJ SDC reached the contract goal of 30 full-time permanent outcomes for this year. MTFJ NZ has successfully reached the overall national goal for the Community Employment Programme too. Nationally 2768 young people have signed up to work with MTFJ across the country. MTFJ SDC has applied to continue with the Community Employment Programme for 2026/2027. 4 new jobseekers were registered with MTFJ in February. 2 of them are on MSD benefit. Driver training continues with lessons, defensive driving course training and support for driver licence tests. One person was helped to gain their learner licence and lessons will continue for them because they don't have any vehicle to practice driving on. There are a few clients currently progressing from their learner licence to their restricted so they can start applying for jobs further away from their homes. Without their restricted, they are forced to only apply to jobs that they can walk to.

7 placements into employment in February. 5 of them full time permanent roles and 2 casual roles. 4 of these are MSD benefit receivers.

2.5 Funding

2.5.1 Creative Communities Scheme

Round 2 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

Round 2 of the 2024/25 Sport NZ Rural Travel Fund will open on 31 March 2025 and close 9 May 2025.

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 remain available in an advisory role, assisting to formulate ideas for the forums.

We are currently in the process of organising free sessions with a hearing therapist free in Stratford from May 2025. These will be held in the library. Anyone with concerns about the hearing will be able to access this service.

The next Positive Ageing Forum will be in May (date to be confirmed). Sport Taranaki will present on the Green Prescription, their Strength and Balance awareness campaign and the Wise Charitable Trust will present on keeping your home warm (Healthy Homes).

2.7 Stratford Business Association

Memberships	
New	5
Current total	130

2.7.1 Upcoming Activity

Events

Committee meetings

- Monday 17 March 2025

Ba5 events

- March – Meet our New Members

Workshops

- Xero

Lunch + Learn

- To be confirmed

3. Communications

3.1 External communications




Four Central Link updates were produced in February. These were shared to Central Link e-newsletter subscribers, as well as online at stratford.govt.nz/CentralLink and on Council’s Facebook page. Much of the content within the weekly Central Link is also shared with local media (print and radio), published as news articles on council’s website and social media sites, and sent as an Antenno update.

Focus for February:

- Make your final submission on draft Victoria Park Reserve Management Plan
- Bin not being emptied? Check these 2 things
- Meeting schedule - February and March
- Te Matatini rōpū! Haere mai ki Whakaahurangi!
- Stratford celebrates Children’s Day with free swim and colour run
- Americarna rolls into town on Friday. Are you ready?
- River is low. Conserve water.
- Temporary road closure - Junction Road
- Check water quality before you jump in
- TSB Pool Complex demolition starting soon
- New members welcomed into Youth Council
- February Group Fitness timetable is here!
- Are you up-to-date with water restriction info?
- Restricted fire season now in place. Get your permit for open-air fires
- Te Matatini o Te Kāhui Maunga is coming soon. Are you ready?
- Waitangi Day opening hours
- Proposed temporary road closure - Anzac Day

3.2 Digital channels

February snapshot:

Website		Social Media	
	6600 ↓900 Users		44 Facebook followers /stratforddistrictcouncil 4,844 people follow Council's page.
	20845 ↓2005 Page views		26600 ↓2% People reached The number of people who saw any of Council's posts at least once this month.
	10147 ↓1634 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.		10 Instagram followers /stratford_nz 1,174 people follow Council's account.
Antenno			
	88 installs 16 uninstalls Devices using Antenno. 1,449 devices are currently using Antenno in the Stratford District	27 posts sent out 27 reports received	

Your Say Stratford



35 new registrations
357 registered participants

744 visits

Engagement rate - .5%
The % of visitors that contributed to projects.

Key project pages for February

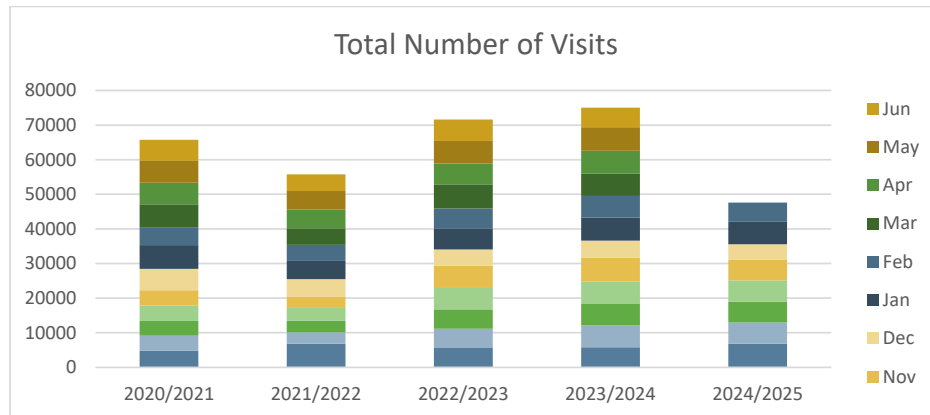
- Victoria Park RMP
- TSB Pool Complex demo
- Central Link e-newsletter sign ups - ongoing




4. Library Hub

Performance Measures (*Performance Measures in bold*)



	Target	2024/25 YTD
Number of items (including digital) issued annually.	>50,000	42,845
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	2,550

Visitors/Users per service



Service	February	Year to date (2024/25)
 Information Services (brochures/maps/ event tickets etc)	441 ↓67	2,261
 Vehicle/Driver licensing	668 ↓134	6,014
 Programme and Events	155 ↓58	2,550

Library services - Items Issued

Service	February	Year to date (2024/25)
 In person	4,157 ↓1129	38,324
 Online	576 ↓83	5,429

Programme/Event Users

Age group	February	Year to date (2024/25)
65+ Seniors	25 ↓5	246
18+ Adults	70 ↑21	534
13-17 Secondary School	0 -	20
5-12 Primary School	36 ↓97	1,319
<5 Pre-School	24 ↑24	349

4.1 Highlights for February

- Regular term time programming resumed.
- Demand for advice and support with digital inclusion continues to grow with 16 one on one sessions held in January. Some of the topics covered this month included navigating recruitment and employment websites and uploading CVs, Ministry of Education payroll remediation, and setting up new devices and apps.
- International visitor numbers continue to be high with many seeking advice about walks and climbing Taranaki Maunga. This takes quite a lot of staff time to ensure appropriate mountain safety advice is given.
- Staff have also been busy advising about changes in bus timetables and topping up Bee cards. Compared to February 2024, a 114.6% increase in Bee card top ups was recorded in February 2025.

5. Aquatic Centre

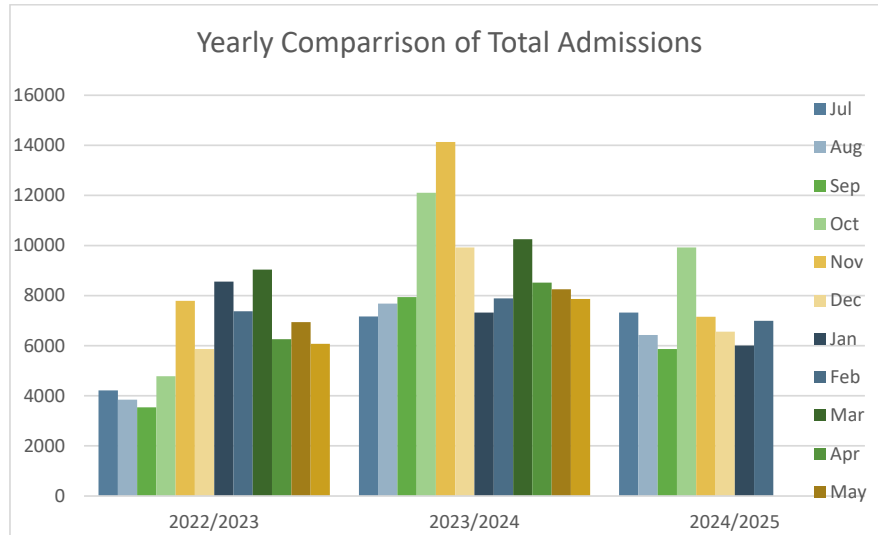
Level of Service Category	Performance Measure	Target	2024/25 YTD
To provide an aquatic facility that is welcoming, attractive and a safe place to swim.	Compliance with NZS5826:2010 NZ Pool Water Quality Standards.	Met	100%
	Poolsafe Accreditation is met.	Met	100%
	Percentage of facility users satisfied with the quality of the services and programmes offered.	>80%	
	Number of facility users per annum.	>75,000	56,268

