



S19/13 – D19/33101

19 May 2021

POLICY & SERVICES COMMITTEE MEETING

Notice is hereby given that a **Policy & Services Committee Meeting of Council** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 24 May 2021 at 3.00pm**.

Timetable for 25 May 2021 as follows:

1.30pm	Workshop for Councillors - Housing for the Elderly Policy - Venture Taranaki
2.45pm	Afternoon tea for Councillors
3.00pm	Policy and Services Committee Meeting

Yours faithfully



Sven Hanne
CHIEF EXECUTIVE

2021 - Policy & Services - May (25/05/2021)

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POLICY AND SERVICES COMMITTEE MEETING
TUESDAY 25 MAY 2021 AT 3.00PM

F19/13/05-D21/12685

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 – 27 April 2021 (Hearing)**
D21/13766 Pages 9-11

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 27 April 2021, to consider submissions to the Draft Public Places and Nuisances Bylaw, be confirmed as a true and accurate record.

Moved/Seconded

6.2 **Policy and Services Committee Meeting – 27 April 2021**
D21/13787 Pages 12-16

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 27 April 2021 be confirmed as a true and accurate record.

Moved/Seconded

7. **MATTERS OUTSTANDING**

D16/47 Page 17

RECOMMENDATION

THAT the matters outstanding be received.

Moved/Seconded

8. **INFORMATION REPORT – QUARTERLY ECONOMIC DEVELOPMENT – QUARTER 3**

D21/14890

Pages 18-55

RECOMMENDATION

THAT the report be received.

_____/_____
Moved/Seconded

9. **DECISION REPORT – CENTRAL LANDFILL JOINT COMMITTEE AGREEMENT**

D21/15575

Pages 56-114

RECOMMENDATIONS

1. **THAT** the report be received.
2. **THAT** Council approves the new Joint Committee Agreement (Appendix 1) to incorporate a “Holding Period” while waste is disposed of at an out of region landfill;
3. **THAT** Council agrees to re-establish the Central Landfill Joint Committee for effective governance on regional waste disposal;
4. **THAT** Council delegates authority to the Chief Executive Officer to sign the Joint Committee Agreement;
5. **THAT** Council adopts the Central Landfill Joint Committee Terms of Reference (Appendix 2);
6. **THAT** Council delegates authority to the Central Landfill Joint Committee to:
 - a) Oversee the initial development, operation, closure and aftercare of the Central Landfill;
 - b) Approve the annual budget and business plan for the Central Landfill;
 - c) Determine the prices to be charged for depositing solid waste at the Central Landfill;
 - d) Determine (subject to any consent conditions) the types of solid waste that will be accepted at the Central Landfill;
 - e) Determine the date of permanent closure of the Central Landfill;
 - f) Determine during the Holding Period,
 - i. An annual review of activities and approval of the budget
 - ii. The viability of Central Landfill
 - iii. Whether Central landfill would need to accept waste on 1 July 2024 and if so, ensure timelines to facilitate this are met;
7. **THAT** Council resolves that the Central Landfill Joint Committee not be discharged at the Triennial election (Schedule 7 (Clause 30(7)) of the Local Government Act);
8. **THAT** Council appoints Councillor XXX as the Stratford District Council’s representative and Councillor XXX as an Alternate Representative on the Joint Committee

Recommended Reason

The recommendations in this report is to allow the Central Landfill Joint Committee to oversee the initial development and the operation, eventual permanent closure and aftercare of the Central Landfill.

The Central Landfill Joint Committee was disestablished in 2019, pursuant to Schedule 7 Clause 30(7) of the Local Government Act, therefore, its reestablishment is required by resolution in Council. Accordingly, a new Joint Committee Agreement must be completed prior to the establishment of the Committee. The Terms of Reference, which supplement the Joint Committee Agreement, must be adopted by Council.

Moved/Seconded

10. **MONTHLY REPORTS**

10.1 **ASSETS REPORT**

D21/14290 Pages 115-147

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

10.2 **COMMUNITY SERVICES REPORT**

D21/14014 Pages 148-156

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

10.3 **ENVIRONMENTAL SERVICES REPORT**

D21/14189 Pages 157-163

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

10.4 **CORPORATE SERVICES REPORT**

D21/16492

Pages 164-183

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

11. **QUESTIONS**

12. **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: 13

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
Sale 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.

Moved/Seconded

13. **PUBLIC EXCLUDED ITEM**



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 2021 Policy & Services Committee meetings, including hearings.

Date	26/01/21	23/02/21	23/02/21	23/03/21	27/04/21	27/04/21	18/05/21	25/05/21	22/06/21	27/07/21	24/08/21	28/09/21	26/10/21	23/11/21
Meeting	P&S	H	P&S	P&S	H	P&S	H	P&S	P&S	P&S	P&S	P&S	H	P&S
Neil Volzke	✓	✓	✓	✓	✓	✓	✓							
Grant Boyde	✓	✓	✓	✓	✓	✓	✓							
Rick Coplestone	✓	✓	✓	✓	✓	✓	✓							
Peter Dalziel	✓	✓	✓	✓	✓	✓	A							
Jono Erwood	✓	✓	✓	✓	✓	✓	✓							
Amanda Harris	✓	✓	✓	✓	✓	✓	✓							
Alan Jamieson	✓	✓	✓	✓	✓	✓	✓							
Vaughan Jones	✓	✓	✓	✓	✓	✓	✓							
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 27 APRIL 2021 AT 2.30PM TO CONSIDER SUBMISSIONS TO THE DRAFT PUBLIC PLACES AND NUISANCES BYLAW

6.1

PRESENT

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors M McKay, V R Jones, R W Coplestone, G W Boyde, W J Sandford, A K Harris, J M S Erwood, P S Dalziel 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 Director – Assets – Mrs V Araba, the Executive Administration Officer – Mrs E Bishop, the Environmental Health Manager – Ms R Otter, and one member of the media (Stratford Press).

1. WELCOME

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

2. APOLOGIES

No apologies were received.

3. ANNOUNCEMENTS

The Deputy Mayor reinforced to Councillors that the purpose of this meeting is to consider submissions on the Public Places and Nuisances Bylaw.

4. DECLARATIONS OF MEMBERS' INTEREST

The Deputy Mayor requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda. There were no declarations of interest.

5. ATTENDANCE SCHEDULE

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

6. ACKNOWLEDGEMENT OF SUBMISSION

(Submission page 13)

Attached was the one (1) submission received.

RECOMMENDATIONS

1. THAT the one (1) submission to the Public Places and Nuisances Bylaw be received.
2. THAT the submitter be thanked for their submission, and a copy of the minutes of this Policy & Services Committee Meeting and subsequent meetings be provided to the submitter.

BOYDE/McKAY
Carried
P&S/21/43

Recommended Reason

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

6.1

7. SUBMITTERS TO BE HEARD

(No report)

There were no requests to speak.

8. DECISION REPORT - ADOPTION OF THE PUBLIC PLACES AND NUISANCE BYLAW 2021

D20/11697 Pages 6-24

Discussion

Council needs to consider the submission to the Draft Public Places and Nuisance Bylaw as part of the consultation process.

RECOMMENDATIONS

1. THAT the report be received.
2. THAT The Committee consider the submission received as part of the public consultation process of the bylaw and the subsequent adoption of the *draft* Public Places and Nuisance Bylaw 2021 (attached).
3. THAT the commencement date of the Public Places and Nuisance Bylaw 2021 be Wednesday 12 May 2021.

ERWOOD/SANDFORD
Carried
P&S/21/44

BOYDE/McKAY
Carried
P&S/21/45

Recommended Reason

The *draft* Public Places and Nuisance Bylaw 2021 has gone through the public consultation process, required by Sections 82 and 83 of the Local Government Act 2002. One submission was received during the public consultation period.

6.1

Points of Clarification/Questions:

- Page 17, clause 10 – it was clarified the owner would be responsible for fixing any dripping or flowing of water from any roof, eaves, veranda or any guttering system of any building or structure onto any public place. Any complaints received would be addressed to the owner directly.
- Page 17, clause 12.2 – it was clarified that there were currently no permits for the main street but this would now be initiated as part of this bylaw and will integrate with the Travelling Shops bylaw which will be brought to Council at a later date.
- Page 17, clause 13.1 – it was clarified that the nuisance component of any overhanging any tree, hedge, shrub or other foliage would be activated by a complaint or from an observation from an officer.
- Page 21, clause 30.1 (b) – it was clarified that stock on private property was covered adequately by the Stock Control Bylaw for example wandering stock. This bylaw covers stock at an event in a public place.
- Page 21, clause 30.1 (a & c) – it was clarified that this covered vehicles on public property and not private land. The Director – Environmental Services would look into the restrictions within the District Plan regarding vehicles on private land.
- Page 18, clause 17 – it was clarified that this bylaw requires a permit to be sought for busking in public places. If a nuisance complaint is received then the offending person(s) can be asked to move on. Fundraising organisations are required to register with the Council to ensure no clashing with other organisations and be able to enforce rules such as seeking permission from the shop owners when setting up in a doorway. It was clarified there were charges already in the Fees and Charges for events and use of Prospero Place.

The meeting closed at 2.44pm

A L Jamieson
CHAIRMAN

Confirmed this 25th day of May 2021.

N C Volzke
DISTRICT MAYOR

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 27 APRIL 2021 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, G W Boyde, W J Sandford, A K Harris, J M S Erwood, P S Dalziel 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 Director – Assets – Mrs V Araba, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Roading Assets Manager – Mr S Bowden (*part meeting*), the Parks and Reserves Officer – Mrs M McBain (*part meeting*), the Trade Waste Officer – Mr J Cooper (*part meeting*), and two members of the media (Stratford Press & the Taranaki Daily News).

1. **WELCOME**

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

2. **APOLOGIES**

No apologies were received.

3. **ANNOUNCEMENTS**

The District Mayor noted with sadness the passing of former Dunedin City Mayor and LGNZ President Dave Cull. He read the message from the President of Local Government New Zealand - Stuart Crosby.

4. **DECLARATIONS OF MEMBERS' INTEREST**

The Deputy Mayor requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda. There were no declarations of interest.

5. **ATTENDANCE SCHEDULE**

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

6. **CONFIRMATION OF MINUTES**

6.1 **Policy and Services Committee Meeting – 23 March 2021**
D21/10964 (Open) & D21/9613 (Public Excluded) Pages 6-14

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 23 March 2021, including the public excluded section, be confirmed as a true and accurate record.

WEBBY/HARRIS
Carried
P&S/21/46

6.2

7. **MATTERS OUTSTANDING**

D16/47 Page 15

RECOMMENDATION

THAT the matters outstanding be received.

BOYDE/ERWOOD
Carried
P&S/21/47

8. **MONTHLY REPORTS**

8.1 **ASSETS REPORT**
D21/12685 Pages 16-44

RECOMMENDATION

THAT the reports be received.

JONES/HARRIS
Carried
P&S/21/48

The Director - Assets noted the following points:

- Completed road activities were noted in the highlights as well as the activities underway such as the remarking of rural roads and grading of unsealed roads.
- There has been a considerable reduction in consumption of water in Midhirst and Toko but there are still periods of high usage at Toko which is still under investigation.
- Still continuing to talk with Iwi regarding consents.
- Trade Waste Officers are still continuing monthly sampling at the waste water treatment plant

Points of Clarification/Questions

- It was clarified the Diatomix System was a system that is applied to the waste water treatment plant and is a biological system that manipulates the process of the oxidation pond to create better quality discharge.
- Councillor Sandford noted the Big Belly litter bins were a real improvement at Midhirst.
- Councillor Sandford noted he had raised concerns of the quality of the work done by contractors when reinstating lawn following the completion of work on Lysander Street with mainly weeds having grown rather than grass and also that the soil was higher than the footpaths creating deep puddles when it rained. The Roding Asset Manager noted that he

had spoken to some residents who had organised a working bee to reinstate the grass themselves. He clarified the soil was higher than the footpath level to allow for it to compact down. He noted the alternatives to lawn seed would be a hydro-seed or ready lawn approach which would be expensive and time consuming due to the amount of watering required. He would follow up the concerns with the contractors.

- Councillor Boyde noted the response to his outstanding question regarding permanent residents at the Stratford Holiday Park and asked for further clarification on the amount of emergency housing residents over the past year.
- It was clarified the work at Dunns Bridge would be done over two financial years. The first year would see bridge repairs completed at either side of the existing bridge step. The second year would be the realigning of the road on the approach to the bridge.
- It was clarified the Children's Bike Park was expected to be completed in July.

The Roading Asset Manager, Trade Waste Officer and Parks and Reserves Officer departed the meeting at 3.15pm.

8.2 **COMMUNITY SERVICES REPORT**

D21/6428

Pages 45-53

RECOMMENDATION

THAT the reports be received.

WEBBY/McKAY
Carried
P&S/21/49

The Director – Community Services noted the following points:

- A citizenship ceremony was held in March.
- A grant of \$521,200 was received from the TSB Community Trust for the new pool, Puanga and Summer Nights.
- The Long Term Plan is currently out for consultation. The public meeting at the War Memorial Centre was live streamed with 32 people watching it on the night. Since then the video has had over 1,600 views. The final public meeting is tonight at 7.00pm at Whakaahurangi Marae.
- The Mayor's Taskforce for Jobs careers expo will be on 14 May 2021.
- Citizen Awards launch in May with nomination forms being available online and at the Service Centre and the Library.

Council Organisations and Council Representatives on Other Organisations

- Councillor Webby noted the numbers for Percy Thomson Gallery were at 19,218 at the end of March so it was expected to exceed the target of 20,000. Percy's Place has also had a good number of visitors (5,766) and takings were up to \$51,000 in March. There are plans for seating and more natives to be planted at the arboretum.
- Councillor Webby also reported that the Stratford Positive Ageing group was organising an accessibility expo for 22 May 2021 which will include a lot of speakers. She noted she had met with Maryann Jacob of the Taranaki District Health Board who are forming a consumer council for Taranaki which will go out and encourage engagement with the public regarding what is happening at the medical centres in Taranaki.
- Councillor Erwood noted that Ann Coles had been appointed as the new assistant to the Community Safety Officer with the Central Taranaki Safe Community Trust.
- Councillor Harris noted that Kevin Kirk had been appointed as the new caretaker at the Te Wera Valley Lodge.

- Councillor McKay noted the Stratford Business Association was holding a series of events in May centered around wellness and would stretch over three consecutive weeks focusing on mental health and wellbeing, physical health and nutrition, financial coaching and personal development coaching. Tickets have now been opened up to the general public and proceeds will go to the Taranaki Rural Trust.

Points noted in discussion:

- Councillor Boyde noted his disappointment at the amount of funding received from the TSB Community Trust given the amount that had been given to other capital projects in the region. He noted the new pool complex would be a regional asset offering hydrotherapy and indoor swimming. Councillor Dalziel noted he had not been part of the decision or discussion regarding this application but assured Councillor Boyde that Stratford was not seen in a different light due to the Taranaki Electricity Trust operating in the same area and was not being disadvantaged because of this.

8.3 ENVIRONMENTAL SERVICES REPORT

D21/10703

Pages 54-60

RECOMMENDATION

THAT the reports be received.

BOYDE/McKAY
Carried
P&S/21/50

The Director – Environmental Services noted the following points:

- There is still a continuation of the last several months of buoyant activity.
- There have been more LIM requests than usual with six in one day during March.
- It was corrected that the number of hard copy building consents was one and the number of digital consents received was 38.
- It was noted there had been four building consents that had gone outside of the statutory timeframes which was as a result of higher than usual numbers and the particular situation the consultant had gotten themselves into.

8.4 CORPORATE SERVICES REPORT

D21/12382

Pages 61-79

RECOMMENDATION

THAT the reports be received.

HARRIS/ERWOOD
Carried
P&S/21/51

The Director – Corporate Services noted the following points:

- Revenue for extraordinary items had been separated out in the table on page 67.
- The new graph for capital expenditure showed a spike in February with a couple of big contracts that were due. The capital expenditure budget had been reforecast.
- \$3million had been refinanced and this had been broken into \$1million blocks over a three year, four year and seven year term.
- There is still \$549,096 owing from debtors.
- Will be relaunching the online dog registration payments and it is hoped this will go well.

Points of Clarification/Questions

- Councillor Boyde noted it was pleasing to see that the parks and reserves signage and plantings were now on target.

9. **QUESTIONS**

- The District Mayor questioned if Councillors believed the threshold for the Elsie Fraser Units was still appropriate at \$150,000 given the rise of property values. He noted he had recently been visited by a ratepayer who was unable to apply for a unit due to the value of his property even though the house was falling down and this was only based on land value. It was noted there are approximately 50 people on the waiting list for these units and are treated on a first in first served basis. It was questioned if prioritisation for urgent cases could be looked at as part of the scope of the policy. The Housing for the Elderly Policy would be brought to Council for review.
- It was clarified there had been no specifications within the contract for a driveway on the piece of land that was sold beside the Colonel Malone statue. The Chief Executive noted he would review the conditions within this agreement.

The meeting closed at 3.38pm

A L Jamieson
CHAIRMAN

Confirmed this 25th day of May 2021.

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 10.3
Restrictions within the District Plan regarding vehicles on private properties	Policy & Services – 27 April 2021 (hearing)	Blair Sutherland		A verbal update will be given at the meeting.
Number of emergency housing tenants over the past year at the Stratford Holiday Park.	Policy & Services – 27 April 2021	Victoria Araba		Answered in the Assets Monthly Report item 10.3, section 3.3.2
Housing for the Elderly Policy review	Policy & Services – 27 April 2021	Victoria Araba		Will be brought to the Policy & Services Committee Meeting 22 June 2021
Rates Remission Review – UAGC on contiguous properties	Policy & Services – 18 May 2021	Tiffany Radich		A workshop will be scheduled.

INFORMATION REPORT



F19/13/04-D21/14890

TO: Policy and Services Committee

FROM: Director – Community Services

DATE: 25 May 2021

SUBJECT: ECONOMIC DEVELOPMENT QUARTERLY REPORT – QUARTER THREE

8

RECOMMENDATION

THAT the report be received.

_____/_____
Moved/Seconded

1. **EXECUTIVE SUMMARY**

This report provides a combined summary of Economic Development activity over the past quarter in the Stratford District, a report on projects, and the quarterly Venture Taranaki report.

2. **VENTURE TARANAKI**

The quarterly report from Venture Taranaki is attached as **Appendix 1**.

Key Highlights:

5	226	1
Referrals and connections between Stratford District people and enterprises	Client support engagements with Stratford District people and enterprises	Startup clients met in Stratford

47	\$8,000.00	\$50,875.00
New jobs listed in Stratford	Capability Development Vouchers distributed to Stratford enterprises (YTD)	COVID-19 Business Support and Tourism Transition funding distributed in Stratford District (YTD)

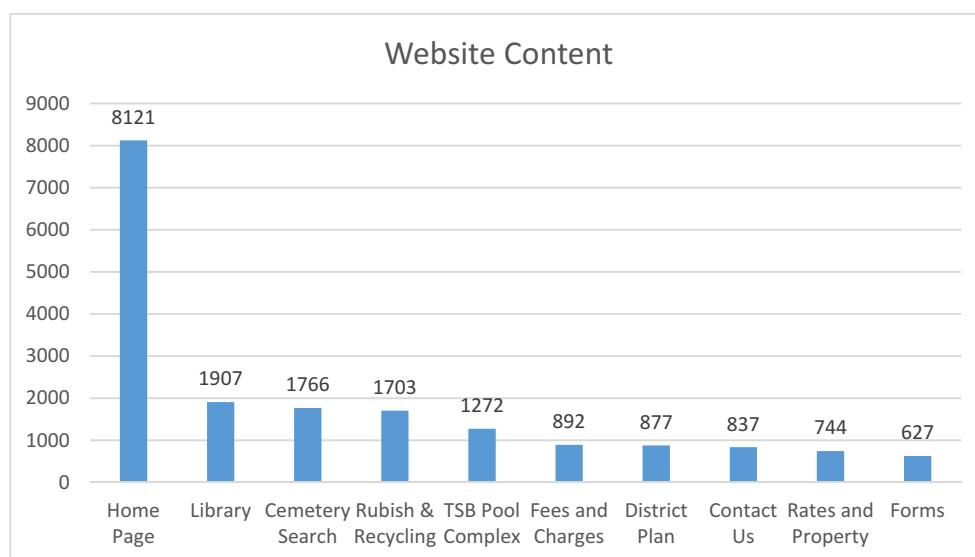
3. LOCAL TOURISM AND PROMOTION

3.1 Website Engagement

Website visits	Q3	YTD 2020/2021
New visitor	12,323	40,373
Returning visitor	3,186	8,701

For this quarter there were 17 news items published on the website covering a range of topics. These included; Republic of Whangamomona Day, MTFJ Workforce Programme exceeds 100 youth registrations, Councillors back around the table for 2021, Shaun Preston set to take the stage at Summer Nights, Water restrictions, New pool site blessing, Covid-19 Alert Level 1, Meet your 2021 Stratford District Youth Councillors, Community centres get much needed makeovers and LTP 2021-31 Consultation Document adopted.

Alongside the website content, articles were also regularly published through social media channels and print media.



3.2 Stratford Visitor Information Centre i-SITE

Performance Measures

	Target	Q3 2020/2021	YTD 2020/2021	Total 2019/2020
Number of people to the Information Centre is measured	>40,000	18,658	45,122	33,008
Number of users of AA Agency Services is measured	>10,000	2,133	6,367	8,842
Percentage customers are satisfied	>80%	N/A	N/A	97.55%

*i-SITE and AA Agency co-located into the library 15 December 2020 so door count now includes library users.

3.3 Events

Quarter three events completed:

- Whangamomona Republic Day – 23 January
- Summer Nights Concert – 13 February
- Lighting 5s – 20 & 21 February
- AmeriCARna Stratford Stop Off – 26 February
- Prospero Market: 30 January, 27 February, 27 March
- Positive Ageing Forum – 18 March

Cancelled due to Covid 19 level changes

- Summer Nights Movies – 28 February
- Children’s Day Celebrations – 3 March

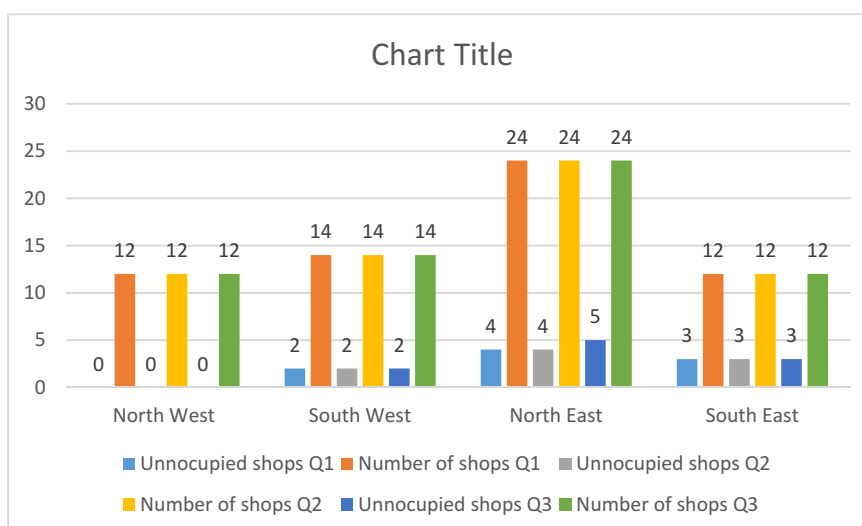
4. DEVELOPMENT

4.1 The Connector Bus

Departs (to Stratford)	October 2020	Q1
New Plymouth	102	1,177
Egmont		0
Inglewood	3	30
Norfolk		0
Tariki		1
Midhurst		3
Stratford		0
Ngaere		0
Eltham	8	72
Normanby		7
Hawera	7	80
Manaia		0
Opunake		3
Total	120	1,373

- *Due to a change in reporting systems, updated data is unable to be retrieved. TRC are looking into this and hopefully we will have this data back up and running soon.*

4.2 Unoccupied Shops



The above table provides data on unoccupied buildings along Broadway (between the round-a-bouts) up until 31 March 2021.

4.3 2035 Projects as at 31 March 2021

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

Project	Status	Comments
Replacement Aquatic Indoor Facility	In progress	Physical work on this project has commenced with full on-site establishment and the excavation of the main pool. Initial earthworks will continue pending the granting of building consent to enable footing and foundation work to commence.
Children's Cycling Education Park and Basketball Court	In progress	Construction of the half basketball court is complete and ready for use while the cycling education track and ancillary facilities are nearing completion. The start of work on the pump track has been delayed pending installation of the bike park pavilions for logistical reasons while the public toilets are currently under construction off-site for installation in late June/early July.
Midhirst abandoned land	In progress	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 formal responses are awaited.
Whangamomona walkways	In progress	The completion of this project is still delayed due to the inability of the Walking Access Commission to formalise their existence and Council's appointment as controlling authority.

Stratford Discovery Trail	In progress	Completed to date: first print run of the trail maps, Stratford Icon Hunt, metal birds erected in King Edward Park, Tri-Notice Board, 3 x wall murals: Piwakawaka (Centennial Rest Rooms), Shakespeare (King Edward Park netball shelter), Native birds (TSB Pool complex).
Prospero Place	In progress	The newly leased site is now complete and open for the community to utilise. A wider plan will be developed.

4.4 Stratford Business Association

Membership numbers for at the end of the quarter was 136, an increase of two from the previous quarter

Events completed for the quarter were:

- Americarna 2021 (Stratford stop): 26 February
- Business After 5 events:
 - 16 February - *Wheelhouse* (postponed due to change in Covid 19 alert levels)
 - 17 March - *Verdigris*

Events for the next quarter include:

- Business After 5 events: April, May, June
- Wellness Series: May

4.5 Consents Granted

Type	Q2	Q3	2020/2021 YTD
New Dwellings	15	14	39
Relocated dwellings	6	2	13
Relocated buildings other than dwellings	0	0	0
Fires	4	26	50
Pole sheds/accessory buildings	17	9	37
Additions and alterations – residential	10	8	36
New Commercial buildings	1	1	4
Additions and alterations – commercial	4	4	12
Other/miscellaneous	3	9	22

4.6 Ultra-Fast Broadband

Stratford

	Q1 2020/2021	Q2 2020/2021	Q3 2020/2021
Premises ready to connect	3,249	3,255	3,287
Connected	1,677	1,705	1,780
Fibre Uptake	51.62%	52.38%	54.15%

Midhirst

	Q3 2020/2021
Premises ready to connect	NA
Connected	N/A
Fibre Uptake	37.63%

4.7 **Property Sales**

Location	Median Price		Volume Sold	
	19/20 Q3	20/21 Q3	Q3	20/21 YTD
New Plymouth District	January		334	1,104
	\$450,000	\$600,000		
	February			
	\$525,000	\$600,000		
South Taranaki	January		141	438
	\$292,000	\$395,000		
	February			
	\$295,000	\$397,000		
Stratford District	January		48	164
	\$305,000	\$355,000		
	February			
	\$3403,000	\$460,000		
	March			
	\$335,000	\$420,000		

Information obtained from Real Estate Institute of New Zealand Inc (REINZ).

4.8 **Employment**

Opportunities created for young people (MTFJ)

	Q3	YTD
Young people placed into employment	11	42
Young people received support and found work themselves		14
TOTAL		56

Attachments:

Appendix 1 - Venture Taranaki - Quarter Three Report



Chade Julie
COMMUNITY DEVELOPMENT MANAGER



Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES



Approved by
Sven Hanne
CHIEF EXECUTIVE

DATE: 19 May 2021

Quarterly Report Stratford District Council

Quarter Three 2020-2021



venture
TARANAKI
Te Puna Umanga

Message from the Chief Executive

The first quarter of the year is often a quiet time, but not so this year. Despite the ongoing uncertainty created by COVID-19, and the disruption of level changes and lockdowns, this quarter has been busy and eventful. Venture Taranaki's tourism futures seminar had to be postponed and reshaped, but the region hosted Brekonomics on 9 March, and the NZ AgriTech Roadshow visited New Plymouth on 15 March, with David Downs and Brendan O'Connell sharing the vision of the emerging AgriTech sector in New Zealand. The Avocado event went ahead on 17 March, with more than 130 landowners, support services and investors exploring the viability of expanding the growth of this fruit in the region. The discussion was open and positive, with orders for trees already placed by the end of the engagement.

Venture Taranaki continues to provide strong leadership with forums for discussion at these high profile events. Brekonomics was a resounding success, with more than 130 attendees and a panel discussion featuring Infometrics Senior Economist Brad Olsen giving his insights into the prospects for the Taranaki economy. The economic position for Taranaki is certainly not as dire as some had predicted a year ago, but there are still some challenges to address. The construction sector is busier than ever but unemployment is up, and whilst rising house prices mean asset appreciation for some, they drive another wedge into the ever-increasing gap between the well-off and the most vulnerable in our society.

We've also hosted some high profile visitor events, with LAB, Synthony and Six60 playing at the Bowl of Brooklands in January, and Crowded House in March. Americana just squeaked in before lockdown at the end of February, and the Festival of Lights was well attended by locals and visitors alike.

Our Return to Better is well underway, with multiple Taranaki 2050 and Tapuae Roa actions complete or in train, a progress update and roadshow events being held in Q4, and a combined strategic narrative created, as well as investment propositions submitted to central government

Our strategic projects continue to evolve, with the farmer-led Taranaki Catchment Communities initiative now established and a Project Co-ordinator in place. The draft report on Food Tourism has been compiled and presented to stakeholders, as our region steadily increases its profile as a high-value and sustainable food producer. The Taranaki Story project also made significant progress in Q3, and we are looking forward to showcasing some of this exciting work in Q4.

The enterprise area is busier than ever, with levels of client engagement and demand for enterprise support services higher than ever. Startup clinic attendance is consistently high, and our PowerUp initiative is providing critical entrepreneurship focus for both start-ups and existing enterprises. Retail spend across the region is robust, with many local businesses working hard to keep up with demand in the face of global supply chain disruptions.

The remainder of 2021 will no doubt bring fresh challenges, but Te Puna Umanga sits ready to rise to these.

– *Justine Gilliland*



Facilitating and connecting regional strategies

Return to Better

How the region can and is economically 'Returning to Better' after an extremely challenging 2020 was a key theme of Q3 for Venture Taranaki.

While Brekconomics on 9 March presented an economic perspective, it also showcased the initiatives and intervention logic that underpinned the Return to Better tactical plan.

While Venture Taranaki focused on the immediacy of assisting the region and enterprises during 2020, it also had a team working during lockdown with stakeholders on what the region could do to underpin and best support recovery.

The Return To Better plan aligns with the regional strategy goals of T2050 and Tapuae Roa with consideration of a COVID-19 lens.

The key pillars of the plan are:

- Ramp up phase
- Creating Smart Connected Communities
- Food and Fibre Acceleration
- Advancing Energy Transition
- Better Tomorrow

Underpinned by a key foundation of vibrancy.

Further information can be found [here](#):



After a challenging 2020 and recent alert level changes, Venture Taranaki kick-started 2021 with Brekconomics, where industry experts Brad Olsen, Senior Economist from Infometrics, and Justine Gilliland, Chief Executive of Venture Taranaki, provided insights into Taranaki's forecasted economic performance and areas of opportunity for the future.

With more than 130 attendees, Brad and Justine addressed questions provided from the audience during ticket registrations, and were joined by other industry experts for a Q&A panel.

They also discussed the effects of COVID-19, lockdown and the ongoing pandemic on Taranaki's economy.

Key sectors were also in focus during Brad and Justine's discussion. Tourism was a hot topic, with recent data indicating that Taranaki has benefited from a stronger than expected domestic tourism season.

Another key topic was job prospects in Taranaki and the sectors experiencing the most severe skills shortages.

[Click here to read the full story](#)

Facilitating and connecting regional strategies

Tapuae Roa and Taranaki 2050

Regional Strategy update

Leadership

The leadership group that oversees Taranaki 2050 and Tapuae Roa, Ngā Kaiwhakareo Taranaki, met on 27 January and 18 March. The group has a combined work programme, and receives updates on significant projects, progress on actions and other aspects, such as communications. They are also contributing to progressing central government support, with a meeting with Ministers on 14 April.

Communications

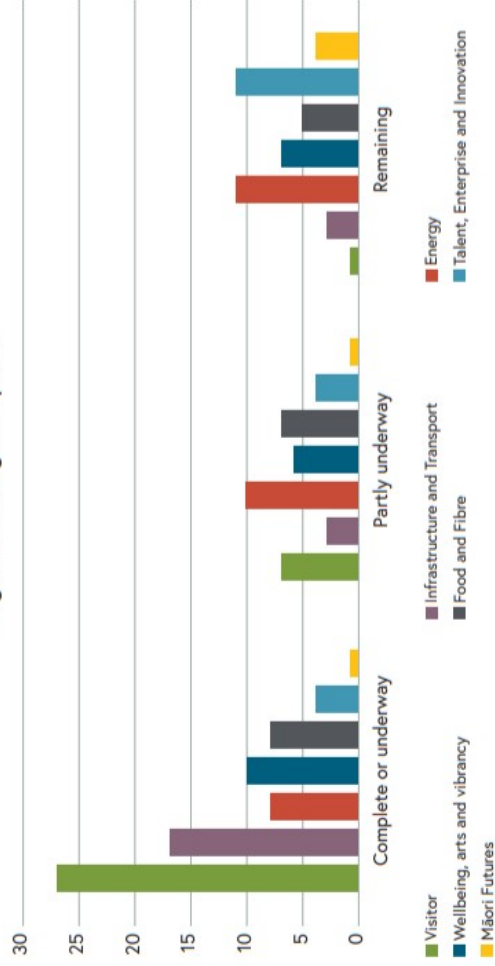
A Taranaki 2050/ Tapuae Roa roadshow is running at four locations from 13 April to 27 April. This provides an update on progressing actions and a chance to ask questions about action plans and the Roadmap. More than 200 people have registered to attend to date. Sustainable transport workshops started in Q3, with workshops continuing through Q4.

Business case support

\$120,000 of funding is supporting business case development to 30 June 2021. This has been allocated to priority proposals, including investment in the WITT campus, establishing an energy centre of vocational excellence, developing the Chamber of Commerce Jobs and Skills Hub, powering-up Start-up Taranaki, food entrepreneurship and supporting the engineering sector.



Figure one: Progress update



Promoting investment in Taranaki Identifying & Facilitating Opportunities

Avocados: The Taranaki Opportunity

This event was held in March to showcase the potential of avocados in Taranaki, for landowners, investors and service providers (see special feature).

Coming up in Q4

Growth Capital Workshop co-hosted with NZTE scheduled for 20 May.

Identifying opportunities

1. Initial Due Diligence with private company seeking investment
2. Launch of the Investment prospectus
3. Investment Pipeline
4. Offshore Wind forum
5. Avocados: The Taranaki Opportunity

Facilitating Opportunities

1. Information sessions with TDHB and Project Maunga
2. Infrastructure webinar
3. Social procurement webinar
4. Investment education session: What investors want to know.



Activity	Measure	Annual target	Total YTD
Identifying opportunities to attract investment into Taranaki	Number of engagements related to attracting investment to Taranaki	5	5
Facilitating opportunities for investment into Taranaki	Number of engagements related to facilitating opportunities for investment in Taranaki	5	4

Fostering sustainability and resilience Sector Diversification

AgriTech Roadshow

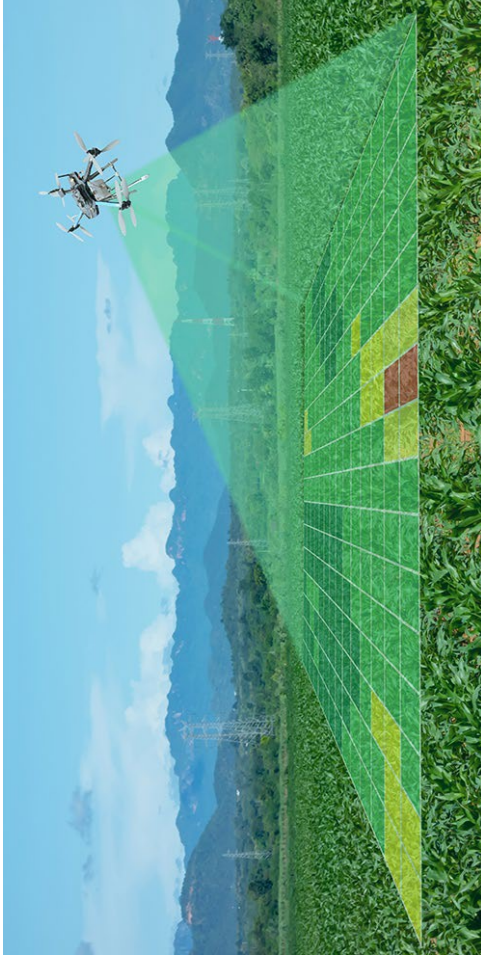
The NZ AgriTech Roadshow visited New Plymouth on 15 March 2021. David Downs and Brendan O’Connell shared the vision of the emerging AgriTech sector in New Zealand as per the Industry Transformation Plan (ITP).

The ITP outlines New Zealand’s the capacity and competency to lead the world with a globally competitive and connected AgriTech ecosystem.

Venture Taranaki was instrumental in gathering the region’s key players for this roadshow to hear the latest updates on the national strategy. Being involved at the ground level will position our region’s enterprises to start thinking about how they can play a part in creating a globally competitive AgriTech ecosystem, producing ingenious value-adding companies that provide meaningful jobs, and supporting New Zealand and the world’s sustainable production opportunities.

