



20 January 2021

**POLICY & SERVICES COMMITTEE MEETING**

Notice is hereby given that the **Policy & Services Committee Meeting of Council** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 26 January 2021** at **3.00pm**

**Timetable for 26 January 2021 as follows:**

|        |  |
|--------|--|
| 1.00pm | Workshop for Councillors <ul style="list-style-type: none"><li>- Children's Bike Park – update</li><li>- Non-Financial Performance Measures</li><li>- Fees and Charges</li><li>- Financial Strategy</li><li>- Draft Financials</li></ul> |
| 2.45pm | Afternoon tea for Councillors  |
| 3.00pm | Policy and Services Committee Meeting  |

Yours faithfully

Sven Hanne  
**CHIEF EXECUTIVE**

## 2021 - Policy & Services - January (26/01/2021)

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**POLICY AND SERVICES COMMITTEE MEETING**  
**TUESDAY 26 JANUARY 2021 AT 3.00PM**

F19/13/05-D21/1913

**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 \(Hearing\) – 24 November 2020](#)**  
D20/33504 Pages 7-11

**RECOMMENDATION**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 24 November 2020, to hear and consider submissions to the Keeping of Animals, Poultry and Bees Bylaw, be confirmed as a true and accurate record.

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

- 6.2 **[Policy and Services Committee Meeting – 24 November 2020](#)**  
D20/33578 Pages 12-20

**RECOMMENDATION**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 24 November 2020 be confirmed as a true and accurate record.

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

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

**RECOMMENDATION**

THAT the matters outstanding be received.

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

8. **DECISION REPORT – APPROVE TREASURY MANAGEMENT POLICY**

D21/1728

Pages 22-47

**RECOMMENDATIONS**

1. THAT the report be received.
2. THAT the amended Treasury Management Policy in **Appendix 2** is approved.

**Recommended Reason**

The changes made to the current policy are in line with best practice and Council's strategic and financial objectives.

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

9. **DECISION REPORT – DRAFT PUBLIC PLACES AND NUISANCE BYLAW 2021 AND STATEMENT OF PROPOSAL**

D21/2067

Pages 48-86

**RECOMMENDATIONS**

1. THAT the report be received.
2. THAT the *draft* Public Places and Nuisances Bylaw 2021 be adopted and released for public consultation.

**Recommended Reasons**

1. The current Nuisance Bylaw 2008, is due for replacement and the relevant clauses from the bylaw be moved to the *draft* Public Places and Nuisances Bylaw 2021.
2. The recommendation of the Committee is required to initiate the public consultation process required by Sections 82 and 83 of the Local Government Act 2002 to seek comments from the public on the amendments to the *draft* Public Places and Nuisances Bylaw 2021.

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





## **Health and Safety Message**

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

Please exit through main entrance.

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

Staff will guide you to an alternative route if necessary.

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

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

| <b>Date</b>     | <u>26/01/21</u> | <u>23/02/21</u> | <u>23/02/21</u> | <u>23/03/21</u> | <u>27/04/21</u> | <u>27/04/21</u> | <u>18/05/21</u> | <u>25/05/21</u> | <u>22/06/21</u> | <u>27/07/21</u> | <u>24/08/21</u> | <u>28/09/21</u> | <u>26/10/21</u> | <u>23/11/21</u> |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Meeting</b>  | 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   |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Jono Erwood     |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Amanda Harris   |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Alan Jamieson   |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Vaughan Jones   |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Min McKay       |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| John Sandford   |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Gloria Webby    |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |

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

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**MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL, MIRANDA STREET, STRATFORD ON TUESDAY 24 NOVEMBER 2020 AT 2.24PM TO HEAR AND CONSIDER SUBMISSIONS TO THE KEEPING OF ANIMALS, POULTRY AND BEES BYLAW**

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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, and G M Webby.

**IN ATTENDANCE**

The Director – Corporate Services – Mrs T Radich (acting Chief Executive during the meeting), the Director – Environmental Services – Mr B Sutherland, the Director – Assets – Mrs V Araba, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Environmental Health Manager – Ms R Otter the Environmental Health Officer – Mrs S Horton, one member of the media (Stratford Press) and one submitter A Geary (NZ Forest and Bird *via audio visual link*).

1. **WELCOME**

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

2. **APOLOGIES**

A leave of absence was noted for Councillor P S Dalziel and apologies noted from the Chief Executive – Mr S Hanne and the Director – Community Services – Ms K Whareaitu.

**RECOMMENDATION**

THAT the apology be received.

JAMIESON/SANDFORD  
Carried  
P&S/20/178

3. **ANNOUNCEMENTS**

The Chairman welcomed everyone to the Policy and Services Committee meeting. It was reinforced to Councillors that the purpose of this meeting is to hear submissions on the Keeping of Animals, Poultry and Bees Bylaw. Councillors were asked to hear submissions with an open mind and to restrict their question time to the submitters to points of clarification or issues pertaining to subject matter. Councillors were requested not to get into direct dialogue with the submitter.



4. **DECLARATIONS OF MEMBERS' INTEREST**

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

There were no declarations of interest.

5. **ATTENDANCE SCHEDULE**

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

6. **ACKNOWLEDGEMENT OF SUBMISSIONS**

Submissions pages 21-50

Attached were the thirteen (13) submissions received. A fourteenth submission, Mrs J Clarkson, was pre-circulated to Councillors and formally received by this Committee and included management response and summary.

**RECOMMENDATIONS**

1. THAT each of the fourteen (14) submissions to the Keeping of Animals, Poultry and Bees Bylaw be received.

HARRIS/ERWOOD  
Carried  
P&S/20/179

2. THAT each submitter be individually thanked for their submission, and a copy of the minutes of this Policy & Services Committee Meeting and subsequent meetings be provided to each submitter.

WEBBY/COPESTONE  
Carried  
P&S/20/180

**Recommended Reason**

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

7. **SUBMITTERS TO BE HEARD**

(No report)

There is one (1) submitter wishing to be heard.

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

| Name  | Organisation   | Sub No. |
|---|--|---------|
| Amelia Geary  | North & South Taranaki Branches - Forest and Bird Protection Society (Forest and Bird) | 4       |
| <p>Points noted in discussion:</p> <ul style="list-style-type: none"> <li>• The points presented to focus on within this presentation were limiting cats to three (3) per household, mandatory microchipping and compulsory desexing.</li> <li>• Limiting the number of cats is an attempt to reconcile a conflicting issue to cat and property owners and an overall attempt to manage cat numbers. Fewer cat numbers per property would have a better impact on Taranaki's predator free ambitions.</li> <li>• The officers points in the report stating there are studies supporting restricted numbers does not mean the impact cats have on human and environmental health is not well documented. Absence of evidence does not mean there are not issues.</li> <li>• Cat welfare is impacted by multi cat households as those environments can be stressful on the cats.</li> <li>• Microchipping is a well-supported management tool. Wellington City Council passed mandatory microchipping in 2016 and this received 89% of submissions in support of this being introduced with 82% of those in support being cat owners. Referring to the Privacy Act in regards to this is a red herring, Wellington City Council confirmed they did not have to go to vets to enforce the bylaw. She noted the absence of national legislation in regards to this does not dissolve Councils of its responsibilities. A message needs to be sent to Central Government from grass roots level.</li> <li>• It was noted that microchipped animals were able to be reconnected with their owners in just three hours after the Christchurch earthquakes, with non-microchipped animals taking seven days.</li> <li>• She noted their strong support for compulsory desexing to be included in the bylaw and noted a female can breed 300 kittens within their lifetime with males producing well above that. Overpopulation of cats results in thousands of cats and kittens being abandoned.</li> <li>• The National Cat Management Strategy has been updated this year and co-written by Local Government New Zealand and relevant associations nationwide. This is a core document for use in lobbying central Government to get national direction.</li> </ul> |  |         |

**8. DECISION REPORT - ADOPTION KEEPING OF ANIMALS, POULTRY AND ANIMALS BYLAW**

D20/27273 (Pages 6-58)

Discussion

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

6.1

**RECOMMENDATIONS**

1. THAT the report be received. COPLESTONE/BOYDE  
Carried  
P&S/20/181
  
2. THAT The council considers submissions received as part of the public consultation process of the bylaw and the subsequent adoption of the Keeping of Animals, Poultry and Bees Bylaw 2020 (attached).
  
3. THAT the commencement date of the Keeping of Animals, Poultry and Bees Bylaw 2020 be Wednesday 9 December 2020. ERWOOD/HARRIS  
Carried  
P&S/20/182

**Recommended Reason**

The *draft* Keeping of Animals, Poultry and Bees Bylaw 2020 has gone through the public consultation process, required by Sections 82 and 83 of the Local Government Act 2002. Five submissions were received as a result of the public consultation process.

Points Noted in Discussion:

- The District Mayor noted there are a number of people who have submitted on making the bylaw tougher including implementing a restriction of the number of cats. This is largely due to the environmental harm caused by cats and the effect on native birdlife. He noted the purpose of the bylaw is to address health related and nuisance issues and to introduce a cap on the number of cats would be a fundamental change to this direction. He noted there were 13 councils nationwide that have restrictions for the number of cats in their bylaws, there are then 54 that do not. He noted he did not support a cap being put on cat ownership.
- The Deputy Mayor noted littering and loitering was also an issue raised in submissions.
- Councillor Coplestone noted the impact of campylobacter and toxoplasmosis on young families and women wanting to get pregnant or who are pregnant. He noted this was a huge problem in farming and supported restricting cat numbers. It was noted the wording amendment suggested by the Medical Officer of Health would help cover some of these health related issues.
- It was clarified that unless there was some government legislation to allow for enforcement it would be difficult for Council to implement compulsory microchipping, desexing or registration of cats. The Dog Control Act allows for management of dogs, registration and collation of data. The bylaw currently allows for abatement of the nuisance but not for infringements.
- Councillor Sandford noted his support for compulsory microchipping but acknowledged there is no legislation to assist with restrictions or rules. He noted a friend outside of the district had had 28 cats dumped near their property and this is an ongoing issue.

*Policy & Services Committee 24/11/2020*  
*D20/33504*

- Councillor Harris acknowledged the education and promotion undertaken by vets including incentives for desexing but felt there could be more done in these areas.
- It was clarified the bylaw allows Officers to reduce the number of cats on a property where there is a health related issue or perceived problem. There is an issue where the amount of cats on a property is unknown.
- It was agreed to amend the wording in the bylaw to those suggested by the Medical Officer of Health.
- It was noted there was one submission relating to bees which supported the bylaw and helped maintain bee keeping standards. The submissions regarding roosters supported the decision to ban roosters within the urban area.
- It was clarified that the current wording in the bylaw would give Officers the ability to reduce the number of cats on a property to zero if a health related issue required this action. This work would generally be undertaken in conjunction with the Taranaki District Health Board or vets.
- It was noted that Council would support national initiatives to bring about more controls regarding cats and would support enforcement on a local level. It was noted dog control works well as it is uniformed throughout the country.

6.1

*The meeting closed at 2.51pm.*

A L Jamieson  
**CHAIRMAN**

Confirmed this 26<sup>th</sup> day of January 2021.

N C Volzke  
**DISTRICT MAYOR**

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**MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL, MIRANDA STREET, STRATFORD ON TUESDAY 24 NOVEMBER 2020 AT 3.10PM**

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**PRESENT**

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

**IN ATTENDANCE**

The Chief Executive – Mr S Hanne (*part meeting*), the Director – Community Services – Ms K Whareaitu (*part meeting*), 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 Environmental Health Manager – Ms R Otter (*part meeting*), the Compliance Officer – Mr K Best (*part meeting*), the Corporate Accountant – Mrs C Craig (*part meeting*), one member of the media (Stratford Press) and three representatives from Venture Taranaki.

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**

A leave of absence was approved for Councillor P S Dalziel and apologies for lateness received from the Chief Executive – Mr S Hanne and the Director – Community Services – Ms K Whareaitu.

**RECOMMENDATION**

THAT the apology be received.

BOYDE/COPLESTONE  
Carried  
P&S/20/183

3. **ANNOUNCEMENTS**

There were no announcements.

4. **DECLARATIONS OF MEMBERS' INTEREST**

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

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 – 27 October 2020**

D20/30218 PE – D20/31251 OPEN Pages 7-19

**RECOMMENDATION**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 27 October 2020, including those in the public excluded section, be confirmed as a true and accurate record.

McKAY/COPLESTONE  
Carried  
P&S/20/184

6.2 **Policy and Services Committee Meeting (Hearing) – 17 November 2020**

D20/32898 Pages 20-44

**RECOMMENDATION**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 17 November 2020 be confirmed as a true and accurate record.

ERWOOD/HARRIS  
Carried  
P&S/20/185

The District Mayor acknowledged the Committee Secretary on the turn around of the minutes from this hearing to be included for adoption today. He noted the work that had also been undertaken in summarising and collating the submissions for the agenda.

7. **MATTERS OUTSTANDING**

D16/47 Page 45

**RECOMMENDATION**

THAT the matters outstanding be received.

WEBBY/COPLESTONE  
Carried  
P&S/20/186

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

D20/31304

Pages 46-79

**RECOMMENDATION**THAT The report be receivedCOPLESTONE/McKAY  
Carried  
P&S/20/187

6.2

The Communications Manager noted that the Summer Nights Movie Event had changed from what was in this report and will now be held on 28 February 2021.

Ms Gilliland and Mr Davis joined the table to report on the Quarter One report.

Points noted in discussion:

- Shaan Davis was introduced to Council. He is the enterprise advisor for the Stratford District and currently spends 1-2 days here each week.
- Nadia Phillips was introduced to Council as the Māori Partnership Lead and will be responsible for māori engagement framework and imbedding Te Reo Māori into Venture Taranaki.
- A presentation highlighted the updated figures for the Stratford District for the allocated funding support - following the report having been produced. There have been 3,000 interactions throughout Taranaki since July.
- It is useful to note that Taranaki spend is up with the average transaction increasing by 8.5% even though the amount of transactions is down. The total Taranaki spend is tracking well with Taranaki responding well to the Go Local campaign.
- Power Up was launched last week during the Global Entrepreneurship Week. This is to power up the entrepreneur ecosystem within Taranaki. Support and shine a light on people already doing great things, including the high number of volunteers achieving things, grow and tell to investment opportunities and connect all the pieces to provide a fully supported ecosystem. This programme will run until mid 2021.
- Branching Out event was held in October and was a Kiwifruit event which showcased the whole value chain describing the potentials and challenges. There were great presentations and a lot of interest.
- A soft launch was completed for the Land and Climate analysis highlighting the eight most common horticulture crops in New Zealand and what potential there is in Taranaki including an overall need requirement.
- A stall was held at the Auckland Food Show with eight vendors at the Venture Taranaki site. There were also three other Taranaki sites – some of which had attended previously with Venture Taranaki. There were attendees actively seeking out the Taranaki stand but it was noted there was slower foot traffic due to COVID-19. Buyers at the Auckland Food Show include those for Foodstuff, Countdown and large takeaway outlets.
- The Offshore Wind forum will be a focus during Quarter 2 as a result of the interest from the discussion paper produced this year. Other focuses include the Taranaki 2050 budget bid for the Government's May budget, Power Up initiative, ongoing enterprise advice and support, the Taranaki story and summer events.

Questions/Points of Clarification:

- It was questioned how farmers and land owners can find the information on alternative land uses as mentioned. It was clarified that there is work being done on the economic and wider analysis for all the supply and value chains from the grower to the end market. This will be a valuable tool to draw out skills and capabilities. There will be 10-12 blueprints created to set out all the information from what soil is needed, what capital investment is needed, where items will thrive in Taranaki and who the landowner needs to connect to. The database currently has 800 of our food producers and processors on it and is expanding daily. The information is also available online and can be accessed by anyone. There was a comment from a farmer made at the Egmont A&P Show who had heard about the kiwifruit presentation through word of mouth. It was noted there were now kiwifruit going in at Waitotara and in North Taranaki and hops in our region as well.
- It was noted that Venture Taranaki were watching the fresh water reforms closely and liaise with the Taranaki Regional Council in regards to a better understanding of the impacts.
- It was clarified that with the branching out programme it was important to note it was to be about joining up the value chain as the buyers are needed to purchase the produce.
- An offer was extended for Venture Taranaki to hold a workshop on its programmes for Councillors and also support with any economic development sections in the Long Term Plan process.

Venture Taranaki departed the meeting at 3.30pm

9. **INFORMATION REPORT – FINANCIAL RESERVES BALANCES AND MOVEMENTS - 2020**

D20/31945

Pages 80-85

**RECOMMENDATIONS**

THAT the report be received.

BOYDE/McKAY  
Carried  
P&S/20/188

**Recommended Reason**  
To inform the Policy and Services Committee of the current reserves balances and a summary of the movements from the previous year.

The Corporate Accountant noted the following points:

- This is a standard report brought to Council annually following the audit sign off of the Annual Report.
- It summarises the movements in and out of the reserve balances which have been rated for and then put aside for specific purposes.
- It was noted the Orlando Street industrial subdivision is now complete with the remaining \$253,537 for that land going into reserves. The last sale is following a fair bit of remedial work that was required but this has resulted in a \$28,000 surplus for the project.

Questions/Points of Clarification:

- The District Mayor noted the balance of the Asset Sale Proceeds reserve. It was questioned if Council could use this reserve for the purchase of land for a further residential subdivision prior to the Long Term Plan coming into effect as long as it complied with the Significance and Engagement Policy? Mrs Craig noted that this could be done however it would require a report to Council. Mrs Radich clarified that this would be clearer if it went through the LTP process and be included in Year 1.



- It was clarified the Turf Replacement Reserve was established after a request from the Turf Trust at the last LTP to contribute towards the replacement of the turf when required. Councillor Jones questioned when it would be an appropriate time to review these as he questioned the relevance of some and if they were still fit for purpose. Councillor Sandford did not feel that the turf reserve would be ready for a review after only two years. It was noted there was not support for a workshop on the reserves at this time.

The Corporate Accountant departed the meeting at 3.39pm.

## 10. **DECISION REPORT – DRAFT CONTROL OF ADVERTISING SIGNS BYLAW 2020**

D20/6447

Pages 86-105

### **RECOMMENDATIONS**

1. THAT the report be received.

BOYDE/McKAY  
Carried  
P&S/20/189

2. THAT the *draft* Control of Advertising Signs Bylaw 2020 be adopted and released for public consultation.

McKAY/COPLESTONE  
Carried  
P&S/20/190

### **Recommended Reason**

The recommendation of the Council is required to initiate the public consultation process required by Sections 82 and 83 of the Local Government Act 2002 to seek comments from the public on the amendments to the *draft* Control of Advertising Signs Bylaw 2020.

The Environmental Health Manager noted the following points:

- This report seeks Committee’s approval to release the draft bylaw for public consultation.
- The scope of the bylaw has been amended to address comments made by the Committee at a previous workshop and includes measures for the control of real estate signs, heritage signs and election signage which aligns Council with other bylaws throughout the Country.
- It was noted that the Compliance Officer, Mr K Best, was present to answer questions.

Questions/Points of Clarification:

- It was clarified that this bylaw meant real estate signs could be displayed while a property was on the market, a sold sticker could be attached when unconditional and the full sign would need to be removed within 48 hours of settlement.
- It was noted delegating authority to the Chief Executive was a good move as it would assist in situations where signs may not fit the conventional descriptions.
- It was noted the ban of signs on the round-a-bouts and stone walls was appropriate and it was pleasing to see that included.
- It was clarified that mobile businesses signage was restricted to one but this could be a double-sided board. This would be amended in the bylaw to read “*no more than one double-sided sign*”.
- It was clarified that it was a requirement under the District Plan that a consent would be needed to erect a sign on a property that is not yours. This does not need to be duplicated within this bylaw.

- It was noted that this bylaw would address the issue of the seasonal businesses on Broadway and their related signage – e.g. fireworks pop up shop.
- It was noted that Stratford can not have signs on corners, especially election signs, which is different to the neighbouring Districts. Mr Best clarified that this was a matter of safety. NZTA will not permit signs within 50m of an intersection that may interfere with road signage. He noted no election signs were permitted on public land in the Stratford District either.

## 11. MONTHLY REPORTS

### 11.1 ASSETS REPORT D20/31559 Pages 105-128

#### RECOMMENDATION

THAT the reports be received.

ERWOOD/JONES  
Carried  
P&S/20/191

The Director – Assets noted the following points:

- The roading shovel ready projects have now all been completed.
- An application has been made to the Taranaki Regional Council for the review of the expiring Midhirst water take.
- The Trade Waste officers are working with operators who discharge to the Esk Road facility as well as working on the back flow prevention policy.
- Work on the community hall projects is on-going with three to four now completed.

*The Chief Executive and the Director – Community Services joined the meeting at 3.51pm.*

Questions/Points of Clarification:

- It was clarified that the composting facility planned in South Taranaki would be brought to Council at a later date. This information was purely to let Councillors know planning was underway and Stratford committing to this project would need to be discussed.
- Concern was noted regarding the \$200,000 spent on Puniwhakau Road as a result of forestry work. Councillor Boyde noted this needs to be included in our District Plan soon to future proof ourselves against these costs due to this activity.
- The Deputy Mayor noted that recycling trucks have cameras which will be able to identify which bins had contamination in their recycling bins.
- It was noted there was only one complaint regarding the water outages as it was fixed reasonably quickly and had little impact.
- It was noted backflow preventers for businesses identified range in cost from \$30 to \$1000 depending on the level of risk identified by the officers. There is currently a list of 100 businesses that is being worked through and advised they are required to install a backflow preventer at the boundary. There will be more added to this list as this process progresses.
- Councillor Boyde noted the Holiday Park was performing outstandingly and asked that his comments be passed onto the operators.

**11.2 COMMUNITY SERVICES REPORT**

D20/31246

Pages 129-137

**RECOMMENDATION**THAT the reports be received.ERWOOD/HARRIS  
Carried  
P&S/20/192**6.2**

The Director – Community Services noted the following points:

- The report notes that the Mayors Taskforce for Jobs programme had resulted in three people put into jobs during this reporting period.
- The Scarecrow Trial is now complete and was well received.
- The free wifi along Broadway in the CBD has now been launched.
- The Christmas Tree is being erected in Prospero Place today and is located on the grassed area where the ANZ building was.
- Council has been successful in its application through the Library National Partnership fund to enable two new fixed term (18 months) positions to be created to focus on community engagement.

Questions/Points of Clarification:

- Councillor McKay noted the Stratford Business Association was working alongside Council to get outdoor furniture for the grassed area in Prospero Place which will include a structure that will house Santa's Cave and provide storage. This structure will have power connected to it. The next women in business networking event is scheduled for December and 18 tickets have already been sold. The Christmas Market, Parade and Carols are all going full steam ahead. The prize money for floats has been increased to \$1,000 for first, \$750 for second, \$500 for third and \$1,000 for best school and will be paid in SBA vouchers to ensure the money stays in the community. The committee is looking to rebrand the logo to achieve a more cohesive look and help the public associate the work undertaken by the association correctly.
- Councillor Webby noted the Stratford Art Society Exhibition was now on at the Percy Thomson Gallery. The Positive Ageing Forum held last week focused on health and was well attended.
- The District Mayor noted the blessing and turning of the sod for the Children's Bike Park went well with a good turnout of kids from adjoining day-cares and kindergartens. He noted the security fence had been pushed over during the weekend.
- Councillor Harris noted Te Wera had been very busy with a lot of horticulture groups staying, she reminded Councillors the Campsite was hosting the BA5 on 9 December and welcomed all to attend.
- Councillor Jones noted the Stratford Golf Club was holding the New Zealand National Veterans between 7-11 December which was attracting a large number of visitors to the District with approximately 35 motorhomes staying around the area.

### 11.3 ENVIRONMENTAL SERVICES REPORT

D20/31361

Pages 138-145

#### RECOMMENDATION

THAT the reports be received.

McKAY/COPELSTONE  
Carried  
P&S/20/193

6.2

The Director – Environmental Services noted the following points:

- This is traditionally a busy time for the building team leading up to Christmas in terms of the consenting activity and is currently tracking similarly to other years. The consistent trend post lockdown is continuing in terms of being busier than usual.
- There has been a wave of liquor license applications received and is a result of seasonal activity.
- The infringement notices for dog registrations were sent out and have resulted in a number of forms being returned amending the status of a dog.

Questions/Points of Clarification:

- It was clarified that work is being undertaken on the street numbering projects but that Pembroke Road is a significant amount of work and will not be looked at until the new year.

### 11.4 CORPORATE SERVICES REPORT

D20/32466

Pages 146-164

#### RECOMMENDATION

THAT the reports be received.

McKAY/BOYDE  
Carried  
P&S/20/194

The Director – Corporate Services noted the following points:

- Revenue is currently above budget and is largely due to the provincial growth funding that was not budgeted for.
- Operating expenditure is slightly under budget.
- Capital expenditure is significantly under with only 7% spent. An update has been requested on those projects and it was acknowledged some of those will need to be carried over into the next financial year.
- The process has begun on the additional \$7.18million of borrowing to ensure the funds are accessible by mid December. It will most likely be a 10 year term and will be classified under the 5+ year section of the covenants within the Treasury policy. The Treasury Policy will be brought back to Council as this new loan will breach the terms in the current policy.

Questions/Points of Clarification:

- It was clarified that the valuations are now available on Quotable Value's website and the hard copies will be sent out on 2 December. Council will put a notice on its website regarding what these values mean in terms of rates.

12. **QUESTIONS**

There were no questions.

*The meeting closed at 4.11pm.*

A L Jamieson  
**CHAIRMAN**

Confirmed this 26<sup>th</sup> day of January 2021.

N C Volzke  
**DISTRICT MAYOR**

6.2

## POLICY & SERVICES COMMITTEE MATTERS OUTSTANDING INDEX

| ITEM OF MATTER   | MEETING RAISED | RESPONSIBILITY   | CURRENT PROGRESS | EXPECTED RESPONSE   |
|--|----------------|------------------|------------------|---|
| Street Numbering<br>- Pembroke Road<br>- Ariel Street (raised 26 May 2020) |                | Blair Sutherland | On-going         | Update in Environmental Services Monthly Report item 10.3 |

# DECISION REPORT



F19/13/04 – D21/1728

**TO:** Policy and Service Committee  
**FROM:** Director – Corporate Services  
**DATE:** 26 January 2021  
**SUBJECT:** **APPROVE TREASURY MANAGEMENT POLICY**

8

## RECOMMENDATIONS

1. THAT the report be received.
2. THAT the amended Treasury Management Policy in **Appendix 2** is approved.

### Recommended Reason

The changes made to the current policy are in line with best practice and Council's strategic and financial objectives.

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

## 1. PURPOSE OF REPORT

To approve the changes to the Treasury Management Policy so that the new policy can come into effect.

## 2. EXECUTIVE SUMMARY

2.1 The key changes to the policy are listed below:

- Make explicit that borrowings may be used to fund the replacement of assets in an emergency event (defined in the policy).
- Updating clarification on what is considered floating debt – including fixed rate debt that matures within 6 months.
- Specifying that Council may obtain a credit rating, by resolution.
- Changing limit for net debt as a percentage of revenue to less than 100% (previously 130%) to align with the Financial Strategy debt limit.
- Allowing for community loans to be considered by Council on a case by case basis where certain criteria are met, including interest must be charged at cost plus a margin and security must cover the loan amount.
- Reference made to the Farm and Aerodrome Committee as the body responsible for overseeing the Farm investment.

- Increasing the maximum dollar value of total investments limit with any one bank from \$3,000,000 to \$4,000,000 and incorporating a reporting process for any future breaches.
- Update policy so that a breach corrected within 120 days is not considered a breach of the policy.
- Other minor updates, wording changes, or grammatical improvements.

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             |
| <b>Social</b>  | <b>Economic</b> | <b>Environmental</b> | <b>Cultural</b> |
|  | ✓               |                      |                 |

The policy ensures investments and liabilities are managed in a prudent manner, while also achieving the lowest net interest cost possible – contributing to the economic wellbeing of the district (via lower rates).

4. **BACKGROUND**

- 4.1 The key driver behind reviewing this policy was the recent financial investment in the A&P Association, lending \$7,180,000 to help fund the initial stage of a major project proposed for the Stratford District. The policy required updating to reflect Council’s desire to support financial investments that may contribute to the four Wellbeings and Community Outcomes, while providing a secure financial return.
- 4.2 Other factors driving the review of this policy include that Council is now a guarantor of the LGFA, the development of the Long Term Plan 2021-31 is underway and consideration is being made regarding Council’s long and short term needs as well as debt affordability in the future, and the need to ensure the policy is not overly restrictive when it comes to investments.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

This policy relates to the administration of Council’s treasury funds and is considered an administrative matter. However, other policies that determine the level of debt and what debt and investments will fund will be consulted on with the community. The Local Government Act 2002 does not require Council to consult on this policy.



5.2 **Maori Consultation - Section 81**

As per above, consultation with any part of the Stratford District community is not considered necessary for this particular policy.

6. **RISK ANALYSIS**

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

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

6.1 Risks have been considered as part of the development of the Long Term Plan and in Council workshops and there are no specific risks with respect to the proposed amendments.

6.2 There is some risk that the limits set in this policy may be overly restrictive however any breaches can be looked at the time by elected members.

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

7.1 **Direction**

|  | <b>Explain</b>  |
|--|---|
| Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?   | Yes there is a strong link to Council's Revenue and Financing Policy and the financial aspects of the LTP.        |
| What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services? | Funding relationship – provides guidance to Council officers in the administration of funding for these services. |

7.2 **Data**

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

Refer to the following attachments to this report:

1. Original Treasury Management Policy with changes highlighted.
2. Clean Version of the Treasury Management Policy for approval.

7.3 **Significance**

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

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

7.4 **Options**

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

**Option 1** Approve amended policy as is.

**Option 2** Approve amended policy with further changes, and/or remove some proposed amendments.

**Option 3** Retain original policy.

7.5 **Financial**

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

The proposed amendments will not directly affect Council’s financial position but will provide guidance to ensure financial prudence is maintained, while allowing flexibility to achieve the financial and strategic objectives.

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?

N/a

7.7 **Legal Issues**

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

A legal opinion is not necessary with regard to the amendments proposed.

7.8 **Policy Issues - Section 80**

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

This policy aligns with the Revenue and Financing Policy.

This policy includes delegations to Council officers, which would be better suited to be included in the Delegations Policy. When the Delegations Policy is next reviewed, the delegations within the Treasury Management Policy will be transferred to the Delegations Policy, and removed from this policy. In the meantime, they will remain to ensure that Council officers have sufficient delegation to give effect to the policy.

**Attachments:**

**Appendix 1** - Original Treasury Management Policy with changes highlighted.

**Appendix 2** - Clean Version of the Treasury Management Policy for approval.



Tiffany Radich  
**DIRECTOR – CORPORATE SERVICES**



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

**DATE** 19 January 2021

# STRATFORD DISTRICT COUNCIL

|   |  |
|---|--|
| <b>POLICY: <u>TREASURY MANAGEMENT</u></b> |  |
| <b>DEPARTMENT:</b> Corporate Services     | <b>RESPONSIBILITY:</b> Director - Corporate Services |
| <b>REVIEW DATE:</b> January 2021          | <b>NEXT REVIEW:</b> January 2024                     |
| <b>VERSION:</b> 7                         | <b>APPROVAL DATE:</b> <u>26 January 2021</u>         |

## INTRODUCTION

A Liability Management Policy and an Investment Policy must be adopted by all local authorities, in accordance with Section 102 of the Local Government Act 2002. Stratford District Council (“Council”) has incorporated the two policies into one Treasury Management Policy.

Council has an obligation to manage its affairs prudently and in the interests of the Stratford community. Council is a risk averse entity, and does not wish to seek risk from its treasury activities. This policy establishes limits for council officers to operate within, to ensure prudent management of council’s treasury risk.

## PURPOSE

The purpose of this policy is to ensure investments and liabilities are managed in a prudent manner, and in compliance with legislation and covenant obligations. The objectives are:

- To achieve the lowest possible net interest costs obtainable within the policy parameters, by proactively managing funding and interest rate exposures.
- To limit council exposure to liquidity risk, interest rate risk, and credit risk.
- To ensure that adequate provision is made for the funding requirements of Stratford District, as identified in the Long Term Plan (“LTP”) and Annual Plans.
- To ensure mechanisms are in place to enable staff and elected members to monitor, report, and evaluate treasury performance and compliance.

## PART ONE - LIABILITY MANAGEMENT POLICY

### 1. Section 104 of the Local Government Act 2002

The Liability Management Policy must state the Council’s policies, in respect of the management of ~~both~~ borrowings and other liabilities, including:

- Interest Rate Exposure;
- Liquidity;
- Credit Exposure; and
- Debt Repayment

In line with good practice, this Policy also covers funding risk and foreign exchange risk.

## 2. Liability Management Framework

The council has a large number of infrastructure assets which have a long life and provide long term benefits. Council sees the use of debt as an appropriate and efficient mechanism for upholding intergenerational equity between current and future ratepayers.

The council will ~~generally~~ borrow for infrastructure asset capital expenditures relating to ~~growth or~~ service level improvements, ie. New assets or significant improvements or upgrades to existing assets, and Council may borrow for growth related infrastructure if Financial Contributions are insufficient to cover the full capital expenditure.

Capital renewals and replacement of existing assets will ~~generally~~ be funded ~~from from~~ the appropriate reserves. However, where an emergency event occurs and an asset requires replacement and the reserve is insufficient to fund the asset replacement, borrowing may be used after exhausting all other options – including insurance claims, and the contingency reserve.

~~Following this logic, council debt should only increase where there is population growth, or where the council has made a deliberate decision to provide an increased level of service to the community.~~

External Gross external debt borrowing is approved by council during the LTP and Annual Plan processes. Projected debt levels are determined from cash flow forecasts prepared during the preparation of the LTP and/or Annual Plan.

## 3. Interest Rate Exposure (Section 104 (a))

Interest rate risk is the risk that net interest costs will materially exceed the budget in the LTP or Annual Plan due to adverse movements in market interest rates. Council is exposed to interest rate fluctuations on floating debt, when fixed interest rates mature, and when debt needs to be refinanced.

Council will minimise interest rate risk by managing its floating and fixed interest rate exposures as per the following control limits.

### Fixed/Floating Interest Rate Risk Control Limits

Minimum - Fixed Rate  
60%

Maximum - Fixed Rate  
100%

The percentages are calculated on the gross external debt, as calculated by the Director Corporate Services. Debt is regarded as fixed, where the interest rate is protected, through a fixed rate or through hedging, for more than 12-6 months on a continuous rolling basis. Floating rate is defined as an interest rate re-pricing within 12-6 months.

### Fixed Interest Rate Maturity Profile Limit

| Period        | Minimum Cover    | Maximum Cover    |
|---------------|------------------|------------------|
| 1 to 3 years  | 10%              | 60%              |
| 3 to 5 years  | 10%              | 60%              |
| 5 to 10 years | 5%               | 60%              |
| 10 years plus | Council Approval | Council Approval |

The following interest rate risk management instruments may be used to protect interest costs and to improve the interest rate profile:

- Fixing through physical borrowing instruments - loan stock, debentures, and bank term loan.
- Floating through physical borrowing instruments - short term revolving stock, bank borrowing, and short-term borrowing programme.
- Forward rate agreements.
- Interest rate swaps.
- Forward start swaps (start date no more than 5 years).

Any other financial instrument must be separately approved by Council on a case-by-case basis.

#### 4. Liquidity (Section 104 (b))

Liquidity risk is the risk that there are insufficient funds to meet obligations as they fall due. Liquidity risk increases when unanticipated obligations arise and when anticipated receipts do not eventuate. The Council must put in place measures to ensure that there is access to a sufficient level of funds in order to respond to an unanticipated event.

##### Liquidity Ratio

External debt + committed debt facilities + cash > 110% of external debt.

##### Debt Maturity Limit

The below limits are designed to avoid concentration of debt at the time of reissue/rollover, and the potential risk of being unable to refinance.

| Period        | Minimum Cover    | Maximum Cover    |
|---------------|------------------|------------------|
| 1 to 3 years  | 10%              | 60%              |
| 3 to 5 years  | 10%              | 60%              |
| 5 to 10 years | 10%              | 60%              |
| 10 years plus | Council Approval | Council Approval |

Cash management (cash receipts and disbursements) activities will be undertaken to ensure that cash surpluses will be invested on a call account or in short term deposits to:

- Achieve a targeted optimal daily balance of zero for Council net bank balance; and to
- Ensure Council's debt facilities are only used in exceptional circumstances.

#### 5. Credit Exposure (Section 104 (c))

Council's ability to readily attract cost effective borrowing is largely driven by its ability to rate, maintain a strong financial standing, and manage its relationships with its investors, the LGFA, and financial institutions/brokers. Although Council does not have a credit rating currently, it does not have a credit rating as it is uneconomical to invest in a credit rating at current and forecast debt levels. This decision will be reviewed when the policy is next reviewed. may obtain a Standard & Poors or Fitch credit rating if elected members approve, taking into consideration any proposal to increase debt that would result in a breach of LGFA net debt to revenue covenants, and the cost effectiveness of interest savings vs the cost of a credit rating.

Credit exposure will be managed by:

- Compliance with all treasury management limits in this policy.
- Compliance with all obligations under the Local Government (Rating) Act 2002.
- Maintaining an unqualified annual audit with Audit NZ.

**6. Debt Repayment (Sections 104 (d))**

The accounting for debt repayments will be in accordance with the LTP and Annual Plans. Generally, debt repayments are scheduled over the life cycle of the particular asset, with a maximum of 25 years, and funded from reserves. Additional repayments may be made from surplus funds generated by asset sales or operating surpluses.

All term loans will be repaid as they fall due in accordance with the applicable borrowing arrangement. Subject to approval and compliance with debt limits, a loan may be rolled over or re-negotiated. The Council will manage debt on a net portfolio basis.

**7. Funding Risk**

Funding Rrisk management centres on the ability to refinance or raise new debt at a future time at the same pricing (base rate plus margin) and maturity terms of existing loans and facilities. Several risk factors can lead to increased funding risk:

- Local government is priced to a higher fee and margin level.
- Council’s financial strength as a borrower deteriorates.
- A large individual lender to council experiences financial difficulties resulting in Council not being able to refinance.
- The failure of a significant Council debtor/investee.

The council will manage this risk by:

- Ensuring access to a committed facility through a registered bank that does not have more than 50% of Council’s lending,
- Adhering to the liquidity and maturity profile limits within this policy, and
- Exercising financial constraint and spending within budget.
- Actively monitoring all outstanding debtor accounts and investments.

**8. Borrowing Limits (Sections 101A(3)(b)(i))**

In managing debt, Council will adhere to the following limits:

|  |                              |
|--|------------------------------|
| <del>Net interest expenses</del> <u>Borrowing costs</u> <del>on gross external debt</del> as a percentage of <i>Annual Operating Revenue</i> | <10%                         |
| <i>Net External Debt</i> as a percentage of <i>Annual Operating Revenue</i>  | < <del>100</del> <u>30</u> % |
| <del>Total Net External Debt</del> <u>per Capita</u>   | < <del>\$</del> <u>3,000</u> |

**9. Foreign Exchange Risk**

Council has foreign exchange exposure through the occasional purchase of foreign exchange denominated plant and equipment. Foreign exchange risk arises when the NZD cost increases as a result of a deterioration in the ~~foreign exchange rate~~NZD, between the time of the commitment/order/contract/invoice and the time payment is made.

The use of *foreign exchange contracts* are to be considered for all expenditure over \$100,000 that is denominated in foreign currency where there is a time delay in payment. All potential *foreign exchange contracts* must first be approved by the Director – Corporate Services.



It is unlawful for Council to borrow money within or outside New Zealand in a currency other than the New Zealand dollar.

#### 10. Security (Sections 101A(3)(c))

Council's ability to borrow is directly related to rates revenue. Council has granted security over its rates revenue under the Debenture Trust Deed, and Trustee Executors is appointed as the professional trustee. Council recognises that using rates revenue as security lowers the risk involved for lenders and, therefore, will lower the cost of borrowing to Council.

Council may also choose to secure certain borrowings by a charge over assets. This will only occur when;

- there is a direct relationship between the debt and the asset purchase or construction cost, and
- Council considers a pledge of the physical assets to be a more appropriate mechanism than the general charge over rates.

Any pledging of physical assets must meet the terms and conditions of the Debenture Trust Deed and the Local Government Act 2002 (which prevents water service assets from being used as security for any purpose).

#### 11. Community Loan Guarantees:

Council may act as a guarantor to financial institutions on loans, or enter into incidental arrangements for organisations, clubs, or trusts, when the purposes of the loan are in line with Council's strategic objectives, subject to the conditions below:

- The organisation must have a Strategic Plan / Business Plan in place.
- The capital expenditure to which the loan relates is reviewed and approved by the ~~Property Asset Manager~~Director - Assets.
- The production of a certificate from an independent Chartered Accountant which confirms the ability of the group or organisation to repay the loan sought (with supporting documentation as required by the Director – Corporate Services).
- The production of annual audited accounts, including a report from the Auditor as to his/her opinion of the solvency of the organisation.
- The term of any loan and guarantee is not to exceed 10 years.
- Council to be notified immediately by the bank of any default in relation to servicing the debt.
- Council representatives be given the right to attend club meetings, including the Annual General Meeting, and are notified accordingly of all meetings.
- Subject to appropriate legal and professional advice, the transfer to the Council of assets of the group or organisation to the value of any amount outstanding in the event of default in respect of any guarantee granted.

The exception to the conditions above is where Council determines that a loan to the community organisation is an investment, where interest plus an additional margin is charged, and security is taken covering the full amount of the loan. In this case, the terms of any loan or loan guarantee will be assessed on a case by case basis.

#### 12. NZ Local Government Funding Agency Limited

Council may borrow from the NZ Local Government Funding Agency Limited (LGFA) and, in connection with that borrowing, enter into the following related transactions to the extent it considers necessary or desirable:

- contribute a portion of its borrowing back to the LGFA as an equity contribution (“borrower’s note”) to the LGFA;
- provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself;
- commit to contributing additional equity (or subordinated debt) to the LGFA if required;
- subscribe for shares and uncalled capital in the LGFA; and
- secure its borrowing from the LGFA, and the performance of other obligations to the LGFA or its creditors with a charge over the Council’s rates and rates revenue.

## **PART TWO – INVESTMENT POLICY**

### **13. Objectives (Section 101A(3)(d))**

Council will seek to:

- Invest surplus cash in liquid and creditworthy investments.
- Implement a programme for managing reserve funds that reduces liquidity risk.
- Achieve the ~~mission, vision and values~~ Community Outcomes of the Council through strategic investment.

Council recognises that as a responsible public authority any investment that it holds should be low risk and managed prudently, in a manner that promotes the current and future interests of the community (Section 101 of the Local Government Act 2002).

All non-financial investments must be approved by Council resolution.

### **14. Investment Mix and Associated Specific Objectives (Section 105 (b))**

Council’s portfolio of investments may include:

#### ***a) Property***

Council’s objective is to only own property that is necessary to achieve its strategic objectives ~~under one of Council’s four Community Outcomes and where it relates to a primary output of Council.~~ These strategic objectives may include enabling growth, responding to a community need, and reducing the rates requirement.

Farm assets are held to ~~fund and advance the provision of the Aerodrome and to~~ provide mitigation to rates increases. It is considered an investment, and financial results are monitored and reported to ~~Council at least annually~~ the Farm and Aerodrome Committee quarterly.

Property purchases must be supported by registered valuations, and a full *business case* analysis. Council will not purchase properties on a speculative basis.

#### ***b) Financial***

The primary objective of financial investing is to protect the value of investment capital funds. Financial investments typically include registered bank term deposits and NZ fixed interest securities, but may include loans to third parties.

Excess cash may be used for internal borrowing. Funds borrowed by a Council Activity internally will be allocated interest equivalent to the Council's weighted average interest rate incurred on gross external borrowings.

Investments and maturities must be maintained at a prudent level of liquidity and flexibility to meet both planned and unforeseen cash requirements.

**c) Community Loans**

The Council may consider applications from Community Groups for loans for capital purposes where there is clear social or community benefit to be achieved from the lending. Interest on the loans is to be determined by Council at the time of the application and may be at significantly discounted or nil interest rates. Community Loans granted will be subject to the same conditions referred to above with respect to Community Loan Guarantees.

**d) Equity**

Council may from time to time own shareholdings in other entities to fulfil strategic, economic development or financial objectives outlined in the LTP. Equity investments may be held where Council considers there to be strategic community value.

**e) New Zealand Local Government Funding Agency Limited (LGFA)**

The Council may invest in shares and other financial instruments of the LGFA, and may borrow to fund that investment, despite section 16 of this policy.

The Council's objective in making any such investment will be to:

- Obtain a return on the investment.
- Ensure that the LGFA has sufficient capital to remain viable, meaning that it continues as a source of debt funding for the Council.

Because of these dual objectives, the Council may invest in LGFA shares in circumstances in which the return on that investment is potentially lower than the return it could achieve with alternative investments. ~~Council is currently a guarantor to the LGFA. In connection with the investment, Council subscribes for uncalled capital in the LGFA, but is not currently a Guarantor (as total LGFA loans are less than \$20,000,000, the LGFA Guarantor threshold). This policy allows for Council to become a Guarantor of the LGFA in future if borrowings exceed \$20,000,000.~~

**15. Council Controlled Organisations (CCO's)**

The Percy Thomson Trust is the sole CCO of Stratford District Council. The Council has established the charitable trust for the objects set out in the Trust Deed. The Council is responsible for the following in relation to the Trust:

- Appointing new Trustees
- Approving any amendments to the Trust Deed
- Authorise entering into any Major Transactions (or authorise Business Plan)
- Adopt Statement of Intent, Half-yearly report, Annual Report
- Approve winding up of the Trust
- Approve the removal of a Trustee

The Trust maintains its own Investment Policy which allows for investments in:

- Bank deposits, bank accepted bills and bank issued certificates of deposit
- Short term Promissory Notes issued by companies and Local Authorities

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

Accordingly, the Council's Treasury Management is Investment Policy does not apply to the Trust.

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#### 16. Acquisition of New Investments (Section 105 (c))

The Council will not borrow to acquire new investments unless the borrowing is specifically approved by Council (excludes LGFA borrower notes, required for all new borrowing with LGFA).

All acquisitions and disposals of property and farm assets (land, buildings and shares) are to be approved by Council, either through the LTP, Annual Plan, or on a case by case basis. Where significant, public consultation may be required. All property activities are managed by the Assets Department.

#### 17. Assessment and Management of risks associated with Financial Investments (Section 105 (e))

The Council will limit financial investments to registered banks and the LGFA, unless specifically approved by Council on a case by case basis. The maximum investment with any one counterparty will be \$43,000,000. However, this limit may be breached if approval is given by the Chair of the Audit and Risk Committee and one of the CEO or the Mayor (approval may be given retrospectively but notification to the Chair must be given on the same day). The Audit and Risk Committee must be notified of any breaches at their next meeting.

All financial investments and interest rate risk management instruments are to be undertaken with institutions that are of high quality credit (credit rating at least A-), to reduce the risk of a *counterparty* defaulting and the loss to Council of principal, anticipated interest payments, and non-payment of any other contractual financial obligations. Exceptions must be approved by Council on a case by case basis.

### **PART THREE – ADMINISTRATION OF POLICY AND OTHER MATTERS**

#### 18. Management and Reporting Procedure for Investments and Borrowing (Section 105 (d))

The Policy and Services Committee will, at least on a quarterly basis, discuss the debt and investment activity for the previous quarter together with likely activity for the coming months. Council is responsible for approving any treasury activity that is outside the limits of this policy.

