



**STRATFORD  
DISTRICT COUNCIL**

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Our reference:

22 April 2020

### **POLICY & SERVICES COMMITTEE**

Notice is hereby given that the **Policy & Services Committee** meeting of Council will be held via audio visual link on **Tuesday 28 April 2020 at 3pm.**

**Timetable for 28 April 2020 as follows:**

11am	Workshop for Councillors
1pm	Policy & Services Committee – Deliberation & Adoption - Rates Remission Policy
3pm	Policy & Services Committee meeting

Yours faithfully



Sven Hanne  
**CHIEF EXECUTIVE**

## 2020 - Agenda - Policy & Services - April (28/04/2020)

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**POLICY AND SERVICES COMMITTEE MEETING**  
**TUESDAY 28 APRIL 2020 AT 3.00PM**  
**VIA AUDIO VISUAL LINK**

F19/13/05-D20/6370

**A G E N D A**

1. **WELCOME**
2. **APOLOGIES**
3. **ANNOUNCEMENTS**
4. **DECLARATIONS OF INTEREST**

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

5. **ATTENDANCE SCHEDULE**

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

6. **CONFIRMATION OF MINUTES**

- 6.1 **Policy and Services Committee Meeting – 25 February 2020**  
D20/3404 Pages 7-15

**RECOMMENDATION**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 February 2020, be confirmed as a true and accurate record.

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

- 6.2 **Policy and Services Committee Meeting (Bylaws Hearing) – 14 April 2020**  
D20/6328 Pages 16-20

**RECOMMENDATION**

THAT the minutes of the Policy and Services Committee Meeting to hear and consider submissions to the Wastewater and Solid Waste Bylaws held on Tuesday 14 April 2020, be confirmed as a true and accurate record.

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

7. **MATTERS OUTSTANDING**  
D16/47 Page 21

**RECOMMENDATION**

THAT the matters outstanding be received.

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

8. **DECISION REPORT – I-SITE AND LIBRARY OPENING HOURS**

D20/6329

Pages 22-28

**RECOMMENDATIONS**

1. THAT the report be received.
2. THAT Option 8 is adopted as the future opening hours for the co-location of the Visitor Information and Library services.

**Recommended Reason**

Opening hours of the co-location of the Visitor Information and Library services should be adopted in order to progress and plan for the co-location to be implemented.

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

9. **DECISION REPORT – DRAFT COMMUNICATION AND ENGAGEMENT STRATEGY**

D20/6145

Pages 34-39

**RECOMMENDATIONS**

1. THAT the report be received.
2. THAT the *draft* Communication and Engagement Strategy be adopted and released for public feedback and brought back in June for deliberations and adoption.

**Recommended Reason**

The recommendation from the Committee is required to initiate the public feedback process and adopt the draft strategy as a framework for supporting communication and engagement between Council and the community.

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





14.3 **ENVIRONMENTAL SERVICES REPORTS**  
D20/3382 (March) & D20/3382 (Feb) Pages 138-151

**RECOMMENDATION**

THAT the reports be received.

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

14.4 **CORPORATE SERVICES REPORTS**  
D20/4445 (March) & D20/4445 (Feb) Pages 152-179

**RECOMMENDATION**

THAT the reports be received.

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

15. **QUESTIONS**

5. Attendance schedule for 2019 – 2020 Policy & Services Committee meetings, including hearings.

<u>Date</u>	<u>26/11/19</u>	<u>26/11/19</u>	<u>28/01/20</u>	<u>25/02/20</u>	<u>24/03/20</u>	<u>14/04/20</u>	<u>28/04/20</u>	<u>19/05/20</u>	<u>26/05/20</u>	<u>23/06/20</u>	<u>28/07/20</u>	<u>25/08/20</u>	<u>22/09/20</u>	<u>27/10/20</u>	<u>24/11/20</u>	
<u>Meeting</u>	H	P&S	P&S	P&S	H/ P&S	H (AV)	H/ P&S (AV)	H	P&S	P&S	P&S	P&S	P&S	P&S	P&S	
Neil Volzke	✓	✓	✓	✓	<b>CANCELLED DUE TO COVID-19 LOCKDOWN</b>	✓										
Grant Boyde	A	A	✓	A		✓										
Rick Coplestone	✓	✓	✓	✓		✓										
Peter Dalziel	✓	✓	✓	✓		✓										
Jono Erwood	✓	✓	✓	✓		✓										
Amanda Harris	✓	✓	✓	✓		✓										
Alan Jamieson	✓	✓	✓	✓		✓										
Vaughan Jones	✓	✓	A	✓		✓										
Min McKay	✓	✓	✓	✓		✓										
John Sandford	✓	✓	✓	✓		✓										
Gloria Webby	✓	✓	✓	✓		✓										

<u>Key</u>	
P&S	Policy & Services Committee Meeting
H	Hearing (heard by Policy & Services)
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick
	Non Committee Member
(AV)	Meeting held by Audio Visual Link

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**MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF  
THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL  
CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 25  
FEBRUARY 2020 AT 3PM**

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**PRESENT**

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors M McKay, J M S Erwood, R W Coplestone, P S Dalziel, A K Harris, V Jones, W J Sandford and G M Webby.

**IN ATTENDANCE**

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Assets – Mrs V Araba, the Director Corporate Services – Mrs T Radich, the Environmental Health Manager – Ms R Otter, the Executive Administration Officer – Ms R Vanstone, the Communications Manager – Ms G Gibson, the Community Development Manager – Mr C Julie, the Community Development Officer – Mrs Amy Kingston, the Corporate Accountant – Mrs C Craig, two members of the media (Stratford Press & Taranaki Daily News) and three members of the public.

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, Chief Executive, Councillors, staff and the media. He reminded Councillors to familiarise themselves with the Health and Safety message included in the agenda.

2. **APOLOGIES**

A leave of absence was noted for Councillor Boyde.

**RECOMMENDATION**

THAT the apology be received.

ERWOOD/HARRIS  
Carried  
CL/20/16

3. **ANNOUNCEMENTS**

The District Mayor advised elected members that a Taranaki Daily News photographer would be present at the next meeting of council on 10 March to take photos of council in session for the purpose of updating their stock of profile pictures.

Regarding item 6.2 *Ordinary Meeting – 11 February 2020*, the District Mayor advised that this item would be struck off today's meeting agenda and will come to the Ordinary meeting of council on 10 March.

4. **DECLARATIONS OF MEMBERS INTEREST**

The Deputy Mayor requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda. There were no declarations 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 Meeting – 28 January 2020**  
D20/2022 Pages 9-18

**RECOMMENDATION**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 January 2020, be confirmed as a true and accurate record.

VOLZKE/McKAY  
Carried  
CL/20/17

The Executive Administration Officer undertook to add Councillor Boyde to the list of those present at the meeting.

7. **MATTERS OUTSTANDING**  
D16/47 Page 32

**RECOMMENDATION**

THAT the matters outstanding be received.

DALZIEL/WEBBY  
Carried  
CL/20/18

The Chief Executive noted that two items would come off the list of matters outstanding following today's meeting.

8. **INFORMATION REPORT – ECONOMIC DEVELOPMENT  
QUARTERLY REPORT – Q2**  
D20/2666 Pages 26-32

**RECOMMENDATION**

THAT the report be received.

SANDFORD/McKAY  
Carried

The Director Community Services noted a correction to the Stratford Visitor Information Centre i-SITE figures on page 28. The year to date reported figures are slightly under actuals including 17,940 people have been through the Information Centre and 5,126 AA users to date.

Justine Gilliland, Chief Executive of Venture Taranaki, accompanied by Jenn Patterson, Business Analyst noted the following points:

- For year ending 2019, the overall unemployment rate was 4.2 per cent for the region – a drop since the last quarter. The unemployment rate for Stratford is 4.4 per cent – closer to the national average.
- Taranaki bucked national trends in terms of visitor spend with an increase of 5 per cent.
- New statistics released from Infometrix show emissions are lower per capita when compared to the rest of New Zealand.
- In terms of mean household income – mean incomes have increased – although not as much as house prices.

Questions/Points of clarification:

- Whilst Councillor Dalziel was pleased to see that 2,000 new jobs were created in Taranaki, he was concerned that only 22 of those were in Stratford – that is 1 per cent and very low. This data would be useful for our future discussions on the LTP. Ms Patterson noted that these figures come from job postings in websites and newspapers and Ms Gilliland added that businesses have a high degree of confidence in either retaining or increasing the number of staff that they have (taken from the business results survey). Skills shortages remains a top challenge for employers and is consistently signalled. This will be a focus for Venture Taranaki in the coming year.
- Councillor Dalziel commented on the increase in retail spend and Ms Gilliland replied that this was usual for the time of year when spend on petrol, groceries, gifts and merchandise increased.
- Ms Whareaitu responded to a question from Councillor Dalziel that website engagement sat independently of tourism as a report heading.

*Venture Taranaki staff, the Community Development Manager and Community Development Officer left the meeting at 3.15pm.*

9. **DECISION REPORT – POLICY REVIEWS 2018/19 & 2019/20 – NINTH TRANCHE**

D20/2542

Pages 57-63

6.1

**RECOMMENDATIONS**

1. THAT the report be received.

ERWOOD/COPLESTONE

Carried

CL/20/20

2. THAT the attached, updated policies, being the:

*Mayor’s Relief Fund Policy,  
Housing for the Elderly Policy, and the  
Community Archives Collection and Management Policy*

be adopted.

WEBBY/ COPLESTONE

Carried

CL/20/21

3. THAT the attached policies, being the

*Monetary Bonds Policy*

be deleted.

DALZIEL/McKAY

Carried

CL/20/22

The Chief Executive noted the following:

- *Mayor’s Relief Fund Policy*
  - The policy gives guidance around how the fund can be applied, acknowledging some flexibility when required. Minor process changes were suggested.
  - Councillor Jamieson suggested a slight change in wording at paragraph 4 (page 64 refers) to: “*Payment will be made to the service provider for goods and services provided, not the applicant*”.
  - Mayor Volzke noted that the policy was not called upon often and that there was sufficient flexibility to enable someone in desperate need. Mr Volzke added that the fund was available where other agencies did not or could not provide.
- *Housing for the Elderly Policy*
  - Based on recent experiences there is an option to add an element to the criteria of how units are assigned.
  - Traditionally there has been a 100 per cent occupation rate for housing for the elderly. Currently the system works on a first come, first serve basis, where all criteria are met. A question has been recently raised about whether, where a higher need is recognised, the applicant is able to move further up the waiting list.
  - Mayor Volzke expressed reservations at someone having to make a subjective decision about need.

- Councillor Harris expressed similar reservations and asked how often the need to prioritise need had come up in the last 12 months. Mr Hanne responded that this situation was rare.
- Councillor Jamieson thought that the reference (paragraph 4, page 66 refers) ought to be removed from the policy.
- *Community Archives Collection and Management Policy*
  - Elected members have had recent exposure to the policy following an enquiry from an elected member.
  - Councillor Webby thought that this policy was well constructed.
  - Mayor Volzke considered the background section to be lengthy and unnecessary however it could remain.
- *Monetary Bonds Policy*
  - This policy makes it clear to people who pay a bond that, upon completion of the required work, the bond only would be returned. For avoidance of doubt, text has been inserted suggesting that no interest on that money would be paid.
  - There were no opposing views.

## 10. **DECISION REPORT – PROPOSED ROAD CLOSURE FOR TARANAKI CAR CLUB**

D20/2541

Pages 83-88

### **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, notice is hereby given that the Stratford District Council proposes to close Toko Road from its intersection with Ruapuha Road (RP4.6) to the end of the road (RP10.3) on Saturday 28 March between the hours of 7.30am to 5.30pm for the Taranaki Car Club to host a sprint motorsport event.

JONES/COPELSTONE  
Carried  
CL/20/23

The recommendations were taken together.

The Director - Assets noted that the Taranaki Car Club had liaised with affected residents on the road and a public notice had been published earlier in the month. To date, no objections have been received.

Questions/Points of clarification:

- Councillor Jamieson was pleased to see this hill climb event on the club calendar – the first to be held in Stratford for four years.
- Councillor Coplestone reaffirmed that local residents were happy that the event was being hosted.



11. **INFORMATION REPORT – PERCY THOMSON TRUST - HALF YEARLY REPORT AS AT 31 DECEMBER 2019**

D20/689

Pages 111-129

**RECOMMENDATIONS**

1. THAT the report be received.

WEBBY/HARRIS  
Carried  
CL/20/24

2. THAT Council receive the half yearly report for Percy Thomson Trust as at 31 December 2019.

WEBBY/SANFORD  
Carried  
CL/20/25

*The Corporate Accountant joined the meeting at 3.35pm.*

The Corporate Accountant noted the following points:

- The Chairman's report covers the operation of the Trust including the gallery, Percy's Place and leased space to the i-SITE and Sgt Peppers Café. The gallery attracts high quality exhibits, for example, the Rodin on loan from Te Papa, and high visitor numbers.
- Mrs Craig thanked the council, on behalf of the trust, for their continued support and in particular, the \$50,000 annual grant.

Questions/Points of clarification:

- Mrs Craig clarified that the trust intended to re-let the space currently occupied by the i-SITE.
- The District Mayor requested a more detailed breakdown of the \$250,000 investment funding. Mrs Radich clarified that an investment profile would be provided at the next meeting and requested that this item be added to matters outstanding.

12. **INFORMATION REPORT – PERCY THOMSON TRUST – STATEMENT OF INTENT 2020-2023**

D20/2619

Pages 130-152

**RECOMMENDATIONS**

1. THAT the report be received.

COPESTONE/HARRIS  
Carried  
CL/20/26

2. THAT Council receive the Statement of Intent for Percy Thomson Trust for the period 1 July 2020 to 30 June 2023.

WOLZKE/WEBBY  
Carried  
CL/20/27

*The Corporate Accountant left the meeting at 3.43pm.*

6.1

13 **MONTHLY REPORTS**

13.1 **ASSETS REPORT**  
D20/1972 Pages 153-175

**RECOMMENDATION**

THAT the report be received.

ERWOOD/HARRIS  
Carried  
CL/20/28

6.1

The Director Assets noted the following points:

- The Seyton Street kerb, channel and footpath replacement has been completed.
- The Mangaotuku Road strengthening continues as part of the work programme over the next few months.
- In terms of water supply, there were no issues at the 3 water treatment plants.
- The Taranaki district councils submitted a joint submission on the waste levy proposal.

Questions/Points of clarification:

- Councillor Coplestone sought clarification on whether there is an unsealed to sealed road policy. Mrs Araba confirmed that one would be prepared in the future. This year’s target is to re-seal five per cent of the network or 20 kilometres of road – three kilometres have been re-sealed up to the end of January.
- Councillor Jones asked whether it was necessary to have so many speed limit signs especially on the shorter Toko roads. Mrs Araba clarified that speed signage requirements are set by NZTA.
- Councillor Harris asked how Stratford compares with other councils in terms of solid waste. Further information will be made available on Diligent.

13.2 **COMMUNITY SERVICES REPORT**  
D20/265 Pages 176-187

**RECOMMENDATION**

THAT the report be received.

McKAY/COPELSTONE  
Carried  
CL/20/29

The Director Community Services noted the following points:

- Recent community events – summer nights and school holiday programme activities recorded good attendance numbers. The Youth Council’s annual Colour in the Park event will be held this Saturday and the pool will host Children’s Day on Sunday.
- The number of child entries to the pool more than doubled compared to the previous January. Group fitness figures almost doubled when compared with the previous month.
- Venture Taranaki have recently appointed Stratford local Sian Davies in a business development role. The position will mostly be based in Stratford.

Questions/Points of clarification:

- Councillor Jamieson asked for further elaboration of the reasons for the closing of the outdoor swimming pool. Ms Whareaitu responded that there were issues maintaining the levels of the chlorine and CPA in the water as well as issues with staffing and pool use.

13.2.1 Council Organisation and Council Representatives on Other Organisations

- The District Mayor reported that a community meeting regarding the future of Baldricks Big Day Out was well attended with about 20 people there. Some good ideas were discussed including short and long term goals and one-off events.
- The District Mayor reported that he attended a community sports day meeting last Tuesday. He commented that January is a quiet month for the stadium.
- Councillor Webby advised of an upcoming positive aging forum.

13.3 ENVIRONMENTAL SERVICES REPORT

D20/2622 Pages 188-194

RECOMMENDATION

THAT the report be received.

McKAY/HARRIS  
Carried  
P&S/20/30

The Environmental Health Manager noted that the dog pound had reopened on Monday 24 February 2002 following completion of renovations to the site.

13.4 CORPORATE SERVICES REPORT

D20/2482 Pages 195-199

RECOMMENDATION

THAT the report be received.

JONES/McKAY  
Carried  
P&S/20/31

The Director Corporate Services noted the following points:

- A correction was noted in the report under the heading **Operation Results – Year to Date (six months)** (page 195 refers) should read, “Overall, total revenue is tracking slight over budget by \$36,452. Total expenditure is under budget by \$274,572, resulting in a positive variance against budget for the year to date (“YTD”) net surplus of \$311,023.”
- Under the **Capital Expenditure Report** heading (page 196 refers), all proposed carry forwards will come to council by the end of June for elected member approval.
- In response to a query raised by the District Mayor at a previous meeting, an explanation of the use of cookies on the council website was provided. Users of the website are not currently advised that cookies are in use however this will be addressed when the new website is developed.

Questions/Points of clarification:

- Councillor Dalziel highlighted a duplication of the Revenue by Activity report (page 203 and 204 refers).

- Mrs Radich confirmed that she will review the financial statements submitted with the report with a view to aggregating or reformatting some reports following a request by Councillor Jones.

14. **QUESTIONS**

- Councillor Dalziel asked whether the monthly reports could be streamlined with a view to an overview report being presented monthly and a more detailed summary being presented quarterly. Directors will consider a new format for presentation at the next meeting.
- Following a question from Councillor Webby, it was clarified that council meeting decisions are summarised for staff by the Chief Executive in the fortnightly staff newsletter while the council website is considered the central repository.

*The meeting closed at 4.05pm.*

A L Jamieson  
**CHAIRMAN**

Confirmed this 28th day of April 2020.

N C Volzke  
**DISTRICT MAYOR**

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**MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD BY AUDIO VISUAL LINK ON TUESDAY 14 APRIL 2020 AT 3PM TO HEAR AND CONSIDER SUBMISSIONS TO THE WASTEWATER AND SOLID WASTE BYLAWS**

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**PRESENT**

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors M McKay, V R Jones, R W Coplestone, P S Dalziel, G W Boyde, W J Sandford, A K Harris, J M S Erwood, and G M Webby.

**IN ATTENDANCE**

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Corporate Services – Mrs T Radich, the Director Assets – Mrs V Araba, the Director Environmental Services – Mr B Sutherland, the Executive Administration Officer – Ms R Vanstone, the Asset Management Coordinator – Mrs L Campbell, the Plant Engineer – Mr P Jacobs, and one member of the media (Stratford Press).

1. **WELCOME**

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

2. **APOLOGIES**

There were no apologies.

3. **ANNOUNCEMENTS**

The Chairman welcomes everyone to the Policy and Services Committee meeting. It is reinforced to Councillors that the purpose of this meeting is to hear and consider submissions on the Wastewater and Solid Waste Bylaws. Councillors are asked to hear submissions with an open mind, to restrict their question time to the submitter to points of clarification or issues pertaining to the subject matter. Councillors are requested not to get into direct dialogue with the submitter as there is tight timeframe scheduled for the day. Councillors may take notes whilst the submitter is speaking.

4. **DECLARATIONS OF MEMBERS INTEREST**

The Deputy Mayor requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda.

There were no declarations of interest.

5. **ACKNOWLEDGEMENT OF SUBMISSIONS**

Submissions pages 5-15

Attached are the 5 submissions received.

**RECOMMENDATIONS**

1. **THAT** each of the 5 submissions to the Wastewater and Solid Waste Bylaws be received.  
BOYDE/McKAY  
Carried  
P&S/20/32
  
2. **THAT** each submitter be individually thanked for their submission, and a copy of the minutes of the Policy and Services Committee Meeting and subsequent meetings be provided to each submitter.  
WEBBY/ERWOOD  
Carried  
P&S/20/33

**Recommended Reason**  
Each submission is formally received and the submitter provided with information on decisions made.

6.2

6. **SUBMITTERS TO BE HEARD**

(no report)

Submitters are given 5 minutes to speak to the Committee. Five minutes is also allocated for questions from the Committee.

*Adam Du Fall joined the meeting at 3.05pm.*

Adam Du Fall	Powerco Ltd
Points noted: <ul style="list-style-type: none"> <li>As per the submission, Mr Du Fall supports the protection of council infrastructure.</li> <li>Powerco sought open and unpermitted access to their services to a maximum depth of 600 millimetres (mm) to enable routine and emergency work to be carried out given that a lot of the electricity network was within the road corridor.</li> <li>Powerco’s objective is always to limit as much disruption as possible particularly to their large customers.</li> <li>For the purpose of maintenance, Powerco is happy to advise council of any work a month in advance.</li> <li>Regarding clause 1806, Mr Du Fall asked whether the restriction of work to be carried out within 5 metres of the centreline of any rising main or trunk sewer (clause 1806.6 refers) was a blanket rule specified to public land given that there is already a 10 metre corridor within the road corridor. He noted that the 5 metre distance is starting to restrict the available space.</li> <li>The Director – Assets clarified that the 5 metre wide centreline is applied to any public space. Private property has easements in place.</li> <li>Mr Du Fall outlined a scenario of simple pole replacement within the restricted 5 metres – alignment could not be changed without putting stress on the aerial load meaning a double pole or strengthener would be required. Mrs Araba gave assurances that council’s intention is protection of infrastructure and that all work is carried out in a safe</li> </ul>	

manner. She noted that council is happy to work with Powerco to find a resolution and will respond to approvals sought in a timely way.

- Furthermore, the Plant Engineer stated that there is provision for emergency work to be carried out and all assets are marked with before dig notices.
- Given council's assurances that the consenting process would not add delays to planned work, Mr Du Fall was satisfied with the draft bylaw and complimentary of council's processes and turnaround times to date.

6.2

#### Questions/Points of Clarification:

- Following a question by the District Mayor, Mr Du Fall clarified that an emergency under section 330 of the Resource Management Act was an incident that caused an impending threat to people or property. A car colliding with a pole would meet that definition.
- Mayor Volzke asked what percentage of Powerco's network was above 600mm. Mr Du Fall referred to the reticulated gas network and ring-main unit transformers.

*Mr Du Fall departed the meeting at 3.18pm.*

## 7. **WASTEWATER BYLAW– DELIBERATION AND ADOPTION**

D20/2192 (Pages 16-67)

### Discussion

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

### **RECOMMENDATIONS**

1. THAT the report be received.  

ERWOOD/McKAY  
Carried  
P&S/20/34
2. THAT subject to any new information from submissions highlighted at the hearing, the *draft* Wastewater Bylaw 2020 be adopted as it stands.  

HARRIS/SANFORD  
Carried  
P&S/20/35
3. THAT the commencement date of Wastewater Bylaw be 1 June 2020.  

VOLZKE/JONES  
Carried  
P&S/20/36

### **Recommended Reason**

Section 146 (b)(ii) of the Local Government Act (LGA) 2002 allows the Stratford District Council ('Council') to make and revise its Wastewater Bylaw for the regulation of wastewater activity in the Stratford district in an efficient, safe, reliable and sustainable manner. The adoption of this Bylaw will allow the fulfilment of these purposes.

### Submission 1

- The Chair noted Te Runanga o Ngāti Ruanui Trust's endorsement of the draft bylaw.

Submission 2

- The Chair noted that Te Korowai o Ngāruahine Trust requested no further changes to the draft bylaw.

Submission 3

- Mayor Volzke expressed his concern at putting a rule in place that caused so much disruption to minor works. He noted Powerco's comments suggested that as long as permits were issued in a timely manner and that they could still deal with emergency repairs and maintenance, they were happy for the draft bylaw to remain unchanged.
- The Chief Executive added that a lot of council infrastructure was a depth of 600mm or less and any work at this depth exposed our assets. He also noted that Powerco did not appear to have any issues with this council.

**8. SOLID WASTE BYLAW– DELIBERATION AND ADOPTION**

D20/2212 (Pages 68-128)

Discussion

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

**RECOMMENDATIONS**

1. THAT the report be received.  
  

BOYDE/McKAY  
Carried  
P&S/20/37
2. THAT subject to any new information from submissions highlighted at the Hearing, the draft Solid Waste Management and Minimisation Bylaw 2020 be adopted.
3. THAT the commencement date of the Solid Waste Management and Minimisation Bylaw be 1 June 2020.  
  

ERWOOD/McKAY  
Carried  
P&S/20/38

**Recommended Reason**

Section 146 (a)(iv) and b(iii) of the Local Government Act (2002) allows the Stratford District Council ('Council') to make and revise its Solid Waste Management and Minimisation Bylaw for the regulation of waste management activity in the Stratford district in an efficient, safe, reliable and sustainable manner. The adoption of this Bylaw will allow the fulfilment of these purposes.

Submission 4

- It was noted that New Plymouth District Council, for consistency's sake, asked for the maximum weight of refuse containers to be changed from 70 to 35 kilograms.
- The Director - Assets noted that full refuse containers usually weigh around 27 kilograms unless heavy material such as concrete, stones or soil were being dumped. From a waste minimisation perspective, a reduction in the weight council are obliged to pick up would see residents do more sorting rather than dumping into the general waste bin.



*Policy & Services Committee Meeting 14/04/2020  
D20/6328*

- The Plant Engineer advised that complaints have been received when the bin is not picked up – usually because it has been damaged from heavy material such as concrete, stones or soil. In this case, a service contractor is called in.
- There was discussion about whether to change the maximum weight now or later as allowed for under section 10.1 of the draft bylaw. Councillor Boyde noted that reducing the maximum weight was not in the draft bylaw. The District Mayor suggested that a change could be effected today given that the bylaw has been out for consultation already. A change later, would require further consultation. Reducing the maximum weight now was supported by Councillor Dalziel. Councillor Erwood suggested waste minimisation education was key to community support. Councillor Jamieson agreed.
- The Waste Minimisation Officer clarified that complaints about overweight refuse bins are not received regularly and that non-collection is not frequently weight related.
- Councillor Boyde agreed on a change to the weight restriction of refuse bins to 35 kilograms.

Submission 5

- Catherine Tempero requested that council add a ‘zero waste goal by 2040’ action to the bylaw. Whilst this council is working toward zero waste, there is no specified target date.
- Councillor Dalziel added that a goal without a date was not a target. He noted that there has been a meaningful waste reduction in recent years.
- The Director – Assets clarified that a change such as adding a time-related target would require a change to the waste minimisation plan which drives the bylaw, not the other way around.
- Councillor McKay noted that a change to the target would require a commitment from council to put resources in place to achieve it. She suggested a more formalised plan and goal so that a meaningful date can be considered and added. She therefore supported an open-ended target and was supported by Mayor Volzke who suggested that the important thing was that council was heading in the right direction to attain zero waste as stated by the bylaw.
- Councillors had read the Great Barrier Island article as suggested by the submitter.
- The Waste Minimisation Officer clarified that a regional education plan is currently in place and sits within the waste minimisation plan. She noted that there were several local and regional strategies.
- Councillors had reviewed the website suggested by the submitter.

*The meeting closed at 3.43pm.*

A L Jamieson  
**CHAIRMAN**

Confirmed this 26th day of May 2020.

N C Volzke  
**DISTRICT MAYOR**

## POLICY & SERVICES COMMITTEE MATTERS OUTSTANDING INDEX

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Renumbering Pembroke Road		Rachael Otter	Workshop 11/02/20	P&S June 2020
Funding for Whakaahurangi Marae within the Community Funding discussion.	Policy & Services – 5 June 2018	Kate Whareaitu		<i>To remain on Matters Outstanding until the Community Groups Policy is brought before Council for approval, P&amp;S April 2020</i>
Temporary fences on road reserve – clarification which policy this sits within.	Policy & Services – 28 May 2019	Victoria Araba	Will undergo a full review along with relevant bylaws and policies.	
Percy Thomson Trust investment profile – provide to elected members	Policy & Services – 25 February 2020	Tiffany Radich		P&S April 2020

# DECISION REPORT



**TO:** Policy and Services Committee

**FROM:** Visitor Information & Library Services Team Leader

**DATE:** 28 April 2020

**SUBJECT:** I-SITE AND LIBRARY OPENING HOURS

F19/13/04 – D20/6329

8

## **RECOMMENDATIONS**

1. THAT the report be received.
2. THAT Option 8 is adopted as the future opening hours for the co-location of the Visitor Information and library services.

## **Recommended Reason**

Opening hours of the co-location of the Visitor Information and Library Services should be adopted in order to progress and plan for the co-location to be implemented.

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

## 1. **PURPOSE OF REPORT**

- 1.1 This report seeks a decision from the elected members on the future operating hours of the Visitor Information and Library Services which will start once the services are co-located into the library building.

## 2. **EXECUTIVE SUMMARY**

- 2.1 The Stratford District Council decided within the Long Term Plan 2018 – 2028 that the Stratford Visitor Information Centre i-SITE (i-SITE), would move into, and co-locate with the Stratford Library.
- 2.2 At present the i-SITE and Library operate different opening hours, and once co-located uniform operating hours should be used.

3. **LOCAL GOVERNMENT ACT 2002 - SECTION 10**

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
- Is it for the performance of a good quality regulatory function? If so, why?; **OR**
- Is it for the performance of a good quality local public service?

**AND**

- Is it in a way that is most cost-effective to businesses and households? If so, why?

**Good quality** means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

**Local public service** means, a service provided for the community which is for the benefit of the District.

This proposal is relevant to the performance of good quality local public service.

4. **BACKGROUND**

- 4.1 Council decided within the Long Term Plan 2018 – 2028 that the Stratford Visitor Information Centre i-SITE (“i-SITE”), would move into, and co-locate with the Stratford Library.
- 4.2 In February 2020 Council confirmed that the Stratford Visitor Information Services i-SITE would co-locate with the Stratford Library as soon as possible with no or little change to the existing building until the developments neighbouring Prospero Place are further progressed.
- 4.3 Officers have been progressing the co-locating of the two services and now need Council to consider the combined operating hours of the services.
- 4.4 The Stratford Library operates for approximately 2,366 hours annually. The Stratford i-SITE operates for approximately 2,765 hours annually.

The Stratford Library is situated in Prospero Place and currently has the following opening hours:

Monday – Friday: 9.00am – 5.30pm  
Saturday: 9.00am – 12.00pm  
Public Holidays: Closed

The Stratford i-SITE is situated within the Percy Thomson building, and currently has the following opening hours:

Monday – Friday: 8.30am – 5.00pm  
Saturday & Sunday: 10.00am – 3.00pm  
Public Holidays: 10.00am – 3.00pm (Except Closed on: New Year’s Day, Good Friday, Christmas Day, Boxing Day).

- 4.5 As part of the co-location a user survey was conducted in mid-2019. 152 users took part in the survey. Relevant to this report were six questions. These were:
- What service(s) do/did you use at Stratford Library?
  - When do you normally use the Stratford Library?
  - Would you like to use the Stratford Library outside of the current opening hours?
  - What service(s) do/did you use at the i-SITE?
  - When do you normally use the i-SITE?
  - Would you like to use the i-SITE outside of the current opening hours?

Data is attached as **Appendix A**.

When looking at what time people visited the library, the majority visited mid-morning or on Saturday mornings. When compared to the i-SITE mid-morning was again popular, along with lunchtime, early afternoon, and Saturday morning.

When asked, 'Would you like to use the i-SITE/Library outside of the current opening hours?' only a very small percentage answered 'yes'.

Some of the comments relevant to i-SITE opening hours included:

- Saturdays from 9am or 8.30am
- Don't think we need to be open Sunday
- Surprised about being open Sunday
- Could have winter/summer hours

Some of the comments relevant to library opening hours included:

- Could be open longer on weekends to come in after sport on Saturday
- Longer hours on a Saturday and maybe open Sunday
- Open earlier on weekdays
- Current hours are great
- Possible one late night

- 4.6 Using the survey data, data from monthly reports, and staff insight officers have worked up some options. These are attached as **Appendix B**.

4.7 Below are some points to consider when assessing the options.

- One of the reasons the i-SITE has opened at 8.30am is due to the 8.50am bus service. This enables staff to be available to give directions to users of the bus service or to sell tickets to them.
- Opening the library at 9am allows staff to set-up for the day, return books, set-up IT requirements, and have staff meetings.
- The library often has tourists coming in first thing on Saturday mornings to ask for advice as the i-SITE is not open until 10am.
- Due to the layout of the building the delivery of service is expected to be 'together' and will not allow for one part to function without the other. This means either the building is open, or the building is closed.

- Health and safety of staff must be considered. This includes lone worker risks and mitigation, and the safety of staff leaving the building at night particularly after 5.30pm in the winter.
- The full impact of COVID-19 is not yet known, however what we do know is there will be no international visitors for the foreseeable future, and domestic visitors are likely to increase.
- There are now no restrictions on the number of hours, or specific days the i-SITE service is required to be open to be part of the i-SITE New Zealand network.
- The AA Vehicle and Licensing service is closed on Sunday and Public Holidays, therefore there are no additional benefits to the AA service if the building is open on Sunday and Public Holidays.
- If the building was not open 7 days week there is scope for additional signage pointing visitors and/or customers to Council's website, an update of the Stratford map donated by Rotary, or an interactive electronic screen that has basic visitor information available 24/7, or when there are high demand events on such as the garden festivals.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

Public consultation is not considered necessary for this operational matter, however user survey feedback has been considered in **Appendix A**.

5.2 **Māori Consultation - Section 81**

Consultation is not considered necessary for this operational matter.

6. **RISK ANALYSIS**

Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.

- Is there a:
  - financial risk;
  - human resources risk;
  - political risks; or
  - other potential risk?
- If there is a risk, consider the probability/likelihood of it occurring.
- Is there a legal opinion needed?

- 6.1 Financially the risk of not acting on this as soon as possible will continue to impact the current year’s budget.

Depending on the option chosen there may be an impact on staffing hours.

Depending on the service a user is used to using, a change in opening hours may be perceived as a drop in level of service.

7. **DECISION MAKING PROCESS - SECTION 79**

7.1 **Direction**

	<b>Explain</b>
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	The decision to co-locate the library service and visitor information service was made in the 2018 – 2028 Long Term Plan.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The co-location is in response to the current trends seen within the activities/services. This decision relates to providing good local public services within good quality infrastructure.

7.2 **Data**

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

User data as per background information above.

7.3 **Significance**

	<b>Yes/No</b>	<b>Explain</b>
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	Yes	Only if there is significant change to opening hours
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	However may be dependent on the adopted option.

In terms of the Council’s Significance Policy, is this proposal of high, medium, or low significance?		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
		✓

7.4 **Options**

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

1. What options are available?
2. For **each** option:
  - 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 are nine options to be considered in this report. These are presented in **Appendix B**.

Officers recommend **Option 7**.

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 financial impact was accounted for in the 2018 – 2028 Long Term Plan.

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?

Council has the capacity to deliver both the i-SITE and library services. Any deferral would impede the ability for planning to continue and for the co-locating to be implemented.

7.7 **Legal Issues**

There are no legal issues to consider.



7.8 **Policy Issues - Section 80**

There are no policy issues relative to this issue to consider.

**Attachments:**

**Appendix A** – Survey Feedback

**Appendix B** – Options



Trish Dent

**VISITOR INFORMATION & LIBRARY SERVICES TEAM LEADER**



[Endorsed by]

Kate Whareaitu

**DIRECTOR COMMUNITY SERVICES**



[Approved by]

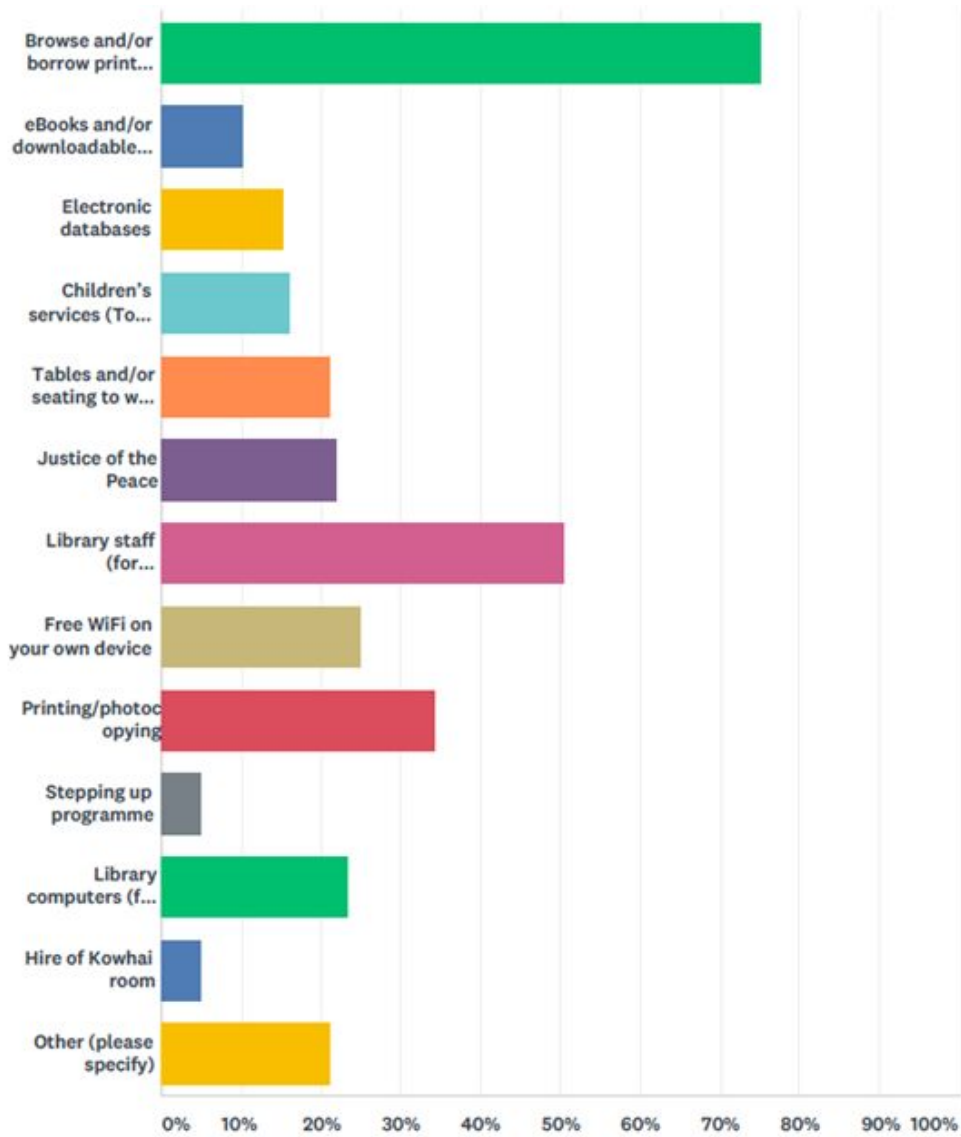
Sven Hanne

**CHIEF EXECUTIVE**

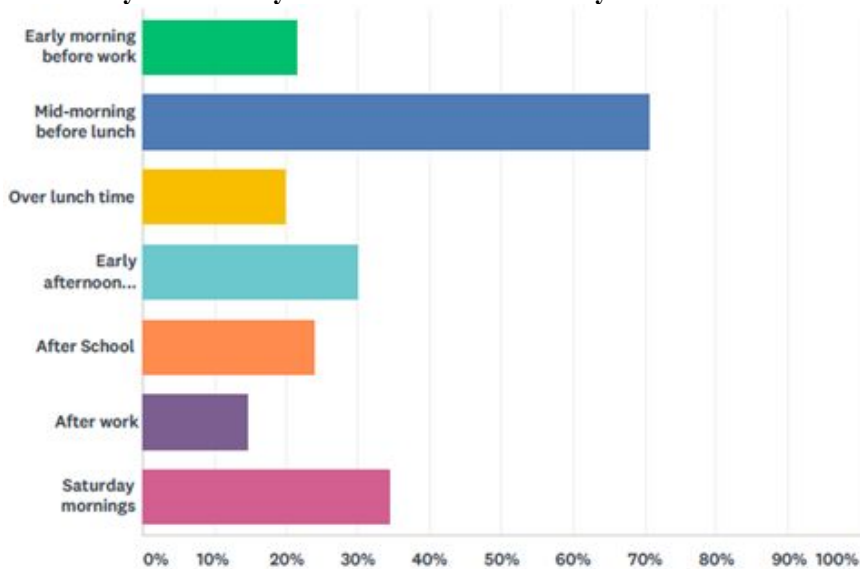
**DATE** 21 April 2020

## APPENDIX A

### What service(s) do/did you use at Stratford Library?

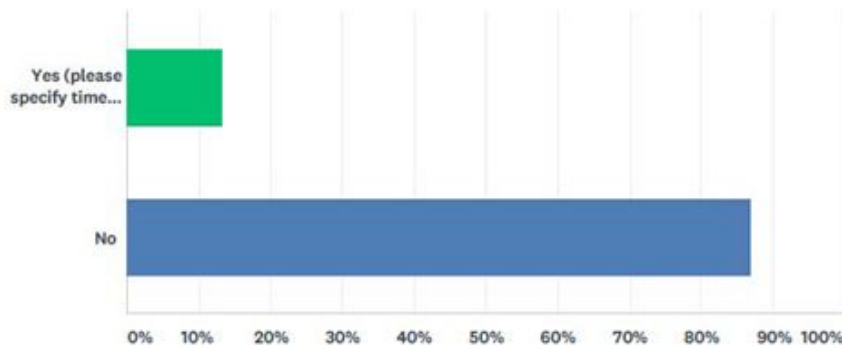


### When do you normally use the Stratford Library?



## APPENDIX A

### Would you like to use the Stratford Library outside of the current opening hours?

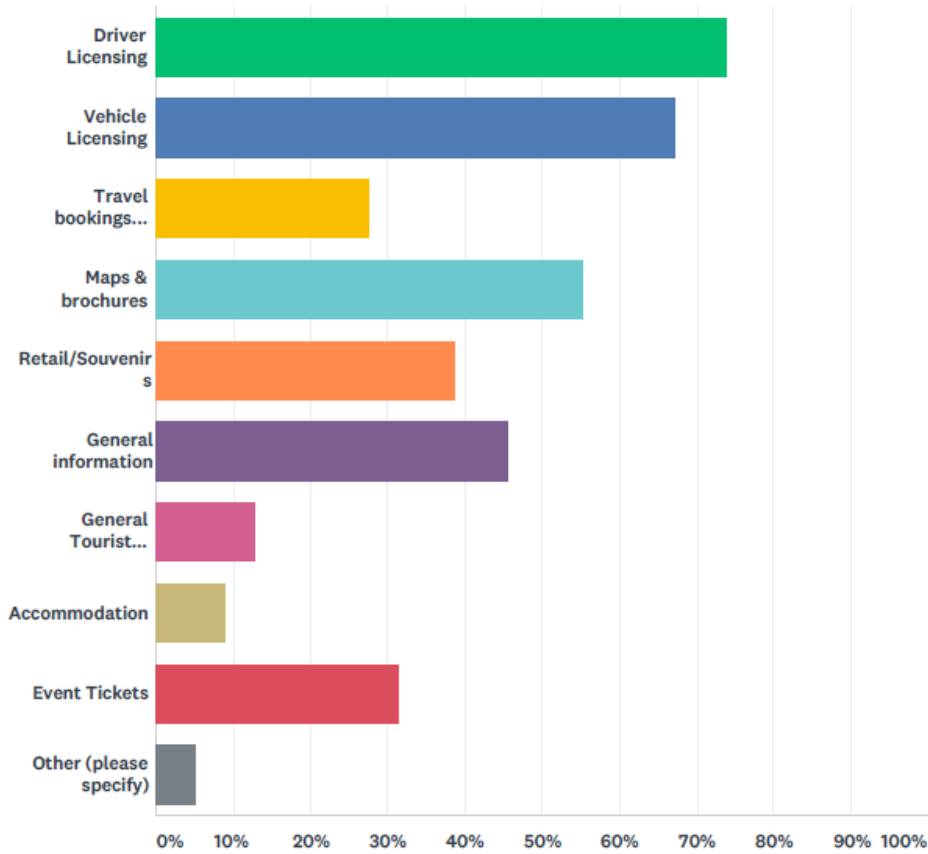


#### Comments

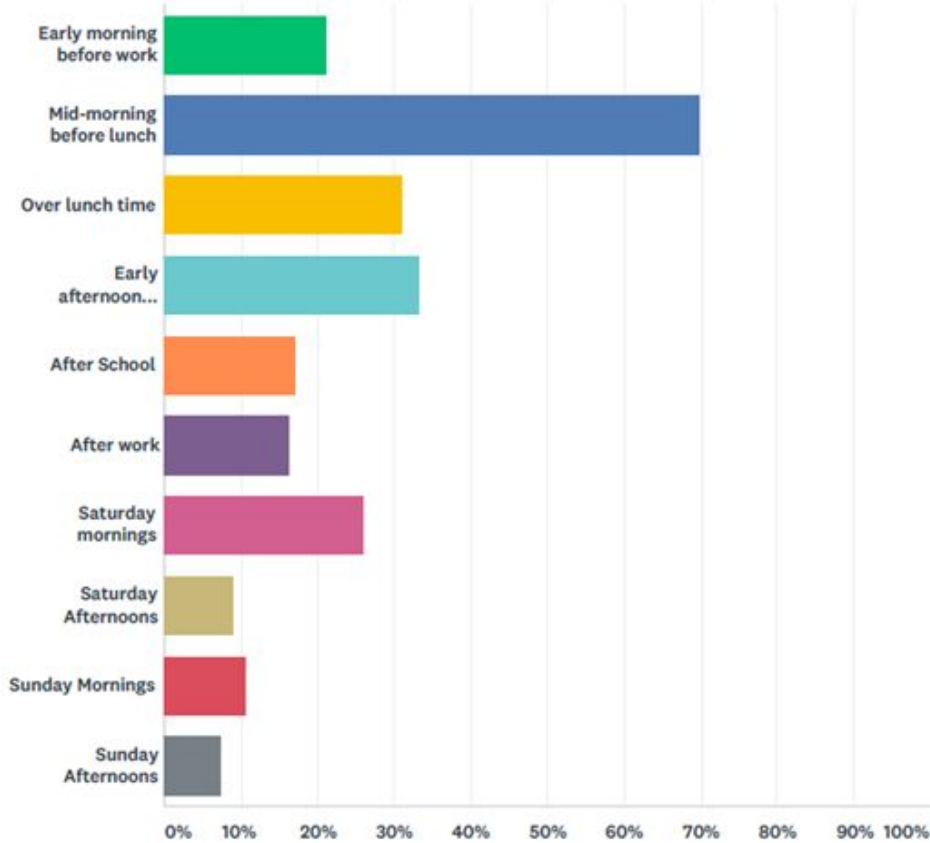
- Maybe could be open longer on weekends to come after Saturday sport.
- The hours are great
- I think the current hours are enough
- Adequate opening times
- Possibly one late night
- It would be good if library was open for a full day on Saturday
- Open on Sunday
- A little earlier if possible
- Sunday would be cool
- fine as is for us
- Hours are fine with me
- Current opening hours are enough for our small town. (Not a frequent user of the Library but fully supportive of having it)
- the hours between 9 - 5:30 is all good
- Saturday 9 - 5:30
- I like using the Wifi
- Saturday 12-5 pm. Sunday for any time at all
- Maybe open Sat arvo close Sun
- Later on Saturday
- Use Sat arvo or a Sun
- Weekends - with kids
- Later on a Saturday
- Love the 5:30pm finish
- Longer hours on a Sat and maybe open Sunday
- A bit long on Saturday
- Open earlier on weekdays

## APPENDIX A

### What service(s) do/did you use at the i-SITE?

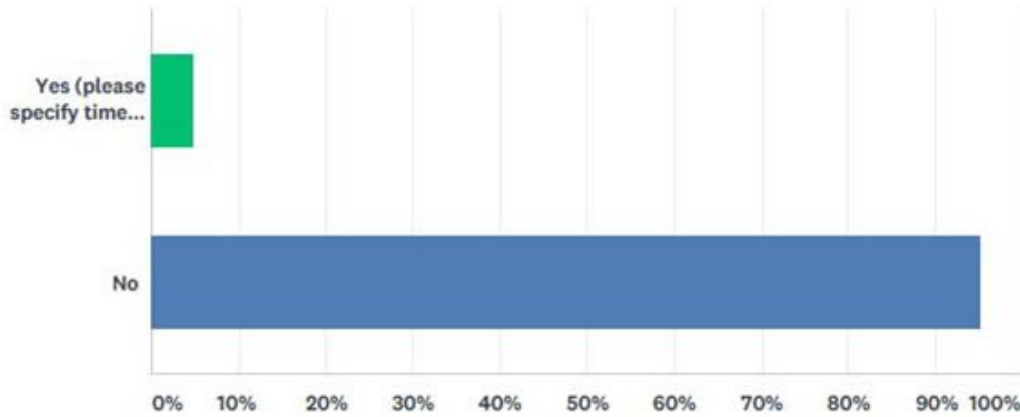


### When do you normally use the i-SITE?



## APPENDIX A

### Would you like to use the i-SITE outside of the current opening hours?



8

#### Comments

- Winter/summer hours on a Sunday could be reviewed. May not need to be open on a Sunday in
- Winter
- Pleased with service
- ok as is
- Saturdays from 9:00am
- Occasionally overseas travellers need the service
- Possibly till 5:30 2 nights a week could be looked at
- the hours are enough
- Close Sun open Sat arvo AA to maybe?
- Open Sunday for tourists
- Saturday arvo and Sun for NZTA/AA stuff
- Don't think we need to be opened on a Sunday
- Surprised about Sundays being opened
- Maybe longer
- Maybe longer opening weekends in Summer
- Maybe open earlier on Sat mornings 08:30

**APPENDIX B**

		<b>Monday - Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Public Holidays</b>	<b>Weekly Opening Hours</b> excluding Public Holidays	<b>Annual Opening Hours</b> excluding Public Holidays	<b>Annual Public Holiday Hours</b>	<b>Total No. of Annual Operating Hours</b>
<b>Option 1</b>	Current Library hours	9am-5.30pm	9am-12pm	Closed	Closed	45.5	2366	0	2366
<b>Option 2</b>	Current i-SITE hours	8.30am-5pm	10am-3pm	10am-3pm	10am-3pm	52.5	2730	35	2765
<b>Option 3</b>	Combines earliest open time, latest close time of both services currently	8.30am-5.30pm	9am-3pm	10am-3pm	10am-3pm	56	2912	35	2947
<b>Option 4</b>	Combines latest open time, the earliest close time of both services currently	9am-5pm	10am-12pm	Closed	Closed	42	2184	0	2184
<b>Option 5</b>	Reflects weather, tourism peak, user visits <b>SUMMER</b> : 1 October - 31 March	8.30am-5pm	9am-3pm	10am-3pm	10am-3pm	53.5	1391	20	2620
	Reflects weather, tourism peak, user visits <b>WINTER</b> : 1 April - 30 September	8.30am-5pm	9am-1pm	Closed	Closed	46.5	1209	0	
<b>Option 6</b>	Reflects weather, tourism peak, user visits <b>SUMMER</b> : 1 October - 31 March	9am-5pm	9am-1pm	Closed	10am-3pm	44	1144	20	2308
	Reflects weather, tourism peak, user visits <b>WINTER</b> : 1 April - 30 September	9am-5pm	9am-1pm	Closed	Closed	44	1144	0	
<b>Option 7</b>	Reflects general feedback – <b>Officers Recommend</b>	8.30am-5pm	9am-1pm	Closed	Closed	46.5	2418	0	2418
<b>Option 8</b>	Allows for one late night per week	4 days: 9am-5pm 1 day: 9am-6.30pm	9am-1pm	Closed	Closed	45.5	2366	0	2366
<b>Option 9</b>	Variation of any of the above								

**Note:**

- Public Holiday hours above are calculated on being closed New Year’s Day, Good Friday, Christmas Day, and Boxing Day.
- Blue colour above indicates Option 5.
- Green colour above indicates Option 6.