Initiatives reported YTD

1. **Food & Fibre sector – food tourism report – see project update**
2. Engineering Industry plan
3. Taranaki Land and Climate assessment – reported in Q2
4. **AgriTech Roadshow**
5. **STAPP – see project update under regional promotion**



Activity	Measure	Annual target	Total YTD
Fostering sector diversification and growth	Number of initiatives targeting sector diversification and growth	4	5

Fostering sustainability and resilience

Massey University partnership

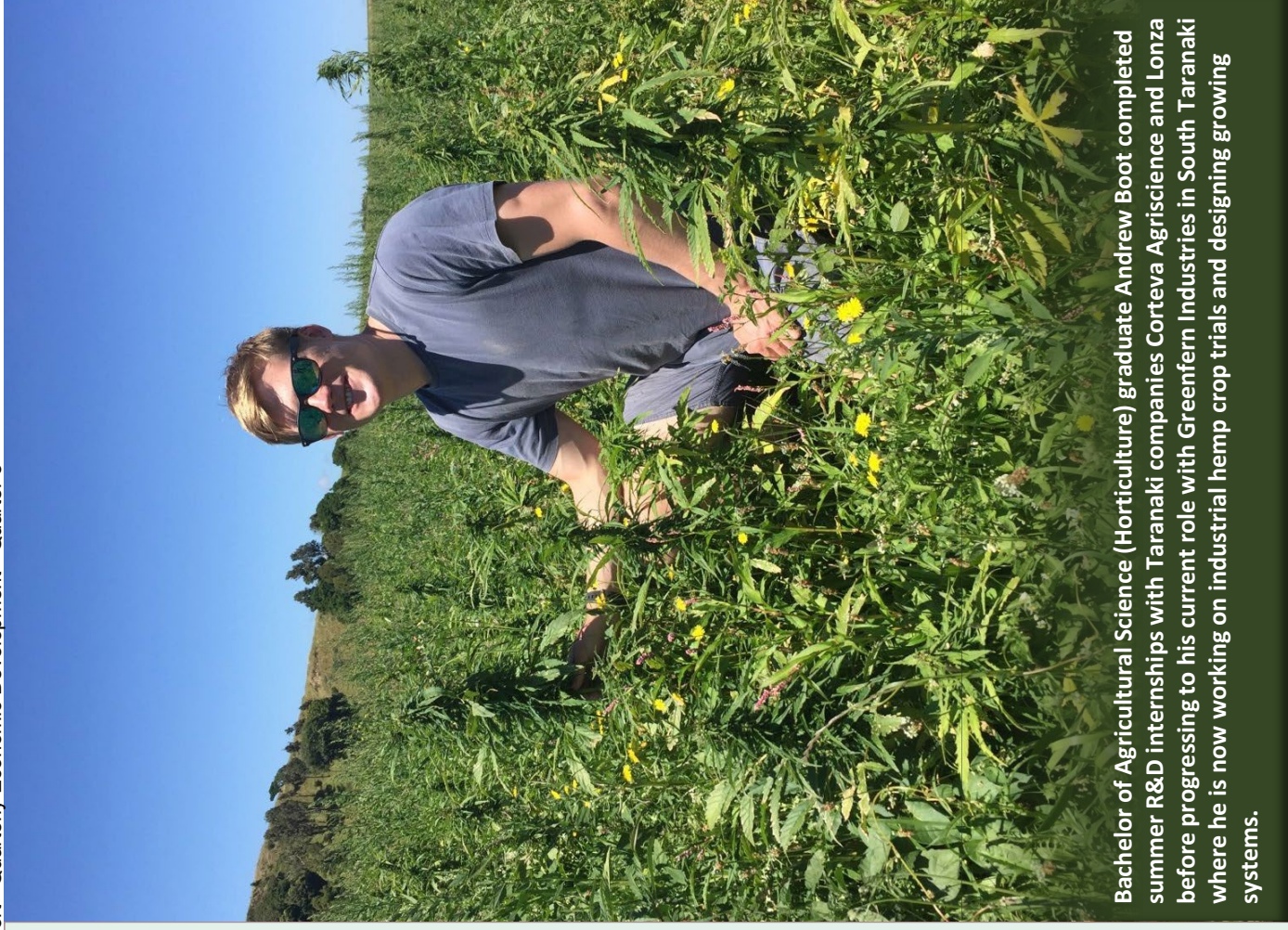
During Q3 the Massey-Venture Taranaki partnership worked across a range of initiatives, with a strong focus on:

- Food & Fibre, including Regenerative Agriculture-related projects
- Advancing juniper-related project work for 2021-2022, having been awarded Pivot funding 2020 in March (examples of media coverage [here](#))
- working with New Plymouth District Council and Massey researchers towards an application for the Deep South National Science Challenge's *'Living With Uncertainty'* funding for a climate change response-related project
- working within other collaborations with environmental/ecological focus

Sixteen Massey students/graduates completed Summer Internships in Taranaki during Q3, in food production and product development, horticulture and plant science, process engineering, ecology and environmental sciences, agriculture, industrial design, nutritional science and logistics/supply chain.

The success of this Summer's student placements was evident in feedback.

Massey University has worked with 69 Taranaki organisations during the year to date, five of which were added during the quarter.



Bachelor of Agricultural Science (Horticulture) graduate Andrew Boot completed summer R&D internships with Taranaki companies Corteva Agriscience and Lonza before progressing to his current role with Greenfern Industries in South Taranaki where he is now working on industrial hemp crop trials and designing growing systems.

Fostering sustainability and resilience

Championing Innovation

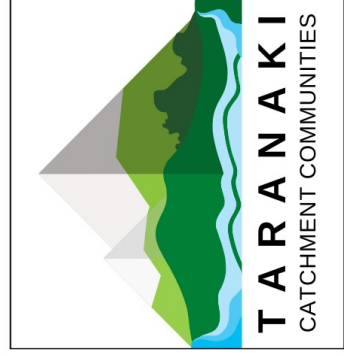
Taranaki Catchment Communities

Taranaki Catchment Communities is a group of farmers from around the region who have the aim to establish and work with catchment groups to ensure the social, economic and environmental sustainability of Taranaki’s rural communities. One group set up around the Makuri Catchment, just to the East of Stratford (Huaora and Huinga), and approximately 40 farmers met twice during Q3 to develop a workplan.

Having secured an MPI grant through the Sustainable Land Use Programme, Venture Taranaki has continued to support TCC during Q3. We are the fund holder for this project, responsible for ensuring MPI expectations are met.

During Q3, we issued an expression of interest document and hired a project coordinator (Trish Rankin) on behalf of TTC. Trish is responsible for forming individual catchment groups and developing a regional Integrated Action Plan. To date, Trish has met with more than 300 farmers, as well as a wide range of community groups, industry bodies and other rural sector organisations.

By the end of this project in Q4, TCC will have formalised as an Incorporated Society and will be entitled to manage grants and government funding. We expect to remain involved in this work going forward and will continue to provide project guidance and advice where necessary.



The Makuri Catchment group met twice during Q3

1. **Taranaki Catchment Communities**
2. **Regenerative Agriculture Workshops – see special report**
3. Auckland Food Show – reported in Q2
4. **Sustainable Transport workshops – see Taranaki 2050 updates**

Activity	Measure	Annual target	Total YTD
Championing innovation and sustainability	Number of initiatives targeting or supporting innovation and sustainability.	4	4
Undertaking environmental scans and regional economic monitoring	Number of regional monitoring updates released	4	2

Fostering sustainability and resilience Championing Innovation

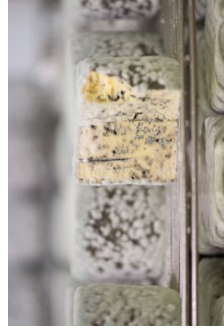
Food Tourism

In Q2, Venture Taranaki contracted Stafford Strategy to look into existing food tourism in the region and to identify areas of potential growth for the sector. This was a key area of interest that arose from the Tapuae Roa Action Plan and Taranaki 2050 Transition Pathway Action Plans (Food, Tourism). Specifically, we asked that Stafford consider the possibility of tourism offerings focused around cheese, and food trails across the region.

The aim of this work is to emphasise the region's unique food strengths, showcase the region as a sustainable and high achieving food producer, and to increase the value of the products originating in the region.

During development of this work, Stafford engaged with various stakeholders throughout the region including a combined meeting with food sector stakeholders from Stratford and Inglewood.

The report identified 25 possible opportunities before assessing and prioritising them against 12 objective criteria. We expect to receive the final report during Q4, at which point we will consider what steps can be taken to action the recommended opportunities.



Regenerative Farming project updates

Regenerative Agriculture-related project work continued within Taranaki during Q3. The Curious Minds-funded project, in which a collective of farmers are trialling regenerative agriculture methodologies, got underway with initial workshops in region and via zoom for the farmer group. A Massey University-funded project, within which social scientists will document these transitions over time, has also been taking shape.

Other regional projects, led by Dairy Trust Taranaki and 5th Business Agri, have been working with MPI on applications for funding for planned trials. Eve Kawana-Brown and Regenerative Agriculture regional leader Fiona Young met with Taranaki's Agriculture and Horticulture teachers 15 March. They have shown significant interest and Eve and Fiona are now working to connect schools with the Regenerative Agriculture projects within the region. In a connected, but separate initiative, the MPI-funded and facilitated *Whenua Ora* collective of Māori farming interests have also been progressing their kaupapa-Māori led Regenerative Agriculture initiative.

In February, the Our Land and Water National Science Challenge released a White Paper regarding Regenerative Agriculture. Click the image on the right to find out more.

Fostering sustainability and resilience

Curious Minds Participatory Science Platform

Venture Taranaki opened a second funding round in February for the remaining \$51,000 of available project funding. Of the seven registered ideas, four Expressions Of Interest were submitted by deadline of 22 March. All proposals look like promising projects and applicants are working to complete their full applications by 26 April.

Peter Boyd started as the new Curious Minds Coordinator in February, and has been engaging with the 17 active projects for 2020 and 2021. All projects are at various stages from refining planning to start in second half of school year, through to working on completion reports.

A highlight project for Q3 has been the Wētā Watcher led by Wildlife.ai which has been very successful is now nearing completion. Wildlife.ai is collaborating with local community, conservation and education organisations to test the effectiveness of a device that autonomously takes photos of ground-dwelling invertebrates and herpetofauna (lizards/geckos).

The trials carried out in Rotokare Scenic Reserve and Te Papakura o Taranaki have been successful, with a stark contrast in species in captured imagery consistent with the levels of pest control in each site. With up to 20,000 motion captured images per device in a three-week monitoring period, focus now shifts to training the AI software to recognise individual species and provide data as comparison to other monitoring techniques.



Students from The Head Office assisting to install the Wētā Watcher device in Te Papakura o Taranaki.

Project update Branching Out

Avocados: The Taranaki Opportunity

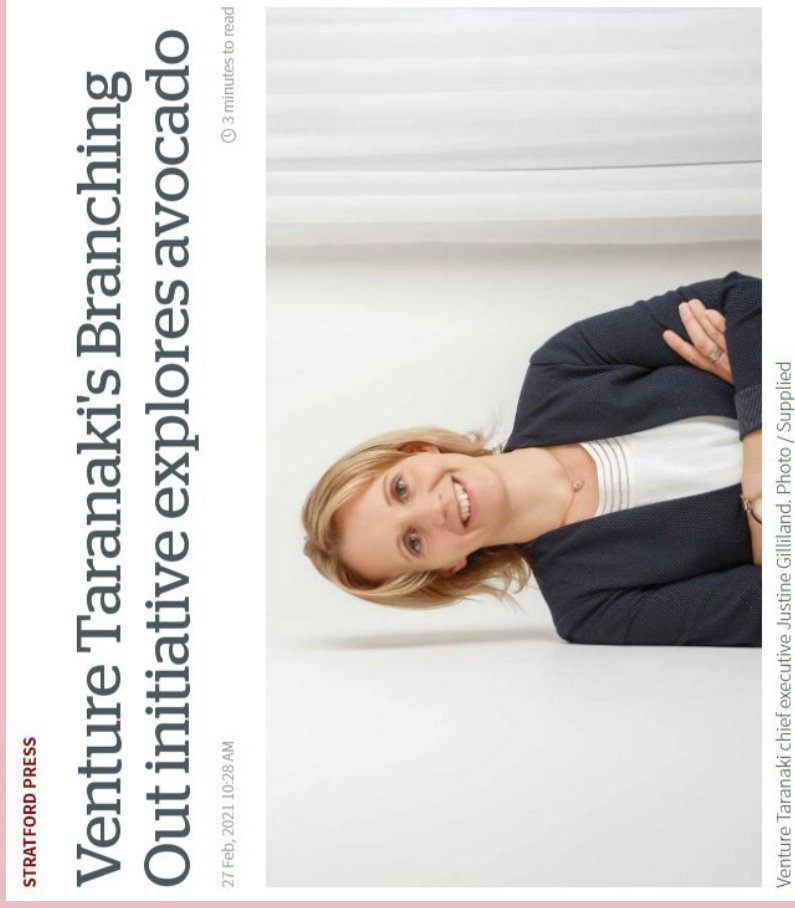
During Q3, VT's Branching Out project focused on avocados as one of the opportunities that could extend Taranaki's food basket.

More than 130 landowners, support services and investors were invited to explore the viability of this fruit in the region. The entire value chain was showcased with speakers from nurseries, packhouse operation, and exporter organisations – each shared their knowledge of the industry and how Taranaki may be positioned to join the avocado producing sector of New Zealand.

The representatives stepped through the various factors existing to and aspiring avocado considerers should be aware of relating to orchard ownership. This included the future global demand for avocado, the potential risks and returns of orchard ownership, insights from a grower who had their own westcoast orchard, as well as busting the myths that had stopped people pursuing this opportunity recently.

Above right: Click the link to read coverage from the Stratford Press
Below right: Jonathan Cutting from Treveyan's explains the role of packhouse and coolstore operators in the Avocado value chain.

Planning for the next Branching Out event is underway, and will likely be hosted in Stratford District.



Fostering sustainability and resilience Strategic Tourism Asset Protection Programme

Redesigning Our Visitor Futures – a key focus for 2020/21 is supporting the strategic future of our visitor industry, capitalising on our domestic market and considering new product development visitor experiences considering future trends and new consumer opportunities.

Progress to date

- Design Thinking initial phase almost completed - Futures work done / Final workshops taking place in May (delayed due to covid alert level changes).
- Drive Journeys – Coastal Arts Trail - This is a self-drive journey that starts in Manawatu, comes through Whanganui and Taranaki, or vice versa. This has been developed to promote the extensive array of studios and galleries across all three regions. It will also be used to promote art/gallery related events. Looking at official public launch 15 June
- Waikato – Taranaki Drive Journey comprising - Development of a new Drive Journey from Waikato to Taranaki using SH3, including, feasibility, potential themes, unique points of interest and story telling along the way – Consultant selected
- Initial work started on Central Drive Journey (SH43) in collaboration with Ruapehu, which could have links with the Waikato/Taranaki Journey and these links are currently being explored. This will help drive visitation across these regions and deliver improved visitor experience.



PLAN YOUR PERFECT TARANAKI ESCAPE

Discover our endless beaches, majestic mountain and experience our world-class art and decadent dining scenes.

With so much to see and do, there's never been a better time to explore stunning Taranaki. Grab a friend, bring them along and experience a region like no other.

TARANAKI
like no other

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AN INITIATIVE OF VENTURE TARANAKI

Enterprise support



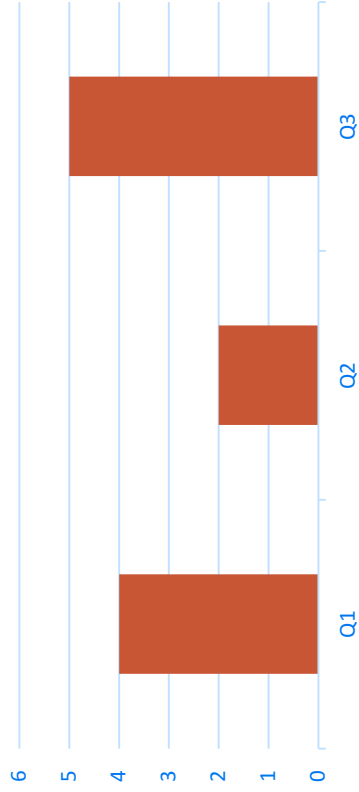
Enterprise support and enablement Referrals and Engagements

Enterprise support continues to be in high demand. Support delivered has been a blend of growth support and support navigating recovery and repositioning enterprises.

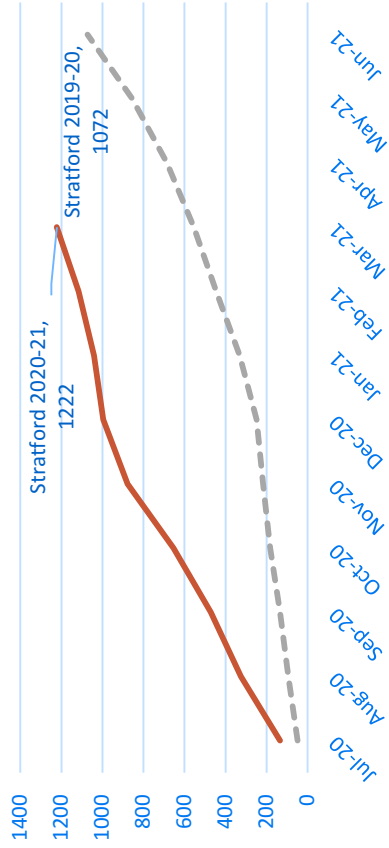
Marketing support, in particular digital capability, is still in high demand as clients look to strengthen their presence online to recover and reach new markets. Business Planning (strategic) is also steady as business owners are realising post-COVID that they want to consolidate their business and have clearer growth strategies and stronger systems in order to be less vulnerable to external events. Similarly, HR support requests have also increased, including systems and processes, legislation, employment contracts and managing staff.

Alongside existing enterprise support, Venture Taranaki has been working with numerous newly-formed enterprises looking to launch “the right way”, each receiving customised support relevant to their individual needs. Many of these enterprises, as well as those looking at growth, access multiple services via Venture Taranaki, for example, a PowerUp client starting up their enterprise may also be accessing R&D support.

Referrals and connections in Stratford District



Support Engagements in Stratford District



Activity	Measure	Annual target	Q1	Q2	Q3	Total YTD
Enterprise connection and signposting.	Number of referrals and connections made by Venture Taranaki staff.	≥ 200	72	30	89	191
Stratford and Taranaki wide	Stratford and Taranaki wide		4	2	5	11
Enterprise support	Number of support engagements	≥ 4000	4317	5804	2587	12,708
Stratford and Taranaki wide	Stratford and Taranaki wide		472	524	226	1222

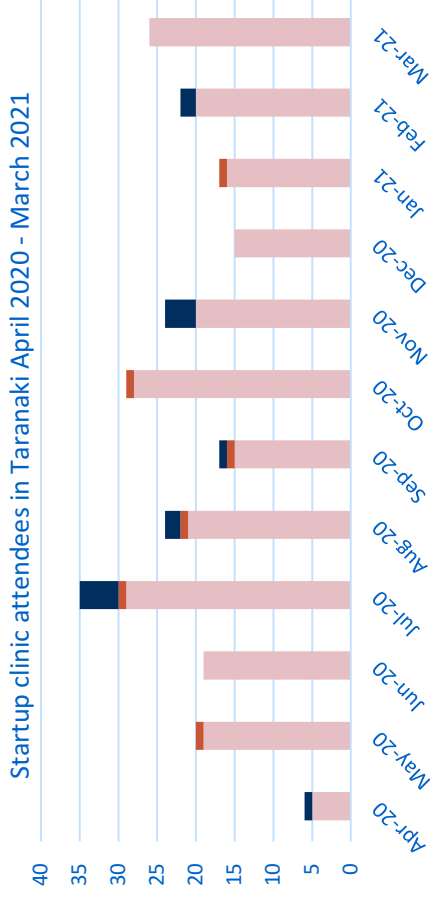
Enterprise support and enablement

Startups, Jobs and Mentor Matches



Startup clinic clients

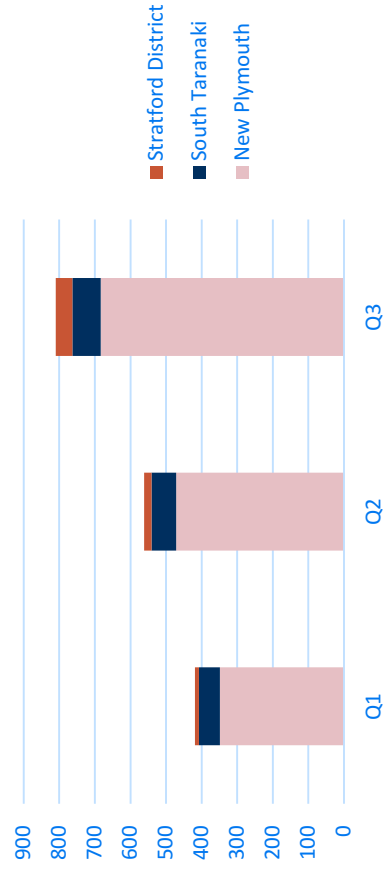
	NP District	South Taranaki	Stratford District	Total
Q1	65	8	3	76
Q2	63	4	1	68
Q3	62	2	1	65
YTD	190	14	5	209



New jobs listed

	NP District	South Taranaki	Stratford District	Total
Q1	349	59	11	419
Q2	472	69	21	562
Q3	684	79	47	810
YTD	1,505	207	79	1,791

New jobs listed in Taranaki since 1 July 2020



Mentor matches

	NP District	South Taranaki	Stratford District	Total
Q1	11	1	0	12
Q2	8	1	0	9
Q3	4	1	1	6
YTD	23	3	1	27

Enterprise support and enablement

Regional business partners capability funding

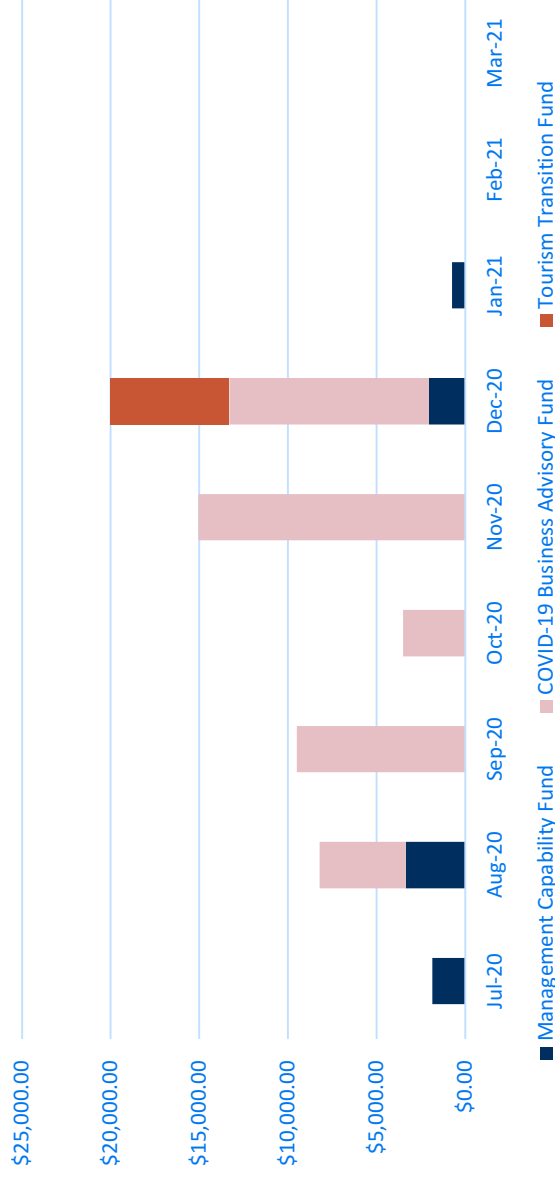
\$58,875.00

Total funding was delivered into Stratford District through the Regional Business Partners programme in the financial year to March 2021, compared to \$24,128.75 for the same period last year, an increase of 144% .

This is due to the introduction and implementation of the COVID-19 Business Advisory Fund and Tourism Transition fund, both of which were introduced to complement the existing Capability Development fund.

These additional funding programmes are now fully utilised, and there is a waiting list for any funds that are unused and returned.

RBP Funding Stratford District 2020-2021



Activity	Measure	Annual target	Q1	Q2	Q3	Total YTD
Enterprise support	The level of annual investment in the management capability of Taranaki's small and medium sized businesses	≥ \$240,000 (all of Taranaki)	\$88,194.50 Taranaki \$5,200 Stratford	\$87,227.50 Taranaki \$2,050.00 Stratford	\$77,706.50 Taranaki \$750.00 Stratford	\$252,779.00 Taranaki \$8,000.00 Stratford
	RBP COVID-19 Business Support and Tourism Transition funding distributed in Stratford District	n/a	\$388,839.00 Taranaki \$14,365.00 Stratford	\$567,599.50 Taranaki \$36,510.00 Stratford	\$41,510.00 Taranaki \$0 Stratford	997,948.50 Taranaki \$50,875.00 Stratford

Enterprise support and enablement Callaghan Innovation grants and funding

Following on from the elevated level of R&D enquiries in Q2, we are still seeing a steady stream of interest from enterprises about undertaking R&D and considering the funding options available.

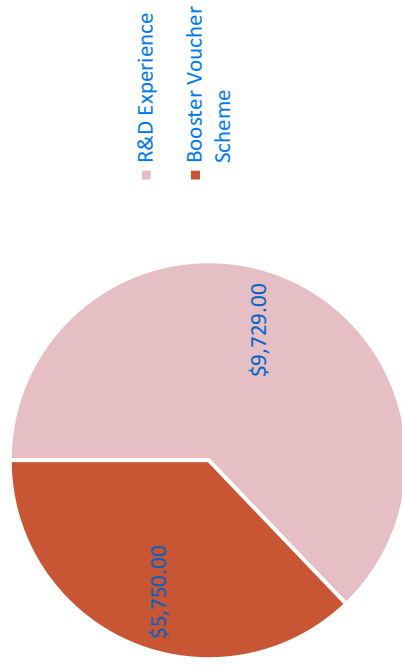
There are no indications that this is slowing down and is likely to continue at high numbers, particularly as some of the participants of PowerUp seek further support.

Enterprise advisors visited several of the local recipients of R&D Student Experience grants during the quarter. There has been positive feedback from the businesses involved in terms of the high calibre of students and the input that they have had in making some key R&D decisions. Also the students enjoyed their time in region. Venture Taranaki organised a celebration event for the summer students before they returned to university, where the students and businesses were able to network and share their R&D successes. Following on from this, we have seen an increase in businesses enquiring about other student grants available, such as funding for fellowships and graduates.

Callaghan Innovation have launched a new programme called Digital Lean. Venture Taranaki has begun to promote this among clients who are interested in tackling business efficiencies and improvements from an Industry 4.0 perspective, which deals with automation and connecting manufacturing data from creation to production.

The Callaghan Innovation R&D Growth Grant has now come to an end (as of March 31). Some local businesses have found that the eligibility criteria to transition on to the Research and Development Tax Incentive (RDTI) have been prohibitive. Venture Taranaki helped to direct feedback on this and recently the criteria have been changed. We will be working with affected companies to see if the new guidance will enable them to transition to the RDTI. This change in funding channel may show up as a reduction in overall R&D grant funding in the following quarters.

Callaghan Innovation grants for Stratford District YTD



\$15,479.00

Total funding was delivered into Stratford District through Callaghan Innovation grants and support programmes in the financial year to March 2021.

Enterprise support and enablement Updates and activities

Export Taranaki update

Due to COVID-19, we are seeing a number of export businesses struggling with logistical issues and transportation costs.

Consequently, Venture Taranaki is teaming up with NZTE to run a session next quarter for local exporters to help them navigate through these difficult issues. NZTE are sourcing an expert advisor in this field and have offered to follow up with one-on-one sessions for attendees. Planning for the next Export Map Survey has begun.

View the [Export Taranaki page on the new Venture Taranaki website](#)



Enterprise support activities include, but are not restricted to;

1. Enterprise advisory
2. Startup guidance
3. Mentoring programme
4. Investment ready programme
5. Innovation support
6. Connections and signposting
7. RBP Capability Development funding facilitation
8. Research and development support and funding facilitation
9. COVID-19 enterprise support fund advisory and funding facilitation
10. Export Taranaki event
11. PowerUp Entrepreneurship programme (see project update)

Activity	Measure	Annual target	Total YTD
Enterprise support	Breadth of enterprise support activity undertaken (number of different support initiatives).	5	11

Project update | PowerUp

Part One of the PowerUp Ideas competition ran in Q3 with 50 of the region’s budding entrepreneurs attending a CoStarters programme, including three attendees from Stratford District. The workshop sessions helped participants build their business plan, and learn about starting and growing an enterprise.

The programme, supported by Soda Inc., consisted of a series of eight hands-on workshops attended by an eager group of entrepreneurs seeking support to kick start their business their journey. The oversubscribed programme, having interest from 70 applicants, was supported with one project lead, four trained facilitators (three in-region and trained specifically for the programme’s delivery), three local service providers giving advice, and importantly, six local entrepreneurs giving insights on their learnings. The programme was a huge success, which is evident having produced four out of the five finalists in Part two of the PowerUp Ideas Competition.

Part two of the PowerUp ideas competition is underway, with the top five finalists announced (from 39 entries) and all participants matched with world class mentors from around the country. One finalist was also an entrant in the South Taranaki Startup weekend held in Q2. Participants will now work intensely on their ideas for the next two months before finals night where one will receive \$10,000.00 to progress their idea/enterprise. Venture Taranaki will also continue working with the unsuccessful applicants to develop their propositions and identify next steps.



The PowerUp Podcasts are proving to be successful with now 650 downloads of the four stories released to date with a further four stories to come in the initial series, well on track with intended reach. These podcasts celebrate the diverse stories of the region’s entrepreneurs and innovators who are leaving their mark on the world, while living the Taranaki lifestyle. The latest release was South Taranaki’s Kaitahi.

The start-up and entrepreneurship ecosystem also continues to show increasing collaboration and connection, with a number of events and initiatives being collaborative in nature utilising the range of expertise across the region.

Find out more about the five finalists [here](#)

“The workshops have been awesome! There is such a diverse range of individuals in our community who have really great ideas and a lot of motivation to enter the start-up sphere. Everyone has contributed a great amount to the group discussions, and everyone seems to be taking away valuable skills and feedback to help them on their journey”

Project update Regional Business Partners conference

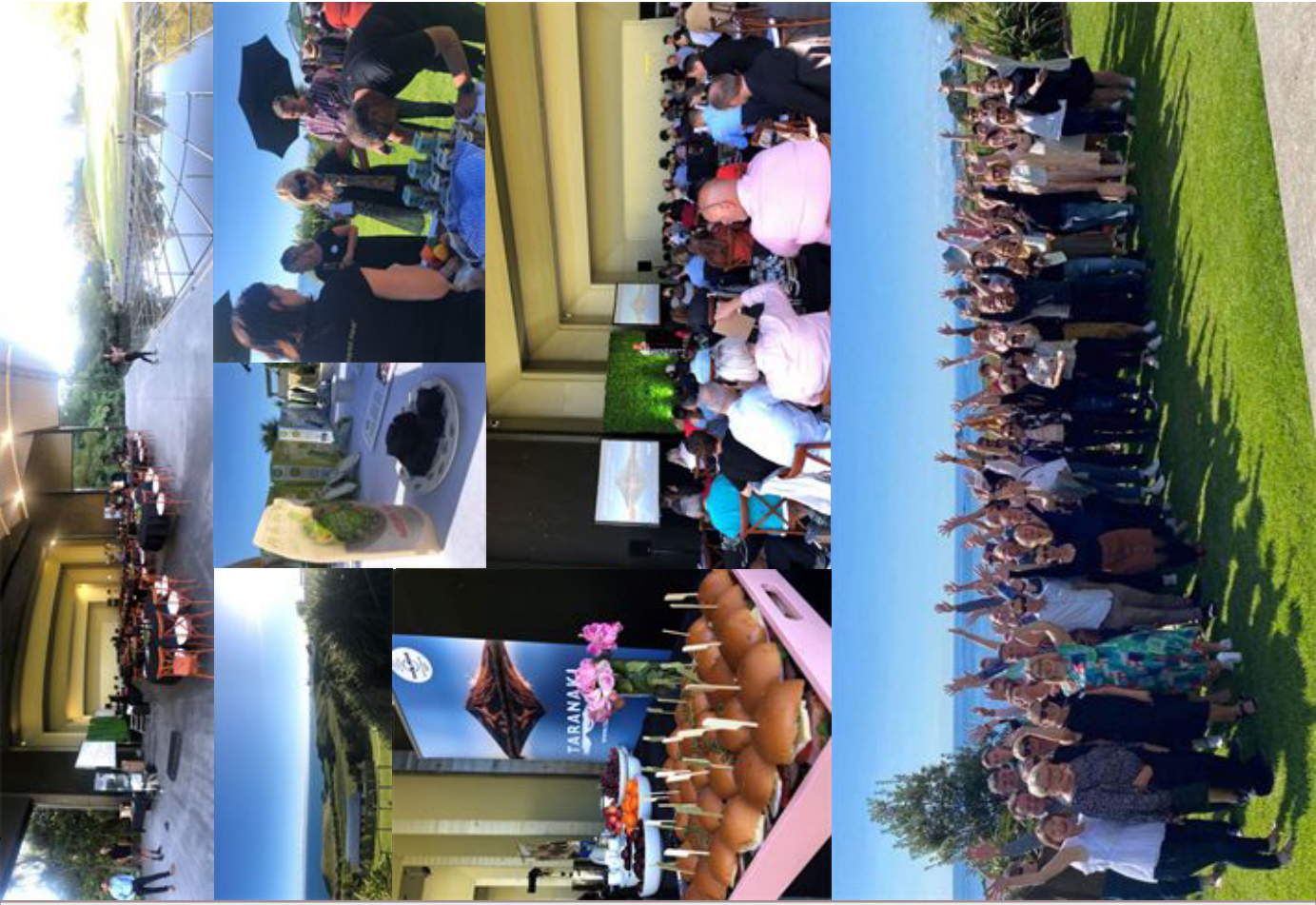
During Q3, more than 100 delegates from around the country came to Taranaki for the Regional Business Partner (RBP) Network conference.

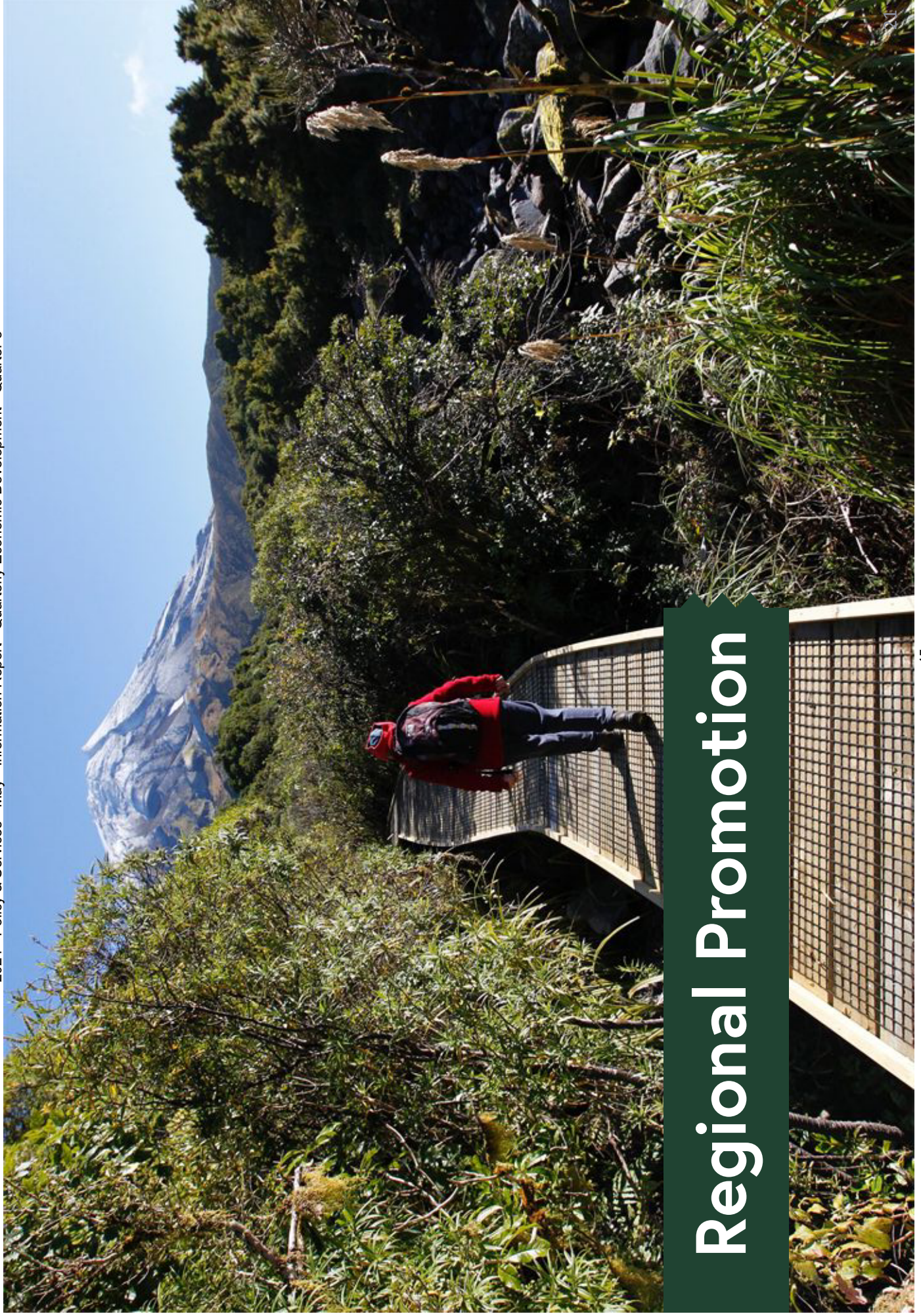
The RBP Network is a nationwide programme, of which Venture Taranaki is a partner, that connects and supports New Zealand businesses with advice, resources and funding, including channelling some of the recent COVID-19 funding support.

Hosted by Venture Taranaki, the conference was an opportunity to showcase the beauty of our region as well as the abundance of entrepreneurial and innovative spirit prevalent here in Taranaki.