5.1 Highlights for February:

- February 2025 saw 6,998 customers through the facility.
- Wai O Rua Swim School Term 1 programme began 3 February.
- Aquatic Education delivered courses to Midhirst, St Joseph's Stratford and St Patrick's Kaponga.
- Wai O Rua opened on Waitangi Day, 10 am to 5pm attracting 299 visitors.
- Turnball Cup was held Wednesday 26 February, featuring Stratford Primary, St Joseph's, Ngaere, Toko and Midhirst Schools.
- PoolSafe review scheduled in February was postponed.

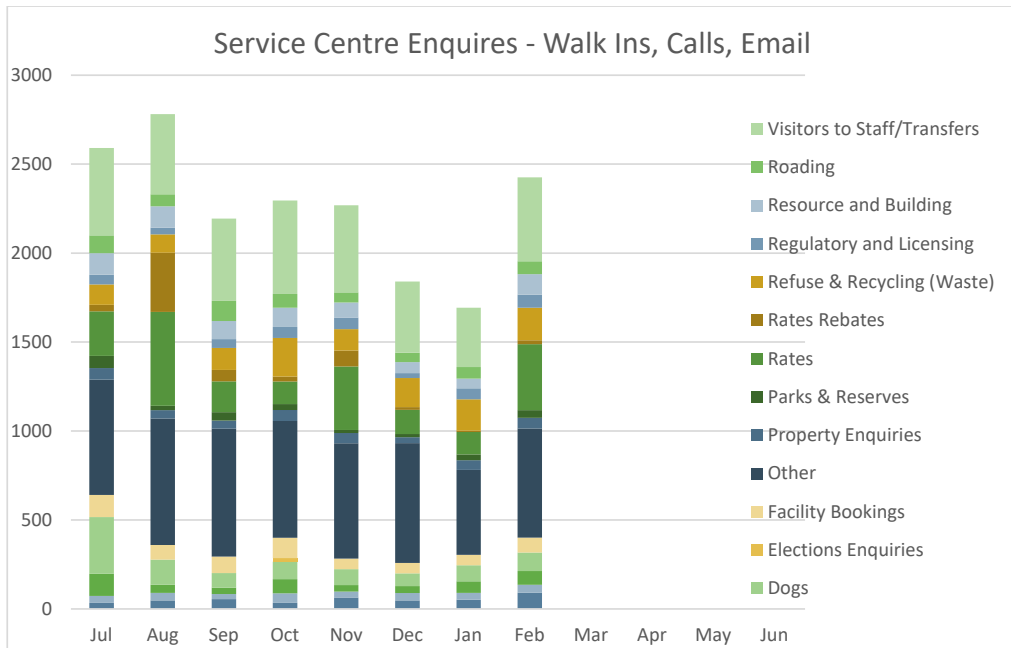
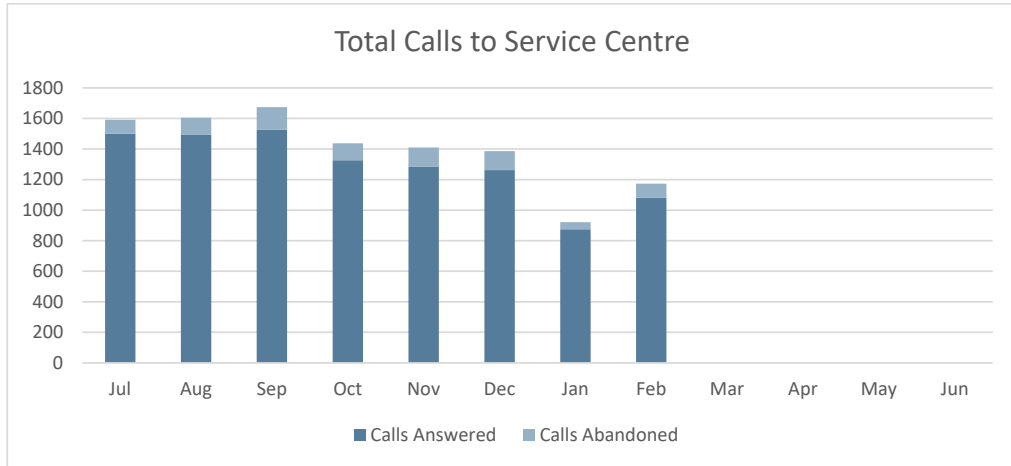
5.2 Matters Outstanding

- Business Plan for Wai o Rua – Stratford Aquatic Centre. This matter has now been added to the outstanding matters table for this committee.
- Poolsafe Review now March 5



6. Service Centre

February was a busy month with rates and rate rebates. There was a total of 2,426 customer interactions recorded which was 733 up on January but very similar to February 2024.



Kate Whareaitu
Director – Community Services

[approved by]
 Sven Hanne
Chief Executive

Date: 18 March 2025

MONTHLY REPORT

Corporate Services Department



F22/55/04 – D25/8367

To: Policy and Services Committee
From: Director – Corporate Services
Date: 25 March 2025
Subject: Corporate Services Monthly Report – March 2025

Recommendation

THAT the report be received.

/_____
 Moved/Seconded

1. Financial Management – February 2025

Reports attached, as at 28 February 2025, 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

The overall financial result is behind budget. The most significant impact on the deficit is the lesser revenue from roading subsidies and higher depreciation, due to the effect of significant asset revaluations as at 30 June 2024. Significant income and expenditure (excluding interest and depreciation) variances by activity (plus or minus \$50,000) are:

- *Parks and Reserves expenditure* - \$50,861 under budget mainly due to the timing of maintenance costs. These are expected to be fully spent by year end.
- *Democracy and Corporate Support revenue* - \$120,916 over budget mainly due to higher rates penalties.
- *Community Services expenditure* - \$90,935 over budget mainly due to Mayors Taskforce for Jobs expenditure, which is unbudgeted. This will have no financial impact on the Council by year end as these costs are fully covered through external funding.
- *Community Services revenue* - \$354,654 over budget due to unbudgeted grants received from the Toi Foundation, TET and the Mayor's Taskforce for Jobs.
- *Farm Revenue* - \$124,265 over budget mainly due to the higher Fonterra milk price than expected.
- *Roading expenditure* - \$159,603 under budget mainly due to more maintenance spend occurring later in the financial year.
- *Roading revenue* - \$1,583,461 under budget due to less Waka Kotahi NZTA roading subsidies as a result of their declining of funding applications for Low Cost Low Risk Rooding and the Walking and Cycling Strategy projects.
- *Solid waste revenue* - \$66,999 over budget due to increased waste levy rebates revenue from the Ministry for the Environment.

1.2 Capital Expenditure

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 Waka Kotahi 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 adjusted capital 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 28 February 2025 is \$4,869,632, being 30% 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 \$11,895,002.

The total decrease of \$6,620,849 from the budgeted Long Term Plan 2024/25 capital to the new 2024/25 forecasted expenditure is due to many factors including:

- declined roading projects
- the deferred portions of the Council subdivision, grit tanks and universal water metering projects (to be carried over to 2025/26)
- forecasted significant savings on some roading projects.

In addition, the purchase of the Prospero Place land is now forecasted to be completed by 30 June 2025. This capital purchase cost is 100% reserve funded.