A monthly report to the Policy and Services Committee will incorporate the following sections:

- Treasury Report including non-compliance with limits in this policy
- Statement of Public Debt including any community loan guarantees

- Investment and Share Statement including any community loans
- Cashflow Forecast – Rolling 12 month

The Farm financial and non-financial results will be reported quarterly to the Farm and Aerodrome Committee.

## 19. Relevant Delegations

The treasury function operates within, and is administered by, the Corporate Services department. A maturity profile that is outside the limits in this policy, but self corrects within ~~12090~~-days is not in breach of this Policy. However, maintaining a non-compliant maturity profile beyond ~~12090~~-days requires specific approval by Council.

| Activity  | Delegated to:   |
|---|---|
| Approve policy document   | Council   |
| Amending policy following staff review  | Council   |
| Acquisition and disposition of non-cash or equity investments and new borrowings to fund purchase | Council   |
| Approval of borrowing programme for the year as set out in the AP/LTP                             | Council   |
| Approval for charging assets as security over borrowing   | Council   |
| Approve interest rate risk management instruments outside policy limits                           | Council <u>or Audit and Risk Committee</u>                                  |
| Approve borrowing and interest rate positions outside policy limits                               | Council   |
| Approve new financial investments with <i>counterparties</i> other than registered banks or LGFA  | Council   |
| Approve <i>counterparty</i> limit exposures outside policy limits                                 | Council   |
| Approve Community Loan applications   | Council   |
| Approve Community Loan Guarantee applications   | Council   |
| Open/close bank accounts  | Chief Executive   |
| Approve authorised cheque/electronic signatories  | Chief Executive   |
| Transfer of stock/shares, register new debt issues  | Seal register signatories   |
| Refinance debt, rollover debt, re-negotiate existing debt on more favourable terms                | Chief Executive or Director – Corporate Services                            |
| Invest surplus funds in Term Deposits or rollover existing investments                            | Chief Executive<br>Director – Corporate Services<br>Accountant (up to \$1m) |
| Implement Treasury Management Policy, the borrowing programme, and monitor Treasury risks         | Director – Corporate Services   |
| Approve Foreign Exchange hedging contract   | Director – Corporate Services   |
| Manage compliance with policy   | Director – Corporate Services   |
| Review policy (three-yearly or earlier if required)   | Director – Corporate Services   |

## 20. Glossary: DEFINITIONS

*Annual Operating Revenue* includes ~~development contributions, earnings from~~ rates revenue, government grants and subsidies, user charges, interest and other revenue (excluding vested assets and financial contributions).

*Business Case* is required to be prepared and approved prior to significant investment.

*Emergency Event* – An event, most likely declared by Civil Defence, that is significant enough to cause damage to Council infrastructure, and that is recognised as such by the CEO.

*Net External Debt* is defined as total external debt less liquid financial assets/investments.

*Net Portfolio Basis* is a centralised method of managing net funding (borrowings less cash instruments) and is Council's preferred method.

*Counterparties* are contracting parties to a financial transaction or financial instrument.

Counterparty *Credit Risk* is the risk of losses (realised or unrealised) arising from a counterparty defaulting on a financial instrument where the Council is a party.

A *Foreign Exchange Contract* is an agreement to buy or sell one currency for another, for a specified future delivery, at a specified rate.

*Forward Rate Agreements* ("FRA") is an obligation to buy or sell a given asset on a specified future date at a price agreed at the time of transaction. Generally, the council, as buyer of an FRA is attempting to protect against a future rise in interest rates.

*Interest Rate Swaps* is an agreement between two counterparties to exchange interest rate obligations from a fixed or floating rate basis. The interest payments and receipts under the swap contract being offsetting, equal and opposite to the underlying physical debt.

*Stock/Debentures* is the debt issued to third parties by a company or public body.

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

|   |  |
|---|--|
| <b>POLICY: <u>TREASURY MANAGEMENT</u></b> |  |
| <b>DEPARTMENT:</b> Corporate Services     | <b>RESPONSIBILITY:</b> Director - Corporate Services |
| <b>REVIEW DATE:</b> January 2021          | <b>NEXT REVIEW:</b> January 2024                     |
| <b>VERSION:</b> 7                         | <b>APPROVAL DATE:</b> 26 January 2021                |

**8****INTRODUCTION**

A Liability Management Policy and an Investment Policy must be adopted by all local authorities, in accordance with Section 102 of the Local Government Act 2002. Stratford District Council (“Council”) has incorporated the two policies into one Treasury Management Policy.

Council has an obligation to manage its affairs prudently and in the interests of the Stratford community. Council is a risk averse entity, and does not wish to seek risk from its treasury activities. This policy establishes limits for council officers to operate within, to ensure prudent management of council’s treasury risk.

**PURPOSE**

The purpose of this policy is to ensure investments and liabilities are managed in a prudent manner, and in compliance with legislation and covenant obligations. The objectives are:

- To achieve the lowest possible net interest costs obtainable within the policy parameters, by proactively managing funding and interest rate exposures.
- To limit council exposure to liquidity risk, interest rate risk, and credit risk.
- To ensure that adequate provision is made for the funding requirements of Stratford District, as identified in the Long Term Plan (“LTP”) and Annual Plans.
- To ensure mechanisms are in place to enable staff and elected members to monitor, report, and evaluate treasury performance and compliance.

**PART ONE - LIABILITY MANAGEMENT POLICY****1. Section 104 of the Local Government Act 2002**

The Liability Management Policy must state the Council’s policies, in respect of the management of borrowings and other liabilities, including:

- Interest Rate Exposure;
- Liquidity;
- Credit Exposure; and
- Debt Repayment

In line with good practice, this Policy also covers funding risk and foreign exchange risk.

## 2. Liability Management Framework

The council has a large number of infrastructure assets which have a long life and provide long term benefits. Council sees the use of debt as an appropriate and efficient mechanism for upholding intergenerational equity between current and future ratepayers.

The council will borrow for infrastructure asset capital expenditure relating to service level improvements, ie. New assets or significant improvements or upgrades to existing assets, and Council may borrow for growth related infrastructure if Financial Contributions are insufficient to cover the full capital expenditure.

Capital renewals and replacement of existing assets will be funded from the appropriate reserves. However, where an *emergency event* occurs and an asset requires replacement and the reserve is insufficient to fund the asset replacement, borrowing may be used after exhausting all other options – including insurance claims, and the contingency reserve.

Gross external debt is approved by council during the LTP and Annual Plan processes. Projected debt levels are determined from cash flow forecasts prepared during the preparation of the LTP and/or Annual Plan.

## 3. Interest Rate Exposure (Section 104 (a))

Interest rate risk is the risk that net interest costs will materially exceed the budget in the LTP or Annual Plan due to adverse movements in market interest rates. Council is exposed to interest rate fluctuations on floating debt, when fixed interest rates mature, and when debt needs to be refinanced.

Council will minimise interest rate risk by managing its floating and fixed interest rate exposures as per the following control limits.

### Fixed/Floating Interest Rate Risk Control Limits

|                             |                              |
|-----------------------------|------------------------------|
| Minimum - Fixed Rate<br>60% | Maximum - Fixed Rate<br>100% |
|-----------------------------|------------------------------|

The percentages are calculated on the gross external debt, as calculated by the Director Corporate Services. Debt is regarded as fixed, where the interest rate is protected, through a fixed rate or through hedging, for more than 6 months on a continuous rolling basis. Floating rate is defined as an interest rate re-pricing within 6 months.

### Fixed Interest Rate Maturity Profile Limit

| Period        | Minimum Cover    | Maximum Cover    |
|---------------|------------------|------------------|
| 1 to 3 years  | 10%              | 60%              |
| 3 to 5 years  | 10%              | 60%              |
| 5 to 10 years | 5%               | 60%              |
| 10 years plus | Council Approval | Council Approval |

The following interest rate risk management instruments may be used to protect interest costs and to improve the interest rate profile:

- Fixing through physical borrowing instruments - loan stock, debentures, and bank term loan.
- Floating through physical borrowing instruments - short term revolving stock, bank borrowing, and short-term borrowing programme.



- Forward rate agreements.
- Interest rate swaps.
- Forward start swaps (start date no more than 5 years).

Any other financial instrument must be separately approved by Council on a case-by-case basis.

#### 4. Liquidity (Section 104 (b))

Liquidity risk is the risk that there are insufficient funds to meet obligations as they fall due. Liquidity risk increases when unanticipated obligations arise and when anticipated receipts do not eventuate. The Council must put in place measures to ensure that there is access to a sufficient level of funds in order to respond to an unanticipated event.

##### Liquidity Ratio

External debt + committed debt facilities + cash > 110% of external debt.

##### Debt Maturity Limit

The below limits are designed to avoid concentration of debt at the time of reissue/rollover, and the potential risk of being unable to refinance.

| Period        | Minimum Cover    | Maximum Cover    |
|---------------|------------------|------------------|
| 1 to 3 years  | 10%              | 60%              |
| 3 to 5 years  | 10%              | 60%              |
| 5 to 10 years | 10%              | 60%              |
| 10 years plus | Council Approval | Council Approval |

Cash management (cash receipts and disbursements) activities will be undertaken to ensure that cash surpluses will be invested on a call account or in short term deposits to:

- Achieve a targeted optimal daily balance of zero for Council net bank balance; and to
- Ensure Council's debt facilities are only used in exceptional circumstances.

#### 5. Credit Exposure (Section 104 (c))

Council's ability to readily attract cost effective borrowing is largely driven by its ability to rate, maintain a strong financial standing, and manage its relationships with its investors, the LGFA, and financial institutions/brokers. Although Council does not have a credit rating currently, it may obtain a Standard & Poors or Fitch credit rating if elected members approve, taking into consideration any proposal to increase debt that would result in a breach of LGFA net debt to revenue covenants, and the cost effectiveness of interest savings vs the cost of a credit rating.

Credit exposure will be managed by:

- Compliance with all treasury management limits in this policy.
- Compliance with all obligations under the Local Government (Rating) Act 2002.
- Maintaining an unqualified annual audit with Audit NZ.

#### 6. Debt Repayment (Sections 104 (d))

The accounting for debt repayments will be in accordance with the LTP and Annual Plans. Generally, debt repayments are scheduled over the life cycle of the particular

asset, with a maximum of 25 years, and funded from reserves. Additional repayments may be made from surplus funds generated by asset sales or operating surpluses.

All term loans will be repaid as they fall due in accordance with the applicable borrowing arrangement. Subject to approval and compliance with debt limits, a loan may be rolled over or re-negotiated. The Council will manage debt on a net portfolio basis.

## 7. Funding Risk

Funding Risk management centres on the ability to refinance or raise new debt at a future time at the same pricing (base rate plus margin) and maturity terms of existing loans and facilities. Several risk factors can lead to increased funding risk:

- Local government is priced to a higher fee and margin level.
- Council's financial strength as a borrower deteriorates.
- A large individual lender to council experiences financial difficulties resulting in Council not being able to refinance.
- The failure of a significant Council debtor/investee.

The council will manage this risk by:

- Ensuring access to a committed facility through a registered bank that does not have more than 50% of Council's lending,
- Adhering to the liquidity and maturity profile limits within this policy, and
- Exercising financial constraint and spending within budget.
- Actively monitoring all outstanding debtor accounts and investments.

## 8. Borrowing Limits (Sections 101A(3)(b)(i))

In managing debt, Council will adhere to the following limits:

|   |       |
|---|-------|
| Borrowing costs as a percentage of <i>Annual Operating Revenue</i>          | <10%  |
| <i>Net External Debt</i> as a percentage of <i>Annual Operating Revenue</i> | <100% |

## 9. Foreign Exchange Risk

Council has foreign exchange exposure through the occasional purchase of foreign exchange denominated plant and equipment. Foreign exchange risk arises when the NZD cost increases as a result of a deterioration in the NZD, between the time of the commitment/order/contract/invoice and the time payment is made.

The use of *foreign exchange contracts* are to be considered for all expenditure over \$100,000 that is denominated in foreign currency where there is a time delay in payment. All potential *foreign exchange contracts* must first be approved by the Director – Corporate Services.

It is unlawful for Council to borrow money within or outside New Zealand in a currency other than the New Zealand dollar.

## 10. Security (Sections 101A(3)(c))

Council's ability to borrow is directly related to rates revenue. Council has granted security over its rates revenue under the Debenture Trust Deed, and Trustee Executors is appointed as the professional trustee. Council recognises that using rates revenue as

security lowers the risk involved for lenders and, therefore, will lower the cost of borrowing to Council.

Council may also choose to secure certain borrowings by a charge over assets. This will only occur when;

- there is a direct relationship between the debt and the asset purchase or construction cost, and
- Council considers a pledge of the physical assets to be a more appropriate mechanism than the general charge over rates.

Any pledging of physical assets must meet the terms and conditions of the Debenture Trust Deed and the Local Government Act 2002 (which prevents water service assets from being used as security for any purpose).

#### 11. Community Loan Guarantees:

Council may act as a guarantor to financial institutions on loans, or enter into incidental arrangements for organisations, clubs, or trusts, when the purposes of the loan are in line with Council’s strategic objectives, subject to the conditions below:

- The organisation must have a Strategic Plan / Business Plan in place.
- The capital expenditure to which the loan relates is reviewed and approved by the Director - Assets.
- The production of a certificate from an independent Chartered Accountant which confirms the ability of the group or organisation to repay the loan sought (with supporting documentation as required by the Director – Corporate Services).
- The production of annual audited accounts, including a report from the Auditor as to his/her opinion of the solvency of the organisation.
- The term of any loan and guarantee is not to exceed 10 years.
- Council to be notified immediately by the bank of any default in relation to servicing the debt.
- Council representatives be given the right to attend club meetings, including the Annual General Meeting, and are notified accordingly of all meetings.
- Subject to appropriate legal and professional advice, the transfer to the Council of assets of the group or organisation to the value of any amount outstanding in the event of default in respect of any guarantee granted.

The exception to the conditions above is where Council determines that a loan to the community organisation is an investment, where interest plus an additional margin is charged, and security is taken covering the full amount of the loan. In this case, the terms of any loan or loan guarantee will be assessed on a case by case basis.

#### 12. NZ Local Government Funding Agency Limited

Council may borrow from the NZ Local Government Funding Agency Limited (LGFA) and, in connection with that borrowing, enter into the following related transactions to the extent it considers necessary or desirable:

- contribute a portion of its borrowing back to the LGFA as an equity contribution (“borrower’s note”) to the LGFA;
- provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself;
- commit to contributing additional equity (or subordinated debt) to the LGFA if required;
- subscribe for shares and uncalled capital in the LGFA; and

- secure its borrowing from the LGFA, and the performance of other obligations to the LGFA or its creditors with a charge over the Council's rates and rates revenue.

## **PART TWO – INVESTMENT POLICY**

### **13. Objectives (Section 101A(3)(d))**

Council will seek to:

- Invest surplus cash in liquid and creditworthy investments.
- Implement a programme for managing reserve funds that reduces liquidity risk.
- Achieve the Community Outcomes of the Council through strategic investment.

Council recognises that as a responsible public authority any investment that it holds should be low risk and managed prudently, in a manner that promotes the current and future interests of the community (Section 101 of the Local Government Act 2002).

All non-financial investments must be approved by Council resolution.

### **14. Investment Mix and Associated Specific Objectives (Section 105 (b))**

Council's portfolio of investments may include:

#### ***a) Property***

Council's objective is to only own property that is necessary to achieve its strategic objectives under one of Council's four Community Outcomes. These strategic objectives may include enabling growth, responding to a community need, and reducing the rates requirement.

Farm assets are held to provide mitigation to rates increases. It is considered an investment, and financial results are monitored and reported to the Farm and Aerodrome Committee quarterly.

Property purchases must be supported by registered valuations, and a full *business case* analysis. Council will not purchase properties on a speculative basis.

#### ***b) Financial***

The primary objective of financial investing is to protect the value of investment capital funds. Financial investments typically include registered bank term deposits and NZ fixed interest securities, but may include loans to third parties.

Excess cash may be used for internal borrowing. Funds borrowed by a Council Activity internally will be allocated interest equivalent to the Council's weighted average interest rate incurred on gross external borrowings.

Investments and maturities must be maintained at a prudent level of liquidity and flexibility to meet both planned and unforeseen cash requirements.

#### ***c) Community Loans***

The Council may consider applications from Community Groups for loans for capital purposes where there is clear social or community benefit to be achieved from the lending. Interest on the loans is to be determined by Council at the time of the

application and may be at significantly discounted or nil interest rates. Community Loans granted will be subject to the same conditions referred to above with respect to Community Loan Guarantees.

**d) Equity**

Council may from time to time own shareholdings in other entities to fulfil strategic, economic development or financial objectives outlined in the LTP. Equity investments may be held where Council considers there to be strategic community value.

**e) New Zealand Local Government Funding Agency Limited (LGFA)**

The Council may invest in shares and other financial instruments of the LGFA, and may borrow to fund that investment, despite section 16 of this policy.

The Council's objective in making any such investment will be to:

- Obtain a return on the investment.
- Ensure that the LGFA has sufficient capital to remain viable, meaning that it continues as a source of debt funding for the Council.

Because of these dual objectives, the Council may invest in LGFA shares in circumstances in which the return on that investment is potentially lower than the return it could achieve with alternative investments. Council is currently a guarantor to the LGFA.

**15. Council Controlled Organisations (CCO's)**

The Percy Thomson Trust is the sole CCO of Stratford District Council. The Council has established the charitable trust for the objects set out in the Trust Deed. The Council is responsible for the following in relation to the Trust:

- Appointing new Trustees
- Approving any amendments to the Trust Deed
- Authorise entering into any Major Transactions (or authorise Business Plan)
- Adopt Statement of Intent, Half-yearly report, Annual Report
- Approve winding up of the Trust
- Approve the removal of a Trustee

The Trust maintains its own Investment Policy which allows for investments in:

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

Accordingly, the Council's Treasury Management Policy does not apply to the Trust.

**16. Acquisition of New Investments (Section 105 (c))**

The Council will not borrow to acquire new investments unless the borrowing is specifically approved by Council (excludes LGFA borrower notes, required for all new borrowing with LGFA).

All acquisitions and disposals of property and farm assets (land, buildings and shares) are to be approved by Council, either through the LTP, Annual Plan, or on a case by case basis. Where significant, public consultation may be required. All property activities are managed by the Assets Department.

**17. Assessment and Management of risks associated with Financial Investments (Section 105 (e))**

The Council will limit financial investments to registered banks and the LGFA, unless specifically approved by Council on a case by case basis. The maximum investment with any one counterparty will be \$4,000,000. However, this limit may be breached if approval is given by the Chair of the Audit and Risk Committee and one of the CEO or the Mayor (approval may be given retrospectively but notification to the Chair must be given on the same day). The Audit and Risk Committee must be notified of any breaches at their next meeting.

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| <b>Activity</b>   | <b>Delegated to:</b>   |
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| Approve policy document   | Council  |
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| Acquisition and disposition of non-cash or equity investments and new borrowings to fund purchase | Council  |
| Approval of borrowing programme for the year as set out in the AP/LTP                             | Council  |
| Approval for charging assets as security over borrowing   | Council  |
| Approve interest rate risk management instruments outside policy limits                           | Council or Audit and Risk Committee                                      |
| Approve borrowing and interest rate positions outside policy limits                               | Council  |
| Approve new financial investments with <i>counterparties</i> other than registered banks or LGFA  | Council  |
| Approve <i>counterparty</i> limit exposures outside policy limits                                 | Council  |
| Approve Community Loan applications   | Council  |
| Approve Community Loan Guarantee applications   | Council  |
| Open/close bank accounts  | Chief Executive  |
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| Refinance debt, rollover debt, re-negotiate existing debt on more favourable terms                | Chief Executive or Director – Corporate Services                         |
| Invest surplus funds in Term Deposits or rollover existing investments                            | Chief Executive Director – Corporate Services<br>Accountant (up to \$1m) |
| Implement Treasury Management Policy, the borrowing programme, and monitor Treasury risks         | Director – Corporate Services  |
| Approve Foreign Exchange hedging contract   | Director – Corporate Services  |
| Manage compliance with policy   | Director – Corporate Services  |
| Review policy (three-yearly or earlier if required)   | Director – Corporate Services  |

## 20. **Glossary: DEFINITIONS**

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# DECISION REPORT



F19/13/04-D21/2067

**TO:** Policy and Services Committee  
**FROM:** Environmental Health Manager  
**DATE:** 26 January 2021  
**SUBJECT:** **DRAFT PUBLIC PLACES AND NUISANCE BYLAW 2021 AND STATEMENT OF PROPOSAL**

9

## RECOMMENDATIONS

1. THAT the report be received.
2. THAT the *draft* Public Places and Nuisances Bylaw 2021 be adopted and released for public consultation.

## Recommended Reasons

1. The current Nuisance Bylaw 2008, is due for replacement and the relevant clauses from the bylaw be moved to the *draft* Public Places and Nuisances Bylaw 2021.
2. The recommendation of the Committee is required to initiate the public consultation process required by Sections 82 and 83 of the Local Government Act 2002 to seek comments from the public on the amendments to the *draft* Public Places and Nuisances Bylaw 2021.

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

## 1. PURPOSE OF REPORT

The purpose of the report is to obtain the Council's approval for the adoption and release for public consultation of the *draft* Public Places and Nuisances Bylaw 2021, which controls activities which may take place in public places controlled by Council.

2. **EXECUTIVE SUMMARY**

- 2.1 The recommendation is to adopt and release for public consultation, the *draft* Public Places and Nuisances Bylaw 2021.
- 2.2 The intent of this bylaw is to provide safe spaces and access for people to gather for activities and social engagement and interaction and to ensure public places are safe and used in ways that positively contribute to people’s enjoyment. This bylaw also protects the public from nuisances and dangers to public health and safety.
- 2.3 The Public Places Bylaw 2008 has not had significant amendments since it was first adopted.
- 2.4 In the review of the Public Places Bylaw 2008, minor amendments to the wording of clauses have been made for clarity, and some clauses have been recommended for deletion that are considered no longer necessary.
- 2.5 The Draft bylaw was provided to necessary Council departments for comment.
- 2.6 As part of the review, consideration was also taken on how other councils across the country have addressed local issues in their public places bylaw. As a result of this research, it was noted that some councils had combined their public places and nuisance bylaw.

This provided an opportunity to look at the viability of combining both of the Stratford bylaws. There are a number of activities in the Nuisance Bylaw that relate to activities considered no longer necessary, that are either historic activities or can be dealt with under legislation.

- 2.7 I have provided a table of contents below which provides recommendations for the Committee’s consideration:

**Nuisance Bylaw 2008**

The following table presents reasons and recommendations on proposed changes to the current bylaw:

| <b>Nuisances Bylaw 2008</b> |  |  |   |
|-----------------------------|--|--|---|
| <b>Clause</b>               | <b>Heading</b>   | <b>Intent</b>  | <b>Recommendation</b>   |
| 901                         | <b>Deposit of refuse</b>   | To control the deposit or accumulation of rubbish.   | The Council has appointed a Litter Control Officer under the Litter Act 1979. This legislation provides greater enforcement tools. This clause is considered no longer necessary.   |
| 902                         | <b>Burial of Refuse</b>  | To control the burial of offensive rubbish.  | The Taranaki Regional Council deals with the burial of rubbish in the rural areas of the Stratford District. The following link provides information on the Taranaki Regional Council's rules on rural rubbish disposal. This clause is not considered necessary.   |
| 903                         | <b>Deposit of Night soil</b>                                       | The control of Night soil  | Historic activity. This clause is not considered necessary.   |
| 904                         | <b>Deposit of Manure</b>   | The Control of the burial of manure  | This type of activity can be enforced under the Health Act, where a Cleansing Order can be issued. This clause is not considered necessary.   |
| 905                         | <b>Vehicles Containing Manure</b>                                  | The control of manure kept in a vehicle  | This type of activity can be enforced under the Health Act, where a Cleansing Order can be issued. This clause is not considered necessary.   |
| 906                         | <b>Dead Animals on private premises</b>                            | The control of the disposal of dead animals  | The activity is now covered in the Keeping of Animals, Poultry and Bees Bylaw 2021 in clauses 14 and 15. This clause is not considered necessary.   |
| 907                         | <b>Removal of vegetation</b>                                       | The prevention of a fire hazard  | New Legislation for compliance of fire prevention and monitoring amongst other measures came into effect in 2017. In conjunction with this new legislation, Council officers reports to the Fire Service if a properties vegetation is overgrown. This legislation supersedes this clause and is not necessary. |
| 908                         | <b>All Closets other than Water Closets to be Approved Privies</b> | Control of toilet facilities   | Historic activity. This clause is not considered necessary.   |
| 909                         | <b>Offensive Drainage</b>  | The control of drainage waste  | Compliance with this measure can be dealt with under the Health Act. This clause is not considered necessary.   |
| 910                         | <b>Creating Nuisance</b>   | The control of activities that can cause an offensive smell.                                 | Offensive smell can be dealt with under the Health Act where a Cleansing Order can be issued. This clause is not considered necessary.  |
| 911                         | <b>Encouraging Rats</b>  | To control the shelter or harbourage of vermin   | This is now addressed in clause 34 of the <i>draft</i> Public Places and Nuisances Bylaw 2021.  |
| 912                         | <b>Flies, Mosquitoes, ETC</b>                                      | To control the breeding of vermin  | This is now addressed in clause 34 of the <i>draft</i> Public Places and Nuisances Bylaw 2021.  |
| 913                         | <b>Requisition of Inspector</b>                                    | This clause confirms the ability of the inspector to undertake an inspection for compliance. | This clause is not considered necessary in the bylaw. The Council appoints and warrants an officer to undertake the compliance with all Council bylaws in accordance with the appropriate legislation. This clause is not considered necessary.   |

|     |                                   |  |  |
|-----|-----------------------------------|--|--|
| 914 | <b>Subsoil Drainage</b>           | Health protection  | The pooling of water causing dampness would be dealt with by the Health Act or Building Act. This clause is not considered necessary.  |
| 915 | <b>Drainage of Stagnant Water</b> | To control the breeding of vermin and public health nuisance | This matter is addressed in clause 34 of the <i>draft</i> Public Places and Nuisances Bylaw 2021.  |
| 916 | <b>Intruder Alarm System</b>      | To control any excess noise from installed alarm systems     | The Resource Management Act deals with this matter. Council Officers would issue a directional order to abate the nuisance. However, we have not issued an order relating to alarms as generally they are now manufactured with silent arms or they do not sound for excessive periods of time. This clause is not considered necessary. |

**Public Places Bylaw**

The following table presents reasons and recommendations on proposed changes to the current bylaw:

| <b>Public Places Bylaw 2008</b> |   |  |   |                     |
|---------------------------------|---|--|---|---------------------|
| <b>Current Clause</b>           | <b>Heading</b>                              | <b>Intent</b>  | <b>Recommendation</b>   | <b>Draft Clause</b> |
| 201                             | <b>Refuse Removal</b>                       | The protection of public health -<br>The control of food waste | Any risk associated with this activity can be dealt with by legislation i.e. the Health Act and Animal Products Act. This clause is considered no longer necessary.                       |                     |
| 202                             | <b>Obstructing Footways or cycle tracks</b> | Public safety  | The clause has been amended for clarity and provides greater scope to deal with obstruction on public places. This clause is an effective regulatory function and supports public safety. |                     |
| 203                             | <b>Placing Articles on Public Places</b>    | Public safety  | This clause is now covered in clause 7 of the draft bylaw.  | 7                   |
| 204                             | <b>Flammables</b>                           | Public safety - The control of flammable materials             | This clause is an effective regulatory function and supports public safety.   | 8                   |
| 205                             | <b>Trailing Timber, and Causing Damage</b>  | Prevention of damage to public places                          | The cause of damage is now dealt with under clause 9.   | 9                   |

|     |  |   |   |       |
|-----|--|---|---|-------|
| 206 | <b>Drippings form Eaves</b>            | The control of water waste from private buildings and structures onto a public place.                   | This clause has been updated for clarity. Officers have successfully dealt with matters of water flow from building structures by applying this measure. This clause is an effective regulatory function.   | 10    |
| 207 | <b>Disturbing Surface of Street</b>    | Public safety – the control of public works, maintenance and construction.                              | Public works are covered by public liability and Health and Safety at Work legislation. There is also the ability to address this matter, if required, under clause 9 of the draft bylaw. This clause is considered no longer necessary.  | 9     |
| 208 | <b>Precautions Against Injury</b>      | Public safety   | Public works is covered by public liability insurance and Work and Safety legislation. This clause is considered no longer necessary.   |       |
| 209 | <b>Securing Foundations</b>            | Public safety   | This clause has been updated and includes the provision for the Council to issue a notice of repair. This clause is an effective regulatory function and supports public safety.  |       |
| 210 | <b>Exposing Articles for Sale</b>      | The control of the display of articles  | This clause has been amended for clarity and now requires permission from the Council for retailers/stall holders other than shop owners to display goods for sale from a public places. This clause is an effective regulatory function.   | 12    |
| 211 | <b>Overhanging Growth</b>              | The protection of public safety in the control of vegetation from private property onto a public place. | Minor amendments to the wording have been made for clarity. This clause is an effective regulatory function and supports the protection of public safety and the aesthetic appearance of the community.   | 13    |
| 212 | <b>Leaving Dead Animals</b>            | Public health nuisance  | This is now covered in the Keeping of Animals, Poultry and Bees Bylaw 2021. This clause is considered on longer necessary.  |       |
| 213 | <b>Acts or Games of Annoyance</b>      | Protection of Public safety and nuisance  | This clause has been amended for clarification. This clause is an effective regulatory function.  | 14    |
| 214 | <b>Wheeled Conveyance on Footpaths</b> | Public safety and nuisance  | This clause has been separated into two clauses and amended for clarity. The definitions have been updated to cover a greater scope and type of wheeled conveyance. This clause is an effective regulatory function.  | 15-16 |
| 215 | <b>Sounding of Musical Instruments</b> | To lower the risk of public nuisance caused by harassment, excessive noise or proliferation.            | This clause now comes under the heading Busking. The clause has been simplified and includes the requirement of the permission of an Authorised Officer and in some instances the requirement for a permit for busking within Prospero Place and other appointed public places. This clause is an effective regulatory function and supports community wellbeing. | 17    |

|     |   |   |  |    |
|-----|---|---|--|----|
| 216 | <b>Placards on Buildings</b>  | The control of damage to public places and Council assets   | This clause has been amended for clarity. This clause is an effective regulatory function and supports the protection of the Council's assets and infrastructure.  | 29 |
| 217 | <b>Blasting without Authority</b>                                   | Public safety   | This activity would be dealt with under the consents process and is not considered necessary.  |    |
| 218 | <b>Fireworks</b>  | Public safety and nuisance  | This clause has been amended for clarity. This clause is an effective regulatory function and supports public safety.  | 18 |
| 219 | <b>Damage to Council Property</b>                                   | Protection of the Council's assets and infrastructure.  | This clause has been amended. This clause is an effective regulatory function and support the protection of the Council's assets and infrastructure.   | 9  |
| 220 | <b>Street Todies</b>  | The control of refuse and use of street tidies  | No changes have been made to this clause. This clause is an effective regulatory function.   | 19 |
| 221 | <b>Awnings and Blinds</b>   | Public safety   | Minor amendments have been made for clarity. This clause is an effective regulatory function and supports public safety.   | 20 |
| 222 | <b>Doors, Gates to Swing Inwards</b>                                | Public safety   | Minor amendments have been made for clarity. This clause is an effective regulatory function and supports public safety.   | 21 |
| 223 | <b>No Building to be Erected on Public Place</b>                    | The control of structures in a public place and the protection of environmental health and safety and nuisance. | This clause has been amended for clarity. The amended clause touches on Freedom Camping. Council Officers have appointed sites for Freedom Camping, however, the Council has no bylaw for this activity. This clause provides some provision for the control of structures in a public place. This clause supports an effective regulatory function. | 22 |
| 224 | <b>Encroachment to be Removed Upon Notice</b>                       | Enforcement provision and protection of public safety   | Minor amendments have been made to this clause for clarity which supports clause 22. This clause is an effective regulatory function.  | 23 |
| 225 | <b>Projections on Public Places</b>                                 | Public safety and obstructions.   | The clause has had minor amendments and clause 225.2 of the current bylaw has been removed. This clause supports an effective regulatory function and supports public safety.  | 24 |
| 226 | <b>Lighting of Obstructions and Holes and Stacking of Materials</b> | Public safety   | This activity is covered by public works and Health and Safety at Work legislation. This clause is not considered necessary.   |    |
| 227 | <b>Repair of Fences</b>   | Public safety   | This clause is now covered in clause 11.   | 11 |

|     |                                   |   |   |          |
|-----|-----------------------------------|---|---|----------|
| 228 | <b>Crossings</b>                  | The construction standard of crossings  | This clause has been amended for clarity and is now clause 25. While a permit is required for this activity and the District Plan provides construction specifications, if a crossing was constructed outside of a permit application there is no ability for enforcement. This clause supports an effective regulatory function.                                     | 25       |
| 229 | <b>Temporary Crossings</b>        | Prevention of damage to footpaths and water channels  | The clause is covered in clause 9 of the draft bylaw and Local Government legislation.  | 9        |
| 230 | <b>Reinforcing Footways</b>       | Compensation of damage and order of repairs.  | Damage relating to this activity is covered in clause 9 and enforcement of a breach is covered in clause 33.  | 9 and 33 |
| 231 | <b>Naming of Streets</b>          | Rules for street naming   | The Council currently has an unofficial street naming policy and no other means of compliance. This clause is an effective regulatory function.   |          |
| 232 | <b>Numbering of Houses</b>        | Rules for numbering of houses   | Land Information NZ are responsible for ensuring property numbering meet the requirement of the NZ Standard. The Council allocates or changes the numbering of housing in accordance with the NZ Standard. This clause allows officer's to enforce the criteria of the NZ Standard. This clause is an effective regulatory function and supports community wellbeing. | 27       |
| 233 | <b>Defacing Names and Numbers</b> | Protection of council assets  | No changes have been made to this clause. This clause is an effective regulatory function.  | 28       |
| 234 | <b>Animals Wandering</b>          | Prevention of wandering stock and public safety   | This clause is now covered in the recently adopted Keeping of Animals, Poultry and Bees Bylaw 2021. The clause is not considered necessary.   |          |
| 235 | <b>Miscellaneous Offences</b>     | Public safety and nuisance activities and the protection the Council's assets and infrastructure. | This clause has been amended for clarity. This clause is an effective regulatory function.  | 30       |
| 236 | <b>Watercourses</b>               | Prevention of offensive matter.   | This activity can be dealt with under appropriate legislation and is not considered necessary in a bylaw.   |          |

### **Draft Public Places and Nuisances Bylaw 2021**

The following table presents proposed additions to the draft public places bylaw

| <b>Public Places and Nuisances Bylaw 2021</b> |   |               |   |
|---|---|---------------|---|
| <b>Draft Clause</b>                           | <b>Heading</b>                            | <b>Intent</b> | <b>Recommendation</b>   |
| 31  | <b>Obligation not to cause a nuisance</b> |               | This provision comes from Nuisance Bylaw 2008,  |
| 32  | <b>Vermin</b>                             |               | This provision comes from the Nuisance Bylaw 2008, but has been amended to simplify the clause and now includes remedial measures. This clause is an effective regulatory function and supports community health and nuisance.              |
| 33  | <b>Consequences of Breach of Bylaw</b>    |               | Previously there was no provision that out-lined the consequences of a breach. The draft bylaw now outlines the result of a breach and remedial action. This clause is an effective regulatory function and is clear on enforcement matters |
| 34  | <b>Fees</b>                               |               | Previously there was not provision in the bylaw noting to the type of fees  |

The draft bylaw is consistent in the majority of its context with other Public Places Bylaws across the country. Bylaws from other Councils are readily available and have informed recommendations about proposed amendments to their Bylaw.



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             |
| <b>Social</b>  | <b>Economic</b> | <b>Environmental</b> | <b>Cultural</b> |
| ✓  |                 | ✓                    |                 |

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

4. **BACKGROUND**

- 4.1 The Stratford District Council’s Public Places Bylaw 2008 (“the current Bylaw”) lapsed on 1 July 2018. The Local Government Act in Section 159 requires that the Council review its bylaw no later than 10 years after it was last reviewed.
- 4.2 Section 160A allows a Bylaw to continue in its effect, no more than 2 years after the date on which the bylaw should have been reviewed. A further time extension has been granted by the Government as a result of Covid19 and this expires in June 2021.
- 4.3 The current bylaw has been operative since 2008. No significant amendments have been made during previous reviews of the bylaw.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

The draft Public Places Bylaw requires the special consultation process pursuant to the Local Government Act. Special consultation cannot commence until the Committee recommendation is adopted by Council. This report seeks the approval from Council to undertake consultation with the community.

A *Statement of Proposal* is attached in **Appendix D**, as required by Section 83(a) (i) of the Local Government Act.

5.2 **Maori Consultation - Section 81**

Separate Maori Consultation is not required as part of the review.

6. **RISK ANALYSIS**

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

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

Absence of a bylaw could result in an increase in hazards, offensive and irresponsible behaviour in public areas making for an unsafe and unattractive environment.

A bylaw would help to maintain an attractive, safe and healthy environment by giving the Council the ability to monitor activities in public areas and to enforce actions to alleviate problems caused by such activities where necessary and appropriate.

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

7.1 **Direction**

|   | <b>Explain</b>   |
|---|--|
| Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?  | The Long Term Plan includes a commitment to performing regulatory services cost effectively. This bylaw would support that commitment and an affordable, quality services. |
| What relationship does it have to the communities’ current and future needs for infrastructure, regulatory functions, or local public services? | Yes, A bylaw is a regulatory function and would assist to maintain an attractive, safe and healthy environment   |

7.2 **Data**

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

Data on the application of the current Bylaws is based mostly on the officer’s experience applying the Bylaw. However, a snapshot of recorded statistics are provided below.

Approximately 65 health related nuisance complaints have been received since 2015. The majority of these complaints were dealt with successfully under the Health Act or Building Act. Equally, other legislation has also been used if it provides greater weight to achieving compliance.

Approximately 42 complaints for overhanging growth have been recorded since 2015 and have been successfully dealt with under the public places bylaw.

It has been approximately two years since Council Officers have received a complaint regarding wheeled conveyance in public place prohibited areas. The Stratford Police have commented they have no data on enforcement of wheeled conveyance in the last couple of years.

There has been approximately 67 complaints received relating to dumped litter in a public place since 2017. The dumping of litter can be dealt with under the Litter Act. This legislation also provides the capacity to infringe an offence. However, in most instances, it is hard to identify the offender. To date, no infringements have been issued for this offence.

7.3 **Significance**

|   | Yes/No | Explain  |
|---|--------|--|
| Is the proposal significant according to the Significance Policy in the Long Term Plan?                         |        |  |
| Is it: <ul style="list-style-type: none"> <li>considered a strategic asset; or</li> </ul>                       | Yes    | The bylaw outlines activities that encroach or take place on public places that are owned, operated and maintained by Council. |
| <ul style="list-style-type: none"> <li>above the financial thresholds in the Significance Policy; or</li> </ul> | No     |  |
| <ul style="list-style-type: none"> <li>impacting on a CCO stakeholding; or</li> </ul>                           | No     |  |
| <ul style="list-style-type: none"> <li>a change in level of service; or</li> </ul>                              | No     |  |
| <ul style="list-style-type: none"> <li>creating a high level of controversy; or</li> </ul>                      | No     |  |
| <ul style="list-style-type: none"> <li>possible that it could have a high impact on the community?</li> </ul>   | Yes    | <ul style="list-style-type: none"> <li>Increased hazards to public.</li> <li>Offensive and irresponsible behaviour.</li> </ul> |

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

## 7.4 **Options**

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

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

### **Option 1**

The Council adopts and releases the draft Public Places and Nuisances Bylaw 2021 and Statement of proposal for consultation.

### **Option 2**

The Council adopts the release of the current Public Places Bylaw with no changes.

The Officer's preferred option is **Option 1**.

## 7.5 **Financial**

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

The *draft* Public Places Bylaw 2021 will have no impact on funding and debt

7.6 **Prioritisation & Trade-off**

Have you taken into consideration the:

- Council's capacity to deliver;
- contractor's capacity to deliver; and
- consequence of deferral?

There is no impact to the current service provided by Council staff and contractors.

There is no value in deferring the adoption and release for consultation of this *draft* Bylaw. The Bylaw must be adopted before July 2021 pursuant to Section 160A of the Local Government Act.

7.7 **Legal Issues**

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

The content of the Public Places Bylaw 2021 is permitted under Section 146(b)(vi) of the Local Government Act 2002 which relates to the regulation of activities on land under the control of the territorial authority.

7.8 **Policy Issues - Section 80**

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

There are no policy issues.

**Attachments:**

**Appendix A** – The current Public Places Bylaw 2008

**Appendix B** – The current Nuisances Bylaw 2008

**Appendix C** - The *draft* Public Places and Nuisances Bylaw 2021

**Appendix D** – The Public Places and Nuisances Bylaw 2021 Statement of Proposal



Rachael Otter  
**ENVIRONMENTAL HEALTH MANAGER**



[Endorsed by]  
Blair Sutherland  
**DIRECTOR – ENVIRONMENTAL SERVICES**



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

**DATE** 19 January 2021

## APPENDIX A

### CHAPTER 2

## PUBLIC PLACES

#### 201 REFUSE REMOVAL

201.1 No person shall cause to be carried, except between such hours as may be prescribed by the Council by resolution, through, over or upon any public place any pigswill or food refuse, except in a manner approved by the Authorised Officer.

#### 202 OBSTRUCTING FOOTWAYS OR CYCLE TRACKS

202.1 No person shall carry or convey any load on his shoulders or otherwise to the danger or obstruction of persons using any footway or cycle track, or ride, or drive or lead any cattle, or drive any motor vehicle or motor cycle along any such footway or cycle track.

#### 203 PLACING OF ARTICLES ON PUBLIC PLACES

203.1 No person shall (except as provided in this or any other Part of this bylaw) leave standing or lying upon any public place any truck, wheelbarrow, vehicle, or other similar thing, or any packing case, crate, basket, cask, barrel, package, or any other encumbrance whatsoever so as to constitute an obstruction thereon.

#### 204 FLAMMABLES

204.1 No person shall leave any flammable materials or matter on any public place without having first obtained the permission of the Council.

#### 205 TRAILING TIMBER, AND CAUSING DAMAGE

205.1 No person shall draw or trail any building or other structure on skids or trolleys or otherwise or any sledge, timber, or other material upon any public place so as to obstruct or cause damage to such public place.

#### 206 DRIPPINGS FROM EAVES

206.1 No person shall cause, permit, or suffer the drippings of the eaves or other projections of any house or structure to fall upon any public place.

#### 207 DISTURBING SURFACE OF STREET

207.1 No person shall open any drain or sewer on, or disturb or remove the surface of, any public place, or make any cellar door or other opening from such public place without having first obtained the permission of the Council, and except in accordance with such conditions as may be imposed.

#### 208 PRECAUTIONS AGAINST INJURY

208.1 No person shall omit when opening up any street to take all such precautions for guarding against injury to the passers along such street as may be necessary or as may be directed by the Council or its authorised officer.

209 **SECURING FOUNDATIONS**

209.1 No person shall omit or neglect to secure and maintain the foundations of any building or any wall or fence, or cause or permit any encroachment by any building, wall, or fence abutting on any public place, whereby such public place is or may be damaged or obstructed.

210 **EXPOSING ARTICLES FOR SALE, OR SUSPENDING FROM VERANDAH**

210.1 Goods intended for sale or display may only be set out on a footpath, or outside of a shop, shop window, or doorway abutting a public place, for no greater than the length of the applicant's shop frontage, subject to the following:

- (a) Goods can only be displayed:
  - within one metre from the shop front, or
  - within 500 mm of the shop front, and
  - within 500 mm of kerbside;
- (b) One line of tables and chairs may be placed against the shop frontage within an area one metre from the shop frontage; and
- (c) Any other conditions that the Council considers appropriate.

The Bylaw will provide some flexibility for retailers and ensure safe pedestrian access on Broadway, especially for those with pushchairs, wheelchairs and electric carts.

211 **OVERHANGING GROWTH**

211.1 No person being the owner or occupier of any land within the urban area shall permit or allow any part of any tree, hedge, shrub or other foliage growing on such land to overhang or encroach on any part of any footpath, street or public place so as to be a nuisance to any person using any footpath, street or public place.

211.2 If, in the option of Council, any such overhanging or encroaching tree, hedge, shrub or foliage is likely to become a nuisance or breach this bylaw, the Council or any person duly authorised in that behalf by the Council may, by notice in writing, require the owner or occupier of the land within a time specified in such notice to remove, to Councils satisfaction, the offending matter.

211.3 Any person to whom notice is given under the proceeding provision of this clause who fails to comply with such notice within the time therein specified shall be guilty of any offence against this part of this bylaw and Council will have the offending matter removed and all expenses incurred will be charged to that person.

212 **LEAVING DEAD ANIMALS OR DEPOSITING OFFENSIVE MATTER**

212.1 No person shall -

- (a) Throw or leave any dead animal or part thereof, or animal remains, or offensive matter of any kind, upon any public place, or into any river, creek, stream, or other water, or on the bank thereof; or
- (b) Fail to dispose of in a proper manner the body or part of the body of any animal belonging to him, or in his charge or keeping, that may have been killed or died whilst straying, or while being driven on any public place.



213 **ACTS OR GAMES TO ANNOYANCE OF PERSONS**

213.1 No person shall carry out any recreational activity in or on any public place to the damage, annoyance, danger, inconvenience or obstruction of any person or property.

214 **WHEELED CONVEYANCE ON FOOTPATHS**

214.1 **AUTHORISED OFFICER** - means any Police Officer or Enforcement Officer appointed by Council to enforce the provisions of the Bylaws.

**SKATEBOARD** - means a wheeled device controlled or propelled by gravity or by the muscular energy of the rider, including roller skates, in-line skates, or similar recreational devices.

**RIDE A SKATEBOARD** - means having either one or both feet or any other part of the body of any person, on the skateboard when it is moving.

**FOOTPATH** - means as much of any street or public place that is laid out or constructed by authority of the Council for pedestrian use.

214.2 The use of bicycles, skateboards, scooters, inline and roller skates are prohibited from use on footpaths in the following areas as defined in Schedule 1 attached to the bylaws.

214.3 **Control of Skateboards**

- (a) No person shall ride a skateboard in any area defined in the Schedule 1 attached to the Bylaw.
- (b) The Council may from time to time by resolution publicly notified, amend Schedule 1 to add, delete or amend the areas to which the provisions of this Bylaw shall apply.

214.4 **Impounding of Skateboards**

- (a) Every person who commits an offence against this part of the bylaw is liable to have the skateboard impounded by an Authorised Officer.
- (b) Any person claiming a skateboard, which has been impounded pursuant to this part of the bylaw, shall:
  - (i) Satisfy an Authorised Officer that he is the owner or otherwise entitled to the custody and control of the skateboard; and
  - (ii) Pay to the Council a fee of such amount as Council may determine by resolution.
- (c) The Council shall provide a secure place for any skateboard impounded under this part of the bylaw.
- (d) The Council shall keep a register and enter details of every skateboard impounded and every person claiming a skateboard under this part of the bylaw.
- (e) The Council may from time to time by resolution publicly notified, alter the fee payable under Clause 214.4(b) of this part of the bylaw. Different fees may apply where a skateboard has been seized or impounded on more than one occasion.
- (f) Nothing contained in this part of the bylaw shall render the Council or any Authorised Officer liable in damages or otherwise to any person for any skateboard impounded under the provisions of this part of the bylaw.

