



21 October 2020

POLICY & SERVICES COMMITTEE MEETING

Notice is hereby given that the **Policy & Services Committee Meeting of Council** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 27 October 2020** at **3.00pm**

Timetable for 27 October 2020 as follows:

12noon	Lunch for Councillors
12.30pm	Workshop for Councillors - Farm & Aerodrome Strategic Planning
2.45pm	Afternoon tea for Councillors
3.00pm	Policy and Services Committee Meeting

Yours faithfully



Sven Hanne
CHIEF EXECUTIVE

2020 - Policy & Services Committee - October (27/10/2020)

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POLICY AND SERVICES COMMITTEE MEETING
TUESDAY 27 OCTOBER 2020 AT 3.00PM

F19/13/05-D20/28836

A G E N D A

1. **WELCOME**
- Health & Safety Message

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 – 22 September 2020**
D20/25880 Pages 9-20

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 22 September 2020, including those in the public excluded section, 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. **INFORMATION REPORT – ELECTED MEMBERS UPDATE ON LTP
AND OTHER KEY PROJECTS**

D20/27929

Pages 22-31

RECOMMENDATION

THAT The report be received

Recommended Reason

Well into the third and final year of the Long Term Plan, it is important to give Elected Members another progress report on projects set in the Long Term Plan as well as others considered of key importance. This is a recurring update and Elected Members are welcome to identify any additional projects they would like to see covered in future updates. As a result of central government economic stimulus funding following the COVID19 pandemic, there have been a number of timeframe and funding changes since the last update as well as the inclusion of a project that was not specifically allowed for in the LTP.

/ Moved/Seconded

9. **DECISION REPORT – POLICY REVIEWS – ELEVENTH TRANCHE**

D20/25239

Pages 32-113

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the attached, updated and new policies, being the:
 - *Delegations Policy*
 - *Care of Children and Youth in Council Facilities Policy*
 - *Procurement Policy*

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

10. **DECISION REPORT – TRADE WASTE BYLAW 2020 AMENDMENTS**

D20/23889

Pages 114-204

RECOMMENDATIONS

1. THAT the report be received.
2. THAT subject to agreement, the Trade Waste Bylaw 2020 amendments be adopted.

Recommended Reason

Section 156(2)(a) of the Local Government Act (LGA) 2002 allows that the Stratford District Council ('Council') may, by resolution publicly notified, make minor changes to, or correct errors in a bylaw, but only if the changes or corrections do not affect - (i) an existing right, interest, title, immunity, or duty of any person to whom the bylaw applies; or (ii) an existing status or capacity of any person to whom the bylaw applies.

Moved/Seconded

11. **DECISION REPORT – PROPOSED REDUCTION OF SPORTSGROUNDS FEES**

D20/28919

Pages 205-210

RECOMMENDATIONS

- 1 THAT the report be received
- 2 THAT Council approves the reduction of the sportsground fees for the Stratford and Eltham Rugby Sports Club (SERSC) for the 2019/20 financial year by 50% being \$1,610.

Or

- 2 THAT Council declines the request for a reduction in the sportsground fee for the Stratford and Eltham Rugby Sports Club (SERSC) for the 2019/20 financial year.

Recommended Reason

The SERSC has experienced a significant decrease in revenue as a result of loss in sponsorship, bar takings and player subscriptions, due to the shortened rugby season, as a result of the Covid-19 lockdown. Reducing the sportsground fees for the SERSC would assist with keeping the club running and getting them through this difficult time.

Moved/Seconded

12. **MONTHLY REPORTS**

12.1 **ASSETS REPORT**
D20/26748 Pages 211-235

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

12.2 **COMMUNITY SERVICES REPORT**
D20/22882 Pages 234-245

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

12.3 **ENVIRONMENTAL SERVICES REPORT**
D20/26792 Pages 246-253

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

12.4 **CORPORATE SERVICES REPORT**
D20/28557 Pages 254-270

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

13. **QUESTIONS**

14. **RECOMMENDATION TO EXCLUDE THE PUBLIC**

RECOMMENDATION

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

Agenda Items No: 15

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

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
Rates Remission	The withholding of the information is necessary for commercial sensitivity	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)b(ii) of the Local Government Official Information and Meetings Act 1987.

_____/_____
Moved/Seconded

15. **PUBLIC EXCLUDED ITEM – RATE REMISSION**

RECOMMENDATION

THAT the open meeting resumes

_____/_____
Moved/Seconded



Health and Safety Message

In the event of an emergency, please follow the instructions of Council Staff.

Please exit through main entrance.

Once you reach the footpath outside please turn left and walk towards the Bell tower congregating on lawn outside the Council Building.

Staff will guide you to an alternative route if necessary.

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

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

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

Key	
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

MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL, MIRANDA STREET, STRATFORD ON TUESDAY 22 SEPTEMBER 2020 AT 3.00PM

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 – Environmental Services – Mr B Sutherland, the Director Corporate Services – Mrs T Radich, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Environmental Health Manager – Ms R Otter (*part meeting*), the Environmental Health Officer – Ms S Horton (*part meeting*), the Special Projects Manager – Mr N Cooper (*part meeting*), the Finance Officer – Mrs S Flight, the Corporate Accountant – Mrs C Craig (*part meeting*), and two members of the media (Stratford Press and Taranaki Daily News).

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, the Chief Executive, Councillors, staff, and the media. He reminded Councillors to ensure they are familiar with the health and safety message including evacuation procedures.

2. **APOLOGIES**

An apology was noted from the Director – Assets – Mrs V Araba

RECOMMENDATION

THAT the apology be noted

BOYDE/McKAY
Carried
P&S/20/134

3. **ANNOUNCEMENTS**

There were no announcements.

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.

Councillor Erwood declared an interest in Items 8 and 9

The District Mayor declared an interest in Item 9

5. **ATTENDANCE SCHEDULE**

The Attendance Schedule for Policy and Services Committee meetings was attached.

6. **CONFIRMATION OF MINUTES**

6.1 **Policy and Services Committee Meeting – 25 August 2020**
D20/22870 Pages 9-21

6.1

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 August 2020, including those in the public excluded section, be confirmed as a true and accurate record.

ERWOOD/SANDFORD
Carried
P&S/20/135

7. **MATTERS OUTSTANDING**

D16/47 Page 22

RECOMMENDATION

THAT the matters outstanding be received.

BOYDE/COPELSTONE
Carried
P&S/20/136

Councillor Erwood removed himself from the table at 3.05pm.

8. **INFORMATION REPORT – STRATFORD DISTRICT LICENSING COMMITTEE 2019/2020 ANNUAL REPORT**

D20/24871 Pages 23-29

RECOMMENDATIONS

1. THAT the Annual Report for Stratford District Licensing Committee for 2019/2020 be received and contents noted.
2. THAT ~~subject to any amendments~~ the Annual Report will be forwarded to the Alcohol Regulatory and Licensing Authority.

DALZIEL/HARRIS
1 abstained
Carried
P&S/20/137

Recommended Reason

The report is required to be prepared by the Stratford District Licensing Committee as part of its duties under the Sale and Supply of Alcohol Act 2012.

The Environmental Health Manager noted the following points:

- This report is prepared annually for the Alcohol Regulatory and Licensing Authority and is a statutory requirement.
- The statistics gathered are reported to the authority via survey monkey.
- All statistics are published on Council’s website.
- There were no significant trends to report other than a slight increase in the number of licensed premises which related to the issue of an on-licenses and club license.
- Alcohol applications are down slightly and this is partly due to COVID-19 and special licenses not having been applied for.

The District Mayor removed himself from the table at 3.06pm

9. **DECISION REPORT – STRATFORD DISTRICT LICENSING COMMITTEE (DLC)**

D20/24888 Pages 30-37

RECOMMENDATIONS

1. THAT the report be received.

BOYDE/McKAY
2 abstained
Carried
P&S/20/138

2. THAT the Council consider the future composition of the Stratford District Licensing Committee.

3. THAT the Council recruit its own Commissioner and a Deputy Chairperson be chosen from elected members and the Stratford District Council share a list of members with New Plymouth District Council as outlined in option 2 of this report.

SANDFORD/BOYDE
2 abstained
Carried
P&S/20/139

Recommended Reason

The initiation of this process is due to the current Stratford District Licensing Committee Commissioner (Mr Alex Matheson) signalling his intention to resign from this position.

The Council has the opportunity to review the current structure of Stratford’s District Licensing Committee.

The Environmental Health Manager noted the following points:

- Currently the Stratford and New Plymouth District Council’s share a commissioner and a list of members that make up the legislative requirements in forming the District Licensing Committee.
- The current commissioner has signalled his intention to resign from the committee and New Plymouth District Council have indicated their intention to appoint two new commissioners and additionally advertise for the appointment of new list members to extend the current list.
- The terms for these positions is 5 years.
- The majority of applications are received are considered on the papers by the commissioner, therefore the recommended option of this report is to advertise externally for our own

commissioner to ensure a greater pool of applicants with experience and local knowledge is reached.

- The Deputy Chair (currently District Mayor Volzke) would continue to be an Elected Member and Stratford would still share a list with New Plymouth District Council which covers both councils in terms of expertise, conflict of interests and speciality areas of expertise.

Questions/Points of Clarification:

- Councillor Boyde noted his support for option 2 as Stratford should have its own commissioner.
- Councillor Sandford noted his support for option 2 with the defining factor being the ability to find a person with local knowledge. He acknowledged the great work done by the committee.

The District Mayor and Councillor Erwood re-joined the table at 3.10pm.

10. **DECISION REPORT – DRAFT KEEPING OF ANIMALS POULTRY AND BEES BYLAW**

D20/24877 Pages 38-55

RECOMMENDATIONS

1. THAT the report be received.

JONES/HARRIS
Carried
P&S/20/140

2. THAT the *draft* Keeping of Animals Poultry and Bees Bylaw 2020 be adopted and released for public consultation.

McKAY/ERWOOD
Carried
P&S/20/141

Recommended Reason

The recommendation of the Council is required to initiate the public consultation process required by Sections 82 and 83 of the Local Government Act 2002, to seek comments from the public on the amendments to the *draft* Keeping of Animals Poultry and Bees Bylaw 2020.

The Environmental Health Manager noted the following points:

- During the review of this bylaw research was undertaken on how other councils have addressed their animal bylaws as well as considering our officers experiencing of enforcing the current bylaw.
- Terminology throughout the bylaw was also reviewed for clarity.
- The addition of cats into the draft bylaw provides officers with a tool to address environmental and health related issues as a result of cats. A cap on the number of cats has not been included due to officers recommendation that education can resolve most issues and the low number of complaints received. There is the ability to impose a cap if Council requests this.
- Rules for the keeping of bees have also been introduced. The inclusion of these rules will give Council some controls around beekeeping and the associated environmental impacts. Hives are also required to be registered to ensure disease control is maintained. Bee keeping on road reserve has also been addressed in the bylaw as requested by Councillors during the workshop.
- The 50metres from a boundary or dwelling in relation to the keeping of pigs was considered to be the desirable distance to address health related issues (e.g. water intake, smell and

general nuisance) however it has been noted that council permission can be granted if the distance will be closer than 50 meters and the issues have been addressed.

- On page 46, clause c of Public Places, it was noted the additional and at the end of the clause would be removed.
- The associated map to the bylaw was tabled to Councillors.

The Special Projects Manager joined the meeting at 3.11pm.

Questions/Points of Clarification:

- It was clarified that on page 48, 9.3c, 'premises' would be amended to property boundary.
- It was noted that the close of consultation would be amended from 30 October to ensure sufficient time for consultation was achieved following adoption of the resolutions by Council on 13 October 2020.
- It was noted that this bylaw would not affect the business operating on Orlando Street.
- It was clarified that the number of pigs per sty did not need to be included as intensive pig farming was covered by the District Plan. It does allow the number of pigs to be restricted if the animals are causing a nuisance.
- Councillor Coplestone noted there was no limit to the number of cats that could be kept. With Taranaki's pest free objectives he felt cats could be classified as pests and kept to a minimum. The Environmental Health Manager noted that feral cats are not addressed by this bylaw and are dealt with by pest control or the Taranaki Regional Council. This bylaw can only address the number of cats per residential property. She noted she was not aware of an issue in the urban area at the moment. This bylaw would purely deal with the cats if they became a health related nuisance or causing nuisance to the neighbouring property. Numbers could be restricted if Council wished to include that.
- The Deputy Mayor supported Councillor Coplestone due to the biodiversity element and the destruction of wildlife by cats.
- The District Mayor noted he did not support a cap on the number of cats or kittens as the purpose of the bylaw was to ensure they do not create a nuisance or endanger health and not about biodiversity.
- Councillor Coplestone reiterated his view that a cap on the number of cats would restrict the population in town and be advantageous moving forward for a pest free Taranaki.
- Councillor Boyde supported the District Mayor's comments.
- Councillor Jones supported the release of the document for consultation but noted his concern over clause 9.3(a) stating a pig cannot be within 50 metres of an occupied dwelling – and the note in 9.1 that rural zoned areas could keep pigs in accordance with the applicable clauses in the bylaw. The Environmental Health Manager would further clarify this within the document prior to being released.

11. **DECISION REPORT – BRAND REFRESH – COUNCIL LOGO**

D20/24092

Pages 56-66

RECOMMENDATIONS

1. THAT the report be received.

BOYDE/McKAY
Carried
P&S/20/142

- ~~2. THAT Council adopt one of the options provided in Appendix B of a refreshed logo for the Stratford District Council.~~

Recommended Reason

As a key initiative within the Communications and Engagement Strategy adopted by Council in May 2020, Council's endorsement is sought to agree to the direction of the recommended logo refresh so that the wider brand improvement project can commence.

The Communications Manager noted the following points:

- Earlier this year Council adopted the communications strategy.
- As part of the initiatives from this a brand audit was undertaken with a number of inconsistencies identified in the way Council communicates. The outcomes of this was the need for a brand refresh – with a refresh over a full rebrand favoured due to time and cost.
- This is being looked at in a staged approach with today's report requesting approval for the Council's corporate logo.
- Three Taranaki designers were engaged and through feedback collected from staff seven options are presented today for adoption of one.

Questions/Points of Clarification:

- It was clarified that Appendix B of the report showed the logo options up for discussion today. Appendix C showed icon and wording designs to give an example of how they could look.

The Corporate Accountant joined the meeting at 3.30pm.

- It was noted that the colours were established following engagement with staff. Feedback asked about imagery and element importance and asked for colour palette suggestions. Natural colours, blues and greens, were favoured with red, black and white noted as being associated with Stratford through schools and sports teams.
- Councillor McKay noted that branding should be quite precise with clean lines and easily identifiable in different sizes and levels. She noted her support for option 7 as it provided a good balance of the realistic shape of the mountain but with cleaner lines that will look sharper on small and large scales. Councillor Coplestone noted his support for option 7 as well.
- Councillor Dalziel supported option 7 but noted the green should be less pastel and bolder to reflect Taranaki grass.
- Councillor Boyde supported option 7 and congratulated the communications team on the collation of feedback from the workshop and the resulting outcomes.
- Councillor Sandford noted he preferred the shape of the mountain on option 4 and the shapes breaking outside of the circle. He felt the shape of the mountain on 7 was too drawn out.
- Councillor Jones felt the blue being in front of the mountain depicts an ocean rather than a river coming down from the mountain. He noted his support for 6 or 7 in terms of the mountain shape.

- Councillor Harris noted her support of the shape of the mountain in 1,2 or 3 due to the crispness of the shape and the pull back to the original logo. She felt this was a good compromise and more relative to a refresh. Councillor Webby supported these comments.
- Councillor Erwood noted he supported the shape of the mountain on option 6 and the blue and green being outside of the circle as per option 7. He also supported the green being more vibrant.
- The District Mayor noted his support for option 4.

RECOMMENDATION

THAT Council adopt Option 4, with a more vibrant green, for the Stratford District Council logo.

ERWOOD/SANDFORD
Division
For 5
Against 6

MOTION LOST
P&S/20/143

A division was called.

Those voting for the motion: The District Mayor, The Deputy Mayor, Councillors: Dalziel, Erwood and Sandford.

Those voting against the motion: Councillors: Boyde, Coplestone, Harris, Jones, McKay and Webby.

The motion was lost.

RECOMMENDATION

THAT Council adopt Option 7 for the Stratford District Council logo.

McKAY/BOYDE
Against 3
Carried
P&S/20/144

Points noted in discussion:

- The Director – Community Services noted the Te Reo name has come from Whakaahurangi Marae but local Iwi will also be engaged with prior to locking it in. There have been some challenges with the layout with the long name but there are guidelines from Central Government on using bilingual names and these are the best outcomes with different layout options. Both vertical and horizontal versions will be created to allow for all designs and scenarios.

The Corporate Accountant departed the meeting at 3.45pm.

12. MONTHLY REPORTS

12.1 ASSETS REPORT

D20/23226

Pages 67-90

RECOMMENDATION

THAT the reports be received.

HARRIS/WEBBY
Carried
P&S/20/145

6.1

The Chief Executive noted the following points:

- Logging is in full flight and with the current weather the rainfall and moisture is resulting in the anticipated damage to the roads. The attached images show the reality of the road condition in the Eastern Hill Country and the damage big vehicles with so many wheels can do.
- Trade Waste is increasing in importance and activity for the department with the granting of the new waste water consent for the oxidation point requiring a stronger focus on what enters the waste water system and how it can be avoided or dealt with. There are some inconsistencies that have been identified in the bylaw which will be brought back to Council for correction. The team is currently investigating an illegal discharge into the waste water system.
- Pest control and general maintenance is occurring in various locations across the network.
- Renovations have started on a number of halls including the Centennial Rest Rooms. Renovation work at the War Memorial has been carefully planned to ensure both public halls were not unavailable at the same time. Work on the Hall of Remembrance is also about to start, as is work on a number of community halls.
- There is now only one section at the subdivision that is not under any form of negotiation or further agreement discussion.
- Now the pool location has been decided work is progressing with planning and looking into contractual elements. Officers are speaking to and visiting a number of councils with pools recently built or under construction.
- The Bike Park tender documents are being drawn up before they are released to the market. There has been a very strong emphasis on local contractors where possible.

Questions/Points of Clarification:

- It was clarified that amber and red tags had still been applied to rubbish bin collections during the transition period to the reduced plastic intakes. There is a grace period for a further couple of weeks for the items previously collected but the red tags are still being attached for other unacceptable materials.

12.2 COMMUNITY SERVICES REPORT

D20/22882

Pages 91-99

RECOMMENDATION

THAT the reports be received.

ERWOOD/WEBBY
Carried
P&S/20/146

6.1

The Director – Community Services noted the following points:

- The Mayors Taskforce for Jobs campaign was launched two weeks ago and had a very good turnout. There are definitely employers in the District looking for employees. The Workforce Coordinator role is currently being recruited for.
- The facilities adapted to the return to level 2, with the pool having felt the most impact with the change. The pool returns back to normal tomorrow.
- Councillors were urged to promote the support on offer from Venture Taranaki to businesses in the District for professional services support. Up to \$5,000 can be granted to businesses.
- The Citizen Awards presentation evening is Tuesday 29 September.
- The Meet the Candidates evening is Wednesday 30 September.

Questions/Points of Clarification:

- Councillor Webby noted the current exhibition “Aroaromahana” at the Percy Thomson Gallery was on till 11 October and was a wonderful exhibition.
- Councillor McKay noted the Stratford Business Association delivered a workshop at CMK for members on help with finances and using xero. The Stratford Club hosts the next BA5 on Thursday. The Secret Shopper campaign is in its third week and has been really appreciated by recipients and by the businesses. The ladies lunch is being held tomorrow and has had maximum bookings. The Christmas Parade theme has been set as ‘Santa’s Workshop’.

12.3 ENVIRONMENTAL SERVICES REPORT

D20/23136

Pages 100-107

RECOMMENDATION

THAT the reports be received.

HARRIS/WEBBY
Carried
P&S/20/147

The Director - Environmental Services noted the following points:

- Only 21 building consents were received in August which was less than the previous few months and could be an indication of stabilisation and the impact of the building consent exemptions. There have been 23 received so far for September.
- IANZ has approved the action plan to proceed with addressing the non-compliance issues.
- Work is ongoing with the street numbering projects. Seyton Street has now been finished and Brecon Road will be completed at the end of this week. Glanville Road/Regan Street will be the next task and will be brought to Council as it will require a decision to be made by Council.

Questions/Points of Clarification:

- It was noted there were no particular issues or trends with the bylaw complaints and is around the same figure as it usually is.
- It was noted no issue had been found with numbering on Ariel Street. The District Mayor requested that Mr Sutherland accompany him to visit the properties in question.
- It was noted the earthquake prone building stocktake was a long running process. There is still another 12 months to notify building owners and the next timeframe does not enact until notification has occurred. Council will be updated when this is has happened.

6.1

12.4 **CORPORATE SERVICES REPORT**

D20/24685 Pages 108-125

RECOMMENDATION

THAT the reports be received.

BOYDE/COPLESTONE
Carried
P&S/20/148

The Director – Corporate Services noted the following points:

- The subdivision is on track to being cost neutral. All but one section is either sold or under contract.
- The financials for August are the first two months of the financial year.
- User charges are \$34,000 down on budget.
- Operating expenditure is on track with the budget.
- Provincial Growth Fund projects have been highlighted in orange and carry forwards in grey on the capital expenditure summary so these can be easily tracked. 3% of the capital expenditure for the year has been spent.
- It is noted in the treasury management section that there is potentially an additional \$3 million that might not be required until later on in the year to fund capital projects and therefore could be invested. There are restrictions under the treasury management policy on how much can be invested with any one bank as an attempt to mitigate risk. To get the highest rate would be to go with Westpac and this would be in breach of the policy.
- There had been a bit of concern regarding rate collections during the COVID-19 and how this would look, but the current year’s collection is similar to previous years and it seems no effect is yet to be seen.
- Rates in arrears are currently higher than previous year but this is due to a couple of different rate payers that are currently being dealt with.

Questions/Points of Clarification:

- The District Mayor noted the restrictions within the Treasury Management Policy were self-imposed to ensure Council did not take on undue risk. The Chief Executive confirmed that these were self-imposed restrictions and therefore Council could breach its own policy or acknowledge the breach and proceed with the investment.
- It was noted the floating loan rate was 1.3% and would be lower than the return from investing.
- Councillor Dalziel noted his support for investing the funds for the 120 days.

RECOMMENDATION

THAT Council acknowledges and endorses breaching the Treasury Management Policy and investing an additional \$3 million with Westpac for 120 days.

VOLZKE/DALZIEL
Carried
P&S/20/149

- It was clarified that how work on the pool would affect Council’s borrowing would depend on how the funding was received as this was yet to be clarified. Earlier developments may be funded by the grants before further lending was required.

13. **QUESTIONS**

There were no questions.

14. **RECOMMENDATION TO EXCLUDE THE PUBLIC**

RECOMMENDATION

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

Agenda Items No: 15

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

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
Lease of Land	The withholding of the information is necessary for commercial sensitivity	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)b(ii) of the Local Government Official Information and Meetings Act 1987.

ERWOOD/HARRIS
Carried
P&S/20/150

The Media departed the meeting at 4.16pm

15. **PUBLIC EXCLUDED ITEM – LEASE OF LAND**

RECOMMENDATION

THAT the open meeting resumes.

WEBBY/JONES
Carried
P&S/20/153

The meeting closed at 4.47pm.

A L Jamieson
CHAIRMAN

Confirmed this 27th day of October 2020.

N C Volzke
DISTRICT MAYOR

POLICY & SERVICES COMMITTEE MATTERS OUTSTANDING INDEX

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Street Numbering - Pembroke Road - Ariel Street (raised 26 May 2020)		Blair Sutherland	On-going	Update in Environmental Services Monthly Report item 12.3
Detail of Reserve Balance	Policy & Services – 23 June 2020	Tiffany Radich		To be brought to November Policy & Services Committee meeting

INFORMATION REPORT



TO: Policy and Services Committee

F16/1280/03-D20/27929

FROM: Chief Executive

DATE: 27 October 2020

SUBJECT: ELECTED MEMBERS UPDATE ON LTP AND OTHER KEY PROJECTS

8

RECOMMENDATION

THAT The report be received

Recommended Reason

Well into the third and final year of the Long Term Plan, it is important to give Elected Members another progress report on projects set in the Long Term Plan as well as others considered of key importance. This is a recurring update and Elected Members are welcome to identify any additional projects they would like to see covered in future updates. As a result of central government economic stimulus funding following the COVID-19 pandemic, there have been a number of timeframe and funding changes since the last update as well as the inclusion of a project that was not specifically allowed for in the LTP.

Moved/Seconded

1. **PURPOSE OF REPORT**

To give Elected Members greater visibility of the progress made on projects they approved and potentially allocated funding to as part of the 2018-2028 Long Term Plan (LTP). Additions, funding and time frame changes due to central government COVID-19 economic stimulus funding are included in this project.

2. **EXECUTIVE SUMMARY**

The attached document covers key projects currently being delivered within Stratford District Council (the Council).

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

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

Delivery on LTP and other council driven projects is core to the Council fulfilling its purpose.

4. **BACKGROUND**

A number of projects have been identified as part of the LTP process as deliverables. The report also sweeps up some projects that have arisen outside the scope of the LTP. It gives Elected Members a good progress report on projects they are aware staff are currently working on. These are key projects, not day-to-day operational matters.

5. **INFORMATION SUMMARY**

The relevant information is summarised in the attached tables by project. If required, the template can be adjusted for future reports to capture additional information if desired.

6. **STRATEGIC ALIGNMENT**

6.1 **Direction**

Most of the covered projects fall under infrastructure although at least one regulatory matter is covered. Overall, the matters covered traverse most of the areas the Council is involved in.

6.2 **Annual Plan and Long Term Plan**

This report is consistent with and directly aligned with the LTP.

6.3 **District Plan**

Most matters in the update have no direct linkage with the District Plan (DP) but equally are not in misalignment with it. The pending revision of the DP is in fact one of the matters covered.

6.4 **Legal Implications**

There are no legal implications associated with the subject matter of this report. This is not to say that no legal matters will arise throughout the delivery of the matters covered by this report. These will be addressed as and when required.

6.5 **Policy Implications**

There are no policy implications associated with the subject matter of this report, this is not to say that no policy matters will arise throughout the delivery of the matters covered by this report. These will be addressed as and when required.

Attachments:

Appendix 1 – LTP Project Update

Appendix 2 – Non-LTP Project Update



[Approved by]

Sven Hanne

CHIEF EXECUTIVE

DATE

20 October 2020

APPENDIX 1

LTP PROJECT UPDATE

Project Title:	New Swimming Pool / Aquatic Centre
Objective:	To investigate options for a new or refurbished pool within a \$20 million budget and subsequently deliver.
Deadline:	<ul style="list-style-type: none"> • Scope & location YR1 of LTP (2018/19) • Construction YR3 of LTP (2020/21) • Spade in ground February 2021 • Completion (indicative) November 2023
Budget:	\$15 million (max \$12 million Council, min \$3 million philanthropic funding) \$20 million (max \$12 million Council, \$ 8 million central government funding, plus any philanthropic funding available)
Cost to date:	minor cost for conceptual and location based designs
Progress to date:	<ul style="list-style-type: none"> • Location agreed • Central government funding contract in place • Overall scope confirmed by elected members, minor changes to be discussed as budget/scope alignment is worked through in the design process • Client adviser engaged (BECA) • Procurement process chosen (Design & Build) and underway
Upcoming milestones:	<ul style="list-style-type: none"> • Design & Build proposals from invited tenderers • Engagement of preferred contractor • Commencement of concept design including engagement with key user groups • Spade in ground February 2021
Narrative:	Elected Members have been actively involved in this process to date.

Project Title:	Bike park / Victoria Park improvements
Objective:	To create a place where young children can cycle safely and learn about road rules.
Deadline:	Design for construction purposes by 30 September 2019.
Budget:	\$22,000 design – No Council funding External funding of \$20,000 was received \$500,000 construction – No Council funding Wider scope including general recreational use improvements throughout Victoria Park: \$1.8 million (no council funding)
Cost to date:	\$10,100
Progress to date:	<ul style="list-style-type: none"> • Community input via A&P Show. • Successful in \$22,000 grant application to undertake design work. • Design work with working group underway. • \$60,000 grant funding towards construction awarded by TSB. Deemed insufficient to complete any elements of this project and therefore not uplifted. • \$1.8 million central government funding secured and funding contract in place
Upcoming milestones:	<ul style="list-style-type: none"> • Tender document for head-contractor released to the market • Spade in ground expected for December 2020
Narrative:	Scope has been significantly broadened beyond the scope of just the bike park as a result of the funding commitment from central government. This project is directly pitched to local head and subcontractors to retain as much of this work within the district as possible. This aligns with the intent of the funder.

Project Title:	Prospero Place/Broadway/2035/Future of Broadway
Objective:	To beautify the public space in the centre of town and instil community feel and pride.
Deadline:	Ongoing, comprised of numerous smaller projects Inter-dependencies with private buildings and developments.
Budget:	\$50,000 (Council budget), \$80,000 carry-over (Council budget)
Cost to date:	\$18,000 in current financial year for grass and ancillary works
Progress to date:	<ul style="list-style-type: none"> SBA garden/seating installation in Prospero Place. Private developer north of Prospero Place has demolished their buildings. LED sign at the northern entrance to town has been installed and commissioned. The identity project support the work identified the theme of Shakespeare for the town. Demolition of ANZ bank building, site grassed and now available and used as public space Council lease and beautification of empty site next to Prospero Place - <i>underway</i>
Upcoming milestones:	<ul style="list-style-type: none"> Resealing of Broadway and associated changes to road layout. NZTA has indicated a reduction in scope Construction of new building on northern corner of Prospero Place. Grassing of demolition site on northern side of Prospero Place and inclusion in Prospero Place for the time being. LTP decisions regarding future projects/funding affecting Prospero Place/Broadway
Narrative:	<p>Indicative time-frame for roading work is 2021/22. This will drive the timing of the street make-over (cross-section of road, footpath & parking layout), the relocation of the pedestrian crossing and the replacement of the water main running in the road corridor. NZTA have however recently advised a reduction in their project scope.</p> <p>The delay or cancellation of the construction of the commercial building on the northern side is obviously a setback for this project, but the lease and beautification of this land by council may enable turning this into an opportunity.</p>

Project Title:	Discovery Trail
Objective:	This project looks to develop a walkway that takes in iconic points throughout the Stratford township.
Deadline:	June 2021
Budget:	<p>Year 1 – \$50,000 – No Council funding. Funding of \$50,000 was received from TET in 2018.</p> <p>Year 2 – \$102,000 – No Council funding. Funding of \$102,100 is being sought an external funding provider.</p> <p>Year 3 - \$100,000 – No Council funding.</p> <p>Where justified, some associated works will be funded via footpaths budget.</p>
Cost to date:	Minimal
Progress to date:	<ul style="list-style-type: none"> The route has been confirmed. Some paths have been upgraded in association with footpath improvements. The up lighting of the Malone Gates is completed. A reference group has been established. The Identity Project was created and Council has adopted Shakespeare as a theme and identity for the town. Following further reference group and stakeholder discussions the route has been adjusted and includes the Celia Street Reserve and Whakaahurangi Marae. A butterfly making workshop was held during the October school holidays. The butterflies will make up part of the “Fairy Forest” along the Carrington Walkway.

	<ul style="list-style-type: none"> • A public art work at the Centennial Rest Rooms has been completed. • The Discovery Trail Icon has been finalised, along with Shakespeare related icons, which follows the towns adopted primary theme of 'Shakespeare'. • Designs for the icon hunt markers are completed, alongside the icon hunt activity sheets. • Discussions with stakeholders including Whakaahurangi Marae, Percy Thomson Trust, and the reference group continue.
Upcoming milestones:	<ul style="list-style-type: none"> • Installation and launch of the Kids Icon Hunt • Repair and installation of the lych gate at Windsor Park and community notice board at the Centennial Rest Rooms. • Finalising promotional material and printing of. • Build and installation of photo frames at Victoria Park and King Edward Park. • Install metal birds and fairy forest items in King Edward Park. • Develop and confirm signage hierarchy to enable signage install. • Collate information for story telling on signage and the App. • Develop concept plan for Prospero Place.
Narrative:	<p>The up lighting of the Malone Gates has been completed. The Identity Project theme and of Shakespeare has been adopted. Having the artwork and identity right will define the success of this project. The artwork including signage and marketing materials is now being worked on to be implemented this year. Year 2 funding has been sought from external funding providers.</p> <p>An extension to hold over Year 1 funding from TET was sought and granted during the COVID-19 lockdown. Year 1 funding must be spent by December 2020. Internal capacity has been an issue in the delivery of this project. The foundation design and concept work has been finalised and will now be implemented across the trail. Samples will be provided at the meeting.</p>

Project Title:	District Plan
Objective:	To comprehensively review the district plan, to integrate it with the LTP objectives and the evolving legislative framework
Deadline:	Release of a draft in early 2019, with notification in late 2019 Scope to be revisited as part of LTP discussions but significant slow-down anticipated as alternative processes will be investigated/utilised to address perceived shortcomings of current District Plan without incurring the cost of a full plan review.
Budget:	\$25,000 for Year 1
Cost to date:	\$120,000 since 2015 (approximate)
Progress to date:	<ul style="list-style-type: none"> • Major pieces of research have been completed • Issues Paper has been released with feedback incorporated • National Planning standards have been considered and assessed • Strategic Matters of Importance have been drafted • A series of workshops with elected members have been held, including some early discussions on possible zoning changes. • Discussion on what is broken and what is the best way to address these matters (district plan review vs other avenues) has been held
Upcoming milestones:	<ul style="list-style-type: none"> • Investigation and subsequent presentation of alternative solutions to issues raised by elected members that were originally anticipated to be resolved by a full plan review.
Narrative:	A number of matters that link back to the district plan have frustrated and concerned elected members. The overall cost of a full plan review might however not be appropriate to address these matters. Elected members have identified their key concerns and asked that officers come back with alternative, cheaper and more practical options to address these.

Project Title:	Water Supply – Trunk Main duplication between Stratford WTP and town. Fast tracked due to economic stimulus funding.
Objective:	This project will mitigate the most significant single-point-of-failure risk for the Stratford Water Supply.
Deadline:	Yet to be confirmed, contract and milestones yet to be finalised.
Budget:	\$2.860 million (\$2.4 million central government funding, approximately \$450k council funding)
Cost to date:	Minimal
Progress to date:	<ul style="list-style-type: none"> • Indicative alignment • High level design
Upcoming milestones:	<ul style="list-style-type: none"> • Confirmation of alignment • Detail design • Land access negotiation and consenting • Tender • Construction
Narrative:	This project has been on the books for a number of years, but due to other funding priorities was currently scheduled for year 7 of the current LTP – hence in another 4 years’ time. Despite only being approximately 40 years into a 100 years design life, the existing pipeline life has caused ongoing issues and related outages and is considered a major risk to the resilience of the Stratford Water Supply. A second pipeline will have numerous operational benefits, including enabling maintenance and repair on either pipeline without a loss of service to the Stratford reticulation and associated impacts on the community.

Completed LTP Projects:

Victoria Park drainage

This project served as a back-up should operational maintenance interventions fail to resolve the problems experienced with drainage. There is agreement between Council and users that additional and specialist maintenance has addressed the problem and the majority of this funding is not required, leading to a saving of \$190,000. Just under \$10,000 was spent on drainage required for the rebuilt cricket wicket, which has been completed.

Wastewater Treatment Upgrade

This project had two intrinsically linked objectives. To secure a new long-term discharge consent for the discharge of treated wastewater from the Stratford oxidation ponds into the Patea River AND to undertake the required capital works to support such a consent. The consent has been received and all capital and operational changes required to this point have been made. While there will be ongoing operational and capital improvements, this project is considered to be materially complete. Future upgrades will flow through the business-as-usual lines of the wastewater activity unless a step-change is required in the future, which will be reported on as and when required. This project was completed well below budget due to the adoption of a science-based, non-conventional approach.

Council Subdivision

This project is materially complete with all sections having agreements for sale & purchase in place. While not all of these have settled and some of the sections have deferred settlements due to Builders’ Terms on them, there is very little that remains to be done. Should any of the existing agreements fail to materialise, there is plenty of interest in the market to quickly absorb any sections that may become available. This project has achieved a moderate surplus, which is in line with the original scope. There is potential for further income from the sale of spite strips allowing future neighbouring developments to pay for the privilege to take advantage of infrastructure installed as part of this subdivision. This was factored into the capacity of infrastructure installed for the development.

Discontinued/Abandoned Projects:

Roading Improvements Dawson Falls

This project was part of an application to MBIE's Tourism Infrastructure Fund (TIF) that was unsuccessful and all associated funds/costs have been removed from the Annual Plan as a result.

APPENDIX 2

NON-LTP PROJECTS UPDATE:

While the following projects did not feature in the LTP, they are sufficiently important that we use this medium to update elected members on their progress.

Project Title:	TET Stadium – future ownership
Objective:	To investigate the options available in respect of the future management of the stadium following Council assuming ownership of the building on the expiry of the current lease. The scope of this widened as it was considered for possible co-location for the new pool development.
Deadline:	End of lease is: 30 June 2019 Has since been run-on on a month-by-months basis.
Budget:	\$0 No budget and no budget requirement unless council choses to own or contribute to the future upkeep or management of the facility.
Cost to date:	\$0 Staff time only
Progress to date:	<ul style="list-style-type: none"> • All relevant research completed. • Initial workshop with elected members held. • Council has approved future strategy for the management of the facility. • Lessee advised of council’s position and one meeting held to date to discuss process for initiating management change. • Council has ruled out co-location of pool on shared site • Meeting held with operator of restaurant to identify potential future alignment with pool operations despite not being co-located • Councillor workshop to discuss appetite for skin-in-the-game by Council going forward • Current lease “running on” in meantime.
Upcoming milestones:	<ul style="list-style-type: none"> • Options to council • Discussions about future operating model with sports society
Narrative:	<p>The current lease and management model does not seem to be achieving optimum use of the facility or be in the best interests of the sporting groups using the reserve. The expiry of the current lease presented an opportunity to establish an improved model and ensure future management is in the best interests of the relevant sporting groups and the community as a whole.</p> <p>The facility has also been identified as the most likely site for council’s civil defence welfare centre, this will be carried into any future arrangement.</p> <p>The facility is also under discussion as a potential location for the new swimming pool to be incorporated into / attached to. This has now been ruled out.</p> <p>Discussions with elected members and the sports society to come to discuss future operating model.</p> <p>The facility will continue to be operated in its current form in the meantime.</p>

Project Title:	Upgrade of town halls and war memorials New project due to economic stimulus funding.
Objective:	Provincial Growth Fund project to renovate and upgrade town halls and war memorials as part of the COVID19 pandemic, providing economic stimulus.
Deadline:	April 2021
Budget:	\$339,000 across 8 facilities 100% PGF funded. No council budget implications.
Cost to date:	\$0
Progress to date:	<ul style="list-style-type: none"> • Funding secured and funding contract signed • Work underway on a number of council and community assets • Some work staged to allow for ongoing availability of meeting spaces AND due to availability of trades people
Upcoming milestones:	<ul style="list-style-type: none"> • Centennial restrooms refurbishment underway • Hall of remembrance painting completed • Community halls progressing • War memorial hall to follow once Centennial restrooms complete
Narrative:	This funding was unexpected and there was a very short turnaround between becoming aware of its availability and deadline for applications. Council staff are excited about the overall funding received but would have liked to work with more hall committees to give them access to this funding. Timing simply didn't allow for that. The overall outcome is very positive for the district.

Completed Non-LTP Projects:

Council Farm – Subdivision & Sale of Campbell house & Farmlet

This project was completed in 1999 with revenue exceeding budget expectations. This also included the relocation of a house onto the Council farm as future accommodation for the share milker, this has been completed and the sharemilker has moved in. Farm debt has been offset by the revenue.

Midhurst – resolution of historic land/boundary issues

This project has been materially completed. This project was labelled as “possibly the worst decision council has ever made” by a prominent elected member, has however since resolved the boundary issues a large number of Midhurst properties experienced. Of the 42 land parcels in play, 39 have been sold to neighbouring owners for inclusion in their properties. There are discussions regarding the final three but whether they were to remain in council ownership for a period of time or not is immaterial to the successful conclusion of this project. Worst case it is expected that these remaining properties will be called upon next time the neighbouring properties change ownership. Due to conservative assumptions at the outset, this project has made a minor profit.

DECISION REPORT



F19/13/04- D20/25239

TO: Policy and Services Committee
FROM: Chief Executive
DATE: 27 September 2020
SUBJECT: POLICY REVIEWS – ELEVENTH TRANCHE

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the attached, updated and new policies, being the:
 - *Delegations Policy*
 - *Care of Children and Youth in Council Facilities Policy*
 - *Procurement Policy*

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 eleventh 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 eleventh 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**

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

Up to date policies enable council to perform a good quality local public service and good quality regulatory functions. The three policies in this report directly promote the social and economic well-beings.

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 three policies for adoption within this report, the following changes have been incorporated and are being recommended by staff:

4.3.1 Delegations Policy – Appendix 1
(existing policy, minor change)

4.3.1.1 The existing policy has been updated to accommodate legislative changes, as well as the establishment of a new committee.

4.3.1.2 The changes are highlighted as tracked changes in the attached policy, they are:

1. Quorum of committees (multiple locations) – this used to refer to standing orders, however since the last review of standing orders, quorum rules are no longer covered. The wording introduced into the policy matches the formula covered in the previous standing orders and replicates what is applied to full council meeting.
2. Farm and Aerodrome Committee – the intent of the terms of reference for this committee have been inserted into the delegations policy – this is consistent with all other committees of councils.
3. Direct staff delegations – Under Section 34A (1b) of the Resource Management Act 1991 Council may delegate to staff but does not have the ability to delegate the power to delegate. Therefore under this section any RMA specific delegations also include the staff member who exercises the delegation within the Environmental Services department.
4. A number of building control delegations have been updated and or added. These were identified during the recent IANZ audit.
5. Authority to write off low value debtors invoices once all appropriate means have been exhausted – requires advice from council solicitor or debt management consultant that further action unlikely to deliver a beneficial outcome. The intent is to avoid having to bring unenforceable debtors invoices of reasonably low value (recommend maximum value \$10,000) to council for write-off.

4.3.2 Care of Children and Youth in Council Facilities Policy– Appendix 2
(new policy)

4.3.2.1 This policy provides guidance for Council facility staff and users when children and youth are unaccompanied and/or not actively supervised in Stratford District Council facilities.

4.3.2.2 While children and youth are welcomed by Stratford District Council to use its resources, services and spaces in a safe and respectful manner, Council also has an obligation act on any reasonable concerns about the care or safety of children in facilities. This policy ensures this is done in a consistent and appropriate manner.

4.3.3 **Procurement Policy – Appendix 3**
(existing Policy, minor change)

4.3.3.1 The current policy requires signoff by the CEO for expenses incurred by the Mayor and vice versa. Audit NZ identified a potential conflict of interest in the existing policy. It has therefore been agreed with Audit NZ that a more appropriate process is to have any two Directors sign off mayoral expenses and this to be reviewed by the chair of the Audit and Risk committee. Due to the chair of the Audit and Risk committee being an external appointment it was considered impractical to have this position directly sign off mayoral expenses.

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**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Policies form the basis of a variety of council functions including the provision of infrastructure, regulatory functions and the provision of a local public service.
What relationship does it have to the 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"> • Do we have complete data, and relevant statistics, on the proposal(s)? • Do we have reasonably reliable data on the proposals? • What assumptions have had to be built in? |
|--|

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

7.3 **Significance**

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

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

7.4 **Options**

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

1. What options are available?
2. For **each** option:
 - 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">• Are there any policy issues?• Does your recommendation conflict with Council Policies? |
|---|

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

Attachments:

Appendix 1 – Delegations Policy

Appendix 2 – Care of Children and Youth in Council Facilities Policy

Appendix 3 – Procurement Policy Framework

Appendix 4 – Policy Register



Sven Hanne
CHIEF EXECUTIVE

DATE 20 October 2020

STRATFORD DISTRICT COUNCIL

POLICY: <u>DELEGATIONS POLICY</u>	
DEPARTMENT: Chief Executive	RESPONSIBILITY:
SECTION:	<ul style="list-style-type: none"> • Chief Executive
REVIEW DATE: 2019	NEXT REVIEW: 2021/22
VERSION:	APPROVAL DATE: 11/06/2019

PART ONE – COUNCIL POLICY & DELEGATIONS

1. LEGISLATION

1.1 PURPOSE OF DELEGATIONS POLICY

This Delegations Policy sets out:

- The legal basis for delegations and sub-delegations
- The guiding objectives behind the policies
- The policies for achieving those objectives
- Council Committees
- Financial authorisations
- The Delegations Register

In doing so, this Delegations Policy provides a reference for each of the delegations and sub-delegations within Council and the legal basis for each delegation and sub-delegation.

1.2 LOCAL GOVERNMENT ACT 2002

Schedule 7, clause 32 of the Local Government Act 2002 states that:

“32. Delegations -

(1) Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except -

- (a) the power to make a rate; or*
- (b) the power to make a bylaw; or*
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or*
- (d) the power to adopt a long-term plan, annual plan, or annual report; or*
- (e) the power to appoint a chief executive; or*
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement.*
- (h) the power to adopt a remuneration and employment policy.*

- (2) *Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in subclause (1).*
- (3) *A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the local authority or by the committee or body or person that makes the [original] delegation.*
- (4) *A committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, or duties are delegated may, without confirmation by the local authority or committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.*
- (5) *A local authority may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.*
- (6) *A territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.*
- (7) *To avoid doubt, no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.*
- (8) *The delegation powers in this clause are in addition to any power of delegation a local authority has under any other enactment."*

1.3 **LEGAL BASIS**

ACTS

Permitted Delegations

The following legislation contains specific sections permitting delegations to officers:

- | | |
|---|---------------------|
| (a) Building Act 2004 | - Section 232 |
| (b) Civil Defence Emergency Management Act 2002 | - Section 12 |
| (c) Impounding Act 1955 | - Section 63 |
| (d) Local Government Official Information and Meetings Act 1987 | - Sections 42, 43 |
| (e) Privacy Act 1993 | - Sections 124, 125 |
| (f) Public Bodies Contracts Act 1959 | - Section 4 |
| (g) Resource Management Act 1991 | - Section 34A(3) |
| (h) Sale and Supply of Alcohol Act 2012 | - Section 198 |
| (i) Health Act 1956 | - Section 23 |

In addition the Local Government Act 2002 Schedule 7, Clause 32 contains a general delegation and various restrictions that also cover other enactments.

Limitations on DelegationsLocal Government (Rating) Act 2002

There are no officer delegations in the Local Government (Rating) Act 2002. Under Section 132 (2) a local authority must not delegate a) the power to delegate, and b) any function, power or duty conferred by subpart 2 of Part 1 or subpart 1 of Part 5 of the Act. The subparts relate to determining what is rateable land, and the replacement (or re-setting) of rates. This means that unless the Act mentions the Principal Administrative Officer or duly authorised officer etc. (who can be readily identified in this Delegations Register), then a Council action (other than an administrative task) must be delegated directly by Council unless specifically barred by virtue of Schedule 7, Section 32 of the Local Government Act 2002.

Reserves Act 1977

There are no officer delegations in the Reserves Act 1977. This means that unless the Act mentions the Principal Administrative Officer or duly authorised officer etc. (who can be readily identified in this Delegations Register), then a Council action (other than an administrative task) must be delegated directly by Council unless specifically barred by virtue of Schedule 7, Section 32 of the Local Government Act 2002.

Local Government Act 2002

Schedule 7, Section 32 of the Local Government Act 2002 states that the Council cannot delegate any of the following powers:

- (a) the power to make a rate; or
- (b) the power to make a bylaw; or
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- (d) the power to adopt a long-term plan, annual plan, or annual report; or
- (e) the power to appoint a chief executive; or
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement.
- (g) the power to adopt a remuneration and employment policy.

Resource Management Act 1991

Under the Resource Management Act 1991, the Council cannot delegate any of the following matters to officers:

- (a) The approval of a policy statement or plan or any change to a policy statement or plan.
- (b) The making of a recommendation on a requirement for a designation or a heritage order under Part VIII.
- (c) The granting of a resource consent for a non-complying activity in respect of any application which is notified in accordance with Section 93.
- (d) The power to hear and determine notified applications for Resource Consent.

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 the Council cannot delegate any of the following matters to officers:

- Pt 7 Local Authority Meetings
- S32 Recommendations made to the Council by the Ombudsman

REGULATIONS

Housing Improvement Regulations 1947

Regulation 22 of the Housing Improvement Regulations 1947 provides for the general or particular delegation of powers to officers, other than those to be exercised by special order or by resolution.

BYLAWS

Council has a wide range of bylaw making powers derived mainly from the Local Government Act 2002 and the Bylaws Act 1910. Specific bylaw making powers in accordance with other statutes may also be conferred to Council from time to time eg. Reserves Act 1977, Land Transport Act 1998, Health Act 1956, Dog Control Act 1996 and Prostitution Reform Act 2003. While some of these statutes do not have powers of delegation to officers, it is possible, by promulgating bylaws, to empower officers to make discretionary decisions (refer to Section 13 Bylaws Act 1910). However, the discretion left by the bylaw to an officer must not be so great as to be unreasonable.

The procedure for making bylaws is set out in Part 8, Sections 143 158 of the Local Government Act 2002.

2. DELEGATIONS OBJECTIVES & POLICIES

2.1. OBJECTIVES

- 2.1.1 Delegations should be made specifically to the lowest appropriate level, but they may also be exercised by all managers in a direct line above that position.

Delegations should be made directly to the position that will be exercising the authority as part of the role of the position and day-to-day responsibilities. All managers in a direct line of authority above that named position will also be able to exercise that delegation.

- 2.1.2 Delegations should reflect the separate roles of governance and management.

Strategy, policy, governance and major financial decisions beyond budgeted allowances are matters for elected representatives. Operational matters, not involving changes to policy are generally the responsibility of staff. Council ultimately decides on where the balance lies.

- 2.1.3 Delegations should provide for clear accountability and reflect the lines of responsibility in the organisation.

Greater powers and responsibilities should be held and exercised at progressively more senior levels of the organisation.

- 2.1.4 Delegations should be broadly defined to ensure flexibility whilst being sufficiently prescriptive so that the extent and nature of the authority is clearly defined.

Where possible, a principled approach should be taken in the drafting of delegations. However, sufficient detail should be given so that it is clear what the power, duty or function does and does not cover.

- 2.1.5 Delegations should be interpreted in a manner consistent with these objectives.

2.2. POLICY

- 2.2.1 Delegations shall be in writing.

The Delegation Policy, including the Delegations Register, shall record delegations made by council or committee and sub delegations from the Chief Executive.

- 2.2.2 Delegations shall be to defined positions.

Delegations will not be permitted to named officers or persons so that currency is maintained and to enable a person acting in a position to exercise delegated functions.

- 2.2.3 Delegations should be standardised, where possible, across classes of positions and bodies eg. all Department Directors should have similar financial signing limits and HR authorities.

- 2.2.4 Where powers, duties or functions are delegated to a specified position, the same authority applies to any person acting in that specified position. By default the direct manager of a person in a specified position may act on behalf of that person.

This provision allows for notified and non-notified absence of officers and chairpersons. Officers should record in writing that they have exercised the delegated authority in an acting capacity.

- 2.2.5 Officer delegations must first be delegated by Council to the Chief Executive. This does not apply to powers or authorities where such delegation is prohibited by law.

Council will not be permitted to delegate directly to officers (except where otherwise required by legislation) in order that the Chief Executive is able to manage delegations to staff.

- 2.2.6 The Chief Executive may delegate to any officers or persons, except where otherwise required by legislation.