In addition to hosting the two-day conference at iconic Taranaki venues including TSB Bowl of Brooklands and Okurukuru Winery, the delegates also visited various enterprises around Taranaki to see some of Taranaki’s most innovative and fast-growing enterprises first-hand. Feedback from attendees was incredibly positive about Taranaki.

Fittingly, the theme of the conference was ‘re-ignite, refresh, and refocus’, after a difficult 2020 in the landscape of business and enterprise.





Regional Promotion

Promoting Taranaki as a great place to learn, live, work, play, visit and create
Major Events Fund

Events funded in Q3			
1	Tastes and Tales	15-16 May 2021	
Events previously funded this FY			
2	Feast Festival Taranaki	Oct 30 – Nov 16 2020	
3	Super Smash T20 Cricket (Central Stags)	30-31 Dec 2020	
4	TSB Festival of Lights	19 Dec 2020 – 31 Jan 2021	
5	Jennian Homes Charles Tour Taranaki Open	Oct 15-18 2020	
6	Steelformers Around the Mountain Relay	Nov 6-7 2020	
7	Synphony	Jan 23 2021	
8	NZ Tattoo and Art Festival	27-28 Nov 2021	
9	Tri NZ North Island Sprint Distance Championships	March 28 2021	
Activity	Measure	Annual target	Total YTD
Administer the Major Events Fund	Number of events funded in accordance with the criteria of NPDC's major events fund	4	9

One additional event was contracted during Q3, bringing the total contracted events to nine.

Tastes & Tales is scheduled for May 2021



Party in the street: Americarna came to Taranaki during Q3, one of the events contracted last year and supported with the Major Events Fund.

Project update Taranaki Story

The Taranaki Story remains on track for delivery on time and on budget.

Launch planning is well underway for the week commencing 24 May. Through the launch activity and beyond, we aim to bring awareness to the stories, and provide the region's enterprises and the public with an understanding of how to use the stories and how they can harness the tools and resources, as well as instilling a sense of pride that ignites a willingness to share the Taranaki Story by word-of-mouth and organic social media.

Filming of the stories themselves is now nearing completion, with all filming due for completion week commencing 5 April.

Other components of the Taranaki Story Project are also on track, with infographics, how-to guides, and a presentation toolkit nearing completion.

Eight stories will be launched using a variety of media including narration, video and imagery, all of which will be available to Taranaki organisations for their free use.

Picture: Filming for the Taranaki Story, near Whangamomona



Promoting Taranaki as a great place to learn, live, work, play, visit and create

Visitor promotion initiatives

Reported YTD:

1. The Café
2. Wellington Regional News
3. "Always On" Google adwords campaign
4. Stuff "Back Your Backyard"
5. Visiting Friends and Family (VFR) campaign
6. Just Around the Corner digital campaign
7. Out of Region summer events promotion
8. Taranaki Like No Other Consumer newsletter

Activity in Q3

9. Mike Yardley familiarisation visit
10. Summer events out-of-region promotion

1. Mike Yardley March Familiarisation Visit

Two stories to be published week commencing 19 April 2021

- South Taranaki - Surf Highway & Hāwera: The coastal villages of Ōpunake and Manaia, surf spots, Everybody's Theatre, Steve Manning, Tawhiti Museum, KD's Elvis Museum and the Hāwera Water Tower.
- Nature's Glory in Taranaki featuring Pukekura Park, Coastal Pathway, Holland Gardens, Tūpare, Lake Rotokare, Te Papakura o Taranaki and Stratford.

2. Summer events and long weekend out-of-region promotion

- M2 Women in Summer and Autumn editions targeting drive and flight journey markets.
- Capital Magazine running in February and planned for April targeting drive journeys.
- Summer event promotion on Facebook and Instagram.
- Easter and ANZAC long weekend promotions targeting Auckland and Wellington markets.
- Christchurch social media awareness campaigns.

Activity	Measure	Annual target	Total YTD
Lead regional events strategy	Number of engagements related to the regional events strategy (now complete)	25	98
Destination promotion	Number of engagements with Visitor Industry Operators	100	2848
	Number of destination promotion and attraction initiatives	2	10

Promoting Taranaki as a great place to learn, live, work, play, visit and create Media Coverage

Below left: Feature article published by Stuff as a result of Stuff/TNZ partnership

Centre: Back Your Backyard campaign featuring Percy Thompson Gallery

Below centre: NZ Herald coverage for Fenton Street Art Collective

Below right: PowerUp coverage in Stratford Press

Far right: coverage of PowerUp through NZEntrepreneur

TRAVEL

New Zealand's tantalising Taranaki

12 Mar, 2016 05:00 AM

3 minutes to read



#nzentrepreneur

NEW ZEALAND'S ONLINE MAGAZINE FOR ENTREPRENEURS, STARTUPS AND SME BUSINESS BUILDERS

HOME ARTICLES INNOVATION MATRONS 2020 ECOSYSTEM GUIDE ONLINE COURSE

GET MORE ECOSYSTEMS | VENTURE TARANAKI

VENTURE TARANAKI RELEASES POWERUP PODCAST

#NZENTREPRENEUR — APRIL 7, 2020



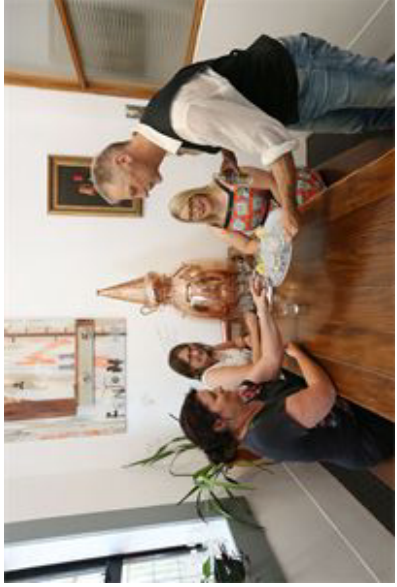
With workshops and an ideas competition already in action, Taranaki's entrepreneurship initiative PowerUp is well underway. The next instalment of the programme is the release of the first two "PowerUp Podcasts", from a planned series of eight.

STRATFORD PRESS

Venture Taranaki PowerUp 50 of region's budding entrepreneurs

26 Feb, 2021 11:37 AM

3 minutes to read



PowerUp project lead Shaan Davis. Photo / Supplied

Stratford Press

Facebook, Twitter, LinkedIn, Email icons

Promoting Taranaki as a great place to learn, live, work, play, visit and create

Regional website

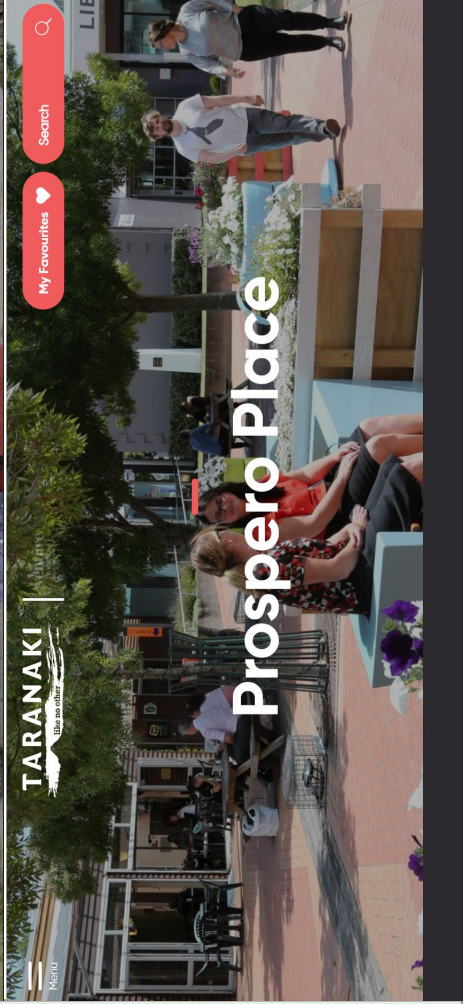
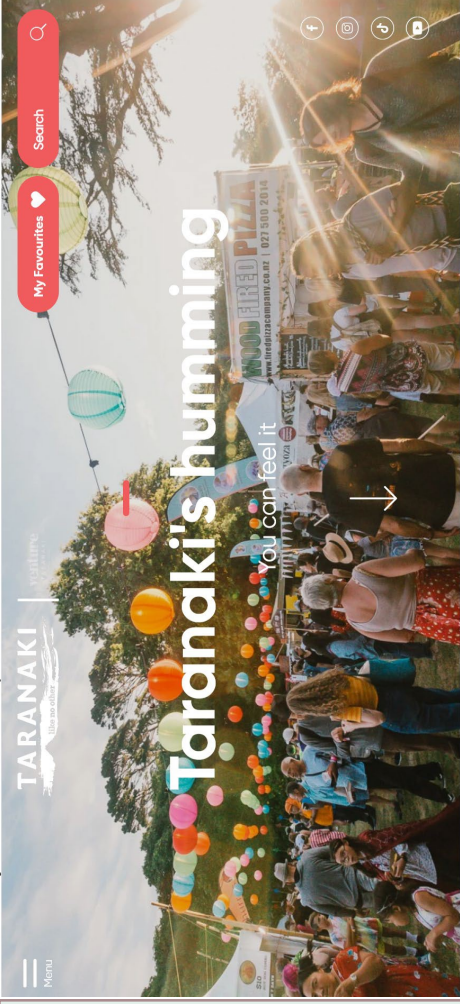
The new website for both the Taranaki region and Venture Taranaki was launched on 31 March.

It is divided into two parts: Taranaki Like No Other provides a resource for visitors to the region, as well as potential investors, entrepreneurs and skilled workers looking to relocate or invest here. It also houses the region's strategy: Taranaki 2050 and Tapuae Roa.

The Venture Taranaki section is resource for our local community, providing information about Venture Taranaki's projects, programmes and services, as well as downloadable resources, key statistics and access to our published reports.

The website will also house the Taranaki Story resources, and an extended image and video library that local businesses will be able to access for their own promotional use. These elements are due to be launched in Q4.

Click the images on the right to visit and explore the new website.



Promoting Taranaki as a great place to learn, live, work, play, visit and create

Visitor Strategic

Partnerships

Air New Zealand partnership

Easter Activation: An Easter egg hunt digital campaign run over Air New Zealand’s Facebook page in April. New Plymouth was one of three locations chosen to be filmed and feature as part of this. A fantastic selection of operators gifted prizes to be a part of this. Operators were acknowledged via the Like No Other Facebook page and Linked IN.

Click the image on the right to view the social media video campaigns.

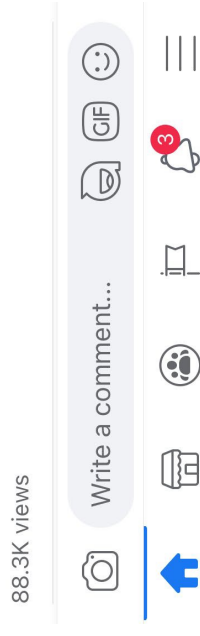
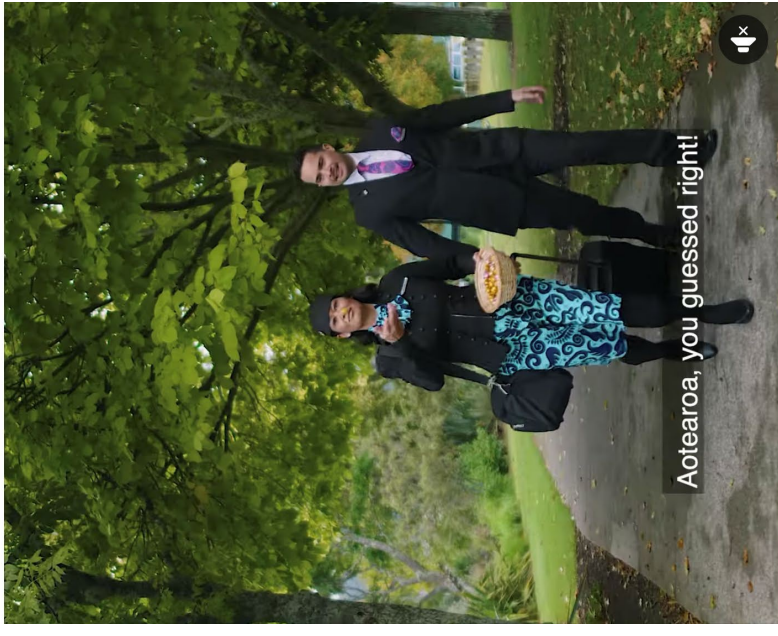
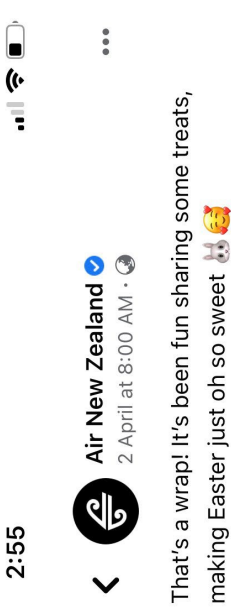
Coming up...

- Kia Ora food and eateries feature and accommodation review June/July
- Proactive pitching for Kia Ora June/July *What’s On Section*

Early planning is underway on another Air NZ Partnership for spring/summer and shoulder season to align with our new Christchurch growth market communications and to reflect up and coming events like the Garden Festival.

Neat Places Partnership

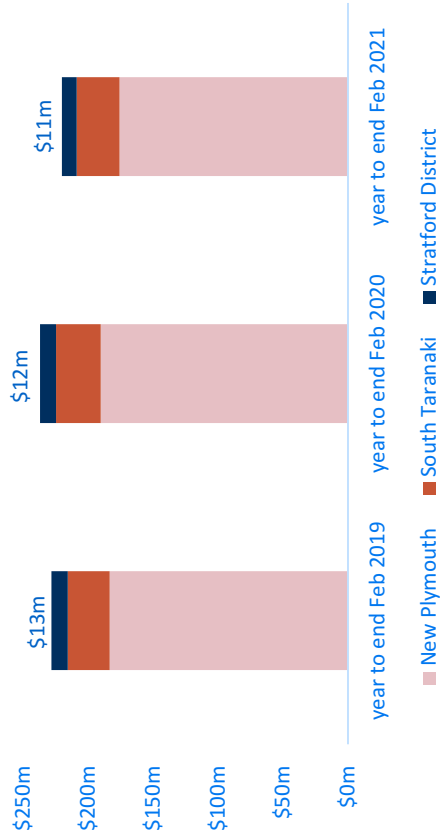
Coming up in Q4: five different Taranaki itineraries to be curated by Neat Places to support existing marketing efforts.



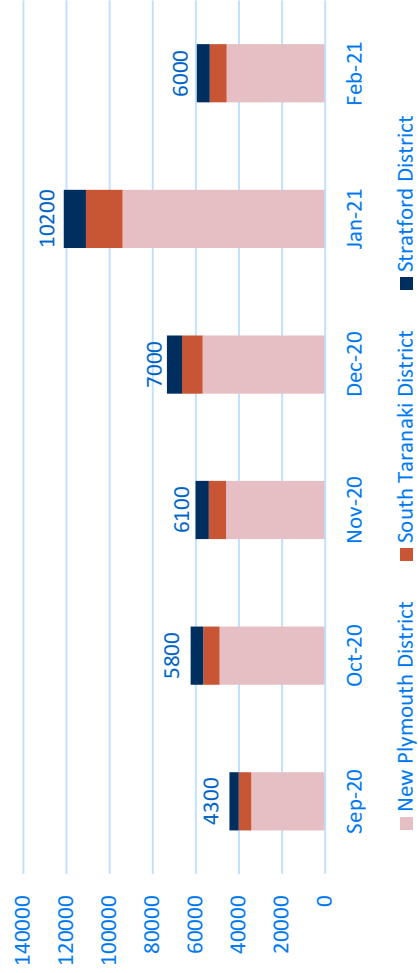
Promoting Taranaki as a great place to learn, live, work, play, visit and create

Visitor statistics

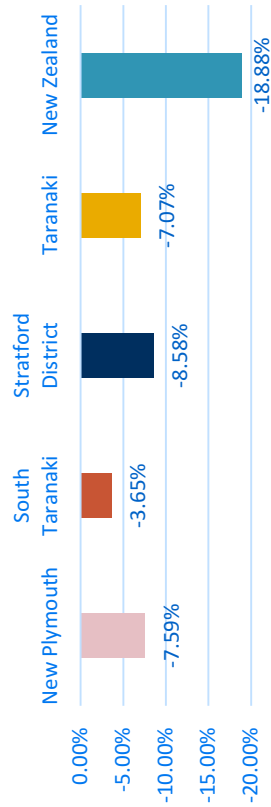
Visitor spend in Taranaki 2019-2021



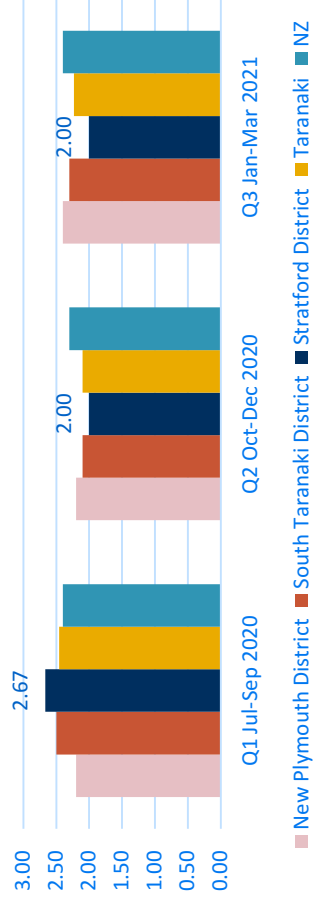
Total guest nights Sep 2020 - Feb 2021



Visitor spend % change – year to end Feb 2021



Average nights stayed per guest July 2020 - March 2021



Sources: MBIE TECT for visitor spend, Accommodation Data Programme for Guest Nights

Promoting Taranaki as a great place to learn, live, work, play, visit and create

Talent initiatives

Reported YTD:

1. Internship webinar to encourage enterprises to take on interns.
2. International education seminar online mini fairs (2) student and Chinese agents.
3. An in-depth sector workshop with the construction sector in November to determine barriers, opportunities and future forecasting given the Government’s shovel ready initiatives and major construction projects already in the pipeline.
4. Event with WITT covering workforce employability for international students.
5. Participated in a mini trade fair for Auckland education agents.

Activities in Q3:

6. Educators and Enterprises – two days of taking teachers to industry in North and South Taranaki. (Collaboration with Ministry of Education and Taranaki Futures). Attended by 31 teachers and visited 9 enterprises.
7. R&D Student Intern event; thank you for working in Taranaki over the summer.



Teachers visiting Carac Couplings as part of the Educators and Enterprises initiative

Activity	Measure	Annual target	Total YTD
Facilitate talent attraction and retention	Number of talent initiatives	2	7

Feedback

"Thankyou Venture Taranaki for giving me the opportunity to land myself on the Power Up Business Course which has opened a lot of doors to further my art and the strength to move forward" – PowerUp workshop attendee

"Shaan was able to help me with some really practical areas which has certainly helped me. He gave me good feedback on my website and also subsequent blogs that were added.

He connected me with someone to discuss the business mentor programme which I will be looking to engage with as well.

Shaan played a vital role in helping me to secure funding available when it was very time sensitive which I really appreciate. I found him efficient through the whole process and really felt like he was there to ensure my business's best success.." – Business advisory client, Stratford

"Any time I meet with Venture Taranaki I come away feeling more positive about staying in business and growing the business. It seems to be that although plenty of people have skills to run their own businesses it is the confident people that seem to be at the top. Venture Taranaki makes me more confident.

Clare has been an absolute asset to have working along side me and I recommend her 100%. I get very busy with lots of balls in the air and ideas and she takes everything and has steered me in a more professional direction. Being able to have a business plan put together to help with getting back on our feet after covid has received a lot of stress. I know I can go to her again for advice and help to continue to grow." – Business advisory client, Stratford

"Kia ora koutou! I recently took part in the Venture Taranaki Trust PowerUp program and hugely enjoyed the whole experience. I met and connected with inspiring and passionate entrepreneurs, learned heaps about setting up a business and making it thrive and had the opportunity to apply for the next phase with a video pitch. I just learned that I didn't make it this time, but will definitely jump on the next chance!" – PowerUp workshop attendee

"I was just reflecting about what a wonderful, memorable conference that was. After soaking up the buzz at the airport as we all waited for our flights last night, I know that the participants walked away feeling refreshed and reinvigorated; "I'm leaving feeling like my cup has been filled up" is what one person told me (word for word). I think that sort of result is only possible with careful design, good judgement and skilled execution" – RBP conference attendee

Coming up in Quarter Four

- Taranaki Trends publication release 22 April
- Growth Capital Workshop co-hosted with NZTE scheduled for 20 May
- Supporting Te Hono Maori Food and Fibres alumni event 14 May
- Tech Week commencing 22 May
- Taranaki Story launch 25 May at the TSB Showplace
- Food Tourism study finalised and actions identified
- Visitor futures design thinking workshops held and findings finalised and shared
- Completion of first stage of Taranaki Catchment Communities work
- Exploration of emerging/growth sectors for Taranaki
- Food start-up technical facilities exploration study
- Energy sector "Power to X" Roadmap commenced
- Construction sector skills shortage – deepen understanding and identification of initiatives by sector



DECISION REPORT



TO: Policy & Services Committee

F19/13/04 – D21/15575

FROM: Director - Assets

DATE: 25 May 2021

SUBJECT: CENTRAL LANDFILL JOINT COMMITTEE AGREEMENT

9

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council approves the new Joint Committee Agreement (Appendix 1) to incorporate a “Holding Period” while waste is disposed of at an out of region landfill;
3. THAT Council agrees to re-establish the Central Landfill Joint Committee for effective governance on regional waste disposal;
4. THAT Council delegates authority to the Chief Executive Officer to sign the Joint Committee Agreement;
5. THAT Council adopts the Central Landfill Joint Committee Terms of Reference (Appendix 2);
6. THAT Council delegates authority to the Central Landfill Joint Committee to:
 - a) Oversee the initial development, operation, closure and aftercare of the Central Landfill;
 - b) Approve the annual budget and business plan for the Central Landfill;
 - c) Determine the prices to be charged for depositing solid waste at the Central Landfill;
 - d) Determine (subject to any consent conditions) the types of solid waste that will be accepted at the Central Landfill;
 - e) Determine the date of permanent closure of the Central Landfill;
 - f) Determine during the Holding Period,
 - i. An annual review of activities and approval of the budget
 - ii. The viability of Central Landfill
 - iii. Whether Central landfill would need to accept waste on 1 July 2024 and if so, ensure timelines to facilitate this are met;
7. THAT Council resolves that the Central Landfill Joint Committee not be discharged at the Triennial election (Schedule 7 (Clause 30(7)) of the Local Government Act);

8. THAT Council appoints Councillor XXX as the Stratford District Council's representative and Councillor XXX as an Alternate Representative on the Joint Committee

Recommended Reason

The recommendations in this report is to allow the Central Landfill Joint Committee to oversee the initial development and the operation, eventual permanent closure and aftercare of the Central Landfill.

The Central Landfill Joint Committee was disestablished in 2019, pursuant to Schedule 7 Clause 30(7) of the Local Government Act, therefore, its reestablishment is required by resolution in Council. Accordingly, a new Joint Committee Agreement must be completed prior to the establishment of the Committee. The Terms of Reference, which supplement the Joint Committee Agreement, must be adopted by Council.

Moved/Seconded

1. **PURPOSE OF REPORT**

- 1.1 The purposes of the report are for Council to:
- 1.1.1 Agree to re-establish the *Central Landfill Joint Committee (CLJC)*, approve the *Joint Committee Agreement (JCA)* and the committee *Terms of Reference (TOR)* and to appoint the Council's *Representative* and *Alternative Representative* on the Joint Committee; and
- 1.1.2 Authorise the Chief Executive to sign the JCA.
- 1.2 The reestablishment of the CLJC will establish the governance layer for waste disposal options in the region.
- 1.3 For the avoidance of doubt, the *Holding Period*, as referred to in this report, is the remaining term of the Bonny Glen waste disposal contract until 30 June 2024, being the end of the first 5-yearly, 35-year Disposal Contract.

2. **EXECUTIVE SUMMARY**

- 2.1 In 2018, the Stratford District Council (the Council), New Plymouth District Council (NPDC), and South Taranaki District Council (STDC) made resolutions to transport Taranaki waste to Bonny Glen landfill and put the development of Central Landfill on hold.
- 2.2 The previous Central Landfill JCA has been updated to provide further governance during this holding period.

2.3 We recommend that Council approve the new Central Landfill JCA in order to ensure the CLJC can be re-established and ensure appropriate governance around regional waste disposal options during the *Holding Period*.

2.4 If the new JCA is approved by each council, the CLJC can be re-established, with the nominated representatives from each Council, allowing a review of the viability of the Central Landfill to be completed within the next 12 months.

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
✓	✓	✓	✓

This proposal meets the Local Government Act’s definition of good quality local infrastructure and the intent to deliver this in the most cost-effective way.

4. **BACKGROUND**

4.1 The Council, NPDC and STDC are bound by the Regional Waste Services Management Agreement 2008 (RWSMA). This agreement outlines the respective councils’ responsibilities for current and future solid waste disposal.

4.2 In 20 December 2017, the councils established the Central Landfill JCA to oversee the development and operation of Central Landfill, with NPDC appointed as the Administering Authority. As part of this agreement, the RWSMA was amended to reflect the agreed regional approach to waste disposal.

Amendment to Joint Committee Agreement (JCA)

4.3 In November 2018, each district council made resolutions to transport Taranaki waste to Bonny Glen Landfill under a 35 year contract with Midwest Disposal Limited. The contract has six five year rights of renewal, with the first renewal date on 30 June 2024.

- 4.4 As a result of this contract, the development of Central Landfill was put on hold. However, should a review of the feasibility of the Central Landfill indicate that the landfill should proceed as originally intended, there is potential for the landfill to be developed further by the first right of renewal of the Midwest Disposal contract in 2024 **and** prior to the lapse dates for Central Landfill resource consents and land use consent in 2025.
- 4.5 The JCA does not reflect this *Holding Period*, therefore an amendment is required to outline the committee's delegation and responsibilities during the *Holding Period*.

Re-establishment of Central Landfill Joint Committee (CLJC)

- 4.6 In 2019, the CLJC was disestablished at the local election in accordance with Schedule 7, clause 30(7) of the Local Government Act which states:

“A committee, subcommittee, or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee, or other subordinate decision-making body.”

- 4.7 Therefore the CLJC is required to be re-established by resolution of each council. A new JCA must be completed prior to the re-establishment of the committee. To ensure the JCA remains valid in future council terms, the re-establishment should include a recommendation that the committee not be discharged at the end of future triennial council terms.
- 4.8 The JCA has been reviewed and a new agreement drafted by Simpson Grierson to reflect:
- Updated background to provide further information since the previous agreement was established;
 - Updated definitions to reflect changes throughout agreement; and
 - Addition of clauses relating to the holding period
- 4.9 The new JCA is provided in Appendix 1, with tracked changes highlighted.

Terms of Reference (TOR)

- 4.10 The Mayor has the ability, pursuant to Section 41A of the Local Government Act, to establish the Committee and its appointees but the committee's Terms of Reference must be adopted by each council.
- 4.11 The TOR for the CLJC has been updated to reflect the new JCA, including the *Holding Period*, and is provided in Appendix 2.

Next Steps

- 4.12 If the new JCA and TOR are approved by each council, the CLJC will re-establish with the nominated representatives from each Council.
- 4.13 The CLJC will review the viability of the Central Landfill within the next 12 months and meet on an annual basis during the *Holding Period* as outlined in the JCA and the TOR.

5. CONSULTATIVE PROCESS

5.1 Public Consultation - Section 82

No public consultation has been undertaken.

5.2 Maori Consultation - Section 81

No Iwi consultation was deemed necessary for this matter.

6. RISK ANALYSIS

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

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

- 6.1 There are a number of risks (particularly financial and resulting political implications) and uncertainties associated with a project of this nature and size.
- 6.2 The overall risk is reduced by the shared approach taken by the three territorial local authorities as well as the significant amount of planning that has been undertaken to date.
- 6.3 A number of legal opinions and reviews have formed part of this project to date.

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?	Strong link to LTP
What relationship does it have to the communities' current and future needs for infrastructure, regulatory functions, or local public services?	It meets the community's need for essential infrastructure.

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? |
|--|

Data to date is robust, however, as the project progresses, further information will be sought as relevant to the individual stages of the project.

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it: • considered a strategic asset; or	No	The asset is held by the administering authority, in this case NPDC, SDC is making an investment in it.
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	The Joint Committee arrangement does not meet the threshold of being considered a CCO.
• 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	The location of the landfill is outside the Stratford District. Financially the impact is the lowest of all considered options on an all-of-life basis.

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.

Option 1 - Approve the new Joint Committee Agreement, agree to re-establish the Central Landfill Joint Committee, and adopt the terms of reference

Financial and Resourcing Implications

- 7.4.1 The new Agreement allows the Committee to continue to function during the holding period and defines the role of the Joint Committee and Administering Authority.
- 7.4.2 The initial capital provided by each Council to construct the landfill has been refunded in accordance with the Joint Committee resolution on 30 August 2019.

Risk Analysis

- 7.4.3 Should the decision be to continue with disposal of waste to Bonny Glen landfill, the JCA may need to be terminated or further amended to allow for a change in future governance of regional waste disposal. The JCA has been amended to enable future termination of the agreement should it be required.
- 7.4.4 The provision of alternate committee members is not explicitly referenced in the LGA, however given the small size of the committee, and the statutory obligation to appoint Mayors to all Council committees, the appointment of alternate members will facilitate effective and efficient meetings by ensuring a quorum is achievable.

Advantages and Disadvantages

- 7.4.5 This option allows the feasibility of the Central Landfill to be monitored and reviewed by the Joint Committee during the first term of the Bonny Glen Landfill waste disposal contract and provide governance for decision making prior to the landfill designation and resource consent lapse dates.
- 7.4.6 Amending the JCA provides clarity of roles for the Central Landfill Joint Committee and Administering Authority during the holding period.
- 7.4.7 The project can be reactivated quickly should the agreement with Midwest Disposals for Bonny Glen landfill not perform as expected.

Option 2 - Do not approve the new Joint Committee Agreement

Financial and Resourcing Implications

- 7.4.8 If the Joint Committee is not re-established, there would be no formal agreement in place between the three councils, requiring the Administering Authority to be disbanded and any costs for future landfill disposal to be met by individual councils.
- 7.4.9 If the JCA is not amended to reflect the decision to dispose of waste at Bonny Glen, the Committee will not have delegated authority to make decisions during the holding period.

Risk Analysis

- 7.4.10 Without a JCA, the ability to collaborate on waste management regionally would be restricted.
- 7.4.11 There is a risk of delays in making a decision to remobilise the Central Landfill project without a JCA to facilitate clear governance during the holding period.

Advantages and Disadvantages

- 7.4.12 This option would provide ineffective governance in relation to regional waste disposal.
- 7.4.13 This option could delay decision making and remobilisation, should it be required,

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.

This project will be loan funded.

7.6 **Prioritisation & Trade-off**

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

The outcome of this project is to allow Council to deliver waste disposal services to ratepayers at the minimum cost, taking a lifecycle approach. Deferring this project could delay decision making which will come at a cost.

7.7 **Legal Issues**

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

There are no legal issues,
Legal opinions have been sought; the JCA and TOR documents have been prepared by legal experts.

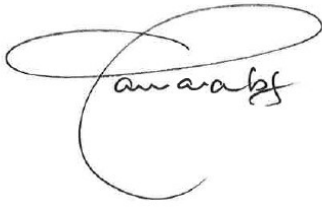
7.8 **Policy Issues - Section 80**

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

There are no policy issues with this matter; the purpose of this report aligns with Council policies as well as Section 10 of the LGA.

Attachments:

- Appendix 1 – The *Joint Committee Agreement* – JCA (D21/15808);
- Appendix 2 – The *Terms of Reference* - TOR (D21/15807).

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

Victoria Araba
DIRECTOR – ASSETS

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

[Approved]
S Hanne
CHIEF EXECUTIVE

DATE: 17 May 2021

APPENDIX 1

JOINT COMMITTEE AGREEMENT

NEW PLYMOUTH DISTRICT COUNCIL

SOUTH TARANAKI DISTRICT COUNCIL

STRATFORD DISTRICT COUNCIL

9

 **Simpson Grierson**
Barristers & Solicitors
Auckland, Wellington & Christchurch
New Zealand
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AGREEMENT DATED**2021****PARTIES**

1. **NEW PLYMOUTH DISTRICT COUNCIL (NPDC)**
2. **SOUTH TARANAKI DISTRICT COUNCIL (STDC)**
3. **STRATFORD DISTRICT COUNCIL (SDC)**

BACKGROUND

- A. Under a Regional Waste Services Management Agreement dated 2 July 2008 (**RWSMA**), the parties used a landfill situated at Colson Road in New Plymouth (**Colson Road Landfill**). The Colson Road Landfill is owned and operated by NPDC and closed to the acceptance of general waste in 2019 while it remained open for special waste from August 2019. It closed to the acceptance of all waste on 31 October 2020.
- B. Under a Central Landfill Joint Committee Agreement dated 20 December 2017 entered into by the parties (**original CLJC Agreement**), the parties agreed to establish a joint committee pursuant to the Local Government Act 2002 (**Joint Committee** or **CLJC**), for the purposes of developing the Central Landfill (**Central Landfill**) and operating it following the closure of the Colson Road Landfill.
- C. In November 2018, each of the parties resolved to transport Taranaki waste to Bonny Glen Landfill. A 35-year contract (including renewals) with Midwest Disposal Limited has been entered into. The first five yearly contract renewal date in the Bonny Glen waste disposal contract is 30 June 2024.
- D. The development of the Central Landfill was put on hold. The lapse date for the Central Landfill resource consents and the land use consent from STDC is 2025 if they are not given effect to. There is potential for the Central Landfill to be developed further and a decision to proceed with its use as originally intended. If the Bonny Glen waste disposal contract is not renewed after its first term, then the Central Landfill will need to accept waste on 1 July 2024.
- E. The original CLJC was disestablished following the 2019 triennial local government elections (in accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002).
- F. The parties intend to enter this new Joint Committee Agreement (**Agreement**) to ensure that the CLJC will be able to facilitate effective governance on regional waste disposal options during the remaining term of the Bonny Glen waste disposal contract until 30 June 2024 (**Holding Period**).

THIS AGREEMENT RECORDS THAT:**DEFINITIONS AND INTERPRETATION**

Definitions: In this agreement, unless the context indicates otherwise:

Administering Authority means the party to be appointed as such, in accordance with clause 0;

Aftercare means the on-going monitoring and maintenance of the Central Landfill following its permanent closure, as required under the Resource Consents;

Aftercare Fund means, at any time, an amount set aside to provide for all anticipated Aftercare costs (as determined from time to time in accordance with clause 5.4.19 of the Landfill Full Cost Accounting Guide for New Zealand);

Annual Budget has the meaning given to that term in clause 0;

Background IP means:

all Intellectual Property developed by any party for incorporation into the landfill consent, design or expressly for the joint benefit of the parties; and

all Intellectual Property that has been developed by any third party on behalf of any party (including any financial model developed for any party by an independent third party),

which is in existence at the date of this Agreement or which comes into existence after the date of this Agreement otherwise than in connection with this Agreement;

Bill Rate means in respect of any day of a month:

- (a) the average of the bid rates for 30 day bank accepted bills of exchange, expressed as a percentage per annum (to two decimal places) as quoted on Reuters page BKBM or any successor page displaying substantially the same information (subject to manifest error) at 10.45 am on the first Business Day of the month in respect of which the rate is to be calculated; or
- (b) if this rate does not appear on that Reuters page on that Business Day, the average of the mean bid and offered rates of Westpac Banking Corporation for bank bills of exchange having a tenor of 30 days at 10.45 am on that Business Day;

Business Day means any day excluding Saturdays, Sundays and statutory public holidays in Taranaki and excluding any day in the period beginning on 25 December in any year and ending on 5 January in the following year;

Business Plan has the meaning given to that term in clause 0;

Central Landfill has the meaning given to that term in the Background section of this Agreement or, as the context requires, the business which comprises the operation, by the Administering Authority on behalf of the parties, of the Central Landfill;

Central Landfill Site means the area of land described as such in Schedule 5 of the Agreement, being a subdivision of part of the land situated on State Highway 3, three kilometres south of Eltham with legal description Pt Sec 26 Sec 27 Blk XIV Ngaere SD;

CLJC Member has the meaning given to that term in clause 0;

Commencement Date means the date of this Agreement;

Confidential Information means any information:

relating to the terms of this Agreement;

relating directly or indirectly to the business operations of the Central Landfill;

disclosed by any party to any other party on the express basis that such information is confidential; or

which might reasonably be expected by any party to be confidential in nature,

provided that, where information relates exclusively to one party, nothing in this Agreement will require that party to maintain confidentiality in respect of that information;

Default Rate means the Bill Rate plus 5%;

Financial Year means the financial year of the Central Landfill, being 1 July to 30 June;

Force Majeure means in relation to any party (**Affected Party**) an event or circumstance (or combination of events or circumstances) which is beyond the reasonable control of the Affected Party, including any:

- (a) war, revolution, riot, act of terrorism, commandeering, nationalisation or requisition by or under the order of any Government Agency;
- (b) stoppage, material shortage or short term restriction of labour, including an industrial dispute, strike, ban, embargo and lockout (provided that any such unavailability of labour is not restricted to the Affected Party);
- (c) act of any Government Agency, including a governmental restraint, order, embargo or declaration of regional or national state of emergency (or equivalent);
- (d) natural disaster including cyclone, tsunami, flood, earthquake, volcanic eruption, fire, landslide or mudslide; or
- (e) disease, epidemic, pandemic or officially imposed quarantine,

but does not include any:

- (f) event or circumstance which could have been avoided by the exercise, by the Affected Party, of Good Industry Practice; or
- (g) lack of funds or authority or power on the part of the Affected Party;

Future Development Fund means an amount set aside for the costs associated with the future development and the eventual permanent closure of the Central Landfill Site (excluding Aftercare), including any expansion or development of its infrastructure and **Future Development** has a corresponding meaning;

Good Industry Practice means, in relation to any activity, the exercise of a degree of skill, diligence, prudence and foresight which would reasonably and

ordinarily be expected from a skilled and experienced person engaged in New Zealand in the same type of activity, under the same or similar circumstances;

Government Agency means any recognised government or any governmental, semi-governmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity whether at a national or local level.