# DECISION REPORT



F19/13/04-D20/6145

**TO:** Policy and Services Committee

**FROM:** Communications Manager

**DATE:** 28 April 2020

**SUBJECT: DRAFT COMMUNICATION AND ENGAGEMENT STRATEGY**

9

## **RECOMMENDATIONS**

1. THAT the report be received.
2. THAT the *draft* Communication and Engagement Strategy be adopted and released for public feedback and brought back in June for deliberations and adoption.

## **Recommended Reason**

The recommendation from the Committee is required to initiate the public feedback process and adopt the draft strategy as a framework for supporting communication and engagement between Council and the community.

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

## 1. **PURPOSE OF REPORT**

- 1.1 The purpose of this report is to obtain the Committee's approval for the adoption and public release of the *draft* Communication and Engagement Strategy.

## 2. **EXECUTIVE SUMMARY**

- 2.1 The purpose of the Communication and Engagement Strategy is to:
  - Understand community satisfaction and expectations of Council in the areas of communication and community engagement;
  - Analyse Council's current process in communications and engagement;
  - Identify new initiatives that will support Council's commitment to communicate and engage in a way that encourages an open, transparent relationship between the community and Council.
- 2.2 Once adopted the Communication and Engagement Strategy will act as a framework to support communication and engagement between Stratford District Council and the community.

3. **LOCAL GOVERNMENT ACT 2002 - SECTION 10**

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
- Is it for the performance of a good quality regulatory function? If so, why?; **OR**
- Is it for the performance of a good quality local public service?

**AND**

- Is it in a way that is most cost-effective to businesses and households? If so, why?

**Good quality** means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

**Local public service** means, a service provided for the community which is for the benefit of the District.

3.1 This strategy is for the *performance of a good quality local public service*.

4. **BACKGROUND**

4.1 The Local Government Act 2002 (the Act) is the primary Act that drives engagement and communications between Council and its community. The Act includes a series of principles which are intended to govern the overall actions of local authorities, and includes principles relating to the conduct of business in an open and transparent manner; making itself aware of community views; providing opportunities for Māori to participate in decision-making processes; collaborating and cooperating with other local authorities as appropriate; ensuring prudent stewardship of resources; and taking a sustainable development approach.

Some sections of the Act specifically relate to planning, decision-making, consultation and accountability:

- Part 6 – 76AA Significance and Engagement Policy
- Part 6 – 78 Community Views in Relation to Decisions
- Part 6 – 82 Principles of Consultation

4.2 The Communication and Engagement Strategy provides a consistent approach for Council to give effect to the principles in the Local Government Act 2002.

4.3 The strategy focuses on having an engaged community, where everyone feels connected and able to participate in decision making opportunities. This will be achieved through the following principles: Informative, Proactive, Engaging, Customer-Centred and Accessible.

4.4 The International Association for Public Participation (IAP2) Spectrum framework is used to support the delivery of the strategy. The spectrum gives a guide on the level of public participation, and the types of communication for each of the levels.



- 4.5 The two year action plan focuses on delivering five key initiatives:
- New website functionality
  - Brand audit
  - Research and insights
  - Community engagement
  - Digital communications
- 4.6 The strategy also focuses on delivering actions and outcomes relating to six key areas:
- Internal communications
  - External communications
  - Community engagement
  - Media relations
  - Digital communications
  - Visual communications

## 5. **CONSULTATIVE PROCESS**

### 5.1 **Public Consultation - Section 82**

The strategy does not require public consultation but incorporates feedback received from the community through the annual customer satisfaction survey. However, Officers recommend this goes out for public feedback before being recommended for adoption.

### 5.2 **Māori Consultation - Section 81**

No separate Māori consultation is required.

## 6. **RISK ANALYSIS**

Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.

- Is there a:
  - financial risk;
  - human resources risk;
  - political risks; or
  - other potential risk?
- If there is a risk, consider the probability/likelihood of it occurring.
- Is there a legal opinion needed?

- 6.1 There is no risk in adopting the Communication and Engagement Strategy. The Strategy has been written to give effect to legislative principles.

7. **DECISION MAKING PROCESS - SECTION 79**

7.1 **Direction**

	<b>Explain</b>
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes
What relationship does it have to the communities' current and future needs for infrastructure, regulatory functions, or local public services?	The Communication and Engagement Strategy supports all future engagement on Council decisions that affect the communities' needs across all functions.

7.2 **Data**

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

The data used within the strategy is from Statistics New Zealand, 2018/19 Customer Satisfaction Survey, and Council's social media channels.

7.3 **Significance**

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

In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
		✓

## 7.4 **Options**

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

1. What options are available?
2. For **each** option:
  - 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.

In considering adopting this draft strategy there are three options:

### ***Option 1***

***Adopt and publicly release*** the *draft* Communication and Engagement Strategy as presented, enabling the achievement of its purposes as described in Section 2.2 of this report.

### ***Option 2***

***Adopt and publicly release*** the *draft* Communication and Engagement Strategy with ***any changes***, enabling the achievement of its purposes as described in Section 2.2 of this report..

### ***Option 3***

***Decline to adopt and publicly release*** the *draft* Communication and Engagement Strategy, in which case the purposes as described in Section 2.2 of this report are unable to be achieved.

The officer recommendation is ***Option 1***.

## 7.5 **Financial**

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

There is no financial impact. Work will be undertaken within the current budget.

7.6 **Prioritisation & Trade-off**

The Council is able to deliver on the objectives set out in the strategy. There is no value in deferring the adoption of this strategy.

7.7 **Legal Issues**

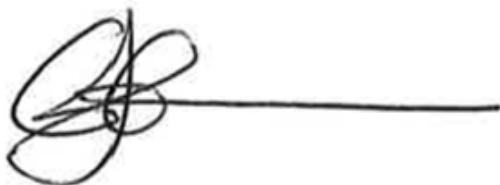
No legal opinion is required.

7.8 **Policy Issues - Section 80**

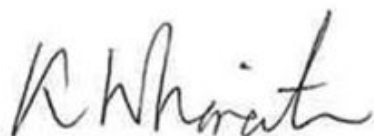
There are no policy issues. The strategy supports Council's Significance and Engagement Policy.

**Attachments:**

**Appendix A – Draft Communication and Engagement Strategy**



Gemma Gibson  
**COMMUNICATIONS MANAGER**



Kate Whareaitu  
**DIRECTOR COMMUNITY SERVICES**



[Approved by]  
Sven Hanne  
**CHIEF EXECUTIVE**

**DATE** 21 April 2020



STRATFORD DISTRICT COUNCIL

# Communications & Engagement Strategy 2020

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## Purpose

This strategy has been prepared as a framework to support communication and engagement between Stratford District Council ('Council' 'we') and the community.

We have developed the strategy to:

- understand community satisfaction and expectations of Council in the areas of communication and community engagement;
- analyse Council's current process in communications and engagement;
- identify new initiatives that will support Council's commitment to communicate and engage in a way that encourages an open, transparent relationship between the community and Council

## Introduction

### What is Communication and Engagement?

**By 'communication', we mean:**

- All our published documents, including leaflets, publications (e.g. annual report), website content, engagement and consultation documents, presentations and advertisements used to deliver messages to different audiences, including our residents, wider community, staff and external stakeholder groups
- All statements and comments issued to the media
- All face-to-face meetings, events and telephone conversations where we are hosting or organising the activities
- Materials that are produced to help 'inform' residents and the community, which may be 'one-way' communication at times

**By 'engagement', we mean:**

- Activities that are specifically designed to find out the experiences and views of the community
- Using a variety of methods depending on what is required and is most appropriate (moving away from a one size fits all approach), including the use of engagement and consultation events, structured discussions (e.g. focus groups, interviews), surveys or advisory groups
- Relationships with statutory partners and local partnerships including the voluntary and community sector, elected members and opinion leaders
- The ways in which we feed back the results of engagement activities, and make clear how these have been taken into account when making decisions.

## Legislation

The Local Government Act 2002 (the Act) is the primary act that drives engagement and communications between Council and its community.

The Act includes a series of principles which are intended to govern the overall actions of local authorities, and includes principles relating to the conduct of business in an open and transparent manner; making itself aware of community views; providing opportunities for Māori to participate in decision-making processes; collaborating and cooperating with other local authorities as appropriate; ensuring prudent stewardship of resources; and taking a sustainable development approach.

Some sections of the Act specifically relate to planning, decision-making, consultation and accountability:

Part 6 – 76AA Significance and Engagement Policy

Part 6 – 78 Community Views in Relation to Decisions

Part 6 – 82 Principles of Consultation

Also very relevant to local government is the engagement/consultation required as part of the Resource Management Act and the Reserves Act.

The Communications and Engagement Strategy provides a consistent approach for Council to give effect to the principles in the Local Government Act 2002.

Summary of other legislation that relates to Local Government activities can be found at [www.localcouncils.govt.nz/lqip.nsf/wpg\\_url/Policy-LocalGovernment-Legislation-Other-legislation](http://www.localcouncils.govt.nz/lqip.nsf/wpg_url/Policy-LocalGovernment-Legislation-Other-legislation)



## District profile

### Our Council

Council manages a wide range of services for our people, including planning and resource consents, water services, rubbish and recycling, roads and transport, parks and reserves, economic and community development initiatives, and community facilities like the library and swimming pool.

Our district is one of New Zealand's smallest local authority areas.

We encompass just 2,170 square kilometres and within this have four distinct landscape regions:

- The alpine and bush environment of the Egmont National Park.

- The dairy farming country of the Egmont ring-plain.
- The frontal hill country. This land lies between the ring plain and the eastern hill country. It is mostly used for sheep and beef farming.
- The steep hill-country of eastern Taranaki, some areas of which are farmed mostly for sheep and beef farming.

Our district borders two national parks, Egmont National Park and Whanganui National Park. We are a main gateway to Taranaki Mounga including popular tourist sites Dawson Falls and Manganui

Ski Field. We are intersected by State Highway 3 and State Highway 43 (Forgotten World Highway) which connects Stratford township to our smaller towns including the Republic of Whangamomona and beyond to Taumararui.

Within our district we have 10 primary schools and two secondary schools.

### Our diverse audience

We often need to communicate and engage with specific people on different challenges and opportunities. For the purpose of this strategy we have listed these in the below key audience groups:

#### Stratford district community

- Ratepayers
- Residents
- Businesses and industry
- Community, sporting and social clubs
- Education service
- Iwi
- Volunteers
- Key service users
  - young people
  - older people
  - people with a disability

#### Elected members and employees

#### Visitors to the district / tourists

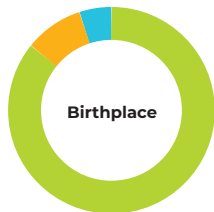
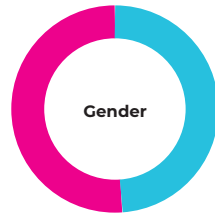
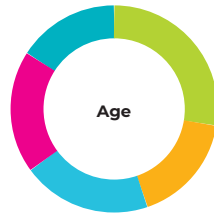
#### Partners/who we work with

- Government agencies
- Members of Parliament
- Other local authorities
- Media
- Contractors and suppliers
- Consultants

### Our community

We have 8,991 residents (2013 census) who live in the heart of Taranaki and call the Stratford district their home, and this figure is predicted to grow. The majority of our population live in the Stratford township. We have a number of smaller satellite towns including Midhirst, Toko and Whangamomona with some of our rural community members living in very remote parts of the district.

Data sourced from Infometrics.co.nz







## How we work now

Communicating with our diverse audience is important to ensure we have a well-informed community that has been provided the opportunity to engage with Council.

Council recognises that different people have different needs when it comes to communication and engagement. In any one community there are two ends of the spectrum: those who don't want to be bothered by Council at all, and those who want more ongoing involvement in initiatives to improve the area.

Through our existing relationships with stakeholders, learnings from previous consultation and engagement work and community feedback, we determine the best channel(s) to meet the needs and wants of the full spectrum of stakeholders.

The following Stakeholders Matrix displays the communication and engagement channels Council currently uses to meet these needs. It provides guidance on targeted communications and supports with managing our communication resources in the most efficient and cost effective way.

● Currently available  
▲ Aim to provide

	Mail	Media and Print	Digital				Customer Experience			Community Engagement			
	Rates notices inserts Direct Mail (letters/email) Letterbox drop	Media release Radio Print advertising Publications Promotional materials	Digital advertising Social Media	Email invoicing/e-rates Email marketing Website	Intranet Mobile updates (APPs/SMS)	Council service centres Face-to-face Meetings	Telephone Community events	Surveys Workshops	Online Forums Information stalls	Noticeboards			
<b>Stakeholders</b>													
<b>SDC</b>	Elected members	●	●	●	●	●	●	▲	●	●	●	●	
	Committee Members	●	●	●	●	●	●	▲	●	●	●	●	
	Senior Leadership	●	●	●	●	●	●	●	●	●	●	●	
	Staff	●	●	●	●	●	●	▲	▲	●	●	●	
<b>Stratford district community</b>	Residents	●	●	●	●	●	●	▲	●	●	●	●	
	Ratepayers	●	●	●	●	●	●	▲	●	●	●	●	
	Iwi	●	●	●	●	●	●	●	●	●	▲	▲	
	Businesses and industry	●	●	●	●	●	▲	●	●	●	●	▲	
	Community Organisations/ Clubs	●	●	●	●	●	▲	●	●	●	▲	▲	
	Education services	●	●	●	●	●	▲	●	●	●	▲	●	
	Older people (65 years +)	●	●	●	●	●	▲	●	●	●	▲	●	
	Young people (12-24 years)	●	●	●	●	●	▲	▲	●	●	▲	●	
People with a disability	●	●	●	●	●	▲	▲	●	●	▲	●		
Volunteers	●	●	●	●	●	▲	▲	●	●	●	▲		
<b>Visitors/tourists</b>													
<b>Partners we work with</b>	Media	●	●	●	●	●	●	●	●	●	●	●	
	Contractors and suppliers	●	●	●	●	●	●	▲	●	●	●	●	
	Consultants	●	●	●	●	●	●	●	●	●	●	●	
	Other local authorities	●	●	●	●	●	●	●	●	●	●	●	
	Government agencies	●	●	●	●	●	●	●	●	●	●	●	
Members of parliament	●	●	●	●	●	●	●	●	●	●	●		





## How are we performing?

In preparing this Strategy we have considered feedback from our annual Customer Satisfaction Survey, outcomes of internal review work, and comments from elected members and members of the public through other forms of feedback.

The feedback from the community, staff and elected members has been invaluable and has helped us identify:

- Who makes up our community?
- Community needs in the way of communications and engagement
- What we're doing well and what we can improve
- Strategies to meet the needs and wants of our community

### 2018/19 Customer Satisfaction Survey results

#### Key themes

- Overall room for improvement in the way Council communicates and engages with community members on Council functions.
- Those who respond to current engagement opportunities are not a representative cross section of the community.
- Some people simply don't know if Council is making decisions in their best interest because they aren't engaged with the process, or aware of the decisions Council is making at all.
- Identified challenges of communicating to a diverse audience, a "one size fits all" approach impossible, everyone wants something different.
- A need for more transparency in Council decision making

#### Stats

- 32.15% of respondents "don't know" if Council's decisions represent the best interests of the district.
- 81.08% of respondents are satisfied with the amount of consultation that Council offers.
- 95.35% of respondents know where to get Council information from
- 95.62% use the local newspaper to keep up to date with Council information.
- 33.97% use Council's website
- 21.82% use Council's Facebook page

When asked how you'd most like to receive information about Council in the future, 88.14% of respondents said newspapers, 27.27% said Council's website, 24.11% said Council's Facebook, 18.18% said email updates and 23.12% said personal contact by phoning or visiting Council's Service Centre.

#### Feedback

- "Website could be easier to navigate"
- "I feel there is a disconnect between the council and the community."
- "Could special notices such as "Water restrictions" be sent to all ratepayers (and other groups) in a group email?"
- "Some people don't have computers or cell phones or email."
- "Council staff are always friendly and super helpful, whether it be by phone or in person. Facebook page updates are great but council must remember that not all of the community have access to social media/websites."
- "I love that Stratford Council have a Facebook page. The information posted is greatly appreciated ie, letting us know about water supply"
- "I have always found the standard of customer service outstanding and queries have always been well received and dealt with by all staff."

### Social Media engagement

As of February 2020 Council's active social media presence includes:

Stratford District Council	2,459 follows	2,313 likes
Stratford Library	532 follows	510 likes
TSB Pool Complex	1,551 follows	1,495 likes
Stratford District Animal Control	773 follows	753 likes
Stratford District Youth Council	594 follows	561 likes
Stratford i-SITE	283 followers	
Stratford District Youth Council	181 followers	
TSB Pool Complex	229 followers	

We manage and monitor our social media platforms on a daily basis and can view insights on all posts (paid and organic content). Our social media platforms are continuing to trend upwards in audience reach.

### SWOT Analysis

<h4 style="margin: 0;">S</h4> <p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Small community, eager to be involved</li> <li>• Good existing relationships with community groups and influencers</li> <li>• Good access to communication channels that community members are engaged with</li> <li>• Committed to improving community based decision making</li> <li>• Elected members advocating for and engaging with both rural and urban communities</li> </ul>	<h4 style="margin: 0;">W</h4> <p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Limited funding for new communication methods</li> <li>• Limited resources to effectively manage community expectations re communication and engagement</li> <li>• An outdated community directory</li> <li>• Inconsistent approach to Council branded communications</li> </ul>
<h4 style="margin: 0;">O</h4> <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• An increasing captive social media audience</li> <li>• Increasing online services</li> <li>• Enhance interactive engagement through the use of advances in technology</li> <li>• Improving Iwi relationships</li> <li>• Through this strategy, an approach that is practical, innovative and integrated</li> <li>• Improved measures for communications and engagement</li> <li>• A community that feels supported, engaged and informed by Council</li> </ul>	<h4 style="margin: 0;">T</h4> <p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Difficult decision making leading to disengagement / lack of trust</li> <li>• Commercial sensitivity of some decisions, and increasing need to protect information under the Privacy Act</li> <li>• Reputational risks</li> <li>• Role of local authorities changing</li> </ul>



# How we want to work going forward

## Our Communications and Engagement Vision

An engaged community, where everyone feels connected and able to participate in decision making opportunities.

### Our principles



**Informative**



**Proactive**



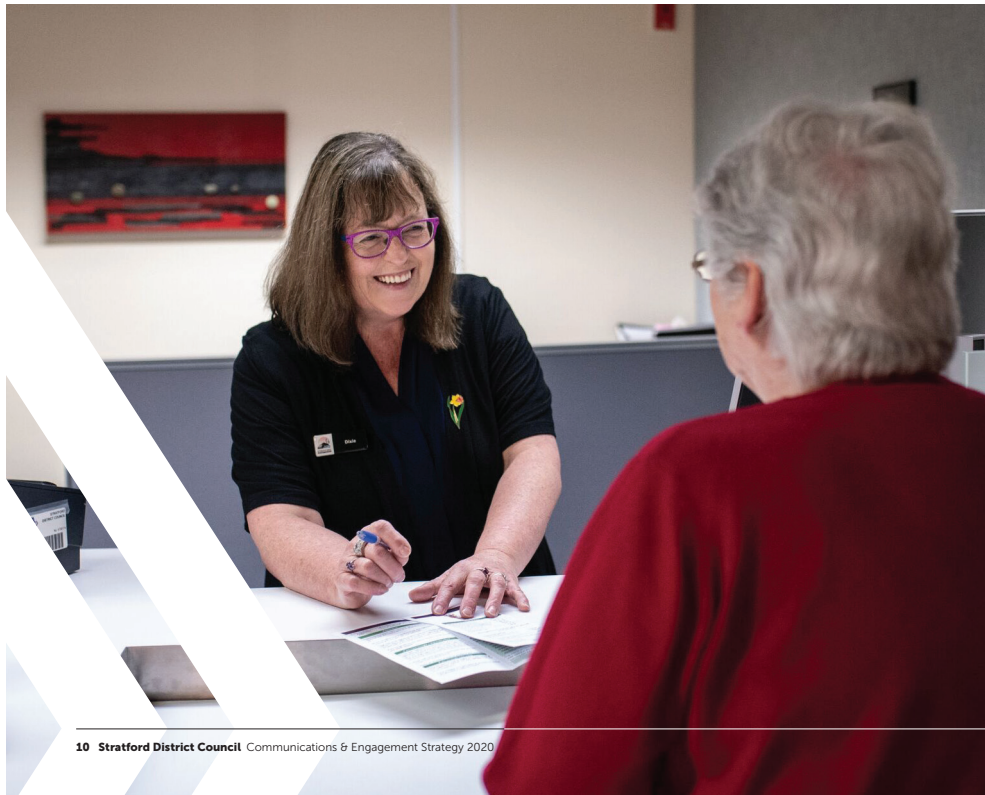
**Engaging**



**Accessible**



**Customer-centred**



## Connecting with our community

Council believes that by encouraging open conversations on community challenges and opportunities we can improve our delivery of service and empower our community.

The below framework will be used to support Council when delivering the objectives set out in this Strategy.

### IAP2 Public Participation Spectrum

The International Association for Public Participation (IAP2) developed a framework for engagement which is considered a best practice benchmark worldwide.

The IAP2 Public Participation Spectrum gives a guide on the five levels of public participation, from informing to empowering, and the types of communication suitable for each. The purpose of the spectrum is to improve the practice of public participation or community engagement, incorporating key stakeholders that affect the

public interest. In simply 'informing' stakeholders, there is no expectation of receiving feedback and consequently there is a low level of public interest or impact. At the other end of the spectrum, 'empowering' stakeholders to make decisions implies an increase in expectations and therefore an increased level of public impact.

Differing levels of engagement may be required when engaging on an issue, and for different stakeholders. It will not always be appropriate or practicable to conduct engagement at the 'collaborate' or 'empower' end of this spectrum. Some topics of interest or issues will not need such an involved approach.

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Two-way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.	Public participation in the process, designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision-making.	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	The final decision making is in the hands of the public. Under the LGA 2002, the Mayor and Councillors are elected to make decisions on behalf of their constituents.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced that decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.
Example tools	<ul style="list-style-type: none"> <li>Factsheet</li> <li>Website</li> <li>Social media</li> <li>Public notices</li> </ul>	<ul style="list-style-type: none"> <li>Formal submissions and hearings</li> <li>Focus groups</li> <li>Online surveys</li> </ul>	<ul style="list-style-type: none"> <li>Workshops</li> <li>Focus groups</li> </ul>	<ul style="list-style-type: none"> <li>External working groups (involving community experts)</li> </ul>	<ul style="list-style-type: none"> <li>Binding referendum</li> <li>Local body elections</li> </ul>

Alongside the IAP2 Framework and Stakeholders Matrix, this Strategy will align with the principles set out in Council's Relationships Framework and Policy in order to provide a consistent approach to engaging and collaborating with external community focused groups.



## Key initiatives

While this strategy outlines in further detail the objectives we will implement, the below are five key initiatives that Council will focus on over the next two years.

- 1. New website functionality** – to improve functionality, stability and overall user experience of the website
- 2. Brand audit** – complete an audit of Council’s brand to ensure a consistent, recognised and strengthened brand is applied to the district.
- 3. Research and insights** – improve the way we measure communications and engagement within the community to better improve our delivery
- 4. Community engagement** – use this strategy to implement a number of initiatives to ensure Council works towards best practice standards and to further embed engagement initiatives into Council’s project management
- 5. Digital communications** – use this strategy to implement a plan to grow our online community and engage more through social media and email communications



## Our strategic aims and objectives

These aims and objectives are a combination of Council’s legislated requirements to enable democratic local decision-making and promoting the social, economic, environmental and cultural well-being of Stratford districts communities, while undertaking the deliberate, planned and sustained effort to establish and maintain understanding between Council and the community.

### Internal Communications

#### Aim

Establish a culture that strengthens internal communication and provide staff with the tools to enhance the way Council engages with the community.

Objective	Outcome
Develop a communications toolkit for staff	Planned and effective communications for our community, resulting from a collaborative approach
Create a writing style guide for Council staff	Establish an internal culture of writing that uses plain language and is fit for purpose
Provide support and training to staff members to assist them to determine community engagement requirements on a project by project basis	Establish a consistent culture of community engagement where staff are aware of Council’s policies and procedures in considering engagement as early as possible in the project’s development.
Implement media protocols/policy for Council staff	Better informed community through consistent communication
Create a writing for the web guide for Council staff	Establish internal culture of writing for the web that results in timely and effective web communications
Develop a communications toolkit for staff	Develop a communications toolkit for staff

### Community engagement

#### Aim

Liaise with the community on relevant projects to ensure all stakeholders are informed, and create meaningful engagement opportunities seeking community feedback that is considered as part of the decision making process.

Objective	Outcome
Review and revise the Community Directory	Council has a robust and up to date Community Directory
Proactively seek new opportunities and innovative ways for elected members to engage with the community	Provide community with more open and informal opportunities to discuss issues and ideas with Council
Educate the community on the engagement and consultation process	Increased understanding leading to engaged discussions where our community feel part of Council decision making
Proactively seek new opportunities to engage with our key audience groups	All members of our community feel informed and engage with Council on services, event, initiatives and projects
Review and revise the Significance and Engagement Policy	Council has an updated policy in place that assists Council to execute best practice community engagement by identifying the appropriate level of engagement for each project



## Visual communications

Aim	
Ensure Council's online presence and printed publications strengthen our brand via creative, informative and engaging communications.	
Objective	Outcome
Implement an updated brand style guide for the organisation	Consistent approach to Council produced publications
Review Council's Signage Policy	Consistent approach to signage throughout the district
Endorse a united brand identity for Council, the district and our Shakespearean identity	Consistent, recognised and strengthened brand that promotes our unique identity
Improve/increase access to approved promotional images	Consistent, recognised and strengthened brand that promotes our district and the people who live here

## Digital communications

Aim	
Connect with and build relationships online with our community by developing engaging and valuable two-way conversations. Be the central point of contact online, enabling 24/7 access to information and services to our customers.	
Objective	Outcome
Improve Council's online presence through the development of a new website	Provide a modern, user-friendly, multi-media rich platform that is engaging and meets web accessibility standards
Improve Council's social media presence by building awareness and exposure of Council's social media channels	Increase community awareness and participation in Council social media channels
Review current Council smart phone applications and proactively seek new initiatives in this space	Access to relevant information as the customers time-of-need

## Media relations

Aim	
Deliver clear, consistent and factual information to the media to ensure positive and accurate coverage of Council decisions and activities.	
Objective	Outcome
Extend traditional media to include digital distribution of messages	Reach more people with information on Council services, events, initiatives and projects
Have most up to date key Council information available on website	Better informed community through accessible information
Build on relationships with local media	Better informed community through consistent and accurate information sharing
Seek opportunities for spokesperson interviews across media outlets	Increased awareness of Council services, events, initiatives and projects

## External Communications

Aim	
Deliver planned, transparent and effective communications by using multiple digital and print mediums that are cost effective, innovative and specific to our community.	
Objective	Outcome
Review use of existing communications tools/channels	Targeted communications based on community interest and needs
Realign resources from traditional communications to digital communications to meet the growing demand for information and engagement online	New and creative mediums for increased exposure to Council services, events, initiatives and projects through cost-effective options
Proactively seek new opportunities and innovative ways to communicate with the community	Reach more people with information on Council services, events, initiatives and projects

## Where to from here

Council will develop a work plan that supports this strategy. Progress on the initiatives and objectives highlighted will be reported to elected members on a regular basis, and shared with the wider community.

The strategy will be reviewed every three years or as needed.



## Related documents

- Significance and Engagement Policy
- Media Policy
- Relationships Framework
- Relationships Policy
- Community Development Strategy
- Long Term Plan 2018 – 28
- Annual Plan

## Glossary

<b>Our Council</b>	Elected members, staff and the policies and guidelines that deliver the services, events, projects and initiatives
<b>Our district</b>	The area that Stratford District Council services and people, organisations, businesses within it
<b>Our Community</b>	The people who make up the Stratford district, the key stakeholders and audiences who we wish to communicate and engage with
<b>Services</b>	An ongoing deliver of an expected community service
<b>Event</b>	A community-focused event
<b>Initiative</b>	A partnership based delivery or community service
<b>Project</b>	A partnership based delivery or community service



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# DECISION REPORT



F19/13/04- D20/5077

**TO:** Policy and Services Committee  
**FROM:** Chief Executive  
**DATE:** 28 April 2020  
**SUBJECT:** **POLICY REVIEWS 2018/19 & 2019/20 – TENTH TRANCHE**

## RECOMMENDATIONS

1. THAT the report be received.
2. THAT the attached, updated and new policies, being the:

*Asset Management Policy (updated), and the  
Community Relationships Policy (new)*

be adopted.

### Recommended Reason

This is part of the policy review round currently under way. Policies require review from time to time to ensure they still reflect current legislation and best practice, as well as the views and business needs of the organisation. The 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 forms part of Council's full review of its policies. This report presents the tenth batch of reviewed policies for adoption. There are a small number of policies that are reviewed as part of different processes and will not form part of this review cycle - that matter was covered by the original report.

## 2. EXECUTIVE SUMMARY

Policies are an essential element of Council's business processes. These require periodic review.

This report presents the tenth batch of new and reviewed policies for council input and or adoption.

Furthermore, it contains an indicative timetable covering all policies. The intent is to enable elected members to better prepare and contribute to the preparation and discussion of these policies, specifically in areas where they may have a particular interest.

## 3. LOCAL GOVERNMENT ACT 2002 - SECTION 10

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
- Is it for the performance of a good quality regulatory function? If so, why?; **OR**
- Is it for the performance of a good quality local public service?

**AND**

- Is it in a way that is most cost-effective to businesses and households? If so, why?

**Good quality** means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

**Local public service** means, a service provided for the community which is for the benefit of the District.

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

## 4. BACKGROUND

- 4.1 At the start of this review, Council maintained 56 policies which set rules and processes for a wide range of council activities and or responsibilities. Some policies are required to be in place for compliance, while for others Council has a choice whether to have a policy or not. This number will fluctuate as new policies are introduced while existing policies may be amalgamated or deleted.
- 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 For the two policies for adoption within this report, the following changes have been incorporated and are being recommended by staff:

4.3.1 Asset Management Policy – Appendix 1  
(existing Policy, minor change)

4.3.1.1 This policy has been re-formatted and streamlined, the intent overall however has not changed.

4.3.2 Community Relationships Policy – Appendix 2  
(new policy)

4.3.2.1 This is a new policy, which, in conjunction with the Community Relationships Framework (and attached as **Appendix 3**) streamlines Stratford District Council’s approach to engaging and collaborating with external community focused groups. It will ensure we are progressive and consistent with allocating resourcing to achieving our future aspirations. As a leading organisation within the Stratford community, we strive towards providing positive interactions that allow solid relationships and trust to be built on.

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**

Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.

- Is there a:
  - financial risk;
  - human resources risk;
  - political risks; or
  - other potential risk?
- If there is a risk, consider the probability/likelihood of it occurring.
- Is there a legal opinion needed?

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. **DECISION MAKING PROCESS - SECTION 79**

7.1 **Direction**

	<b>Explain</b>
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 community's 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.

7.2 **Data**

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

The 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.

7.3 **Significance**

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

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

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
		✓

7.4 **Options**

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

1. What options are available?
2. For **each** option:
  - 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 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.

7.5 **Financial**

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

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

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?

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

7.7 **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.

7.8 **Policy Issues - Section 80**

- |   |
|---|
| <ul style="list-style-type: none"><li>• Are there any policy issues?</li><li>• Does your recommendation conflict with Council Policies?</li></ul> |
|---|

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

**Attachments:**

**Appendix 1** – Asset Management Policy

**Appendix 2** – Community Relationships Policy

**Appendix 3** – Community Relationships Framework

**Appendix 4** – Policy Register



Sven Hanne  
**CHIEF EXECUTIVE**

**DATE** 19 March 2020

**APPENDIX 1****STRATFORD DISTRICT COUNCIL**

<b>POLICY: <u>ASSET MANAGEMENT</u></b>	
<b>DEPARTMENT:</b> Assets	<b>RESPONSIBILITY:</b> Director Assets
<b>SECTION:</b> Assets	
<b>REVIEW DATE:</b> 2019/2020	<b>NEXT REVIEW:</b> 2025/2026
<b>VERSION:</b> 2	<b>APPROVAL DATE:</b> March 2020

**1. INTRODUCTION**

The Stratford District Council is charged with the prudent stewardship and management of infrastructure assets. These assets are part of the Stratford District's physical infrastructure. They are important because many public services rely upon them, and they represent a significant investment by the Stratford District community, built up over the last 100 years or more.

Council recognizes its on-going responsibility and is committed to sustainable asset management practices to meet the needs of the Stratford District community now and in the future. This we will achieve by minimizing lifecycle costs while maintaining the required levels of service identified in the Long Term Plan (LTP).

**2. PURPOSE**

The purpose of this policy is to set the Council's asset management framework for managing infrastructure assets in a structured, integrated, cost-effective and sustainable manner. This policy covers Infrastructure assets in the following areas:

- Parks, Reserves and Cemeteries;
- Property;
- Roading;
- Solid Waste;
- Stormwater;
- Wastewater; and
- Water Supply.

**3. OBJECTIVES**

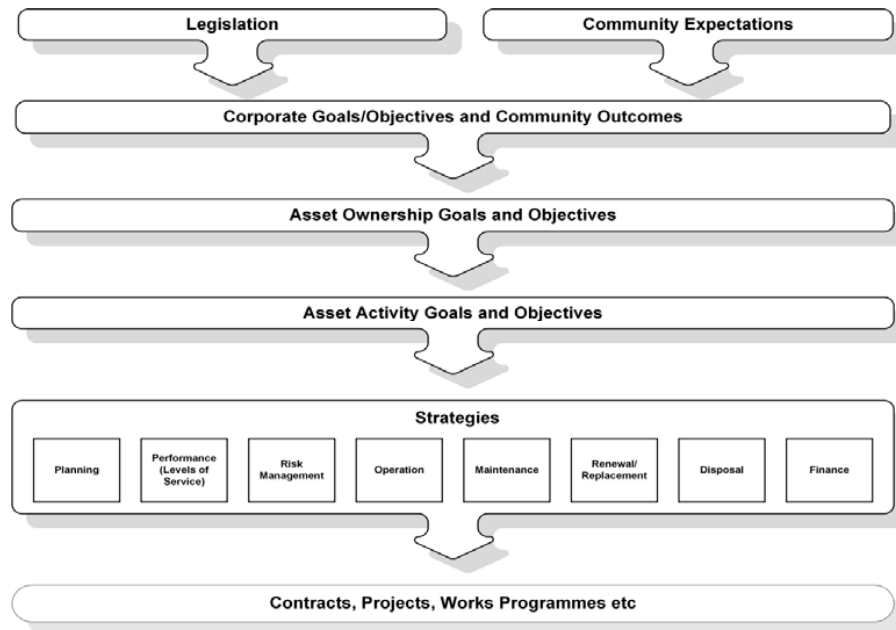
The objectives of this policy are to:

1. Provide for a consistent approach to asset management planning to ensure plans reflect the strategic direction of Council.
2. Demonstrate to the community that Council will manage the District's assets and related activities in a safe, cost-effective and sustainable manner to deliver agreed Levels of Service to current and future generations.
3. Confirm a coordinated process for each asset/activity area that links their contribution to the Community Outcomes with specific Levels of Service performance requirements and desired improvement priorities and strategies.

## APPENDIX 1

### 4. FRAMEWORK

The Asset Management framework integrates planning processes, decision-making and information across all infrastructure assets and activities. It provides a management structure within which requirements, goals, objectives, strategies, and tactics are brought together to enable balanced and consistent approach to asset management and the provision of infrastructure and services.



### 5. POLICY STATEMENTS

1. Stratford District Council will manage infrastructure assets in a coordinated, cost-effective, and sustainable manner to meet the current and future needs of the Stratford District community.
2. Stratford District Council will use Asset Management Plans (AMPs) as the means to fulfil its statutory obligations for compliance with the Local Government Act 2002, Resource Management Act 1991, Building Act 2004, Land Transport Management Act 2003, Health Act 1956 and the requirements of the office of the Auditor General for optimum delivery of services and activities through optimal management of its assets.

### 6. PRINCIPLES

The Council will adhere to the following principles in its asset management planning:

1. Asset management goals and objectives are aligned with corporate objectives and community outcomes.
2. Affordable and financially sustainable AMPs are developed to industry standard appropriate for the scale of assets and associated risks being managed.
3. AMPs reflect the priorities of the Council and are used to drive the day to day management of assets and the associated services;
4. Capital, operation and maintenance, and renewal/replacement works are aligned with asset management objectives.
5. Sustainability and sustainable development are considered in the selection of options for asset development and service delivery.
6. Asset management strategies are established through the use of optimised lifecycle management and costing principles.

## **APPENDIX 1**

7. Funding is allocated for the appropriate level of maintenance for assets to deliver the required Levels of Service.
8. Accurate, up to date asset data is collected for analysis and use throughout asset management planning processes.
9. A strategic management approach will be taken to Improvement planning, asset management plan development and implementing improvement practices.
10. Growth and demand forecasting will be integrated as part of all asset management planning to meet current and future needs of the community.
11. Risk management will be integrated as part of all asset management planning to recognise the risks associated with the delivery of agreed levels of service and manage them appropriately;
12. Design, construction and maintenance of assets, so far as reasonably practical, are without risk to the health or safety of any person.

### **7. CONSULTATION PROCESS**

1. Stratford District Council will not undertake general public consultation on individual AMPs, but may use a targeted consultation of user/focus groups to test the proposed levels of service for key assets/activities
2. Levels of service will formally be consulted on through the draft Long Term Plan, in accordance with the Local Government Act 2002 and the Stratford District Council Significance and Engagement Policy 2014. Significant changes to asset activities will be highlighted in the Consultation Document.
3. AMPs will be available to the public as supporting documents for the LTP consultation document.

### **8. REVIEW PROCESS**

1. AMPs will be reviewed every three years in line with the long term planning process.
2. AMPs will be adopted by Council within the year leading up to commencement of the next Long Term Plan.
3. Adopted AMPs align with the adopted Long Term Plan for the same period; however misalignment between adopted AMPs and subsequent Annual Plans is likely to occur. Identified discrepancies between AMPs and subsequent Annual Plans will be identified in the relevant Annual Plan. A statement highlighting this situation will be included in the introduction of all AMPs.

### **9. ROLES AND RESPONSIBILITIES**

1. Elected Members and Council Officers are the custodians of Council assets on behalf of the Stratford District community.
2. Elected Members have the responsibility to:
  - Represent the best interests of ratepayers (as asset owners) and residents (as customers of services).
  - Make decisions for the overall benefit of the entire district (as opposed to the ward they were elected within), not only for the current generation, but for generations to come.
  - Ensure asset management decisions provide for good quality local infrastructure and local public services that are efficient, effective and appropriate for the current and foreseeable future needs of the community.
  - Ensure that assets are planned for, created, replaced and disposed of in accordance with Council priorities as determined by the Long Term Plan.

## **APPENDIX 1**

3. Council Officers have the responsibility to:
- Ensure legal obligations are met.
  - Provide technical and professional advice that enables elected members to make well informed decisions about the management of assets.
  - Manage assets to ensure they provide the agreed Levels of Service.
  - Maintain assets and deliver activities in accordance with the guidance provided in the Asset Management Plans.
  - Ensure practical systems are in place to collect, store, and maintain data necessary to inform future asset planning.
  - Ensure that procurement and operational spending meet the requirements of Council policies and delegations.
  - Provide regular performance information of asset activities against planned levels of service and Council performance targets

**APPENDIX 2****STRATFORD DISTRICT COUNCIL**

D18/36607

<b>POLICY: <u>COMMUNITY RELATIONSHIPS</u></b>	
<b>DEPARTMENT:</b> Community Services	<b>RESPONSIBILITY:</b> • Director Community Services
<b>SECTION:</b> Community Development	
<b>REVIEW DATE:</b>	<b>NEXT REVIEW:</b>
<b>VERSION:</b>	<b>APPROVAL DATE:</b>

**PURPOSE**

This policy, in conjunction with the Community Relationships Framework streamlines Stratford District Council's approach to engaging and collaborating with external community focused groups. It will ensure we are progressive and consistent with allocating resourcing to achieving our future aspirations. As a leading organisation within the Stratford community, we strive towards providing positive interactions that allow solid relationships and trust to be built on.

**SCOPE**

This policy applies to all staff members, elected officials and appointed contractors who represent Stratford District Council when interacting with stakeholders and/or the community to maintain or establish ongoing working relationships.

The way in which we conduct ourselves while representing Stratford District Council is integral to building trusting relationships with our stakeholders and our community. Our interactions will align with the *Stratford District Council Customer Service Charter*.

**RELATIONSHIPS****Resourcing**

1. Stratford District Council may, through its *Community Development Strategy*, *Economic Development Strategy* and budgeting process provide resourcing support to organisations recognised as contributing to good quality public service and the well-being of the district.
2. Stratford District Council may redistribute allocated resourcing according to priority and availability.
3. Stratford District Council will engage in relationships that align with the guiding principles and community outcomes as outlined in *the Community Relationships Framework* in a manner that reflects current best practice and resourcing capabilities.
4. The Community Development team will develop a work programme prior to each financial year to confirm resource allocations. If deliverables outweigh the resource



## APPENDIX 2

allocation then Elected Members will be requested to either increase available resources or reallocate or decline deliverables to fit within the available budgets.