The Chief Executive can delegate to specified staff positions and other persons. If delegating to a person outside of council extra care is to be taken to ensure that the person is appropriately qualified and suitable.

- 2.2.7 Officers, other than the Chief Executive, do not have the power to sub-delegate.

Clause 32B, Schedule 7 to the Local Government Act 2002 states that an officer cannot delegate the power to delegate under that clause. This has been interpreted as meaning that a power that has been sub delegated by the Chief Executive cannot be further delegated by an officer. There are similar provisions in other statutes, including the Resource Management Act 1991 and Local Government Rating Act 2002 which prevent sub delegation by any officers.

- 2.2.8 Any delegation to a committee or member or officer of the local authority does not restrict the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in Section 32 (1) of the Local Government Act 2002 (those powers and duties which cannot be delegated).

- 2.2.9 An entity or person in a specified position with delegated authority may seek advice from others on the exercise of that delegated authority in a particular case but ultimately must either exercise the power themselves or refer the matter back to the delegator or a manager in the direct line above their position to exercise the power.

In some circumstances, for example where there would be significant public interest in a matter or there is a potential conflict of interest, an officer may decide not to make a decision and refer to the matter back to the delegator or to a manager in the direct line above their position.

- 2.2.10 The power to exercise a function that has been delegated is held by the entity or person that delegated it and also by any manager in a direct line above a specified position to which a function has been delegated. However, such entities and persons should only exercise that function in cases where particular circumstances make that appropriate or when requested to do so by the delegation holder.

To allow for clarity and consistency a function should generally be exercised by the entity or position that has been specifically delegated responsibility for that function. But there may be occasions where the circumstances of the case make it more appropriate for the delegator or a more senior position to carry out a function.

- 2.2.11 Unless expressly provided in law, delegation or rules, a decision made under the exercise of a delegated authority cannot be overturned by another holder of that delegation. A new decision may be made if additional information is received.

Some legislation, including the Resource Management Act, and the Stratford District Council bylaws allow for appeal of certain decisions. Council also provides the ability to appeal a decision in delegations and/or, policy. Unless the ability to appeal a decision has been expressly provided, a decision cannot be overturned by a person or body senior to the delegate. However, if additional information is received, a new decision can be made, although it still must be made only by those who have delegated authority.

- 2.2.12 Delegations should not be exercised where a conflict of interest or perceived conflict of interest exists.

A person with either a personal prejudicial interest in a matter, or what would appear to be such an interest, must not be involved in decisions on that matter.

- 2.2.13 A delegate may exercise any ancillary powers necessary to give effect to a given delegation.

For example, a delegation to undertake financial transactions of up to a specified limit would include the ability to negotiate price, terms and conditions, authorise the contract, sign the contract etc.

- 2.2.14 Where a matter has not been delegated, a decision on that matter must be made by Council. The Chief Executive shall determine whether or not the matter is covered by a delegation.

Matters that do not appear to be delegated should be notified to the Chief Executive so that consideration can be given to whether it is covered by some other delegation or if a new delegation is required.

- 2.2.15 Unless specifically time-limited, a delegation continues in force until revoked, altered or varied by the delegator or Council.

For example, delegations may be required in relation to specific matters, where no broad delegation to deal with the type of matter exists. These delegations would be limited to eg. the time span of the project or contract. Individual delegations do not have to be specifically revoked where a subsequent delegation is made which alters or varies the previous delegation.

- 2.2.16 Decisions to make, revoke, alter or vary delegations by Council must be expressly stated in a Delegations report to the Policy and Services Committee.

- 2.2.17 A matter must be referred to the Chief Executive where:

- there is an apparent conflict of delegations; or
- the delegation is not clearly defined or does not appear to exist for a given matter; or
- a delegate's ancillary powers need to be clarified.

For clarity and consistency, it is best that there be a single point of interpretation of the delegations. In the absence of judicial consideration of the delegations the Chief Executive is the most obvious position to do this within Council.

- 2.2.18 Where the description of a delegated legislative function is ambiguous or appears to conflict with the wording of the legislation the wording of the legislation will prevail.

The wording used in the description of a delegated function is only a guide to the exact nature of the function and does not limit or expand the wording used in the legislation.

3. COUNCIL COMMITTEE STRUCTURE

3.1 BACKGROUND

The Stratford District Council has three standing committees and four special purpose committees.

The standing committees are:

- Policy and Services Committee.
- Audit and Risk Committee.
- Executive Committee.

The special purpose committees are:

- Sport NZ Rural Travel Fund Committee
- Postponement of Rates for Extreme Financial Hardship Committee
- Postponement of Rates for Farmland Affected by Natural Disasters Committee
- District Licensing Committee

There are two Joint Committees and two Taranaki Regional Council committees which Council appoints representation to. These are as follows:

- Taranaki Solid Waste Management Committee (joint)
- Taranaki Civil Defence Emergency Management Group (joint)
- Taranaki Policy and Planning Committee
- Regional Land Transport Committee

In addition the Council delegates authority to the Mayor to convene a Citizens Award selection panel of five members comprising of the Mayor, two councillors and two citizens of the Stratford District to consider and determine Citizens Award nominations in line with the Citizens Awards Policy on an annual basis.

3.2 POLICY AND SERVICES COMMITTEE

3.2.1 Purpose

- To assist Council with the development of an appropriate strategic policy framework that is based on a comprehensive knowledge of the community and its requirements.
- To consider matters not the function of another committee.
- To assist Council with ensuring that its services are delivered in an effective and efficient manner that meets the needs of its communities.
- To monitor the Council's performance, progress and financial position against, and to ensure compliance with legislation, strategies, policies and plans.

3.2.2 Responsibilities

The Policy and Services Committee shall have responsibility to:

- Assess and provide advice to Council on the key strategic issues affecting the District and Council;
- Consider, and recommend to Council for adoption, governance and other policies that need to be approved by Council;
- Consider, and recommend to Council for adoption, bylaws that need to be approved by Council;
- Assist with the development of, and recommend to Council the adoption of, key policy and planning documents including the Long Term Plan, Annual Plan, and District Plan;
- Monitor and assess the outcomes of the services approved in the Long Term Plan and Annual Plan delivered by Council;
- Determine matters for which provision has not been made in the Long Term Plan or Annual Plan together with, where necessary, adequate financial provision;

- Hear, consider, assist with and provide advice to Council on community engagement and consultation processes in relation to Council policies, strategies and planning documents;
- The power to hear the revocation of any registration pursuant to Regulation 9 of the Health (Registration of Premises) Regulations 1966;
- Develop, and recommend to Council, submissions on National and Regional statements, policies and plans, legislative changes and other consultative processes, which may be of interest to the District;
- Consider and recommend policy on the triennial review of the representative and election process;
- Respond to Government's legislation proposals and policy issues.

3.2.3 Delegations

- There are no delegations for making decisions to this Committee.
- The Committee is delegated the power to conduct hearings to allow the carrying out of the above responsibilities.

3.2.4 Membership

- Mayor (*ex officio*)
- The chairperson shall be a member of Council
- Comprises all members of Council.

3.2.5 Relationships with Other Parties

The Chief Executive, and senior management shall be invited to attend all meetings. The Chief Executive may invite other staff as appropriate to provide specialist advice.

3.2.6 Frequency of Meetings

Meetings shall occur monthly.

3.2.7 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.2.8 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.2.9 Quorum

The quorum at any meeting of the committee ~~shall be as specified in standing orders shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd.~~

3.2.10 Remuneration

Members will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.2.11 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.3 AUDIT AND RISK COMMITTEE

3.3.1 Purpose

- To ensure that the Council is delivering on agreed outcomes.
- To ensure that the Council is managing risk in an appropriate manner.

3.3.2 Responsibilities

- Monitoring performance against the approved Long Term Plan and Annual Plan.
- Overseeing the development of the Council's Annual Report.
- Overseeing the development of financial and treasury management strategies and policies.
- Considering and approving external audit arrangements and receiving Audit reports.
- Consider the outcome of internal and external audit reviews.
- Advise Council on matters of finance and risk and provide objective advice and recommendations for its consideration.
- Consider matters which are related to the quality assurance and internal controls in Council and ensure the financial management practices and processes comply with the Local Government Act 2002, other relevant legislation and Council's own policies.
- Consider, monitor and recommend (where appropriate) in respect to Council's interest in CCOs.
- Monitor key activities, projects and services (without operational interference in the services) in order to better inform the members and the community about key Council activities and issues that arise in the operational arm of the Council.

3.3.3 Delegations

The Audit and Risk Committee shall have delegated authority to:

- Review and consider all aspects of Financial Management and Reporting including liaising with the auditors.
- Oversee Council Controlled Organisations including reviewing the Statement of Intent and monitoring performance.
- Review Treasury Management including activity, the policy and investment options.
- Review the Revenue and Financing Policy and Financial Strategy as required and recommend changes to Council.
- Monitor all matters associated with Risk and Insurance.
- Review Statutory Compliance and legal matters to ensure Council implements legislative change and complies with existing legislation.
- Review of significant activities (including Section 17A reviews) and recommend any changes to Council.
- Undertake ad-hoc reviews as directed by Council.
- To make all decisions necessary to fulfil the responsibilities of the Committee.
- To recommend to Council and/or the Policy and Services Committee as it deems appropriate.

For the avoidance of doubt, this Committee has **not** been delegated the power to:

- Make a rate;
- Borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan;
- Adopt a Long Term Plan, Annual Plan or Annual Report;
- Adopt policies required to be adopted and consulted on in association with the Long Term Plan.

3.3.4 Membership

- Independent Member (Chairman)
- Mayor (Ex officio)
- At least 3 members of Council

3.3.5 Relationships with Other Parties

The Chief Executive, senior management and auditors shall be invited to attend all meetings. The chairman may invite other staff/parties as appropriate to provide specialist advice.

3.3.6 Frequency of Meetings

The Audit and Risk Committee shall meet quarterly 5 times per year, unless circumstances require a meeting to be held more frequently.

3.3.7 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.3.8 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.3.9 Quorum

~~The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd. A majority of the members of the Committee present in person constitutes a quorum. The action of a majority of members at the meeting at which a quorum is present will be the action of the Committee. Meetings conducted by teleconference or video conference will constitute a valid meeting.~~

3.3.10 Remuneration

Members will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

The Independent Member will be engaged pursuant to their contract.

3.3.11 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.4 FARM AND AERODROME COMMITTEE

3.4.1 Purpose

- To provide oversight of the combined activities of the Council Dairy Farm and Stratford Aerodrome on behalf of Council and;
- To monitor the implementation of the farm business strategy at a governance level.

3.4.2 Responsibilities

The Farm and Aerodrome Committee is responsible for reporting to the Council on progress, annual results, and making recommendations to the Council of the following activities:

- Risk Management;
- Performance Management
- Strategy Development; and
- Other Significant Matters

3.4.3 Delegations

The Farm and Aerodrome Committee shall have delegated authority to:

- Managing and monitoring the Farm and Aerodrome risks including legislative, health and safety, financial, and environmental risks.
- Discuss incidents, and evaluate risk management controls.
- Give recommendation to the CEO on fixing the milk price under Fonterra's fixed milk price programme.
- Monitor financial performance against budget.

- Initiate the development of budgets and KPI's annually with assistance from Council finance staff, as requested, and report on these regularly at Committee meetings.
- Review the Farm and Aerodrome objectives in line with the changing environment and make recommendations to Council as required.
- Review the business model regularly to ensure objectives are able to be achieved.
- Consider specific matters of significance e.g. sale or purchase of land, or change in use of land.
- Advise on significant capital proposals.
- The Chair of the Farm & Aerodrome Committee has delegation to recommend a vote on behalf of Council for any shareholder decisions.

The scope of the Committee **does not** extend to operational matters. Operational matters include, but are not limited to, developing work programmes, procurement and approval of invoices, administration, physical works on the farm, and general day to day running of the Farm and Aerodrome.

3.4.4 Membership

- Elected Member (Chairman)
- 2 Elected Member (Committee Members)
- 2 Council Officers (non voting)

3.4.5 Relationships with Other Parties

The Chief Executive, senior management and auditors shall be invited to attend all meetings. The chairman may invite other staff/parties as appropriate to provide specialist advice.

Representatives from the Farm and Aerodrome will be invited to attend all meetings.

3.4.6 Frequency of Meetings

The Farm and Aerodrome Committee shall meet quarterly.

3.4.7 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.4.8 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.4.9 Quorum

The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd.

3.4.10 Remuneration

Members will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.4.11 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.5 EXECUTIVE COMMITTEE

3.5.1 Purpose

To act on behalf of the full Council at any time when the urgency of a matter would make the delaying of a decision contrary to the best interests of the Council or its community.

3.5.2 Responsibilities

To make decisions when urgent matters so require.

3.5.3 Delegations

The Executive Committee shall have delegated authority:

- To make urgent decisions on behalf of Council.
- To act on behalf of the full Council at any time when the urgency of a matter would make the delaying of a decision contrary to the best interests of the Council or its community.
- To enact the powers and accept a final sale price and other terms and conditions for the sale of Council land, or purchase of property, or to sub delegate the authority to the Chief Executive.
- To enact all powers, duties and discretions under the Sale and Supply of Alcohol Act 2012, pursuant to Clause 32(1), Schedule 7 of the Local Government Act 2002 and Section 198 of the Sale and Supply of Alcohol Act 2012.
- To hear and decide on any appeal to a decision made pursuant to Section 100 of the Gambling Act 2003 or Section 65C of the Racing Act 2003 in consideration of an application for a Class 4 Gambling or NZ Racing Board Venue and in accordance with the Stratford District Gambling Venue Policy.

3.5.4 Membership

- Comprises five members of Council including the Mayor.
- The chairperson shall be the Mayor.

3.5.5 Frequency of Meetings

The Executive Committee shall meet when required.

3.5.6 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.5.7 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.5.8 Quorum

~~The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd. The quorum at any meeting of the committee shall be as specified in standing orders.~~

3.5.9 Remuneration

Members will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.5.10 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.6 SPORT NZ RURAL TRAVEL FUND COMMITTEE**3.6.1 Purpose**

To determine funding applications for physical activity and recreation activities in the Stratford community.

3.6.2 Responsibilities

To consider and determine funding grants.

3.6.3 Delegations

There are no delegations to this Committee.

3.6.4 Membership

- Comprises eight members including the Mayor, three Councillors and four citizens of Stratford District to be appointed by the Mayor.
- The chairperson shall be a member of Council and appointed by the Mayor.

3.6.5 Relationships with Other Parties

Sport NZ.

3.6.6 Frequency of Meetings

As required.

3.6.7 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.6.8 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council for ratification at the next meeting of Council.

3.6.9 Quorum

~~The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd. The quorum at any meeting of the committee shall be as specified in standing orders.~~

3.6.10 Remuneration

Councillors will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.6.11 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.7 POSTPONEMENT OF RATES FOR EXTREME FINANCIAL HARDSHIP COMMITTEE

3.7.1 Purpose

To assess a ratepayer's application for rates postponement under Council's Rates Postponement for Extreme Financial Hardship Policy.

3.7.2 Responsibilities

To consider and determine the amount of rates to be postponed.

3.7.3 Delegations

Determination of amount of rates to be postponed.

3.7.4 Membership

- Comprises the Mayor, Deputy Mayor and Chief Executive.
- The chairperson shall be the Mayor.

3.7.5 Frequency of Meetings

As required.

3.7.6 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.7.7 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.7.8 Quorum

~~The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd. The quorum at any meeting of the committee shall be as specified in standing orders.~~

3.7.9 Remuneration

Councillors will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.7.10 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.8 POSTPONEMENT OF RATES FOR FARMLAND AFFECTED BY NATURAL DISASTER COMMITTEE

3.8.1 Purpose

To assess a ratepayer's application for rates postponement under Council's Rates Postponement for Farmland Affected by Natural Disasters Policy.

3.8.2 Responsibilities

To consider and determine the amount of rates to be postponed.

3.8.3 Delegations

Determination of amount of rates to be postponed.

3.8.4 Membership

- Comprises the Mayor, Deputy Mayor, Chief Executive, and a non-voting representative from Taranaki Federated Farmers.
- The chairperson shall be the Mayor.

3.8.5 Frequency of Meetings

As required.

3.8.6 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.8.7 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.8.8 Quorum

~~The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd. The quorum at any meeting of the committee shall be as specified in standing orders.~~

3.8.9 Remuneration

Councillors will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.8.10 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.9 DISTRICT LICENSING COMMITTEE**3.9.1 Purpose**

To deal with licensing matters for the district.

3.9.2 Responsibilities

The District Licensing Committee shall have responsibility to (section references are to the Sale and Supply of Alcohol Act 2012):

- To consider and determine applications for licences and manager's certificates; and
- To consider and determine applications for renewal of licences and manager's certificates; and
- To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136; and
- To consider and determine applications for the variation, suspension, or cancellation of special licences; and
- To consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280; and
- With the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; and
- To conduct inquiries and to make reports as may be required of it by the licensing authority under section 175; and
- Any other functions conferred on licensing committees by or under this Act or any other enactment.

3.9.3 Delegations

This Committee can conduct its functions and make decisions as allowed for pursuant to section 188 of the Sale and Supply of Alcohol Act 2012.

3.9.4 Membership (all references to sections are to the Sale and Supply of Alcohol Act 2012):

- Commissioner appointed as Chair pursuant to section 193.
- Mayor (*Deputy Chair*) – to act in place of the chairperson if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reason.
- Comprises either the Chair sitting alone (pursuant to section 191(2)) or the Chair and two members on rotation from the list of members pursuant to section 192.

3.9.5 Relationships with Other Parties

The Chair may invite any other person to attend as appropriate to provide specialist advice.

3.9.6 Frequency of Meetings

The District Licensing Committee shall meet as required.

3.9.7 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.9.8 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.9.9 Quorum

The quorum at any meeting of the District Licensing Committee shall be as specified in section 191 of the Sale and Supply of Alcohol Act 2012.

3.9.10 Remuneration

Members will be reimbursed in accordance with section 195 of the Sale and Supply of Alcohol Act 2012.

3.9.11 Funding

Remuneration and expenses will be funded from the Liquor Licensing activity budget.

4. CHIEF EXECUTIVE

The Chief Executive is a statutory appointment under Schedule 7, Clause 33 and 34 Local Government Act 2002.

The Chief Executive is responsible pursuant to Section 42 of the Local Government Act 2002 to the Council for:

- (a) Implementing the decisions of the Council.
- (b) Providing advice to members of the Council.
- (c) Ensuring that all functions, duties and powers delegated to him or her or to any person employed by the Council, or imposed or conferred by any Act, regulation, or bylaw are properly performed or exercised.
- (d) Ensuring the effective, efficient, and economic management of the activities and planning of the Council.
- (e) Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council; and
- (f) Providing leadership for staff; and
- (g) Employing, on behalf of the Council, the staff (in accordance with any remuneration and employment policy); and
- (h) Negotiating the terms of employment of the staff (in accordance with any remuneration and employment policy).

The Chief Executive is the Principal Administrative Officer as defined in Section 42(4) of the Local Government Act 2002, and shall perform the duties and functions pertaining to this position except in cases where particular duties and functions have been delegated to another officer in writing, or by the Delegations Register.

5. WARRANTS OF APPOINTMENT

NOTE:

Each Warrant of Appointment is subject to approval by the Chief Executive and is only authorised whilst that person is contracted or employed by Council for the purposes of the relevant delegated authority.

The Chief Executive has the authority to:

WARRANT ENFORCEMENT OFFICERS

- Authority to appoint enforcement officers under Section 177 of the Local Government Act 2002.
- Authority to issue Warrants of Appointments under the Local Government Act 2002 or any other enactment under which the Council Officers may be warranted.

Warrants of appoint cover the following:

1. RESOURCE MANAGEMENT (Section 38 of the Resource Management Act 1991)		
S38	Enforcement Officers	Chief Executive, Other persons specifically appointed by the Chief Executive.
S38	Enforcement Officers specifically to exercise or carry out all of the functions and powers under Sections 327 and 328 of the Resource Management Act 1991 (which relate to excessive noise) for the Stratford District.	Officers specifically appointed by the Chief Executive.
2. BUILDING CONTROL (Section 174 of the Local Government Act 2002 and Section 222 of the Building Act 2004)		
S174	The authority to enter private land pursuant to S174 of the Local Government Act 2002	Officers specifically appointed by the Chief Executive.
S222	Authorisation to carry out all of the functions and powers of an authorised officer, including inspection of land, any building and any residential pool; as well as entering premises for the purpose of inspecting the building, determining whether the building is dangerous or insanitary and to determine whether the building or a part of the building is earthquake prone or potentially earthquake prone.	
3. ENVIRONMENTAL HEALTH (Section 174 of the Local Government Act 2002 and Section 23 of the Health Act 1956)		
S23	Environmental Health Manager	Officers specifically appointed by the Chief Executive.

4. LIQUOR LICENSING (Section 174 of the Local Government Act 2002 and Section 197 of the Sale and Supply of Alcohol Act 2012)		
S174	Licensing Inspector	Officers specifically appointed by the Chief Executive.
5. DOG CONTROL (Section 13 of the Dog Control Act 1996)		
S13	Dog Control Officer with specific authorisation under S14 to enter at any reasonable time onto the land or premises for the purposes set out in S14	Officers specifically appointed by the Chief Executive.
S12	Honorary Dog Ranger with specific authority to carry out duties on all lengths of road reserve within the boundaries of the Egmont National Park	Officers specifically appointed by the Chief Executive.
6. BYLAWS (Section 174 of the Local Government Act 2002)		
S174	Enforcement Officer with authority to enter any land, building or premises, except for a dwelling house pursuant to S171, S172, S173, S174	All Environmental Services Department staff, Officers specifically appointed by the Chief Executive.
S174	Enforcement Officer with specific authority to enter any land, building or premises, except for a dwelling house pursuant to S182 relating to water, wastewater and other utility services	Officers specifically appointed by the Chief Executive.
7. LITTER (Section 174 of the Local Government Act 2002, Section 5 of the Litter Act 1979)		
S5	Litter Control Officer	Officers specifically appointed by the Chief Executive.
8. PARKING & OTHER STATIONARY VEHICLE OFFENCES (Section 174 of the Local Government Act 2002, Section 128D of the Land Transport Act 1998)		
S128D	Parking Warden	Officers specifically appointed by the Chief Executive.
9. ANIMAL CONTROL (Sections 8 & 9 of the Impounding Act 1955)		
S8	Poundkeeper	Officers specifically appointed by the Chief Executive.
S8	Ranger	Officers specifically appointed by the Chief Executive.
S9	Deputy Poundkeeper	Officers specifically appointed by the Chief Executive.

6. AUTHORISATIONS FOR EXPENDITURE

6.1 GENERAL

- 6.1.1 Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002, and subject to such other limitations as may be imposed by the Council either generally or in any particular case from time to time, the Chief Executive is hereby granted the delegation to expend such sums of money as the Chief Executive thinks fit in order to carry into effect the annual budget as adopted by the Council in its Annual Plan or Long Term Plan.
- 6.1.2 Pursuant to clause 32(3) of Schedule 7 of the Local Government Act 2002 the Chief Executive may delegate generally to any other officer of the Council his/her financial delegation.
- 6.1.3 Any expenditure of Council funds must be undertaken in alignment with Council's procurement policy.

6.2. ACCEPTANCE OF TENDERS

- 6.2.1 All formal contracts involving the calling of tenders shall be accepted on behalf of Council by the Chief Executive.
- 6.2.2 Any contract above the financial threshold for reporting identified in part two of this policy, or which in the Chief Executive's opinion is of a major nature shall be reported to the respective Committee, through the Departmental Director's report as soon as practicable.

7. DELEGATIONS REGISTER

A. CHIEF EXECUTIVE OFFICER

1. DELEGATION TO CHIEF EXECUTIVE

That the Chief Executive be given authority to exercise the powers of the Council under the Local Government Act 2002, except the powers specified in paragraphs (a) to (g) of Schedule 7, Clause 32(1) and also be given authority to exercise any other power of the Council capable of being delegated under any other Act.

2. DELEGATION TO CHIEF EXECUTIVE FOR EXPENDITURE

That Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, and subject to such other limitations as may be imposed by the Council either generally or in any particular case from time to time, the Chief Executive is hereby granted the delegation to expend such sums of money as the Chief Executive thinks fit in order to carry into effect the annual budget as adopted by the Council in its Annual Plan or Long Term Plan.

3. CHIEF EXECUTIVE SUB-DELEGATIONS TO STAFF

To support the principle of authorising the Chief Executive to sub-delegate powers, it being noted that delegation will normally be to the lowest possible level at which the Chief Executive is satisfied that the work can be competently carried out, the Chief Executive may sub-delegate generally to any other officer of the Council his/her financial delegation and any other function unless specifically prevented from doing so either by legislation or by resolution of Council.

4. POWER TO ACT WHEN CHIEF EXECUTIVE ABSENT

To ensure that the responsibilities listed in Section 42(2) of the Local Government Act 2002 are maintained the Chief Executive has delegated his/her powers and duties to the Deputy Chief Executive whenever he/she is absent from duty for any cause. The appointment and any subsequent replacement of the Deputy Chief Executive Officer is to be announced at the next meeting of the Council following the appointment and recorded in the minutes of that meeting.

B. DELEGATIONS TO CHIEF EXECUTIVE WITHOUT SUB-DELEGATION

1. POWER TO REVOKE OR AMEND DELEGATIONS OR SUB-DELEGATIONS

Authority to withdraw, amend or impose such restrictions and/or qualifications on any of these delegations as he/she sees fit.

2. STAFF MATTERS

Responsibility for employing all managers and staff and negotiating their terms of employment. This will include any action, negotiation or settlement concerning managers and/or staff under (but not limited to) the following enactments:

1. Employment Relations Act 2000
2. Protected Disclosures Act 2000

3. PROCEEDINGS – AUTHORITY TO COMMENCE/DEFEND

Bylaws

Conduct/reach compromise on and conclude proceedings by way of settlement, withdrawal or a hearing under the Stratford District Council Bylaws.

Miscellaneous

Except as provided for in regard to rates arrears, to approve a prosecution/defence under any enactment including (but not limited to) the following Acts and Regulations subject to reporting to the next Council Meeting:

1. Resource Management Act 1991
2. Health Act 1956
3. Building Act 2004
3. Plumbers, Gas Fitters and Drainlayers Act 2006
5. Food Act 1981
6. Food Hygiene Regulations 1974
7. Food Regulations 1984
8. Dog Control Act 1996
9. Sale and Supply of Alcohol Act 2012
10. Hazardous Substances & New Organisms Act 1996
11. Local Government (Rating) Act 2002
12. Local Government Act 2002
13. Local Government Act 1974
14. Land Drainage Act 1908
15. Health and Safety at Work Act 2015

but excluding any proceedings, whether otherwise delegated or not, to be taken in the High Court that are not injunctive proceedings.

4. CLAIMS AGAINST COUNCIL – SETTLEMENT

Conduct/reach compromise on and conclude proceedings by way of settlement, withdrawal or a hearing.

5. COMMON SEAL

- 5.1 Authority to affix the Council's Common Seal is given to the District Mayor and Chief Executive (Deputy Mayor and Deputy Chief Executive in the absence of the above).
- 5.2 The Chief Executive is responsible for use of the Common Seal.
- 5.3 Each sealing of the Common Seal must be by resolution of the Council but the Chief Executive may, with the consent of the District Mayor, affix the seal in urgent circumstances. In such cases the action shall be reported to the Council at the next Ordinary Meeting of the Council.

6. COUNCIL LOGO

Authorisation to approve or decline applications for the use of the Stratford District Council logo taking into account:

- who is to use the logo
- the purpose for which the logo is to be used
- in what form the logo is to be used.

7. PRIVACY ACT REQUESTS

Pursuant to Section 124 of the Privacy Act 1993 the authorisation to make such decisions and provide such information as required of the Council.

8. SUBMISSIONS ON BEHALF OF COUNCIL

To make any submissions on behalf of Council in response to calls for submissions from any public body in response to proposals relating to any policies, regulations, enactments or other matters which may impact on Council's powers, duties and functions. Submissions should come back to Council for approval if time permits.

9. PETITIONS & REGISTERS

The decision to accept or decline the use of Council premises for the signing and/or display of any petition or register.

10. COUNCIL PROPERTY**10.1 LAND**

- Authority, in consultation with the Executive Committee, to negotiate and accept a final sale price for the sale of Council land or purchase of property.
- Authority to lease any land (being land not subject to the Reserves Act 1977) or building or part thereof on such land for any period of up to six years (including renewals) provided the rental is no less than 10% below a current market rental assessed by a registered valuer and authority to exercise all rights as Lessor.
- Authority to approve lease rent reviews provided the rental is no less than 10% lower than a current market rental assessed by a registered valuer.

10.2 OTHER THAN LAND

- Let out on hire, on such terms as he/she thinks fit, any building (not land) or part thereof, or any equipment, machinery, furnishings or vehicles.
- Sell or otherwise dispose of, on such terms as he/she sees fit any equipment, furnishings or vehicles that are surplus to requirements.
- Any contract which in the Chief Executive's opinion is of a major nature made under this authority shall be reported to the respective Committee as soon as practicable.

11. DOG CONTROL

11.1 Hearing and reaching a decision in respect of an objection lodged as a result of a dog owner being classified as a:

- Probationary owner, pursuant to Section 22 of the Dog Control Act 1996
- Disqualified owner, pursuant to Section 26 of the Dog Control Act 1996

11.2 Hearing and reaching a decision in respect of an objection lodged as a result of a dog being classified as a:

- Dangerous dog, pursuant to Section 31(3), (4) & (5) of the Dog Control Act 1996
- Menacing dog, pursuant to Sections 33B & 33D of the Dog Control Act 1996

11.3 Hear and reach a decision in respect of an objection lodged as a result of the service of a barking dog notice, pursuant to Section 55(2), (3), (4), (5) & (6) of the Dog Control Act 1996.

12. RESOURCE MANAGEMENT

The appointment of a Certified Hearing Commissioner to hear, consider and decide on notified applications for which submissions have been received, as well as non-notified consents where Council is the applicant.

12.1 SALE OF ALCOHOL

12.2 The appointment of a Commissioner to chair the District Licensing Committee pursuant to section 193 of the Sale and Supply of Alcohol Act 2012.

12.3 The removal of a Commissioner as chair of the District Licensing Committee pursuant to section 194 of the Sale and Supply of Alcohol Act 2012.

C DELEGATIONS WITH SUB-DELEGATIONS (To be determined by Chief Executive)

GENERAL

	Delegation
1. MEDIA	
All media releases	District Mayor, Chief Executive.
Responses to media enquiries and comments in all formats, including print, radio, TV and social media.	District Mayor, Chief Executive.
Approval of enclosures with Rates Notices	Chief Executive.
2. BUDGET AMENDMENTS	
Make amendments to the Council's approved expenditure programme throughout the year subject to there being no reduction in the estimated credit balance for the year	Chief Executive.
3. OFFICIAL INFORMATION REQUESTS (Section 42 of the Local Government Official Information & Meetings Act 1987)	
Authorisation to make such decisions and provide such information as required of the Council under Parts II to V of the Act, except any powers specified in Section 32.	Chief Executive.
4. AFFIDAVITS	
Making such affidavits and laying such information on behalf of Council as may be considered necessary from time to time	Chief Executive.

FINANCE AND ADMINISTRATION

	Delegation
1. RECORDS	
1.1 Access to any records held by council.	Chief Executive.
2. RATES (Local Government Rating Act 2002)	
S27(5) Decisions on whether to divide rating units and on the methodology for division	Chief Executive
S28(2) Decision whether disclosure of the name of any person is necessary to identify a rating unit	
S29 Authority to determine objections to the RID	
S35(b) Authority to remove names from the RID	
S39 Authority to determine objections to rates records	
S40 Authority to correct errors in RID and Rates records	
S42(3) Authority to fix interest rate to be charged on re-assessed rates: <u>Council Policy</u> is to charge the day-to-day cash account interest rate, delegating the power of waiver to the Chief Executive.	
S54 Authority not to collect small amounts: <u>Council Policy</u> is not to collect rates where the amount payable in the financial year is less than \$5.	
S61(1) Authority to recover unpaid rates from persons other than owners	
S62 Authority to recover unpaid rates from owner	
S63 Authority to commence proceedings for unpaid rates	
S85 Authority to remit rates and penalties in accordance with the Council's Rates Remission Policy	
S99 Authority to apply for charging orders	

	Delegation
3. ACCOUNTS	
Make arrangements with debtors to repay arrears over an acceptable period.	Chief Executive
All money shall be paid by the Council in cash or by cheque, direct credit schedule or withdrawal notice signed by either two of the Chief Executive, Departmental Directors and Accountant.	Chief Executive
Initiate action for the recovery of any unpaid account	Chief Executive
<u>Write-off debtor invoices (upon advice from Council Solicitor or Debt Management Consultant) up to the value of \$10,000</u>	<u>Chief Executive</u>
4. TREASURY MANAGEMENT	
Investment of District Council funds in the most appropriate manner, <u>subject to</u> reporting to the next Council Meeting. Roll-over existing debt and draw down new borrowings in line with the Annual Plan and Long Term Plan. Open and/or close bank accounts. Approval of authorised cheque/electronic signatories.	Chief Executive
5. SALE OF REDUNDANT ITEMS	
Sale, trade or disposal of redundant items as per Council's Asset Disposal Policy	Chief Executive
6. WAIVER OF FEES AND CHARGES	
Waive or reduce fees and charges in accordance with Council Policies. Reporting to council as per the requirements of the applied policy, or via the next monthly report of the relevant department if no reporting requirements stipulated in the applied policy.	Chief Executive
7. WARRANT OF ENFORCEMENT OFFICERS	
7.1 Authority to appoint enforcement officers under Section 177 of the Local Government Act 2002.	Chief Executive
7.2 Authority to issue Warrants of Appointment under the Local Government Act 2002 or any other enactment under which Council Officers may be warranted.	

ENVIRONMENTAL SERVICES

Delegation	
1. RESOURCE MANAGEMENT (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 34A of the Resource Management Act 1991) All section references are to the Resource Management Act 1991	
<u>General Delegation</u> All of the functions, duties and powers listed, thereby enabling Council to carry out its legislated role, <u>except</u> as specifically sub delegated:	Chief Executive
<u>Waivers</u> S10 Determine extent of existing use rights S36(5) Remission of charges on application S37 Waive or extend time periods	
<u>District Plan</u> S72 to S86 Powers, duties and discretions of the Council (other than the approval of a policy statement or plan or any change to a policy statement or plan or the hearing of submissions in relation to such matters) in respect of: <ul style="list-style-type: none"> (a) Notification of new district plans (reviews), changes and variations, and any summary of submissions or requests for changes to any new plan, review, change or variation; (b) Service of copies of proposed district plans, district rules, and policy statements, and approved district plans, district rules and policy statements; (c) Any other matters involved in the preparation and processing of district plans, district rules or policy statements. 	Chief Executive
<u>Notification of Resource Consents</u> S88 Determine the adequacy of an application S91 Deferral of an application pending additional applications S92 Request further information S95A Decide whether an application should be publically notified S95D Decide whether or not adverse effects are minor S94E Decide who may be considered an affected person S96 Submit on resource consent applications to other consent authorities	
<u>Consent Hearings</u> S98 Provide applicants with a list of submissions received S99 Initiate and participate in pre-hearing meetings S100 Determine that a hearing is not required S101 Fix hearing dates S102 Decide to establish a joint hearing S103 Decide to establish a combined hearing	
<u>Notification of Resource Consents</u> S92 Request further information S94E Decide who may be considered an affected person	<u>Chief Executive</u>

<p><u>Consent Conditions</u> S104, S105A, S105B, S105C, S105D and S108 Make decisions on consent applications for which no hearing is required S109 Decide whether work which is the subject of a bond or covenant is completed satisfactorily S110 Refund money or land S114 Serve copies of applications and arrange public notification S125 Extend the period in which a resource consent lapses S126 Cancel a resource consent which has not been exercised S127(1) Change or cancel a consent condition S127(4) Decide from whom written approvals are required S128 to S132 Initiate and determine a review of consent conditions S138 Accept or refuse surrender of consent S139 Issue Certificate of Compliance S143 Undertake obligations in response to Ministerial direction</p> <p><u>Heritage & Designations</u> S166 to S198 Exercise of Council's powers, duties, functions and discretions in respect of Designations and Heritage Orders under Part VIII of the Resource Management Act 1991, <u>except</u> the hearing of submissions in relation to these matters.</p>	<p>Chief Executive</p>
<p><u>Subdivision</u> S221 Issue Consent Notice S222 Issue Completion Certificate S223 Approve Survey Plan S224 Certify Survey Plan</p> <p><u>Enforcement</u> S311 Application for a Declaration S316 Application for an Enforcement Order S325A Cancellation of an Abatement Notice S343C Power to reach a decision on any appeal lodged in regard to the payment of a fine associated with the issue of an infringement notice</p>	<p>Chief Executive</p>
<p>2. RESOURCE MANAGEMENT HEARINGS (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 34A of the Resource Management Act 1991)</p>	
<p>S100 to S108 Application for resource consent S166 to S198 Application for a Designation or a Heritage Order</p>	<p>Certified Hearing Commissioner appointed by Chief Executive</p>

Delegation	
3. BUILDING CONTROL (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 232 and Section 235 of the Building Act 2004 and must be read in conjunction with the Stratford District Building Consent Authority Quality Management documentation) All section references are to the Building Act 2004.	
<p><u>General Delegation</u></p> <p>S12(2) All of the functions, duties and powers listed, thereby enabling Council to carry out its legislated role as a Building Consent Authority, <u>except</u> as specifically sub delegated and that the following (<i>in italics</i>) powers, duties and functions are <u>not</u> delegated by Council:</p> <p><i>S131 Policy on dangerous and insanitary buildings</i></p> <p><i>S213 make arrangements for any other Building Consent Authority to perform any of Council's functions as a Building Consent Authority</i></p> <p><i>S219(1)(a) impose any fee or charge</i></p> <p><i>S233 transfer any of Council's functions, duties or powers to another territorial authority</i></p> <p><i>S235 accept the transfer of any functions, duties or powers to Council from another territorial authority.</i></p> <p><u>PIMs & BCs</u></p> <p>S33 Information required for PIM Applications</p> <p>S34 Issue PIMs</p> <p>S36, S37 Attachment of Certificates</p> <p>S48 Further Information Requests</p> <p>S48 - S51 Issue of Building Consent</p> <p>S52 Lapse of Building Consent</p> <p>S54 Determination of Levies</p> <p>S59 Payment of Levies and issue of Certificates</p> <p>S67 Waiver or modification</p> <p>S71 - S73 Grant of Building Consent on land subject to natural hazard and required notifications</p> <p>S74 Cancellation of S73 Certificate</p> <p>S75 Building across allotment boundaries</p> <p>S83 Cancellation of S75 Certificate</p>	Chief Executive
<p><u>CCCs</u></p> <p>S91 - S95 Decisions, issue and further information requests concerning Code Compliance Certificates</p> <p><u>Certificates of Acceptance</u></p> <p>S96 - S99 Decisions, issue and further information requests concerning Certificates of Acceptance</p> <p><u>Compliance Schedules</u></p> <p>S106, S109 Compliance Schedule amendment</p> <p>S107 Compliance Schedule review</p> <p>S111 Inspections concerning Compliance Schedule</p> <p><u>Alterations</u></p> <p>S112 Consideration of alterations to existing buildings</p> <p>S113 Grant of Building Consent for a specified life of less than 50 years</p> <p>S115 Consideration of change of use</p>	Chief Executive

		Delegation
Enforcement		Chief Executive
S121 - S130 All actions in respect of dangerous or insanitary buildings		
S164 - S167 Notifications, issue and inspections in respect of Notices to Fix		
S177 Application for Determination		
S218 Provision of information to Department of Building & Housing		
Accreditation / Registration		Chief Executive
S215 Applications for accreditation and registration of BCA		
S220 - S221 Certification, application and cost recovery concerning carrying out building work on default		
S230, S372 Issue Infringement Notice		
Appointments		Chief Executive
S222 Appointment of authorised officer		
IQPs		Chief Executive
S438 Acceptance, withdrawal or refusal of acceptance of Independently Qualified person		
3a. AMUSEMENT DEVICES (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Regulation 11 of the Amusement Devices Regulations 1978		
Reg 11	Inspection of devices and decision and issue of licences	Chief Executive
4. ENVIRONMENTAL HEALTH (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 23 of the Health Act 1956) all section references are to the Health Act 1956		
S23(b)	Public health monitoring of the District.	Chief Executive
S23(c)	Abatement of conditions likely to be offensive or injurious to health.	
S23(d)	Enforcement of the requirements of regulations made under the Act:	
	• Health (Burial) Regulations 1946	
	• Housing Improvement Regulations 1947	
	• Health (Registration of Premises) Regulations 1966	
	• Food Hygiene Regulations 1974	
	• Health (Hairdressers) Regulations 1980	
	• Camping Ground Regulations 1985	
S41	Cleansing Order.	
S42	Closing Order.	
S45	Discretions relating to the cancellation of a Closing Order.	
S81	Disinfection of premises.	

Delegation	
5. LIQUOR LICENSING (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 198 of the Sale and Supply of Alcohol Act 2012 and must be read in conjunction with the Stratford District Sale of Liquor Policy) All section references are to the Sale and Supply of Alcohol Act 2012.	
S65 Registers S66 Records S67 Certification of extracts from register or record S71 Notification of Police S72 Issue of duplicate licence or certificate S102 Forwarding of objections to licence applications S103 Forwarding of licence applications for reports S128 Forwarding of objections to licence renewal applications S129 Forwarding of licence renewal applications for reports S139 Requiring notification of special licence applications S140 Forwarding of objections to a special licence S141 Forwarding of special licence applications for reports S186 Appointment of DLC S192 Establishing and maintaining DLC list S194 Removal of DLC list member S196 Secretary of DLC S221 Decisions of DLC being publicly available S220 Forwarding of certificate applications for reports S225 Forwarding of certificate renewal applications for reports	Chief Executive
S65 Registers S66 Records S67 Certification of extracts from register or record S71 Notification of Police S72 Issue of duplicate licence or certificate S102 Forwarding of objections to licence applications S103 Forwarding of licence applications for reports S128 Forwarding of objections to licence renewal applications S129 Forwarding of licence renewal applications for reports S139 Requiring notification of special licence applications S140 Forwarding of objections to a special licence S141 Forwarding of special licence applications for reports S221 Decisions of DLC being publicly available S220 Forwarding of certificate applications for reports S225 Forwarding of certificate renewal applications for reports	Chief Executive

Delegation	
6. DOG CONTROL (Schedule 7, Clause 32(1) of the Local Government Act 2002 and must be read in conjunction with the Stratford District Dog Control Policy) All section references are to the Dog Control Act 1996.	
<p><u>Classification Of Probationary Owners</u> S21 Classify a person as a probationary owner and to serve notice to that effect. S23 Terminate any such classification. S23A Require a probationary owner to undertake training.</p> <p><u>Disqualification Of Owners</u> S25 Classify a person as a disqualified owner and to serve notice to that effect. S27 Make a submission in respect of an appeal to the District Court.</p> <p><u>Territorial Authority To Maintain And Provide Information</u> S30, 34, 35, 35A, 35AB, 36, 49 and 69 - Maintain and provide records.</p> <p><u>Territorial Authority To Classify Dangerous Dogs</u> S31 Classify a dog as a dangerous dog and to serve notice to that effect. S32 Such discretions as are required. S33 Consent to the disposal of a dog classified as a dangerous dog.</p> <p><u>Territorial Authority To Classify Menacing Dogs</u> S33A, S33C - Classify a dog as a menacing dog and to serve notice to that effect. S33 Consent to the disposal of a dog classified as a dangerous dog. S33E Such discretions as are required</p> <p><u>Registration Of Dogs</u> S39 Remit, reduce or refund fees. S40 Require information. S42 Such discretions as are required. S46 Issue registration discs.</p> <p><u>Barking Dogs</u> S70 Make a decision on and return a dog. S70 Make a submission in respect of an appeal to the District Court.</p> <p><u>Infringement Notices</u> S66 Issue infringement notices in respect of infringement offences and fees detailed in the Dog Control Policy.</p> <p><u>Impounding & Subsequent Disposal Of A Dog</u> S69 Give notice of impounding and dispose dogs.</p> <p><u>Retention Of Dog Threatening Public Safety</u> S71 Determine whether a dog which has been retained should be released. S71 Make a submission in respect of an appeal to the District Court.</p> <p><u>Waiving Infringement Notice Fines</u> The power to hear and reach a determination in respect of any objection lodged to the payment of an infringement fine under the Dog Control Act 1996.</p>	Chief Executive

		Delegation
7. BYLAWS (Schedule 7, Clause 32(1) of the Local Government Act 2002)		
The following powers and duties to the specified officers for each specified Bylaw:		Chief Executive
<ul style="list-style-type: none"> • The issue of any order, notice or licence pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw ○ Stratford District Council Water Supply Bylaw • Making such decisions and considering such approvals pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw ○ Stratford District Council Water Supply Bylaw • Entering any land, building or premises, other than a dwelling house, for the purpose of inspection pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw • Stratford District Council Water Supply Bylaw 		
Stratford District Council General Bylaws 2008		
Ch 2	Public Places	Chief Executive
Ch 3	Mobile or Travelling Shops	Chief Executive
Ch 4	Refuse	Chief Executive
Ch 5	Water Supply	Chief Executive
Ch 6	Advertising Signs	Chief Executive
Ch 7	Scaffolding & Deposit of Building Materials	Chief Executive
Ch 8	Amusement Devices & Shooting Galleries	Chief Executive
Ch 9	Nuisances	Chief Executive
Ch 10	Control of Dogs Includes authority to consider and make decisions on appeals to infringement fines and to refer unpaid infringement fines to the District Court.	Chief Executive
Ch 11	Keeping of Animals & Poultry	Chief Executive
Ch 12	Cemeteries	Chief Executive
Ch 13	Parks & Reserves	Chief Executive
Ch 16	Street Damage	Chief Executive
Ch 17	Parking Control Includes authority to consider and make decisions on infringement fine appeals and to refer unpaid infringement fines to the District Court.	Chief Executive
Ch 18	Wastewater Drainage	Chief Executive
Ch 19	Liquor Control	Council
Ch 20	Stock Control	Chief Executive
Ch 22	Trade Waste	Chief Executive
Ch 23	Beauty Therapy, Tattooing and Piercing	Chief Executive
	Speed Limits Bylaw	No delegation
	Water Supply Bylaw	Chief Executive

7a. LITTER (Schedule 7, Clause 32(1) of the Local Government Act 2002, Section 7 and Section 13 of the Litter Act 1979)	
S7 S13	General powers and duties Infringement Notices
Chief Executive	
7b. PARKING & OTHER STATIONARY VEHICLE OFFENCES (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 128D, 128E and 139 of the Land Transport Act 1998)	
Powers and duties in respect of all parking and other stationary vehicle offences	
Chief Executive	
8. ABANDONED VEHICLES (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 356 and 357 of the Local Government Act 1974)	
S356 & S357	Take possession of, remove or dispose of any abandoned vehicle on a road reserve (excluding State Highways)
Chief Executive	
9. PROPERTY NUMBERS (Schedule 7, Clause 32(1) of the Local Government Act 2002, Section 319b of the Local Government Act 1974)	
S319B	Authority to allocate property numbers
Chief Executive	
10. GAMBLING (Schedule 7, Clause 32(1) of the Local Government Act 2002, S100 of the Gambling Act 2003, S65C of the Racing Act 2003 and must be read in conjunction with the Stratford District Gambling Venue Policy)	
Determination of applications for Class 4 Gambling or NZ Racing Board Venue Consents	
Chief Executive	
11. HAZARDOUS SUBSTANCES (Schedule 7, Clause 32(1) of the Local Government Act 2002, 82(b) of the Hazardous Substances & New Organisms Act 1996)	
S82(b)	power to access the Environmental Risk Management Authority Register of Test Certificates for such purposes as are outlined in Section 82(a)
Chief Executive	

ASSETS

	Delegation
1. ROADING (Schedule 7, Clause 32(1) of the Local Government Act 2002, Local Government Act 1974	
<u>Building Line Restrictions</u> S327A Authority to cancel building line restrictions	Chief Executive
<u>Street Lighting</u> S334A Authority to provide street lighting and to authorise necessary ancillary works	Chief Executive
<u>Vehicle Crossings</u> S335 Require payment for the cost of a vehicle crossing	Chief Executive
<u>Pipes and Drains under Roads</u> S337 Require the owner of any pipe, drain or apparatus of any kind or under a road to raise, lower or otherwise alter the same.	Chief Executive
<u>Granting of Easements</u> S338 Authorise easements for pipes and conduits under roads	Chief Executive
<u>Contribution to cost of railway, subway or bridge</u> S341A Authority to enter agreement for allocation of the cost of work	Chief Executive
<u>Stopping and Closing of Roads</u> S342 Close any road or part of a road to any specified type of traffic under Clause 11 of the Tenth Schedule.	Chief Executive
<u>Gates and Cattle Stops Across Roads</u> S344 Permit the erection of a swing gate or a cattle stop across any road.	Chief Executive
<u>General Safety Provision as to Roads</u> S353 Take all such sufficient precautions for the general safety of the public and traffic and workmen employed on or near any road as they think fit and in particular those duties listed in Section 353	Chief Executive
<u>Construction of Cellar or Excavation in Vicinity of Road</u> S354 Construction of a cellar or making of an excavation is within 20 metres of any road subject to gaining the written consent of the adjoining property owner where the excavation or cellar is within 20 metres of a property boundary.	Chief Executive
<u>Overhanging Vegetation</u> S355 Require the owner of any land abutting on any road to do work as detailed in Section 355.	Chief Executive

2. DRAINAGE (Schedule 7, Clause 32(1) of the Local Government Act 2002, Local Government Act 1974)	
<u>Enforcement re damage to roads</u> S357 Authorisation to initiate action against any person in contravention of Section 357	Chief Executive
<u>Diversion etc. of Drainage Works</u> S451 Enter into an agreement with any person for diversion or alteration of drainage works subject to the restrictions of Section 451	Chief Executive
<u>Provision of Private Drains</u> S459 Require the owner of any land or building to carry out such drainage work as detailed in Section 459	Chief Executive
<u>Unlawful Connection of Private Drain</u> S467 Authorise any required removal, repair and reinstatement work concerning an unauthorised connection of any private drain, including recovering the full cost of such work, and when that amount is not in excess of \$500, may institute an action for its recovery	Chief Executive
<u>Tree Roots</u> S468 Authorise the requirement of trees to be removed where obstructing a drain	Chief Executive
<u>Obstructions to Drainage Channel or Watercourse</u> S511 Authority to require the removal of any obstruction to a drainage channel or watercourse	Chief Executive
3. DRAINAGE (Schedule 7, Clause 32(1) of the Local Government Act 2002, Drainage Act 1908)	
<u>Construct & Maintain Drains</u> S17 Authority to enter land and to construct and maintain drains and watercourses on that land S18 Authority to enter land	Chief Executive
<u>Remove earth</u> S19 Authority to remove earth or other materials as required for drainage works	Chief Executive
<u>Drains on Private Land</u> S23 Authority to make drains on private land	Chief Executive
<u>Release of Land or Contracts</u> S24 Authority to quit land or contracts under the Drainage Act 1908	Chief Executive
<u>Drainage Work</u> S26 Authorisation of other persons to work on Council drains	Chief Executive
<u>Removal of Trees</u> S27 Authorisation to require to be removed or to remove tree or parts of a tree obstructing drain	Chief Executive
<u>Obstructions to Drainage Channel or Watercourse</u> S62 Authority to require the removal or to remove any obstruction to a drainage channel or watercourse	Chief Executive
<u>Restrict Water Supply</u> S193 Authority to restrict the water supply to land or a building	Chief Executive
<u>Advances to Owners</u> S63A Authorise monetary advances to owners to enable completion of work, subject to limits of expenditure authorisation	Chief Executive

Delegation	
4. WATER (Schedule 7, Clause 32(1) of the Local Government Act 2002)	
<u>Restrict Water Supply</u> S193 Authority to restrict the water supply to land or a building	Chief Executive
<u>Stop Water Supply</u> S194 Authority to stop the water supply to land or a building	Chief Executive
5. WATER (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 647 of the Local Government Act 1974)	
<u>Fire Hydrants</u> S647 Authority to install fire hydrants	Chief Executive
6. PROPERTY (Schedule 7, Clause 32(1) of the Local Government Act 2002)	
<u>Urban Area Playing Fields</u> Such approvals, considerations or decisions as required by the Use of Playing Fields in the Urban Area Policy.	Chief Executive
<u>Pensioner Housing</u> Leasing of tenancies pursuant to the Housing for the Elderly Policy.	Chief Executive
<u>Licence to Occupy</u> Authority to grant a Licence to Occupy any land or buildings or part thereof on such land for any period provided such Licence can be terminated by Council for any reason on no more than 3 months' notice and authority to exercise all rights as Licensor.	Chief Executive

D. DIRECT STAFF DELEGATIONS

Under Section 34A (1b) of the Resource Management Act 1991 Council may delegate to staff but does not have the ability to delegate the power to delegate. Therefore under this section any RMA specific delegations also include the staff member who exercises the delegation within the Environmental Services department.