Holding Period means the period between the commencement of this agreement and the expiry of the initial term of the Bonny Glen waste disposal contract (expected to be 30 June 2024);

Intellectual Property means trade marks, rights in domain names, copyright, patents, registered designs, circuit layouts, rights in computer software, databases and lists, rights in inventions, confidential information, know-how and trade secrets, operating manuals, quality manuals and all other intellectual property, in each case whether registered or unregistered (including applications for the grant of any of the foregoing) and all rights or forms of protection having equivalent or similar effect to any of the foregoing which may subsist anywhere in the world, including the goodwill associated with the foregoing and all rights of action, powers and benefits in respect of the same;

Joint IP means all Intellectual Property developed during the Term by any combination of two or all of the parties, for the purposes of giving effect to this Agreement;

Landfill Management Agreement means an agreement entered into between the Administering Authority (in its capacity as such and with the approval of the CLJC) and a third party for the management of the Central Landfill's day-to-day operations;

Landfill Services Deed means a deed setting out the basis on which a person is entitled to deposit Solid Waste at the Central Landfill;

Law means the law in force from time to time in New Zealand;

Operating Account means a ledger account to be used solely for the receipt of all income and the payment of all expenses (excluding those relating to Aftercare or Future Development) relating to the operations of the Central Landfill (including its initial development);

Percentage Interests means the proportions in which the parties invest capital in, or receive any operating surplus or apportion any operating deficit from, the Central Landfill being:

- (a) NPDC - 66.4%;
- (b) STDC - 27.1%; and
- (c) SDC - 6.5%;

Representative means the representative nominated by resolution of each party (evidenced by written notice to, or by inclusion in any minutes of, the CLJC) to receive notices on behalf of that party relating to this Agreement;

Resource Consents means the following resource consents, as amended or replaced from time to time, and together with any additional resource consents granted in the future in respect of the Central Landfill:

Consent Reference	Consenting Authority	Lapse Date	Expiry Date
• 05347-1.3 (dated 20 July 2005)	Taranaki Regional Council (TRC)	21 December 2025	1 June 2034
• 05348-1.4 (dated 20 July 2005)	TRC	21 December 2025	1 June 2034
• 05349-1.4 (dated 20 July 2005)	TRC	21 December 2025	1 June 2034
• 05350-1.3 (dated 20 July 2005)	TRC	21 December 2025	1 June 2034
• 05351-1.3 (dated 20 July 2005)	TRC	21 December 2025	1 June 2034
• 10501-1.0 (dated 23/11/2017)	TRC	Exercised	1 June 2022
• 10502-1.0 (dated 23/11/2017)	TRC	Exercised	1 June 2034
• 10529-1.0 (dated 19/2/2018)	TRC	Exercised	1 June 2034
• 10530-1.0 (dated 19/2/2018)	TRC	Exercised	1 June 2034
• RM 980102 (dated 30 March 2000, as varied on 14 December 2005)	STDC	21 December 2025	N/A

Site Lease has the meaning given to that term in clause 0;

Solid Waste means all forms of waste, including recyclable waste and compatible green waste;

Term means the period from and including the date of this Agreement, up to and including the date on which this Agreement terminates in accordance with clause 0; and

Terms of Reference means the terms of reference of the Joint Committee as set out in this Agreement and in Schedule 4 and amended by the parties from time to time.

Interpretation: In this agreement, unless the context indicates otherwise:

Defined Expressions: expressions defined in the main body of this Agreement have the defined meaning throughout this Agreement, including the background;

Headings: clause and other headings are for ease of reference only and will not affect this Agreement's interpretation;

Parties: references to any **party** include that party's successors and permitted assigns;

Persons: references to a **person** include an individual, company, corporation, partnership, firm, joint venture, association, trust, unincorporated body of persons, governmental or other regulatory body, authority or entity, in each case whether or not having a separate legal identity;

Plural and Singular: references to the singular include the plural and vice versa;

Clauses/Schedules: references to clauses and schedules are to clauses in, and the schedules to, this Agreement. Each such schedule forms part of this Agreement;

Statutory Provisions: references to any statutory provision are to statutory provisions in force in New Zealand and include any statutory provision which amends or replaces it, and any by-law, regulation, order, statutory instrument, determination or subordinate legislation made under it;

Negative Obligations: any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done;

Inclusive Expressions: the term **includes** or **including** (or any similar expression) is deemed to be followed by the words "without limitation"; and

Documents: references to any document (however described) are references to that document as modified, novated, supplemented, varied or replaced from time to time and in any form, whether on paper or in an electronic form.

CONDITIONS

CENTRAL LANDFILL JOINT COMMITTEE

Existing arrangements: The parties recognise that:

the joint committee established by the old CLJC Agreement between them dated 20 December 2017 was disestablished and that old CLJC Agreement is terminated;

the parties were refunded a portion of the funds that they transferred into the Operating Account due to the reduction in expected costs during the Holding Period; and

the Agreement Varying Regional Waste Services Management Agreement was entered into on 20 December 2017 and remains in force.

Establishment: The CLJC is established with effect from the Commencement Date.

Functions: The functions of the CLJC will be to oversee the initial development, and the operation, eventual permanent closure and Aftercare, of the Central Landfill in accordance with this Agreement, including:

- (a) during the Holding Period, determining:
 - (i) on an annual (or otherwise as required) basis, the previous year's activities in review and approve budgets for the next financial year;

- (ii) the viability of Central Landfill as reviewed by the Administering Authority considering:
- (A) the performance of the Bonny Glen waste disposal contract;
 - (B) comparison with initial waste disposal modelling assumptions using the identified triggers: Total cost of disposal exceeding LTP budget; Waste volume growth exceeding LTP expected volume; Waste minimisation progress less than modelled in 2018;
 - (C) the ability to extend all relevant Central Landfill consents for an extended period, or at least five years;
 - (D) the capital required to maintain the consents and Central Landfill site;
 - (E) any options to future proof the landfill site including purchasing neighbouring land if required;
 - (F) any changes to landfill best practice, government policy and implementation of Waste Management and Minimisation Plan actions.
- (iii) whether Central Landfill would need to accept waste on 1 July 2024 and if so:

- (A) ensure the following timeline is met to enable Central Landfill to open by this time:

Milestone	Date Required By
Undertake cost benefit analysis of Bonny Glen vs Central Landfill, including updated landfill construction cost estimate	July 2021
Decision by three councils whether to proceed with Central Landfill	December 2021
Payment of Initial Instalments	February 2022
Review and confirm landfill design	June 2022
Tender and construct landfill (two construction seasons – allows time to confirm leachate disposal option)	July 2022 to June 2024

- (B) if the decision is made for one or more Councils to continue (or not continue) with the Bonny Glen Waste disposal contract for the second term, inform MidWest Disposal Limited by 31 December 2023.
- (iv) subject to clauses (ii) and (iii) above, and a decision being made to continue with the Bonny Glen Waste disposal contract for the second and subsequent terms of five years, changes required to update this Agreement to reflect the role of the Joint Committee and Administering Authority over these periods.

(b) determining (subject to the provisions of the Landfill Services Deeds, where applicable) the prices to be charged for the deposit of Solid Waste at the Central Landfill (**Gate Charges**);

determining (subject to the provisions of the Landfill Services Deeds, where applicable) which types of Solid Waste will be accepted at the Central Landfill;

approving the Annual Budget and Business Plan for the Central Landfill (in accordance with clause 0);

determining the date of permanent closure of the Central Landfill (consistent with the Resource Consents);

in each case, in a manner which:

(a) meets the requirements of the parties' respective Long Term Plans (under the Local Government Act 2002) relating to Solid Waste disposal; and

creates a long-term economically viable, least cost solution (compliant with all relevant regulatory requirements) for the disposal by the parties of their respective Solid Waste.

Anything expressed in this Agreement as an obligation of the CLJC will be construed as an obligation of the parties, to exercise their rights under this agreement, through their respective CLJC Members, to ensure that the CLJC's obligation is discharged in the manner contemplated by this agreement.

Membership: The CLJC will comprise one elected member from each of the parties (**CLJC Members**). Each party will, prior to the Commencement Date, nominate, by written notice to the other parties, that party's initial CLJC Member. Any party may subsequently change its CLJC Member at any time by written notice to the other parties. If a CLJC Member ceases to be an elected member of the party that appointed that person, he or she will automatically cease to be a CLJC Member.

Alternates: Each party is entitled to nominate an alternate elected member to attend meetings of the CLJC and vote. For the avoidance of doubt, each party is only entitled to one vote regardless of the number of members or alternates appointed by it.

Voting: Each CLJC Member will have one vote on all resolutions of the CLJC. All meetings of the CLJC may be attended by officers of the parties, but such officers will not be entitled to vote on resolutions of the CLJC.

Proceedings: The CLJC will operate in accordance with the following:

Chairperson: The chairperson of the CLJC (**CLJC Chairperson**) will be any CLJC Member nominated by NPDC to be chairperson (subject to his or her consent to act as chairperson). The CLJC Chairperson (or his or her nominee) will chair meetings of the CLJC. The CLJC Chairperson will not have a second or casting vote on any resolution of the CLJC.

Quorum: The quorum for a meeting of the CLJC will be a simple majority of the CLJC Members.

Resolutions: All decisions by the CLJC will be made by resolution of the CLJC Members, passed at a CLJC Meeting. Each CLJC Member must ensure, prior to voting on any resolution of the CLJC, that he or she has the authority of the party which appointed him or her to the CLJC to exercise his or her vote accordingly, and that the exercise of his or her vote does not require any subsequent ratification or approval by that party.

Other: The CLJC will otherwise regulate its proceedings as the CLJC Members so resolve or, in the absence of any such resolution to the contrary, in accordance with the Local Government New Zealand Model Standing Orders.

Terms of Reference: The Terms of Reference of the CLJC are set out in this Agreement and in Schedule 4. In the event of any conflict between the provisions in Schedule 4 and the provisions in the body of this Agreement, the provisions in the body of this Agreement will prevail.

FINANCIAL

Separate Accounting: The Administering Authority will:

maintain financial and budgeting practices in accordance with the Landfill Full Cost Accounting Guide for New Zealand (published by the Ministry for the Environment);

maintain financial records and accounts (including the Operating Account) for the Central Landfill, separate from those relating to the Administering Authority's other activities;

determine suitable accounting and investment policies for the Future Development Fund, the Aftercare Fund, and all other amounts relating to the Central Landfill; and

report routinely to the CLJC on the matters as set out in paragraphs (a) and (b) above, and by exception according to any policies the CLJC may ratify in respect of accounting and investment.

Annual Budget and Business Plan: The Administering Authority will prepare, and submit to the CLJC for approval, an annual budget and business plan for the Central Landfill, not less than 6 months prior to, and in respect of, each Financial Year (**Annual Budget/Business Plan**). Once the Annual Budget and Business Plan have been approved, the Administering Authority will use all reasonable commercial endeavours to manage the Central Landfill in accordance with the approved Annual Budget and Business Plan, to the extent possible (and will notify the CLJC, at the earliest available opportunity, of any material deviation or expected material deviation from the Annual Budget or Business Plan). For the avoidance of doubt, the rental and any other amounts payable by the Administering Authority under the Site Lease, and the Administering Authority's reasonable overheads in relation to its role as such, will be included as an expense in the Annual Budget and Business Plan.

Initial Capital: In order to meet the costs of the initial development and operation of the Central Landfill, the parties will pay, such amounts into the Operating Account as the Administering Authority calculates and is approved by the CLJC in accordance with the percentage interests set out below (**Initial Instalments**). The Initial Instalments will be payable on the date that the CLJC determines (and if no such

determination is made, then the date that is 2 months after the last of the parties has resolved to proceed with Central Landfill).

Party	Percentage Interest
NPDC	66.4%
STDC	27.1%
SDC	6.5%

Additional Capital Contributions: Where any additional capital is required for the development or operation (including the eventual, permanent closure) of the Central Landfill, the parties will pay such amounts into the Operating Account on such dates as the CLJC requires. The CLJC will give the parties at least 20 Business Days' prior written notice of any additional capital contributions required.

Future Development Fund: The Administering Authority will allocate, from the Operating Account, sufficient funds in order to meet the anticipated costs of Future Development. Such funds will be held in a separate Future Development Fund, to be held and administered by the Administering Authority on trust for the parties (as to their respective Percentage Interests). All Future Development costs must be paid from the Future Development Fund.

Aftercare Fund:

The CLJC will establish a separate Aftercare Fund to meet the costs of Aftercare. The Aftercare Fund will be funded from the Operating Account (subject to clause 0). The Aftercare Fund will be held by the Administering Authority in a separate account, on trust for the parties (as to their respective Percentage Interests) and will be used to meet the parties' obligations in relation to Aftercare, following permanent closure of the Central Landfill. All Aftercare costs must be paid from the Aftercare Fund.

If, at any date (**Reference Date**), the Aftercare Fund does not have sufficient funds in order to meet all of the Aftercare costs that are or are expected to be payable within the following 60 Business Days, the parties will be required to deposit to the Aftercare Fund an aggregate amount equivalent to the shortfall, divided between them in proportion to the total quantity of Solid Waste deposited by each of the parties during the period between the first date on which the Central Landfill is open and able to provide the Landfill Services (as defined in the Landfill Services Deed) and the Reference Date.

Operating Account: The Operating Account must be kept in surplus at all times (net of all funds which are required to be paid from the Operating Account into the Future Development Fund or the Aftercare Fund, and net of all amounts paid by the parties under clause 0) until all of the Aftercare requirements of the Central Landfill have been met. If the CLJC or the Administering Authority requires any payment by the parties into the Operating Account (on any basis, including as a capital contribution or as a repayable advance) in order to keep the Operating Account in surplus, such payment must be made by the parties in their respective Percentage Interests, at the time required by the CLJC or the Administering Authority (respectively) on not less than 2 Business Days' notice.

Operating Revenue: The Administering Authority must ensure that all Gate Charges and other receivables relating to the operation of the Central Landfill are paid into the Operating Account.

Operating Expenses: The Administering Authority will pay all operating expenses of the Central Landfill (including any payments payable by the Lessee under the Site Lease, and the amounts referred to in clause 0 out of the Operating Account.

Operating Surplus: Any operating surplus (determined by reference to the Central Landfill's then current Annual Budget and Business Plan) will be allocated by the Administering Authority as follows:

first, to the Aftercare Fund (to the extent that any such allocation is required in order to ensure that the Aftercare Fund has sufficient funds in it, net of any investment returns on it, to meet all of the Aftercare costs of the Central Landfill); then

to the Future Development Fund (to the extent that any future development of the Central Landfill Site, including any capital costs associated with plant or equipment needed to operate the Central Landfill or with any roading or other costs associated with the operation of the Central Landfill, is not fully funded through the Future Development Fund); then

paid to the parties, in accordance with their respective Percentage Interests, at such times as the Administering Authority (acting in accordance with this Agreement) considers appropriate, and as approved by CLJC.

Payment Default: If any amount owed by any party (**Party B**) under this clause 0 falls overdue for payment (**Payment Shortfall**) then:

any other party (**Party A**) may meet the Payment Shortfall on Party B's behalf; and

Party B will be liable to repay to Party A the Payment Shortfall, including any default interest incurred on that amount. Such default interest will:

be calculated from the date on which the Payment Shortfall falls overdue until the date on which payment of the Payment Shortfall is made in full;

accrue and be calculated on a daily basis at the Default Rate; and

be compounded monthly.

ADMINISTERING AUTHORITY

Appointment of NPDC: Until or unless the parties agree otherwise in writing, NPDC will be the Administering Authority. If NPDC is replaced at any time as the Administering Authority, the replacement must be either:

one of the other parties; or

a third person, appointed pursuant to a written agreement between the CLJC and that person, on terms which are consistent with this clause 0 and which are approved by each party in writing accordingly (such approval not to be unreasonably withheld).

Delegation of Powers to Administering Authority: To the fullest extent permitted by law, the CLJC will be deemed to have granted to the Administering Authority, on

and from the Commencement Date, all functions, rights and powers of the CLJC, required for the development, operation and Aftercare of the Central Landfill in the manner contemplated by this agreement. Without limiting the effect of this clause, the Administering Authority may, on behalf of the CLJC:

enter into Landfill Services Deeds with commercial users, in accordance with the matters determined by the CLJC under clauses 0(a) and (b) and using the template set out in a Schedule 2 (subject to any modifications as the Administering Authority reasonably considers to be in the best interests of each of the parties);

enter into a Landfill Management Agreement for the management of the Central Landfill's day-to-day operations (on terms which must be consistent with any Landfill Services Deed that is in existence prior to the entry into the Landfill Management Agreement, and with this Agreement);

purchase, and hold on trust for the parties (as to their respective Percentage Interests) such assets as are necessary for the operation of the Central Landfill (but excluding the Central Landfill Site itself);

access, use and make improvements to (including the construction of fixtures on) the Central Landfill Site (and, for this purpose, enter into the Site Lease and, if there is any change in the Administering Authority, assign the Site Lease to the new Administering Authority);

hold and operate the Operating Account, Aftercare Fund and Future Development Fund in the manner set out in this Agreement;

enter into binding commitments on behalf of the parties, as required for the operation of the Central Landfill in the manner contemplated by this Agreement, provided that any such commitment:

will be made on the basis that it is a joint liability of the parties, as to their respective Percentage Interests;

must, if not expressly authorised by any other provision of this Agreement, be authorised by a resolution of the CLJC if that commitment (either alone or in conjunction with other related commitments) constitutes an aggregate contingent or actual liability of the parties in excess of \$250,000 in any financial year of the Central Landfill; and

must be permitted by law;

arrange, and hold on trust for the parties as to their respective Percentage Interests, all insurances reasonably required in respect of the Central Landfill; and

manage, on behalf of the CLJC, any disputes with third parties and any regulatory compliance matters relating to the Central Landfill (including any issues relating to the Resource Consents).

(i) during the Holding Period and subject to the CLJC review, apply for Additional/Modified Resource Consents under clause 0 of this agreement as required.

Obligations of Administering Authority: In addition to any other obligation of the Administering Authority under this Agreement, the Administering Authority, in its capacity as the Administering Authority and/or in exercising its functions, rights and powers under clause 0, must:

not breach, or do anything that constitutes a breach by any other party, of any obligation imposed by law;

exercise due skill and care in accordance with Good Industry Practice;

act in good faith;

not, without being authorised to do so by this Agreement or a resolution of the CLJC:

borrow any amount on behalf of the parties (provided that this does not limit the acquisition by NPDC of any goods or services on unsecured deferred payment terms, in the ordinary course of operating the Central Landfill);

give any security over, or dispose of any interest in, the Central Landfill Site, the Site Lease, the Operating Account, the Aftercare Fund, the Future Development Fund, or any other asset which is held on behalf of the parties for the operation of the Central Landfill; or

grant any person any right of access to, or any right to deposit Solid Waste in, the Central Landfill Site (except as set out in any Landfill Services Deed or in the Landfill Management Agreement);

comply with the Site Lease (and assign the Site Lease if required to do so under clause 0); and

act in accordance with its applicable financial limitations and procurement policies.

OWNERSHIP AND CONTROL OF CENTRAL LANDFILL SITE AND ASSETS

Restrictions on STDC: Subject to the Site Lease, STDC must not, during the Term, enter into any arrangement to sell, lease, license any person to use, occupy or control, or encumber in any way, any part of the Central Landfill Site, except:

as expressly required in order to give effect to this Agreement; or

as approved by a unanimous resolution of the CLJC Members.

Ownership/Control of Site at End of Term: For the avoidance of doubt, STDC will (as between the parties) be the sole owner of the Central Landfill Site during and following the Term. Without limiting the effect of the Site Lease, nothing in this Agreement is intended to confer on NPDC or SDC any proprietary interest in the Central Landfill Site.

Ownership of Other Assets: Any asset which has, during the Term, been acquired on behalf of the parties, for the operation of the Central Landfill, will (subject to any contrary provision in the Site Lease dealing with the ownership of the lessee's improvements on the Central Landfill Site) be:

(if that asset is a fixture on the Central Landfill Site) owned by STDC at all times (provided that any net cost incurred by STDC as a result of such ownership must be met out of the Operating Account or the Aftercare Fund, failing which SDC and NPDC will indemnify STDC for such cost, in proportion to their Percentage Interests); or

(if that asset is not a fixture on the Central Landfill Site) disposed of by the Administering Authority on behalf of the CLJC at the end of the Term, with the net proceeds of disposal being distributed amongst the parties in accordance with their respective Percentage Interests.

No Transfer/Encumbrance of Parties' Interests: No party is entitled to transfer to any other party or to any third person, or to encumber in any way, any legal or beneficial interest of that party in, or in any asset held or used for the purposes of, the Central Landfill.

RESOURCE CONSENTS

Additional/Modified Resource Consents: The Administering Authority will apply for such new Resource Consents, and such modifications to Resource Consents, as are required in order to give effect to this Agreement. Any associated costs will be paid out of the Operating Account (and may be debited to the Future Development Account, if and to the extent that they relate to Future Development).

TERM AND TERMINATION

Parties to Maximise Term: The parties will give effect to this Agreement in such a manner as will maximise the Term (subject to compliance with this Agreement) by, amongst other things:

optimising the management of the Central Landfill site (including undertaking Future Development) so as to maximise its operating capacity and life; and

facilitating the obtaining by the Administering Authority of such additional or modified Resource Consents, and any other permits or authorisations required by law, as may be needed for any such future development and/or for the on-going operation of the Central Landfill.

Termination at end of Holding Period in certain circumstances: Any party may, by written notice to the other parties, terminate this Agreement with immediate effect, if any (or all) of the following has not occurred prior to 30 June 2022:

Landfill Services Deed: Each of the parties has entered into a Landfill Services Deed substantially in the form set out in Schedule 1 (**Landfill Services Deed for Municipal Users**);

Lease of Central Landfill Site: STDC (as lessor) and the Administering Authority, being NPDC (as lessee), have entered into a lease of the Central Landfill Site, substantially in the form set out in Schedule 3 (**Site Lease**).

Termination: This Agreement may not be terminated except by:

the operation of clause 0 above;

the expiry of the Term under clause 0; or

written agreement (authorised by a formal resolution of each party) between the parties,

notwithstanding anything to the contrary in the Contract and Commercial Law Act 2017.

Consequences of Termination: On termination of this Agreement for any reason:

the termination will be without prejudice to any party's rights and remedies in respect of any breach of this Agreement by any other party, where the breach occurred before the termination of this Agreement; and

the provisions of clauses 0, 0, 0, 0, 0 and 0, together with those other provisions of this Agreement which are incidental to, and required in order to give effect to those clauses, will remain in full force and effect.

Expiry on Completion of Aftercare: If this Agreement has not previously terminated, it will terminate when an independent expert, acceptable to each party (acting reasonably) certifies in writing to each of the parties that all of the Aftercare requirements of the Central Landfill have been met.

DISPUTE RESOLUTION

Initial Resolution: In the event of any dispute arising out of, or in relation to, this Agreement:

a party may, at any time while there is a genuine dispute involving that party and any other party, relating in any way to this Agreement (**Dispute**), give written notice (**Dispute Notice**) to the other parties specifying the subject matter of the Dispute;

the parties' Representatives will meet within 10 Business Days after delivery of the Dispute Notice to endeavour to agree in writing a suitable resolution of the Dispute; and

if no such resolution is agreed within 30 Business Days after the Dispute Notice is given, then any party may refer the Dispute to the parties' respective Chief Executives for direct negotiation between them in order to agree a suitable resolution of the Dispute.

Arbitration: In respect only of a Dispute arising out of the interpretation or application of this Agreement, that has not been resolved pursuant to clause 0 within 20 Business Days of reference of the Dispute to the parties' Chief Executives, then any party may refer the dispute to arbitration under the Arbitration Act 1996. For the avoidance of doubt, if the parties cannot reach agreement about any matter that is expressly to be agreed pursuant to this Agreement, this will not constitute a dispute that is able to be referred to arbitration under this clause.

Legal Proceedings: No party may issue any legal proceedings (other than for urgent interlocutory relief) relating to any Dispute, unless that party has first taken all reasonable steps to comply with clauses 0 and 0.

CONFIDENTIALITY

Parties to Maintain Confidentiality: Subject to clause 0 and to any contrary written agreement between the parties, the parties will, subject to statutory obligations, keep all Confidential Information confidential during the Term.

Disclosure Required by Law: A party may disclose Confidential Information if and to the extent that it is necessary to do so in order to comply with its obligations under the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) or any other statutory obligation. In the event that any party receives under LGOIMA a request for information that includes Confidential Information, that party will consider whether it is appropriate to transfer the request to the other parties under section 12 of LGOIMA and, if it does not transfer the request, will consult with the other parties on the handling of the request and which, if any, withholding grounds may apply before providing its response. For any other disclosure of Confidential Information, the party making the disclosure must notify the other parties in writing prior to disclosure.

Parties' Representatives: The parties must ensure that each of their respective employees, officers and agents, who receive or have access to Confidential Information, observe that party's confidentiality obligations contained in this clause 0.

INTELLECTUAL PROPERTY

Ownership of Intellectual Property: Unless otherwise agreed between the parties:

each party will remain the owner of its Background IP; and

all Joint IP will be owned jointly by the parties in proportion to their respective Percentage Interests.

Intellectual Property Licences: Unless otherwise agreed by the parties in writing, each party (**Licensor**) grants (to the extent legally permissible) to each other party and to their respective CLJC Members (each a **Licensee**) a non-exclusive, royalty-free licence to:

use the Licensor's Background IP to the extent necessary to enable the Licensee to:

implement this Agreement during the Term; and

exercise the Licensee's rights in the Joint IP; and

use the Joint IP to the extent necessary to enable the Licensee to implement this agreement during the Term,

provided that where the Background IP or Joint IP is Confidential Information for the purposes of this Agreement, such licence will be subject to any restriction under clause 0.

FORCE MAJEURE

No party (**First Party**) will be liable for any act, omission or failure by it under this Agreement if that act, omission or failure results directly from a Force Majeure, provided that:

whenever the First Party becomes aware that such a Force Majeure has occurred or is likely to occur, the First Party will notify all other parties by written notice accordingly;

each party will continue to use its best endeavours to perform its obligations as required under this Agreement;

no party will be deemed to have accepted any liability to pay or share any extra costs which may be incurred by any other party in complying with this clause or otherwise resulting from such act, omission or failure.

NOTICES

Method of Delivery: Any written notice required under this Agreement must be signed by a duly authorised representative of the party giving that notice and (without limiting the means by which notice may be given under this Agreement) will be deemed validly given to the relevant recipient in accordance with clause 0 if:

Delivery: delivered by hand to the intended recipient's address (as the recipient may nominate, by written notice to the other parties from time to time); or

Email: sent by email to the intended recipient's email address (as the recipient may nominate, by written notice to the other parties from time to time) and if the recipient acknowledges receipt (whether by way of automated message or otherwise).

Time of Delivery of Notices: any notice transmitted by email or delivered after 5.00pm on a Business Day, or at any time on a non-Business Day, will be deemed received at 9.00am on the next Business Day.

GENERAL

Amendment: This Agreement can be amended only by written agreement between the parties (and, for the avoidance of doubt, the CLJC is not authorised to amend this agreement) except for any amendment required in order to comply with a change in any applicable Law (in which case this Agreement will be amended, at the written request of any party (sent to the other parties) to the minimum extent required to comply with the change in the applicable Law, while maintaining the same risk profile for each party).

Announcements: Without limiting the effect of any other provision in this Agreement, any announcement or publication of information relating to this Agreement is to be made by CLJC or by the parties in accordance with CLJC's directions.

Assignment: No assignment of this Agreement by any party is permitted, except with the other parties' prior written consent.

Communications Between Parties: Anything requiring the agreement of or any consent or authorisation by any party must, in order to be effective, be communicated to that party's Representative and copied to that party's CLJC Member. All other communications relating to this Agreement will be effective if made by or to the CLJC Members.

Counterparts: This Agreement may be signed in counterparts. All executed counterparts will together constitute one document.

Copies: Any copy of this Agreement that is received by facsimile or via email in PDF or other document reproduction format (including any copy of any document evidencing a party's signature to this Agreement) may be relied upon by any party, and presented in evidence in any legal proceedings, as though it were an original copy of this Agreement. This agreement may be entered into on the basis of an exchange of facsimile, PDF or other document reproduction format.

Costs: The legal costs incurred by any party in relation to the drafting and negotiation of this Agreement will (except to the extent that payment for these has been made, or is to be made, under clause 0) be reimbursed to that party out of the Operating Account. Each party will pay its own costs of complying with this agreement, unless stated otherwise in this agreement.

Entire Agreement: This Agreement supersedes any previous understandings or agreement relating to the Central Landfill (except for the Regional Waste Services Management Agreement, referred to in 0).

Further Assurances: Each party will do all things and execute all documents reasonably required in order to give effect to the provisions and intent of this Agreement.

Partial Invalidity: If any provision of this Agreement is or becomes invalid or unenforceable, that provision will be deemed deleted from this Agreement. The invalidity or unenforceability of that provision will not affect the other provisions of this Agreement, all of which will remain in full force and effect to the extent permitted by law, subject to any modifications made necessary by the deletion of the invalid or unenforceable provision.

Relationship Between Parties: Nothing in this Agreement is intended to create any employment relationship, agency, partnership or council-controlled organisation (under the Local Government Act 2002). No party has any authority to bind any other party except as expressly set out in this Agreement.

Remedies: Subject to clause 0, the rights, powers and remedies in this agreement are cumulative and are in addition to any rights, powers and remedies provided by law.

Regulatory Functions: Nothing in this Agreement limits the exercise by any party of its regulatory functions as required by law.

Open Book Policy: Without limiting the effect of any other provision of this Agreement, each party will at all times, and to the extent that it is reasonably able, make available to each other party, on request, such copies of financial and other information relating to that party's activities under this Agreement.

SIGNATURES

SIGNED on behalf of the **NEW PLYMOUTH DISTRICT COUNCIL** by:

Signature

Name/Title

SIGNED on behalf of the **SOUTH TARANAKI DISTRICT COUNCIL** by:

Signature

Name/Title

SIGNED on behalf of the **STRATFORD DISTRICT COUNCIL** by:

Signature

Name/Title

SCHEDULE 1
LANDFILL SERVICES DEED FOR MUNICIPAL USERS

SCHEDULE 2
LANDFILL SERVICES DEED FOR COMMERCIAL USERS

SCHEDULE 3

SITE LEASE

SCHEDULE 4
JOINT COMMITTEE TERMS OF REFERENCE

SCHEDULE 5

DESCRIPTION OF CENTRAL LANDFILL SITE

The Central Landfill Site is made up, generally, of:

- The landfill footprint 14.92 ha (attached Figure 2)
- Access road 2.25 ha (attached Figure 3)
- Riparian planting 2.75 ha (attached Figure 4)
- Leachate pond 0.15 ha (attached Figure 4)
- Screen planting 2.00 ha (attached Figure 5)

(Subject to any provisions in the Site Lease related to the final determination of the boundaries of the Central Landfill Site.)

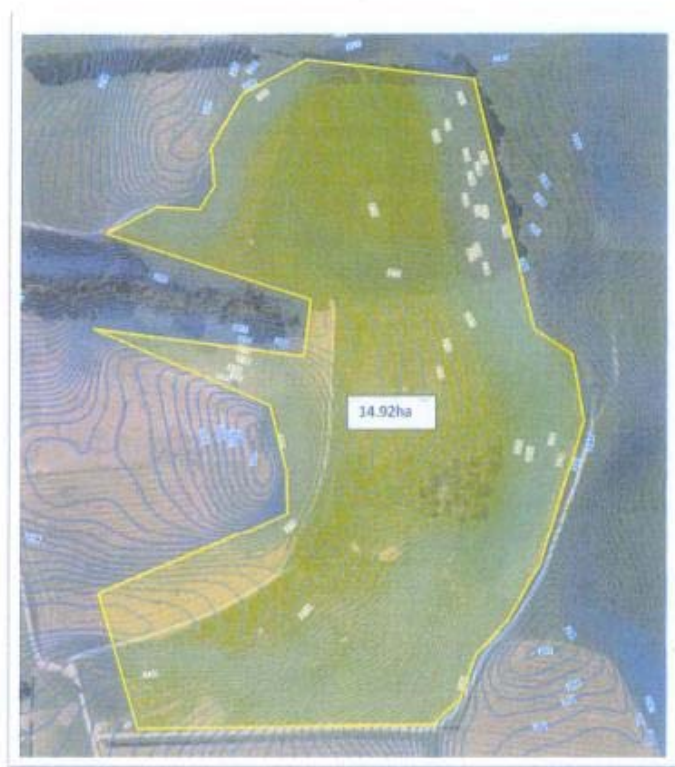


Figure 2: Landfill footprint

http://vtronwebp/0ccr/maas/1/soedip/aldc00197/consultants/central_landfill_visualisation_-_request_for_proposal_2015_02_19.docx.docx
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Created on: 19 February 2015



Figure 3: Access Road



APPENDIX 2

Central Landfill Joint Committee

Terms of Reference

(a) Interpretation:

These are Terms of Reference (**ToR**) of the Central Landfill Joint Committee (**CLJC**). They supplement the Central Landfill Joint Committee Agreement (**CLJC Agreement**) between the three Taranaki District Councils (**Parties**); and should be read in context with it. All numbered clause references in these ToR are to the relevant clause in the CLJC Agreement unless stated otherwise.

The CLJC will act in accordance with:

- (a)** the Local Government Act 2002 and particularly with the relevant provisions of Schedule 7 of the Act
- (b)** the Local Government Official Information and Meetings Act 1987.

(c) Definitions:

Definitions are listed alphabetically in **Schedule 1** of this ToR. They restate the CLJC Agreement definitions or are additional to it.

(d) Purpose:

The purpose of the CLJC is:

- (a)** To provide overall governance on the initial development, operation, closure and Aftercare of the Central Landfill including during the Holding Period

Create a long-term economically viable, least cost and regulatory compliant solution for the disposal of the Parties' Solid Waste.

(b) Overview of Function and Responsibility

a. Functions and responsibilities of a general governance nature include:

- (a)** Approve the Business Strategy, Annual Budget and Business Plan for the Central Landfill including during the Holding Period

Oversee, review and hold accountable the Administering Authority in the performance of its delegated powers and responsibilities

Monitor risks and opportunities for the Central Landfill and share these with the Administering Authority and the Parties as the need arises

Communicate and report openly to the Parties on performance and on important issues and achievements

Adopt policies and procedures to facilitate the effective operation and governance of the Central Landfill. Unless unsuitable or deficient these will be Administering Authority policies and/or standing orders. Where the CLJC requires the Administering Authority to apply a policy that is not an Administering Authority policy, the policy requires approval of the Administering Authority CEO, to avoid Administering Authority staff having conflicting policy requirements

As appropriate, take advice and share information, plans and proposals with the Advisory Group.

a. Recognising that:

(b) The powers, rights and responsibilities of the CLJC have been delegated to the Administering Authority (AA) to the greatest extent possible

The AA present an annual Business Plan and Budget to the CLJC with analysis on waste types accepted, pricing and long term financial obligations. The CLJC approve the Business Plan and Budget

During the Holding Period, the AA will review and advise on

the viability of Central Landfill considering:

- (A)** the performance of the Bonny Glen waste disposal contract,
- (B)** initial modelling assumptions,
- (C)** the ability to extend all relevant Central Landfill consents for an extended period, or at least five years;
- (D)** the capital required to maintain the consents and Central Landfill site;
- (E)** any options to future proof the landfill site including purchasing neighbouring land if required;
- (F)** any changes to landfill best practice, government policy and implementation of Waste Management and Minimisation Plan actions.

whether Central Landfill would need to accept waste on 1 July 2024 and if so confirm the timeline to be met to enable Central Landfill to open by this time

The CLJC oversees the performance against plan and budget; meeting intermittently to do so

The CLJC's only further involvement is in approving proposals put forward by the AA where:

- (i)** Intended material expenditure or contractual commitments are not in the approved Business Plan and Budget
- (ii)** There is a need for a change to the Parties' contributions towards the landfill development, operations and aftercare so funding remains adequate; or in paying out unneeded surpluses to the Parties
- (iii)** A decision is required on recommencing the landfill development during the Holding Period to enable operation by a certain date

(iv) Confirmation of the date the landfill will close is required

(v) Further amendments to the CLJC Agreement are required.