### Expectations

1. Community groups feel supported and empowered in delivering on their contribution to the wellbeing of Stratford as well as providing input into decision making.
2. Stratford District Council takes a collaborative approach to ensuring a quality level of community wellbeing is met.
3. Relationships between Stratford District Council and community groups are clearly defined and transparent.
4. Stratford District Council acts responsibly with its resourcing and legal obligations under the Local Government Act to deliver good quality local public service.

### Eligibility

Support will only be available to entities, groups and organisations who are a not-for-profit or charitable organisation, and/or are for the well-being of Stratford District community.

### Expressions of Interest (EOI)

Organisations who currently do not receive resource support from Stratford District Council will need to formally write an EOI to the Director - Community Services. The EOI will outline the request, how the organisation or project will benefit the community and how it aligns with council priorities. All EOIs received requiring resourcing beyond current capacity will be considered for the following financial year.

### **RELEVANT LEGISLATION**

- Local Government Act 2002

## APPENDIX 3

### Community Relationships Framework

#### 1 Context

Stratford District Council's Community Relationships Framework seeks to streamline Council's approach to engaging and collaborating with external community focused groups to meet its vision and community outcomes as outlined in the Long Term Plan (LTP) 2018 - 2028. This Framework acts as a primary supporting document to the Community Relationships Policy.

*Stratford District Council Vision:*

'A progressive, prosperous district where communities are celebrated'

*Community Development Strategy Vision:*

'An engaged community, where everyone has an opportunity to participate'

#### 1.2 Local Government Act 2002

The Council recognises that strong working relationships with community groups and programmes play a key role to deliver on requirements under the Local Government Act 2002 and make sound decisions about the direction of the community.

*How is this proposed framework applicable to the purpose of the Local Government Act 2002?*

<p><b>Section 10 - Purpose of local government</b></p> <p>1) The purpose of local government is—</p> <ol style="list-style-type: none"> <li>a. to enable democratic local decision-making and action by, and on behalf of, communities; and</li> <li>b. to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.</li> </ol> <p><b>Section 11 - Role of local authority</b></p> <p>The role of a local authority is to—</p> <ol style="list-style-type: none"> <li>a. give effect, in relation to its district or region, to the purpose of local government stated in section 10; and</li> <li>b. perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment.</li> </ol>
--

The Community Relationships Framework outlines a consistent approach for staff to give effect to the purpose of the Local Government Act 2002.

Maintaining strong working relationships with community groups also has the following advantages that contribute to good quality public service:

- Cost and/or time savings
- Increased access to regional or cooperative grants
- Innovation and new ideas
- More effective distribution of goods or services
- Shared responsibility
- Consistency and credibility
- Improved performance
- Improved community wellbeing

## APPENDIX 3

### 1.3 Community Outcomes

Council Community Outcomes provide guidance for delivering services that contribute to achieving the overall vision.

*Community Outcomes as outlined in the 2018 – 2028 LTP:\**

1. Outstanding Leadership
2. Affordable, Quality Services and Infrastructure
3. Strong Communities
4. Smart, Vibrant and Prosperous District
5. Stratford District as a unique destination
6. Financial Strength
7. Growth

*\*The community outcomes will be reviewed in 2020/2021 as part of the LTP consultation.*

### 1.4 Achieving Outcomes

To deliver on community outcomes, Council carries out activities to support community organisations including:

- Advocacy
- Promotion
- Mentoring
- Networking
- Collaboration
- Capacity Building
- Knowledge sharing

This engagement will follow and align with the principles set out in the Communications and Engagement Strategy.

## 2 Guiding Principles/Structure

This section describes the foundational principles for engaging in relationships appropriate to the needs of the community.

### 2.1 Four Wellbeings

The four wellbeings model is used to ensure relationships actively engaged in meet the current and future needs of the community. A strong wellbeing model looks at the big picture to leverage strengths, address weaknesses, engage stakeholders and build mutual support. Each group engaged with should contribute to one or more of the following:

*Social – Standard of living*

- Embrace diversity and build community
- Encourage inclusive, responsive and transparent decision-making
- Empower participatory leadership and governance
- Promote easy access to education and healthcare

*Cultural – Sense of belonging*

- Promote local history and identity
- Observe and respect cultural traditions
- Engage actively to protect communities and encourage creativity

## APPENDIX 3

### *Environmental – Care for environment*

- Move towards renewable energies and zero waste
- Increase biodiversity and regenerate ecosystems

### *Economic – Economic Growth*

- Build entrepreneurship
- Empower and strengthen local economies
- Invest in local trade

## 2.2 Council Positioning

Defining Council positioning helps prioritise relationships that Council engages in for ensuring most efficient delivery of public services.

### *Strategic*

Strategic relationships are those that look at big picture regional developments with district benefits and future growth, assisting decision making to achieve community outcomes. These relationships meet the following core attributes:

- Has a 5 year plus impact timeframe
- Focus on the long-term vision and high level function of district/region
- Minimal level of resourcing required
- Capacity of resourcing dictated by Long Term Plan budget

### *Operational*

Operational relationships are those that have a primary focus on building capacity to deliver on community outcomes, assist Council with requirements as outlined in the Local Government Act 2002 and/or need to be overseen by a local regulatory authority. These relationships meet the following core attributes:

- Has a short to mid-term impact timeframe
- Focus on specific functions/areas rather than broader organisational outcomes
- Requires local regulatory authority oversight
- Resourcing required for service delivery
- Decision making at a management/director level
- Capacity of resourcing dictated by annual budget

### *Support*

Support relationships are those that are seen as high value to the community or contribute towards community outcomes and are assisted by Council to ensure their success. They primarily focus on strengthening relationships to build community capacity to take ownership and encourage community leadership for creating change. These relationships meet the following core attributes:

- Has strong community wellbeing value
- Has a short-term impact timeframe – immediate outcomes

*NOTE: There will be overlap between categories, but that's the exception rather than the rule. A best fit approach should be applied where overlaps exist.*

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### 2.4 Relationship Type

Defining the type of relationship sets the general nature of how Council interacts with an organisation. The Community Linkages table provides the best guide for defining the type of relationship formed.

Levels	Purpose	Structure	Process
Networking	<ul style="list-style-type: none"> <li>- Dialog and common understanding</li> <li>- Clearinghouse for information</li> <li>- Create base of support</li> </ul>	<ul style="list-style-type: none"> <li>- Non-hierarchical</li> <li>- Loose/flexible link</li> <li>- Roles loosely defined</li> <li>- Community action is primary link among members</li> </ul>	<ul style="list-style-type: none"> <li>- Low key leadership</li> <li>- Minimal decision making</li> <li>- Little conflict</li> <li>- Informal communication</li> </ul>
Coordination or Partnership	<ul style="list-style-type: none"> <li>- Share resources to address common issues</li> <li>- Merge resource base to create something new</li> </ul>	<ul style="list-style-type: none"> <li>- Central body of people consists of decision makers</li> <li>- Roles defined</li> <li>- Links formalized</li> <li>- Group develops new resources and joint budget</li> </ul>	<ul style="list-style-type: none"> <li>- Autonomous leadership but focus in on issue</li> <li>- Group decision making in central and subgroups</li> <li>- Communication is frequent and clear</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>- Accomplish shared vision and impact benchmarks</li> <li>- Build interdependent system to address issues and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>- Consensus used in shared decision making</li> <li>- Roles, time and evaluation formalized</li> <li>- Links are formal and written in work assignments</li> </ul>	<ul style="list-style-type: none"> <li>- Leadership high, trust level high, productivity high</li> <li>- Ideas and decisions equally shared</li> <li>- Highly developed communication</li> </ul>

Table 1. Extracted from Community Linkages table. Source: Community Based Collaborations – Wellness Multiplied 1994, Teresa Hogue, Oregon Centre for Community Leadership

## 3 Formalising relationship structure

### 3.1 Agreement requirements

Agreements with external organisations should contain the following minimums:

Agreement Type	Definition + Minimum Requirements	When to use
Informal	<ul style="list-style-type: none"> <li>• Unwritten mutual understanding to work together to achieve a community goal.</li> <li>• Minimal one-off/annual resourcing contribution.</li> <li>• Activities seen to have a high impact value.</li> <li>• Little success factors, risks and constraints required.</li> <li>• Anecdotal annual reporting.</li> </ul>	For support level relationships only that enhance community goals and connection with Council
Memorandum of understanding	<ul style="list-style-type: none"> <li>• Provides a formal roadmap of working relationship between parties and provides structured space for effective negotiations to achieve a shared goal.</li> </ul>	For all strategic and operational relationships that contribute to a shared goal requiring

### APPENDIX 3

	<ul style="list-style-type: none"> <li>• Must clearly outline intention and consideration of relationship.</li> <li>• Clearly outlines specific roles and responsibilities of each party, strategic vision, and KPI's.</li> <li>• Quantitative/qualitative annual reporting.</li> <li>• Must avoid contractual language use to minimise legal risk to parties involved.</li> </ul>	ongoing resourcing and/or those with a Council contribution value over \$10,000
Formal Agreement	<ul style="list-style-type: none"> <li>• Legally binding understanding between parties.</li> <li>• Must outline clearly details of deliverables/ outcomes and acceptance by both parties of the deliverables/ outcomes.</li> <li>• Must contain term of agreement, Key Performance Indicators and reporting requirements.</li> <li>• To be reviewed sufficiently prior to lapse of agreement term.</li> </ul>	For organisations delivering a service on behalf of Council

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#### 4 Scoping Process

##### 4.1 Scoping Assessment Form

The following outlines the processing for scoping how relationships fit with Council operations

Relationship Scoping Initial Assessment					
This document provides an overview of core elements that form foundations for refining working community relationships.					
<b>Organisation</b>					
<b>About:</b>					
<b>New Relationship</b>		<i>Describe:</i>			
<b>Existing Relationship</b>					
How does this organisations activities contribute to Council's community outcomes?					
How does this organisations activities contribute to the four wellbeings?					
How does this relationship fit within over arching priorities of Stratford District Council?					
<b>Select:</b>		<i>Describe:</i>			
Strategic					
Operational					
Support					
What level of relationship is being sought?					
<b>Select:</b>			<b>Agreement type required</b>		
Partnership	Coalition	Collaboration	>	MOU	
Cooperation	Alliance	Coordination	>	MOU	Formal Agreement
Networking			>	Informal	
<i>Describe:</i>					

### APPENDIX 3

<b>What type of support is required to maintain relationship?</b>					
Financial	Over \$10,000	<i>Describe:</i>			
	Under \$10,000				
Staff Time	Over 0.2 FTE				
	Under 0.2 FTE				
<b>Council representative?</b>					
Elected Member	Required	Recommended	Not Required	Requested	
Staff Member	Required	Recommended	Not Required	Requested	
<b>Further information?</b>					
<i>Describe:</i>					
NZ Navigator Tool Assessment Completed?			Yes	No	In Progress
<b>Wheelhouse workshops completed?</b>					
<i>Describe:</i>					

#### 4.2 Process Quick Reference

Fig 2 below provides a quick reference visual of core points for applying process and internal authority levels.

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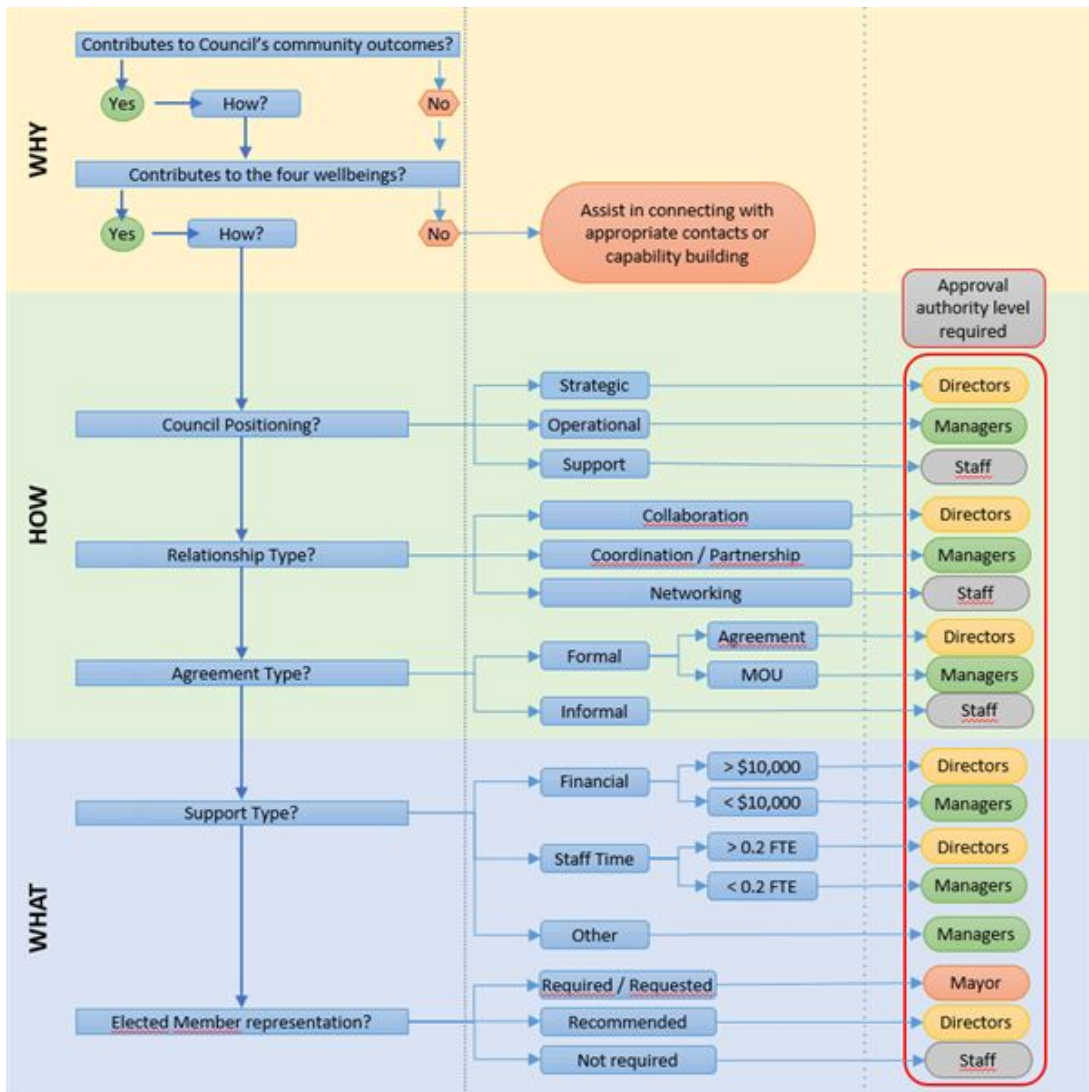


Figure 2. Source: Stratford District Council 2019

### 5 Further Supporting Information

The following documents provide further information on Stratford District Council's approach to community development:

- 2018 – 2028 Long Term Plan
- Community Development Strategy
- Economic Development Strategy
- Local Government Act 2002



## APPENDIX 3

### Implementation Plan

The Framework will be implemented over a 3 – 5 year cycle to allow for a thorough Health Check and plan to be developed and then implemented.

#### 2019/2020/2021 Financial Year

- Current commitments and work programme support will continue with existing groups
- All groups identified by the Community Development Team who receive funding, assistance or support from Stratford District Council will be made aware of the Framework, the scoping process and multi year action plan
- Identified groups will be requested to work alongside a member of the Community Development Team to complete a Health Check by utilising the online Navigator NZ Tool. The Health Check will aim to;
  - provide a clear overview of the group including purpose, structure and capability
  - identify any duplication of services or gaps that are currently not being catered for
  - identify opportunities and requirements for future growth, development and support
- On completion of the Health Check, each group will receive a copy of the report produced by Navigator NZ
- Information provided by Navigator NZ will then be considered through the scoping process where the relationship type and level of Council support will be identified
  - Particular attention should be given to identifying if and how it contributes towards achieving the Council's Community Outcomes and/or the four wellbeings

#### From 2021/2022 Financial Year

- Identified groups will be requested to align working agreements and processes as determined through the scoping process. Groups who choose to not enter into an agreement as determined through the scoping process, will be shifted to an informal networking relationship with minimal staff involvement.
- Prior to any new groups receiving assistance from the Community Development Team they will be required to undertake the Health Check and scoping process assesment.
- A contestable funding pool to be sought during Long Term Planning process. If Successful, additional eligibility criteria will be built into scoping process.

#### 2020 – 2024 Financial Years

- The Community Development Team will work alongside the identified groups as determined by their agreement with regular updates to be provided through the Community Development report to Council.
- Capability building and relationship growth to be carried out based on insights provided by the Health Check.

#### 2024 Year

- In year 5 all groups will be required to complete the audit to determine on-going support.

**APPENDIX 4**

D20/2785

D18/22982

<b>Policy</b>	<b>Adopted Date</b>	<b>Responsibility</b>	<b>Document Number</b>	<b>Review Date</b>	<b>Proposed review year</b>	<b>Comments</b>
Accounting	12/06/2018	Director - Corporate Services	D19/1001	2021/22	N/A	Approved as part of the LTP
Allocation and Use of Sports Grounds	11/12/2018	Director – Assets Parks and Property Manager	D18/35501	2018/19	2021/22	
Anti-Fraud & Corruption Policy	13/08/2019	Director – Corporate Services	D19/19374	2019/20	2022/23	
Appointment and Remuneration of Directors for Council Organisations	09/10/2012	Chief Executive	D16/2566	2018/19	2018/19	Due
Asset Disposal Policy	12/03/2019	Director – Corporate Services	D19/03278	2018/19	2021/22	
Asset Management	26/01/2016	Director – Assets	D16/2567	2018/19	2019/20	
Charges for new wastewater system connections	14/05/2013	Director – Assets	D16/2568	2018/19	2018/19	Due
Child Protection	10/10/2017	Director – Community Services	D17/14440	2017/18	2021/21	
Citizens and Youth Citizens Awards	08/05/2018	Director – Community Services	D18/13058	2021/22	2019/20	

**APPENDIX 4**

D20/2785

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
		Executive Administration Officer				
Community Archives	10/03/2020	Director – Community Services		N/A	2024/25	
Conferences, seminars, tours	11/02/2020	Chief Executive	D19/7565	2019/20	2024/25	
Council Vehicles	9/10/2018	Director – Assets	D18/32513	2021/22		
Credit Card	12/02/2019	Director – Corporate Services	D19/10	2019/20	2021/22	
Dangerous and Insanitary Buildings	11/12/2018	Director – Environmental Services	D18/35499	2021/22		
<del>Declaration of Members Interest</del>	<del>11/02/2020</del>	<del>Chief Executive</del>	<del>D16/2579</del>	<del>2018/19</del>	<del>N/A</del>	<del>DELETED 11/02/2020</del>
Delegations	11/06/2019	Chief Executive	D19/14942	2018/19	2021/22	
Development and Financial Contributions	13/02/2018	Director – Corporate Services	D18/4696	2022	LTP	
Discretionary Information in Land Information Memorandums (LIMs)	11/12/2018	Director – Environmental Services	D18/33329	2020/21		
Dog Control	05/10/2010	Director – Environmental Services	D16/2582	2018	2018/19 due	Under way

**APPENDIX 4**

D20/2785

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Easter Sunday Shop Trading Hours	14/03/2017	Director – Environmental Services	D17/2574	2016/17	2023/24	
<del>Elected Members Remuneration</del>	<del>11/02/2020</del>	<del>Chief Executive</del>	<del>D16/2583</del>	<del>2018/19</del>	<del>N/A</del>	DELETED 11/02/2020
Elected Members Travel and Expenses	13/11/2018	Director – Corporate Services	D18/32511	2021/22		
Elizabeth Maree Watson Estate Fund	13/11/2018	Director – Corporate Services	D18/32506	2021/22		
Fences on Road Reserve		Director – Environmental Services	D19/14728	2018/19		Being re-reviewed.
Gambling Venues	March 2004	Director – Environmental Services	D18/17080	2016/17	2021/22	
Health and Safety	13/08/2019	Chief Executive	D19/21370	2019/20	2020/21	Elected members requested policy to be strengthened, hence short review period
Housing for the Elderly	10/03/2020	Director – Assets Parks and Property Asset Manager	D18/35504	2019/20	2022/23	
Infringement Notices	13/08/2019	Director – Environmental Services	D19/22993	2019/20	2022/23	

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D20/2785

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Kerbside Collection Policy	12/03/2019	Director – Assets Services Assets Manager	D16/6770	2021/2022	2021/2022	
Local Alcohol Policy						Details intentionally blank
Local Approved Products	September 2014	Director – Environmental Services	D16/2590	2019/20	2019/20	
Management of Domains	11/12/2018	Director – Assets Parks and Property Asset Manager	D18/35508	2018/19	2021/22	
Mayor’s Relief Fund	10/03/2020	Chief Executive	D16/2592	2018/20	2024/25	
Monetary Bonds	<del>10/03/2020</del>	<del>Director – Corporate Services</del>	<del>D16/2593</del>	<del>2019/20</del>	N/A	DELETED 10/03/2020
Occupation of Unused Road Reserve	09/04/2019	Director – Assets Roding Asset Manager	D19/7184	2018/19	2021/22	
Paper Records and Archives Policy	12/02/2019	Director – Corporate Services	D19/174	2018/19	2021/22	
Pegging and Maintenance of Roads and Bridges	9/04/13	Director – Assets	D16/2596	2018/19		
Petitions in Council Buildings	11/02/2020	Chief Executive	D16/2597	2019/20	2024/25	

**APPENDIX 4**

D20/2785

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Presentations to Elected Members and Staff	13/08/2019	Chief Executive	D19/22992	2019/20	2022/23	
Privacy	11/02/2020	Chief Executive Director – Corporate Services	D16/16748	2019/20	2022/23	
Private Crossings & Culverts	13/11/2018	Director – Assets	D18/35500	2018/19	2021/22	
Procurement Policy	11/06/2019	Director – Corporate Services	D18/29563[v3]	2018/19	2022/23	
Rates Postponement	12/02/2018	Director – Corporate Services	D18/4693	2022/23		
Rates Remission	09/04/2019	Director – Corporate Services	D18/2840[v2]	2019/20	2022/23	Will be brought back to Council at the end of 2019 for further discussion regarding historical buildings and sites.
Remitting of Fees to Non-Profit Organisations	November 2012	Director – Environmental Services	D16/2135	2018/19	2018/19	Due This currently only covers regulatory fees. Propose to broaden focus of this policy to include the outcomes of the upcoming community group support discussion to include all forms of support (staff, financial, room provision, waiving of fees, etc)

**APPENDIX 4**

D20/2785

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Revenue and Financing	13/02/2018	Director – Corporate Services	D16/4649	2020/21	LTP	
Significance and Engagement	13/02/2018	Director – Corporate Services	D18/4688	2020/21	LTP	
Smoke Free Environments – Council Buildings and Public Places	September 2007	Chief Executive	D16/2605	2018/19	2018/19	Due
Stock Crossing and Races	09/04/2013	Director – Environmental Services	D16/2624	2015/16	2018/19	Overdue
Stock Underpasses	14/05/2013	Director – Assets Roading Assets Manager	D16/2606	2018/19	2019/20	
Street Trees	02/08/2016	Parks and Property Asset Manager	D16/8890	2017/2018	2018/19	<b>December 2018</b>
TAB Venue Policy	May 2018	Director – Environmental Services	D18/13094	2016/17	2021/22	
Temporary Road Closures	15/05/2013	Director – Assets Roading Asset Manager	D16/2608	2015/16	2018/19	
Trade Waste	11/06/2019	Director – Assets	D19/13626	2018/19	2021/22	

**APPENDIX 4**

D20/2785

<b>Policy</b>	<b>Adopted Date</b>	<b>Responsibility</b>	<b>Document Number</b>	<b>Review Date</b>	<b>Proposed review year</b>	<b>Comments</b>
Treasury Management	12/02/2019	Director – Corporate Services	D19/904	2018/19	2021/22	
<del>Voting System</del>	<del>11/02/2020</del>	<del>Chief Executive</del>	<del>D16/2611</del>	<del>2019/20</del>	<del>N/A</del>	<del>DELETED 11/02/2020</del>
Water Supply to Rural Properties	12/03/2019	Chief Executive Director – Assets Services Asset Manager	D19/3406	2018/19	2023/24	



# MONTHLY REPORT



F19/13/04-D20/3462

**TO:** Policy and Services Committee  
**FROM:** Director - Assets  
**DATE:** 28 April 2020  
**SUBJECT:** REPORT FOR THE MONTH OF FEBRUARY 2020

## RECOMMENDATION

THAT the report be received.

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

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## HIGHLIGHTS:

### **A. Roading**

- Seyton Street Kerb, Channel and Footpath Replacement has been completed.
- Replacement of the kerb and channel along Page Street from Brecon Road to the Aquatic Centre has commenced.
- The reseal programme for the year has been completed.
- With the adoption of the new Speed Limit Bylaw, the changes to speed limit signage has been completed.
- Mangaotuku Road Pavement Strengthening and Safety Improvements continues.

### **B. Water Supply**

- No issues at the 3 water treatment plants.

### **C. Wastewater**

- No disruptions to operation; all measured performance targets achieved to date.

### **D. Stormwater**

- No Health and Safety incidents; all measured performance targets achieved to date.

### **E. Solid Waste**

- Recycling - the green-tagged bins are sitting at 86 per cent and the red tags are at 1 per cent.

### **F. Property**

- Increase in Aerodrome activity and in Milk Production at the Council Farm.
- Decrease in patronage of the Centennial Restrooms and War Memorial Centre.

### **G. Parks and Reserves**

- Extension of Accessible Path (lime chip path) from Page Street to Swing Bridge completed.

## 1. ROADING

### 1.1 Level of Service and Performance Measures

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

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

Level of Service	Performance Measure	Target	2019/2020 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. (2018/2019 DSI was 7, new target is 6)	1	Achieved to date - DSI = 5 There was one fatal crash on Opunake Road at the intersection of Rowan Road in February.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Achieved to date - 89%. This year's survey has been undertaken in February. We will report the results for roughness the March report.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved to date - 96%. As outlined above.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Achieved Completed to date = 21.6km or 5.4%.
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Achieved to date Total to date = 21.7km (10.6%).
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.	>82%	Not yet measured  The next footpath condition survey is planned for March 2020. Once the results have been delivered to SDC we will report these in the monthly report.
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.	>86%	Achieved to date - 100%.
Customer Satisfaction	<ul style="list-style-type: none"> <li>Roading Network</li> </ul>	>76%	Not yet measured  The 2019/20 customer satisfaction survey will provide the results at the end of the financial year.
	<ul style="list-style-type: none"> <li>Footpaths</li> </ul>	>77%	Not yet measured  The 2019/20 customer satisfaction survey will provide the results at the end of the financial year.

## 1.2 **Outstanding Customer Requests (CRMs)**

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

## 1.3 **Routine Maintenance**

Day-to-day maintenance activities will continue throughout the year as part of the monthly planned maintenance programme. An extract from the '*Contract Workspace*' for the month of February is provided in *Figure 1*, highlighting the programme achievement for the month. It should be noted that the low percentage achieved is due to moving work activities out of the February programme and putting them into the March programme. This was primarily the high trim and sealed road pavement repairs.

## 1.4 **Ready Response Works**

Council attended to the following Ready Response Works:

- Fatal crash on Opunake Road
- Fallen trees on Arnold Road, Whitianga Road and Puniwhakau Road
- Underslip on Brewer Road.

## 1.5 **Capital Works**

Updates on key capital projects:

- The replacement of the kerb and channel along Page Street between Brecon Road and the Aquatic Centre on the northern side of the road, started in February.
- The sealing programme for the year has been completed. In total we have sealed just over 21.6 km of road.
- Mangaotuku Road Pavement Strengthening and Safety Improvements is progressing well with the placing of the structural metal on top of the old road. This will continue into March with an anticipated completion date of Easter.
- The replacement of various timber beams and boards on the swing bridge at Lower Kohuratahi Road began in February (see Figure 2). A scaffold has been installed to provide access to the underside of the bridge deck. This scaffold is hanging off of the bridge, therefore we can only work on 10 metre long sections of the bridge at a time so the bridge is not overloaded.

## 1.6 **Health and Safety**

No health and safety incidents occurred during February.

## 1.7 **Roading Projects**

- The Walking and Cycling Strategy 2020 - Officers will present a draft by May 2020.
- Crossing facilities on State Highway 3 – NZTA has provided funding of up to \$45,000 to improve crossing on State Highway 3. This is currently being investigated.
- Schools Road Safety Project - The Stratford High School has approached the Council requesting a second crossing facility along the frontage of the school.

## 1.8 **Roading Activities**

The Roding Activities completed Reactive and Programmed Works, as shown in Figure 1 below.

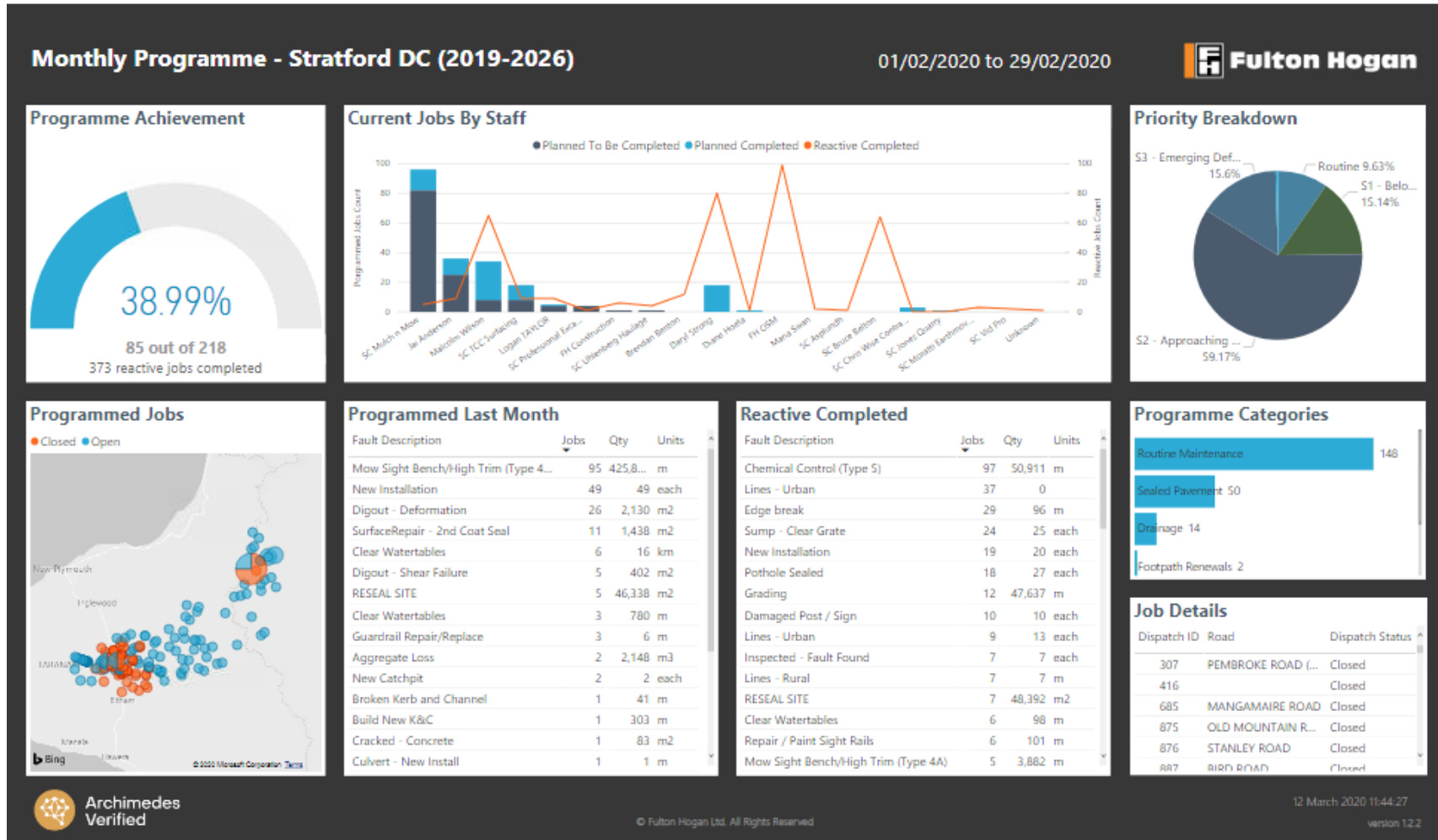


Figure 1: Monthly Programme Achievement Chart - February 2020





Figure 2: Kohuratahi Bridge Replacement Project

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## 2. SERVICES

### 2.1 Water Supply

The Levels of Service for the Water Supply Activity are measured using a number of performance indicators as shown in the table below.

#### Water Supply Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2019/2020 YTD
<b>Safe Drinking Water –</b>  <ul style="list-style-type: none"> <li>• <b>Drinking Water Standards;</b></li> <li>• <b>Maintenance of Reticulation</b></li> </ul>	<b>DWSNZ Bacterial compliance</b> - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Expected to achieve
	<b>DWSNZ Protozoal compliance</b> - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Expected to achieve
	<b>Water Loss</b> – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured
<b>A Reliable Water Supply –</b>  <ul style="list-style-type: none"> <li>• <b>Response Time;</b></li> <li>• <b>Unplanned Disruptions</b></li> </ul>	<b>Urgent Response Times</b> - The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Achieved to date - 0.62 hrs
	• Resolution for urgent call-out	8 hrs	Achieved to date - 2.67 hrs
	<b>Non-urgent Response Times</b> – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	Achieved to date - 8.84 hrs
	• Resolution non urgent call-out	5 working days	Achieved to date - 1.00 hrs
	<b>Unplanned Disruptions</b> - The performance measure target for disruptions.		
• Minor disruptions (between 5 and 50 connections affected)	< 5	Achieved to date - 4	
• Major disruptions (more than 50 connections affected)	< 2	Achieved to date - 0	
<b>Demand Management</b>	<b>Water Consumption</b> - The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured
<b>Customer Satisfaction</b>	<b>Number of complaints</b> - The performance measure target for customer satisfaction is <32 per 1,000 complaints received for:		Achieved to date 0
	• Drinking Water Clarity;	<32 / 1000 complaints received	0
	• Drinking Water Taste;		0
	• Drinking Water Odour;		0

Level of Service	Performance Measure	Target	2019/2020 YTD
	• Drinking Water Pressure or Flow;		4
	• Continuity of Supply		0
	• Council's response to any of these issues.		0
<b>Water Pressure</b>	<b>Water Pressure</b> – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets council specifications (flow>10l/min & pressure>350kpa)	100%	Not yet measured
<b>NZFS Conditions</b>	<b>Fire Hydrants</b> – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

## Operations

### **Water Treatment**

- There were no issues relating to the operations at the 3 water treatment plants in February. Due to the warm weather a non-toxic algae has appeared in the waterways and is being monitored.

### **Water Reticulation**

- There were no major reticulation disruptions during February and water restrictions continued.

### **Water Supply Health and Safety**

- There were no health and safety incidents during February.

## .2 Wastewater

The Levels of Service (LoS) for Wastewater Activity are measured using a number of 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	2019/2020 YTD
<b>System Adequacy</b>	<b>Dry weather sewerage overflows</b> - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved to date - 0 per 1,000
<b>Discharge Compliance</b>	<b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:		Achieved to date



Level of Service	Performance Measure	Target	2019/2020 YTD
	• Abatement notices;	0	0
	• Infringement notices;	0	0
	• Enforcement orders; and	0	0
	• Convictions.	0	0
<b>Response and Resolution Times</b>	<b>Sewerage overflows</b> - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Achieved to date – 0.62 hrs
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hr	Achieved to date – 3.19 hrs
<b>Customer satisfaction</b>	<b>Complaints</b> - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:		Achieved to date -
	• Sewage odour	6	0
	• Sewerage system faults	6	0
	• Sewerage system blockages, and	6	0
	• The territorial authority's response to issues with its sewerage system	6	0

**Operations:****Wastewater Treatment**

There were no disruptions to the operation of the oxidation ponds in February.

**Wastewater Reticulation**

There were no sewer network disruptions effecting more than 4 properties during February.

**Wastewater Health and Safety**

There were no health and safety incidents for the month of February.



2.3 **Stormwater**

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

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

Level of Service	Performance Measure	Target	2019/2020 YTD
<b>Stormwater system protects property from impacts of flooding.</b>	<b>System adequacy</b>		
	<ul style="list-style-type: none"> <li>The number of flooding events that occur in a territorial authority district. “Flooding” in this context means stormwater entering a habitable floor</li> </ul>	0	Achieved to date - 0
	<ul style="list-style-type: none"> <li>For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority’s stormwater system.)</li> </ul>	0	Achieved to date - 0
	<ul style="list-style-type: none"> <li>For each flooding event, the number of buildings in the central business zone affected by flooding.</li> </ul>	0	Achieved to date - 0
<b>Discharge Compliance</b>	<b>Resource Consent Compliance</b> – Compliance with the territorial authority’s resource consents for discharge from its stormwater system measured by the number of:		Achieved to date -
	<ul style="list-style-type: none"> <li>Abatement notices;</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>Infringement notices;</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>Enforcement orders; and</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>Convictions.</li> </ul>	0	0
<b>Response Time</b>	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.	1 hr	Achieved to date - 0 hrs
<b>Customer satisfaction</b>	<b>Complaints</b> - The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority’s stormwater system.	< 8	Achieved to date - 0

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**Operations**

**Stormwater Reticulation**

There were no rainfall events that were of sufficient intensity to affect the stormwater network in the month of February.

**Stormwater Health and Safety**

There were no Health and Safety incidents in the month of February.

## 2.4 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	2019/2020 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (municipal kerbside collection only)	<700kg	Achieved – 478*
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Not achieved -22%*
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>90%	Survey yet to be collated.

\*Claim info yet to be received from EnviroWaste

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#### 2.4.1 Planning – Bylaws, Policies and Meetings

- *Regional Waste Officers* meeting was held on 13 February 2020.
- *Taranaki Solid Waste Management Committee* meeting held at the Regional Council on 20 February 2020.
- Deliberation on the *draft Solid Waste Management and Minimisation Bylaw* will occur on 24 March 2020 - 2 submissions were received.
- A *draft Waste Levy Allocation Policy* has been developed for the allocation of Waste Levy Funds and is currently being reviewed by management.

#### 2.4.2 Weekly Recycling Bin Audits

The weekly recycling audit summary up to 24 February 2020 is provided in the chart below. The amber tags are at 13 per cent and the red tags are at 1 per cent. While our percentage sits at 86 per cent, the goal is to have the green line consistently at 100 per cent.

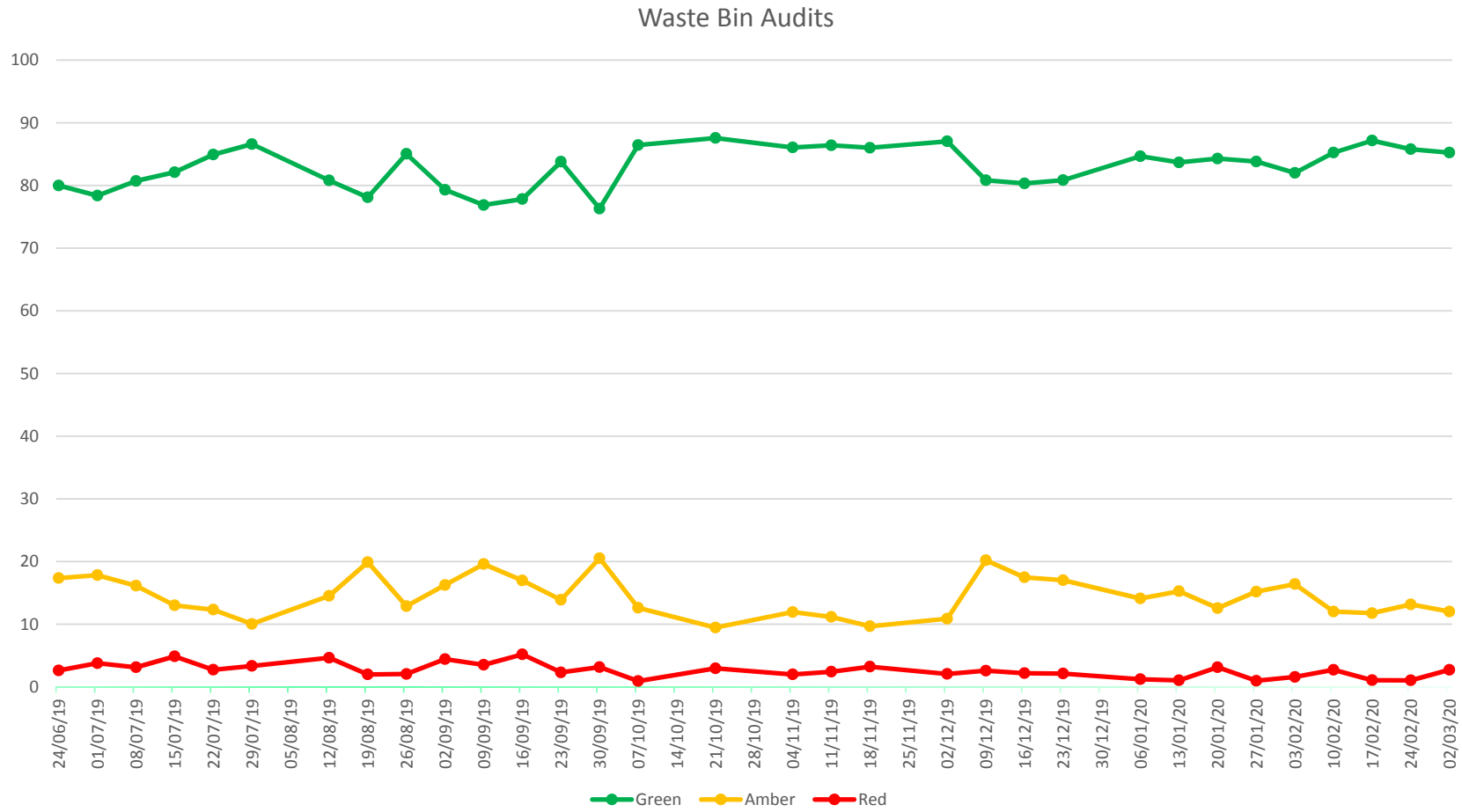


Figure 3: Weekly Recycling Audit Summary up to 24 February 2020

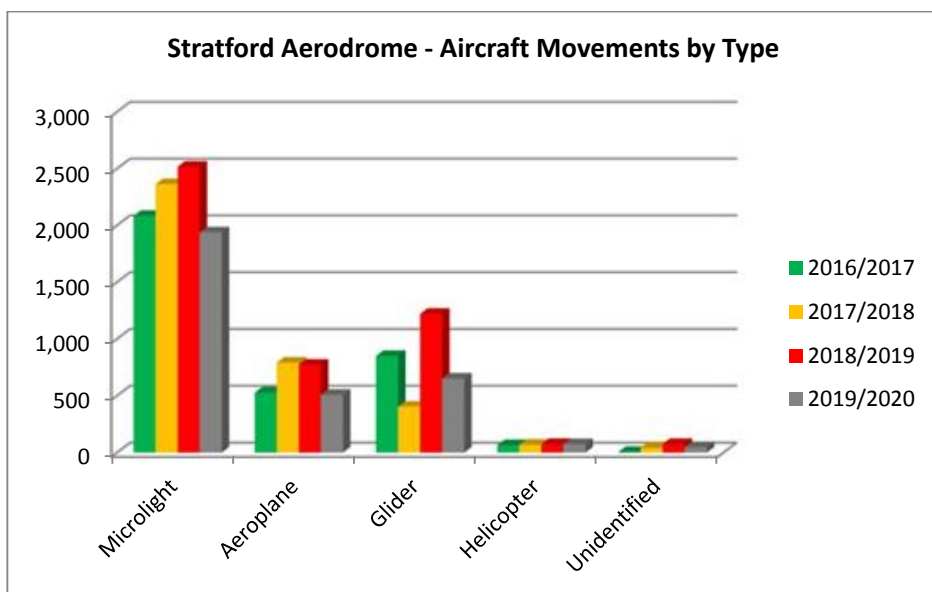
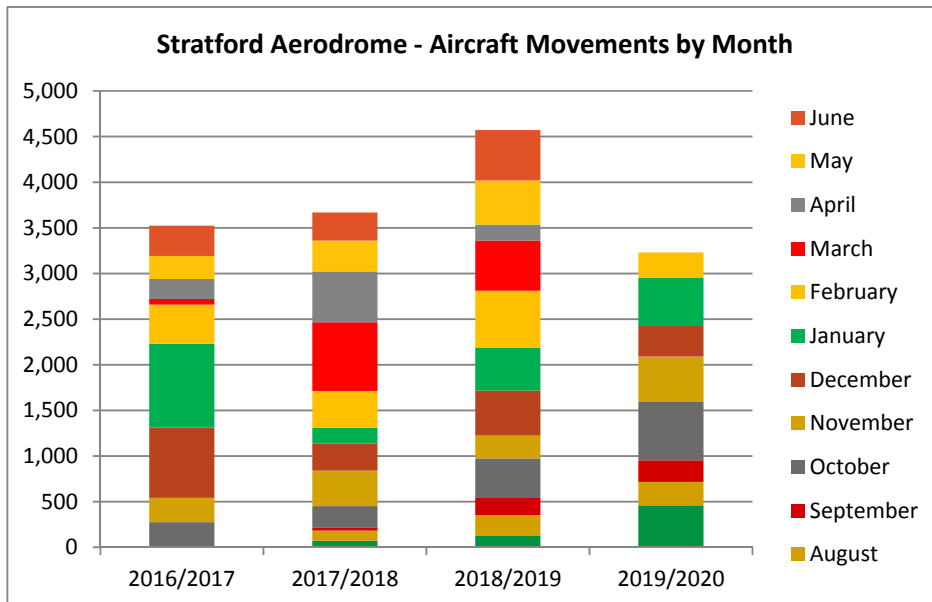
## 2.4.3 Waste Minimisation activities Completed, Planned and Under consideration

DATE	ACTIVITY	DESCRIPTION	WMMP Reference	Status
Jan	Summer Nights	Bin station provided and waste audit completed on waste produced.	CP2	Completed
Feb	Waste Diversion	Visit to a worm farm in Stratford on 4 February, a step forward in our consideration of organic waste diversion	AS9	Underway
Feb	Again Again coffee cup fleet rentals for cafes	The initiative has been created out of the desire to reduce the number of disposable coffee cups that go to landfill. Again Again have created a service for cafes to rent a fleet of reusable cups. The cups are made of stainless steel and the lids are silicone and can be used up to 50 times before being disposed of. The customer pays an initial \$5 for the cup rental and returns the cup dirty and gets another one at no charge. If the cup is returned with no swap, the customer gets their \$5 back. NPDC would like this pushed out through the whole region. Awaiting further information.	CP3/L3	Under Consideration
March	Pembroke School support	Pembroke School have created a group of children (Kaitiaki Group) that are learning to be leaders in reusing, recycling and reducing waste for the school. Waste audit completed at school with Kaitiaki Group, then to follow up on the results and for the children to see where the waste goes, we are visiting the Stratford transfer station and the MRF.	CP3	Underway
March	In-house waste strategy	Draft completed, being reviewed by management, to be completed by August 2020	L6	Underway
March	Education Strategy - review	Review of all actions and amendments to ensure it is a relevant and remains a "live" document. Officers of all 3 Councils met to discuss. The Regional Waste Minimisation Officer is co-ordinating the review.	CP5	Underway
March	Zero Waste Lunchbox Challenge	Targeted at children to send in photos of their sustainable lunchboxes. Emails sent to all primary schools, posts in Facebook and Central Link	CP3	Underway
March	Solid Waste Bylaw	Elected Members to deliberate on adopting new bylaw. Implications on creating a process on event holders needing to complete a waste minimisation plan.	CP4	Underway
March	2040 Film screening	SDC and Sustainable Taranaki are hosting the Climate Change movie at Kings Theatre, for public awareness and hopefully behavioural change. Has been hosted by NPDC and STDC	BC1	Underway
Mar/Apr	Advertising for Keeping it Clean	Zero Waste Taranaki advertising in apps and websites for 3 months – Newshub, The Breeze, The Edge, More FM and Three Now.	BC1	Underway
Mar/Apr	Events and waste minimisation plans.	Process, application forms and website information being developed for event organisers to create a waste minimisation plan.	CP6	Underway
April	The Junction opening	New Plymouth District Council has opened a community facility where people can bring their items for resale, upcycling and recycling. It has a shop and an education space along with some art work created from off-cuts from building sites. The Junction encourages reduction of waste through reuse and recycling, the donation of preloved goods for resale and provides fun, hands-on education.	CP3; CP5	Planned
April	Home Expo	Zero Waste Taranaki stall at the Expo in New Plymouth. WMO will provide assistance, will take Council flag.	CP5	Planned
May	Waste-Free Period Sessions in schools	Dates to be confirmed for sessions in our district's 3 High Schools.	CP3	Planned
July	Plastic Free July	Push this out within our district through Facebook, Central Link and have a stall at the Prospero Markets focussed on being plastic free.	BC1	Planned

3. **PROPERTY**

3.1 **Aerodrome**

The performance measure for the aerodrome is based on >70 per cent customer satisfaction with the condition and maintenance of the facility. This is measured annually and reported on in July 2020 – at the end of the financial year. Aircraft movements are provided in the charts below.