Delegation	
<u>1. RESOURCE MANAGEMENT (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 34A of the Resource Management Act 1991) All section references are to the Resource Management Act 1991</u>	
<u>District Plan</u> S72 to S86 Powers, duties and discretions of the Council (other than the approval of a policy statement or plan or any change to a policy statement or plan or the hearing of submissions in relation to such matters) in respect of: <u>(a) Notification of new district plans (reviews), changes and variations, and any summary of submissions or requests for changes to any new plan, review, change or variation;</u> <u>(b) Service of copies of proposed district plans, district rules, and policy statements, and approved district plans, district rules and policy statements;</u> <u>(c) Any other matters involved in the preparation and processing of district plans, district rules or policy statements.</u>	<u>Director – Environmental Services</u>
<u>Notification of Resource Consents</u> S88 <u>Determine the adequacy of an application</u> S91 <u>Deferral of an application pending additional applications</u> S92 <u>Request further information</u> S95A <u>Decide whether an application should be publically notified</u> S95D <u>Decide whether or not adverse effects are minor</u>	

<p><u>S94E Decide who may be considered an affected person</u> <u>S96 Submit on resource consent applications to other consent authorities</u></p> <p><u>Consent Hearings</u> <u>S98 Provide applicants with a list of submissions received</u> <u>S99 Initiate and participate in pre-hearing meetings</u> <u>S100 Determine that a hearing is not required</u> <u>S101 Fix hearing dates</u> <u>S102 Decide to establish a joint hearing</u> <u>S103 Decide to establish a combined hearing</u></p>	
<p><u>Notification of Resource Consents</u> <u>S92 Request further information</u> <u>S94E Decide who may be considered an affected person</u></p>	<p><u>Planner</u></p>

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PART TWO – CHIEF EXECUTIVE DELEGATIONS

1. AUTHORITIES FOR EXPENDITURE

This section lists the financial delegations for council positions. The financial limit allocated to a position indicates the procurement value up to which they are authorised to approve expenditure by another council officer.

1.1 MANAGEMENT AND ADMINISTRATION

Authorisation is to the level stated for that officer only in relation to the departmental duties of that officer and subject to any additional conditions and restrictions as the Chief Executive shall see fit to impose.

All Directors	- Up to \$250,000
CEO and one Director	- Over \$250,000

Any contracts awarded over \$500,000 must be reported to the next Policy and Services Committee meeting.

1.2 ASSETS DEPARTMENT

Authorisation is to the level stated for that officer only in relation to the departmental duties of that officer and subject to any additional conditions and restrictions as the Chief Executive shall see fit to impose.

Roading Asset Manager	- \$100,000
Services Asset Manager	- \$100,000
Parks and Property Asset Manager	- \$100,000
Plant Technician Team Leader	- \$15,000

Also note authority to Assets Department staff for swimming pool operation, repair and maintenance related expenditure within the Community Development Department's delegations.

1.3 CORPORATE SERVICES

Authorisation is to the level stated for that officer only in relation to the departmental duties of that officer and subject to any additional conditions and restrictions as the Chief Executive shall see fit to impose.

Corporate Accountant	- \$15,000
Information Technology Manager	- \$15,000
Revenue Manager	- \$15,000

Authorisation Limits for Regular/Routine Payment Processing

Through Council's accounts payable system, the Corporate Services Department has regular/routine payments which require authorisation prior to processing. Generally these types of payments are above the Corporate Accountant's authorisation limits.

In order to ensure processing authorisation is prepared by an independent person who has knowledge of the internal controls and documents requiring approval, the Corporate

Accountant, in addition to the present authorisation limit, will have authority to authorise for approval for processing the following regular/routine payments. This does not include authority to enter into contracts relating to any of these payments:

- Inland Revenue Department
- Employee payments
- Telecommunications
- Energy retailers
- Fuel Suppliers
- Loan Interest & Bank charges
- Regular staff room and cleaning supplies

1.4 **ENVIRONMENTAL SERVICES DEPARTMENT**

Authorisation is to the level stated for that officer only in relation to the departmental duties of that officer and subject to any additional conditions and restrictions as the Chief Executive shall see fit to impose.

Quality Assurance Manager	- \$15,000
Building Services Manager	- \$15,000
Environmental Health Manager	- \$15,000

1.5 **COMMUNITY DEVELOPMENT DEPARTMENT**

Authorisation is to the level stated for that officer only in relation to the departmental duties of that officer and subject to any additional conditions and restrictions as the Chief Executive shall see fit to impose.

Customer and Leisure Services Manager	- \$100,000
Community Development Manager	- \$15,000
Communications Manager	- \$15,000
Library and Visitor Information Services Team Leader	- \$15,000
Pool Team Leader	- \$15,000
Customer Services Team Leader	- \$1,000
Senior Library Officer	- \$1,000
Senior Visitor Information Officer	- \$1,000

For the purpose of swimming pool operation, repair and maintenance:

Services Asset Manager	- \$100,000
Plant Technician Team Leader	- \$15,000

2. WARRANTS OF APPOINTMENT

NOTE:

Each Warrant of Appoint is subject to authorisation by the Chief Executive. The Chief Executive as authorised by council sub delegates the following:

		Sub-delegation
1. RESOURCE MANAGEMENT (Section 38 of the Resource Management Act 1991)		
S38	Enforcement Officers	Director Assets, Services Asset Manager, Plant Engineer, Roading Asset Manager, Director Environmental Services, Planner, Environmental Health Manager, Compliance Officer.
S38	Enforcement Officers specifically to exercise or carry out all of the functions and powers under Sections 327 and 328 of the Resource Management Act 1991 (which relate to excessive noise) for the Stratford District.	After-hours Service Officers.
2. BUILDING CONTROL (Section 174 of the Local Government Act 2002 and Section 222 of the Building Act 2004)		
S174	The authority to enter private land pursuant to S174 of the Local Government Act 2002	Director Environmental Services, Building Services Manager, Building Control Officers, Compliance Officer, Planner, Services Asset Manager, Plant Engineer, Roading Asset Manager, Roading Engineers.
S222	Authorisation to carry out all of the functions and powers of an authorised officer, including the authority to enter private land pursuant to S174 of the Local Government Act 2002.	
3. ENVIRONMENTAL HEALTH (Section 174 of the Local Government Act 2002 and Section 23 of the Health Act 1956)		
S23	Environmental Health Officer	Director Environmental Services, Environmental Health Manager.
4. LIQUOR LICENSING (Section 174 of the Local Government Act 2002 and Section 197 of the Sale and Supply of Alcohol Act 2012)		
S174	Licensing Inspector	Director Environmental Services, Environmental Health Manager.
5. DOG CONTROL (Section 13 of the Dog Control Act 1996)		
S13	Dog Control Officer with specific authorisation under S14 to enter at any reasonable time onto the land or premises for the purposes set out in S14	Director Environmental Services, Compliance Officer, Environmental Health Manager. After-hours Service Officers.

		Sub-delegation
6. BYLAWS (Section 174 of the Local Government Act 2002)		
S174	Enforcement Officer with authority to enter any land, building or premises, except for a dwelling house pursuant to S171, S172, S173, S174	Director Environmental Services, Director Assets, All Environmental Services Department staff, Roading Asset Manager, Services Asset Manager, Plant Engineer, Parks and Property Asset Manager, Roading Engineer,
S174	Enforcement Officer with specific authority to enter any land, building or premises, except for a dwelling house pursuant to S182 relating to water, wastewater and other utility services	Director Assets, Roading Asset Manager, Services Asset Manager, Plant Engineer Roading Engineer,
7. LITTER (Section 174 of the Local Government Act 2002, Section 5 of the Litter Act 1979)		
S5	Litter Control Officer	Compliance Officer
8. PARKING & OTHER STATIONARY VEHICLE OFFENCES (Section 174 of the Local Government Act 2002, Sections 128D, 128E and 139 of the Land Transport Act 1998)		
S7	Parking Warden	Environmental Health Manager, Compliance Officer.
9. ANIMAL CONTROL (Sections 8 & 9 of the Impounding Act 1955)		
S8	Poundkeeper	Compliance Officer.
S8	Ranger	Compliance Officer, After-hours Service Officers.
S9	Deputy Poundkeeper	Director Environmental Services.

3. SUB DELEGATIONS OF CHIEF EXECUTIVE

GENERAL

		Sub-delegation
1. MEDIA		
All media releases		Director Community Services
Responses to media enquiries and comments in all formats, including print, radio, TV and social media.		Director Community Services
Approval of enclosures with Rates Notices		Departmental Directors
2. BUDGET AMENDMENTS		
Make amendments to the Council's approved expenditure programme throughout the year subject to there being no reduction in the estimated credit balance for the year		Departmental Directors.
3. OFFICIAL INFORMATION REQUESTS (Section 42 of the Local Government Official Information & Meetings Act 1987)		
Authorisation to make such decisions and provide such information as required of the Council under Parts II to V of the Act, except any powers specified in Section 32.		No delegations.

Sub-delegation	
4. AFFIDAVITS	
Making such affidavits and laying such information on behalf of Council as may be considered necessary from time to time	Departmental Directors, All Environmental Services Department Staff.

FINANCE AND ADMINISTRATION

Sub-delegation	
1. RECORDS	
1.1 Access to non-confidential records in alignment with council's Paper Records and Archives Policy	Information Management Specialist
1.2 Access to confidential records upon approval by the Chief Executive, in alignment with council's Paper Records and Archives Policy.	
1.3 Access to historical files/records in alignment with council's Paper Records and Archives Policy.	
1.4 Access to personnel files records in alignment with council's Paper Records and Archives Policy.	Executive Administration Officer
2. RATES (Local Government Rating Act 2002)	
S27(5) Decisions on whether to divide rating units and on the methodology for division	Director Corporate Services, Revenue Manager (S35(b), S40, S61(1), S62 only)
S28(2) Decision whether disclosure of the name of any person is necessary to identify a rating unit	
S29 Authority to determine objections to the RID	
S35(b) Authority to remove names from the RID	
S39 Authority to determine objections to rates records	
S40 Authority to correct errors in RID and Rates records	
S42(3) Authority to fix interest rate to be charged on re-assessed rates: <u>Council Policy</u> is to charge the day-to-day cash account interest rate, delegating the power of waiver to the Chief Executive.	
S54 Authority not to collect small amounts: <u>Council Policy</u> is not to collect rates where the amount payable in the financial year is less than \$5.	
S61(1) Authority to recover unpaid rates from persons other than owners	
S62 Authority to recover unpaid rates from owner	
S63 Authority to commence proceedings for unpaid rates	
S99 Authority to apply for charging orders	

3. ACCOUNTS	
Make arrangements with debtors to repay arrears where: Full amount is paid by the 30th June Full amount is paid by 30 th June of following year	Revenue Manager, Director – Corporate Services
Full amount is repaid over a term longer than above	No sub delegation (remains with Chief Executive)
All money shall be paid by the Council in cash or by cheque, direct credit schedule or withdrawal notice signed by either two of the Chief Executive, Departmental Directors and Accountant.	Departmental Directors, Corporate Accountant.
Initiate action for the recovery of any unpaid account.	Departmental Directors, Revenue Manager
<u>Write-off debtor invoices (upon advice from Council Solicitor or Debt Management Consultant) up to the value of:</u>	
<u>\$1,000</u>	Revenue Manager
<u>\$5,000</u>	Director – Corporate Services
4. TREASURY MANAGEMENT	
Investment of District Council funds in the most appropriate manner, <u>subject to</u> reporting to the next Council Meeting.	Director Corporate Services, Corporate Accountant.
Roll-over existing debt and draw down new borrowings in line with the Annual Plan and Long Term Plan.	Director Corporate Services
5. SALE OF REDUNDANT ITEMS	
Sale, trade or disposal of redundant items as per Council's Asset Disposal Policy	Departmental Directors.
6. WAIVER OF FEES AND CHARGES	
Waive or reduce fees and charges in accordance with Council Policies. Reporting to council as per the requirements of the applied policy, or via the next monthly report of the relevant department if no reporting requirements stipulated in the applied policy.	Director Environmental Services, Building Services Manager, Environmental Health Manager.

ENVIRONMENTAL SERVICES

<p>1. RESOURCE MANAGEMENT (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 34A of the Resource Management Act 1991) All section references are to the Resource Management Act 1991</p>	
<p><u>General Delegation</u> All of the functions, duties and powers listed, thereby enabling Council to carry out its legislated role, <u>except as specifically sub delegated:</u></p> <p><u>Waivers</u> S10 — Determine extent of existing use rights S36(5) — Remission of charges on application S27 — Waive or extend time periods —</p> <p><u>District Plan</u> S72 to S86 Powers, duties and discretions of the Council (other than the approval of a policy statement or plan or any change to a policy statement or plan or the hearing of submissions in relation to such matters) in respect of: — (a) Notification of new district plans (reviews), changes and variations, and any summary of submissions or requests for changes to any new plan; review, change or variation; — (b) Service of copies of proposed district plans, district rules, and policy statements, and approved district plans, district rules and policy statements; — (c) Any other matters involved in the preparation and processing of district plans, district rules or policy statements.</p> <p><u>Notification of Resource Consents</u> S88 — Determine the adequacy of an application S91 — Deferral of an application pending additional applications S92 — Request further information S95A — Decide on whether an application should be publicly notified S95D — Decide whether or not adverse effects are minor S95E — Decide who may be considered an affected person S96 — Submit on resource consent applications to other consent authorities</p> <p><u>Consent Hearings</u> S98 — Provide applicants with a list of submissions received S99 — Initiate and participate in pre-hearing meetings S100 — Determine that a hearing is not required S101 — Fix hearing dates S102 — Decide to establish a joint hearing S103 — Decide to establish a combined hearing</p>	<p>Director Environmental Services</p>

	Sub-delegation
<p><u>Consent Conditions</u> S104, S105A, S105B, S105C, S105D and S108 Make decisions on consent applications for which no hearing is required S109 Decide whether work which is the subject of a bond or covenant is completed satisfactorily S110 Refund money or land S114 Serve copies of applications and arrange public notification S125 Extend the period in which a resource consent lapses S126 Cancel a resource consent which has not been exercised S127(1) Change or cancel a consent condition S127(4) Decide from whom written approvals are required S128 to S132 Initiate and determine a review of consent conditions S138 Accept or refuse surrender of consent S139 Issue Certificate of Compliance S143 Undertake obligations in response to Ministerial direction</p> <p><u>Heritage & Designations</u> S166 to S198 Exercise of Council's powers, duties, functions and discretions in respect of Designations and Heritage Orders under Part VIII of the Resource Management Act 1991, except the hearing of submissions in relation to these matters.</p>	<p>Director Environmental Services</p>
<p><u>Subdivision</u> S221 Issue Consent Notice S222 Issue Completion Certificate S223 Approve Survey Plan S224 Certify Survey Plan</p> <p><u>Enforcement</u> S311 Application for a Declaration S316 Application for an Enforcement Order S325A Cancellation of an Abatement Notice S343C Power to reach a decision on any appeal lodged in regard to the payment of a fine associated with the issue of an infringement notice</p>	<p>Director Environmental Services</p>
<p>2. — RESOURCE MANAGEMENT HEARINGS (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 34A of the Resource Management Act 1991)</p>	
<p>S100 to S108 Application for resource consent S166 to S198 Application for a Designation or a Heritage Order</p>	<p>Certified Hearing Commissioner appointed by Chief Executive</p>

		Sub-delegation
<p>3. BUILDING CONTROL (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 232 and Section 235 of the Building Act 2004 and must be read in conjunction with the Stratford District Building Consent Authority Quality Management documentation) All section references are to the Building Act 2004.</p>		
<p><u>General Delegation</u></p> <p>S12(2) All of the functions, duties and powers listed, thereby enabling Council to carry out its legislated role as a Building Consent Authority, <u>except</u> as specifically sub delegated and that the following (<i>in italics</i>) powers, duties and functions are <u>not</u> delegated by Council:</p> <p><i>S131 Policy on dangerous and insanitary buildings</i></p> <p><i>S213 make arrangements for any other Building Consent Authority to perform any of Council's functions as a Building Consent Authority</i></p> <p><i>S219(1)(a) impose any fee or charge</i></p> <p><i>S233 transfer any of Council's functions, duties or powers to another territorial authority</i></p> <p><i>S235 accept the transfer of any functions, duties or powers to Council from another territorial authority.</i></p> <p><u>PIMs & BCs</u></p> <p>S33 Information required for PIM Applications</p> <p>S34 Issue PIMs</p> <p>S36, S37 Attachment of Certificates</p> <p>S48 Further Information Requests</p> <p>S48 - S51 Issue of Building Consent</p> <p>S52 Lapse of Building Consent</p> <p>S54 Determination of Levies</p> <p>S59 Payment of Levies and issue of Certificates</p> <p>S67 Waiver or modification</p> <p>S71 - S73 Grant of Building Consent on land subject to natural hazard and required notifications</p> <p>S74 Cancellation of S73 Certificate</p> <p>S75 Building across allotment boundaries</p> <p>S83 Cancellation of S75 Certificate</p> <p><u>S90 Authority to inspect building work</u></p> <p><u>CCCs</u></p> <p>S91 - S95a Decisions, issue and further information requests concerning Code Compliance Certificates</p> <p><u>Certificates of Acceptance</u></p> <p>S96 - S99 Decisions, issue and further information requests concerning Certificates of Acceptance</p> <p><u>Compliance Schedules</u></p> <p><u>S102 Authority to issue a compliance schedule</u></p> <p><u>S104 Authority to inform Territorial Authority of the issue of a compliance schedule.</u></p> <p>S106, S109 Compliance Schedule amendment</p> <p>S107 Compliance Schedule review</p> <p>S111 Inspections concerning Compliance Schedule</p> <p><u>Alterations</u></p> <p>S112 Consideration of alterations to existing buildings</p> <p>S113 Grant of Building Consent for a specified life of less than 50 years</p> <p>S115 Consideration of change of use</p>		<p><u>Building Control Manager,</u> Building Control Officer</p>

<u>S116 Authority to extend the life of a building with a specified life if certain conditions are complied with.</u>	<u>Building Control Manager</u>
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	Sub-delegation
<p><u>Enforcement</u> S133AT Authority to grant building consent for alterations to a building that is subject to an Earthquake Prone Building notice.</p>	<p><u>Building Control Manager, Building Control Officer</u></p>
<p><u>Enforcement</u> S121 - S130 All actions in respect of dangerous or insanitary buildings S164 - S167 Notifications, issue and inspections in respect of Notices to Fix S177 Application for Determination S218 Provision of information to Department of Building & Housing</p> <p><u>Accreditation / Registration</u> S215 Applications for accreditation and registration of BCA S220 - S221 Certification, application and cost recovery concerning carrying out building work on default S230, S372 Issue Infringement Notice</p>	<p>Director Environmental Services</p> <p>Director Environmental Services</p>
<p><u>Appointments</u> S222 Appointment of authorised officer Authority to enter land for the purpose of inspecting building work, determining whether a building is dangerous, insanitary or earthquake prone or inspecting a residential pool.</p>	<p><u>Building Control Manager, Building Control Officer, Chief Executive</u></p>
<p><u>IQPs</u> S438 Acceptance, withdrawal or refusal of acceptance of Independently Qualified person</p>	<p>Director Environmental Services</p>
<p>3a. AMUSEMENT DEVICES (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Regulation 11 of the Amusement Devices Regulations 1978</p>	
<p>Reg 11 Inspection of devices and decision and issue of licences</p>	<p>Building Control Officer</p>
<p>4. ENVIRONMENTAL HEALTH (Schedule 7, Clause 32(1) of the Local Government Act 2002; Section 23 of the Health Act 1956 and Section 137 of the Food Act 2014) all section references are to the Health Act 1956</p>	
<p>S23(b) Public health monitoring of the District. S23(c) Abatement of conditions likely to be offensive or injurious to health. S23(d) Enforcement of the requirements of regulations made under the Act:</p> <ul style="list-style-type: none"> • Health (Burial) Regulations 1946 • Housing Improvement Regulations 1947 • Health (Registration of Premises) Regulations 1966 • Food Regulations 2015 • Health (Hairdressers) Regulations 1980 • Camping Ground Regulations 1985 <p>S41 Cleansing Order. S42 Closing Order. S45 Discretions relating to the cancellation of a Closing Order. S81 Disinfection of premises.</p> <p>Hearing of appeal under Food Safety Bylaw</p>	<p>Environmental Health Manager</p> <p>Director – Environmental Services</p>

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		Sub-delegation
<p>5. LIQUOR LICENSING (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 198 of the Sale and Supply of Alcohol Act 2012 and must be read in conjunction with the Stratford District Sale of Liquor Policy) All section references are to the Sale and Supply of Alcohol Act 2012.</p>		
S65	Registers	Director Environmental Services, Environmental Health Manager (DLC Secretary).
S66	Records	
S67	Certification of extracts from register or record	
S71	Notification of Police	
S72	Issue of duplicate licence or certificate	
S102	Forwarding of objections to licence applications	
S103	Forwarding of licence applications for reports	
S128	Forwarding of objections to licence renewal applications	
S129	Forwarding of licence renewal applications for reports	
S139	Requiring notification of special licence applications	
S140	Forwarding of objections to a special licence	
S141	Forwarding of special licence applications for reports	
S186	Appointment of DLC	
S192	Establishing and maintaining DLC list	
S194	Removal of DLC list member	
S196	Secretary of DLC	
S221	Decisions of DLC being publicly available	
S220	Forwarding of certificate applications for reports	
S225	Forwarding of certificate renewal applications for reports	
S65	Registers	Licensing Inspector
S66	Records	
S67	Certification of extracts from register or record	
S71	Notification of Police	
S72	Issue of duplicate licence or certificate	
S102	Forwarding of objections to licence applications	
S103	Forwarding of licence applications for reports	
S128	Forwarding of objections to licence renewal applications	
S129	Forwarding of licence renewal applications for reports	
S139	Requiring notification of special licence applications	
S140	Forwarding of objections to a special licence	
S141	Forwarding of special licence applications for reports	
S221	Decisions of DLC being publicly available	
S220	Forwarding of certificate applications for reports	
S225	Forwarding of certificate renewal applications for reports	

Sub-delegation	
6. DOG CONTROL (Schedule 7, Clause 32(1) of the Local Government Act 2002 and must be read in conjunction with the Stratford District Dog Control Policy) All section references are to the Dog Control Act 1996.	
<p><u>Classification Of Probationary Owners</u> S21 Classify a person as a probationary owner and to serve notice to that effect. S23 Terminate any such classification. S23A Require a probationary owner to undertake training.</p> <p><u>Disqualification Of Owners</u> S25 Classify a person as a disqualified owner and to serve notice to that effect. S27 Make a submission in respect of an appeal to the District Court.</p> <p><u>Territorial Authority To Maintain And Provide Information</u> S30, 34, 35, 35A, 35AB, 36, 49 and 69 - Maintain and provide records.</p> <p><u>Territorial Authority To Classify Dangerous Dogs</u> S31 Classify a dog as a dangerous dog and to serve notice to that effect. S32 Such discretions as are required. S33 Consent to the disposal of a dog classified as a dangerous dog.</p> <p><u>Territorial Authority To Classify Menacing Dogs</u> S33A, S33C - Classify a dog as a menacing dog and to serve notice to that effect. S33 Consent to the disposal of a dog classified as a dangerous dog. S33E Such discretions as are required</p> <p><u>Registration Of Dogs</u> S39 Remit, reduce or refund fees. S40 Require information. S42 Such discretions as are required. S46 Issue registration discs.</p> <p><u>Barking Dogs</u> S70 Make a decision on and return a dog. S70 Make a submission in respect of an appeal to the District Court</p> <p><u>Infringement Notices</u> S66 Issue infringement notices in respect of infringement offences and fees detailed in the Dog Control Policy.</p> <p><u>Impounding & Subsequent Disposal Of A Dog</u> S69 Give notice of impounding and dispose dogs.</p> <p><u>Retention Of Dog Threatening Public Safety</u> S71 Determine whether a dog which has been retained should be released. S71 Make a submission in respect of an appeal to the District Court.</p> <p><u>Waiving Infringement Notice Fines</u> The power to hear and reach a determination in respect of any objection lodged to the payment of an infringement fine under the Dog Control Act 1996.</p>	Compliance Officer

		Sub-delegation
7. BYLAWS (Schedule 7, Clause 32(1) of the Local Government Act 2002)		
The following powers and duties to the specified officers for each specified Bylaw:		
<ul style="list-style-type: none"> • The issue of any order, notice or licence pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw ○ Stratford District Council Water Supply Bylaw • Making such decisions and considering such approvals pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw ○ Stratford District Council Water Supply Bylaw • Entering any land, building or premises, other than a dwelling house, for the purpose of inspection pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw ○ Stratford District Council Water Supply Bylaw 		
Stratford District Council General Bylaws 2008		
Ch 2	Public Places	Compliance Officer, Parks and Property Asset Manager.
Ch 3	Mobile or Travelling Shops	Environmental Health Manager
Ch 4	Refuse	Services Asset Manager
Ch 5	Water Supply	Services Asset Manager
Ch 6	Advertising Signs	Compliance Officer, Planner.
Ch 7	Scaffolding & Deposit of Building Materials	Building Control Officer
Ch 8	Amusement Devices & Shooting Galleries	Building Control Officer
Ch 9	Nuisances	Environmental Health Manager
Ch 10	Control of Dogs Includes authority to consider and make decisions on appeals to infringement fines and to refer unpaid infringement fines to the District Court.	Compliance Officer
Ch 11	Keeping of Animals & Poultry	Compliance Officer
Ch 12	Cemeteries	Property Asset Manager, Customer Services Officer.
Ch 13	Parks & Reserves	Parks and Property Asset Manager
Ch 16	Street Damage	Roading Engineer

		Sub-delegation
Ch 17	Parking Control Includes authority to consider and make decisions on infringement fine appeals and to refer unpaid infringement fines to the District Court.	Compliance Officer
Ch 18	Wastewater Drainage	Services Asset Manager
Ch 19	Liquor Control	NZ Police
Ch 20	Stock Control	Compliance Officer
Ch 22	Trade Waste	Services Asset Manager
Ch 23	Beauty Therapy, Tattooing and Piercing	Environmental Health Manager
	Speed Limits Bylaw	No delegation
	Water Supply Bylaw	Services Asset Manager
7a. LITTER (Schedule 7, Clause 32(1) of the Local Government Act 2002, Section 7 and Section 13 of the Litter Act 1979)		
S7	General powers and duties	Compliance Officer
S13	Infringement Notices	Compliance Officer
7b. PARKING & OTHER STATIONARY VEHICLE OFFENCES (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 128D, 128E and 139 of the Land Transport Act 1998)		
	Powers and duties in respect of all parking and other stationary vehicle offences	Compliance Officer
8. ABANDONED VEHICLES (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 356 and 357 of the Local Government Act 1974)		
S356 & S357	Take possession of, remove or dispose of any abandoned vehicle on a road reserve (excluding State Highways)	Compliance Officer
9. PROPERTY NUMBERS (Schedule 7, Clause 32(1) of the Local Government Act 2002, Section 319b of the Local Government Act 1974)		
S319B	Authority to allocate property numbers	GIS Officer
10. GAMBLING (Schedule 7, Clause 32(1) of the Local Government Act 2002, S100 of the Gambling Act 2003, S65C of the Racing Act 2003 and must be read in conjunction with the Stratford District Gambling Venue Policy)		
	Determination of applications for Class 4 Gambling or NZ Racing Board Venue Consents	Director Environmental Services
11. HAZARDOUS SUBSTANCES (Schedule 7, Clause 32(1) of the Local Government Act 2002, 82(b) of the Hazardous Substances & New Organisms Act 1996)		
S82(b)	Power to access the Environmental Risk Management Authority Register of Test Certificates for such purposes as are outlined in Section 82(a)	Director Environmental Services

ASSETS

1. ROADING (Schedule 7, Clause 32(1) of the Local Government Act 2002, Local Government Act 1974)	
<u>Building Line Restrictions</u> S327A Authority to cancel building line restrictions	Roading Asset Manager.
<u>Street Lighting</u> S334A Authority to provide street lighting and to authorise necessary ancillary works	Roading Asset Manager.
<u>Vehicle Crossings</u> S335 Require payment for the cost of a vehicle crossing	Roading Asset Manager
<u>Pipes and Drains under Roads</u> S337 Require the owner of any pipe, drain or apparatus of any kind or under a road to raise, lower or otherwise alter the same.	Roading Asset Manager, Services Asset Manager
<u>Granting of Easements</u> S338 Authorise easements for pipes and conduits under roads	Roading Asset Manager
<u>Contribution to cost of railway, subway or bridge</u> S341A Authority to enter agreement for allocation of the cost of work	Roading Asset Manager
<u>Stopping and Closing of Roads</u> S342 Close any road or part of a road to any specified type of traffic under Clause 11 of the Tenth Schedule.	Roading Asset Manager, Services Asset Manager.
<u>Gates and Cattle Stops Across Roads</u> S344 Permit the erection of a swing gate or a cattle stop across any road.	Director Assets, Roading Asset Manager.
<u>General Safety Provision as to Roads</u> S353 Take all such sufficient precautions for the general safety of the public and traffic and workmen employed on or near any road as they think fit and in particular those duties listed in Section 353	Roading Asset Manager, Services Asset Manager, Director Environmental Services.
<u>Construction of Cellar or Excavation in Vicinity of Road</u> S354 Construction of a cellar or making of an excavation is within 20 metres of any road subject to gaining the written consent of the adjoining property owner where the excavation or cellar is within 20 metres of a property boundary.	Roading Asset Manager
<u>Overhanging Vegetation</u> S355 Require the owner of any land abutting on any road to do work as detailed in Section 355.	Roading Asset Manager, Compliance Officer.
2. DRAINAGE (Schedule 7, Clause 32(1) of the Local Government Act 2002, Local Government Act 1974)	
<u>Enforcement re damage to roads</u> S357 Authorisation to initiate action against any person in contravention of Section 357	Roading Asset Manager, Compliance Officer.
<u>Diversion etc. of Drainage Works</u> S451 Enter into an agreement with any person for diversion or alteration of drainage works subject to the restrictions of Section 451	Roading Asset Manager, Services Asset Manager.

		Sub-delegation
<u>Provision of Private Drains</u>		
S459	Require the owner of any land or building to carry out such drainage work as detailed in Section 459	Services Asset Manager, Director Environmental Services, Building Services Manager, Building Control Officer
<u>Unlawful Connection of Private Drain</u>		
S467	Authorise any required removal, repair and reinstatement work concerning an unauthorised connection of any private drain, including recovering the full cost of such work, and when that amount is not in excess of \$500, may institute an action for its recovery	Services Asset Manager.
<u>Tree Roots</u>		
S468	Authorise the requirement of trees to be removed where obstructing a drain	Services Asset Manager
<u>Obstructions to Drainage Channel or Watercourse</u>		
S511	Authority to require the removal of any obstruction to a drainage channel or watercourse	Services Asset Manager
3. DRAINAGE (Schedule 7, Clause 32(1) of the Local Government Act 2002, Drainage Act 1908)		
<u>Construct & Maintain Drains</u>		
S17	Authority to enter land and to construct and maintain drains and watercourses on that land	Services Asset Manager
S18	Authority to enter land	
<u>Remove earth</u>		
S19	Authority to remove earth or other materials as required for drainage works	Services Asset Manager
<u>Drains on Private Land</u>		
S23	Authority to make drains on private land	Director Assets
<u>Release of Land or Contracts</u>		
S24	Authority to quit land or contracts under the Drainage Act 1908	Director Assets
<u>Drainage Work</u>		
S26	Authorisation of other persons to work on Council drains	Services Asset Manager.
<u>Removal of Trees</u>		
S27	Authorisation to require to be removed or to remove tree or parts of a tree obstructing drain	Director Assets, Services Asset Manager
<u>Obstructions to Drainage Channel or Watercourse</u>		
S62	Authority to require the removal or to remove any obstruction to a drainage channel or watercourse	Services Asset Manager
<u>Restrict Water Supply</u>		
S193	Authority to restrict the water supply to land or a building	Services Asset Manager
<u>Advances to Owners</u>		
S63A	Authorise monetary advances to owners to enable completion of work, subject to limits of expenditure authorisation	Services Asset Manager

		Sub-delegation
4. WATER (Schedule 7, Clause 32(1) of the Local Government Act 2002)		
<u>Restrict Water Supply</u>		Services Asset Manager
S193	Authority to restrict the water supply to land or a building	
<u>Stop Water Supply</u>		Services Asset Manager
S194	Authority to stop the water supply to land or a building	
5. WATER (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 647 of the Local Government Act 1974)		
<u>Fire Hydrants</u>		Services Asset Manager
S647	Authority to install fire hydrants	
6. PROPERTY (Schedule 7, Clause 32(1) of the Local Government Act 2002)		
<u>Allocation and Use of Sports Grounds</u>		Parks and Property Asset Manager
Approvals, considerations or decisions pursuant to the Allocation and Use of Sports Grounds Policy.		
<u>Pensioner Housing</u>		Parks and Property Asset Manager.
Leasing of tenancies pursuant to the Housing for the Elderly Policy.		
<u>Licence to Occupy</u>		Parks and Property Asset Manager.
Authority to grant a Licence to Occupy any land or buildings or part thereof on such land for any period provided such Licence can be terminated by Council for any reason on no more than 3 months' notice and authority to exercise all rights as Licensor.		

APPENDIX 2**STRATFORD DISTRICT COUNCIL****POLICY: CARE OF CHILDREN AND YOUTH IN COUNCIL FACILITIES**

DEPARTMENT: Community Services	RESPONSIBILITY: Director Community Services
SECTION: Community Services	
REVIEW DATE:	NEXT REVIEW: 2020/2023
VERSION: 1	APPROVAL DATE:

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BACKGROUND

This policy provides guidance for Council facility staff and users when children and youth are unaccompanied and/or not actively supervised in Stratford District Council facilities.

SCOPE

This policy applies to all facility users during opening hours and everyday facility use. For the purposes of this policy, caregivers must be 16 years and older in accordance with the Te Oranga Tamariki Act 1989, Children's and Young People's Well-being Act 1989.

DEFINITIONS

For the purposes of this policy the following definitions are used:

- Unaccompanied child refers to any child whose parent/caregiver is not within the Council facility.
- Actively supervised means that the parent/caregiver has the child within eyesight, is watching and ensuring the child is safe and is not disrupting staff or other facility users.

STATEMENT OF WELCOME

Children and youth are welcomed by Stratford District Council to use its resources, services and spaces in a safe and respectful manner.

PRINCIPLES OF CARE

- The safety and wellbeing of children and youth in the council facilities is a guiding principle at all times, and council staff will do their utmost to provide a safe and comfortable environment for all children and young people, while recognising the needs of other facility users.
- Parents or caregivers are responsible for the safety and behaviour of their children, and under law as per the Summary Offences Act 1981 must make reasonable provision for the care and supervision of their children.
- Stratford District Council recognises it is reasonable to expect children aged older than 8 to visit facilities on their own.
- Council staff will act on any reasonable concerns about the care or safety of children in facilities. Steps may include contacting the parent/guardian, school or if necessary, Police.
- Action may be taken by Council staff if they consider that supervision of a child under the age of 8 is inadequate.
- If there is recurring disruptive or inappropriate behaviour that impacts on other facility users and/or staff, the young people responsible may be asked to leave the facility. This action may also be taken in the case of disruptive younger children accompanied by a parent or caregiver.

- Police may be contacted if the caregiver or supervising adult cannot be found or contacted, particularly if the unaccompanied child is in distress.

PROCEDURE

Unaccompanied or unsupervised children of school age during school hours must be asked the circumstances under which they are not attending school. Steps may include contacting the parent/guardian, school or if necessary, Police.

RELEVANT LEGISLATION

- Te Oranga Tamariki Act 1989 Children's and Young People's Well-being Act 1989
- Vulnerable Children Act 2014
- Education Act 1989
- Summary Offences Act 1981

RELEVANT POLICIES

- Stratford District Council Child Protection Policy
- Pool Alone Policy

APPENDIX 3

STRATFORD DISTRICT COUNCIL

POLICY: <u>PROCUREMENT</u>	
RESPONSIBILITY: Corporate Services	REVIEW DATE: 2018/19
VERSION: 5	APPROVED DATE: 11 June 2019
FILE NUMBER: D18/29563[v3]	NEXT REVIEW: 2022/23

PURPOSE – PROCUREMENT STRATEGY

This Procurement Policy has been developed for use by council officers, current and potential suppliers, elected members, ratepayers and government funding agencies, and applies to all procurement, regardless of the value.

The purpose of this policy is to ensure Council, when procuring goods, works or services:

- achieves the right outcomes and value for money;
 - manages risk effectively;
 - allows council officers to exercise business judgement by enabling flexibility and fluid, innovative approaches to procurement;
 - demonstrates fairness; and
 - has health and safety risk management at the forefront.
1. This policy shall not be applied to invalidate New Zealand Transport Agency's Procurement Manual when applied to roads maintenance and construction.
 2. All council officers involved in procurement procedures are required to maintain confidentiality throughout, and of, the process.
 3. Council, as a public entity, must act fairly and consistently, and in accordance with relevant legislation.
 4. Tender processes can be a costly and lengthy exercise for everyone involved. Council has a responsibility to ensure the process is efficient and transparent (while keeping third party details confidential).

Stratford District Council Procurement Principles are:

- Value for money - where the projected whole-of-life cost is more important than the upfront quoted price.
- Procure for outcomes - planning and monitoring are key to successful outcomes.
- One-up principle for authorisation of all expenditure.
- Expenditure must be justifiable and be able to withstand public scrutiny.

DEFINITIONS OF TERMS USED IN THIS POLICY

Council Officer – Any employee of the Stratford District Council whether fixed term, part-time, or permanent, or a contractor working on behalf of the Council.

Expenditure – Includes the purchase of goods and/or services but does not include the payment of borrowings and interest or any tax and rate payments.

High Risk Procurement – Any procurement activity that could lead to or in some way contribute to the triggering of a risk incident in relation to one or more of the Stratford District Council's top ten risks as per the Council's Risk Register.

Local – Operating within the official Stratford district mesh block boundaries.

One-up Principle – Expenditure incurred by a Council Officer is authorised by a more senior officer.

Procurement - Procurement is concerned with the buying of all of the goods, services, and physical works that are vital to Stratford District Council's operations. Procurement involves the process of selecting suppliers, strategic vetting, the negotiation of contracts, and all aspects of purchasing.

Procurement Value – Annual monetary value for operating expenditure, and total contract value for capital expenditure.

Tender Evaluation Team (TET) – The team of council officers (2-4) who evaluate incoming tenders in accordance with the conditions of tender to recommend the best Tenderer.

Value for Money – For the purposes of this policy, value includes meeting specific functional criteria as well as any other relevant objectives including health and safety and community benefits. The value offered is evaluated against the whole-of-life cost of entering into the contract. There may be situations where value for money is broadened to include outcomes such as economic, social, cultural, and environmental effects on the district's communities.

Whole-of-life Cost - The total cost of procurement including maintenance, disposal, and replacement costs, it may also include opportunity costs.

JUSTIFICATION OF EXPENDITURE

Council expenditure is subject to scrutiny by elected members and the general public. Throughout all Council procurement activities, officers must keep in mind that expenditure incurred by Council is mainly funded by ratepayers. All expenditure must be:

1. For a business purpose approved either through the LTP/Annual Plan process, or specifically approved by the Council and,
2. Compliant with all of Stratford District Council's various policies.

At all times, officers should seek market rates and favourable payment terms for Council ratepayers.

HEALTH AND SAFETY IN PROCUREMENT

The Stratford District Council has a legislative responsibility to actively manage the health and safety risk of all council officers, including contractor's and sub-contractor's workers.

Risk management processes

1. Council purchasing officers must identify potential health and safety risks at the procurement planning phase, prior to seeking quotes or tenders.
2. Health and safety risk management will be incorporated into a Contractor's Tender. All public works contracts must include a section on Health and Safety.

3. No contractor doing any form of physical works is to be used by council officers for any physical works or physical services unless they have been pre-approved by the Health and Safety Manager in accordance with the pre-qualification process in the *Pre-Qualified Contractor Manual*.
4. Refer to the Council's Health and Safety Policy for further information on the Council's response to Health and Safety risks.

PREFERRED SUPPLIERS

The Council may, from time to time, establish direct relationships with suppliers to procure goods and services at a lower than market rate, or at an agreed level of service. This is intended to achieve value for money by consolidating spend and reducing the cost of business through reduced transactions and a reduced number of suppliers.

These suppliers will be listed on the *Preferred Suppliers Register*, following Director or CEO approval. They should be used in the first instance for the specified spend category, e.g. painting, legal, catering, accommodation etc.

An exemption from using a preferred supplier may be sought on the grounds of better value for money. This should be raised with the Director-Corporate Services, AND approved by a Director.

AUTHORITY TO PROCURE GOODS AND SERVICES

All expenditure must be made within the adopted annual budget (Annual Plan or Long Term Plan), or specifically approved by council, and within delegated authorities. Refer to Appendix 1: *Schedule of Financial Delegations*, and the *Delegations Policy*.

At least two council officers must be involved in the procurement of all goods and services, regardless of the value. The purchasing officer, as the procurer, is involved in developing the scope and design of what good and/or service is required, and the authorising officer (senior to the purchasing officer) will ensure the purchase complies with the *Procurement Policy*, where the expenditure is within their financial delegated authority.

In the case of expenditure by the Mayor, this will be approved by two Directors of the Council, and quarterly reviewed by the chair of the Audit and Risk Committee.

Purchase Orders will not be required for any expenditure that has been approved as an exception. Refer to Appendix 2: *Schedule of Purchase Order Exceptions*. The Purchase Order must be approved before the purchasing officer can proceed with requesting delivery of the good or service.

The requirement for quotes, outlined below, may be waived where an existing maintenance Contractor has the capacity and ability to carry out physical works that are outside of the scope of the existing contract.

- **\$20,000 to \$100,000**

All goods and services with a potential procurement value over \$20,000 are to be purchased with a written contract or Purchase Order. At least three written quotes or written quotes from all available suppliers should be obtained unless the purchase is for specialised goods/services where there is a limited market, WITH an exemption from a Director or the CEO.

- **\$5,000 to \$20,000**

Where the proposed procurement value is between \$5,000 and \$20,000, at least two written quotes must be obtained and a Purchase Order must be used.

- **< \$5,000**

There are no formal procedures for procurement with a value of less than \$5,000 but council officers are to ensure preferred suppliers are used, where applicable, and a Purchase Order is raised.

- **< \$50**

Petty cash is to be used when money is needed in advance for purchases of less than \$50. A petty cash form must be completed and authorised prior to receiving the cash, and receipt/s or tax invoice/s must be provided to the Petty Cash officer as soon as practicable after the expenditure has been incurred. Alternatively, a Purchase Order must be raised.

COMPETITIVE TENDERING

The following competitive tendering procedure may be used regardless of the procurement value. However, thought must be given to the value of working through such a process for lower value procurement contracts.

Publically advertised competitive tender process

- **> \$100,000**

Any expenditure with a procurement value over \$100,000 must go through the formal public tendering process that is detailed in the *Procurement Manual*.

1. The Procurement Plan will establish the business need, and the design, scope and budget for the project.
2. All contract arrangements will need to be formal, with a single point of contact established for answering enquiries for each tender.
3. All tenderers will be provided with the same information at the same time.
4. A Request For Tender (RFT) is required. An RFT is a formal means of seeking tenders to provide goods and services where there are clearly defined requirements with little room for flexibility or innovation.
5. The range of criteria that may be considered in the evaluation of tenders are:
 - company track record;
 - experience of personnel;
 - health and safety;
 - price; and
 - other criteria (such as sustainability) that may be relevant to the procurement.
6. No late tenders will be accepted.
7. All contracts awarded with a procurement value over \$500,000 must be reported to the Policy and Services Committee.

EXCEPTIONS TO THE COMPETITIVE TENDER PROCESS

Exceptions to the competitive tender process enable increased flexibility and innovation when procuring, and align with the purpose of this policy. Exceptions applied to contracts with a potential procurement value over \$500,000 must be approved by the Policy and Services Committee.

All of Government Contracts

Council officers will not be required to undergo a competitive tender process if Council is part of an All of Government contract, as Council accepts that the Government has already undertaken a robust tender process.

Contract Rollovers

In some situations, where a procurement contract is expiring with no further renewals, the supplier may offer continued pricing and/or service levels if the contract is renewed. If the Council Officer managing the contract is satisfied with the goods and/or services supplied throughout the term of the maturing contract and it is not cost-effective to go through a competitive tender process, then the procurement may be excluded from going through the process. Approval from the Chief Executive is required prior to proceeding, notwithstanding a contract may not be rolled over for a term exceeding the initial contract term (excluding renewals).

Emergency Procurement

In an emergency it may be necessary to dispense with parts of the *Procurement Policy* so that the Council can react quickly to unforeseen events. For the purposes of this policy, an emergency is defined as an event that puts life or public health or safety at risk, or could lead to devastating consequences for the Stratford District Council if not acted upon immediately.

Monopoly

Where there is a monopoly situation and only one supplier capable of supplying the business need, the supplier shall be used without the need to obtain more than quote. Attempts should always be made to establish whether there are any alternative potential suppliers. Approval to continue with the procurement needs to be obtained from the Chief Executive Officer.

Specialist Consultants

Where specialist equipment is to be maintained or serviced or specialist advice is required, the internal process will be same as *Monopoly* above. Specialist in this context means someone that is highly skilled in a specific and restricted field.

Regional / Shared Services

This exception specifically relates to joint efforts with other councils to collaborate in an attempt to achieve better procurement outcomes. In these situations it is accepted that a robust and appropriate procurement process would have been worked through.

CONFLICTS OF INTEREST

A conflict of interest occurs when someone who is involved in multiple interests - one of which could corrupt the motivation for an act in the other. This would make it difficult for that person to fulfil their duties fairly. Conflicts of interest may occur in cases of:

- professional or personal obligations;
- personal interests; and/or
- financial interests.

Conflicts of interest can arise at any time during the contracting process, but the most common occur during the planning and invitation to tender stages when people are able to influence the requirements, the evaluation criteria, or the way that the selection is made.

Managing conflicts of interest

All TET members are required to complete the *Declaration Regarding Any Conflict of Interest* document. Should any member indicate a conflict with any of the tenderers the process needs to be halted while the CEO or relevant Director makes a determination on whether the panel member should be replaced.

A conflict of interest register is held by the CEO office for all the Senior Leadership Team. No Director should authorise any contract to which they have a direct or indirect personal interest in. The CEO shall make the final call on whether there is a conflict of interest and remove that Director from the process if necessary.

It is important to avoid any suggestion of potential bribe or inducement arising from the acceptance of gifts to staff from companies or individuals. Staff should exercise judgment and consider the Procurement Principles when accepting gifts in connection with their council officer role, particularly where it could be perceived to influence a procurement decision.

Staff must disclose details of any gift accepted with a value of over \$50, in all cases, to their Director or to the CEO (if a Director).

No council officer directly involved on the TET should receive any personal benefit from their role as a panel member.

A personal gift of cash of any amount, and in any form ie cash, direct credit, loan, must never be accepted by any staff member.

CONTRACTS WITH ELECTED MEMBERS

An elected member is liable to disqualification from the Council if involved in, either directly or through a spouse or partner, contracts with Council in which payments to the associated entity exceeds \$25,000 in any financial year, without prior written approval from the Auditor-General.

While compliance is entirely the responsibility of the elected member, should staff become aware of a potential breach of their requirement, the matter should at once be reported to the Chief Executive.

LOCAL PROCUREMENT POLICY

The principles of the local procurement policy are:

- To promote local economic sustainability and growth;
- To encourage business activity by local rate paying firms, where they are competitive suppliers in respect of price and quality; and
- Minimise transport costs and their environmental effects through measures which provide for Council to buy from local sources where competitive.

To acknowledge the potential reduction in transport costs and the environmental benefits of 'buying local' in applying the local procurement policy, a local provider will be allowed a 5% bias of the lowest conforming tender price, with a maximum bias of \$50,000.

Where NZTA funding is involved in roading related work, the local procurement policy does not apply.

SUSTAINABILITY

Council has a commitment to sustainability and environmental protection. Where cost-effective and legal this will be pursued by promoting purchasing practices which conserve water resources, demonstrate energy efficiency, minimise waste, have low toxicity and/or will protect the environment and public health, and maintain environmental safety and quality.

Consideration of any sustainability requirements should be made at the procurement planning phase. The competitive tendering process may include a criteria weighting for sustainability and environment protection. This will be decided by the Tender Evaluation Team. If sustainability objectives are a desired outcome of the procurement activity then they should be included in the RFT.

RISK MANAGEMENT IN PROCUREMENT

Procurement is a major activity for local government organisations and involves significant sums of money for the Council. It spans across all areas of the organisation and most council officers are involved in Procurement activities in some way or another. The consequences of failing to follow a robust policy and framework can be significant in terms of the potential financial implications, reputational damage, political scrutiny, and reduced Council performance.

There are important areas throughout each of the phases of Procurement that must be addressed in order to reduce the impact or likelihood of a risk incident. Each of these phases are addressed in further detail in the *Procurement Manual*.

Planning the Procurement – Phase 1

- Document business needs and reason/s for the procurement (Business Case usually done as part of preparation for Long Term Plan / Annual Plan).
- Develop detailed scope and design of the procurement project (Procurement Plan).
- Identify health and safety risks.
- Consideration of alternative business models such as public/private partnerships, government schemes, social enterprise delivery, and potential alternative funding sources.
- Identify desired outcomes.

Engaging with the Market – Phase 2

- Ensure the approach to the market is fair and accessible, acknowledging that it is the perception of openness and fairness that matters.
- Develop a set of criteria and appropriate weightings based on the risk, complexity and nature of the work required.

- Consider the benefits of using alternative approaches such as shortlisting, requesting expressions of interest / RFI, or invitation only tenders where appropriate.
- The selection process should be fair and objective with any conflicts of interest declared prior to the appointment of the TET.
- Due diligence to be carried out on prospective suppliers.
- Ensure retention, dispute-resolution, confidentiality, contractor insurance and security clauses are incorporated into public works contracts.
- Draft contract for High Risk Procurement should be independently reviewed by a legal professional and the Health and Safety Manager before signing.