- (g) Where any skateboard impounded has not been claimed and all fees paid within six (6) months of seizure of that skateboard Council may dispose of the skateboard in such a manner as it sees fit.

215 **SOUNDING OF MUSICAL INSTRUMENTS, USE OF LOUD SPEAKERS AND DISTURBANCE OF NEIGHBOURHOOD**

215.1 No person shall -

- (a) In any street or public place -
  - (1) Sing or play any musical instrument, preach, read aloud, lecture, sell or cry wares or exhibit any object or thing, without the consent of the Council, and then only subject to such condition in every respect as the Council may impose; or
  - (2) Make any noise or any loud sounds, or cause or by conduct invite others to do any of the aforesaid acts whereby the peace and quiet of any persons residing in or using or being in any neighbouring houses or buildings, is disturbed, or whereby the proceedings of any congregation or meeting is disturbed, or annoyance is caused to any such congregation, assemblage or meeting;
- (b) Use any loud speaker or similar device on any street or public place, or on any park or reserve vested in the control of the Council, unless the permission of the Council has first been obtained and then only subject to such terms and conditions as the Council in granting such permission may impose, provided that this section shall not apply to the reproduction in reasonable volume of recorded music or of radio programmes from an authorised broadcasting station; or
- (c) Play or permit or suffer the playing of any musical instrument, or operate or permit or suffer the operation of any loud speaker, megaphone, radio or television set, bell or other similar device -
  - (1) In any street or public place where such playing makes or causes to be made noise which is likely to cause annoyance or nuisance to persons in the street or public place or residing in the vicinity thereof; or
  - (2) In or upon any land or buildings licensed or used for dances, fairs, amusement parks, amusement parlours, skating rinks or other similar entertainment, where such playing or operation makes or causes to be made, noise which is likely to cause annoyance or nuisance to persons in any street or public place or resident in the vicinity of that land or those buildings.

215.2 Without in any way restricting the power of the Council to initiate proceedings for a breach of Clause 215.1 hereof the Council shall upon receipt of a complaint signed by at least 3 residents alleging that any person has caused nuisance to them by a breach of Clause 215.1 hereof, issue a notice to the person complained against requiring that person to show cause why he should not be proceeded against for breach of Clause 215.1 hereof provided that where the Council issues a notice pursuant to this subclause no proceedings shall be initiated against any person for a breach of Clause 215.1 hereof until the expiration of 14 days from the date of service of the notice.

216 **PLACARDS ON BUILDINGS, POSTS**

216.1 No person shall -

- (a) Place any placard, poster, or other document on, or write, paint, print, draw, or stencil on, or otherwise disfigure or deface, any building or any wall, fence, statue, lamp post, verandah post, gate, telegraph or telephone post, or electric light or power post, or any waiting-shed, convenience, rubbish receptacle, fireplug notice plate, or urinal, or upon anything whatsoever erected in or constructed or standing on or abutting any public place;
- (b) Stamp, stain, paint, write, print, or post any advertisement or notice upon any public place or kerbstone, or steps, except with the prior written authority of the Council; or
- (c) Upon or over any carriageway or footpath of any public place display or carry any placard, board, flag, screen, or frame by way of advertisement, unless permission in writing in that behalf shall have been obtained from the Council.

217 **BLASTING WITHOUT AUTHORITY**

217.1 No person shall blast any rock, stone, earth, timber, or other such material in, on, or near any public place, without having first obtained permission of the Council; or fail to comply with any directions or conditions in regard thereto given or imposed by the Council.

218 **FIREWORKS**

218.1 No person shall set off any fireworks or explosive material in or on any public place without the permission of the Council, or so near to any such public place as to endanger, annoy or frighten passers-by along such public place.

219 **DAMAGE TO PROPERTY OF COUNCIL**

219.1 No person shall -

- (a) Wilfully or maliciously damage or destroy, or do, permit, or suffer any act tending to damage or destroy any growing tree, shrub, or other plant of any kind whatsoever belonging to the Council, wherever the same shall be growing; or any building, erection, structure, or other property of any kind or description belonging to the Council; or
- (b) Wilfully or maliciously extinguish or damage or break any street lamp, or break or damage any lamp post, or break, damage or remove or interfere with any warning lights, signs, or barricades placed by the Council to warn the public of danger.

220 **STREET TIDIES**

220.1 No person shall make use of any street tidy or other public receptacle for the purpose of placing or depositing therein any offensive matter or any household, shop, office, or trade refuse of any description.

221 **AWNINGS AND BLINDS**

221.1 No person shall erect or maintain, or cause to be erected or maintained, any awning over any public place, or hang any awning, blind, or screen from any portico on any public place, unless the permission of the Council shall have first been obtained and then subject to such conditions as may be imposed. Any such permission may be revoked at any time by the Council.

222 **DOORS, GATES, TO SWING INWARDS**

222.1 No person shall hang, permit, or suffer to be hung any door or gate abutting on any public place so as to render it capable of being swung over or across such public place.

223 **NO BUILDING TO BE ERECTED ON PUBLIC PLACE**

223.1 No person shall -

- (a) Erect, construct, or place any building or other structure or erection whatsoever, or any part thereof, under, upon, over, or across any public place or any part thereof without the prior written authority of the Council so to do; or
- (b) Use any dwelling or any vehicle for the purposes of temporary living accommodation on any portion of any public place without the written permission of the Council and subject to such conditions as the Council may impose.

224 **ENCROACHMENT TO BE REMOVED UPON NOTICE**

224.1 If any building or other structure or any part thereof shall have been erected, constructed or placed upon, under, over or across any public place, the Council may by notice require the owner of such building or structure to remove the same or such part thereof as shall have been so erected, constructed or placed.

224.2 Any such notice may require such precautions to be taken as the Council shall think fit for the safety of the public and for the proper securing of so much (if any) of such building or structure as is to remain after such removal.

225 **PROJECTIONS ON PUBLIC PLACES NOT PERMITTED**

225.1 No person shall put any portico, projecting window, balcony, wall, lamp, door step, cellar door, lamp post, signboard, window shutter, gatepost, or other obstruction or projection of any kind whatsoever in such a position as to interfere with or obstruct in any way the free passage of traffic upon any public place.

225.2 If any such projection or obstruction as aforesaid placed or made against or in front of any building before the coming into operation of this Part of this bylaw, contrary to any Act or bylaw lawfully in force and otherwise than in accordance with the provision of this Part of this bylaw shall project or encroach into, over, or upon any public place or part thereof, the Council may give notice to the owner or occupier of such building to remove, or in such manner as the Council shall by such notice require, to alter such projection or obstruction, and such owner or occupier shall, within the time stated in such notice, remove, or in manner aforesaid respectively alter, such projection or obstruction.

226 **LIGHTING OF OBSTRUCTIONS AND HOLES AND STACKING OF MATERIALS**

226.1 If any person shall place or leave, or permit to be placed or left, on any public place any building material rubbish, or any other thing whatsoever likely to cause any obstruction or danger to any person or vehicle upon such public place (whether the same be done by authority of the Council or not), such person shall cause to be fixed and maintained thereon, or near thereto, from sunset in any day to sunrise in the next day in such positions as may be necessary sufficient lighted lamps of a type approved by the Council adequately to indicate the existence of the same.

226.2 If any person shall make or dig, or cause to be made or dug, in any public place any hole or excavation whatsoever, such person shall cause to be fixed and maintained thereover, or near thereto, from sunset in any day to sunrise in the next day in such positions as may be necessary sufficient lighted lamps adequately to indicate the existence of such hole or excavation.

226.3 Every such person shall also cause such material or other things be kept properly stacked or piled, or such hole to be kept sufficiently fenced and enclosed.

- 226.4 No person shall permit or suffer any building material or other thing as mentioned in Clause 227.1 or any hole or excavation placed, left, made or dug on or in any public place (whether with or without the authority of the Council) to remain thereon or therein for a longer period than is reasonably necessary.

227 **REPAIR OF FENCES**

- 227.1 Where any fence abutting on a public place is so out of repair as to be in the opinion of the Authorised Officer dangerous to persons passing, the Council may by notice in writing require the owner or occupier to repair or remove such fence or to remove such fence and erect in lieu thereof a sufficient fence within the meaning of the Fencing Act 1978, or such other type of fence as may be approved in writing by the Council.

- 227.2 The owner or occupier of any land upon whom such notice is served shall comply with the same within the time stated in such notice.

228 **CROSSINGS**

- 228.1 No person shall drive, ride, propel, or wheel any motor vehicle, or lead any cattle (as hereinafter defined), across any footway or water channel in any public place otherwise than upon and by means of a crossing properly constructed under the provisions of this Part of this bylaw or heretofore constructed in accordance with all bylaws of the Council in force at the time of such construction.

- 228.2 Except with the permission of the Authorised Officer no person shall construct or reconstruct any crossing across any footway or water channel.

- 228.3 Any person designing the construction, repair, reconstruction or renewal of any crossing shall make application in writing to the authorised officer who on receipt of such application and the payment of the prescribed inspection fee shall approve the work to be completed by the applicant or his agent.

- 228.4 The crossing is to be constructed to the appropriate standard as detailed in the Operative Stratford District Plan or such other standard as approved by the authorised officer.

- 228.5 The applicant shall keep the authorised officer informed on progress with the crossing so that inspections can be undertaken to ensure that the crossing is completed to the appropriate standard.”

- 228.6 If, in his opinion, any crossing is in a bad or unsafe state of repair, the authorised officer may, by notice in writing under this hand, require the owner or occupier of any premises to which such crossing provided access to repair, reconstruct or renew such crossing and pay any inspection fee, and every such owner or occupier who shall fail to comply with any such notice within the period therein specified shall be guilty of an offence against this Part of this bylaw.

229 **TEMPORARY CROSSINGS**

- 229.1 No person shall take or drive a motor vehicle or permit the same to be taken or driven across any footway or water channel in the course of construction or other work on the adjoining property or to deliver or collect building or other materials used in connection therewith except with the prior written permission of the Authorised Officer and subject to such terms and conditions as he may impose, including if required by the Authorised Officer, the provision for a crossing for temporary purposes over the footway or water channel.

- 229.2 Except with the permission of the Authorised Officer, all crossings constructed under this clause shall be lighted between sunset of one day and sunrise of the next day, and the street channels shall be left clear from obstacles.

230 **REINFORCING OF FOOTWAYS**

- 230.1 Where any land or premises is at any time or from time to time so occupied or used that, in the usual course of the business carried on thereat or thereon or in connection therewith, any materials, goods, merchandise, articles, or things whatsoever are dropped or deposited upon or conveyed across any footway, water channel or crossing in such a manner as to be likely to damage such footway, water channel or crossing the Authorised Officer may from time to time, by notice in writing under his hand, require the owner or occupier of such land or premises to provide adequate reinforcement to such footway, channel, or crossing and to pay an inspection fee.
- 230.2 Every such owner or occupier who shall fail to comply with any such notice within the period therein specified shall be guilty of an offence against this Part of this bylaw.

231 **NAMING OF STREETS**

- 231.1 No person shall give any name to or affix, set up, or paint any name on any street, private street, or public place without the prior permission in writing of the Council.

232 **NUMBERING OF HOUSES**

- 232.1 The owner or occupier of every building shall mark such building with such numbers, being in no case less than 50 mm in height, as the Council shall direct or approve, and shall renew the numbers of such building as often as they are obliterated or defaced, or as the Council shall order or direct.
- 232.2 If the owner or occupier of any building neglects for one month after notice from the Council to mark such building with such number as the Council may direct or approve, or to renew the number thereof as aforesaid, he shall be guilty of an offence against this Part of this bylaw.
- 232.3 The Council shall have power at any time to alter the number of any building where it may be in the Council's opinion necessary or advisable to do so.
- 232.4 Every such number shall be placed upon any building in such a position as to render the same readily visible from any street fronted by such building; or, if no such position is available, shall be placed upon a post, fence, or gate near or adjacent to, and readily visible from, such street.

233 **DEFACING NAMES AND NUMBERS**

- 233.1 Every person shall be guilty of an offence against this Part of this bylaw who wilfully or maliciously destroys, pulls down, obliterated, or defaces the name of any street, or the number of any building, or paints, affixes, or sets up any name of any street, or any number to any building, contrary to the provisions of this Part of this bylaw.

234 **ANIMALS WANDERING**

- 234.1 Every person being the owner or having the care, custody, or control of any stock shall keep and prevent the same from wandering or being at large without proper guidance on any public place.

235 **MISCELLANEOUS OFFENCES**

- 235.1 Any person shall be guilty of an offence against this Part of this bylaw who -
- (a) Repairs any motor vehicle on any public place, except in case of the occurrence of an accident or breakdown when repair on the spot is necessary;
  - (b) Shall, by ill-usage or negligence in driving any stock along or over any public place, permit any injury or mischief to be done by such stock;
  - (c) Shall drive, ride, or propel any motor vehicle or bicycle along any footway on any public place;

- (d) Being the owner, or the person having the custody of any stock, shall ride, lead, or drive the same, or permit or suffer the same to go along any footway or cycle track on any public place; or
- (e) Shall cause, permit, or suffer any motor vehicle or stock to be led, ridden, or driven upon, across, or along any grass plot or flower bed laid out on any public place under the authority of the Council.

236 **WATERCOURSES**

236.1 The owner of any land or premises within the district through, in, or upon which any watercourse, open drain, or ditch flows or exists, shall whenever thereunto required by any order or requisition of the Council, cleanse and keep open such watercourse, open drain or ditch, and prevent the pollution or defiling thereof and stagnant water being or accumulated therein or in any part or parts thereof. If such owner wilfully neglects or refuses to comply with such order or requisition immediately upon service thereof upon him, or otherwise within the time specified in such order or requisition, he shall be deemed guilty of an offence, and the Council may itself take such action or do such works as it shall think fit for abating the nuisance or removing the danger to health or safety created by such watercourse, open drain, or ditch, or such matter, or noisome or stagnant water being or accumulated therein, and the Council may recover the cost and expense of so doing in any Court of competent jurisdiction from such owner, irrespective of any fine or penalty imposed for the aforesaid offence.

236.2 The Council may require the owner of any land or premises within the district, upon which any stagnant water, drainage, or other impure matter collects, by notice in that behalf under the hand of the Authorised Officer, given to such owner, to drain or fill up such land or premises so that matter dangerous to health does not accumulate thereon, and if such notice is not obeyed to the satisfaction of the Council within the time specified in such notice such owner shall be deemed guilty of an offence, and the Council may itself drain or fill up such land or premises and the Council may recover the cost and expense of so doing in any Court of competent jurisdiction from such owner irrespective of any fine or penalty imposed for the aforesaid offence.

236.3 Where any watercourse, gully, or natural depression exists on any land or premises within the district, the owner of such land or premises shall not lay down any pipe drain or construct any culvert intended to carry away or discharge or divert the water of such watercourse, or the surface or stormwater accumulating in such gully or depression, or cover over or fill in the same or any part thereof, without the permission in writing of the Council first obtained. Before any such owner shall commence the work of laying down any such pipe drain, or constructing any such culvert, or any matter connected therewith, or covering over or filling in any such work, he shall submit to and lodge with the Authorised Officer a plan, accompanied with written particulars, specifying the works, materials and things to be executed or provided, the size of discharging capacity of the drain pipes or culvert, the course and gradients thereof, and such other necessary particulars or information as may be reasonably required to guide the Authorised Officer in determining whether such works, materials, and things shall be deemed sufficient, satisfactory or expedient for the purpose intended, having regard to the configuration of the land or premises, as also of the adjoining lands.



## APPENDIX B

### CHAPTER 9

## NUISANCES

#### 901 DEPOSIT OF REFUSE, ETC.

901.1 No person shall deposit, or permit or suffer to be deposited, or to accumulate any refuse or litter as defined in the Litter Act 1979 or rubbish of any description including sawdust, plastics materials, waste paper, shavings, filth, tins, glass, rags, straw, garden refuse, tree cuttings, iron, or steel on any land not being a place set apart for such purpose by the Council, unless in so doing he takes sufficient precautions to prevent the creation of a nuisance or anything offensive or likely to be injurious to health.

#### 902 BURIAL OF REFUSE

902.1 No person shall bury, or permit or allow to be buried any refuse or offensive rubbish or matter in any garden, or other place not being a place set apart for such purpose by the Council, unless in so doing he takes sufficient precautions to prevent the creation of a nuisance or anything offensive or likely to be injurious to health.

#### 903 DEPOSIT OF NIGHTSOIL

903.1 No person shall, without the prior permission in writing of the Authorised Officer of the Council, bury, or permit or allow to be buried, any nightsoil or cast or deposit, or allow such nightsoil to flow or enter into any sewer, or into any drain connected therewith, otherwise than by means of an approved sanitary fitting or fixture.

#### 904 DEPOSIT OF MANURE

904.1 No person shall deposit or permit or offer to be deposited within 7 m from any public or private street, or public place, or dwellinghouse, or any premises in which food is manufactured, prepared, packed, refined or stored any dung, manure, fertiliser, or refuse, unless such dung, manure, fertiliser, or refuse when deposited shall be immediately incorporated with earth for garden purposes, or be satisfactorily covered over to prevent the escape of effluvia therefrom, or the establishment of a breeding place for flies or vermin.

#### 905 VEHICLES CONTAINING MANURE

905.1 No person shall permit or suffer to remain overnight or for any unnecessary length of time during any part of the day or night in any street or public place or within 30m of any dwelling house or place of human habitation, a vehicle containing or which recently contained manure, offal, offensive matter or thing likely to be a nuisance, or offensive to or injurious to health.

#### 906 DEAD ANIMAL ON PRIVATE PREMISES

906.1 No person shall throw or leave, or permit or suffer to remain, any dead animal or vermin on any private property, land, or premises.

#### 907 REMOVAL OF VEGETATION

907.1 No occupier or any other person having the control of any land shall allow any vegetation to exist in such a condition on any land or frontage as to constitute a fire hazard to any building or adjoining land.

On the recommendation of the authorised officer the Council may, by written notice, require an occupier or person having control of any land to remove any dangerous vegetation within the time specified in the notice.

908 **ALL CLOSETS OTHER THAN WATER CLOSETS TO BE APPROVED PRIVIES**

908.1 No person shall use or permit, allow, or suffer to be used, or allow to remain on premises in his occupation any closet for the reception of nightsoil (not being a water closet), unless the same be an approved privy, and unless it be at all times provided with a proper seat and maintained in a flyproof and clean condition.

909 **OFFENSIVE DRAINAGE**

909.1 No person shall cause, permit, or suffer any waste or impure water or offensive liquid or matter to remain in any cellar or place within any building or premises; or cause, permit, or suffer the contents of any closet, privy, drain, cesspool, or other receptacles to soak therefrom so as to be offensive; or cause, permit or suffer any waste or impure water, or any offensive liquid or matter to run or flow from any closet, privy, drain, cesspool, or other receptacle, or from any building, upon or over any land or premises, or be in any gutter or water channel or on any right of way, carriage or footway, street or other place, whether public or private, otherwise than in an approved manner.

910 **CREATING NUISANCE**

910.1 No person shall cause, permit, or suffer any drain, water closet, pan closet, receptacle, material or thing, stable, fowlhouse or fowlrun, dog kennel, pigeon house, outhouse, or yard on any land or premises within the district of the Council to be or become a nuisance, or by any neglect or default on the part of such person to cleanse the same, to cause an offensive smell to be created therein or thereon, or arise therefrom.

911 **ENCOURAGING RATS, ETC.**

911.1 No person shall:

- (a) Cause, permit, or suffer any refuse, waste matter, material, or thing to remain or be kept in such a manner or for such a time as to afford shelter or likely harbourage for rats, or encourage rats or other vermin to visit and frequent, or be in such building, land, or premises;
- (b) Fail to protect from access of rats or other vermin as far as practicable any article which is or is likely to be food for rats;
- (c) Neglect in any such building, land, or premises where rats or other vermin exist or are harboured, or in which there is evidence of such existence, or harbouring, to destroy rats by poisoning or trapping, or such other means as the Inspector may direct; or
- (d) Fail to remove or obliterate nests, burrows, or habitual haunts of rats in any such buildings, land, or premises.

912 **FLIES, MOSQUITOES, ETC.**

912.1 The owner or occupier of any building, land, or premises whereon exist conditions giving rise, or likely to give rise, to the breeding of flies, mosquitoes, or other insects dangerous to health shall execute and do such disinfecting, spraying or applying of larvicide, cleansing, screening, removal or destruction of breeding grounds or places, as may be necessary to prevent the breeding of flies, mosquitoes or such other insects.

913 **REQUISITION OF INSPECTOR**

913.1 No person shall fail to keep all such buildings and premises and all cellars, outbuildings, and sanitary conveniences belonging thereto in a cleanly condition or fail, when required by the Authorised Officer of the Council, and within the time directed to cause the same or such of them as the Authorised Officer may order, to be effectually cleaned and as far as practicable, cause such house or building, to be so repaired, altered or reconstructed as to prevent the ingress or harbourage of rats or other vermin.

914 **SUBSOIL DRAINAGE**

914.1 The owner of any land on which is erected any building shall, where in the opinion of the Authorised Officer the dampness of the site renders such a precaution necessary, effectually drain subsoil by approved means so that no water or soakage shall lodge under such building.

915 **DRAINAGE OF STAGNANT WATER**

915.1 The owner of any land or premises upon which any stagnant water, drainage, or other impure water collects shall cause such land or premises to be effectually drained or filled up so as to prevent the collection of any such stagnant water, drainage, or other impure water thereon.

916 **INTRUDER ALARM SYSTEMS**

916.1 A person who is the owner, occupier, or authorised agent of the owner of any building shall not cause or permit the installation in that building of an alarm system or cause or permit any alarm system to remain installed in that building unless:

- (a) The alarm system is fitted with a control mechanism which ensures that the alarm system does not sound for a period exceeding 10 minutes, and does not reactivate unless manually reset;
- (b) The owner or occupier has made arrangements alternative to the provisions contained in sub-clause (a) to ensure that the alarm system does not sound for a period exceeding 10 minutes. Any alternative arrangements shall be to the satisfaction of the Authorised Officer.

916.2 No person who is the owner or occupier or authorised agent of the owner of any building in which an alarm system is installed shall operate such an alarm system and/or control mechanism unless such equipment is fitted and maintained in a proper and adequate manner and to the satisfaction of the Authorised Officer.

916.3 No person who is the owner or occupier of any building and who has made alternative arrangements in accordance with the provisions of Clause 916.1 (b) shall operate an alarm system to which those arrangements apply unless he has properly, adequately and regularly ensured that these arrangements will continue to operate effectively.

916.4 Every person being the owner or occupier of any premises commits an offence who does not comply with Clauses 916.1 to 916.3 hereof when an alarm system is fitted or, where there is an existing alarm system, within six months after this Part of this Bylaw has come into force.

## APPENDIX C



### DRAFT PUBLIC PLACES AND NUISANCES BYLAW 2021

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**Date in force:**

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**Purpose:** The intent of this bylaw is to provide safe spaces and access for people to gather for activities, social engagement and interaction and to ensure public places are safe and used in ways that positively contribute to people's enjoyment.

This bylaw also protects the public from nuisances and dangers to public health and safety.

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**Review date:**

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1 **Title**

1.1 This bylaw is made pursuant to section 145 of the Local Government Act 2002 and shall be known as the Stratford District Council Public Places and Nuisances Bylaw 2021.

2 **Commencement**

2.1 This bylaw shall come into force on

3 **Repeal**

3.1 As from the day this Bylaw comes into force, the previous Public Places Bylaw 2008 shall be repealed.

4 **Application of Bylaw**

4.1 This Bylaw shall apply to the Stratford District.

5 **Scope:**

5.1 This bylaw is made pursuant to section 145 of the Local Government Act 2002, which gives authority to the Council to adopt bylaws for the following general purposes:

- (a) Protecting the public from nuisance;
- (b) Protecting, promoting, and maintaining public health and safety;
- (c) Minimising the potential for offensive behaviour in public places.

And any other authority enabling the Council to make bylaws to abate nuisances and regulate activities in Public Places.

6 **Interpretation:**

6.1 In this Bylaw, unless the context otherwise requires:

**“Activities”** means any game, activity, event or entertainment that requires sole use of a public place.

**“Authorised Officer”** - means any person authorised by Council to carry out or exercise any powers, duties or functions under this Bylaw or any part thereof and includes any Police Officer.

**“Busker”** means any person who performs or entertains in a public place whether for money or otherwise. “Busk” and “Busking” means the same.

**“Eaves”** means the part of a roof that meets or overhangs the walls of a building.

**“Footpath”** means as much of any street or public place that is laid out or constructed by the authority of the Council for pedestrian use.

**“Livestock”** means a farm animal kept for recreational use or for profit.

**“Nuisance”** has the same meaning as in Section 29 of the Health Act 1956 and includes a person, animal, thing or circumstance causing unreasonable interference with the peace, comfort or convenience of another person whether or not that person is in a public place.

**“Person”** includes a natural person, a corporation sole, and a body or persons whether incorporated or not.

**“Public Place”** means a place that is:

- (a) Under the control of the Council; and
- (b) Open to, or being used by, the public whether or not there is a charge for admission; and includes:
  - (i) Any part of a public place; and
  - (ii) Any reserve.
- (c) A road, whether or not the road is under the control of the Council;

**“Wheeled device”** means a wheeled device controlled or propelled by gravity or by the muscular energy of the rider, including but not limited to skate boards, roller skates, in-line skates, scooters, electric scooters, trolleys or similar recreational devices. The definition does not include any wheelchair, mobility scooter, baby stroller or invalid carriage.

*Note: A person must not ride a cycle on a footpath in accordance with section 11.11 of the Land Transport (Road User Rule) 2004*

**“Vermin”** means any small animal or insects, such as, but not limited to, cockroaches, mosquitos, flies, wasp, rats and mice that are destructive or injurious to health.

7 **Obstructing public places**

- 7.1 A person must not obstruct, impede, interfere with, or block pedestrian or vehicular traffic access on, to or from a footpath, cycle track, walking track or public place.
- 7.2 Except where otherwise provided in this Bylaw, a person must not place or leave any material or thing, in a public place without written permission of the Council and in accordance with any conditions imposed by Council.
- 7.3 No person may obstruct, remove or damage any culvert, sewer or drain on any public place.

8 **Flammables**

- 8.1 No person shall leave any flammable materials or matter on any public place without having first obtained the permission of the Council.

9 **Damage**

- 9.1 No person shall:
  - (a) Paint, damage or deface, any building, other structure or any monument, statue, litter bin, footpath, water channel or any other property on any public place, or remove any tree, shrub, or flowerbed.
  - (b) Wilfully damage or break any street lamp, or break or damage any lamp post, or break, damage or remove or interfere with any warning lights, signs, or barricades placed by the Council to warn the public of danger.

10 **Drippings and water flow from building structures**

- 10.1 No person shall allow or permit the drippings or flowing of water from any roof, eaves, veranda or any guttering system of any building or structure onto any public place.

11 **Neglecting to secure foundations**

11.1 The foundations of any fence, wall or building abutting or encroaching on a public place must be secure and maintained in good condition so as not to cause damage or any obstruction on a public place.

11.2 The owner or occupier of any land upon which a notice is served by the Council to remove or repair foundations, shall comply with the time stated in the notice.

12 **Exposing articles for sale, or suspending from veranda**

The Bylaw will provide some flexibility for shop owners which purpose is to ensure safe pedestrian access on Broadway, especially for those with pushchairs, wheelchairs and electric carts. It is considered good practice to have at least two metres of footpath clear at all times for pedestrian traffic.

12.1 The Council will allow goods intended for sale or display by shop owners that may be set out on a footpath, or any public place outside of a shop abutting a public place, no greater than the length of the applicant's shop frontage, subject to the following:

- (a) Goods can only be displayed:
  - within one metre from the shop front, or
  - within 500 mm of the shop front, and
  - within 500 mm of kerbside;
- (a) A minimum of two metres of footpath space must be clear at all times for pedestrian traffic.
- (b) One line of tables and chairs may be placed against the shop frontage within an area one metre from the shop frontage.

12.2 Permission or the required permit is required from the Council before exposing any articles for sale from any public place under the control of the Council.

13 **Overhanging growth**

13.1 No person being the owner or occupier of any land within the urban area shall permit or allow any part of any tree, hedge, shrub or other foliage growing on private land to overhang or encroach on any part of any footpath, street or public place so as to be a nuisance to any person using any footpath, street or public place.

13.2 If, in the opinion of Council, any overhanging or encroaching tree, hedge, shrub or foliage is likely to become a nuisance or breach this bylaw, the Council or any person authorised by the Council may, by notice in writing, require the owner or occupier of the land within a time specified in a notice to remove, to the Council's satisfaction, the offending matter.

13.3 Any person who fails to comply with a notice within the time specified in the notice, will have the offending matter removed and all expenses incurred will be charged to that person.

14 **Activities in public places**

14.1 Every person must, on the request of an Authorised Officer, immediately cease playing or taking part in any game, activity or event, on or in any Public Place which in the Authorised Officer's opinion:

- (a) Is dangerous;
- (b) Is likely to damage the Public Place or anything in it;
- (c) Is causing a Nuisance

15 **Wheeled devices on footpaths**

- 15.1 No person shall ride a wheeled device in any area defined in Schedule 1 attached to this Bylaw.
- 15.2 The Council may from time to time by publicly notified resolution, amend Schedule 1 to add, delete or amend the areas to which the provisions of this Bylaw shall apply.

16 **Impounding of wheeled devices**

- (a) Every person who commits an offence against this part of the bylaw is liable to have the wheeled device impounded by an Authorised Officer.
- (b) Any person claiming a wheeled device, which has been impounded pursuant to this part of the bylaw, shall:
  - (i) Satisfy an Authorised Officer that he is the owner or otherwise entitled to the custody and control of the wheeled device; and
  - (ii) Pay to the Council a fee of such amount as Council may determine by resolution.
- (c) The Council shall provide a secure place for any wheeled device impounded under this part of the bylaw.
- (d) The Council shall keep a register and enter details of every wheeled device impounded and every person claiming a wheeled device under this part of the bylaw.
- (f) Nothing contained in this part of the bylaw shall render the Council or any Authorised Officer liable in damages or otherwise to any person for any wheeled device impounded under the provisions of this part of the bylaw.
- (g) Where any wheeled device impounded has not been claimed and all fees paid within six (6) months of seizure of that wheeled device, the Council may dispose of the wheeled device in such a manner as it sees fit.

17 **Busking in a public place**

17.1 No person shall in any street or public place:

- (a) Sing or play any musical instrument
- (b) Preach
- (c) Read loudly; or
- (d) Lecture;

Without the permission of an Authorised Officer or the required permit from the Council and subject to conditions the Council may impose.

18 **Fireworks**

- 18.1 No person shall set off any fireworks or explosive material in or on any public place without the permission of the Council.



19 **Street tidies**

19.1 No person shall make use of any street tidy or other public receptacle for the purpose of placing or depositing any offensive matter or any household, shop, office, or trade refuse of any description.

20 **Awnings and blinds**

20.1 No person shall erect any awning over any public place, unless the permission of the Council has been obtained and then subject to such conditions as may be imposed.

21 **Doors and gates to swing inwards**

21.1 No person shall hang any door or gate abutting any public place that opens outwards onto, over or across a public place.

22 **No Building to be erected on public place**

22.1 No person shall -

(a) Build, construct, erect, affix or place anything in, on or over a public place, without the permission of the Council or

(b) Use any structure or any vehicle for the purposes of temporary living accommodation on any portion of any public place, except where a public place has been approved by the Council as a Freedom Camping area.

23 **Encroachment to be removed upon notice**

23.1 If any building or other structure has been erected, constructed or placed upon, under, over or across any public place, the Council may, by notice require the building or structure to be removed.

23.2 Any notice issued by Council may require precautions or conditions to be taken for the safety of the public and for the proper securing of a building or structure prior to or after removal.

24 **Projections on public places not permitted**

24.1 No person shall put any portico, projecting window, balcony, wall, lamp, door step, cellar door, lamp post, signboard, window shutter, gatepost, or other obstruction or projection of any kind in such a position as to interfere with or obstruct in any way the free passage of traffic or pedestrians upon any public place.

25 **Crossings**

25.1 Except with the permission of an Authorised Officer, no person shall construct or reconstruct any crossing across any footway or water channel.

25.2 Any person designing the construction, repair, reconstruction or renewal of any crossing shall make application in writing to the Council.

25.3 The crossing is to be constructed to the appropriate standard as detailed in the Operative Stratford District Plan or such other standard as approved by the Council.

26 **Naming of streets**

26.1 No person shall give any name to or affix, set up, or paint any name on any street, private street, or public place without the prior permission in writing of the Council.

27 **Numbering of houses**

27.1 The owner or occupier of every building shall mark such building with such numbers, being in no case less than 50mm in height, as the Council shall direct or approve, and shall renew the numbers of such building as often as they are obliterated or defaced, or as the Council shall order or direct.

27.2 It is an offence against this Bylaw if the owner or occupier of any building neglects, for one month after notice from the Council, to mark such building with a number as the Council may direct or approve.

27.3 The Council shall have power at any time to alter the number of any building where it may be in the Council's opinion necessary or advisable to do so.

27.4 Every such number shall be placed upon any building in such a position as to render it readily visible from any street fronted by such building; or, if no such position is available, shall be placed upon a post, fence, or gate near or adjacent to, and readily visible from the street.

28 **Defacing names and numbers**

31.1 No person shall wilfully or maliciously destroy, pull down, or deface the name of any street, or the number of any building, or paint, affix, or set up any name of any street, or any number to any building, contrary to the provisions of this of this bylaw.

29 **Placards and posters**

32.1 No person shall:

- a) Place any placard, poster, or other document on, or otherwise disfigure or deface, any surface visible in a public place; or
- b) Stamp, stain, paint, or print any advertisement or notice upon any public place; except with the prior written permission of the Council.

30 **Miscellaneous offences**

32.1 No person shall -

- (a) Repair any motor vehicle on any public place, except in case of the occurrence of an accident or breakdown when repair on the spot is necessary or
- (b) Drive, lead, ride or allow any livestock along or over any public place including footpaths, verges, and grass plots without the permission of an Authorised Officer or
- (c) Drive or park any motor vehicle, motor bike, caravan or trailer along or over any public place including footpaths, verges and grass plots without the permission of an Authorised Officer.

31 **Obligation not to cause a nuisance**

33.1 Every person undertaking an activity on any road or any private property or public place must ensure that they do not cause a nuisance when undertaking the activity.

32 **Vermin**

34.1 No person may allow conditions on or in any land or premises which give rise, or are likely to give rise to the breeding of vermin.

34.2 Where the Council determines that a breach of clause 34.1 above has occurred, Council may require the owner or occupier of the land or premises to take action to remove those conditions, including but not limited to:

- (a) Disinfecting;
- (b) Spraying or applying of larvicide, insecticide or pesticide;
- (c) Cleaning;
- (d) Screening;
- (e) Removal or destruction of breeding grounds or places; and
- (f) Drainage of stagnant water.

33 **Consequences of breach of bylaws**

235.1 Council may enter any land or premises except a dwellinghouse and inspect the land or premises for compliance with these bylaws.

35.2 Council may:

- (a) Remove or alter a work or thing that is, or has been, constructed, deposited, stored or accumulated in breach of a bylaw or is otherwise in breach of a bylaw; and
- (b) Recover the costs of removal, repair or alteration from the person who committed the breach or the property owner or occupier.

34 **Fees**

- (a) Council may, by resolution, fix fees for property inspections under these bylaws.
- (b) The fees may be reviewed from time to time.
- (c) Council may set different fees for different activities, locations or types of nuisance.

## **SCHEDULE 1**

### Prohibited Areas for wheeled devices

|                                  |  |
|----------------------------------|--|
| Regan Street -                   | Between Miranda Street and Juliet Street   |
| Fenton Street –                  | Between Miranda Street and Juliet Street   |
| Any Part of Prospero Place -     | Between Broadway and Miranda Street  |
| Broadway –                       | Between the roundabouts  |
| Any Part of the Netball Courts - | situated on the western side of Portia Street adjacent to the TET Multi Sports Centre. |

And in particular as indicated on the attached map.



## APPENDIX D



### **STRATFORD DISTRICT COUNCIL** **Statement of Proposal** ***Draft Public Places and Nuisances Bylaw 2021***

9

#### **INTRODUCTION**

This Statement of Proposal has been prepared as part of the Special Consultative Procedure (SCP) in accordance with Section 83 of the Local Government Act (LGA) 2002.

Pursuant To Section 145, the Stratford District Council ('Council') has reviewed the *draft* Public Places and Nuisances Bylaw 2021.

#### **WHY DOES THE COUNCIL NEED A PUBLIC PLACES AND NUISANCES BYLAW?**

Pursuant To Section 146 (b)(vi) of the Local Government Act 2002, the Stratford District Council ('Council') has made its *draft* Public Places and Nuisance Bylaw 2021 which is to provide safe spaces and access for people to gather for activities, social engagement and interaction and to ensure public places are safe and used in ways that positively contribute to people's enjoyment.

This bylaw also protects the public from nuisances and dangers to public health and safety.

#### **WHY IS THE COUNCIL REVIEWING THE PUBLIC PLACES BYLAW 2008 AND THE NUISANCE BYLAW 2008?**

The Stratford District Council's Public Places Bylaw 2008 and the Nuisance Bylaw 2008 ("the current Bylaws") are required to be reviewed by June 2021 or they will be automatically revoked.

This Statement of Proposal includes a copy of the proposed *draft* Public Places and Nuisances Bylaw 2021.

#### **WHAT IS THE COUNCIL PROPOSING IN THE PUBLIC PLACES BYLAW?**

A number of amendments have been made to the draft Public Places and Nuisances Bylaw 2021 that address the clarification of wording of various clauses and deletion of clauses that are no longer relevant or have no purpose.

In the review of the Public Places Bylaw 2008, and other bylaws, it was considered appropriate that some clauses of the Nuisance Bylaw 2008 be combined with the Public Places Bylaw. This was a result of a number of clauses contained in the Nuisance Bylaw 2008 that are no longer relevant or have no purpose.

The Nuisance Bylaw 2008 will be revoked as part of this process.

### **WHAT MUST COUNCIL CONSIDER WHEN MAKING THIS BYLAW?**

Pursuant to Section 155 of the Local Government Act, the Council must determine the following three things in making a bylaw:

- Whether a bylaw is the most appropriate way of dealing with the issue;
- Whether the bylaw is in the most appropriate form; and
- Whether the bylaw has any inconsistencies with the New Zealand Bill of Rights Act 1990.

The requirements of Section 155 have been considered. The *draft* Public Places and Nuisance Bylaw 2021 is:

- the most appropriate way of dealing with the matters identified therein;
- in the most appropriate form of bylaw; and
- not inconsistent nor raises any implications with the New Zealand Bill of Rights Act 1990.

### **HOW WILL THE COUNCIL IMPLEMENT AND FUND THE BYLAW?**

The majority of the new provisions in the *draft* Public Places and Nuisances Bylaw 2021 are either already budgeted for in Council's Long Term Plan (LTP) 2018-2028 or are subject to Council's *Fees and Charges*. Any new cost recovery provisions will be included in the Council's *Fees and Charges* and consulted on as part of the 2021/2021 Annual Plan.

### **WHERE DO I GET COPIES OF THE PUBLIC PLACES AND NUISANCE BYLAW 2021?**

The *Draft* Public Places and Nuisance Bylaw 2021 and the Statement of Proposal are available upon request at the following locations:

- The Council Offices @ 61-63 Miranda Street, P O Box 320, Stratford;
- The Stratford Library @ Prospero Place, Stratford West 4332; and
- The Council's website @ [www.stratford.govt.nz](http://www.stratford.govt.nz).

### **RIGHT TO MAKE SUBMISSIONS AND BE HEARD**

Any person or organisation has a right to be heard in regard to this proposal and the Council would encourage everyone with an interest to do so.

Submissions should be addressed to:

Director, Environmental Services  
Stratford District Council  
P O Box 320, STRATFORD 4352

Submissions must be received by the Council no later than Monday 15 March 2021 at 4.30pm. The Council will then convene a hearing, which it intends to hold on Tuesday 27 April 2021, at which any party who wishes to do so can present their submission in person. Equal weight will be given to written and oral submissions.

Council will permit parties to make oral submissions (without prior written material) or to make a late submission, only where it considers that special circumstances apply.

Every submission made to the Council will be acknowledged, copied and made available to the public, in accordance with the LGA. Every submission will be heard in a meeting which is open to the public.

Section 82 of the LGA sets out the obligations of the Council in regard to consultation and the Council will take all steps necessary to meet the spirit and intent of the law.

# MONTHLY REPORT



F19/13/04-D20/34214

**TO:** Policy and Services Committee  
**FROM:** Director - Assets  
**DATE:** 26 January 2021  
**SUBJECT:** REPORT FOR THE MONTH OF NOVEMBER/DECEMBER 2020

10.1

## RECOMMENDATION

THAT the report be received.

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

## HIGHLIGHTS:

### **General**

- Completion, for Audit NZ review, of :
  - The draft *2021-2051 Infrastructure Strategy*;
  - The draft *2021-2031 Asset Management Plans (x7)*; and
  - Associated Council policies, plans and programmes.
- Iwi liaison for resource consents relating to:
  - The new swimming pool build;
  - The 2<sup>nd</sup> Trunk main; and
  - The Midhirst water take renewal.
- Appointment of the new Services Asset Manager

### **A. Roothing**

- Grading of the unsealed roads continue on the Whitianga Road, Kohuratahi Road and the Mauku Road.
- Watertables cleared on Putikituna Road - this was well received by the locals.
- The first round of berm mowing was undertaken in November.
- The replacement of the footpath in Lysander Street commenced.
- Pre-reseal repairs were undertaken on Brewer Road, just prior to the Tunnel when travelling east.
- Forestry activity commenced on Brewer Road.
- Significant rainfall event on 25 and 26 November resulted in slips and flooding occurring and further damage to McBride's Bridge (Figure 1).
- Maintenance metalling of Toko Road commenced in December in readiness for forestry activities.
- Replacement of culverts on Lower Kohuratahi Road.
- Repairs to concrete beams of a bridge located on Mangaoapa Road at RP3.45 were completed in December.
- Pavement repairs on Brewer Road were sealed before the Christmas close-down.



- Approximately 25% of the reseal programme was completed in December.
- Concrete footpath in Lysander Street finished up before Christmas.

#### **B. Water Supply**

- Over-night water usage at Midhirst remains high, investigations are ongoing.
- Route selection and pipeline design of the second trunk main is being finalised. Iwi liaison has been initiated for resource consent with regards to the crossing of the Patea River at two locations.
- There were no reticulation disruptions during the month of November and December;
- The DIA RFI as part of the 3-Waters Reform has been completed.
- The DIA has also requested additional information as part of the stimulus funding granted to the Council to construct the 2<sup>nd</sup> Trunk Water Main. This information request was received in December and due end of January.

#### **C. Wastewater**

- There were no disruptions to the operation of the oxidation ponds;
- A sewer overflow occurred at a property on Hamlet St, this issue was contained within specified timeframe and to the required health and safety standards.
- There were no health and safety incidents.

#### **D. Stormwater**

- While there were several high intensity rainfall events during November and December, the stormwater network largely remained un-affected.
- There were no health and safety incidents for the month during the period.

#### **E. Trade Waste**

- The monthly influent and effluent sampling of the wastewater treatment ponds was undertaken, the results have been tabulated and reported to the Taranaki Regional Council.
- Maintenance of the dissolved oxygen probes is ongoing.
- Backflow prevention inspections are ongoing.
- Site inspections assessing trade waste discharges are ongoing.
- One illegal wastewater connection point has been investigated and inspected, the site owner is undertaking to seal the connection.
- Consent has been granted to three more bulk septage operators and one stock carrier.
- Consultation with the Ministry of Justice regarding the infringement offences scheme has been completed, the scheme has been referred to the Parliamentary Counsel Office who have referred it to the Department of Internal Affairs.
- Enforcement action templates have been created.

#### **F. GIS**

- The upgrade to Intramaps complete.
- AssetFinda upgrade complete - mobile application to be installed by end of February
- Mapping of 2029 Kopuatama Cemetery plots;
- Provision of asset information, graphs and tables for inclusion in the Asset Management Plans (x7), Infrastructure Strategy and other Long Term Plan related documents.
- 3 Waters Reform Request for Information - Provision of 3 Waters asset information to the Department of Internal Affairs (DIA) and their consultants (Earnest and Young). Awaiting feedback.

**G. Solid Waste**

- Recycling Bin Audit results for the end of December shows 57% Green tags, 33% amber and 10% red tags. The bin audits are being completed more stringently to increase awareness resulting in more amber and red tags being issued. Concentrated effort is being done on certain areas of the district to target areas of recorded high bin contamination levels.
- Contamination levels at the Materials Resources Facility (MRF) are being audited;
- Officers are investigating detailed cost of the *combined* food and green waste collection. Options include Council contribution towards the establishment and operation of a regional composting facility in Taranaki.

**H. Parks and Reserves**

- Work on the entrances to the *Eastern Loop Walkway* commences in February;
- Additional planting work completed in King Edward Park;
- Work to clean the RSA plaques at Kopuatama Cemetery and Pioneer Cemetery has been completed; and
- New planting around Stratford, including the front of the Centennial Rest Rooms is programmed for April.

**I. Property**

- Renovation works continue on the Community Hall projects:
  - Centennial Rest Rooms – has now been completed with the venue now open to the public
  - War Memorial hall – painting continues and dates for the carpet/vinyl and re-glazing of the stadium floor have been set.
  - Of the *Five* hall projects, works have been completed on all Halls except the Tututawa Hall project.
- The race improvement works have commenced on the Farm, followed by fencing.

**J. Special Projects**

- **Council Subdivision** - All sections in the Pembroke Road subdivision are now either under contract or sold.
- **Pool Design Project** - The Pool Design and Build contract has been let to Apollo Projects and the design component is well underway with construction due to commence late February following resource and building consents.
- **Bike Park Project** - The contract for the construction of the principal components of the Bike Park has been let to Inframax Limited. Work commenced in December.

## 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<br>There was 1 DSI crash in December on Palmer Road. A motorcyclist crossed the centreline on a moderate curve into the path of an on-coming vehicle.   |
| 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%.<br>Another condition survey will be undertaken in March 2022.   |
|                                      | Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.  | ≥ 91%  | Not Achieved to date - 78%.<br>Another condition survey will be undertaken in March 2022.  |
| Road Maintenance                     | Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:  | ≥5%    | Not yet Achieved - 1% or 4.4km to date.<br>Target length = 20km  |
|                                      | Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.   | ≥7%    | Not yet Achieved - 1% or 2km to date.<br>Target length = 14.5km  |
| Footpaths                            | Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document. | >82%   | Not Achieved = 62%<br><br>This year's footpath condition survey has been completed and the results are indicated above.  |
| Customer Request Management Response | Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.  | >86%   | Achieved to date - 100%.   |
| Customer Satisfaction                | <ul style="list-style-type: none"> <li>Roading Network</li> </ul>  | >76%   | The 2020 customer satisfaction survey, with a total of 488 responses, showed <b>Good, Very Good and Excellent</b> having a total of <b>75.4%</b> , <b>Fair</b> having <b>18.24%</b> and <b>Poor</b> having <b>6.35%</b> .  |
|                                      | <ul style="list-style-type: none"> <li>Footpaths</li> </ul>  | >77%   | The 2020 customer satisfaction survey, with a total of 492 responses, showed <b>Good, Very Good and Excellent</b> having a total of <b>73.58%</b> , <b>Fair</b> having <b>21.75%</b> and <b>Poor</b> having <b>4.67%</b> . |

## 1.2 Outstanding Matters

- Customer Requests - There no outstanding CRM's for the months of November and December.
- Dunns Road Bridge Pavement defect – We have inspected the bridge structure with Red Jacket consultants to ascertain the issue with the bridge and adjoining road construction. We are currently waiting for their report for a suitable permanent repair.