Overall increase in activity from last year.

### 3.2 Civic Amenities

The Council's Amenities portfolio include, but are not limited to:

- Housing for the elderly;
- War Memorial Centre;
- Centennial Restrooms; and
- Public toilets.

The Levels of Service Provision including their Performance Measures are based on the condition of the assets and associated customer satisfaction. The performance of these services are annually measured and are reported on in July 2020 – at the end of the financial year.

Level of Service	Performance Measure	Target
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%
	Annual booking of War Memorial Centre.	>500
	Annual booking of Centennial Restrooms.	>200
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%
	Annual Occupancy rate.	>95%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>75%

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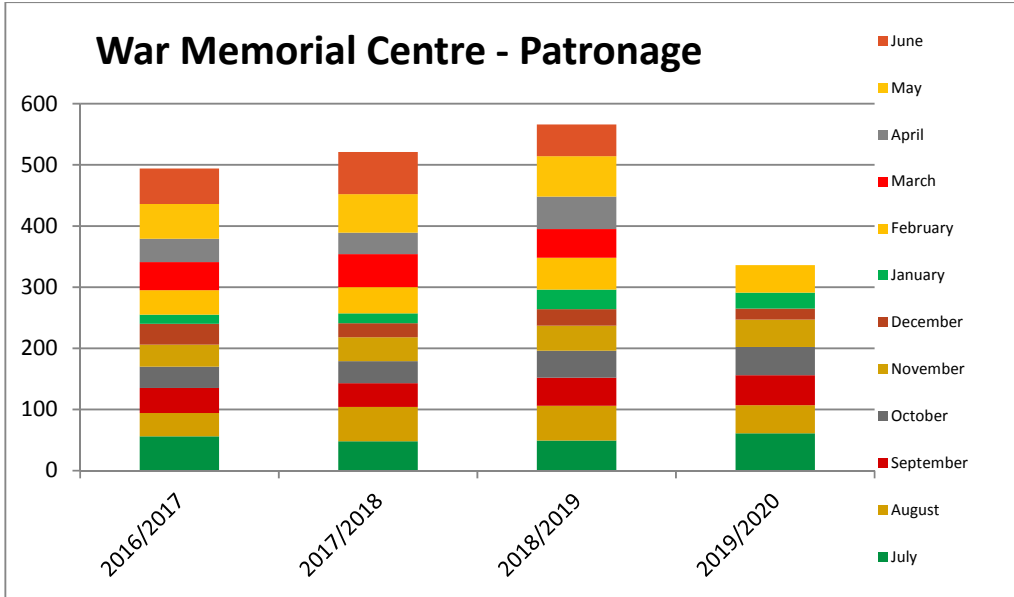
The Civic amenities occupancy rates / patronage are shown in the table and charts below.

#### 3.2.1 Housing for the Elderly Occupancy Rates

OCCUPANCY RATES						
Unit	2014/15	2015/16	2016/17	2017/2018	2018/2019	2019/2020 YTD
1	100%	100%	100%	97%	100%	100%
2	87%	100%	100%	100%	100%	100%
3	100%	100%	100%	100%	100%	100%
4	88%	100%	100%	100%	100%	100%
5	99%	100%	100%	100%	100%	100%
6	100%	100%	100%	100%	100%	100%
7	100%	96%	100%	100%	100%	100%
8	99%	100%	100%	100%	100%	100%
9	98%	95%	100%	100%	100%	100%
10	100%	92%	95%	100%	100%	100%
<b>Total</b>	<b>97%</b>	<b>98%</b>	<b>99%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

3.2.2 **War Memorial Centre Patronage**

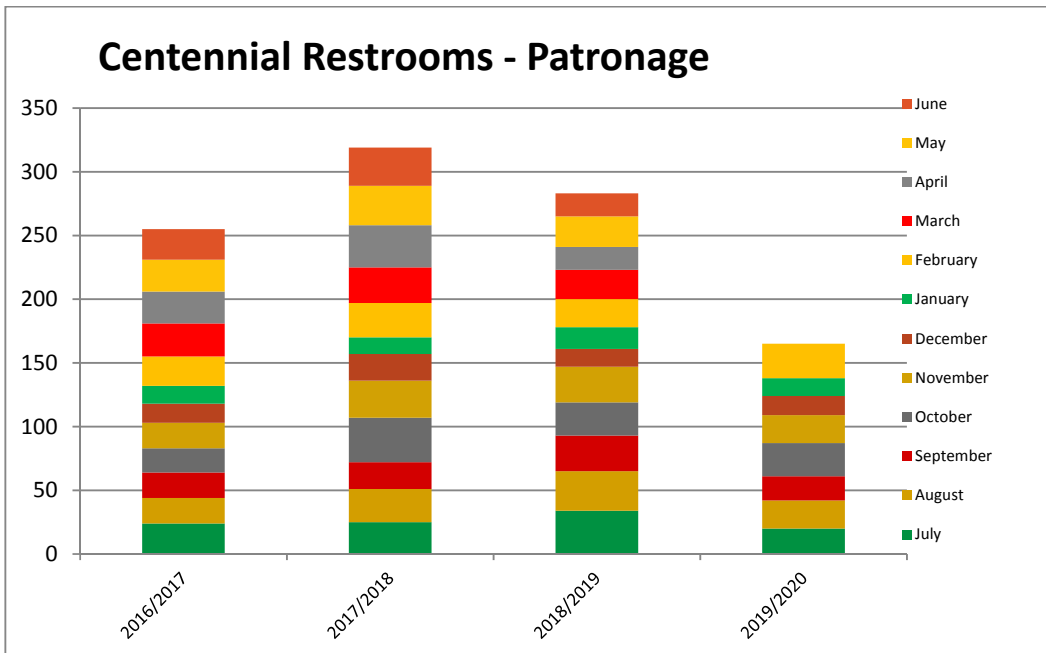
There has been quite a good increase from January into February. However it is slightly down from this time last year.



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3.2.3 **Centennial Restrooms Patronage History**

Patronage double from last year.



**3.3 Rental and Investment Properties**

The Council’s Rental and Investment Properties are:

- The farm;
- Holiday Park (operated by a formal lease for the land); and
- Rental properties (urban and rural land and commercial properties).

The Levels of Service are measured using the performance indicators shown in the table below. These are measured and reported at the end of the financial year - in the July 2020 report.

Level of Service	Performance Measure	Target
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5

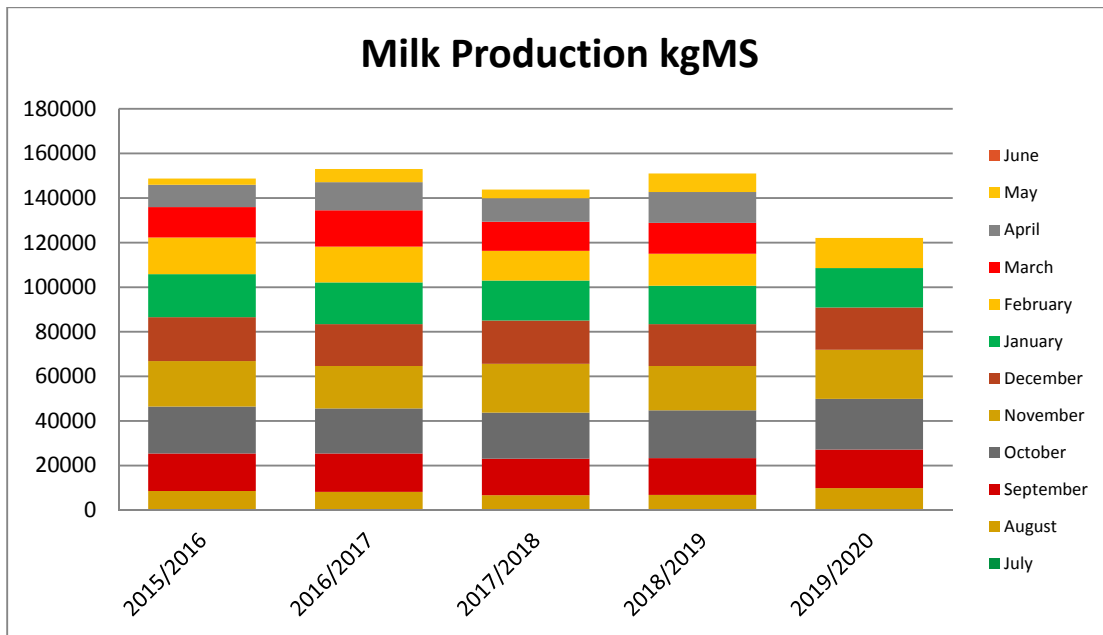
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The history of the farm milk production and the Holiday Park patronage and occupancy rates is shown in the 2 charts below.

**3.3.1 The Farm**

While milk production is down from this time last year, it is on track to increase by the end of the year. Dry weather has caused drop in cow production. One hundred cows are on once a day milking while 240 cows are still being milked twice a day. Fifteen cows have been culled.

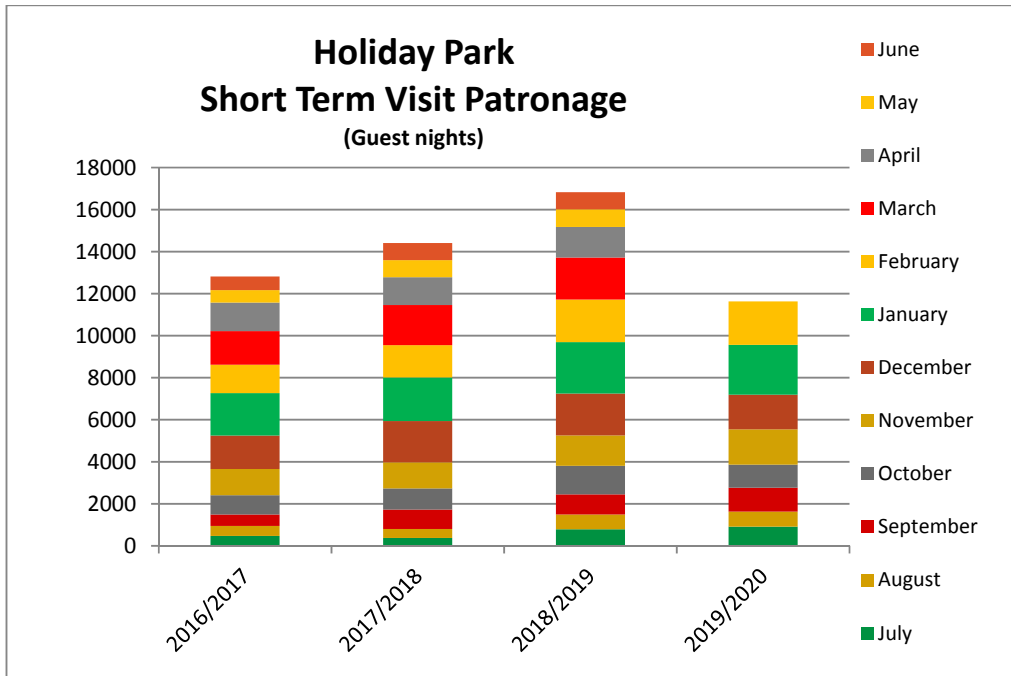
**Milk Production History**





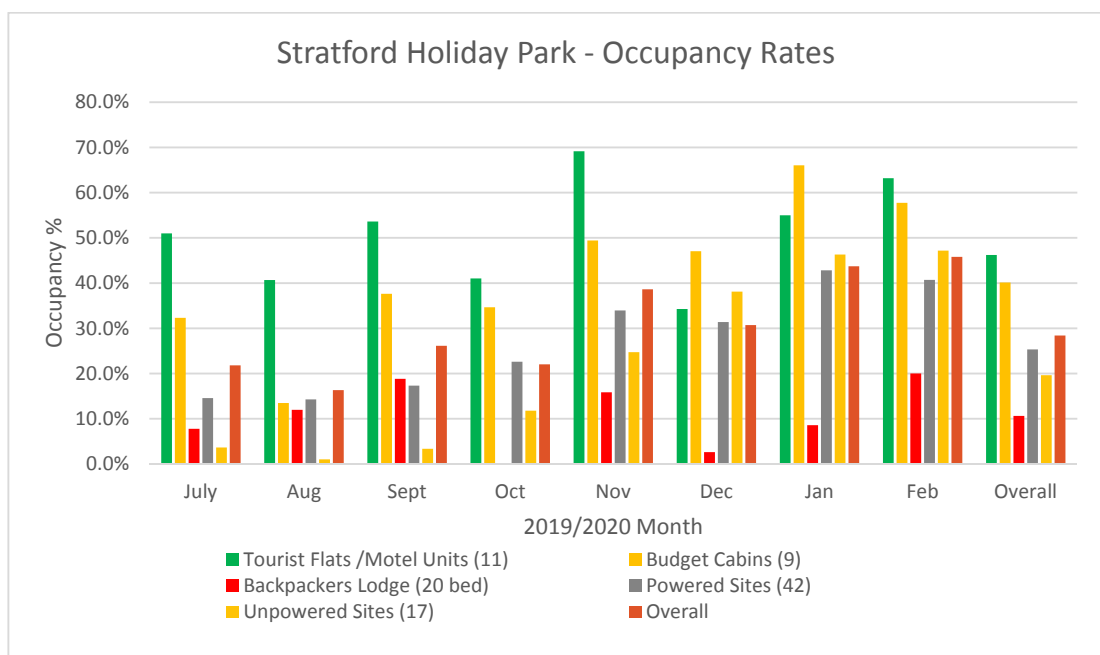
### 3.3.2 The Holiday Park Patronage

It is noted that the patronage has not dropped from this time last year and seems to be holding well.



11.1

### The Holiday Park Occupancy Rates



#### 4. **PARKS AND RESERVES**

The performance of Council's parks and reserves activities are measured using the targets shown in the table below. These are measured annually and will be reported on in July 2020, at the end of the financial year.

Council will continue to meet the New Zealand Safety Standards for playgrounds and footbridges.

Key activities completed include:

- Extension of accessible path (lime chip path) – from Page Street to the Swing Bridge; and
- Final work on Cardiff Walkway – stairs to be installed at the end of the walkway.

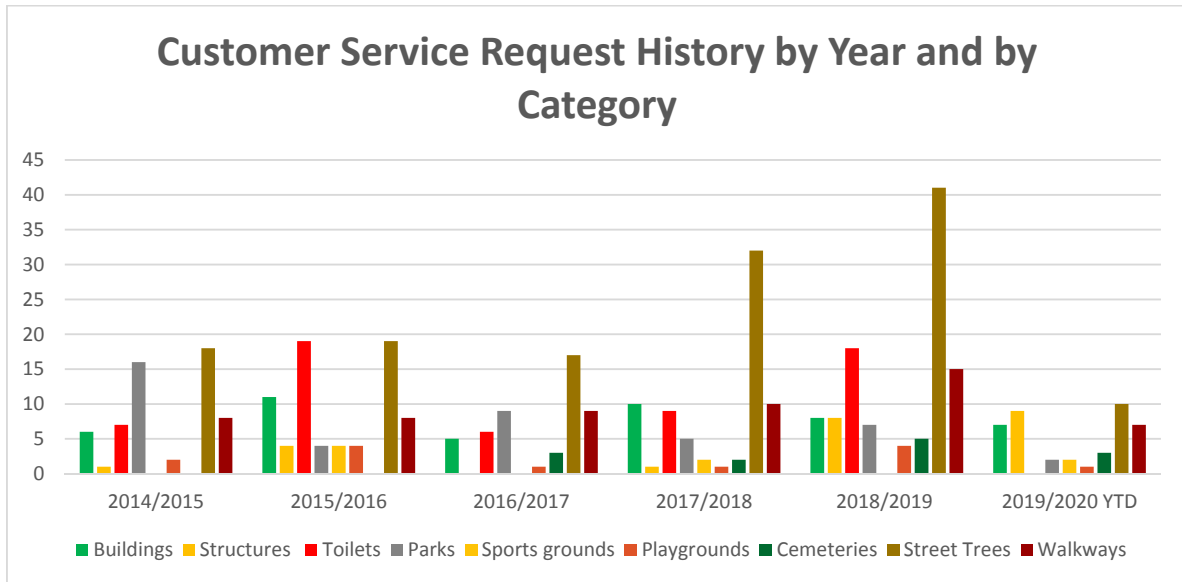
Level of Service	Performance Measure	Target
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40
	Percentage of Stratford residents satisfied with:	
	• Parks;	>80%
	• Sports fields;	>80%
	• Cemeteries.	>80%
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	100%
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	100%

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

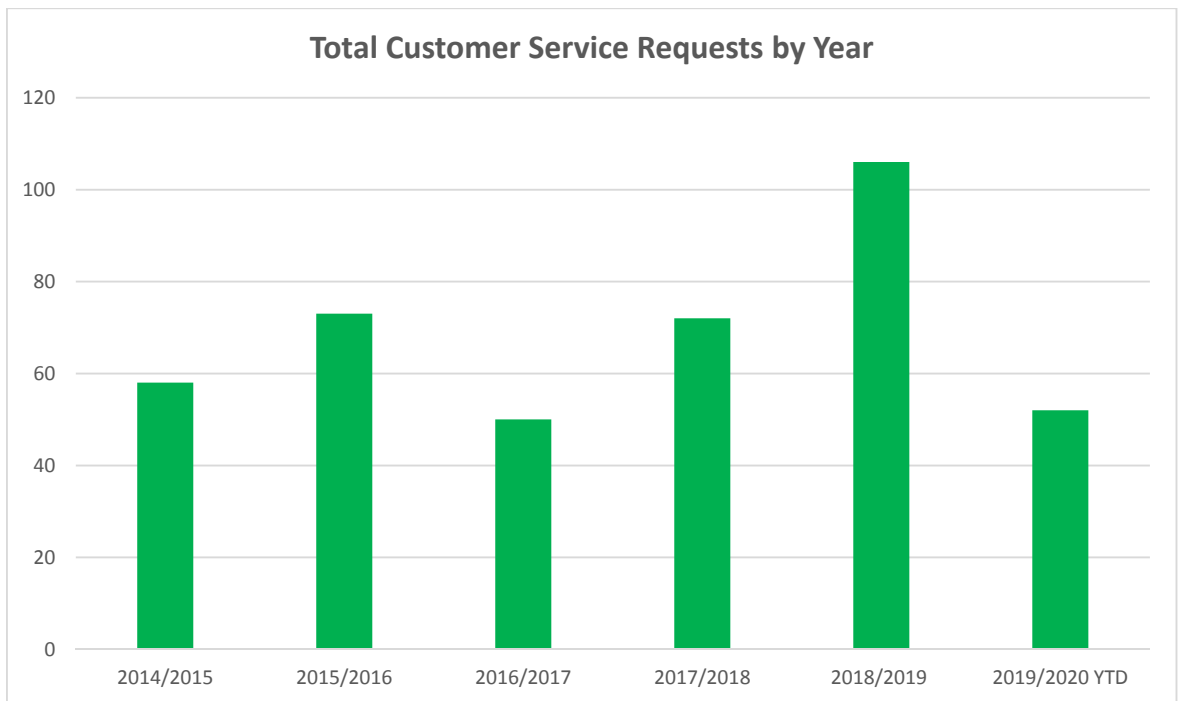
#### **Customer Service Request History**

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020 YTD
Buildings	6	11	5	10	8	7
Structures	1	4	0	1	8	9
Toilets	7	19	6	9	18	11*
Parks	16	4	9	5	7	2
Sports grounds	0	4	0	2	0	2
Playgrounds	2	4	1	1	4	1
Cemeteries	0	0	3	2	5	3
Street Trees	18	19	17	32	41	10
Walkways	8	8	9	10	15	7
<b>Total</b>	<b>58</b>	<b>73</b>	<b>50</b>	<b>72</b>	<b>106</b>	<b>52</b>

\*Blocked (1); Cleaning (7); Replace Parts (1); Vandalism (0); Graffiti (1); Accidental Damage (1)



11.1




## 5. **SPECIAL PROJECTS**

Below is an update on the progress of the key projects that the Council is currently undertaking:

- **Pembroke Road land development**  
To date 11 sale and purchase agreements have been completed, eight of which are unconditional the others conditional on due diligence and/or finance. Agents advise interest remains strong. Completion of Stage 2 has recommenced with the major earthworks scheduled for completion by 1 May.
- **Midhirst abandoned land**  
Settlement of all but three of the 45 areas of land has been completed. Negotiations have been initiated with the remaining adjoining occupying owners shortly and a further report will be brought before Council in due course.
- **ANZ Bank demolition**  
Demolition has been completed and the site back-filled ready for turfing and screen-fenced from the vacant site to the north. Turfing will take place as soon as the water restrictions are lifted and the site opened to the public two weeks later.
- **Children's Bike Park**  
Detailed design has been completed for the combined bike park/pump track/half basketball court/BBQ area development and the half basketball court component is currently out for quotes. A funding strategy will be developed for the balance of the development and reported to Council in due course.
- **Whangamomona walkways**  
These walkways (Te Awa o Maru) have been constructed through the Kingheim forestry block at Whangamomona. We are still waiting on the Walking Access Commission to formalise the easements and appoint Council as the controlling authority but in the meantime, signage is ready for erection with a view to officially opening the first track as soon as the above formalities have been enacted.

**Attachment:**

**Appendix A – CAS (Crash Analysis System) Report**

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

Victoria Araba  
**DIRECTOR – ASSETS**

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

[Approved]  
S Hanne  
**CHIEF EXECUTIVE**

**DATE** 17 March 2020

## Appendix A

11/13/2019

Crash Analysis System (CAS) | NZTA



### Untitled query

**TLA (Territorial local authority)**

Stratford District

**Crash severity**

Fatal Crash, Serious Crash

**Financial year**

**Intersection**

**Crash year**

**Crash date**

01/07/2019 – 31/10/2019

### Plain English report

3 results from your query.

1-3 of 3

Crash road	Distance	Direction	Side road	ID	Date	Day of week	Time	Description of events	Crash factors	Surface condition	Natural light	Weather	Junction	Control	Crash count fatal	Crash count serious	Crash count minor
003-0279		I	REGAN ST	<a href="#">201971951</a>	08/10/2019	Tue	12:00	Motorcycle1 SDB on Broadway lost control; went off road to left, Motorcycle1 hit shop, other	MOTORCYCLE1, lost control when turning, speed on straight	Dry	Bright sun	Fine	Roundabout	Give way	0	1	0
CARDIFF ROAD	640m	N	OPUNAKE ROAD	<a href="#">201955314</a>	02/09/2019	Mon	00:30	Ute1 SDB on CARDIFF ROAD, CARDIFF, STRATFORD missed inters or end of road, Ute1 hit embankment (driven over)	UTE1, alcohol suspected, too far right	Dry	Dark	Fine	Nil (Default)	Unknown	0	1	0
OFF ROAD DRIVEWAY				<a href="#">201960013</a>	26/07/2019	Fri	17:30	Motorcycle1 DRN on OFF ROAD DRIVEWAY lost control; went off road to left, Motorcycle1 hit fence	MOTORCYCLE1, accelerator or throttle jammed, speed on straight	Dry	Overcast	Fine	Nil (Default)	Unknown	0	1	0

1-3 of 3

<https://cas.nzta.govt.nz/query-builder>

1/1

11.1

# MONTHLY REPORT



F19/13/04-D20/6176

**TO:** Policy and Services Committee  
**FROM:** Director - Assets  
**DATE:** 28 April 2020  
**SUBJECT:** REPORT FOR THE MONTH OF MARCH 2020

## RECOMMENDATION

THAT the report be received.

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

11.1

## HIGHLIGHTS:

### **A. Roading**

- Replacement of the kerb, channel and footpath on Montjoy, Margaret and Ferdinand Streets commenced.
- Annual re-marking of white and yellow lines continued through March.

### **B. Water Supply**

- No issues at the 3 water treatment plants.

### **C. Wastewater**

- No disruptions to operation.

### **D. Stormwater**

- No Health and Safety incidents.

### **E. Solid Waste**

- Recycling - the green-tagged bins are sitting at 87 per cent and the red tags are at 1 per cent.

### **F. Property**

- Minimal maintenance due to the lockdown
- COVID-19 has had a huge effect on the usage of the Centennial Restrooms and War Memorial Centre with booking cancellations from the middle of March.
- Farm going well. All safe in their bubbles; on track for meeting the production target.
- Aerodrome usage has dropped off due to COVID-19.

### **G. Parks and Reserves**

- Limited work completed within Parks and Reserves.
- Playgrounds closed – walkways remain open during lockdown.

## 1. ROADING

### 1.1 Level of Service and Performance Measures

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

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

Level of Service	Performance Measure	Target	2019/2020 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. (2018/2019 DSI was 7, new target is 6)	1	Achieved to date - DSI = 5 There were no DSI crashes in March.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Achieved to date - 88%. This is a 1% decrease from 2018/19 year's survey and can be attributed to various roadworks that been undertaken in the urban area where the reinstatement has affected the survey results.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Not Achieved to date - 78%. This is a marked decrease from 2018/19 year's results of 96%. This is a clear indication that the rural roads are deteriorating as a result of heavy traffic use. The biggest reduction is on rural roads carrying more than 1000 vehicles per day, that reduction being a 17%. Typically these are the heavy haulage routes, such as Monmouth Road, Cardiff Road, Opunake Road, Beaconsfield Road.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Achieved Completed to date = 21.6km or 5.4%. This has complete the programme for the year.
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Achieved to date Total to date = 29.5km (14.4%). This completes the programme for the year.
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.	>82%	Not yet measured  The next footpath condition survey is planned for March 2020. Once the results have been delivered to Council we will report these in the monthly report.
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.	>86%	Achieved to date - 100%.
Customer Satisfaction	<ul style="list-style-type: none"> <li>Roading Network</li> </ul>	>76%	Not yet measured The 2019/20 customer satisfaction survey will provide the results at the end of the financial year.
	<ul style="list-style-type: none"> <li>Footpaths</li> </ul>	>77%	Not yet measured The 2019/20 customer satisfaction survey will provide the results at the end of the financial year.



## 1.2 **Outstanding Customer Requests (CRMs)**

There were no outstanding CRM's for the month of March.

## 1.3 **Routine Maintenance**

Day-to-day maintenance activities will continue throughout the year as part of the monthly planned maintenance programme. An extract from the '*Contract Workspace*' for the month of March is provided in *Figure 1*, highlighting the programme achievement for the month. The achievement for the month is 45 per cent as berm mowing, and general vegetation control was deferred to April. The COVID-19 lockdown, has also had an effect on the programme, as Fulton Hogan have stood everyone down, apart from two man crews on rotation, to cover CRM's, street cleaning, litter bin emptying and other emergencies as they arise.

## 1.4 **Ready Response Works**

- Damaged signs on Denbigh Road, Hills Road, Waihapa Road.
- Fatal crash on Opunake Road.
- Dumped car parts by the Cardiff Walkway on Opunake Road.
- Dumped tyres by the Matau Tunnel, see the photographs in *Figure 2*. These tyres have been dumped on private property.
- Underslip on Prospect Road.

## 1.5 **Capital Works**

- The replacement of the kerb and channel along Page Street between Brecon Road and the Aquatic Centre on the northern side of the road, continued in March.
- The replacement of footpaths, kerb and channel on Ferdinand Street, Montjoy Street and Margaret Street commenced in March. This part of our ongoing programme to improve the footpaths within Stratford, and to replace old kerb and channel.
- The replacement of various timber beams and boards on the swing bridge at Lower Kohuratahi Road continued in March.
- All capital works have been halted due to COVID-19 pandemic.

## 1.6 **Health and Safety**

No health and safety incidents occurred during March.

## 1.7 **Roading Projects**

- The Walking and Cycling Strategy 2020 - Officers will present a draft by May 2020.
- Crossing facilities on State Highway 3 – NZTA has provided funding of up to \$45,000 to improve crossing on State Highway 3. The location of this crossing facility is being finalised.
- Forestry Study - Council has engaged a consultant to review a previous report that was undertaken in 2008. The purpose of the review is to re-visit the initial study to map the locations of forests, the age of the timber and estimate the timing of harvesting and the roads most likely to be affected. This will allow Council to be better informed and plan routine maintenance of "forestry roads" in advance

## 1.8 **Roading Activities**

The Roothing Activities completed Reactive and Programmed Works, as shown in *Figure 1* below.

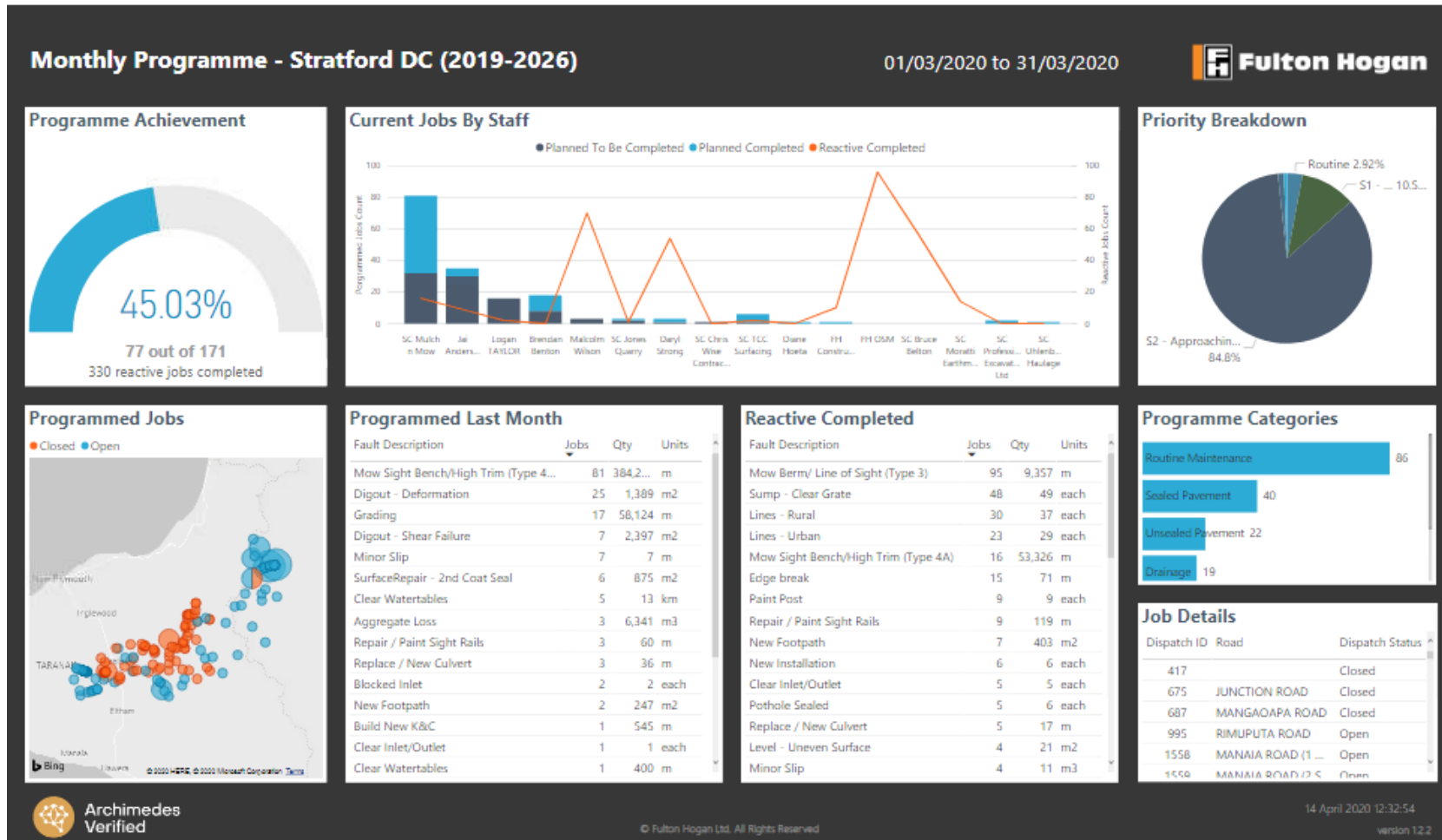


Figure 1: Monthly Programme Achievement Chart - March 2020



*Figure 2: Dumped tyres on Mangaoapa Road by the southern entrance to the Matau Tunnel.*

## 2. SERVICES

### 2.1 Water Supply

The Levels of Service for the Water Supply Activity are measured using a number of performance indicators as shown in the table below.

#### Water Supply Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2019/2020 YTD
<b>Safe Drinking Water –</b>  <ul style="list-style-type: none"> <li>• <b>Drinking Water Standards;</b></li> <li>• <b>Maintenance of Reticulation</b></li> </ul>	<b>DWSNZ Bacterial compliance</b> - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Expected to achieve
	<b>DWSNZ Protozoal compliance</b> - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Expected to achieve
	<b>Water Loss</b> – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured
<b>A Reliable Water Supply –</b>  <ul style="list-style-type: none"> <li>• <b>Response Time;</b></li> <li>• <b>Unplanned Disruptions</b></li> </ul>	<b>Urgent Response Times</b> - The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Achieved to date - 0.62 hrs
	• Resolution for urgent call-out	8 hrs	Achieved to date - 2.67 hrs
	<b>Non-urgent Response Times</b> – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	Achieved to date - 8.84 hrs
	• Resolution non urgent call-out	5 working days	Achieved to date - 1.00 hrs
	<b>Unplanned Disruptions</b> - The performance measure target for disruptions.		
• Minor disruptions (between 5 and 50 connections affected)	< 5	Achieved to date - 4	
• Major disruptions (more than 50 connections affected)	< 2	Achieved to date - 0	
<b>Demand Management</b>	<b>Water Consumption</b> - The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured
<b>Customer Satisfaction</b>	<b>Number of complaints</b> - The performance measure target for customer satisfaction is <32 per 1,000 complaints received for:		Achieved to date 0
	• Drinking Water Clarity;	<32 / 1000 complaints received	0
	• Drinking Water Taste;		0
	• Drinking Water Odour;		0



Level of Service	Performance Measure	Target	2019/2020 YTD
	• Drinking Water Pressure or Flow;		4
	• Continuity of Supply		0
	• Council's response to any of these issues.		0
<b>Water Pressure</b>	<b>Water Pressure</b> – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets council specifications (flow>10l/min & pressure>350kpa)	100%	Not yet measured
<b>NZFS Conditions</b>	<b>Fire Hydrants</b> – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured
<i>Note: The 2019/2020 YTD figures highlighted are the same as February values</i>			

## Operations

### **Water Treatment**

- There were no issues relating to the operations at the 3 water treatment plants in March.

### **Water Reticulation**

- There were no major reticulation disruptions during March and the odd/evens water restrictions remained in place.
- There was a minor planned shutdown on Glanville Road to repair a leaking hydrant.

### **Water Supply Health and Safety**

- There were no health and safety incidents during the month.

## 2.2 Wastewater

The Levels of Service (LoS) for Wastewater Activity are measured using a number of 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	2019/2020 YTD
<b>System Adequacy</b>	<b>Dry weather sewerage overflows</b> - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved to date - 0 per 1,000
<b>Discharge Compliance</b>	<b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:		Achieved to date

Level of Service	Performance Measure	Target	2019/2020 YTD
	• Abatement notices;	0	0
	• Infringement notices;	0	0
	• Enforcement orders; and	0	0
	• Convictions.	0	0
<b>Response and Resolution Times</b>	<b>Sewerage overflows</b> - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Achieved to date – 0.62 hrs
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hr	Achieved to date – 3.19 hrs
<b>Customer satisfaction</b>	<b>Complaints</b> - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:		Achieved to date -
	• Sewage odour	6	0
	• Sewerage system faults	6	0
	• Sewerage system blockages, and	6	0
	• The territorial authority's response to issues with its sewerage system	6	0

*Note: The 2019/2020 YTD figures highlighted are the same as February values*

**Operations:****Wastewater Treatment**

There were no disruptions to the operation of the oxidation ponds in March.

**Wastewater Reticulation**

There were no sewer network disruptions effecting more than 4 properties during March.

**Wastewater Health and Safety**

There were no health and safety incidents for the month of March.

2.3 **Stormwater**

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

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

Level of Service	Performance Measure	Target	2019/2020 YTD
<b>Stormwater system protects property from impacts of flooding.</b>	<b>System adequacy</b>		
	<ul style="list-style-type: none"> <li>The number of flooding events that occur in a territorial authority district. “Flooding” in this context means stormwater entering a habitable floor</li> </ul>	0	Achieved to date - 0
	<ul style="list-style-type: none"> <li>For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority’s stormwater system.)</li> </ul>	0	Achieved to date - 0
	<ul style="list-style-type: none"> <li>For each flooding event, the number of buildings in the central business zone affected by flooding.</li> </ul>	0	Achieved to date - 0
<b>Discharge Compliance</b>	<b>Resource Consent Compliance</b> – Compliance with the territorial authority’s resource consents for discharge from its stormwater system measured by the number of:		Achieved to date -
	<ul style="list-style-type: none"> <li>Abatement notices;</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>Infringement notices;</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>Enforcement orders; and</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>Convictions.</li> </ul>	0	0
<b>Response Time</b>	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.	1 hr	Achieved to date - 0 hrs
<b>Customer satisfaction</b>	<b>Complaints</b> - The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority’s stormwater system.	< 8	Achieved to date - 0

*Note: The 2019/2020 YTD figures highlighted are the same as February values*

11.1

**Operations**

**Stormwater Reticulation**

There were no rainfall events that were of sufficient intensity to affect the stormwater network in the month of March.

**Stormwater Health and Safety**

There were no Health and Safety incidents in the month of March.

## 2.4 Solid Waste

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

Due to COVID-19, the kerbside collection services have been reduced to general waste collection only. Residents have been asked to stockpile their recycling until the MRF is open. If they are not able to stockpile, this will be collected and taken to landfill. The Stratford Transfer Station services have been reduced to accepting general waste from essential services and residents with no kerbside collection service.

### Solid Waste Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2019/2020 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (municipal kerbside collection only)	<700kg	Achieved – 478*
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Not achieved -22%*
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>90%	Survey yet to be collated.

\*Claim info yet to be received from EnviroWaste

11.1

#### 2.4.1 Planning – Bylaws, Policies and Meetings

- *Regional Waste Management and Minimisation Officers* meeting is held weekly.
- Deliberation on the *draft Solid Waste Management and Minimisation Bylaw* occurred on 14 April 2020 - two submissions were received.
- A draft *Waste Levy Allocation Policy* has been developed for the allocation of Waste Levy Funds and is currently being reviewed by management.
- *Regional Behaviour Change Strategy* development to assist in better recycling habits and reducing waste to landfill.

#### 2.4.2 Weekly Recycling Bin Audits

The audits have not been completed during the lockdown period.

The weekly recycling audit summary up to 16 March 2020 is provided in the chart below. The amber tags are at 12 per cent and the red tags are at 1 per cent. While our “no contamination” percentage sits at 87 per cent, the goal is to have the green line consistently at 100 per cent.