1.3 Treasury Management

Summary:

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

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.

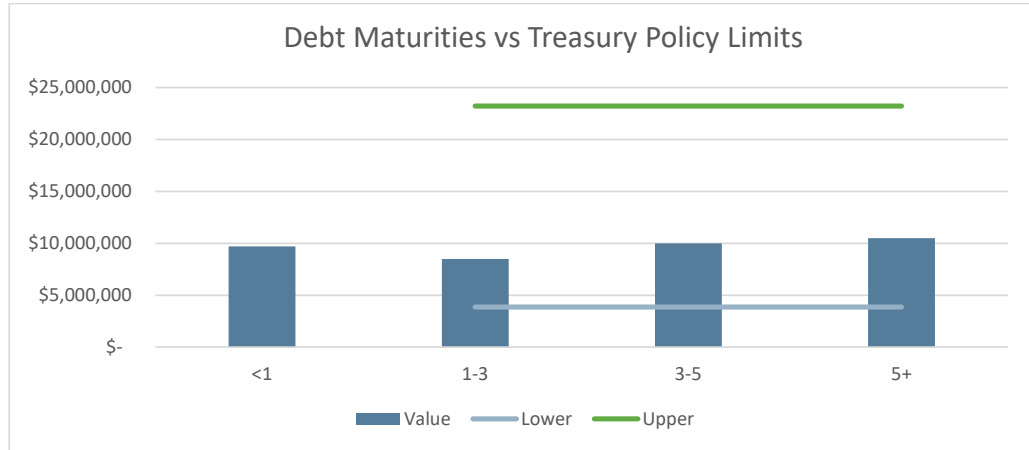
Borrowings

Council borrowing against policy limits at 28 February 2025 was as follows:

	<i>Actual</i>	<i>Policy</i>
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	4.6%	<10%
Borrowing Costs to Rates Revenue Ratio	5.2%	<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

All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed and within Treasury Policy limits. The Council is operating well within LGFA lending covenants with no concerns to report.

The weighted average interest rate across all Council debt was 3.78% at 28 February 2025. The interest rate used for budgeting purposes for the Long Term Plan for 2024/25 was 4.09%.



Investments

The weighted average interest rate of all term deposits is 5.70%. The current \$6,500,000 is invested with Westpac, TSB and ANZ. . The interest rate used for budgeting purposes for the Long Term Plan for 2024/25 was 5.34%.

Cashflow Forecast

As at 28 February 2025, Council had \$4,893,912 (31 January 2025: \$1,973,040) of cash on hand. Cashflow continues to be monitored closely with no concerns to report.

2.0 Revenue Management – February 2025

2.1 Rates

Rates Arrears (owing from 2023/24 year and earlier) \$131,917.

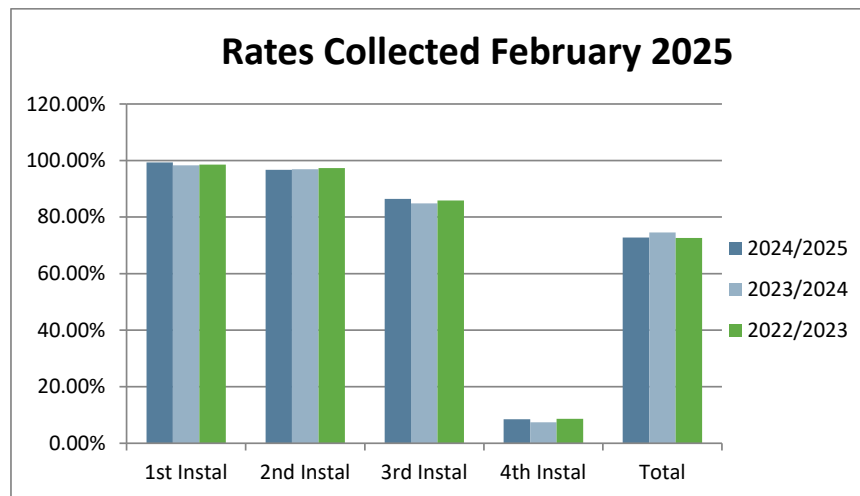
As at 28 February 2025, currently 68 ratepayers (2024: 55) have overdue rates of > 1 year.

Current Year Rates

As at 28 February 2025, 99.29% (2024: 98.28%) of rates for the first, 96.7% (2024: 96.92%) for the second and 86.42% (2024: 84.80%) for the third instalments have been collected. The graph shows how the first, second and third instalments compared with the two previous years, which shows a similar level of collection over the three year period.

Staff continue to keep trying to ensure contact details of ratepayers are correct and also encourage ratepayers to receive their rates notices by email.

Council officers also actively promote the use of direct debit as the preferred method of payment, including assisting the ratepayer in completing the form if necessary. Currently 38% of rate payers pay by direct debit.



2.2 Outstanding Debtors

The outstanding debtors report as at 28 February 2025 is attached to this report, showing total debtors of \$1,541,288 with 20% 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

Online Timesheets (OLT) Project

Officers are currently 60% of the way through the assembly stage of the Online Timesheets (OLT) project. This phase includes setting up and configuring OLT. Consultants are currently working on integration to council's document management system, Content Manager. The next phase, training and user acceptance testing is scheduled for April/May, with a go live date planned for early June. OLT will provide employees and managers with a self-service kiosk for web-based timesheet management. It will also allow staff to:

- Submit and approve leave requests
- View payslips
- Log timesheets via mobile devices

Procure to Pay (P2P) Project

Officers are currently 70% of the way through the assembly stage of the procure to Pay (P2P) project (purchasing and invoicing). This phase includes setting up and configuring P2P. Training and business process testing will start in late March and continue through to early April, with a planned go live date in early May.

P2P is a significant project that will involve a lot of Finance and IT team resource with the aim of improving the efficiencies of our purchasing processes while ensuring compliance with business policies and rules.

File/Print Server Migration

IT has completed the planned upgrade of the File/Print server. This will enhance security and ensure continued support with system updates.

3.2 Official Information Requests

LGOIMA requests for the calendar year to February 2025 : 13

Requests received in February 2025:

Received date	From	Query	Officer responsible	Date responded
4/02/2025	Brittany Meafou - University of Canterbury	Investigating the impact of drinking water outages on enteric disease	John Cooper	11/02/2025
4/02/2025	Alex Murphy - ACT Party	Hoardings guidance for political parties	Megan Moss, Rachael Otter, Susan Nicholas	24/02/2025
4/02/2025	Sarah Sneyd - Alcohol Healthwatch	2024 On/Off licence count, Section 40 details	Rachael Otter	11/02/2025
11/02/2025	Paul Harris - Travel Journalist	Forgotten World, Moki Forest Rest area	Mel McBain, Steve Bowden, Susan Nicholas, David Konkin	11/03/2025
17/02/2025	Benn Bathgate - Stuff Reporter	Building consent fraud - Jonathan Hall	Blair Sutherland	20/02/2025
14/02/2025	Hannah McGlue - Ministry for Regulation	Hairdressing and barbering review	Sian Horton	13/03/2025
18/02/2025	Rhys Hurley - Taxpayers Union	Costs associated with avoiding a referendum on Maori Wards in 2025	Erin Bishop, Sven Hanne	
27/02/2025	Virginia Warbrick - THEN Histories of Pamutana	Petitions received by council for the period 01 Jan 2015 - 31 Dec 2024	Erin Bishop, David Konkin	

4.0 Health and Safety / Civil – Defence Update

- For the month of February 2025 there were 8 incidents.
 - 1 abusive customer, 7 minor.
 - All were in Wai O Rua.
 - 4 incidents were from 2 events.
- NPDC, SDC and STDC EMOs conducted a meeting to further discuss the “Community Hub” project. This assisted in directing the project from the councils perspective to TEMO.
- Staff are continuing to engage with NEMA on their Emergency Management System Improvement Programme (EMSIP).