## 1.3 Routine Maintenance

Day-to-day maintenance activities continued throughout November and December, typically comprising:

- Chemical weed control in the rural areas;
- Clearing the water tables;
- Clearing culvert inlet and outlets;
- Sign cleaning and repairs;
- CBD cleaning;
- Grading the roads in the Kohuratahi, Strathmore and Huinga areas of the district;
- Potholes filling; and
- Sight rails repairs and painting;

## 1.4 Ready Response Works

- Fulton Hogan attended to numerous slips and flooding calls following the heavy rainfall on 25 and 26 November.
- Further damage to McBride's Bridge has occurred to a wing wall on John's side of the river (Figure 1).
- A log of the incidences is shown as **Appendix 1a**.
- There was a further rain event between 7 and 9 December, where we experienced three days of rain. Again a log of the incidences is shown as **Appendix 1b**.



*Figure 1: Further Damage to McBride's Bridge*

### 1.5 **Capital Works**

- The footpath replacement programme was affected by the wet weather events in November and December. However, the intention was to complete both Page St and Lysander St prior to Christmas. Unfortunately, Page St was 50% complete by the Christmas close-down.
- This year's annual reseal programme commenced at the end of November and continued into December. Of the 36 sites to be sealed, 12 sites have been sealed. These are mostly urban streets.

### 1.6 **Shovel Ready Infrastructure Projects**

- All of the four shovel ready projects have been completed.

### 1.7 **Building, Resource Consents, PIMS and LIMS**

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

- Eighteen (18) Building Consent applications,
- Five (5) LIM reports and
- Thirteen (13) Resource Consent applications.

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

- Sixteen (16) Building Consent applications,
- Six (6) LIM reports and
- Six (6) Resource Consent applications.

### 1.8 **Health and Safety**

There were no incidents during November and December.

### 1.9 **Roding Activities**

The Roding Activities completed Reactive and Programmed Works (*Figure 2*).

### 1.10 **NZTA Procedural and Technical Audit - Summary**

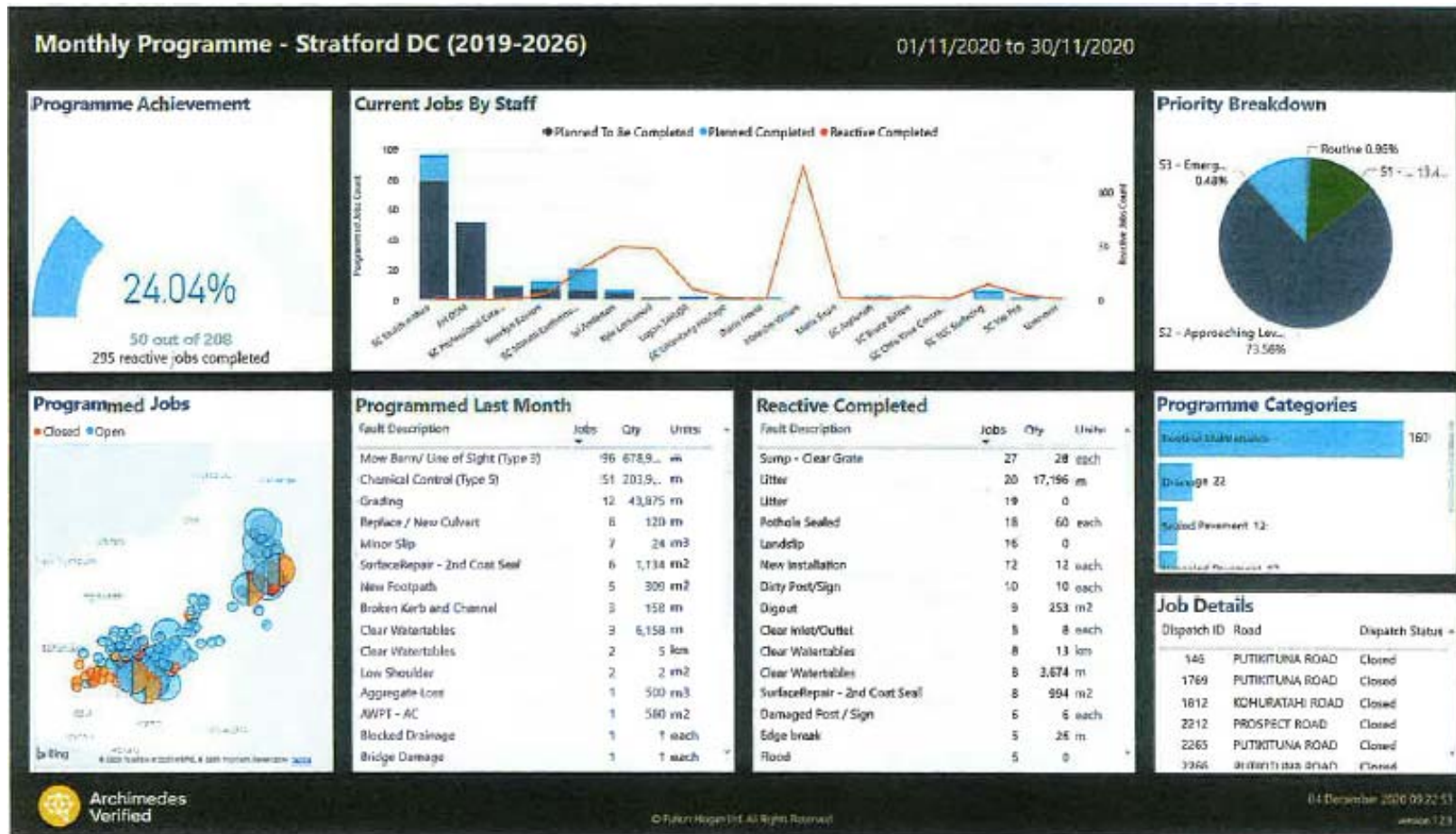
Council received NZTA's final report for the *Procedural (Appendix 2)* and *Technical (Appendix 3)* Audits on the 17<sup>th</sup> and 23<sup>rd</sup> December respectively. Among NZTA's findings/recommendations/Advice are that the council should:

#### **Procedural Audit:**

1. Commence applying the actual costs of administration to financially assisted activities;
2. Ensure tender evaluation reports are completed for the procurement of all contracts;
3. Ensure that notices of contract award include all mandatory disclosures;

#### **Technical Audit:**

1. Implement a drainage maintenance work programme for unlined water channels and dropouts bunds to maximise pavement and surfacing lifecycles and network resilience;
2. Implement a monitoring programme to measure progress towards responding to the issues and opportunities identified within the problem statements; and
3. Ensure that NPV option analysis is refined and completed for pavement renewal projects.



10.1

Figure 2: Monthly Programme Achievement Chart – November 2020



Figure 3: Monthly Programme Achievement Chart - December 2020

10.1

## 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    |
|--|--|--------------------------------|------------------|
| <b>Safe Drinking Water –</b><br><br>• <b>Drinking Water Standards;</b><br>• <b>Maintenance of Reticulation</b> | <b>DWSNZ Bacterial compliance</b> - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)   | 100%                           | On Target        |
|  | <b>DWSNZ Protozoal compliance</b> - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)  | 100%                           | On Target        |
|  | <b>Water Loss</b> – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this) | <25%                           | Not yet measured |
| <b>A Reliable Water Supply –</b><br><br>• <b>Response Time;</b><br>• <b>Unplanned Disruptions</b>              | <b>Urgent Response Times</b> - The performance measure targets for the median response time for urgent attendance and resolution   |                                |                  |
|  | • Attendance for urgent call-out   | 1 hr                           | 17 mins          |
|  | • Resolution for urgent call-out   | 8 hrs                          | 2 hr 52 mins     |
|  | <b>Non-urgent Response Times</b> – The performance measure targets for the median response time for non-urgent attendance and resolution   |                                |                  |
|  | • Attendance non urgent call-out   | 2 working days                 | 9 hrs 22 mins    |
|  | • Resolution non urgent call-out   | 5 working days                 | 11 hrs 16 mins   |
|  | <b>Unplanned Disruptions</b> - The performance measure target for disruptions.   |                                |                  |
| • Minor disruptions (between 5 and 50 connections affected)  | < 5  | 3                              |                  |
| • Major disruptions (more than 50 connections affected)  | < 2  | 0                              |                  |
| <b>Demand Management</b>   | <b>Water Consumption</b> - The average consumption of drinking water per day per resident within the district  | <275L / resident / day         | Not yet measured |
| <b>Customer Satisfaction</b>   | <b>Number of complaints</b> - The performance measure target for customer satisfaction is <32 per 1,000 complaints received for:   |                                | Not yet measured |
|  | • Drinking Water Clarity;  |                                | 3                |
|  | • 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   | <b>Water Pressure</b> – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets council specifications (flow>10l/min & pressure>350kpa) | 100%   | Not yet measured |
| NZFS Conditions  | <b>Fire Hydrants</b> – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply   | 100%   | Not yet measured |

### 2.1.1 Operations

#### **Water Treatment**

- There were no major issues relating to the operations at the 3 water treatment plants.
- It is noted that over-night water usage at Midhurst is very high. Investigations are ongoing.

#### **Water Reticulation**

- There were no reticulation issues in November and December

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

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

### 2.1.2 Planning - Long Term Projects

- Council is in the process of finalising the routes selection and design 2<sup>nd</sup> trunk main. This project received stimulus funding from central government and physical works is expected to commence in May 2021. Iwi liaison has been initiated for resource consent with regards to the crossing of the Pater River at two locations.
- Council Officers have completed the *draft* Water Asset Management Plan 2021-2031 for Audit NZ review in January 2021.

### 2.1.3 Three Waters Reform – Request for Information

As part of the 3-Waters Reform, the Department of Internal Affairs (DIA) has requested information from all territorial authorities. All requested information has been completed and sent to the DIA. Awaiting feedback.

### 2.1.3 Three Waters Stimulus Funding – Request for Information

The DIA has also requested additional information as part of the stimulus funding granted to the Council to construct the 2<sup>nd</sup> Trunk Water Main. This information request was received in December and due end of January.

## 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                       |
|--------------------------------------|---|--------------|-------------------------------------|
| <b>System Adequacy</b>               | <b>Dry weather sewerage overflows</b> - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.   | <5 per 1,000 | 0.43                                |
| <b>Discharge Compliance</b>          | <b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of: | 0            | Achieved                            |
|                                      | • Abatement notices;  |              |                                     |
|                                      | • Infringement notices;   |              |                                     |
|                                      | • Enforcement orders; and<br>• Convictions.   |              |                                     |
| <b>Response and Resolution Times</b> | <b>Sewerage overflows</b> - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:                |              |                                     |
|                                      | • Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.   | 1 hr         | 42 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 38 mins                        |
| <b>Customer satisfaction</b>         | <b>Complaints</b> - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:  | <5           | Achieved to date -                  |
|                                      | • Sewage odour  |              |                                     |
|                                      | • Sewerage system faults  |              |                                     |
|                                      | • Sewerage system blockages, and  |              | 2.62 (6 received – (0.83 justified) |
|                                      | • The territorial authority's response to issues with its sewerage system   |              |                                     |

### 2.2.1 Operations:

#### Wastewater Treatment

- There were no disruptions to the operation of the oxidation ponds in November/December, however high rainfall levels resulted in additional monitoring.
- Monitoring and sampling is ongoing in accordance / compliance with the Resource Consent conditions.

**Wastewater Reticulation**

- A sewer overflow occurred at a property on Hamlet St due to a build-up in the Council system. All actions required to contain the overflow and mitigate any health issues were carried out to the required standards and within the specified timeframe.
- Council has programmed to undertake a stormwater infiltration survey up-stream of the site.

**Wastewater Health and Safety**

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

**2.2.2 Planning - Long Term Projects**

- Council is investigating the next phase in the wastewater oxidation pond upgrade, i.e. the Diatomix System. This installation is not due until May 2022.
- Council Officers have completed the *draft* Wastewater Asset Management Plan 2021-2031 for Audit NZ review in January 2021.

**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  |
|--|---|--------|--|
| <b>Stormwater system protects property from impacts of flooding.</b> | <b>System adequacy</b>  |        |  |
|  | <ul style="list-style-type: none"> <li>• The number of flooding events that occur in a territorial authority district. "Flooding" in this context means stormwater entering a habitable floor</li> </ul>          | 0      | 0  |
|  | <ul style="list-style-type: none"> <li>• For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system.)</li> </ul> | 0      | 0  |
|  | <ul style="list-style-type: none"> <li>• For each flooding event, the number of buildings in the central business zone affected by flooding.</li> </ul>   | 0      | 0  |
| <b>Discharge Compliance</b>  | <b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its stormwater system measured by the number of:  | N/A    | N/A Council does not hold consent for stormwater discharge |
|  | <ul style="list-style-type: none"> <li>• Abatement notices;</li> </ul>  |        |  |
|  | <ul style="list-style-type: none"> <li>• Infringement notices;</li> </ul>   |        |  |
|  | <ul style="list-style-type: none"> <li>• Enforcement orders; and</li> </ul>   |        |  |
|  | <ul style="list-style-type: none"> <li>• Convictions.</li> </ul>  |        |  |

| 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 | <b>Complaints</b> - The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system. | < 8    | 0             |

### 2.3.1 Operations

- While there were several high intensity rainfall events during November and December, the stormwater network largely remained un-affected.
- There were no health and safety incidents for the month during the period.

### 2.3.2 Planning - Long Term Projects

Council Officers have completed the *draft* Stormwater Asset Management Plan 2021-2031 for Audit NZ review in January 2021

## 2.4 Trade Waste

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

- **Pond influent and effluent sampling** - Council's Trade Waste Officers have undertaken the monthly influent and effluent sampling of the wastewater treatment ponds, the results have been tabulated and reported to TRC.
- **Pond oxygen probes** - Maintenance of the dissolved oxygen probes is ongoing; one probe has become damaged during operation, quotes for a replacement probe are being sought and repositioning of the probe at the pond outlet is being investigated to prevent a recurrence. TRC have been informed of the issue.
- **Backflow prevention** - inspections are ongoing.
- **Trade Waste Site Inspections** - Site inspections assessing trade waste discharges are ongoing; two site discharges have been sampled as part of consent investigations; further sampling of one site is to occur, the ongoing samples are being analysed by trade waste staff.
- **Intake Structure** - Patea River exit points downstream of the water intake structure were assessed with water treatment staff; swift water training course material has been provided to water treatment staff.
- **Pond BOD5 treatment capacity** - The BOD5 treatment capacity of the wastewater treatment ponds has been calculated, as requested by the three waters reform inquisition.
- **Illegal wastewater connection** - One illegal wastewater connection point has been investigated and inspected, the site owner is undertaking to seal the connection.
- **Trade Waste Consent** - Consent has been granted to three bulk septage operators and one stock carrier.

- **Consultation with the Ministry of Justice** - regarding the infringement offences scheme has been completed, the scheme has been referred to the Parliamentary Counsel Office who have referred it to the Department of Internal Affairs.
- **Templates** - Enforcement action templates have been created.
- **Health and safety Induction Documentation** - Health and safety induction documentation for the wastewater treatment ponds has been created.
- **Wastewater flow meter** verification has been arranged. Monitoring of the water levels in the cellars has occurred and the equipment to pump out the cellars has been sourced.
- Site visit with contractors has occurred regarding replacement power poles and lines at the wastewater treatment ponds, health and safety inductions were completed.
- **Civil defence foundation training** has been completed.

## 2.5 Geographic Information System (GIS)

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

- **Regional Collaboration** – Taranaki Regional Aerial photography Project (TRAPP) consortium agreed upon, Chris Lambert from TRC to project manage. Proposed Technical specifications agreed upon that will be included in the tender.
- **Intramaps Upgrade** – Intramaps has been rolled out to staff, upgrade now complete.
- **AssetFinda Upgrade** – Mobile application to be installed by end of February.
- **Cemetery Mapping** – 2029 Kopuatama Cemetery plots mapped.
- **3 Waters Reform Request for Information** – Completed in December, awaiting feedback from the Department of Internal Affairs (DIA) and their consultants.
- **Finance** – Providing information for and mapping the property parcels of residents who contribute rates to community centres.
- **Asset Information** – Provided all asset information, graphs and tables for inclusion in the Asset Management Plans (x7), Infrastructure Strategy and other Long Term Plan related documents.

## 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<br>(November - 653kgs phh)<br>(December – 491kgs phh) |
|  | Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only). | >25%   | Not achieved to date – 24.5%   |
| Customer Satisfaction                      | Percentage of customers satisfied with the service provided.   | >90%   | 96% as per 2019/2020 Annual Report   |

### 2.6.1 Planning – Bylaws, Policies and Meetings

- The *Regional Behaviour Change Strategy* is under development. This will provide a framework for education and community engagement initiatives to support waste minimisation.
- The *draft Solid Waste Activity Management Plan 2021-2031* has been completed for review by Audit NZ in January 2021.

### 2.6.2 Contamination Levels Coming At the MRF

The New Plymouth District Council (NPDC) is working closely with EnviroWaste regarding the level of contamination coming out of the MRF. This contaminated recyclables is currently going to landfill, reducing the revenue from selling the recyclable products. Visual truck audits are being completed on every load and one “loader grab” a week is manually audited by hand. The following graph covers the last 12 months and shows the increase in contamination over the first seven months, then a steady decline after lockdown eased and there were reminders sent out to the community. Further decline in contamination from August 20 could be attributed to the campaign regarding the change in plastics that was pushed out at the end of August 20.

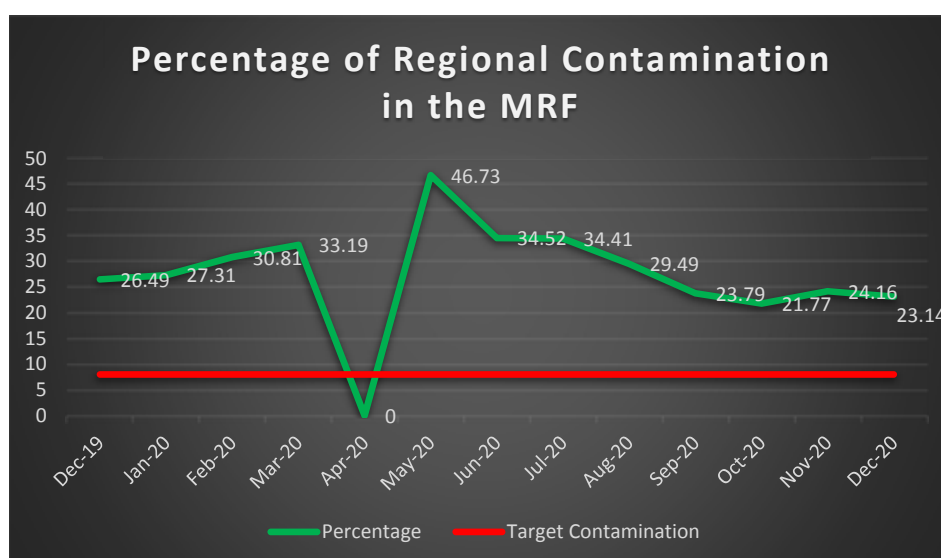


Figure 4: Percentage of Regional Contamination in the MRF

The MRF was closed over Covid-19 Alert Levels 4 and 3 resulting in no data for April 20.

It is safe to assume that the more communication regarding correct recycling that is sent out to the community, the more the contamination reduces. To keep this reduction going, a regular space in social media and in CentralLink will be planned.

The current *Taranaki Solid Waste Services Contract Management Plan* is being assessed to ensure the contamination going into the MRF is being managed as best as possible with “daily loader” grab audits being completed measuring the categories of general waste that is contaminating the recycling. Different areas can be targeted with the truck loads going into the MRF and will enable more accurate data to be captured.

### 2.6.3 Waste Minimisation Initiatives

**18 November 2020** – Grey Power Recycling Presentation – Sustainable Taranaki and Stratford District Council presented to Grey Power Organisation members at their quarterly member meeting. The presentation went through the change of plastics that can be recycled and had examples of the types of plastic that can be put in the recycling bin and focussed on the different sorts of containers, rather than looking for the numbers in triangles as this can be difficult for the older generation. There were approximately 30 elderly people reached at this presentation.

**27 – 28 November 2020 - A&P Show** - Stratford District Council provided the A&P Association with two Waste and Recycling stations for use throughout the entire show weekend. Steelformers Netball Club in Stratford were not able to complete the volunteer tasks at the last moment, so the Air Training Corps Cadets stepped in to do this. Council contractors set up the stations and took away the waste from these stations.

### 2.6.4 Upcoming Waste Minimisation Initiatives

23/1/2020 - Whangamomona Republic Day – SDC is supporting the committee with manned waste stations and provision of taking away the recycling on the day.

### 2.6.5 Planning - Long Term Projects

A workshop with Elected Members was held 8 December 2020 which confirmed Elected Member approval in principle for the proposed food and green waste collection for Stratford to be included in the 2021-2031 Long Term Plan. Elected Members are seeking further data to help in identifying the preferred course of action.

### 2.6.6 Weekly Recycling Bin Audits

- The weekly recycling audit summary from 1 July 2020 to 21 December 2020 is provided in the chart below.
- As at 21/12/2020 the amber tags are at 33% and the red tags are at 10%.
- The Solid Waste Team has met with EnviroWaste for the purpose of discussing the reduction of the contamination at the MRF. Since then, the audit standards have become tougher, resulting in higher percentages of amber and red tagged bins. The reviewed *Solid Waste Contract Management Plan* now contains a list of gross contaminates and this has also seen the red tags numbers increasing. The following areas with highest red tags will be monitored in the coming months:
  - Shakespeare Street
  - Brecon Road
  - Achilles Street
  - Percy Avenue
  - Montjoy Street
  - Ajax Street

As a result, our green tags have taken a huge dive in percentage, but this is a means to an end. To reduce the contamination at the MRF.

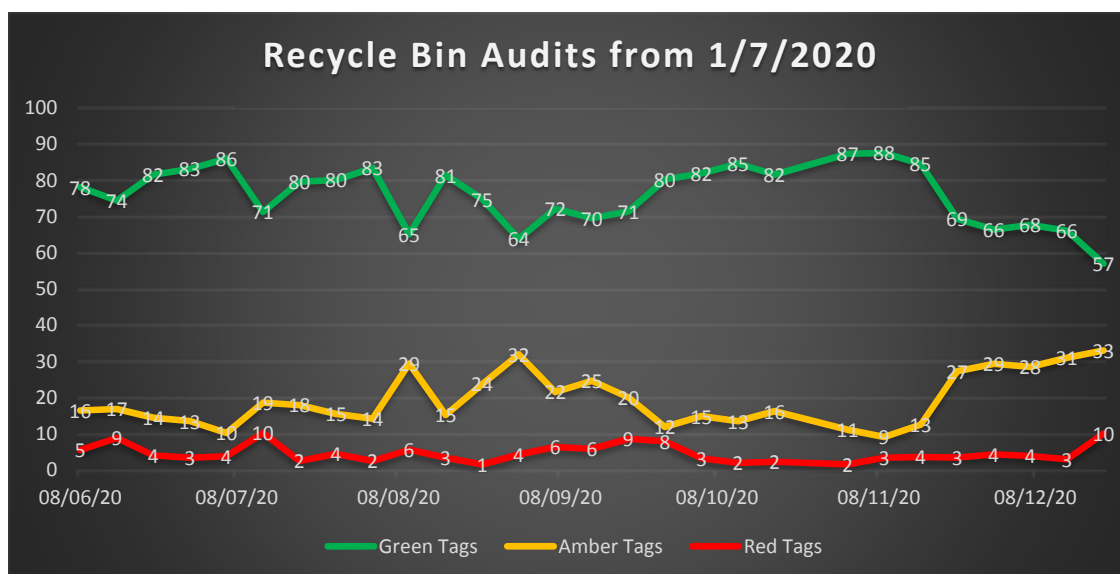


Figure 5: Recycle Bin Audits from 1/7/2020

Table 1: Waste Minimisation activities Completed, Planned and Under Consideration

| Month    | Activity   | Description   | WMMP Reference | Status    |
|----------|--|---|----------------|-----------|
| NOV 2020 | Recycling presentation at the GreyPower Quarterly meeting                      | 18/11/2020 – presentation to Grey Power senior citizens on correct recycling habits.  | CP3            | Completed |
|          | A&P Show   | 27-28/11/2020 - 2 waste stations will be provided for the A&P Show. They will be manned by volunteers from a local community group with SDC donation to that organisation.  | CP3 and L3     | Completed |
| DEC 2020 | Christmas Parade   | 4/12/2020 - Recycling and Waste Station will be placed in Prospero Place with the markets and manned by a volunteer organisation.   | BC1            | Completed |
| JAN 2021 | Whangamomona Republic Day  | 23/1/2021 - Support the committee with manned waste stations and provision of taking away the recycling on the day.   | CP3 and L3     | Planned   |
| FEB 2021 | Events and waste minimisation plans.   | Process, application forms and website information being developed for event organisers to create a waste minimisation plan. This will be done in conjunction with the Community Development Manager.   | CP6            | Underway  |
|          | Regional Zero Waste Taranaki Behaviour Change Strategy - Education Plan review | A new regional strategy is being developed to outline how the 3 district councils will approach behaviour change to work towards Zero Waste in Taranaki. This fits in well with our Waste Management and Minimisation Plan and the behaviour change actions. This will be ready for consideration by Council Members by September 2020. The Education Plan will be included in the strategy as an action. | BC1-BC6        | Underway  |
| MAY 2021 | AgRecovery Event   | Support for an AgRecovery event for Farmers to bring their old farm chemicals and plastics for recycling and safe disposal. Provide venue and promotion.  | L3             | Planned   |



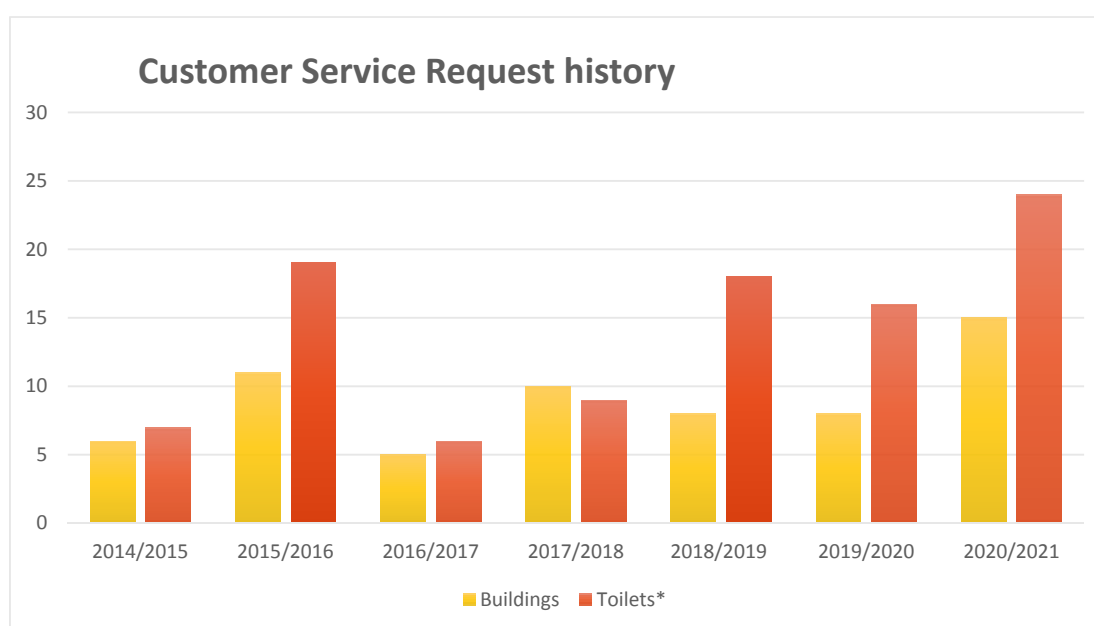
### 3. **PROPERTY**

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

Table 2: Customer Service History – Property

|           | 2014/2015 | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 | 2020/2021 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Buildings | 6         | 11        | 5         | 10        | 8         | 8         | 15        |
| Toilets*  | 7         | 19        | 6         | 9         | 18        | 16        | 24        |
| Total     | 13        | 30        | 11        | 19        | 26        | 24        | 39        |

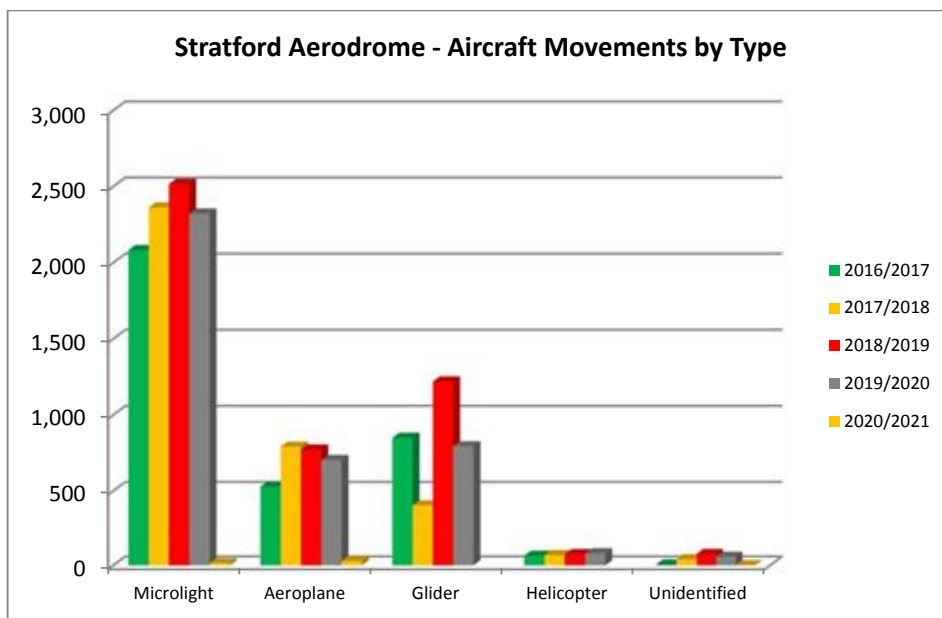
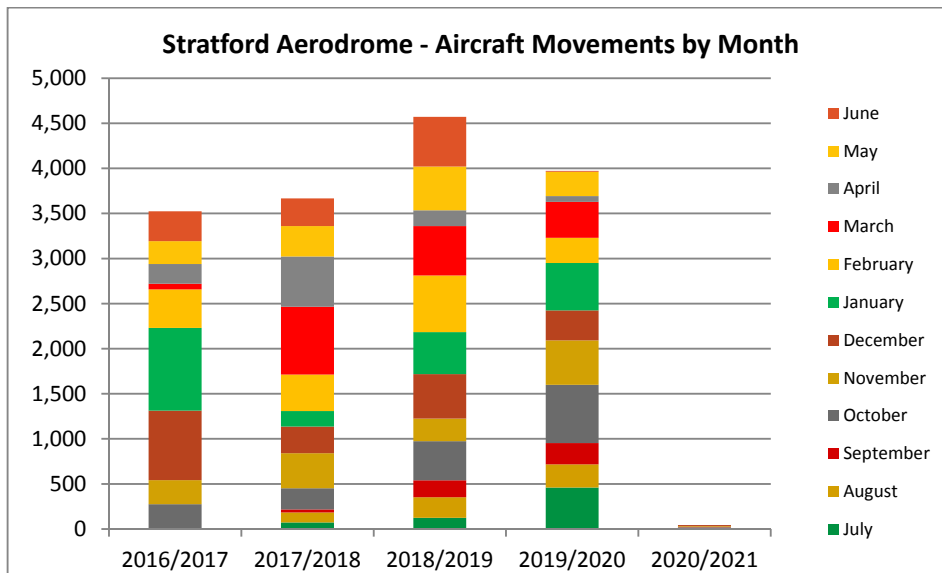
\*Blocked (10); Cleaning (8); Replace Parts (4); Vandalism (5); Graffiti (0); Accidental Damage (0)



#### 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.

Many days had no movements, and some only one. Discussion has been had between the Aeroclub and Council officers regarding possible locations for new hangers. Council Officers asked the Aeroclub members to bring some options back to the table to discuss.



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%   |

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

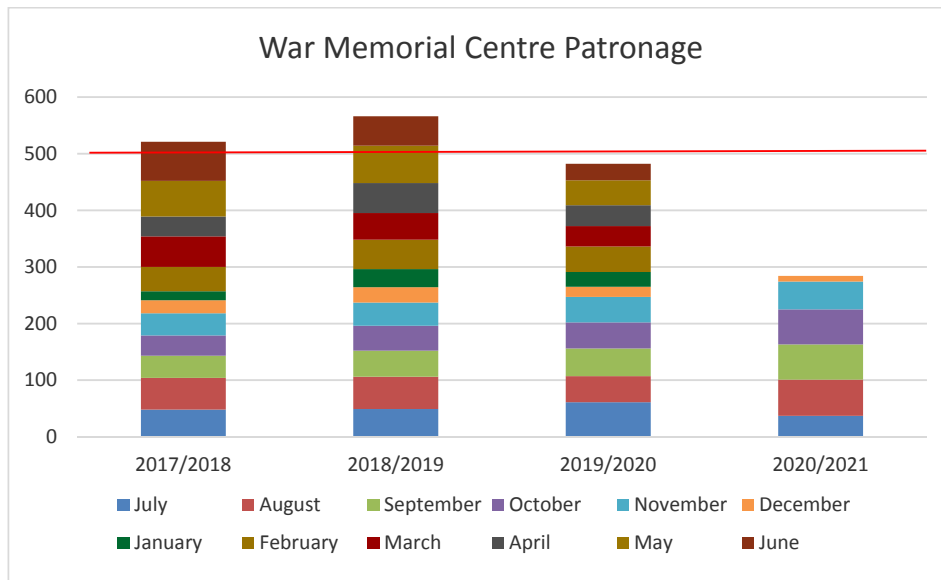
### 3.2.1 Housing for the Elderly Occupancy Rates

| OCCUPANCY RATES |            |            |             |             |             |               |
|-----------------|------------|------------|-------------|-------------|-------------|---------------|
| Unit            | 2015/16    | 2016/17    | 2017/2018   | 2018/2019   | 2019/2020   | 2020/2021 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%          |
| <b>Total</b>    | <b>98%</b> | <b>99%</b> | <b>100%</b> | <b>100%</b> | <b>100%</b> | <b>100%</b>   |

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

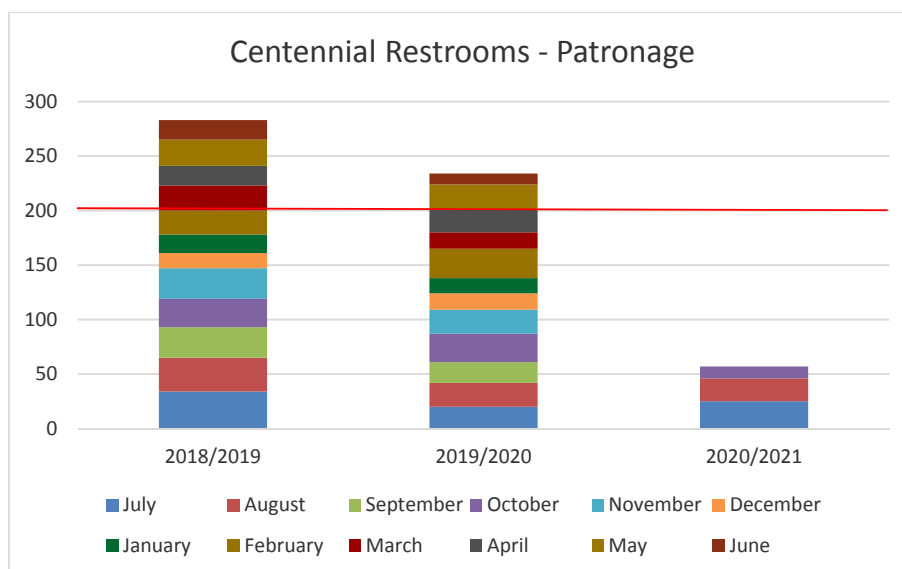
- There were a total of 59 bookings over the period of November and December.
- The Shovel Ready Project is continuing, with the painting having been started in the Stadium and the Function Facility. Painting of the TSB Chambers has now been completed.
- The complex was closed from the 8<sup>th</sup> December to allow contractors to work within the site.
- The chart below shows bookings to date with the target line of 500 in red.



10.1

### 3.2.3 Centennial Restrooms

- The Shovel Ready renovation project has now been completed at the Centennial Restrooms in December.
- Feedback from the public is positive with regards to the new layout and refreshed facility.
- New IT equipment (65" TV with HDMI cable) and internet fibre setup has been installed. Wi-Fi will be set up once the suppliers server arrives.
- Bookings are now open, some groups have booked for the year already.
- The chart below shows bookings to date with the target line of 200 in red.



### 3.3 Rental and Investment Properties

The Council’s Rental and Investment Properties are:

- The Farm;
- The Holiday Park (operated by a third party, with a formal lease on the land); and
- Rental properties (urban and rural land, and commercial properties).

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

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

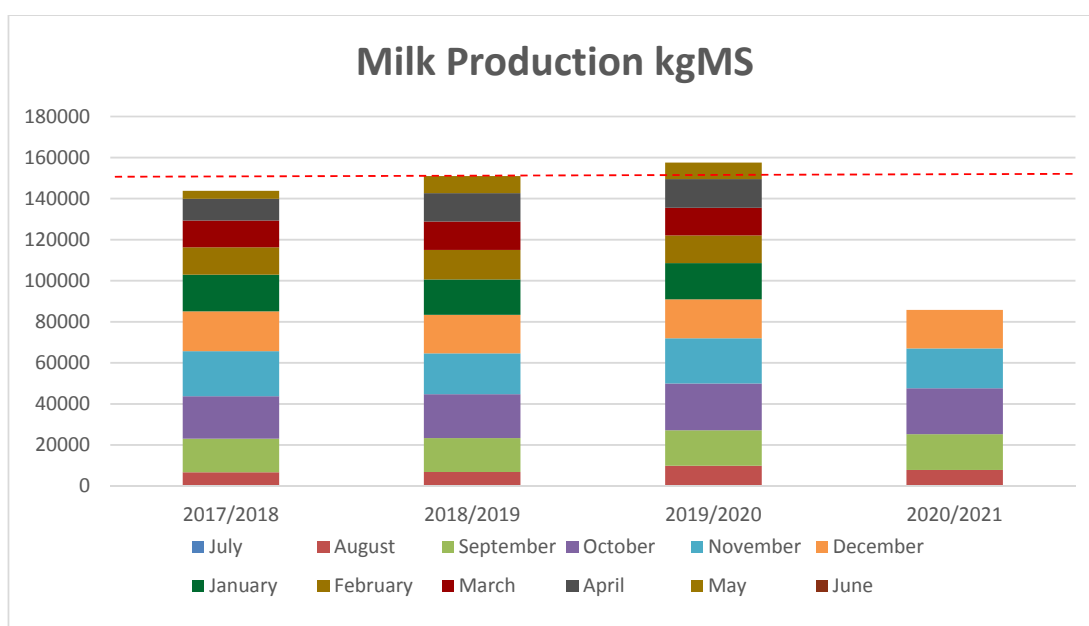
10.1

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

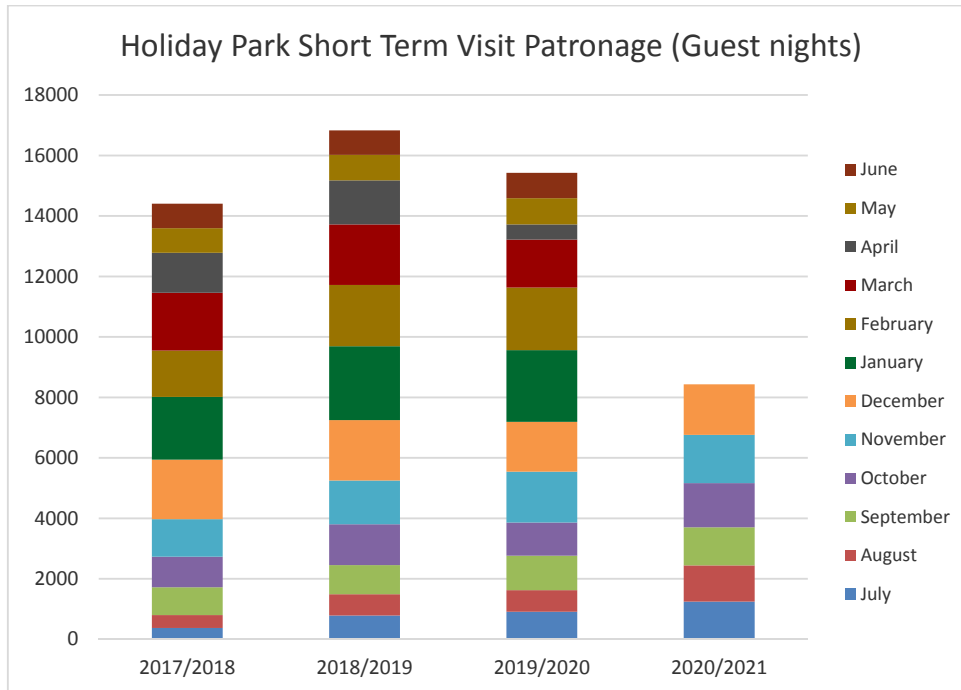
- The chart below shows milk production to date with the target line of 150,000 kg in red.
- The race relocation commenced in December.
- Baleage was completed at the Stanley Road block with 60 bales being brought back at end of November.

#### Milk Production History

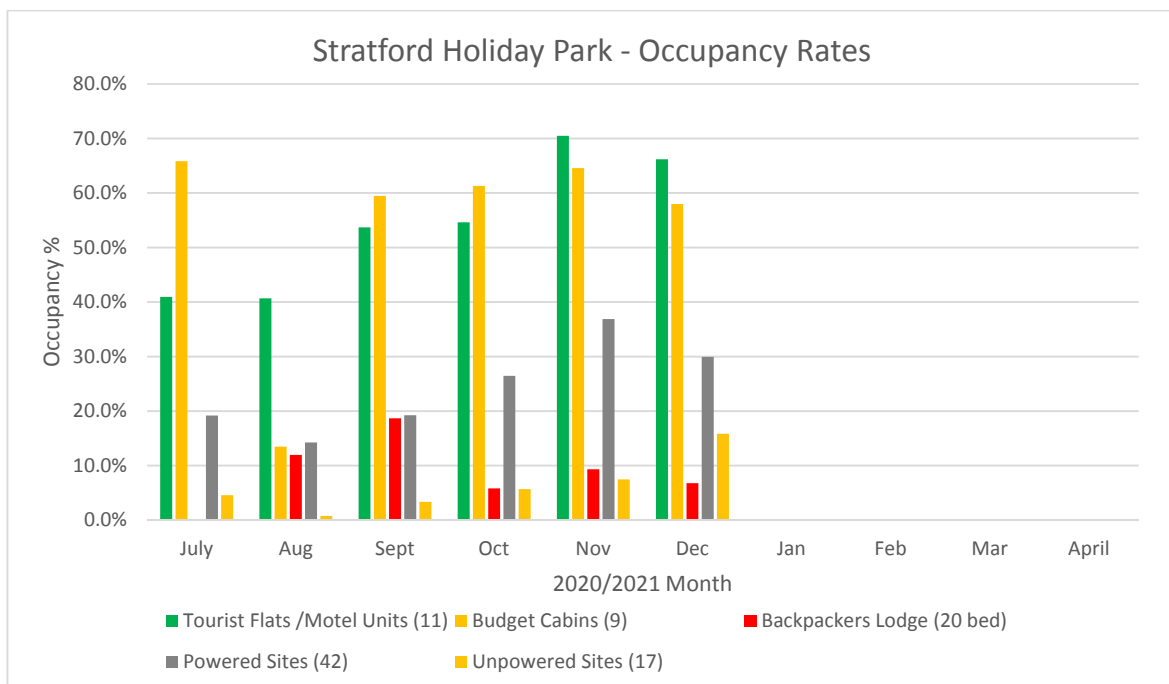


### 3.3.2 The Holiday Park

- The bookings are looking good and are climbing steadily with the summer months. Backpacker numbers are still low with the Country still not accepting tourists from overseas, but the numbers for the cabins bookings are looking good with high usage.



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 2020, at the end of the financial year. Council will continue to meet the New Zealand Safety Standards for playgrounds and footbridges.

Key activities programmed for the year include:

- Eastern Loop Walkway entrance upgrade to start in February;
- Cardiff Walkway entrance upgrade and bridge upgrade to be completed in March;
- Centennial Restroom plantings/upgrade to occur in April;
- Additional planting in Stratford hot-spots booked in for April;
- Arboretum Project (in conjunction with the Percy Thomson Trust) to be complete before the end of the financial year.

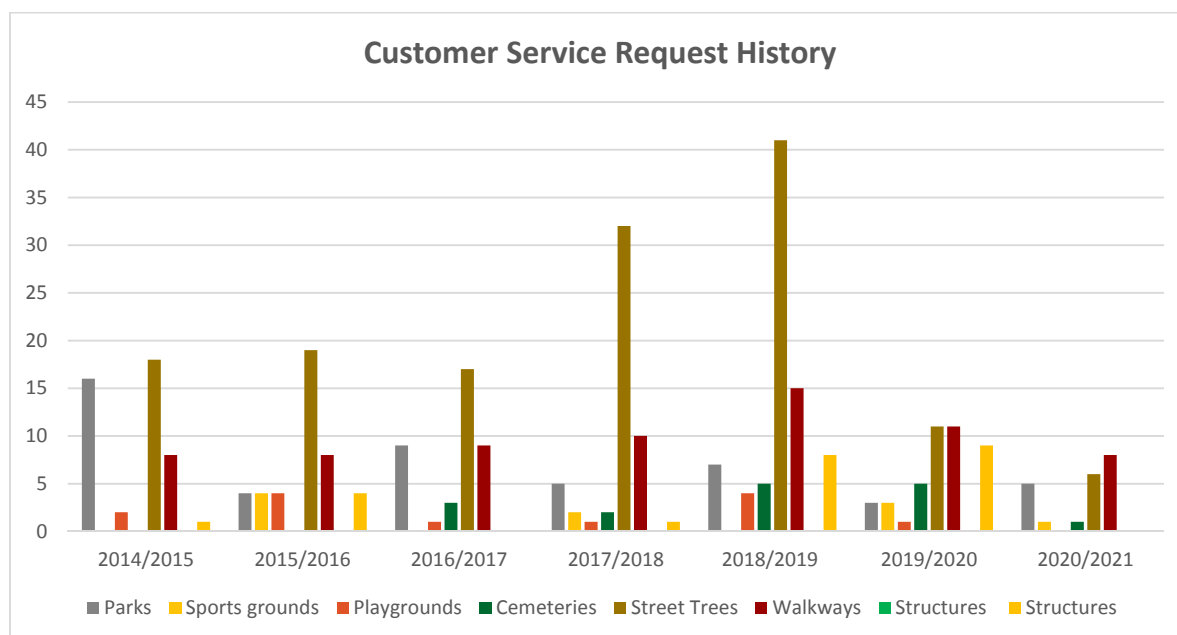
| Level of Service   | Performance Measure                               | Target |
|--|---|--------|
| To provide parks, Sports fields and other open spaces that meet community demand | Number of complaints and requests for service.    | <40    |
|  | Percentage of Stratford residents satisfied with: |        |
|  | • 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.