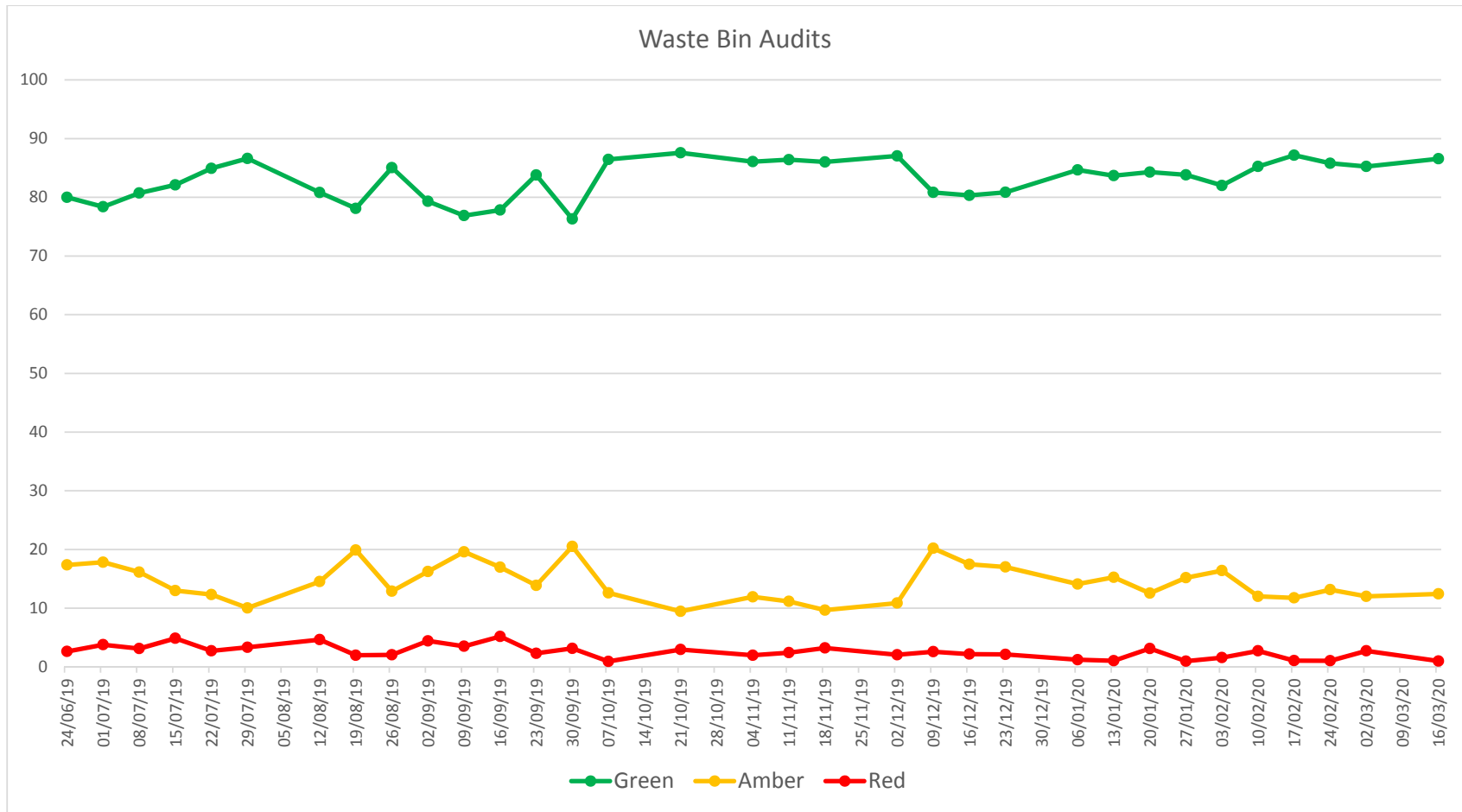


Figure 3: Weekly Recycling Audit Summary up to 16 March 2020

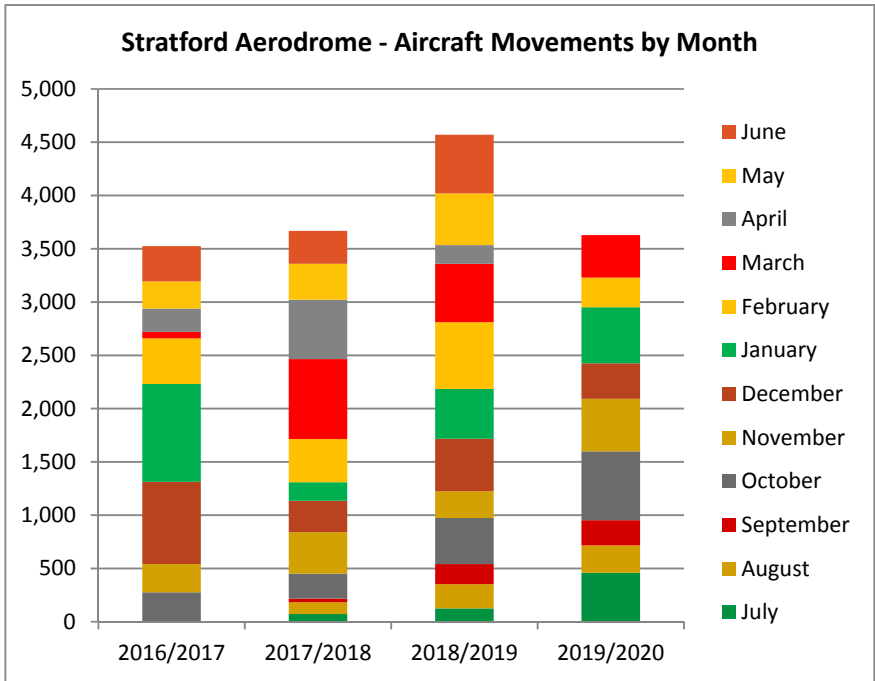
## 2.4.3 Waste Minimisation activities Completed, Planned and Under consideration

DATE	ACTIVITY	DESCRIPTION	WMMP Reference	Status
Jan	Summer Nights	Bin station provided and waste audit completed on waste produced.	CP2	Completed
Feb	Again Again coffee cup fleet rentals for cafes	The initiative has been created out of the desire to reduce the number of disposable coffee cups that go to landfill. Again Again have created a service for cafes to rent a fleet of reusable cups. The cups are made of stainless steel and the lids are silicone and can be used up to 50 times before being disposed of. The customer pays an initial \$5 for the cup rental and returns the cup dirty and gets another one at no charge. If the cup is returned with no swap, the customer gets their \$5 back. NPDC would like this pushed out through the whole region. Awaiting further information.	CP3/L3	On hold due to COVID-19. It is expected small businesses will not have the resources to engage in initiatives for some time.
March	Pembroke School support	Pembroke School has created a group of children (Kaitiaki Group) that are learning to be leaders in reusing, recycling and reducing waste for the school. A waste audit was completed at school with Kaitiaki Group with oversight from Council WMO, then to follow up on the results and for the children to see where the waste goes, we visited the Stratford transfer station and the MRF on 13 March 20.	CP3	Completed
March	In-house waste strategy	Draft completed, being reviewed again by WMO, to be completed by August 2020	L6	Underway
March	Zero Waste Lunchbox Challenge	This was targeted at children to send in photos of their sustainable lunchboxes. We have 3 winners and these will be presented with their prizes (a cool Zero Waste Taranaki aluminium drink bottle and sandwich saver each) after the lockdown is over.	CP3	Completed
March	Solid Waste Bylaw	Elected Members to deliberate on adopting new bylaw. Implications on creating a process for event holders needing to complete a waste minimisation plan.	CP4	Policy and Services Meeting 14/4/20
Mar/Apr	Advertising for Keeping it Clean	Zero Waste Taranaki advertising in apps and websites for 3 months – Newshub, The Breeze, The Edge, More FM and Three Now for keeping recycling clean.	BC1	Underway
Apr/May	Events and waste minimisation plans.	Process, application forms and website information being developed for event organisers to create a waste minimisation plan.	CP6	Underway
April/May	Regional Zero Waste Taranaki Behaviour Change Strategy - Education Plan - review	A new regional strategy is being developed to outline how the 3 district councils will approach behaviour change to work towards Zero Waste in Taranaki. This fits in well with our Waste Management and Minimisation Plan and the behaviour change actions. This will be ready for consideration by Council Members by July 2020. The Education Plan will be included in the strategy as an action.	BC1-BC6	Underway
May	The Junction opening	New Plymouth District Council has opened a community facility where people can bring their items for resale, upcycling and recycling. It has a shop and an education space along with some art work created from off-cuts from building sites. The Junction encourages reduction of waste through reuse and recycling, the donation of preloved goods for resale and provides fun, hands-on education. Share this information with Stratford District communities as this can be accessed by the whole of Taranaki.	CP3; CP5	Planned
May	Waste-Free Period Sessions in schools	Dates to be confirmed for sessions in our district's 3 High Schools.	CP3	Planned
July	Plastic Free July	Push this out within our district through Facebook, Central Link and have a stall at the Prospero Markets focussed on being plastic free.	BC1	Planned

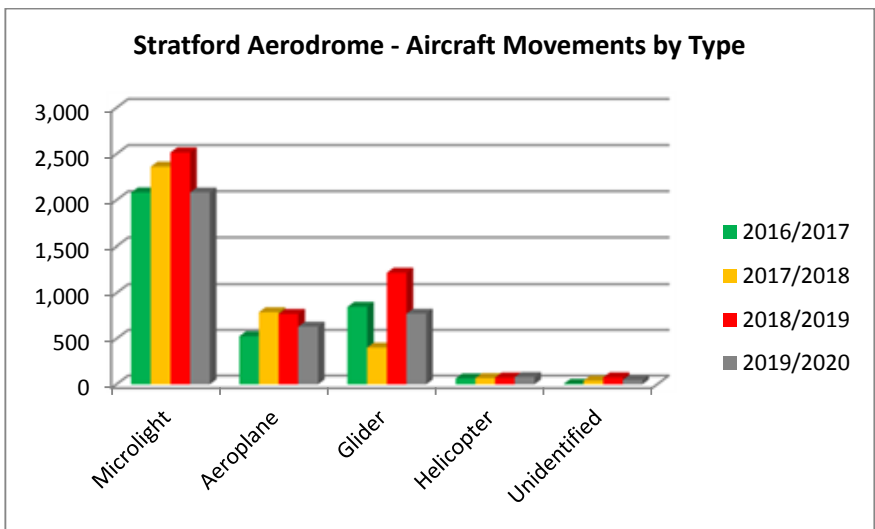
3. **PROPERTY**

3.1 **Aerodrome**

The performance measure for the aerodrome is based on >70 per cent customer satisfaction with the condition and maintenance of the facility. This is measured annually and reported on in July 2020 – at the end of the financial year. Aircraft movements are provided in the charts below.



11.1



Overall increase in activity from last year.

### 3.2 Civic Amenities

The Council's Amenities portfolio include, but are not limited to:

- Housing for the elderly;
- War Memorial Centre;
- Centennial Restrooms; and
- Public toilets.

The Levels of Service Provision including their Performance Measures are based on the condition of the assets and associated customer satisfaction. The performance of these services are annually measured and are reported on in July 2020 – at the end of the financial year.

Level of Service	Performance Measure	Target
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%
	Annual booking of War Memorial Centre.	>500
	Annual booking of Centennial Restrooms.	>200
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%
	Annual Occupancy rate.	>95%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>75%

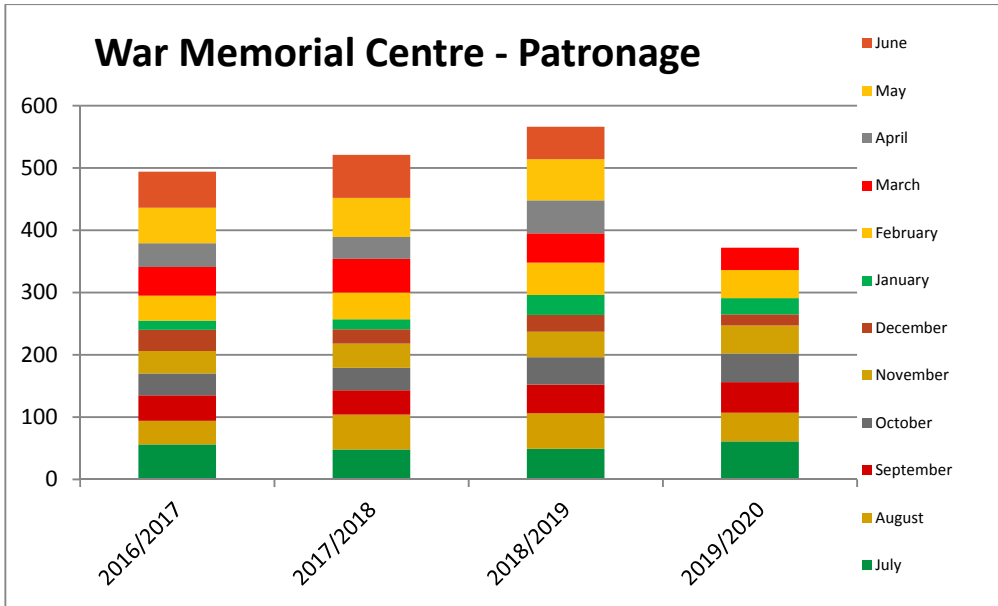
The Civic amenities occupancy rates / patronage are shown in the table and charts below.

#### 3.2.1 Housing for the Elderly Occupancy Rates

OCCUPANCY RATES						
Unit	2014/15	2015/16	2016/17	2017/2018	2018/2019	2019/2020 YTD
1	100%	100%	100%	97%	100%	100%
2	87%	100%	100%	100%	100%	100%
3	100%	100%	100%	100%	100%	100%
4	88%	100%	100%	100%	100%	100%
5	99%	100%	100%	100%	100%	100%
6	100%	100%	100%	100%	100%	100%
7	100%	96%	100%	100%	100%	100%
8	99%	100%	100%	100%	100%	100%
9	98%	95%	100%	100%	100%	100%
10	100%	92%	95%	100%	100%	100%
<b>Total</b>	<b>97%</b>	<b>98%</b>	<b>99%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

3.2.2 **War Memorial Centre Patronage**

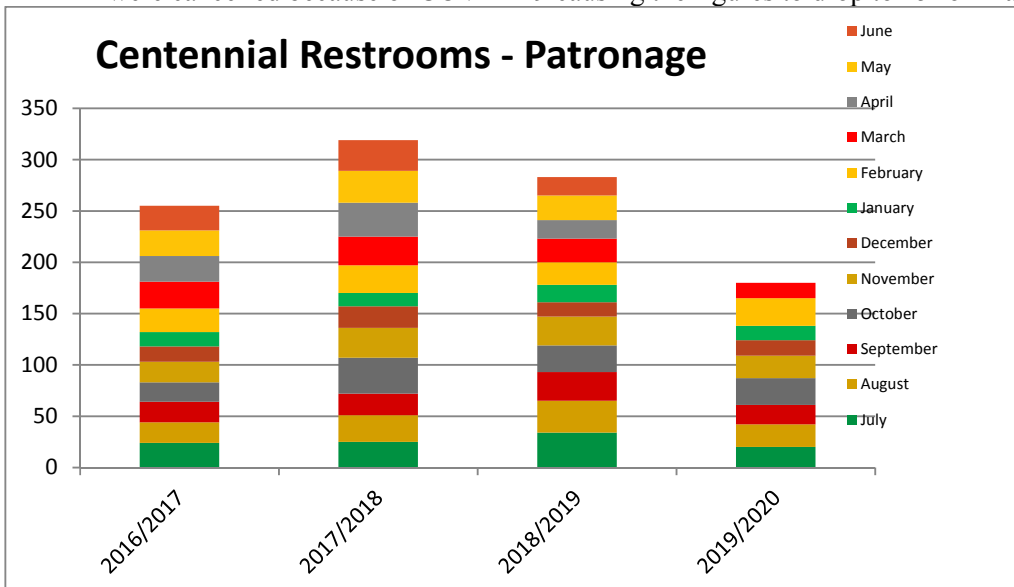
Things were going quite well with the bookings with a total of 54 booked, however 18 were cancelled because of COVID-19 causing the figures to drop to 36 for March.



11.1

3.2.3 **Centennial Restrooms Patronage History**

Things were going quite well with the bookings with a total of 18 booked, however three were cancelled because of COVID-19 causing the figures to drop to 15 for March.



### 3.3 Rental and Investment Properties

The Council’s Rental and Investment Properties are:

- The farm;
- Holiday Park (operated by a formal lease for the land); and
- Rental properties (urban and rural land and commercial properties).

The Levels of Service are measured using the performance indicators shown in the table below. These are measured and reported at the end of the financial year - in the July 2020 report.

Level of Service	Performance Measure	Target
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5

11.1

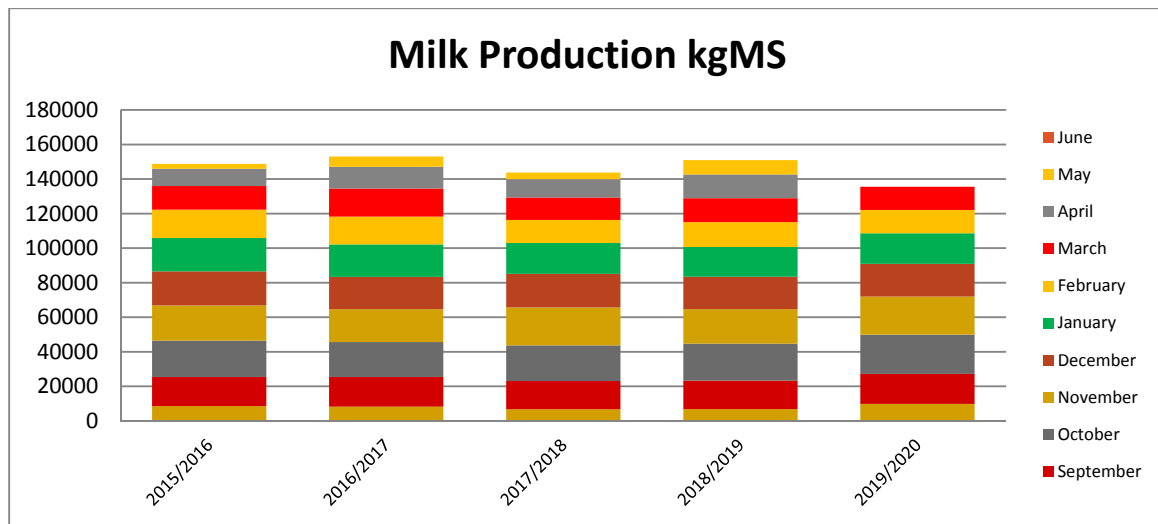
The history of the farm milk production and the Holiday Park patronage and occupancy rates is shown in the 2 charts below.

#### 3.3.1 **The Farm**

The farm is on track to meet the yearly target, slightly down in the March monthly production from this time last year.

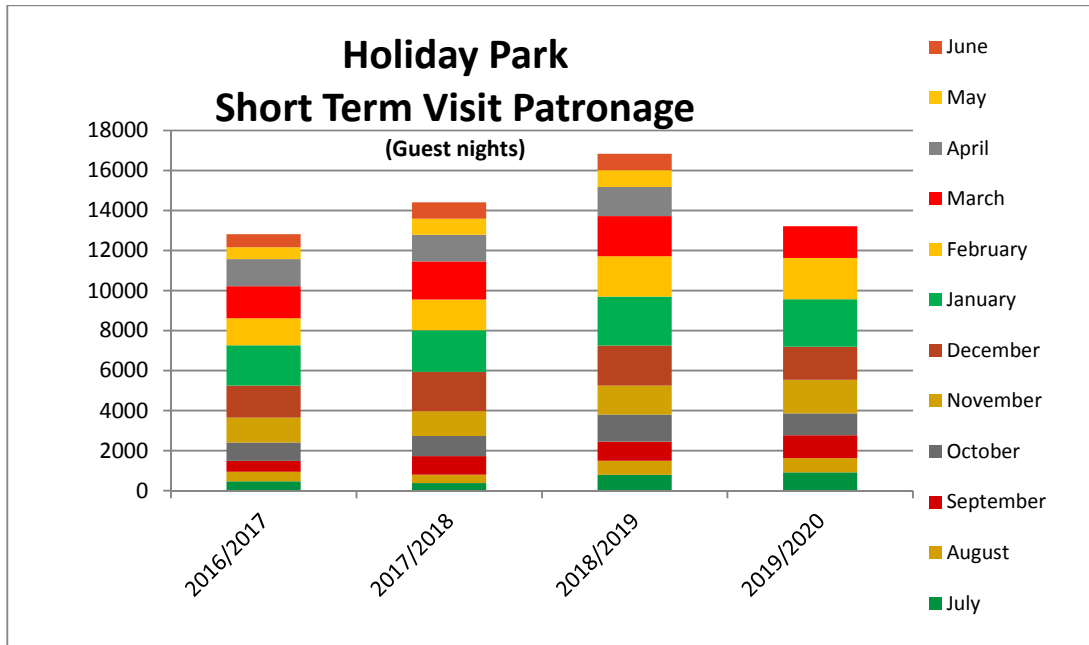
- Cows milking are 245 twice a day (TAD) and 100 once a day (OAD) - OAD allows the sharemilker to keep a good body score of his lighter cows.
- 15 cows culled and 25 calves are still on farm.
- Pregnancy testing was done with a 7.5% empty rate.
- The herd is being fed 6 kilograms of maize a day.
- Fertiliser has been put on and re-grassing has been completed.
- The on farm “bubble” has been established and staff are aware of the rules and things are going well.

#### Milk Production History



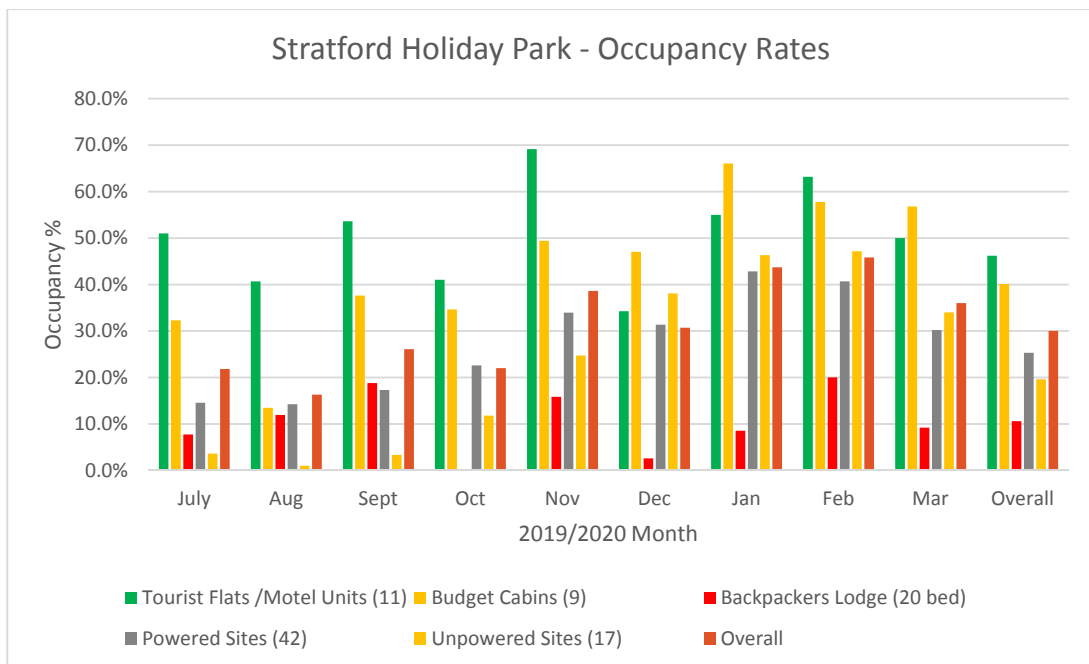
### 3.3.2 The Holiday Park Patronage

It is noted that the patronage has dropped a bit from this time last year. The drop can possibly be linked to the COVID-19 lockdown.



11.1

### The Holiday Park Occupancy Rates



#### 4. **PARKS AND RESERVES**

The performance of Council's parks and reserves activities are measured using the targets shown in the table below. These are measured annually and will be reported on in July 2020, at the end of the financial year.

Council will continue to meet the New Zealand Safety Standards for playgrounds and footbridges.

Key activities to be completed after lockdown include:

- Extension of accessible path (lime chip path) – from Page Street entrance to the Page Street Sportsground;
- Bollards to be installed at Windsor Park; and
- Walkway upgrade on Eastern Loop – path to be widened and metal to be laid.

Level of Service	Performance Measure	Target
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40
	Percentage of Stratford residents satisfied with:	
	• Parks;	>80%
	• Sports fields;	>80%
	• Cemeteries.	>80%
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	100%
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	100%

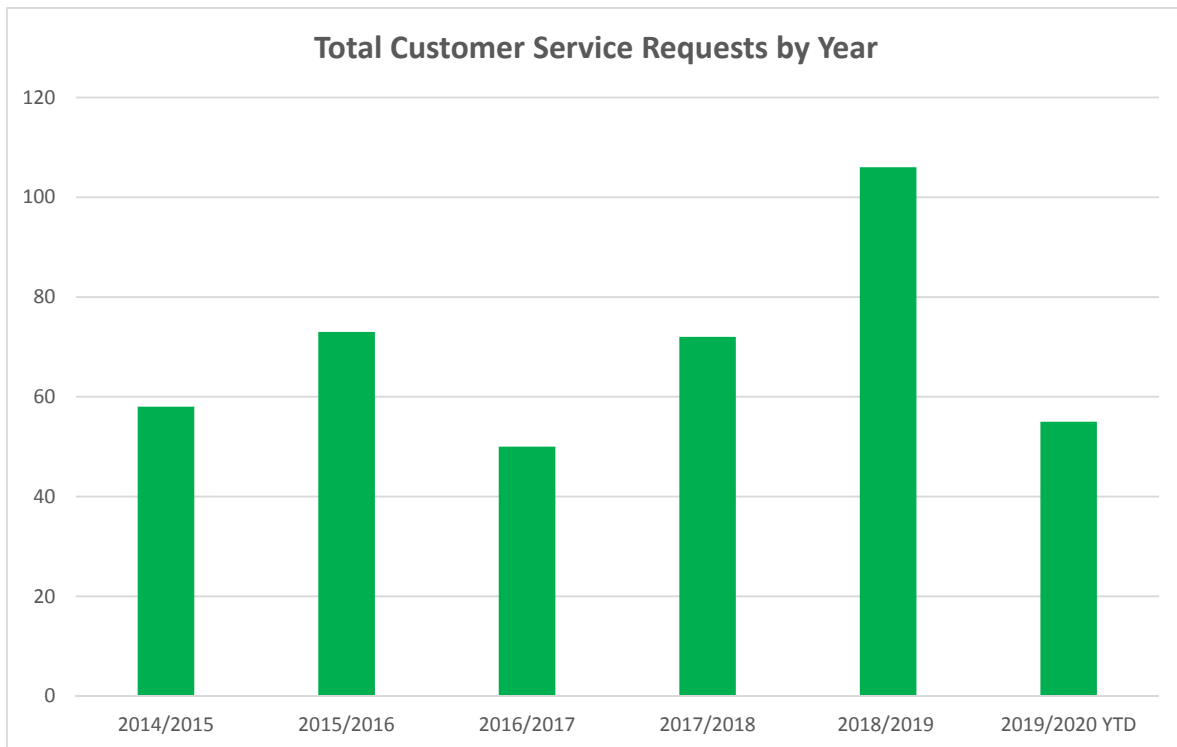
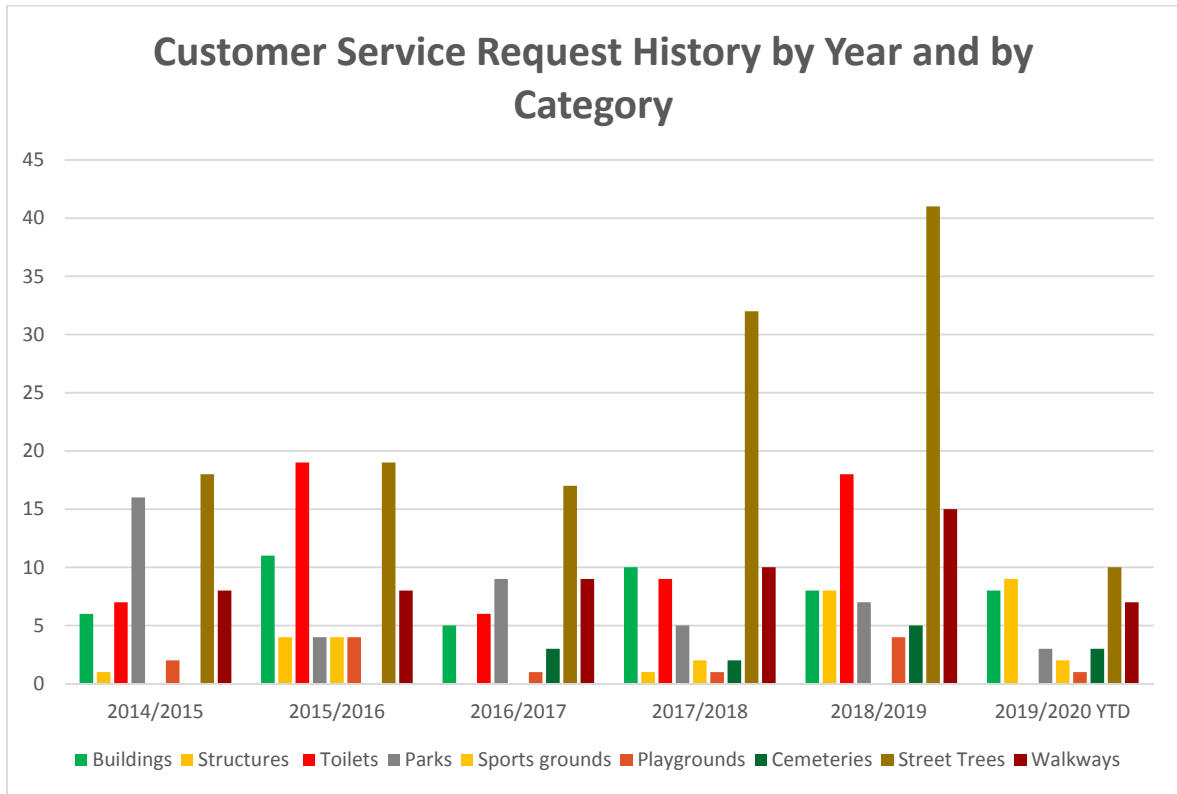
The customer service request history for the Property, Parks and Reserves Activity is shown below.

#### **Customer Service Request History**

\*Blocked (1); Cleaning (0); Replace Parts (1); Vandalism (0); Graffiti (0); Accidental Damage (0) Parks (1)

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020 YTD
Buildings	6	11	5	10	8	8
Structures	1	4	0	1	8	9
Toilets	7	19	6	9	18	12*
Parks	16	4	9	5	7	3
Sports grounds	0	4	0	2	0	2
Playgrounds	2	4	1	1	4	1
Cemeteries	0	0	3	2	5	3
Street Trees	18	19	17	32	41	10
Walkways	8	8	9	10	15	7
<b>Total</b>	<b>58</b>	<b>73</b>	<b>50</b>	<b>72</b>	<b>106</b>	<b>55</b>





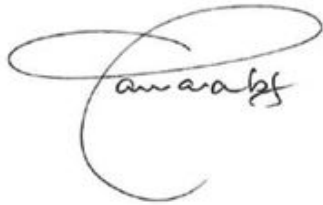
## 5. **SPECIAL PROJECTS**

Below is an update on the progress of the key projects that the Council is currently undertaking:

- **Pembroke Road land development**  
To date 12 sale and purchase agreements have been completed, five of which have settled. A further six are unconditional and due to settle once COVID-19 returns to Level 2 and the one remaining agreement is conditional on due diligence. Agents advise enquiry has stalled due to the virus crisis but negotiations are still ongoing with two spec builders who are keen to be involved subject to assessment of the impact of COVID-19. Completion of Stage 2 has recommenced with the major earthworks 90 per cent completed but, again, work has stalled due to lockdown and the onset of winter is likely to further hinder progress once work can get underway again.
- **Midhirst abandoned land**  
Settlement of all but three of the 45 areas of land has been completed. Negotiations have been initiated with the remaining adjoining occupying owners shortly and a further report will be brought before Council once negotiations have been concluded.
- **ANZ Bank demolition**  
Demolition has been completed, the site back-filled ready for turfing and screen-fenced from the vacant site to the north. Turfing will take place as soon as the water restrictions are lifted and lockdown lifted sufficiently for contractors to get back to work. The site can be opened to the public two weeks after turfing.
- **Children's Bike Park**  
Detailed design has been completed for the combined bike park/pump track/half basketball court/BBQ area development and the half basketball court component was put out for tender just prior to lockdown. This resulted in tender prices substantially in excess of the current grant funding, resulting in a review of the project timelines and funding strategy.
- **Whangamomona walkways**  
These walkways (Te Awa o Maru) have been constructed through the Kingheim forestry block at Whangamomona. We continue to be waiting on the Walking Access Commission to formalise the easements and appoint Council as the controlling authority but in the meantime, signage is ready for erection with a view to officially opening the first track as soon as the above formalities have been enacted.
- **I-Site relocation**  
A draft proposed floorplan has been prepared for the accommodation of the I-Site within the library and is currently out for consultation with the staff involved. The intent is still to endeavour to complete the relocation by 1 July but this is likely to be delayed due to the COVID-19 lockdown.

**Attachment:**

**Appendix A** – CAS (Crash Analysis System) Report



Victoria Araba  
**DIRECTOR – ASSETS**




[Approved]  
S Hanne  
**CHIEF EXECUTIVE**

**DATE** 21 April 2020

## Appendix A

11/13/2019 Crash Analysis System (CAS) | NZTA



**Untitled query**

**TLA (Territorial local authority)**  
Stratford District

**Crash severity**  
Fatal Crash, Serious Crash

**Financial year**

**Intersection**

**Crash year**

**Crash date**  
01/07/2019 – 31/10/2019

**Plain English report**

3 results from your query.

1-3 of 3

Crash road	Distance	Direction	Side road	ID	Date	Day of week	Time	Description of events	Crash factors	Surface condition	Natural light	Weather	Junction	Control	Crash count fatal	Crash count serious	Crash count minor
003-0279		I	REGAN ST	<a href="#">201971951</a>	08/10/2019	Tue	12:00	Motorcycle1 SDB on Broadway lost control; went off road to left, Motorcycle1 hit shop, other	MOTORCYCLE1, lost control when turning, speed on straight	Dry	Bright sun	Fine	Roundabout	Give way	0	1	0
CARDIFF ROAD	640m	N	OPUNAKE ROAD	<a href="#">201955314</a>	02/09/2019	Mon	00:30	Ute1 SDB on CARDIFF ROAD, CARDIFF, STRATFORD missed inters or end of road, Ute1 hit embankment (driven over)	UTE1, alcohol suspected, too far right	Dry	Dark	Fine	Nil (Default)	Unknown	0	1	0
OFF ROAD DRIVEWAY				<a href="#">201960011</a>	26/07/2019	Fri	17:30	Motorcycle1 DRN on OFF ROAD DRIVEWAY lost control; went off road to left, Motorcycle1 hit fence	MOTORCYCLE1, accelerator or throttle jammed, speed on straight	Dry	Overcast	Fine	Nil (Default)	Unknown	0	1	0

1-3 of 3

<https://cas.nzta.govt.nz/query-builder> 1/1

11.1

# MONTHLY REPORT



F19/13/04 – D20/3459

**TO:** Policy and Services Committee  
**FROM:** Director – Community Services  
**DATE:** 28 April 2020  
**SUBJECT:** **REPORT FOR THE MONTH OF FEBRUARY 2020**

## **RECOMMENDATION**

THAT the report be received.

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

11.2

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e. Community Development, Promotions, Information Centre, Pool and Library. The Long Term Plan 2018 - 2028 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**

The main points to note for February were:

- Colour in the Park
- Positive Ageing Forum

### 2. **COMMUNITY AND ECONOMIC DEVELOPMENT**

#### 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 **Performance Measures** (*LTP Performance Measures in bold*)

	Target	2019/20 YTD
<b>Number of community events organised</b>	Minimum 2	<ul style="list-style-type: none"> <li>• Chunuk Bair Commemorations</li> <li>• Trade Graduation Celebration</li> <li>• Scarecrow Trail</li> <li>• Mayoral Gifts</li> <li>• Summer Nights Concert</li> <li>• Summer Nights Movies</li> </ul>
<b>Percentage of residents feeling a sense of community</b>	>72%	
<b>Number of projects successfully developed and implemented by youth with support from community development</b>	4	<ul style="list-style-type: none"> <li>• On the Bus – Ice Skating and Curling</li> <li>• A Scary Night: Carnival</li> <li>• On the Bus – Bowlarama</li> <li>• Colour in the Park</li> </ul>
<b>Events Council has provided or supported are measured</b>	2	<ul style="list-style-type: none"> <li>• International Day of the Older Person</li> <li>• Nigel Latta</li> <li>• NZ Hockey – Japan and Korea Series</li> <li>• Targa Rally</li> <li>• Dirty Detours</li> <li>• Stratford A&amp;P Show</li> <li>• Stratford Christmas Parade &amp; Carols</li> <li>• Take a Kid Fishing</li> <li>• School Holiday Programmes – July, Dec</li> </ul>
<b>Business mentoring and economic development support is available</b>	Venture Taranaki Quarterly Report received	Quarter Two 2019/20
<b>Provide administration support to the Stratford Business Association meetings</b>	11	6

2.3 **Youth Council**

February activity for Youth Council was focused on working towards Colour In The Park on Saturday 29 February. Youth Councillors were challenged to take charge of more planning for this event, forming the various plans and initiating contact with key partners. Despite heavy rain in the morning deterring a few people, the sun came out and the event was a success with 197 participants. The event was made possible with the support of youth organisations running the colour stations, including Tūtaki Youth Inc., Big Brothers Big Sisters, Youth Works, Tui Ora, Zeal, Central Taranaki Safe Community Trust, and No. 48 Squadron Air Training Corps.

At their projects meeting, Youth Councillors were reminded about the Long Term Plan process being starting and asked what youth may be looking for in terms of goal setting. Core themes that came through were about pathways into

employment, activated youth friendly spaces that are not restrictive in terms of user cost, and a strong focus environment and reducing waste.

#### 2.4 **Civic and Community Events**

Support was provided for Youth Council and Positive Ageing events this month.

Events coming up that planning has started for include;

- Children's Day
- Anzac Day – dawn and civic services
- School Holiday Programme – April

#### **Coming Up**

- Children's Day, 1 March
- Parks Week, 7 – 15 March
- 2040 movie screening, 25 March

#### 2.5 **Community Projects**

##### **Stratford 2035**

The project team is made up of key staff members across the organisation who meet once a month to provide a high level overview of activity that contribute towards the Stratford 2035 objectives.

Project updates include;

##### **Glockenspiel**

The tours continue to be very popular with more than 70 people participating during this month's Farmers Market. Colour changing LED lights have been installed that will light up the landmark at night and will be utilised to further promote significant events or activity throughout the year i.e. red in support of Anzac Day.

##### **Digital Enablement Strategy**

Primo Wireless have been approached to investigate providing free Wi-Fi hotspots along Broadway between the southern and northern roundabouts. This would be a joint venture between Council, Primo Wireless, Stratford Business Association and local businesses.

For Tech Week 2020, Stratford Library are looking at providing workshops around designing and printing 3D objects. There is also a desire to create a digital book that will highlight some of Stratford's history through story and photographs.

##### **Baldrick's Big Day Out**

Stratford Community Market Day Trust held a community meeting on Wednesday 19 February to discuss how to reinvent this event or if other options are more appropriate for the community. With lots of fantastic ideas put forward, the general conclusion was to scale back to smaller festival type activities throughout April over the coming years with the view to build back

up to a full festival programme and large event when there is more renewed capacity to do so.

#### Discovery Trail

Progress alongside community stakeholders, artists and contractors are being made.

- Brochure Map – currently with Little Rocket for design, the brochure will include a route map and information on Stratford, local facilities, its connection with Shakespeare and unique landmarks.
- Victoria Park – in conversation with local artists around creating a sculpture for Victoria Park lake and a design for the skate park.
- King Edward Park – in conversation with local artists around creating a sculpture for the lake and a fairy garden.
- Prospero Place – in conversation with local artists around artwork for the hoarding and entrance ways leading into Prospero. A new garden design is currently being explored that will be a joint project alongside the Stratford Business Association.
- Percy Thompson Arboretum – meeting had with the Percy Thomson Trust to discuss erecting the lichgate that was once in Prospero Place. A landscape design is currently being developed for further discussion and/or approval by the trust.
- Trail Markers – locations and a design is being finalised.

#### Signage

- SH43 – installation of flagtrax between the northern roundabout and Orlando Street is currently being investigated, this will be to highlight and showcase the start of the highway.
- Street flags – new flags are being designed and will feature the various Shakespeare plays.

## 2.6 **Funding**

### 2.6.1 Creative Communities

Round Two funding opens 10 March and closes 9 April.

### 2.6.2 Sport New Zealand Rural Travel Fund

Round Two funding opened on 24 February and closes 20 March.

## 2.7 **Positive Ageing**

Stratford Positive Ageing Group hosted Dr Doug Wilson for their February Forum to discuss his research insight that formed the basis for his book “Aging For Beginners: Getting Older In Today’s World – What It Means For You”. Seventy people attended this forum and were very well engaged, asking many questions that sparked useful conversation around looking after their health. The opportunity to host Dr Wilson was thanks to the relationship with Stratford Rural Women NZ who hosted Doug for a talk the following day. Dr Wilson was profoundly impressed with his visit to Stratford saying “In many ways the Stratford community was an eye-opener to me, as the community spirit was so strong, but also so effective. The idea of walking has obviously been well



accepted in the community, and the events such as I was privileged to attend demonstrated the very cohesive social network that is like fuel to a positive ageing intervention program.”

2.8 **Stratford Business Association**

Farmers Market

Heavy rain impacted this month’s Farmers Market which unfortunately led to a smaller group of stall holders and the cancellation of the scheduled entertainment. With the removal of the ANZ building there is increased visibility from Broadway that will benefit the market and events going forward.

Romeos

A sub-committee has been established and the first meeting will be held on 13 March 2020.

Committee members include;

- Matthew Dimock
- Jason Kowalewski
- Moana Hancock
- Tracey Blakely
- Chade Julie
- Amy Kingston
- Kate Whareaitu
- Lizzy Waterson
- Ashleigh Rowland.

15 August 2020 has been confirmed as the event date.

Events and workshops held in February include:

- AmeriCARna Shop Window Competition: 17 - 21 February
- AmeriCARna stop off: 21 February.

Events coming up include;

- March BA5 – Rotokare Trust: 11 March
- April BA5 – Central Spraying Services: 1 April.

3. **COMMUNICATIONS**

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

	<b>Target</b>	<b>2019/20 YTD</b>
<b>The number of visitors accessing Council information and services via the internet is measured</b>	Not less than previous year 2018/19 – 40,978	32,914
<b>The community is satisfied with how Council keeps them informed</b>	>85%	

11.2

3.1 **Highlights**

Four Central Link updates were published in Stratford Press in February. Central Link provides weekly updates on Council activities and includes Council's public notices. Our Central Link is also uploaded to [www.stratford.govt.nz](http://www.stratford.govt.nz) and shared on [Council's Facebook page](#).

Central Link focus for February:

- Reminder about overhanging vegetation
- New Water Fountain at Victoria Park
- Colour In The Park
- Wā Pēpi Baby Time at Stratford Library
- Recycling/Zero Waste campaign
- AmeriCARna
- Children's Day
- Reminder that rates notices can be emailed
- Various public notices (walkway closure, water restrictions, Patea River water quality, road closures, Elizabeth Watson Fund, roadside spraying, Sport New Zealand Rural Travel Fund).

Media Releases posted to [www.stratford.govt.nz](http://www.stratford.govt.nz) for the month of February:

- Community meeting invites ideas for future of Baldrick's Big Day Out
- Youth Council's Colour in the Park back for 2020!
- Celebrate Children's Day with a free swim
- SH43 funding another win for economic and tourism growth.

3.2 **Website Page Views for month 1 – 29 February 2020**

<b>Total number of users for the month</b>	5,399 ↓
<b>Total number of page views for the month</b>	16,442 ↓
<b>Top 10 pages visited for month</b>	<b>Page views</b>
Home Page	2,359
Library	829
Cemeteries Search	628
Environmental health – bathing water quality	565
Rubbish and recycling	509
Speed Limits Changes (news page)	378
TSB Pool Complex	345
Contact us	302
Fees and Charges	295
Taranaki Regional Xplorer	282

3.3 **Official Information Requests**

For the 2019/20 calendar year, so far we have received 60 Local Government Official Information and Meetings Act (LGOIMA) requests.

The below table includes the LGOIMA's received for the month of February 2020.

Date Received	Query	Due Date	Date Responded	Days to Respond
4/2/2020	Information relating to disposal of tyres	4/3/2020	7/2/2020	2
9/2/2020	Abductions on Council facilities	9/3/2020	13/2/2020	4

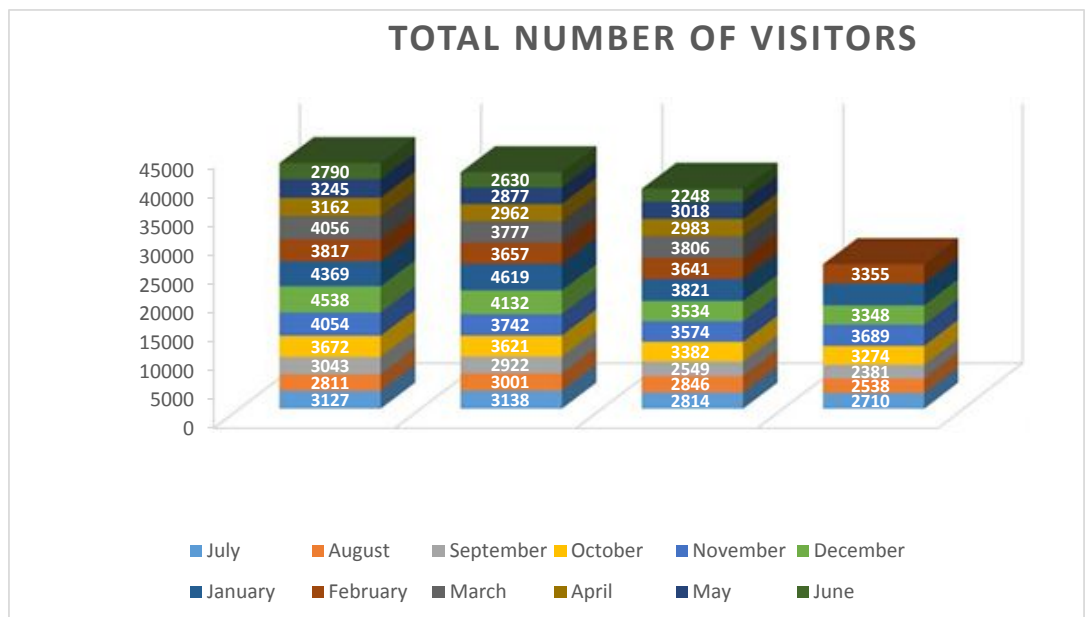
4. **INFORMATION CENTRE**

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

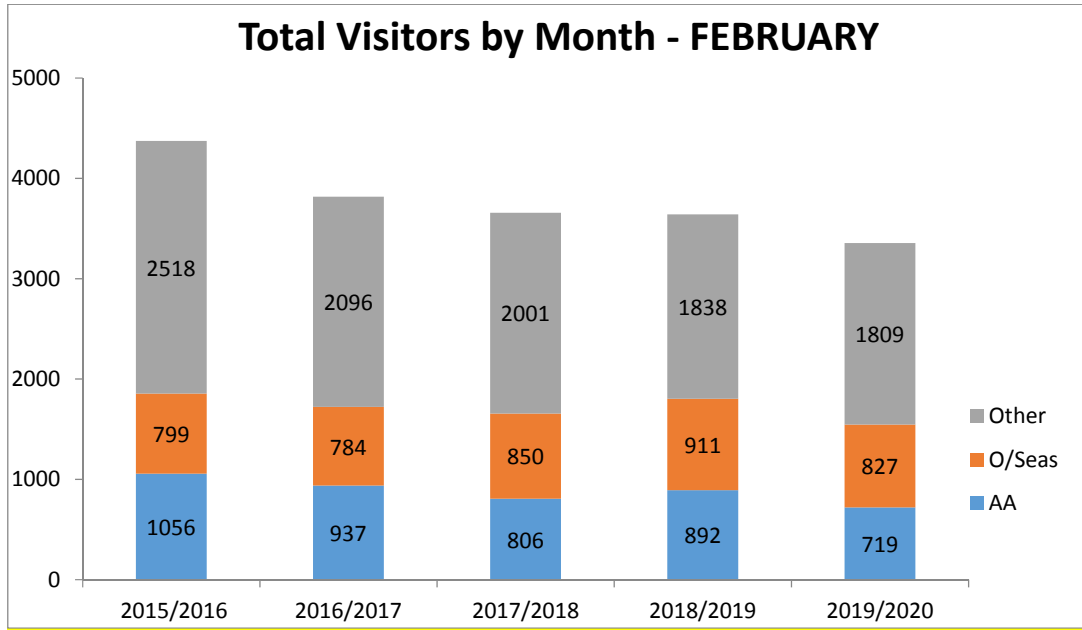
	Target	2019/20 YTD
<b>Number of people into the Information Centre is measured</b>	>40,000	38,216
<b>Number of users of AA Agency Services is measured</b>	>10,000	11,128
<b>Percentage customers are satisfied</b>	>75%	

11.2

**Total Number of Visits (Door Count)**

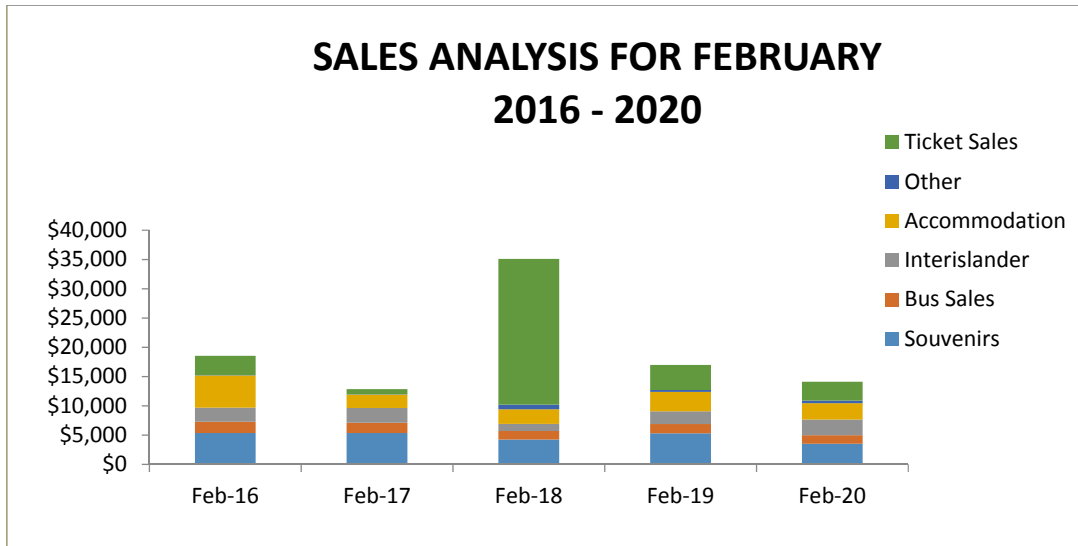


**4.1 Total Visitors**



11.2

**4.2 Sales Analysis**



5. **LIBRARY**

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

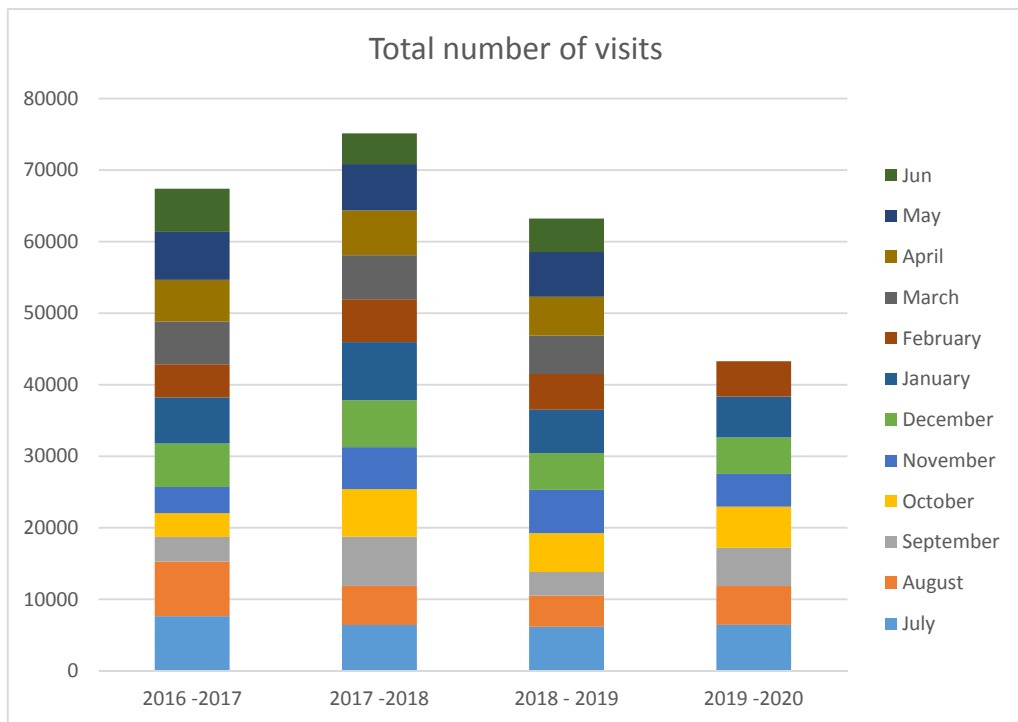
	<b>Target</b>	<b>2019/20</b>
<b>Number of people visiting the library is measured</b>	<b>&gt;90,000</b>	<b>43,272</b>
<b>Users satisfied with library services</b>	<b>&gt;80%</b>	
<b>Number of people accessing the Wi-Fi service is measured</b>	<b>&gt;15,000</b>	<b>19,483</b>
<b>Number of people accessing the People's Network is measured.</b>	<b>&gt;10,000</b>	<b>5,398</b>

5.1 **Highlights for February**

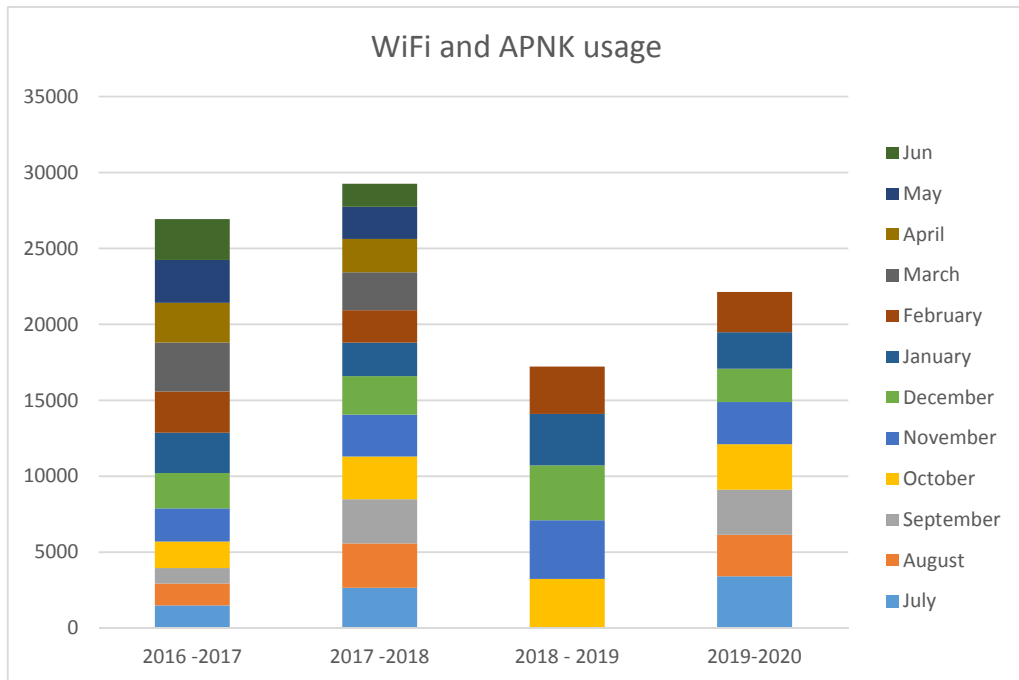
- Term time programmes resumed in February. Attendance has been very strong with all Stepping UP sessions booked before the first session. We are looking to add capacity in this area.
- The library launched a new weekly programme for parents/caregivers and babies under the age of two called Wā Pēpi Babytime. This has been very well supported by the community with an average of 8 babies attending weekly. Our Tot Time aimed at children over two has also been popular in February, with an average of 13 children attending. Teachers and tamariki from Stratford Community Childcare have also attended some sessions.
- Regular groups using the library include the Justice of the Peace service desk and craft and reading groups which continue to grow in popularity.