Review and Monitoring – Phase 3

- Regular and timely reporting provided by contractor on specific key contractual obligations and updated in Authority contract management system.
- Implement regular performance reviews, meetings.
- Retentions held until specific performance criteria met as per Contract Schedule.
- All records, minutes, and relevant communications between contractor and council officers to be filed in Content Manager.
- Internal audit programme to review Council Officer compliance with the *Procurement Policy* and *Procurement Manual*.
- Implement regular staff training on Council's *Procurement Policy*, *Procurement Manual*, and *Pre-Qualified Contractor Manual*.

The documentation that is to remain on file is listed in the *Procurement Manual*.

Council must also adhere to any requirements to consult with affected parties, and obtain appropriate consents.

Physical works contracts will not provide for contractor indemnities, advance payments, principal bonds and guarantees, variable pricing, and other high-risk methods of engagement in favour of the contractor, unless approved in writing by the Chief Executive Officer.

RELATED DOCUMENTS

Pre-Qualified Contractor Booklet	D18/29593
Procurement Manual	D16/2600
Schedule of Purchase Order Exceptions	D18/29594
Delegations Policy	D17/7725
Declaration Regarding Any Conflict of Interest (Tender Evaluation Team)	D13/18692
Procurement Plan – Long Form	D17/800
Procurement Plan – Short Form	D17/914
Business Case Process / Templates	Promapp

RELEVANT LEGISLATION

- Construction Contracts Act 2002
- Contract and Commercial Law Act 2017
- Consumer Guarantees Act 1993
- Land Transport Management Act 2003
- Public Bodies Contracts Act 1959
- Local Government Act 2002
- Public Records Act 2005

- Health and Safety at Work 2015
- Local Authorities (Members' Interest) Act 1968

INDUSTRY CONTRACT STANDARDS AND GUIDELINES

- NZS 3910: 2013 Conditions of contract for building and engineering construction
- NZS 3916: 2013 Conditions of contract for building and civil engineering – design
- NZS 3917: 2013 Conditions of contract for building and civil engineering – fixed term
- IPENZ standard contract conditions
- NZ Institute of Architects Standard Conditions of Contract

This policy will be reviewed at least every three years.

SCHEDULE OF FINANCIAL DELEGATIONS

Financial Authority (annual value for operating and total value for capital)	Delegated Authority	Process Requirement (see Procurement Manual)	Method of Engagement (pre-purchase)	Reporting Requirements
Exceeds Annual Plan/LTP Activity Budget by more than \$100,000 (net of any grant funding)	Council	Decision Report to Policy and Services Committee	N/A	Decision Report
Exceeds Annual Plan/LTP Activity Budget by more than the lesser of: 10% or \$50,000	CEO	Confirmation from CEO required - via Business Case	N/A	Monthly Reporting
> \$250,000	CEO and one Director*	Publicly advertised competitive process required, unless an Exception approved by the Policy and Services Committee.	Written Contract	Award of the contract must be reported to the next Policy and Services Committee meeting.
\$100,000 to \$250,000	Director	Publicly advertised competitive process required, unless an Exception approved by the Chief Executive.	Written Contract	As required by Chief Executive
\$20,000 to \$99,999	Within Delegated Authority	At least 3 written quotes or written quotes from all available suppliers if less than 3 unless for specialised goods/services WITH an exemption from a Director.	Purchase Order / Written Contract	None
\$5,000 to \$19,999	Within Delegated Authority	At least 2 written quotes obtained where there is an alternative competitor. Officers to ensure prices do not exceed market rates and/or preferred suppliers are used.	Purchase Order	None
\$50 to \$4,999	Within Delegated Authority	No formal procedures but officers to ensure prices do not exceed market rates and preferred suppliers are used.	Purchase Order	None
< \$50		Purchase order to be used where there is already a supplier account or Petty Cash reimbursement if there is no supplier account.	No specific requirements.	

*Contract / progress payments over \$250,000 may be signed off by contract manager and authorised by a Director.

APPENDIX 4

D18/22982

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Accounting	12/06/2018	Director - Corporate Services	D19/1001	2021/22		Approved as part of the LTP
Allocation and Use of Sports Grounds	11/12/2018	Director – Assets Parks and Property Manager	D18/35501	2021/22	2021/22	
Anti-Fraud & Corruption Policy	13/08/2019	Director – Corporate Services	D19/19374	2021/22	2021/22	
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	2021/22	2021/22	
Asset Management	26/01/2016	Director – Assets	D16/2567	2018/19	2019/20	
Care of Children and Youth in Council Facilities	NEW	Director – Community Services	D20/11426			APPENDIX 2
Charges for new wastewater system connections	14/05/2013	Director – Assets Service Asset Manager	D16/2568	2018/19	2018/19	Due
Child Protection	10/10/2017	Director – Community Services	D17/14440	2020/21	2019/20	

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
		Human Resources				
Citizens and Youth Citizens Awards	08/05/2018	Director – Community Services Executive Administration Officer	D18/13058	2021/22	2019/20	
Conferences, seminars, tours	09/04/2019	Chief Executive	D19/7565	2018/19	2018/19	
Council Vehicles	9/10/2018	Director – Assets	D18/32513	2021/22		
Credit Card	12/02/2019	Director – Corporate Services	D19/10	2021/2022	2021/22	
Dangerous and Insanitary Buildings	11/12/2018	Director – Environmental Services	D18/35499	2021/22		
Declaration of Members Interest	11/12/2012	Chief Executive	D16/2579	2018/19	2018/19 due	Due
Delegations	11/06/2019	Chief Executive	D19/14942	2021/22		APPENDIX 1
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	Due

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	2019/20	2019/20	
Elected Members Remuneration	12/11/2013	Chief Executive	D16/2583	2018/19	2018/19	Due
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	2020/21	2019/20	
Health and Safety	13/08/2019	Chief Executive	D19/21370	2022/23		
Housing for the Elderly	11/12/2018	Director – Assets Parks and Property Asset Manager	D18/35504	2021/22		
Infringement Notices	13/08/2019	Director – Environmental Services	D19/22993	2021/22	2021/22	
Kerbside Collection Policy	12/03/2019	Director – Assets Services Assets Manager	D16/6770	2021/2022	2021/2022	
Local Alcohol Policy						Details intentionally blank

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
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	2021/22		
Mayor's Relief Fund	11/06/2013	Director – Corporate Services	D16/2592	2018/19	2018/19	Due
Monetary Bonds	September 2013	Director – Corporate Services	D16/2593	2018/19	2018/19	Due
Occupation of Unused Road Reserve	09/04/2019	Director – Assets Rooding Asset Manager	D19/7184	2018/19	2021/22	
Paper Records and Archives Policy	12/02/2019	Director – Corporate Services	D19/174	2021/22	20121/22	
Pegging and Maintenance of Roads and Bridges	9/04/13	Director – Assets	D16/2596	2018/19		
Petitions in Council Buildings	11/06/2013	Chief Executive	D16/2597	2018/19	2018/19	Due
Presentations to Elected Members and Staff	13/08/2019	Chief Executive	D19/22992	2021/22	2021/22	
Privacy	November 2015	Chief Executive	D16/16748	2018/19	2018/19	Due

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
		Director – Corporate Services				
Procurement Policy	11/06/2019	Director – Corporate Services	D18/29563[v3]	2021/22		APPENDIX 3
Rates Postponement	12/02/2018	Director – Corporate Services	D18/4693	2022/23		
Rates Remission	16/07/2019	Director – Corporate Services	D18/2840[v2]	2021/22	2019/20	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)
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

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Stock Crossing and Races	09/04/2013	Director – Environmental Services	D16/2624	2015/16	2018/19	Overdue
Stock Underpasses	14/05/2013	Director – Assets Rooding Assets Manager	D16/2606	2018/19	2019/20	
Street Trees	02/08/2016	Parks and Property Asset Manager	D16/8890	2017/2018	2018/19	December 2018
TAB Venue Policy	May 2018	Director – Environmental Services	D18/13094	2021	2019/20	
Temporary Road Closures	15/05/2013	Director – Assets Rooding Asset Manager	D16/2608	2018/19	2019/20	
Trade Waste		Director – Assets	D19/13626			Being reviewed by Officers for release for consultation.
Treasury Management	12/02/2019	Director – Corporate Services	D19/904	2021/22	2021/22	
Vehicle Crossings & Culverts	13/08/2019	Director – Assets Rooding Asset Manager	D18/35500	2021/22	2021/22	
Voting System	2009	Chief Executive	D16/2611	2018/19	2018/19	Due – should this be a policy? Or status quo with a decision report required to change system.
Water Supply to Rural Properties	12/03/2019	Chief Executive Director – Assets Services Asset Manager	D19/3406	2018/19	2023/24	

New policies required:

Policy	Proposed year	Responsibility	Document Number	Purpose
Culverts Ownership Policy	November 2018	Director – Assets Roading Asset Manager Services Asset Manager		To clarify the allocation of culvert ownership and maintenance responsibilities between Roading and 3-Waters Department – To feed into new contract
Road Classification LoS Manual	November 2018	Director – Assets Roading Asset Manager		To appropriately re-classify roads in the district and define the LoS maintenance standards associated with each road classification. – To feed into new contract

DECISION REPORT



F19/13/04- D20/23889

TO: Policy and Services Committee
FROM: Trade Waste Officer
DATE: 27 October 2020
SUBJECT: TRADE WASTE BYLAW 2020 AMENDMENTS

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RECOMMENDATIONS

1. THAT the report be received.
2. THAT subject to agreement, the Trade Waste Bylaw 2020 amendments be adopted.

Recommended Reason

Section 156(2)(a) of the Local Government Act (LGA) 2002 allows that the Stratford District Council ('Council') may, by resolution publicly notified, make minor changes to, or correct errors in a bylaw, but only if the changes or corrections do not affect - (i) an existing right, interest, title, immunity, or duty of any person to whom the bylaw applies; or (ii) an existing status or capacity of any person to whom the bylaw applies.

/_____
Moved/Seconded

1. PURPOSE OF REPORT

The purpose of this report is to provide a platform on which to seek the Committee's approval for the adoption of the minor amendments to the Trade Waste Bylaw 2020, which has been developed for the regulation of trade waste activity in the Stratford District.

2. EXECUTIVE SUMMARY

The proposed amendments are summarised in *Table 1*, including reasons why the changes are proposed. The amendments are considered more enabling, rather than restrictive, for the users of the Bylaws. Therefore, these changes are considered appropriate under Section 156(a) of the local government, given that these changes or corrections do not affect:

- an existing right, interest, title, immunity, or duty of any person to whom the bylaw applies; or
- an existing status or capacity of any person to whom the bylaw applies.

3. LOCAL GOVERNMENT ACT 2002 – SECTION 10

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

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4. BACKGROUND

- 4.1 The Trade Waste Bylaw 2020 came into force on 1 July 2020.
- 4.2 As part of the review and adoption process set out in the Local Government Act (LGA) 2002, the Council approved the release of the *draft* Trade Waste Bylaw 2020 for consultation on 10 December 2019. Public consultation commenced on 16 December 2019 and closed on 21 February 2020. The Council also sought comments from Iwi and a copy of the *draft* Trade Waste Bylaw 2020 was sent to the Minister of Health on 27 February. Feedback was received on Monday 11 May 2020.
- 4.3 The proposed amendments do not change the purpose of the Trade Waste Bylaw 2020, which is to regulate trade waste in the Stratford District by:
- protecting the health and safety of all people from potential adverse effects of harmful substances discharged to the public wastewater system;
 - protecting the environment from adverse effects of harmful substances discharged to the public wastewater system;
 - protecting the public wastewater system from damage and provide for its efficient operation;
 - encouraging waste minimisation, cleaner production, efficient recycling and reuse of waste streams at business premises;
 - ensuring fairness and equitable cost recovery from conveying, treating and disposing of trade waste through the Council’s sewerage infrastructure;
 - protecting the ratepayers connected to Council’s sewerage system from carrying the burden of trade waste generated outside the district.
- 4.4 **Appendix 1** provides the *existing* Trade Waste Bylaw 2020 with proposed changes highlighted on pages 4, 8, 9, 10, 11, 21, 27, 29 & 34. **Appendix 2** provides the revised Bylaw d with the proposed changes, as summarised *Table 1* below.

Table 1: Summary of Proposed Changes to the Trade Waste Bylaw

Item	Bylaw Reference	Existing Wording	Proposed Wording	Reason for Amendments
1.	Page 4, Definition of <i>Conditional Trade Waste</i>	Conditional trade waste means: a. any trade waste discharged to the public wastewater system as a result of an activity listed in schedule 2 and complying with the controlled substances standards, unless otherwise approved by council in a trade waste agreement; or b. any trade waste discharged from trade premises, including as a result of an activity listed in schedule 1, where the volume of the discharge exceeds 5 cubic metres per day, or has an instantaneous flow rate of 2 litres per second or greater; or c. any trade waste which the council determines to be conditional trade waste under clause 17.2	Conditional trade waste means: a. Trade waste derived from a trade activity and/or process of such complexity or size, or employing such chemicals, raw materials, or feed stock, that the risk and/or consequences of it exceeding acceptable discharge characteristics (listed in Schedule 1) are considered significant by Council to the extent that specific conditions are placed upon the consent holder by Council; or b. Any trade waste discharged from trade premises where the discharge exceeds 6 cubic metres per day (excluding car washing facilities), or has an instantaneous flow rate of 2 litres per second or greater.	a. Schedule 2 refers to prohibited characteristics within wastewater discharges and therefore cannot be consented. b. The discharge volume of 5 cubic metres per day contradicts clause 25.2.1 whereby the permitted wastewater discharge volume per day is less than 6 cubic metres (or less than 10 cubic metres per day for car washing facilities). c. Clause 17.2 refers to conditional consent timeframes, cancellations and reviews – so delete Clause C.
2	Page 8, Clause 8.3	Any person discharging to the Council wastewater system shall also comply with the requirements of legislation.	Any person discharging to the Council wastewater system shall also comply with the requirements of all other applicable legislation.	Clearer wording
3	Page 9, Clause 10.1	Council shall receive only trade wastes generated within the district (see attached district maps).	Excluding livestock trucks, Council shall receive only trade wastes generated within the Stratford District (see attached district maps).	Livestock trucks bring livestock to the Esk Road sale yards from outside the Stratford District. The effluent produced in transit is then

Item	Bylaw Reference	Existing Wording	Proposed Wording	Reason for Amendments
				discharged into the Stratford District Councils' wastewater system at the Esk Road dump station. Prohibiting such discharges will potentially affect the continuing operation of the sale yards. Clause 10.2 will provide for the discharge of livestock effluent to the wastewater system via the consenting process.
4	Page 9, Clause 10.2	No trade waste generated outside of the district may be discharged into Councils' wastewater system at any time.	No trade waste generated outside of the Stratford District may be discharged into Councils' wastewater system at any time unless authorised by a consent.	
5	Page 10, Clause 12.1	Every person who does, proposes to, or is likely to: a. discharge into the wastewater system any trade waste (either continuously, intermittently or temporarily);	Every person who does, proposes to, or is likely to: a. discharge into the wastewater system any trade waste which exceeds, or is likely to exceed any characteristic outlined in Schedule 1 (either continuously, intermittently or temporarily);	Discharges which comply with the requirements of Schedule 1 are permitted and therefore are not required to apply for a consent to discharge trade waste.
6	Page 10/11 Clause 12.1	... shall, if required by the Council to, complete an application in the prescribed form for the consent of Council, to the discharge of that trade waste, or to the proposed variations.	... shall, if required by the Council to, complete an application in the prescribed form for the consent of Council pertaining to the discharge of that trade waste, or to the proposed variations.	Clearer wording
7	Page 21 Clause 21.3.1 a) to c)	a) A discharge complies with the provisions of this bylaw; a) A discharge is to be classified as a Permitted, Conditional, or Prohibited, refer to Error!	a) A discharge complies with the provisions of this bylaw; b) A discharge is to be classified as a Permitted, Conditional, or Prohibited, refer to Error! Reference source not	To correct the numbering - for sequential numbering from a) to d)

Item	Bylaw Reference	Existing Wording	Proposed Wording	Reason for Amendments
		Reference source not found.; b) A discharge complies with the provisions of Schedule 1A for Permitted Discharge and any Consent to discharge; and c) Trade Waste Consent charges are applicable to that discharge.	found.; c) A discharge complies with the provisions of Schedule 1A for Permitted Discharge and any Consent to discharge; and d) Trade Waste Consent charges are applicable to that discharge.	
8	Page 27, Clause 25.1.3	An additional column in tables 1.1, 1.2 and 1.3 for mass limits may be added as required.	An additional column in tables 1.1, 1.2, 1.3 and 1.4 for mass limits may be added as required.	To reference Table 1.4
9	Page 29 Clause 25.2.7 (a)	Radioactivity levels shall not exceed the Office of Radiation Safety Guidelines.	Radioactivity levels shall not exceed the Office of Radiation Safety Code of Practice CSP1 for the Use of Unsealed Radioactive Material.	The above terminology was prescribed during consultation with the Associate Minister of Health (D20/8359).
10	Page 29 Clause 25.3.3 (a)	The maximum concentrations permissible for chemical, heavy metals and organic compounds characteristics of an acceptable discharge are set out in Table 1.1, Table 1.2 and Table 1.3 below.	The maximum concentrations permissible for chemical, heavy metals and organic compound characteristics of an acceptable discharge are set out in Table 1.1, Table 1.2, Table 1.3 and Table 1.4 below.	To reference Table 1.4
11	Page 34 Clause 26.2.3(g)(iii)	Radioactivity levels in excess the Office of Radiation Safety Guidelines	Radioactivity levels in excess the Office of Radiation Safety Code of Practice CSP1 for the Use of Unsealed Radioactive Material.	The above terminology was prescribed during consultation with the Associate Minister of Health (D20/8359).

5. CONSULTATIVE PROCESS

5.1 Public Consultation - Section 82

No public consultation is required.

The changes are minor. They are *enabling*, rather than *restrictive*, for the users of the Trade Waste Bylaw. The public will be notified of the resolution pursuant to Section 156(2) (a) of the Local Government Act.

5.2 Maori Consultation - Section 81

No specific Maori 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?

The impact of this decision is considered insignificant to minor in terms of Council’s Consequence and Impact Guidelines.

The risk of not updating the Bylaw with the proposed changes is that the Bylaw may provide confusing information to its users and make enforcement, on the part of Council, quite difficult. This may have potential financial and/or political risk.

7. DECISION MAKING PROCESS - SECTION 79

7.1 Direction

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	It supports the Council’s Wastewater Activity and service to the community, including the Long Term Plan.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This will support the current and future infrastructure needs and provide much improved local public services.

7.2 **Data**

- Do we have complete data, and relevant statistics, on the proposal(s)?
- Do we have reasonably reliable data on the proposals?
- What assumptions have had to be built in?

The review and proposed amendments are based on best practice guidelines in the delivery of the trade waste function and common sense.

7.3 **Significance**

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

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

7.4 **Options**

- An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.
1. What options are available?
 2. For **each** option:
 - 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 2 options before the Council:

Option 1 Do nothing and decline the recommendation.

Option 2 Adopt the recommendation - Agree with the amendments proposed and make the Trade Waste Bylaw and robust and internally consistent document, and its provisions able to be enforced as requires.

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? e.g. rates, reserves, grants etc.

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?

There are no issues with the Council's capacity to deliver on the recommendations of this consent. There is no merit in deferring the recommendations of this report.

7.7 **Legal Issues**

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

No legal opinion is considered necessary in this instance.

7.8 **Policy Issues - Section 80**

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

There are no policy issues inherent herein.

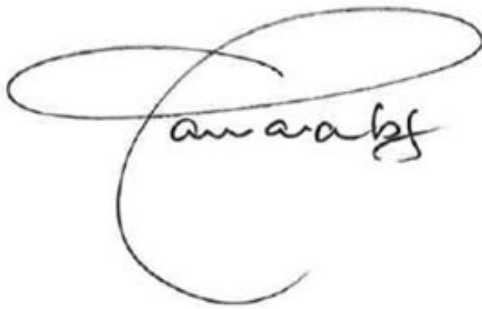
Attachments

Appendix 1 – *Existing* Trade Waste Bylaw 2020 (D20/28658)

Appendix 2 – *Amended* Trade Waste Bylaw 2020 (D20/28678)



John Cooper
TRADE WASTE OFFICER



[Endorsed by]
Victoria Araba
DIRECTOR - ASSETS



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

DATE 20 October 2020

APPENDIX 1



Trade Waste Bylaw 2020

Date in Force: 1 July 2020

Purpose: To regulate trade waste in the Stratford district by:

- protecting the health and safety of all people from potential adverse effects of harmful substances discharged to the public wastewater system;
- protecting the environment from adverse effects of harmful substances discharged to the public wastewater system;
- protecting the public wastewater system from damage and provide for its efficient operation;
- encouraging waste minimisation, cleaner production, efficient recycling and reuse of waste streams at business premises;
- ensuring fairness and equitable cost recovery from conveying, treating and disposing of trade waste through the Council's wastewater infrastructure;
- protecting the ratepayers connected to Council's wastewater system from carrying the burden of trade waste generated outside the district.

Review Date 1 July 2030

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1. TITLE

- 1.1 This Bylaw is made under Section 145 of the Local Government Act 2002 and shall be known as the '*Stratford District Council Trade Waste Bylaw 2020*'.

2. COMMENCEMENT

- 2.1 This Bylaw shall come into force on 1 July 2020.

3. REPEAL

- 3.1 As from the day this Bylaw comes into force, the previous *Trade Water Bylaw 2008* in force in the Stratford District shall be repealed.

4. APPLICATION OF BYLAW

- 4.1 This Bylaw shall apply to the Stratford District.

5. SCOPE

- 5.1 This Bylaw is made under the authority of the Local Government Act (LGA) 2002 for the regulation of trade waste activity by the Stratford District Council (the Council). The trade waste activity is subject to the following Statutory acts and any associated Regulations.

- a) Building Act 2004;
- b) Health Act 1956;
- c) Local Government Act 2002;
- d) Local Government (Rating) Act 2002;
- e) Resource Management Act 1991;
- f) Health (Drinking Water) Amendment Act 2007;
- g) Waste Minimisation Act 2008; and
- h) Hazardous Substances and New Organisms (HSNO) Act 1996.

6. PURPOSE

- 6.1 The purpose of this Bylaw is to regulate trade waste in the Stratford district by:
- a) protecting the health and safety of all people from potential adverse effects of harmful substances discharged to the public wastewater system;
 - b) protecting the environment from adverse effects of harmful

- c) substances discharged to the public wastewater system; protecting the public wastewater system from damage and provide for its efficient operation;
- d) encouraging waste minimisation, cleaner production, efficient recycling and reuse of waste streams at business premises;
- e) ensuring fairness and equitable cost recovery from conveying, treating and disposing of trade waste through the Council's wastewater infrastructure;
- f) protecting the ratepayers connected to Council's wastewater system from carrying the burden of trade waste generated outside the district.

7. GENERAL

7.1 This bylaw is based on NZS 9201.23:2004 Model General Bylaws – Trade waste.

7.1.1 A reference in this bylaw to introducing or discharging trade waste includes causing, allowing or instructing the introduction or discharge of trade waste.

7.1.2 To avoid doubt, compliance with this bylaw does not remove the need to comply with all other applicable Acts, regulations, bylaws, and rules of law.

7.1.3 Unless the context requires another meaning, a term or expression that is defined in the Act and used in this bylaw, but not defined, has the meaning given by the Act.

7.1.4 Any explanatory notes and attachments are for information purposes, do not form part of this bylaw, and may be made, amended and revoked without formality.

7.1.5 The Interpretation Act 1999 applies to this bylaw.

7.2 Definitions

Act means the Local Government Act 2002 and any amendments made to it, from time to time.

approval or **approved** means approved in writing by the Stratford District Council, either by resolution of the Council or by an officer of the Stratford District Council authorised for that purpose.

approved site means a site approved for the safe disposal of trade waste.

biosolids means treated wastewater sludge from a wastewater treatment plant that has been treated and/or stabilised to the extent that it is able to be applied to land, and does not include products derived solely from industrial wastewater treatment plants.

characteristic means any of the physical or chemical characteristics of trade waste including any constituent of a trade waste referred to in Schedule 1, Schedule 2, or the controlled substances standards.

conditional trade waste means:

- a. any trade waste discharged to the public wastewater system as a result of an activity listed in schedule 2 and complying with the controlled substances standards, unless otherwise approved by council in a trade waste agreement; or
- b. any trade waste discharged from trade premises, including as a result of an activity listed in schedule 1, where the volume of the discharge exceeds 5 cubic metres per day, or has an instantaneous flow rate of 2 litres per second or greater; or
- c. any trade waste which the council determines to be conditional trade waste under clause 17.2

connection means the lawful and physical connection of a private wastewater pipe to the public wastewater system.

consent holder means the holder of a transitional consent and includes any person acting with the express or implied consent of the consent holder and any licensee of the consent holder.

controlled substances standards means the generally accepted limits for concentrations of controlled substances that may be contained in trade waste discharged to the public wastewater system, as set out in Tables 1.1, 1.2 and 1.3.

Council means the Stratford District Council, or any person delegated or authorised to act on their behalf.

deemed trade waste means any trade waste discharged into the public wastewater system as a result of an activity listed in schedule 1 and which:

- a. meets the requirements listed in schedule 1 and the controlled substances standards; and
- b. is not conditional trade waste and does not have any of the prohibited characteristics listed in schedule 2.

disconnect or **disconnection** means the physical cutting or sealing of a private sewer from the public wastewater system.

drain means that section of private pipe, owned and maintained by the occupier, between the occupier's premises and the point of discharge through which wastewater is conveyed from the premises to the public wastewater system.

emergency response procedures means those procedures developed and used to avoid, remedy or mitigate the actual and/or potential adverse effects of any business activities on the environment from an unexpected or unscheduled event resulting in discharge, or potential discharge, with characteristics of concern into the public wastewater system.

grease trap means a device approved by the council that allows kitchen and/or food production wastewater to cool, and the grease to separate from the wastewater.

hazardous material/substance means:

- a. raw material(s), product(s) or waste(s) containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials; or
- b. any material which when mixed with the wastewater stream, is likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous to the health and safety of any person or harmful to the wastewater system; or
- c. contains hazardous substances at sufficient concentrations to exceed the minimum degrees of hazard specified by Hazardous Substances (Minimum Degrees of Hazard) Regulations 2000 under the Hazardous Substances and New Organism Act 1996; or
- d. meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods 1999 and NZ Standard 5433: 1999 – Transport of Dangerous Goods on Land; or
- e. meets the definition for radioactive material included in the Radiation Protection Act 1965 and Regulations 1982

introduce means to cause trade waste to enter a wastewater system.

mandated pre-treatment means management of conditional trade waste through the installation of an approved 'off the shelf' pre-treatment device.

mass limit means the total mass of any characteristic of trade waste that may be discharged to the public wastewater system over any 24-hour period.

meter means any meter, automatic sampler, instrument or device for indicating, recording or sampling the rate of flow, volume or quality of any discharge and any ancillary equipment, devices or fittings used in conjunction with these.

occupier means the person occupying any trade premises or the person responsible for any trade, commercial or industrial activity on those trade premises, and includes the owner of the premises if the premises are unoccupied.

offence includes any act or omission in relation to this bylaw or any part thereof for which any person can be punished either on indictment or by summary process.

output based means management of conditional trade waste by customised pre-treatment facilities or specialist monitoring requirements.

owner means in relation to any premises, the owner and includes any tenant, agent, manager, foreperson or other person apparently acting in the general management or control of the premises.

person means a person or body of persons whether corporate or unincorporated, and includes the Crown and any successor of a person.

point of discharge means either:

- a. The connection to the public wastewater; or
- b. The point where the wastewater pipe exits the particular private property

premises means either:

- a. a property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has or may be issued; or
- b. a building that has been defined as an individual unit by a cross-lease, unit title or
- c. company lease and for which a certificate of title is available; or
- d. land held in public ownership (e.g. reserve) for a particular purpose; or
- e. individual units in buildings which are separately leased or separately occupied.

pre-treatment means any approved processing of trade waste designed to reduce or vary any characteristic in a waste before discharge to the public wastewater system in order to comply with a transitional consent or this bylaw.

private wastewater/drain means any privately owned pipe or drain system through which wastewater flows before entering into the public wastewater system.

prohibited characteristics means characteristics set out in schedule 2.

prohibited trade waste means any trade waste that has, or is likely to have, any of the prohibited characteristics set out in schedule 2.

public wastewater system means all pipes, pumping stations, storage tanks, wastewater treatment plants, outfalls and other related structures owned by or under the control of the council, used for the receiving, transporting, treating or disposing of wastewater.

screen means a facility used to catch solids prior to the point of discharge.

sewage sludge means the material settled out from wastewater during the treatment process.

Standard Methods for the Examination of Water and Wastewater means the latest edition (including the Supplement) as published by the American Water Works Association (AWWA)/American Public Health Association (APHA).

stormwater means all surface water run-off resulting from rainfall.

tankered waste means trade waste which is conveyed by vehicle from any premises for disposal at an approved site.

temporary discharge means:

- a. a discharge of trade waste for an intermittent or short duration (up to 3 months); or
- b. a short-term discharge of a special or unusual trade waste by an occupier holding a transitional consent; or
- c. a discharge of tankered waste to a designated point in the public wastewater system

trade premises means:

- a. any premises used or intended to be used for any business, industrial or trade purpose; or
- b. any premises used or intended to be used for the storage, transfer, treatment, or disposal of waste materials or for other waste management purposes, or used for composting organic materials; or
- c. any other premises from which a contaminant is discharged in connection with any industrial or trade premises; or
- d. any other premises discharging sewage other than domestic sewage, and includes any land or premises wholly or mainly used for agricultural or horticultural purposes; or
- e. a tanker truck or any other vehicle capable of receiving, storing, transporting, or discharging trade waste

trade waste means any liquid, with or without matter in suspension or solution, that is, or may be discharged, from trade premises to a wastewater system in the course of any business, industrial or trade process or operation, or in the course of any activity or operation of a like nature.

trade waste agreement means an agreement of the type described in 16.

trade waste management plan means an overall trade waste management plan for trade premises.

transitional consent means a consent or permit granted under a legacy bylaw and in force immediately prior to the commencement of this bylaw, authorising the discharge of trade waste into the public wastewater system.

wastewater means water or other liquid waste, including sewage and waste matter in solution or suspension, discharged to the public wastewater system.

wastewater system means all wastewater pipes, tunnels, manholes and inspection chambers, whether privately owned or part of the public wastewater system.

8. COMPLIANCE WITH BYLAW

8.1 Control of discharges

8.1.1 No person shall:

- a) Discharge, or allow to be discharged, any Trade Waste to the wastewater system except in accordance with the provisions of this bylaw;
- b) Discharge, or allow to be discharged, a prohibited Trade Waste into the wastewater system;
- c) Add or permit the addition of condensing or cooling water to any Trade Waste which discharges into the wastewater system unless specific approval is given in a consent; or
- d) Add or permit the addition of stormwater, or any other water, to any Trade Waste which discharges into the wastewater system unless specific approval is given in a consent.

8.2 In the event of failure to comply with 8.1 a) – d), the Council may physically prevent discharge to the wastewater system if a reasonable alternative action cannot be established with the discharging party or parties.

8.3 Any person discharging to the Council wastewater system shall also comply with the requirements of legislation.

9. STORAGE, TRANSPORT, HANDLING AND USE OF HAZARDOUS OR HARMFUL MATERIALS

9.1 All persons on trade premises shall take all reasonable steps to prevent the accidental entry of any of the materials listed in 9.3 of this bylaw from entry into the wastewater system as a result of leakage, spillage or other mishap.

9.2 No Person shall store, transport, handle or use, or cause to be stored, transported, handled or used any hazardous substance including any of the materials listed in section 9.3 in a manner that may cause the material to enter the wastewater system and cause harmful effects.

9.3 Prohibited materials:

9.3.1 Products or wastes containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials

a) Likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous, when mixed with the wastewater stream

b) Likely to be deleterious to the health and safety of the Council's staff, contractors and the public or be harmful to the wastewater system.

10. RECEIVING OF TRADE WASTE

10.1 Council shall receive only trade wastes generated within the district (see attached district maps).

10.2 No trade waste generated from outside of the district may be discharged into Council's wastewater system at any time.

10.3 The receiving of trade waste into Council's wastewater system shall be subject to prior approval process, as per the provisions of this bylaw, and provided that:

10.3.1 The waste does not contain a prohibited substance;

10.3.2 The waste does not contain substances in amounts that are or may be toxic, hazardous or damaging to the environment, wastewater infrastructure, treatment processes or personnel;

10.3.3 Where necessary and practicable, the trade waste has been pre-treated on-site using 'best practicable treatment' to ensure compliance with the approval requirements; and

10.3.4 The system is of adequate capacity to effectively collect, transport and treat trade waste.

10.4 The producers / transporters of trade waste shall keep a record, and provided to the Council upon request, of the origin/source and constituents of the trade waste, including location within the district. Other information to be provided include:

- a) Name of Company;
- b) Name of Operator/ Driver;
- c) Physical Address and telephone contact number of Origin/source Owner;
- d) Volume of Trade waste;
- e) Time of collection from origin/source;
- f) Time of discharge into Council's wastewater system; and
- g) Any other relevant information.

11. TRADE WASTE DISCHARGES AND CONSENTS

11.1 Trade Waste discharges shall be classified as one of the following types:

- a) Permitted;
- b) Conditional (Consent required); or
- c) Prohibited (not Consentable).

NOTE – See the definitions in 7.

11.2 The Council is not obliged to accept any Trade Waste. An application for a Trade Waste Consent will not be approved where the Trade Waste discharge would contain, or is likely to contain, characteristics which are prohibited.

11.3 No Person shall discharge, or cause to be discharged, any Trade Waste to the Council wastewater except in accordance with the provisions of this bylaw.

12. APPLICATION FOR A TRADE WASTE CONSENT

12.1 Every Person who does, proposes to, or is likely to:

- a) Discharge into the wastewater system any Trade Waste (either continuously, intermittently or temporarily); or
- b) Vary the characteristics of a consent to discharge that has previously been granted; or
- c) Vary the conditions of consent to discharge that has previously been granted; or
- d) Significantly change the method or means of pre-treatment for discharge under an existing consent,

shall, if required by the Council to, complete an application in the prescribed form for the consent of the Council, to the discharge of that Trade Waste, or to the

proposed variations.

- 12.2 The trade waste discharge agreement is with the occupier of the trade premises. However council may at times need to communicate with the owner of the premises.
- 12.3 Where the trade premises produces Trade Waste from more than one area, a separate description of Trade Waste from each area shall be included in any application for Trade Waste discharge. This applies whether or not the separate areas are part of a single or separate trade process.
- 12.4 The applicant shall ensure that the application and every other document conveying the required information is properly executed and any act done for, or on behalf of, the eventual consent holder (whether for reward or not) in making any such application shall be deemed to be an act of the consent holder.
- 12.5 The Council may require an application to be supported by an Independent Report/ Statement completed by a suitably experienced and external auditor to verify any or all information supplied by the applicant, and this may include a Management Plan.
- 12.6 Every application shall be accompanied by a Trade Waste application fee in accordance with the Council's Schedule of Fees and Charges

13. Information And Analysis

- 13.1 On receipt of any application for a Trade Waste Consent to discharge from any Premises, or to alter an existing discharge, or to discharge tankered waste into Council's wastewater system, the Council may:
- a) Require the applicant to submit any additional information which it considers necessary to reach an informed decision;
 - b) Require the applicant to submit a Management Plan to the satisfaction of the Council;
 - c) Whenever appropriate, have the discharge investigated and analysed as provided for in 21.1 and 21.3 of this bylaw.
- 13.2 The Council shall notify the applicant of any requirement under this clause within 10 Working Days of receipt of the application.

14. Consideration Of An Application

14.1 Within 15 Working Days (or extended as necessary by the Council) of receipt of an application under this bylaw and/or complying with all requirements under 13 whichever is the later, the Council shall, after considering the matters in 15 action one of the following in writing:

- a) Grant the application as a *Permitted* Trade Waste and inform the applicant of the decision by issuing the appropriate consent
- b) Grant the application as a *Conditional* Trade Waste discharge consent and inform the applicant of the decision and the conditions imposed on the discharge; or
- c) Decline the application and notify the applicant of the decision giving a statement of the reasons.

15. Consideration Criteria

15.1 In considering any application for a Trade Waste Consent to discharge from any trade premises or tankered waste into the wastewater system and in imposing any conditions on such a consent, the Council shall take into consideration the quality, volume, and rate of discharge of the Trade Waste from such premises or tanker in relation to:

- a) The health and safety of Council staff, Council's agents and the public;
- b) The limits and/or maximum values for characteristics of Trade Waste as specified in Schedules 1 and 2 of this bylaw;
- c) The extent to which the Trade Waste may react with other Trade Waste or wastewater to produce an undesirable effect, e.g. settlement of solids, production of odours, accelerated corrosion and deterioration of the wastewater system ;
- d) The flows and velocities in the wastewater, and the material or construction of the wastewater system
- e) The capacity of the wastewater system and the capacity of any wastewater treatment works, and other facilities;
- f) The nature of any wastewater treatment process and the degree to which the Trade Waste is capable of being treated in the wastewater treatment plants;
- g) The timing and balancing of flows into the wastewater system;
- h) Any statutory requirements relating to the discharge of raw or treated wastewater to receiving waters, the disposal of wastewater sludges, beneficial use of Biosolids, and any discharge to air, (including the necessity for compliance with any resource consent, discharge permit or water classification);
- i) The effect of the Trade Waste discharge on the ultimate receiving environment;
- j) The conditions on resource consents for the wastewater system and the residuals from it;

- k) The possibility of unscheduled, unexpected or accidental events and the degree of risk these could cause to Council staff, Council's agents and the public, the wastewater system and the environment;
- l) Consideration for other existing or future discharges;
- m) Amenability of the Trade Waste to pre-treatment;
- n) Existing pre-treatment works on the premises and the potential for their future use;
- o) Cleaner production techniques and waste minimisation practices;
- p) Requirements and limitations related to wastewater sludge disposal and reuse;
- q) Control of stormwater;
- r) Management Plan; and
- s) Tankered Waste being discharged at an approved location/s.

16. Conditions Of Trade Waste Consent

16.1 Any Trade Waste Consent to discharge may be granted subject to such conditions that the Council may impose, including but not limited to:

- a) The particular public wastewater system to which the discharge will be made;
- b) The maximum daily volume of the discharge, the maximum rate of discharge, and the duration of the maximum discharge;
- c) The maximum limit or permissible range of any specified characteristics of the discharge, including concentrations and/or mass limits determined in accordance with 17;
- d) The period or periods of the day during which the discharge, or a particular concentration, or volume of discharge may be made;
- e) The degree of acidity, or alkalinity of the discharge at the time of discharge;
- f) The temperature of the Trade Waste at the time of discharge;
- g) The provision, of screens, grease traps, silt traps or other pre-treatment works to control Trade Waste discharge characteristics to the consented levels, by and at the Consent Holder's expense;
- h) The provision and maintenance of inspection chambers, manholes or other apparatus or devices to provide reasonable access to drains for sampling and inspection at the Consent Holder's expense;
- i) The provision and maintenance of a sampling, analysis and testing programme and flow measurement requirements, at the Consent Holder's expense;
- j) The method or methods to be used for the measuring flow rates and/or volume and taking samples of the discharge for use in determining the amount of any Trade Waste charges applicable to that discharge;
- k) The provision and maintenance by, and at the expense of, the

- l) Consent Holder of such meters or devices as may be required to measure the volume or flow rate of any Trade Waste being discharged from the Premises, and for the testing of such meters; The provision and maintenance, at the Consent Holder's expense of such services, (whether electricity, water or compressed air or otherwise), which may be required, in order to operate meters and similar devices;
- m) At times specified, the provision in a Council approved format by the Consent Holder to the Council of all flow and/or volume records and results of analyses (including pre-treatment by-products e.g. wastewater sludge disposal);
- n) The provision and implementation of a Management Plan,
- o) Risk assessment of damage to the environment due to an accidental discharge of a chemical;
- p) Emergency response procedures;
- q) Waste minimisation and management;
- r) Cleaner production techniques;
- s) Remote control of discharges;
- t) Third party treatment, carriage, discharge or disposal of by-products of pre-treatment of Trade Waste (including wastewater sludge disposal);
- u) Requirement to provide a bond or insurance in favour of the Council where failure to comply with the consent could result in damage to the Council's wastewater system, its treatment plants, or could result in Council being in breach of any statutory obligation; and
- v) Remote monitoring of discharges.

17. DURATION

17.1 Permitted Discharges

17.1.1 Permitted Discharges shall remain in force indefinitely until:

- a) Cancellation under 18.1 or 19.1;
- b) The quantity and nature of the discharge changes beyond the scope of the approved permitted discharge;
- c) In the opinion of the Council the discharge changes or is likely to change to such an extent that it becomes a conditional or prohibited Trade Waste;
- d) The Council changes the Trade Waste Management Procedures by implementation of changed Trade Waste Bylaw conditions or any amendment to, or replacement of, its Trade Waste Bylaw; or
- e) The conditions on resource consents for the wastewater system and the residuals from it change.

17.2 Conditional Consents

17.2.1 Subject to 19, conditional consents under this bylaw shall expire at the end of a term fixed by the Council subject to the following:

- a) Conditional Consents may be given for a term not exceeding five years to a Consent Holder who at the time of application satisfies the Council that:
 - (i) The nature of the trade activity, or the process design and/or management of the premises are such that the Consent Holder has a demonstrated ability to meet the conditions of the consent during its term; and/or
 - (ii) Cleaner production techniques are successfully being utilised, or that a responsible investment in cleaner production equipment or techniques is being made; and/or
 - (iii) Significant investment in pre-treatment facilities has been made, such that a longer period of certainty for the amortising of this investment is considered reasonable; and/or
 - (iv) The reissuing of a consent cannot be unreasonably withheld.

- b) Notwithstanding the above the Council retains the right to review the conditions at an earlier time. The reasons for such an earlier review could include:
 - (i) The level of Consent Holder compliance, including any accidents including spills or process mishaps.
 - (ii) Matters pertaining to the Council's resource consents for the wastewater system.
 - (iii) Matters pertaining to the Council's environmental policies and outcomes.
 - (iv) New control and treatment technologies and processes.
 - (v) Any of the matters outlined in 20
 - (vi) Matters pertaining to the Council's legal obligations.

- c) In all other cases the term of a conditional Trade Waste Consent should not exceed two years;
- d) In all cases where either the consent holder or the owner of the premises changes, or there is a change of use, a new application for a conditional Trade Waste Consent shall be made. It shall be

- the responsibility of the consent holder to lodge the new application; and
- e) The conditions on resource consents for the wastewater system and the residuals from it change.

18. TECHNICAL REVIEW AND VARIATION

- 18.1 The Council at any time may require a person undertaking a Permitted Discharge to apply for a consent in accordance with 17.1.
- 18.2 The Council may at any time during the term of a Trade Waste Consent, by written notice to the consent holder (following a reasonable period of consultation), vary any condition to such an extent as the Council considers necessary following a review of the technical issues considered when setting conditions of consent. This is due to new information becoming available or to meet any new resource consent imposed on the discharge from the Council's treatment plant, or with any other legal requirements imposed on the Council.
- 18.3 A Consent Holder may at any time during the term of a consent, by written application to the Council, seek to vary any condition of consent, as provided for in 16 of this bylaw.

19. CANCELLATION OF THE RIGHT TO DISCHARGE

19.1 Suspension or Cancellation on Notice

- 19.1.1 The Council may suspend or cancel any consent or right to discharge at any time following 20 Working Days (during which consultation has occurred) notice to the Consent Holder or Person discharging any Trade Waste:
- a) For the failure to comply with any condition of the consent;
 - b) For the failure to maintain effective control over the discharge;
 - c) For the failure to limit in accordance with the requirements of a consent the volume, nature, or composition of Trade Waste being discharged;
 - d) In the event of any negligence which, in the opinion of the Council, threatens the safety of, or threatens to cause damage to any part of the wastewater system or the treatment plant or threatens the health or safety of any person;
 - e) If any occurrence happens that, in the opinion of the Council, poses a serious threat to the environment;
 - f) In the event of any breach of a resource consent, relating to the approved discharge, held by the Council issued under the Resource Management Act 1991;

- g) Failure to provide and when appropriate update a Management Plan as required for a conditional consent;
- h) Failure to follow the Management Plan provisions at the time of an unexpected, unscheduled or accidental occurrence;
- i) Failure to pay any charges under this bylaw; or
- j) If any other circumstances arise which, in the opinion of the Council, render it necessary in the public interest to cancel the right to discharge.

19.1.2 If any process changes require more than 20 working days, reasonable time may be given to comply with the consent conditions.

19.2 Summary Cancellation

19.2.1 Further to 19.1 any Trade Waste Consent or discharge may at any time be summarily cancelled by the Council on giving to the consent holder or person discharging written notice of summary cancellation if:

- a) They discharge any prohibited substance;
- b) The Council is lawfully directed to withdraw or otherwise to terminate the consent summarily;
- c) They discharge any Trade Waste unlawfully;
- d) If the continuance of discharge is, in the opinion of the Council, a threat to the environment or public health;
- e) If the continuance of discharge may, in the opinion of the Council, result in a breach of a resource consent held by the Council; or
- f) In the opinion of the Council the continuance of the discharge puts at risk the ability of the Council to comply with conditions of a resource consent and/or requires identified additional treatment measures or costs to avoid a breach of the resource consent.

20. Trade Waste Approval Criteria

20.1 Pre-treatment

20.1.1 The Council may approve a Trade Waste discharge subject to the provision of mandated or output based pre-treatment systems to enable the person discharging to comply with the bylaw. Such pre-treatment systems shall be provided, operated and maintained by the person discharging at their expense.

20.1.2 Refuse or garbage grinders, and macerators shall not be used to dispose of solid waste from Trade Premises to the wastewater system unless approved by the Council.

20.1.3 The person discharging shall not, unless approved by the Council, add or permit the addition of any potable, condensing, cooling water or stormwater to any Trade Waste stream in order to vary the level of any characteristics of the waste.

NOTE: Condensing and cooling water should not be discharged as of right to a stormwater drain or natural waterway without the consent of the appropriate authority.

20.2 Mass Limits

20.2.1 A Conditional Trade Waste Consent to discharge may impose controls on a Trade Waste discharge by specifying mass limits for any characteristic.

20.2.2 Mass Limits may be imposed for any characteristic. Any characteristic permitted by mass limit shall also have its maximum concentration limited to the value scheduled unless approved otherwise.

20.2.3 When setting mass limit allocations for a particular characteristic the Council shall consider:

- a) The operational requirements of and risk to the wastewater system, and risks to occupational health and safety, public health, and the ultimate receiving environment;
- b) Whether or not the levels proposed pose a threat to the planned or actual beneficial reuse of biosolids or wastewater sludge;
- c) Conditions in the wastewater system near the Trade Waste discharge point and elsewhere in the wastewater system;
- d) The extent to which the available industrial capacity was used in the last financial period and is expected to be used in the forthcoming period;
- e) Whether or not the applicant uses cleaner production techniques within a period satisfactory to the Council;
- f) Whether or not there is any net benefit to be gained by the increase of one characteristic concurrently with the decrease of another to justify any increased application for industrial capacity;
- g) Any requirements of the Council to reduce the pollutant discharge of the wastewater system;
- h) How great a proportion the mass flow of a characteristic of the discharge will be of the total mass flow of that characteristic in the wastewater system;

- i) The total mass of the characteristic allowable in the wastewater system, and the proportion (if any) to be reserved for future allocations; and
- j) Whether or not there is an interaction with other characteristics which increases or decreases the effect of either characteristic on the wastewater reticulation, treatment process, or receiving water (or land).

21. Sampling, Testing and Monitoring

21.1 Flow Metering

21.1.1 Flow metering may be required by the Council:

- a) On discharges when there is not a reasonable relationship between a metered water supply to the premises, and the discharge of Trade Waste;
- b) When the Council will not approve a method of flow estimation; or
- c) When the discharge represents a significant proportion of the total flow/load received by the Council.

21.1.2 The Consent Holder shall be responsible for the supply, installation, reading and maintenance of any meter required by the Council for the measurement of the rate or quantity of discharge of Trade Waste.

21.1.3 These devices shall be subject to the approval of the Council, but shall remain the property of the Consent Holder.

21.1.4 Records of flow and/or volume shall be available for viewing at any time by the Council, and shall be submitted to the Council at prescribed intervals by the Consent Holder in a format approved by the Council.

21.1.5 Meters shall be located in a position approved by the Council which provides the required degree of accuracy and should be readily accessible for reading and maintenance. The meters shall be located in the correct position according to the manufacturer's installation instructions.

21.1.6 The Consent Holder shall arrange for in situ calibration of the flow metering equipment and instrumentation by a person and method approved by the Council upon installation and at least once a year thereafter to ensure its performance. The meter accuracy should be $\pm 10\%$ but with no greater a deviation from the previous meter calibration of $\pm 5\%$. A copy of the independent certification of each calibration result shall be submitted to the Council.

21.1.7 Should any meter, after being calibrated, be found to have an error greater than that specified in 21.1.6 as a repeatable measurement, the Council may make an adjustment in accordance with the results shown by such tests back-dated for a period at the discretion of the Council but not exceeding 12 months, and the Consent Holder shall pay or be credited a greater or lesser amount according to such adjustment.

21.2 Estimating Discharge

21.2.1 Where no meter or similar apparatus is warranted, the Council may require that a percentage of the water supplied to the premises (or other such basis as seems reasonable) be used for estimating the rate or quantity of flow for the purposes of charging.

21.2.2 Should any meter be out of repair or cease to register, or be removed, the Council shall estimate the discharge for the period since the previous reading of such meter, (based on the average of the previous 12 months charged to the person discharging) and they shall pay according to such estimate. Provided that when by reason of a large variation of discharge due to seasonal or other causes, the average of the previous 12 months would be an unreasonable estimate of the discharge, then the Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate, and the person discharging shall pay according to such an estimate.

21.2.3 Where in the opinion of the Council, a meter has been tampered with, the Council (without prejudice to the other remedies available) may declare the reading void and estimate discharge as provided above.

21.3 Sampling and Analysis

21.3.1 As determined by the Council, sampling, testing and monitoring may be undertaken to determine if:

- a) A discharge complies with the provisions of this bylaw;
- a) A discharge is to be classified as a Permitted, Conditional, or Prohibited, refer to 11.1;
- b) A discharge complies with the provisions of Schedule 1A for Permitted Discharge and any Consent to discharge; and
- c) Trade Waste Consent charges are applicable to that discharge.

21.3.2 The taking, preservation, transportation and analysis of the sample shall be undertaken by an Authorised Officer; an authorised agent of the Council;

and in accordance with accepted industry standard methods; or by a method specifically approved by the Council. The person discharging shall be responsible for all reasonable costs. Where a dispute arises as to the validity of the methods or procedures used for sampling or analysis, the dispute may be submitted to a mutually agreed independent arbitrator.

21.3.3 All Authorised Officers or authorised agents of the Council, or any authorised analyst may enter any premises believed to be discharging Trade Waste at any time in order to determine any characteristics of any actual or potential discharge by:

- a) Taking readings and measurements;
- b) Carrying out an inspection; and/or
- c) Taking samples for testing,

of any solid, liquid, or gaseous material or any combination or mixture of such materials being discharged.

21.3.4 Authorisation for entry to premises is given under the LGA and entry shall be in compliance with the health and safety policies of that particular site.