#### **Customer Service Request History for Parks and Reserves**

Table 3: Customer Service History – Parks and Reserves

|                | 2014/2015 | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 | 2020/2021 |
|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Parks          | 16        | 4         | 9         | 5         | 7         | 3         | 5         |
| Structures     | 1         | 4         | 0         | 1         | 8         | 9         |           |
| Sports grounds | 0         | 4         | 0         | 2         | 0         | 3         | 1         |
| Playgrounds    | 2         | 4         | 1         | 1         | 4         | 1         |           |
| Cemeteries     | 0         | 0         | 3         | 2         | 5         | 5         | 1         |
| Street Trees   | 18        | 19        | 17        | 32        | 41        | 11        | 6         |
| Walkways       | 8         | 8         | 9         | 10        | 15        | 11        | 8         |
| <b>Total</b>   | <b>45</b> | <b>43</b> | <b>39</b> | <b>53</b> | <b>80</b> | <b>43</b> | <b>21</b> |



## 5. SPECIAL PROJECTS

Below is an update on the progress of the key projects that the Council is currently undertaking as at **31 December 2020**:

- **Pembroke Road land development**  
This project has now been completed in terms of construction and all sections in the Pembroke Road subdivision are now either sold or under contract. To date 28 of the sale and purchase agreements have settled while the remaining 5 are subject to unconditional contracts that will settle later this year.
- **Replacement Aquatic Facility**  
A Design and Build contract has been let to Apollo Projects and the design component is well underway. Applications have been lodged for resource consents (SDC for land use and TRC for discharge). Construction is due to commence in late February 2021.
- **Children's Bike Park**  
The contract for the construction of the principal components of the bike park has been let to Inframax and construction has commenced. The scope of the proposed pump track has increased, a contract for the design and build let to Southstar Trails and design is underway. Public toilets have also been added to the project scope and this component is currently out for quotes.
- **i-SITE relocation**  
A contract has been let for the manufacture and installation of the necessary furniture. The AA components have been completed and installed and the remaining furniture is due in February. However the relocation has been completed utilising temporary furniture meantime.
- **Midhirst abandoned land**  
Settlement of all but three of the 45 areas of land has been completed. Negotiations have been initiated with the remaining adjoining occupying owners and a further report will be brought before Council once negotiations have been concluded.



- **Whangamomona walkways**

These walkways (Te Awa o Maru) have been constructed through the Kingheim forestry block at Whangamomona. Officers continue to be wait on the Walking Access Commission to formalise the easements and appoint Council as the controlling authority but in the meantime, signage is ready for erection with a view to officially opening the first track as soon as the above formalities have been enacted. A Memorandum of Understanding relative to their maintenance obligations has recently been concluded with the land owner to supplement the easement agreement with the Walking Access Commission. The principal delay in this project has been the survey of the walkways to enable the granting of the easement. This survey has recently been approved by LINZ so we may now see some progress to completing the formalities that will enable erection of signage and opening the first section of the walkway.

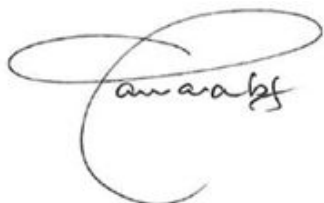
**Attachment:**

**Appendix 1a** – Incident Log and Photos of damage – November

**Appendix 1b** – Incident Log – December

**Appendix 2** – NZTA Procedural Audit 2020; and

**Appendix 3** – NZTA Technical Audit 2020



Victoria Araba

**DIRECTOR – ASSETS**

[Approved]

S Hanne

**CHIEF EXECUTIVE**

**DATE:** 19 January 2021

APPENDIX 1a

**NETWORK INFORMATION - STRATFORD DISTRICT**

|      |           |        |
|------|-----------|--------|
| DATE | 27-Nov-20 | Friday |
|------|-----------|--------|



|      |        |
|------|--------|
| TIME | 1:00pm |
|------|--------|

| ROAD              | CRM                       | LOCATION | DISPATCH | DETAILS                         | Date       | STATUS             | EST.CLEARANCE |   |
|-------------------|---------------------------|----------|----------|---------------------------------|------------|--------------------|---------------|---|
| Ferninard St      | 17915/2020                | #3       |          | Blocked Drain                   | 25/11/2020 | Completed          | Completed     | Vidpro cleared. These are well up sumps so will always be full of water.  |
| 679 Wingrove Road | 17918/2020                |          |          | Slip on road, safety issue      | 25/11/2020 | Completed          | 26/11/2020    | Slip removed and road cleared   |
| 130 Toko Road     | 17919/2020                |          |          | Road flooding                   | 25/11/2020 | Drive with care    | 27/11/2020    | Signage installed. Surface flooding low lying areas   |
| 237 Broadway      | 17920/2020                |          |          | Surface flooding by Dimocks     | 25/11/2020 | Referred to SDC    |               | Neil Cooper dealing with this previously?   |
| 147 Kota Road     | 17922/2020                | RP800    |          | Slip over road                  | 25/11/2020 | Drive with care    | 27/11/2020    | Reported as a slip, inspected and is a underslip RP800-RP1200. Safety netting to be installed once tree removed   |
| Kota Road         | Identified on patrol      |          |          | Tree down. Powerlines down also | 26/11/2020 | Completed          | 26/11/2020    | Asplundh to attend for tree and Powerco for lines. Tree cleared, Road reopened at 1:30pm                          |
| 989 Croydon Road  | 17924/2020                | #989     |          | Slip on road                    | 26/11/2020 | Completed          | 26/11/2020    | Jai's crew cleared by 12:30pm   |
| Waiwiri Road      |                           |          |          | Flooding                        | 25/11/2020 | Completed          | 27/11/2020    | Signage installed. Surface flooding low lying areas. Signage removed 27/11/2020                                   |
| Waiwiri Road      | Identified on patrol      | 6473     |          | Slip                            | 26/11/2020 | Completed          | 27/11/2020    | Small Slip partially blocking lane. Will be cleared today. Jais crew to attend.                                   |
| Stanley Road      | 17936/2020                |          |          | Slip                            | 26/11/2020 | Completed          | 27/11/2020    | Small Slip partially blocking lane. Will be cleared today. Jais crew to attend.                                   |
| Soldiers Road     | Identified on patrol      |          |          | Slip                            | 26/11/2020 | Drive with care    | 27/11/2020    | Small Slip partially blocking lane. Will be cleared today. Jais crew to attend.                                   |
| Mangaehu Road     | Identified on patrol      |          |          | Slip                            | 26/11/2020 | Drive with care    | 27/11/2020    | Small Slip partially blocking lane. Will be cleared today. Jais crew to attend.                                   |
| Mangaopa Road     | 17937/2020 and 17938/2020 | RP900ish |          | Underslip                       | 26/11/2020 | Drive with Caution | 27/11/2020    | On Call staff attended 26/11/2020. Roadmen will fence off 27/11/2020. Permanent repair will need to be programmed |

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Wingrove Road - Slip Clearance



Toko Road - Flooding



Kota Road Fallen Tree



Mangaoapa Rd Underlip





Stanley Road Slip



Wawiri Road Slip



APPENDIX 1b

**NETWORK INFORMATION - STRATFORD DISTRICT**

|      |            |        |
|------|------------|--------|
| DATE | 11.12.2020 | Friday |
| TIME | 8:00       |        |



| ROAD               | CRM                  | LOCATION                      | DISPATCH | DETAILS                                  | Date       | STATUS            | EST.CLEARANCE   | Notes  |
|--------------------|----------------------|-------------------------------|----------|--|------------|-------------------|-----------------|--|
| Mangaoapa Road     |                      | Various points along the road |          | Multiple Slips and fallen trees          | 10.12.2020 | Closed            | 12.12.2020      | Moratti Earthmoving onsite - starting at Junction Rd end   |
| Raekohua Road      |                      |                               |          | Small Slip partially blocking Road       | 09.12.2020 | Open with Caution | TBA.            | Spoken to residents who say slip is passable and not causing issues at this time.                              |
| Douglas Road       | Identified on Patrol | Various points along the road |          | Flooding over the road in low lying area | 09.12.2020 | Open with Caution | 11.12.2020      | Warning Signs in place. Will Monitor through the day.  |
| Mangaehu Road      | Identified on Patrol | Various points along the road |          | Multiple Slips along the road            | 10.12.2020 | Open with Caution | 11.12.2020      | Crew cleared multiple slips yesterday. Back on Site today to finish tidy up.                                   |
| Upper Mangaehu     | Identified on Patrol | Various points along the road |          | Multiple Slips along the road            | 10.12.2020 | Open with Caution | 11.12.2020      | Crew identified multiple slips yesterday. Back onsite today to complete clean up.                              |
| Junction Road      | Identified on Patrol | Various points along the road |          | Multiple Slips along the road            | 10.12.2020 | Open with Caution | 11.12.2020      | Crew on site this morning to clear slips.  |
| Puniwhakau Road    | 18025/2020           | Various points along the road |          | Trees Down and Road Flooded              | 09.12.2020 | Open              | 4pm 10.12.2020  | Asplundh cleared multiple trees and slips along road. Road re opened completely at 4pm, Thursday 10th December |
| Douglas North Road | 18039/2020           | Approx 3km in                 |          | Slip down covering Road                  | 09.12.2020 | Open              | 1 pm 10.12.2020 | Multiple slips cleared. Full length of road checked before crew departed site. Job closed.                     |
| Manaia Road SPR    | DoC Called Fh Direct |                               |          | Trees Down blocking road                 | 10.12.2020 | Open              | 1pm 10.12.2020  | FH Crew cleared tree enough to allow traffic to pass. Asplundh attended .                                      |
|                    |                      |                               |          |  |            |                   |                 |  |
|                    |                      |                               |          |  |            |                   |                 |  |
|                    |                      |                               |          |  |            |                   |                 |  |
|                    |                      |                               |          |  |            |                   |                 |  |
|                    |                      |                               |          |  |            |                   |                 |  |
|                    |                      |                               |          |  |            |                   |                 |  |
|                    |                      |                               |          |  |            |                   |                 |  |
|                    |                      |                               |          |  |            |                   |                 |  |

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# INVESTMENT AUDIT REPORT

## Procedural Audit of Stratford District Council

### Monitoring Investment Performance

Report of the investment audit carried out under Section 95(1)(e)(ii) of the Land Transport Management Act 2003.

TONY PINN

16 DECEMBER 2020

FINAL

Audit: Stratford District Council

|   |   |
|---|---|
| <b>Approved Organisation (AO):</b>                                    | Stratford District Council                  |
| <b>Waka Kotahi NZ Transport Agency Investment (2018 – 2021 NLTP):</b> | \$ 11,588,000<br>(budgeted programme value) |
| <b>Date of Investment Audit:</b>                                      | 21st – 24 <sup>th</sup> September 2020      |
| <b>Auditor(s):</b>  | Tony Pinn                                   |
| <b>Report No:</b>   | RATPI - 2074                                |

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Prepared by:




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 Tony Pinn, Senior Investment Auditor

Approved by:




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 Yuliya Gultekin, Practice Manager Audit & Assurance

17/12/2020

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 Date
**DISCLAIMER**

WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THIS REPORT, THE FINDINGS, OPINIONS, AND RECOMMENDATIONS ARE BASED ON AN EXAMINATION OF A SAMPLE ONLY AND MAY NOT ADDRESS ALL ISSUES EXISTING AT THE TIME OF THE AUDIT. THE REPORT IS MADE AVAILABLE STRICTLY ON THE BASIS THAT ANYONE RELYING ON IT DOES SO AT THEIR OWN RISK, THEREFORE READERS ARE ADVISED TO SEEK ADVICE ON SPECIFIC CONTENT.



Audit: Stratford District Council

## EXECUTIVE SUMMARY

Council's Land Transport Disbursement Account is correctly set up in the general ledger, and there was a clear audit trail to support the final claims for the 2017/18, 2018/19 and 2019/20 financial years. Transaction testing revealed a few anomalies which require addressing but overclaims were able to be offset against underclaims in other areas.

Business unit costs are low compared to Councils per group. We suggest in-house professional services costs are reviewed to ensure they accurately reflect time charged to this activity.

All contracts sampled were consistent with Council's Procurement Strategy and generally met Waka Kotahi procurement procedure requirements. Notices of contract award need to include mandatory disclosures and tender evaluation reports must be completed and filed for all financially assisted contracts for audit purposes.

Council also needs to ensure that Waka Kotahi road safety audit requirements are followed for any future improvement and renewal activities.

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## AUDIT RATING ASSESSMENT

| Effective      |                        | Rating Assessment*             |
|----------------|------------------------|--------------------------------|
| 1              | Previous Audit Issues  | N/A                            |
| 2              | Financial Processes    | <b>Some Improvement Needed</b> |
| 3              | Procurement Procedures | <b>Some Improvement Needed</b> |
| 4              | Contract Management    | <b>Some Improvement Needed</b> |
| 5              | Professional Services  | <b>Effective</b>               |
| Overall Rating |                        | <b>Some Improvement Needed</b> |

\* Please see Introduction for Rating Assessment Classification Definitions

Audit: Stratford District Council

## RECOMMENDATIONS

The table below captures the audit recommendations. Agreed dates are provided for the implementation of recommendations by the approved organisation.

| We recommend that Stratford District Council: |   | Implementation Date                           |
|---|---|---|
| R2.1  | Ceases applying the 2.5% administration on-charge and applies the actual costs of administration to financially assisted activities.  | To be confirmed with Finance Team.            |
| R2.2  | Ensures revenue received from South Taranaki District Council for its share of costs for boundary road maintenance are offset against claims to Waka Kotahi for funding assistance. | June 2021 – When the invoice is sent to STDC. |
| R2.3  | Ensures that only 30 percent of urban street cleaning expenditure is included in claims for funding assistance.   | Completed and on-going.                       |
| R3.1  | Ensures tender evaluation reports are completed for the procurement of all contracts attracting Waka Kotahi funding assistance.   | From 1 January 2021 as required.              |
| R3.2  | Ensures that notices of contract award include all mandatory disclosures.   | From 1 January 2021 as required.              |
| R4.1  | Confirms it understands the Road Safety Audit requirements and ensures these procedures will be followed for future improvement and renewal activities.                             | This has taken effect from 1 October 2020.    |

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Audit: Stratford District Council

## 1.0 INTRODUCTION

### 1.1. Audit Objective

The objective of this audit is to provide assurance that the Waka Kotahi NZ Transport Agency's (hereafter Waka Kotahi) investment in Council's land transport programme is being well managed and delivering value for money. We also seek assurance that the Council is appropriately managing risk associated with the Waka Kotahi investment. We recommend improvements where appropriate.

### 1.2. Assessment Ratings Definitions

|                               | Effective  | Some Improvement Needed  | Significant Improvement Needed  | Unsatisfactory  |
|-------------------------------|--|--|---|---|
| <b>Investment management</b>  | Effective systems, processes and management practices used.        | Acceptable systems, processes and management practices but opportunities for improvement.    | Systems, processes and management practices require improvement.                          | Inadequate systems, processes and management practices.   |
| <b>Compliance</b>             | Waka Kotahi and legislative requirements met.                      | Some omissions with Waka Kotahi requirements. No known breaches of legislative requirements. | Significant breaches of Waka Kotahi and/or legislative requirements.                      | Multiple and/or serious breaches of Waka Kotahi or legislative requirements.                                |
| <b>Findings/ deficiencies</b> | Opportunities for improvement may be identified for consideration. | Error and omission issues identified which need to be addressed.                             | Issues and/or breaches must be addressed, or on-going Waka Kotahi funding may be at risk. | Systemic and/or serious issues must be urgently addressed, or on-going Waka Kotahi funding will be at risk. |

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Audit: Stratford District Council

## 2.0 ASSESSMENT FINDINGS

Our findings relating to each subject area are presented in the tables below. Where necessary, we have included recommendations and/or suggestions.

| 1. Previous Audit Issues   |   |
|--|---|
| <p>The previous audit in October 2017 made four recommendations relating to the updating and endorsement of Council's Procurement Strategy, road safety audit requirements and contract record keeping. The Procurement Strategy recommendations have been addressed, but the last two recommendations have only been partly addressed. These are discussed further in the relevant sections of this report.</p> |   |
| <p>Stratford District Council's comment</p>  | <p>We will ensure that road safety audits are considered as part of the renewals programme and either the exemption declaration form is completed explaining why not safety audit is required, or arrange for the safety audits to be completed. There is a requirement for this aspect of the project to be considered when completing our own Procurement Plan template. We agree, that in the past, we have missed this step in the process.</p> |

\* \* \*

| 2. Financial Processes   | Some Improvement Needed |
|--|-------------------------|
| <p>Funding claims for all three years from 1 July 2017 to 30 June 2020 were successfully reconciled to Council's general ledger. The Land Transport Disbursement Account is well structured and there were good audit trails linking land transport activity expenditure and the general ledger.</p> <p>Transaction testing of financially assisted expenditure for the 2019/20 financial year revealed the following discrepancies which need correcting.</p> <p><u>Administration</u></p> <p>Council continues to claim 2.25% administration on costs which it adds to general ledger account balances prior to claiming. This is no longer permissible.</p> <p>Changes to Waka Kotahi policy for claiming administration on costs came into effect on 1<sup>st</sup> July 2015. The changes were first communicated to approved organisations in <a href="#">General Circular 14/01</a> on 13 August 2014. Further advice on the changes was communicated in <a href="#">General Circular 14/06</a> on 22 December 2014. Council must cease applying this flat rate and calculate its actual administration costs related to financially assisted activities.</p> <p><u>Boundary Road Revenue</u></p> <p>Council maintains a boundary road on behalf of South Taranaki District Council and raises an invoice to recover their share of costs. We noted however that this revenue was not credited to a financially assisted account but was treated as income separately from the Land Transport Disbursement account.</p> <p><u>Urban Street Cleaning</u></p> |                         |

Audit: Stratford District Council

Waka Kotahi policy is that funding assistance will be provided for 30 percent of the total cost of cleaning channels, sumps and cesspits in urban areas. The remaining 70 percent balance is to remain an approved organisation amenity cost with no funding assistance.

There are a number of ways this can be split out, but we were unable to confirm that only 30% of street cleaning had been claimed at the time of the audit. We recommend that Council investigates this further as it may be split at the contractors claim stage. Failing this, a deduction must be made prior to claims for funding assistance being submitted to Waka Kotahi.

We found sufficient qualifying expenditure to offset these discrepancies during the reconciliation of claims for funding assistance and therefore do not intend to make any recovery of overclaims. These areas must however be corrected prior to the 2020/21 final claim.

Stratford District Council maintains two special purpose roads funded by Waka Kotahi at a financial assistance rate of 100%. There was a clear separation of this activity within the Council's land transport disbursement account. A sample of invoices coded to this activity was included in transaction testing. All transactions were coded appropriately and eligible for financial assistance.

Council does not maintain a retentions account within its general ledger. The retention portion of progress payments are post-dated within the Creditors ledger. There were no roading relating retentions being held at the time of the audit.

|                                      |   |
|--------------------------------------|---|
| Recommendations                      | <p>That Stratford District Council:</p> <p>R2.1 Ceases applying the 2.5% administration on-charge and applies the actual costs of administration to financially assisted activities.</p> <p>R2.2 Ensures revenue received from South Taranaki District Council for its share of costs for boundary road maintenance are offset against claims to Waka Kotahi for funding assistance.</p> <p>R2.3 Ensures that only 30 percent of urban street cleaning expenditure is included in claims for funding assistance.</p>  |
| Stratford District Council's comment | <p>R2.1 - We have reviewed the administration costs for the roading activity which equates to approximately 10 percent of the approved allocation. The dilemma for SDC is whether or not we apply this percentage and recover the cost as administration, or do we "invest" the 6.75% into physical works for the benefit of our community?</p> <p>This will need further discussion with Waka Kotahi to determine the most appropriate way forward, given the funding constraints and the number of issues that we are facing in the next two to three LTP periods.</p> <p>R2.2 – Agreed. The income from STDC can be credited against a financial assisted account, for example sealed pavement maintenance.</p> <p>R2.3 – Since the audit was undertaken we have changed the claim from Fulton Hogan to reflect the recommendation above, i.e. 30 percent is charged to the financially assisted work activity, SDC cost code 84.5 Routine Drainage Maintenance.</p> |

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Audit: Stratford District Council

| 3. Procurement Procedures  | Some Improvement Needed  |
|--|--|
| <p>Council has an endorsed Procurement Strategy in place (dated August 2019).</p> <p>Two physical works contracts were reviewed for compliance with approved procurement procedures (refer table in Appendix "B" for contracts reviewed).</p> <p>The contracts reviewed were consistent with Council's Procurement Strategy and complied with Waka Kotahi procurement requirements. We did note however that evaluation reports were not completed for either of the two tenders. For audit purposes it is important to document the tender process and formalise the recommendations to award the contract.</p> <p>Notices of contract award did not include all mandatory disclosures i.e. the number of conforming tenders and the individual non price scores and the range of grades.</p> <p>Section 5.5 of Waka Kotahi Procurement Manual refers:</p> <p><b><u>Notification of evaluation outcome.</u></b> <i>The Transport Agency requires approved organisations to follow best practice and give feedback to all who submit a proposal. Feedback allows suppliers to identify changes that they could make to their business to better align future proposals with an approved organisation's requirements. All proposal submitters must be advised of the outcome of the evaluation of their proposal and given reasons for their appointment or non-appointment.</i></p> <p><i>Section 10.6 Documentation and publication requirements requires approved organisations to establish policies for this. An established policy will ensure consistency in the form and content of routine notification.</i></p> <p><i>The following should be provided as a minimum:</i></p> <ul style="list-style-type: none"> <li>• <i>name of the successful supplier</i></li> <li>• <i>price of the successful proposal (where the supplier selection method was other than quality based)</i></li> <li>• <i>the number of conforming proposals received</i></li> <li>• <i>range of grades for each non-price attribute (where attributes are graded) and, for each supplier, their individual non-price attribute grades</i></li> <li>• <i>when the price quality supplier selection method is used, the margin between the proposal submitter's supplier quality premium and the supplier quality premium for the preferred supplier</i></li> </ul> <p>These areas need to be addressed in future tender evaluations for contracts attracting Waka Kotahi funding assistance.</p> |  |
| Recommendations  | <p>That Stratford District Council:</p> <p>R3.1 Ensures tender evaluation reports are completed for the procurement of all contracts attracting Waka Kotahi funding assistance and;</p> <p>R3.2 Ensures that notices of contract award include all mandatory disclosures.</p>  |
| Stratford District Council's comment   | <p>R3.1 – We had engaged WSP-opus for the purposes of preparing the contract as well as being the qualified Tender Evaluator as part of the Tender Evaluation Team. Unfortunately, WSP-Opus did not provide SDC with a tender report, capturing the points noted above. We are sincerely sorry for this oversight, one that will not happen again in the future, for any contracts that are subject to co-investment from Waka Kotahi.</p> |

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Audit: Stratford District Council

|  |  |
|--|--|
|  | R3..2 – The letter of award template will be amended to reflect this recommendation. |
|--|--|

\* \* \*

| 4. Contract Management   | Some Improvement Needed   |
|--|---|
| <p>Management and supervision of the maintenance contract is carried out by the in-house professional services business unit. There was sufficient evidence on file that inspection regimes and regular liaison requirements were being met to ensure compliance with the levels of service specified in the contract document.</p> <p><u>Road Safety Audits</u></p> <p>There was no evidence to show whether road safety audits were being considered for renewal or improvement activities or that the policy was clearly understood.</p> <p>Waka Kotahi requires, "That a safety audit procedure must be applied to the development of any improvement or renewal activity. If Council considers there is justification for not conducting a safety audit of the project, then an 'Exemption Declaration' must be completed and filed." Refer <a href="https://www.nzta.govt.nz/assets/resources/road-safety-audit-procedures/docs/road-safety-audit-procedures-tfm9.pdf">https://www.nzta.govt.nz/assets/resources/road-safety-audit-procedures/docs/road-safety-audit-procedures-tfm9.pdf</a></p> <p><u>Contract Files</u></p> <p>As discussed in the procurement section above, we found contract files reviewed to be incomplete. We remind Council that all key contract documentation relating to financially assisted activities must be complete and available for audit.</p> |   |
| Recommendation   | R4.1 That Stratford District Council confirms it understands the road safety audit requirements and ensures these procedures will be followed for future improvement and renewal activities.  |
| Stratford District Council's comment   | <p>R4.1 - We will ensure that road safety audits are considered as part of the renewals programme and either the exemption declaration form is completed explaining why no safety audit is required, or arrange for the safety audit to be completed.</p> <p>There is a requirement for this aspect of the project to be considered when completing our own Procurement Plan template. We agree, that in the past, we have missed this step in the process.</p> |

\* \* \*

| 5. Professional Services   | Effective |
|--|-----------|
| <p>Council operates an in-house business unit providing the majority of professional services across the roading network with the exception of management of its structural assets.</p> <p>The cost recovery multiplier for the in-house business unit's overheads was calculated at 1.2 - 1.5 which is considered very low compared to Council's peer group. The business unit is budgeted to break-even, but small profits were made in the first two years and a relatively large loss in the final year were recorded. Without breaking down costs in detail, it was difficult to pinpoint the cause of these anomalies.</p> |           |

Audit: Stratford District Council

|   |   |
|---|---|
| Council should review its financial arrangements to ensure the charge out rates fairly reflect the costs being allocated to the professional services business unit (PSBU). |   |
| Suggestion  | That Stratford District Council considers reviewing its professional services business unit charge out rates to ensure they fairly reflect the costs being incurred by this activity. |
| Stratford District Council's comment  | Agreed. I will discuss this with the Council's Accountant, Christine Craig. This will reduce the burden on the rates for the community.   |

\* \* \*



Audit: Stratford District Council

## 3.0 APPENDICES

### APPENDIX A

## Audit Programme

1. Previous audit – Procedural October 2017
2. Land Transport Disbursement Account
3. Final claims for 2017/18, 2018/19 and 2019/20
4. Transactions (accounts payable)
5. Retentions Account
6. Reconciliation between ledgers supporting final claim and the audited financial statements
7. Procurement Procedures
8. Contract Variations
9. Contract Management and Administration
10. Professional Services
11. Transport Investment On-line (TIO) Reporting
12. Other issues that may be raised during the audit
13. Close-out meeting

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Audit: Stratford District Council

## APPENDIX B

## Contracts Audited

| Contract Number | Tenders Received | Date Let | Description   | Contractor                  |                                     |                                   |
|-----------------|------------------|----------|---|-----------------------------|-------------------------------------|-----------------------------------|
|                 |                  |          | <b>Physical Works</b>   |                             |                                     |                                   |
| 1430            | 1                | April 19 | General Rooding Maintenance, Resurfacing, Rehabilitation and Road Marking 2019 - 2022 | Fulton Hogan                | Estimate<br>Let Price<br>Final Cost | \$4.546M<br>\$5.378M<br>Ongoing   |
| 1439            | 2                | Mar 19   | Opunake Road Culvert Replacement  | Taranaki Civil Construction | Estimate<br>Let Price<br>Final Cost | \$228,678<br>\$213,384<br>Ongoing |

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# INVESTMENT AUDIT REPORT

## Technical Audit of Stratford District Council

### Monitoring Investment Performance

Report of the investment audit carried out under Section 95(1)(e)(ii) of the Land Transport Management Act 2003.

MATT BUSCH

24 SEPTEMBER 2020

FINAL

|   |  |
|---|--|
| <b>Approved Organisation (AO):</b>                                    | Stratford District Council   |
| <b>Waka Kotahi NZ Transport Agency Investment (2018 – 2021 NLTP):</b> | \$ 11,588,000 (budgeted NLTF programme value)  |
| <b>Date of Investment Audit:</b>                                      | 21 - 24 September 2020   |
| <b>Audit Team:</b>  | Matt Busch - Senior Investment Auditor (Lead)<br>Rob Service - Senior Investment Advisor<br>Rob Bullick - Principal Investment Advisor |
| <b>Report No:</b>   | RAMBT-2074   |

10.1

**AUTHORITY SIGNATURES**

Prepared by:



.....  
Matt Busch, Senior Investment Auditor

Approved by:



.....  
Yuliya Gultekin, Practice Manager Audit & Assurance

22.12.2020

.....  
Date

**DISCLAIMER**

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## EXECUTIVE SUMMARY

Stratford District Council's (hereafter Stratford DC) road network is generally in good condition. Network indices for pavement and surface condition are stable and compare well with national values. The smooth travel exposure index has seen a rapid decline in the last year indicating either a data issue or a sudden increase in roughness on higher trafficked roads. An increase in road roughness can be an indicator of deteriorating road pavements and therefore needs to be field verified.

In terms of maintenance expenditure, Stratford District Council is in the upper quartile of costs when compared with the approved organisations in the rural districts peer group for the three years 2018 – 2020. Council's average cost for this period is \$8,469/km within the peer group range of \$3,345 to \$11,503/km.

A high proportion of unlined surface water channels have not been maintained, thereby reducing the assets' lifecycle and increasing the cost of maintaining levels of service. Council needs to focus on this activity in order to optimise whole of life costs.

The number of annual deaths and serious injuries (DSIs) on Council's roads is trending up across the network. Stratford DC's rate of DSIs for higher road classifications is high compared to Council's peer group, councils in the Taranaki region and nationally. The majority of DSI crashes (52%) occur on Primary Collector roads. This road classification accounts for 2% of the network by length and carries 20% of all vehicle traffic. More significantly, 41% of DSIs for the last five years have occurred on Opunake Road.

Road safety audit procedures need improvement. The information provided for the audit shows an inconsistency with the application of audit procedures and there is also an inconsistency with the application of delineation against road classifications detailed in the national guideline (Traffic Control Devices Manual – Part 5).

Council's data quality result, as assessed by the Road Efficiency Group, is average with a marginal improvement from 2018/19 to 2019/20. Recording data that is complete, timely and accurate improves the evidence to support Council's investment case. Focus areas for improvement include road network data, pavement and surfacing as built records and traffic data.

Council's transport response to land use and active mode (within Stratford township) change identified through their activity management plan needs strengthening. An opportunity exists to improve the line of sight between effects of (a) more intensive forest harvest transport and (b) active transport mode change and the transport activity response, through a risk/opportunity-based prioritisation approach.

The application of the Net Present Value (NPV) analysis process requires further refinement. NPV analysis is a Waka Kotahi funding requirement for all improvement and renewal activities. Council's development of improvement and renewal work programmes would benefit from better application of cost and condition data in the initial site selection, application of NPV analysis to compare options and prioritisation of the work programme.

Council's staff advised that the economic impact of COVID-19 on the Stratford District has been minimal, although low visitor numbers have been observed following the pandemic. Staff also advised that there has been limited impact on Council's work programme due to the COVID-19 lockdown requirements, other than deferral of some footpath and improvement works, as the majority of the 2019/20 work programme was completed prior to the March 2020 lockdown. This is supported by the Council's 2019/20 Annual Achievement Report. No additional contractor claims were received in relation to COVID-19.

Council's personnel who assisted with the audit exhibited good network knowledge and awareness of the challenges facing the transport activity.

## AUDIT RATING ASSESSMENT

| Subject Areas         |                                  | Rating Assessment*             |
|-----------------------|----------------------------------|--------------------------------|
| 1                     | Previous Audit Issues            | N/A                            |
| 2                     | Network Condition and Management | Some Improvement Needed        |
| 3                     | Activity Management Planning     | Effective                      |
| 4                     | Data quality                     | Some Improvement Needed        |
| 5                     | Road Safety                      | Some Improvement Needed        |
| <b>Overall Rating</b> |                                  | <b>Some Improvement Needed</b> |

\* Please see Introduction for Rating Assessment Classification Definitions

## RECOMMENDATIONS

The table below captures the audit recommendations. Agreed dates are provided for the implementation of recommendations by the approved organisation.

| We recommend that Stratford District Council: |   | Implementation Date   |
|---|---|---|
| R2.1  | Implements a drainage maintenance work programme for unlined water channels and dropout bunds to maximise pavement and surfacing lifecycles as well as network resilience.                | Underway but subject to funding levels. Target is to re-construct 90km per annum. |
| R2.2  | Ensures that Net Present Value option analysis is further refined and completed for all proposed pavement renewal projects.   | From 1 January 2021   |
| R3.1  | Implements a monitoring programme to measure progress towards responding to the issues and opportunities identified within problem statements.  | March 2021  |
| R4.1  | Evaluates the REG data quality and RAMM reports for data improvements, prioritises and ensures each improvement is added as a new item in the AMP improvement workstream.                 | March 2021  |
| R5.1  | Implements an audit of signs, markings and delineation to identify inconsistent practice and implements a programme of work to ensure compliance with the Traffic Control Devices manual. | July 2021   |
| R5.2  | Ensures compliance with the Waka Kotahi funding rules, requiring Road Safety Audits or exemption declarations to be completed for all renewal and improvement projects.                   | January 2021  |

## 1.0 INTRODUCTION

### 1.1. Audit Objective

The objective of this audit is to provide assurance that Waka Kotahi NZ Transport Agency's (hereafter Waka Kotahi) investment in Council's land transport programme is being well managed and delivering value for money. We also seek assurance that the Council is appropriately managing risk associated with Waka Kotahi investment. We recommend improvements where appropriate.

### 1.2. Assessment Ratings Definitions

|                               | Effective  | Some Improvement Needed  | Significant Improvement Needed  | Unsatisfactory  |
|-------------------------------|--|--|---|---|
| <b>Investment management</b>  | Effective systems, processes and management practices used.        | Acceptable systems, processes and management practices but opportunities for improvement.    | Systems, processes and management practices require improvement.                          | Inadequate systems, processes and management practices.   |
| <b>Compliance</b>             | Waka Kotahi and legislative requirements met.                      | Some omissions with Waka Kotahi requirements. No known breaches of legislative requirements. | Significant breaches of Waka Kotahi and/or legislative requirements.                      | Multiple and/or serious breaches of Waka Kotahi or legislative requirements.                                |
| <b>Findings/ deficiencies</b> | Opportunities for improvement may be identified for consideration. | Error and omission issues identified which need to be addressed.                             | Issues and/or breaches must be addressed, or on-going Waka Kotahi funding may be at risk. | Systemic and/or serious issues must be urgently addressed, or on-going Waka Kotahi funding will be at risk. |

### 1.3. Council Comments

Prior to this report being approved, Stratford District Council was invited to comment on the auditors' findings, recommendations and suggestions. Where appropriate this report has been amended to reflect this dialogue. Any additional auditees' comments are attached in the Appendices.

## 2.0 ASSESSMENT FINDINGS

Our findings relating to each subject area are presented in the tables below. Where necessary, we have included recommendations and/or suggestions.

| 1. Previous Audit Issues   |   |
|--|---|
| <p>The previous (2010) technical audit of Stratford District Council recommended that Council needs to ensure that all retaining walls are recorded, inspected, and that their maintenance is recorded as for bridges and tunnels.</p> <p>A review of Council's RAMM database as part of the 2020 technical audit confirmed that an inventory of 254 retaining walls has been added to RAMM, together with inspection records. No maintenance costs data, associated with these structures, was available in RAMM.</p> |   |
| Suggestions  | <p><b>We suggest that Council:</b></p> <p>S1.1 Records all retaining wall maintenance and renewal costs in RAMM</p>   |
| Stratford District Council's comment   | <p>To date, we have not undertaken any repairs or maintenance to retaining walls. Our focus for this particular asset group, has been:</p> <ul style="list-style-type: none"> <li>• Capturing the retaining walls into RAMM;</li> <li>• Undertake general inspections to ascertain their condition;</li> <li>• Develop 10-15yr replacement programme for walls in the poorest condition;</li> <li>• Identify the walls that require maintenance only and the repairs required.</li> </ul> <p>Given the limited funds for the current financial year, it is likely that any maintenance will be carried out from July 2021 onwards, as identified during routine inspections. These maintenance costs will be transferred into RAMM.</p> |

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**2. Network Condition and Management****Some Improvement Needed**

Stratford District's road network is generally well managed and in good condition. The road network is diverse in nature, split between Stratford township's urban network, the rural 'front' (western) country, and the rural 'back' (eastern) country. The front country generally has the higher classification rural roads, where roads are comparatively wider, have more traffic, well-formed shoulders and wider berms, providing good sight distances, resulting in higher speeds. The contrasting, 'back' (eastern) country is mostly steep, with many of the roads classed as access or low volume and unsealed.

Overall, we consider that roading staff are meeting most challenges associated with delivering the transport activity, within funding constraints, by applying good network knowledge, management skills and a willingness to manage risk with innovation and common sense. Safety management is an area of network management that would benefit from increased focus, as discussed further in section 5 of this report.

Examples of good network management observed during this audit, included:

- Regular structures (bridges, tunnels and retaining walls) monitoring, to inform maintenance and renewal work programmes
- Water-table armouring to protect against scour during high-rainfall events
- Use of a variety and fit for purpose retaining structures
- Improving data quality and activity management planning
- Completion of Council's LED streetlight upgrade programme

**Performance Monitoring**

Network condition as measured by the key indices of Surface Condition (CI), Pavement Integrity (PII) and Smooth Travel Exposure (STE) show the network is in good condition but at risk of decline. CI and PII indices are generally holding steady at around 99% and 92% respectively. The rapid decline in the STE index between 2018/19 and 2019/20, indicates either a data issue or a rapid increase in roughness on higher trafficked roads, which can be an indicator of deteriorating road pavement condition.

Council needs to understand the cause of declining STE and implement an appropriate response. Should the declining index result from deteriorating road pavements, a more planned pavement intervention approach may be required to address this trend.

Condition indices for 2019/20 are shown in terms of the trend for Council since 2007/08 and compared with peer group councils (rural districts) in the graphs below. As discussed above, the trend for STE has occurred rapidly, a reduction of 14% in the last year and predominantly on rural roads (an 18% reduction). Council needs to understand:

- whether this is a condition data issue, which needs correcting;
- if this is an outcome due to the impact of increased heavy traffic use, associated with forest harvest operations;
- whether targeted intervention, in the form of drainage maintenance, heavy pavement maintenance or pavement renewals/strengthening works is required. Research has shown that effective drainage can extend pavement lifecycles by up to a factor of 3. The relatively low pavement renewal programme equates to a 300-year pavement lifecycle, which may be unrealistic without positive drainage;
- whether this decline in level of service is appropriate for the road classifications affected.

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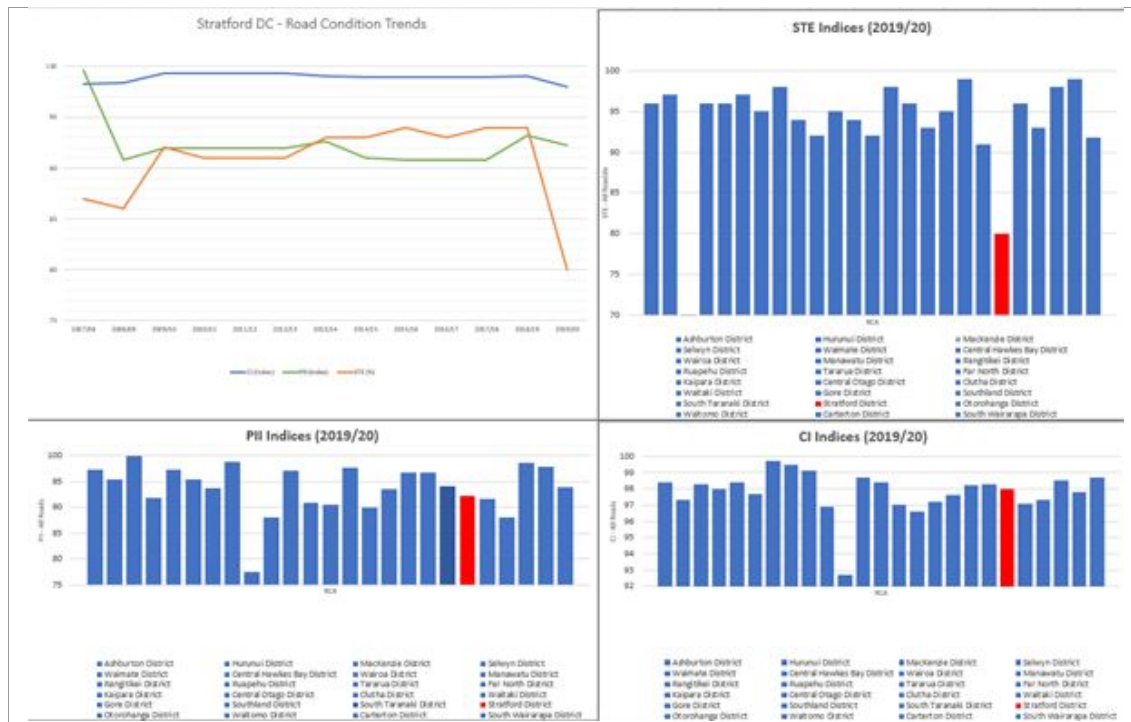


Figure 1: Network Condition Indices - source WK Transport Data

The cost per km for maintenance, operations and renewals (excluding emergency works) as a three-year average (2018-2020) is \$8,469/km, which is in the upper quartile for the rural districts peer group. The rate of network resurfacing has increased from a five-year average of 5.7% to a three-year average of 6.1% and pavement rehab has remained constant at 0.32%. Council's rate of network renewals (resurfacing and pavement rehab) is in line with peer group and national averages.

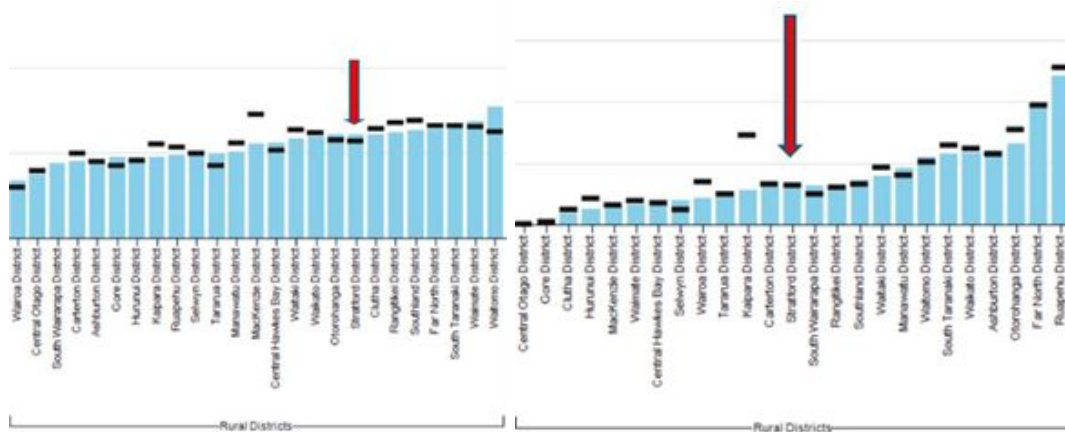


Figure 2: Resurfacing as % of sealed network (left) and Pavement rehabilitation as % of sealed network (right), source Waka Kotahi MOR report

Activities where Council's costs are high compared to their peers are unsealed road metalling; traffic services maintenance and renewal; drainage maintenance and renewal; and sealed road pavement rehabilitation (as shown in the peer group comparisons graphs below). Audit field observations confirmed these are all activities which continue to require focussed investment to maintain the required levels of service. Suggestions associated with investment option analysis and Maintenance Intervention Strategy (MIS) development, are discussed further in the Activity Management subject area of this report.

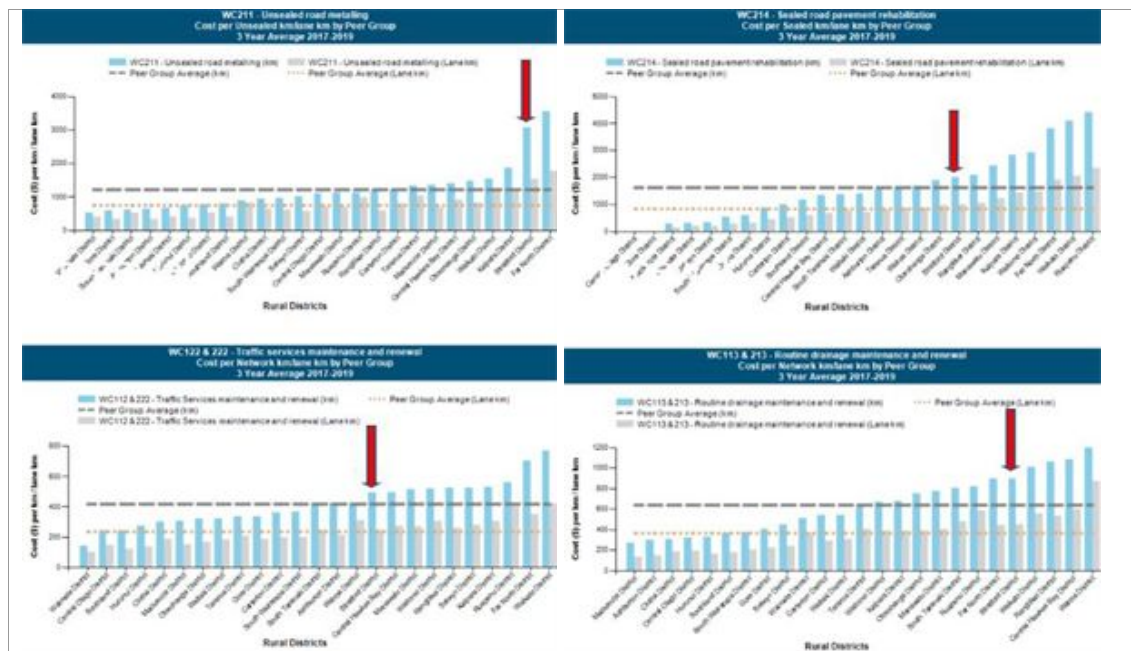


Figure 3: Higher costs/km relative to peer group, source Waka Kotahi MOR Report

Council's Activity Management Plan states the average seal life is 13 years, which equates to a 31km annual resurfacing requirement. In contrast, the average (historical) achieved surface life is 8.2 years, which equates to 12.2% (or 48km) of resurfacing required per year. The average annual resurfacing achievement for the last 5 years is 26km, whereas for the 5 years prior, the average annual achievement was 46km.

Review of the RAMM top surface age and default lives, identified that 43% (175km) of Council's sealed road network is 2 or more years overdue for resurfacing. The audit field inspections raised a query whether the timing of surface renewal is optimal, particularly on treatment lengths, where the chip seal surface is more than 20 years of age (total 8.5km), given the risk of pavement failure is exponential towards the end of surface lives. This is due to a reduction in the surface waterproofing qualities, once bitumen becomes brittle and more permeable.

The above resurfacing statistics confirm Council has moved from an 'anniversary' to a condition-based intervention approach, like many Road Controlling Authorities, which is acknowledged as industry best practice. Extending top surface lifecycles will reduce short-term annual resurfacing costs, however this approach presents a risk of reducing pavement lifecycles, thereby incurring higher relative costs associated with earlier pavement maintenance and renewal interventions.