11.2

5.2 **Total Number of Visits**



**5.3 Wi-Fi and Peoples Network Usage (combined total)**



11.2

**6. POOL COMPLEX**

Level of Service Category	Performance Measure	Target	2019/20 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	58
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	42,822

**6.1 Highlights for January**

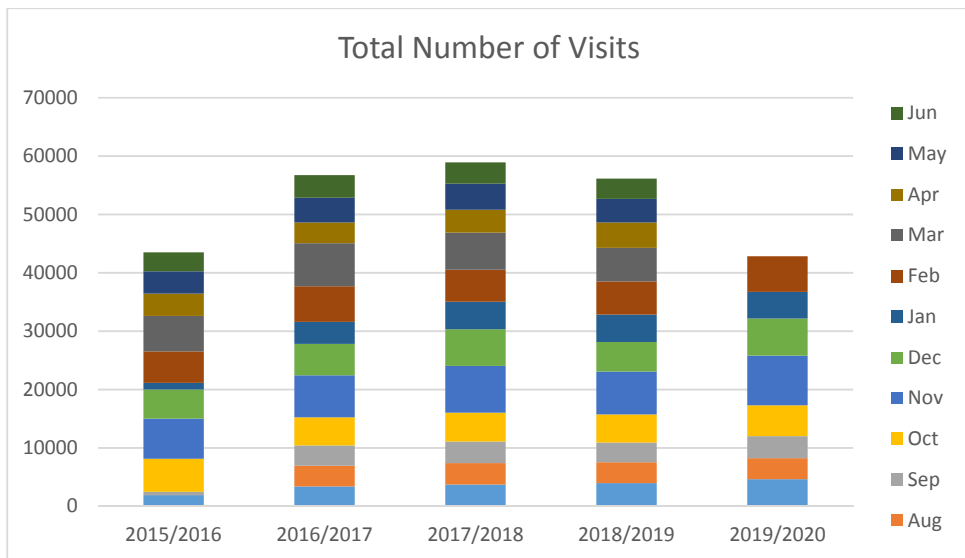
- Total Patrons through TSB Pool Complex for February 2020 was 6100, an increase from Januarys 4568, primarily due to local bookings such as school swimming lessons/training, and Swim Club, club nights.
- Community Groups using the TSB Pool Complex during the February month included Flyers Swim School and Squad, Kohatu, St Patricks Kaponga, Stratford High School Teen Parent Unit, Stratford Swimming Club, Stratford Special Needs Unit, Stratford Primary School, St Joseph’s Primary School, Midhurst Primary School, Swimming Taranaki, and TSB Pool Staff Lifeguard Training.

- There was a significant increase in our members usage in February compared with January.

Membership Type	Jan	Feb
Full	69	62
Group Fitness	131	204
Pool	497	527
Swim School	489	1624

- During the month of February the TSB Pool Complex team advertised for casual/part time qualified. The team also released their new Group Fitness timetable, planned for their upcoming Group Fitness Survey, and Children’s Day event and secured bookings for March 2020.
- A member of the public was trespassed due to causing a disturbance at the pool with nuisance/threatening behaviour.

11.2



Kate Whareaitu  
**DIRECTOR – COMMUNITY SERVICES**

Sven Hanne  
**CHIEF EXECUTIVE**

**DATE** 17 March 2020

# MONTHLY REPORT



F19/13/04 – D20/6175

**TO:** Policy and Services Committee  
**FROM:** Director – Community Services  
**DATE:** 28 April 2020  
**SUBJECT:** **REPORT FOR THE MONTH OF MARCH 2020**

## **RECOMMENDATION**

THAT the report be received.

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

11.2

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e. Community Development, Promotions, Information Centre, Pool and Library. The Long Term Plan 2018 - 2028 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**

The main points to note for March were:

- Children's Day
- Preparing and reacting to COVID-19

## 2. **COMMUNITY AND ECONOMIC DEVELOPMENT**

### 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 **Performance Measures** (*LTP Performance Measures in bold*)

	<b>Target</b>	<b>2019/20 YTD</b>
<b>Number of community events organised</b>	Minimum 2	<ul style="list-style-type: none"> <li>• Chunuk Bair Commemorations</li> <li>• Trade Graduation Celebration</li> <li>• Scarecrow Trail</li> <li>• Mayoral Gifts</li> <li>• Summer Nights Concert</li> <li>• Summer Nights Movies</li> <li>• Children's Day</li> </ul>
<b>Percentage of residents feeling a sense of community</b>	>72%	
<b>Number of projects successfully developed and implemented by youth with support from community development</b>	4	<ul style="list-style-type: none"> <li>• On the Bus – Ice Skating and Curling</li> <li>• A Scary Night: Carnival</li> <li>• On the Bus – Bowlarama</li> <li>• Colour in the Park</li> </ul>
<b>Events Council has provided or supported are measured</b>	2	<ul style="list-style-type: none"> <li>• International Day of the Older Person</li> <li>• Nigel Latta</li> <li>• NZ Hockey – Japan and Korea Series</li> <li>• Targa Rally</li> <li>• Dirty Detours</li> <li>• Stratford A&amp;P Show</li> <li>• Stratford Christmas Parade &amp; Carols</li> <li>• Take a Kid Fishing</li> <li>• School Holiday Programmes – July, Dec</li> </ul>
<b>Business mentoring and economic development support is available</b>	Venture Taranaki Quarterly Report received	Quarter Two 2019/20
<b>Provide administration support to the Stratford Business Association meetings</b>	11	7

2.3 **Youth Council**

An ordinary meeting of Youth Council was held 3 March where Youth Councillors reflected on success and learnings from Colour In The Park and looked ahead to activities over coming months. Since the meeting, the discussed careers expo being planned through Stratford High School for May was cancelled due to COVID-19 and planning for an On The Bus event put on hold.

March activity for Youth Council was limited as everyone adjusted to the unravelling situation of COVID-19 and for many, school holidays being bought forward.

A number of items have been shared across social media to reinforce the physical distancing messages and a few ideas for making the most of time at home.

Discussions are now shifting towards what challenges young people may face as a result of COVID-19 and how Youth Council might go about engaging ways to support.

#### 2.4 **Civic and Community Events**

##### Children's Day

The national Children's Day was celebrated at the TSB Pool Complex with a free entry to the pool on Sunday 3 March from 1pm – 3pm. Almost 250 children and parents attended. Thank you to Satellite Rotary for doing the free BBQ.

Due to COVID-19 no other events were delivered in March. Events postponed to later in the year:

- 2040 film screening at TET Kings Theatre

##### **Coming Up**

- ANZAC Day

#### 2.5 **Community Projects**

##### Discovery Trail

Brochure Map – currently with Little Rocket for design. First draft has been completed.

##### COVID-19 Recovery

As we transition towards the end of the lockdown, discussions with key organisations and groups will be had to start planning for community recovery.

#### 2.6 **Funding**

##### 2.6.1 Creative Communities

Round Two funding opens 10 March and closes 9 April. This close date was extend until 30 April due to COVID-19 lockdown.

##### 2.6.2 Sport New Zealand Rural Travel Fund

Round Two funding opened on 24 February and closed 20 March. Eight applications were received however due to COVID-19 the committee meeting has been postponed until further notice.

#### 2.7 **Positive Ageing**

With no meetings or events scheduled for March, activity has been focused on forwarding relevant information out to committee members so they can circulate to their networks. The April committee meeting has been cancelled and discussions for May mobility scooter workshop have been put on hold due to COVID-19.

#### 2.8 **Stratford Business Association**

##### Farmers Market

Due to COVID-19 the monthly farmers market was cancelled.

##### Romeo Business Awards

Planning for this year's awards were well underway however due to COVID-19 the committee has decided to cancel this year's event.

Events and workshops held in March include:

- March BA5 – Rotokare Trust: 11 March

The committee will meet via Zoom later this month.

### 3. **COMMUNICATIONS**

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

	<b>Target</b>	<b>2019/20 YTD</b>
<b>The number of visitors accessing Council information and services via the internet is measured</b>	Not less than previous year 2018/19 – 40,978	40,998
<b>The community is satisfied with how Council keeps them informed</b>	>85%	

11.2

#### 3.1 **Highlights**

Four Central Link updates were published in Stratford Press in March. Central Link provides weekly updates on Council activities and includes Council's public notices. Our Central Link is also uploaded to [www.stratford.govt.nz](http://www.stratford.govt.nz) and shared on [Council's Facebook page](#).

Central Link focus for March:

- Prospero Place progress update
- Rural Sport funding round
- Parks Week
- Zero Waste Lunchbox competition
- Stratford Library Wi-Fi updated
- COVID-19 updates
- Water Restrictions
- Various public notices (meeting schedule, funding rounds, temporary road closure, documents under consultation).

Media Releases posted to [www.stratford.govt.nz](http://www.stratford.govt.nz) for the month of March:

- Celebrate Parks Week with us
- Sport New Zealand Rural Travel Fund – Round Two Open
- Creative Communities Applications Open
- Water Restrictions for Stratford District
- Facilities remain open for Stratford District
- COVID-19 Update – 23 March
- Core Services continue
- Temporary changes to rubbish and recycling collection
- Message from Stratford District Mayor Neil Volzke

3.2 **Website Page Views for month 1 – 31 March 2020**

<b>Total number of users for the month</b>	4,847 ↓
<b>Total number of page views for the month</b>	15,672 ↓
<b>Top 10 pages visited for month</b>	<b>Page views</b>
Home Page	2,941
Library	803
Rubbish and recycling	745
Cemetery Search	570
Core services continue (news page)	376
Facilities remain open for Stratford District (news page)	311
Contact us	279
A-Z Services	257
Fees and Charges	249
Taranaki Regional Xplorer	207

3.3 **Official Information Requests**

For the 2019/20 calendar year, so far we have received 66 Local Government Official Information and Meetings Act (LGOIMA) requests.

The below table includes the LGOIMA's received for the month of March 2020.

<b>Date Received</b>	<b>Query</b>	<b>Due Date</b>	<b>Date Responded</b>	<b>Days to Respond</b>
4/03/2020	Dog rehoming policy	1/04/2020	12/03/2020	6
7/03/2020	CEO Twitter Account	3/04/2020	10/03/2020	2
12/03/2020	Council's latest District Valuation Roll	9/04/2020	17/03/2020	3
17/03/2020	Dealings with Arthur D Riley & Co Ltd and Associated Companies	14/04/2020	8/04/2020	16
19/03/2020	Rating Information Database	21/04/2020	14/04/2020	16
21/03/2020	Civil Defence Procedures	22/04/2020	TBC	

4. **INFORMATION CENTRE****Performance Measures** (*Performance Measures in bold*)

	<b>Target</b>	<b>2019/20 YTD</b>
<b>Number of people into the Information Centre is measured</b>	>40,000	38,216 (February) (Unable to access March data)
<b>Number of users of AA Agency Services is measured</b>	>10,000	11,128 (February) (Unable to access March data)
<b>Percentage customers are satisfied</b>	>75%	

The i-SITE closed its doors to the public on Monday 23 March due to COVID-19 Alert Level 3. Due to the lockdown officers were unable to access relevant reporting data.

5. **LIBRARY****Performance Measures** (*Performance Measures in bold*)

	<b>Target</b>	<b>2019/20</b>
<b>Number of people visiting the library is measured</b>	<b>&gt;90,000</b>	43,272 (February) (Unable to access March data)
<b>Users satisfied with library services</b>	<b>&gt;80%</b>	
<b>Number of people accessing the Wi-Fi service is measured</b>	<b>&gt;15,000</b>	19,483 (February) (Unable to access March data)
<b>Number of people accessing the People's Network is measured.</b>	<b>&gt;10,000</b>	5,398 (February) (Unable to access March data)

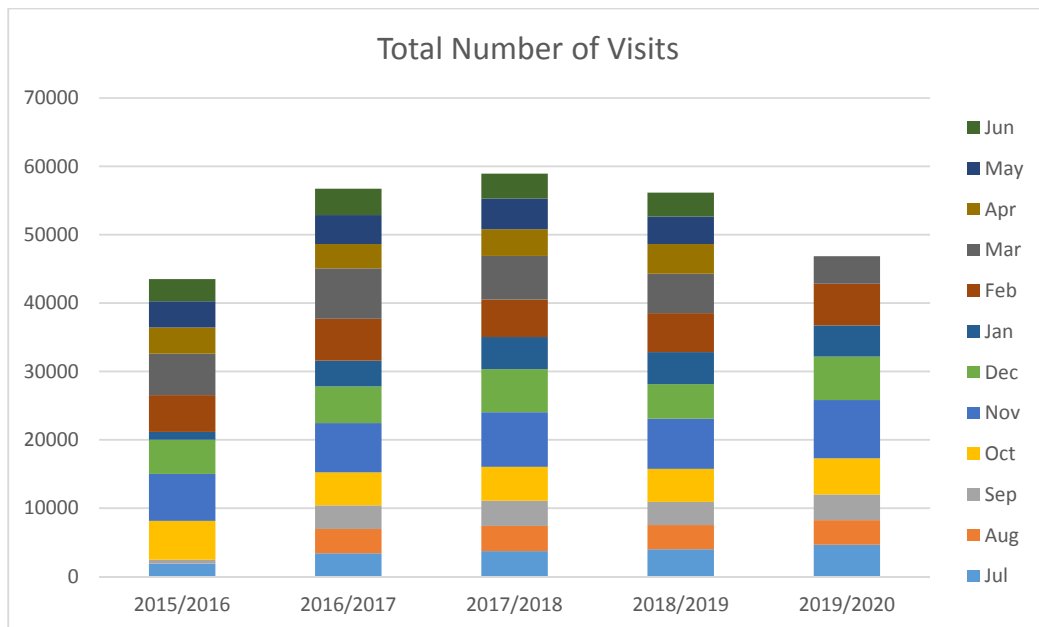
The Library closed its doors to the public on Monday 23 March due to COVID-19 Alert Level 3. Due to the lockdown officers were unable to access relevant reporting data.

6. **POOL COMPLEX**

<b>Level of Service Category</b>	<b>Performance Measure</b>	<b>Target</b>	<b>2019/20 YTD</b>
<b>The pool complex will be a safe place to swim</b>	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	Unable to access March data
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
<b>The pool facilities meet demand</b>	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	46,851

6.1 **Highlights for March**

- Total Patrons through TSB Pool Complex for March 2020 was 4,029, a significant decrease from February's 6,100, due to the COVID-19.



11.2

- On 1 March the pool hosted the annual Children’s Day event, bring in a total of 243 patrons (88 Adults, and 155 Children). An increase from 2019’s 173, and 2018’s 197.
- Community Groups using the TSB Pool Complex during March included: Flyers Swim School and Squad, Avon Primary School, Stratford Swimming Club, Midhurst Primary School, Inglewood Oscar School Holiday Programme, Auroa Primary School, Ngaere School for the Rural Cluster Swimming Sports, Taranaki Masters Swimming Games. Additional bookings included: Stratford High Special Needs Unit, Stratford High Teen Parent Unit, and Kohatu Rest Home however they cancelled their bookings due to COVID-19.
- Of the 757 total Booking entrees, 455 of these were for School Swimming Sport events, 198 were from School Swimming Lessons, 55 from Club Nights, 30 from Community Bookings, 11 from School Fun Days, 5 from Private Lessons and 3 from Staff Training.
- Due to COVID-19 on Monday 23 March 2020 all pool programmes were suspended. This included Group Fitness Classes, Learn to Swim Lessons, Birthday Parties and Pool Bookings. Following the Government’s announcement with the shift to Alert Level 3, the facility was fully closed as of 2.00pm. From opening at 6.30am through until closure at 2.00pm we had a total of 14 people through the facility.

Kate Whareaitu  
**DIRECTOR – COMMUNITY SERVICES**

Sven Hanne  
**CHIEF EXECUTIVE**

**DATE 21 April 2020**



F19/13/04 – D20/3382

# MONTHLY REPORT

**TO:** Policy and Services Committee  
**FROM:** Director – Environmental Services  
**DATE:** 28 April 2020  
**SUBJECT:** **REPORT FOR THE MONTH OF FEBRUARY 2020**

## RECOMMENDATION

THAT the report be received.

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

11.3

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 2018-2028 sets the performance measures and this report presents progress to date against the target for each performance measure.

### 1. OVERVIEW

Fourteen building consents were received in February:

- Thirteen of those received were for residential activity – with three new dwellings and no relocations.
- One commercial application was received.

### 2. STRATEGIC/LONG TERM PLAN PROJECTS

Boffa Miskell consultants have drafted a framework for a new District Plan following the workshops that were held last year. Further discussions with councillors will be needed to confirm the direction and scope for the remainder of this project.

### 3. DASHBOARD- ALL BUSINESS UNITS

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

ACTIVITY	RESULT
<b>Building Control Authority</b>	
Building Consents Applications	14
Building Consents Issued	19
Building Consents Placed on Hold	0
Inspections completed	72
Code Compliance Certificate Application	15
Code Compliance Certificate Issued	15
Code Compliance Certificate Refused	0
Number of Building Consents Received in Hard Copy	4
Number of Buildings Consents Received Digitally	10
Building Act Complaints received and responded to	1
<b>Planning</b>	
Land Use Consents Received	2
Land Use Consents Granted	2
Subdivision Consents Received	0
Subdivision Consents Granted	0
223/224 Applications Received	4
223/224 Applications Granted	4
Resource Consent Applications Received in Hard Copy	2
Resource Consent Applications Received in Digital Form	0
Resource Consent Placed on Hold or Returned	2
LIM's Received	9
LIM's Granted	6
Registered Premises Inspected for Compliance under the Food or Health Act	8
Health or Food Act Complaints Received and responded to	2
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act	2
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	8
Bylaw Complaints Received and responded to <sup>1</sup>	25
Dog Complaints Received and responded to <sup>2</sup>	15

<sup>1</sup> A breakdown of the complaint types will be provided at the meeting.

<sup>2</sup> A breakdown of the complaint types will be provided at the meeting.



#### 4. KEY PERFORMANCE INDICATORS – ALL BUSINESS UNITS

##### 4.1 Building Services

Level of Service	Performance Measures	Targets	Status
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	100%
	Percentage of inspection requests completed within 1 working day of request.	100%	100%
	Percentage of code compliance certificate applications determined within 20 working days	100%	100%
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes	100%	100%
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Current
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided	>80%	78%

##### 4.2 Planning and Bylaws

Level of Service	Performance Measure	Target	Status
To promote the sustainable management and use of land and public spaces.	To undertake a comprehensive review of the district plan, with notification no later than 2018/19.	Feedback on draft	Work on the review of the District Plan has begun and a draft framework for a proposed District Plan has been prepared.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	Drafting, notification / hearings	Polices and bylaws for review have been identified and are currently in progress, beginning with bylaws.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	100%
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	100%
	% of S223 and S224 applications processed within 10 working days.	100%	100%
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	80%

### 4.3 Community Health and Safety

Level of Service	Performance Measure	Target	Status
To fulfil obligations to improve, promote and protect public health	Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	100%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	100%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	100%
To ensure dogs are controlled	Percentage of known dogs registered	97%	96%
	Percentage of dog attack/wandering dog complaints responded to within an hour	97%	100%

11.3

## 5. DETAILED REPORTING BUILDING SERVICES

### 5.1 Building Control Authority (BCA)

#### 5.1.1 Compliance/Notices to Fix issued as a BCA

No Notices to Fix were issued in February.

#### 5.1.2 Lapsed Consents

Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 10 months previously, against which no inspections have been recorded.

No building consents have lapsed, following warning letters sent over the last reporting period. No warning letters have been issued for February, as no review of consents reaching their 10 month anniversary was completed.

**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:

<b>Incident</b>	<b>Occurrence this month</b>
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.	With GoLive complete for Simpli and GoGet the focus will now be on switching to the IANZ approved Simpli online QMS. This will be an action for the new Quality Assurance Manager. Once implemented this will be notified to the required entities.

11.3

**5.1.4 Training needs analysis**

No training attended in February 2020.

**5.1.5 Internal audit/external audit timetable**

No internal or external audits took place during February. The next external audit is scheduled for June/July 2020.

**5.2 Territorial Authority****5.2.1 Compliance Schedules/Building Warrants of Fitness**

One Compliance Schedule was issued for February 2020. No notifications were issued for Warrant of Fitness renewal.

**5.2.2 Earthquake Prone Buildings**

Currently council officers are in the stock-take phase of identifying buildings. The report to the MBIE on our progress has been completed.

**5.2.3 Swimming Pools**

Fourteen inspections were completed in February. Inspections are scheduled to continue from next month.

**5.2.4 Non Standard Site Register Maintenance**

No new sites were added to the non-standard site register this month.

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

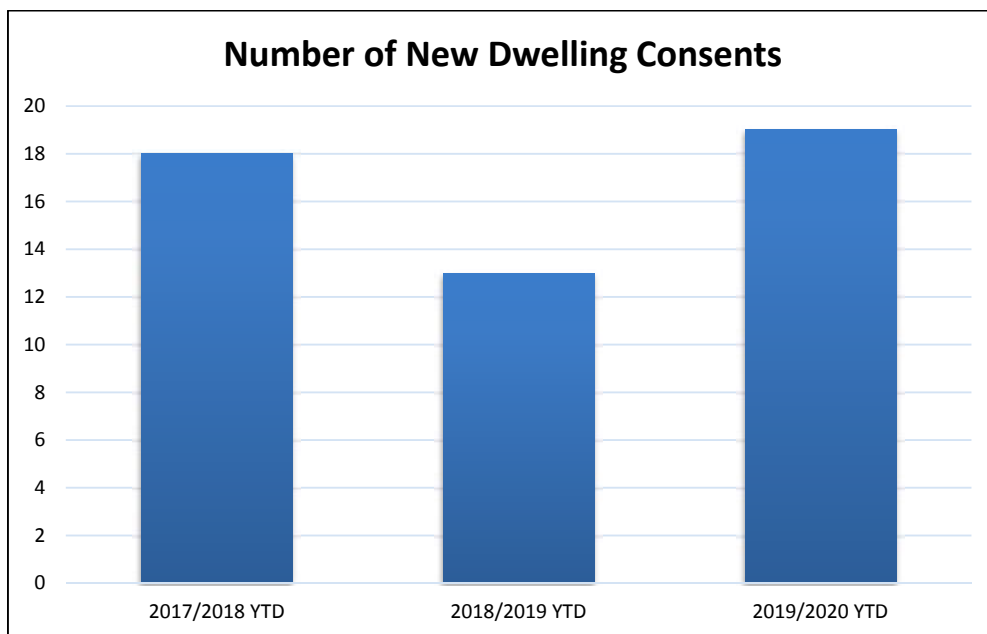
No NTF actions remain in progress.

**5.3 Trends Analysis**

5.3.1 Consents applied for by type:

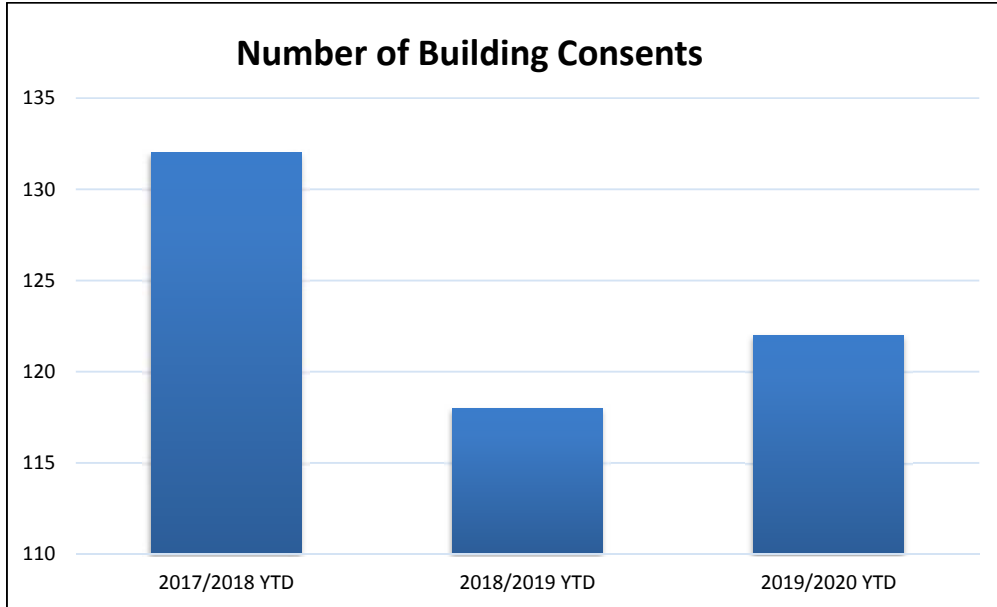
Type	This month	Last year (corresponding month)	This Year (YTD) 2019/20	Last Year (Total) 2018/19
New Dwellings	3	2	16	10
Relocated dwellings	0	0	6	5
Relocated buildings other than dwellings	0	0	0	0
Fires	4	2	13	16
Pole sheds/accessory buildings	4	2	27	25
Additions and alterations – residential	2	2	29	14
New Commercial buildings	1	0	3	7
Additions and alterations – commercial	0	0	10	6
Other/miscellaneous	0	1	4	8
<b>Total/s</b>	14	9	<b>122</b>	<b>100</b>

New House indicator by year



Year to date	New Dwellings
2017/2018 YTD	18
2018/2019 YTD	13
2019/2020 YTD	19

Consent numbers by year



11.3

Year to date	Building Consents
2017/2018 YTD	132
2018/2019 YTD	118
2019/2020 YTD	122

B Sutherland  
**DIRECTOR - ENVIRONMENTAL SERVICES**

[Approved]  
 S Hanne  
**CHIEF EXECUTIVE**

**DATE** 17 March 2020

# MONTHLY REPORT



F19/13/04 – D20/3382

**TO:** Policy and Services Committee  
**FROM:** Director – Environmental Services  
**DATE:** 28 April 2020  
**SUBJECT:** **REPORT FOR THE MONTH OF MARCH 2020**

**RECOMMENDATION**

THAT the report be received.

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

11.3

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 2018-2028 sets the performance measures and this report presents progress to date against the target for each performance measure.

**1. OVERVIEW**

Twenty three building consents were received in March:

- Fifteen of those received were for residential activity – with one new dwelling and one relocation.
- Eight commercial applications were received.

**2. STRATEGIC/LONG TERM PLAN PROJECTS**

Boffa Miskell consultants have drafted a framework for a new District Plan following the workshops that were held last year. Further discussions with councillors will be needed to confirm the direction and scope for the remainder of this project.

### 3. **DASHBOARD- ALL BUSINESS UNITS**

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

<b>ACTIVITY</b>	<b>RESULT</b>
<b>Building Control Authority</b>	
Building Consent Applications	23
Building Consents Issued	19
Building Consents Placed on Hold	0
Inspections completed	44
Code Compliance Certificate Application	12
Code Compliance Certificate Issued	12
Code Compliance Certificate Refused	0
Number of Building Consents Received in Hard Copy	12
Number of Buildings Consents Received Digitally	11
Building Act Complaints received and responded to	0
<b>Planning</b>	
Land Use Consents Received	5
Land Use Consents Granted	4
Subdivision Consents Received	4
Subdivision Consents Granted	3
223/224 Applications Received	3
223/224 Applications Granted	1
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	9
Resource Consent Placed on Hold or Returned	4
LIM's Received	11
LIM's Granted	11
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.	1
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	7
Bylaw Complaints Received and responded to <sup>1</sup>	33
Dog Complaints Received and responded to <sup>2</sup>	23

<sup>1</sup> A breakdown of the complaint types will be provided at the meeting.

<sup>2</sup> A breakdown of the complaint types will be provided at the meeting.

#### 4. **KEY PERFORMANCE INDICATORS – ALL BUSINESS UNITS**

##### 4.1 **Building Services**

Level of Service	Performance Measures	Targets	Status
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	100%
	Percentage of inspection requests completed within 1 working day of request.	100%	100%
	Percentage of code compliance certificate applications determined within 20 working days	100%	100%
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes	100%	100%
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Current
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided	>80%	78%

##### 4.2 **Planning and Bylaws**

Level of Service	Performance Measure	Target	Status
To promote the sustainable management and use of land and public spaces.	To undertake a comprehensive review of the district plan, with notification no later than 2018/19.	Feedback on draft	Work on the review of the District Plan has begun and a draft framework for a proposed District Plan has been prepared.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	Drafting, notification / hearings	Polices and bylaws for review have been identified and are currently in progress, beginning with bylaws.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	100%
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	100%
	% of S223 and S224 applications processed within 10 working days.	100%	100%
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	80%



### 4.3 Community Health and Safety

Level of Service	Performance Measure	Target	Status
To fulfil obligations to improve, promote and protect public health	Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	100%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	100%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	100%
To ensure dogs are controlled	Percentage of known dogs registered	97%	96%
	Percentage of dog attack/wandering dog complaints responded to within an hour	97%	100%

11.3

## 5. DETAILED REPORTING BUILDING SERVICES

### 5.1 Building Control Authority (“BCA”)

#### 5.1.1 Compliance/Notices to Fix issued as a BCA

Two Notices to Fix were issued in March.

#### 5.1.2 Lapsed Consents

Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 10 months previously, against which no inspections have been recorded.

No building consents have lapsed, following warning letters sent over the last reporting period. No warning letters have been issued for March, as no review of consents reaching their 10 month anniversary was completed.

### 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.	With GoLive complete for Simpli and GoGet the focus will now be on switching to the IANZ approved Simpli online QMS. This will be an action for the new Quality Assurance Manager. Once implemented this will be notified to the required entities.

11.3

### 5.1.4 Training needs analysis

The Building Control Officers attended the Concrete Masonry course NZS 4229 training on 4 March 2020.

### 5.1.5 Internal audit/external audit timetable

No internal or external audits took place during March. The next external audit is scheduled for July 2020. We have received notification of the audit from International Accreditation New Zealand along with a request to provide some documentation prior to the audit. We are currently working on gathering that documentation which is due to be supplied by 29 May 2020.

## 5.2 Territorial Authority

### 5.2.1 Compliance Schedules/Building Warrants of Fitness

No Compliance Schedules were issued for March 2020. No notifications were issued for Warrant of Fitness renewal.

5.2.2 Earthquake Prone Buildings

Currently council officers are in the stock-take phase of identifying buildings. The report to the MBIE on our progress has been completed.

5.2.3 Swimming Pools

Fourteen inspections were completed in March. Inspections are scheduled to continue from next month.

5.2.4 Non Standard Site Register Maintenance

No new sites were added to the non-standard site register this month.

5.2.5 Notices to Fix/Other Compliance as a Territorial Authority

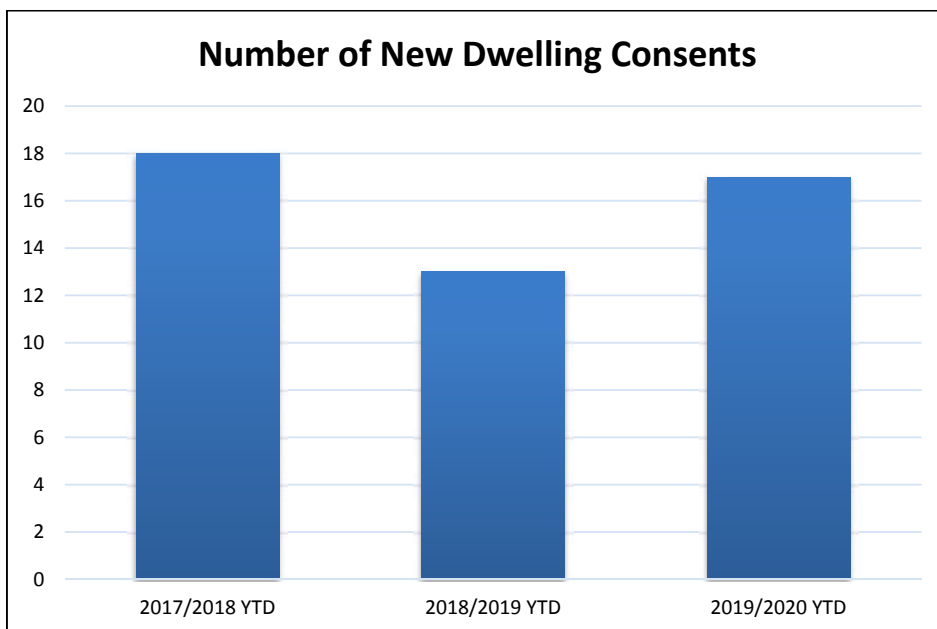
No NTF actions remain in progress.

**5.3 Trends Analysis**

5.3.1 Consents applied for by type:

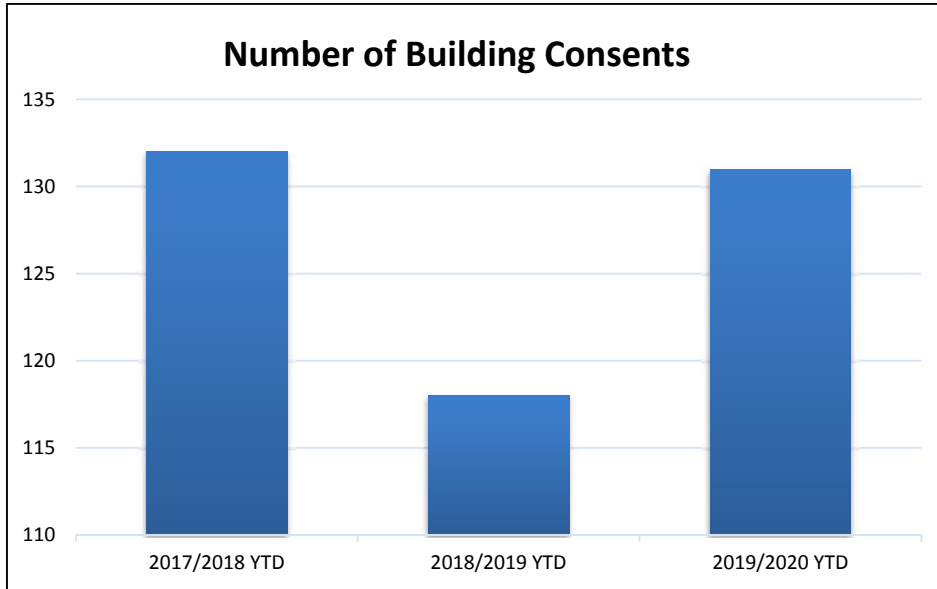
Type	This month	Last year (corresponding month)	This Year (YTD) 2019/20	Last Year (Total) 2018/19
New Dwellings	1	0	17	10
Relocated dwellings	1	1	7	6
Relocated buildings other than dwellings	0	0	0	0
Fires	5	9	18	25
Pole sheds/accessory buildings	5	4	32	29
Additions and alterations – residential	5	7	34	21
New Commercial buildings	1	0	4	7
Additions and alterations – commercial	0	0	10	6
Other/miscellaneous	5	1	9	9
<b>Total/s</b>	<b>23</b>	<b>0</b>	<b>131</b>	<b>113</b>

New House indicator by year



Year to date	New Dwellings
2017/2018 Same period	18
2018/2019 Same period	13
2019/2020 YTD	17

Consent numbers by year



11.3

Year to date	Building Consents
2017/2018 Same period	132
2018/2019 Same period	118
2019/2020 YTD	131

B Sutherland  
**DIRECTOR - ENVIRONMENTAL SERVICES**

[Approved]  
 S Hanne  
**CHIEF EXECUTIVE**

**DATE** 21 April 2020

# MONTHLY REPORT



**TO:** Policy and Services Committee

F19/13/04 – D20/4445

**FROM:** Director – Corporate Services

**DATE:** 28 April 2020

**SUBJECT:** CORPORATE SERVICES REPORT – FEBRUARY 2020

## RECOMMENDATION

THAT the report be received.

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

11.4

## 1. FINANCIAL MANAGEMENT

Reports attached as at 29 February 2020 are:

- 1) Statement of Comprehensive Revenue and Expenses Report
- 2) Balance Sheet
- 3) Expenditure and Revenue by Activity
- 4) Capital Expenditure Report
- 5) Treasury Report
- 6) Cashflow Forecast
- 7) Debtors Report
- 8) Percy Thomson – Schedule of Investments and Investment Policy

### 1.1 SUMMARY OF FINANCIAL RESULTS AND PROGRESS

#### **Operational Results – Year to Date (seven months of financial year)**

Overall, total revenue is tracking over budget by \$498,326. Total expenditure is under budget by \$483,280, resulting in a positive variance against budget for the year to date (“YTD”) net surplus of \$981,606.

The grants and donations revenue received to date was unbudgeted for, along with financial contributions received and dividends received. User charges is \$151,000 over budget as at February 2020. Rates penalties, farm milk receipts, regulatory charges, New Zealand Transport Agency (“NZTA”) subsidies, and transfer station income are all over budget for the year to date.

Expenditure is down against budget, as a result of various factors. The gain on the sale of the Campbell farmhouse less the demolition of ANZ building netted off at a \$228,000 gain on sale (treated as negative expenditure). Interest on debt is \$164,000 below budget YTD (budgeted interest rate was conservative at 3.4 per cent). Direct operating expenditure is also below budget by \$159,000. Savings in the water supply activity have resulted in the YTD expenditure being \$156,000 lower than budget.

### Capital Expenditure Report

Total capital expenditure budgeted in the Annual Plan 2019/20 is \$7,467,000. In addition, \$1,964,621 has been carried forward from work not completed in previous years. This gives a combined total capital expenditure budget for 2019/20 of \$9,431,621. Total estimated capital expenditure for the year has been re-forecasted down to \$6,951,078, with some significant carry forwards to 2020/21 likely.

All proposed carry forwards will come to Council for approval by the end of June before being added to the 2020/21 capital expenditure budget.

The attached Capital Expenditure Report details actual expenditure to date, of \$3,722,711.

Significant projects for the 2019/20 year include the following:

• Council Subdivision	\$1,060,839 (self-funded)
• Stormwater – Reticulation capacity increase	\$348,640 (loan-funded)
• Parks and Reserves – Discovery Trail	\$151,575 (grant-funded)
• Broadway / Prospero Place Upgrade	\$91,424 (loan-funded)
• Demolition of ANZ building	\$62,000 (loan-funded)
• Animal Control – New Dog Pound	\$61,300 (loan-funded)

In addition, capital expenditure includes \$4,497,675 (re-forecasted figure) of asset replacements, funded by depreciation reserves and NZTA funding.

### Matters outstanding from previous meetings – Percy Thomson Trust Investments

The Percy Thomson Trust Schedule of Investments and Investment Policy is attached to this report. The investment mix as at February 2020 complies with the Investment Policy.

The total amount invested, of \$1,016,792, is currently providing an average return of \$54,637 (5.4 per cent) to the Trust. The Trust has budgeted for \$54,000 of interest revenue in its 2020/21 Statement of Intent financial budget.

There are currently no investments held in the share market, therefore the Trust is not directly exposed to the current risk of a recession and the likelihood of major falls in the market value of shares.

**1.2 TREASURY MANAGEMENT**

The current debt position remains the same as the previous month. The weighted average rate for Council debt is currently 2.66 per cent.

All internal, and Local Government Funding Agency (“LGFA”), covenants were met as at 29 February 2020.

The Council is now officially a guarantor with LGFA, which means that all new loans will have a reduced rate of 0.1 per cent. In April, \$3,000,000 of debt is maturing, and a further \$1,000,000 of debt in May. With interest rates at record lows and not expected to increase over the next couple of months, particularly with the Covid-19 outbreak, it is expected that the debt will be refinanced at lower interest rates (dependent on the term of debt decided on).

	<b>Actual</b>	<b>Policy</b>
Actual Fixed Debt	79%	>60%
Actual Floating Debt	21%	<60%
Fixed 1-3 years	24%	10-60%
Fixed 3-5 years	24%	10-60%
Fixed >5 years	24%	5-60%
Debt Matures 1-2 years	24%	10-60%
Debt Matures 2-4 years	24%	10-60%
Debt Matures > 4 years	24%	10-60%
Debt Servicing to Revenue Ratio	2%	<10%
Debt to Revenue Ratio	44%	<130%
Liquidity Ratio	136%	>110%
Net Debt per Capita	\$ 1,085	<\$3,000
Net Debt per Ratepayer	\$ 2,171	No specified limit

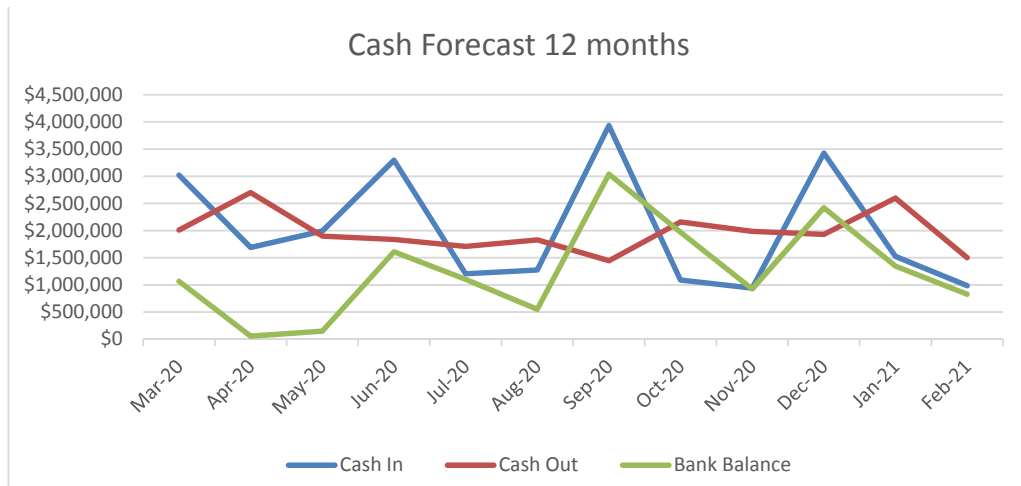
11.4

**Cash Position and Forecast**

Council Subdivision Receipts - It is expected that the first 8 sections sold will be settled in March, now that titles have been issued, resulting in over \$1,000,000 in cash receipts.