(c) Detail of Function and Responsibility:

a. Functions and responsibilities specified in the CLJC Agreement include:

(a) Determine, subject to the provisions of Landfill Services Deeds, the Gate Charges of the Central Landfill (clause 3.3(b))

Determine, subject to the provisions of the Landfill Services Deeds, which types of Solid Waste will be accepted at the Central Landfill (clause 3.3(c))

Approve the Annual Budget and Business Plan for the Central Landfill (clause 3.3(d))

Determine the date of permanent closure of the Central Landfill, consistent with the Resource Consents (clause 3.3(e))

During the Holding Period, on the advice of the AA, determine the viability of Central Landfill, whether Central Landfill would need to accept waste on 1 July 2024 and any changes required to update the CLJC agreement to reflect the decisions made (clause 3.3(a))

On advice of the Administering Authority, determine and, using the specific terms of the CLJC Agreement, call on the Parties to:

(i) Make any change in capital contribution required for the Holding Period, development, operation and permanent closure of the Central Landfill (clause 4.4)

Make payment into the Operating Account in order to keep the account in surplus (Clause 4.7)

Make payment into the Aftercare Fund to fully meet the costs of Aftercare costs following permanent closure of the Central Landfill. (clause 4.6)

On advice of the Administering Authority and using the specific terms of the CLJC Agreement, approve the distribution of any annual operating surplus to the Parties, where the surplus is not required to fully fund the Aftercare Fund and Future Development Fund (clause 4.10)

Approve any binding commitment that constitutes an aggregate contingent or actual liability of the Parties in excess of \$250,000 in any financial year of the Central Landfill; where such commitment has not been included in the approved Annual Budget or expressly authorised by any other provision of the CLJC Agreement (clause 5.2)

a. The CLJC will perform all functions and responsibilities in a manner which:

(a) Meets the requirements of the Parties' respective Long Term Plans (under the Local Government Act 2002) relating to Solid Waste disposal; and

Create a long-term economically viable, least cost and regulatory compliant solution for the disposal of the Parties' Solid Waste (clause 3.3)

a. To ensure the CLJC's responsibilities are discharged in the manner contemplated by the CLJC Agreement, any responsibility of the CLJC is construed as an obligation of the Parties, as performed through their respective CLJC Members (clause 3.4).

(b) Administering Authority:

a. Appointment

New Plymouth District Council is the Administering Authority until or unless the Parties agree otherwise (clause 5.1).

b. Delegation of Powers to the Administering Authority

To the fullest extent permitted by law, the CLJC was deemed to have granted to the Administering Authority, on and from the Commencement Date (of the CLJC Agreement), all functions, rights and powers of the CLJC, required for the development, operation and Aftercare of the Central Landfill, including during the Holding Period, in the manner contemplated by the CLJC Agreement (clause 5.2).

The detail of these delegations is given in **Schedule 2**.

(c) Membership, voting and operation of the CLJC:

a. CLJC Membership

The CLJC comprises the Mayor plus one alternate elected member from each Party. Each Party nominates in writing to the other Parties their initial CLJC Member. Any Party may subsequently change its CLJC Member at any time by written notice to the other Parties. If a CLJC Member ceases to be an elected member of the Party that appointed them, he or she will automatically cease to be a CLJC Member. (clause 3.4 and 3.5)

b. Voting

Each Party has one vote on all resolutions of the CLJC. If both the Mayor and other elected members from a Party are in attendance, then the Mayor exercises the single vote. The CLJC Chairperson will not have a second or casting vote on any resolution of the CLJC. Meetings of the CLJC may be attended by officers of the parties, but such officers will not be entitled to vote on resolutions of the CLJC. (clause 3.6 and 3.7(a))

c. Proceedings

The CLJC operates in accordance with the following (clause 3.7):

(a) Chairperson: The chairperson of the CLJC will be any CLJC Member nominated by the Administering Authority (subject to his or her consent)

Quorum: The quorum for a meeting of the CLJC will be a simple majority of the CLJC Members

Resolutions: All decisions by the CLJC will be made by resolution of the CLJC Members, passed at a CLJC Meeting. Each CLJC Member must ensure, prior to voting on any resolution of the CLJC, that he or she has the authority of the Party which appointed him or her to the CLJC to exercise his or her vote accordingly, and that the exercise of his or her vote does not require any subsequent ratification or approval by that Party

Other: The CLJC will otherwise regulate its proceedings as the CLJC Members so resolve or, in the absence of any such resolution to the contrary, in accordance with the Administering Authority Standing Orders.

(b) Meetings

a. Timing

Meetings will be held quarterly except during the Holding Period when they will be held annually and at occasions when a need for decision making occurs.

b. Administration

Meeting agendas will be published and distributed to members before the meeting date.

Minutes of all meetings will be taken of attendance and of all decisions and resolutions. These will be circulated to:

- (a)** Members within two weeks of the meeting

The Parties as required by them

Members will follow up individually on specific actions when required to do so and within the agreed time.

a. Support

The CLJC may receive advice from:

- (a)** representatives of the Administering Authority who attend meetings and provide secretarial or other support services to them
- (b)** officers from NPDC, STDC and SDC, who give specialist landfill management and other useful advice and feedback to CLJC to assist them to perform their governance role
- (c)** external persons who attend meetings as necessary to discuss matters of relevance to that person or for the CLJC to draw on their expertise.

(d) Budget

The cost of the CLJC carrying out its functions and responsibilities 'lie where they fall' and are borne by each member's Party and included in their annual budgets.

The exception is any external procurement, such as for professional advice to the CLJC, where costs will be included in the Central Landfill Annual Budget.

(e) Reporting

The Administering Authority will provide reporting to the CLJC and the CLJC members will provide reporting to the Parties as agreed from time to time.

Reports to the Parties will replicate reports CLJC receives from the Administering Authority.

(f) Communication

Communications and publicity on the CLJC Agreement, the Central Landfill activity and operations, including its initial development and ongoing viability, are the responsibility of the CLJC and will be conducted by the Chair with support of the Members.

Any CLJC Agreement communications requiring the agreement, consent or authorisation by any Party must be communicated to that Party's Representative and copied to that Party's CLJC Member.

(g) Review and revision of ToR

The CLJC should review the ToR as needed, agree any changes with the Administering Authority and the Parties. Each new version will be numbered and dated.

(h) Term/Cessation of CLJC

Having resolved under schedule 7 clause 30(7) of the Local Government Act 2002 that the committee not be discharged at a triennial election, the CLJC remains operative until:

- A duly appointed independent expert certifies in writing to each Party that all of the Aftercare requirements of the Central Landfill have been met (clause 8.4)
- A formal resolution of the Parties agrees on the termination of the CLJC Agreement (clause 8.2).

Confirmed on _____(day) of _____(month) _____(year)

SIGNATURES

SIGNED on behalf of the
NEW PLYMOUTH DISTRICT COUNCIL
by:

Signature

Name/Title

SIGNED on behalf of the
SOUTH TARANAKI DISTRICT
COUNCIL by:

Signature

Name/Title

SIGNED on behalf of the
STRATFORD DISTRICT COUNCIL
by:

Signature

Name/Title

Schedule 1

Definitions

(G) Administering Authority (AA) – The organisation responsible for administering and operating the Central Landfill, under delegation from the CLJC, as set out clause 5.1 of the CLJC agreement. New Plymouth District Council (NPDC) is the delegated AA.

(H) Aftercare - is the on-going monitoring and maintenance of the Central Landfill following its permanent closure, as required under the Resource Consents.

(I) Aftercare Fund - is an amount set aside to provide for all anticipated Aftercare costs (as determined from time to time in accordance with clause 5.4.19 of the Landfill Full Cost Accounting Guide for New Zealand).

(J) Annual Budget – The CLJC approved annual operating and capital budget of the Central Landfill, prepared by the AA. (clause 4.2)

(K) Business Day means any day excluding Saturdays, Sundays and statutory public holidays in Taranaki and excluding any day in the period beginning on 25 December in any year and ending on 5 January in the following year.

(L) Business Plan – The CLJC approved annual business plan on the intentions, operations and risks of the Central Landfill prepared by the AA. The plan informs and is supported by the Annual Budget and also informs the Parties Annual and Long Term Plans. (clause 4.2)

(M) Central Landfill – The new regional landfill on land owned by STDC and situated on State Highway 3, approximately three kilometres south of Eltham.

(N) Central Landfill Joint Committee (CLJC) – A joint committee comprising NPDC, STDC and SDC, established for the purposes of providing overall governance on the initial development, operation, closure and Aftercare of the Central Landfill including during the Holding Period.

(O) CLJC Members – means one elected member from each of the parties that comprise the CLJC.

(P) Financial Year - is the financial year of the Central Landfill, being 1 July to 30 June.

(Q) Future Development Fund - is an amount set aside for the costs associated with the future development and the eventual permanent closure of the Central Landfill Site (excluding Aftercare), including any expansion or development of its infrastructure.

(R) Gate Charges - the prices charged for the deposit of Solid Waste at the Central Landfill. Unit charges can vary, including for waste type and volumes delivered.

(S) Good Industry Practice - in relation to any activity, is the exercise of a degree of skill, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person engaged in New Zealand in the same type of activity, under the same or similar circumstances.

(T) Holding Period - the period between the commencement of this agreement and the expiry of the initial term of the Bonny Glen waste disposal contract (expected to be 30 June 2024).

(U) Landfill Management Agreement - means an agreement entered into between the Administering Authority (with the approval of the CLJC) and a third party for the management of the Central Landfill's day-to-day operations.

(V) Landfill Services Deed - means a deed setting out the basis on which a person is entitled to deposit Solid Waste at the Central Landfill.

(W) Operating Account - is a ledger account to be used solely for the receipt of all income and the payment of all expenses relating to the operations of the Central Landfill, including its initial development but excluding those relating to Aftercare or future development.

(X) Parties – are NPDC, STDC and SDC, usually acting together, in relation to the affairs of the Central Landfill. Party is any one of these Councils.

(Y) Percentage Interests - is the proportion which the parties invest capital in, or receive any operating surplus from, or share in any operating deficit from, the Central Landfill. Being:

- (a) NPDC - 66.4%;
- (b) STDC - 27.1%;
- (c) SDC - 6.5%

(Z) Representative - means the representative appointed by the Mayor of each Party under clause 41A of the Local Government Act 2002 or nominated by resolution of each Party (evidenced by written notice to, or by inclusion in any minutes of, the CLJC) to receive notices on behalf of that Party relating to these Terms of Reference.

(AA) Resource Consents - means the following resource consents, as amended or replaced from time to time, and together with any additional resource consents granted in the future in respect of the Central Landfill:

Consent Reference	Consenting Authority	Lapse Date	Expiry Date
• 05347-1.3 (dated 20 July 2005)	Taranaki Regional Council (TRC)	21 December 2025	1 June 2034
• 05348-1.4 (dated 20 July 2005)	TRC	21 December 2025	1 June 2034
• 05349-1.4 (dated 20 July 2005)	TRC	21 December 2025	1 June 2034
• 05350-1.3 (dated 20 July 2005)	TRC	21 December 2025	1 June 2034
• 05351-1.3 (dated 20 July 2005)	TRC	21 December 2025	1 June 2034
• 10501-1.0 (dated 23/11/2017)	TRC	Exercised	1 June 2022
• 10502-1.0 (dated 23/11/2017)	TRC	Exercised	1 June 2034
• 10529-1.0 (dated 19/2/2018)	TRC	Exercised	1 June 2034

<ul style="list-style-type: none"> 10530-1.0 (dated 19/2/2018) 	TRC	Exercised	1 June 2034
<ul style="list-style-type: none"> RM 980102 (dated 30 March 2000, as varied on 14 December 2005) 	STDC	21 December 2025	N/A

(BB)

(CC) Site Lease – the lease of the Central Landfill site by the AA from STDC (clause 8.2 (b))

(DD) Solid Waste - means all forms of waste, including recyclable waste and compatible green waste.

Schedule 2

1 Delegations of Powers and Functions to the Administering Authority

- a. Under clause 5.2 of the CLJC Agreement, the AA may, on behalf of the CLJC:
- (a) Enter into Landfill Services Deeds with commercial users, in accordance with the Gate Charges and Solid Wastes types determined by the CLJC (under clause 3.2)
- Enter into a Landfill Management Agreement for the management of the Central Landfill's day-to-day operations (on terms consistent with any Landfill Services Deed that is in existence prior to the entry into the Landfill Management Agreement, and with the CLJC Agreement)
- Purchase, and hold on trust for the Parties, assets necessary for the operation of the Central Landfill but excluding the Central Landfill Site itself
- Access, use and make improvements to (including the construction of fixtures on) the Central Landfill Site (and enter into the Site Lease with STDC)
- Hold and operate the Operating Account, Aftercare Fund and Future Development Fund in the manner set out in the CLJC Agreement
- Enter into binding commitments for the operation of the Central Landfill in the manner contemplated by the CLJC Agreement, provided that any such commitment:
- (i) will be made on the basis that it is a joint liability of the parties, as to their respective Percentage Interests
 - (ii) must, if not expressly authorised by any other provision of the CLJC Agreement, be authorised by a resolution of the CLJC if that commitment (either alone or in conjunction with other related commitments) constitutes an aggregate contingent or actual liability of the parties in excess of \$250,000 in any financial year of the Central Landfill
 - (iii) must be permitted by law
- Arrange, and hold on trust for the Parties as to their respective Percentage Interests, all insurances reasonably required in respect of the Central Landfill
- Manage disputes with third parties and any regulatory compliance matters relating to the Central Landfill (including any issues relating to the Resource Consents); and
- during the Holding Period and subject to the CLJC review in clauses 3.2 (e)(i) and 3.2 (e)(ii), apply for Additional/Modified Resource Consents per clause 7.2 of the CLJC Agreement as required.
- a. Under clause 4 of the CLJC Agreement, the AA will:
- (a) Maintain financial and budgeting practices in accordance with the Landfill Full Cost Accounting Guide for New Zealand (published by the Ministry for the Environment)

Maintain financial records and accounts for the Central Landfill, separate from those relating to the Administering Authority's other activities

Prepare a Central Landfill annual budget and business plan for the CLJC, and:

- (i) Submit the Annual Budget and Business Plan to the CLJC for approval not less than 6 months prior to each Financial Year end

Once approved, use all reasonable commercial endeavours to manage the Central Landfill in accordance with the approved Annual Budget and Business Plan

Notify the CLJC, at the earliest available opportunity, of any material deviation or expected material deviation from the Annual Budget or Business Plan

Incorporate a reasonable allowance for overheads as an expense in the Annual Budget and Business Plan

(b) Delegation of Accounting requirements, obligations and rights to the Administering Authority

The following actions are also required of the Administering Authority under clause 4 of the CLJC Agreement:

- (a) Separately maintain an Operating Account, a Future Development Fund account and an Aftercare account for the Central Landfill (clauses 4.1(a), 4.5, 4.6(a))

Determine and apply suitable accounting and investment policies for the Future Development Fund, the Aftercare Fund, the Operating Account and all other amounts relating to the Central Landfill (clause 4.1 (b))

Ensure these accounts are fully funded in each financial year to meet the obligations and purpose for which they are intended (clauses 4.5,4.6(b),4.7)

Propose, for approval by the CLJC, any change in contributions by the Parties, including during the Holding Period, required for the development, operation and aftercare of the Central Landfill (clause 4.4)

Allocate, from the Operating Account, sufficient funds in order to meet the anticipated costs of Future Development. Such funds will be held in the Future Development Fund. All Future Development costs must be paid from the Future Development Fund (clause 4.5)

Allocate, from the Operating Account, sufficient funds in order to meet the anticipated aftercare costs. Such funds will be held in the Aftercare Fund. The Aftercare Fund will be used to meet all for aftercare following permanent closure of the Central Landfill. All Aftercare costs must be paid from the Aftercare Fund. (clause 4.6)

Pay all operating revenue into the Operating Account (clause 4.8)

Pay all operating expenses from the Operating Account (clause 4.9)

Keep the Operating Account in surplus at all times after taking into account funds to be paid to the Future Development Fund and the Aftercare Fund, and of amounts paid into the Operating Account by the Parties under any change in contributions

by the Parties, until all requirements of the Central Landfill have been met.
(clause 4.10)

(b) Allocate any operating surplus in the Operating Account as follows:
(clause 4.10)

(i) First, to the Aftercare Fund to the extent such allocation is needed to ensure the Fund has sufficient funds in it to meet all Aftercare costs

Second, to the Future Development Fund to the extent any future development of the Central Landfill Site is not fully funded through the Future Development Fund

Any residual paid to the Parties, in their Percentage Interests, where the Administering Authority considers appropriate and as approved by CLJC.

(c) Other Obligations of Administering Authority:

In addition to any other obligation, the Administering Authority, in its capacity, functions, rights and powers under clause 5.2 of the CLJC Agreement, must: (clause 5.3)

(a) Not breach, or do anything that constitutes a breach by any other party, of any obligation imposed by law

Exercise due skill and care in accordance with Good Industry Practice

Act in good faith

Not, without being authorised to do so by the CLJC Agreement or a resolution of the CLJC:

(i) Borrow any amount on behalf of the parties (provided that this does not limit the acquisition by the Administering Authority of any goods or services on unsecured deferred payment terms, in the ordinary course of operating the Central Landfill);

Give any security over, or dispose of any interest in, the Central Landfill Site, the Site Lease, the Operating Account, the Aftercare Fund, the Future Development Fund, or any other asset which is held on behalf of the Parties for the operation of the Central Landfill; or

Grant any person any right of access to, or any right to deposit Solid Waste in, the Central Landfill Site (except as set out in any Landfill Services Deed or in the Landfill Management Agreement).

Comply with the Site Lease.

Act in accordance with its applicable financial limitations and procurement policies.

MONTHLY REPORT



F19/13/04-D21/14290

TO: Policy and Services Committee
FROM: Director - Assets
DATE: 25 May 2021
SUBJECT: REPORT FOR THE MONTH OF APRIL 2021

10.1

RECOMMENDATION

THAT the report be received.

Moved/Seconded

HIGHLIGHTS:

A. Roading

- Key Activities completed:
 - Replacement of the footpath in Miranda Street and Cordelia Street;
 - Condition survey of our footpaths; and
 - McBride's Bridge repairs.
- Key Activities Underway include:
 - Replacement of the water drive on Puniwhakau Road with a concrete culvert; and
 - Replacement of the footpath on Regan Street between Hamlet Street and Brecon Road.

B. Water Supply

- Route selection and pipeline design of the second trunk main is being finalised. Stage 1 expected to commence by August.
- Iwi and other affected party liaison continues for the *Midhirst Water Take Renewal*; the *2nd Water Trunk Main* and the *Water Treatment Plant Upgrade* consents.
- There were 2 minor reticulation disruptions in April.

C. Wastewater

- There were no disruptions to the operation of the oxidation ponds;
- Wastewater oxidation pond monitoring and sampling ongoing and compliant;
- There were no health and safety incidents.

D. Stormwater

- There were no stormwater reticulation issues in the month of April.
- There were no health and safety incidents for the month during the period.

E. Trade Waste

- Trade Waste Site Inspections are ongoing - grease waste discharges along Broadway have been inspected.
- Trade Waste Consents - One bulk septage consent has been granted for septage wastes generated within the Stratford District and port-a-loo wastes generated within the Taranaki Region.
- Sampling and analysis of the discharges from the Stratford livestock sale yards is ongoing.

F. GIS

- Aerial photography – A Request For Tender (RFT) has been submitted to the New Zealand Government Electronic Tenders Service (GETS) to procure the regional aerial photography service.
- LiDar – The capture of the district's LiDar has begun at 8ppsm over Urban areas and 4ppsm in Rural. Preliminary processing and review of results for accuracy has begun.

G. Solid Waste

- Recycling Bin Audit results for the end of March shows 52% Green tags, 44% amber and 4% red tags;
- Auditing of contamination levels at the Materials Resources Facility (MRF) ongoing. Current level is at 25.25%. Acceptable level is 8%.

H. Property Council

- The farm is on track to achieve the milk production target of 150,000 kg;
- Yard extension and loading Ramp installation project has begun and looking to start in May when cows are dried off;
- Various small capital expenditure projects are underway to be finished by end of June, including:
 - Miranda Street office floor coverings; and
 - Transfer station building renovations.

I. Parks and Reserves

- Projects underway include:
 - Northern entrance to the *Eastern Loop Walkway* complete;
 - Lime Chip Path extension in King Edward Park complete; and
 - Planting at Centennial Rest Rooms underway.

J. Special Projects

- Physical work on at the new Aquatic Centre project has commenced with full on-site establishment and the excavation of the main pool.
- The Bike Park Project continues, expected completion date is August.

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. (2019/2020 DSI was 5, new target is 4)	-1	Achieved to date - DSI = 1 There were no DSI crashes in April.
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 (as at March 2020) - 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 Achieved – 4.95% or 19.8km to date. (Target length = 20km) Reseals have been completed.
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Ongoing - 1% or 2km to date. Target length = 14.5km A minimal length of metalling of 160m was undertaken in April on Puniwhakau road to repair the potholes.
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%	On target - 62% This year's condition survey has recently been completed. Once the results are delivered we will report the new percentage of footpaths that meet our LOS standard.
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.	>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% .

10.1

1.2 **Outstanding Matters**

- Customer Requests – There are no outstanding CRM’s for the month of April.
- General Maintenance Work:
 - Completed on Miranda Street and Cordelia Street;
 - Underway on Regan Street, (opposite Stratford Primary School - footpath) and Orsino Place (kerb, channel and footpath and new drainage at turning head).
Lysander Street Berm – Fulton Hogan have sprayed the berms on Lysander Street with roundup. They will return in about 10 days to sow new grass seed, and also adjust the berm that is slightly elevated at the same time.
 - Dunns Bridge – We are waiting for a rough order cost to fix the bridge. We are aiming to undertake the repairs (subject to price) early in the new financial year.
 - Complete repairs to McBride’s bridge.

1.3 **Routine Maintenance**

Day-to-day maintenance activities continued throughout March, typically comprising:

- Pavement repairs on Pembroke Rd within the national park (SPR),
- Clearing the water tables on Opunake Road;
- Sign cleaning and repairs;
- CBD cleaning;
- Clearing autumn leaf fall on Fenton Street, Miranda Street, Broadway;
- Spot grading and pavement repairs on Puniwhakau Road;
- Potholes filling; and
- Sight rails repairs and painting;

1.4 **Ready Response Works**

For the month of April there were no out of hours calls.

1.5 **Capital Works**

The footpath replacement programme continued in April with work starting on Regan Street.

A contract to replace and repair five retaining walls (four on Mohakau Road, one on Stanley Road) and bank retreat on Upper Mangaehu Rd RP1920, has been awarded to Superior Construction Limited to the value of \$240,000 (rounded). Work is expected to commence in June with a completion date of August, subject to the weather.

1.6 **Building Consents, PIMS and LIMS**

For the month of April, Roding Assessments were made for a total of:

- Fifteen (15) Building Consent applications;
- Seven (7) Resource consent applications; and
- Nine (6) LIM reports.



Figure 1- Repairs to the eastern approach to McBride's Bridge

1.7 Health and Safety

There were no incidents during the month of April.

1.8 Roading Activities

A. Changes to the Setting of Speed Limits 2021

Below is an excerpt from the latest bulletin from Waka Kotahi regarding the potential changes that are planned for the way speed limits are set. Currently this is undertaken by the local authorities by virtue of their respective Bylaws.

“As part of the Tackling Unsafe Speeds Programme, Waka Kotahi NZ Transport Agency is consulting on a proposed new Land Transport Rule: Setting of Speed Limits 2021.

The proposed new Rule will introduce:

- *A new speed management planning framework that decides speed limits on roads within a region that is coordinated and consulted at a regional level once every three years.*
- *A new process for developing and consulting on speed management plans, and subsequent certification. This means road controlling authorities will no longer be required to make a bylaw or gazette to set a speed.*
- *The roles and responsibilities of Waka Kotahi as a regulator and a road controlling authority.*
- *The roles and responsibilities of territorial authority road controlling authorities, regional transport committees and an independent speed management committee in relation to the new speed management planning process.*
- *The requirements for lower speed limits outside all schools, including targets:*
 - *urban schools to 30 km/h, with the option of 40 km/h speed limits if appropriate*
 - *rural schools to a maximum of 60 km/h (variable or permanent speed limits).*
- *More flexibility for road controlling authorities in setting speed limits and greater local community input into this process through consultation.*

*Consultation runs from **20 April to 25 June**. More information, as well as a copy of the proposed rule and an overview of the rule, can be found on the Waka Kotahi website.”*

B. National Speed Limit Register.

From early December 2021, Waka Kotahi will be the holder of a National Speed Limit Register which is intended to be the single source of truth for all speed limits across New Zealand. The Council has been requested to provide Waka Kotahi a copy of our current speed limit bylaw and including the associated maps. For your information I have attached an FAQ for the National Speed Limit Register in **Appendix 1**.

C. Swansea Road – School Safety Project

Council Engineers have been in preliminary discussions with the Stratford High School in relation to a road safety project along the school frontage on Swansea Road. So far the school has been supportive of the draft proposal. Further discussions to be had with the student representatives, affected residents and other effected parties.

D. Contractor’s Activities and Performance.

A snapshot of the programmed and reactive works completed in April by Fulton Hogan is shown in Figure 2.

10.1**1.9 Strategies, Policies, Plans and Bylaws under review or development****A. Plans/Actions under review/development:**

- Asset Management Plan (AMP) Improvement Actions (monthly review);
- School Safety Project (see 1.8C above); and
- Road Maintenance Intervention Plan.

B. Policies under review/ development:

- Asset Data Reliability Improvements;
- Traffic Count Policy; and
- Licence to Occupy/Occupation of Unused Road Reserve/ Fences on Road Reserve /Stock Underpasses/ Stock Crossing and Races.

C. Strategies under development:

- Footpath Strategy;
- Structural Assets Replacement Strategy (including Bridge and Retaining Walls);
- District Road Hierarchy;
- Unsealed Roads Strategy; and
- Roading Procurement Strategy.

D. Bylaws under development:

- Whangamomona Road Bylaw.

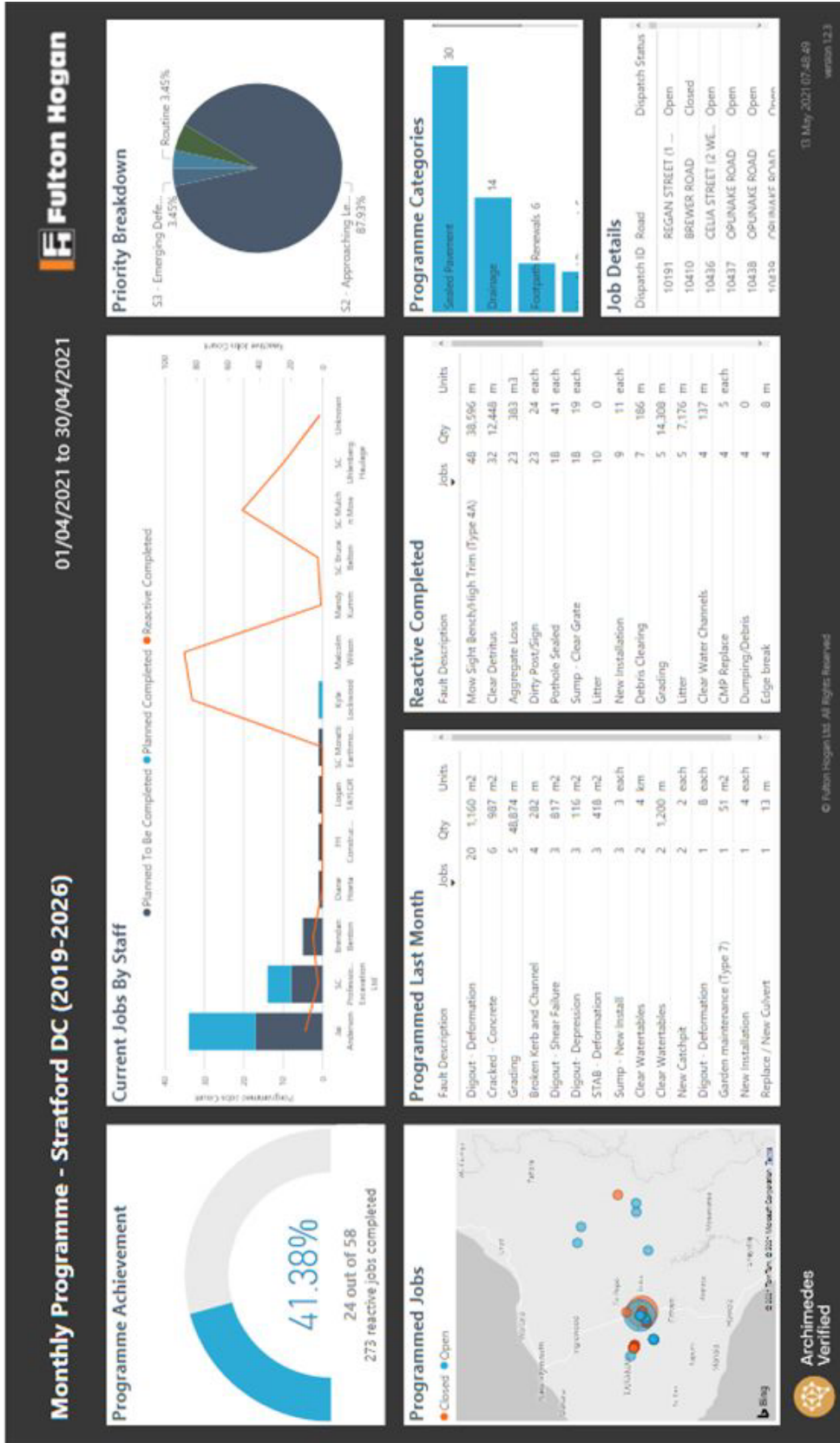


Figure 2 - Monthly Programme Achievement Chart – April 2021

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: <ul style="list-style-type: none"> • Drinking Water Standards; • Maintenance of Reticulation 	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 <ul style="list-style-type: none"> • Response Time; • Unplanned Disruptions 	Urgent Response Times - The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	22 mins
	• Resolution for urgent call-out	8 hrs	3 hr 33 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	8 hrs 42 mins
	• Resolution non urgent call-out	5 working days	12 hrs 02 mins
	Unplanned Disruptions - The performance measure target for disruptions.		
• Minor disruptions (between 5 and 50 connections affected)	< 5	6	
• Major disruptions (more than 50 connections affected)	< 2	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:		Not yet measured
	• Drinking Water Clarity;		4
	• Drinking Water Taste;		1
	• Drinking Water Odour;	<32 / 1000 complaints received	0
	• Drinking Water Pressure or Flow;		0
	• Continuity of Supply		0
	• Council’s response to any of these issues.		0

Level of Service	Performance Measure	Target	2020/2021 YTD
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

2.1.1 Operations

Water Treatment:

There were no major issues relating to the operations at the 3 water treatment plants.

Water Reticulation:

Water Pipe failure - An Asbestos water-main on Oberon Street failed causing a loss of supply to approximately 40 properties for about 5 hours. Less than 12 hours later, an adjacent pipe failed during the early hours of the following morning causing another shutdown.

Digital Meters – Digital meters are now being installed to replace the mechanical ones when they malfunction. These meters are more accurate and cost comparable.

Water Supply Health and Safety:

There were no health and safety incidents during the month.

2.1.2 Planning - Long Term Projects

New Water Trunk Main

Council is in the process of finalising the routes selection and design the 2nd trunk main. This project received stimulus funding from central government and physical works is expected to commence in May 2021. The project is expected to occur in at least 2 stages, with Stage 1 expected to commence by August 2021. Iwi liaison continues in particular regards to works over the Patea River.

Water Treatment Plant Upgrade

Final design for the replacement of the Patea raw water delivery line and the associated grit removal tank are near completion. Consultation with Iwi and Fish & Game NZ commenced with regards to the proposed increased water take from the Patea River, for the purpose of flushing the water main.

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	0
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;		0
	• Infringement notices;		0
	• Enforcement orders; and • Convictions.		0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	38 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	1 hr 12 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		0.87 per 1000 11 received; 2 justified
	• The territorial authority's response to issues with its sewerage system		

10.1

2.2.1 Operations:

- **Wastewater Treatment** - There were no disruptions to the operation of the oxidation ponds.
- **Wastewater Reticulation** - No sewer overflow occurred
- **Health and Safety** - There were no health and safety incidents for the month during the period.

- **Oxidation Ponds Monitoring** - Sampling and analysis of the wastewater moving through the wastewater treatment ponds has been ongoing.
- **Oxidation Pond Influent and Effluent Sampling** – Monthly influent and effluent sampling of the wastewater treatment ponds is ongoing in accordance with our Resource Consent conditions. Compliance is being maintained and TRC have been informed.
- **Oxidation Pond Oxygen Probes** - Maintenance of the dissolved oxygen probes is ongoing, the automatic cleaning schedule is functioning very well, algal growth on the probe faces has been minimal which has resulted in consistent and accurate readings; the compressed airline which controls the cleaning function has been repaired.
- **Oxidation Ponds Avian Invasion Control** – The equipment needed for the bird scaring devices has been delivered or purchased, fabrication of the stands and electrical infrastructure has commenced.

2.2.2 Planning - Long Term Projects **Wastewater Treatment Upgrade**

Council is investigating the next phase in the wastewater oxidation pond upgrade, a condition of our Resource Consent. This installation is not due until May 2022.

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	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	0
	<ul style="list-style-type: none"> • For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority’s resource consents for discharge from its Stormwater system measured by the number of:	N/A	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; 		
	<ul style="list-style-type: none"> • Enforcement orders; and 		
	<ul style="list-style-type: none"> • Convictions. 		

Level of Service	Performance Measure	Target	2020/2021 YTD
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	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	0

2.3.1 Operations

- There were no stormwater reticulation issues in April.
- There were no health and safety incidents for the month during the period.

2.4 Trade Waste

The following provides a summary of Trade waste Activities for the month of April:

- **Backflow Prevention** - inspections are ongoing, the backflow prevention device register is being updated.
 - **Trade Waste Site Inspections** - Site inspections assessing trade waste discharges are ongoing; grease waste discharges along Broadway have been inspected, one business has undertaken to clean their trap due to grease identified in the sewer line, one company has been identified as having a grease converter located outside of the building and as a result doesn't appear to be functioning effectively, discussions occurring regarding insulating the converter or installing an alternative system.
 - **Trade Waste Consents** - One bulk septage consent has been granted for septage wastes generated within the Stratford District and portaloos wastes generated within the Taranaki Region. Sampling and analysis of the discharges from the Stratford livestock sale yards is ongoing.
 - **Screenings Waste Management** - The screening waste bins have been managed to ensure capacity remains while the disposal avenue is finalised; a meeting has occurred with NPDC to form an agreement to share the transport costs to landfill, and a waste management company have been engaged to undertake the collection and transfer of the wastes.
- Esk Road Waste Disposal** - One Company has been identified as discharging truck washings (palm kernel) to sewer, the company has been warned and all drivers have been informed not to use the facility. One person has been identified as illegally discharging septage wastes to sewer from an industrial bulk container, a letter seeking an explanation for the discharge has been sent to the vehicle owner.

2.5 GIS

The following provides a summary of GIS Activities for the month of April.

- **Aerial photography** – A Request For Tender (RFT) has been submitted to the New Zealand Government Electronic Tenders Service (GETS) to procure the regional aerial photography service.
- **LiDar** – The capture of the district’s LiDar has begun at $8ppsm^1$ over Urban areas and $4ppsm$ in Rural. Preliminary processing and review of results for accuracy has begun.
- **AssetFinda** - Creation of maintenance schedules underway. This has required a structure change to the data to allow for automatic addition of new assets to the existing schedules.
- **Data Catalogue** – All data that is displayed in Intramaps including the District Plan, Asset Management Plan, and Asset Information has been catalogued and filed in a repository. This has created a single point of truth for all spatial files making it easier to find and maintain this information.

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) (kgs per annum)	<700kg	Achieved to date – 506kg (Achieved in April at 450kgs phh)
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Not Achieved to date – 24.5% (Not-Achieved April at 23%)
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>90%	Achieved - 96% - as per the 2019/2020 Annual Report

2.6.1 Planning – Strategies, Policies, Plans and Bylaws

The *Regional Behaviour Change Strategy* is under development. This will provide a framework for education and community engagement initiatives to support waste minimisation.

2.6.2 Contamination Levels Coming in at the MRF

The following graph (Figure 1) covers the last 12 months contamination levels at the MRF. Contamination is at an average of 25.25% over the last 6 months (see Section 2.6.4). This level is still too high and initiatives will be put in place to try and reduce this level.

¹ *ppsm* – points per square meter

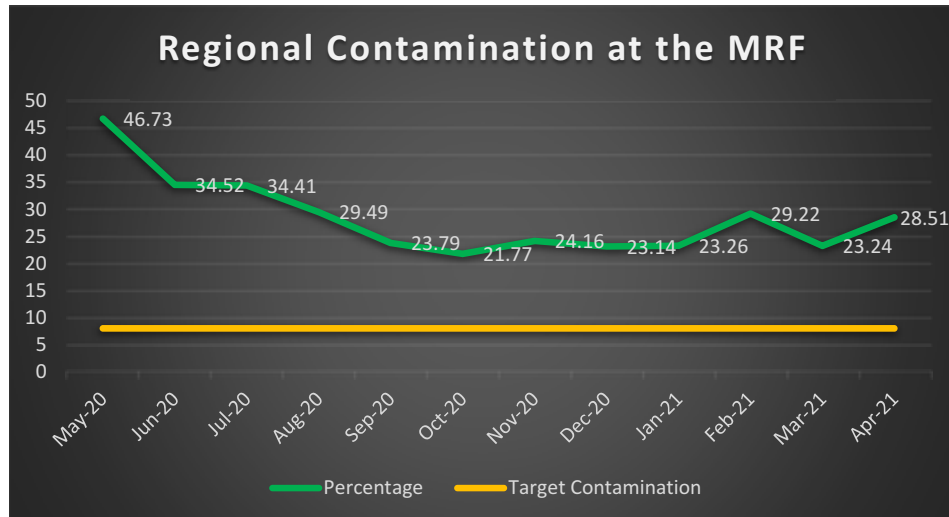


Figure 3: Percentage of Regional Contamination in the MRF

The current *Taranaki Solid Waste Services Contract Management Plan* has been assessed to ensure the contamination going into the MRF is being managed as best as possible. The level of contamination in kerbside bins has also been reassessed. Any contamination over 10% of the bin content is considered gross contamination, red-tagged and not collected. Less than five non-recyclable items in the bin is now considered minimal and is green-tagged and collected.

As well as the monthly contract meetings with EnviroWaste, regular quarterly regional Kerbside Contract meetings are now being held. This facilitates a consistent regional approach to identifying and addressing issues.

2.6.3 Upcoming Waste Minimisation Initiatives

11 May 2021 - AgRecovery Event - This event is for the farmers of the district. To facilitate the disposal of plastics and empty chemical containers in an environmentally safe manner for the District's farmers. AgRecovery will be holding a one-day event in Stratford at the A&P Showgrounds. Both AgRecovery and Council will be promoting this events through their respective channels.