An opportunity exists for Council to review their resurfacing intervention strategy (particularly for older chip seals) and implement a regular condition monitoring programme, in order to manage the risk of premature failure and thereby optimise asset lifecycle costs.

**Compliance**

Council followed the Waka Kotahi Planning and Investment Knowledge Base requirements, checked during the audit. Specifically, we noted that:

- Net present value (NPV) analysis is undertaken for rehabilitation projects, satisfying requirements for Work Category 214 (Sealed Road Pavement Rehabilitation)
- Roughness and condition rating surveys are being completed at the specified intervals and this data is recorded in RAMM

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Net present value (NPV) analysis worksheets for three pavement renewal projects and two footpath and kerb and channel renewal projects were provided for the audit. Selection of the renewal option was preferred in all cases; however, this can be more expensive and risk adverse when compared with alternate intervention options.

A review of the NPV analysis revealed marginal NPVs of the preferred option, when compared with the do-minimum option, as well as an over estimation of maintenance costs and an under estimation for the preferred (renewal) option. One example is the exclusion of second coat sealing from the periodic maintenance costs following a road pavement renewal. When the do-minimum and option cost are updated, the revised analysis results in an alternate pavement management strategy, providing the lowest whole of life cost.

As part of the field inspection we visited a planned pavement renewal site (Monmouth Road, north of Pembroke Road intersection) and noted few visible surface or pavement defects and some recent maintenance repairs (requiring partial contractor rework). The proposed project included road widening (due to heavy vehicle use) and the need to replace a historic water drive with a large culvert, however this proposal was not supported by the audit team due to the current carriageway width (6.5m) and clear sight distances available.

We suggest that if Council was to review its response to the specific site issue(s), in terms of the outcomes being sought, a more cost-effective treatment would likely be identified (such as, completing maintenance repairs, resurfacing and improving delineation and signage).



*Figure 4: Monmouth Road, pavement rehabilitation and improvement project site*

There remains an opportunity for Council to improve selection of potential renewal candidate sites using reporting tools such as the RAMM treatment selection algorithm (TSA) and RAMM worst roads report. These reports should provide a long list (using condition and maintenance cost data), that can then be further refined by field verification and use of NPV analysis to develop more robust forward work programmes.

#### **General Maintenance**

Overall, sealed roads had good ride quality, with the primary defects observed being:

- Unmaintained/blocked water table drains

- Ineffective waterproofing of dropout sites
- Debris and minor slips in water channels
- Sealed and unsealed road surface and pavement failures
- Flushed surfaces
- Missing, outdated, faded and damaged signage and delineation (EMPs, BEMs and sight rails)
- Vegetation obscuring traffic facilities
- Abandoned vehicles

These types of maintenance defects should be identified and addressed by the road maintenance contractor. To better align the contractor's performance with the Council's requirements, we suggest the frequency of joint council/contractor inspections be increased for a period and that Council prepares and adopts a Maintenance Intervention Strategy.

The faults observed range from those that are widespread with significant impacts, to those that are isolated and have lesser consequences, therefore requiring prioritisation of interventions. When these faults are considered across the network, they have a cumulative impact on safety and network efficiency. We remind Council that safety and efficiency are high priority for Waka Kotahi, and therefore, important that Council's maintenance intervention approach ensures an appropriate and timely response.

Effective roadside drainage is imperative in order to maximise road pavement and surfacing lifecycles. However, a high proportion of unlined surface water channels (on sealed and unsealed roads) are not well maintained, thereby reducing asset lifecycles and increasing the cost of maintaining the levels of service. There is an opportunity for Council to focus on rural table drain reinstatement and maintenance to optimise future maintenance costs, through extension of pavement and surfacing lifecycles.

The audit team also observed several dropout sites where earth and asphalt bunds have been constructed to inhibit water infiltration into dropout sites. These sites would benefit from a focussed bund inspection and maintenance cycle as well as interventions focussed on the original cause of slope failure (road drainage capacity), to ensure more effective control of road surface water, thereby reducing the risk of further road damage and improving network resilience.

#### **Unsealed Roads**

Unsealed roads make up 206 km or 34% of the network length. The sample of unsealed roads travelled during our field inspection (as a whole) had good ride quality with only a few obvious defects, such as potholes and corrugations, confirming the appropriate road surface shape is being maintained. The exception was those parts of the unsealed network subject to intensive logging truck use, where extensive areas of pavement deformation, surface unravelling and corrugations were observed, resulting from high traffic loading and acceleration/braking stresses. This issue is also referenced in the following Activity Management Planning subject area.

Unsealed road intersections and bridge approaches are prone to defects resulting from flat grades and high traffic stresses. Council has sealed many of these high-stress areas in the past, to counter these effects. We observed, however, that a number of these sealed intersections and bridge approaches, have failing pavements as a result of intensive heavy traffic use.



Figure 5: Examples of logging traffic damage at sealed intersections and bridge approaches. Left: Brewer Road/Upper Mangaehu Road intersection. Right: Mangaehu Road bridge approach seal

These sites require both an appropriate short-term intervention (before effected areas revert to unsealed surfaces), as well as a longer-term pavement management plan (i.e. documented in Council's MIS). We encourage Council to review and implement the best practice guidelines for approach road (and bridge approach) seal length in conjunction with their longer-term plan for these areas. Refer to Austroads Guide to Road Design Part 3: Geometric Design. Factors to consider when designing the seal length include the approach speed and vehicle type.

### **Footpaths**

Council recognises the following footpath related issues through their 2018-28 Roading AMP (ref Problem Statement 3 – page 88):

- Increased number of mobility scooters sharing footpath with pedestrians;
- Current specification for footpaths, currently 57km are less than 1.5m wide;
- Potential for a change in legislation allowing cyclist to use the footpath, and
- Increased number of tourists visiting locations where no footpaths exist.

The audit team observed a variety of contrasting footpath issues, primarily related to a change in the footpath use since the asset was originally formed. These issues included several under width paths in higher pedestrian and cycle use areas (e.g. school zones) and other very wide paths planned for ('like for like') replacement which are unlikely to be supported due to the low pedestrian use (e.g. Miranda Street, adjacent the old hospital site).

Council's footpath and cycleway work programme needs to be informed by a more strategic response to their changing customer needs, in terms of both volumes and types of active mode use (e.g. walking, cycling, scootering, mobility aids, etc), in order to deliver on both Council and Waka Kotahi investment objectives. The audit team, therefore, support Council's approach, through refinement and adoption of their Walking and Cycling strategy.

Maintenance and renewal of footpaths is now funded by Waka Kotahi and as such we require good asset management practice to be followed. This includes collection of accurate inventory, condition, and maintenance activity data to support investment decisions. Guidance on the design requirements for footpaths, pedestrian cutdowns and vehicle crossings can be found in the Agency's *Pedestrian Planning and Design Guide*.

Vehicles parked on footpaths was observed during our network inspection. This practice will cause damage to the footpath and impact on maintenance costs. Accessibility and pedestrian safety are also affected by this practice, with pedestrians facing trip hazards and often forced to walk on the road due to the obstruction. Council’s Bylaw 1993 (cl 203.1) prohibits parking on footpaths and should be enforced.



*Figure 6: Example of vehicles parked on footpaths and berms, restricting pedestrian access.*

|   |   |
|---|---|
| <p>Recommendations</p>                      | <p><b>We recommend that Council:</b></p> <p>R2.1 Implements a drainage maintenance work programme for unlined water channels and dropout bunds, to maximise pavement and surfacing lifecycles, as well as network resilience.</p> <p>R2.2 Ensures that Net Present Value option analysis is further refined and completed for all proposed pavement renewal projects.</p>   |
| <p>Suggestions</p>                          | <p><b>We suggest that Council:</b></p> <p>S2.1 Considers reviewing their resurfacing intervention approach (particularly for older chip seals) and implements a regular condition monitoring programme, in order to manage the risk of premature road surface failure.</p> <p>S2.2 Finalises and adopts the Walking and Cycling strategy, to ensure active mode work programmes align with both Council and Waka Kotahi investment objectives.</p> <p>S2.3 Increases the frequency of joint council/contractor inspections to align the contractor’s response and performance with Council’s expectations.</p> <p>S2.4 Enforces their Public Places Bylaw (cl 203.1), prohibiting parking on footpaths.</p> |
| <p>Stratford District Council’s comment</p> | <p>One of our KPI’s, that we have to report to the Department of Internal Affairs, is the Smooth Travel Exposure. Following the latest condition rating survey</p>  |

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undertaken in March of this year, we did notice the significant drop in the STE percentage for rural roads, specifically those with higher traffic volumes. This is a direct result of the increase in the number of heavy commercial vehicles using the pre-determined HPMV route. In 2016/17 we issued 63 HPMV permits, the following year this had increase to 256, and for last year (2019/20) this number had increased further to 475 permits.

We are conscious of the fact that poor roadside drainage is not helping to ensure the structural integrity of our pavements is being maintained. In fact, there very little in the way of pavement under our seals to begin with, in most cases less than 100mm of metal exits. This is partly why our maintenance and renewal costs per km are higher than our peers, as we take the view to “design” the pavement for rehabilitation projects, rather than opt for the “nominal 100mm overlay” techniques, which has been used in the past.

Our target is to clean/re-construct 90km of water tables per year. Whilst this is not a significant length, however, there has been a significant increase in the contract rate for this item of work, following the change in our maintenance contractor in July 2019. It could be argued that SDC has had the privilege of artificially low contract rates in the past, whereas, today, the rate in the contract, is a “true” rate for this activity. With this in mind, we have increased our funding request for Drainage Renewals for the next LTP period.

It is noted that SDC has fallen behind with our resealing programme. This was a conscious decision to reduce the reseal programme in order to re-allocated funds to the pavement rehabilitation programme, as a result of logging activity commencing in earnest three to four years ago. We still have these pressures on budgets for numerous demands, there will be the need to undertake rehabilitation projects, as well as reducing the backlog of overdue reseals. Again, we have increased our funding request for the next LTP specifically for reseals to address this issue.

When considering potential pavement rehabilitation projects, a more robust analysis of the Nett Present Value calculation will be undertaken to consider not just the do minimum option or the full rehabilitation treatment, but options that look and scenarios that will include extensive maintenance, or deferring the rehabilitation for a say five years, in order to optimise the budgets we have available. In some cases, our pavement designs are theoretical, so perhaps a more pragmatic approach to the thickness of the overlay would be beneficial in term of value for money, rather than the theoretical overlay thickness. There has to be halfway house for these projects, in terms of overlay thickness.

Please note that following this audit, we have postponed the planned pavement rehabilitation project on Monmouth Rd, as recommended by the audit team and noted in this report.

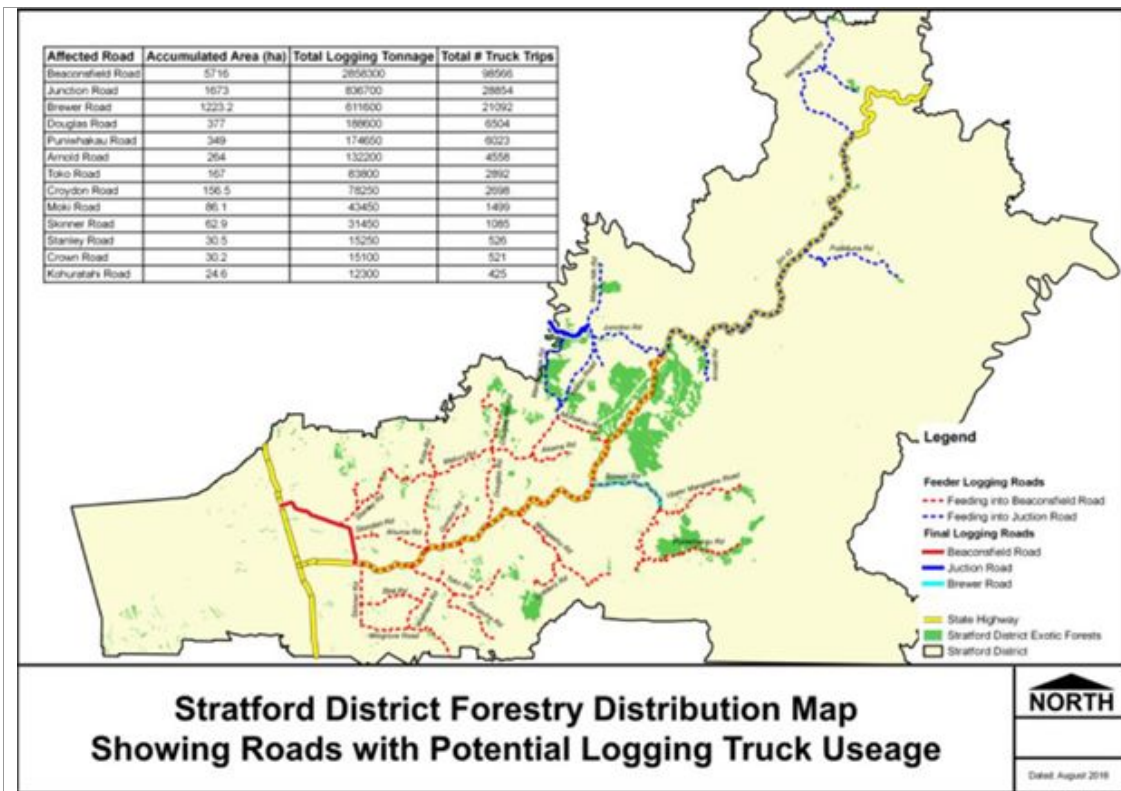
We note your suggestion of developing a Pavement Intervention Strategy. With a staff member returning from maternity leave in March 2021 on a part time basis, this will be an ideal project for Courtney to ease herself back into work.

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| 3. Activity Management Planning  | Effective |
|--|-----------|
| <p>Review of the Council's 2018 -21 Activity Management Plan (AMP), indicates that this AMP has been well prepared. The Road Efficiency Group (REG) marked the AMP 2.3/3, when assessed against the REG 'pillars of success' and Waka Kotahi marked the AMP 2.18/3, when assessed against the business case approach. Below is the REG summary assessment of Council's 2018-21 AMP.</p> <p><i>'Overall, a good AMP that has incorporated the use of the BCA and ONRC into the transport activity. There are several good examples of the work done to show how the problems link to the programme delivery. The line of sight needs a better connection with regard to high-end strategy to the problems and linking to the programme. The PBC is well developed with good options summary section. Look to provide a more concise summary of the investment case within the executive summary'</i></p> <p>In the first instance, Council must consider the review findings and address the identified gaps when preparing their 2021-24 AMP.</p> <p>In addition, we make the following observations of the 2018–21 AMP;</p> <ul style="list-style-type: none"> <li>• Improve the line of sight between each problem statement and a defined work programme to address the problem. This needs to be supported with a monitoring plan to measure if the action taken addresses the problem.</li> <li>• AMP improvement tasks are managed as projects. Good project attributes include a defined scope, timeline, owner and resources needed to complete the project (people and budget).</li> </ul> <p>We remind Council that a condition of funding is to ensure that the One Network Road Classification system is fully embedded within Council's processes, systems and reports. At the commencement of the 2018-21 NLTP an Indicative Funding letter was sent to Council (April 2018) with an Appendix. This letter contained specific and general conditions applicable to your funding approval. Under general conditions there was a requirement that all authorities would commit to:</p> <ul style="list-style-type: none"> <li>• Ensuring the organisation's business systems, planning documents, management practises and reporting integrate the One Network Road Classification framework into all transport related decision-making. This is to ensure robust evidence supports investment decision-making which deliver value for money on a lowest whole of life basis.</li> <li>• Delivering and reporting on the organisation's ONRC and your own key performance indicators.</li> </ul> <p>It is important that the above conditions, together with the recommendations and suggestions from transport activity audits are integrated into Council's update for the 2021-24 AMP.</p> <p>Council's AMP recognises the harvest of forestry blocks as the land use type forecast to have the greatest impact on reducing sealed and unsealed road asset lifecycles, and therefore investment required to maintain levels of service. The analysis completed in 2016 identifies more than 5M tonnes of timber being harvested from over 10,000ha across multiple woodlots in the District's eastern 'back' country. The data Council now needs to collate is the projected forest harvest dates (based on current forest ages).</p> |           |



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Figure 7: Stratford District forestry distribution map, source Stratford DC Roading AMP 2018-28

This forecast harvest timing information (once collected), when combined with the harvest volumes, will provide Council with an improved understanding of the future (forestry related) HCV loading impact, by road and by timeframe. This data set will enable Council to develop an appropriate response, long term planning, work programmes and investment forecasts.

An opportunity exists for Council to strengthen their response to changing transport needs, tailored to manage challenges affecting the transport network (such as changes to land use, climate, demographics, etc.) and the competing investment requirements. Refinement of the transport strategy, detailing Council's planned response (e.g. by geographical area, transport route/mode), will provide a framework for prioritising future transport investment.

Further to the discussion above (Network Condition and Management – Performance Monitoring), there is an opportunity for Council to further consider alternate investment approaches (i.e. through refinement of programme business case option analysis). This analysis should evaluate investment options, including trade-offs, such as targeting interventions to address the cause rather than the effect.

One example of the trade-off option relates to drainage maintenance and renewals (cause) vs pavement maintenance and renewals and storm damage (effects). This approach may identify the same desired outcomes, such as maintaining (safety, resilience, accessibility and amenity) levels of service, can be achieved at a lower lifecycle cost.

Our review of the AMP and discussion with the SDC roading team, identified the link between the maintenance and renewal work programmes could be improved. Council would benefit from development of a maintenance intervention strategy (MIS). The purpose of an MIS is to inform the type and extent of maintenance interventions, with the design life of the repair, guided by the type and timing of the next planned renewal/improvement treatment.

|   |  |
|---|--|
| <p>The MIS can also be a valuable tool in the management of unsealed roads, especially for SDC, where forestry operations should inform the maintenance approach on impacted roads. Loading the 3-year forward works programme in RAMM enables alignment of the maintenance and renewal work programmes. It's visibility in RAMM also helps provide a common understanding, between Council and the maintenance contractor, of the appropriate maintenance intervention for any given treatment length.</p> |  |
| Recommendations   | <p><b>We recommend that Council:</b></p> <p>R3.1 Implements a monitoring programme to measure progress towards responding to the issues and opportunities identified within AMP problem statements.</p>  |
| Suggestions   | <p><b>We suggest that Council:</b></p> <p>S3.1 Ensures that the ONRC is further integrated into Council's business systems, planning documents, management practices and reports.</p> <p>S3.2 Includes audit recommendations and suggestions within the AMP improvement plan and monitors achievement against programme and implements a project plan for each AMP improvement plan task.</p> <p>S3.3 Considers development of a maintenance intervention strategy to enable alignment between maintenance interventions and renewal and improvement work programmes.</p> <p>S3.4 Considers alternate investment approaches, such as trade-offs between proactive and reactive maintenance, through refinement of programme business case option analysis.</p> <p>S3.5 Collects additional data associated with forest harvest timing and active mode needs to strengthen their strategic, programme and investment responses to these challenges.</p>   |
| Stratford District Council's comment  | <p>We will develop a monitoring programme to clearly show how we have addressed the issues identified in the problem statements. To a degree we have already started by virtue of:</p> <ul style="list-style-type: none"> <li>• Programming 90km of water table renewals annually;</li> <li>• Focusing pavement rehabilitation projects to the defined HPMV routes;</li> <li>• Defining a five-year footpath replacement programme;</li> <li>• Recognising that Opunake Road (Primary Collector), is a focus for safety improvements over the next 10-year period. This has been identified through the Safe Networks Programme with Junine Stewart;</li> <li>• Continue to liaise with forestry owners and management contractors to establish where and when forestry blocks will be harvested. This will allow SDC to be more targeted in our approach to the maintenance and renewals of the unsealed road network.</li> </ul> <p>With regard to the improvement plan within the AMP, we will set up regular monthly meetings within the Roading team to monitor progress made for each of the improvement plan tasks.</p> |

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| 4. Data Quality  | Some Improvement Needed |
|--|-------------------------|
| <p>Road Efficiency Group's (REG) 2019/20 data quality report has scored Council with 60/100 (a score of 100 is achieved by having all metric results at the expected standard level). This is a minor improvement from the 2018/19 score of 55, however, further improvements are warranted.</p> <p>The ONRC PMRT indicates (as at July 2020) that the high importance areas for improvement (i.e. have major data issues) relate to:</p> <ul style="list-style-type: none"> <li>• Road network data - accuracy</li> <li>• chip seal resurfacing as-builts - timeliness</li> <li>• surface records - completeness</li> <li>• pavement renewal as-builts - timeliness</li> <li>• pavement layer records - accuracy</li> <li>• traffic estimates – timeliness and accuracy</li> <li>• traffic loading - completeness.</li> </ul> <p>It is important that Council investigates, identifies and resolves these data gaps. Doing so will improve reporting at an individual level and allow Council to accurately compare its ONRC performance with its peers.</p> <p>The audit team found data accessed via the Mobile Road app during the network drive over to be generally up to date and accurate. This indicates that Council is regularly updating and maintaining the RAMM database.</p> <p>Queries run on RAMM involving maintenance costs highlighted some inconsistent results where the costs did not reflect the known history of works carried out. Robust maintenance costs facilitate invaluable analysis of network expenditure trends by year, by kilometre, by classification and by road - the measure of the actions taken to maintain the network inventory. They also provide a maintenance cost history that can be used in NPV calculations to justify renewal activity.</p> <p>The audit also identified an inconsistency between RAMM smooth travel exposure (STE) data and that reported through the ONRC Performance Measures Reporting Tool (PMRT). As shown in the graphs below, Stratford DC's STE index dropped from 94% in 2018/19 to 80% in 2019/20, however the PMRT reports a 100% result across all road classifications.</p> |                         |

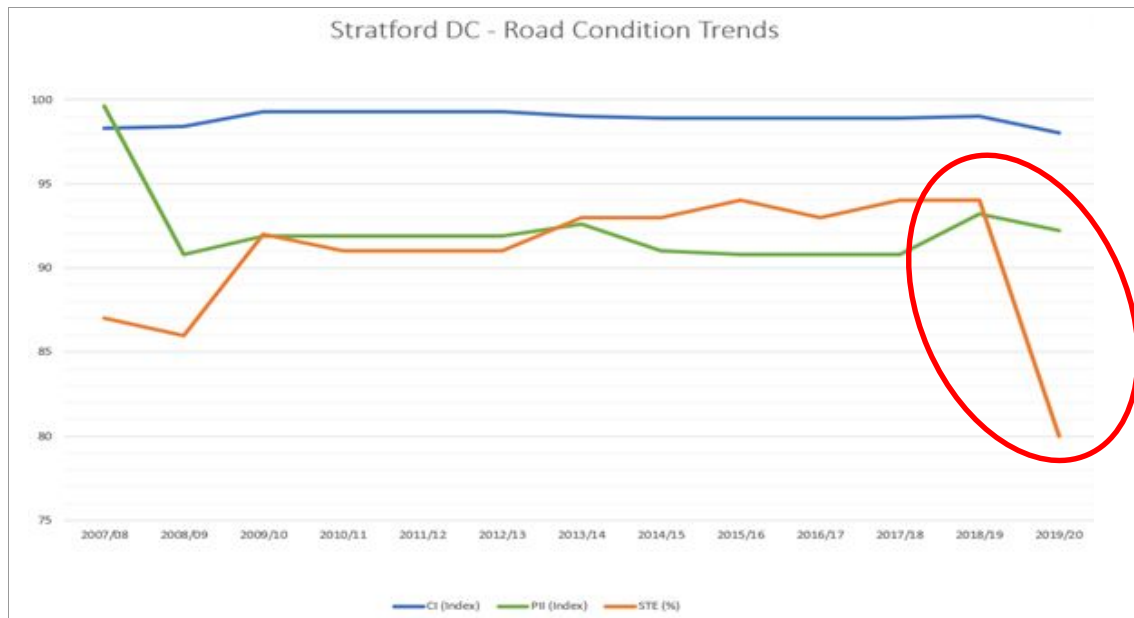


Figure 8: Network condition indices, source RAMM

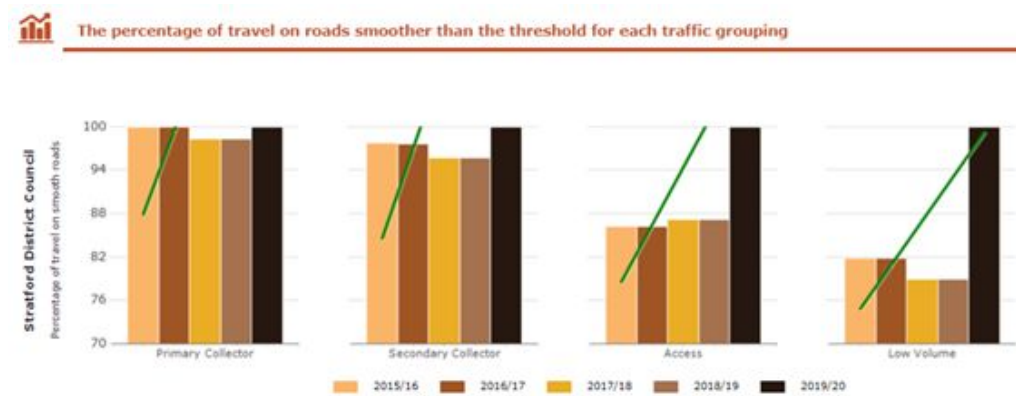


Figure 9: Smooth Travel Exposure Indices, source ONRC PMRT

Queries run through RAMM Manager (database statistics and integrity reports), identified some data gaps, as highlighted on the screenshots below. These query results indicate missing or incorrect resurfacing, pavement renewal, rating, roughness and traffic count records. It is important that Council proactively manages their RAMM to ensure data accuracy. Doing so will ensure sound evidence to support future decision-making and allow Council to more accurately compare its ONRC performance with its peers.

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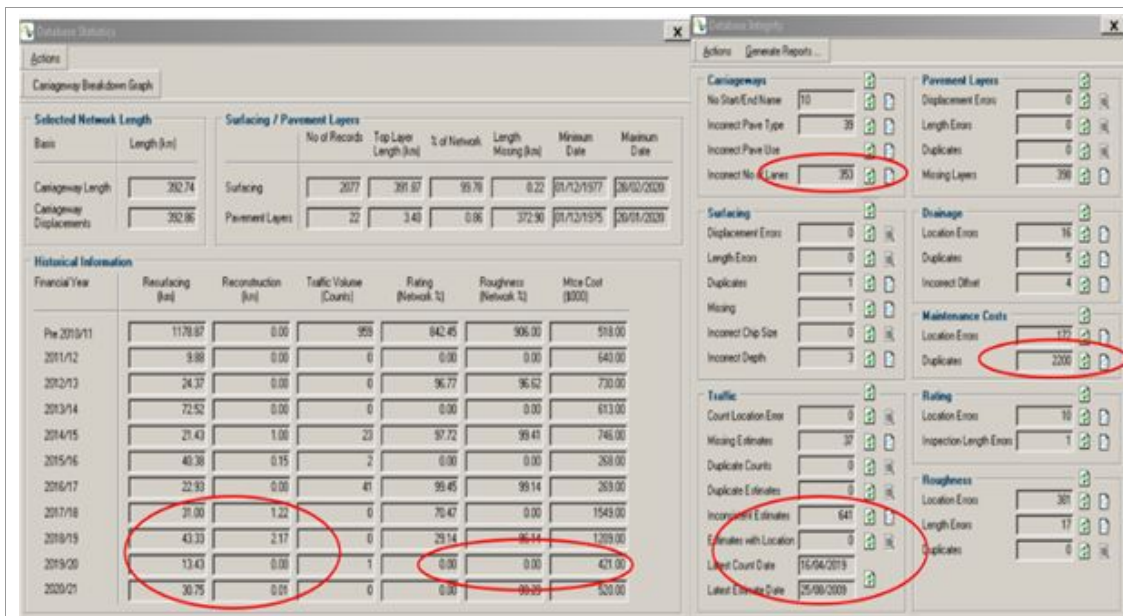


Figure 10: Database statistics and database integrity reports, source RAMM Manager

Council does not currently record pavement deflection test results or carry out pavement strength surveys. This data would assist in determining pavement life expectancy, pavement design and maintenance requirements. The Falling Weight Deflectometer (FWD) is a relatively low-cost method used in New Zealand, for rapid non-destructive structural evaluation of pavements and can be targeted to higher risk areas.

Data entered into the Annual Achievement Report (AAR) should be quality checked prior to submission. Overall reporting accuracy is high, however one aspect needing closer review is historical AAR expenditure compared with end of year claims. For example, the value of pavement maintenance claimed appears to exclude the value of pre-reseal repair costs for both the 2018/19 and 2019/20 financial years, as reported through the AAR.

|                                      |  |
|--------------------------------------|--|
| Recommendations                      | <p><b>We recommend that Council:</b></p> <p>R4.1 Evaluates the REG data quality and RAMM reports for data improvements, prioritises and then ensures each improvement is added as a new item to the AMP improvement workstream.</p>  |
| Suggestions                          | <p><b>We suggest that Council:</b></p> <p>S4.1 Implements a programme of Falling Weight Deflectometer testing to improve pavement strength data used for pavement renewal decision-making and asset lifecycle/valuation purposes.</p>  |
| Stratford District Council's comment | <p>With Courtney returning to work in March 2021, the RAMM data quality is a project that she can sink her teeth into. Whilst she is on maternity leave, she has already made some progress in rectifying the many errors in our database, by virtue of using GHD's Max Quality reports.</p> <p>Further work in this will be undertaken beyond March 2021.</p> <p>It should be noted by Waka Kotahi, that SDC does not have a large team of data analysts with whom we can seek help and assistance to address this issue. We are a small team of three, including myself, therefore we will do the best we can with the resources available. In some cases, it will be many years before the data</p> |

10.1

is complete. For example, with little information about our pavement layers. With the help of Fulton Hogan, this information is now being captured when we undertake pavement repairs and uploaded into RAMM.

In 2019 we completed a falling weight deflectometer test for our HPMV route around Stratford. We will use this information to identify develop a pavement renewals strategy, in conjunction with a pavement intervention strategy.

\* \* \*

**5. Road Safety** Some Improvement Needed

Providing a network that is safe for users is a high priority for Waka Kotahi. The number of annual deaths and serious injuries (DSIs) on Council roads is trending up across the network. Stratford DC's rate of DSIs for higher road classifications is higher when compared to Council's peer group, Councils in the Taranaki region and Nationally.

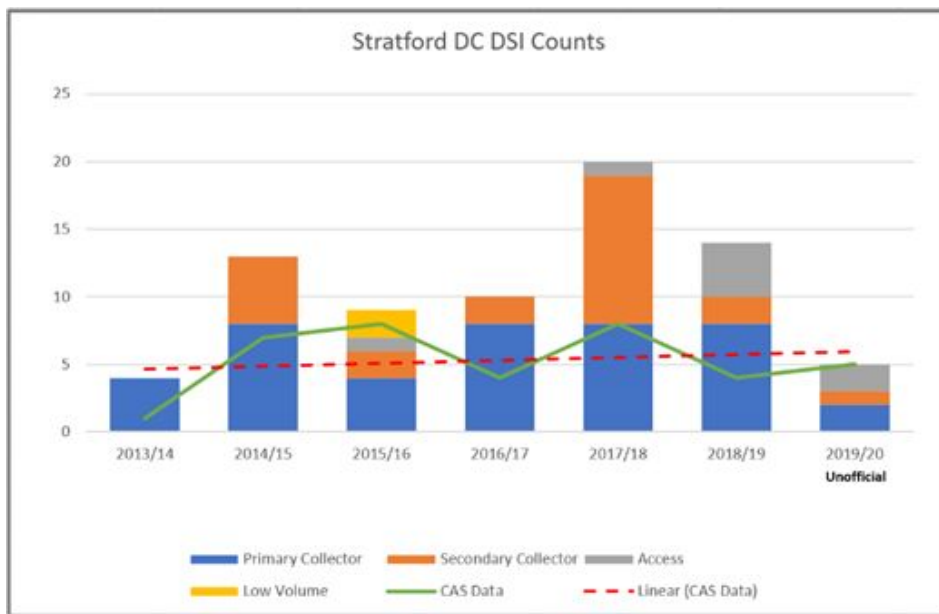


Figure 11: Stratford DC DSI statistics 2014-2020, source Crash Analysis System

The majority of DSI crashes occur on Primary Collector roads (52% of DSIs for the last 5 years). This road classification accounts for 2% of the network by length and carries 20% of all vehicle traffic. More significantly, 41% of DSIs for the last five years have occurred on Opunake Road. We commend Council for targeting site-specific safety improvements on this inter-district route, however, suggest Council also undertake a road safety assessment (in partnership with South Taranaki DC) and application of lower-cost (signage and delineation) upgrades along this route.

10.1



Figure 12: Non-compliant roadside delineation/application of edge marker posts, Opunake Road

The purpose of the One Network Road Classification system is to ensure roads of the same classification have the same levels of service, including motorist guide features (i.e. delineation and signage). On our field inspection we noted sub-standard and inconsistent delineation on many rural roads.

It is important that road safety is a high priority for Council and their maintenance suppliers. Ensuring that consistent application and maintenance of delineation (edge marker posts, road marking and reflective raised pavement markers) and signage, based on road classifications (as detailed in the Traffic Control Devices standard), is the next step to further reduce the risk of death and serious injury crashes.

Road safety audit (RSA) procedures need improvement. Council is currently only undertaking road safety audits on a selection of renewal projects; however, staff are working on improving processes to achieve compliance with the Waka Kotahi requirements. Road safety audits must be undertaken at key stages of the “development of any improvement or renewal activity that involves vehicular traffic, and/or walking and/or cycling, proposed for funding assistance from the NLTP”. If there is justification for not conducting a safety audit for a project stage, then an exemption declaration for that stage must be completed and filed. Guidance on road safety audits is available at <https://www.nzta.govt.nz/resources/road-safety-audit-procedures/>.

The audit team observed pedestrian crossings with faulty belisha beacons and without tactile surface indicator pavers, as recommended by *RTS 14 – Guidelines for facilities for blind and vision impaired pedestrians*. An opportunity exists for Council to complete an accessibility audit of pedestrian facilities within Stratford township. Such an audit would enable development of a pedestrian safety improvements programme, that would typically identify improvements associated with, pedestrian crossings, pram crossings, mobility parking, and footpath shape and dimension deficiencies.

The use of waratah standards was observed as a common method of temporary fencing on the wide road berms in Stratford DC’s western ‘front’ country. The use of waratah standards poses a serious safety risk to motorists and cyclists who run off the road and have been prohibited for use on roadsides by many Councils in New Zealand for this reason. We remind Council of their legislated responsibility as the road ‘owner’ to effectively manage public safety. We suggest Council follows best practice guidance and prohibits the use of waratah standards on road berms as an amendment to their Stock Control Bylaw.





Figure 13: Examples of road safety deficiencies, pedestrian crossing with tactile pavers (left) and waratah standard temporary fencing (right).

During our field inspection we travelled through several road maintenance and improvement worksites. The temporary traffic management at these sites was observed to comply with the Code of Practice for Temporary Traffic Management (CoPTTM).



Figure 14: Example of good TTM – Opunake Road lane closure to enable safety improvement works

|                        |   |
|------------------------|---|
| <p>Recommendations</p> | <p><b>We recommend that Council:</b></p> <p>R5.1 Implements an audit of signs, markings and delineation to identify inconsistent practice and implement a programme of work to ensure compliance with the Traffic Control Devices manual.</p> <p>R5.2 Ensures compliance with the Waka Kotahi funding rules, requiring Road Safety Audits or exemption declarations to be completed for all renewal and improvement projects.</p> |
|------------------------|---|

|                                      |  |
|--------------------------------------|--|
| Suggestions                          | <p><b>We suggest that Council:</b></p> <p>S5.1 Completes a road safety assessment (in partnership with South Taranaki DC) and considers installation of lower-cost (signage and delineation) upgrades on the entire Opunake Road route as an immediate road safety response.</p> <p>S5.2 Prohibits the use of waratah standards as temporary fencing on road berms, through an amendment to the Stock Control Bylaw.</p> <p>S5.3 Completes an accessibility audit of pedestrian facilities within Stratford township to inform footpath improvement work programming.</p>  |
| Stratford District Council's comment | <p>As above the development of a Traffic Services Protocol that is "fit for purpose" but in keeping with the Traffic Control Devices manual can be developed once Courtney returns in March 2021. We note that the busier roads will require a higher level of conformity to the TCD manual, such as Opunake Rd, whereas the low volume roads will be less so. This has to be couched in keeping with the hierarchy of the road and our ability to afford the treatments required. As mentioned on our tour, EMP's are fair game to certain members of the rural community and are often driven over, shot, broken, smashed as well as being old and unclear. The latter we can deal with via our maintenance contract, as the cleanliness of signs is a contract requirement.</p> <p>We will ensure that road safety audits are considered as part of the renewals programme and either the exemption declaration form is completed explaining why not safety audit is required or arrange for the safety audits to be completed. There is a requirement for this aspect of the project to be considered when completing our own Procurement Plan template. We agree, that in the past, we have missed this step in the process.</p> <p>As for the audit of the accessibility for pedestrian facilities, this can be undertaken by a summer student, or a member of our team. We will focus on core pedestrian routes to begin with and upgrade these facilities as part of the footpath maintenance programme as required.</p> <p>At the present time we are undertaking a review of all our Bylaws, including the Stock Control Bylaw. The issue of the waratah's being used on roadside berms can be addressed as part of this review.</p> |

\* \* \*

## 3.0 APPENDICES

### APPENDIX A

## Council's Feedback

Overall, the visit to Stratford district council by the audit team from Waka Kotahi was rather timely and welcomed. We have increasing demands on the limited resources; therefore, this technical audit has given us the tools to “re-focus” on the bigger key issues that face this district in the next six to ten years.

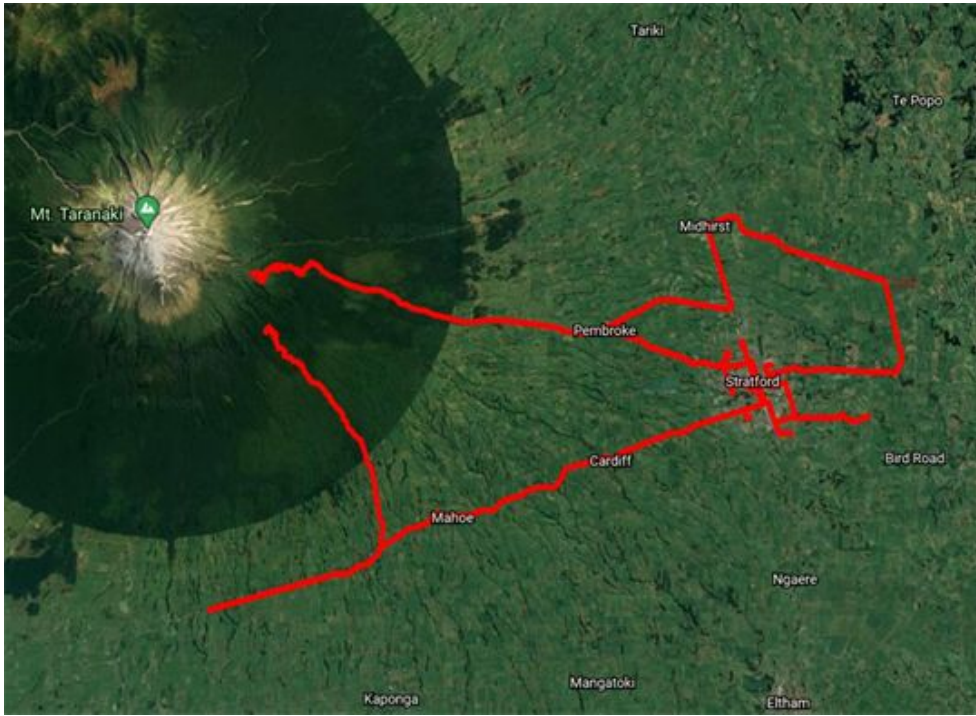
In these frugal times, we are never going to have the funds at our disposal that other authorities may have, indeed the level of funding nationally will be limited following the Covid-19 pandemic. This is not to say we pack up shop, rather, we view this as a challenge and an opportunity to stretch the dollar as far as possible to focus on the Problem Statements that we have outlined in our Activity Management Plan.

I welcome the findings of this audit, along with the recommendations and suggestions mentioned in this report. We are all doing what we can for our respective communities and will continue to do so to the best of our ability within the budgetary constraints that come with this activity.

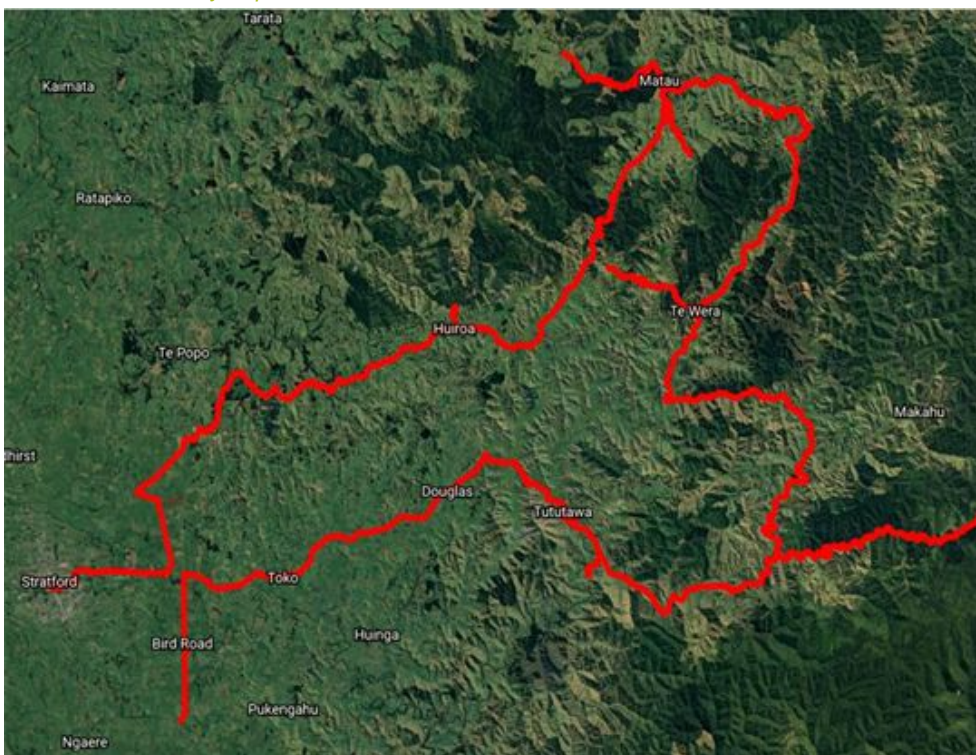
**10.1**

## APPENDIX B

### Network Field Inspections



*Western 'front' country inspection 21/09/2020 and 22/09/2020*



*Eastern 'back' country inspection 22/09/2020*

10.1

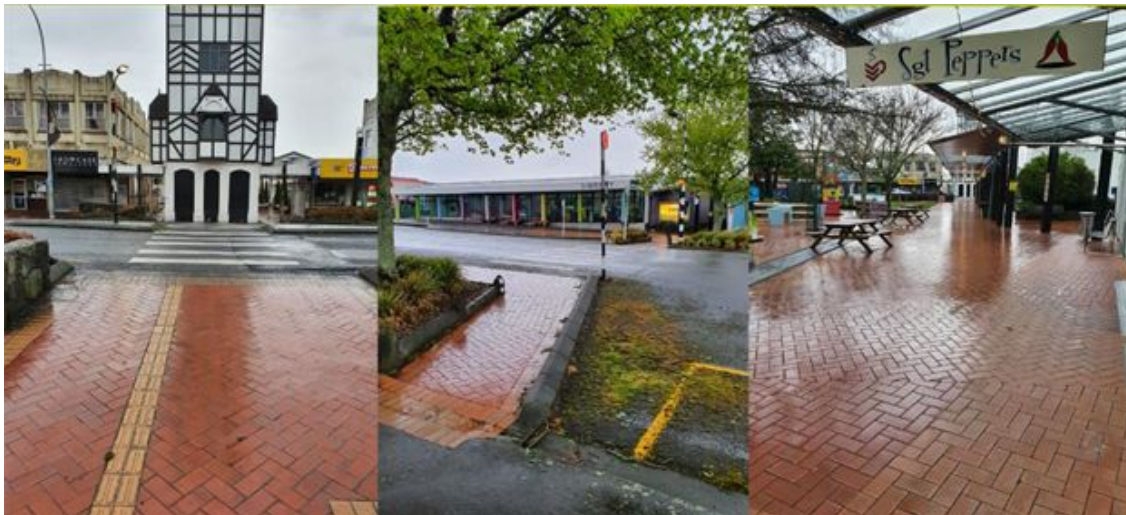
APPENDIX C

Sample of Audit Photos

10.1



Examples of rural road safety issues. Left: Pembroke Road - incorrect curve advisory sign and poor delineation. Centre: Junction Road - drop-out without delineation or bund to limit water infiltration. Right: Opunake Road - temporary fence with waratah standards installed on road berm



Examples of urban road safety issues. Left: Broadway (SH3) showing tactile surface indicator pavers, but non-compliant with bright yellow colour for visually impaired, one faulty and one faded belisha beacon. Centre: Miranda Street missing tactile pavers and faulty belisha beacon. Right: Clean and tidy town centre pedestrian area.



10.1

Urban improvement examples. Left and centre: footpath, K & C and road surface renewal projects. Right: new Council urban development initiative.



Examples of ineffective rural drainage. Left: substandard water table drain maintenance on Junction Road and Makuri Road (common throughout rural network). Right: ineffective water table drainage contributing to premature road pavement failure (Brewer Road) and ineffective asphalt bund allowing water infiltration and the need to extend retaining wall (Mokahau Road).



Examples of effective drainage. Left: Unlined water table drain (Mokahau Road). Centre: new K & C constructed in conjunction with pavement rehab works (Mangaotuku Road). Right: concrete channel to prevent table drain scour during high rainfall events (Makuri Road).



Examples of logging truck damage. Left: Corrugated road surface caused by higher vehicle stresses (Junction Road). Centre & Right: Deep pavement failures resulting from insufficient pavement strength for additional logging truck loading (Puniwhakau Road).

10.1



Examples of retaining wall applications. Left: gabion wall (Mangaehu Road). Centre: living wall (Brewer Road). Right: old post (railway iron) and panel wall (Mohakau Road).



Examples of structures. Left: Junction Road bridge. Centre: Mangaoapa Road tunnel. Right: Matau Road bridge

# MONTHLY REPORT



F19/13/04 – D20/36182

**TO:** Policy and Services Committee  
**FROM:** Director – Community Services  
**DATE:** 26 January 2021  
**SUBJECT:** **REPORT FOR THE MONTHS OF NOVEMBER & DECEMBER 2020**

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

- Christmas Parade & Carols – 4 December
- Mayoral Gifts – 1 to 17 December
- Discovery Trail Progress
- Co-Location of i-SITE and Library.