The new swimming pool development work is expected to commence in January 2020.

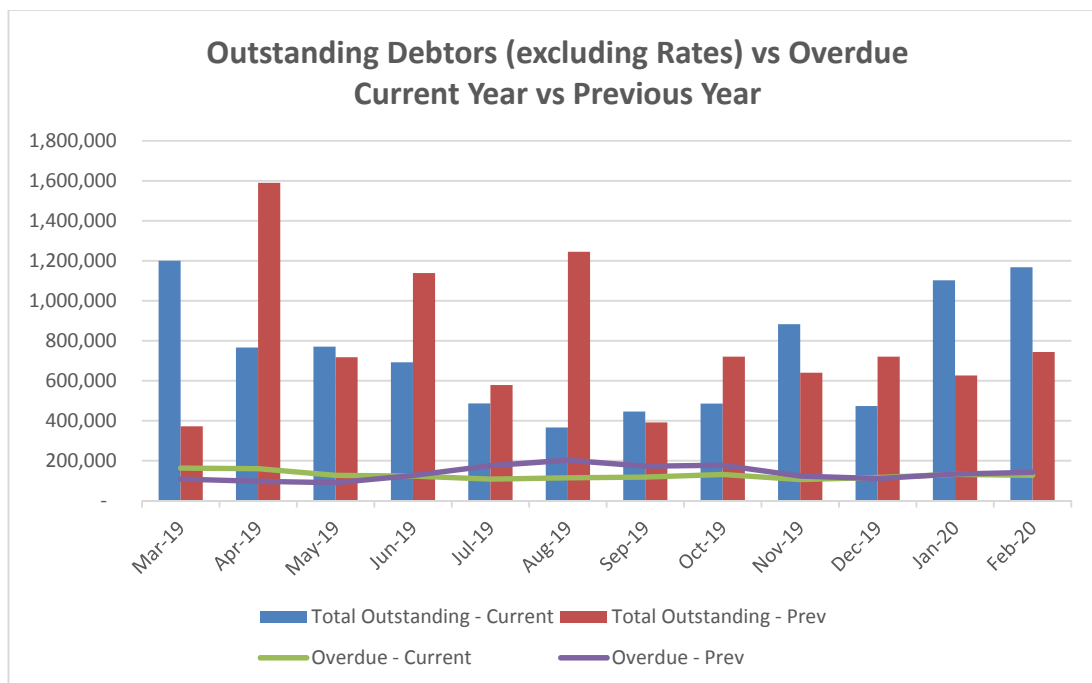
There is no expectation of any change to investments or debt levels over the next 12 months.



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**1.3 DEBTORS COLLECTION**

Overdue debtor balances remain consistent. There are no areas of particular concern.



**2.0 RATES**

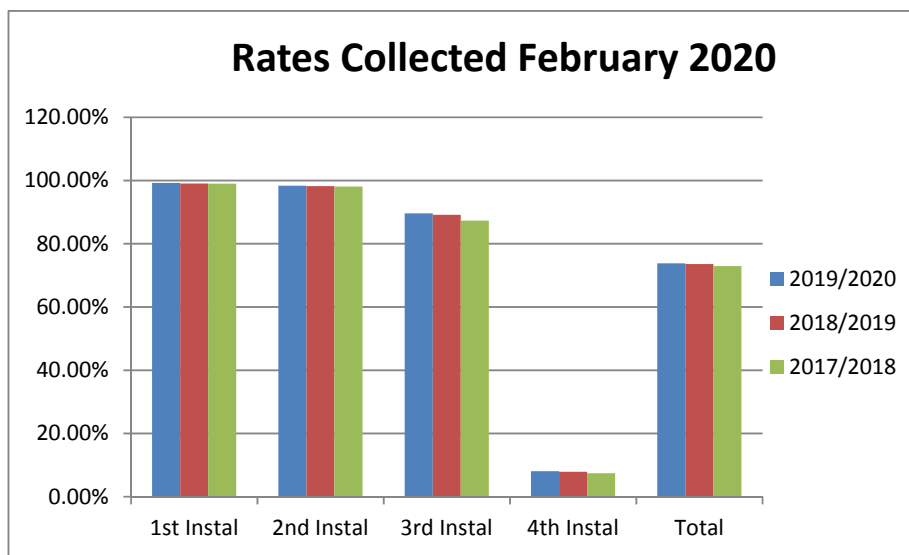
The Stratford District rating valuation will be carried out by Quotable Value (“QV”) towards the end of 2020 and will take effect on rates from 1 July 2021. February 2020 QV figures show that the average house price in the Stratford District is currently \$318,334, which is \$83,962 (36 per cent) higher since the last revaluation.

Rates Arrears (owing from 2018/19 year and earlier) \$26,298 – As at 29 February 2020, 89 per cent of rates in arrears have been collected since 1 July 2019 (2018: 90%).



- There are three properties with overdue rates potentially going up for mortgagee sale.
- A property that was with the courts for rates recovery by way of property rating sale, has started making payments and so the process is on hold for now.
- One property is with the debt collector as the property market value is too low to justify incurring expenditure through the legal process.
- The remaining ratepayers with arrears have entered into payment arrangements with the Council

**Current Year Rates** – As at 29 February 2020, 74 per cent of rates had been collected (2018, 74%).



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### **3.0 INFORMATION TECHNOLOGY AND RECORDS**

- The Community Archives Collection and Management Policy was adopted by Council in March.
- The IT Acceptable Use Policy has been recently updated and circulated to all staff, with particular note to avoid streaming online content while using the mobile data setting (rather than wifi) as it incurs additional cost to Council.
- Email sent to all staff to check legitimacy (with IT staff) of Coronavirus related emails, particularly with links or requests for information or payment. There are many scams circulating at the moment so it is important staff are vigilant.
- There was an issue with a USB stick given to a customer which subsequently melted while inserted into a computer. All internal USB sticks have been recalled and the particular brand no longer used. The supplier has been contacted. However, it is likely that it was just a one-off issue as no further USB sticks have tested as faulty.



Tiffany Radich  
**DIRECTOR – CORPORATE SERVICES**



Approved By:  
Sven Hanne  
**CHIEF EXECUTIVE**

**DATE** 17 March 2020

## Statement of Comprehensive Revenue and Expense

For the Period Ended 29 February 2020

	February '20 Actual YTD	February '20 Budget YTD	Variance YTD	Total Budget 2019/20	February '19 Actual YTD
<b><u>Revenue</u></b>					
Finance Revenue	\$62,257	\$84,000	(\$21,743)	\$126,000	\$70,227
NZTA Financial Assistance	\$2,606,051	\$2,494,000	\$112,051	\$3,741,000	\$3,179,279
Grants and Donations	\$166,697	\$0	\$166,697	\$124,000	\$28,504
Rates Revenue other than Water Supply Rate	\$9,280,048	\$9,258,750	\$21,298	\$12,345,000	\$8,960,243
Water Supply Targeted Rate	\$153,074	\$173,250	(\$20,176)	\$462,000	\$150,462
Sundry Revenue	\$36,805	\$34,200	\$2,605	\$41,000	\$33,766
Dividends	\$54,930	\$0	\$54,930	\$0	\$0
Financial Contributions	\$31,451	\$0	\$31,451	\$0	\$32,543
Sale of land	\$0	\$0	\$0	\$4,360,000	\$0
User Charges for Services	\$1,783,107	\$1,631,894	\$151,213	\$2,249,000	\$1,602,600
<b>Total Revenue</b>	<b>\$14,174,420</b>	<b>\$13,676,094</b>	<b>\$498,326</b>	<b>\$23,449,000</b>	<b>\$14,057,624</b>
<b><u>Operating Expenditure</u></b>					
Personnel Costs	\$2,662,847	\$2,336,192	(\$326,655)	\$3,573,000	\$2,252,729
Other Direct Operating Costs	\$6,415,253	\$6,901,344	\$486,091	\$10,104,000	\$7,103,086
<b>Total Operating Expenditure</b>	<b>\$9,078,100</b>	<b>\$9,237,536</b>	<b>\$159,436</b>	<b>\$13,677,000</b>	<b>\$9,355,815</b>
(See attached Breakdown to Activity Cost)					
<b><u>Other Operating Expenditure</u></b>					
Loss (Gain) on disposal of assets	(\$228,383)	\$0	\$228,383	\$0	\$0
Depreciation	\$2,916,488	\$2,872,200	(\$44,288)	\$4,308,300	\$2,927,403
Finance Costs	\$262,372	\$426,667	\$164,295	\$640,000	\$313,582
Impairment landfill costs	\$23,346	\$0	(\$23,346)	\$0	\$0
Sundry Expenditure	\$1,200	\$0	(\$1,200)	\$0	\$9,315
<b>Total Other Expenditure</b>	<b>\$2,975,023</b>	<b>\$3,298,867</b>	<b>\$323,844</b>	<b>\$4,948,300</b>	<b>\$3,250,300</b>
<b>Total Expenditure</b>	<b>\$12,053,123</b>	<b>\$12,536,403</b>	<b>\$483,280</b>	<b>\$18,625,300</b>	<b>\$12,606,115</b>
<b>Net Surplus (Deficit)</b>	<b>\$2,121,297</b>	<b>\$1,139,691</b>	<b>\$981,606</b>	<b>\$4,822,700</b>	<b>\$1,451,509</b>

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## Statement of Financial Position

As at 29 February 2020

	February '20 Actual YTD
<b>Assets</b>	
<b><u>Current Assets</u></b>	
Cash and Cash Equivalents	\$1,919,345
Short Term Deposits	\$4,000,000
Receivables	\$1,193,399
Inventory - assets held for sale	\$1,313,694
Prepayments	\$10,511
Other Financial Assets	\$18,670
<b>Current Assets Total</b>	<b>\$8,455,619</b>
<b><u>Non-Current Assets</u></b>	
<b>Investment in Other Financial Assets</b>	
LGFA Borrower Notes	\$216,000
Other Loans	\$19,323
Shares	\$733,293
Trust Settlements	\$110
Work in Progress	\$6,116,184
Property, Plant & Equipment / Intangibles	\$315,710,681
<b>Non-Current Assets Total</b>	<b>\$322,795,591</b>
<b>Assets Total</b>	<b>\$331,251,210</b>
<b>Liabilities &amp; Equity</b>	
<b><u>Equity</u></b>	
Renewal Reserves	\$3,613,761
Contingency Reserve	\$504,500
Other Council Created Reserves	\$1,050,228
Restricted Reserves	\$634,679
Targeted Rate Reserves	-\$664,498
Asset Revaluation Reserves	\$132,837,072
Retained Earnings	\$175,961,036
<b>Equity Total</b>	<b>\$313,936,778</b>
<b><u>Liabilities</u></b>	
<b>Current Liabilities</b>	
Borrowings (maturing less than one year)	\$4,000,000
Provision for Landfill Aftercare	\$10,858
Employee Entitlements	\$117,006
Payables and Deferred Revenue	\$2,595,345
<b>Non-Current Liabilities</b>	
Borrowings	\$10,500,000
Employee Entitlements	\$47,264
Provision for Landfill Aftercare	\$43,959
<b>Liabilities Total</b>	<b>\$17,314,432</b>
<b>Liabilities &amp; Equity Total</b>	<b>\$331,251,210</b>

## Activity Revenue and Expense Report

For the Period Ended 29 February 2020

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	February '20 Actual YTD	February '20 Budget YTD	Variance YTD	Total Budget 2019/20	February '19 Actual YTD
<b><u>Community Services</u></b>					
<b>Aerodrome</b>					
Expenditure	\$53,005	\$59,283	\$6,278	\$88,600	\$52,189
Revenue	\$16,384	\$14,333	\$2,051	\$21,500	\$15,900
Net cost of activity	\$36,621	\$44,950	\$8,329	\$67,100	\$36,289
<b>Civic Amenities</b>					
Expenditure	\$357,456	\$403,332	\$45,876	\$545,600	\$354,560
Revenue	\$38,409	\$49,894	(\$11,485)	\$67,600	\$45,900
Net cost of activity	\$319,047	\$353,438	\$34,391	\$478,000	\$308,660
<b>Pensioner Housing</b>					
Expenditure	\$48,471	\$57,464	\$8,993	\$82,000	\$56,593
Revenue	\$44,297	\$42,400	\$1,897	\$63,600	\$43,800
Net cost of activity	\$4,174	\$15,064	\$10,890	\$18,400	\$12,793
<b>Community Development</b>					
Expenditure	\$338,375	\$276,067	(\$62,308)	\$378,500	\$214,712
Revenue	\$28,844	\$20,500	\$8,344	\$20,500	\$13,300
Net cost of activity	\$309,531	\$255,567	(\$53,964)	\$358,000	\$201,412
<b>Library</b>					
Expenditure	\$402,419	\$373,453	(\$28,966)	\$557,000	\$341,781
Revenue	\$12,567	\$12,267	\$300	\$18,400	\$13,300
Net cost of activity	\$389,852	\$361,187	(\$28,665)	\$538,600	\$328,481
<b>Parks and Reserves</b>					
Expenditure	\$345,000	\$374,007	\$29,007	\$557,800	\$367,472
Revenue	\$6,036	\$5,867	\$169	\$8,800	\$6,600
Net cost of activity	\$338,964	\$368,141	\$29,177	\$549,000	\$360,872
<b>Cemeteries</b>					
Expenditure	\$122,752	\$148,533	\$25,781	\$222,500	\$127,020
Revenue	\$61,373	\$81,400	(\$20,027)	\$122,100	\$84,600
Net cost of activity	\$61,379	\$67,133	\$5,754	\$100,400	\$42,420
<b>TSB Pool Complex</b>					
Expenditure	\$578,913	\$532,420	(\$46,493)	\$793,900	\$521,211
Revenue	\$166,431	\$155,333	\$11,098	\$233,000	\$160,100
Net cost of activity	\$412,482	\$377,087	(\$35,395)	\$560,900	\$361,111
<b><u>Democracy and Corporate Support</u></b>					
Expenditure	\$748,988	\$757,267	\$8,279	\$1,134,000	\$647,013
Revenue	\$109,324	\$84,200	\$25,124	\$101,000	\$70,466
Net cost of activity	\$639,664	\$673,067	\$33,403	\$1,033,000	\$576,547
<b><u>Economy</u></b>					
<b>Economic Development</b>					
Expenditure	\$255,992	\$268,250	\$12,258	\$402,000	\$294,449
Net cost of activity	\$255,992	\$268,250	\$12,258	\$402,000	\$294,449
<b>Information Centre</b>					
Expenditure	\$230,611	\$195,050	(\$35,561)	\$292,000	\$240,164
Revenue	\$61,292	\$74,600	(\$13,308)	\$111,900	\$72,600
Net cost of activity	\$169,319	\$120,450	(\$48,869)	\$180,100	\$167,564

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	February '20 Actual YTD	February '20 Budget YTD	Variance YTD	Total Budget 2019/20	February '19 Actual YTD
<b>Rental Properties</b>					
Expenditure	\$32,833	\$36,210	\$3,377	\$52,000	\$34,995
Revenue	\$22,573	\$22,867	(\$294)	\$34,300	\$38,200
Net cost of activity	\$10,260	\$13,343	\$3,083	\$17,700	-\$3,205
<b>Farm</b>					
Expenditure	\$148,512	\$148,267	(\$245)	\$220,000	\$141,978
Revenue	\$360,055	\$336,333	\$23,722	\$504,500	\$311,700
Net cost of activity	-\$211,543	-\$188,067	\$23,476	-\$284,500	-\$169,722
<b>Holiday Park</b>					
Expenditure	\$10,280	\$10,667	\$387	\$16,000	\$12,377
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$10,280	\$10,667	\$387	\$13,000	\$12,377
<b>Environmental Services</b>					
<b>Building Control</b>					
Expenditure	\$309,036	\$278,000	(\$31,036)	\$416,200	\$303,850
Revenue	\$200,837	\$174,467	\$26,370	\$261,700	\$127,900
Net cost of activity	\$108,199	\$103,533	(\$4,666)	\$154,500	\$175,950
<b>District Plan</b>					
Expenditure	\$85,427	\$97,733	\$12,306	\$146,600	\$57,208
Net cost of activity	\$85,427	\$97,733	\$12,306	\$146,600	\$57,208
<b>Resource Consents</b>					
Expenditure	\$113,442	\$110,333	(\$3,109)	\$165,300	\$102,539
Revenue	\$44,862	\$21,133	\$23,729	\$31,700	\$36,900
Net cost of activity	\$68,580	\$89,200	\$20,620	\$133,600	\$65,639
<b>Food and Health</b>					
Expenditure	\$79,815	\$58,333	(\$21,482)	\$87,400	\$53,026
Revenue	\$25,763	\$14,500	\$11,263	\$14,500	\$24,000
Net cost of activity	\$54,052	\$43,833	(\$10,219)	\$72,900	\$29,026
<b>Alcohol Licensing</b>					
Expenditure	\$97,443	\$104,600	\$7,157	\$156,800	\$87,189
Revenue	\$23,133	\$23,067	\$66	\$34,600	\$24,400
Net cost of activity	\$74,310	\$81,533	\$7,223	\$122,200	\$62,789
<b>Parking and Other Bylaws</b>					
Expenditure	\$113,495	\$124,600	\$11,105	\$186,800	\$109,462
Revenue	-\$435	\$17,667	(\$18,102)	\$26,500	\$1,500
Net cost of activity	\$113,930	\$106,933	(\$6,997)	\$160,300	\$107,962
<b>Animal Control</b>					
Expenditure	\$115,798	\$120,767	\$4,969	\$180,900	\$132,740
Revenue	\$138,109	\$128,200	\$9,909	\$128,200	\$141,400
Net cost of activity	-\$22,311	-\$7,433	\$14,878	\$52,700	-\$8,660
<b>Civil Defence</b>					
Expenditure	\$76,610	\$90,667	\$14,057	\$136,000	\$69,757
Net cost of activity	\$76,610	\$90,667	\$14,057	\$136,000	\$69,757
<b>Assets</b>					
<b>Roading</b>					
Expenditure	\$2,647,437	\$2,636,737	(\$10,700)	\$3,955,105	\$3,176,148
Revenue	\$2,921,635	\$2,779,200	\$142,435	\$4,070,800	\$3,464,079
Net cost of activity	-\$274,198	-\$142,463	\$131,735	-\$115,695	-\$287,931

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	February '20 Actual YTD	February '20 Budget YTD	Variance YTD	Total Budget 2019/20	February '19 Actual YTD
<b>Stormwater</b>					
Expenditure	\$121,792	\$142,937	\$21,145	\$212,631	\$153,491
Revenue	\$178	\$0	\$178	\$0	\$0
Net cost of activity	\$121,614	\$142,937	\$21,323	\$212,631	\$153,491
<b>Wastewater (Sewerage)</b>					
Expenditure	\$401,578	\$415,076	\$13,498	\$620,364	\$327,633
Revenue	\$56,691	\$47,667	\$9,024	\$71,500	\$37,600
Net cost of activity	\$344,887	\$367,409	\$22,522	\$548,864	\$290,033
<b>Solid Waste</b>					
Expenditure	\$525,217	\$543,783	\$18,566	\$814,000	\$541,912
Revenue	\$87,605	\$54,200	\$33,405	\$81,300	\$81,400
Net cost of activity	\$437,612	\$489,583	\$51,971	\$732,700	\$460,512
<b>Water Supply</b>					
Expenditure	\$717,403	\$873,700	\$156,297	\$1,257,000	\$834,346
Revenue	\$153,074	\$173,250	(\$20,176)	\$462,000	\$150,462
Net cost of activity	\$564,329	\$700,450	\$136,121	\$795,000	\$683,884
<b>Total Activity Expenditure</b>	\$9,078,100	\$9,237,536	\$159,436	\$13,677,000	\$9,355,815
<b>Total Activity Revenue</b>	\$4,579,037	\$4,333,344	\$245,693	\$6,493,000	\$4,966,107
<b>Net Cost of Activities</b>	\$4,499,063	\$4,904,192	\$366,508	\$7,184,000	\$4,389,708

**CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 29 FEBRUARY 2020**

Project	Total Available	Actual YTD Expenditure 2019/20	Projected year end expenditure	Projected under/(over) spend 2019/20	
<b>Roading</b>	<i>Level of service</i>	84,425	0	84,425	0
	<i>Replacements</i>	3,061,880	2,434,318	2,861,140	200,740
<b>Stormwater</b>	<i>Level of service</i>	504,607	348,640	348,640	155,967
	<i>Replacements</i>	277,455	138,145	277,455	0
<b>Wastewater</b>	<i>Level of service</i>	1,159,380	41,182	86,571	1,072,809
	<i>Replacements</i>	510,978	134,038	410,978	100,000
<b>Water Supply</b>	<i>Level of service</i>	606,093	35,485	154,427	451,666
	<i>Replacements</i>	970,017	51,626	432,461	537,556
<b>Parks and Reserves</b>	<i>Level of service</i>	295,837	81,155	320,476	-24,639
	<i>Replacements</i>	0	0	0	0
<b>Solid Waste</b>	<i>Replacements</i>	40,800	0	40,800	0
<b>Animal Control</b>	<i>Level of service</i>	61,300	36,544	61,300	0
<b>Swimming Pool</b>	<i>Level of service</i>	43,900	31,257	60,309	-16,409
<b>Aerodrome</b>	<i>Level of service</i>	3,021	0	3,021	0
<b>Civic Amenities</b>	<i>Level of service</i>	188,900	85,007	189,326	-426
	<i>Replacements</i>	2,530	2,227	2,227	303
<b>Library</b>	<i>Replacements</i>	0	1,230	20,000	-20,000
<b>Miranda Street Office</b>	<i>Level of service</i>	0	5,200	5,200	-5,200
	<i>Replacements</i>	3,100	3,557	3,557	-457
<b>Farm</b>	<i>Level of service</i>	51,369	5,000	51,369	0
	<i>Replacements</i>	0	3,683	3,683	-3,683
<b>Economy</b>	<i>Growth</i>	1,060,839	114,132	1,060,839	0
<b>Pensioner Housing</b>	<i>Level of service</i>	12,250	0	7,500	4,750
<b>Pensioner Housing</b>	<i>Replacements</i>	22,460	0	22,460	0
<b>Communications</b>	<i>Replacements</i>	75,065	450	75,065	0
<b>Corporate Support</b>	<i>Replacements</i>	395,415	169,835	367,849	27,566
<b>TOTAL</b>		<b>\$ 9,431,621</b>	<b>\$ 3,722,711</b>	<b>\$ 6,951,078</b>	<b>\$ 2,480,543</b>



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**CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 29 FEBRUARY 2020**

Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
<b>GROWTH - to meet additional demand</b>									
Economy	Proposed Council subdivision	793,700	267,139	1,060,839	114,132	1,060,839	0	By 30 June 2020	Total cost to date for the entire project is \$3,483,459. It is anticipated that the final cost will be approximately \$4.5m.
<b>Total Growth Expenditure</b>		<b>793,700</b>	<b>267,139</b>	<b>1,060,839</b>	<b>114,132</b>	<b>1,060,839</b>	<b>0</b>		
<b>LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level</b>									
Roading - Financially assisted NZTA	LED Lighting Upgrade	0	16,112	16,112	0	16,112	0	By 30 June 2020	Council has obtained a price from NPE-Tech to convert the ornate lights in Mercade Estate to LED.
Roading non-subsidised	Kerb & Channel Improvements	0	68,313	68,313	0	68,313	0	By 30 June 2020	This will be used for Mangaotuku Road improvements and Page Street kerb and channel.
Stormwater	Reticulation Capacity Increase	108,150	91,945	200,095	348,640	348,640	(148,545)	COMPLETED	This over spend was from the manhole lid safety screen budget in the line below. All lids on private property have been completed, and are now part of this the reticulation capacity increase programme of works, for the inlets and outlets in the pipe systems.
Stormwater	Manhole Lid Safety Screens	120,320	184,192	304,512	0	0	304,512	COMPLETED	See above
Wastewater	Camper van drainage facility	0	5,000	5,000	0	5,000	0	By 30 June 2020	
Wastewater	Reticulation capacity increase	102,520	75,980	178,500	11,571	11,571	166,929	CARRY FORWARD PROPOSED	This will be carried over as there is not enough resources to carry out the design work to enable the project to be tendered. Part of the budget will be used for the Broadway upgrade in 202/21.
Wastewater	Safety screens	33,160	32,300	65,460	0	0	65,460	NOT REQUIRED	There are no longer any manholes on private property with no screens
Wastewater	Pump station telemetry	82,000	0	82,000	0	0	82,000	CARRY FORWARD PROPOSED	A carry forward is proposed to 2020/21 as other options of communication are being investigated
Wastewater	Bulk discharge	51,300	0	51,300	0	10,000	41,300	CARRY FORWARD PROPOSED	This is part of the project on the line above regarding communication options
Wastewater	Stage 2 treatment - Oxidation Pond	768,920	8,200	777,120	29,611	60,000	717,120	CARRY FORWARD PROPOSED	Council have now received a consent for a trial period of 3 years. The scope of the project will then be determined after this trial period ends.
Water Supply	Water Meter Installation	30,750	1,677	32,427	23,091	32,427	0	By 30 June 2020	
Water Supply	Zoning	307,500	184,166	491,666	12,394	40,000	451,666	CARRY FORWARD PROPOSED	This was carried forward from the previous year, as the tender received was unacceptable. The project has now been reviewed, as a bigger contract with 4 different job sites. Each site is to be done separately, in order to obtain a more favourable price, so will take longer to complete. The project went out for tender in January 2020.
Water Supply	Toko reservoir	51,250	0	51,250	0	51,250	0	By 30 June 2020	
Water Supply	Stratford street work rider mains	30,750	0	30,750	0	30,750	0	By 30 June 2020	
Parks and Reserves	Park Development	15,300	0	15,300	15,299	15,299	1	COMPLETED	
Parks and Reserves	Walkway development	15,300	0	15,300	4,944	15,300	0	By 30 June 2020	Whanga Walkway and Cardiff Walkway upgrades
Parks and Reserves	Walkway signs	10,200	10,000	20,200	1,150	20,200	0	By 30 June 2020	Waiting on template design and branding
Parks and Reserves	King Edward Park accessible path	46,000	0	46,000	45,640	45,640	360	COMPLETED	

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Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Parks and Reserves	Plantings and signs	12,250	10,212	22,462	0	22,462	0	By 30 June 2020	This was on hold until a template has been designed
Parks and Reserves	Victoria Park bike park	0	25,000	25,000	13,102	25,000	0	By 30 June 2020	Project design is complete, and the funding strategy is being developed.
Parks and Reserves	Discovery Trail	102,100	49,475	151,575	1,020	151,575	0	By 30 June 2020	100% grant funded - waiting on design confirmation
Parks and Reserves	Half basketball court - grant \$25k	0	0	0	0	25,000	(25,000)	By 30 June 2020	Cost of \$25,000 is 100% grant funded. Currently out for tender.
Swimming Pool	Various Pool improvements	43,900	0	43,900	14,848	43,900	0	By 30 June 2020	50% grant funding
Swimming Pool	Pool redevelopment	0	0	0	16,409	16,409	(16,409)	By 30 June 2020	
Aerodrome	Level operational area	0	3,021	3,021	0	3,021	0	By 30 April 2020	
Civic Amenities	Demolish ANZ building	76,600	0	76,600	45,206	62,000	14,600	By 31 March 2020	Completed apart from site remediation
Civic Amenities	Broadway / Prospero Place upgrade	112,300	0	112,300	3,899	91,424	20,876	By 30 June 2020	
Civic Amenities	LED Entrance way sign	0	0	0	35,902	35,902	(35,902)	COMPLETED	The total cost for this project (over two years) was \$90,876, of which \$70,000 was grant funded, and the overspend of \$20,000 is to be funded from the Broadway / Prospero Place upgrade project above.
Farm	Emergency generator	30,000	0	30,000	0	30,000	0	By 30 June 2020	Farm and Aerodrome Committee to make recommendation.
Farm	Landscaping / riparian planting	15,310	6,059	21,369	5,000	21,369	0	By 30 June 2020	Meeting with TRC - plants will be purchased in May and project finished by June 2020
Animal Control	New dog pound	61,300	0	61,300	36,544	61,300	0	By 30 June 2020	Work in Progress
Library	Information centre relocation	0	0	0	1,230	20,000	(20,000)	By 30 June 2020	
Miranda Street Office	Heating in archive room	0	0	0	5,200	5,200	(5,200)	COMPLETED	Required to meet record storage requirements
Pensioner Housing	Conservatories	12,250	0	12,250	0	7,500	4,750	By 30 April 2020	Tender process has commenced. The budget was for 2 conservatories but now only doing 1 as the remaining unit already has a back porch.
<b>Total Level of Service Expenditure</b>		<b>2,239,430</b>	<b>771,652</b>	<b>3,011,082</b>	<b>670,700</b>	<b>1,392,564</b>	<b>1,618,518</b>		

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

Roading - Financially assisted NZTA	Unsealed Road metalling	844,600	(44,600)	800,000	334,300	550,000	250,000	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19
Roading - Financially assisted NZTA	Sealed Road resurfacing	800,000	(50,000)	750,000	765,759	770,000	(20,000)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Reseals commenced at the end of January 2020.
Roading - Financially assisted NZTA	Drainage Renewals	568,300	(43,300)	525,000	351,816	520,000	5,000	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Reseals commenced at the end of January 2020.
Roading - Financially assisted NZTA	Pavement Rehabilitation	762,100	(19,320)	742,780	788,865	800,000	(57,220)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Monmouth Road rehabilitation has been completed.
Roading - Financially assisted NZTA	Structure Components Replacement	96,100	(16,100)	80,000	88,438	110,000	(30,000)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Lower Kohurutahi Road bridge repairs commenced in January 2020.
Roading - Financially assisted NZTA	Traffic Services Renewals	63,100	(13,100)	50,000	97,372	97,372	(47,372)	COMPLETED	Revised NZTA approved budget due to overspend in 2018/21
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	52,000	49,800	101,800	7,768	7,768	94,032	CARRY FORWARD PROPOSED	It is proposed to carry forward this years budget to be done as one bigger project in 2020/21
Roading non-subsidised	Underverandah lighting	12,300	0	12,300	0	6,000	6,300	By 30 June 2020	
Solid Waste	Building renewals	40,800	0	40,800	0	40,800	0	By 30 June 2020	Pending the recommendation of the building maintenance report, and also reseals to commence this year

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Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Stormwater	Weather events emergency fund	2,560	0	2,560	0	2,560	0	By 30 June 2020	
Stormwater	Reticulation Renewals	54,330	220,565	274,895	138,145	274,895	0	By 30 June 2020	
Wastewater	Step / aerate treatment renewals	30,700	18,978	49,678	0	49,678	0	By 30 June 2020	
Wastewater	Treatment pond renewals	51,300	0	51,300	0	51,300	0	By 30 June 2020	
Wastewater	Reticulation renewals	410,000	0	410,000	134,038	310,000	100,000	By 30 June 2020	This project commenced in January 2020
Water Supply	Laterals	31,370	0	31,370	490	31,370	0	By 30 June 2020	
Water Supply	Stratford street work rider mains	210,000	0	210,000	6,174	210,000	0	By 30 June 2020	
Water Supply	Infrastructure general Stratford	25,620	25,000	50,620	0	50,620	0	By 30 June 2020	
Water Supply	Infrastructure general Midhurst	3,070	639	3,709	0	3,709	0	By 30 June 2020	
Water Supply	Infrastructure general Toko	1,600	0	1,600	0	1,600	0	By 30 June 2020	
Water Supply	Treatment plant replacements	0	37,023	37,023	30,127	30,127	6,896	CARRY FORWARD PROPOSED	
Water Supply	Grit tank replacement	0	250,000	250,000	0	15,000	235,000	CARRY FORWARD PROPOSED	The project did not commence in 2018/19 and has been carried forward to this year. The tender will now be awarded before 30 June 2020 and the physical works will be carried out in 2020/21 year. As this is specialist work, there are limited contractors that are able to do the work.
Water Supply	Meter replacements	51,260	50,000	101,260	7,646	50,000	51,260	CARRY FORWARD PROPOSED	The balance of this project will be done in 2020/21 due to the unavailability of the contractor's resources, as it is a specialised task.
Water Supply	Patea delivery line	0	259,400	259,400	0	15,000	244,400	CARRY FORWARD PROPOSED	See above comments for the grit tank replacement. These two projects have been combined as the Patea delivery line feeds in to the grit tank.
Water Supply	Hydrants	15,170	9,865	25,035	7,189	25,035	0	By 30 June 2020	
Civic Amenities	WMC - replace furniture	2,530	0	2,530	2,227	2,227	303	COMPLETED	
Pensioner Housing	Appliance replacements	22,460	0	22,460	0	22,460	0	By 30 June 2020	Replacing in early 2020
Farm	Heat pump replacement	0	0	0	3,683	3,683	(3,683)	COMPLETED	
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,557	3,557	(457)	COMPLETED	
Communications	Website redevelopment	0	75,065	75,065	450	75,065	0	By 30 June 2020	This project was carried forward due to internal resourcing and re-prioritisation.
Corporate Support	Computers/Peripherals/ Software	140,000	65,915	205,915	84,578	150,000	55,915	By 30 June 2020	
Corporate Support	AssetFinda and GIS software replacement	15,000	0	15,000	0	15,000	0	By 30 June 2020	
Corporate Support	Telephone System	50,000	50,000	100,000	0	100,000	0	By 30 June 2020	Currently out for tender then in RFP process
Corporate Support	Vehicle Replacement (after trade in)	54,500	0	54,500	55,125	55,125	(625)	COMPLETED	
Corporate Support	Traffic counters	0	0	0	27,724	27,724	(27,724)	COMPLETED	Current traffic counters are no longer compatible with software so replacements are required, to accurately count traffic volumes.
Corporate Support	Miscellaneous	20,000	0	20,000	2,408	20,000	0	By 30 June 2020	
<b>Total Replacement Expenditure</b>		<b>4,433,870</b>	<b>925,830</b>	<b>5,359,700</b>	<b>2,937,879</b>	<b>4,497,675</b>	<b>862,025</b>		
<b>TOTAL EXPENDITURE</b>		<b>\$7,467,000</b>	<b>\$1,964,621</b>	<b>\$9,431,621</b>	<b>\$3,722,711</b>	<b>\$6,951,078</b>	<b>\$2,480,543</b>		

<b>LIABILITIES AND INVESTMENTS STATEMENT AS AT 29 FEBRUARY 2020</b>					
<b>Public Debt Statement</b>					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 3,000,000	1.53%	2	August 2018	April 2020
LGFA	\$ 1,000,000	1.99%	1	May 2019	May 2020
LGFA	\$ 1,500,000	2.62%	3	August 2018	May 2021
LGFA	\$ 2,000,000	2.81%	4	August 2018	April 2022
LGFA	\$ 1,500,000	3.47%	5	May 2018	May 2023
LGFA	\$ 2,000,000	2.53%	5	May 2019	May 2024
LGFA	\$ 2,000,000	3.38%	7	August 2018	April 2025
LGFA	\$ 1,500,000	3.65%	9	August 2018	April 2027
	<b>\$ 14,500,000</b>	<b>2.66%</b>			
<b>Internal Debt Register</b>					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water	\$ 1,510,000	2013	N/a	2.66%	Water treatment plant
	<b>\$ 1,510,000</b>				
<b>Committed Cash Facilities</b>					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	<b>\$ 1,000,000</b>				
<b>Investment Statement</b>					
Bank / LGFA	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	2.70%	120	28/11/2019	27/03/2020
Westpac	\$ 1,000,000	2.74%	115	9/12/2019	2/04/2020
ANZ	\$ 1,000,000	2.30%	90	28/02/2020	28/05/2020
Westpac	\$ 1,000,000	2.68%	120	13/02/2020	12/06/2020
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 48,000	2.01%	597	27/08/2018	15/04/2020
LGFA	\$ 24,000	2.22%	992	27/08/2018	15/05/2021
LGFA	\$ 32,000	2.41%	1326	27/08/2018	14/04/2022
LGFA	\$ 24,000	3.06%	1826	24/05/2018	24/05/2023
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
	<b>\$ 4,216,000</b>	<b>2.60%</b>			
<b>Shareholdings Statement</b>					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 3.93	\$ 623,754		
Ravensdown	17,920	\$ 1.00	\$ 17,920		
Civic Assurance	65,608	\$ 1.59	\$ 104,317		
			<b>\$ 745,991</b>		
<b>Other Investments</b>					
	Date Drawn	Amount	Interest Rate	Details	
Loan to Stratford Health Trust	2010	\$ 40,000	Nil	Repay \$20,000 a year	

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

### CASHFLOW FORECAST FOR THE YEAR ENDED FEBRUARY 2020

	Feb-20	Feb-20 ACTUAL	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-20
<b>OPENING BALANCE</b>	<b>1,057,525</b>	<b>1,057,525</b>	<b>1,904,450</b>	<b>1,581,387</b>	<b>1,482,649</b>	<b>2,950,176</b>	<b>2,453,842</b>	<b>1,909,617</b>	<b>4,406,283</b>	<b>3,345,949</b>	<b>2,309,828</b>	<b>3,813,494</b>	<b>2,747,160</b>
Rates	2,500,000	2,926,136	340,000	280,000	2,500,000	400,000	400,000	3,280,000	540,000	350,000	2,800,000	400,000	370,000
NZTA Refunds	457,000	457,002	778,271	760,000	420,000	430,000	400,000	209,000	126,000	265,000	250,000	650,000	250,000
Fees and Charges	250,000	358,959	250,000	250,000	250,000	250,000	350,000	319,000	300,000	200,000	250,000	350,000	240,000
Sale of Assets	1	-	1,000,000	500,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Interest Revenue	-	5,745	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666
Other Income	2	-	-	-	-	-	-	-	-	-	-	-	1,000,000
<b>Total Cash In</b>	<b>3,207,000</b>	<b>3,747,842</b>	<b>2,376,937</b>	<b>1,798,666</b>	<b>3,303,666</b>	<b>1,213,666</b>	<b>1,283,666</b>	<b>3,941,666</b>	<b>1,099,666</b>	<b>948,666</b>	<b>3,433,666</b>	<b>1,533,666</b>	<b>1,993,666</b>
Salaries and Wages / Elected Members	410,000	339,497	410,000	390,000	390,000	410,000	410,000	240,000	350,000	440,000	400,000	400,000	300,000
Payments to Suppliers - Operating	500,000	372,043	640,000	600,000	600,000	500,000	800,000	730,000	790,000	550,000	700,000	800,000	400,000
Major contract payments	1,100,000	1,189,377	1,400,000	800,000	1,100,000	800,000	500,000	475,000	600,000	900,000	950,000	1,400,000	3,600,000
Interest Expense	-	-	-	107,404	46,139	-	17,891	-	-	94,787	50,000	-	11,000
GST Paid	-	-	250,000	-	(300,000)	-	100,000	-	420,000	-	170,000	-	190,000
<b>Total Cash Out</b>	<b>2,010,000</b>	<b>1,900,917</b>	<b>2,700,000</b>	<b>1,897,404</b>	<b>1,836,139</b>	<b>1,710,000</b>	<b>1,827,891</b>	<b>1,445,000</b>	<b>2,160,000</b>	<b>1,984,787</b>	<b>1,930,000</b>	<b>2,600,000</b>	<b>4,501,000</b>
(Increase)/Reduce Term Deposits	3	- 1,000,000	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans*	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>CLOSING BALANCE</b>	<b>1,254,525</b>	<b>1,904,450</b>	<b>1,581,387</b>	<b>1,482,649</b>	<b>2,950,176</b>	<b>2,453,842</b>	<b>1,909,617</b>	<b>4,406,283</b>	<b>3,345,949</b>	<b>2,309,828</b>	<b>3,813,494</b>	<b>2,747,160</b>	<b>239,826</b>
<b>Net Debt</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>

**Notes re Cashflow Forecast:**

1. Sale of Assets figures March 2020 onwards relates to the sale of the Council subdivision sections. Titles were issued in March and it is expected that at least 8 properties will be due for settlement in March.
2. Other income relates to grant income expected to fund \$3m of the cost of the pool (total budgeted cost \$15m).
3. As at the end of February, the Council had \$4m on term deposits. This is not expected to change over the next 12 months, but the funds may be used if an unexpected cash shortfall arises.

## Outstanding Debtors as at 29 February 2020

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$93,978	\$26,298	The overdue balance for rates debtors is what is owed for previous financial years i.e. up to 30 June 2019. This amount includes some rates where legal proceedings have commenced. All outstanding rates are charged a 10% penalty on amounts outstanding at the end of each quarter.
Transfer Station	\$68	\$0	
Cemeteries	\$32,123	\$12,773	Overdues relate to 8 debtors, most of which have payment arrangements with council or are with a debt collector for recovery. Two debtors relate to plots pre-purchased - arrangement to be cancelled if payment isn't forthcoming.
Rental Properties	\$5,598	\$1,922	Overdue amount is an annual charge paid off in monthly instalments.
Pensioner Housing	-\$3,585	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$7,511	\$6,746	Overdue debtors are actively being pursued by debt collectors DMC.
Facility Hire	\$3,137	\$0	
Sundry Debtors	\$155,858	\$6,712	Overdue debtors are actively being pursued by debt collectors. One account has payment arrangement. Targeted Rates due 30/06/20. Sundry debtors includes income accrued, ie Fonterra milk cheque.
NZTA	\$778,271	\$0	
Swimming Pool	\$2,472	\$0	
Resource Consents	\$5,250	\$0	
Infringements	\$65,651	\$64,752	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$35,500	\$16,400	Meeting held with overdue Debtor. Payment arrangement made for overdue amount. Current bills paid.
Water Billing	\$79,247	\$17,728	All outstanding debtors are being actively pursued. Arrangements have been entered into for the 2 overdue debtors.
<b>TOTAL</b>	<b>\$1,261,080</b>	<b>\$153,332</b>	

## INVESTMENT POLICY

### **PHILOSOPHY**

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

### **CRITERIA FOR INVESTMENT**

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

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

### **PERFORMANCE MEASURES**

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

### **Types of Investment**

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

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

The following types of investments are prohibited:

- Loans to individuals
- Loans to community organisations

## **ASSESSMENT AND MANAGEMENT OF RISKS BY TYPE OF INVESTMENT**

### **Authorised Bank Instruments**

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

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

### **Promissory Notes by NZ Companies and Local Authorities**

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

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

### **Authorised Stock or Bond Investments**

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

- Up to 100% of the available funds may be invested where the stock is issued by the New Zealand Government or State Owned Enterprise guaranteed by the Government.
- Up to 100% of the available funds may be invested where the stock is issued by a Local Authority and is rate secured, but subject to a maximum of 50% of the total investments with any one issuer.



- Up to 80% of the available funds may be invested where the bonds are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of Investment Grade or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments with any one issuer.

### **Shares in Listed Public Companies**

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

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

### **Real Estate**

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

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

### **Professionally Managed Portfolios**

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

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

### **Diversification Summary**

<b>Investment Category</b>	<b>Fund Weighting Restriction</b>	<b>Other Restrictions</b>
Bank Instruments	100% of fund	Maximum 50% with any one bank
Promissory Notes	35% of fund	No more than 180 days; No more than 20% with one issuer
Authorised Stock/Bonds	100% of fund Government Stock; 100% of fund Local Authority; 80% of fund Others	No more than 50% with one Local Authority; No more than 20% with one issuer

Listed Shares	30% of fund	
Real Estate	75% of fund	Aims of Trust
Professional Portfolios	50% of fund	

### **Reporting**

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

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

**PERCY THOMSON TRUST INVESTMENTS - as at 29 February 2020**

	Maximum Policy Limit	Individual Investee Policy Limit	Actual Investment	Interest Rate	Due Date	Frequency of Interest Payments	Amount	% Invested	Annual interest
<b>Bank Investments</b>	100%	50%	TSB Bank - Current account	Various - Premier cheque rates	Call	Annual	\$39,792		\$1,000
			TSB Bank - Term investment	2.70%	7.06.2020	Maturity	\$250,000		\$6,750
							<b>\$289,792</b>	<b>28.5%</b>	
<b>Promissory Notes</b>	35%	20%					<b>\$0</b>		
<b>Bonds</b>	80 to 100%	20 to 50%	Fonterra Co-Op Group Ltd	4.33%	20.10.2021	Half yearly	\$50,000	18%	\$2,165
			ASB Bank Ltd	4.25%	26.05.2021	Half yearly	\$50,000	18%	\$2,125
			ASB Bank Ltd	4.20%	24.02.2022	Half yearly	\$50,000	18%	\$2,100
			Meridian Energy Ltd	4.88%	20.03.2024	Half yearly	\$30,000	11%	\$1,464
			Auckland International Airport	4.23%	09.11.2022	Half yearly	\$25,000	9%	\$1,058
			BNZ Bank Ltd	5.31%	17.12.2025	Quarterly	\$75,000	27%	\$3,986
							<b>\$280,000</b>	<b>27.5%</b>	
<b>Listed Shares</b>	30%						<b>\$0</b>	<b>0%</b>	
<b>Real Estate</b>	75%		Proportionate ownership share - Albany, Auckland	7.80%	n/a	Monthly	\$125,000	12.29%	\$9,716
			Proportionate ownership share - Manukau, Auckland	9.25%	n/a	Monthly	\$50,000	4.9%	\$4,625
			Proportionate ownership share - Porirua, Wellington	7.58%	n/a	Monthly	\$122,000	12.0%	\$9,249
			Proportionate ownership share - Tauranga	7.80%	n/a	Monthly	\$50,000	4.9%	\$3,900
			Proportionate ownership share - Henderson, Auckland	6.50%	n/a	Monthly	\$100,000	9.8%	\$6,500
							<b>\$447,000</b>	<b>44.0%</b>	
<b>Professional Portfolios</b>	50%						<b>\$0</b>	<b>0%</b>	
<b>Total Portfolio</b>							<b>\$1,016,792</b>	<b>100.00%</b>	<b>\$54,637</b>

The policy only allows up to 50% in any one bank investment (based on the total of promissory notes, bonds, deposits etc).  
The Trust currently has 28.5% in TSB Bank so complies with the policy for all types of investments.