22. Monitoring

22.1 Monitoring for Compliance

22.1.1 The Council is entitled to monitor and audit any Trade Waste discharge for compliance. Whether for a permitted discharge or a conditional consent discharge monitoring may be carried out as follows:

- a) The Council or its authorised agent will take the sample and arrange for this sample to be analysed in an approved laboratory by agreed/approved analytical methods;
- a) The sampling procedure will be appropriate to the Trade Waste and the analysis;
- b) The Council will audit the sampling and analysis carried out by a self-monitoring Trade Waste discharger. Analysis will be performed by an approved laboratory. Inter-laboratory checks are to be part of this process;
- c) The Council will audit the sampling and analysis carried out by an analyst. Analysis will be performed by an approved laboratory. Inter-laboratory checks are to be part of this process; and
- d) The Council will audit the Trade Waste Consent conditions including any Management Plans.

22.1.2 At the discretion of the Council all costs of monitoring shall be met by the discharger either through direct payment to the laboratory or to the Council.

22.2 Sampling Methodology

22.2.1 Normally a single grab or composite sample is sufficient. If required the grab or composite sample can be split equally into three as follows:

- a) One portion of the sample goes to the Trade Waste discharger for appropriate analysis and/or storage;
- b) A second portion of the sample shall be analysed at a laboratory approved by the Council;
- c) A third portion of the sample is retained by the Council for 20 Working Days, for additional analysis if required.

22.2.2 Due consideration will be applied to any changes that could occur in retained Trade Waste samples and provisions to mitigate against changes will be adopted where practicable.

22.2.3 In all cases the samples shall be handled in an appropriate manner such that the characteristics being tested for are, as far as reasonably possible, preserved.

22.2.4 All samples shall be preserved, handled, transported and delivered to an approved laboratory according to best possible practice and approved standards.

22.3 Tankered Wastes

22.3.1 Subject to the provision of 10.4, the Council may accept Tankered Wastes for discharge at an approved location. Tankered Wastes shall:

- a) Comply with the relevant discharge consent conditions;
- b) Be transported by a Consent Holder to discharge domestic septic tank or industrial wastes;
- c) Have material safety data sheets (MSDS) supplied to the Council on request, detailing the contents of a waste, if applicable;
- d) Be tested to determine their character if the contents of the waste are not known. Specialist advice on pre-treatment or acceptance may be required. The cost of all testing and advice shall be borne by the Consent Holder;
- e) Not be picked up and transported to the disposal site until appropriate arrangements and method for disposal have been determined by the Council;

- f) To prevent cross-contamination between tanker loads, the tanker shall be thoroughly washed prior to collecting a load for disposal into the wastewater system; and
- g) Have 24 hours notice given for the disposal of wastes other than those sourced from domestic septic tanks.

22.3.2 Any person illegally disposing of, or causing to be disposed, Tankered Waste either by incorrect disclosure of contents (characteristics and/or amount) or dumping into the Council's wastewater system other than the prescribed location, will be in breach of the bylaw.

22.4 Disinfected/Super Chlorinated Water

22.4.1 Any water used during the repair and construction of watermains and reservoirs shall be de-chlorinated prior to the discharge into the wastewater system. An application for a Temporary Discharge Consent shall be made.

22.4.2 Such water shall not be disposed of to stormwater or adjacent water courses.

23. **BYLAW ADMINISTRATION**

23.1 Charges and Payments

23.1.1 The Council may recover fees and charges in accordance with the published Fees and Charges, as determined by Council through the Special Consultative Procedure.

23.2 Authorised Officers

23.2.1 All Authorised Officers of the Council, or other persons authorised under section 174 or section 177 or paragraph 32 of schedule 7 of the LGA, shall possess and produce on request warrants of authority and evidence of identity.

23.2.2 Any Authorised Officers may at any reasonable time enter any premises believed to be discharging Trade Wastes to determine any characteristic of any discharge by:

- a) Taking readings and measurements; or
- b) Taking samples or any solids, liquids or gaseous material or any combination or mixtures of such materials being discharged; or
- c) Observing accidental occurrences and clean-up.

23.2.3 The extent and level of delegation to Authorised Officers will be in accordance with the Council's Register of Statutory Delegations and Warrants.

23.2.4 Authorisation for entry to premises is given under the LGA and entry shall be in compliance with the health and safety policies of that particular site.

23.3 Transfer or Termination of Rights and Responsibilities

23.3.1 A Trade Waste Consent to discharge shall be issued in the name of the given Consent Holder. The Consent Holder shall not, unless written approval is obtained from the Council:

- a) Transfer to any other party the rights and responsibilities provided for under this bylaw, and under the consent;
- b) Allow a point of discharge to serve another premises, or the private drain to that point to extend by pipe or any other means to serve another premises; or
- c) In particular and not in limitation of the above, allow wastewater from any other party to be discharged at their point of discharge.

NOTE: Renewal of a Trade Waste Consent on change of ownership of premises shall not be unreasonably withheld if the characteristics of the wastewater remain unchanged.

23.3.2 The person discharging shall give 48 hours notice in writing to the Council of their requirement for disconnection of the discharge connection and/or termination of the discharge consent, except where demolition or relaying of the discharge drain is required, in which case the notice shall be within seven Working Days. The person discharging shall notify the Council of the new address details for final invoicing.

23.3.3 On permanent disconnection and/or termination the person discharging may at the Council's discretion be liable for Trade Waste charges to the end of the current charging period.

23.3.4 When a person discharging ceases to occupy premises from which Trade Wastes are discharged into the wastewater system, any consent granted shall terminate but without relieving the person discharging from any obligations existing at the date of termination.

23.4 Offences

23.4.1 Every Person or Consent Holder or owner or Occupier of Trade Premises who:

- a) Fails to comply with or acts in contravention of any provision of this bylaw;
- b) Breaches the conditions of any consent to discharge granted pursuant to this bylaw; or
- c) Fails to comply with a notice served under this bylaw,

commits an offence under section 239 of the LGA, and is liable to a fine as specified in section 242 of the LGA, or the issue of an infringement notice under section 245 of the LGA.

23.4.2 In all cases the Council may recover costs associated with damage to the Council wastewater system and/or breach of this bylaw in accordance with section 175 and section 176 of the LGA respectively.

24. Transitional Provisions

24.1 Existing Trade Waste Consents

24.1.1 Every existing Trade Waste Consent shall continue in force as if it were a consent under this bylaw until it reaches its expiry or two years from the implementation of this bylaw.

SCHEDULES

25. SCHEDULE 1 - Permitted Discharge Characteristics

25.1 Introduction

25.1.1 The nature and levels of the characteristics of any Trade Waste discharged to the Council system shall comply at all times with the following requirements, except where the nature and levels of such characteristics are varied by the Council as part of an approval to discharge a Trade Waste.

NOTE –Guideline tables for background reasons for Contaminant concentrations may be referenced in NZS 9201.23:2004 Model general bylaws – Trade waste.

25.1.2 The Council shall take into consideration the combined effects of Trade Waste discharges and may make any modifications to the following acceptable characteristics for individual discharges the Council believes are appropriate.

25.1.3 An additional column in tables 1.1, 1.2 and 1.3 for mass limits may be added as required.

25.1.4 The nature and levels of any characteristic may be varied to meet any new resource consents or other legal requirements imposed on the Council.

25.2 PHYSICAL CHARACTERISTICS

25.2.1 Flow

- a) The 24 hour flow volume shall be less than 6 m³ at all Trade premises with the exception of car wash facilities which shall be less than 10 m³.
- b) The maximum instantaneous flow rate shall be less than 2.0 L/s.

25.2.2 Temperature

- a) The temperature shall not exceed 40 °C.

25.2.3 Solids

- a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15 mm.
- b) The suspended solids content of any Trade Waste shall have a maximum concentration which shall not exceed 2000 g/m³. Council may reduce this to 600 g/m³ for discharges over 50 m³/day. The settleable solids content of any Trade Waste shall not

- exceed 50 ml/L.
- c) The total dissolved solids concentration in any Trade Waste shall be subject to the approval of the Council having regard to the volume of the waste to be discharged, and the suitability of the drainage system and the treatment plant to accept such waste.
- d) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of wastewater in the system or treatment plant shall not be present.

25.2.4 Oil And Grease

- a) There shall be no free or floating layer.
- b) A Trade Waste with mineral oil, fat or grease unavoidably emulsified, which in the opinion of the Council is not biodegradable shall not exceed 200 g/m³ as petroleum ether extractable matter when the emulsion is stable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw wastewater, throughout the range of pH 6.0 to pH 10.0.
- c) A Trade Waste with oil, fat or grease unavoidably emulsified, which in the opinion of the Council is biodegradable shall not exceed 500 g/m³ when the emulsion is stable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw wastewater throughout the range of pH 4.5 to pH 10.0.
- d) Emulsified oil, fat or grease shall not exceed 100 g/m³ as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw wastewater throughout the range of pH 4.5 to pH 10.0.

25.2.5 Solvents And Other Organic Liquids

- a) There shall be no free layer (whether floating or settled) of solvents or organic liquids.

25.2.6 Emulsions Of Paint, Latex, Adhesive, Rubber, Plastic

- a) Where such emulsions are not treatable these may be discharged into the wastewater subject to the total suspended solids not exceeding 1000 g/m³ or the concentration agreed with the Council.
- b) The Council may determine that the need exists for pre-treatment of such emulsions if they consider that Trade Waste containing emulsions unreasonably interferes with the operation of the

Council treatment plant eg. reduces % UVT (ultra violet transmission).

- c) Such emulsions of both treatable and non-treatable types, shall be discharged to the wastewater only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the public wastewater.

25.2.7 Radioactivity

- a) Radioactivity levels shall not exceed Office of Radiation Safety Guidelines.

25.2.8 Colour

- a) No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the treated wastewater discharge consent.

25.3 CHEMICAL CHARACTERISTICS

25.3.1 pH Value

- a) The pH shall be between 6.0 and 10.0 at all times.

25.3.2 Organic Strength

- a) The Biochemical Oxygen Demand (BOD5) of any waste may be required to be restricted where the capacity for receiving and treating BOD5 is limited. A BOD5 restriction may be related to Mass Limits. Where there is no Council treatment system for organic removal the BOD5 shall not exceed 1000 g/m³. Council may reduce this to 600 g/m³ for discharges over 50 m³/day

25.3.3 Controlled Substances Standards

- a) The maximum concentrations permissible for chemical, heavy metals and organic compounds characteristics of an acceptable discharge are set out in Table 1.1, Table 1.2 and Table 1.3 below.

25.4 Table 1.1 General Chemical Characteristics

25.4.1 Characteristic Maximum Concentration

	Chemical Characteristic	(g/m³)
1	MBAS (Methylene blue active substances)	500
2	Ammonia (measured as N) – free ammonia – ammonium salts	50 200
3	Kjeldahl Nitrogen	150
4	Total Phosphorus (as P)	50
5	Sulphate (measured as SO ₄)	500 1500 (with good mixing)
6	Sulphite (measured as SO ₂)	15
7	Sulphide – as H ₂ S on acidification	5
8	Chlorine (measured as Cl ₂) – free chlorine – hypochlorite	3 30
9	Dissolved aluminium	100
10	Dissolved iron	100
11	Boron (as B)	25
12	Bromine (as Br ₂)	5
13	Fluoride (as F)	30
14	Cyanide – weak acid dissociable (as CN)	5

(Mass limits may be imposed, refer to 20.2)

25.5 Table 1.2 Heavy Metals

25.5.1 Metal Maximum Concentration

	Metal Maximum Concentration	(g/m³)
1	Manganese	20
2	Mercury	0.05
3	Molybdenum	10
4	Nickel	10
5	Selenium	10
6	Silver	2
7	Thallium	10
8	Tin	20
9	Zinc	10

(Mass limits may be imposed, refer to 20.2)

25.6 Table 1.3 – Organic Compounds And Pesticides

25.6.1 Compound Maximum Concentration

	Compound Maximum Concentration	(g/m³)
1	Formaldehyde (as HCHO)	50
2	Phenolic Compounds (as phenols) excluding Chlorinated Phenols	50
3	Chlorinated Phenols	0.02
4	Petroleum Hydrocarbons	30
5	Halogenated Aliphatic Compounds	1
6	Monocyclic Aromatic Hydrocarbons	5
7	Polycyclic (or polynuclear) Aromatic Hydrocarbons (PAHs)	0.05
8	Halogenated Aromatic Hydrocarbons (HAHs)	0.002
9	Polychlorinated Biphenyls (PCBs)	0.002
10	Polybrominated Biphenyls (PBBs)	0.002 each
11	Pesticides (general) (includes insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any pesticides not registered for use in New Zealand)	0.2 in total
12	Organophosphate Pesticides	0.1
13	Antimony	10
14	Arsenic	5
15	Barium	10
16	Beryllium	0.005
17	Cadmium	0.5
18	Chromium	5
19	Cobalt	10
20	Copper	10
21	Lead	10

(Mass limits may be imposed, refer to 20.2)

25.7 Table 1.4 – Liquid Pharmaceutical Waste

25.7.1 Liquid Pharmaceutical Waste

Monthly Volume Limit	Active Concentration (mg/ml)
10 Litres	125mg / 5 ml
5 Litres	250mg / 5 ml
3 Litres	Above 250mg / 5 ml

(Mass limits may be imposed, refer to 20.2)

26. SCHEDULE 2 - Prohibited Discharge Characteristics

26.1 Introduction

26.1.1 This schedule defines Prohibited Trade Wastes.

26.2 Prohibited Characteristics

26.2.1 Any discharge has prohibited characteristics if it has any solid liquid or gaseous matters or any combination or mixture of such matters which by themselves or in combination with any other matters will immediately or in the course of time:

- a) Interfere with the free flow of wastewater in the wastewater system;
- b) Damage any part of the wastewater system;
- c) In any way, directly or indirectly, cause the quality of the treated wastewater or residual Biosolids and other solids from any wastewater treatment plant in the catchment to which the waste was discharged to breach the conditions of a Consent issued under the Resource Management Act, or water right, permit or other governing legislation;
- d) Prejudice the occupational health and safety risks faced by wastewater workers;
- e) After treatment be toxic to fish, animals or plant life in the receiving waters;
- f) Cause malodorous gases or substances to form which are of a nature or sufficient quantity to create a public nuisance; or
- g) Have a colour or colouring substance that causes the discharge from any wastewater treatment plant to receiving waters to be coloured.

26.2.2 A discharge has prohibited characteristics if it has any characteristic which exceeds the concentration or other limits specified in Schedule 1 unless specifically approved for that particular consent.

26.2.3 A discharge has a prohibited characteristic if it has any amount of:

- a) Harmful solids, including dry solid wastes and materials which combine with water to form a cemented mass;
- b) Hazardous materials as liquid, solid or gas which could be flammable or explosive in the wastewater, including oil, fuel, solvents (except as allowed for in Schedule 1), calcium carbide,

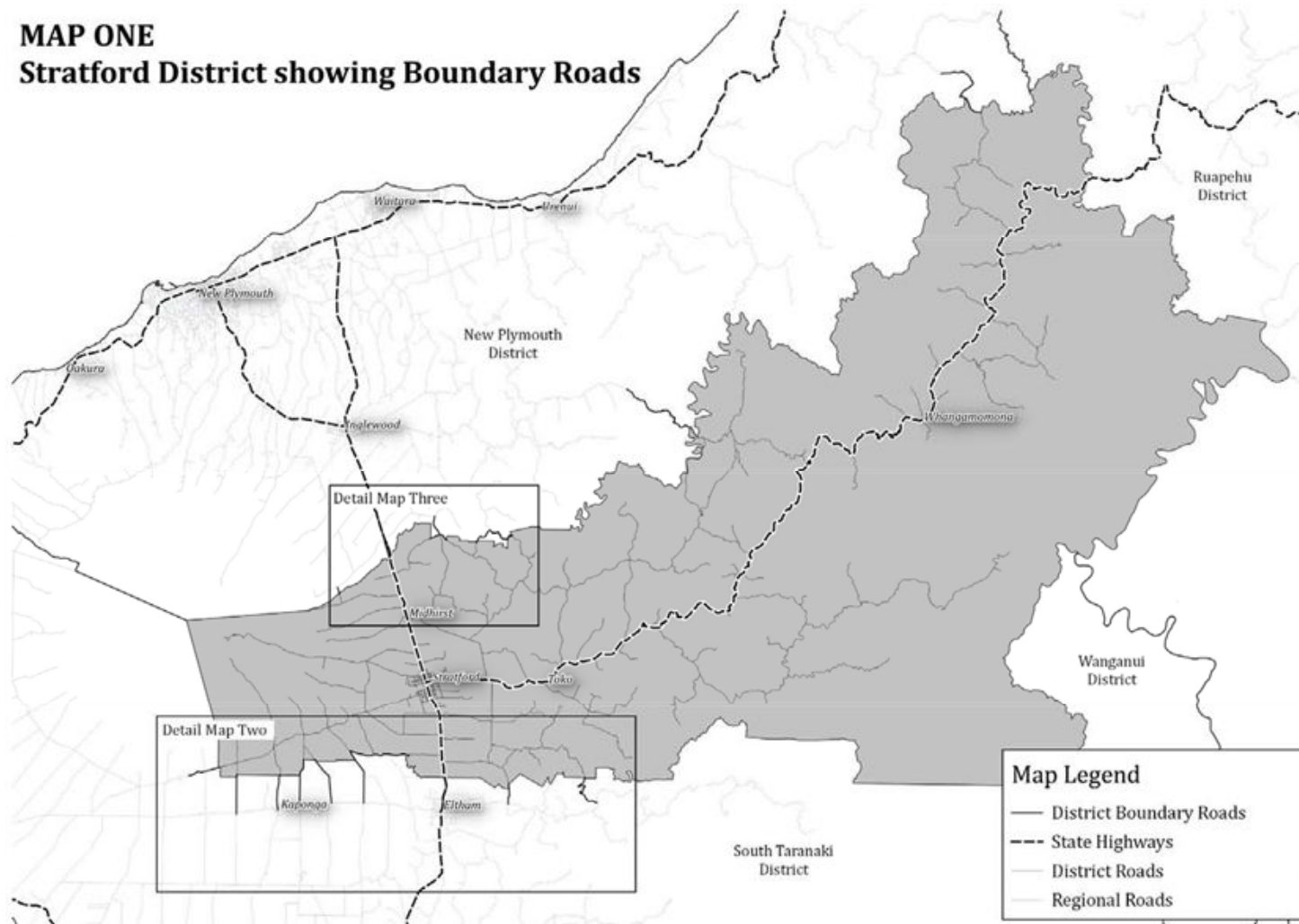
and any other material which is capable of giving rise to fire or explosion, either spontaneously or in combination with wastewater;

- c) Asbestos;
- d) Tin (as tributyl and other organotin compounds);
- e) Any organochlorine pesticides;
- f) All genetic wastes that contain or are likely to contain material from a genetically modified organism that is not in accordance with an approval under the Hazardous Substances and New Organisms Act. The material concerned may be from premises where the genetic modification of any organism is conducted or where a genetically modified organism is processed;
- g) Any health care waste prohibited for discharge to a wastewater system:
 - (i) By NZS 4304; or
 - (ii) Any cytotoxic, pathological or histological wastes; or
 - (iii) Radioactivity levels in excess of the Office of Radiation Safety Guidelines.

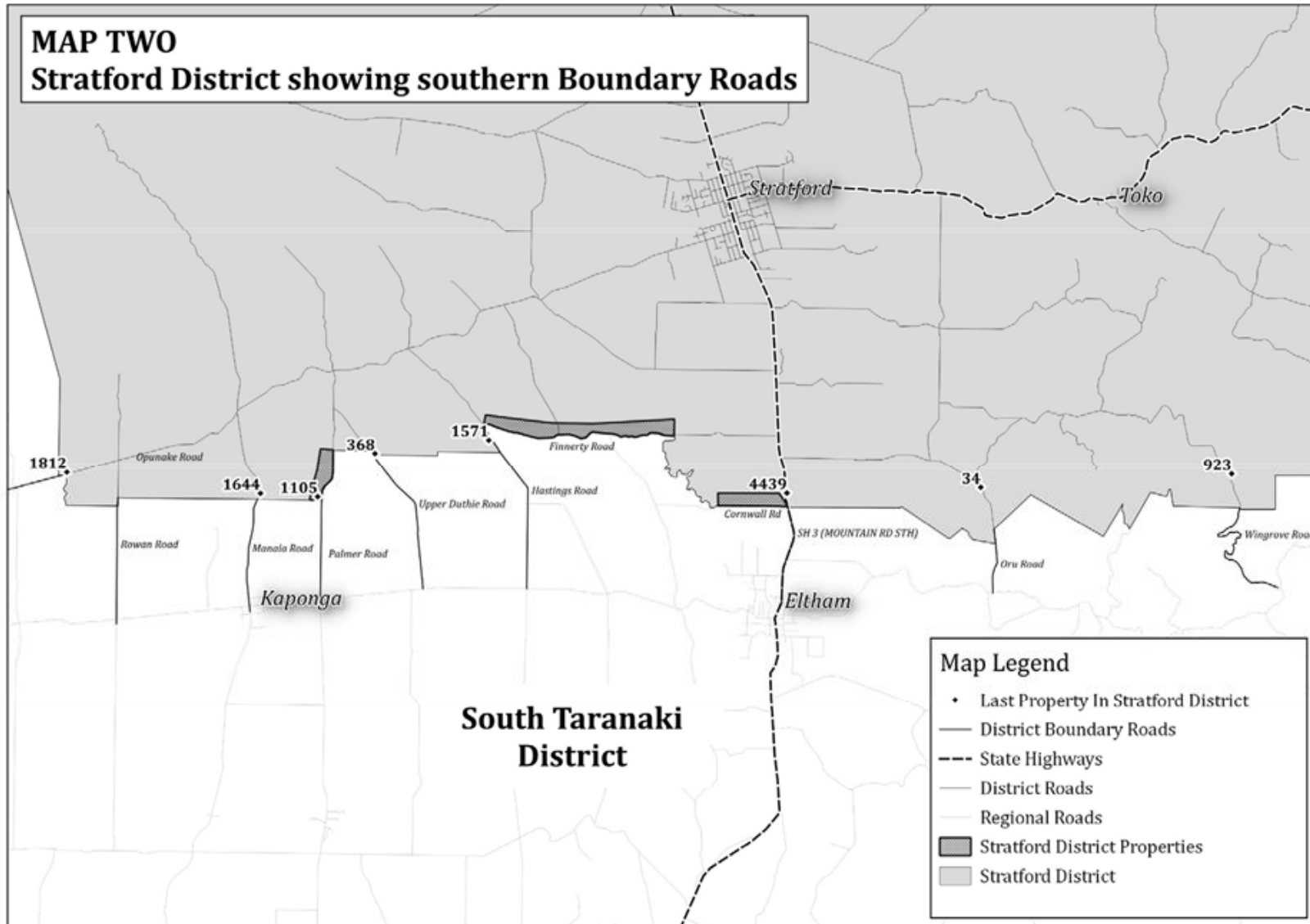
27. **Schedule 3 - District Maps**

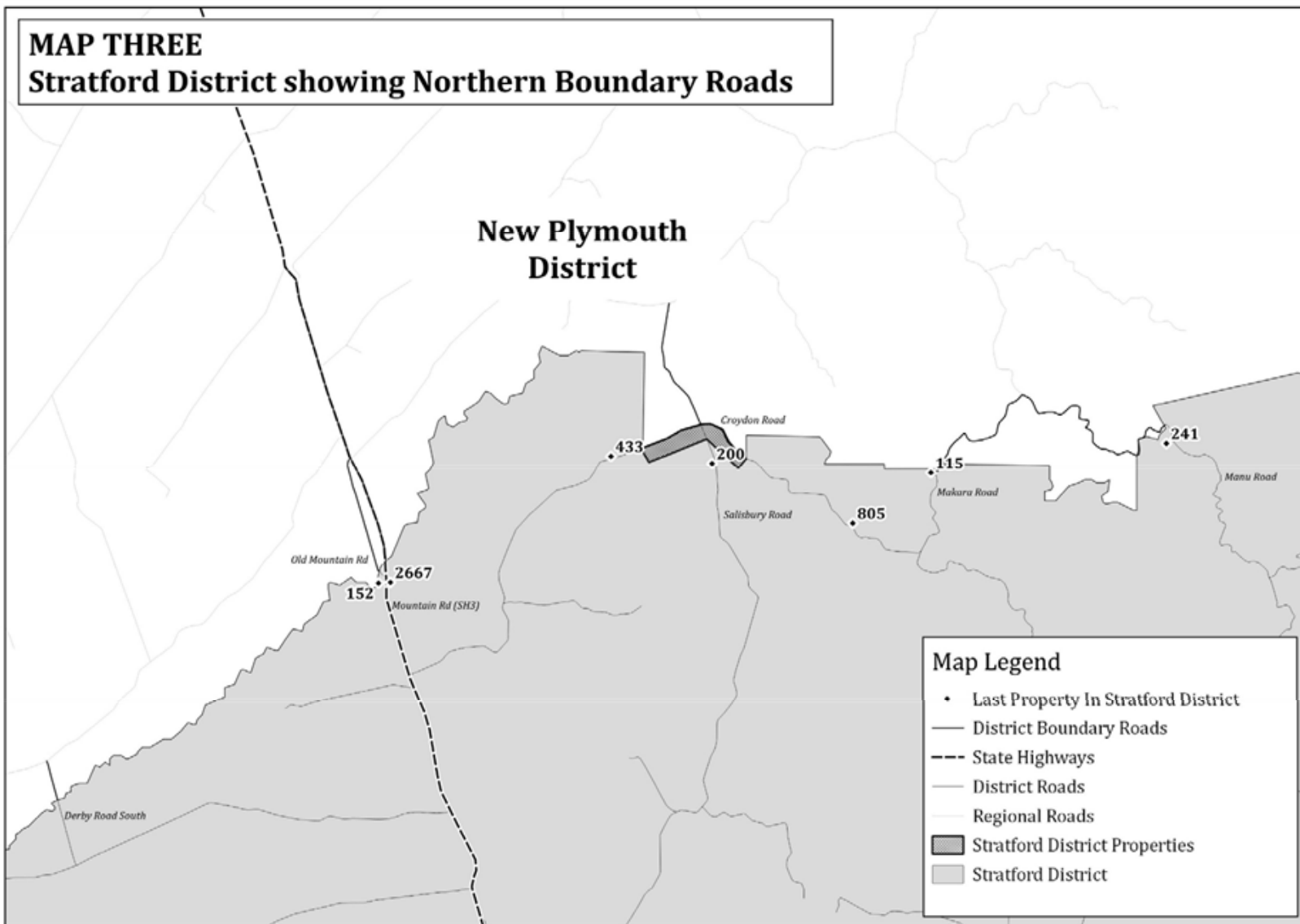
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MAP ONE Stratford District showing Boundary Roads



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This Bylaw was made by the Stratford District Council on 1 July 2020.

THE COMMON SEAL of the STRATFORD DISTRICT COUNCIL was hereto affixed by resolution of said Council in the presence of:

..... **Mayor**

..... **Chief Executive**

APPENDIX 2



Trade Waste Bylaw 2020

Date in Force: 1 July 2020

Purpose: To regulate trade waste in the Stratford district by:

- protecting the health and safety of all people from potential adverse effects of harmful substances discharged to the public wastewater system;
- protecting the environment from adverse effects of harmful substances discharged to the public wastewater system;
- protecting the public wastewater system from damage and provide for its efficient operation;
- encouraging waste minimisation, cleaner production, efficient recycling and reuse of waste streams at business premises;
- ensuring fairness and equitable cost recovery from conveying, treating and disposing of trade waste through the Council's wastewater infrastructure;
- protecting the ratepayers connected to Council's wastewater system from carrying the burden of trade waste generated outside the district.

Review Date 1 July 2030

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1. TITLE

- 1.1 This Bylaw is made under Section 145 of the Local Government Act 2002 and shall be known as the '*Stratford District Council Trade Waste Bylaw 2020*'.

2. COMMENCEMENT

- 2.1 This Bylaw shall come into force on 1 July 2020.

3. REPEAL

- 3.1 As from the day this Bylaw comes into force, the previous *Trade Water Bylaw 2008* in force in the Stratford District shall be repealed.

4. APPLICATION OF BYLAW

- 4.1 This Bylaw shall apply to the Stratford District.

5. SCOPE

- 5.1 This Bylaw is made under the authority of the Local Government Act (LGA) 2002 for the regulation of trade waste activity by the Stratford District Council (the Council). The trade waste activity is subject to the following Statutory acts and any associated Regulations.

- a) Building Act 2004;
- b) Health Act 1956;
- c) Local Government Act 2002;
- d) Local Government (Rating) Act 2002;
- e) Resource Management Act 1991;
- f) Health (Drinking Water) Amendment Act 2007;
- g) Waste Minimisation Act 2008; and
- h) Hazardous Substances and New Organisms (HSNO) Act 1996.

6. PURPOSE

- 6.1 The purpose of this Bylaw is to regulate trade waste in the Stratford district by:

- a) protecting the health and safety of all people from potential

- adverse effects of harmful substances discharged to the public wastewater system;
- b) protecting the environment from adverse effects of harmful substances discharged to the public wastewater system;
- c) protecting the public wastewater system from damage and provide for its efficient operation;
- d) encouraging waste minimisation, cleaner production, efficient recycling and reuse of waste streams at business premises;
- e) ensuring fairness and equitable cost recovery from conveying, treating and disposing of trade waste through the Council's wastewater infrastructure;
- f) protecting the ratepayers connected to Council's wastewater system from carrying the burden of trade waste generated outside the district.

7. GENERAL

7.1 This bylaw is based on NZS 9201.23:2004 Model General Bylaws – Trade waste.

7.1.1 A reference in this bylaw to introducing or discharging trade waste includes causing, allowing or instructing the introduction or discharge of trade waste.

7.1.2 To avoid doubt, compliance with this bylaw does not remove the need to comply with all other applicable Acts, regulations, bylaws, and rules of law.

7.1.3 Unless the context requires another meaning, a term or expression that is defined in the Act and used in this bylaw, but not defined, has the meaning given by the Act.

7.1.4 Any explanatory notes and attachments are for information purposes, do not form part of this bylaw, and may be made, amended and revoked without formality.

7.1.5 The Interpretation Act 1999 applies to this bylaw.

7.2 Definitions

Act means the Local Government Act 2002 and any amendments made to it, from time to time.

approval or **approved** means approved in writing by the Stratford District Council, either by resolution of the Council or by an officer of the Stratford District Council authorised for that purpose.

approved site means a site approved for the safe disposal of trade waste.

biosolids means treated wastewater sludge from a wastewater treatment plant that has been treated and/or stabilised to the extent that it is able to be applied to land, and does not include products derived solely from industrial wastewater treatment plants.

characteristic means any of the physical or chemical characteristics of trade waste including any constituent of a trade waste referred to in Schedule 1, Schedule 2, or the controlled substances standards.

conditional trade waste means:

- a. Trade waste derived from a trade activity and/or process of such complexity or size, or employing such chemicals, raw materials, or feed stock, that the risk and/or consequences of it exceeding acceptable discharge characteristics (listed in Schedule 1) are considered significant by Council to the extent that specific conditions are placed upon the consent holder by Council; or
- b. Any trade waste discharged from trade premises where the discharge exceeds 6 cubic metres per day (excluding car washing facilities), or has an instantaneous flow rate of 2 litres per second or greater.

connection means the lawful and physical connection of a private wastewater pipe to the public wastewater system.

consent holder means the holder of a transitional consent and includes any person acting with the express or implied consent of the consent holder and any licensee of the consent holder.

controlled substances standards means the generally accepted limits for concentrations of controlled substances that may be contained in trade waste discharged to the public wastewater system, as set out in Tables 1.1, 1.2 and 1.3.

Council means the Stratford District Council, or any person delegated or authorised to act on their behalf.

deemed trade waste means any trade waste discharged into the public wastewater system as a result of an activity listed in schedule 1 and which:

- a. meets the requirements listed in schedule 1 and the controlled substances standards; and
- b. is not conditional trade waste and does not have any of the prohibited characteristics listed in schedule 2.

disconnect or **disconnection** means the physical cutting or sealing of a private sewer from the public wastewater system.

drain means that section of private pipe, owned and maintained by the occupier, between the occupier's premises and the point of discharge through which wastewater is conveyed from the premises to the public wastewater system.

emergency response procedures means those procedures developed and used to avoid, remedy or mitigate the actual and/or potential adverse effects of any business activities on the environment from an unexpected or unscheduled event resulting in discharge, or potential discharge, with characteristics of concern into the public wastewater system.

grease trap means a device approved by the council that allows kitchen and/or food production wastewater to cool, and the grease to separate from the wastewater.

hazardous material/substance means:

- a. raw material(s), product(s) or waste(s) containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials; or
- b. any material which when mixed with the wastewater stream, is likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous to the health and safety of any person or harmful to the wastewater system; or
- c. contains hazardous substances at sufficient concentrations to exceed the minimum degrees of hazard specified by Hazardous Substances (Minimum Degrees of Hazard) Regulations 2000 under the Hazardous Substances and New Organism Act 1996; or
- d. meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods 1999 and NZ Standard 5433: 1999 – Transport of Dangerous Goods on Land; or
- e. meets the definition for radioactive material included in the Radiation Protection Act 1965 and Regulations 1982

introduce means to cause trade waste to enter a wastewater system.

mandated pre-treatment means management of conditional trade waste through the installation of an approved 'off the shelf' pre-treatment device.

mass limit means the total mass of any characteristic of trade waste that may be discharged to the public wastewater system over any 24-hour period.

meter means any meter, automatic sampler, instrument or device for indicating, recording or sampling the rate of flow, volume or quality of any discharge and any ancillary equipment, devices or fittings used in conjunction with these.

occupier means the person occupying any trade premises or the person responsible for any trade, commercial or industrial activity on those trade premises, and includes the owner of the premises if the premises are unoccupied.

offence includes any act or omission in relation to this bylaw or any part thereof for which any person can be punished either on indictment or by summary process.

output based means management of conditional trade waste by customised pre-treatment facilities or specialist monitoring requirements.

owner means in relation to any premises, the owner and includes any tenant, agent, manager, foreperson or other person apparently acting in the general management or control of the premises.

person means a person or body of persons whether corporate or unincorporated, and includes the Crown and any successor of a person.

point of discharge means either:

- a. The connection to the public wastewater; or
- b. The point where the wastewater pipe exits the particular private property

premises means either:

- a. a property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has or may be issued; or
- b. a building that has been defined as an individual unit by a cross-lease, unit title or
- c. company lease and for which a certificate of title is available; or
- d. land held in public ownership (e.g. reserve) for a particular purpose; or
- e. individual units in buildings which are separately leased or separately occupied.

pre-treatment means any approved processing of trade waste designed to reduce or vary any characteristic in a waste before discharge to the public wastewater system in order to comply with a transitional consent or this bylaw.

private wastewater/drain means any privately owned pipe or drain system through which wastewater flows before entering into the public wastewater system.

prohibited characteristics means characteristics set out in schedule 2.

prohibited trade waste means any trade waste that has, or is likely to have, any of the prohibited characteristics set out in schedule 2.

public wastewater system means all pipes, pumping stations, storage tanks, wastewater treatment plants, outfalls and other related structures owned by or under the control of the council, used for the receiving, transporting, treating or disposing of wastewater.

screen means a facility used to catch solids prior to the point of discharge.

sewage sludge means the material settled out from wastewater during the treatment process.

Standard Methods for the Examination of Water and Wastewater means the latest edition (including the Supplement) as published by the American Water Works Association (AWWA)/American Public Health Association (APHA).

stormwater means all surface water run-off resulting from rainfall.

tankered waste means trade waste which is conveyed by vehicle from any premises for disposal at an approved site.

temporary discharge means:

- a. a discharge of trade waste for an intermittent or short duration (up to 3 months); or
- b. a short-term discharge of a special or unusual trade waste by an occupier holding a transitional consent; or
- c. a discharge of tankered waste to a designated point in the public wastewater system

trade premises means:

- a. any premises used or intended to be used for any business, industrial or trade purpose; or
- b. any premises used or intended to be used for the storage, transfer, treatment, or disposal of waste materials or for other waste management purposes, or used for composting organic materials; or
- c. any other premises from which a contaminant is discharged in connection with any industrial or trade premises; or
- d. any other premises discharging sewage other than domestic sewage, and includes any land or premises wholly or mainly used for agricultural or horticultural purposes; or
- e. a tanker truck or any other vehicle capable of receiving, storing, transporting, or discharging trade waste

trade waste means any liquid, with or without matter in suspension or solution, that is, or may be discharged, from trade premises to a wastewater system in the course of any business, industrial or trade process or operation, or in the course of any activity or operation of a like nature.

trade waste agreement means an agreement of the type described in 16.

trade waste management plan means an overall trade waste management plan for trade premises.

transitional consent means a consent or permit granted under a legacy bylaw and in force immediately prior to the commencement of this bylaw, authorising the discharge of trade waste into the public wastewater system.

wastewater means water or other liquid waste, including sewage and waste matter in solution or suspension, discharged to the public wastewater system.

wastewater system means all wastewater pipes, tunnels, manholes and inspection chambers, whether privately owned or part of the public wastewater system.

8. COMPLIANCE WITH BYLAW

8.1 Control of discharges

8.1.1 No person shall:

- a) Discharge, or allow to be discharged, any Trade Waste to the wastewater system except in accordance with the provisions of this bylaw;
- b) Discharge, or allow to be discharged, a prohibited Trade Waste into the wastewater system;
- c) Add or permit the addition of condensing or cooling water to any Trade Waste which discharges into the wastewater system unless specific approval is given in a consent; or
- d) Add or permit the addition of stormwater, or any other water, to any Trade Waste which discharges into the wastewater system unless specific approval is given in a consent.

8.2 In the event of failure to comply with 8.1 a) – d), the Council may physically prevent discharge to the wastewater system if a reasonable alternative action cannot be established with the discharging party or parties.

8.3 Any person discharging to the Council wastewater system shall also comply with the requirements of all other applicable legislation.

9. STORAGE, TRANSPORT, HANDLING AND USE OF HAZARDOUS OR HARMFUL MATERIALS

- 9.1 All persons on trade premises shall take all reasonable steps to prevent the accidental entry of any of the materials listed in 9.3 of this bylaw from entry into the wastewater system as a result of leakage, spillage or other mishap.
- 9.2 No Person shall store, transport, handle or use, or cause to be stored, transported, handled or used any hazardous substance including any of the materials listed in section 9.3 in a manner that may cause the material to enter the wastewater system and cause harmful effects.
- 9.3 Prohibited materials:
 - 9.3.1 Products or wastes containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials
 - a) Likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous, when mixed with the wastewater stream
 - b) Likely to be deleterious to the health and safety of the Council's staff, contractors and the public or be harmful to the wastewater system.

10. RECEIVING OF TRADE WASTE

- 10.1 Excluding livestock trucks, Council shall receive only trade wastes generated within the Stratford District (see attached district maps).
- 10.2 No trade waste generated outside of the Stratford District may be discharged into Councils' wastewater system at any time, unless authorised by a consent.
- 10.3 The receiving of trade waste into Council's wastewater system shall be subject to prior approval process, as per the provisions of this bylaw, and provided that:
 - 10.3.1 The waste does not contain a prohibited substance;
 - 10.3.2 The waste does not contain substances in amounts that are or may be toxic, hazardous or damaging to the environment, wastewater infrastructure, treatment processes or personnel;
 - 10.3.3 Where necessary and practicable, the trade waste has been pre-treated on-site using 'best practicable treatment' to ensure compliance with the approval requirements; and
 - 10.3.4 The system is of adequate capacity to effectively collect, transport and treat trade waste.
- 10.4 The producers / transporters of trade waste shall keep a record, and provided to the Council upon request, of the origin/source and constituents of the trade

waste, including location within the district. Other information to be provided include:

- a) Name of Company;
- b) Name of Operator/ Driver;
- c) Physical Address and telephone contact number of Origin/source Owner;
- d) Volume of Trade waste;
- e) Time of collection from origin/source;
- f) Time of discharge into Council’s wastewater system; and
- g) Any other relevant information.

11. TRADE WASTE DISCHARGES AND CONSENTS

11.1 Trade Waste discharges shall be classified as one of the following types:

- a) Permitted;
- b) Conditional (Consent required); or
- c) Prohibited (not Consentable).

NOTE – See the definitions in 7.

11.2 The Council is not obliged to accept any Trade Waste. An application for a Trade Waste Consent will not be approved where the Trade Waste discharge would contain, or is likely to contain, characteristics which are prohibited.

11.3 No Person shall discharge, or cause to be discharged, any Trade Waste to the Council wastewater except in accordance with the provisions of this bylaw.

12. APPLICATION FOR A TRADE WASTE CONSENT

12.1 Every Person who does, proposes to, or is likely to:

- a) Discharge into the wastewater system any Trade Waste which exceeds, or is likely to exceed any characteristic outlined in Schedule 1 (either continuously, intermittently or temporarily); or
- b) Vary the characteristics of a consent to discharge that has previously been granted; or
- c) Vary the conditions of consent to discharge that has previously been granted; or
- d) Significantly change the method or means of pre-treatment for discharge under an existing consent,

shall, if required by the Council to, complete an application in the prescribed form for the consent of Council pertaining to the discharge of that trade waste, or to the proposed variations.

- 12.2 The trade waste discharge agreement is with the occupier of the trade premises. However council may at times need to communicate with the owner of the premises.
- 12.3 Where the trade premises produces Trade Waste from more than one area, a separate description of Trade Waste from each area shall be included in any application for Trade Waste discharge. This applies whether or not the separate areas are part of a single or separate trade process.
- 12.4 The applicant shall ensure that the application and every other document conveying the required information is properly executed and any act done for, or on behalf of, the eventual consent holder (whether for reward or not) in making any such application shall be deemed to be an act of the consent holder.
- 12.5 The Council may require an application to be supported by an Independent Report/ Statement completed by a suitably experienced and external auditor to verify any or all information supplied by the applicant, and this may include a Management Plan.
- 12.6 Every application shall be accompanied by a Trade Waste application fee in accordance with the Council's Schedule of Fees and Charges

13. Information And Analysis

- 13.1 On receipt of any application for a Trade Waste Consent to discharge from any Premises, or to alter an existing discharge, or to discharge tankered waste into Council's wastewater system, the Council may:
- a) Require the applicant to submit any additional information which it considers necessary to reach an informed decision;
 - b) Require the applicant to submit a Management Plan to the satisfaction of the Council;
 - c) Whenever appropriate, have the discharge investigated and analysed as provided for in 21.1 and 21.3 of this bylaw.
- 13.2 The Council shall notify the applicant of any requirement under this clause within 10 Working Days of receipt of the application.

14. Consideration Of An Application

14.1 Within 15 Working Days (or extended as necessary by the Council) of receipt of an application under this bylaw and/or complying with all requirements under 13 whichever is the later, the Council shall, after considering the matters in 15 action one of the following in writing:

- a) Grant the application as a *Permitted Trade Waste* and inform the applicant of the decision by issuing the appropriate consent
- b) Grant the application as a *Conditional Trade Waste* discharge consent and inform the applicant of the decision and the conditions imposed on the discharge; or
- c) Decline the application and notify the applicant of the decision giving a statement of the reasons.

15. Consideration Criteria

15.1 In considering any application for a Trade Waste Consent to discharge from any trade premises or tankered waste into the wastewater system and in imposing any conditions on such a consent, the Council shall take into consideration the quality, volume, and rate of discharge of the Trade Waste from such premises or tanker in relation to:

- a) The health and safety of Council staff, Council's agents and the public;
- b) The limits and/or maximum values for characteristics of Trade Waste as specified in Schedules 1 and 2 of this bylaw;
- c) The extent to which the Trade Waste may react with other Trade Waste or wastewater to produce an undesirable effect, e.g. settlement of solids, production of odours, accelerated corrosion and deterioration of the wastewater system ;
- d) The flows and velocities in the wastewater, and the material or construction of the wastewater system
- e) The capacity of the wastewater system and the capacity of any wastewater treatment works, and other facilities;
- f) The nature of any wastewater treatment process and the degree to which the Trade Waste is capable of being treated in the wastewater treatment plants;
- g) The timing and balancing of flows into the wastewater system;
- h) Any statutory requirements relating to the discharge of raw or treated wastewater to receiving waters, the disposal of wastewater sludges, beneficial use of Biosolids, and any discharge to air, (including the necessity for compliance with any resource consent, discharge permit or water classification);
- i) The effect of the Trade Waste discharge on the ultimate receiving environment;

- j) The conditions on resource consents for the wastewater system and the residuals from it;
- k) The possibility of unscheduled, unexpected or accidental events and the degree of risk these could cause to Council staff, Council's agents and the public, the wastewater system and the environment;
- l) Consideration for other existing or future discharges;
- m) Amenability of the Trade Waste to pre-treatment;
- n) Existing pre-treatment works on the premises and the potential for their future use;
- o) Cleaner production techniques and waste minimisation practices;
- p) Requirements and limitations related to wastewater sludge disposal and reuse;
- q) Control of stormwater;
- r) Management Plan; and
- s) Tankered Waste being discharged at an approved location/s.

16. Conditions Of Trade Waste Consent

- 16.1 Any Trade Waste Consent to discharge may be granted subject to such conditions that the Council may impose, including but not limited to:

- a) The particular public wastewater system to which the discharge will be made;
- b) The maximum daily volume of the discharge, the maximum rate of discharge, and the duration of the maximum discharge;
- c) The maximum limit or permissible range of any specified characteristics of the discharge, including concentrations and/or mass limits determined in accordance with 17;
- d) The period or periods of the day during which the discharge, or a particular concentration, or volume of discharge may be made;
- e) The degree of acidity, or alkalinity of the discharge at the time of discharge;
- f) The temperature of the Trade Waste at the time of discharge;
- g) The provision, of screens, grease traps, silt traps or other pre-treatment works to control Trade Waste discharge characteristics to the consented levels, by and at the Consent Holder's expense;
- h) The provision and maintenance of inspection chambers, manholes or other apparatus or devices to provide reasonable access to drains for sampling and inspection at the Consent Holder's expense;
- i) The provision and maintenance of a sampling, analysis and testing programme and flow measurement requirements, at the Consent Holder's expense;
- j) The method or methods to be used for the measuring flow rates and/or volume and taking samples of the discharge for use in determining the amount of any Trade Waste charges applicable to

- that discharge;
- k) The provision and maintenance by, and at the expense of, the Consent Holder of such meters or devices as may be required to measure the volume or flow rate of any Trade Waste being discharged from the Premises, and for the testing of such meters;
- l) The provision and maintenance, at the Consent Holder's expense of such services, (whether electricity, water or compressed air or otherwise), which may be required, in order to operate meters and similar devices;
- m) At times specified, the provision in a Council approved format by the Consent Holder to the Council of all flow and/or volume records and results of analyses (including pre-treatment by-products e.g. wastewater sludge disposal);
- n) The provision and implementation of a Management Plan,
- o) Risk assessment of damage to the environment due to an accidental discharge of a chemical;
- p) Emergency response procedures;
- q) Waste minimisation and management;
- r) Cleaner production techniques;
- s) Remote control of discharges;
- t) Third party treatment, carriage, discharge or disposal of by-products of pre-treatment of Trade Waste (including wastewater sludge disposal);
- u) Requirement to provide a bond or insurance in favour of the Council where failure to comply with the consent could result in damage to the Council's wastewater system, its treatment plants, or could result in Council being in breach of any statutory obligation; and
- v) Remote monitoring of discharges.

17. DURATION

17.1 Permitted Discharges

17.1.1 Permitted Discharges shall remain in force indefinitely until:

- a) Cancellation under 18.1 or 19.1;
- b) The quantity and nature of the discharge changes beyond the scope of the approved permitted discharge;
- c) In the opinion of the Council the discharge changes or is likely to change to such an extent that it becomes a conditional or prohibited Trade Waste;
- d) The Council changes the Trade Waste Management Procedures by implementation of changed Trade Waste Bylaw conditions or any amendment to, or replacement of, its Trade Waste Bylaw; or
- e) The conditions on resource consents for the wastewater system

and the residuals from it change.

17.2 Conditional Consents

17.2.1 Subject to 19, conditional consents under this bylaw shall expire at the end of a term fixed by the Council subject to the following:

- a) **Conditional Consents may be given for a term not exceeding five years to a Consent Holder who at the time of application satisfies the Council that:**
 - (i) The nature of the trade activity, or the process design and/or management of the premises are such that the Consent Holder has a demonstrated ability to meet the conditions of the consent during its term; and/or
 - (ii) Cleaner production techniques are successfully being utilised, or that a responsible investment in cleaner production equipment or techniques is being made; and/or
 - (iii) Significant investment in pre-treatment facilities has been made, such that a longer period of certainty for the amortising of this investment is considered reasonable; and/or
 - (iv) The reissuing of a consent cannot be unreasonably withheld.

- b) **Notwithstanding the above the Council retains the right to review the conditions at an earlier time. The reasons for such an earlier review could include:**
 - (i) The level of Consent Holder compliance, including any accidents including spills or process mishaps.
 - (ii) Matters pertaining to the Council's resource consents for the wastewater system.
 - (iii) Matters pertaining to the Council's environmental policies and outcomes.
 - (iv) New control and treatment technologies and processes.
 - (v) Any of the matters outlined in 20
 - (vi) Matters pertaining to the Council's legal obligations.

- c) **In all other cases the term of a conditional Trade Waste Consent should not exceed two years;**
- d) **In all cases where either the consent holder or the owner of the**

premises changes, or there is a change of use, a new application for a conditional Trade Waste Consent shall be made. It shall be the responsibility of the consent holder to lodge the new application; and

- e) The conditions on resource consents for the wastewater system and the residuals from it change.

18. TECHNICAL REVIEW AND VARIATION

18.1 The Council at any time may require a person undertaking a Permitted Discharge to apply for a consent in accordance with 17.1.

18.2 The Council may at any time during the term of a Trade Waste Consent, by written notice to the consent holder (following a reasonable period of consultation), vary any condition to such an extent as the Council considers necessary following a review of the technical issues considered when setting conditions of consent. This is due to new information becoming available or to meet any new resource consent imposed on the discharge from the Council's treatment plant, or with any other legal requirements imposed on the Council.

18.3 A Consent Holder may at any time during the term of a consent, by written application to the Council, seek to vary any condition of consent, as provided for in 16 of this bylaw.

19. CANCELLATION OF THE RIGHT TO DISCHARGE

19.1 Suspension or Cancellation on Notice

19.1.1 The Council may suspend or cancel any consent or right to discharge at any time following 20 Working Days (during which consultation has occurred) notice to the Consent Holder or Person discharging any Trade Waste:

- a) For the failure to comply with any condition of the consent;
- b) For the failure to maintain effective control over the discharge;
- c) For the failure to limit in accordance with the requirements of a consent the volume, nature, or composition of Trade Waste being discharged;
- d) In the event of any negligence which, in the opinion of the Council, threatens the safety of, or threatens to cause damage to any part of the wastewater system or the treatment plant or threatens the health or safety of any person;
- e) If any occurrence happens that, in the opinion of the Council, poses a serious threat to the environment;
- f) In the event of any breach of a resource consent, relating to the

- approved discharge, held by the Council issued under the Resource Management Act 1991;
- g) Failure to provide and when appropriate update a Management Plan as required for a conditional consent;
- h) Failure to follow the Management Plan provisions at the time of an unexpected, unscheduled or accidental occurrence;
- i) Failure to pay any charges under this bylaw; or
- j) If any other circumstances arise which, in the opinion of the Council, render it necessary in the public interest to cancel the right to discharge.

19.1.2 If any process changes require more than 20 working days, reasonable time may be given to comply with the consent conditions.