Raelene Johnson
Director - Corporate Services



[Approved]
Sven Hanne
Chief Executive

Date: 18 March 2025

Statement of Comprehensive Revenue and Expense

For the Year to Date - February 2025

	February '25 Actual	February '25 Budget	Variance	Total Budget 2024/25	February '24 Actual
Operating Revenue					
Finance Revenue	\$412,033	\$294,667	\$117,366	\$442,000	\$292,256
Waka Kotahi NZTA Rooding Subsidy	\$3,390,989	\$4,951,333	(\$1,560,344)	\$7,427,000	\$2,791,978
Rates Revenue - excl water consumption rate	\$13,566,748	\$13,548,750	\$17,998	\$18,065,000	\$11,789,148
Water Supply - Consumption Charge	\$248,674	\$294,000	(\$45,326)	\$588,000	\$154,783
Sundry Revenue	\$43,590	\$43,533	\$57	\$55,000	\$41,417
Farm Milk Proceeds	\$548,265	\$424,000	\$124,265	\$636,000	\$439,090
User Charges for Services	\$2,114,083	\$2,173,500	(\$59,417)	\$3,026,000	\$2,138,461
Total Operating Revenue	\$20,324,382	\$21,729,783	(\$1,405,401)	\$30,239,000	\$17,647,133
Extraordinary Revenue					
Grant Funding	\$691,952	\$329,333	\$362,619	\$2,494,000	\$795,011
Financial Contributions	\$90,000	\$0	\$90,000	\$0	\$52,174
Other Revenue	\$11,899	\$0	\$11,899	\$0	\$18,500
Dividends	\$34,954	\$0	\$34,954	\$0	\$114,313
Total Extraordinary Revenue	\$828,805	\$329,333	\$499,472	\$2,494,000	\$979,998
Total Revenue	\$21,153,187	\$22,059,117	(\$905,930)	\$32,733,000	\$18,627,131
Operating Expenditure					
Personnel Costs	\$4,200,801	\$4,026,385	(\$174,416)	\$6,158,000	\$4,053,850
Other Direct Operating Costs	\$8,385,872	\$8,723,459	\$337,587	\$12,946,000	\$8,416,001
Total Operating Expenditure	\$12,586,673	\$12,749,844	\$163,171	\$19,104,000	\$12,469,851
Other Operating Expenditure					
Depreciation	\$5,209,741	\$4,318,667	(\$891,074)	\$6,478,000	\$3,931,741
Finance Costs	\$964,163	\$968,667	\$4,504	\$1,453,000	\$781,891
Sundry Expenditure	\$11,665	\$0	(\$11,665)	\$0	\$57,441
Total Other Expenditure	\$6,185,569	\$5,287,333	(\$898,236)	\$7,931,000	\$4,771,073
Total Expenditure	\$18,772,242	\$18,037,177	(\$735,065)	\$27,035,000	\$17,240,924
Net Surplus (Deficit)	\$2,380,945	\$4,021,940	(\$1,640,995)	\$5,698,000	\$1,386,207

Statement of Financial Position

As at 28 February 2025

	February '25 Actual	February '24 Actual
Assets		
<u>Current Assets</u>		
Cash and Cash Equivalents	\$4,893,912	\$3,174,557
Short Term Deposits	\$6,500,000	\$6,500,000
Receivables	\$1,541,288	\$2,171,501
Prepayments	\$23,153	\$0
LGFA Borrower Notes	\$132,000	\$57,000
Current Assets Total	\$13,090,353	\$11,903,058
<u>Non-Current Assets</u>		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$836,000	\$793,000
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	\$7,744,220	\$7,655,273
Property, Plant & Equipment / Intangibles	\$508,236,116	\$456,054,169
Non-Current Assets Total	\$524,547,511	\$472,282,420
Assets Total	\$537,637,864	\$484,185,478
Liabilities & Equity		
<u>Equity</u>		
Renewal Reserves	\$7,596,435	\$6,170,665
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,047,802	\$998,841
Restricted Reserves	\$1,221,961	\$1,314,354
Targeted Rate Reserves	\$1,097,878	-\$904,571
Asset Revaluation Reserves	\$285,611,367	\$233,607,627
Retained Earnings	\$201,021,443	\$202,432,253
Equity Total	\$495,905,630	\$444,123,669
<u>Liabilities</u>		
Current Liabilities		
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	\$2,712,040	\$3,025,332
Non-Current Liabilities		
Borrowings	\$30,700,000	\$33,700,000
Provision for Landfill Aftercare	\$0	\$6,713
Liabilities Total	\$41,732,234	\$40,061,809
Liabilities & Equity Total	\$537,637,864	\$484,185,478

Expenditure and Revenue by Activity

For the Year to Date - February 2025

*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

	February '25 Actual	February '25 Budget	Variance YTD	Total Budget 2024/25	February '24 Actual
<u>Recreation and Facilities</u>					
Aerodrome					
Expenditure	\$99,264	\$90,000	(\$9,264)	\$135,000	\$104,695
Revenue	\$18,982	\$21,333	(\$2,351)	\$32,000	\$17,506
Net cost of activity	\$80,282	\$68,667	(\$11,615)	\$103,000	\$87,189
Civic Amenities					
Expenditure	\$492,087	\$500,040	\$7,953	\$1,054,000	\$423,188
Revenue	\$33,073	\$40,000	(\$6,927)	\$60,000	\$25,754
Net cost of activity	\$459,014	\$460,040	\$1,026	\$994,000	\$397,434
Pensioner Housing					
Expenditure	\$66,768	\$78,515	\$11,747	\$112,000	\$75,129
Revenue	\$60,179	\$62,667	(\$2,488)	\$94,000	\$48,174
Net cost of activity	\$6,589	\$15,848	\$9,259	\$18,000	\$26,955
Library Hub					
Expenditure	\$527,174	\$519,097	(\$8,077)	\$771,000	\$538,383
Revenue	\$55,553	\$53,333	\$2,220	\$80,000	\$65,354
Net cost of activity	\$471,621	\$465,764	(\$5,857)	\$691,000	\$473,029
Parks and Reserves					
Expenditure	\$537,772	\$588,633	\$50,861	\$869,000	\$520,352
Revenue	\$7,963	\$6,667	\$1,296	\$10,000	\$5,505
Net cost of activity	\$529,809	\$581,966	\$52,157	\$859,000	\$514,847
Cemeteries					
Expenditure	\$133,668	\$152,393	\$18,725	\$228,000	\$149,665
Revenue	\$70,407	\$104,667	(\$34,260)	\$157,000	\$109,848
Net cost of activity	\$63,261	\$47,726	(\$15,535)	\$71,000	\$39,817
Wai O Rua Aquatic Centre					
Expenditure	\$1,748,682	\$1,762,624	\$13,942	\$2,595,000	\$1,613,521
Revenue	\$492,133	\$480,000	\$12,133	\$720,000	\$515,646
Net cost of activity	\$1,256,549	\$1,282,624	\$26,075	\$1,875,000	\$1,097,875
<u>Democracy and Corporate Support</u>					
Expenditure	\$997,338	\$1,020,469	\$23,131	\$1,526,000	\$881,193
Revenue	\$235,283	\$114,367	\$120,916	\$140,000	\$156,070
Net cost of activity	\$762,055	\$906,102	\$144,047	\$1,386,000	\$725,123
<u>Community Development</u>					
Community Services					
Expenditure	\$468,518	\$377,583	(\$90,935)	\$532,000	\$445,176
Revenue	\$356,654	\$2,000	\$354,654	\$3,000	\$421,290
Net cost of activity	\$111,864	\$375,583	\$263,719	\$529,000	\$23,886
Economic Development					
Expenditure	\$299,801	\$340,914	\$41,113	\$510,000	\$361,955
Revenue	\$0	\$0	\$0	\$0	\$121,187
Net cost of activity	\$299,801	\$340,914	\$41,113	\$510,000	\$240,768
Investment Properties					
Expenditure	\$26,941	\$30,220	\$3,279	\$43,000	\$30,768
Revenue	\$28,823	\$36,667	(\$7,844)	\$55,000	\$26,804
Net cost of activity	-\$1,882	-\$6,446	(\$4,564)	-\$12,000	\$3,964
Farm					