### 2. COMMUNITY AND ECONOMIC DEVELOPMENT

#### 2.1 Council Organisations and Council Representatives on Other Organisations

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



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

|   | <b>Target</b>                              | <b>2020/21 YTD</b>  |
|---|--|---|
| <b>Number of community events organised</b>   | Minimum 2                                  | <ul style="list-style-type: none"> <li>• Puanga</li> <li>• Chunuk Bair Commemoration</li> <li>• MTFJ Workforce Programme Presentation</li> <li>• Scarecrow Trail</li> <li>• Trade Graduation Ceremony</li> <li>• Mayoral Gifts</li> <li>• MTFJ Work Ready Week</li> </ul> |
| <b>Percentage of residents feeling a sense of community</b>   | >72%                                       |   |
| <b>Number of projects successfully developed and implemented by youth with support from community development</b> | 4  | <ul style="list-style-type: none"> <li>• SDYC 'Get Off the Bus' Big Hero 6 and Robotics Workshop</li> <li>• Meet the Candidates Evening</li> <li>• Youth Council Thank You Evening</li> </ul>   |
| <b>Events Council has provided or supported are measured</b>  | 2  | <ul style="list-style-type: none"> <li>• Prospero Market</li> <li>• Keep NZ Beautiful Clean Up</li> <li>• Dirty Detours</li> <li>• Stratford A&amp;P Show</li> <li>• Christmas Parade</li> </ul>  |
| <b>Business mentoring and economic development support is available</b>   | Venture Taranaki Quarterly Report received | 1   |
| <b>Provide administration support to the Stratford Business Association meetings</b>                              | 11   | 6   |

2.3 **Youth Council**

Youth Council held an ordinary meeting on 3 November where they reflected on the success of October activities, discussed the Long Term Plan with the Elected Members that were present, and learned more about Mayors Taskforce For Jobs.

Youth Councillors supported the Council site at the A&P Show, encouraging visitors to join in with games and promoting their '50 Things To Do In Stratford' brochure.

The final ordinary meeting for 2020 was held on 1 December. Youth Councillors reflected on November activities and briefly discussed the transition of bringing on new Youth Councillors in 2021 and what the next year might look like.

An afternoon tea was held at Tūtaki Youth on 15 December to say thank you to those who had supported Youth Council over the past year.

## 2.4 Civic and Community Events

### Completed:

- Scarecrow Trail continued – 30 October to 13 November
  - Business Winner: Trent the Tradie (Savy Gas)
  - Open Winner: Firenator (Stratford Volunteer Fire Station)
  - Pre-School Winner: Mahuika (Koru Kindergarten)
  - Primary Winner: Sally the helpful scarecrow (Stratford Primary School, Room 15)
  - Best use of recycled material: Bee Sustainable (Stratford Primary School, Room 20).
- Prospero Farmers Market – 31 October
- Trade Graduation Ceremony – 5 November
- Positive Ageing Forum – 19 November
- Dirty Detours – 21 & 22 November
- Stratford A&P Show – 28 & 29 November
- Mayoral Christmas Gifts – 1 to 17 December
- Christmas Parade & Carols – 4 December
- Mayoral Reception – 5 December
- MTFJ Work Ready Week – 14 to 17 December
- Youth Council Thank You Evening – 15 December.

### Coming Up:

- Whangamomona Republic Day – 23 January
- Youth Council Application Process
- Summer Nights Concert – 13 February
- AmeriCARna Stratford Stop Off – 26 February
- Summer Nights Movies – 28 February
- Neighbours Day Campaign – 20 to 30 March.

## 2.5 Community Projects and Activity

### 2.5.1 Mayors' Taskforce for Jobs (MTFJ)

#### Registrations

|                         | Nov/Dec | YTD |
|-------------------------|---------|-----|
| Young People Registered |         | 104 |
| Businesses Registered   |         | 25  |

#### Employment

|   | Nov/Dec | YTD       |
|---|---------|-----------|
| Young people placed into employment                     |         | 23        |
| Young people received support and found work themselves |         | 9         |
| <b>TOTAL</b>  |         | <b>32</b> |

Over the course of four days 10 young people participated in a Youth Ready Week facilitated by KiwiHost. The week provided an opportunity for collaboration amongst partners to upskill identified youth prior to entering the workforce. Interviewing skills, CV writing and a business challenge were some of the activities facilitated by KiwiHost.

### 2.5.2 Stratford Scarecrow Trail

Stratford District's fourth Scarecrow Trail commenced on 30 October and finished on 13 November. The trail continues to grow each year with 90 scarecrow registrations and close to 100 worksheet entries for the prize packs.

Thanks to the trail sponsors (Thyme Out, Stratford Business Association, Masters Mitre 10, Stratford New World and Fulton Hogan) who provided more than \$2,000 worth of prizes.

### 2.5.3 Dirty Detours

Hosted by the Republic of Whangamomona, this is the second year the event has come to Taranaki. With a new layout and support from several local partners including; Marco School, the Whangamomona Republic Committee and 43 Brewing, event organisers were able to overcome the previous year's challenges and deliver a successful event.

### 2.5.4 Mayoral Christmas Gifts

Thanks to the generous donations from our community, 36 families were supported as part of this year's campaign. After a challenging year it was great to see the community come together in the spirit of the festive season to support one another.

### 2.5.5 Stratford Discovery Trail

Progress on the Discovery Trail continues with several significant pieces of work started and nearing completion across the trail. This includes:

*Map* – stage one completed and printed

**Stratford's Shakespearean Links**

- 1877 Naming of town
- 1878 Streets are named after Shakespeare plays
- 1898 Borough of Stratford formed with Shakespeare coat-of-arms on the Borough Crest
- 1939 Mayoral links with Stratford-upon-Avon result in tree planting in both towns
- 1978 Centennial of Stratford features reciprocal visits between Mayors of Stratford, New Zealand and Stratford-upon-Avon, England
- 1990's Several Stratford businesses adopt Shakespearean names
- 1991 Refurbishment of 'Kings' Theatre on Broadway
- 1993 Shakespearean/Elizabethan theme chosen by Stratford 'Mainstreet' committee for the 'Streetscape' project
- 1995 'Streetscape' initiatives include Elizabethan street signs, iron grills on Broadway and tree planting with flower beds in Miranda and Juliet Streets
- 1996 First annual medieval market day 'Baldric's Big Day Out'
  - Opening of the Elizabethan Clocktower on Broadway
  - Lychgate, seats and flower-beds developed on Broadway
- 1997 Delegation from Stratford, New Zealand to Stratfords of the World Reunion in Stratford-upon-Avon, England.
- 1998 Bronze bust of William Shakespeare cast by Kaponga sculptor Roger Peters placed on plinth
- 2000 Ongoing events and performances to celebrate Shakespeare
- 2019 Stratford District Council formally adopts Shakespeare as the town's identity

**Stratford District Council**  
63-63 Miranda Street  
Stratford  
Opening hours  
Open 5 days a week  
8.30am - 4.30pm weekdays  
Closed weekends  
Phone: 06 765 6099

**Stratford & District Centennial Library**  
Prospero Place  
Stratford  
Opening hours  
9.00am - 5.30pm weekdays  
9.00am - 12noon Saturday  
Closed Sunday and Public Holidays  
Phone: 06 765 5403

**Stratford Visitor Information Centre**  
Prospero Place  
Stratford  
Opening hours  
8.30am - 5.00pm weekdays  
10.00am - 3.00pm weekends and public holidays (Closed Christmas Day)  
Phone: 06 765 6708

**Percy Thomson Gallery**  
Prospero Place  
Stratford  
Opening hours  
Open 7 days a week  
10.30am - 4.00pm weekdays  
10.30am - 3.00pm weekends  
Phone: 06 765 0927

**Stratford Discovery Trail**  
TE ARA O RUAPUTAHANGA  
KI WHAKAAHURANGI  
Discover the hidden treasures of Stratford

10.2



10.2

*Fenton Street information board*



*Icon Hunt Markers*



*Kids Icon Hunt Activity Sheet*

## Stratford Discovery Trail

### KIDS ICON HUNT

### Hey kids!

Take a walk along the Stratford Discovery Trail and find the icons hidden along the trail.  
The trail is marked by wooden marker posts that look like this ➤

Use your map and the marker posts to guide you. When you reach each marker post, use your crayon/pencil to rub the icon onto the circle location provided.

10.2

|                             |                           |                       |
|-----------------------------|---------------------------|-----------------------|
| <p>Rhododendron Dell</p>    | <p>Carrington Walkway</p> | <p>Malone Statue</p>  |
| <p>Celia Street Reserve</p> | <p>Victoria Park</p>      | <p>Prospero Place</p> |

*TSB Pool Complex Murals*



10.2





10.2

*King Edward Park Netball Shelter Mural (to be completed)*





## 2.6 **Funding**

### 2.6.1 Creative Communities

The second funding round for the 2020/21 year will open for applications 8 March – 9 April 2021.

### 2.6.2 Sport New Zealand Rural Travel Fund

The assessment committee met on 1 December to consider 4 applications from round one of the Sport New Zealand Rural Travel Fund for 2020/21. Total funding of \$3,200 was requested and \$2,200 allocated. Round 2 will open 22 February – 19 March 2021.

## 2.7 **Positive Ageing**

Positive Ageing held a forum on 19 November. The well attended event focused on aspects of health including cancer support, hand therapy and diversional therapy.

The last ordinary meeting of 2020 was held on 9 December where the committee reflected on a great year of being able to hold all planned activities despite COVID-19 interruptions. Focus now turns to planning the next forum in March and other activities for 2021. The committee is hoping to have Minister for Seniors, Dr Ayesha Verrall speak at a 2021 forum.

## 2.8 **Stratford Business Association (SBA)**

### Memberships

|                       |     |
|-----------------------|-----|
| End of December TOTAL | 137 |
|-----------------------|-----|

### Business After Five events

Tasman Training – 18 November

Te Wera Valley Lodge – *Postponed in December due to severe weather warnings.*

### Christmas Parade and Carols – 4 December

The 2020 Christmas Parade was a very successful event – well attended and positive feedback received. There were 26 float entrants, 23 stall holders for the night market, and performances from Stratford Singers, Unity Wara and Ruby Hosking to end the evening. The winners were:

- 1<sup>st</sup> Place – Age Care Central
- 2<sup>nd</sup> Place – Eltham Football Club
- 3<sup>rd</sup> Place – Flyers Swim School
- Education winner – St Joseph's School.

### Coming Up:

- AmeriCARna – Friday 26 February
- 2021 Business After 5 events to commence in February, dates to be confirmed.

### 3. COMMUNICATIONS

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

|   | Target  | 2020/21 YTD |
|---|---|-------------|
| <b>The number of visitors accessing Council information and services via the internet is measured</b> | Not less than previous year<br>2019/20 – 50,411 | 29,680      |
| <b>The community is satisfied with how Council keeps them informed</b>                                | >85%<br>2019/20 – 79%                           |             |

#### 3.1 Highlights

Eight Central Link updates were produced in November and December. These are printed in the Stratford Press and shared online at [www.stratford.govt.nz](http://www.stratford.govt.nz) and on Council's Facebook Page weekly.

Central Link focus for November:

- Councillor John Sandford recognised for long service
- Stratford Scarecrow Trail
- Receive your rates invoice by email and set up a direct debit
- Long Term Plan – What's on your mind campaign
- Library receives funding for two new roles
- Trade Graduation
- 2019/20 Annual Report and Summary
- Children's Bike Park blessing and work gets underway
- Council at A&P Show
- Christmas Parade
- Public notices including flush your taps, Elizabeth Watson Fund, Meeting Schedule, Temporary Road Closures, Valuation Rolls.

Central Link focus for December:

- Young people employed through MTFJ
- Christmas Parade
- Mayoral Gift Appeal
- Improvements to community halls underway
- New hours of Library and i-SITE
- School Holiday Programme
- I-SITE and Library a one stop shop
- Water zoning work
- Christmas hours and shopping local
- Public notices including Meeting Schedule, Temporary Road Closures, Spray Round, Bylaw consultation and adoption.

Media Releases posted to [www.stratford.govt.nz](http://www.stratford.govt.nz) for the months of November and December:

- Stratford's Scarecrow Trail
- Stratford Positive Ageing Forum
- Congratulations to Stratford's Trade Graduates
- Funding creates two new roles for Stratford Library
- Scarecrow winners announced
- 2019/20 Annual Report and Summary available online
- Gift donations called for in Stratford district
- Children's bike park getting underway
- Council agrees to financially support A&P Association vision
- 13 young people employed through Workforce Programme

- Summer school holidays in Stratford
- Improvements to community halls underway
- Stratford i-SITE and Library a one stop shop
- TSB Pool Complex evacuation
- Summer Nights returning to Stratford in 2021
- A lot to discover in Stratford this Summer.

### 3.2 Website Page Views for 1 – 30 November 2020

|   |                   |
|---|-------------------|
| <b>Total number of users for the month</b>      | 6,090 ↓           |
| <b>Total number of page views for the month</b> | 18,007 ↓          |
| <b>Top 10 pages visited for month</b>           | <b>Page views</b> |
| Home Page                                       | 2,947             |
| Library   | 706               |
| Under Consultation                              | 670               |
| Cemetery Search                                 | 505               |
| News page: Stratford A&P Association Proposal   | 479               |
| Rubbish and Recycling                           | 451               |
| Rates and Property Information                  | 351               |
| Agendas and Minutes                             | 325               |
| Contact Us                                      | 321               |
| TSB Pool Complex                                | 276               |

### Website Page Views for 1 – 31 December 2020

|  |                   |
|--|-------------------|
| <b>Total number of users for the month</b>               | 4,300 ↓           |
| <b>Total number of page views for the month</b>          | 12,066 ↓          |
| <b>Top 10 pages visited for month</b>                    | <b>Page views</b> |
| Home Page  | 1,751             |
| Rubbish and Recycling                                    | 583               |
| Library  | 567               |
| Cemetery Search  | 481               |
| TSB Pool Complex   | 360               |
| Rates and Property Information                           | 287               |
| Fees and Charges   | 238               |
| Contact Us   | 225               |
| Public Notice: Temporary Road Closure – Christmas Parade | 210               |
| District Plan  | 190               |

### 3.3 Official Information Requests

For the 2020 calendar year, Council has received 57 Local Government Official Information and Meetings Act (LGOIMA) requests.

The below table includes the LGOIMA's received for the months of November and December 2020:

| Date Received | Query  | Due Date   | Date Responded | Days to Respond |
|---------------|--|------------|----------------|-----------------|
| 5/11/2020     | Commercial compost facilities, acceptance of compostable packaging and food waste collection | 3/12/2020  | 10/11/2020     | 3               |
| 23/11/2020    | Documents Relating to the Dog Control Activity   | 20/12/2020 | 1/12/2020      | 6               |
| 7/12/2020     | Mayoral discretionary funds (and similar)  | 25/01/2021 | 24/12/2020     | 13              |
| 7/12/2020     | Contracts awarded without tender in 2020   | 25/01/2021 | 23/12/2020     | 12              |
| 8/12/2020     | Number of staff employed at Council  | 26/01/2021 | 16/12/2020     | 6               |
| 10/12/2020    | Closed door meetings   | 29/01/2021 | 23/12/2020     | 9               |
| 4/12/2020     | Bridge inspections   | 21/01/2021 | 18/12/2020     | 10              |

### 4. INFORMATION CENTRE

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

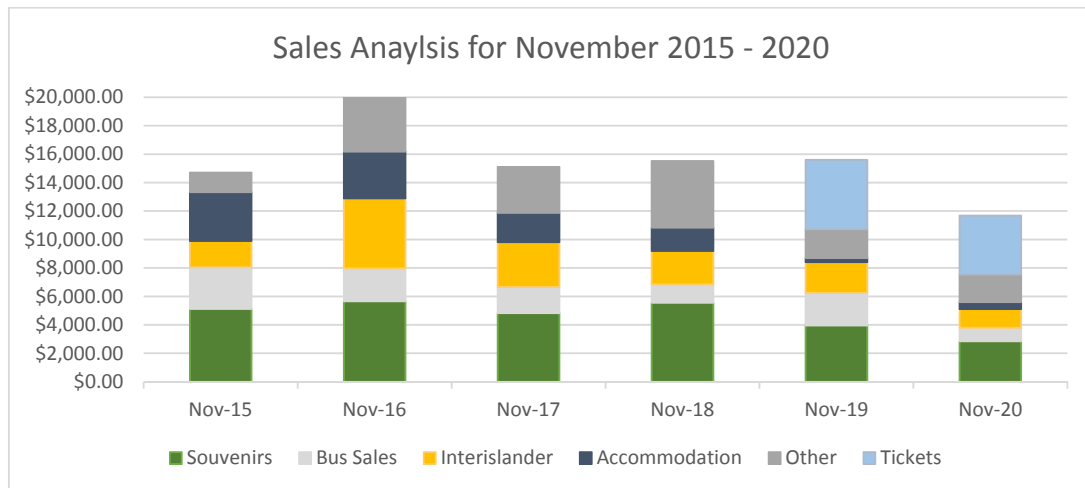
|   | Target  | 2020/21 YTD |
|---|---------|-------------|
| <b>Number of people into the Information Centre is measured</b> | >40,000 | 17,343*     |
| <b>Number of users of AA Agency Services is measured</b>        | >10,000 | 5,203       |
| <b>Percentage customers are satisfied</b>                       | >75%    |             |

\* Figure now includes library door count data.

Overseas numbers remain low. Domestic visitors continue to show strong interest in Forgotten Highway and local walkways.

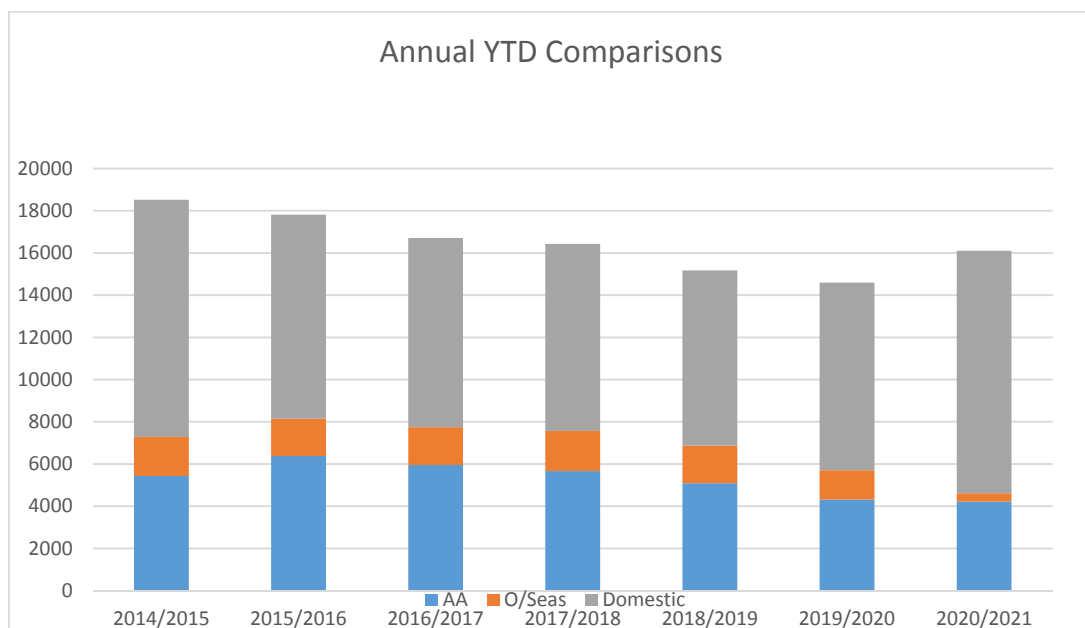
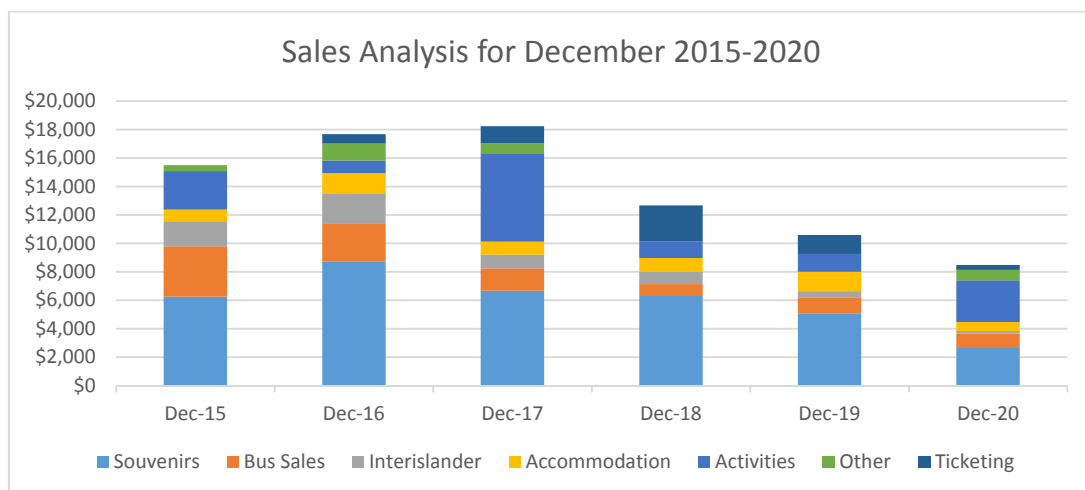
The Information Centre and AA Express co-located into the library on 15 December.

**November**



10.2

**December**



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

|   | <b>Target</b>     | <b>2020/2021</b> |
|---|-------------------|------------------|
| <b>Number of people visiting the library is measured</b>            | <b>&gt;90,000</b> | 28, 257*         |
| <b>Users satisfied with library services</b>                        | <b>&gt;80%</b>    |                  |
| <b>Number of people accessing the Wi-Fi service is measured</b>     | <b>&gt;15,000</b> | 12,661           |
| <b>Number of people accessing the People's Network is measured.</b> | <b>&gt;10,000</b> | 2, 889           |

\*figure now includes iSite and AA visitors

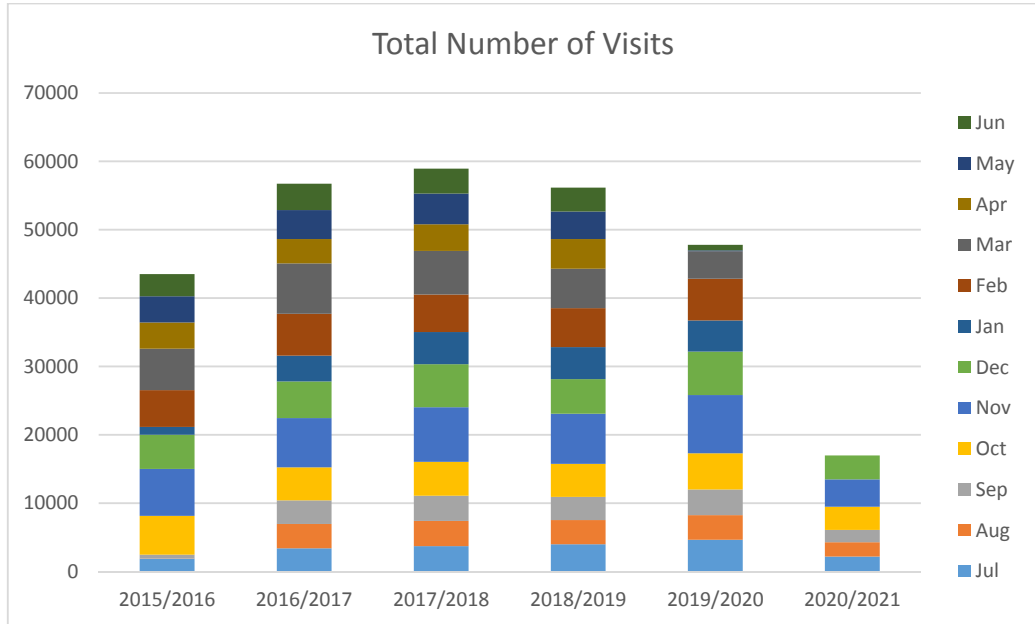
- The library continued to be well utilised by community groups including the reading and craft groups, story times and external users such as Te Rangimarie from Stratford High School, work brokers, budget advisors and Venture Taranaki, with many taking a break over the holiday period.
- Staffing arrangements were finalised for the combined library/i-Site service with staff settling into new roles in the second half of December.
- Despite delays with furniture, the decision was made to press forward with the co-location. While it has been an extremely busy period for staff, there has been minimal disruption to services available to the public during the transition.
- The library ran two gift making workshops for children as the start of the Summer school holiday programme. 30 children attended over four sessions.

## 6. POOL COMPLEX

| Level of Service Category                            | Performance Measure  | Target  | 2020/21 YTD |
|--|--|---------|-------------|
| <b>The pool complex will be a safe place to swim</b> | Number of reported accidents, possible accidents and similar incidents per annum (pa). | <80     | 20          |
|  | Compliance with NZS5826:2010 NZ Pool Water Quality Standards                           | 100%    | 100%        |
| <b>The pool facilities meet demand</b>               | Percentage of pool users are satisfied with the pool                                   | >80%    |             |
|  | Number of pool admissions per annum  | >55,000 | 16,980      |

### 6.1 Highlights for November and December

- November saw 4,009 patrons through the facility, and December saw 3,507. Both increases on October's 3,377.
- Events that took place in November and December included school swimming for St Josephs Primary School, Stratford Primary School, Midhirst Primary School, Te Kura O Ngāruahine Rangi. Pembroke, Toko, Avon and Stratford Primary School also visited for a fun day to finish off their year. Community groups that visited included Inglewood Rugby League Club, Bigger Steps, Swimming Taranaki for their 12 and under champs, Time Buster event, and the annual Flyers Ex swimmers vs Current swimmers competition.
- A new Programmes Coordinator began in the role.
- Child protection training was completed.
- The decision for the layout of our new pool complex was confirmed.
- On Sunday 20 December the TSB Pool Complex was evacuated when a chlorine alarm was triggered. Up to 20 people were using the facility at the time and pool staff safely evacuated them when the alarm went off. Emergency services were notified immediately including the New Plymouth Hazmat Unit. Using breathing apparatus the Fire and Emergency entered the chlorine room and shut off the chlorine cylinders. Once the area and the chlorine room had been properly vented staff were able to re-enter the facility however the pool facility remained closed to the public. No one received injuries from the incident. The following day technicians identified the source of the issue with the facility reopening to the public on Monday afternoon.



10.2

Kate Whareaitu  
**DIRECTOR – COMMUNITY SERVICES**

Sven Hanne  
**CHIEF EXECUTIVE**

**DATE:** 19 January 2021





# MONTHLY REPORT

**TO:** Policy and Services Committee

**FROM:** Director – Environmental Services

**DATE:** 26 January 2021

**SUBJECT:** REPORT FOR THE MONTHS OF NOVEMBER AND DECEMBER 2020

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

Twenty one building consents were received in November. These included:

- Seven new dwellings, four alterations/additions, four garages and one car port, and three pole sheds. The car port was cancelled.
- Two commercial applications were received – one new shed and one alterations/additions.

Twenty two building consents were received in December. These included:

- Eight new dwellings, three alterations/additions, four fires, two relocated dwellings, one new deck and two insulation to dwellings.
- Two commercial applications were received – both were for alterations/additions to buildings.

We are continuing to see strong interest in development. Consent numbers for both building and resource consents are higher for the 2020 calendar year than the 2019 calendar year and we are still receiving a high level of inquiries about subdivision. The other Taranaki councils are reporting a similar level of activity, so it appears as though developer confidence is relatively high throughout the region.

## 2. STRATEGIC/LONG TERM PLAN PROJECTS

Work is continuing on reviewing the Council's bylaws.

- The Control of Advertising Signs Bylaw is currently out for consultation and has attracted some questions from a small number of people to date. The period for lodging submissions is open until Friday 22 January 2021 so it is likely that there will be submissions received.
- The Public Places and Nuisances bylaw is has been presented to this committee for release for consultation at this meeting.
- Drafting work is underway on the Scaffolding and Deposit of Building Materials Bylaw and we are working with the NZ Police regarding a new Liquor Bylaw.

Works are continuing on the various street numbering and naming projects in the district. Regan Street and Page Street Extension will be the next areas to be addressed.

## 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 NOV | RESULT DEC |
|---|------------|------------|
| <b>Building Control Authority</b>   |            |            |
| Building Consent Applications   | 21         | 22         |
| Building Consents Issued  | 28         | 12         |
| Building Consents Placed on Hold  | 0          | 0          |
| Inspections completed   | 79         | 88         |
| Code Compliance Certificate Application   | 21         | 10         |
| Code Compliance Certificate Issued  | 14         | 9          |
| Code Compliance Certificate Refused   | 7          | 1          |
| Number of Building Consents Received in Hard Copy                                       | 1          | 0          |
| Number of Buildings Consents Received Digitally   | 21         | 22         |
| Building Act Complaints received and responded to                                       | 0          | 0          |
| <b>Planning</b>   |            |            |
| Land Use Consents Received  | 4          | 2          |
| Land Use Consents Granted   | 1          | 4          |
| Subdivision Consents Received   | 13         | 3          |
| Subdivision Consents Granted  | 2          | 5          |
| 223/224 Applications Received   | 2          | 3          |
| 223/224 Applications Granted  | 1          | 2          |
| Resource Consent Applications Received in Hard Copy                                     | 0          | 0          |
| Resource Consent Applications Received in Digital Form                                  | 17         | 7          |
| Resource Consent Placed on Hold or Returned   | 3          | 6          |
| LIM's Received  | 6          | 6          |
| LIM's Granted   | 5          | 6          |
| Registered Premises Inspected for Compliance under the Food or Health Act               | 5          | 6          |
| Health or Food Act Complaints Received and responded to                                 | 2          | 2          |
| Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.      | 1          | 2          |
| Certificates and Licence Applications received under the Sale and Supply of Alcohol Act | 10         | 4          |
| Bylaw Complaints Received and responded to  | 25         | 19         |
| Dog Complaints Received and responded to  | 27         | 44         |

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

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

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

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

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

### 4.3 Community Health and Safety

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

10.3

## 5. DETAILED REPORTING BUILDING SERVICES

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

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

No Notices to Fix were issued in November or December.

#### 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 November or December.

#### 5.1.3 Regulation 6A Compliance Dashboard

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

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

| Incident  | Occurrence this month   |
|---|---|
| An arrangement being made under section 213 of the Act for—(i) another building consent authority to perform a significant amount of the functions of the building consent authority: (ii) the building consent authority to perform a significant amount of the functions of another building consent authority: | Nil   |
| A material amendment to the building consent authority's policies, procedures, or systems required by these regulations.  | Several amendments to the building consent authority's policies have been made as a result of the recent audit. These changes were summarised in an Action Plan which has been approved by International Accreditation New Zealand. |

#### 5.1.4 Training needs analysis

Training on Quality Assurance Systems, Plumbing and Drainage, Code Compliance Certificates and some new procedures was attended by the Building Control team in November. No training was completed in December.

#### 5.1.5 Internal audit/external audit timetable

International Accreditation New Zealand (IANZ) will be on site conducting an audit of the Council's Building Consent Authority between 19 and 22 July.

### 5.2 Territorial Authority

#### 5.2.1 Compliance Schedules/Building Warrants of Fitness

No Compliance Schedules were issued in November or December 2020. No notifications were issued for Warrant of Fitness renewal.

#### 5.2.2 Earthquake Prone Buildings

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

#### 5.2.3 Swimming Pools

No inspections were completed in November or December. Inspections are scheduled to continue from next month.

#### 5.2.4 Non Standard Site Register Maintenance

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

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

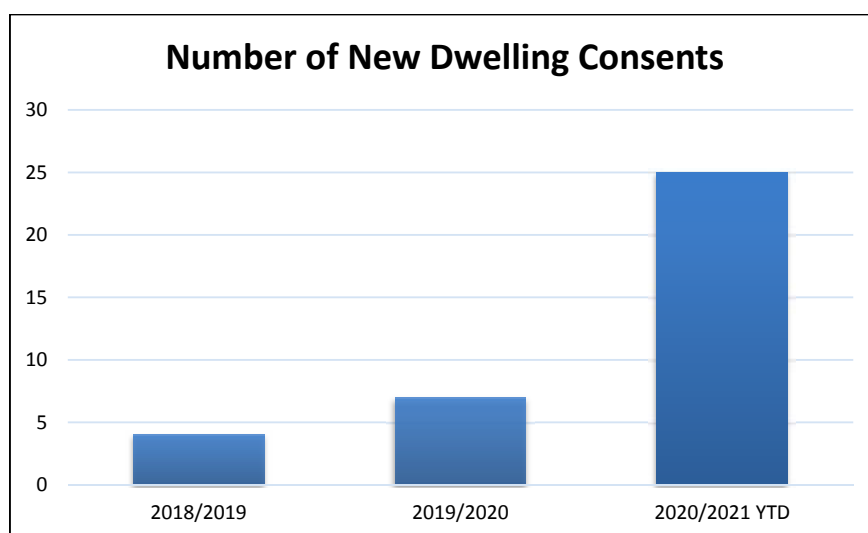
One Notice to Fix action remains in place.

### 5.3 Trends Analysis

#### 5.3.1 Consents applied for by type:

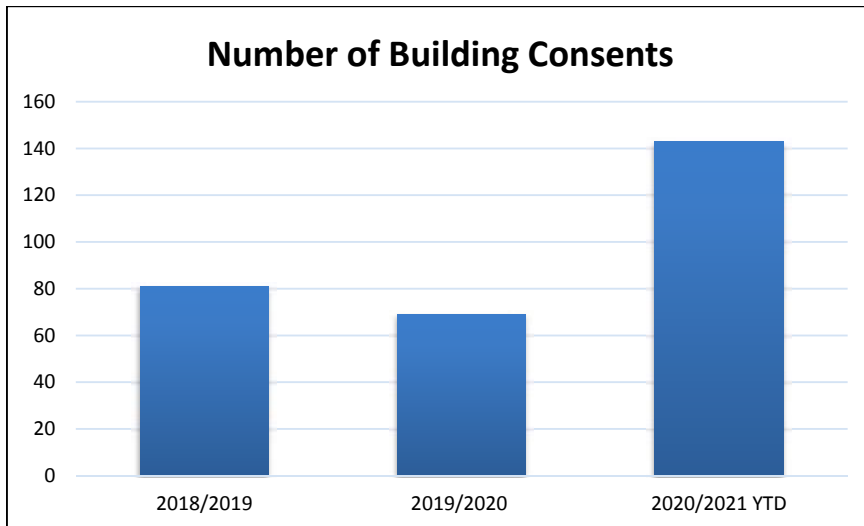
| Type                                     | Nov 2020  | Nov 2019  | Dec 2020  | Dec 2019  | 2020/2021 Year to Date | 2019/20 Whole Year |
|--|-----------|-----------|-----------|-----------|------------------------|--------------------|
| New Dwellings                            | 7         | 5         | 8         | 3         | 25                     | 29                 |
| Relocated dwellings                      | 0         | 1         | 2         | 3         | 11                     | 9                  |
| Relocated buildings other than dwellings | 0         | 0         | 0         | 0         | 0                      | 0                  |
| Fires                                    | 0         | 0         | 4         | 1         | 24                     | 49                 |
| Pole sheds/accessory buildings           | 8         | 6         | 0         | 2         | 28                     | 39                 |
| Additions and alterations – residential  | 4         | 5         | 3         | 3         | 28                     | 45                 |
| New Commercial buildings                 | 1         | 0         | 0         | 0         | 3                      | 2                  |
| Additions and alterations – commercial   | 1         | 0         | 2         | 1         | 8                      | 14                 |
| Other/miscellaneous                      | 0         | 0         | 3         | 1         | 13                     | 17                 |
| Certificate of Acceptance                | 0         | 0         | 0         | 1         | 3                      | 0                  |
| <b>Total/s</b>                           | <b>21</b> | <b>17</b> | <b>22</b> | <b>15</b> | <b>143</b>             | <b>204</b>         |

#### New House indicator by year



| Year to date         | New Dwellings |
|----------------------|---------------|
| <b>2018/2019</b>     | 4             |
| <b>2019/2020</b>     | 7             |
| <b>2020/2021 YTD</b> | 25            |

Consent numbers by year



10.3

| Year to date  | Building Consents |
|---------------|-------------------|
| 2018/2019     | 81                |
| 2019/2020     | 69                |
| 2020/2021 YTD | 143               |

B Sutherland  
**DIRECTOR - ENVIRONMENTAL SERVICES**

[Approved]  
 S Hanne  
**CHIEF EXECUTIVE**

**DATE:** 19 January 2021

# MONTHLY REPORT



**TO:** Policy & Services Committee  
**FROM:** Director – Corporate Services  
**DATE:** 26 January 2021  
**SUBJECT:** CORPORATE SERVICES REPORT

F19/13/04 – D21/1352

10.4

## RECOMMENDATION

THAT the report be received.

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

## 1. FINANCIAL MANAGEMENT

Reports attached, as at 31 December 2020, are:

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

### 1.1 SUMMARY OF FINANCIAL RESULTS AND PROGRESS

#### **Operational Results – December Year to Date (YTD)**

Revenue is currently above budget by \$2,987,922 at \$15,837,905. Expenditure is slightly under budget by \$144,232, at \$9,557,073. With a YTD net surplus of \$6,280,832, compared to a budgeted YTD net surplus of \$3,161,106.

#### *Revenue*

Revenue is higher than budget for the YTD due to the Provincial Growth Funding received by Central Government for Roading projects, and other projects including the Community Halls and Victoria Park projects – this is \$2,728,465 for the YTD.



User charges is also above budget by \$122,156 for the YTD due to building control and resource consents revenues up as a result of higher than expected activity in these areas.

*Expenditure*

Expenditure is slightly under budget, with finance costs (interest) under budget by \$132,313 due to lower than expected debt levels and interest rates, the variance will reduce going forward with an increase in gross debt.

**Capital Expenditure Report**

This financial year 2020/21, marks a significant year for capital expenditure projects, with a total available budget of \$26,086,092.

As at 31 December, \$3,695,643 (14%) of the available capital budget has been spent. The capital expenditure report outlines what stage each project is at.

Capital projects that are not expected to be delivered by the end of the financial year, but are expected to still go ahead have been included in the capital budget for Year 1 of the Long Term Plan 2021-31.

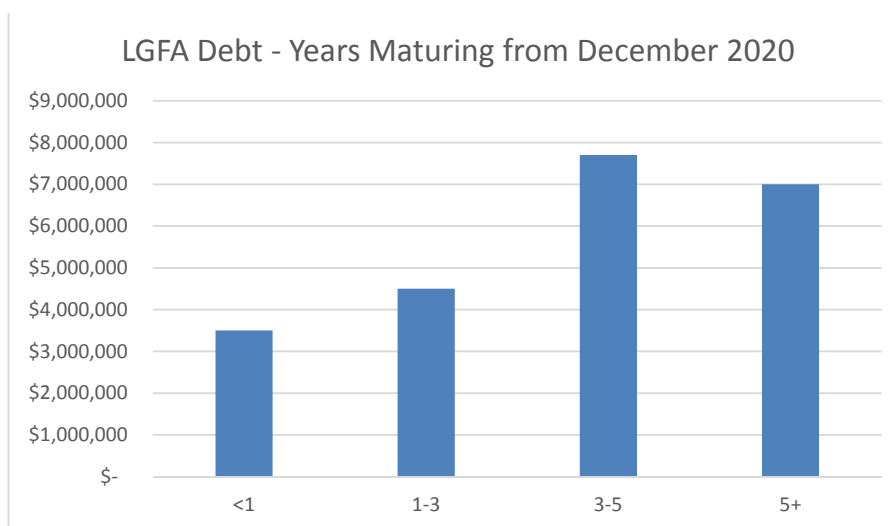
**10.4**

**1.2 TREASURY MANAGEMENT**

Gross Council debt has increased to \$22,700,000 as a result of new borrowings with the LGFA of \$7,200,000.

Net debt is \$6,520,000 as Council has \$9,000,000 on term deposits with registered NZ banks, and a \$7,180,000 loan to the A&P Association.

The weighted average interest rate for debt is 2.18% (average 6 year term), and the weighted average interest rate for financial investments is 1.34% (average 1.4 year term).



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

|                                      | <b>Actual</b> | <b>Policy</b> |
|--------------------------------------|---------------|---------------|
| Actual Fixed Debt                    | 91%           | >60%          |
| Actual Floating Debt                 | 9%            | <60%          |
| Fixed 1-3 years                      | 20%           | 10-60%        |
| Fixed 3-5 years                      | 34%           | 10-60%        |
| Fixed >5 years                       | 31%           | 5-60%         |
| Debt Matures 1-3 years               | 20%           | 10-60%        |
| Debt Matures 3-5 years               | 34%           | 10-60%        |
| Debt Matures > 5 years               | 31%           | 10-60%        |
| Debt Servicing to Revenue Ratio      | 1%            | <10%          |
| Debt to Revenue Ratio                | 24%           | <130%         |
| Liquidity Ratio                      | 178%          | >110%         |
| Net Debt per Capita                  | \$688         | <\$3,000      |
| Net Debt per Ratepayer               | \$1,376       | N/A           |
| Maximum Investment with Counterparty | \$7,000,000   | \$3,000,000   |

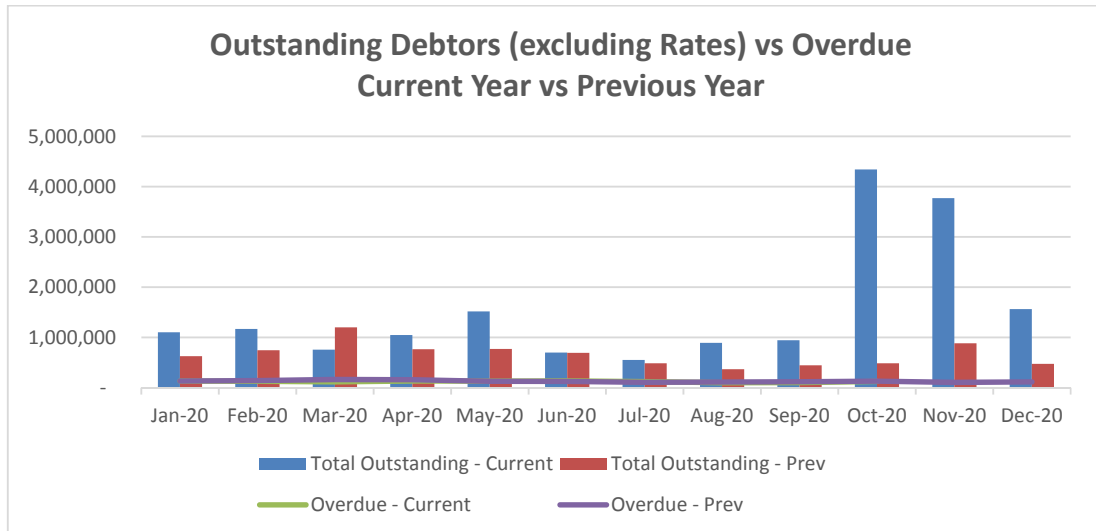
10.4

### Cashflow Forecast

There are no concerns about a shortfall in cash over the next 12 months and it is unlikely that any new borrowing will be required in the next 12 months. Council officers will invest any surplus cash on term deposits to ensure a safe return can be generated in the meantime.

### 1.3 DEBTORS COLLECTION

The total debtors balance is much higher than previous years/months as outstanding receivables such as subdivision section sales that have gone unconditional but not yet settled, and PGF Funding granted and invoiced are included. Debtors outstanding will reduce as these extraordinary debtor accounts are settled.



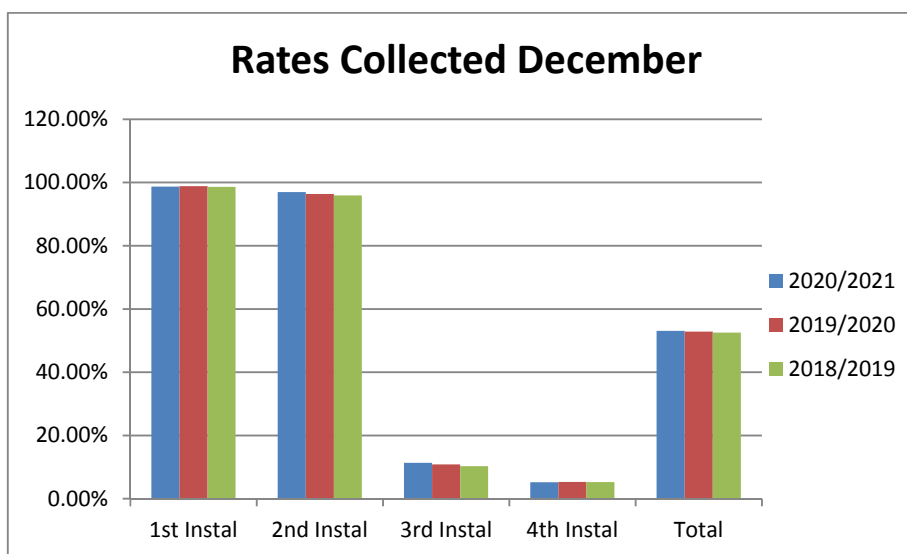
10.4

## 2.0 RATES

The Stratford District rating valuation was carried out by Quotable Value in September, effective as at 15 August 2020, and will take effect on rates from 1 July 2021. The public notice of updated values was issued on 9<sup>th</sup> December 2020. Objections close 22 January 2021.

**Rates Arrears (owing from 2019/20 year and earlier) \$65,332** – As at 31 December 2020, 84% of rates in arrears have been collected since 1 July 2020 (2019: 84%).

**Current Year Rates** – As at 31 December 2020, 53% of rates had been collected (2019, 53%). A third of all district ratepayers are now paying their rates by direct debit.



### 3.0 INFORMATION TECHNOLOGY AND RECORDS

- The Customer Service Centre is now able to offer property files by email (link to dropbox) for a \$20 fee. So far, 95% of all requests are for this method, rather than USB.
- Fibre has been installed at the Centennial Restrooms (nothing there previously) and will be available to customers who make a booking only.
- All IT equipment for the Information Centre (I-Site) has now been relocated into the Library.
- SAM for Compliance, an IT security benchmarking tool - Council came 5<sup>th</sup> place in 2020 out of all 20 Councils involved.
- The scanning of Borough and County building permits is now 45% complete.