19.2 Summary Cancellation

19.2.1 Further to 19.1 any Trade Waste Consent or discharge may at any time be summarily cancelled by the Council on giving to the consent holder or person discharging written notice of summary cancellation if:

- a) They discharge any prohibited substance;
- b) The Council is lawfully directed to withdraw or otherwise to terminate the consent summarily;
- c) They discharge any Trade Waste unlawfully;
- d) If the continuance of discharge is, in the opinion of the Council, a threat to the environment or public health;
- e) If the continuance of discharge may, in the opinion of the Council, result in a breach of a resource consent held by the Council; or
- f) In the opinion of the Council the continuance of the discharge puts at risk the ability of the Council to comply with conditions of a resource consent and/or requires identified additional treatment measures or costs to avoid a breach of the resource consent.

20. Trade Waste Approval Criteria

20.1 Pre-treatment

20.1.1 The Council may approve a Trade Waste discharge subject to the provision of mandated or output based pre-treatment systems to enable the person discharging to comply with the bylaw. Such pre-treatment systems shall be provided, operated and maintained by the person discharging at their expense.

20.1.2 Refuse or garbage grinders, and macerators shall not be used to dispose of solid waste from Trade Premises to the wastewater system unless approved by the Council.

20.1.3 The person discharging shall not, unless approved by the Council, add or permit the addition of any potable, condensing, cooling water or stormwater to any Trade Waste stream in order to vary the level of any characteristics of the waste.

NOTE: Condensing and cooling water should not be discharged as of right to a stormwater drain or natural waterway without the consent of the appropriate authority.

20.2 Mass Limits

20.2.1 A Conditional Trade Waste Consent to discharge may impose controls on a Trade Waste discharge by specifying mass limits for any characteristic.

20.2.2 Mass Limits may be imposed for any characteristic. Any characteristic permitted by mass limit shall also have its maximum concentration limited to the value scheduled unless approved otherwise.

20.2.3 When setting mass limit allocations for a particular characteristic the Council shall consider:

- a) The operational requirements of and risk to the wastewater system, and risks to occupational health and safety, public health, and the ultimate receiving environment;
- b) Whether or not the levels proposed pose a threat to the planned or actual beneficial reuse of biosolids or wastewater sludge;
- c) Conditions in the wastewater system near the Trade Waste discharge point and elsewhere in the wastewater system;
- d) The extent to which the available industrial capacity was used in the last financial period and is expected to be used in the forthcoming period;
- e) Whether or not the applicant uses cleaner production techniques within a period satisfactory to the Council;
- f) Whether or not there is any net benefit to be gained by the increase of one characteristic concurrently with the decrease of another to justify any increased application for industrial capacity;
- g) Any requirements of the Council to reduce the pollutant discharge of the wastewater system;
- h) How great a proportion the mass flow of a characteristic of the discharge will be of the total mass flow of that characteristic in the

- wastewater system;
- i) The total mass of the characteristic allowable in the wastewater system, and the proportion (if any) to be reserved for future allocations; and
- j) Whether or not there is an interaction with other characteristics which increases or decreases the effect of either characteristic on the wastewater reticulation, treatment process, or receiving water (or land).

21. Sampling, Testing and Monitoring

21.1 Flow Metering

21.1.1 Flow metering may be required by the Council:

- a) On discharges when there is not a reasonable relationship between a metered water supply to the premises, and the discharge of Trade Waste;
- b) When the Council will not approve a method of flow estimation; or
- c) When the discharge represents a significant proportion of the total flow/load received by the Council.

21.1.2 The Consent Holder shall be responsible for the supply, installation, reading and maintenance of any meter required by the Council for the measurement of the rate or quantity of discharge of Trade Waste.

21.1.3 These devices shall be subject to the approval of the Council, but shall remain the property of the Consent Holder.

21.1.4 Records of flow and/or volume shall be available for viewing at any time by the Council, and shall be submitted to the Council at prescribed intervals by the Consent Holder in a format approved by the Council.

21.1.5 Meters shall be located in a position approved by the Council which provides the required degree of accuracy and should be readily accessible for reading and maintenance. The meters shall be located in the correct position according to the manufacturer's installation instructions.

21.1.6 The Consent Holder shall arrange for in situ calibration of the flow metering equipment and instrumentation by a person and method approved by the Council upon installation and at least once a year thereafter to ensure its performance. The meter accuracy should be $\pm 10\%$ but with no greater a deviation from the previous meter calibration of $\pm 5\%$. A copy of the

independent certification of each calibration result shall be submitted to the Council.

- 21.1.7 Should any meter, after being calibrated, be found to have an error greater than that specified in 21.1.6 as a repeatable measurement, the Council may make an adjustment in accordance with the results shown by such tests back-dated for a period at the discretion of the Council but not exceeding 12 months, and the Consent Holder shall pay or be credited a greater or lesser amount according to such adjustment.

21.2 Estimating Discharge

- 21.2.1 Where no meter or similar apparatus is warranted, the Council may require that a percentage of the water supplied to the premises (or other such basis as seems reasonable) be used for estimating the rate or quantity of flow for the purposes of charging.
- 21.2.2 Should any meter be out of repair or cease to register, or be removed, the Council shall estimate the discharge for the period since the previous reading of such meter, (based on the average of the previous 12 months charged to the person discharging) and they shall pay according to such estimate. Provided that when by reason of a large variation of discharge due to seasonal or other causes, the average of the previous 12 months would be an unreasonable estimate of the discharge, then the Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate, and the person discharging shall pay according to such an estimate.
- 21.2.3 Where in the opinion of the Council, a meter has been tampered with, the Council (without prejudice to the other remedies available) may declare the reading void and estimate discharge as provided above.

21.3 Sampling and Analysis

- 21.3.1 As determined by the Council, sampling, testing and monitoring may be undertaken to determine if:
- a) A discharge complies with the provisions of this bylaw;
 - b) A discharge is to be classified as a Permitted, Conditional, or Prohibited, refer to 11.1;
 - c) A discharge complies with the provisions of Schedule 1A for Permitted Discharge and any Consent to discharge; and
 - d) Trade Waste Consent charges are applicable to that discharge.

21.3.2 The taking, preservation, transportation and analysis of the sample shall be undertaken by an Authorised Officer; an authorised agent of the Council; and in accordance with accepted industry standard methods; or by a method specifically approved by the Council. The person discharging shall be responsible for all reasonable costs. Where a dispute arises as to the validity of the methods or procedures used for sampling or analysis, the dispute may be submitted to a mutually agreed independent arbitrator.

21.3.3 All Authorised Officers or authorised agents of the Council, or any authorised analyst may enter any premises believed to be discharging Trade Waste at any time in order to determine any characteristics of any actual or potential discharge by:

- a) Taking readings and measurements;
- b) Carrying out an inspection; and/or
- c) Taking samples for testing,

of any solid, liquid, or gaseous material or any combination or mixture of such materials being discharged.

21.3.4 Authorisation for entry to premises is given under the LGA and entry shall be in compliance with the health and safety policies of that particular site.

22. Monitoring

22.1 Monitoring for Compliance

22.1.1 The Council is entitled to monitor and audit any Trade Waste discharge for compliance. Whether for a permitted discharge or a conditional consent discharge monitoring may be carried out as follows:

- a) The Council or its authorised agent will take the sample and arrange for this sample to be analysed in an approved laboratory by agreed/approved analytical methods;
- a) The sampling procedure will be appropriate to the Trade Waste and the analysis;
- b) The Council will audit the sampling and analysis carried out by a self-monitoring Trade Waste discharger. Analysis will be performed by an approved laboratory. Inter-laboratory checks are to be part of this process;
- c) The Council will audit the sampling and analysis carried out by an analyst. Analysis will be performed by an approved laboratory. Inter-laboratory checks are to be part of this process; and
- d) The Council will audit the Trade Waste Consent conditions

including any Management Plans.

22.1.2 At the discretion of the Council all costs of monitoring shall be met by the discharger either through direct payment to the laboratory or to the Council.

22.2 Sampling Methodology

22.2.1 Normally a single grab or composite sample is sufficient. If required the grab or composite sample can be split equally into three as follows:

- a) One portion of the sample goes to the Trade Waste discharger for appropriate analysis and/or storage;
- b) A second portion of the sample shall be analysed at a laboratory approved by the Council;
- c) A third portion of the sample is retained by the Council for 20 Working Days, for additional analysis if required.

22.2.2 Due consideration will be applied to any changes that could occur in retained Trade Waste samples and provisions to mitigate against changes will be adopted where practicable.

22.2.3 In all cases the samples shall be handled in an appropriate manner such that the characteristics being tested for are, as far as reasonably possible, preserved.

22.2.4 All samples shall be preserved, handled, transported and delivered to an approved laboratory according to best possible practice and approved standards.

22.3 Tankered Wastes

22.3.1 Subject to the provision of 10.4, the Council may accept Tankered Wastes for discharge at an approved location. Tankered Wastes shall:

- a) Comply with the relevant discharge consent conditions;
- b) Be transported by a Consent Holder to discharge domestic septic tank or industrial wastes;
- c) Have material safety data sheets (MSDS) supplied to the Council on request, detailing the contents of a waste, if applicable;
- d) Be tested to determine their character if the contents of the waste are not known. Specialist advice on pre-treatment or acceptance may be required. The cost of all testing and advice shall be borne by the Consent Holder;
- e) Not be picked up and transported to the disposal site until

appropriate arrangements and method for disposal have been determined by the Council;

- f) To prevent cross-contamination between tanker loads, the tanker shall be thoroughly washed prior to collecting a load for disposal into the wastewater system; and
- g) Have 24 hours notice given for the disposal of wastes other than those sourced from domestic septic tanks.

22.3.2 Any person illegally disposing of, or causing to be disposed, Tankered Waste either by incorrect disclosure of contents (characteristics and/or amount) or dumping into the Council's wastewater system other than the prescribed location, will be in breach of the bylaw.

22.4 Disinfected/Super Chlorinated Water

22.4.1 Any water used during the repair and construction of watermains and reservoirs shall be de-chlorinated prior to the discharge into the wastewater system. An application for a Temporary Discharge Consent shall be made.

22.4.2 Such water shall not be disposed of to stormwater or adjacent water courses.

23. BYLAW ADMINISTRATION

23.1 Charges and Payments

23.1.1 The Council may recover fees and charges in accordance with the published Fees and Charges, as determined by Council through the Special Consultative Procedure.

23.2 Authorised Officers

23.2.1 All Authorised Officers of the Council, or other persons authorised under section 174 or section 177 or paragraph 32 of schedule 7 of the LGA, shall possess and produce on request warrants of authority and evidence of identity.

23.2.2 Any Authorised Officers may at any reasonable time enter any premises believed to be discharging Trade Wastes to determine any characteristic of any discharge by:

- a) Taking readings and measurements; or
- b) Taking samples or any solids, liquids or gaseous material or any combination or mixtures of such materials being discharged; or
- c) Observing accidental occurrences and clean-up.

23.2.3 The extent and level of delegation to Authorised Officers will be in accordance with the Council's Register of Statutory Delegations and Warrants.

23.2.4 Authorisation for entry to premises is given under the LGA and entry shall be in compliance with the health and safety policies of that particular site.

23.3 Transfer or Termination of Rights and Responsibilities

23.3.1 A Trade Waste Consent to discharge shall be issued in the name of the given Consent Holder. The Consent Holder shall not, unless written approval is obtained from the Council:

- a) Transfer to any other party the rights and responsibilities provided for under this bylaw, and under the consent;
- b) Allow a point of discharge to serve another premises, or the private drain to that point to extend by pipe or any other means to serve another premises; or
- c) In particular and not in limitation of the above, allow wastewater from any other party to be discharged at their point of discharge.

NOTE: Renewal of a Trade Waste Consent on change of ownership of premises shall not be unreasonably withheld if the characteristics of the wastewater remain unchanged.

23.3.2 The person discharging shall give 48 hours notice in writing to the Council of their requirement for disconnection of the discharge connection and/or termination of the discharge consent, except where demolition or relaying of the discharge drain is required, in which case the notice shall be within seven Working Days. The person discharging shall notify the Council of the new address details for final invoicing.

23.3.3 On permanent disconnection and/or termination the person discharging may at the Council's discretion be liable for Trade Waste charges to the end of the current charging period.

23.3.4 When a person discharging ceases to occupy premises from which Trade Wastes are discharged into the wastewater system, any consent granted shall terminate but without relieving the person discharging from any obligations existing at the date of termination.

23.4 Offences

23.4.1 Every Person or Consent Holder or owner or Occupier of Trade Premises who:

- a) Fails to comply with or acts in contravention of any provision of this bylaw;
- b) Breaches the conditions of any consent to discharge granted pursuant to this bylaw; or
- c) Fails to comply with a notice served under this bylaw,

commits an offence under section 239 of the LGA, and is liable to a fine as specified in section 242 of the LGA, or the issue of an infringement notice under section 245 of the LGA.

23.4.2 In all cases the Council may recover costs associated with damage to the Council wastewater system and/or breach of this bylaw in accordance with section 175 and section 176 of the LGA respectively.

24. Transitional Provisions

24.1 Existing Trade Waste Consents

24.1.1 Every existing Trade Waste Consent shall continue in force as if it were a consent under this bylaw until it reaches its expiry or two years from the implementation of this bylaw.

SCHEDULES

25. SCHEDULE 1 - Permitted Discharge Characteristics

25.1 Introduction

25.1.1 The nature and levels of the characteristics of any Trade Waste discharged to the Council system shall comply at all times with the following requirements, except where the nature and levels of such characteristics are varied by the Council as part of an approval to discharge a Trade Waste.

NOTE –Guideline tables for background reasons for Contaminant concentrations may be referenced in NZS 9201.23:2004 Model general bylaws – Trade waste.

25.1.2 The Council shall take into consideration the combined effects of Trade Waste discharges and may make any modifications to the following acceptable characteristics for individual discharges the Council believes are appropriate.

25.1.3 An additional column in tables 1.1, 1.2, 1.3 and 1.4 for mass limits may be added as required.

25.1.4 The nature and levels of any characteristic may be varied to meet any new resource consents or other legal requirements imposed on the Council.

25.2 PHYSICAL CHARACTERISTICS

25.2.1 Flow

- a) The 24 hour flow volume shall be less than 6 m³ at all Trade premises with the exception of car wash facilities which shall be less than 10 m³.
- b) The maximum instantaneous flow rate shall be less than 2.0 L/s.

25.2.2 Temperature

- a) The temperature shall not exceed 40 °C.

25.2.3 Solids

- a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15 mm.
- b) The suspended solids content of any Trade Waste shall have a maximum concentration which shall not exceed 2000 g/m³.

Council may reduce this to 600 g/m³ for discharges over 50 m³/day. The settleable solids content of any Trade Waste shall not exceed 50 ml/L.

- c) The total dissolved solids concentration in any Trade Waste shall be subject to the approval of the Council having regard to the volume of the waste to be discharged, and the suitability of the drainage system and the treatment plant to accept such waste.
- d) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of wastewater in the system or treatment plant shall not be present.

25.2.4 Oil And Grease

- a) There shall be no free or floating layer.
- b) A Trade Waste with mineral oil, fat or grease unavoidably emulsified, which in the opinion of the Council is not biodegradable shall not exceed 200 g/m³ as petroleum ether extractable matter when the emulsion is stable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw wastewater, throughout the range of pH 6.0 to pH 10.0.
- c) A Trade Waste with oil, fat or grease unavoidably emulsified, which in the opinion of the Council is biodegradable shall not exceed 500 g/m³ when the emulsion is stable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw wastewater throughout the range of pH 4.5 to pH 10.0.
- d) Emulsified oil, fat or grease shall not exceed 100 g/m³ as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw wastewater throughout the range of pH 4.5 to pH 10.0.

25.2.5 Solvents And Other Organic Liquids

- a) There shall be no free layer (whether floating or settled) of solvents or organic liquids.

25.2.6 Emulsions Of Paint, Latex, Adhesive, Rubber, Plastic

- a) Where such emulsions are not treatable these may be discharged into the wastewater subject to the total suspended solids not exceeding 1000 g/m³ or the concentration agreed with the Council.
- b) The Council may determine that the need exists for pre-treatment

of such emulsions if they consider that Trade Waste containing emulsions unreasonably interferes with the operation of the Council treatment plant eg. reduces % UVT (ultra violet transmission).

- c) Such emulsions of both treatable and non-treatable types, shall be discharged to the wastewater only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the public wastewater.

25.2.7 Radioactivity

- a) Radioactivity levels shall not exceed the Office of Radiation Safety Code of Practice CSP1 for the Use of Unsealed Radioactive Material

25.2.8 Colour

- a) No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the treated wastewater discharge consent.

25.3 CHEMICAL CHARACTERISTICS

25.3.1 pH Value

- a) The pH shall be between 6.0 and 10.0 at all times.

25.3.2 Organic Strength

- a) The Biochemical Oxygen Demand (BOD5) of any waste may be required to be restricted where the capacity for receiving and treating BOD5 is limited. A BOD5 restriction may be related to Mass Limits. Where there is no Council treatment system for organic removal the BOD5 shall not exceed 1000 g/m³. Council may reduce this to 600 g/m³ for discharges over 50 m³/day

25.3.3 Controlled Substances Standards

- a) The maximum concentrations permissible for chemical, heavy metals and organic compounds characteristics of an acceptable discharge are set out in Table 1.1, Table 1.2, Table 1.3 and Table 1.4 below.

25.4 Table 1.1 General Chemical Characteristics

25.4.1 Characteristic Maximum Concentration

	Chemical Characteristic	(g/m³)
1	MBAS (Methylene blue active substances)	500
2	Ammonia (measured as N) – free ammonia – ammonium salts	50 200
3	Kjeldahl Nitrogen	150
4	Total Phosphorus (as P)	50
5	Sulphate (measured as SO ₄)	500 1500 (with good mixing)
6	Sulphite (measured as SO ₂)	15
7	Sulphide – as H ₂ S on acidification	5
8	Chlorine (measured as Cl ₂) – free chlorine – hypochlorite	3 30
9	Dissolved aluminium	100
10	Dissolved iron	100
11	Boron (as B)	25
12	Bromine (as Br ₂)	5
13	Fluoride (as F)	30
14	Cyanide – weak acid dissociable (as CN)	5

(Mass limits may be imposed, refer to 20.2)

25.5 Table 1.2 Heavy Metals

25.5.1 Metal Maximum Concentration

	Metal Maximum Concentration	(g/m³)
1	Manganese	20
2	Mercury	0.05
3	Molybdenum	10
4	Nickel	10
5	Selenium	10
6	Silver	2
7	Thallium	10
8	Tin	20
9	Zinc	10

(Mass limits may be imposed, refer to 20.2)

25.6 Table 1.3 – Organic Compounds And Pesticides

25.6.1 Compound Maximum Concentration

	Compound Maximum Concentration	(g/m³)
1	Formaldehyde (as HCHO)	50
2	Phenolic Compounds (as phenols) excluding Chlorinated Phenols	50
3	Chlorinated Phenols	0.02
4	Petroleum Hydrocarbons	30
5	Halogenated Aliphatic Compounds	1
6	Monocyclic Aromatic Hydrocarbons	5
7	Polycyclic (or polynuclear) Aromatic Hydrocarbons (PAHs)	0.05
8	Halogenated Aromatic Hydrocarbons (HAHs)	0.002
9	Polychlorinated Biphenyls (PCBs)	0.002
10	Polybrominated Biphenyls (PBBs)	0.002 each
11	Pesticides (general) (includes insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any pesticides not registered for use in New Zealand)	0.2 in total
12	Organophosphate Pesticides	0.1
13	Antimony	10
14	Arsenic	5
15	Barium	10
16	Beryllium	0.005
17	Cadmium	0.5
18	Chromium	5
19	Cobalt	10
20	Copper	10
21	Lead	10

(Mass limits may be imposed, refer to 20.2)

25.7 Table 1.4 – Liquid Pharmaceutical Waste

25.7.1 Liquid Pharmaceutical Waste

Monthly Volume Limit	Active Concentration (mg/ml)
10 Litres	125mg / 5 ml
5 Litres	250mg / 5 ml
3 Litres	Above 250mg / 5 ml

(Mass limits may be imposed, refer to 20.2)

26. SCHEDULE 2 - Prohibited Discharge Characteristics

26.1 Introduction

26.1.1 This schedule defines Prohibited Trade Wastes.

26.2 Prohibited Characteristics

26.2.1 Any discharge has prohibited characteristics if it has any solid liquid or gaseous matters or any combination or mixture of such matters which by themselves or in combination with any other matters will immediately or in the course of time:

- a) Interfere with the free flow of wastewater in the wastewater system;
- b) Damage any part of the wastewater system;
- c) In any way, directly or indirectly, cause the quality of the treated wastewater or residual Biosolids and other solids from any wastewater treatment plant in the catchment to which the waste was discharged to breach the conditions of a Consent issued under the Resource Management Act, or water right, permit or other governing legislation;
- d) Prejudice the occupational health and safety risks faced by wastewater workers;
- e) After treatment be toxic to fish, animals or plant life in the receiving waters;
- f) Cause malodorous gases or substances to form which are of a nature or sufficient quantity to create a public nuisance; or
- g) Have a colour or colouring substance that causes the discharge from any wastewater treatment plant to receiving waters to be coloured.

26.2.2 A discharge has prohibited characteristics if it has any characteristic which exceeds the concentration or other limits specified in Schedule 1 unless specifically approved for that particular consent.

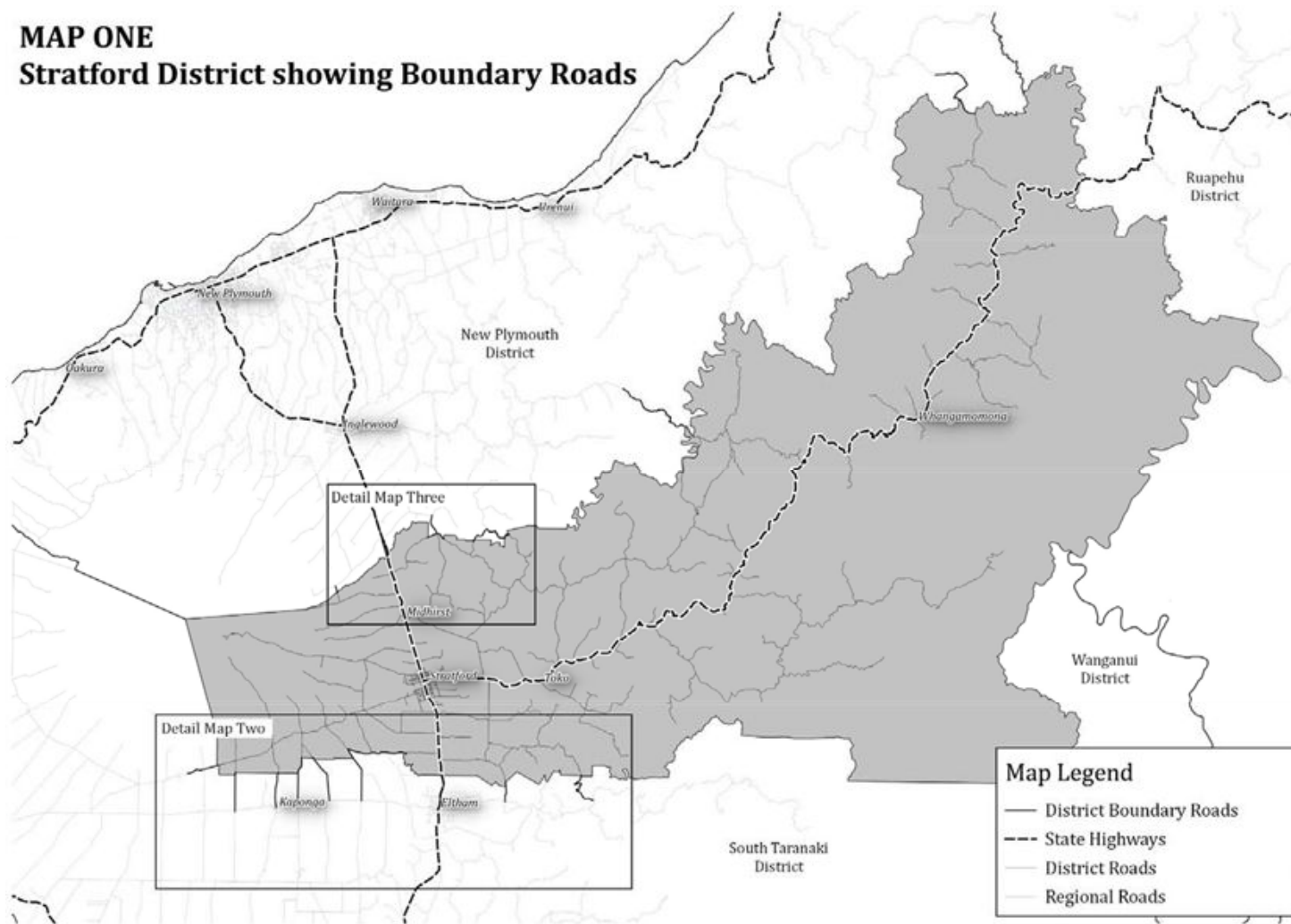
26.2.3 A discharge has a prohibited characteristic if it has any amount of:

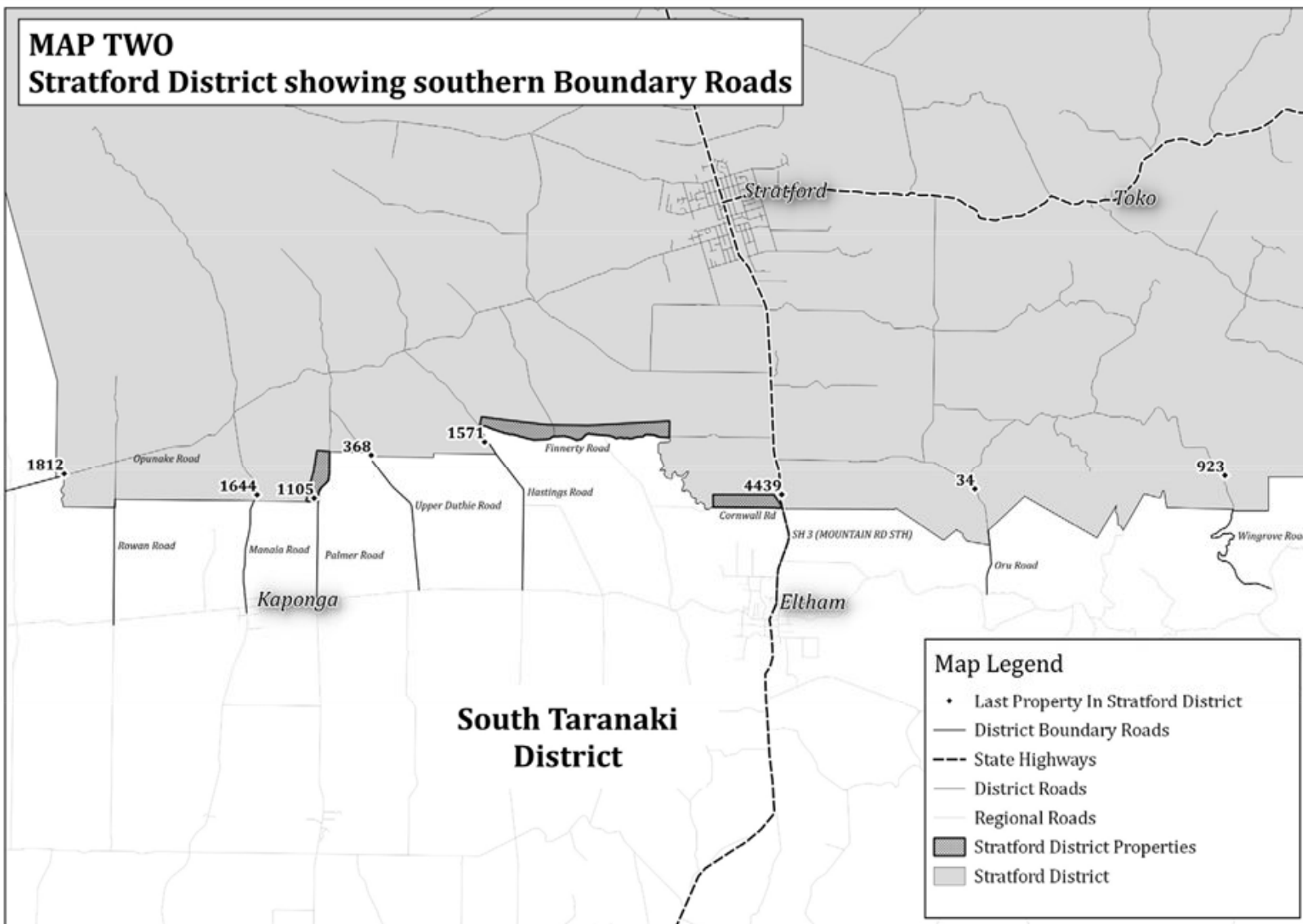
- a) Harmful solids, including dry solid wastes and materials which combine with water to form a cemented mass;
- b) Hazardous materials as liquid, solid or gas which could be

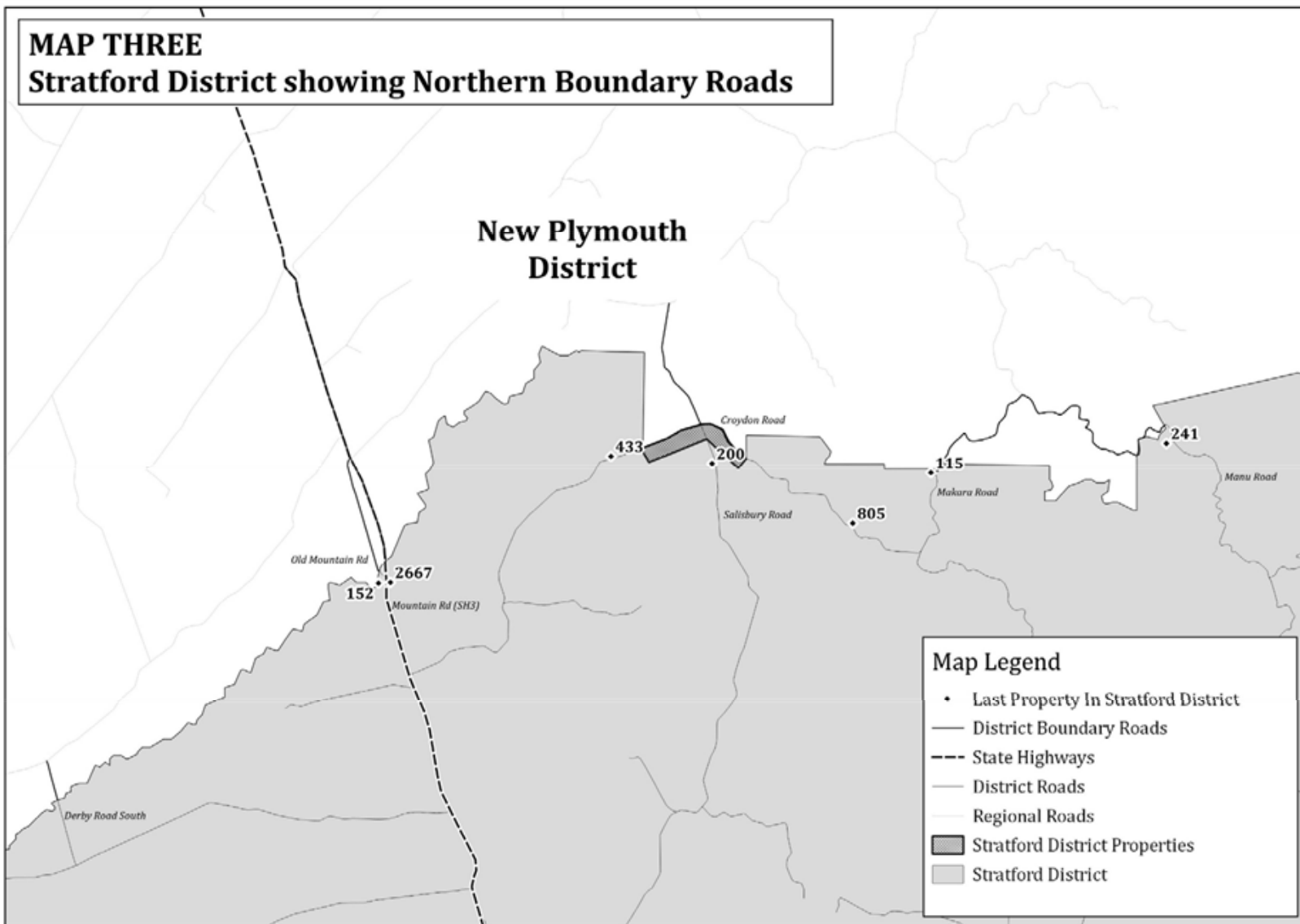
- flammable or explosive in the wastewater, including oil, fuel, solvents (except as allowed for in Schedule 1), calcium carbide, and any other material which is capable of giving rise to fire or explosion, either spontaneously or in combination with wastewater;
- c) Asbestos;
 - d) Tin (as tributyl and other organotin compounds);
 - e) Any organochlorine pesticides;
 - f) All genetic wastes that contain or are likely to contain material from a genetically modified organism that is not in accordance with an approval under the Hazardous Substances and New Organisms Act. The material concerned may be from premises where the genetic modification of any organism is conducted or where a genetically modified organism is processed;
 - g) Any health care waste prohibited for discharge to a wastewater system:
 - (i) By NZS 4304; or
 - (ii) Any cytotoxic, pathological or histological wastes; or
 - (iii) Radioactivity levels in excess the Office of Radiation Safety Code of Practice CSP1 for the Use of Unsealed Radioactive Material.

27. **Schedule 3 - District Maps**

MAP ONE Stratford District showing Boundary Roads







This Bylaw was made by the Stratford District Council on 1 July 2020.

THE COMMON SEAL of the STRATFORD DISTRICT COUNCIL was hereto affixed by resolution of said Council in the presence of:

..... **Mayor**

..... **Chief Executive**

DECISION REPORT



F19/13/03 – D20/28919

TO: Policy and Services Committee
FROM: Parks and Reserves Officer
DATE: 27 October 2020
SUBJECT: PROPOSED REDUCTION OF SPORTSGROUND FEES

RECOMMENDATIONS

- 1 THAT the report be received
- 2 THAT Council approves the reduction of the sportsground fees for the Stratford and Eltham Rugby Sports Club (SERSC) for the 2019/20 financial year by 50% being \$1,610.

Or

- 2 THAT Council declines the request for a reduction in the sportsground fee for the Stratford and Eltham Rugby Sports Club (SERSC) for the 2019/20 financial year.

Recommended Reason

The SERSC has experienced a significant decrease in revenue as a result of loss in sponsorship, bar takings and player subscriptions, due to the shortened rugby season, as a result of the Covid-19 lockdown. Reducing the sportsground fees for the SERSC would assist with keeping the club running and getting them through this difficult time.

_____/_____
Moved/Seconded

1. PURPOSE OF REPORT

The purpose of this report is to seek Council's approval to reduce the Stratford and Eltham Rugby Sports Club (SERSC)'s sportsground fees, ensuring that they continue to provide a vital club facility and delivery of sports programmes for the community.

2. EXECUTIVE SUMMARY

- 2.1 On 26 March 2020 the Government announced that New Zealand would go into full lockdown due to the Covid-19 global pandemic. The consequence of this national lockdown meant that all sports clubs, sportsgrounds and sporting facilities had to close and cease operating immediately.

2.2 The SERSC were half way through their winter season before Covid-19 lockdown occurred, meaning that one of the repercussions was a drop in revenue of approximately 50%.

2.3 During the last six months the Government has made available a Community Resilience Fund to all sports clubs around New Zealand, in which the SERSC have applied for and received funding of \$25,000. However, this funding went towards rates, power, insurance, cleaning, affiliation fees reimbursement, phones and vehicle hire costs. This is in accordance with the terms and conditions of the grant allocation. Ground fees had been included in the original application but this element had not been granted due to SERSC having reached the top level of funding able to be allocated.

2.4 Therefore, the SERSC is seeking a 50% reduction in the hire fees from the Council.

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

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

4. **BACKGROUND**

4.1 The SERSC have had differing names over the years, but the club was established in 1890. For the last 130 years the SERSC have provided the Stratford District and surrounding areas with the following;

- an opportunity to be involved in a team environment
- become fit and active; and
- support each other in a social setting.

The SERSC support local businesses by shopping local and hiring local contractors to complete maintenance work.

4.2 The SERSC have over 500 members in Eltham and Stratford; young an old and provide the community with a vital club facility and sports programmes;

4.3 The SERCS’s reliance on grants is fundamental to keep the club facility compliant (building and electrical) and to purchase new equipment. This year the SERSC could not apply for funding from The New Zealand Community Trust, The Sovereign Trust or New Zealand Gaming Trust.

4.4 The Council owns the sportsfields that the SERSC use for their training and competition play. The Council charged \$3,220 for the financial year for 2019/2020. The amount of reduction sought equates to 50% of the total fees for the year 2020.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation**

No public consultation is necessary.

5.2 **Maori Consultation**

No specific Maori consultation is required as there are no known tangata whenua issues impacted by this report.

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 impact of this decision is considered insignificant to minor, in terms of Council’s Consequence and Impact Guidelines. However, in terms of risk, this may set a precedent for other club organisations to apply for a reduction in their hire fees. The consequence of this is a financial loss for Council and rate-payers are also subsidising the SERSC’s losses.

7. **DECISION MAKING PROCESS**

7.1 **Direction**

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	No
What relationship does it have to the communities’ current and future needs for infrastructure, regulatory functions, or local public services?	It will ensure the continued provision of community recreational activity for the club members and Stratford and residents

7.2 **Data**

- Do we have complete data, and relevant statistics, on the proposal(s)?
- Do we have reasonably reliable data on the proposals?
- What assumptions have had to be built in?

The recommendation herein is based on all the available data but relies on estimations in relation to loss of revenue, which is considered significant to the SERSC.

7.3 **Significance**

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

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

7.4 **Options**

- An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.
1. What options are available?
 2. For **each** option:
 - 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 currently two options available to Council:

Option 1 Decline the requested.

Option 2 Reduce the sportsground fees of the SERSC, which currently stands at \$3,220 by 50%, which covers the timeframe of being unable to use the sportsgrounds and sports facilities.

7.5 **Financial**

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

The cost of reducing the sportsground fee by 50% totalling \$1,610, comes out of the revenue of Sportsground Fees.

7.6 **Prioritisation & Trade-off**

- | |
|--|
| Have you taken into consideration the: <ul style="list-style-type: none">• Council's capacity to deliver;• Contractor's capacity to deliver; and• Consequence of deferral? |
|--|

There is no issue with capacity delivery.

7.7 **Legal Issues**

- | |
|--|
| <ul style="list-style-type: none">• Is there a legal opinion needed?• Are there legal issues? |
|--|

No legal opinion is considered necessary in this instance.

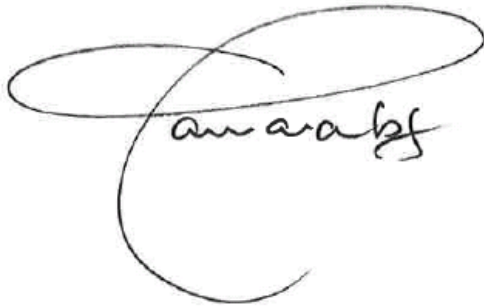
7.8 **Policy Issues - Section 80**

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

No policies will conflict in this instance.



Melanie McBain
PARKS AND RESERVES OFFICER



[Endorsed by]
Victoria Araba
DIRECTOR ASSETS



[Approved by]
S Hanne
CHIEF EXECUTIVE

DATE 20 October 2020

MONTHLY REPORT



F19/13/04-D20/26748

TO: Policy and Services Committee
FROM: Director - Assets
DATE: 27 October 2020
SUBJECT: **REPORT FOR THE MONTH OF SEPTEMBER 2020**

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.1

HIGHLIGHTS:

A. Roothing

- NZTA undertook a Technical and Procedural Audit of the Roothing network and resources.
- The logging activity continues in earnest at the end of Puniwhakau Road. This forestry work is anticipated to continue for two years. To date Council has spent in the order of \$100,000 fixing the soft spots along the length of the road.
- A significant storm event occurred over the weekend of 26/27 September resulting in several roads being closed due to fallen trees and slips.
- Work has re-commenced on Mangaotuku Rd towards the end of the month. Subject to the weather, the works are set to be complete by the end of October (Labour Day).

B. Water Supply

- There were two reticulation disruptions during September;
- Preliminary investigation to install the second trunk main has begun;
- No other issues relating to the operations at the 3 water treatment plants; and
- There were no health and safety incidents.

C. Wastewater

- There were no disruptions to the operation of the oxidation ponds;
- There was no sewer network disruption affecting more than four (4) properties; and
- There were no health and safety incidents.

D. Stormwater

- There were no rainfall events that were of sufficient intensity to affect the stormwater network during the month;
- There were no health and safety incidents.

E. Trade Waste

- Council's Trade Waste Officers have been trained on the monthly influent and effluent sampling regime of the wastewater treatment ponds;
- The first conditional consent to discharge trade waste has been granted; and
- One backflow prevention incident was investigated; a backflow prevention device is being installed at a meat processing site.

F. GIS

- The upgrade to Intramaps is now completed;
- Assetfinda upgrade issues have now been resolved, additional testing to verify the fix; and
- Mapping of Cemetery plots ongoing;

G. Solid Waste

- Contamination levels at the Materials Resources Facility (MRF) being audited;
- Changes to types of plastics collected commenced;
- Officers are investigating cost of combined food and green waste collection, quotes are being sought;
- Recycling Bin Audit results for September shows 80% Green tags, 12 % amber and 8 % red tags.

H. Parks and Reserves

- Quote has been accepted for the entrance upgrade at the Eastern Loop Walkway;
- Work will start on planting in King Edward Park, up to the Rhododendron Dell;
- New planting will start around the lake at Victoria Park; and
- Work has begun to clean RSA plaques at Kopuatama Cemetery and Pioneer Cemetery

I. Property

- Renovation works have started on the Community Hall projects:
 - Centennial Rest Rooms –works commenced in September, to run for 3 months;
 - Hall of Remembrance – painting has been completed and lights installed;
 - War Memorial hall - to commence in November and completed in February; and
 - The Five hall projects have begun with Whangamomona Hall project completed.
- The farm calf pen has been completed along with the hayshed repairs

J. Special Projects

- All sections in the Pembroke Road subdivision are now either sold or under contract. To date 16 sale and purchase agreements have settled, 9 more have unconditional contracts in place while the remaining 8 are subject to contracts conditional on a mixture of due diligence, finance and/or title.
- With the location of the new aquatic facility finally determined, work on the best procurement strategy is now underway.
- With the confirmation of funding, the children's bike park project is underway with the preparation of specifications and tender documentation and quotes are being obtained for ancillary items of park furniture.
- Settlement of all but three (3) of the 45 Midhirst abandoned land sites has been completed. Agreement has been reached in respect of one of these (awaiting title only) and settlement of the remaining two is still under negotiation.

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	2020/2021 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 = 0 There were no DSI crashes in September.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Achieved (as at March 2020) - 88%. Another condition survey will be undertaken in March 2022.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Not Achieved to date - 78%. Another condition survey will be undertaken in March 2022.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not yet Achieved - 0% The resealing programme is programmed for October/November 2020.
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Not yet Achieved - 0%. The re-metalling of unsealed roads will not re-commence until there is more settled weather.
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 Achieved = 62% This year's footpath condition survey has been completed and the results are indicated above.
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"> Roading Network 	>76%	The 2020 customer satisfaction survey, with a total of 488 responses, showed Good, Very Good and Excellent having a total of 75.4% , Fair having 18.24% and Poor having 6.35% .
	<ul style="list-style-type: none"> Footpaths 	>77%	The 2020 customer satisfaction survey, with a total of 492 responses, showed Good, Very Good and Excellent having a total of 73.58% , Fair having 21.75% and Poor having 4.67% .

1.2 Outstanding Customer Requests (CRMs)

- There were two outstanding CRM's for the month of September. These relate to a pavement defect at Dunns Bridge on Opunake Road and a request for double yellow lines to prevent overtaking on Cardiff Road near Waingongoro Road.

1.3 Routine Maintenance

- Day-to-day maintenance activities continued throughout September, typically comprising:
 - Installing bridge end marker signs;
 - Chemical weed control in the urban areas;
 - Clearing the water table along Puniwhakau Road, Whitianga Road and Popuanui Road;
 - Repairing road signs;
 - Mowing urban berms that are not undertaken by the adjacent property owner;
 - Repairing and painting sight rails.

1.4 Ready Response Works

- Over the weekend of 26/27 September Fulton Hogan attended to numerous slips and fallen trees following some wet and windy weather. The roads affected are shown in the Table 1 below:

Table 1: Ready Response Works

Afterhours Ref	Date	Description	Outcome
RFS 1052419	27/09/20	Puniwhakau Road - Slip and trees down over the road	Logan, Jai and Allen attended along with Asplundh crew. Road opened but more work still to be done. Job still open.
RFS 1052508	27/09/20	Mangaoapa Road – Slips and tree. ROAD CLOSED.	Andrew attended and closed road. Road blocked at two locations by fallen trees and slips. Sites need to be reassessed today and plan made. Residents notified of closure and given direction of which direction they need to travel. Assessed with Asplundh yesterday. Approximately 12 trees will need to be cut down so that slip can be cleared. This will be done when weather settles down a bit.
RFS 1052611	27/09/20	Arnold Road – Trees down on road ROAD CLOSED	Asplundh attended Sunday night and then Monday. They are back on site today clearing Poplar trees. Highly likely that more trees will fall down as Poplars are old and have been left exposed after logging operations cleared pine trees that were protecting them from wind.
	28/09/20	Mangare Road - Underslip called in by Walter Pease	Underslip on road called in by Walter. Road still passable by Light Vehicle. Assessed by Chris Wise. Road slumping into creek with possibility of a spring in the road as well. Bank retreat to be programmed this week.
	28/09/20	Whangamomona Road – Large fallen pine tree called in by Walter Pease	Track cut past by Walter. Asplundh attended and cleared tree from Road. Tree Root ball and base still hung up in bank but it is safe. More attempts to remove it will cause more damage to surrounding trees and banks
	28/09/20	Lower Kohuratahi Road – Cracks opening in Road.	Advised by Trevor Hutchison of cracks appearing in Lower Kohuratahi road. Inspected by Chris Wise who advised “cracks” were minor and not of major concern. These will still be inspected by FH.
17521/2020	28/09/20	Akama Road - -Cracks opening in Road.	Niels Hansen advised SDC of Cracks opening in Road. This will be inspected today.

1.5 Capital Works

- Mangaotuku Road improvements re-commenced on 28 September. The contractor is aiming to complete the project by the end of October.
- All concrete work has been deferred until October. A full programme has been given to Fulton Hogan along with a requested finish date of mid- May.

1.6 **Shovel Ready Infrastructure Projects**

- Inframax Construction Limited have completed the safety improvements on Palmer Road. The safety improvements on Manaia Rd are 90% complete, the armco safety fence is due to be installed in October, due the un-availability of the sub-contractor undertaking this component of the project.
- Taranaki Civil Construction have commenced the safety improvements on Opunake Rd, between Palmer Rd and Manaia Rd. This project is expected to take three weeks to complete.

1.7 **Building, Resource Consents, PIMS and LIMS**

For the month of September, Rooding Assessments were made for a total of eight (9) Building Consent applications, two (2) LIM reports and four (4) Resource Consent applications.

1.8 **Health and Safety**

No health and safety incidents occurred during August.

1.9 **Rooding Activities**

The Rooding Activities completed Reactive and Programmed Works (*Figure 1*).

1.10 **NZTA Audit Findings**

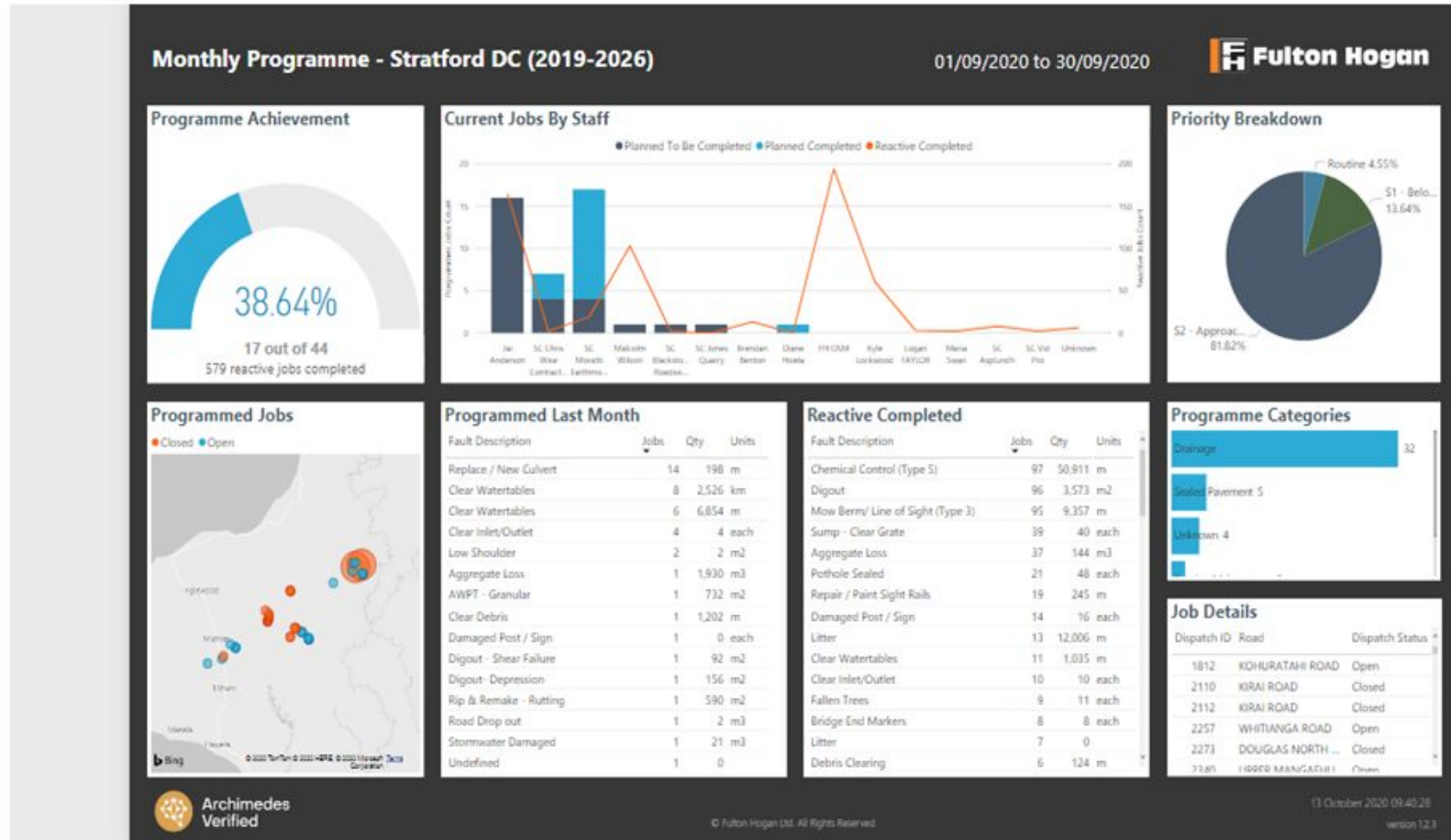
NZTA undertook a Technical and Procedural Audit of the Rooding team between 21st and 24th September. The expected delivery date for the audit report from NZTA audit team will be approximately two months after the audit was carried out, so the end of November. That said, below are some key findings the auditors identified during their time with us:

Procedural Audit

- SDC to consider the requirements to undertake a safety audit for all capital works projects. If this is not necessary, then SDC to complete an exemption declaration and keep this in the project file.
- SDC can only claim 30% of the street cleaning costs from NZTA.
- Income from STDC for Boundary Roads to be debited to the subsidised work category account.
- SDC to review our internal costs for recovery from NZTA as we could be under-recovering these?
- No tender evaluation report for the maintenance contract in the contract file. This was not provided by the Consultant.