July 2021 - Regional "Lids Off" Campaign - The Bin Auditor's reports are showing high levels of recyclable bottles with non-recyclable lids still on them. A regional campaign to target this behaviour change will occur in July 2021.

2.6.4 Weekly Recycling Bin Audits

The weekly recycling audit summary from 1 July 2020 to 30 April 2021 is provided in Figure 4. As at the end of April, the Amber and Red tags are at 44% and 4% respectively.

One recurring contamination issue which is getting worse is plastic bottles with lids still on them. Over the month of April, lids totalled 89.5% of the total contamination (amber and red tags). Our residents may not be not aware that the bottle lids are to be taken off. Therefore, a regional "lids off" campaign is underway for education purposes. This is expected to translate to a reduction in contamination level.

2.6.5 Recycling Bin Service Suspensions

So far, seven addresses in the Stratford District have had their recycling service suspended for three months due to three strikes of contamination. This in accordance with Section 12.6 of the Solid Waste Management and Minimisation Bylaw. The aim is to reduce contamination levels at the MRF and act as a deterrent to those residents that continue to contaminate their bins.

Waste Minimisation Activities Completed, Underway or Planned				
Month 2021	Activity	Description	WMMP Reference	Status
MARCH	“If in doubt leave it out” campaign	12-28/3/2021 - Interactive online game through WasteMINZ rolled out for the Rethinking Rubbish and Recycling campaign. Push out through SDC’s Facebook and CentralLink.	BC1 and BC5	Completed
APRIL	Bin Auditor Audit	12/04/21 - An audit was completed on our contractors bin auditor to ensure Health and Safety compliance and adherence to the tag criteria.	L1	Completed
MAY	AgRecovery Event	Support for an AgRecovery event at A&P Showgrounds for Farmers to bring their old farm chemicals and plastics for recycling and safe disposal.	L3	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. The Education Plan will be included in the strategy as an action.	BC1-BC6	Underway
	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
	Solid Waste Activity Management Plan 2021-2031	Public Consultation closes		Underway
JULY	Regional Lids Off Campaign	Campaign to reduce the number of bottles that have lids on at kerbside recycling.	BC1	Planned

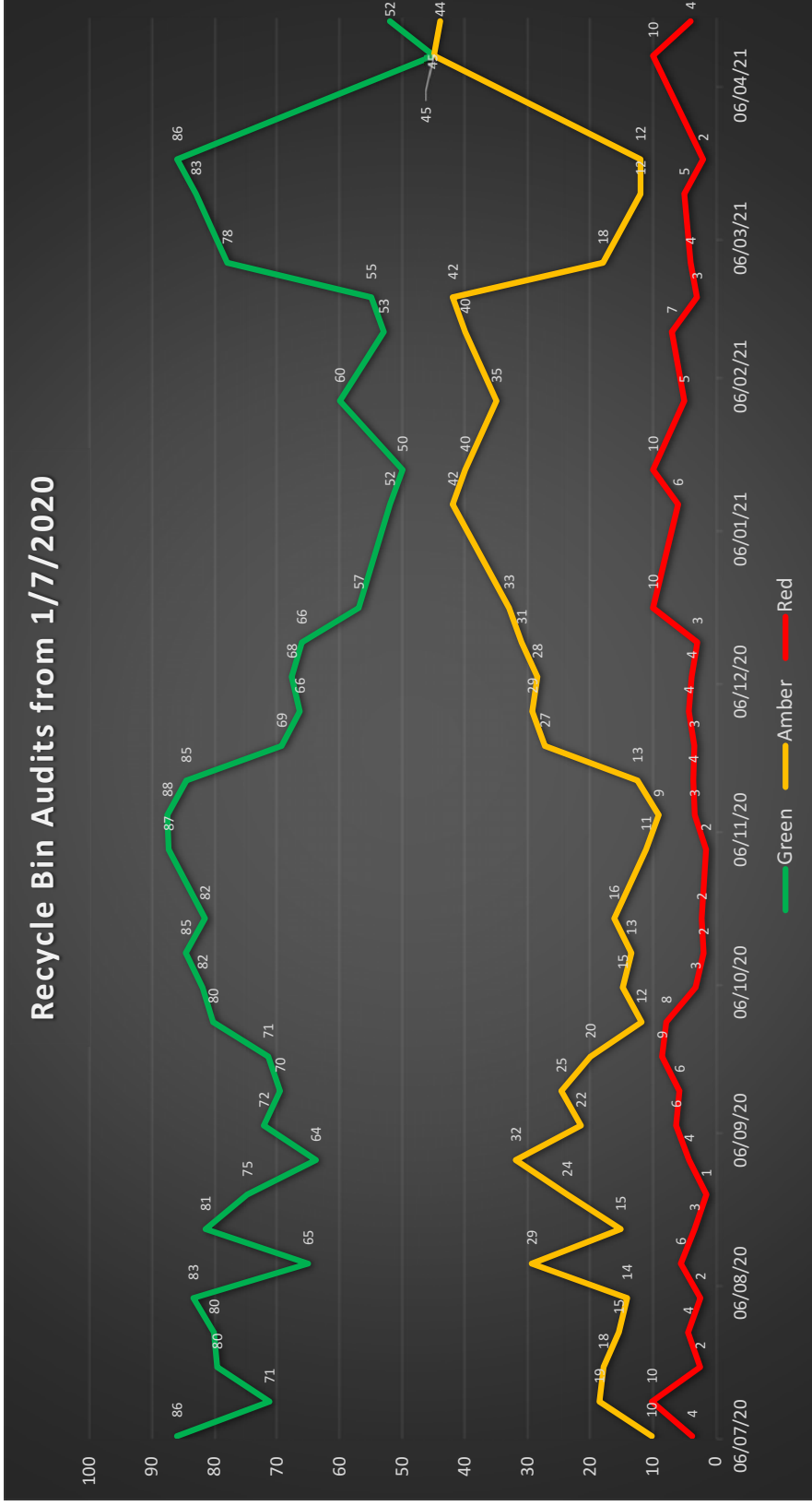


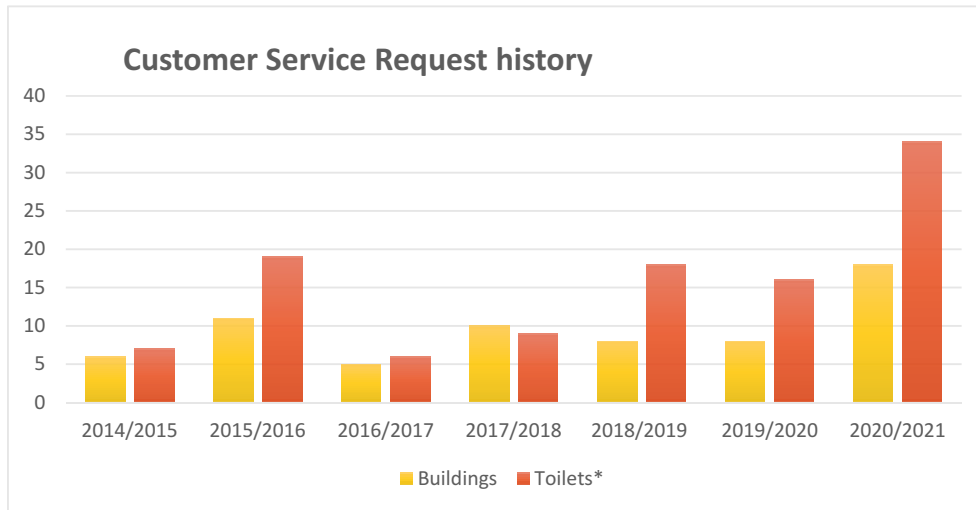
Figure 4 - Recycle Bin Audits from 1 July, 2020

3. PROPERTY

The customer service request history for the Property Activity is shown below.

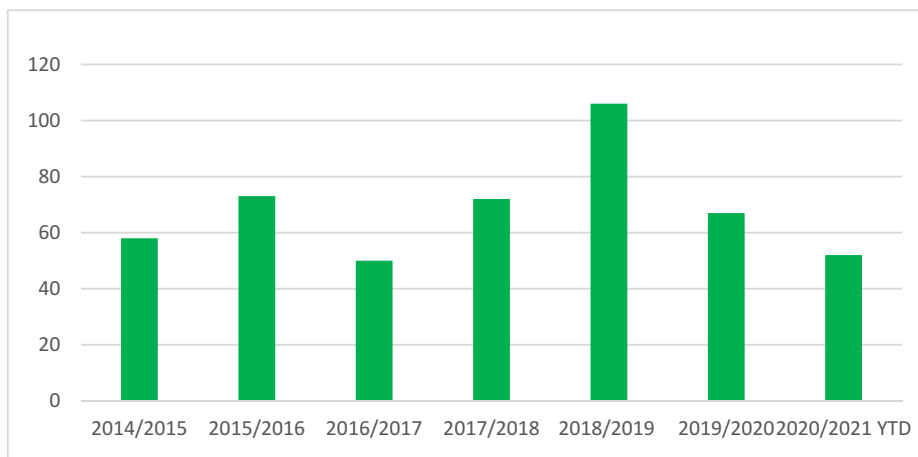
Table 1: Customer Service History

2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021 YTD
58	73	50	72	106	67	52



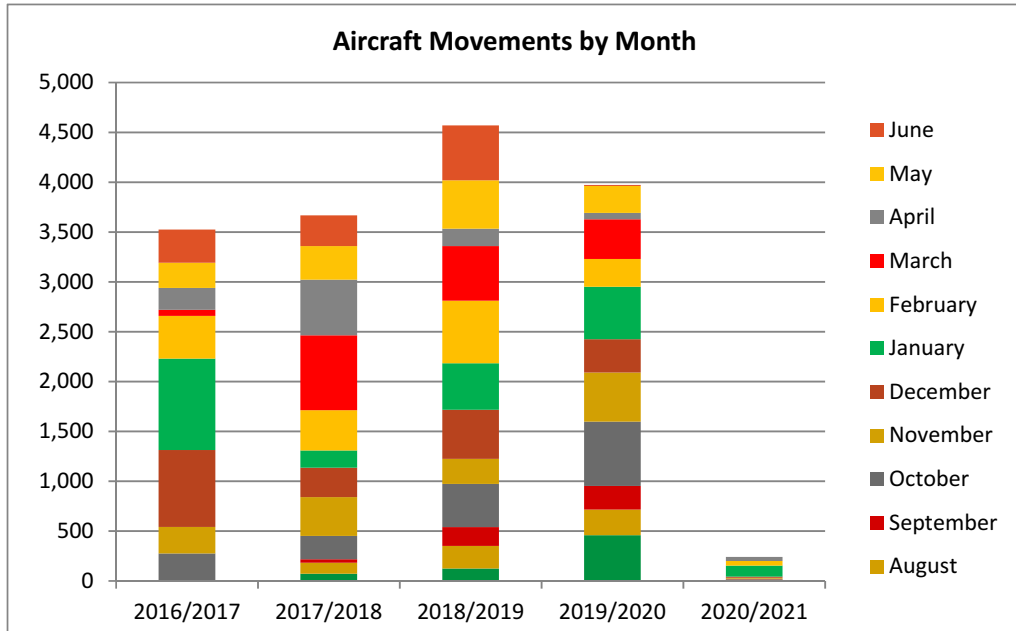
10.1

Total Customer Service Request

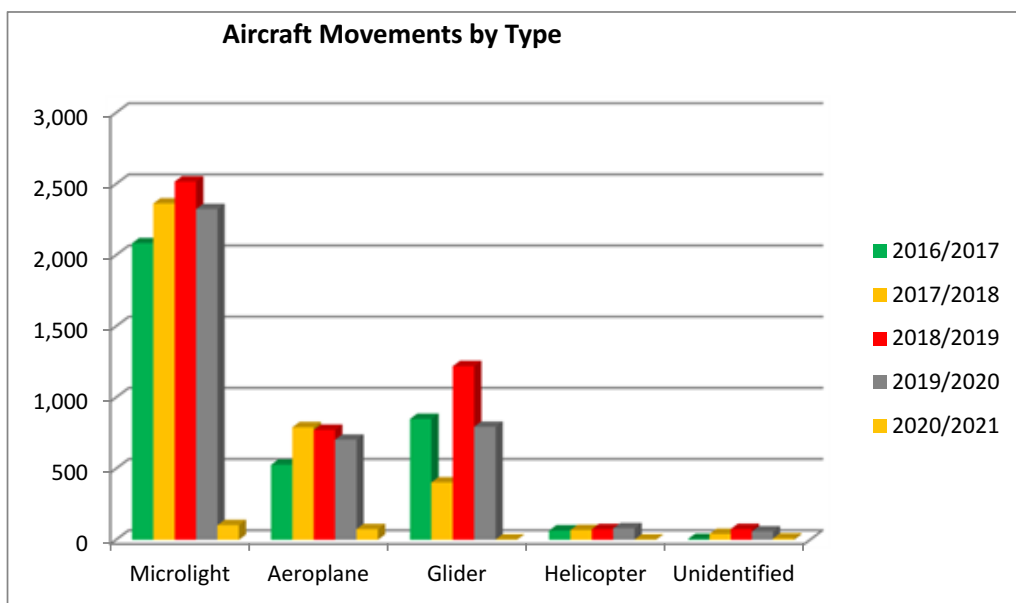


3.1 Aerodrome

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.



10.1



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%

10.1

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

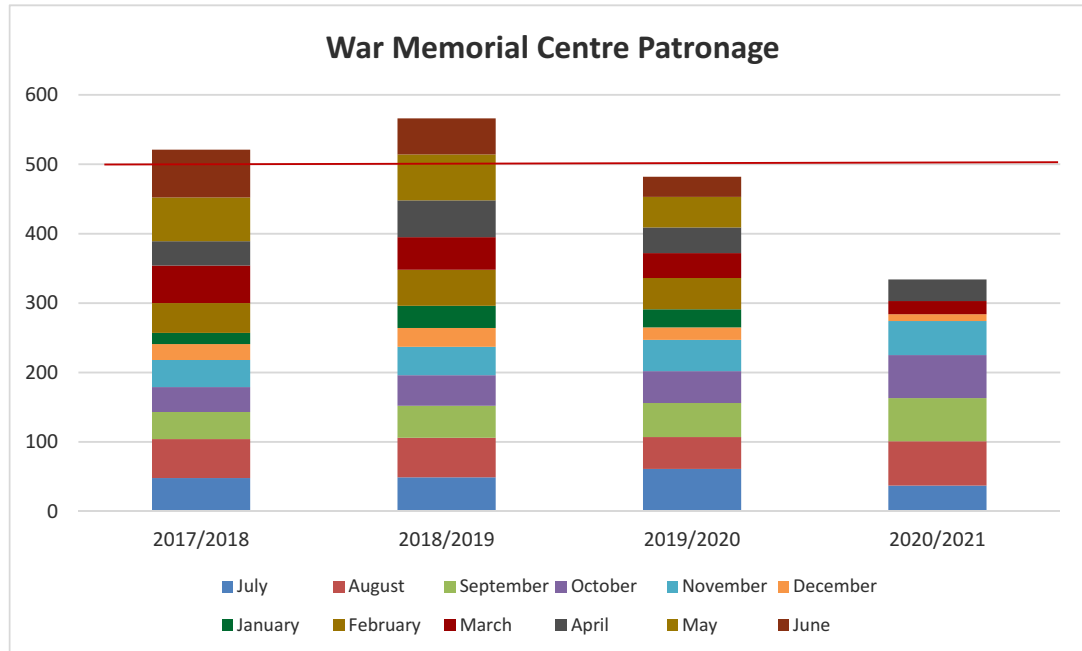
3.2.1 **Housing for the Elderly Occupancy Rates**

Unit	2015/16	2016/17	2017/2018	2018/2019	2019/2020	2020/2021 YTD
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 current occupancy rate for the months of November and December are 100% and therefore, achieve the performance measure of >95 %.

3.2.2 War Memorial Centre

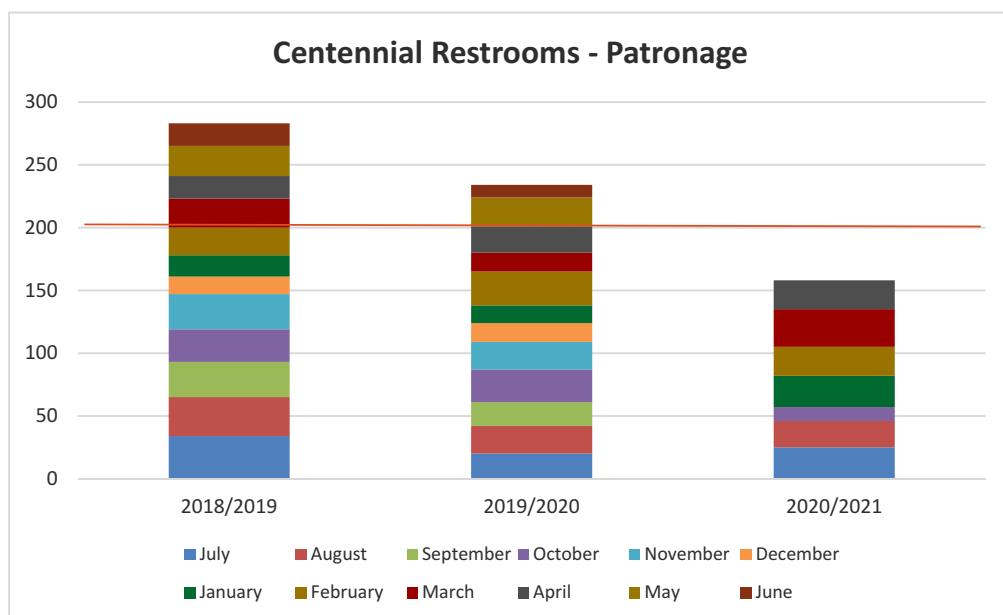
- The *Shovel Ready* project is now complete, with the re-glazing of the floor complete the venue is now open.
- As the complex was closed for the first two weeks of March the number of total bookings is low.



10.1

3.2.3 Centennial Restrooms

- All heat pumps have now been installed.
- Window coverings will be installed before winter.
- Positive feedback still being received with regards to the upgrade.



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.

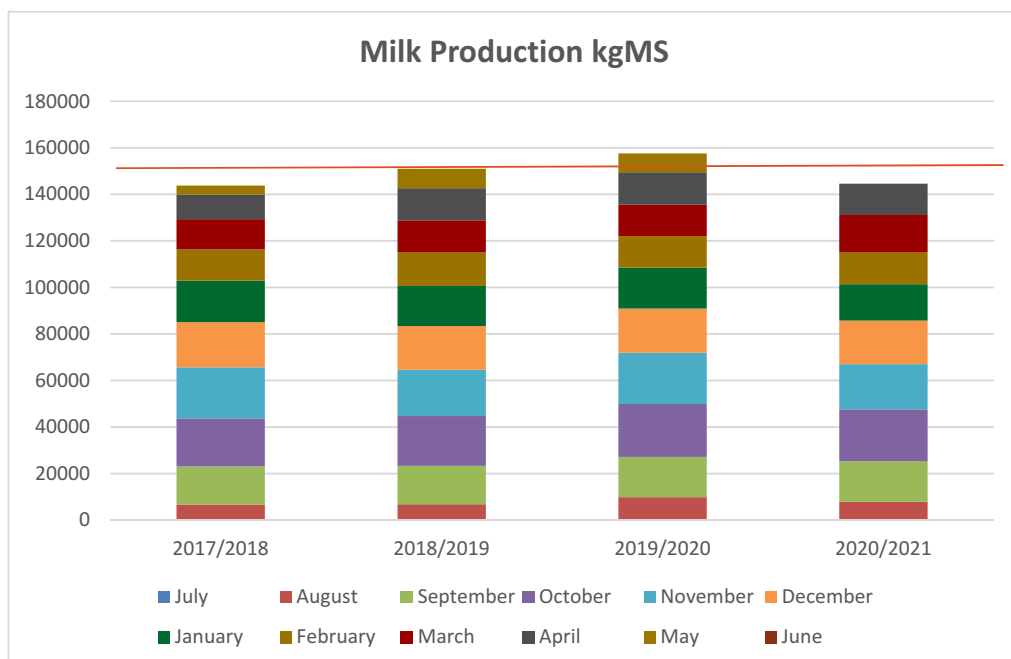
Level of Service	Performance Measure	Target
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5

10.1

The history of the Farm milk production and the Holiday Park patronage and occupancy rates are shown in the two charts below.

3.3.1 The Farm

- Quotes are currently being sourced for the yard expansion and loading ramp.
- The chart below shows how the farm is tracking to achieve the milk production target of 150,000 kg.



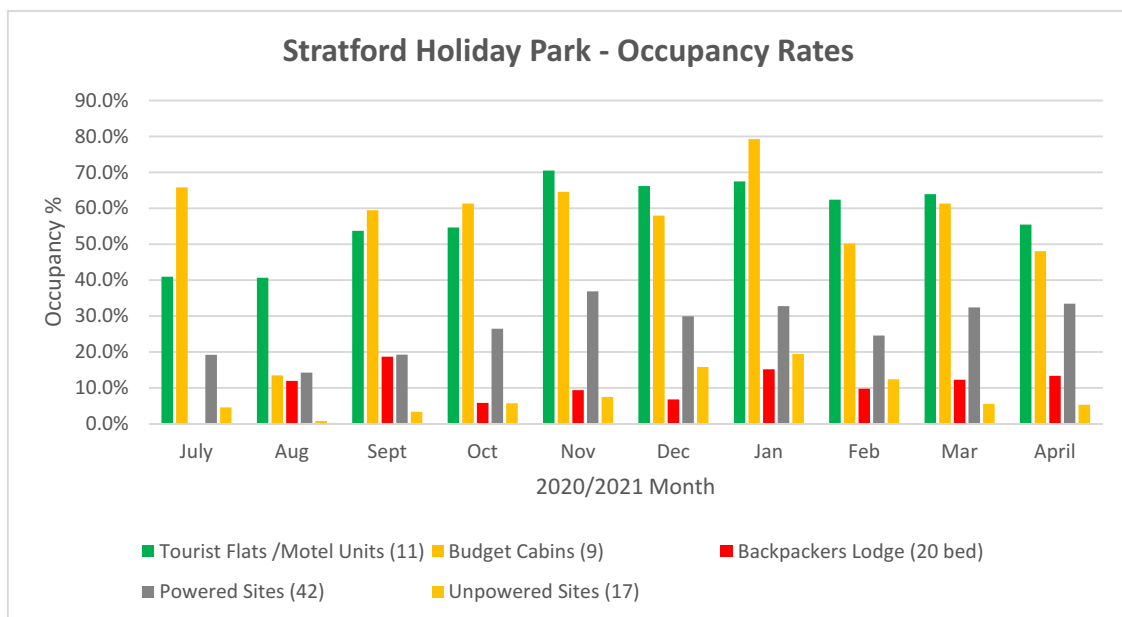
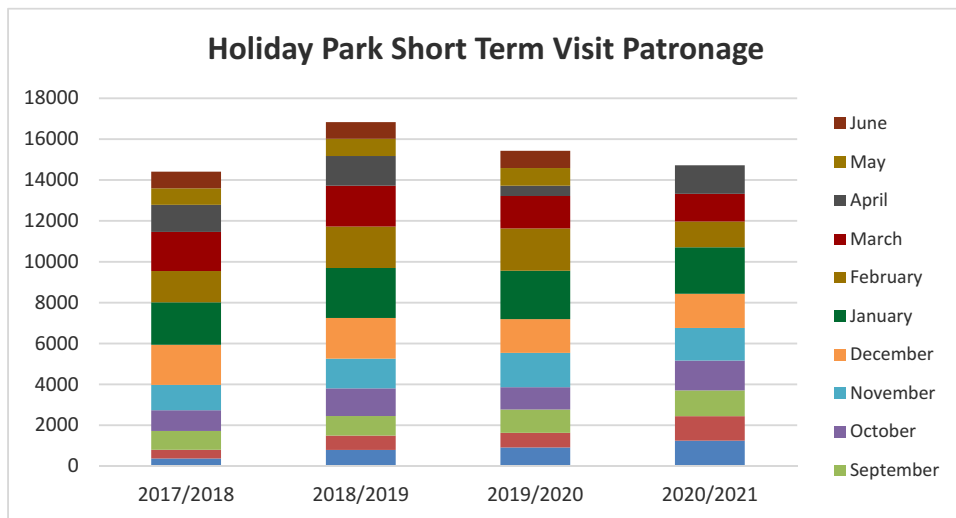
3.3.2 **The Holiday Park**

Matters Outstanding

At the March Policy & Services Committee clarification was requested on the number of permanent tenants staying at the Holiday Park. It is confirmed that the Holiday Park currently has one couple regarded as permanently living there, having been there for the last 2 years. Longer term stays are offered and assessed on a case by case basis. Emergency housing has been provided to those needing it over the past year.

There were 14 lots of emergency housing at the Stratford Holiday Park since March 2020 (Level 4 Lockdown). Some of these stays have only been one week, while four of them were for six weeks plus.

10.1



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 2021, at the end of the financial year. Council will continue to meet the New Zealand Safety Standards for playgrounds and footbridges.

Updates on key activities programmed for the year is provided below.

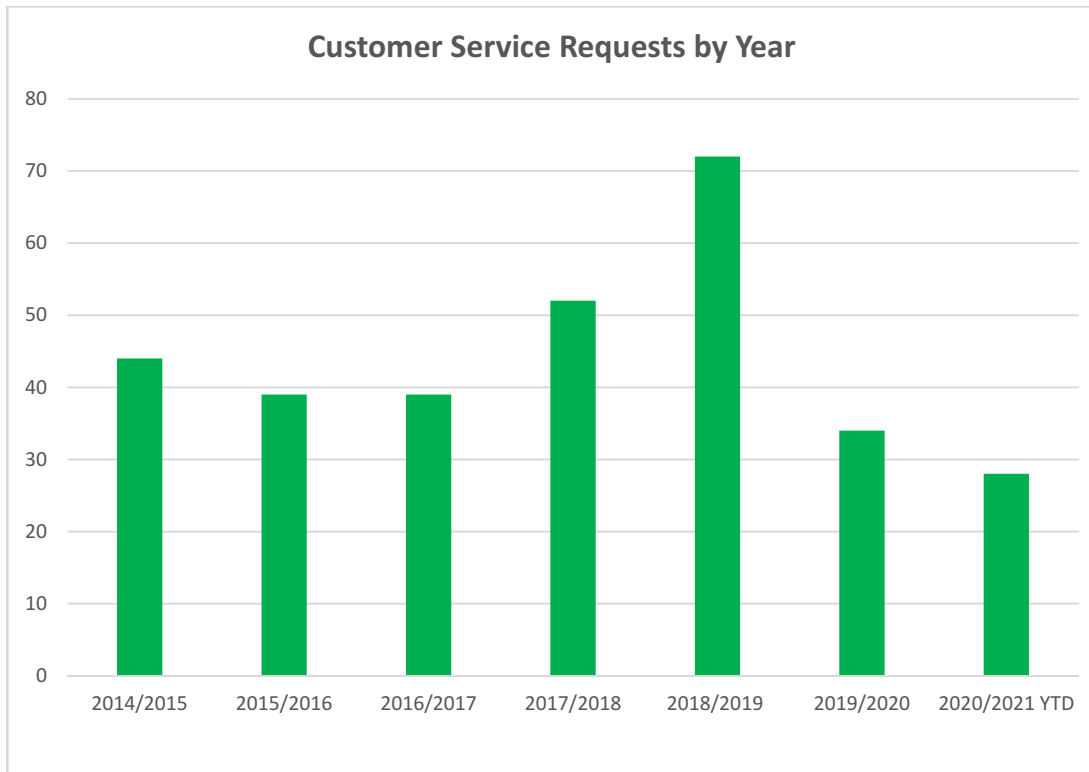
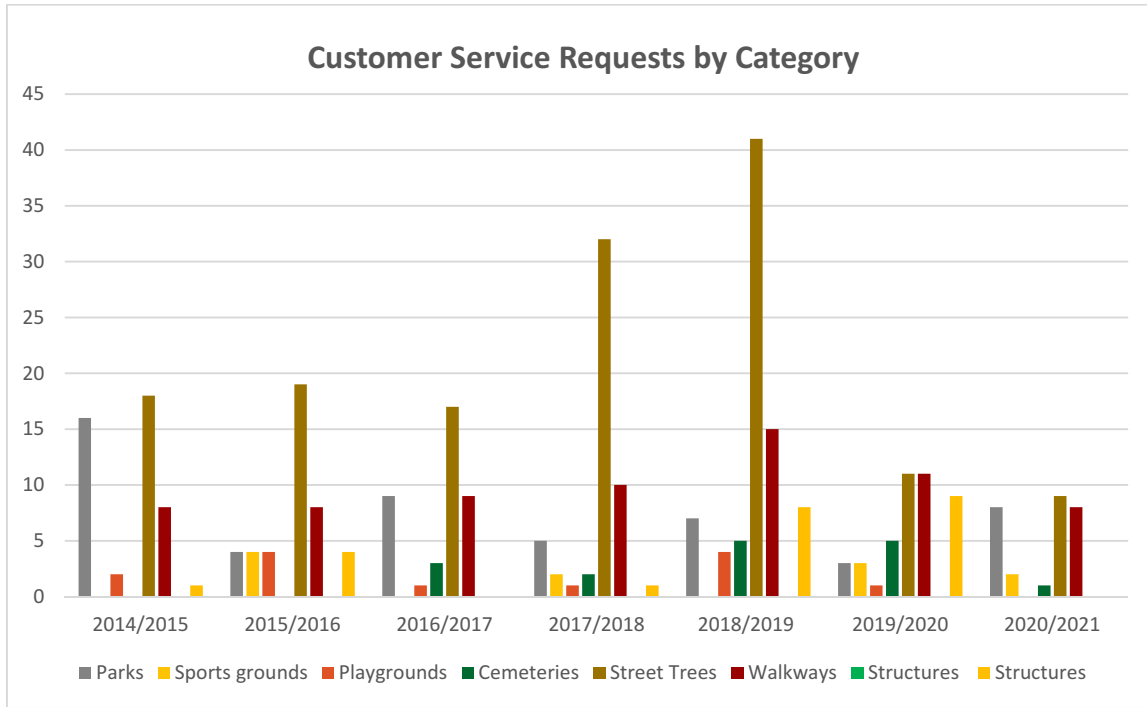
- Eastern Loop Walkway northern entrance upgrade – Complete;
- Cardiff Walkway stair upgrade (down to bridge) – To be completed in May;
- Lime Chip Path extension in King Edward Park – Complete;
- Centennial Restroom plantings/upgrade – Commenced;
- Additional planting in Stratford hot-spots – To finish in May; and
- Arboretum Project (in conjunction with the Percy Thomson Trust) – to be rolled over to next financial year – as per Percy Thomson Trust's request.

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 Parks and Reserves Activity is shown below.

Table 2: Customer Service History

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Parks	16	4	9	5	7	3	8
Structures	1	4	0	1	8	9	
Sports grounds	0	4	0	2	0	3	4
Playgrounds	2	4	1	1	4	1	1
Cemeteries	0	0	3	2	5	5	4
Street Trees	18	19	17	32	41	11	15
Walkways	8	8	9	10	15	11	11
Total	45	43	39	53	80	43	43



5. **SPECIAL PROJECTS**

Below is an update on the progress of the key projects that the Council is currently undertaking as at **30 April 2021**:

- **Replacement Aquatic Facility**

Physical work on this project has commenced with full on-site establishment and the excavation of the main pool. Initial earthworks will continue pending the granting of building consent to enable footing and foundation work to commence.



- **Children's Bike Park**

Construction of the half basketball court is complete and ready for use while the cycling education track and ancillary facilities are nearing completion. The start of work on the pump track has been delayed pending installation of the bike park pavilions for logistical reasons while the public toilets are currently under construction off-site for installation in late June/early July.

- **Midhirst abandoned land**

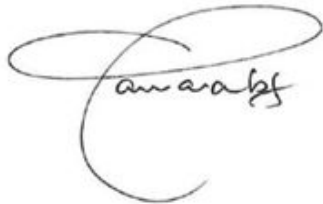
Settlement of all but three of the 45 areas of land has been completed. Negotiations have been initiated with the remaining adjoining occupying owners and formal responses are awaited

- **Whangamomona walkways**

The completion of this project is still delayed due to the inability of the Walking Access Commission to formalise their existence and Council's appointment as controlling authority. Apparently a change in the management of the Kingheim forest is part of the reason for this delay.

Attachments :

Appendix 1 - FAQ for the National Speed Limit Register

A handwritten signature in black ink, appearing to read 'Victoria Araba', with a large, stylized initial 'V'.

Victoria Araba
DIRECTOR – ASSETS

A handwritten signature in blue ink, appearing to read 'S Hanne', with a large, stylized initial 'S'.

[Approved]
S Hanne
CHIEF EXECUTIVE

DATE: 17 May 2021

APPENDIX 1

National Speed Limit Register (NSLR) project FAQs

General

QUESTION	ANSWER
What is the NSLR?	<p>The NSLR is an online Register with a geospatial map that is the single source of truth for speed limits on New Zealand's roads.</p> <p>This Register will become the legal instrument for the setting of speed limits once the Land Transport Rule Setting of Speed Limits 2021 (the rule) is live and data is migrated into the Register - speed limits will need to be in the Register to be legally enforceable.</p>
Will all speed limits be in the Register?	<p>All legal permanent, variable, emergency and seasonal speed limits will be in the Register.</p> <p>Temporary speed limits are not included in the Register at this time.</p>
Will the speed limits of non-territorial authority RCAs be in the Register?	The speed limits of non-territorial authority RCAs won't be in the Register initially, but will be able to be incorporated if these RCAs wish.
When will the NSLR go-live?	The current go-live date for the NSLR is 6 December 2021. This date is dependent on the rule going live.
Who will have access to the NSLR?	Designated users responsible for speed management as requested by each RCA as well as individuals within Waka Kotahi responsible for speed management will have access to the NSLR.
Will the public have access to the NSLR?	Data from the NSLR will be uploaded into the Open Data Portal. The public will be able to access speed limit information from there.
How will I get access to the NSLR?	You will be set up with access before the NSLR goes live. We will contact you before this to confirm the details.

10.1

Data sharing

QUESTION	ANSWER
Why do we need to sign the Data Sharing Agreement (DSA)?	<p>Waka Kotahi needs agreement from every RCA, so we can create and publish a National Speed Limit Register that allows people to use its information.</p> <p>The National Speed Limit Register will form part of the Register of Land Transport Records.</p> <p>The Register of Land Transport Records will become the legal instrument for the setting of speed limits. This means your speed limits will need to be in the Register in order to be legally enforceable.</p> <p>There is a large amount of work required to create and to transition to the national Register, Waka Kotahi is seeking your earliest agreement to get the process underway.</p>
Why do speed limits have to go into the Register?	The Register of Land Transport Records will become the legal instrument for the setting of speed limits. This means your speed limits will need to be in the Register in order to be legally enforceable.
Wouldn't it be better to get the legislative update to establish the Register done first?	The legislative update will be going through consultation and will be completed prior to Register completion. We need to start migrating speed limits now, as migrating all RCAs will take Waka Kotahi over 12 months to complete. This will ensure the Register is ready to use after the legislation is updated.
When do we need to provide Waka Kotahi with our data by?	As soon as you practically can. We will be asking you to check your data is correct before it goes into the Register and we want to ensure the Register is as accurate as possible. If it's not possible to provide the data, please let us know and we will work with you on the best steps to take.
What data file format should we present information in?	<p>The data can be provided to us in whatever format it's held:</p> <ul style="list-style-type: none"> Digitally or aspatially e.g. shapefiles, PDF, Excel, CAD. If the data is available digitally, it would be helpful to get road centrelines with speed as an attribute and/or polygons for urban traffic areas. <p>We will follow up with you if we have any questions/concerns about your data. We will also be having sessions with each RCA to discuss what is required to get your data ready to go into the Register.</p>
Will the data be available as a consolidated dataset for the RCA to access and use?	<p>Data from the Register will be able to be downloaded directly from the Register. This will be part of the Register functionality.</p> <p>Data will also be freely available to be downloaded through the Open Data Portal, with two types of spatial outputs:</p> <ol style="list-style-type: none"> NSLR Speed Limit Areas – includes all relevant legal instrument information. NSLR Segmented Road Centreline - where the Speed Limit Areas have been applied against the road centreline and a derived dataset is created.

10.1

QUESTION	ANSWER
Can we make changes to our data between now and October 2021?	If you intend making changes to your data during this time let us know and we will talk through the best approach to migrate your data. This may mean scheduling your data migration once you have completed the changes, or migrating your current data and then doing an update once you have completed the changes.
We have some speed limits that need to be changed and intend to start the consultation process before October 2021. What is the best approach for us to take?	The best approach is to start the process and complete your consultation. Then once the Register is live with your migrated data, have your change proposals 'certified' by the Director which will enable you to enter the changes to the speed limits into the Register, and then just install your speed limit signs.
Why don't you use the Road Asset Management Model (RAMM) to download the data or for use as an RCA maintenance platform?	The functionality of RAMM does not meet all the requirements for a speed limit Register. We can use your data from RAMM, but you will need to complete a quality assurance check of the data to ensure it is accurate first. It is up to individual RCAs whether you continue to also update speed limits in other systems or tools you use, however only the Register will be the legal instrument for your speed limits.
Our speed limit data/bylaw data is inconsistent, so we are hesitant to share it. What advice can you give us with regards to this?	These inconsistencies can be managed through the transitional period and throughout the life of the rule. In fact, there are a number of benefits arising from the data migration process, including: <ul style="list-style-type: none"> • the opportunity to get your speed limits digitised by the data migration team • the opportunity to get your bylaws referenced to your speed limits by the data migration team • the opportunity to check all your speed limits are correct • the opportunity to check your speed limits align with your bylaws.
What should an RCA do if it finds a discrepancy between the Register and a bylaw or between different registries?	Information published by Waka Kotahi and the RCA should be consistent, any discrepancies should be worked through in good faith to be resolved so that they are accurate.
What do we do if during the data migration process we find our speed signs do not align with our bylaws?	This is an opportunity for you to fix these anomalies. We have produced some guidance on what actions you can take. See Position paper – speed limit signs not aligned to bylaws.
We currently complete quality assurance of our speed limit changes internally, will there be additional levels of quality assurance for the national Register?	RCAs will be required to quality assure their speed limit changes in the Register before they submit them to Waka Kotahi for certification. Only once certification is complete will the speed limit changes be live in the Register.
Once our speed limits are live in the Register, do we need to revoke our bylaws?	Yes you will need to formally revoke your bylaws once your speed limits have been migrated and the NSLR is live. We will provide more details on this and provide guidance around it to assist you in what should be a simple process. You would also be expected to update your website to reflect that the Register is the legal instrument.