2025 - Agenda - Policy and Services - March - 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

	February '25 Actual	February '25 Budget	Variance YTD	Total Budget 2024/25	February '24 Actual
Expenditure	\$239,817	\$258,908	\$19,091	\$381,000	\$229,735
Revenue	\$583,219	\$424,000	\$124,265	\$636,000	\$439,090
Net cost of activity	-\$343,402	-\$165,092	\$143,356	-\$255,000	-\$209,355
Holiday Park					
Expenditure	\$1,461	\$1,333	(\$128)	\$2,000	\$1,642
Revenue	\$0	\$0	\$0	\$4,000	\$0
Net cost of activity	\$1,461	\$1,333	(\$128)	-\$2,000	\$1,642
Environmental Services					
Building Control					
Expenditure	\$680,138	\$668,603	(\$11,535)	\$1,001,000	\$700,873
Revenue	\$364,241	\$373,333	(\$9,092)	\$560,000	\$392,078
Net cost of activity	\$315,897	\$295,270	(\$20,627)	\$441,000	\$308,795
District Plan					
Expenditure	\$76,076	\$67,333	(\$8,743)	\$101,000	\$146,471
Net cost of activity	\$76,076	\$67,333	(\$8,743)	\$101,000	\$146,471
Resource Consents					
Expenditure	\$307,664	\$277,943	(\$29,721)	\$416,000	\$224,460
Revenue	\$65,863	\$89,333	(\$23,470)	\$134,000	\$41,354
Net cost of activity	\$241,801	\$188,609	(\$53,192)	\$282,000	\$183,106
Food and Health					
Expenditure	\$102,835	\$98,305	(\$4,530)	\$147,000	\$138,209
Revenue	\$18,951	\$25,333	(\$6,382)	\$38,000	\$25,699
Net cost of activity	\$83,884	\$72,971	(\$10,913)	\$109,000	\$112,510
Alcohol Licensing					
Expenditure	\$90,486	\$98,305	\$7,819	\$147,000	\$84,866
Revenue	\$21,930	\$23,333	(\$1,403)	\$35,000	\$17,649
Net cost of activity	\$68,556	\$74,971	\$6,415	\$112,000	\$67,217
Parking and Other Bylaws					
Expenditure	\$103,589	\$104,000	\$411	\$156,000	\$101,346
Revenue	\$3,772	\$667	\$3,105	\$1,000	\$541
Net cost of activity	\$99,817	\$103,333	\$3,516	\$155,000	\$100,805
Animal Control					
Expenditure	\$209,431	\$203,212	(\$6,219)	\$304,000	\$160,675
Revenue	\$155,362	\$160,000	(\$4,638)	\$170,000	\$168,762
Net cost of activity	\$54,069	\$43,212	(\$10,857)	\$134,000	-\$8,087
Civil Defence					
Expenditure	\$338,917	\$325,468	(\$13,449)	\$472,000	\$320,097
Net cost of activity	\$338,917	\$325,468	(\$13,449)	\$472,000	\$320,097
Assets					
Roading					
Expenditure	\$2,831,730	\$2,991,333	\$159,603	\$4,487,000	\$2,957,089
Revenue	\$3,814,539	\$5,398,000	(\$1,583,461)	\$7,927,000	\$3,349,541
Net cost of activity	-\$982,809	-\$2,406,667	(\$1,423,858)	-\$3,440,000	-\$392,452
Stormwater					
Expenditure	\$108,019	\$95,990	(\$12,029)	\$140,000	\$155,107
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$108,019	\$95,990	(\$12,029)	\$140,000	\$155,107
Wastewater (Sewerage)					
Expenditure	\$339,554	\$363,339	\$23,785	\$537,000	\$484,266
Revenue	\$25,731	\$26,667	(\$936)	\$40,000	\$27,204

2025 - Agenda - Policy and Services - March - 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

	February '25 Actual	February '25 Budget	Variance YTD	Total Budget 2024/25	February '24 Actual
Net cost of activity	\$313,823	\$336,672	\$22,849	\$497,000	\$457,062
Solid Waste					
Expenditure	\$905,554	\$911,080	\$5,526	\$1,363,000	\$703,232
Revenue	\$216,999	\$150,000	\$66,999	\$225,000	\$189,484
Net cost of activity	\$688,555	\$761,080	\$72,525	\$1,138,000	\$513,748
Water Supply					
Expenditure	\$853,389	\$824,204	(\$29,185)	\$1,200,000	\$917,758
Revenue	\$336,174	\$294,000	\$42,174	\$588,000	\$154,783
Net cost of activity	\$517,215	\$530,204	\$12,989	\$612,000	\$762,975
Total Activity Expenditure	\$12,586,673	\$12,749,844	\$163,171	\$19,229,000	\$12,469,851
Total Activity Revenue	\$6,965,831	\$7,886,367	(\$955,490)	\$11,709,000	\$6,319,323
Net Cost of Activities	\$5,620,842	\$4,863,477	\$1,118,660	\$7,520,000	\$6,150,528

2025 - Agenda - Policy and Services - March - Monthly Reports

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 28 FEBRUARY 2025

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
GROWTH - to meet additional demand										
Economy	Proposed Council subdivision	2,600,000	0	2,600,000	21,266	300,000	2,300,000	15%	Carried over to next year	Concept plan finalised. Request for Proposal underway to fulfill procurement procedures. This will appoint a Surveyor to progress the project to detailed design. Expected carryover of \$2.3M
Total Growth Expenditure		2,600,000	0	2,600,000	21,266	300,000	2,300,000			
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service 23,575										
Roading	Seal extensions - dust coat seals	150,000	-100,000	50,000	38,127	50,000	0	75%	By 30 June 2025	To be completed in March 2025. Targeted fund application to NZTA for dust coat seals.
Roading	Low cost low risk roads	2,600,000	-2,200,000	400,000	12,868	400,000	0	10%	By 30 June 2025	Public consultation in March 2025. Armco Barrier to be installed in Monmouth Road. Targeted fund application to NZTA for target funds.
Roading	Resilience Crown Funding	0	600,000	600,000	0	600,000	0	5%	By 31 May 2025	Works underway on Opunake Road. Expected completion in May 2025.
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	4,435	10,000	0	95%	By 30 June 2025	Trailer and bins have been purchased. Modification for banners/advertising on the trailer is underway
Solid Waste	Permanent recycling stations	10,000	0	10,000	0	10,000	0	1%	By 30 June 2025	Binliners have been ordered. Obtaining a quote for the concrete pads in Victoria Park. One will be located by the Croquet Club/Bike Park, and the other will be located between the Grandstand and public toilets. This will result in the removal of a minimum of 9 standard bins, therefore reducing operating costs.
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	Reticulation capacity increase and Modelling	100,000	0	100,000	135,380	135,830	(35,830)	100%	Complete	
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	103,130	600,000	993,851	20%	Carried over to next year	Contract underway to install manifolds in the north-west quadrant of Stratford, with backflow prevention upgrades to be undertaken next year
Water Supply	Streetwork rider mains	100,000	0	100,000	6,723	100,000	0	5%	By 30 June 2025	Contract is currently being finalised for going out for Tender in March 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 March 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	0	100,000	0%	Carried over to next year	Awaiting approval of funding - Toi Foundation. If funding is approved, works will likely be in the 2025/26 summer.
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	10,000	10,000	10%	Carried over to next year	Concept plan has been received. Detailed design plans to be developed for possible construction in the next financial year.