# MONTHLY REPORT



**TO:** Policy and Services Committee  
**FROM:** Director – Corporate Services  
**DATE:** 28 April 2020  
**SUBJECT:** CORPORATE SERVICES REPORT – MARCH 2020

F19/13/03 – D20/6290

## RECOMMENDATION

THAT the report be received.

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

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## 1. FINANCIAL MANAGEMENT

Reports attached as at 31 March 2020 are:

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

### 1.1 SUMMARY OF FINANCIAL RESULTS AND PROGRESS

#### **Operational Results – Year to Date**

Overall, total revenue is tracking over budget by \$898,270. Of this variance, \$361,739 relates to subdivision section sales which have been spread over April to June in the budget. However, it is highly unlikely that the budgeted sales of \$4,360,000 will be achieved with a current average sales price of \$117,000 (net of GST), nor is it likely that sale of all sections will be achieved in the next three months as per the budget.

Total expenditure is under budget by \$145,822 for the year to date (“YTD”). Interest on debt is \$184,820 below budget YTD (budgeted interest rate was conservative at 3.40 per cent, currently 2.66 per cent). Individually, some Activity expenditure is over budget, and some under – refer to the Expenditure and Revenue by Activity report for further detail.

#### **Capital Expenditure Report**

Total capital expenditure budgeted in the Annual Plan 2019/20 is **\$7,467,000**. In addition, **\$1,964,621** was carried forward from work not completed in previous years. This gives a combined total capital expenditure budget for 2019/20 of **\$9,431,621**. Total

estimated capital expenditure for the year has been re-forecasted down to **\$6,910,058**, with some significant carry forwards to 2020/21 likely to be put forward to Council for approval by June 2020.

The attached Capital Expenditure Report details actual expenditure to date, of **\$4,090,174**.

Significant projects for the 2019/20 year include the following:

- Council Subdivision \$1,060,839 (self-funded)
- Stormwater – Reticulation capacity increase \$348,640 (loan-funded)
- Parks and Reserves – Discovery Trail \$151,575 (grant-funded)
- Broadway / Prospero Place Upgrade \$91,424 (loan-funded)
- Demolition of ANZ building \$62,000 (loan-funded)
- Animal Control – New Dog Pound \$61,300 (loan-funded)

In addition, capital expenditure includes \$4,469,696 (re-forecasted figure) of asset replacements, funded by depreciation reserves and NZTA funding.

11.4

## 1.2 TREASURY MANAGEMENT

The current debt position remains the same as the previous month. The weighted average rate for Council debt is currently 2.66 per cent.

In April, \$3 million of debt matured, and a further \$1 million of debt is maturing in May. The full \$4 million was refinanced on 7 April into four separate loans:

- \$2,000,000 1.31% (floating) 1 year April 2021
- \$1,000,000 1.55% 3 years April 2023
- \$1,000,000 2.02% 6 years April 2026

All internal, and Local Government Funding Agency (“LGFA”), covenants were met as at 31 March 2020.

	<b>Actual</b>	<b>Policy</b>
Actual Fixed Debt	79%	>60%
Actual Floating Debt	21%	<60%
Fixed 1-3 years	24%	10-60%
Fixed 3-5 years	24%	10-60%
Fixed > 5 years	24%	5-60%
Debt Matures 1-2 years	24%	10-60%
Debt Matures 2-4 years	24%	10-60%
Debt Matures > 5 years	24%	10-60%
Debt Servicing to Revenue Ratio	2%	<10%
Debt to Revenue Ratio	48%	<130%
Liquidity Ratio	129%	>110%
Net Debt per Capita	\$ 1,191	<\$3,000
Net Debt per Ratepayer	\$ 2,382	No specified limit

**Cash Position and Forecast**

Council Subdivision Receipts – In March it was expected that 8 sections would go unconditional and be settled, resulting in over \$1,000,000 in cash receipts. Eight sections went unconditional in March, however \$290,000 in payments were received instead due to the inability to settle (sign documentation) as a result of the COVID-19 lockdown. There will not be any more settlements until we come out of lockdown, the remainder of unconditional contracts have been deferred until 5 to 10 working days after the COVID-19 level has returned to level 2.

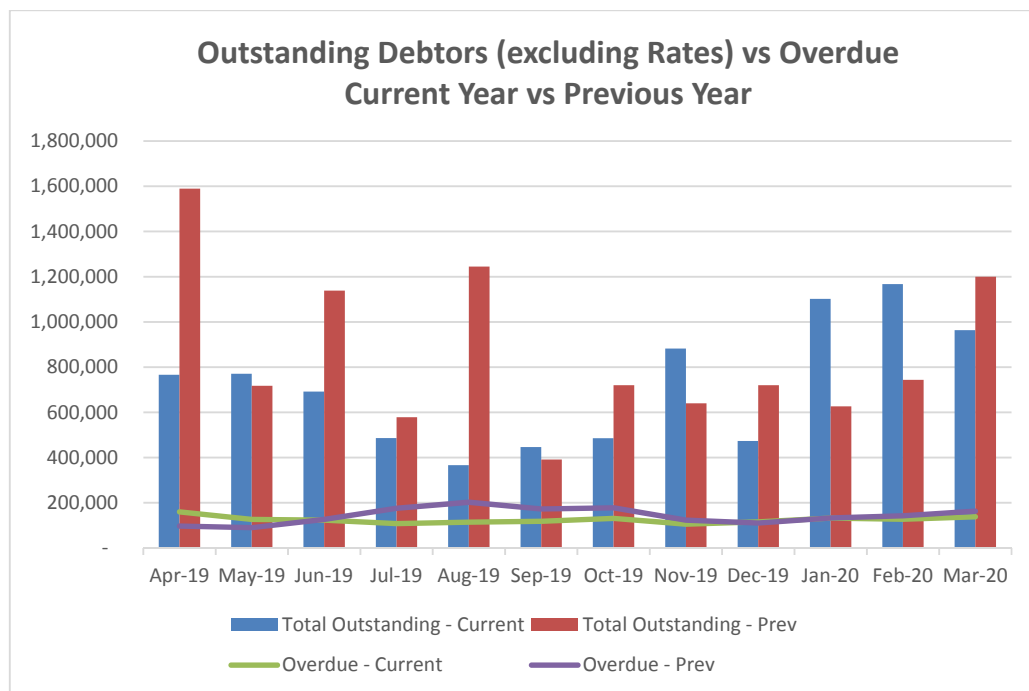
Cash receipts from rates and user charges are expected to reduce by up to 20 per cent over the next few months and pick up again to normal levels by 1 July.

The new swimming pool development work is expected to commence in January 2021.

**1.3 DEBTORS COLLECTION**

Overdue debtor balances remain consistent. There are no particular areas of concern.

**11.4**



**2.0 RATES**

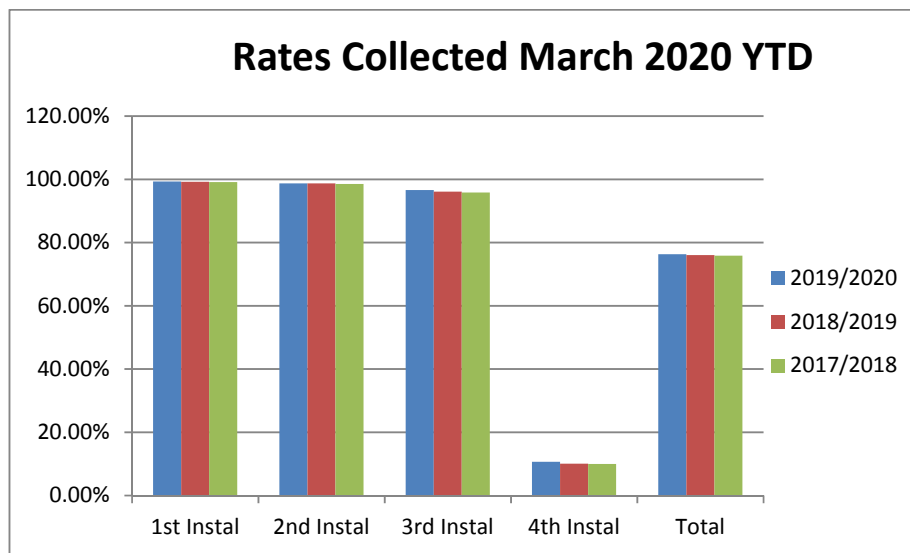
The Stratford District rating valuation will be carried out by Quotable Value towards the end of 2020 and will take effect on rates from 1 July 2021. March 2020 QV figures show that the average residential sales price in the Stratford District is currently \$318,334, which is \$83,962 (36%) higher since the last revaluation.

**Rates Arrears (owing from 2018/19 year and earlier) \$20,875** – As at 31 March 2020, 91 per cent of rates in arrears have been collected since 1 July 2019 (2019: 90%).

- There are two properties with overdue rates that went for mortgagee sale in March and were due to settle in April, likely to be postponed until May now.

- A property that was with the courts for rates recovery by way of property rating sale, has started making payments and so the process is on hold for now.
- One property is with the debt collector as the property market value is too low to justify incurring expenditure through the legal process.
- The remaining ratepayers with arrears have entered into payment arrangements with the Council.

**Current Year Rates** – As at 31 March 2020, 76 per cent of rates had been collected (2019, 76%). We are expecting to see a drop next month however, with many ratepayers requesting their direct debits be cancelled, or cancelling their automatic payments. At this stage, Council still intends to charge penalties on late payments unless ratepayers are forthcoming and enter into an appropriate payment arrangement beforehand.



11.4

### 3.0 INFORMATION TECHNOLOGY AND RECORDS

- The focus for IT over last month has been preparing Council staff to be able to work from home or from outside the office. This has been implemented very successfully without issue.
- All IT requirements have been implemented at the War Memorial Centre for Civil Defence operations, should they be required.
- IT has been building resilience to respond to potential disaster recovery requirements by setting up an automatic backup of Council data outside of the region, in Auckland.

Tiffany Radich  
**DIRECTOR – CORPORATE SERVICES**

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

Approved By:  
Sven Hanne  
**CHIEF EXECUTIVE**

**DATE** 21 April 2020



## Statement of Comprehensive Revenue and Expense

For the Period Ended 31 March 2020

	March '20 Actual YTD	March '20 Budget YTD	Variance YTD	Total Budget 2019/20	March '19 Actual YTD
<b><u>Revenue</u></b>					
Finance Revenue	\$73,432	\$94,500	(\$21,068)	\$126,000	\$83,240
NZTA Financial Assistance	\$2,968,235	\$2,805,750	\$162,485	\$3,741,000	\$3,941,819
Grants and Donations	\$167,868	\$0	\$167,868	\$124,000	\$36,754
Rates Revenue other than Water Supply Rate	\$9,280,048	\$9,258,750	\$21,298	\$12,345,000	\$8,878,968
Water Supply Targeted Rate	\$262,104	\$288,750	(\$26,646)	\$462,000	\$255,231
Sundry Revenue	\$41,794	\$35,900	\$5,894	\$41,000	\$38,007
Dividends	\$54,930	\$0	\$54,930	\$0	\$0
Financial Contributions	\$37,973	\$0	\$37,973	\$0	\$56,673
Sale of land	\$361,739	\$0	\$361,739	\$4,360,000	\$0
User Charges for Services	\$1,916,717	\$1,782,921	\$133,797	\$2,249,000	\$1,737,079
<b>Total Revenue</b>	<b>\$15,164,840</b>	<b>\$14,266,571</b>	<b>\$898,270</b>	<b>\$23,449,000</b>	<b>\$15,027,771</b>
<b><u>Operating Expenditure</u></b>					
Personnel Costs	\$3,041,518	\$2,679,750	(\$361,768)	\$3,573,000	\$2,597,332
Other Direct Operating Costs	\$7,255,348	\$7,676,577	\$421,229	\$10,104,000	\$7,787,133
<b>Total Operating Expenditure</b>	<b>\$10,296,866</b>	<b>\$10,356,327</b>	<b>\$59,461</b>	<b>\$13,677,000</b>	<b>\$10,384,465</b>
(See attached Breakdown to Activity Cost)					
<b><u>Other Operating Expenditure</u></b>					
Loss (Gain) on disposal of assets	\$16,889	\$0	(\$16,889)	\$0	\$195
Depreciation	\$3,288,159	\$3,231,225	(\$56,934)	\$4,308,300	\$3,290,522
Finance Costs	\$295,180	\$480,000	\$184,820	\$640,000	\$349,030
Impairment landfill costs	\$23,346	\$0	(\$23,346)	\$0	\$0
Sundry Expenditure	\$1,290	\$0	(\$1,290)	\$0	\$9,315
<b>Total Other Expenditure</b>	<b>\$3,624,864</b>	<b>\$3,711,225</b>	<b>\$86,361</b>	<b>\$4,948,300</b>	<b>\$3,649,062</b>
<b>Total Expenditure</b>	<b>\$13,921,730</b>	<b>\$14,067,552</b>	<b>\$145,822</b>	<b>\$18,625,300</b>	<b>\$14,033,527</b>
<b>Net Surplus (Deficit)</b>	<b>\$1,243,110</b>	<b>\$199,018</b>	<b>\$1,044,092</b>	<b>\$4,822,700</b>	<b>\$994,244</b>

11.4

## Statement of Financial Position

As at 31 March 2020

	<b>March '20 Actual YTD</b>
<b>Assets</b>	
<b><u>Current Assets</u></b>	
Cash and Cash Equivalents	\$1,744,672
Short Term Deposits	\$3,000,000
Receivables	\$963,355
Inventory - assets held for sale	\$1,313,694
Prepayments	\$10,511
Other Financial Assets	\$18,670
<b>Current Assets Total</b>	<b>\$7,050,902</b>
<b><u>Non-Current Assets</u></b>	
<b>Investment in Other Financial Assets</b>	
LGFA Borrower Notes	\$216,000
Other Loans	\$19,323
Shares	\$733,293
Trust Settlements	\$110
Work in Progress	\$6,490,381
Property, Plant & Equipment / Intangibles	\$315,298,574
<b>Non-Current Assets Total</b>	<b>\$322,757,681</b>
<b>Assets Total</b>	<b>\$329,808,583</b>
<b>Liabilities &amp; Equity</b>	
<b><u>Equity</u></b>	
Renewal Reserves	\$3,613,761
Contingency Reserve	\$504,500
Other Council Created Reserves	\$1,050,228
Restricted Reserves	\$641,202
Targeted Rate Reserves	-\$664,498
Asset Revaluation Reserves	\$132,837,072
Retained Earnings	\$175,497,068
<b>Equity Total</b>	<b>\$313,479,333</b>
<b><u>Liabilities</u></b>	
<b>Current Liabilities</b>	
Borrowings (maturing less than one year)	\$4,000,000
Provision for Landfill Aftercare	\$10,858
Employee Entitlements	\$117,006
Payables and Deferred Revenue	\$1,610,163
<b>Non-Current Liabilities</b>	
Borrowings	\$10,500,000
Employee Entitlements	\$47,264
Provision for Landfill Aftercare	\$43,959
<b>Liabilities Total</b>	<b>\$16,329,250</b>
<b>Liabilities &amp; Equity Total</b>	<b>\$329,808,583</b>

## Activity Revenue and Expense Report

For the Period Ended 31 March 2020

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	March '20 Actual YTD	March '20 Budget YTD	Variance YTD	Total Budget 2019/20	March '19 Actual YTD
<b><u>Community Services</u></b>					
<b>Aerodrome</b>					
Expenditure	\$59,711	\$66,613	\$6,902	\$88,600	\$58,102
Revenue	\$17,728	\$16,125	\$1,603	\$21,500	\$17,247
Net cost of activity	\$41,983	\$50,488	\$8,505	\$67,100	\$40,855
<b>Civic Amenities</b>					
Expenditure	\$388,139	\$438,899	\$50,760	\$545,600	\$375,651
Revenue	\$41,420	\$54,321	(\$12,901)	\$67,600	\$50,787
Net cost of activity	\$346,719	\$384,578	\$37,859	\$478,000	\$324,864
<b>Pensioner Housing</b>					
Expenditure	\$53,505	\$63,598	\$10,093	\$82,000	\$54,153
Revenue	\$49,974	\$47,700	\$2,274	\$63,600	\$49,335
Net cost of activity	\$3,531	\$15,898	\$12,367	\$18,400	\$4,818
<b>Community Development</b>					
Expenditure	\$366,237	\$301,675	(\$64,562)	\$378,500	\$241,147
Revenue	\$28,844	\$20,500	\$8,344	\$20,500	\$12,292
Net cost of activity	\$337,393	\$281,175	(\$56,218)	\$358,000	\$228,855
<b>Library</b>					
Expenditure	\$446,411	\$419,340	(\$27,071)	\$557,000	\$389,990
Revenue	\$13,505	\$13,800	(\$295)	\$18,400	\$14,719
Net cost of activity	\$432,906	\$405,540	(\$27,366)	\$538,600	\$375,271
<b>Parks and Reserves</b>					
Expenditure	\$386,535	\$419,956	\$33,421	\$557,800	\$405,064
Revenue	\$6,171	\$6,600	(\$429)	\$8,800	\$6,617
Net cost of activity	\$380,364	\$413,356	\$32,992	\$549,000	\$398,447
<b>Cemeteries</b>					
Expenditure	\$137,178	\$167,025	\$29,847	\$222,500	\$141,323
Revenue	\$64,312	\$91,575	(\$27,263)	\$122,100	\$93,436
Net cost of activity	\$72,866	\$75,450	\$2,584	\$100,400	\$47,887
<b>TSB Pool Complex</b>					
Expenditure	\$644,886	\$597,790	(\$47,096)	\$793,900	\$581,231
Revenue	\$180,217	\$174,750	\$5,467	\$233,000	\$175,995
Net cost of activity	\$464,669	\$423,040	(\$41,629)	\$560,900	\$405,236
<b><u>Democracy and Corporate Support</u></b>					
Expenditure	\$847,841	\$851,450	\$3,609	\$1,134,000	\$729,194
Revenue	\$113,205	\$85,900	\$27,305	\$101,000	\$74,308
Net cost of activity	\$734,636	\$765,550	\$30,914	\$1,033,000	\$654,886
<b><u>Economy</u></b>					
<b>Economic Development</b>					
Expenditure	\$301,578	\$301,688	\$110	\$402,000	\$335,146
Net cost of activity	\$301,578	\$301,688	\$110	\$402,000	\$335,146
<b>Information Centre</b>					
Expenditure	\$255,246	\$219,288	(\$35,959)	\$292,000	\$270,810
Revenue	\$65,594	\$83,925	(\$18,331)	\$111,900	\$80,293
Net cost of activity	\$189,652	\$135,363	(\$54,290)	\$180,100	\$190,517

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	March '20 Actual YTD	March '20 Budget YTD	Variance YTD	Total Budget 2019/20	March '19 Actual YTD
<b>Rental Properties</b>					
Expenditure	\$36,607	\$40,158	\$3,551	\$52,000	\$38,327
Revenue	\$23,410	\$25,725	(\$2,315)	\$34,300	\$41,614
Net cost of activity	\$13,197	\$14,433	\$1,236	\$17,700	-\$3,287
<b>Farm</b>					
Expenditure	\$157,665	\$166,200	\$8,535	\$220,000	\$167,882
Revenue	\$403,726	\$378,375	\$25,351	\$504,500	\$364,826
Net cost of activity	-\$246,061	-\$212,175	\$33,886	-\$284,500	-\$196,944
<b>Holiday Park</b>					
Expenditure	\$11,668	\$12,000	\$332	\$16,000	\$13,790
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$11,668	\$12,000	\$332	\$13,000	\$13,790
<b>Environmental Services</b>					
<b>Building Control</b>					
Expenditure	\$346,919	\$312,550	(\$34,369)	\$416,200	\$339,508
Revenue	\$216,987	\$196,275	\$20,712	\$261,700	\$145,313
Net cost of activity	\$129,932	\$116,275	(\$13,657)	\$154,500	\$194,195
<b>District Plan</b>					
Expenditure	\$90,642	\$109,950	\$19,308	\$146,600	\$66,273
Net cost of activity	\$90,642	\$109,950	\$19,308	\$146,600	\$66,273
<b>Resource Consents</b>					
Expenditure	\$128,041	\$124,075	(\$3,966)	\$165,300	\$105,976
Revenue	\$50,106	\$23,775	\$26,331	\$31,700	\$38,988
Net cost of activity	\$77,935	\$100,300	\$22,365	\$133,600	\$66,988
<b>Food and Health</b>					
Expenditure	\$90,407	\$65,600	(\$24,807)	\$87,400	\$60,280
Revenue	\$26,465	\$14,500	\$11,965	\$14,500	\$24,156
Net cost of activity	\$63,942	\$51,100	(\$12,842)	\$72,900	\$36,124
<b>Alcohol Licensing</b>					
Expenditure	\$109,762	\$117,650	\$7,888	\$156,800	\$98,949
Revenue	\$25,242	\$25,950	(\$708)	\$34,600	\$25,075
Net cost of activity	\$84,520	\$91,700	\$7,180	\$122,200	\$73,874
<b>Parking and Other Bylaws</b>					
Expenditure	\$124,484	\$140,150	\$15,666	\$186,800	\$123,847
Revenue	\$346	\$19,875	(\$19,529)	\$26,500	\$1,938
Net cost of activity	\$124,138	\$120,275	(\$3,863)	\$160,300	\$121,909
<b>Animal Control</b>					
Expenditure	\$129,184	\$135,800	\$6,616	\$180,900	\$148,646
Revenue	\$139,322	\$128,200	\$11,122	\$128,200	\$144,428
Net cost of activity	-\$10,138	\$7,600	\$17,738	\$52,700	\$4,218
<b>Civil Defence</b>					
Expenditure	\$80,131	\$102,000	\$21,869	\$136,000	\$72,686
Net cost of activity	\$80,131	\$102,000	\$21,869	\$136,000	\$72,686
<b>Assets</b>					
<b>Roading</b>					
Expenditure	\$3,137,153	\$2,966,329	(\$170,824)	\$3,955,105	\$3,507,048
Revenue	\$3,299,160	\$3,102,100	\$197,060	\$4,070,800	\$4,227,065
Net cost of activity	-\$162,007	-\$135,771	\$26,236	-\$115,695	-\$720,017

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	March '20 Actual YTD	March '20 Budget YTD	Variance YTD	Total Budget 2019/20	March '19 Actual YTD
<b>Stormwater</b>					
Expenditure	\$137,897	\$160,361	\$22,464	\$212,631	\$169,488
Revenue	\$178	\$0	\$178	\$0	\$0
Net cost of activity	\$137,719	\$160,361	\$22,642	\$212,631	\$169,488
<b>Wastewater (Sewerage)</b>					
Expenditure	\$440,454	\$466,398	\$25,944	\$620,364	\$364,972
Revenue	\$67,724	\$53,625	\$14,099	\$71,500	\$41,100
Net cost of activity	\$372,730	\$412,773	\$40,043	\$548,864	\$323,872
<b>Solid Waste</b>					
Expenditure	\$604,101	\$611,338	\$7,237	\$814,000	\$609,765
Revenue	\$93,110	\$60,975	\$32,135	\$81,300	\$87,373
Net cost of activity	\$510,991	\$550,363	\$39,372	\$732,700	\$522,392
<b>Water Supply</b>					
Expenditure	\$784,484	\$978,450	\$193,966	\$1,257,000	\$915,217
Revenue	\$262,104	\$288,750	(\$26,646)	\$462,000	\$255,231
Net cost of activity	\$522,380	\$689,700	\$167,320	\$795,000	\$659,986
<b>Total Activity Expenditure</b>	\$10,296,866	\$10,356,327	\$59,461	\$13,677,000	\$10,384,465
<b>Total Activity Revenue</b>	\$5,188,850	\$4,913,321	\$275,530	\$6,493,000	\$5,972,136
<b>Net Cost of Activities</b>	\$5,108,016	\$5,443,007	\$293,704	\$7,184,000	\$4,412,329

**CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 MARCH 2020**

Project	Total Available	Actual YTD Expenditure 2019/20	Projected year end expenditure	Projected under/(over) spend 2019/20	
<b>Roading</b>	<i>Level of service</i>	84,425	3,071	71,384	13,041
	<i>Replacements</i>	3,061,880	2,638,533	2,834,768	227,112
<b>Stormwater</b>	<i>Level of service</i>	504,607	348,640	348,640	155,967
	<i>Replacements</i>	277,455	138,145	277,455	0
<b>Wastewater</b>	<i>Level of service</i>	1,159,380	42,527	86,571	1,072,809
	<i>Replacements</i>	510,978	150,377	410,978	100,000
<b>Water Supply</b>	<i>Level of service</i>	606,093	43,294	154,427	451,666
	<i>Replacements</i>	970,017	70,506	432,461	537,556
<b>Parks and Reserves</b>	<i>Level of service</i>	295,837	83,387	320,476	-24,639
	<i>Replacements</i>	0	0	0	0
<b>Solid Waste</b>	<i>Replacements</i>	40,800	0	40,800	0
<b>Animal Control</b>	<i>Level of service</i>	61,300	40,162	61,300	0
<b>Swimming Pool</b>	<i>Level of service</i>	43,900	31,257	60,309	-16,409
<b>Aerodrome</b>	<i>Level of service</i>	3,021	0	3,021	0
<b>Civic Amenities</b>	<i>Level of service</i>	188,900	92,536	189,326	-426
	<i>Replacements</i>	2,530	2,227	2,227	303
<b>Library</b>	<i>Replacements</i>	0	1,230	20,000	-20,000
<b>Miranda Street Office</b>	<i>Level of service</i>	0	5,200	5,200	-5,200
	<i>Replacements</i>	3,100	3,840	3,840	-740
<b>Farm</b>	<i>Level of service</i>	51,369	5,246	51,369	0
	<i>Replacements</i>	0	3,683	3,683	-3,683
<b>Economy</b>	<i>Growth</i>	1,060,839	208,380	1,060,839	0
<b>Pensioner Housing</b>	<i>Level of service</i>	12,250	0	7,500	4,750
<b>Pensioner Housing</b>	<i>Replacements</i>	22,460	18,898	22,460	0
<b>Communications</b>	<i>Replacements</i>	75,065	450	75,065	0
<b>Corporate Support</b>	<i>Replacements</i>	395,415	158,585	365,959	29,456
<b>TOTAL</b>		\$ 9,431,621	\$ 4,090,174	\$ 6,910,058	\$ 2,521,563

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**CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 MARCH 2020**

Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
<b>GROWTH - to meet additional demand</b>									
Economy	Proposed Council subdivision	793,700	267,139	1,060,839	208,380	1,060,839	0	By 30 June 2020	Total cost to date for the entire project is \$3,581,000. It is anticipated that the final cost will be approximately \$4.5m.
<b>Total Growth Expenditure</b>		<b>793,700</b>	<b>267,139</b>	<b>1,060,839</b>	<b>208,380</b>	<b>1,060,839</b>	<b>0</b>		
<b>LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level</b>									
Roading - Financially assisted NZTA	LED Lighting Upgrade	0	16,112	16,112	3,071	3,071	13,041	CARRY FORWARD PROPOSED	Conversion kits are with NPE-Tech. Due to Covid19 no work is likely to be done this year.
Roading non-subsidised	Kerb & Channel Improvements	0	68,313	68,313	0	68,313	0	By 30 June 2020	This will be used for Mangaotuku Road improvements and Page Street kerb and channel.
Stormwater	Reticulation Capacity Increase	108,150	91,945	200,095	348,640	348,640	(148,545)	COMPLETED	This over spend was from the manhole lid safety screen budget in the line below. All lids on private property have been completed, and are now part of this the reticulation capacity increase programme of works, for the inlets and outlets in the pipe systems.
Stormwater	Manhole Lid Safety Screens	120,320	184,192	304,512	0	0	304,512	COMPLETED	See above
Wastewater	Camper van drainage facility	0	5,000	5,000	0	5,000	0	By 30 June 2020	
Wastewater	Reticulation capacity increase	102,520	75,980	178,500	11,751	11,571	166,929	CARRY FORWARD PROPOSED	This will be carried over as there is not enough resources to carry out the design work to enable the project to be tendered. Part of the budget will be used for the Broadway upgrade in 202/21.
Wastewater	Safety screens	33,160	32,300	65,460	0	0	65,460	NOT REQUIRED	There are no longer any manholes on private property with no screens
Wastewater	Pump station telemetry	82,000	0	82,000	0	0	82,000	CARRY FORWARD PROPOSED	A carry forward is proposed to 2020/21 as other options of communication are being investigated
Wastewater	Bulk discharge	51,300	0	51,300	0	10,000	41,300	CARRY FORWARD PROPOSED	This is part of the project on the line above regarding communication options
Wastewater	Stage 2 treatment - Oxidation Pond	768,920	8,200	777,120	30,776	60,000	717,120	CARRY FORWARD PROPOSED	Council have now received a consent for a trial period of 3 years. The scope of the project will then be determined after this trial period ends.
Water Supply	Water Meter Installation	30,750	1,677	32,427	26,660	32,427	0	By 30 June 2020	
Water Supply	Zoning	307,500	184,166	491,666	13,634	40,000	451,666	CARRY FORWARD PROPOSED	This was carried forward from the previous year, as the tender received was unacceptable. The project has now been reviewed, as a bigger contract with 4 different job sites. Each site is to be done separately, in order to obtain a more favourable price, so will take longer to complete. The project went out for tender in January 2020.
Water Supply	Toko reservoir	51,250	0	51,250	3,000	51,250	0	By 30 June 2020	
Water Supply	Stratford street work rider mains	30,750	0	30,750	0	30,750	0	By 30 June 2020	
Parks and Reserves	Park Development	15,300	0	15,300	15,299	15,299	1	COMPLETED	
Parks and Reserves	Walkway development	15,300	0	15,300	4,944	15,300	0	By 30 June 2020	Whanga Walkway and Cardiff Walkway upgrades
Parks and Reserves	Walkway signs	10,200	10,000	20,200	3,182	20,200	0	By 30 June 2020	Waiting on template design and branding
Parks and Reserves	King Edward Park accessible path	46,000	0	46,000	45,640	45,640	360	COMPLETED	
Parks and Reserves	Plantings and signs	12,250	10,212	22,462	0	22,462	0	By 30 June 2020	This is on hold until a template has been designed

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Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Parks and Reserves	Victoria Park bike park	0	25,000	25,000	13,302	25,000	0	By 30 June 2020	Project design is complete, the funding strategy is being developed, and tender documents are being prepared.
Parks and Reserves	Discovery Trail	102,100	49,475	151,575	1,020	151,575	0	By 30 June 2020	100% grant funded - waiting on design confirmation
Parks and Reserves	Half basketball court - grant \$25k	0	0	0	0	25,000	(25,000)	By 30 June 2020	Cost of \$25,000 is 100% grant funded. Currently out for tender.
Swimming Pool	Various Pool improvements	43,900	0	43,900	14,848	43,900	0	By 30 June 2020	50% grant funding
Swimming Pool	Pool redevelopment	0	0	0	16,409	16,409	(16,409)	By 30 June 2020	
Aerodrome	Level operational area	0	3,021	3,021	0	3,021	0	By 30 April 2020	
Civic Amenities	Demolish ANZ building	76,600	0	76,600	52,735	62,000	14,600	By 31 May 2020	Completed apart from site remediation
Civic Amenities	Broadway / Prospero Place upgrade	112,300	0	112,300	3,899	91,424	20,876	By 30 June 2020	
Civic Amenities	LED Entrance way sign	0	0	0	35,902	35,902	(35,902)	COMPLETED	The total cost for this project (over two years) was \$90,876, of which \$70,000 was grant funded, and the overspend of \$20,000 is to be funded from the Broadway / Prospero Place upgrade project above.
Farm	Emergency generator	30,000	0	30,000	0	30,000	0	By 30 June 2020	Farm and Aerodrome Committee to make recommendation.
Farm	Landscaping / riparian planting	15,310	6,059	21,369	5,246	21,369	0	By 30 June 2020	Meeting with TRC - plants will be purchased in May and project finished by June 2020
Animal Control	New dog pound	61,300	0	61,300	40,162	61,300	0	By 30 April 2020	
Library	Information centre relocation	0	0	0	1,230	20,000	(20,000)	By 30 June 2020	
Miranda Street Office	Heating in archive room	0	0	0	5,200	5,200	(5,200)	COMPLETED	Required to meet record storage requirements
Pensioner Housing	Conservatories	12,250	0	12,250	0	7,500	4,750	By 30 April 2020	Tender process has commenced. The budget was for 2 conservatories but now only doing 1 as the remaining unit already has a back porch.
<b>Total Level of Service Expenditure</b>		<b>2,239,430</b>	<b>771,652</b>	<b>3,011,082</b>	<b>696,550</b>	<b>1,379,523</b>	<b>1,631,559</b>		

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

Roading - Financially assisted NZTA	Unsealed Road metalling	844,600	(44,600)	800,000	422,579	540,000	260,000	CARRY FORWARD PROPOSED	Revised NZTA approved budget due to overspend in 2018/19
Roading - Financially assisted NZTA	Sealed Road resurfacing	800,000	(50,000)	750,000	765,759	766,000	(16,000)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Reseals commenced at the end of January 2020.
Roading - Financially assisted NZTA	Drainage Renewals	568,300	(43,300)	525,000	397,039	470,000	55,000	CARRY FORWARD PROPOSED	Revised NZTA approved budget due to overspend in 2018/19. Reseals commenced at the end of January 2020.
Roading - Financially assisted NZTA	Pavement Rehabilitation	762,100	(19,320)	742,780	832,414	835,000	(92,220)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Monmouth Road rehabilitation has been completed.
Roading - Financially assisted NZTA	Structure Components Replacement	96,100	(16,100)	80,000	119,955	120,000	(40,000)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Lower Kohurutahi Road bridge repairs commenced in January 2020.
Roading - Financially assisted NZTA	Traffic Services Renewals	63,100	(13,100)	50,000	92,861	95,000	(45,000)	COMPLETED	Revised NZTA approved budget due to overspend in 2018/21
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	52,000	49,800	101,800	7,768	7,768	94,032	CARRY FORWARD PROPOSED	It is proposed to carry forward this years budget to be done as one bigger project in 2020/21
Roading non-subsidised	Underverandah lighting	12,300	0	12,300	158	1,000	11,300	CARRY FORWARD PROPOSED	
Solid Waste	Building renewals	40,800	0	40,800	0	40,800	0	By 30 June 2020	Pending the recommendation of the building maintenance report, and also reseals to commence this year



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Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Stormwater	Weather events emergency fund	2,560	0	2,560	0	2,560	0	By 30 June 2020	
Stormwater	Reticulation Renewals	54,330	220,565	274,895	138,145	274,895	0	By 30 June 2020	
Wastewater	Step / aerate treatment renewals	30,700	18,978	49,678	10,302	49,678	0	By 30 June 2020	
Wastewater	Treatment pond renewals	51,300	0	51,300	0	51,300	0	By 30 June 2020	
Wastewater	Reticulation renewals	410,000	0	410,000	140,075	310,000	100,000	By 30 June 2020	This project commenced in January 2020
Water Supply	Laterals	31,370	0	31,370	3,388	31,370	0	By 30 June 2020	
Water Supply	Stratford street work rider mains	210,000	0	210,000	9,579	210,000	0	By 30 June 2020	
Water Supply	Infrastructure general Stratford	25,620	25,000	50,620	0	50,620	0	By 30 June 2020	
Water Supply	Infrastructure general Midhirst	3,070	639	3,709	0	3,709	0	By 30 June 2020	
Water Supply	Infrastructure general Toko	1,600	0	1,600	0	1,600	0	By 30 June 2020	
Water Supply	Treatment plant replacements	0	37,023	37,023	30,127	30,127	6,896	CARRY FORWARD PROPOSED	
Water Supply	Grit tank replacement	0	250,000	250,000	0	15,000	235,000	CARRY FORWARD PROPOSED	The project did not commence in 2018/19 and has been carried forward to this year. The tender will now be awarded before 30 June 2020 and the physical works will be carried out in 2020/21 year. As this is specialist work, there are limited contractors that are able to do the work.
Water Supply	Meter replacements	51,260	50,000	101,260	7,646	50,000	51,260	CARRY FORWARD PROPOSED	The balance of this project will be done in 2020/21 due to the unavailability of the contractor's resources, as it is a specialised task.
Water Supply	Patea delivery line	0	259,400	259,400	0	15,000	244,400	CARRY FORWARD PROPOSED	See above comments for the grit tank replacement. These two projects have been combined as the Patea delivery line feeds in to the grit tank.
Water Supply	Hydrants	15,170	9,865	25,035	19,766	25,035	0	By 30 June 2020	
Civic Amenities	WMC - replace furniture	2,530	0	2,530	2,227	2,227	303	COMPLETED	
Pensioner Housing	Appliance replacements	22,460	0	22,460	18,898	22,460	0	By 30 June 2020	Replacing in early 2020
Farm	Heat pump replacement	0	0	0	3,683	3,683	(3,683)	COMPLETED	
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,840	3,840	(740)	COMPLETED	
Communications	Website redevelopment	0	75,065	75,065	450	75,065	0	By 30 June 2020	This project was carried forward due to internal resourcing and re-prioritisation.
Corporate Support	Computers/Peripherals/ Software	140,000	65,915	205,915	95,710	150,000	55,915	By 30 June 2020	
Corporate Support	AssetFinda and GIS software replacement	15,000	0	15,000	0	15,000	0	By 30 June 2020	
Corporate Support	Telephone System	50,000	50,000	100,000	0	100,000	0	By 30 June 2020	Currently out for tender then in RFP process
Corporate Support	Vehicle Replacement (after trade in)	54,500	0	54,500	28,672	54,500	0	By 31 May 2020	
Corporate Support	Traffic counters	0	0	0	26,459	26,459	(26,459)	COMPLETED	Current traffic counters are no longer compatible with software so replacements are required, to accurately count traffic volumes.
Corporate Support	Miscellaneous	20,000	0	20,000	7,744	20,000	0	By 30 June 2020	This includes civil defence equipment
<b>Total Replacement Expenditure</b>		<b>4,433,870</b>	<b>925,830</b>	<b>5,359,700</b>	<b>3,185,244</b>	<b>4,469,696</b>	<b>890,004</b>		
<b>TOTAL EXPENDITURE</b>		<b>\$7,467,000</b>	<b>\$1,964,621</b>	<b>\$9,431,621</b>	<b>\$4,090,174</b>	<b>\$6,910,058</b>	<b>\$2,521,563</b>		

<b>LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 MARCH 2020</b>					
<b>Public Debt Statement</b>					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 3,000,000	1.53%	2	August 2018	April 2020
LGFA	\$ 1,000,000	1.99%	1	May 2019	May 2020
LGFA	\$ 1,500,000	2.62%	3	August 2018	May 2021
LGFA	\$ 2,000,000	2.81%	4	August 2018	April 2022
LGFA	\$ 1,500,000	3.47%	5	May 2018	May 2023
LGFA	\$ 2,000,000	2.53%	5	May 2019	May 2024
LGFA	\$ 2,000,000	3.38%	7	August 2018	April 2025
LGFA	\$ 1,500,000	3.65%	9	August 2018	April 2027
	<b>\$ 14,500,000</b>	<b>2.66%</b>			
<b>Internal Debt Register</b>					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water	\$ 1,510,000	2013	N/a	2.66%	Water treatment plant
	<b>\$ 1,510,000</b>				
<b>Committed Cash Facilities</b>					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	<b>\$ 1,000,000</b>				
<b>Investment Statement</b>					
Bank / LGFA	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	2.74%	115	9/12/2019	2/04/2020
ANZ	\$ 1,000,000	2.30%	90	28/02/2020	28/05/2020
Westpac	\$ 1,000,000	2.68%	120	13/02/2020	12/06/2020
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 48,000	2.01%	597	27/08/2018	15/04/2020
LGFA	\$ 24,000	2.22%	992	27/08/2018	15/05/2021
LGFA	\$ 32,000	2.41%	1326	27/08/2018	14/04/2022
LGFA	\$ 24,000	3.06%	1826	24/05/2018	24/05/2023
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
	<b>\$ 3,216,000</b>	<b>2.57%</b>			
<b>Shareholdings Statement</b>					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 3.82	\$ 606,295		
Ravensdown	17,920	\$ 1.00	\$ 17,920		
Civic Assurance	65,608	\$ 1.59	\$ 104,317		
			<b>\$ 728,532</b>		
<b>Other Investments</b>					
	Date Drawn	Amount	Interest Rate	Details	
Loan to Stratford Health Trust	2010	\$ 40,000	Nil	Repay \$20,000 a year	

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

**CASHFLOW FORECAST FOR THE YEAR ENDED MARCH 2021**

	Mar-20	Mar-20 ACTUAL	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
<b>OPENING BALANCE</b>	<b>1,904,450</b>	<b>1,904,450</b>	<b>1,816,379</b>	<b>1,236,118</b>	<b>1,234,645</b>	<b>608,311</b>	<b>64,086</b>	<b>2,560,752</b>	<b>1,500,418</b>	<b>464,297</b>	<b>1,967,963</b>	<b>901,629</b>	<b>394,295</b>	<b>817,961</b>
Rates	340,000	419,977	224,000	2,000,000	320,000	400,000	3,280,000	540,000	350,000	2,800,000	400,000	370,000	2,900,000	400,000
NZTA Refunds	778,271	778,271	416,510	420,000	430,000	400,000	209,000	126,000	265,000	250,000	650,000	250,000	450,000	750,000
Fees and Charges	250,000	367,565	200,000	200,000	200,000	350,000	319,000	300,000	200,000	250,000	350,000	240,000	350,000	350,000
Sale of Assets	1,089,000	290,000	268,000	206,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Interest Revenue	8,666	8,877	8,633	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666
Other Income	-	-	-	-	-	-	-	-	-	-	-	1,000,000	1,000,000	1,000,000
<b>Total Cash In</b>	<b>2,465,937</b>	<b>1,864,690</b>	<b>1,117,143</b>	<b>2,834,666</b>	<b>1,083,666</b>	<b>1,283,666</b>	<b>3,941,666</b>	<b>1,099,666</b>	<b>948,666</b>	<b>3,433,666</b>	<b>1,533,666</b>	<b>1,993,666</b>	<b>4,833,666</b>	<b>2,633,666</b>
Salaries and Wages / Elected Members	410,000	414,788	390,000	390,000	410,000	410,000	240,000	350,000	440,000	400,000	400,000	300,000	340,000	400,000
Payments to Suppliers - Operating	640,000	918,705	400,000	600,000	500,000	800,000	730,000	790,000	550,000	700,000	800,000	400,000	370,000	950,000
Major contract payments	1,400,000	1,393,884	800,000	1,100,000	800,000	500,000	475,000	600,000	900,000	950,000	1,400,000	3,600,000	3,700,000	1,400,000
Interest Expense	-	-	107,404	46,139	-	17,891	-	-	94,787	50,000	-	11,000	-	-
GST Paid	250,000	225,384	-	(300,000)	-	100,000	-	420,000	-	(170,000)	-	190,000	-	250,000
<b>Total Cash Out</b>	<b>2,700,000</b>	<b>2,952,761</b>	<b>1,697,404</b>	<b>1,836,139</b>	<b>1,710,000</b>	<b>1,827,891</b>	<b>1,445,000</b>	<b>2,160,000</b>	<b>1,984,787</b>	<b>1,930,000</b>	<b>2,600,000</b>	<b>4,501,000</b>	<b>4,410,000</b>	<b>3,000,000</b>
(Increase)/Reduce Term Deposits	-	1,000,000	- 1,000,000	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans*	-	-	1,000,000	- 1,000,000	-	-	-	-	-	-	-	2,000,000	-	-
<b>CLOSING BALANCE</b>	<b>1,670,387</b>	<b>1,816,379</b>	<b>1,236,118</b>	<b>1,234,645</b>	<b>608,311</b>	<b>64,086</b>	<b>2,560,752</b>	<b>1,500,418</b>	<b>464,297</b>	<b>1,967,963</b>	<b>901,629</b>	<b>394,295</b>	<b>817,961</b>	<b>451,627</b>
<b>Net Debt</b>	<b>10,284,000</b>	<b>11,284,000</b>	<b>11,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>10,284,000</b>	<b>12,284,000</b>	<b>12,284,000</b>	<b>12,284,000</b>

**Notes re Cashflow Forecast:**

1. Due to the Covid-19 lockdown, an assumption has been made that Rates and Fees and Charges Revenue will decrease by 20% until 01 July 2020 where it is expected to pick back up again.
2. Sale of Assets figures March 2020 onwards relates to the sale of the Council subdivision sections. Titles were issued in March and it is expected that at least 8 properties will be due for settlement in the next 3 months. 2 of the subdivision sections settled in March.
3. Other income relates to grant income expected to fund \$3m of the cost of the pool (total budgeted cost \$15m).
4. A \$1m term deposit was required to be retained in March, this was reinvested in April.
5. Council refinanced \$4m of loans through the LGFA in April. \$3m relates to loans maturing in April and \$1m relates to a loan maturing in May.

## Outstanding Debtors as at 31 March 2020

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$207,021	\$20,875	The overdue balance for rates debtors is what is owed for previous financial years i.e. up to 30 June 2019. This amount includes some rates where legal proceedings have commenced. All outstanding rates are charged a 10% penalty on amounts outstanding at the end of each quarter.
Transfer Station	\$8	\$0	
Cemeteries	\$18,603	\$10,403	Overdues relate to 7 debtors, most of which have payment arrangements with council or are with a debt collector for recovery. One debtors relate to plots pre-purchased - arrangement to be cancelled if payment isn't forthcoming.
Rental Properties	\$5,050	\$1,922	Overdue amount is an annual charge paid off in monthly instalments.
Pensioner Housing	-\$3,663	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$6,356	\$6,326	Overdue debtors are actively being pursued by debt collectors DMC.
Facility Hire	\$3,465	\$0	
Sundry Debtors	\$162,932	\$3,644	Overdue debtors are actively being pursued by debt collectors. One account has payment arrangement. Targeted Rates due 30/06/20. Sundry debtors includes income accrued, ie Fonterra milk cheque.
NZTA	\$416,510	\$0	
Swimming Pool	\$4,121	\$0	
Resource Consents	\$8,650	\$0	
Infringements	\$65,752	\$64,752	Report from MOJ used to load receipts has not yet been received.
Wastewater Discharge	\$44,367	\$13,967	Payment arrangement made for overdue amount. Current bills paid.
Water Billing	\$24,183	\$16,160	All outstanding debtors are being actively pursued. Arrangements have been entered into for the 2 overdue debtors.
<b>TOTAL</b>	<b>\$963,355</b>	<b>\$138,049</b>	