QUESTION	ANSWER
What happens if we have a consolidated bylaw that covers more than just speed limits? Do we need to do some work to remove the speed limits from the bylaw?	<p>Yes you will need to formally revoke that part of your bylaw once your speed limits have been migrated and the NSLR is live. We will provide more details on this and provide guidance around it to assist you in the process.</p> <p>You would also be expected to update your website to reflect that the Register is the legal instrument.</p>
Can an RCA still publish information about its own speed limits?	Yes, RCAs can continue to publish their own speed limit information as well, but this information will not be the legal Register or the single source of truth for speed limit data.
Will NZTA sell, profit from or commercialise the data provided by RCAs?	<p>The complete dataset will be available on the Open Data Portal for data consumers and the public to access and use. This is free of charge and there are no plans to charge for this.</p> <p>The new Register means users can go to one place to find it rather than to each RCA.</p>
If the information is to be provided free to the public, why include the word 'commercialise' in the agreement?	<p>The intent of the licence is not so that Waka Kotahi can commercialise the data itself but rather to allow free reuse for any purpose, including commercial reuse.</p> <p>Much of the data is not subject to copyrights and people are already free to use such data for any purpose, including commercially.</p> <p>If you would like a letter to supplement the agreement that outlines the intent of including commercialise, we can provide it.</p>
Are we able to download the version and resell it ourselves?	You will be able to download the complete dataset from the Register. It will also be available on the Open Data Portal for data consumers and the public to access and use. This is free of charge and there are no plans to charge for this.
Will RCAs get to approve their data prior to publication?	RCAs will get access to the draft NSLR data in the application to complete a quality assurance check. We will work with each RCA to explain the process and how to use the tool.
Will RCAs get the chance to see or trial the Register before they sign up to the agreement?	<p>This won't be possible before you sign up to the agreement.</p> <p>We are working with a trial group of RCAs which will be checking to ensure the Register meets the needs of RCAs.</p> <p>We will have sessions with RCAs, prior to go-live of their data, to demo the tool and to provide training.</p>
If the public want to view the record of speed limit changes for a period prior to the NSLR going live, what would they do?	They would go to the RCA (as they do now) for that. RCAs have to keep their speed limit records for the last 7 years (the NSLR will only keep what is migrated and any changes to that from go live). RCAs will have to hold this information for the past 7 years, so from 2028/29 you won't have to hold historic information as the full 7 years that is required to be kept will be in the NSLR.

QUESTION	ANSWER
Why is there a 31 December 2023 expiry date in the DSA?	<p>It was known from previous experience that some RCAs do not want to enter into an agreement with no end date. An expiry date was therefore used to try to make it easier to get all RCAs to enter into an agreement on the same terms.</p> <p>When the agreement was originally drafted in 2019, it pre-dated any substantive work on the rule changes. It was therefore not known for how long the agreement would be needed, and whether it would remain usable in the same form for a long period of time. An expiry date was used to ensure it was reviewed and either left to expire if it is no longer needed, or amended to reflect the reality in 2023.</p>
Why are there annual renewals for the DSA?	When the agreement was originally drafted in 2019, it was not known for how long the agreement would be needed/relevant. It was felt an annual review was a reasonable period to allow it to continue for as long as needed, but without locking it in for an extended period if it was eventually superseded by rule changes.
If our data sharing agreement is terminated will RCAs get their data back?	No such provision was included as the data will be publicly available for anyone to freely download, including RCAs, at any time.
Can material in the national database be used as evidence in court?	Speed limits become legal once they are in the Register, so it could potentially be used as evidence in court for legal proceedings. This is one reason why we need to work together to help ensure it is accurate.
At this time we don't have capacity to offer any support for this project. What can we do?	Please get in touch with us if this is your circumstance. We will discuss how we can work with you to get your data migrated as easily as possible.

10.1

Register updates

QUESTION	ANSWER
How will we make speed limit changes after the rule is live and before the regional speed management plans come into effect in 2024/2027?	During the interim period there is a provision in the draft rule to set speed limits using an 'interim speed management plan'. Interim plans could be done by a council or region.
What information will we need to maintain in the Register?	<p>For a speed limit change you will need to provide any information the Registrar requires, ie:</p> <ul style="list-style-type: none"> • Road corridor to which speed limit applies (by selecting on map) • Speed limit category • Speed limit • Link to certified speed management plan • Dates applicable for seasonal speed limits • Conditions under which a variable speed limit will operate.

QUESTION	ANSWER
Will there be different roles in the Register?	<p>There will be different roles in the Register. For RCAs there will be an RCA Creator role and an RCA Speed Administrator role (for smaller RCAs, one person may do both roles and will therefore be assigned the RCA Speed Administrator role). There will also be Speed Manager and Quality Certifier roles filled by Waka Kotahi.</p> <p>The RCA Creator or RCA Speed Administrator creates a speed limit or edits an existing speed limit, which must be submitted by the RCA Speed Administrator. The Speed Manager then reviews and certifies the speed limit.</p>
What will happen if new roads are added to our RCA territorial authority, eg new subdivisions?	<p>The Register gets updated for new roads weekly using information from CoreLogic.</p> <p>You will receive a notification through the Register when there is a new road in your area. If you haven't assigned a speed limit to the road, or if it isn't covered by an existing speed limit area, it will default to 100km/h. RCAs will go through the normal speed limit change process to change speed limits for new roads.</p>
How will we make changes to urban/rural boundaries?	<p>You will receive a notification through the Register when there is a new road associated with a boundary change in your area. These will be updated in the Register through the weekly update of information from CoreLogic. The road will have the same speed limit as assigned by the previous RCA. RCAs will go through the normal speed limit change process to change speed limits for new roads in their area.</p>
One of the roads in our area is shared with another RCA. If they propose changes to their speed limits to these roads will we be notified?	<p>Yes, you will receive a notification through the Register if a speed limit on a shared road is proposed to be changed. The change will only be progressed in the Register if there is agreement between the two RCAs and both have completed the normal consultation requirements</p>

10.1

Training and support

QUESTION	ANSWER
Will we receive training on how to use the Register?	<p>Yes, online training and a user guide will be available. We will also run sessions before go-live to provide more information and demonstrate the Register.</p>
What happens if we run into problems using the Register?	<p>A support model will be in place and you can contact our Service Desk for assistance. We will provide the details before go-live.</p>

MONTHLY REPORT



F19/13/04 – D21/14014

TO: Policy and Services Committee
FROM: Director – Community Services
DATE: 25 May 2021
SUBJECT: REPORT FOR THE MONTH OF APRIL 2021

10.2

RECOMMENDATION

THAT the report be received.

Moved/Seconded

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e. Community 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

- Easter Hunt – 1 to 10 April
- SDYC AGM – 6 April
- MTFJ Presentation to Taranaki Diocesan – 7 April
- MTFJ Essential Skills Workshops – 12 to 15 April
- SDYC Camp – 17 to 18 April
- April School Holiday Programme – 19 to 30 April
- Anzac Day Wreath Making – 23 April
- Prospero Market (combined with Shakespeare Festival) – 24 April
- Anzac Day Commemorations – 25 April
- First digital banking session held at Whangamomona

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 Workforce Programme Presentation • Scarecrow Trail • Trade Graduation Ceremony • Mayoral Gifts • MTFJ Work Ready Week • Summer Nights Concert (Summer Nights movie cancelled due to COVID-19) • MTFJ Essential Skills Week • MTFJ Careers Expo
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 • Youth Council Thank You Evening • Easter Hunt
Events Council has provided or supported are measured	2	<ul style="list-style-type: none"> • Prospero Market • Keep NZ Beautiful Clean Up • Dirty Detours • Stratford A&P Show • Christmas Parade • Whangamomona Republic Day • AmeriCARna • Prospero Market – Shakespeare Festival
Business mentoring and economic development support is available	Venture Taranaki Quarterly Report received	3
Provide administration support to the Stratford Business Association meetings	11	7

2.3 **Youth Council**

The Youth Council Easter hunt that ran from 1 - 12 April and was well received by the community. Five winners were drawn from approximately 30 completed entries, each received an Easter Hamper.

The annual Youth Council camp was held on 17-18 April at Te Wera Valley Lodge. All councillors agreed that the experience on camp was overwhelmingly positive and look forward to the year ahead.

On Tuesday 20 April, the Youth Council held a long Term Plan Debate, to discuss two of the key topics: Water Meters and Waste Minimisation. They invited elected members to attend, and had a very valuable discussion with them afterwards. This debate allowed the Youth Council to engage with their wider community to form opinions on both sides of each topic. Ultimately this helped the Youth Council form a collective view for a Long Term Plan submission.

The Youth Council will have a presence at the MTFJ Careers Expo on Friday 14 May in the form of a sausage sizzle. This will allow Youth Councillors to engage with their peers in a new environment and let the community know who they are and what they do.

2.4 Civic and Community Events

Completed:

- Easter Hunt – 1 to 10 April
- SDYC AGM – 6 April
- MTFJ Presentation to Taranaki Diocesan – 7 April
- MTFJ Essential Skills Workshops – 12 to 15 April
- SDYC Camp – 17 to 18 April
- April School Holiday Programme – 19 to 30 April
- Anzac Day Wreath Making – 23 April
- Prospero Market (combined with Shakespeare Festival) – 24 April
- Anzac Day Commemorations – 25 April

Coming Up:

- MTFJ Careers Expo – 14 May
- AgRecovery Event for Farmers – 10 to 16 May
- PAG Accessibility Expo – 27 May
- Puanga Celebrations – 27 June to 10 July

2.5 Community Projects and Activity

2.5.1 Mayors' Taskforce for Jobs (MTFJ)

Registrations

	April	YTD
Young People Registered	11	174
Businesses Registered	3	30

Employment

	April	YTD
Young people placed into employment	8	39
Young people who are employed but require assistance with upskilling		5
Young people registered onto programme and straight in study		11
Young people received support and found work themselves		9
TOTAL		64

Essential Skills week was a huge success with 20 young people completing a two day comprehensive first aid qualification, half day health and safety course and one full day traffic management course.

There is a high demand for roading workers in the province, along with labourers so the site safe and first aid qualification will greatly assist these young people. Three young people have been already placed in full-time roading work straight after completing the course.

The Stratford Careers Expo is being held on 14 May at the War Memorial Centre in collaboration with Ministry of Social Development, Taranaki Diocesan, Stratford High School, education providers and local businesses. To date 43 businesses / ITO's and agencies will be attending.

The first MTFJ funding concludes on 30 June 2021 and has achieved the KPI's set for this 8 month project. A second proposal has been drafted and submitted to MTFJ to continue the programme into the new financial year.

2.6 **Funding**

2.6.1 **Creative Communities**

The assessment committee met on 28 April to allocate \$15,334 in available funds to 14 applicants with a total project value of \$32,526. Two applications in this round of funding were considered ineligible for funding and two applications received 100 per cent of the funding amount applied for.

2.6.2 **Sport New Zealand Rural Travel Fund**

The assessment committee met on 6 April allocating \$10,202 in available funding to 9 applicants, including one new children's sports club – the Stratford Toa Rugby League Club.

2.7 **Positive Ageing**

The Accessibility Expo is being held on Thursday 27 May at the War Memorial Centre. To date we have 10 organisations/businesses that will be attending including ACC, Taranaki District Health Board and Mobility and More.

Upcoming meetings and events;

- Accessibility Expo – 27 May
- Ordinary Meeting – 9 June

2.8 **Stratford Business Association**

Memberships

March total	136
New	1
April total	137

Business After Five events:

Remedy Health and Wellness Centre – 17 April

Formally known as Nell's Natural Health Clinic, Remedy opened its doors on Broadway during December 2020. It was great to meet some of the staff and to learn about what services they offer to our community including; acupuncturist, chiropractic, massage and more.

Coming up:

- 19 May – Stratford Community House

Long Term Plan meeting

On Monday 19 April the Stratford Business Association held a meeting for members to attend a session with councillors to talk LTP. Although attendance was low, the conversation was very valuable to those that did attend.

Romeo Awards

A decision was made at the April committee meeting that the Romeo Awards will be going ahead in September 2021. It has been a challenging 12 – 18 months and the awards will offer something for businesses to look forward to and to celebrate their successes.

Coming up:

- 4, 11, 18 May – Wellness workshop series.

3. COMMUNICATIONSPerformance 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	46,308
The community is satisfied with how Council keeps them informed	>85% 2019/20 – 79%	

3.1 Highlights

Four Central Link updates were produced in April. 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 April:

- Cheque-free future
- LTP public meetings
- Celebrate Shakespeare during April
- Active supervising at the pool
- Become a lifeguard
- Easter Hunt winners announced
- ANZAC Day Commemorations 2021
- Positive Aging Expo - stallholders
- Long Term Plan Consultation
- Careers Expo
- Public notices (Select Dog Ownership, Meeting Schedules, Kopuatama Cemetery - Pest Control, Meeting Schedule - April 2021, Temporary Road Closure - ANZAC Day)

Media Releases posted to www.stratford.govt.nz for the month of April:

- Making payments in a cheque-free future
- Celebrate Shakespeare during April
- Spend the April School Holidays in Stratford!
- Anzac Day Commemorations 2021
- Time is ticking to have your say on the Stratford Long Term Plan
- One-Stop Shop events allow farmers to sustainably clear farm waste
- Stratford careers expo set to inspire local job seekers this May

Website Page Views for 1 – 30 April 2021

Total number of users for the month	5,245 ↑
Total number of page views for the month	16,530 ↓
Top 10 pages visited for month	Page views
Home Page	3,113
Library	794
Cemetery Search	553
Rubbish and Recycling	513
Long Term Plan	440
TSB Pool Complex	362
District Plan	328
Contact Us	304
Fees and Charges	297
Rates and Property Information	254

10.2**3.3 Official Information Requests**

For the 2021 calendar year, Council has received 23 Local Government Official Information and Meetings Act (LGOIMA) requests.

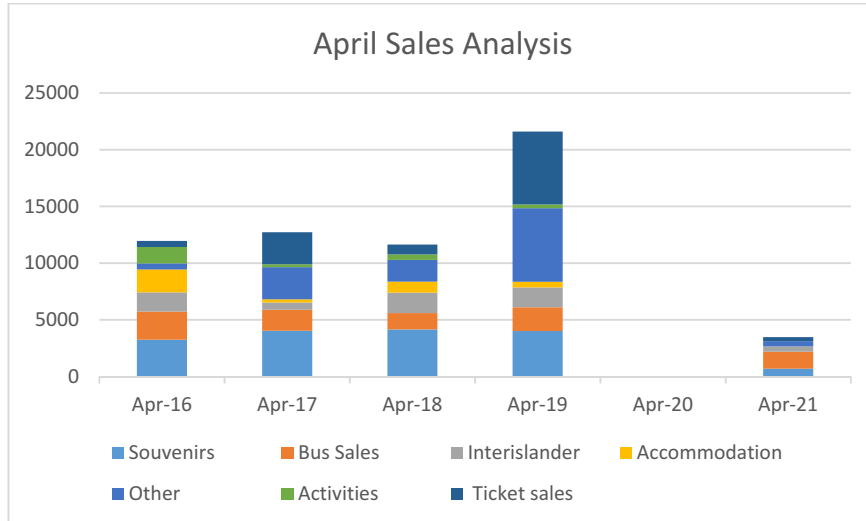
The below table includes the LGOIMA's received for the month of April 2021:

Date Received	Query	Due Date	Date Responded	Days to Respond
9/04/2021	External Legal Spend	10/05/2021	14/04/2021	3
13/04/2021	Dog registration numbers	12/05/2021	14/04/2021	1
14/04/2021	New Swimming Pool contracts	13/05/2021	15/04/2021	1
19/04/2021	Waste Minimisation	18/05/2021	21/04/2021	2
27/04/2021	2017, 2018 Ordinary Minutes	25/05/2021	29/04/2021	2

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

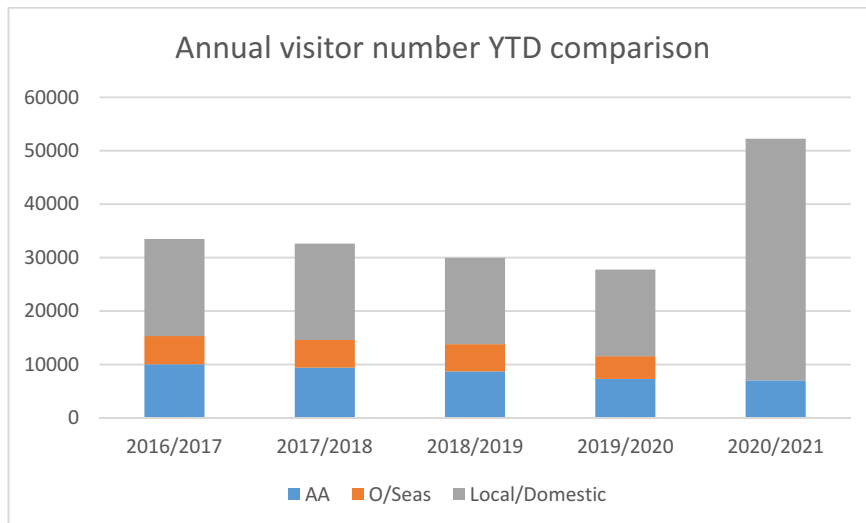
	Target	2020/21 YTD
Number of people into the Information Centre is measured	>40,000	51,362*
Number of users of AA Agency Services is measured	>10,000	6,367
Percentage customers are satisfied	>75%	

* Figure now includes library door count data.



10.2

Traveller numbers continue to be low. Locals continue to use the booking services for bus and ferry travel.



Visitor numbers now include library users. Officers are observing library users may choose to seek travel advice here, and visitors to the area may use library services such as wifi or public computers. Cross training and certification of staff continues.

5. **LIBRARY**

Performance Measures (*Performance Measures in bold*)

	Target	2020/2021
Number of people visiting the library is measured	>90,000	53,155*
Users satisfied with library services	>80%	
Number of people accessing the Wi-Fi service is measured	>15,000	19,440
Number of people accessing the People’s Network is measured.	>10,000	4,943

*figure now includes i-SITE and AA visitors

- The first Digital Banking session was delivered at Whangamomona. This is part of a pilot programme where all Taranaki libraries are delivering an online banking module during April and May.
- 80 children attended events held in the library as part of the School Holiday Programme.
- Regular library hosted craft, book, and children’s groups continue to meet in the library as well as a number of community groups. The Justice of the Peace desk continues to be a popular service. The Budget Advice service, Northern Health School, Workbridge and other community groups have used the library as a place to meet with clients this month.
- The library continues to have strong numbers of new library memberships in comparison to previous years.

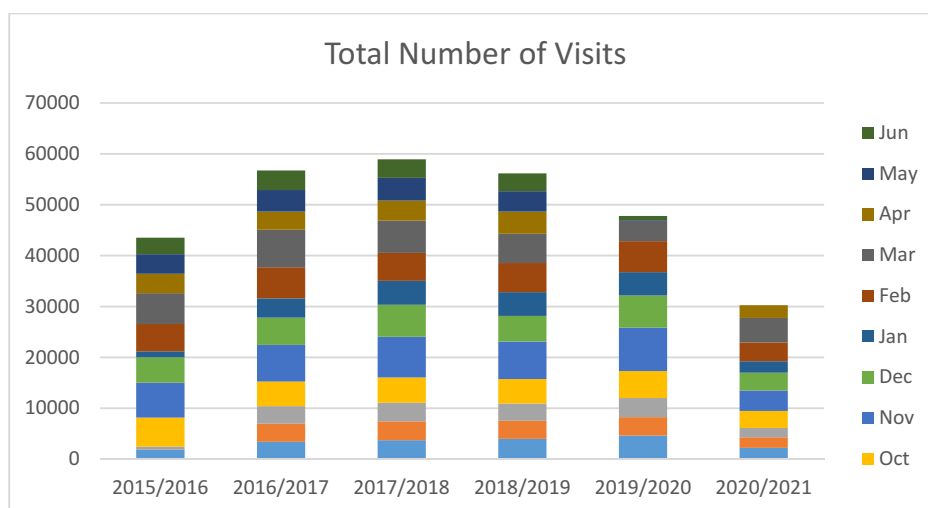
6. **POOL COMPLEX**

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	39
	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	30,237

10.2

6.1 **Highlights for April**

- April saw a total of 2,512 patrons through the facility.
- School Holiday activities included Children’s Day, a Water Skills for Life course, several Boat Safety Courses and inflatables during the weekdays.
- Over April the available vacancies were advertised and a three Lifeguard Course was held which four trainees attended.
- The team is looking forward to being part of the Careers Expo on 14 May.





Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES



Sven Hanne
CHIEF EXECUTIVE

DATE: 17 May 2021

10.2

MONTHLY REPORT



TO: Policy and Services Committee
FROM: Director – Environmental Services
DATE: 25 May 2021
SUBJECT: REPORT FOR THE MONTH OF APRIL 2021

10.3

RECOMMENDATION

THAT the report be received.

Moved/Seconded

This report presents a summary of the monthly progress and highlights for the main areas of activity within the Environmental Services department. The Long Term Plan 2018-2028 sets the performance measures and this report presents progress to date against the target for each performance measure.

1. OVERVIEW

Thirty nine applications for building consent were received in April. These included:

- Eleven new dwellings, nine log fires, one pole shed, three accessory buildings (2 garages and 1 workshop), two relocations, one new sewer connection, one consent for alterations/additions and five amendments.
- Three commercial applications were received – one new swimming pool – Stage 2 (Stratford District Council), one alteration/addition and one amendment to a consent.
- Two exemptions from obtaining a building consent were also processed – for Interior Insulation to Residential Dwellings.
- We also received one Certificate of Acceptance for Piling to a rib raft floor slab.

We are continuing to receive a high number of applications for building consent. April is often a busy month because the cooler weather often results in a series of applications to install log fires before winter. This year without taking applications for log fires into account there is still a reasonable level of activity. This contrasts with April 2020 when building activity was strongly affected by the lockdown and only eight applications for building consent were lodged. Subdivision is often a little less influenced by the time of the year, but we are still seeing strong interest in subdivision.

2. STRATEGIC/LONG TERM PLAN PROJECTS

Work is continuing on reviewing the bylaw review programme. Drafting work is underway on the Mobile or Traveling Shops Bylaw, the Scaffolding and Deposit of Building Materials Bylaw and a new Alcohol Control Bylaw which is ready for some pre-consultation with key stakeholders.

Work is also continuing on the various street numbering and naming projects in the district. The area around the intersection of Regan Street and Glanville Road is currently being addressed. Officers have undertaken consultation with affected residents where the reasons for the changes were accepted very well. The next step is preparing a report requesting a decision around moving the boundary between the two roads. Officers are currently confirming some details about how this process needs to be completed with Land Information New Zealand and will prepare a report recommending some changes once a response has been received from them.

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 MAR
Building Control Authority	
Building Consent Applications	39
Building Consents Issued	32
Inspections completed	93
Code Compliance Certificate Application	15
Code Compliance Certificate Issued	13
Code Compliance Certificate Refused	0
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	39
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	5
Land Use Consents Granted	3
Subdivision Consents Received	11
Subdivision Consents Granted	1
223/224 Applications Received	9
223/224 Applications Granted	5
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	16
Resource Consent Placed on Hold or Returned	3
LIM's Received	6
LIM's Granted	5
Registered Premises Inspected for Compliance under the Food or Health Act	11
Health or Food Act Complaints Received and responded to	3
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	11
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	7
Bylaw Complaints Received and responded to	19
Dog Complaints Received and responded to	18

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%	87% 26 out of 30 applications were processed within 20 days. We have the average processing time down to 14 days but there are some applications on high days still in the system from our previous consultant.
	Percentage of inspection requests completed within 1 working day of request.	100%	96% Four building inspections out of 93 have had a longer wait time because of a health related staffing issue.
	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.

Level of Service	Performance Measure	Target	Status
	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%

10.3

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%	96.7%
	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 April.

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 and no warning letters were issued in April.

5.1.3 Regulation 6A Compliance Dashboard

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

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

10.3

5.1.4 Training needs analysis

During April ongoing detailed training on the revised Quality Assurance Manual was provided to the Building Control Authority staff.

5.1.5 Internal audit/external audit timetable

International Accreditation New Zealand (IANZ) returned in April 2021 for a progress inspection. At the inspection we successfully cleared all remaining General Non Compliances. IANZ will return in July for a further progress inspection before a full audit in November.

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness

No Compliance Schedules were issued in April 2021. 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 April 2021.

5.2.4 Non Standard Site Register Maintenance

No new sites were added to the non-standard site register in April 2021.

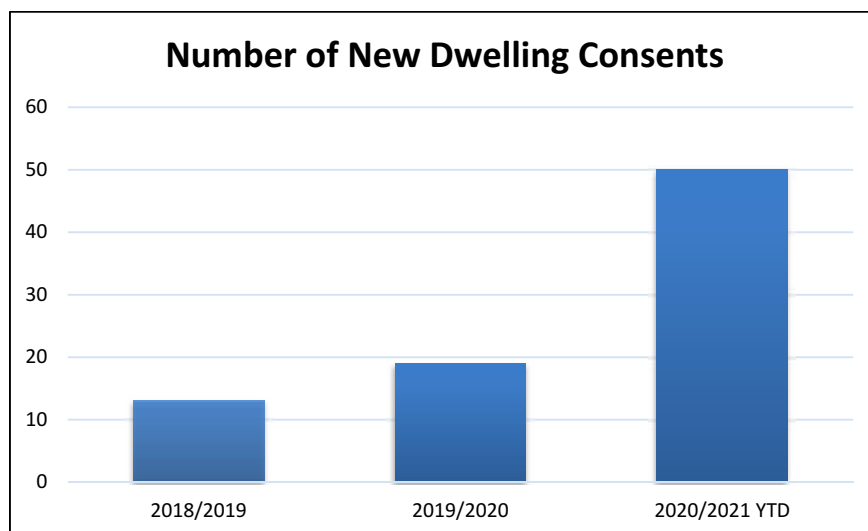
5.2.5 Notices to Fix/Other Compliance as a Territorial Authority

One Notice to Fix action remains in place.

5.3 Trends Analysis

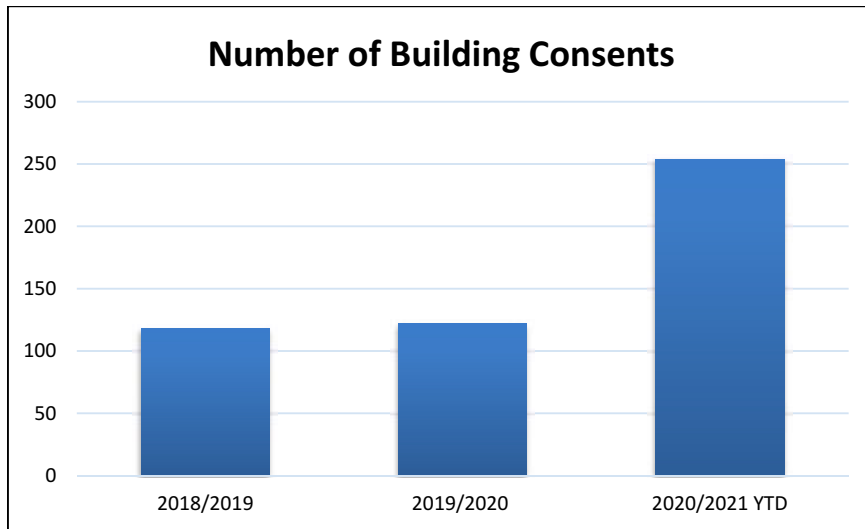
5.3.1 Consents applied for by type:

Type	This Month	April 2020	2020/2021 Year to Date	2019/2020 Whole Year
New Dwellings	11		48	29
Relocated dwellings	2		14	9
Relocated buildings other than dwellings			0	0
Fires	9	2	59	49
Pole sheds/accessory buildings	4	2	41	39
Additions and alterations – residential	1	2	37	45
New Commercial buildings	1	1	5	2
Additions and alterations – commercial	1		13	14
Other/miscellaneous	7	1	29	17
Certificate of Acceptance	1		5	0
Total/s	37	8	254	204

New House indicator by year

Year to date	New Dwellings
2018/2019	13
2019/2020	19
2020/2021 YTD	50

Consent numbers by year



10.3

Year to date	Building Consents
2018/2019	118
2019/2020	122
2020/2021 YTD	254

B Sutherland
DIRECTOR - ENVIRONMENTAL SERVICES

[Approved]
 S Hanne
CHIEF EXECUTIVE

DATE: 17 May 2021

MONTHLY REPORT



TO: Policy & Services Committee

F19/13/04 – D21/16492

FROM: Director – Corporate Services

DATE: 25 May 2021

SUBJECT: CORPORATE SERVICES MONTHLY REPORT

10.4

RECOMMENDATION

THAT the report be received.

Moved/Seconded

1. FINANCIAL MANAGEMENT

Reports attached, as at 30 April 2021, 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 – April 2021 Year to Date (YTD)

Revenue is currently above budget by \$4,055,041 at \$23,676,752. Expenditure is over budget by \$932,424, at \$16,877,383. With a YTD net surplus of \$6,799,369, compared to a budgeted YTD net surplus of \$3,672,672.

The YTD net surplus is made up of capital revenue (\$8,532,689) including subdivision section sales \$2.6million, provincial growth funding \$4.7million, and Waka Kotahi New Zealand Transport Agency funding \$1.3million. It also includes an accounting adjustment for the cost of subdivision sales of \$703,356, removing the remaining work in progress of the Council subdivision to cost of sales.

Revenue

User charges are up on budget for the YTD by \$294,631– Receipts from building control and resource consent activities are higher than expected. Also, transfer station income, farm milk income, and cemeteries income, and grants under Economic Development and the Library to cover operational costs, all have revenue higher than YTD budget.

Finance revenue – this is \$21,297 higher than budget as Council has had higher than expected surplus cash to invest on term deposits, resulting in higher interest revenue.

Extraordinary Revenue includes revenue not budgeted for such as provincial growth funding received of \$4,626,144 to date, financial contributions of \$40,761, and subdivision section sales of \$2,588,528.

Expenditure

Normal Operating Expenditure is over budget by \$374,873. Personnel costs are over budget for the YTD by \$117,573 – this is partially offset by grant funding for the Community Engagement Librarians and Mayors Taskforce for Jobs Coordinator.

In terms of direct operating costs by Activity, Community Development expenditure is over budget by \$173,049 and includes Mayors Taskforce for Jobs expenditure that is grant-funded, also the Building Control activity expenditure is over budget by \$173,656 as consultants continue to be used to ensure the building control function is being delivered effectively.

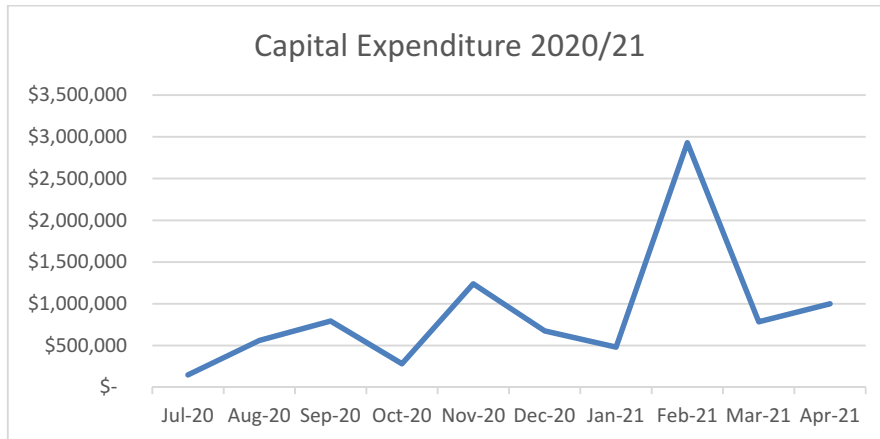
Other expenditure is also over budget, but this is due to the subdivision costs of \$703,356 that were required to be added back to work in progress (credited to 2019/20 expenditure) in the previous financial year, and are now able to be expensed with all the sections now sold. Finance costs (interest) are under budget by \$189,849 due to lower than expected interest rates.

Capital Expenditure Report

The total annual capital budget of \$26,086,092 has been reforecasted down to \$13,954,855. This is largely due to the new swimming pool project which has commenced but will not be completed by the end of this financial year.

As at 30 April, \$8,889,360 (64%) of the **reforecasted** capital budget has been spent. As the graph below shows, a significant chunk of this was spent in February 2021 with significant progress payments made for the Victoria Bike Park and the new Swimming Pool.

The capital expenditure report attached, outlines what stage each project is at.



1.2 TREASURY MANAGEMENT

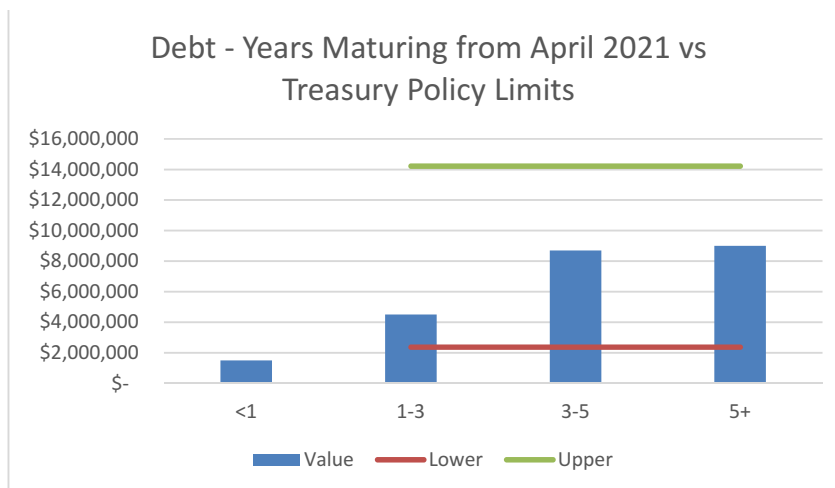
Gross Council debt as at 30 April 2021 was \$23,700,000. Net debt is \$9,520,000 after taking into account \$7,000,000 on term deposits with registered NZ banks, and the \$7,180,000 loan to the A&P Association.

The weighted average interest rate for debt is 2.21% (average 6 year term), and the weighted average interest rate for financial investments is 1.23% (average 1.4 year term).

Council had **\$2,000,000 of floating debt maturing in April 2021** paying 1.11% interest, and has **\$1,500,000 of fixed debt maturing in May 2021** paying 2.62%. The full \$3,000,000 was refinanced in April 2021 (x3 \$1,000,000 loans of varying maturities), and the maturing \$1,500,000 will be fully repaid in May 2021.

Refer to the attached Treasury Report for the new loans schedule.

Although the weighted average interest rate has increased from 2.19% to 2.21%, Council now has greater certainty of interest costs over a longer timeframe, reducing credit (refinancing) risk. Repaying \$500,000 of debt gives Council the capacity in future to borrow more if necessary.



2.2 Financial Investments

Council currently has a total of \$7,000,000 on term deposits with registered banks, of which \$6,000,000 is with Westpac bank.

It is expected that Council will carry \$6,000,000 of term deposits over the next 12 months to cover reserves¹, however surplus cash on hand will be invested for an appropriate term. If there is a consistent need to go below the \$6,000,000 of term deposits, longer term debt will be considered as a more sustainable alternative.

The investments with Stratford Agricultural and Pastoral Association total \$7,180,000 and the first principal loan repayment is not due until December 2025. Interest is charged quarterly and the first invoice was paid in April 2021 by the due date.

2.3 Covenant Compliance

All internal, and Local Government Funding Agency (“LGFA”), covenants were met as at 30 April 2021, except for the Maximum Investment with Counterparty limit. This limit has been breached as Council officers assessed the risk of doing so, against the benefit of the higher interest rates received and found that the risk was minimal – the term deposits are with Westpac bank and are all maturing within the next 120 days. The Chair of the Audit and Risk Committee and the District Mayor approves any breach on the day of the investment being made, in line with Council’s Treasury Management Policy.

Also note that the investments with the Stratford Agricultural and Pastoral Association of \$7,180,000 also breaches the Treasury Policy. Audit and Risk Committee endorsement was received in October 2020, and Council approval given in November 2020 specifically for this loan.

	Actual	Policy
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	19%	10-60%
Fixed 3-5 years	37%	10-60%
Fixed >5 years	38%	5-60%
Debt Matures 1-3 years	19%	10-60%
Debt Matures 3-5 years	37%	10-60%
Debt Matures > 5 years	38%	10-60%
Debt Servicing to Revenue Ratio	1%	<10%
Net Debt to Revenue Ratio	35%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 964	<\$3,000
Net Debt per Ratepayer	\$ 2,010	N/A
Maximum Investment with Counterparty	\$ 6,000,000	\$ 4,000,000

¹ As at 30 June 2020, reserves balances include the Financial Contributions Reserve \$583,000, General Asset Renewals Reserve \$3,256,000, Contingency Reserve \$505,000, Asset Sale Proceeds Reserve \$1,024,000, Targeted Rate Reserves \$779,000, Staff Gratuities Reserve \$147,000.