Figure 1: Monthly Programme Achievement Chart – September 2020

Programme Achievement



12.1

Technical Audit

- Develop a rural road forward works programme in response to forestry activity.
- Increase RAMM data management to support our investment case to NZTA.
- Review the AMP improvement plan, specifically the timeframes for achieving the various improvements.
- Develop a strategic planned approach to maintenance that reflects SDC strategic goals and aspirations, to provide better value for money.
- Develop a rural delineation framework to reflect the road hierarchy of ONRC.
- Install tactile paving blocks at key or high use pedestrian crossing points.
- Good network knowledge.
- CBD clean and tidy.
- Regular monitoring of bridges and retaining walls
- Streetlight upgrade to LED is completed.
- Good quality urban upgrades – kerb/channel and footpaths.
- Improvements in our AMP since 2018.

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	2020/2021 YTD
Safe Drinking Water –	DWSNZ Bacterial compliance - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	On Target
	DWSNZ Protozoal compliance - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	On Target
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured
A Reliable Water Supply –	Urgent Response Times - The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Achieved to date - 14 mins
	• Resolution for urgent call-out	8 hrs	Achieved to date – 1 hr 23 mins
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	Achieved to date – 9 hrs 34 mins
	• Resolution non urgent call-out	5 working days	Achieved to date – 11 hrs 16 mins
	Unplanned Disruptions - The performance measure target for disruptions.		

Level of Service	Performance Measure	Target	2020/2021 YTD
	<ul style="list-style-type: none"> Minor disruptions (between 5 and 50 connections affected) 	< 5	Achieved to date - 2
	<ul style="list-style-type: none"> Major disruptions (more than 50 connections affected) 	< 2	Achieved to date - 0
Demand Management	Water Consumption - The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured
Customer Satisfaction	Number of complaints - The performance measure target for customer satisfaction is <32 per 1,000 complaints received for:	<32 / 1000 complaints received	Not yet measured
	<ul style="list-style-type: none"> Drinking Water Clarity; 		2
	<ul style="list-style-type: none"> Drinking Water Taste; 		1
	<ul style="list-style-type: none"> Drinking Water Odour; 		0
	<ul style="list-style-type: none"> Drinking Water Pressure or Flow; 		0
	<ul style="list-style-type: none"> Continuity of Supply 		0
	<ul style="list-style-type: none"> Council's response to any of these issues. 		0
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets council specifications (flow>10l/min & pressure>350kpa)	100%	Not yet measured
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

12.1

2.1.1 Operations

Water Treatment

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

Water Reticulation

- There were two reticulation disruptions during September. The first failure occurred on Pembroke Road when a section of 100 mm diameter 'Everite' main failed. The second failure occurred on the 150mm Broadway North main when a contractor fractured the line. Both sites were reinstated to the required standards within the required timeframe.

Water Supply Health and Safety

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

2.1.2 Planning - Long Term Projects

Preliminary investigation to install the 2nd trunk main has begun following the receipt of central government grant.

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	2020/2021 YTD
System Adequacy	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved 0.43
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		
	• Infringement notices;		
	• Enforcement orders; and • Convictions.		
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Achieved to date – 23 mins
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hr	Achieved to date – 79 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Achieved to date -
	• Sewage odour		
	• Sewerage system faults		
	• Sewerage system blockages, and		4(1.74) received; only 1 (0.43) justified
	• The territorial authority's response to issues with its sewerage system		

2.2.1 Operations:

Wastewater Treatment

- There were no disruptions to the operation of the oxidation ponds in September and normal operations continued.

Wastewater Reticulation

- There were no sewer network disruptions effecting more than four (4) properties in September.

Wastewater Health and Safety

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

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	2020/2021 YTD
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> • The number of flooding events that occur in a territorial authority district. "Flooding" in this context means stormwater entering a habitable floor 	0	Achieved to date - 0
	<ul style="list-style-type: none"> • For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system.) 	0	Achieved to date - 0
Discharge Compliance	<ul style="list-style-type: none"> • For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	Achieved to date - 0
	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its stormwater system measured by the number of:	N/A	N/A Council does not hold consent for stormwater discharge
	<ul style="list-style-type: none"> • Abatement notices; 		
	<ul style="list-style-type: none"> • Infringement notices; • Enforcement orders; and • Convictions. 		
Response Time	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
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system.	< 8	Achieved to date - 0

2.3.1 Operations

There were no rainfall events that were of sufficient intensity to affect the stormwater network during the month. Routine maintenance included the completion of last month's open waterway inspections.

2.4 Trade Waste

The following provides a summary of Trade waste Activities for the month of September:

- **Training** – Council’s Trade Waste Officers have been trained on the monthly influent and effluent sampling regime of the wastewater treatment ponds, the sampling regime is now a core activity of the Trade Waste Officers role.
- **Trade Waste Bylaw 2020 Amendments** - The proposed amendments, under Section 156 (2)(a) of the Local Government Act 2002 (LGA), are to be reported to the Policy and Services Committee in late October 2020.
- **Bylaw Consenting** - The first conditional consent to discharge trade waste has been granted to an agricultural spraying contractor. Applications for bulk septage and industrial liquid wastes have been received and are being processed. The consent conditions for bulk discharges are being compiled. One industrial site relating to a bulk discharge application has been inspected.
- **Bylaw Enforcement** – The infringement scheme process is on hold until after the trade waste bylaw amendments have been presented and adopted.
- **Incident Investigations** – One backflow prevention incident was investigated; a backflow prevention device is being installed at a meat processing site.
- **Health and Safety** – No health and safety incidents have occurred.
- **ProMap** - Trade Waste Officers have been Pro-mapping processes related to the trade waste role.

2.5 GIS

The following provides a summary of GIS Activities for the month of September.

- **Regional Collaboration** - Members from the SDC, NPDC, TRC and STDC GIS teams have discussed the 5-yearly aerial photography, proposing a regional consortium for the 2021/2022 flight season. Specifications are still to be finalised. A project to capture the regions LIDAR has been undertaken by LINZ with input from the local Council, prioritisation of different areas have been ranked and supplied to TEMO.
- **Intramaps Upgrade** - The upgrade to Intramaps is now completed. This needs to be tested before rolling out to users. An action plan will now need to be created for the migration of the data between servers.
- **AssetFinda Upgrade** - Original testing highlighted configuration issues with the upgrade, these have now been resolved and additional testing will now be done.
- **Stormwater Assets** - Ownership of Stormwater assets were discussed with Roding and 3-Water staff. Some were identified to move to Roding, is currently under review.
- **Cemetery** - Currently mapping the cemetery plots (402 Kopuatama Cemetery plots competed). Once complete, links will be created with Authority and discussions will start around processes and needs.
- **Facilities** - Properties, Parks and Reserves asset registers have been combined, maintenance still to be added.

2.6 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	2020/2021 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (municipal kerbside collection only)	<700kg	Achieved to date – 116.36 kg (September - 39.4kgs per household)
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Achieved to date - 26%
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>90%	Survey yet to be collated.

12.1

2.6.1 Planning – Bylaws, Policies and Meetings

- The *Regional Behaviour Change Strategy* is under development. This will provide a framework for education and community engagement initiatives to support waste minimisation.
- The *Solid Waste Activity Management Plan 2021/2031* is currently being reviewed.

2.6.2 Contamination Levels Coming Out of the MRF

New Plymouth District Council are working closely with EnviroWaste regarding the level of contamination coming out of the MRF. This contamination is going to landfill, reducing the revenue from selling the recyclable products. Visual truck audits are being completed on every load and one load a week is manually audited by hand. The results of these audits will be shared when it is available.

2.6.3 Change in Plastics from September 2020

A stall was held in the Prospero Markets on 26 September 2020 to further educate the community on the change to plastics and also to receive feedback. Approximately 30 people were reached and most of the feedback was good, that people knew about the change and have changed the way they are recycling. Some education was provided around not squashing plastic bottles and leaving the lids off. Children were challenged to sort out recycling from waste and a prize of either an aluminium water bottle or sandwich saver was given.

2.6.4 Waste Minimisation Initiatives

A. 2 September 2020 - Waste Free Period Sessions at Stratford High School
Rochelle Searle visited Stratford High School to educate students and faculty members about the environmental impacts of single use menstrual products and the underlying social issues of menstruation. Rochelle reached 220 students and 8

teachers. 120 reusable menstrual cups, 240 menstrual pads and a waste free period pack for future education by the school nurse were funded and supplied by Stratford District Council. A report has been provided on the outcomes and the feedback received via the survey Rochelle requested be completed. In summary there was an overwhelmingly positive response to the presentation with the students being very keen to try the reusable menstrual products that they received. The school advised they were very grateful for the products and the waste free period kit and the nurse asked for her appreciation to be passed on.

B. 12 September 2020 - G J Gardiners Clean Up Week Event

Stratford District Council organised and held a clean-up event on 12 September which involved 20 volunteers from staff and their families, Stratford Lions Club and the community. Groups were dispatched to pick up litter from Victoria Park, Windsor Park, the 3 bridges walkway and the CBD between the 2 roundabouts and from the railway to Portia Street. **37.5kgs of litter was collected** in the 1.5 hours allocated. It is worthy to note the railway corridor has a lot of litter which our volunteers could not access. Feedback has been given to Keep NZ Beautiful regarding this issue and they have advised KiwiRail has been approached many times to clean up the railway corridors through-out the country, but no progress on this yet.

C. 26 September 2020 - Change in Plastics Stall in Prospero Markets

Please see Section 2.6.3

2.6.5 Planning - Long Term Projects

The Early Conversation Report on Solid Waste initiatives was presented to Council on 18 August 2020. As a result, quotes are being sought for a combined green and food waste collection for the Stratford District.

2.6.6 Weekly Recycling Bin Audits

- The weekly recycling audit summary from 1 September 2020 to 30 September 2020 is provided in the chart below.
- The amber tags are currently at 12% and the red tags are at 8%.
- While the “no contamination” percentage sits at 80%, the goal is to have the green line consistently at 100%.
- The number of amber tags is now steadily reducing with the red tag numbers static. There is still work to do to reduce the red tag numbers and more communications are planned in the following weeks.

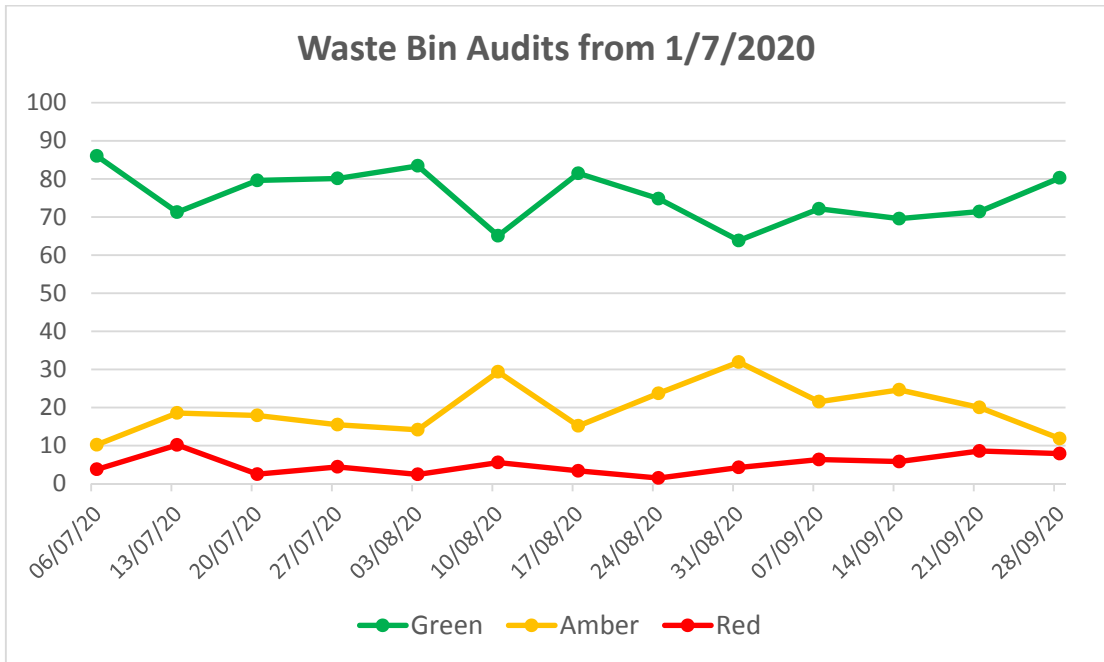


Figure 2: Weekly Recycling Audit Summary up to 30 September 2020

Table 2: Waste Minimisation activities Completed, Planned and Under Consideration

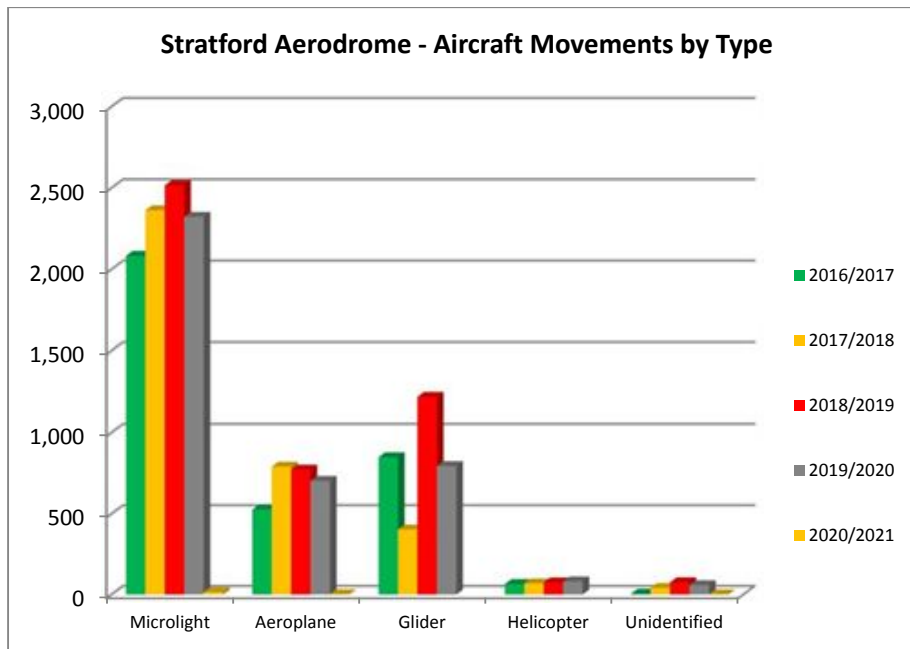
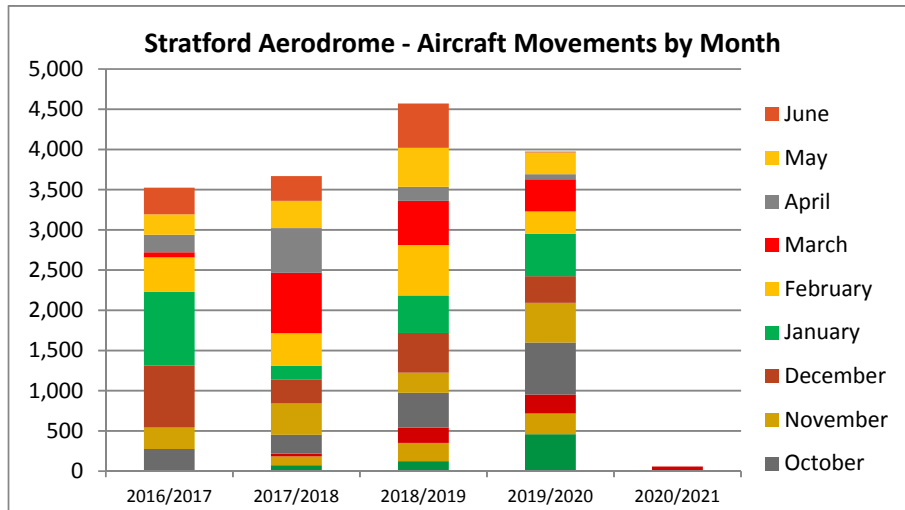
Month	Activity	Description	WMMP Reference	Status
AUG	Plastics Change Communications	Regular regional meetings being held to organise the regional and district communication plans and resources to advise the community of the change in plastics that can be recycled at the New Plymouth MRF	CP4	Completed
SEPT	Plastics - Change takes effect	The beginning of September is the date the public will be asked to change the way they recycle. Radio, online and newspaper ads will be running. Facebook, recycling app and website pages will be amended.	BC1	Completed
	Waste-Free - Period Sessions in schools	Stratford High School will have their session in September 2020. Sample packs will be provided to each girl.	CP3	Completed
	Keep NZ Beautiful Clean Up Week	SDC has registered a volunteer team to take part in the clean-up week, provide free access to the transfer station for marked rubbish bags and run a free BBQ lunch for all the community volunteers to celebrate the end of the week. Stratford Lions and 2 members of the public have registered to join us in the event on Saturday 12/9/20.	L9	Completed
	Stall at Prospero Market	To educate the community on change in plastics to be recycled.	BC1	Completed
OCT	Events and waste minimisation plans.	Process, application forms and website information being developed for event organisers to create a waste minimisation plan. This will be done in conjunction with the Community Development Manager.	CP6	Underway
	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 September 2020. The Education Plan will be included in the strategy as an action.	BC1-BC6	Underway
NOV	A&P Show	2 waste stations will be provided for the A&P Show. They will be manned by volunteers from a local community group with SDC donation to that organisation.	CP3 and L3	Underway
JAN	Whangamomona Republic Day	Support the committee with manned waste stations and provision of taking away the recycling on the day.	CP3 and L3	Planned
MAY	AgRecovery Event	Support for an AgRecovery event for Farmers to bring their old farm chemicals and plastics for recycling and safe disposal. Provide venue and promotion.	L3	Planned

3. **PROPERTY**

3.1 **Aerodrome**

The performance measure for the aerodrome is >70% customer satisfaction with the condition and maintenance of the facility. This is measured annually and reported at the end of the financial year. Aircraft movements at the Aerodrome by *Month* and *Type* are provided below.

The aerodrome had many days with no reported movements, with some days having one of two reported movements, only 4 microlights this month.



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 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.

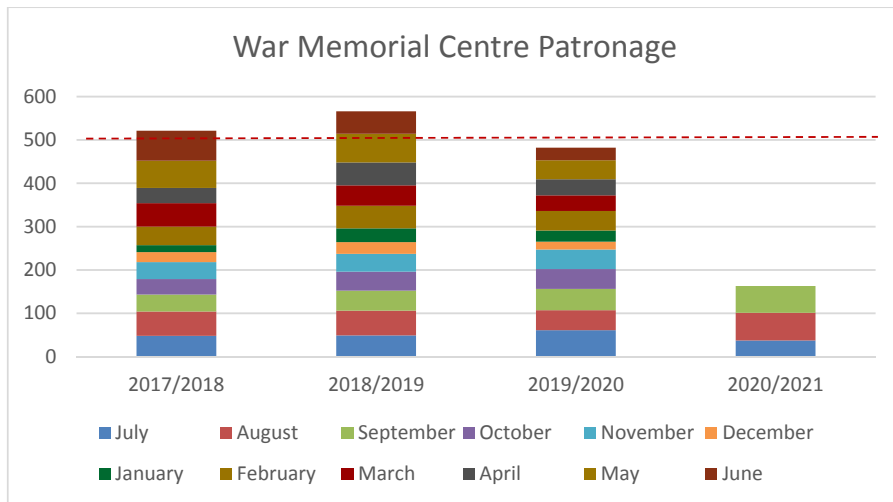
3.2.1 Housing for the Elderly Occupancy Rates

OCCUPANCY RATES						
Unit	2015/16	2016/17	2017/2018	2018/2019	2019/2020	2020/2021
1	100%	100%	97%	100%	100%	100%
2	100%	100%	100%	100%	100%	100%
3	100%	100%	100%	100%	100%	100%
4	100%	100%	100%	100%	100%	100%
5	100%	100%	100%	100%	100%	100%
6	100%	100%	100%	100%	100%	100%
7	96%	100%	100%	100%	100%	100%
8	100%	100%	100%	100%	100%	100%
9	95%	100%	100%	100%	100%	100%
10	92%	95%	100%	100%	100%	100%
Total	98%	99%	100%	100%	100%	100%

The performance measure of >95 % was achieved for the 2019/2020 financial year.

3.2.2 **War Memorial Centre**

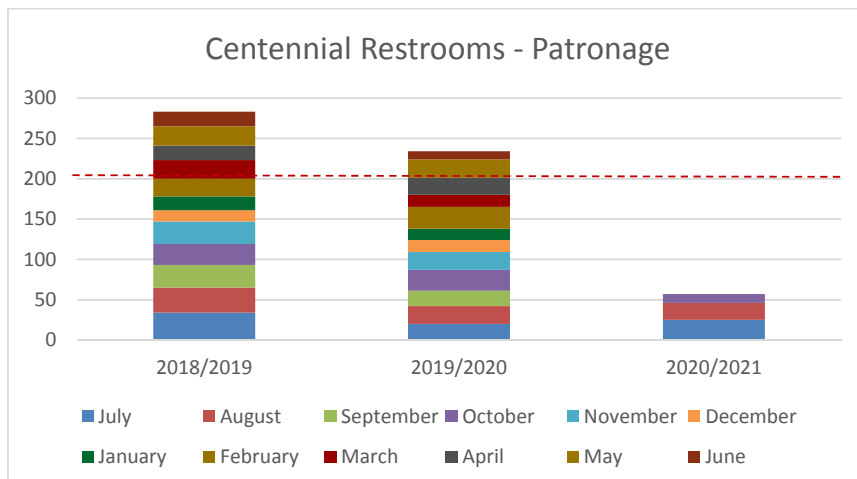
- There were a total of 62 bookings in the month of September.
- The Shovel Ready renovation project will commence in October. Renovation works will include interior painting, new carpet and vinyl flooring, re-sanding and glazing of stadium floor and Stadium hall curtains replaced.
- The chart below shows bookings to date with the target line of 500 in red.



12.1

3.2.3 **Centennial Restrooms**

- The Shovel Ready renovation project commenced at the Centennial Restrooms in September, therefore no bookings;
- Temporary Portico toilets are located outside the restrooms for public use;
- Currently the toilets have been completely gutted, new framing has been installed and painting commenced in the two large halls; and
- Discussions ongoing with IT for new IT equipment.
- The chart below shows bookings to date with the target line of 200 in red.



3.3 Rental and Investment Properties

The Council’s Rental and Investment Properties are:

- The Farm;
- The Holiday Park (operated by a third party, with a formal lease on the land); and
- Rental properties (urban and rural land, and commercial properties).

The Levels of Service are measured 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

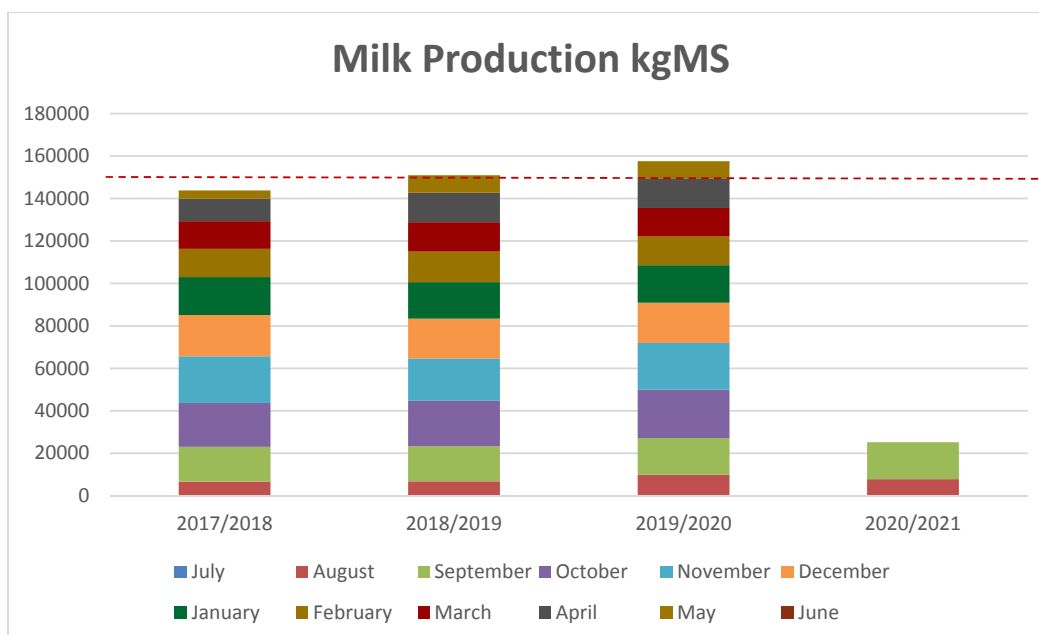
The history of the Farm milk production and the Holiday Park patronage and occupancy rates is shown in the two charts below.

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3.3.1 The Farm

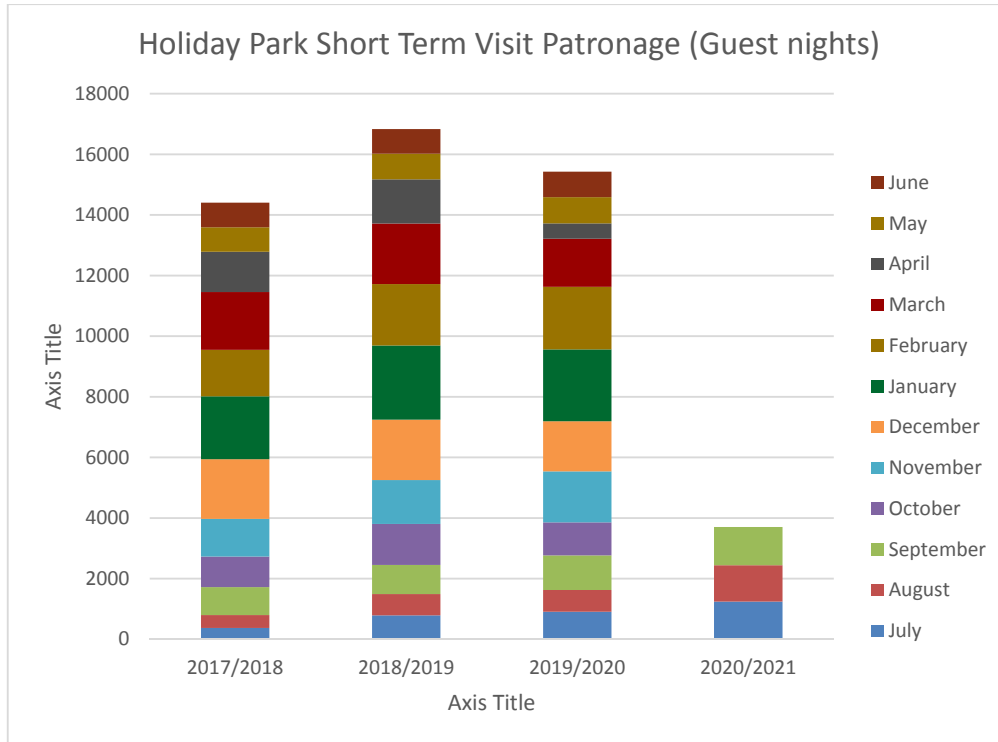
- Calving has finished
- The calf pen has been completed along with the hayshed repairs.
- Water lines have been installed as well with instead of lines going all over the place now there is a direct line to the last trough on the farm
- Chart below shows milk production to date with the target line of 150,000 kg in red.

Milk Production History



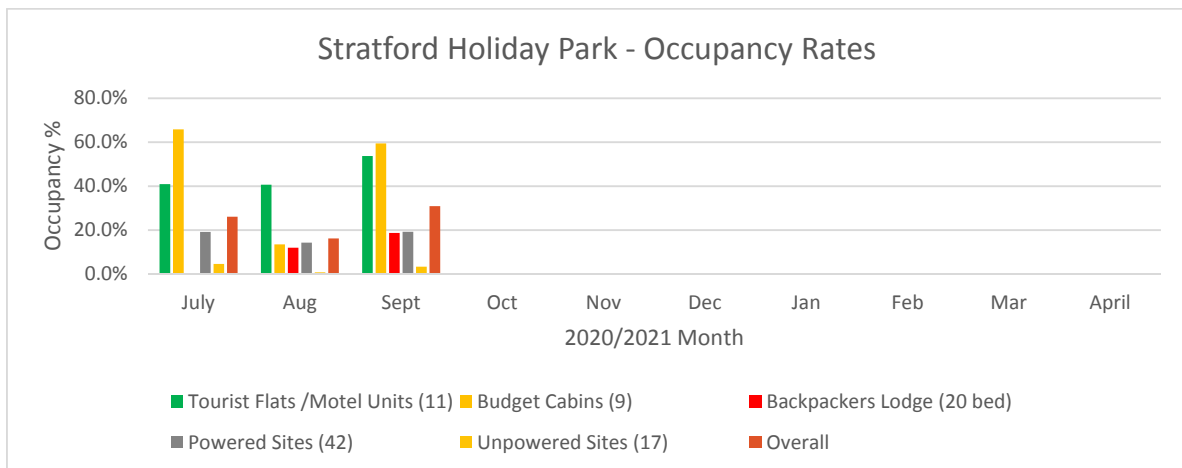
3.3.2 The Holiday Park

- The bookings are looking good and are climbing steadily into the summer months. Up from 1199 last month to 1260 this month.



12.1

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 include:

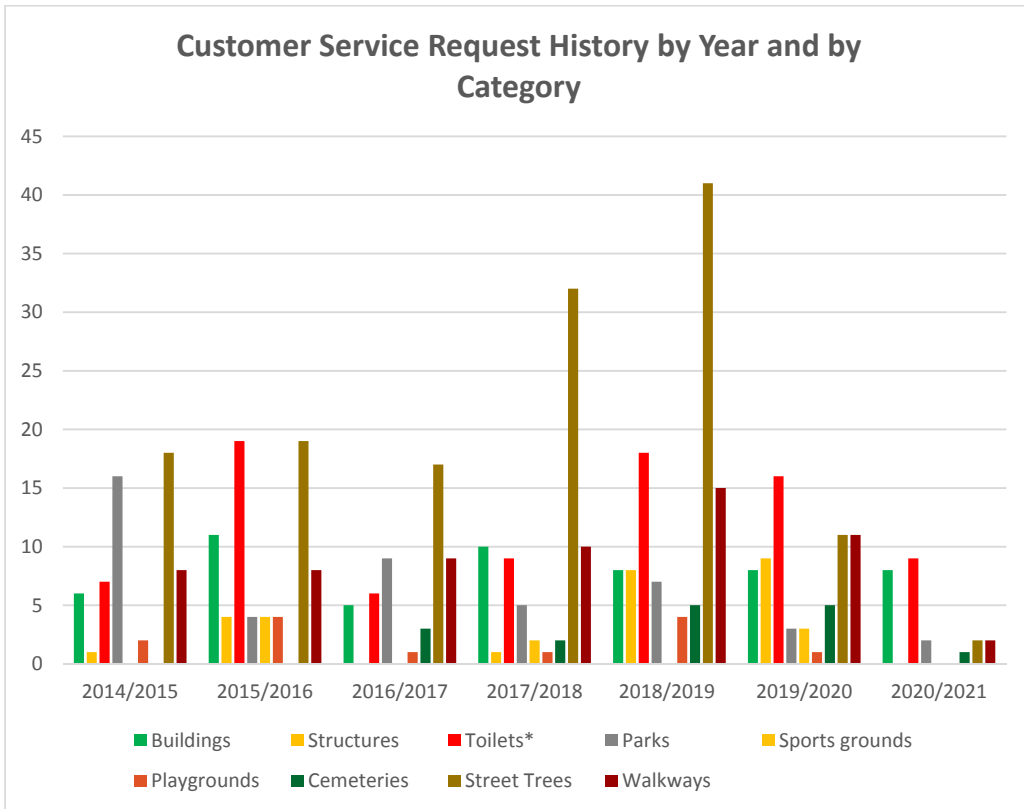
- Acceptance of quotes for the Eastern Loop Walkway entrance upgrade;
- Commencement RSA plaques cleaning at the Kopuatama and Pioneer Cemeteries; and
- Completion of maintenance works on the sportfields.

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%

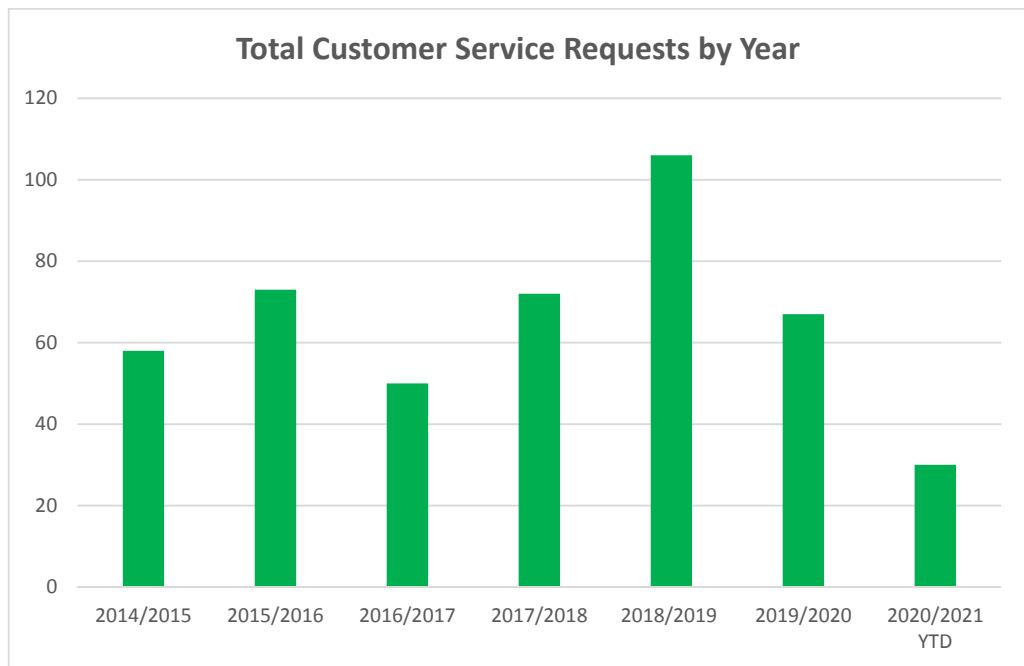
The customer service request history for the Property, Parks and Reserves Activity is shown below.

Customer Service Request History

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021 YTD
Buildings	6	11	5	10	8	8	8
Structures	1	4	0	1	8	9	
Toilets*	7	19	6	9	18	16	9
Parks	16	4	9	5	7	3	2
Sports grounds	0	4	0	2	0	3	
Playgrounds	2	4	1	1	4	1	
Cemeteries	0	0	3	2	5	3	1
Street Trees	18	19	17	32	41	11	2
Walkways	8	8	9	10	15	11	2
Total	58	73	50	72	106	65	24



12.1



5. **SPECIAL PROJECTS**

Below is an update on the progress of the key projects that the Council is currently undertaking as at **30 September 2020**:

- **Pembroke Road land development**
This project has now been completed in terms of construction and all sections in the subdivision have either been sold or are under contract.
- **Shovel Ready Infrastructure Projects**
Council made two applications to central government in response to their call for shovel ready infrastructure projects from the public sector, impacted by COVID-19. The applications were submitted on 14 April 2020 for the *Replacement Aquatic Indoor Facility* and the *Children's Cycling Education Park and Basketball Court*. These 2 projects have attracted a total funding of \$10 million; with \$8 million for the *Aquatic Indoor Facility* and the \$2 million for the Bike Park.
- **Replacement Aquatic Facility**
Work is currently underway on determining the best procurement strategy given the requirement in the COVID-19 recovery funding agreement for construction to commence early in the New Year.
- **Children's Bike Park**
Detailed design has been completed for the combined bike park/pump track/half basketball court/BBQ area development and work on work specifications and tender documentation is underway.
- **i-SITE relocation**
A contract has been let for the manufacture and installation of the necessary furniture and installation is expected to be completed by late November/early December with the I-Site relocating prior to Xmas.
- **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 and a further report will be brought before Council once negotiations have been concluded.
- **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. A Memorandum of Understanding relative to their maintenance obligations has recently been concluded with the land owner to supplement the easement agreement with the Walking Access Commission

Attachment:

Appendix 1 – CAS (Crash Analysis System) Report

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

Victoria Araba
DIRECTOR – ASSETS

12.1


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: 20 October 2020

APPENDIX 1

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	201971967	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	201965334	02/09/2019	Mon	00:30	Use1 SDB on CARDIFF ROAD, CARDIFF, STRATFORD missed Inters or end of road, Use1 hit embankment (driven over)	UTE1, alcohol suspected, too far right	Dry	Dark	Fine	Nil (Default)	Unknown	0	1	0
OFF ROAD DRIVEWAY				201960013	26/07/2019	Fri	17:30	Motorcycle1 DRIN 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

12.1

MONTHLY REPORT



F19/13/04 – D20/26006

TO: Policy and Services Committee
FROM: Director – Community Services
DATE: 27 October 2020
SUBJECT: REPORT FOR THE MONTH OF SEPTEMBER 2020

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.2

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**

- Mayors' Taskforce For Jobs launch – 10 September
- Keep New Zealand Beautiful Clean Up Week - 7 to 13 September
- Volunteer 'Thank You' BBQ – 12 September
- Stratford District Youth Council – 'Get OFF The Bus' Big Hero 6 screening and Robot Workshop – 13 September
- Stratford Business Association (SBA) Ladies Lunch: Stratford Mountain House, 23 September
- Te Wiki o te Reo Māori Language Week – 14 to 20 September
- Prospero Markets – 26 September
- Meet the Candidate Evening – 30 September

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	2020/21 YTD
Number of community events organised	Minimum 2	<ul style="list-style-type: none"> • Puanga • Chunuk Bair Commemoration • MTFJ Programme Launch
Percentage of residents feeling a sense of community	>72%	
Number of projects successfully developed and implemented by youth with support from community development	4	<ul style="list-style-type: none"> • SDYC 'Get Off the Bus' Big Hero 6 and Robotics Workshop • Meet the Candidates Evening
Events Council has provided or supported are measured	2	<ul style="list-style-type: none"> • Farmers Market • Keep NZ Beautiful Clean Up
Business mentoring and economic development support is available	Venture Taranaki Quarterly Report received	
Provide administration support to the Stratford Business Association meetings	11	4

2.3 **Youth Council**

Youth Councillors held an ordinary meeting on 1 September, and a projects meeting 15 September.

The 'Get OFF The Bus: Robots' event on 13 September was successful with 14 youth participating in building robots thanks to Nakibots NZ using VEX Robotic Systems. Further youth joined to watch the Disney film 'Big Hero 6' afterwards.

Youth Council jointly hosted the Stratford candidates evening with Positive Ageing on 30 September for Whanganui candidates in the 2020 General Election. This was well attended, and the live stream of the event consistently had 15 – 20 people watching, with a further 1100 views since the event.

2.4 **Civic and Community Events**

Completed:

- Mayors' Taskforce For Jobs launch – 10 September
- Keep New Zealand Beautiful Clean Up Week - 7 to 13 September
- Volunteer 'Thank You' BBQ – 12 September
- Stratford District Youth Council – 'Get OFF The Bus' Big Hero 6 screening and Robot Workshop – 13 September
- Te Wiki o te Reo Māori Language Week – 14 to 20 September
- Prospero Markets – 26 September
- Meet the Candidate Evening – 30 September

Coming Up:

- School Holiday Programme – 28 September to 9 October
- International Day for the Older Persons – 1 October
- Discovery Trail Workshop – 2 October
- Scarecrow Workshop – 8 October
- Nigel Latta – 21 & 22 October
- Youth Career Workshops – 21 October
- Scarecrow Trail – 30 October to 13 November
- Trade Graduation Ceremony – 5 November

2.5 **Community Projects and Activity**

Mayors' Taskforce for Jobs (MTFJ)

The workforce programme was successfully launched on 10 September with over 50 people in attendance representing local businesses, training providers and partners.

The evening provided an opportunity to present an overview of the programme, the support on offer and to highlight the partnership between the Ministry of Social Development, Mayors Taskforce for Jobs and Stratford District Council.

Following the launch, several employment opportunities were identified and are currently being discussed with business owners.

Recruitment for the Workforce Coordinator closed on 10 September. Applicants were shortlisted and interviewed during September with an appointment made to begin on 5 October 2020.

Te Wiki o te Reo Māori Language Week

To celebrate this year's event, Stratford launched the Te Reo Glockenspiel voiceovers in line with the Māori Language Moment. Representatives from local schools, Whakaahurangi Marae, Councillors, staff and the community came along in support.

Alongside this, activities were facilitated by the Stratford library and through Council's communications and engagement channels.

2.6 **Funding**

2.6.1 Creative Communities

The first funding round for the 2020/21 year closed on 4 September. The assessment committee met on 23 September to consider 17 applications totalling \$51,300. The available funds for distribution in this round was \$20,800.

Funds were distributed to the following groups:

Applicant name	Project	Amount granted
Stratford & District Scottish Society	Youth piping and drumming workshops	\$750
Stuart Greenhill	Photographic exhibition and study – <i>Sons of the Fathers We Knew</i>	\$3,500 *
Rhonda Bunyan	Solo photographic exhibition – <i>Light & Shadow</i>	\$1,000 *
Koru Kindergarten	Teaching tamariki Taranaki reo, waiata & karakia	\$2,400
Toko School	School production – <i>Wizard of Oz</i>	\$1,500 *
Stratford Art Society	Summer & winter exhibitions of members' works	\$2,564 *
Stratford Floral Art Group	Member workshops	\$400
Whakaahurangi Te Ropu Wahine Māori Toko I te Ora - Māori Women's Welfare League	Rarangi/Taniko wānanga	\$3,600 *
Joanne Stallard	Life drawing sessions	\$2,000 *
Jack Moser	Piano performances to schools	\$1,847
Taranaki Patchworkers & Quilters Guild	Exhibition of members' works	\$1,250 *

*Partially funded projects

2.6.2 Sport New Zealand Rural Travel Fund

Round one of the Sport New Zealand Rural Travel Fund for 2020/21 will open on 5 October and close 30 October.

2.7 Positive Ageing

A meeting was held with Positive Ageing Group on 9 September to complete an assessment of the organisation using the NZ Navigator Tool. This is part of aligning with Councils Community Relationships Framework.

Positive Ageing jointly hosted the Stratford candidates evening with Youth Council on 30 September for Whanganui candidates in the 2020 General Election.

Planning for International Day of the Older Persons on Thursday 1 October with was finalised with a number of local artists booked to entertain and strong numbers registered to attend.

2.8 Stratford Business Association (SBA)

Memberships

Existing	152
New	5
TOTAL End of September	157

Business After Five events

The September BA5 event was held at the Stratford District Citizens and Services Club. It was a great opportunity to hear from three of their passionate committee members about their vision for the future - with a new committee, the club is really focusing on growth and opportunity.

CMK Workshop

On 17 September, SBA facilitated a financial workshop, presented by CMK Chartered Accountants – the workshop was a great starting point to further understand business finances as well as how to best use Xero to make everyday life easier.

Inaugural Ladies Lunch

SBA hosted their first ‘ladies lunch’ event aimed at bringing women in business together. The first event was held at the Stratford Mountain House with a great turnout of 27 women. Feedback received was extremely positive.

Coming Up:

- BA5 – 15 October – hosted by CMK Chartered Accountants
- AGM – 19 October – TET Stadium & Bar

3. COMMUNICATIONS

Performance Measures (*Performance Measures in bold*)

	Target	2020/21 YTD
The number of visitors accessing Council information and services via the internet is measured	Not less than previous year 2019/20 – 50,411	14,725
The community is satisfied with how Council keeps them informed	>85% 2019/20 – 79%	

3.1 **Highlights**

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

Central Link focus for September:

- Call for expressions of interest from local contractors for the cycle park
- Changes to recycling
- Extraordinary Meeting update
- David Walter remembered as a respected leader
- Sections at subdivision selling well
- Council launching youth employment programme
- Te Wiki o te Reo Māori
- Stratford's Glockenspiel scene in te Reo Māori
- Citizens Award recipients
- Prospero Farmers Markets
- School Holidays
- Covid-19 update – Level 1
- International Day of the Older Persons
- General Election – Meet the Candidates
- Public notices including meeting schedule, temporary road closures, Tender - Grazing Land, Stratford District Electoral System, Upgrades to Council Facilities, Pest control at Kopuatama Cemetery).

Media Releases posted to www.stratford.govt.nz for the month of September:

- Council agrees to non-committal stage of Three Waters Reform
- Call for expressions of interest from local contractors
- Council to launch youth employment programme
- Former Mayor remembered as a respected leader
- Sections at Council's subdivision selling well
- Celebrate Te Wiki o te Reo Māori in Whakaahurangi
- Citizens Award Recipients Announced
- Stratford district community halls get funding boost
- Scarecrow Trail registrations open

3.2 **Website Page Views for month 1 – 30 September 2020**

Total number of users for the month	4,896 ↓
Total number of page views for the month	15,232 ↑
Top 10 pages visited for month	Page views
Home Page	2,531
Cemetery Search	577
Library	529
Rubbish and Recycling	434
Contact Us	323
News page: Call for expression of interest from local contractors for Cycle Park development	301
TSB Pool Complex	252
Fees and Charges	240
District Plan	224
Rates and Property Information	221

3.3 Official Information Requests

For the 2020 calendar year, Council has received 42 Local Government Official Information and Meetings Act (LGOIMA) requests.

The below table includes the LGOIMA's received for the month of September 2020:

Date Received	Query	Due Date	Date Responded	Days to Respond
7/09/2020	2019 Ratepayers Report - Part 2	5/10/2020	2/10/2020	19
7/09/2020	Build consent software used by councils	5/10/2020	8/09/2020	1
8/09/2020	Rights under the Public Health Act to inspect rental housing properties	6/10/2020	15/09/2020	5
10/09/2020	Waste Statistics and Waste Minimisation	8/10/2020	15/09/2020	3
16/09/2020	2019 Ratepayers Report - Part 3 Final Request	14/10/2020	TBC	
16/09/2020	Request for information on a specific property	14/10/2020	TBC	
21/9/2020	Message to Wellington from Taranaki – Tourism and Taranaki Crossing	19/10/2020	TBC	
25/09/2020	Contact details for environmental services and assets directors	23/10/2020	29/09/2020	2
28/09/2020	Rates Assessment for 2020/21	27/10/2020	28/09/2020	1

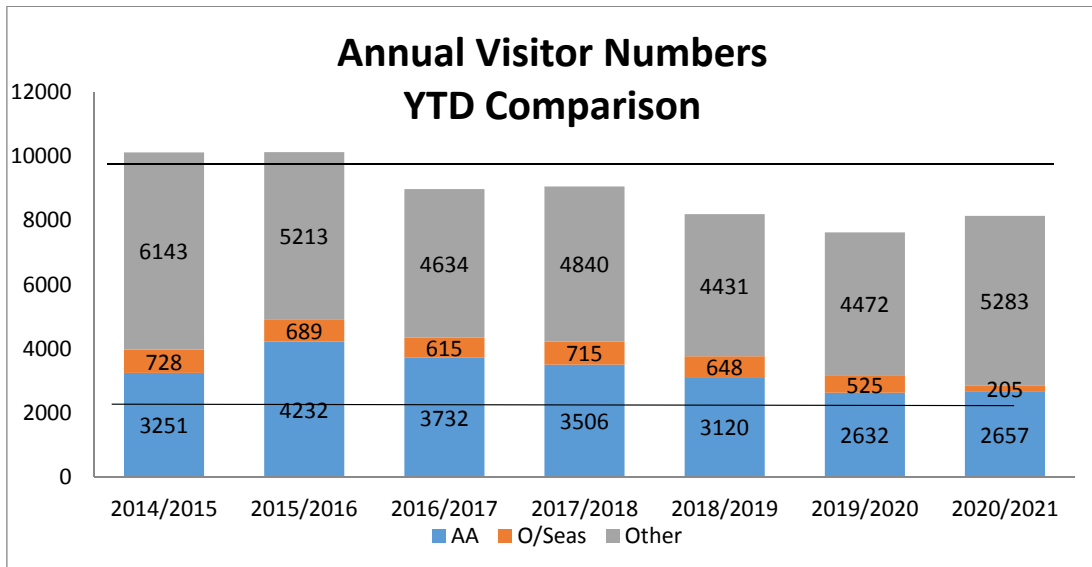
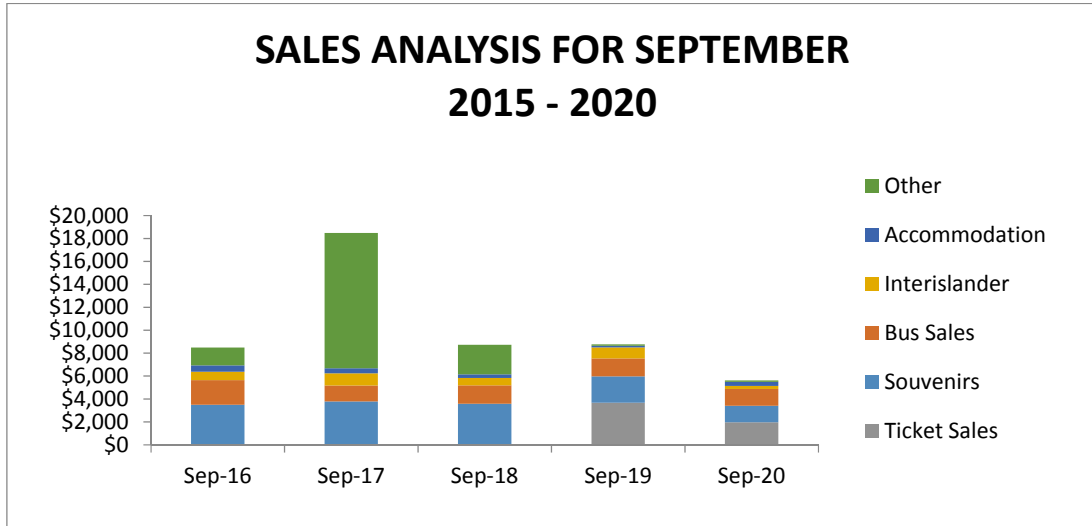
12.2

4. INFORMATION CENTRE

Performance Measures (*Performance Measures in bold*)

	Target	2020/21 YTD
Number of people into the Information Centre is measured	>40,000	8,145
Number of users of AA Agency Services is measured	>10,000	2,659
Percentage customers are satisfied	>75%	

Overseas numbers are continuing to drop with only 43 overseas visitors for the month of September. AA clients are also up from last year and the general domestic visitors have increased.