2025 - Agenda - Policy and Services - March - 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
Parks and Reserves	Whangamomona Septic Tank	75,000	0	75,000	81,212	85,000	(10,000)	99%	By 30 April 2025	Septic Tank and associated works installed. Certificate of Acceptance has been applied for. Resource Consent requirements: Planting and fencing complete. Sample results taken in January 2025 show some adjustments to be made to the system. These will be completed in March/April 2025.
Parks and Reserves	Lighting and power box in Rhododendroon Dell	50,000	0	50,000	0	50,000	0	1%	By 30 June 2025	Quote received. Approved Powerco Contractor to be engaged in March 2025.
Wai o Rua Aquatic Centre	Pilates - 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.
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	0	2,000	0%	By 30 June 2025	Procurement underway. Unlikely to proceed.
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	200,000	100,000	25%	Carried over to next year	Topographical survey complete. Traffic impact assessment to be carried out in February with consultation meetings to begin in March 2025. Contractors appointed for CCC works. Carryover likely of \$100,000
Civic Amenities	Prospero Place Purchase	0	0	0	23,957	800,000	(800,000)	25%	By 30 June 2025	
Library Hub	Safety improvements to AA desk	5,000	0	5,000	0	0	5,000	5%	Carried over to next year	Library staff exploring options. Tied in with development of seating areas/meeting spaces budget.
Library Hub	Develop seating areas and meeting places	25,000	0	25,000	0	0	25,000	5%	Carried over to next year	Original funding application was for sound proof pods, but these are not compliant for the Building Code safety component. Alternative compliant options are being explored.
Farm	Construct additional calving sheds	40,000	0	40,000	0	40,000	0	0%	By 30 June 2025	Request for quotes advertised.
Corporate	Procurement software	25,000	0	25,000	0	0	25,000	0%	Not proceeding	
Corporate	Procure to Pay software	63,000	0	63,000	0	63,000	0	0%	By 30 June 2025	Project underway
Corporate	National Processing reporting	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Project underway
Corporate	Council Chambers audio visual upgrade	105,000	0	105,000	109,287	110,000	(5,000)	99%	By 30 June 2025	Installation complete. Minor works to complete project.
Total Level of Service Expenditure		6,415,851	-2,100,000	4,315,851	668,853	3,954,913	360,938			
REPLACEMENTS - replaces an existing asset with the same level of service provided										
Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	910,000	29,063	939,063	712,410	712,410	226,653	100%	Complete	Complete
Roading - Financially assisted NZTA	Sealed Road resurfacing	1,260,000	106,630	1,366,630	629,917	1,000,000	366,630	80%	By 31 March 2025	Completed in March 2025.
Roading - Financially assisted NZTA	Drainage Renewals	915,000	29,218	944,218	797,301	944,218	0	80%	By 30 June 2025	Wawiri Road Culvert completed. Ongoing renewals.
Roading - Financially assisted NZTA	Pavement Rehabilitation	650,000	20,745	670,745	593,200	900,000	(229,255)	90%	By 30 June 2025	Small patch repair on Makahu Road to be completed in March 2025 and Flint Road West, outside Central Tyres will be completed April 2025.

2025 - Agenda - Policy and Services - March - 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
Roading - Financially assisted NZTA	Structure Components Replacement	950,000	30,499	980,499	233,934	980,499	0	25%	By 30 June 2025	Buchanan's Bridge repairs will be advertised in March 2025. RFT is being compiled for retaining walls in the Front Country.
Roading - Financially assisted NZTA	Traffic Servcies Renewals	160,000	5,109	165,109	65,290	165,109	0	30%	By 30 June 2025	Works as required.
Roading - Financially assisted NZTA	Footpath renewals	210,000	(132,005)	77,995	45,820	77,995	0	75%	By 30 April 2025	Physical works underway. To be completed in April 2025.
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	20%	By 31 May 2025	
Stormwater	Reticulation Renewals	100,000	0	100,000	20,772	100,000	0	20%	By 30 June 2025	Works as required.
Stormwater	Silt retention Victoria Park	100,000	0	100,000	5,555	100,000	0	50%	By 31 May 2025	Screened in February 2025 and waiting sample results for spreading..
Wastewater	Step / aerate treatment renewals	35,000	0	35,000	11,588	35,000	0	25%	By 30 June 2025	Works as required.
Wastewater	Reticulation 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 has been completed. Modelling Council Subdivision and know subdivisions nearby to confirm any affects on Broadway.
Wastewater	Swansea Road pipe bridge	300,000	0	300,000	69,283	200,000	100,000	50%	By 30 April 2025	Works underway. Expected completion April 2025.
Wastewater	Infiltration renewals	350,000	0	350,000	343,286	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	40,759	200,000	0	10%	By 30 June 2025	Contract is currently being finalised for going out for Tender in March 2025.
Water Supply	Fluoride plant upgrade	300,000	0	300,000	0	300,000	0	0%	By 30 June 2025	RFP for design and build to be advertised in March 2025.
Water Supply	Stratford Grit tanks	2,000,000	0	2,000,000	171,020	500,000	1,500,000	15%	Carried over to next year	Detailed design underway. Expected carryover of \$1.5M
Water Supply	Stratford Grit tanks	70,000	0	70,000	0	0	70,000	15%	Carried over to next year	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	141,500	141,500	18,500	100%	Complete	
Water Supply	Midhirst 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 April/May 2025.
Parks and Reserves	Carrington Walkway steps replacement	20,000	0	20,000	0	20,000	0	1%	By 31 May 2025	Request for Quote will be published in March 2025 with works to be completed in April/May 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	RFQ to be advertised in March 2025.
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	
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	2,500	7,500	50%	By 30 June 2025	Blockages in January 2025 due to users filling the toilet with paper. No issues with pipework.
Civic Amenities	Public toilets infrastructure renewals	30,000	0	30,000	0	30,000	0	0%	By 30 June 2025	Works as required.

2025 - Agenda - Policy and Services - March - 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
Civic Amenities	TET Infrastructural renewals	50,000	0	50,000	51,863	85,000	0	75%	By 31 March 2025	Front door installed. Fire Security being updated. Contractor engaged for security access control.
Civic Amenities	Digital Sign	0	0	0	3,406	3,406	(3,406)	100%	Complete	New budget line added due to replacement of communications modem.
Housing for Older Persons	Replace clotheslines	5,000	0	5,000	2,515	2,515	2,485	100%	Complete	
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	Infrastructural 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 31 May 2025	Contractor engaged to complete works in April/May 2025.
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	Infrastructural renewals	10,000	0	10,000	2,424	10,000	0	25%	By 30 June 2025	Works as required.
Miranda Street Office	Furniture Replacement	0	0	0	1,700	2,500	(2,500)	75%	By 30 June 2025	New budget line added due to replacement of furniture required.
Library Hub	Infrastructural 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	100%	Complete	Awaiting invoice
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	41,937	17,537	17,463	100%	By 30 June 2025	This is the full cost of one vehicle purchase for the Toyota animal control ute. The insurance and sale proceeds to net off the cost was \$24,400, therefore a net cost of \$17,537 for the vehicle replacement.
Total Replacement Expenditure		9,500,000	89,259	9,589,259	4,179,513	7,640,089	1,983,386			
TOTAL EXPENDITURE		\$18,515,851	-\$2,010,741	\$16,505,110	\$4,869,632	\$11,895,002	\$4,644,324			