10.4



Tiffany Radich  
**DIRECTOR – CORPORATE SERVICES**



Approved By:  
Sven Hanne  
**CHIEF EXECUTIVE**

**DATE:** 19 January 2021

## Statement of Comprehensive Revenue and Expense

For the Year to Date - December 2020

|   | December '20<br>Actual YTD | December '20<br>Budget YTD | Variance YTD       | Total Budget<br>2020/21 | December '19<br>Actual |
|---|----------------------------|----------------------------|--------------------|-------------------------|------------------------|
| <b>Revenue</b>  |                            |                            |                    |                         |                        |
| Finance Revenue   | \$40,661                   | \$69,350                   | (\$28,689)         | \$138,700               | \$49,081               |
| NZTA Rooding Subsidy  | \$1,873,771                | \$1,832,900                | \$40,871           | \$3,665,800             | \$1,550,646            |
| Grants and Donations  | \$378,316                  | \$337,750                  | \$40,566           | \$3,675,500             | \$144,572              |
| Provincial Growth Funding - Rooding                         | \$751,954                  | \$0                        | \$751,954          | \$0                     | \$0                    |
| Provincial Growth Funding - Other                           | \$1,976,511                | \$0                        | \$1,976,511        | \$0                     | \$0                    |
| Rates Revenue other than Water Supply Rate                  | \$6,494,012                | \$6,438,000                | \$56,012           | \$12,876,000            | \$6,187,821            |
| Water Supply Targeted Rate                                  | \$131,437                  | \$166,725                  | (\$35,288)         | \$444,600               | \$59,910               |
| Sundry Revenue  | \$37,329                   | \$32,100                   | \$5,229            | \$43,600                | \$35,898               |
| Financial Contributions                                     | \$26,739                   | \$0                        | \$26,739           | \$0                     | \$26,777               |
| Dividends   | \$0                        | \$0                        | \$0                | \$0                     | \$54,930               |
| Sale of land  | \$2,588,528                | \$2,556,667                | \$31,861           | \$3,816,000             | \$0                    |
| User Charges for Services                                   | \$1,538,647                | \$1,416,491                | \$122,156          | \$2,345,000             | \$1,406,403            |
| <b>Total Revenue</b>  | <b>\$15,837,905</b>        | <b>\$12,849,983</b>        | <b>\$2,987,922</b> | <b>\$27,005,200</b>     | <b>\$9,516,038</b>     |
| <b>Operating Expenditure</b>                                |                            |                            |                    |                         |                        |
| Personnel Costs   | \$2,089,881                | \$2,078,500                | (\$11,381)         | \$4,157,000             | \$2,049,750            |
| Other Direct Operating Costs                                | \$4,997,707                | \$5,042,877                | \$45,170           | \$9,781,000             | \$4,666,182            |
| <b>Total Operating Expenditure</b>                          | <b>\$7,087,588</b>         | <b>\$7,121,377</b>         | <b>\$33,789</b>    | <b>\$13,938,000</b>     | <b>\$6,715,932</b>     |
| (See attached Breakdown to Activity Cost)                   |                            |                            |                    |                         |                        |
| <b>Other Operating Expenditure</b>                          |                            |                            |                    |                         |                        |
| Depreciation  | \$2,254,390                | \$2,235,000                | (\$19,390)         | \$4,507,000             | \$2,188,393            |
| Finance Costs   | \$200,187                  | \$332,500                  | \$132,313          | \$665,000               | \$199,759              |
| Impairment landfill costs                                   | \$0                        | \$0                        | \$0                | \$0                     | \$23,346               |
| Provincial Growth Funding - non-council owned properties    | \$12,428                   | \$0                        | \$0                | \$0                     | \$0                    |
| Sundry Expenditure  | \$2,480                    | \$0                        | (\$2,480)          | \$0                     | \$1,200                |
| <b>Total Other Expenditure</b>                              | <b>\$2,469,485</b>         | <b>\$2,567,500</b>         | <b>\$110,443</b>   | <b>\$5,172,000</b>      | <b>\$2,412,698</b>     |
| <b>Total Expenditure</b>                                    | <b>\$9,557,073</b>         | <b>\$9,688,877</b>         | <b>\$144,232</b>   | <b>\$19,110,000</b>     | <b>\$9,128,630</b>     |
| <b>Net Surplus (Deficit)</b>                                | <b>\$6,280,832</b>         | <b>\$3,161,106</b>         | <b>\$3,132,154</b> | <b>\$7,894,200</b>      | <b>\$387,408</b>       |
| <b>TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR</b> | <b>\$6,280,832</b>         | <b>\$3,161,106</b>         | <b>\$3,132,154</b> | <b>\$7,894,200</b>      | <b>\$387,408</b>       |

## Statement of Financial Position

As at 31 December 2020

|   | December '20<br>Actual YTD |
|---|----------------------------|
| <b>Assets</b>                               |                            |
| <b><u>Current Assets</u></b>                |                            |
| Cash and Cash Equivalents                   | \$3,360,001                |
| Short Term Deposits                         | \$9,000,000                |
| Receivables                                 | \$1,653,228                |
| Inventory - assets held for sale            | \$610,215                  |
| Prepayments                                 | \$6,358                    |
| <b>Current Assets Total</b>                 | <b>\$14,629,802</b>        |
| <b><u>Non-Current Assets</u></b>            |                            |
| <b>Investment in Other Financial Assets</b> |                            |
| LGFA Borrower Notes                         | \$428,000                  |
| Shares                                      | \$672,534                  |
| Community Loan                              | \$7,180,000                |
| Trust Settlements                           | \$110                      |
| Work in Progress                            | \$3,874,917                |
| Property, Plant & Equipment / Intangibles   | \$326,636,459              |
| <b>Non-Current Assets Total</b>             | <b>\$338,792,020</b>       |
| <b>Assets Total</b>                         | <b>\$353,421,822</b>       |
| <b>Liabilities &amp; Equity</b>             |                            |
| <b><u>Equity</u></b>                        |                            |
| Renewal Reserves                            | \$4,257,363                |
| Contingency Reserve                         | \$504,500                  |
| Other Council Created Reserves              | \$1,193,280                |
| Restricted Reserves                         | \$663,840                  |
| Targeted Rate Reserves                      | -\$223,239                 |
| Asset Revaluation Reserves                  | \$133,904,734              |
| Retained Earnings                           | \$187,639,226              |
| <b>Equity Total</b>                         | <b>\$327,939,704</b>       |
| <b><u>Liabilities</u></b>                   |                            |
| <b>Current Liabilities</b>                  |                            |
| Borrowings (maturing less than one year)    | \$3,500,000                |
| Provision for Landfill Aftercare            | \$10,858                   |
| Employee Entitlements                       | \$182,888                  |
| Payables and Deferred Revenue               | \$2,493,873                |
| <b>Non-Current Liabilities</b>              |                            |
| Borrowings                                  | \$19,200,000               |
| Employee Entitlements                       | \$49,359                   |
| Provision for Landfill Aftercare            | \$45,140                   |
| <b>Liabilities Total</b>                    | <b>\$25,482,118</b>        |
| <b>Liabilities &amp; Equity Total</b>       | <b>\$353,421,822</b>       |

## Expenditure and Revenue by Activity

For the Year to Date - December 2020

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

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

|   | December '20<br>Actual YTD | December '20<br>Budget YTD | Variance YTD | Total Budget<br>2020/21 | December '19<br>Actual |
|---|----------------------------|----------------------------|--------------|-------------------------|------------------------|
| <b><u>Community Services</u></b>              |                            |                            |              |                         |                        |
| <b>Aerodrome</b>                              |                            |                            |              |                         |                        |
| Expenditure                                   | \$40,871                   | \$50,048                   | \$9,177      | \$99,400                | \$40,189               |
| Revenue                                       | \$10,107                   | \$10,750                   | (\$643)      | \$21,500                | \$11,631               |
| Net cost of activity                          | \$30,764                   | \$39,298                   | \$8,534      | \$77,900                | \$28,558               |
| <b>Civic Amenities</b>                        |                            |                            |              |                         |                        |
| Expenditure                                   | \$257,881                  | \$213,683                  | (\$44,198)   | \$465,400               | \$204,234              |
| Revenue                                       | \$36,440                   | \$39,991                   | (\$3,551)    | \$65,500                | \$33,616               |
| Net cost of activity                          | \$221,441                  | \$173,692                  | (\$47,749)   | \$399,900               | \$170,618              |
| <b>Pensioner Housing</b>                      |                            |                            |              |                         |                        |
| Expenditure                                   | \$38,331                   | \$43,215                   | \$4,884      | \$77,500                | \$39,154               |
| Revenue                                       | \$34,060                   | \$32,450                   | \$1,610      | \$64,900                | \$33,515               |
| Net cost of activity                          | \$4,271                    | \$10,765                   | \$6,494      | \$12,600                | \$5,639                |
| <b>Community Development</b>                  |                            |                            |              |                         |                        |
| Expenditure                                   | \$283,246                  | \$250,450                  | (\$32,796)   | \$428,900               | \$261,864              |
| Revenue                                       | \$20,912                   | \$20,500                   | \$412        | \$20,500                | \$19,891               |
| Net cost of activity                          | \$262,334                  | \$229,950                  | (\$32,384)   | \$408,400               | \$241,973              |
| <b>Library</b>                                |                            |                            |              |                         |                        |
| Expenditure                                   | \$261,678                  | \$276,169                  | \$14,491     | \$545,500               | \$318,710              |
| Revenue                                       | \$8,010                    | \$8,500                    | (\$490)      | \$17,000                | \$9,810                |
| Net cost of activity                          | \$253,668                  | \$267,669                  | \$14,001     | \$528,500               | \$308,900              |
| <b>Parks and Reserves</b>                     |                            |                            |              |                         |                        |
| Expenditure                                   | \$258,381                  | \$317,346                  | \$58,965     | \$628,300               | \$263,607              |
| Revenue                                       | \$4,320                    | \$4,450                    | (\$130)      | \$8,900                 | \$4,866                |
| Net cost of activity                          | \$254,061                  | \$312,896                  | \$58,835     | \$619,400               | \$258,741              |
| <b>Cemeteries</b>                             |                            |                            |              |                         |                        |
| Expenditure                                   | \$82,752                   | \$85,649                   | \$2,897      | \$170,700               | \$92,246               |
| Revenue                                       | \$47,669                   | \$42,500                   | \$5,169      | \$85,000                | \$38,956               |
| Net cost of activity                          | \$35,083                   | \$43,149                   | \$8,066      | \$85,700                | \$53,290               |
| <b>TSB Pool Complex</b>                       |                            |                            |              |                         |                        |
| Expenditure                                   | \$438,566                  | \$456,753                  | \$18,187     | \$896,200               | \$460,921              |
| Revenue                                       | \$97,394                   | \$111,400                  | (\$14,006)   | \$222,800               | \$117,519              |
| Net cost of activity                          | \$341,172                  | \$345,353                  | \$4,181      | \$673,400               | \$343,402              |
| <b><u>Democracy and Corporate Support</u></b> |                            |                            |              |                         |                        |
| Expenditure                                   | \$555,349                  | \$549,726                  | (\$5,623)    | \$1,095,400             | \$571,591              |
| Revenue                                       | \$95,193                   | \$67,100                   | \$28,093     | \$113,600               | \$87,143               |
| Net cost of activity                          | \$460,156                  | \$482,626                  | \$22,470     | \$981,800               | \$484,448              |
| <b><u>Economy</u></b>                         |                            |                            |              |                         |                        |
| <b>Economic Development</b>                   |                            |                            |              |                         |                        |
| Expenditure                                   | \$204,515                  | \$220,300                  | \$15,785     | \$439,800               | \$235,624              |
| Net cost of activity                          | \$204,515                  | \$220,300                  | \$15,785     | \$439,800               | \$235,624              |
| <b>Information Centre</b>                     |                            |                            |              |                         |                        |
| Expenditure                                   | \$154,407                  | \$156,050                  | \$1,643      | \$310,900               | \$177,427              |
| Revenue                                       | \$37,022                   | \$46,150                   | (\$9,128)    | \$92,300                | \$45,243               |
| Net cost of activity                          | \$117,385                  | \$109,900                  | (\$7,486)    | \$218,600               | \$132,184              |

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\*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

|                                 | December '20<br>Actual YTD | Decemer '20<br>Budget YTD | Variance YTD | Total Budget<br>2020/21 | December '19<br>Actual |
|---------------------------------|----------------------------|---------------------------|--------------|-------------------------|------------------------|
| <b>Rental Properties</b>        |                            |                           |              |                         |                        |
| Expenditure                     | \$27,017                   | \$25,058                  | (\$1,959)    | \$46,600                | \$23,488               |
| Revenue                         | \$16,538                   | \$16,000                  | \$538        | \$32,000                | \$20,621               |
| Net cost of activity            | \$10,479                   | \$9,058                   | (\$1,421)    | \$14,600                | \$2,867                |
| <b>Farm</b>                     |                            |                           |              |                         |                        |
| Expenditure                     | \$117,526                  | \$137,719                 | \$20,193     | \$268,900               | \$106,721              |
| Revenue                         | \$258,514                  | \$253,650                 | \$4,864      | \$507,300               | \$253,303              |
| Net cost of activity            | -\$140,988                 | -\$115,932                | \$25,057     | -\$238,400              | -\$146,582             |
| <b>Holiday Park</b>             |                            |                           |              |                         |                        |
| Expenditure                     | \$823                      | \$1,600                   | \$777        | \$3,200                 | \$7,913                |
| Revenue                         | \$0                        | \$0                       | \$0          | \$3,000                 | \$0                    |
| Net cost of activity            | \$823                      | \$1,600                   | \$777        | \$200                   | \$7,913                |
| <b>Environmental Services</b>   |                            |                           |              |                         |                        |
| <b>Building Control</b>         |                            |                           |              |                         |                        |
| Expenditure                     | \$317,702                  | \$280,845                 | (\$36,857)   | \$560,000               | \$238,281              |
| Revenue                         | \$159,990                  | \$128,000                 | \$31,990     | \$256,000               | \$163,334              |
| Net cost of activity            | \$157,712                  | \$152,845                 | (\$4,867)    | \$304,000               | \$74,947               |
| <b>District Plan</b>            |                            |                           |              |                         |                        |
| Expenditure                     | \$72,639                   | \$84,450                  | \$11,811     | \$168,900               | \$71,583               |
| Net cost of activity            | \$72,639                   | \$84,450                  | \$11,811     | \$168,900               | \$71,583               |
| <b>Resource Consents</b>        |                            |                           |              |                         |                        |
| Expenditure                     | \$118,898                  | \$89,900                  | (\$28,998)   | \$179,400               | \$87,240               |
| Revenue                         | \$53,387                   | \$17,500                  | \$35,887     | \$35,000                | \$40,178               |
| Net cost of activity            | \$65,511                   | \$72,400                  | \$6,889      | \$144,400               | \$47,062               |
| <b>Food and Health</b>          |                            |                           |              |                         |                        |
| Expenditure                     | \$77,718                   | \$77,350                  | (\$368)      | \$154,500               | \$60,807               |
| Revenue                         | \$19,030                   | \$14,500                  | \$4,530      | \$15,000                | \$21,824               |
| Net cost of activity            | \$58,688                   | \$62,850                  | \$4,162      | \$139,500               | \$38,983               |
| <b>Alcohol Licensing</b>        |                            |                           |              |                         |                        |
| Expenditure                     | \$51,672                   | \$57,650                  | \$5,978      | \$115,100               | \$74,245               |
| Revenue                         | \$19,748                   | \$17,650                  | \$2,098      | \$35,300                | \$16,638               |
| Net cost of activity            | \$31,924                   | \$40,000                  | \$8,076      | \$79,800                | \$57,607               |
| <b>Parking and Other Bylaws</b> |                            |                           |              |                         |                        |
| Expenditure                     | \$66,390                   | \$70,400                  | \$4,010      | \$140,800               | \$85,223               |
| Revenue                         | -\$249                     | \$500                     | (\$749)      | \$1,000                 | \$340                  |
| Net cost of activity            | \$66,639                   | \$69,900                  | \$3,261      | \$139,800               | \$84,883               |
| <b>Animal Control</b>           |                            |                           |              |                         |                        |
| Expenditure                     | \$99,459                   | \$96,350                  | (\$3,109)    | \$192,700               | \$89,370               |
| Revenue                         | \$143,682                  | \$128,250                 | \$15,432     | \$141,500               | \$135,246              |
| Net cost of activity            | -\$44,223                  | -\$31,900                 | \$12,323     | \$51,200                | -\$45,876              |
| <b>Civil Defence</b>            |                            |                           |              |                         |                        |
| Expenditure                     | \$129,725                  | \$114,800                 | (\$14,925)   | \$229,600               | \$46,850               |
| Net cost of activity            | \$129,725                  | \$114,800                 | (\$14,925)   | \$229,600               | \$46,850               |
| <b>Assets</b>                   |                            |                           |              |                         |                        |
| <b>Roading</b>                  |                            |                           |              |                         |                        |
| Expenditure                     | \$1,912,824                | \$1,925,950               | \$13,126     | \$3,819,900             | \$1,664,214            |
| Revenue                         | \$434,489                  | \$411,000                 | \$23,489     | \$4,160,800             | \$1,836,900            |
| Net cost of activity            | \$1,478,335                | \$1,514,950               | \$36,615     | -\$340,900              | -\$172,686             |

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\*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

|                                   | December '20<br>Actual YTD | Decemer '20<br>Budget YTD | Variance YTD | Total Budget<br>2020/21 | December '19<br>Actual |
|-----------------------------------|----------------------------|---------------------------|--------------|-------------------------|------------------------|
| <b>Stormwater</b>                 |                            |                           |              |                         |                        |
| Expenditure                       | \$92,086                   | \$88,291                  | (\$3,795)    | \$168,800               | \$95,528               |
| Revenue                           | \$0                        | \$0                       | \$0          | \$0                     | \$0                    |
| Net cost of activity              | \$92,086                   | \$88,291                  | (\$3,795)    | \$168,800               | \$95,528               |
| <b>Wastewater (Sewerage)</b>      |                            |                           |              |                         |                        |
| Expenditure                       | \$301,666                  | \$323,154                 | \$21,488     | \$634,000               | \$325,314              |
| Revenue                           | \$22,308                   | \$36,500                  | (\$14,192)   | \$73,000                | \$40,191               |
| Net cost of activity              | \$279,358                  | \$286,654                 | \$7,296      | \$561,000               | \$285,123              |
| <b>Solid Waste</b>                |                            |                           |              |                         |                        |
| Expenditure                       | \$430,038                  | \$409,010                 | (\$21,028)   | \$814,400               | \$406,594              |
| Revenue                           | \$57,412                   | \$41,250                  | \$16,162     | \$82,500                | \$62,182               |
| Net cost of activity              | \$372,626                  | \$367,760                 | (\$4,866)    | \$731,900               | \$344,412              |
| <b>Water Supply</b>               |                            |                           |              |                         |                        |
| Expenditure                       | \$588,907                  | \$659,463                 | \$70,556     | \$1,283,200             | \$566,994              |
| Revenue                           | \$131,437                  | \$166,725                 | (\$35,288)   | \$444,600               | \$59,910               |
| Net cost of activity              | \$457,470                  | \$492,738                 | \$35,268     | \$838,600               | \$507,084              |
| <b>Total Activity Expenditure</b> | \$6,981,067                | \$7,061,377               | \$80,310     | \$13,635,000            | \$6,615,932            |
| <b>Total Activity Revenue</b>     | \$1,707,413                | \$1,615,316               | \$92,097     | \$6,499,000             | \$3,052,857            |
| <b>Net Cost of Activities</b>     | \$5,273,654                | \$5,446,061               | \$172,407    | \$7,136,000             | \$3,563,075            |

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**CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 DECEMBER 2020**

| Council Activity  | Project Description                     | 2020/21 Annual Plan Budget (a) | Funds Carried Forward (b) | Total Funds Available (a + b) | 2020/21 Actual Expenditure YTD | Projected year end forecast | 2020/21 Projected under/(over) spend | Expected Project Completion Date | Status of each Project   |
|---|---|--------------------------------|---------------------------|-------------------------------|--------------------------------|-----------------------------|--------------------------------------|----------------------------------|--|
| <b>GROWTH - to meet additional demand</b>   |   |                                |                           |                               |                                |                             |                                      |                                  |  |
| Economy   | Proposed Council subdivision            | 0                              | 300,000                   | 300,000                       | 94,515                         | 94,515                      | 205,485                              | Completed                        | Practical Completion Certificate has now been completed. A total of \$4.4m has been spent to date.   |
| <b>Total Growth Expenditure</b>   |   | <b>0</b>                       | <b>300,000</b>            | <b>300,000</b>                | <b>94,515</b>                  | <b>94,515</b>               | <b>205,485</b>                       |                                  |  |
| <b>LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level</b> |   |                                |                           |                               |                                |                             |                                      |                                  |  |
| Roading - Provincial Growth Fund shovel ready projects  | Various safety improvements             | 0                              | 0                         | 751,934                       | 976,822                        | 976,822                     | (224,888)                            | 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 Rooding Reserve (overspend is not NZTA funded). |
| Roading   | Low cost / low risk safety improvements | 0                              | 1,047,924                 | 1,047,924                     | 521,124                        | 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 will commence shortly.  |
| 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 will commence shortly.  |
| Wastewater  | Reticulation capacity increase          | 104,900                        | 145,911                   | 250,811                       | 8,809                          | 250,811                     | 0                                    | By 30 June 2021                  | This budget is mainly for the Broadway upgrade. The job has been let, and will commence late January 2021.   |
| Wastewater  | Safety screens                          | 33,900                         | 0                         | 33,900                        | 0                              | 33,900                      | 0                                    | By 30 June 2021                  | Road reserves safety screens will be installed by the end of the year.   |
| Wastewater  | Pump station telemetry                  | 83,900                         | 82,000                    | 165,900                       | 0                              | 165,900                     | 0                                    | By 30 June 2021                  | The scoping of the design for the three remaining pump stations has been completed, and a quote has now been accepted. Work will commence in March 2021.   |
| Wastewater  | Bulk discharge                          | 0                              | 51,300                    | 51,300                        | 1,050                          | 51,300                      | 0                                    | By 30 June 2021                  | Replacement pump has been selected, job scheduled to be completed by June 2021   |
| Wastewater  | Stage 2 treatment - Oxidation Pond      | 262,100                        | 0                         | 262,100                       | 504                            | 262,100                     | 0                                    | By 30 June 2021                  | Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly. Depending on the outcome of the trial, the funds may or may not be required.                         |
| Water Supply  | Water Meter Installation                | 346,000                        | 0                         | 346,000                       | 62,310                         | 346,000                     | 0                                    | By 30 June 2021                  | Ongoing, in conjunction with the zoning project.   |
| Water Supply  | Zoning                                  | 209,800                        | 475,657                   | 685,457                       | 253,722                        | 685,457                     | 0                                    | By 30 June 2021                  | Ongoing, in conjunction with the water meter installation project.   |
| Water Supply  | Second trunkmain                        | 0                              | 0                         | 0                             | 12,274                         | 20,000                      | (20,000)                             | By 30 June 2021                  | This is for consultancy fees towards the design and route selection of the pipeline contract.  |
| Water Supply  | Stratford street work rider mains       | 31,400                         | 30,750                    | 62,150                        | 0                              | 62,150                      | 0                                    | By 30 June 2021                  | Ongoing.   |
| Parks and Reserves  | Park Development                        | 15,600                         | 0                         | 15,600                        | 6,605                          | 15,600                      | 0                                    | By 30 April 2021                 | The first project (planting) has been completed, and the second project (lime chip path extension) will be completed by 30 April 2021.   |

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| Council Activity   | Project Description  | 2020/21 Annual Plan Budget (a) | Funds Carried Forward (b) | Total Funds Available (a + b) | 2020/21 Actual Expenditure YTD | Projected year end forecast | 2020/21 Projected under/(over) spend | Expected Project Completion Date | Status of each Project   |
|--|--|--------------------------------|---------------------------|-------------------------------|--------------------------------|-----------------------------|--------------------------------------|----------------------------------|--|
| Parks and Reserves   | Walkway development  | 15,600                         | 0                         | 15,600                        | 0                              | 15,600                      | 0                                    | By 28 February 2021              | A quote for the eastern loop has been accepted, however due to the weather, the contractors are busy with the garden festival mowing etc so work will commence in January 2021.  |
| 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.   |
| 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                       | 70,612                         | 1,870,000                   | 0                                    | 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) is being designed; and stage 3 (public toilets) is out for quotes.          |
| Parks and Reserves   | Discovery Trail  | 104,200                        | 0                         | 104,200                       | 29,876                         | 29,876                      | 74,324                               | 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                    | 143,641                        | 5,300,000                   | 10,336,500                           | By February 2023                 | Funding of \$8m from Provincial Growth Fund approved, then with \$13.5m from loans, making a total project cost of \$21.5m. 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                       | 0                              | 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.  |
| Civic Amenities  | Broadway / Prospero Place upgrade  | 0                              | 80,629                    | 80,629                        | 39,217                         | 80,629                      | 0                                    | By 30 June 2021                  | The major project to date is the Village Green development.  |
| Civic Amenities  | WMC - civil defence upgrade  | 50,000                         | 0                         | 50,000                        | 0                              | 50,000                      |                                      | By 30 June 2021                  | The need for this expenditure is still under negotiation with the current users.   |
| Farm   | Calf bay   | 15,000                         | 0                         | 15,000                        | 6,158                          | 15,000                      |                                      | By 30 June 2021                  | Calf bay completed. Refurbishment to other calf bays will also be required.  |
| Farm   | Yard upgrade   | 30,000                         | 0                         | 30,000                        | 0                              | 30,000                      |                                      | By 30 June 2021                  | Two quotes for physical works have been requested, once evaluated and accepted, works will commence when the cows have dried off.  |
| Farm   | Landscaping / riparian planting  | 10,400                         | 0                         | 10,400                        | 7,000                          | 10,400                      | 0                                    | By 30 June 2021                  | Some remaining fencing work will be completed throughout the year.   |
| Library  | Information centre relocation  | 0                              | 0                         | 0                             | 36,802                         | 65,000                      | (65,000)                             | By 31 March 2021                 | Estimated cost for relocation and new furniture. AA to contribute \$4,336 to relocate their agency.  |
| <b>Total Level of Service Expenditure</b>  |  | <b>17,864,600</b>              | <b>1,965,349</b>          | <b>20,581,883</b>             | <b>2,176,526</b>               | <b>11,767,949</b>           | <b>10,100,936</b>                    |                                  |  |
| <b>REPLACEMENTS - replaces an existing asset with the same level of service provided</b> |  |                                |                           |                               |                                |                             |                                      |                                  |  |
| Roading - Financially assisted NZTA  | Unsealed Road metalling  | 795,000                        | (85,000)                  | 710,000                       | 186,367                        | 600,000                     | 110,000                              | By 31 May 2021                   | Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.  |
| Roading - Financially assisted NZTA  | Sealed Road resurfacing  | 750,000                        | (70,000)                  | 680,000                       | 285,878                        | 800,000                     | (120,000)                            | By 28 February 2021              | Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract. Reseals are 20% completed for this year.   |

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| Council Activity                    | Project Description                     | 2020/21 Annual Plan Budget (a) | Funds Carried Forward (b) | Total Funds Available (a + b) | 2020/21 Actual Expenditure YTD | Projected year end forecast | 2020/21 Projected under/(over) spend | Expected Project Completion Date | Status of each Project   |
|-------------------------------------|---|--------------------------------|---------------------------|-------------------------------|--------------------------------|-----------------------------|--------------------------------------|----------------------------------|--|
| Roading - Financially assisted NZTA | Drainage Renewals                       | 525,415                        | (100,415)                 | 425,000                       | 280,335                        | 350,000                     | 75,000                               | By 31 March 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                       | 141,571                        | 700,000                     | (20,000)                             | By 28 February 2021              | Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract. Beaconsfield Road rehabilitation is to start in January 2021.  |
| Roading - Financially assisted NZTA | Structure Components Replacement        | 80,000                         | 0                         | 80,000                        | 8,402                          | 80,000                      | 0                                    | 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 Servcies Renewals               | 50,000                         | (518)                     | 49,482                        | 35,032                         | 60,000                      | (10,518)                             | 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                       | 5,601                          | 150,950                     | 0                                    | By 30 June 2021                  | This is to undertake a substantial length of sealing on Pembroke Rd following the installation of the underground power cables to the Mountain House. Works will start at the Mountain House, heading eastwards. |
| Roading non-subsidised              | Underverandah lighting                  | 12,500                         | 0                         | 12,500                        | 0                              | 12,500                      | 0                                    | By 30 June 2021                  | Upgrades still to be identified  |
| Solid Waste                         | Transfer Station - Building renewals    | 20,800                         | 40,800                    | 61,600                        | 9,399                          | 61,600                      | 0                                    | By 30 June 2021                  | Asbestos has been removed from transfer station, and upgrades to other buildings on site are continuing.   |
| 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                              | 160,400                     | 0                                    | By 30 June 2021                  | Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly, to ensure the bacteria survives. These funds may or may not be needed.                                     |
| Wastewater                          | Bulk discharge                          | 10,500                         | 0                         | 10,500                        | 0                              | 10,500                      | 0                                    | By 30 June 2021                  | Work has now commenced on this project.  |
| Wastewater                          | Reticulation renewals                   | 0                              | 266,920                   | 266,920                       | 33,930                         | 266,920                     | 0                                    | By 20 June 2021                  | Physical works being undertaken via maintenance contracts. The majority of the project is central Broadway, and will be completed by 30 June 2021.   |
| Water Supply                        | Laterals                                | 32,100                         | 0                         | 32,100                        | 4,300                          | 32,100                      | 0                                    | By 30 June 2021                  | Ongoing  |
| Water Supply                        | Stratford street work rider mains       | 267,400                        | 202,087                   | 469,487                       | 0                              | 469,487                     | 0                                    | By 30 June 2021                  | Physical works being undertaken via maintenance contracts. Works scheduled to be completed by June 2021.   |
| Water Supply                        | Midhurst street work rider mains        | 15,700                         | 0                         | 15,700                        | 5,131                          | 15,700                      | 0                                    | By 30 June 2021                  | The scope has been confirmed, awaiting works commencement.   |
| Water Supply                        | Infrastructure general Stratford        | 26,200                         | 0                         | 26,200                        | 11,210                         | 26,200                      | 0                                    | By 30 June 2021                  | Ongoing  |
| 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                         | 0                              | 1,600                       | 0                                    | By 30 June 2021                  | Ongoing  |
| Water Supply                        | Grit tank replacement                   | 0                              | 248,495                   | 248,495                       | 38,356                         | 248,495                     | 0                                    | By 30 June 2021                  | Tender documentation is complete. Works will commence this year, but may not be completed this financial year.   |

2021 - Policy & Services - January - Monthly Reports

| Council Activity      | Project Description                     | 2020/21 Annual Plan Budget (a) | Funds Carried Forward (b) | Total Funds Available (a + b) | 2020/21 Actual Expenditure YTD | Projected year end forecast | 2020/21 Projected under/(over) spend | Expected Project Completion Date | Status of each Project   |
|-----------------------|---|--------------------------------|---------------------------|-------------------------------|--------------------------------|-----------------------------|--------------------------------------|----------------------------------|--|
| Water Supply          | Meter replacements                      | 52,400                         | 93,614                    | 146,014                       | 0                              | 146,014                     | 0                                    | By 30 June 2021                  | Physical works being undertaken via maintenance contractors. Works scheduled to be completed by June 2021.   |
| Water Supply          | Patea delivery line                     | 0                              | 259,400                   | 259,400                       | 16,507                         | 259,400                     | 0                                    | By 30 June 2021                  | Tender documentation is complete. Works will commence this year, but may not be completed this financial year.   |
| 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                         | 0                              | 3,100                       | 0                                    | By 30 June 2021                  | Prices being obtained for table replacements due to the tables being damaged and worn over time.   |
| Civic Amenities       | Community hall renewals                 | 0                              | 0                         | 326,761                       | 234,696                        | 326,761                     | 0                                    | By 31 March 2021                 | Funding of \$326,761 from Provincial Growth Fund approved, and physical works has commenced. Six of the eight halls have been completed.   |
| Civic Amenities       | CRR - various replacements              | 8,700                          | 0                         | 8,700                         | 0                              | 8,700                       | 0                                    | By 30 June 2021                  | Now that the PGF works have been completed, wi-fi installation is in progress, and a quote for a heat pump has been accepted, which will be installed when received from the supplier.                       |
| 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 when the cows have dried off.  |
| Farm                  | Effluent pump replacement               | 0                              | 0                         | 0                             | 15,709                         | 15,709                      | (15,709)                             | Completed                        | The existing pump failed so a replacement was required immediately   |
| Farm                  | House - fireplace and floor coverings   | 12,000                         | 0                         | 12,000                        | 6,546                          | 12,000                      | 0                                    | By 30 June 2021                  | One fireplace has been installed, and another fireplace will be installed in the farm cottage.. Floor covering is scheduled to be completed before the end of the year.                                      |
| Miranda Street Office | Furniture Replacement                   | 3,100                          | 0                         | 3,100                         | 648                            | 3,100                       | 0                                    | By 30 June 2021                  | On-going   |
| Miranda Street Office | Floor coverings                         | 42,700                         | 0                         | 42,700                        | 0                              | 42,700                      | 0                                    | By 30 June 2021                  | Selected floor coverings only will done. 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. |
| Miranda Street Office | Office renovations                      | 0                              | 0                         | 0                             | 700                            | 700                         | (700)                                | 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                        | 27,859                         | 80,000                      | 0                                    | By 30 June 2021                  | On-going   |
| Corporate             | AssetFinda and GIS software replacement | 0                              | 15,000                    | 15,000                        | 9,186                          | 15,000                      | 0                                    | By 28 February 2021              | In progress, scheduled to be completed by February 2021  |
| Corporate             | Civil defence equipment                 | 10,000                         | 0                         | 10,000                        | 0                              | 10,000                      | 0                                    | By 30 June 2021                  | This will be determined when the potential upgrade to the War Memorial Centre is completed.  |
| Corporate             | Telephone System                        | 0                              | 25,000                    | 25,000                        | 20,207                         | 20,207                      | 4,793                                | Completed                        | Completed  |
| Corporate             | Website redevelopment                   | 0                              | 0                         | 0                             | 5,710                          | 40,000                      | (40,000)                             | By 31 March 2021                 | Planning for this commenced in previous years, however work has only just commenced, as it was pending a decision on the branding design for Council.  |
| Corporate             | Vehicle Replacement (after trade in)    | 31,000                         | 0                         | 31,000                        | 23,404                         | 23,404                      | 7,596                                | Completed                        | Replacement of one vehicle was completed in December 2020  |
| Corporate             | Miscellaneous                           | 20,000                         | 0                         | 20,000                        | 0                              | 20,000                      | 0                                    | By 30 June 2021                  |  |

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| Council Activity                     | Project Description | 2020/21<br>Annual Plan<br>Budget (a) | Funds Carried<br>Forward (b) | Total Funds<br>Available<br>(a + b) | 2020/21<br>Actual<br>Expenditure<br>YTD | Projected<br>year end<br>forecast | 2020/21<br>Projected<br>under/(over)<br>spend | Expected Project<br>Completion Date | Status of each Project |
|--------------------------------------|---------------------|--------------------------------------|------------------------------|-------------------------------------|---|-----------------------------------|---|-------------------------------------|------------------------|
| <i>Total Replacement Expenditure</i> |                     | 4,044,915                            | 832,533                      | 5,204,209                           | 1,424,602                               | 5,211,647                         | -7,438  |                                     |                        |
| <b>TOTAL EXPENDITURE</b>             |                     | <b>\$21,909,515</b>                  | <b>\$3,097,882</b>           | <b>\$26,086,092</b>                 | <b>\$3,695,643</b>                      | <b>\$17,074,111</b>               | <b>\$10,298,983</b>                           |                                     |                        |

## LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 DECEMBER 2020

### Public Debt Statement

| Lender          | Amount               | Interest Rate | Term (Years) | Date Drawn    | Maturity Date |
|-----------------|----------------------|---------------|--------------|---------------|---------------|
| LGFA (floating) | \$ 2,000,000         | 1.09%         | 1            | April 2020    | April 2021    |
| LGFA            | \$ 1,500,000         | 2.62%         | 3            | August 2018   | May 2021      |
| LGFA            | \$ 2,000,000         | 2.81%         | 4            | August 2018   | April 2022    |
| LGFA            | \$ 1,000,000         | 1.55%         | 3            | April 2020    | April 2023    |
| LGFA            | \$ 1,500,000         | 3.47%         | 5            | May 2018      | May 2023      |
| LGFA            | \$ 2,000,000         | 2.53%         | 5            | May 2019      | May 2024      |
| LGFA            | \$ 2,000,000         | 3.38%         | 7            | August 2018   | April 2025    |
| LGFA - A&P      | \$ 3,700,000         | 1.04%         | 5            | December 2020 | December 2025 |
| LGFA            | \$ 1,000,000         | 2.02%         | 6            | April 2020    | April 2026    |
| LGFA            | \$ 1,000,000         | 1.38%         | 7            | May 2020      | April 2027    |
| LGFA            | \$ 1,500,000         | 3.65%         | 9            | August 2018   | April 2027    |
| LGFA - A&P      | \$ 3,500,000         | 1.87%         | 12           | December 2020 | December 2032 |
|                 | <b>\$ 22,700,000</b> | <b>2.18%</b>  |              |               |               |

### Internal Debt Register

| Activity | Amount              | Start Date | Term | Interest Rate | Details               |
|----------|---------------------|------------|------|---------------|-----------------------|
| Water    | \$ 1,430,000        | 2013       | N/a  | 2.18%         | Water treatment plant |
|          | <b>\$ 1,430,000</b> |            |      |               |                       |

### Committed Cash Facilities

| Lender   | Facility Value      | Outstanding | Rate       |  |  |
|----------|---------------------|-------------|------------|--|--|
| TSB Bank | \$ 1,000,000        | \$ -        | BKBM* + 3% |  |  |
|          | <b>\$ 1,000,000</b> |             |            |  |  |

### Investment Statement

| Investee        | Amount               | Interest Rate | Term (Days) | Start      | End        |
|-----------------|----------------------|---------------|-------------|------------|------------|
| Westpac         | \$ 1,000,000         | 0.91%         | 119         | 6/11/2020  | 5/03/2021  |
| Westpac         | \$ 1,000,000         | 0.70%         | 120         | 10/12/2020 | 9/04/2021  |
| TSB Bank        | \$ 1,000,000         | 0.55%         | 120         | 21/12/2020 | 21/04/2021 |
| TSB Bank        | \$ 1,000,000         | 0.90%         | 180         | 21/12/2020 | 21/06/2021 |
| Westpac         | \$ 1,000,000         | 1.50%         | 120         | 10/09/2020 | 8/01/2021  |
| Westpac         | \$ 2,000,000         | 1.25%         | 120         | 24/09/2020 | 22/01/2021 |
| Westpac         | \$ 2,000,000         | 1.22%         | 123         | 9/10/2020  | 9/02/2021  |
| A&P Association | \$ 3,680,000         | 1.29%         | 1826        | 22/12/2020 | 22/12/2025 |
| A&P Association | \$ 3,500,000         | 2.12%         | 1826        | 22/12/2020 | 22/12/2025 |
|                 | <b>\$ 16,180,000</b> | <b>1.34%</b>  |             |            |            |
| LGFA            | \$ 32,000            | 2.13%         | 1827        | 10/05/2019 | 10/05/2024 |
| LGFA            | \$ 32,000            | 0.91%         | 378         | 7/04/2020  | 20/04/2021 |
| LGFA            | \$ 24,000            | 2.22%         | 992         | 27/08/2018 | 15/05/2021 |
| LGFA            | \$ 32,000            | 2.41%         | 1326        | 27/08/2018 | 14/04/2022 |
| LGFA            | \$ 16,000            | 1.15%         | 1103        | 7/04/2020  | 15/04/2023 |
| LGFA            | \$ 24,000            | 3.06%         | 1826        | 24/05/2018 | 24/05/2023 |
| LGFA            | \$ 32,000            | 2.98%         | 2423        | 27/08/2018 | 15/04/2025 |
| LGFA            | \$ 92,500            | 0.64%         | 1826        | 21/12/2020 | 21/12/2025 |
| LGFA            | \$ 16,000            | 1.62%         | 2199        | 7/04/2020  | 15/04/2026 |
| LGFA            | \$ 16,000            | 0.98%         | 2530        | 11/05/2020 | 15/04/2027 |
| LGFA            | \$ 24,000            | 3.25%         | 3153        | 27/08/2018 | 15/04/2027 |
| LGFA            | \$ 87,500            | 1.47%         | 4383        | 21/12/2020 | 21/12/2032 |
|                 | <b>\$ 428,000</b>    | <b>1.69%</b>  |             |            |            |

### Shareholdings Statement

|                              | No. of Shares | Share Price | Value of Shares   |  |  |
|------------------------------|---------------|-------------|-------------------|--|--|
| Fonterra                     | 158,716       | \$ 4.39     | \$ 696,763        |  |  |
| Ravensdown                   | 17,920        | \$ 1.00     | \$ 17,920         |  |  |
| Civic Financial Services Ltd | 65,608        | \$ 0.93     | \$ 61,015         |  |  |
|                              |               |             | <b>\$ 775,699</b> |  |  |

\*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 DECEMBER 2021

|   | Dec-20           | Actuals<br>Dec-20 | Jan-21           | Feb-21           | Mar-21           | Apr-21           | May-21           | Jun-21           | Jul-21           | Aug-21           | Sep-21           | Oct-21           | Nov-21           | Dec-21           |
|---|------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>OPENING BALANCE</b>                  | <b>5,210,147</b> | <b>5,210,147</b>  | <b>3,351,257</b> | <b>1,898,417</b> | <b>3,335,717</b> | <b>1,308,017</b> | <b>4,201,648</b> | <b>5,062,019</b> | <b>3,199,319</b> | <b>1,865,757</b> | <b>3,708,057</b> | <b>2,230,357</b> | <b>687,357</b>   | <b>1,128,857</b> |
| Rates                                   | 400,000          | 485,893           | 370,000          | 2,900,000        | 400,000          | 400,000          | 2,900,000        | 430,000          | 400,000          | 3,500,000        | 600,000          | 415,000          | 2,800,000        | 490,000          |
| NZTA Refunds                            | 530,438          | 530,439           | 527,560          | 450,000          | 750,000          | 750,000          | 420,000          | 180,000          | 300,000          | 250,000          | 250,000          | 370,000          | 320,000          | 550,000          |
| Fees and Charges                        | 350,000          | 296,056           | 240,000          | 350,000          | 350,000          | 350,000          | 320,000          | 320,000          | 350,000          | 270,000          | 400,000          | 310,000          | 330,000          | 350,000          |
| Sale of Assets                          | 1 260,000        | 279,148           | -                | -                | -                | -                | -                | -                | 116,521          | -                | -                | -                | 240,000          | 241,000          |
| Interest Revenue                        | 7,300            | 6,949             | 7,300            | 7,300            | 7,300            | 7,300            | 7,300            | 7,300            | 7,300            | 7,300            | 7,300            | 6,000            | 6,500            | 6,500            |
| Other Income                            | 2 1,075,250      | 2,055,280         | 1,800,000        | 250,000          | -                | 4,250,000        | -                | 435,000          | -                | -                | -                | -                | -                | -                |
| <b>Total Cash In</b>                    | <b>2,622,988</b> | <b>3,653,766</b>  | <b>2,944,860</b> | <b>3,957,300</b> | <b>1,507,300</b> | <b>5,757,300</b> | <b>3,647,300</b> | <b>1,372,300</b> | <b>1,173,821</b> | <b>4,027,300</b> | <b>1,257,300</b> | <b>1,101,000</b> | <b>3,696,500</b> | <b>1,637,500</b> |
| Salaries and Wages / Elected Members    | 435,000          | 493,730           | 350,000          | 350,000          | 435,000          | 350,000          | 350,000          | 435,000          | 350,000          | 435,000          | 435,000          | 384,000          | 435,000          | 440,000          |
| Payments to Suppliers - Operating       | 800,000          | 918,557           | 400,000          | 370,000          | 900,000          | 400,000          | 500,000          | 800,000          | 550,000          | 550,000          | 550,000          | 640,000          | 620,000          | 900,000          |
| Major contract payments                 | 850,000          | 1,940,368         | 1,200,000        | 1,800,000        | 1,800,000        | 2,000,000        | 2,000,000        | 2,000,000        | 1,200,000        | 1,200,000        | 1,200,000        | 2,500,000        | 2,000,000        | 1,200,000        |
| Interest Expense                        | -                | -                 | 6,550            | -                | -                | 113,669          | 106,929          | -                | 7,383            | -                | -                | 120,000          | -                | -                |
| GST Paid                                | -                | -                 | 441,150          | -                | 400,000          | -                | 170,000          | -                | 400,000          | -                | 550,000          | -                | 200,000          | -                |
| <b>Total Cash Out</b>                   | <b>2,085,000</b> | <b>3,352,655</b>  | <b>2,397,700</b> | <b>2,520,000</b> | <b>3,535,000</b> | <b>2,863,669</b> | <b>2,786,929</b> | <b>3,235,000</b> | <b>2,507,383</b> | <b>2,185,000</b> | <b>2,735,000</b> | <b>3,644,000</b> | <b>3,255,000</b> | <b>2,540,000</b> |
| (Increase)/Reduce Financial Investments | 3 -              | 9,360,000         | 2,000,000        | -                | -                | -                | -                | -                | -                | -                | -                | 1,000,000        | -                | 1,000,000        |
| Borrowing /(Repaying) Loans             | 4 -              | 7,200,000         | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>CLOSING BALANCE</b>                  | <b>5,748,135</b> | <b>3,351,257</b>  | <b>1,898,417</b> | <b>3,335,717</b> | <b>1,308,017</b> | <b>4,201,648</b> | <b>5,062,019</b> | <b>3,199,319</b> | <b>1,865,757</b> | <b>3,708,057</b> | <b>2,230,357</b> | <b>687,357</b>   | <b>1,128,857</b> | <b>1,226,357</b> |
| <b>Net Debt</b>                         | <b>6,284,000</b> | <b>6,520,000</b>  | <b>4,520,000</b> | <b>4,520,000</b> | <b>4,520,000</b> | <b>4,520,000</b> | <b>4,520,000</b> | <b>4,520,000</b> | <b>4,520,000</b> | <b>4,520,000</b> | <b>4,520,000</b> | <b>5,520,000</b> | <b>5,520,000</b> | <b>6,520,000</b> |

**Notes re Cashflow Forecast:**

1. All sections have now been sold but five have late settlement terms, the latest being January 2022.
2. Additional Funding for December is from MBIE and TET Grants the other is anticipated Government Grant for the new Swimming Pool.
3. Increase in finance investments includes an additional \$2,000,000 term deposits and a loan to the A&P Association of \$7,180,000.
4. The \$7,200,000 relates to an increase in borrowings from the LGFA.

10.4



## Outstanding Debtors as at 31 December 2020

| Category                | Total Outstanding  | Overdue > 3 months | Notes relating to outstanding balances  |
|-------------------------|--------------------|--------------------|---|
| Rates                   | \$90,619           | \$38,621           | 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        | \$633              | \$0                |   |
| Cemeteries              | \$18,185           | \$5,020            | Overdues relate to 5 debtors, of which all have payment arrangements with council and are compliant.  |
| Rental Properties       | \$11,926           | \$4,918            | Overdue relates to 3 debtors. One is paid off monthly. The others have had formal letters, and been given 14 days notice or will be referred to the debt collectors.  |
| Pensioner Housing       | -\$3,534           | \$0                | Credit as tenants pay two weeks in advance.   |
| Planning and Regulatory | \$4,685            | \$3,435            | Overdue debtors are actively being pursued by debt collectors, or the Regulatory team are making contact (initial phase).   |
| Subdivision Sections    | \$594,270          | \$0                | This figure relates to amounts outstanding for the subdivision section sales.   |
| Facility Hire           | \$2,395            | \$0                |   |
| Sundry Debtors          | \$295,178          | \$12,520           | Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement. Sundry debtors includes income accrued and PGF funding invoiced.  |
| NZTA                    | \$493,701          | \$0                |   |
| Swimming Pool           | \$9,753            | \$43               | Letter being sent to outstanding debtor.  |
| Resource Consents       | \$17,900           | \$0                |   |
| Infringements           | \$78,150           | \$78,150           | All debtors are overdue and with the Ministry of Justice for collection.  |
| Wastewater Discharge    | \$12,625           | \$11,217           | The overdue amount relates to three debtors who use the Esk Rd discharge facility. Two have been sent to debt collectors. One has had a formal letter and will be followed up with formal debt collection if account remains outstanding.   |
| Water Billing           | \$26,742           | \$17,125           | Three debtors make up \$12.4k of overdue amount. One debtor has entered into an approved Council payment arrangements. A 10% penalty is applied each quarter on all amounts overdue. One owner has been sent to the first mortgagee. Assets team have advised the other debtor that he must pay and the leak is not covered under the remission policy. |
| <b>TOTAL</b>            | <b>\$1,653,228</b> | <b>\$171,049</b>   |   |

10.4