12.2

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

	Target	2020/2021
Number of people visiting the library is measured	>90,000	13,377
Users satisfied with library services	>80%	
Number of people accessing the Wi-Fi service is measured	>15,000	7427
Number of people accessing the People's Network is measured.	>10,000	1349

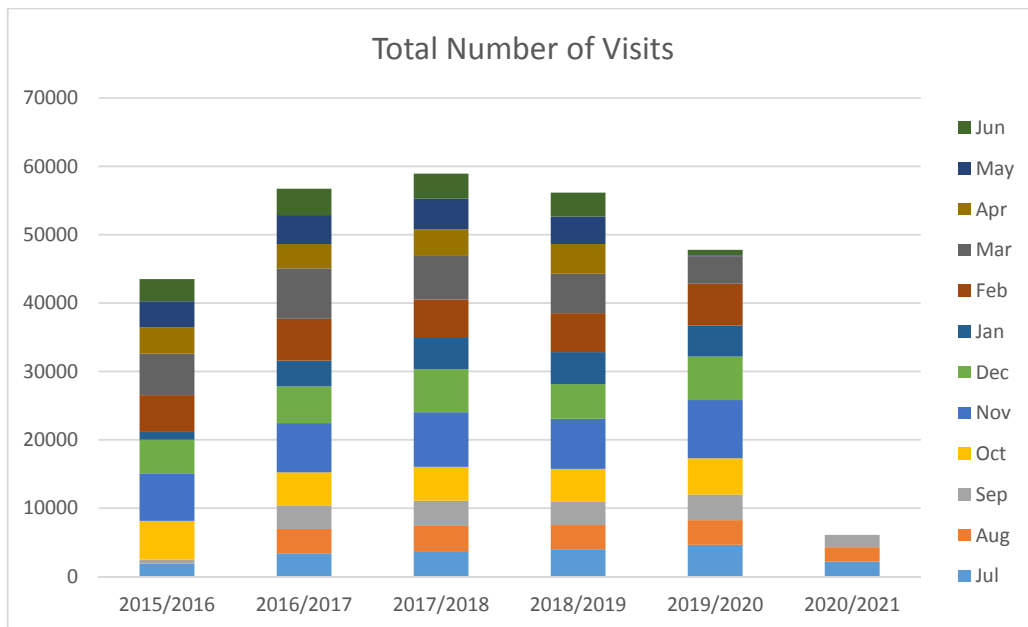
- There were nine “graduates” for the first Better Digital Futures course. There are three more courses scheduled before the end of 2020.
- The move to Alert Level 1 came with relief for staff planning school holiday programmes.
- Two library staff attended de-escalation training.

6. **POOL COMPLEX**

Level of Service Category	Performance Measure	Target	2020/21 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	11
	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	6,087

6.1 **Highlights for September**

- The second wave of COVID-19 level 2 restrictions has significantly affected the facility again, reducing programmes and operating hours to “structured swimming” (lane swimming or lessons, no recreational swimming) and closing the facility on Sundays.
- These changes had implications for lane swimmers, as set times for lane swimming was introduced. The closure of showers has also resulted in some regular patrons not frequenting the facility.
- The TSB Pool Complex operated as Level 1 operations from 23 September 2020. This meant all changing rooms became available including the showers, recreational/leisure swimming is allowed, lane swimming is available at all times, food and drink became available for purchase and the facility was back to operating on Sundays.



12.2

Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES

Sven Hanne
CHIEF EXECUTIVE

DATE: 20 October 2020



F19/13/04 – D20/26792

MONTHLY REPORT

TO: Policy and Services Committee

FROM: Director – Environmental Services

DATE: 27 October 2020

SUBJECT: REPORT FOR THE MONTH OF SEPTEMBER 2020

RECOMMENDATION

THAT the report be received.

/

Moved/Seconded

12.3

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

Thirty three building consents were received in September:

- Twenty nine of those received were for residential activity – with two new dwellings, one relocated dwellings, eleven alterations/additions, one garage, seven fire installations and one exterior insulation.
- Three commercial applications were received – one pole shed, and two alterations/additions.
- One Certificate of Acceptance for a spa pool

After stabilising in August the number of applications for building consent that Council is receiving has increased again for September. This is likely to be partly a result of more stable weather conditions, but also reflects a period of higher than usual activity post lock down. During the period from 1 May to 30 September 2020 153 applications were received for building consent compared with 119 during the same period in 2019. That is roughly equivalent to an extra month's worth of applications. Officers are also continuing to receive a strong level of customer inquiry about new projects which is a sign of confidence in the community.

2. STRATEGIC/LONG TERM PLAN PROJECTS

Work is continuing on reviewing the Council's bylaws. The Control of Dogs Bylaw and Dog Control Policy became operative on Monday 17 August. The Keeping of Animals Bylaw has been finalised and is currently out for consultation. The Control of Advertising Signs and Public Places and Nuisances bylaws are being finalised and it is likely that the next one to be ready for public consultation will be the Control of Advertising Signs Bylaw which Officers

are aiming to have ready for consultation late this year. Drafting work is underway on the Scaffolding and Deposit of Building Materials Bylaw.

Works is continuing on the various street numbering and naming projects that were discussed with Councillors late in 2019. Seyton Street and Brecon Road have been renumbered to the extent necessary and Officers are currently working on Regan Street and Page Street Extension. Both of these areas will involve renaming and so the process is a little more involved than simply renumbering. There has been a good response to targeted consultation with residents on Brecon Road and Officers are looking at ways to incorporate this in the other areas. Proposals for renaming roads or part of roads will be brought to the Council for formal decision making once the renumbering has been completed.

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
Building Control Authority	
Building Consent Applications	32
Building Consents Issued	22
Building Consents Placed on Hold	0
Inspections completed	93
Code Compliance Certificate Application	22
Code Compliance Certificate Issued	22
Code Compliance Certificate Refused	2
Number of Building Consents Received in Hard Copy	1
Number of Buildings Consents Received Digitally	31
Building Act Complaints received and responded to	1
Planning	
Land Use Consents Received	1
Land Use Consents Granted	1
Subdivision Consents Received	5
Subdivision Consents Granted	7
223/224 Applications Received	4
223/224 Applications Granted	4
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	8
Resource Consent Placed on Hold or Returned	0
LIM's Received	2
LIM's Granted	2
Registered Premises Inspected for Compliance under the Food or Health Act	3
Health or Food Act Complaints Received and responded to	2
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	0
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	6
Bylaw Complaints Received and responded to ¹	29
Dog Complaints Received and responded to ²	21

¹ A breakdown of the complaint types will be provided at the meeting.

² 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 this project has been reprioritised to align this project with statutory requirements.
	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%

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 September.

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. Five warning letters were issued in September, with four inspections booked as a result.

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.	Several amendments to the building consent authority’s policies have been made as a result of the recent audit. These changes were summarised in an Action Plan which has been approved by International Accreditation New Zealand.

5.1.4 Training needs analysis

In September Rose McLaughlan from New Zealand Building Inspections and Training Limited visited to provide two days of training. The topics covered included accepting applications for building consent, classifying applications for building consent, compliance schedules, recording building inspections and consent processing decisions and competency assessments.

5.1.5 Internal audit/external audit timetable

International Accreditation New Zealand (IANZ) were on site conducting an audit of the Council’s Building Consent Authority between 27 and 30 July.

The audit identified a number of general non-compliances that need to be addressed, but no serious non-compliances. The response to those non-compliances was summarised in an Action Plan which as approved by International Accreditation New Zealand. Officers are currently working their way through the actions identified in the Plan. It is hoped that Council will be in a position to demonstrate compliance with the Plan by the end of October to provide some time to address any outstanding items before the official reporting date of 13 November.

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness

No Compliance Schedules were issued in September 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

No inspections were completed in September. 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

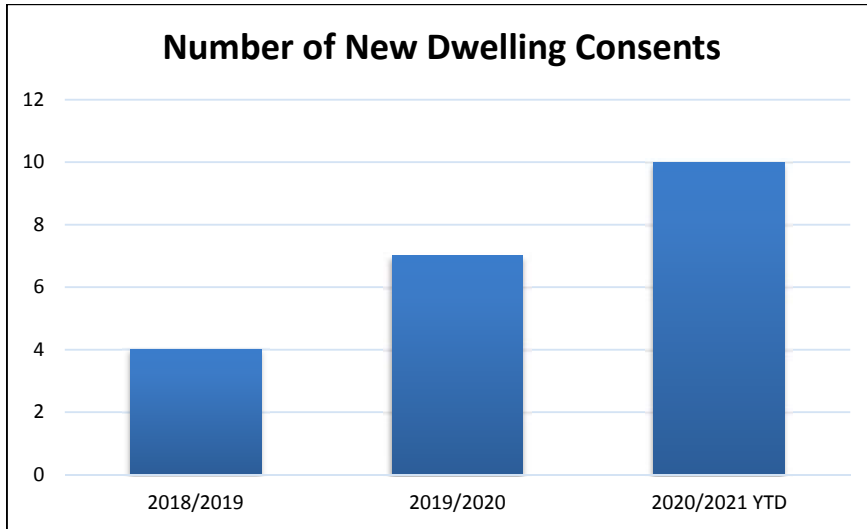
One Notice to Fix action remains in place.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

Type	This month	Last year (corresponding month)	This Year (YTD) 2020/2021	Last Year (Total) 2019/20
New Dwellings	2	1	10	29
Relocated dwellings	1	1	5	9
Relocated buildings other than dwellings			0	0
Fires	7	4	20	49
Pole sheds/accessory buildings	5	8	11	39
Additions and alterations – residential	11	1	18	45
New Commercial buildings		1	2	2
Additions and alterations – commercial	2	1	5	14
Other/miscellaneous	5	1	11	17
Total/s	33	18	82	204

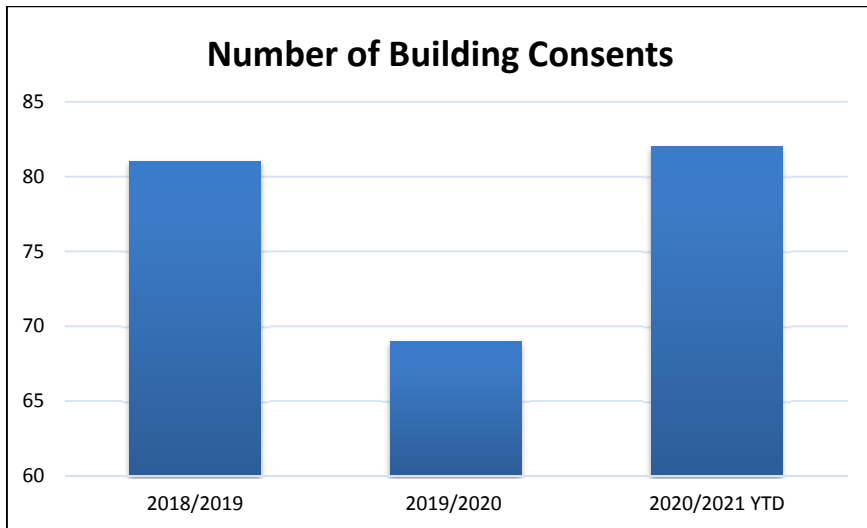
New House indicator by year



Year to date	New Dwellings
2018/2019	4
2019/2020	7
2020/2021 YTD	10

12.3

Consent numbers by year



Year to date	Building Consents
2018/2019	81
2019/2020	69
2020/2021 YTD	82



B Sutherland
DIRECTOR - ENVIRONMENTAL SERVICES



[Approved]
S Hanne
CHIEF EXECUTIVE

DATE: 20 October 2020

12.3

MONTHLY REPORT



TO: Policy & Services Committee
FROM: Director – Corporate Services
DATE: 27 October 2020
SUBJECT: CORPORATE SERVICES REPORT

F19/13 – D20/28557

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.4

1. FINANCIAL MANAGEMENT

Reports attached, as at 30 September 2020, are:

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

1.1 SUMMARY OF FINANCIAL RESULTS AND PROGRESS

Operational Results – September YTD

Quarter 1 revenue is above budget by \$928,186 at \$7,800,640, direct operating expenditure is similar to budget, other expenditure is under budget by \$64,586, with a YTD net surplus of \$4,059,066, compared to a budgeted YTD net surplus of \$3,059,240.

Revenue

All Council sections are now under contract or sold, with many of these delayed settlements (revenue will be accrued once contracts become unconditional). Five of the sections will be settling in 2021. In Quarter 1, \$1,663,573 was booked as revenue, being new unconditional contracts.

In other revenue categories, the NZTA roading subsidy revenue will increase when roading activity picks up later in the year. Provincial growth funding received to date is \$921,549.

Expenditure

Expenditure is slightly under budget, with personnel costs being under budget by \$54,477 with some vacant positions to be filled, and finance costs (interest) under budget by \$66,426 due to lower than expected debt levels and interest rates.

Capital Expenditure Report

This financial year 2020/21, marks a significant year for capital expenditure projects, with a total approved available budget of \$25,904,849. The focus will be on ensuring these projects are delivered for the community, and in a timely, sustainable, and cost-effective way.

As at 30 September, \$1,501,199 (or 6%) of the capital budget has been spent. The capital expenditure report outlines what stage each project is at. A report is to be delivered to the December Audit and Risk Committee about the ability of Council to deliver on these projects within the 2020/21 financial year.

Swimming Pool

The Council has recently approved an increase in the overall budget to \$20,000,000. Procurement for the design and build contract has been put out for tender with presentations to be delivered to the procurement panel evaluation team early in November.

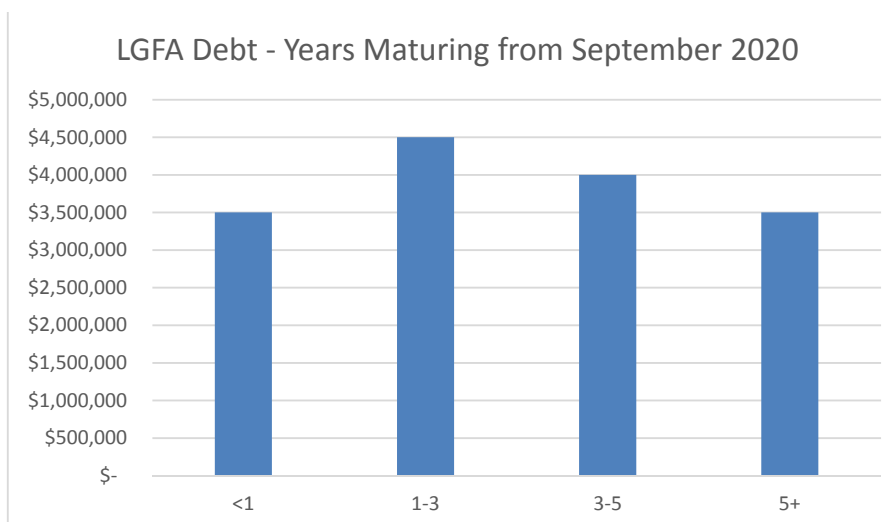
Provincial Growth Fund/Economic Stimulus Projects

These projects have been highlighted on the capital expenditure report (in orange) and include roading safety improvements, Victoria Park bike-park, basketball court, and adult outdoor exercise gym, the new Swimming Pool and Community Hall renovations. The three waters funding will be added once the application process is complete.

1.2 TREASURY MANAGEMENT

Gross Council debt remains at \$15,500,000 and this is not expected to change over the next 12 months. Net debt is \$9,500,000 as Council has \$6,000,000 on term deposits, all 120 day terms. These may continue to be rolled over until July 2021 when up to \$1,000,000 may be temporarily required.

The weighted average interest rate for debt is 2.53% (average 5 year term), and the weighted average interest rate for term deposits is 1.55% (average 120 day term).



All internal, and Local Government Funding Agency (“LGFA”), covenants were met as at 30 September 2020.

12.4

	Actual	Policy
Actual Fixed Debt	87%	>60%
Actual Floating Debt	13%	<60%
Fixed 1-3 years	19%	10-60%
Fixed 3-5 years	35%	10-60%
Fixed >5 years	23%	5-60%
Debt Matures 1-3 years	19%	10-60%
Debt Matures 3-5 years	35%	10-60%
Debt Matures > 5 years	23%	10-60%
Debt Servicing to Revenue Ratio	1%	<10%
Debt to Revenue Ratio	35%	<130%
Liquidity Ratio	147%	>110%
Net Debt per Capita	\$ 1,002	<\$3,000
Net Debt per Ratepayer	\$ 2,005	No specified limit

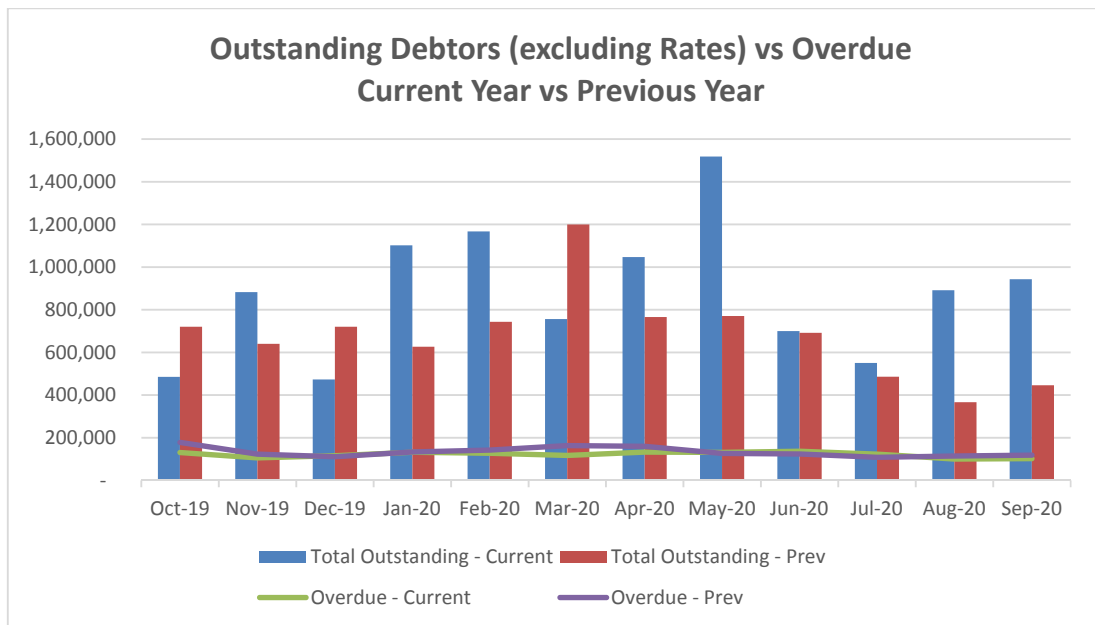
There is some likelihood that Council may borrow an additional \$7,180,000 to on-lend to a third party, with a Council decision to be confirmed late November. A request has been put forward to the LGFA to obtain confirmation on whether the loan from Council to the third party can be treated as a ‘liquid investment’ and therefore netted off borrowings for the purposes of calculating the LGFA Debt to Revenue covenant, and what the conditions of the loan would have to be to ensure this.

Cashflow Forecast

There are no concerns about a shortfall in cash over the next 12 months and it is unlikely that any new borrowing will be required in the next 12 months. Council officers will invest any surplus cash on term deposits to ensure a safe return can be generated in the meantime.

1.3 DEBTORS COLLECTION

Overdue debtor balances are slightly down on the previous year. Refer to monthly debtors for a breakdown of the balance categories. Two debt write-offs are anticipated totalling \$3,000 – awaiting amendment to Council Delegations Policy (rather than doing specific decision report on these).



12.4

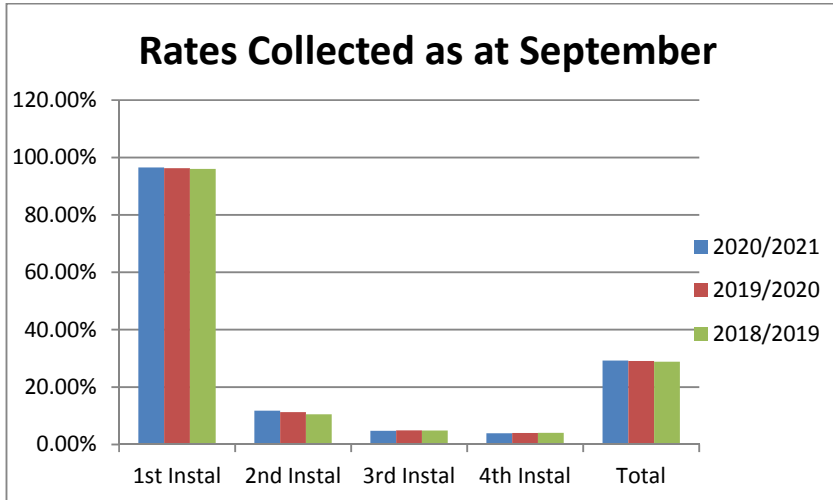
2.0 RATES

The Stratford District rating valuation will be carried out by Quotable Value in September, effective as at 15 August 2020, and will take effect on rates from 1 July 2021. Public notice of updated values has been delayed, and is now expected to occur by 30 October 2020, with owners notices posted by 8 November 2020. Objections are due to close for the public early December 2020, with a date yet to be finalised.

Rates Arrears (owing from 2019/20 year and earlier) \$85,303 – As at 30 September 2020, 64% of rates in arrears have been collected since 1 July 2020 (2019: 67%).

Current Year Rates – As at 30 September 2020, 29% of rates had been collected (2019, 29%). A third of all district ratepayers are now paying their rates by direct debit.

There are no concerns about the collection of rates as a result of Covid-19.



3.0 INFORMATION TECHNOLOGY AND RECORDS

12.4

- The new Trade Waste System Register has now gone through user acceptance testing with the Trade Waste Officer with some minor changes requested and is now complete.
- Intramaps GIS System has been upgraded to the new version and it is now ready for user acceptance testing which will be taking place over the next few weeks.
- Kapish has been implemented in the document management system allowing users to easily convert word and excel documents to pdf. Training has been rolled out to key users and will be provided to all staff by end of November.
- IM project focus has been on the scanning of building permits stored in the archives. These were previously omitted from the property file scanning project and are now being digitised to ensure all property records are digitised, providing a complete file. These are currently 25% complete.
- IT are heavily involved in an advisory and technical role with the development of the new Council website. The website build with Datacom is now taking place with meetings commencing this month.
- IT have been working to resolve system control and user issues identified by the IANZ building control audit.

Tiffany Radich
DIRECTOR – CORPORATE SERVICES

Approved By:
 Sven Hanne
CHIEF EXECUTIVE

DATE: 20 October 2020

Statement of Comprehensive Revenue and Expense

For the Year to Date - September 2020

	September '20 Actual YTD	September '20 Budget YTD	Variance YTD	Total Budget 2020/21	September '19 Actual
Revenue					
Finance Revenue	\$21,220	\$34,675	(\$13,455)	\$138,700	\$19,601
NZTA Roding Subsidy	\$688,424	\$916,450	(\$228,026)	\$3,665,800	\$521,191
Grants and Donations	\$270,435	\$168,875	\$101,560	\$3,675,500	\$0
Provincial Growth Funding	\$921,549	\$0	\$921,549	\$0	\$0
Rates Revenue other than Water Supply Rate	\$3,247,580	\$3,219,000	\$28,580	\$12,876,000	\$3,093,696
Water Supply Targeted Rate	\$59,414	\$55,575	\$3,839	\$444,600	\$59,960
Sundry Revenue	\$6,245	\$5,100	\$1,145	\$43,600	\$5,738
Financial Contributions	\$0	\$0	\$0	\$0	\$13,695
Dividends	\$0	\$0	\$0	\$0	\$54,930
Sale of land	\$1,663,573	\$1,534,000	\$129,573	\$3,816,000	\$0
User Charges for Services	\$922,200	\$938,780	(\$16,580)	\$2,345,000	\$816,584
Total Revenue	\$7,800,640	\$6,872,455	\$928,186	\$27,005,200	\$4,585,395
Operating Expenditure					
Personnel Costs	\$984,773	\$1,039,250	\$54,477	\$4,157,000	\$1,011,792
Other Direct Operating Costs	\$2,655,137	\$2,607,715	(\$47,422)	\$9,478,000	\$2,254,912
Total Operating Expenditure	\$3,639,910	\$3,646,965	\$7,055	\$13,635,000	\$3,266,704
(See attached Breakdown to Activity Cost)					
Other Operating Expenditure					
Depreciation	\$0	\$0	\$0	\$4,810,000	\$0
Finance Costs	\$99,824	\$166,250	\$66,426	\$665,000	\$103,283
Sundry Expenditure	\$1,840	\$0	(\$1,840)	\$0	\$0
Total Other Expenditure	\$101,664	\$166,250	\$64,586	\$5,475,000	\$103,283
Total Expenditure	\$3,741,574	\$3,813,215	\$71,641	\$19,110,000	\$3,369,987
Net Surplus (Deficit)	\$4,059,066	\$3,059,240	\$999,826	\$7,894,200	\$1,215,408
TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR	\$4,059,066	\$3,059,240	\$999,826	\$7,894,200	\$1,215,408

12.4

Statement of Financial Position

As at 30 September 2020

	September '20 Actual YTD
Assets	
<u>Current Assets</u>	
Cash and Cash Equivalents	\$2,939,056
Short Term Deposits	\$6,000,000
Receivables	\$1,085,042
Inventory - assets held for sale	\$610,000
Prepayments	\$10,511
Other Financial Assets	\$56,000
Current Assets Total	\$10,700,609
<u>Non-Current Assets</u>	
Investment in Other Financial Assets	
LGFA Borrower Notes	\$248,000
Shares	\$617,000
Trust Settlements	\$110
Work in Progress	\$1,697,391
Property, Plant & Equipment / Intangibles	\$328,991,000
Non-Current Assets Total	\$331,553,501
Assets Total	\$342,254,110
Liabilities & Equity	
<u>Equity</u>	
Renewal Reserves	\$4,256,500
Contingency Reserve	\$504,500
Other Council Created Reserves	\$1,193,236
Restricted Reserves	\$649,500
Targeted Rate Reserves	-\$223,200
Asset Revaluation Reserves	\$133,904,000
Retained Earnings	\$183,548,106
Equity Total	\$323,832,642
<u>Liabilities</u>	
Current Liabilities	
Borrowings (maturing less than one year)	\$3,500,000
Provision for Landfill Aftercare	\$11,000
Employee Entitlements	\$183,000
Payables and Deferred Revenue	\$2,633,468
Non-Current Liabilities	
Borrowings	\$12,000,000
Employee Entitlements	\$49,000
Provision for Landfill Aftercare	\$45,000
Liabilities Total	\$18,421,468
Liabilities & Equity Total	\$342,254,110

Expenditure and Revenue by Activity

For the Year to Date - September 2020

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

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

	September '20 Actual YTD	September '20 Budget YTD	Variance YTD	Total Budget 2020/21	September '19 Actual
<u>Community Services</u>					
Aerodrome					
Expenditure	\$17,127	\$25,372	\$8,245	\$99,400	\$20,431
Revenue	\$6,920	\$5,375	\$1,545	\$21,500	\$8,445
Net cost of activity	\$10,207	\$19,997	\$9,790	\$77,900	\$11,986
Civic Amenities					
Expenditure	\$132,226	\$117,825	(\$14,402)	\$465,400	\$118,258
Revenue	\$13,384	\$12,755	\$630	\$65,500	\$26,273
Net cost of activity	\$118,842	\$105,070	(\$13,772)	\$399,900	\$91,985
Pensioner Housing					
Expenditure	\$21,899	\$26,073	\$4,174	\$77,500	\$24,417
Revenue	\$17,029	\$16,225	\$804	\$64,900	\$17,028
Net cost of activity	\$4,870	\$9,848	\$4,978	\$12,600	\$7,389
Community Development					
Expenditure	\$101,254	\$95,125	(\$6,129)	\$428,900	\$119,490
Revenue	\$10,463	\$10,700	(\$237)	\$20,500	\$19,853
Net cost of activity	\$90,791	\$84,425	(\$6,366)	\$408,400	\$99,637
Library					
Expenditure	\$132,270	\$141,504	\$9,234	\$545,500	\$170,566
Revenue	\$3,442	\$4,250	(\$808)	\$17,000	\$5,120
Net cost of activity	\$128,828	\$137,254	\$8,426	\$528,500	\$165,446
Parks and Reserves					
Expenditure	\$112,496	\$161,868	\$49,372	\$628,300	\$108,926
Revenue	\$3,313	\$2,225	\$1,088	\$8,900	\$3,084
Net cost of activity	\$109,183	\$159,643	\$50,460	\$619,400	\$105,842
Cemeteries					
Expenditure	\$36,586	\$43,124	\$6,538	\$170,700	\$47,178
Revenue	\$23,339	\$21,250	\$2,089	\$85,000	\$16,486
Net cost of activity	\$13,247	\$21,874	\$8,627	\$85,700	\$30,692
TSB Pool Complex					
Expenditure	\$226,175	\$237,030	\$10,855	\$896,200	\$221,868
Revenue	\$36,463	\$55,700	(\$19,237)	\$222,800	\$49,802
Net cost of activity	\$189,712	\$181,330	(\$8,383)	\$673,400	\$172,066
<u>Democracy and Corporate Support</u>					
Expenditure	\$252,632	\$276,889	\$24,257	\$1,095,400	\$297,741
Revenue	\$45,267	\$25,100	\$20,167	\$113,600	\$40,219
Net cost of activity	\$207,365	\$251,789	\$44,424	\$981,800	\$257,522
<u>Economy</u>					
Economic Development					
Expenditure	\$100,432	\$110,549	\$10,117	\$439,800	\$111,591
Net cost of activity	\$100,432	\$110,549	\$10,117	\$439,800	\$111,591
Information Centre					
Expenditure	\$73,953	\$78,624	\$4,671	\$310,900	\$83,959
Revenue	\$21,649	\$23,075	(\$1,426)	\$92,300	\$19,505
Net cost of activity	\$52,304	\$55,549	\$3,245	\$218,600	\$64,454

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

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

	September '20 Actual YTD	September '20 Budget YTD	Variance YTD	Total Budget 2020/21	September '19 Actual
Rental Properties					
Expenditure	\$13,023	\$14,287	\$1,264	\$46,600	\$13,061
Revenue	\$6,010	\$8,000	(\$1,990)	\$32,000	\$11,135
Net cost of activity	\$7,013	\$6,287	(\$726)	\$14,600	\$1,926
Farm					
Expenditure	\$47,577	\$72,128	\$24,551	\$268,900	\$43,554
Revenue	\$115,158	\$126,825	(\$11,667)	\$507,300	\$86,398
Net cost of activity	-\$67,581	-\$54,697	\$12,884	-\$238,400	-\$42,844
Holiday Park					
Expenditure	\$400	\$800	\$400	\$3,200	\$3,945
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$400	\$800	\$400	\$200	\$3,945
Environmental Services					
Building Control					
Expenditure	\$158,772	\$141,268	(\$17,505)	\$560,000	\$113,708
Revenue	\$77,395	\$64,000	\$13,395	\$256,000	\$90,807
Net cost of activity	\$81,377	\$77,268	(\$4,110)	\$304,000	\$22,901
District Plan					
Expenditure	\$38,104	\$42,225	\$4,121	\$168,900	\$39,733
Net cost of activity	\$38,104	\$42,225	\$4,121	\$168,900	\$39,733
Resource Consents					
Expenditure	\$61,643	\$45,150	(\$16,493)	\$179,400	\$32,376
Revenue	\$12,760	\$8,750	\$4,010	\$35,000	\$19,300
Net cost of activity	\$48,883	\$36,400	(\$12,483)	\$144,400	\$13,076
Food and Health					
Expenditure	\$37,301	\$38,775	\$1,474	\$154,500	\$30,809
Revenue	\$12,450	\$14,500	(\$2,050)	\$15,000	\$14,490
Net cost of activity	\$24,851	\$24,275	(\$576)	\$139,500	\$16,319
Alcohol Licensing					
Expenditure	\$24,611	\$28,925	\$4,314	\$115,100	\$36,208
Revenue	\$8,368	\$8,825	(\$457)	\$35,300	\$6,843
Net cost of activity	\$16,243	\$20,100	\$3,857	\$79,800	\$29,365
Parking and Other Bylaws					
Expenditure	\$31,202	\$35,200	\$3,998	\$140,800	\$42,179
Revenue	-\$25	\$250	(\$275)	\$1,000	\$883
Net cost of activity	\$31,227	\$34,950	\$3,723	\$139,800	\$41,296
Animal Control					
Expenditure	\$49,151	\$48,175	(\$976)	\$192,700	\$46,913
Revenue	\$107,892	\$128,200	(\$20,308)	\$141,500	\$108,732
Net cost of activity	-\$58,741	-\$80,025	(\$21,284)	\$51,200	-\$61,819
Civil Defence					
Expenditure	\$31,136	\$57,400	\$26,264	\$229,600	\$31,180
Net cost of activity	\$31,136	\$57,400	\$26,264	\$229,600	\$31,180
Assets					
Roading					
Expenditure	\$1,099,913	\$978,975	(\$120,938)	\$3,819,900	\$794,708
Revenue	\$363,295	\$369,000	(\$5,705)	\$4,160,800	\$749,551
Net cost of activity	\$736,618	\$609,975	(\$126,643)	-\$340,900	\$45,157

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

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

	September '20 Actual YTD	September '20 Budget YTD	Variance YTD	Total Budget 2020/21	September '19 Actual
Stormwater					
Expenditure	\$43,924	\$48,037	\$4,113	\$168,800	\$45,333
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$43,924	\$48,037	\$4,113	\$168,800	\$45,333
Wastewater (Sewerage)					
Expenditure	\$169,621	\$167,731	(\$1,890)	\$634,000	\$135,297
Revenue	\$18,230	\$18,250	(\$20)	\$73,000	\$21,776
Net cost of activity	\$151,391	\$149,481	(\$1,910)	\$561,000	\$113,521
Solid Waste					
Expenditure	\$222,884	\$206,315	(\$16,569)	\$814,400	\$157,084
Revenue	\$25,643	\$20,625	\$5,018	\$82,500	\$27,783
Net cost of activity	\$197,241	\$185,690	(\$11,551)	\$731,900	\$129,301
Water Supply					
Expenditure	\$297,077	\$347,594	\$50,517	\$1,283,200	\$276,191
Revenue	\$59,414	\$55,575	\$3,839	\$444,600	\$59,960
Net cost of activity	\$237,663	\$292,019	\$54,356	\$838,600	\$216,231
Total Activity Expenditure	\$3,533,389	\$3,586,965	\$53,576	\$13,635,000	\$3,166,704
Total Activity Revenue	\$987,859	\$999,455	(\$11,596)	\$6,499,000	\$1,403,473
Net Cost of Activities	\$2,545,530	\$2,587,510	\$41,980	\$7,136,000	\$1,763,231

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 30 SEPTEMBER 2020

Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
GROWTH - to meet additional demand									
Economy	Proposed Council subdivision	0	300,000	300,000	152,548	300,000	0	By 30 September 2020	Practical Completion Certificate has now been completed. A total of \$4.4m has been spent to date.
Total Growth Expenditure		0	300,000	300,000	152,548	300,000	0		
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level									
Roading - Provincial Growth Fund shovel ready projects	Various safety improvements	0	0	751,934	529,445	860,000	(108,066)	By 30 November 2020	\$751,934 is funded from the Provincial Growth Fund. Three projects are now complete, and the fourth one is underway. The remaining funds not covered by PGF are to be drawn from the Rooding Reserve.
Roading	Low cost / low risk safety improvements	0	1,047,924	1,047,924	96,807	1,047,924	0	By 30 June 2021	Funding reallocated by NZTA, was previously treated as operating expenditure.
Stormwater	Reticulation Capacity Increase	110,700	0	110,700	0	110,700	0	By 30 June 2021	Preparing contract documentation.
Stormwater	Manhole Lid Safety Screens	123,100	0	123,100	0	123,100	0	By 30 June 2021	Preparing contract documentation.
Wastewater	Reticulation capacity increase	104,900	145,911	250,811	8,809	250,811	0	By 30 June 2021	Programmed by December 2020.
Wastewater	Safety screens	33,900	0	33,900	0	33,900	0	By 30 June 2021	Road reserves safety screens will be installed by the end of the year.
Wastewater	Pump station telemetry	83,900	82,000	165,900	0	165,900	0	By 30 June 2021	The scoping of the design for the three remaining pump stations has been completed, and quotes are now being obtained. Once this stage is completed then sourcing of the equipment from overseas will commence.
Wastewater	Bulk discharge	0	51,300	51,300	1,050	51,300	0	By 31 December 2020	Replacement pump has been selected, job scheduled to be completed by December 2020.
Wastewater	Stage 2 treatment - Oxidation Pond	262,100	0	262,100	252	262,100	0	By 30 June 2021	Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly. Depending on the outcome of the trial, the funds may or may not be required.
Water Supply	Water Meter Installation	346,000	0	346,000	41,635	346,000	0	By 30 June 2021	Ongoing, in conjunction with the zoning project.
Water Supply	Zoning	209,800	475,657	685,457	189,002	685,457	0	By 30 June 2021	Ongoing, in conjunction with the water meter installation project.
Water Supply	Stratford street work rider mains	31,400	30,750	62,150	0	62,150	0	By 30 June 2021	Contract documentation is being prepared
Parks and Reserves	Park Development	15,600	0	15,600	0	15,600	0	By 31 December 2020	A quote for the work has been accepted, and work will commence in October.
Parks and Reserves	Walkway development	15,600	0	15,600	0	15,600	0	By 31 December 2020	A quote for the eastern loop has been accepted, and work will commence in October.
Parks and Reserves	Walkway signs	10,500	17,018	27,518	0	27,518	0	By 30 June 2021	Design phase awaiting completion of Council logo template to be completed.

2020 - Policy & Services Committee - October - Monthly Reports

Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Parks and Reserves	Plantings and signs	12,500	22,462	34,962	0	34,962	0	By 30 June 2021	Design phase awaiting completion of Council logo template to be completed.
Parks and Reserves	Victoria Park improvements (including bike park and half basketball court)	521,300	11,698	532,998	0	2,000,000	0	By 30 June 2021	Funding of \$2,000,000 from Provincial Growth Fund approved. Contract documentation is being prepared.
Parks and Reserves	Discovery Trail	104,200	0	104,200	270	104,200	0	By 30 June 2021	Dependent on external funding - to be confirmed by end of November.
Swimming Pool	Various Pool improvements	37,200	0	37,200	0	37,200	0	By 30 June 2021	On-going expenditure
Swimming Pool	Pool development	15,636,500	0	15,636,500	20,111	20,000,000	(4,363,500)	By 28 February 2023	Funding of \$8m from Provincial Growth Fund approved, with \$12m from loans, now in the design phase.
Civic Amenities	Stratford 2035	100,000	0	100,000	0	100,000		By 30 June 2021	\$50,000 grant funded - to be confirmed by end of November.
Civic Amenities	Broadway / Prospero Place upgrade	0	80,629	80,629	0	80,629	0	By 30 June 2021	Various projects are being considered, but have not yet been initiated.
Civic Amenities	WMC - civil defence upgrade	50,000	0	50,000	0	50,000		By 30 June 2021	Concept and design to be finalised.
Farm	Calf bay	15,000	0	15,000	6,158	15,000		By 30 June 2021	Calf bay completed. Refurbishment to other calf bays will also be required.
Farm	Yard upgrade	30,000	0	30,000	0	30,000		By 30 June 2021	Obtaining quotes for physical works in May 2021, once the dairy season is over.
Farm	Landscaping / riparian planting	10,400	0	10,400	0	10,400	0	By 30 June 2021	Some remaining fencing work will be completed throughout the year.
Library	Information centre relocation	0	0	0	4,180	50,000	(50,000)	By 31 December 2020	Estimated cost for relocation and new furniture. AA to contribute \$4,336 to relocate their agency.
Total Level of Service Expenditure		17,864,600	1,965,349	20,581,883	897,719	26,570,451	-4,521,566		

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

Roading - Financially assisted NZTA	Unsealed Road metalling	795,000	(45,000)	750,000	53,692	710,000	40,000	By 31 May 2021	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.
Roading - Financially assisted NZTA	Sealed Road resurfacing	750,000	(30,000)	720,000	95,819	680,000	40,000	By 31 December 2020	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.
Roading - Financially assisted NZTA	Drainage Renewals	525,415	(75,415)	450,000	70,649	425,000	25,000	By 30 June 2021	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.
Roading - Financially assisted NZTA	Pavement Rehabilitation	742,800	(22,800)	720,000	43,930	680,000	40,000	By 31 December 2020	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.
Roading - Financially assisted NZTA	Structure Components Replacement	80,000	0	80,000	6,377	80,000	0	By 30 June 2021	
Roading - Financially assisted NZTA	Traffic Servcies Renewals	50,000	0	50,000	21,178	49,500	500	By 30 June 2021	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.

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Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	151,000	-50	150,950	4,676	150,950	0	By 31 December 2020	This is to undertake a substantial length of sealing on Pembroke Rd following the installation of the underground power cables to the Mountain House.
Roading non-subsidised	Underverandah lighting	12,500	0	12,500	0	12,500	0	By 30 June 2021	Upgrades still to be identified
Solid Waste	Transfer Station - Building renewals	20,800	40,800	61,600	9,399	61,600	0	By 30 June 2021	Asbestos has been partly removed from transfer station
Stormwater	Weather events emergency fund	2,600	0	2,600	0	2,600	0	By 30 June 2021	Ongoing
Stormwater	Reticulation Renewals	55,600	0	55,600	12,000	55,600	0	By 30 June 2021	Physical works ongoing
Wastewater	Step / aerate treatment renewals	31,500	0	31,500	0	31,500	0	By 30 June 2021	Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly, to ensure the bacteria survives
Wastewater	Treatment pond renewals	160,400	0	160,400	0	160,400	0	By 30 June 2021	Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly, to ensure the bacteria survives.
Wastewater	Bulk discharge	10,500	0	10,500	0	10,500	0	By 31 December 2020	Replacement pump has been selected, job scheduled to be completed by December 2020
Wastewater	Reticulation renewals	0	266,920	266,920	23,724	266,920	0	By 31 December 2020	Physical works being undertaken via maintenance contracts. Works scheduled to be completed by December 2020.
Water Supply	Laterals	32,100	0	32,100	4,055	32,100	0	By 30 June 2021	Ongoing
Water Supply	Stratford street work rider mains	267,400	202,087	469,487	0	469,487	0	By 31 December 2020	Physical works being undertaken via maintenance contracts. Works scheduled to be completed by December 2020
Water Supply	Midhirst street work rider mains	15,700	0	15,700	5,131	15,700	0	By 30 June 2021	The scope of works is still be confirmed
Water Supply	Infrastructure general Stratford	26,200	0	26,200	11,210	26,200	0	By 30 June 2021	Ongoing
Water Supply	Infrastructure general Midhirst	3,200	0	3,200	0	3,200	0	By 30 June 2021	Ongoing
Water Supply	Infrastructure general Toko	1,600	0	1,600	0	1,600	0	By 30 June 2021	Ongoing
Water Supply	Grit tank replacement	0	248,495	248,495	19,527	248,495	0	By 30 June 2021	Design is nearly complete, then the physical works contract will be prepared.
Water Supply	Meter replacements	52,400	93,614	146,014	0	146,014	0	By 30 June 2021	Physical works being undertaken via maintenance contractors. Works scheduled to be completed by June 2021.
Water Supply	Patea delivery line	0	259,400	259,400	4,111	259,400	0	By 30 June 2021	Design is completed. Physical Works contract being prepared.
Water Supply	Hydrants	15,500	0	15,500	4,740	15,500	0	By 30 June 2021	On-going
Civic Amenities	WMC - replace furniture	3,100	0	3,100	0	3,100	0	By 30 June 2021	On-going
Civic Amenities	Community hall renewals	0	0	0	8,553	326,761	0	By 28 February 2021	Funding of \$326,761 from Provincial Growth Fund approved, and physical works has commenced.
Civic Amenities	CRR - appliance replacements	8,700	0	8,700	0	8,700	0	By 30 June 2021	Once the PGF works have been completed, appliances will be purchased.
Farm	Yard repairs	30,000	0	30,000	0	30,000	0	By 30 June 2021	Obtaining quotes for physical works in May 2021, once the dairy season is over.

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Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Farm	House - fireplace and floor coverings	12,000	0	12,000	6,546	12,000	0	By 30 June 2021	Fireplace has been installed. Floor covering is scheduled to be completed before the end of the year.
Miranda Street Office	Furniture Replacement	3,100	0	3,100	648	3,100	0	By 30 June 2021	On-going
Miranda Street Office	Floor coverings	42,700	0	42,700	0	42,700	0	By 30 June 2021	Obtaining quote in the new year
Miranda Street Office	Dishwasher	2,100	0	2,100	0	0	2,100	Not required	This has been purchased at a much lower cost so the renewal budget is not required.
Corporate	Computers/Peripherals/ Software	80,000	0	80,000	17,925	80,000	0	By 30 June 2021	On-going
Corporate	AssetFinda and GIS software replacement	0	15,000	15,000	6,835	15,000	0	By 28 February 2021	In progress, scheduled to be completed by February 2021
Corporate	Civil defence equipment	10,000	0	10,000	0	10,000	0	By 30 June 2021	On-going
Corporate	Telephone System	0	25,000	25,000	20,207	20,207	4,793	Completed	Completed
Corporate	Vehicle Replacement (after trade in)	31,000	0	31,000	0	31,000	0	By 31 December 2020	Replacement of 1 vehicle is required now, will be completed before December 2020
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	By 30 June 2021	
Total Replacement Expenditure		4,044,915	978,051	5,022,966	450,932	5,197,334	152,393		
TOTAL EXPENDITURE		\$21,909,515	\$3,243,400	\$25,904,849	\$1,501,199	\$32,067,785	-\$4,369,173		

LIABILITIES AND INVESTMENTS STATEMENT AS AT 30 SEPTEMBER 2020					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA (floating)	\$ 2,000,000	1.12%	1	April 2020	April 2021
LGFA	\$ 1,500,000	2.62%	3	August 2018	May 2021
LGFA	\$ 2,000,000	2.81%	4	August 2018	April 2022
LGFA	\$ 1,000,000	1.55%	3	April 2020	April 2023
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	\$ 1,000,000	2.02%	6	April 2020	April 2026
LGFA	\$ 1,000,000	1.38%	7	May 2020	April 2027
LGFA	\$ 1,500,000	3.65%	9	August 2018	April 2027
	\$ 15,500,000	2.53%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water	\$ 1,430,000	2013	N/a	2.53%	Water treatment plant
	\$ 1,430,000				
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Bank / LGFA	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	1.76%	119	12/06/2020	9/10/2020
Westpac	\$ 1,000,000	1.76%	120	9/07/2020	6/11/2020
Westpac	\$ 1,000,000	1.75%	122	10/08/2020	10/12/2020
Westpac	\$ 1,000,000	1.50%	120	10/09/2020	8/01/2021
Westpac	\$ 2,000,000	1.25%	120	24/09/2020	22/01/2021
	\$ 6,000,000	1.55%			
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 32,000	0.91%	378	7/04/2020	20/04/2021
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	\$ 16,000	1.15%	1103	7/04/2020	15/04/2023
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	\$ 16,000	1.62%	2199	7/04/2020	15/04/2026
LGFA	\$ 16,000	0.98%	2530	11/05/2020	15/04/2027
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
	\$ 248,000	2.16%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 4.00	\$ 634,864		
Ravensdown	17,920	\$ 1.00	\$ 17,920		
Civic Financial Services Ltd	65,608	\$ 0.93	\$ 61,015		
			\$ 713,799		

*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 SEPTEMBER 2021

	Sep-20	Sep -20 Actuals	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21
OPENING BALANCE	5,890,996	5,890,996	2,861,906	757,901	2,801,026	4,110,126	2,007,676	2,681,776	5,140,876	3,971,307	4,518,478	1,907,578	844,295	1,873,395
Rates	540,000	576,483	350,000	2,800,000	400,000	370,000	2,900,000	400,000	400,000	2,900,000	430,000	400,000	3,500,000	600,000
NZTA Refunds	245,690	245,690	365,564	250,000	650,000	250,000	450,000	750,000	750,000	420,000	180,000	300,000	250,000	250,000
Fees and Charges	300,000	401,121	200,000	250,000	350,000	240,000	350,000	350,000	350,000	320,000	320,000	350,000	270,000	400,000
Sale of Assets	1 125,000	237,832	186,800	186,800	186,800	186,800	186,800	186,800	186,800	186,800	186,800	186,800	186,800	186,800
Interest Revenue	7,300	6,969	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300
Other Income	2 370,000	287,500	-	800,000	1,800,000	-	-	5,000,000	-	-	-	-	-	-
Total Cash In	1,587,990	1,755,595	1,109,664	4,294,100	3,394,100	1,054,100	3,894,100	6,694,100	1,694,100	3,834,100	1,124,100	1,244,100	4,214,100	1,444,100
Salaries and Wages / Elected Members	435,000	429,986	350,000	350,000	435,000	350,000	350,000	435,000	350,000	350,000	435,000	350,000	435,000	435,000
Payments to Suppliers - Operating	790,000	635,458	550,000	700,000	800,000	400,000	370,000	900,000	400,000	500,000	800,000	550,000	550,000	550,000
Major contract payments	600,000	1,184,075	1,200,000	1,300,000	850,000	2,000,000	2,500,000	2,500,000	2,000,000	2,500,000	2,500,000	2,000,000	1,200,000	1,200,000
Interest Expense	-	-	113,669	70,975	-	6,550	-	-	113,669	106,929	7,383	-	-	-
GST Paid	535,000	535,165	-	170,000	-	400,000	-	400,000	-	170,000	400,000	-	550,000	550,000
Total Cash Out	2,360,000	2,784,684	2,213,669	2,250,975	2,085,000	3,156,550	3,220,000	4,235,000	2,863,669	3,286,929	3,735,000	3,307,383	2,185,000	2,735,000
(Increase)/Reduce Term Deposits	- 3,000,000	2,000,000	1,000,000	-	-	-	-	-	-	-	-	1,000,000	1,000,000	-
Borrowing /(Repaying) Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CLOSING BALANCE	2,118,986	2,861,906	757,901	2,801,026	4,110,126	2,007,676	2,681,776	5,140,876	3,971,307	4,518,478	1,907,578	844,295	1,873,395	582,495
Net Debt	7,284,000	8,284,000	6,284,000	6,284,000	6,284,000	6,284,000	6,284,000	6,284,000	6,284,000	6,284,000	6,284,000	7,284,000	6,284,000	6,284,000

Notes re Cashflow Forecast:

1. As at 30 September 2020 there were 19 sections for which we had not received cash, with this total being split across the next 12 months.
2. Includes funding from Mayors Taskforce for Jobs received in September, and anticipated Government Grant for the new Swimming Pool.

Outstanding Debtors as at 30 September 2020

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$141,956	\$85,303	The overdue balance for rates debtors is what is owed for previous financial years. The amount includes some rates where legal proceedings have commenced. All outstanding rates are charged a 10% penalty on what is outstanding at the end of each quarter. Advice has been sent to bank for collection of some overdue accounts.
Transfer Station	\$328	-\$112	
Cemeteries	\$19,233	\$9,393	Overdues relate to 8 debtors, of which 6 have payment arrangements with council or are with a debt collector for recovery. One debtor is now outside the timeline for legal debt collection (6 years) and will need to be written off.
Rental Properties	\$13,658	\$4,338	Overdue relates to 1 debtor, expected to be settled shortly (invoices were being sent to wrong address).
Pensioner Housing	\$4,259	-\$140	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$6,269	\$5,839	Overdue debtors are actively being pursued by debt collectors DMC, or the Regulatory team are making contact (initial phase).
Facility Hire	\$4,037	\$0	
Sundry Debtors	\$397,342	\$7,664	Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement. Sundry debtors includes income accrued, ie Fonterra milk cheque.
NZTA	\$365,564	\$0	
Swimming Pool	\$6	\$0	
Resource Consents	\$14,975	\$0	
Infringements	\$54,539	\$54,539	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$33,919	\$7,117	The overdue amount relates to two debtors who use the Esk Rd discharge facility. One is being pursued by the trade Waste Officer. arrangement, the other has been sent to DMC.
Water Billing	\$28,957	\$13,181	Three debtors are overdue, one debtor has entered into an approved Council payment arrangements. A 10% penalty is applied each quarter on all amounts overdue. One owner is in the process of being sent to the first mortgagee. Enquiries into a leak for the other.
TOTAL	\$1,085,042	\$187,122	