CASHFLOW FORECAST FOR THE YEAR ENDED FEBRUARY 2026

	Feb-25	Actual Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	12 Month
OPENING BALANCE	1,973,040	1,973,040	4,893,912	3,567,840	1,211,840	3,120,840	2,283,875	1,360,910	3,800,910	1,965,910	2,105,910	4,745,910	3,975,910	2,535,910	35,569,678
Rates	3,700,000	4,156,650	570,000	520,000	3,700,000	650,000	650,000	4,300,000	650,000	700,000	4,100,000	700,000	650,000	4,200,000	21,390,000
NZTA Refunds	673,369	673,366	372,928	270,000	400,000	900,000	900,000	500,000	400,000	750,000	300,000	600,000	300,000	600,000	6,292,928
Fees and Charges	550,000	490,953	500,000	500,000	500,000	550,000	550,000	550,000	550,000	600,000	400,000	250,000	450,000	450,000	5,850,000
Grants - Transition Support Package	-	129,375	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Revenue	25,000	0	81,000	45,000	45,000	45,000	45,000	20,000	45,000	20,000	0	0	0	0	346,000
TET Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash In	4,948,369	5,450,344	1,523,928	1,335,000	4,645,000	2,145,000	2,145,000	5,370,000	1,645,000	2,070,000	4,800,000	1,550,000	1,400,000	5,250,000	33,878,928
Salaries and Wages / Elected Members	580,000	457,361	580,000	666,000	580,000	580,000	666,000	580,000	580,000	650,000	560,000	620,000	600,000	600,000	7,262,000
Payments to Suppliers - Operating	600,000	679,301	850,000	1,550,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	600,000	600,000	600,000	10,150,000
Major contract payments	1,200,000	1,392,810	1,200,000	1,200,000	1,200,000	1,500,000	1,500,000	1,500,000	1,500,000	150,000	1,100,000	1,100,000	1,100,000	1,300,000	14,350,000
Interest Expense	-	-	-	275,000	286,000	51,965	51,965	-	-	280,000	-	-	-	-	944,930
GST Paid / (Received)	-	-	220,000	-	180,000	-	-	-	550,000	-	350,000	-	540,000	-	780,000
Total Cash Out	2,380,000	2,529,472	2,850,000	3,691,000	2,736,000	2,981,965	3,067,965	2,930,000	3,480,000	1,930,000	2,160,000	2,320,000	2,840,000	2,500,000	33,486,930
(Increase)/Reduce Financial Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CLOSING BALANCE	4,541,409	4,893,912	3,567,840	1,211,840	3,120,840	2,283,875	1,360,910	3,800,910	1,965,910	2,105,910	4,745,910	3,975,910	2,535,910	5,285,910	35,961,676
Net Debt	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	25,020,000	
Gross Debt	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	38,700,000	
Investments - Term Deposits	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	
Investments - A & P Loan	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	

Note 1 - includes purchase of Propsero Place land in April

LIABILITIES AND INVESTMENTS STATEMENT AS AT 28 FEBRUARY 2025**Public Debt Statement**

Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 2,000,000	3.38%	7	27/08/2018	15/04/2025
LGFA	\$ 4,000,000	4.22%	3	12/08/2022	15/04/2025
LGFA - A&P	\$ 3,700,000	1.04%	5	21/12/2020	21/12/2025
LGFA	\$ 1,000,000	1.67%	5	19/04/2021	15/04/2026
LGFA	\$ 1,000,000	2.02%	6	7/04/2020	15/04/2026
LGFA	\$ 1,000,000	1.38%	7	11/05/2020	15/04/2027
LGFA	\$ 2,000,000	4.51%	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
LGFA - A&P	\$ 3,500,000	1.87%	12	21/12/2020	21/12/2032
	\$ 38,700,000	3.78%			

Internal Debt Register

Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,110,795	2013	N/a	3.78%	Water treatment plant
Farm	\$ 1,809,228	2016	N/a	3.78%	As at 1 July 2024
	\$ 2,920,023				

Committed Cash Facilities

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

Investment Statement

Investee	Amount	Interest Rate	Term (Days)	Start	End
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	4.95%	365	16/01/2025	16/01/2026
TSB	\$ 1,500,000	6.30%	365	12/04/2024	12/04/2025
ANZ	\$ 500,000	6.30%	369	18/04/2024	22/04/2025
	\$ 6,500,000	5.70%			
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	\$ 7,180,000	1.69%			

Shareholdings Statement

	No. of Shares	Share Price	Value of Shares
Fonterra	158,716	\$ 4.70	\$ 745,965
Ravensdown	21,820	\$ 1.00	\$ 21,820
Civic Financial	65,608	\$ 0.93	\$ 61,015
			\$ 828,801

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 28 February 2025

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$359,897	\$172,306	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	\$328	\$0	
Cemeteries	\$21,600	\$14,950	Overdues relate to 13 debtors, 11 have payment arrangements with council. 2 debtors are still waiting on probate to be granted.
Rental Properties	\$12,568	\$1,323	Overdue relates to 1 debtor, who has a payment arrangement in place with council.
Housing for the Older Persons	-\$6,429	-\$2,150	Rent in advance.
Planning and Regulatory	\$6,423	\$83	Overdue relates to 1 debtor which is with the debt collectors.
Facility Hire	\$4,666	\$0	
Sundry Debtors	\$251,626	\$11,573	Overdues is mostly made up of smaller debtors who are with debt collectors.
Legal Fees	\$6,180	\$6,180	Relating to two debtors. 1 with the solicitor. 1 will be sent to debt collector in March if no payment is received.
Targeted Rates after Strike	\$4,172	\$1,456	Overdues relate to 4 debtors for services added after rates strike. 1 has a payment arrangement in place and 1 will be paid upon settlement of the property. The other 2 have until the 30th June to pay.
Debtors Accruals	\$352,371	\$0	Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.
NZTA	\$372,929	\$0	
Wai O Rua Aquatic Centre	-\$42,967	\$128	
Resource Consents	\$14,012	\$4,081	Overdue made up of 3 debtors. 1 relates to a subdivision from August 2024, which is in dispute with Council.
Building Consent Revenue	\$34,162	\$7,677	Overdue relates to 1 debtor for a new detached dwelling consent issued in March 2024 which is in dispute with Council
Earthquake Prone Buildings	\$8,190	\$8,020	Overdue relates to 23 debtors, who council are in contact with.
Infringements	\$40,348	\$16,723	Majority of debtors are < 3 years overdue and with the Ministry of Justice for collection. These are largely made up of dog registrations.
Wastewater Discharge	\$3,734	\$834	Overdues relate to 2 debtors. 1 for septic tank discharge. Council have contacted. The other is for a conditional trade waste consent that Council are following up with.
Water Billing	\$97,479	\$64,674	The overdue balance relates to 5 debtors. 3 had advice sent to the bank in December; one is in dispute with Council; and Council has contacted one to make an arrangement.
TOTAL	\$1,541,288	\$307,855	

MONTHLY REPORT

Environmental Services Department



F22/55/04– D25/5619

To: Policy and Services Committee
From: Director – Environmental Services
Date: 25 March 2025
Subject: Environmental Services Monthly Report – February 2025

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

Eight applications for building consent were received in February 2025. These included 2 fires, 1 accessory building, 1 relocated dwelling, 3 new residential dwellings and 1 new drainage system. There were also a further 3 amendments to existing building consents, 1 Certificate of Acceptance, 1 Project Information Memorandum and 1 Exemption from obtaining a building consent.

The number of applications received in February remained at a similar level to January as 2025 continues to get off to a slow start. Customer calls about bylaw matters also remained at a similar level to January but the number of calls about dog-related matters increased sharply. This is a similar pattern to last year and is likely affected by changing household routines as school holidays end. There were also two particular matters which attracted several calls each which will have influenced the results.

Strategic/Long Term Plan Projects

The Stratford District Council and New Plymouth District Council have started the review process of the joint Local Alcohol Policy (LAP). South Taranaki District Council has expressed an interest in developing a policy and are part of the working group undertaking the review. South Taranaki District Council officers are preparing a decision report to their Council that provides options on developing a policy, including a single policy that applies across all of Taranaki.

When the LAP Project Plan has been finalised by the working group, the first part of the process will be to contact the appropriate agencies, organisations, and community groups to compile the data that will inform the draft LAP. Recent legislation changes have been introduced to simplify the process and encourage communities to have their say on alcohol licencing matters including policy matters.