Cashflow Forecast

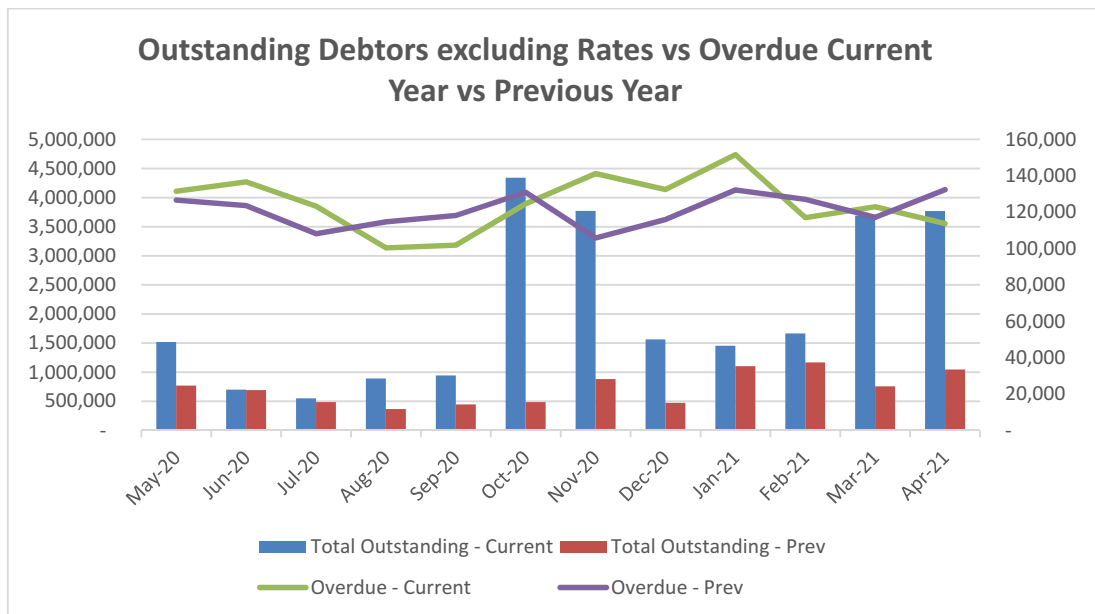
There are no concerns about a shortfall in cash over the next 12 months. It is likely that Council will need to borrow more funds by January 2022, but in the meantime \$500,000 of debt will be repaid by 31 May 2021. Council officers will invest any surplus cash on term deposits to ensure a safe return can be generated in the meantime, and borrow when necessary, ensuring Council reserves are funded adequately.

1.3 DEBTORS COLLECTION

Subdivision – there is still \$546,096 owing from section sales, this is due to some agreed delayed settlements.

Wastewater – two outstanding debtors are expected to be trespassed from using the Esk Rd facility in the coming month due to ongoing non-payment of account. Both debts are also with the debt collectors.

10.4

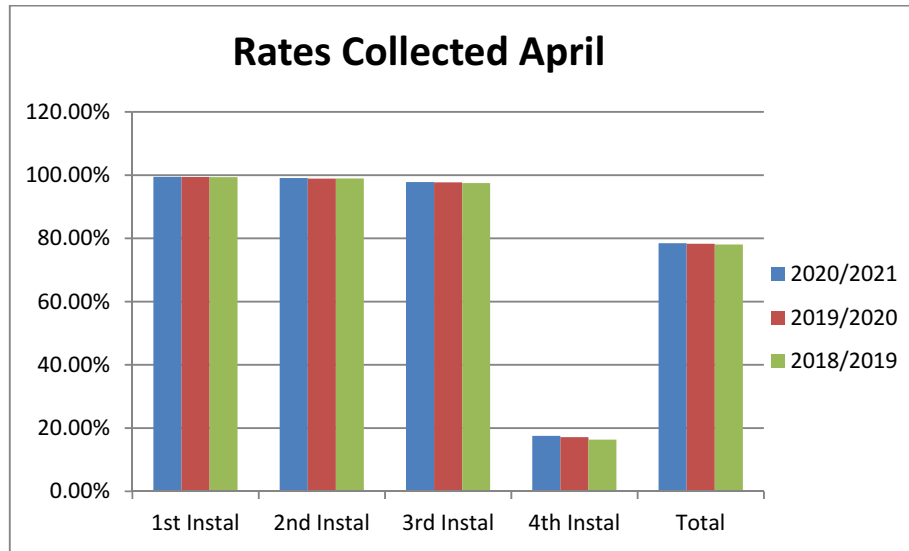


2.0 RATES

The final rates instalment is due 26 May 2021.

Rates Arrears (owing from 2019/20 year and earlier) \$16,159 – As at 30 April 2021, 94% of rates in arrears have been collected since 1 July 2020 (2020: 96%).

Current Year Rates – As at 30 April 2021, 78% of rates had been collected (2020, 78%). A third of all district ratepayers are now paying their rates by direct debit.



3.0 INFORMATION TECHNOLOGY AND RECORDS

- A recent audit around Building Consent processing has identified 63 issues and improvement recommendations to look at with the current systems – configuration and development issues. These are currently being prioritised prior to any to any scheduled work. We are targeting to have these addressed over the coming months. Systems reviewed were GoGet, Simpli, Content Manager and Authority.
- The new website is coming along well and now has a firm scheduled launch date of the 30th May.
- For the safe renovation project to proceed a storage solution was required for a number of records currently stored. The following has been implemented:
 - Stratford District Council has signed an agreement with Archives Central in Fielding for the storage of 123 boxes of scanned property files. These are currently stored in the safe. The transfer of these boxes has been arranged for end of May.
 - The hardcopy Payroll folders that are currently stored in the safe are being appraised in accordance with the Retention and Disposal Schedule. Going forward, all payroll processes will be amended to stop the creation of hardcopy records and all payroll records will be created and stored electronically.
- The scanning of the old building permits from the Borough, County and District Councils to be saved in the individual electronic property files is currently 77% complete.



Tiffany Radich
DIRECTOR – CORPORATE SERVICES



Approved By:
Sven Hanne
CHIEF EXECUTIVE

DATE: 17 May 2021

10.4

Statement of Comprehensive Revenue and Expense

For the Year to Date - April 2021

	April '21 Actual YTD	April 21 Budget YTD	Variance YTD	Total Budget 2020/21	April '20 Actual
Operating Revenue					
Finance Revenue	\$136,880	\$115,583	\$21,297	\$138,700	\$80,795
NZTA Rooding Subsidy	\$3,485,817	\$3,054,833	\$430,984	\$3,665,800	\$3,071,711
Grants, Donations and other income	\$326,483	\$562,917	(\$236,434)	\$3,675,500	\$167,868
Rates Revenue other than Water Supply Rate	\$9,741,817	\$9,657,000	\$84,817	\$12,876,000	\$9,279,952
Water Supply Targeted Rate	\$349,741	\$333,450	\$16,291	\$444,600	\$262,048
Sundry Revenue	\$43,789	\$39,767	\$4,022	\$43,600	\$41,960
User Charges for Services	\$2,332,711	\$2,038,080	\$294,631	\$2,345,000	\$2,038,544
Total Operating Revenue	\$16,417,238	\$15,801,630	\$615,608	\$23,189,200	\$14,942,878
Extraordinary Revenue					
Provincial Growth Funding - Rooding	\$751,954	\$0	\$751,954	\$0	\$0
Provincial Growth Funding - Other	\$3,874,190	\$0	\$3,874,190	\$0	\$0
Financial Contributions	\$40,761	\$0	\$40,761	\$0	\$43,842
Dividends	\$4,081	\$0	\$0	\$0	\$54,930
Sale of land	\$2,588,528	\$3,816,000	(\$1,227,472)	\$3,816,000	\$1,298,736
Total Extraordinary Revenue	\$7,259,514	\$3,816,000	\$3,439,433	\$3,816,000	\$1,397,508
Total Revenue	\$23,676,752	\$19,617,630	\$4,055,041	\$27,005,200	\$16,340,386
Operating Expenditure					
Personnel Costs	\$3,555,272	\$3,437,519	(\$117,753)	\$4,157,000	\$3,329,893
Other Direct Operating Costs	\$8,485,393	\$8,228,273	(\$257,120)	\$9,781,000	\$7,867,794
Total Operating Expenditure	\$12,040,665	\$11,665,792	(\$374,873)	\$13,938,000	\$11,197,687
Other Operating Expenditure					
Loss (gain) on disposal of assets	\$6,295	\$0	(\$6,295)	\$0	\$265,845
Depreciation	\$3,758,596	\$3,725,000	(\$33,596)	\$4,507,000	\$3,405,685
Finance Costs	\$364,318	\$554,167	\$189,849	\$665,000	\$330,493
Cost of sales - residential subdivision	\$703,356	\$0	(\$703,356)	\$0	\$0
Impairment landfill costs	\$0	\$0	\$0	\$0	\$23,346
Sundry Expenditure	\$4,153	\$0	(\$4,153)	\$0	\$1,290
Total Other Expenditure	\$4,836,718	\$4,279,167	(\$557,551)	\$5,172,000	\$4,026,659
Total Expenditure	\$16,877,383	\$15,944,959	(\$932,424)	\$19,110,000	\$15,224,346
Net Surplus (Deficit)	\$6,799,369	\$3,672,672	\$3,122,617	\$7,895,200	\$1,116,040
<i>Capital Revenue/Expenditure is made up of:</i>					
NZTA Funding for Rooding capital projects	\$1,318,017	\$1,200,000			
Provincial Growth Funding	\$4,626,144	\$0			
Community Grants and Donations	\$0	\$0			
Sale of Land	\$2,588,528	\$3,816,000	More revenue came in, in previous year than anticipat		
Cost of sales - residential subdivision	(\$703,356)	\$0			
	\$7,829,333	\$5,016,000			
Net Surplus/(Deficit) after removing capital Revenue/Expenditure	(\$1,029,964)	(\$1,343,329)	\$313,365		

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Statement of Financial Position

As at 30 April 2021

	April '21 Actual YTD
Assets	
<u>Current Assets</u>	
Cash and Cash Equivalents	\$2,327,630
Short Term Deposits	\$7,000,000
Receivables	\$3,767,319
Prepayments	\$6,358
Current Assets Total	\$13,101,307
<u>Non-Current Assets</u>	
Investment in Other Financial Assets	
LGFA Borrower Notes	\$471,000
Shares	\$672,534
Community Loan	\$7,180,000
Trust Settlements	\$110
Work in Progress	\$8,536,195
Property, Plant & Equipment / Intangibles	\$325,499,306
Non-Current Assets Total	\$342,359,145
Assets Total	\$355,460,452
Liabilities & Equity	
<u>Equity</u>	
Renewal Reserves	\$4,365,775
Contingency Reserve	\$504,500
Other Council Created Reserves	\$1,219,268
Restricted Reserves	\$692,020
Targeted Rate Reserves	-\$212,681
Asset Revaluation Reserves	\$133,904,734
Retained Earnings	\$188,284,238
Equity Total	\$328,757,854
<u>Liabilities</u>	
Current Liabilities	
Borrowings (maturing less than one year)	\$1,500,000
Provision for Landfill Aftercare	\$10,858
Employee Entitlements	\$182,888
Payables and Deferred Revenue	\$2,714,353
Non-Current Liabilities	
Borrowings	\$22,200,000
Employee Entitlements	\$49,359
Provision for Landfill Aftercare	\$45,140
Liabilities Total	\$26,702,598
Liabilities & Equity Total	\$355,460,452

Expenditure and Revenue by Activity

For the Year to Date - April 2021

*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

	April '21 Actual YTD	April 21 Budget YTD	Variance YTD	Total Budget 2020/21	April '20 Actual
<u>Community Services</u>					
Aerodrome					
Expenditure	\$83,472	\$82,949	(\$523)	\$99,400	\$66,080
Revenue	\$20,081	\$17,917	\$2,164	\$21,500	\$21,631
Net cost of activity	\$63,391	\$65,033	\$1,642	\$77,900	\$44,449
Civic Amenities					
Expenditure	\$367,081	\$341,494	(\$25,587)	\$465,400	\$313,378
Revenue	\$49,484	\$56,997	(\$7,513)	\$65,500	\$41,506
Net cost of activity	\$317,597	\$284,497	(\$33,100)	\$399,900	\$271,872
Pensioner Housing					
Expenditure	\$58,171	\$66,072	\$7,901	\$77,500	\$60,259
Revenue	\$56,766	\$54,083	\$2,683	\$64,900	\$55,650
Net cost of activity	\$1,405	\$11,988	\$10,583	\$12,600	\$4,609
Community Development					
Expenditure	\$542,466	\$369,417	(\$173,049)	\$428,900	\$389,484
Revenue	\$55,631	\$20,500	\$35,131	\$20,500	\$28,844
Net cost of activity	\$486,835	\$348,917	(\$137,918)	\$408,400	\$360,640
Library					
Expenditure	\$453,314	\$455,723	\$2,409	\$545,500	\$461,309
Revenue	\$36,117	\$14,167	\$21,950	\$17,000	\$13,505
Net cost of activity	\$417,197	\$441,556	\$24,359	\$528,500	\$447,804
Parks and Reserves					
Expenditure	\$492,057	\$524,649	\$32,592	\$628,300	\$428,749
Revenue	\$6,741	\$7,417	(\$676)	\$8,900	\$6,171
Net cost of activity	\$485,316	\$517,232	\$31,916	\$619,400	\$422,578
Cemeteries					
Expenditure	\$147,142	\$142,350	(\$4,792)	\$170,700	\$153,398
Revenue	\$92,556	\$70,833	\$21,723	\$85,000	\$67,860
Net cost of activity	\$54,586	\$71,516	\$16,930	\$85,700	\$85,538
TSB Pool Complex					
Expenditure	\$735,579	\$749,718	\$14,139	\$896,200	\$694,716
Revenue	\$167,799	\$185,667	(\$17,868)	\$222,800	\$180,217
Net cost of activity	\$567,780	\$564,051	(\$3,729)	\$673,400	\$514,499
<u>Democracy and Corporate Support</u>					
Expenditure	\$928,663	\$913,509	(\$15,154)	\$1,095,400	\$938,205
Revenue	\$123,976	\$98,100	\$25,876	\$113,600	\$154,934
Net cost of activity	\$804,687	\$815,409	\$10,722	\$981,800	\$783,271
<u>Economy</u>					
Economic Development					
Expenditure	\$370,119	\$366,633	(\$3,486)	\$439,800	\$312,068
Revenue	\$42,760	\$0	\$42,760	\$0	\$0
Net cost of activity	\$327,359	\$366,633	\$39,274	\$439,800	\$312,068
Information Centre					
Expenditure	\$238,260	\$259,283	\$21,023	\$310,900	\$276,067
Revenue	\$57,336	\$76,917	(\$19,581)	\$92,300	\$68,274

2021 - Policy & Services - May - Monthly Reports

*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

	April '21 Actual YTD	April 21 Budget YTD	Variance YTD	Total Budget 2020/21	April '20 Actual
Net cost of activity	\$180,924	\$182,367	\$1,443	\$218,600	\$207,793
Rental Properties					
Expenditure	\$40,211	\$39,419	(\$792)	\$46,600	\$39,685
Revenue	\$25,219	\$26,667	(\$1,448)	\$32,000	\$27,551
Net cost of activity	\$14,992	\$12,753	(\$2,239)	\$14,600	\$12,134
Farm					
Expenditure	\$221,758	\$225,173	\$3,415	\$268,900	\$189,026
Revenue	\$481,292	\$422,750	\$58,542	\$507,300	\$452,199
Net cost of activity	-\$259,534	-\$197,577	\$61,957	-\$238,400	-\$263,173
Holiday Park					
Expenditure	\$1,396	\$2,667	\$1,271	\$3,200	\$12,902
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$1,396	\$2,667	\$1,271	\$200	\$12,902
Environmental Services					
Building Control					
Expenditure	\$640,604	\$466,948	(\$173,656)	\$560,000	\$381,487
Revenue	\$255,083	\$213,333	\$41,750	\$256,000	\$223,156
Net cost of activity	\$385,521	\$253,615	(\$131,906)	\$304,000	\$158,331
District Plan					
Expenditure	\$115,843	\$140,750	\$24,907	\$168,900	\$97,983
Net cost of activity	\$115,843	\$140,750	\$24,907	\$168,900	\$97,983
Resource Consents					
Expenditure	\$181,971	\$149,567	(\$32,404)	\$179,400	\$153,476
Revenue	\$78,961	\$29,167	\$49,794	\$35,000	\$54,914
Net cost of activity	\$103,010	\$120,400	\$17,390	\$144,400	\$98,562
Food and Health					
Expenditure	\$130,047	\$128,783	(\$1,264)	\$154,500	\$100,028
Revenue	\$27,025	\$15,000	\$12,025	\$15,000	\$26,465
Net cost of activity	\$103,022	\$113,783	\$10,761	\$139,500	\$73,563
Alcohol Licensing					
Expenditure	\$87,191	\$95,950	\$8,759	\$115,100	\$122,584
Revenue	\$29,733	\$29,417	\$316	\$35,300	\$29,086
Net cost of activity	\$57,458	\$66,533	\$9,075	\$79,800	\$93,498
Parking and Other Bylaws					
Expenditure	\$108,114	\$117,333	\$9,219	\$140,800	\$135,308
Revenue	-\$792	\$833	(\$1,625)	\$1,000	\$285
Net cost of activity	\$108,906	\$116,500	\$7,594	\$139,800	\$135,023
Animal Control					
Expenditure	\$160,287	\$160,583	\$296	\$192,700	\$153,933
Revenue	\$136,353	\$141,500	(\$5,147)	\$141,500	\$140,755
Net cost of activity	\$23,934	\$19,083	(\$4,851)	\$51,200	\$13,178
Civil Defence					
Expenditure	\$221,109	\$191,333	(\$29,776)	\$229,600	\$107,080
Net cost of activity	\$221,109	\$191,333	(\$29,776)	\$229,600	\$107,080
Assets					
Roading					
Expenditure	\$3,309,860	\$3,188,583	(\$121,277)	\$3,819,900	\$3,336,381
Revenue	\$479,833	\$467,000	\$12,833	\$4,160,800	\$6,494,969

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2021 - Policy & Services - May - Monthly Reports

*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

	April '21 Actual YTD	April 21 Budget YTD	Variance YTD	Total Budget 2020/21	April '20 Actual
Net cost of activity	\$2,830,027	\$2,721,583	(\$108,444)	-\$340,900	-\$3,158,588
Stormwater					
Expenditure	\$140,819	\$141,964	\$1,145	\$168,800	\$151,014
Revenue	\$0	\$0	\$0	\$0	\$178
Net cost of activity	\$140,819	\$141,964	\$1,145	\$168,800	\$150,836
Wastewater (Sewerage)					
Expenditure	\$529,098	\$530,385	\$1,287	\$634,000	\$508,535
Revenue	\$41,400	\$60,833	(\$19,433)	\$73,000	\$72,669
Net cost of activity	\$487,698	\$469,551	(\$18,147)	\$561,000	\$435,866
Solid Waste					
Expenditure	\$741,595	\$679,270	(\$62,325)	\$814,400	\$665,941
Revenue	\$113,146	\$68,750	\$44,396	\$82,500	\$105,067
Net cost of activity	\$628,449	\$610,520	(\$17,929)	\$731,900	\$560,874
Water Supply					
Expenditure	\$887,917	\$1,075,288	\$187,371	\$1,283,200	\$848,611
Revenue	\$349,741	\$333,450	\$16,291	\$444,600	\$262,048
Net cost of activity	\$538,176	\$741,838	\$203,662	\$838,600	\$586,563
Total Activity Expenditure	\$11,934,144	\$11,605,792	(\$328,352)	\$13,635,000	\$11,097,687
Total Activity Revenue	\$2,726,241	\$2,411,297	\$314,944	\$6,499,000	\$8,527,934
Net Cost of Activities	\$9,207,903	\$9,194,495	(\$13,408)	\$7,136,000	\$2,569,753

10.4

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 30 APRIL 2021

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
Pure Carry-forwards									
Government grant funded									
GROWTH - to meet additional demand									
Economy	Proposed Council subdivision	0	300,000	300,000	93,141	93,141	206,859	Completed	Practical Completion Certificate has now been completed. The total project cost was \$4.4m - fully funded from section sales.
Total Growth Expenditure		0	300,000	300,000	93,141	93,141	206,859		
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	979,211	979,211	(227,277)	Completed	\$751,934 is funded from the Provincial Growth Fund. All projects have been completed, and the remaining funds not covered by PGF are to be drawn from the Roading Reserve (overspend is not NZTA funded).
Roading	Low cost / low risk safety improvements	0	1,047,924	1,047,924	910,509	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	Contractors have been engaged, and the works are expected to commence in April 2021.
Stormwater	Manhole Lid Safety Screens	123,100	0	123,100	0	123,100	0	By 30 June 2021	Contractors have been engaged, and the works are expected to commence in April 2021.
Wastewater	Reticulation capacity increase	104,900	145,911	250,811	71,435	71,435	179,376	Completed	This budget was mainly for the Broadway upgrade.
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	0	165,900	Not required	Replacement pump has been selected, job scheduled to be completed by June 2021
Wastewater	Bulk discharge	0	51,300	51,300	1,050	51,300	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.
Wastewater	Stage 2 treatment - Oxidation Pond	262,100	0	262,100	756	10,000	252,100	By 30 June 2021	
Water Supply	Water Meter Installation	346,000	0	346,000	78,977	200,000	146,000	By 30 June 2021	Ongoing, in conjunction with the zoning project.
Water Supply	Zoning	209,800	475,657	685,457	342,514	485,000	200,457	By 30 June 2021	Ongoing, in conjunction with the water meter installation project.
Water Supply	Second trunkmain	0	0	0	53,698	120,000	(120,000)	By 30 June 2021	This is for consultancy fees towards the design and route selection of the pipeline contract. Ground will be broken in May 2021, as part of stage 1.
Water Supply	Stratford street work rider mains	31,400	30,750	62,150	0	0	62,150	Not required	
Parks and Reserves	Park Development	15,600	0	15,600	12,683	15,600	0	By 31 May 2021	The first project (planting) has been completed, and the second project (lime chip path extension) will be completed by 31 May 2021.
Parks and Reserves	Walkway development	15,600	0	15,600	16,850	16,850	(1,250)	Completed	This was for the eastern loop.
Parks and Reserves	Walkway signs	10,500	17,018	27,518	0	27,518	0	By 30 June 2021	The design phase for the signs is now in progress, in conjunction with the new branding.

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
Pure Carry-forwards									
Government grant funded									
Parks and Reserves	Plantings and signs	12,500	22,462	34,962	0	34,962	0	By 30 June 2021	The design phase for the signs is now in progress, in conjunction with the new branding.
Parks and Reserves	Victoria Park improvements (including bike park and half basketball court)	521,300	11,698	532,998	607,298	1,357,000	(824,002)	By 30 June 2021	Funding of \$1,870,000 from Provincial Growth Fund approved. Stage 1 (bike park and half basketball court) has commenced; stage 2 (the pump track) will commence in May, and a contract has been let for the construction of stage 3 (public toilets).
Parks and Reserves	Discovery Trail	104,200	0	104,200	31,222	31,222	72,978	Completed	The remainder of this project was dependent on external funding, however the application was declined.
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	2,433,389	5,300,000	10,336,500	By February 2023	Funding of \$8m from Provincial Growth Fund approved, then with \$12m from loans, making a total project cost of \$20m, with further grant funding likely. Of this total, \$5.3m will be spent by 30 June 2021, and the balance over the following 20 months.
Civic Amenities	Stratford 2035	100,000	0	100,000	1,787	50,000	50,000	By 30 June 2021	\$50,000 was to be grant funded, however the application was not successful so expenditure has been updated to reflect this. Currently waiting on updated quotes from suppliers / contractors for flag trax and a lighting audit, which will then form the basis for the design and implementation of the lights.
Civic Amenities	Broadway / Prospero Place upgrade	0	80,629	80,629	46,155	80,629	0	By 30 June 2021	The major project to date is the Village Green development. The balance of funds will be spent on any further development work required for the village green space.
Civic Amenities	WMC - civil defence upgrade	50,000	0	50,000	0	0	50,000	Not required	Calf bay completed. Refurbishment to other calf bays will also be required.
Farm	Calf bay	15,000	0	15,000	6,158	15,000	0	By 30 June 2021	Three quotes for physical works have been requested, once evaluated and accepted, works will commence at the end of May.
Farm	Yard upgrade	30,000	0	30,000	0	30,000	0	By 30 June 2021	This was going to be done in year 1 of the LTP however due to the issue around the temporary concrete pad, it was brought forward.
Farm	Relocate concrete feed pad and lime chip turning area	0	0	0	52,986	52,986	(52,986)	Completed	This was required due to the high number of stock injuries.
Farm	Race relocation	0	0	0	35,062	35,062	(35,062)	Completed	Some remaining fencing work will be completed throughout the year.
Farm	Landscaping / riparian planting	10,400	0	10,400	8,940	10,400	0	By 30 June 2021	
Library	Information centre relocation	0	0	0	70,056	70,056	(70,056)	Completed	
Total Level of Service Expenditure		17,864,600	1,965,349	20,581,883	5,760,736	10,397,055	10,184,828		
REPLACEMENTS - replaces an existing asset with the same level of service provided									
Roading - Financially assisted NZTA	Unsealed Road metalling	795,000	(85,000)	710,000	236,724	300,000	410,000	By 31 May 2021	The underspend is to cover the cost of the works undertaken on Puniwhakau Rd.

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
Pure Carry-forwards									
Government grant funded									
Roading - Financially assisted NZTA	Sealed Road resurfacing	750,000	(70,000)	680,000	634,809	634,809	45,191	Completed	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract. Reseals are 50% completed for this year.
Roading - Financially assisted NZTA	Drainage Renewals	525,415	(100,415)	425,000	341,418	350,000	75,000	By 31 May 2021	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.
Roading - Financially assisted NZTA	Pavement Rehabilitation	742,800	(62,800)	680,000	608,543	608,543	71,457	Completed	Beaconsfield Road rehabilitation has been completed.
Roading - Financially assisted NZTA	Structure Components Replacement	80,000	0	80,000	8,402	70,000	10,000	By 30 June 2021	This is for repairs to the retaining wall on Mohakau Road, and repairs to McBride's Bridge.
Roading - Financially assisted NZTA	Traffic Services Renewals	50,000	(518)	49,482	65,856	70,000	(20,518)	By 30 June 2021	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	151,000	(50)	150,950	154,714	154,714	(3,764)	Completed	This was 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	5,000	7,500	By 30 June 2021	
Solid Waste	Transfer Station - Building renewals	20,800	40,800	61,600	0	0	61,600	Not required	
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	Work has now commenced on this project.
Wastewater	Treatment pond renewals	160,400	0	160,400	0	0	160,400	Completed	Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly, to ensure the bacteria survives. These funds may or may not be needed.
Wastewater	Bulk discharge	10,500	0	10,500	0	10,500	0	By 30 June 2021	This is part of the bulk discharge project above, in Level of Service.
Wastewater	Reticulation renewals	0	266,920	266,920	283,296	283,296	(16,376)	Completed	Physical works were undertaken via maintenance contracts. The majority of the project was for Central Broadway.
Water Supply	Laterals	32,100	0	32,100	17,473	20,000	12,100	By 30 June 2021	Ongoing
Water Supply	Stratford street work rider mains	267,400	202,087	469,487	0	0	469,487	Not required	
Water Supply	Midhurst street work rider mains	15,700	0	15,700	5,131	5,131	10,569	Not required	
Water Supply	Infrastructure general Stratford	26,200	0	26,200	28,377	28,377	(2,177)	Completed	
Water Supply	Infrastructure general Midhurst	3,200	0	3,200	0	3,200	0	By 30 June 2021	Ongoing
Water Supply	Infrastructure general Toko	1,600	0	1,600	1,170	1,600	0	By 30 June 2021	Ongoing
Water Supply	Grit tank replacement	0	248,495	248,495	58,550	60,000	188,495	By 30 June 2021	
Water Supply	Water replacements	52,400	93,614	146,014	0	0	146,014	By 30 June 2021	This work will not be completed in the current year.
Water Supply	Patea delivery line	0	259,400	259,400	73,322	80,000	179,400	By 30 June 2021	

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
Pure Carry-forwards Government grant funded									
Water Supply	Hydrants	15,500	0	15,500	5,918	15,500	0	By 30 June 2021	On-going
Civic Amenities	WMC - replace furniture	3,100	0	3,100	2,415	3,100	0	By 30 June 2021	Due to the tables being damaged and worn over time, 15 tables have now been replaced with new trestle tables.
Civic Amenities	Community hall renewals	0	0	326,761	329,678	329,678	(2,917)	Completed	Funding of \$326,761 from Provincial Growth Fund approved, however this went over budget due to previously unknown structural and electrical issues. The additional costs will be funded from reserves.
Civic Amenities	CRR - Various replacements	8,700	0	8,700	20,736	20,736	(12,036)	Completed	Once the PGF works were completed, wi-fi and a heat pump was installed. In addition, 2 air condition units were in a very poor state and needed to be replaced.
Library	Equipment	0	0	0	6,133	10,000	(10,000)	By 30 June 2021	Funding of \$10,000 from the National Partnership Programme has been approved
Farm	Yard repairs	30,000	0	30,000	0	30,000	0	By 30 June 2021	Two quotes for physical works have been requested, once evaluated and accepted, works will commence by 31 May.
Farm	Effluent pump replacement	0	0	0	15,710	15,710	(15,710)	Completed	The existing pump failed so a replacement was required immediately. The cost of this has partly been covered by insurance, less the excess.
Farm	House - fireplace and floor coverings	12,000	0	12,000	12,344	12,344	(344)	Completed	One fireplace has been installed in the sharemilkers house, and a fireplace was installed in the workers cottage.
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	Only selected floor coverings will be done now as many carpeted areas were assessed as being fine. The remainder of the budget will be used to replace heat pumps in the council chambers, and to replace the concertina door between the chambers and committee room. Quotes are being obtained for the heat pumps and door, and a carpet quote has been accepted. All work will be completed by 30 June 2021.
Miranda Street Office	Office renovations	0	0	0	1,150	1,150	(1,150)	By 30 June 2021	Alterations to extend office space are in progress.
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	32,735	80,000	0	By 30 June 2021	On-going
Corporate	AssetFinda and GIS software replacement	0	15,000	15,000	14,796	14,796	204	Completed	
Corporate	Civil defence equipment	10,000	0	10,000	0	10,000	0	By 30 June 2021	This will be determined when the potential upgrade to the War Memorial Centre is completed.
Corporate	Telephone System	0	25,000	25,000	17,571	17,571	7,429	Completed	
Corporate	Website redevelopment	0	0	0	22,460	40,000	(40,000)	By 30 June 2021	Planning for this commenced in previous years, however finalisation of the new council website was pending the branding design for Council.
Corporate	Vehicle Replacement (after trade in)	31,000	0	31,000	23,404	23,404	7,596	Completed	A Toyota Corolla hybrid was purchased in December 2020 to replace a Mazda pool vehicle which was sold at the same time.

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
Pure Carry-forwards									
Government grant funded									
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	By 30 June 2021	
Total Replacement Expenditure		4,044,915	832,533	5,204,209	3,035,483	3,464,659	1,739,550		
TOTAL EXPENDITURE		\$21,909,515	\$3,097,882	\$26,086,092	\$8,889,360	\$13,954,855	\$12,131,237		

LIABILITIES AND INVESTMENTS STATEMENT AS AT 30 APRIL 2021					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
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	\$ 1,000,000	1.14%	3	April 2021	April 2024
LGFA	\$ 2,000,000	3.38%	7	August 2018	April 2025
LGFA - A&P	\$ 3,700,000	1.04%	5	December 2020	December 2025
LGFA	\$ 1,000,000	1.67%	5	April 2021	April 2026
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
LGFA	\$ 1,000,000	2.12%	7	April 2021	May 2028
LGFA - A&P	\$ 3,500,000	1.87%	12	December 2020	December 2032
	\$ 23,700,000	2.21%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,430,000	2013	N/a	2.21%	Water treatment plant
Farm	\$ 2,036,617	2016	N/a	2.21%	Opening plus capex
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	0.72%	122	8/01/2021	10/05/2021
Westpac	\$ 2,000,000	0.74%	119	22/01/2021	21/05/2021
Westpac	\$ 2,000,000	0.73%	120	10/02/2021	10/06/2021
TSB Bank	\$ 1,000,000	0.90%	180	21/12/2020	21/06/2021
Westpac	\$ 1,000,000	0.77%	125	5/03/2021	8/07/2021
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	\$ 14,180,000	1.23%			
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
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	\$ 25,000	0.74%	1092	19/04/2021	15/04/2024
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 92,500	0.64%	1826	21/12/2020	21/12/2025
LGFA	\$ 25,000	1.27%	1822	19/04/2021	15/04/2026
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
LGFA	\$ 25,000	1.72%	2583	19/04/2021	15/05/2028
LGFA	\$ 87,500	1.47%	4383	21/12/2020	21/12/2032
	\$ 471,000	1.67%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 4.57	\$ 725,332		
Ravensdown	17,920	\$ 1.00	\$ 17,920		
Civic Financial Services Ltd	65,608	\$ 0.93	\$ 61,015		
			\$ 804,268		

*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 APRIL 2022

	Actuals	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
OPENING BALANCE	1,091,406	1,091,406	2,318,449	3,146,537	3,531,921	2,679,059	4,948,640	3,405,640	1,563,640	2,241,640	549,770	451,770	2,246,234	1,083,234
Rates	365,018	3,000,000	440,000	400,000	3,600,000	3,600,000	600,000	420,000	3,020,000	490,000	360,000	3,000,000	520,000	380,000
NZTA Refunds	452,717	371,175	180,000	300,000	300,000	250,000	250,000	370,000	320,000	550,000	550,000	450,000	620,000	460,000
Fees and Charges	350,000	300,000	350,000	360,000	300,000	300,000	400,000	300,000	300,000	300,000	300,000	360,000	450,000	300,000
Sale of Assets	-	-	-	116,521	-	-	-	-	240,000	111,130	-	106,464	-	-
Interest Revenue	4,361	8,000	37,000	8,000	8,000	8,000	37,000	8,000	8,000	37,000	8,000	8,000	37,000	5,000
Other Income	-	2,070,000	2,818,384	1,300,000	1,101,581	450,000	-	-	-	-	-	-	-	-
Total Cash In	1,070,594	5,749,175	3,825,384	2,484,521	5,259,581	1,737,000	1,098,000	3,888,000	1,488,130	1,218,000	3,924,464	1,627,000	1,145,000	
Salaries and Wages / Elected Members	383,428	380,000	440,000	380,000	440,000	440,000	380,000	380,000	440,000	380,000	380,000	380,000	440,000	380,000
Payments to Suppliers - Operating	508,771	500,000	500,000	550,000	550,000	550,000	550,000	640,000	620,000	800,000	500,000	450,000	600,000	500,000
Major contract payments	1,831,889	2,800,000	2,500,000	2,000,000	2,000,000	2,000,000	1,800,000	1,800,000	2,000,000	2,000,000	2,000,000	1,300,000	1,500,000	150,000
Interest Expense	119,463	46,460	-	7,383	-	-	-	120,000	-	-	6,000	-	-	-
GST Paid	-	305,373	-	400,000	-	550,000	-	-	150,000	-	430,000	-	250,000	-
Total Cash Out	2,843,551	3,421,087	3,440,000	3,337,383	2,990,000	3,280,000	2,940,000	3,210,000	3,180,000	3,316,000	2,130,000	2,790,000	1,030,000	
(Increase)/Reduce Financial Investments	2,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing/(Repaying) Loans	1,000,000	1,500,000	-	-	-	-	-	-	-	-	2,000,000	-	-	-
CLOSING BALANCE	2,703,158	3,146,537	3,531,921	2,679,059	4,948,640	3,405,640	1,563,640	2,241,640	549,770	451,770	2,246,234	1,083,234	1,198,234	
Net Debt	8,520,000	8,020,000	8,020,000	8,020,000	8,020,000	8,020,000	8,020,000	8,020,000	8,020,000	8,020,000	10,020,000	10,020,000	10,020,000	10,020,000

Notes re Cashflow Forecast:

1. Second portion of funding for the pool expected in April is to be received in May now, due to delays with MBIE processing the payment.
2. 50% of the Pools Components have now been purchased.
3. Reduce in finance investments \$2,000,000 as some grant funding held is now being spent.
4. \$1,000,000 relates to a new loan, refinanced a month early - will repay the maturing \$1.5m loan in May.

Outstanding Debtors as at 30 April 2021

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$165,899	\$16,159	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	\$15	\$0	
Cemeteries	\$13,390	\$5,805	Overdues relate to 5 debtors, of which all have payment arrangements with council and are compliant.
Rental Properties	\$14,310	\$6,831	Overdue relates to one debtor. The lease of the property is changing hands on 11 June, and the overdue amount will be cleared then.
Pensioner Housing	-\$3,405	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$5,298	\$4,015	This relates to 3 debtors, that are actively being pursued by debt collectors, or the Regulatory team are making contact (initial phase).
Subdivision Sections	\$546,096	\$0	This figure relates to amounts due to Council for the subdivision section sales. However, none is outstanding, with agreed delayed settlement dates.
Facility Hire	\$4,162	\$319	Debtor contacted. Payment due
Sundry Debtors	\$2,385,720	\$3,423	Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement. Sundry debtors includes income accrued.
NZTA	\$371,175	\$0	
Swimming Pool	-\$92	\$0	
Resource Consents	\$7,130	\$0	
Infringements	\$58,018	\$58,018	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$17,025	\$7,421	The overdue amount relates to 2 debtors who use the Esk Rd discharge facility, both of which have been sent to debt collectors. One is due to be trespassed in next few weeks and the other is in the process of being trespassed.
Water Billing	\$182,578	\$11,760	An overdue debtor is on a payment arrangement and no longer using Council water. Reminder letters have been sent out. One property is being investigated for a leak. At the end of the financial year, we will send advice to the bank (mortgagee) for one overdue account.
TOTAL	\$3,767,319	\$113,751	