When the policy is at the draft stage, officers will report to the council to consider options for appointing a committee to consider and hear submissions and make recommendations back to the council on the final policy.

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 Feb
Building Consent Authority	
Building Consent Applications	8
Building Consent Amendment Applications	3
Building Consents Issued	9
Building Consent Amendments Issued	1
Inspections completed	56
Code Compliance Certificate Applications	11
Code Compliance Certificates Issued	6
Code Compliance Certificates Refused	2
Building Act Complaints received and responded to	2
Planning	
Land Use Consents Received	4
Land Use Consents Granted	1
Subdivision Consents Received	4
Subdivision Consents Granted	2
223/224 Applications Received	2
223/224 Applications Granted	3
Resource Consent Applications Placed on Hold or Returned	2
LIM's Received	10
LIM's Granted	9
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	10
Health or Food Act Complaints Received and responded to	1
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	4
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	8
Bylaw Complaints Received and responded to	29
Dog Complaints Received and responded to	36

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%	11 of the 11 (100%) applications processed in February were processed within 20 working days.	114 of the 116 (98.3%) applications were processed within 20 working days.
	Percentage of inspection requests completed within 24 hours of requested time.	100%	56 of the 56 (100%) inspections completed in February were completed within 24 hours of the request.	506 of the 508 (99.6%) inspections were completed within 24 hours of the request.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	6 of the 6 (100%) CCCs issued in February were issued within 20 working days.	77 of the 77 (100%) CCCs issued were within 20 working days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	9 of the 9 (100%) LIMs processed in February were processed within 10 working days.	63 of the 63 (100%) LIMs were processed within 10 working days.

Level of Service	Performance Measures	Targets	Status Monthly	Year to date
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%	3 of the 3 (100%) applications processed in February were processed within 20 working days.	35 of the 37 (95%) applications were processed within 20 working days.
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	N/A	N/A
	% of S223 and S224 applications processed within 10 working days.	0%	2 of the 2 (100%) applications processed in February were processed within 10 working days.	29 of the 29 (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%	10 of 72 (14%) premises were inspected for compliance in February	43 of 72 (60%) premises were inspected for compliance.
	Health nuisance and premise complaints are responded to within 1 working day.	100%	1 of 1 (100%) complaints received in February were received and	7 of 7 (100%) complaints received have been responded to in 1 working day.

Level of Service	Performance Measure	Target	Status	Year to date
			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 February.	21 of 30 (70%) Licensed premises have been inspected for compliance.
	Percentage of applications processed within 25 working days (excluding hearings).	100%	5 of 5 (100%) applications processed in February were processed within 25 working days.	51 of 60 (85%) applications 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%	29 of 29 (100%) complaints received in February were responded to within 2 hours.	213 of 213 (100%) complaints received were responded to within 2 hours.
To ensure dogs are controlled	Percentage of known dogs registered	98%	19 Dogs (9%) were registered in February.	2028 of 2120 (96%) known dogs have been registered to date.
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	36 of 36 (100%) complaints received in February were responded to within 1 hour.	213 of 213 (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.

No Notices to Fix were issued by the BCA in February 2025.

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 February 2025.

5.1.3 Regulation 6A Compliance Dashboard

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

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

5.1.4 Training needs analysis

Building Control Officers attended an Engineering NZ presentation 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.

In March the Association of Building Compliance is presenting a two day training course in relation to Specified Systems associated with commercial buildings and their Building Warrants of Fitness. Officers from both New Plymouth and South Taranaki District Councils are also attending.

5.1.5 Internal audit/external audit timetable

During February the below internal audits were undertaken:

Quality Assurance Audits:

Regulation 7(2)(d)(iv)

- Processing building consent applications

Regulation 10(1)

- Establishing competence of job applicants.

5.2 **Territorial Authority**

5.2.1 **Audits**

Corrective actions identified during MBIE’s TA Assessments are continually being worked on by the building team for the below areas:

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

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

2 onsite BWoF audits were undertaken during February 2025. 3 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 in August 2025.

5.2.4 **Earthquake-Prone Buildings**

An audit of earthquake-prone buildings has identified two additional buildings whose owners have been written to asking that a seismic assessment be obtained.

5.2.5 **Non-Standard Site Register Maintenance**

No new sites were added to the non-standard site register in February 2025.

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

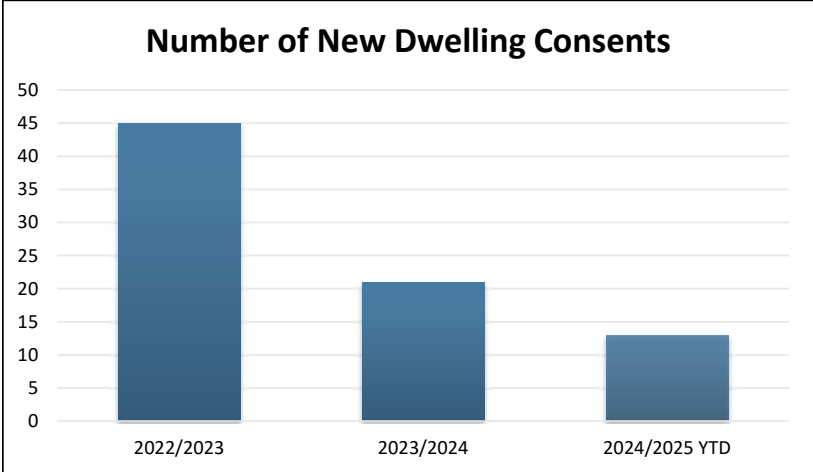
No Notices to Fix for were issued by the Territorial Authority during February 2025.

5.3 **Trends Analysis**

5.3.1 Consents applied for by type:

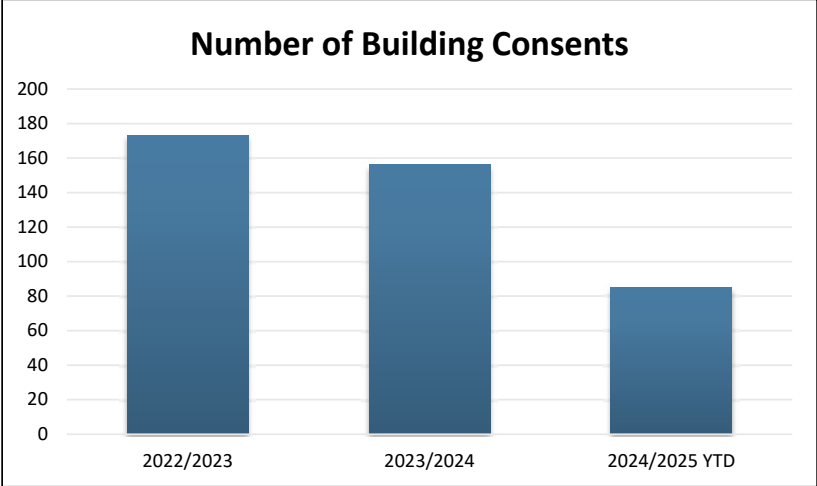
Type	Feb 2024	Feb 2025	2024/2025	2023/2024 Whole Year
New residential dwellings	0	3	13	18
New duplex dwellings	0	0	1	3
Relocated dwellings	3	1	8	10
Relocated buildings other than dwellings	0	0	0	0
Fires	7	2	19	63
Pole sheds/accessory buildings	2	1	12	27
Additions/alterations – residential	4	0	17	14
New Commercial buildings	0	0	1	5
Additions/alterations – commercial	0	0	5	9
Other/miscellaneous	0	1	9	7
Total/s	16	8	85	156

New House indicator by year



Year	New Dwellings
2022/2023	45
2023/2024	21
2024/2025 YTD	13

Consent numbers by year



Year	Building Consents
2022/2023	173
2023/2024	156
2024/2025 YTD	85



Blair Sutherland
Director - Environmental Services



[Approved]
Sven Hanne
Chief Executive

Date: 18 March 2025



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.